



**DEPARTMENT OF SPECIAL SERVICES**

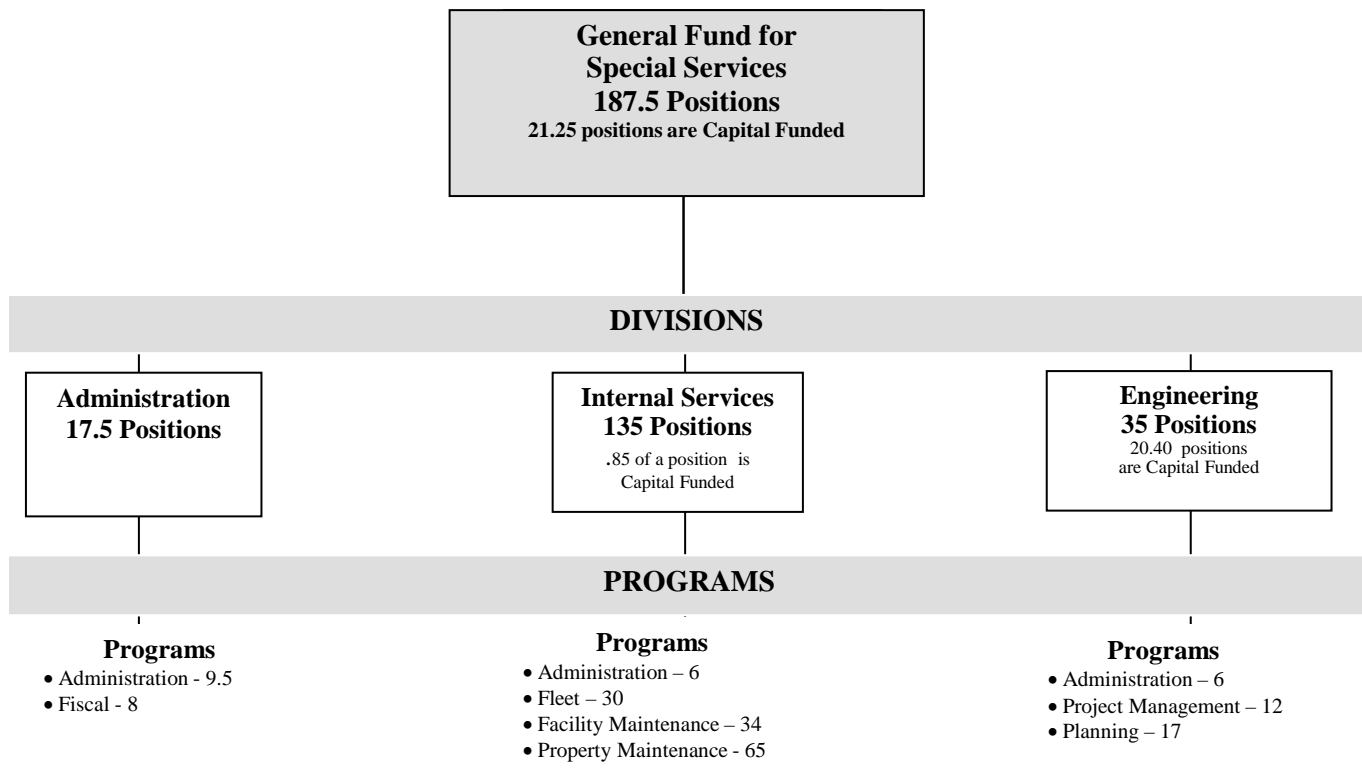
**FY2018 GENERAL FUND**

**RECOMMENDED BUDGET**

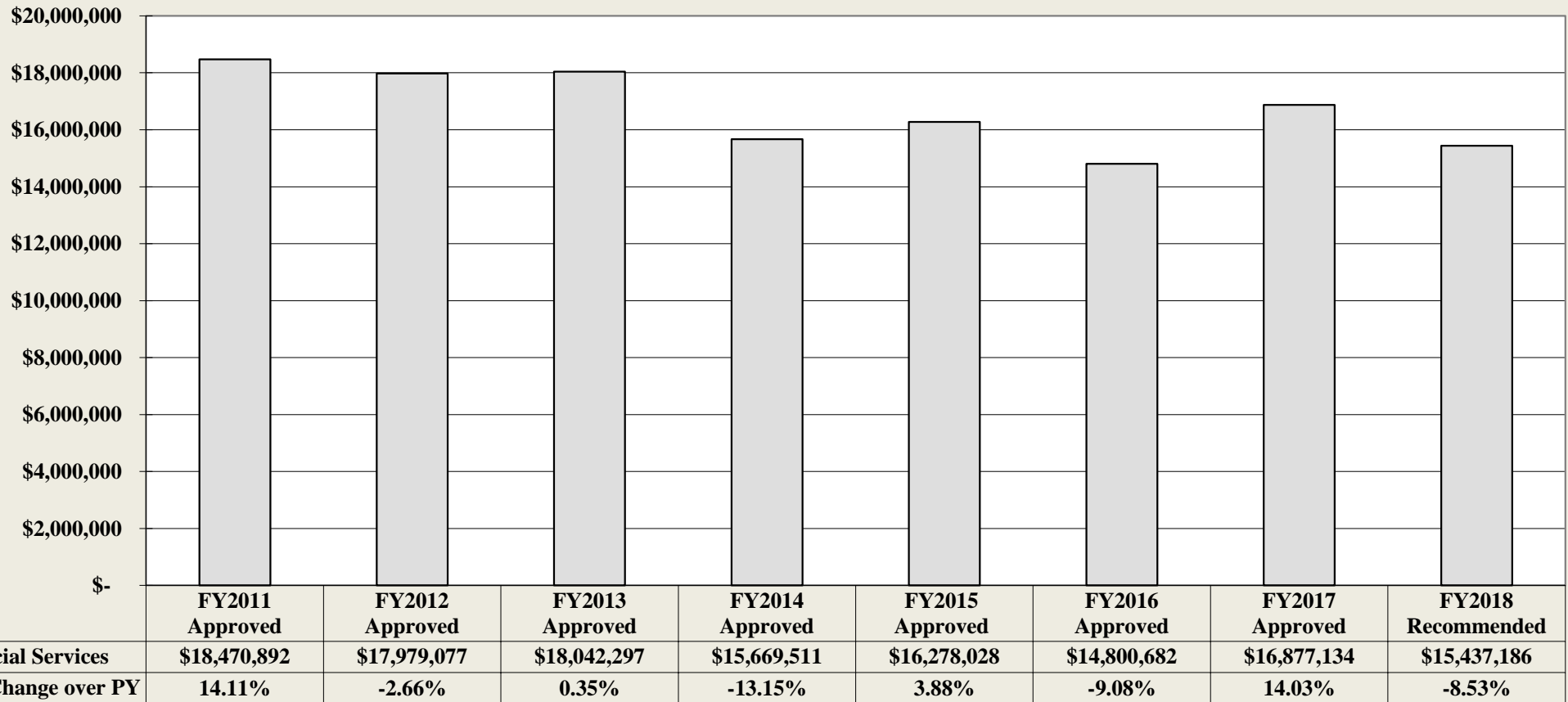
**TO COUNTY COUNCIL**

May 1, 2017

# *Department of Special Services FY2018 General Fund*

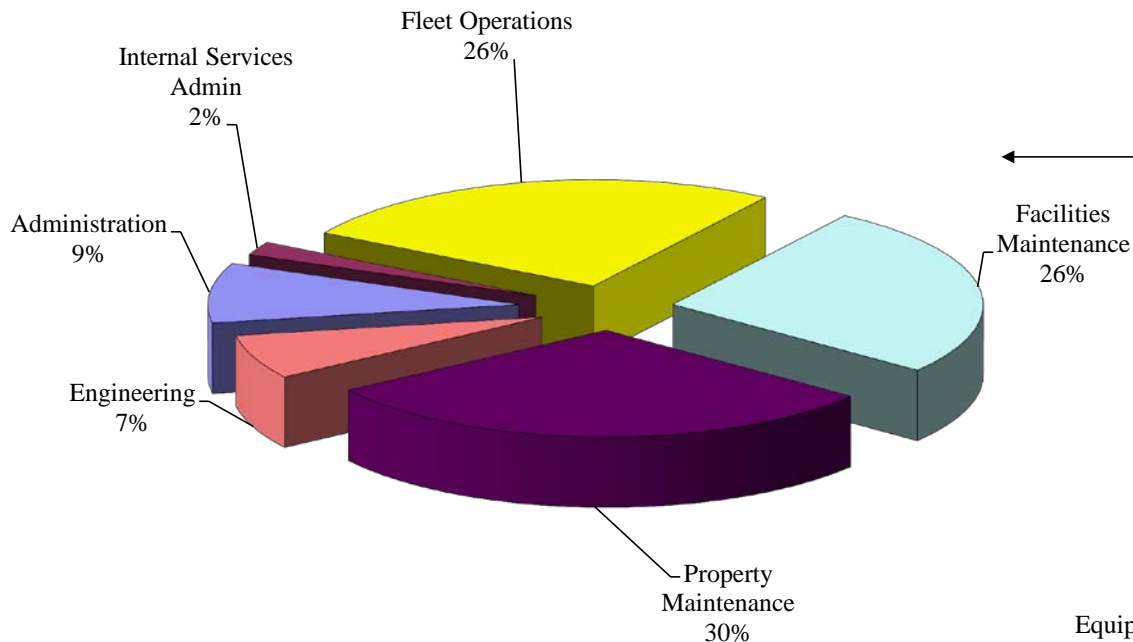


**DEPARTMENT OF SPECIAL SERVICES**  
**General Fund Budget History**  
**FY2011 Approved through FY2018 Recommended**



*FY2013 restated to reflect movement of equipment replacement to the Capital Budget .  
FY2014 Approved Budget has been restated for the transfer of Carousel to Community Services.*

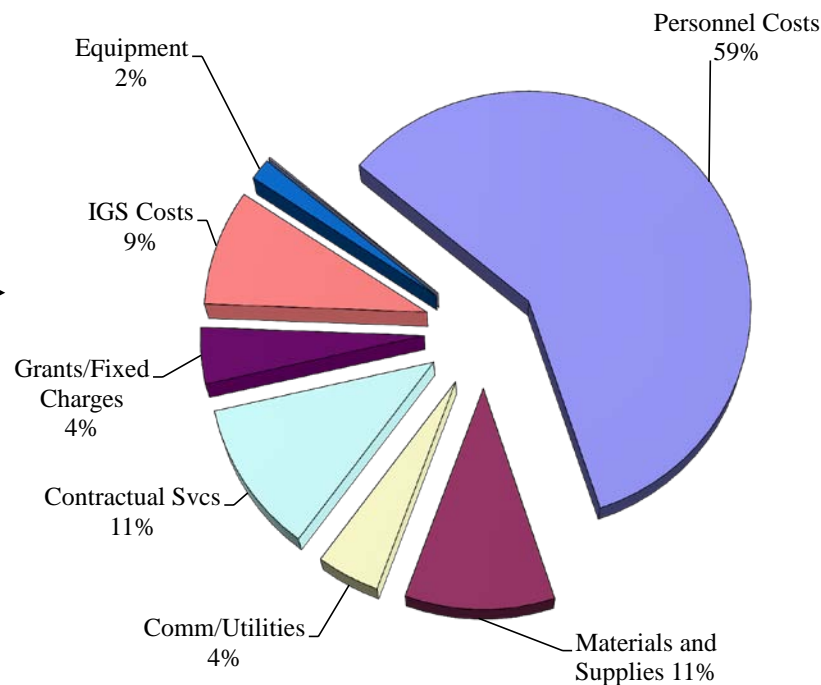
**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
FY2018 GENERAL FUND**



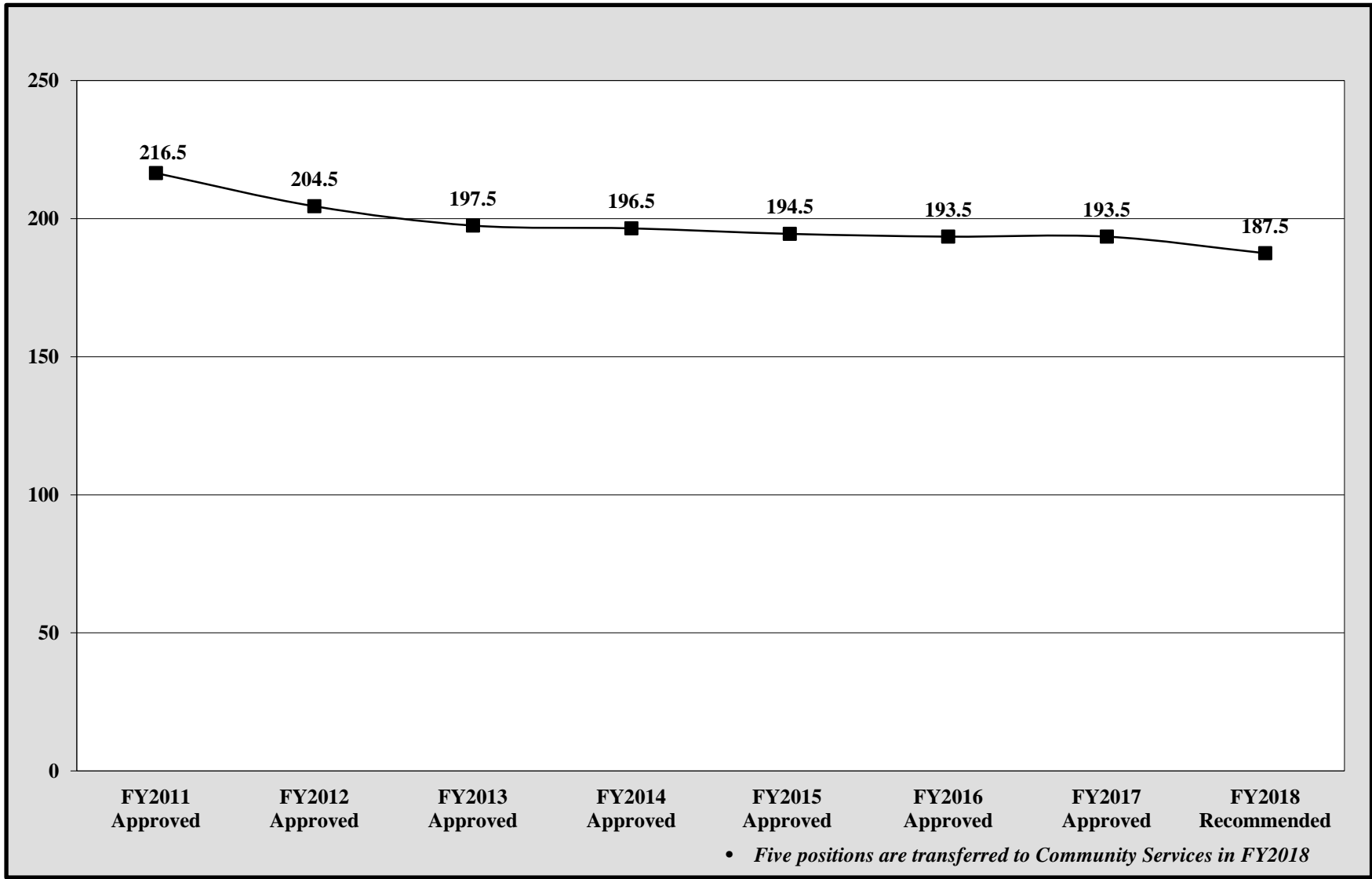
**Division**

<b><u>Division</u></b>	<b><u>FY2018 Recommended</u></b>
Administration	\$2,486,053
Internal Services Admin	558,829
Fleet Operations	7,124,710
Facilities Maintenance	7,197,502
Property Maintenance	8,193,608
Engineering	1,840,466
<b>Total Special Services Budget:</b>	<b>\$27,401,168</b>
<b>Less IGS Credits (Fleet Charges)</b>	<b>(11,963,982)</b>
<b>Recommended Budget</b>	<b>\$15,437,186</b>

<b><u>Object Level</u></b>	<b><u>FY2018 Recommended</u></b>
Personnel Costs	\$16,118,437
Comm/Utilities	1,236,157
Materials and Supplies	2,912,964
Contractual Svcs	3,097,857
IGS Costs	2,400,691
Grants/Fixed Charges	1,160,000
Equipment	442,820
Other	32,242
<b>Total Budget</b>	<b>\$27,401,168</b>
Less:	
<b>IGS Credits (Fleet Charges)</b>	<b>(11,963,982)</b>
<b>Recommended Budget</b>	<b>\$15,437,186</b>



**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
GENERAL FUND - POSITION HISTORY  
FY2011 Approved through FY2018 Recommended**



**DEPARTMENT OF SPECIAL SERVICES  
FY2018 General Fund Budget Presentation  
Calendar Year 2017 Diversity**

JOB CATEGORIES		NUMBER OF EMPLOYEES											
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE					
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
			A	B	C	D	E	F	G	H	I	J	K
Officials and Administrators	1	6	5	1									
Professionals	2	24.5	17	1				5.5	1				
Technicians	3	16	14	2									
Protective Service Workers	4	0											
Paraprofessionals	5	0											
Administrative Support	6	19	2					12	5				
Skilled Craft Workers	7	46	43	3									
Service-Maintenance	8	63	42	6	6			8	1				
Certain Elected/Appointed Officials	9	0											
<b>TOTAL @ 3/20/17</b>	10	174.5	123	13	6	0	0	25.5	7	0	0	0	0

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
GENERAL FUND BUDGET PRESENTATION  
2014 - 2016 DIVERSITY COMPARISON**

JOB CATEGORIES	NUMBER OF EMPLOYEES											
	Overall Totals (Sum of Col. B-K)	MALE					FEMALE					
		White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	E	F	G	H	I	J	K		
Officials and Administrators	2016	6	4	1			1					
	2015	7	5	1			1					
	2014	7	5	1			1					
Professionals	2016	26.5	17	1			7.5	1				
	2015	24.5	17	1			5.5	1				
	2014	21.5	15	1			4.5	1				
Technicians	2016	16	14	2								
	2015	13	12	1								
	2014	15	12	2			1					
Administrative Support	2016	19	2				12	5				
	2015	18	3				12	3				
	2014	19	4				12	3				
Skilled Craft Workers	2016	45	42	3								
	2015	47	44	3								
	2014	46	43	3								
Service-Maintenance	2016	64	43	6	6		8	1				
	2015	61	42	8	5		5	1				
	2014	63	43	7	6		6	1				
Certain Elected/Appointed Officials	2016	0										
	2015	0										
	2014	0										
<b>TOTAL @ 12/31/16:</b>	2016	176.5	122	13	6	0	0	28.5	7	0	0	0
	2015	170.5	123	14	5	0	0	23.5	5	0	0	0
	2014	171.5	122	14	6	0	0	24.5	5	0	0	0

State and Local Government Information (EEO-4) Report Format

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES  
PART-TIME, SEASONAL, TEMPORARY DIVERSITY**

JOB CATEGORIES	NUMBER OF EMPLOYEES										
	Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
		White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
		A	B	C	D	E	F	G	H	I	J
Protective Services	0										
Professionals	0										
Paraprofessionals	35	17	11	1			5		1		
Administrative Support	0										
<b>Total for CY2016</b>	<b>35</b>	<b>17</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

These numbers encompass the entire Department of Special Services, both General and Sewer Funds for the calendar year 2016





**DEPARTMENT OF SPECIAL SERVICES  
FY2018 RECOMMENDED BUDGET - GENERAL FUND**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recommended	% Incr (Decr) over FY2017 Approved
Salaries and Wages	\$ 10,315,838	\$ 10,344,541	\$ 28,703	0.28%
Employee Benefits	5,535,803	5,773,896	238,093	4.30%
Training and Civic Affairs	32,242	32,242	-	0.00%
Communication and Utilities	1,246,649	1,236,157	(10,492)	-0.84%
Materials and Supplies	2,902,964	2,912,964	10,000	0.34%
Contractual Services	3,074,284	3,097,857	23,573	0.77%
Equipment Replacement	440,909	442,820	1,911	0.43%
Fixed Charges	1,160,000	1,160,000	-	0.00%
Land/Structures	-	-	-	-
Contingency	-	-	-	-
IGS Costs	2,009,728	2,400,691	390,963	19.45%
<b>Total:</b>	<b>\$ 26,718,417</b>	<b>\$ 27,401,168</b>	<b>\$ 682,751</b>	<b>2.56%</b>
Intragov. Service Credits	(9,841,283)	(11,963,982)	(2,122,699)	-21.57%
<b>Budget Total:</b>	<b>\$ 16,877,134</b>	<b>\$ 15,437,186</b>	<b>\$ (1,439,948)</b>	<b>-8.53%</b>



**DEPARTMENT OF SPECIAL SERVICES**  
**FY2018 RECOMMENDED BUDGET - GENERAL FUND**  
**TO THE COUNTY EXECUTIVE**

Object Level	FY2018 Recommended		\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$10,344,541</b>		<b>\$28,703</b>	<b>0.28%</b>
<i>Change is attributed to:</i>				
Salaries & Wages Permanent - \$28,703				
<i>Significant expenses include:</i>				
Salaries & Wages Permanent - \$9,620,817		Salaries & Wages Seasonal - \$194,000		
Salaries & Wages Overtime - \$515,236		Salaries & Wages Shift Diff - \$14,488		
<b>Employee Benefits:</b>	<b>\$5,773,896</b>		<b>\$238,093</b>	<b>4.30%</b>
<i>Change is attributed to:</i>				
Benefits Permanent - \$227,073		Benefits Overtime - \$11,020		
<i>Significant expenses include:</i>				
Benefits Permanent - \$5,454,777		Benefits Premium - \$299,719		
		Benefits Seasonal - \$19,400		
<b>Training and Civic Affairs:</b>	<b>\$32,242</b>		<b>\$0</b>	<b>0.00%</b>
<i>Significant expenses include:</i>				
Training/Conf./Seminar Fees - \$19,000		Membership Dues - \$2,950		
Hotel/Meal Accommodations - \$5,600		Mileage/Toll/Parking - \$1,692		
Service Awards/Catering - \$1,500		Airfare - \$1,500		
<i>Training/Seminar fees include required certifications and licenses</i>				
<b>Communication and Utilities:</b>	<b>\$1,236,157</b>		<b>(\$10,492)</b>	<b>-0.84%</b>
<i>Change is attributed to:</i>				
Electric Service - (\$6,492)		Cellular Telephone - (\$5,000)		
		Postage - \$1,000		
<i>Significant expenses include:</i>				
Electric Service - \$842,290		Landfill Charges - \$12,000		
Gas Heat - \$149,000		Telephone Services - \$75,200		
Heating Oil - \$35,586		Water Service - \$58,601		
Postage /Overnight Express - \$18,150		Sewer Service - \$45,330		
<b>Materials and Supplies:</b>	<b>\$2,912,964</b>		<b>\$10,000</b>	<b>0.34%</b>
<i>Change is attributed to:</i>				
Custodial Supplies - \$2,000		Plumbing Supplies - \$6,078		
		Electrical Supplies - \$1,886		
<i>Significant expenses include:</i>				
Misc Materials/Office Supplies - \$71,213		Construction Materials - \$51,938		
Clothing and Uniforms - \$50,930		Electrical/Plumbing/Lumber - \$106,021		
Vehicular Supplies - \$817,820		Chemical/Ag Supplies/Propane - \$101,000		
Motor Fuels - \$1,554,181		Rec. Supplies/Tools - \$52,798		
Custodial Supplies - \$84,677		Equipment Repair Supplies - \$20,049		



**DEPARTMENT OF SPECIAL SERVICES**  
**FY2018 RECOMMENDED BUDGET - GENERAL FUND**  
**TO THE COUNTY EXECUTIVE**

Object Level	FY2018 Recommended		\$ Change	% Change
<b>Contractual Services:</b>	<b>\$3,097,857</b>		<b>\$23,573</b>	<b>0.77%</b>
<i>Change is attributed to:</i>				
Landscape Services/Grass Cutting - \$29,356		Other Professional Services - (\$25,000)		
Facility Cleaning - (11,890)		Trash Removal - \$9,000		
Service Contracts - (\$106,000)		Janitorial - \$31,747		
		HVAC/Fire & Security/San Waste - \$96,360		
<i>Significant expenses include:</i>				
Facility Cleaning & Maintenance - \$430,998		Third Party Administrator - \$45,000		
Vehicular & Equipment Repairs - \$503,492		Safety/Fire/Security - \$159,877		
Facility Repairs - \$72,257		Pest Control/Trash Removal - \$76,884		
Service Contracts - \$319,942		Landscape Services/Grass Cutting - \$305,000		
HVAC - \$534,513		Sanitary Waste Services - \$60,000		
Janitorial Services - \$483,144		Towing Service - \$14,000		
Engineering Services - \$80,935				
<b>Equipment Replacement:</b>	<b>\$442,820</b>		<b>\$1,911</b>	<b>0.43%</b>
<i>Change is attributed to:</i>				
Fixed Machinery - \$25,000		Recreational Equipment (\$9,000)		
Non-motorized Equipment - (\$30,000)		Safety Equipment - \$6,000		
		Building Equipment - \$10,011		
<i>Significant expenses include:</i>				
Building Equipment - \$46,000		Safety/Recreational Equipment - \$15,960		
Building Equipment ESCO - \$343,710		Fixed Equipment - \$25,000		
<b>Grants &amp; Fixed Charges:</b>	<b>\$1,160,000</b>		<b>\$0</b>	<b>0.00%</b>
<i>Significant expenses include:</i>				
Pass-Thru-Grant - Pal - \$85,000				
Insurance Premiums - \$377,000		Insurance Retention - Auto & Truck Repair - \$138,000		
Insurance Retention & Fees - \$90,000		Insurance Settlements - \$470,000		
<b>IGS Costs:</b>	<b>\$2,400,691</b>		<b>\$390,963</b>	<b>19.45%</b>
<i>Change is attributed to:</i>				
IS Contract - Fleet Vehicles - \$519,303		IS Contract - GIS - (\$36,591)		
		IS Contract -Data Processing - (\$91,749)		
<i>Significant IGS Costs include:</i>				
Fleet Vehicles - \$1,627,936		Information Systems GIS - \$9,260		
Information Systems Data Processing - \$731,495		Photocopies/Printing - \$32,000		
<b>Intragov. Service Credits:</b>	<b>(11,963,982)</b>		<b>(\$2,122,699)</b>	<b>-21.57%</b>
Fleet Cross Charges to Other Departments				

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES - GENERAL FUND  
FY2017 ACCOMPLISHMENTS**

- Completed improvements to the Public Safety Building including but not limited to camera upgrades, redundant closed circuit cooling tower, dry sprinkler system for the Data Center and a redundant loop for the HVAC system.
- Completed the replacement of the emergency generator at the Conner Building.
- Completed the replacement of two transformers at the Government Center.
- Renovated the following playgrounds: Christiana Village, Townsend, Swanwyck, Sherwood 1, Centennial Village, Brandywine Springs, Chapel Hills, and Woodland.
- Renovated the following court games: Greenbank (4 tennis), Woodland (1 basketball), Sherwood (1 basketball and 1 tennis), Delcastle (3 basketball).
- Purchased a "Snap On" multi-module diagnostic tool for the garage which reduces the need to send out heavy duty trucks and Cummins machinery to vendor at a savings of \$500/visit.
- Placed 81 new Police Tahoe's, 9 Police Interceptors, 4 EMS Interceptors and 6 Medic units in service. Removed from service were 21 Crown Vic's along with 54 other pieces of equipment. All units removed from service generated \$192,983 Y-T-D in auction revenue to NCC.
- Completed updates to the Middle Run Valley Management and Bio-Diversity Management Plans.
- Completed construction of the "Bike Skills Facility" in Middle Run Valley.
- Completed unique one-of-a-kind in region specialized Autism Playground at Glasgow Park.
- Completed five year update to the long term Park Acquisition and Development Plan.
- Commenced improvements and repaving of Government Center parking lot.
- Completed Phase 1 of the Tri-Park Rehabilitation Project (Oakmont, Suratte, Rosehill), as well as pathway project.
- Designed and managed contractors for paving Beck's Pond and Brandywine Springs parking lots, Powell Ford and Chelsea Manor perimeter paths and the River Road Park driveway.

**DEPARTMENT OF SPECIAL SERVICES  
FY2018 GOALS & OBJECTIVES  
GENERAL FUND**

- Utilize City Works (comprehensive maintenance and management software) to analyze departmental efficiencies, effectiveness and the service necessity that will be particularly critical in this time of reduced revenues and tight budgets.
- Procure fleet vehicles and equipment that improve overall fleet efficiency.
- Maintain or exceed an overall fleet availability rate of 95%.
- Update garage equipment to ease the physical burden and improve the safety of the operation.
- Maintain a weekly mowing schedule on all building sites and athletic fields with a two week mowing schedule on all parks, pump stations and retention basins.
- Prioritize all forestry work and remove all/any unsafe trees in a timely manner.
- Review playground inspections to ensure all maintenance areas are inspecting them at least once a month.
- Daily maintenance of athletic fields to ensure safe play on fields owned by the County.
- Communicate and work with various community groups and County Council on issues impacting the Department.
- Continue to research and develop opportunities for cost savings.
- Continue to improve customer service levels and increase revenue through the permits office.
- Complete the security project for all County buildings to insure assets are appropriately protected by installing and upgrading infrastructure for security equipment.
- Complete the installation of the redundant cooling tower, the energy management system phase I and II and the expansion of the electric service at the Public Safety Building.
- Complete the installation of the Outdoor Switchgear at Carousel Park; Delcastle Park and the Conner Complex.
- Complete the Electrical Power Distribution upgrade/replacement for all County buildings.
- Complete the electrical and the mechanical upgrades at the Garage.
- Complete the electrical testing and preventive maintenance for all power distribution and switchgear for all County facilities.
- Begin design development for District Park #5 in the Red Lion area (Prest Property), which will include active and passive recreational areas.
- Construct the section of the Mill Creek Greenway from Camp Wright to Stoney Batter Road.

**NEW CASTLE COUNTY  
DEPARTMENT OF SPECIAL SERVICES GENERAL FUND  
FY2018 CHALLENGES**

- The continued growth of County assets in conjunction with reduced personnel and financial resources.
- Succession planning of staffing in light of the number of employees eligible to retire and current vacancies.
- Achieving the proper mix of preventative maintenance (proactive) and corrective maintenance (reactive).

**DEPARTMENT OF SPECIAL SERVICES  
CURRENT VACANCIES - GENERAL FUND**

<b>Title</b>	<b>Funded?</b>	<b>Date Vacated</b>	<b>Reason for Vacancy</b>
<b><i>Administration</i></b>			
General Manager	Y	3/14/2017	Resigned
Special Services Senior Manager	Y	1/1/2017	Promoted
Budget & Procedures Analyst	Y	1/3/2017	Transferred
<b>Total:</b>	<b>3</b>		
<b><i>Fleet Operations</i></b>			
Automotive Mechanic	Y	12/19/2016	Promoted
Automotive Mechanic	Y	12/19/2016	Promoted
<b>Total:</b>	<b>2</b>		
<b><i>Internal Services</i></b>			
Storekeeper	Y	9/21/2015	Promoted
Internal Services Manager	Y	8/26/2016	Resigned
<b>Total:</b>	<b>2</b>		
<b><i>Property Maintenance</i></b>			
Motor Equipment Operator I	Y	11/14/2016	Promoted
Motor Equipment Operator I	Y	12/12/2016	Promoted
Motor Equipment Operator I	Y	11/14/2016	Promoted
Special Services Specialist I	Y	2/1/2017	Terminated
<b>Total:</b>	<b>4</b>		
<b><i>Engineering Division</i></b>			
Assistant County Engineer	Y	5/1/2012	Retired
Construction Inspection Supervisor	Y	9/10/2012	Promotion
Drafting Technician II	Y	4/7/2015	Retired
Landscape Architect	N	12/28/2007	Retired
Public Works Inspector	Y	5/26/2006	Retired
Right of Way Agent	Y	7/11/2015	Resigned
Special Services Development Planner	Y	7/21/2006	Retired
<b>Total:</b>	<b>7</b>		
<b>Total Vacancies:</b>	<b>18</b>		

## **CONTRACTUAL SERVICES**



**New Castle County Department of Special Services  
 Division of Administration  
 FY2018 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation
040100	Administration			\$ 2,912	<i>Miscellaneous Contractual Services</i>
			<i>Subtotal Contractual Services</i>	\$ 2,912	
	IGS Costs	5900	<i>IS Contract-Data Processing</i>	\$ 132,669	<i>Computer cross charges, in-house</i>
		5901	<i>Is Contract-Photocopies</i>	\$ 26,000	<i>In-house copying charge</i>
		5902	<i>IS Contract-Printing and Dupl</i>	\$ 6,000	<i>In-house printing and duplicating charge</i>
		5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 2,813	<i>Vehicle cross charges</i>
		5907	<i>IS Contract-GIS</i>	\$ 9,260	<i>GIS cross charge</i>
		<i>Subtotal IGS Costs</i>	\$ 176,742		
<b>Total Contractual Services</b>				<b>\$ 179,654</b>	

**New Castle County Department of Special Services  
Division of Fleet Operations  
FY2018 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation		
040201	Fleet	5100	Vehicular Repairs	\$ 203,175	Repairs not handled in-house		
		5101	Equipment Repairs	\$ 15,000	Miscellaneous shop equipment; compressors and hydraulics, etc...		
		5200	Service Contracts	\$ 318,500	Outsourced parts room vendor; Telematics		
		5415	Third Party Administrator	\$ 45,000	Non-litigation auto damage subrogation		
		5742	Towing Service	\$ 14,000	Towing of County vehicles		
				\$ 3,244	Miscellaneous Contractual Services		
				<i>Subtotal Contractual Services</i>	\$ 598,919		
			IGS Costs	5900	IS Contract-Data Processing	\$ 130,885	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 37,895	Vehicle cross charge
					<i>Subtotal IGS Costs</i>	\$ 168,780	
<b>Total Contractual Services</b>				<b>\$ 767,699</b>			

**New Castle County Department of Special Services  
Division of Facilities Maintenance  
FY2018 Contractual Services Details**

<b>OCA</b>	<b>OCA Title</b>	<b>Object Level</b>	<b>Object Level 3 Title</b>	<b>FY2018 Budgeted Amount</b>	<b>Explanation</b>
040218	Police Academy			\$ 7,075	Miscellaneous Contractual Services
			<b>Total 040218</b>	<b>\$ 7,075</b>	
040219	PAL	5104	Facility Repairs	\$ 15,000	Minor repairs to the building
		5734	HVAC	\$ 27,100	Repairs to the HVAC systems
		5736	Fire and Security Service	\$ 13,265	Fire and security systems maint. and repair
				<u>\$ 3,318</u>	Miscellaneous Contractual Services
			<b>Total 040219</b>	<b>\$ 58,683</b>	
040220	Government Center	5101	Equipment Repairs	\$ 103,841	Equipment repairs at the Government Center and Gilliam Building
		5731	Trash Removal	\$ 13,860	Government Center and Gilliam Building
		5732	Janitorial Services	\$ 68,000	Cleaning service for Gilliam Building
		5734	HVAC Service	\$ 74,095	Government Center and Gilliam Building
		5736	Fire and Security Service	\$ 12,600	Fire and security systems maint. and repair
				<u>\$ 11,344</u>	Miscellaneous Contractual Services
			<i>Subtotal Contractual Services</i>	<u>\$ 283,740</u>	
	IGS Costs	5900	IS Contract-Data Processing	\$ 22,436	Computer cross charges, in-house
			<i>Subtotal IGS Costs</i>	<u>\$ 22,436</u>	
			<b>Total 040220</b>	<b>\$ 306,176</b>	
040221	Churchman's Road	5101	Equipment Repairs	\$ 97,046	Equipment repairs at the Conner Building and Base D
		5104	Facility Repairs	\$ 28,000	Repairs to the Conner Building and Base D
		5734	HVAC Service	\$ 108,000	HVAC for several buildings
		5735	Safety Inspections	\$ 14,100	Safety Inspections of buildings
		5736	Fire and Security Service	\$ 23,639	Fire and security systems maintenance and repair
				<u>\$ 19,470</u>	Miscellaneous Contractual Services
			<i>Subtotal Contractual Services</i>	<u>\$ 290,255</u>	
	IGS Costs	5900	IS Contract-Data Processing	\$ 70,512	Computer cross charges, in-house
		5904	IS Contract-Fleet-Vehicles	\$ 156,189	Vehicle cross charges
			<i>Subtotal IGS Costs</i>	<u>\$ 226,701</u>	
			<b>Total 040221</b>	<b>\$ 516,956</b>	

**New Castle County Department of Special Services  
Division of Facilities Maintenance  
FY2018 Contractual Services Details**

<b>OCA</b>	<b>OCA Title</b>	<b>Object Level</b>	<b>Object Level 3 Title</b>	<b>FY2018 Budgeted Amount</b>	<b>Explanation</b>	
040222	Libraries	5720	Facility Cleaning	\$ 20,000	Window and carpet cleaning for library facilities	
		5731	Trash Removal	\$ 15,980	Trash removal for all library facilities	
		5732	Janitorial Services	\$ 260,000	Janitorial services for all library facilities	
		5734	HVAC Service	\$ 190,000	HVAC services for all library facilities	
		5736	Fire and Security Service	\$ 36,450	Fire and security systems maintenance and repair	
					\$ 11,115	Miscellaneous Contractual Services
			<b>Total 040222</b>	<b>\$ 533,545</b>		
040223	Public Safety Facility	5101	Equipment Repairs	\$ 81,050	Replacement of UPS batteries	
		5104	Facility Repairs	\$ 15,000	Minor repairs to the Public Safety Building	
		5732	Janitorial Service	\$ 150,144	Janitorial services for Public Safety facility	
		5734	HVAC Service	\$ 132,918	HVAC services for all Police facilities	
		5736	Fire and Security	\$ 50,000	Fire and security systems maintenance and repair	
					\$ 11,680	Miscellaneous Contractual Services
					Subtotal Contractual Services	\$ 440,792
	IGS Costs	5900	IS Contract-Data Processing	\$ 22,436	Computer cross charges, in-house	
			Subtotal IGS Costs	\$ 22,436		
			<b>Total 040223</b>	<b>\$ 463,228</b>		
040225	EMS			\$ 3,920	Miscellaneous Contractual Services	
			<b>Total 040225</b>	<b>\$ 3,920</b>		
040226	City/County Building	5720	Facility Cleaning and Maint	\$ 397,648	Services provided by Asset Management for maintenance of building	
			<b>Total 040226</b>	<b>\$ 397,648</b>		
040228	Town Center			\$ 5,774	Miscellaneous Contractual Services	
			<b>Total 040228</b>	<b>\$ 5,774</b>		
<b>Total Contractual Services</b>				<b>\$ 2,293,005</b>		

**New Castle County Department of Special Services  
 Division of Internal Services Administration  
 FY2018 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation
040230	<i>Internal Services</i>			\$ -	<i>No Contractual Services Budgeted</i>
	<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	<u>\$ 16,025</u>	<i>Computer cross charges, in-house</i>
			<i>Subtotal IGS Costs</i>	<u>\$ 16,025</u>	
<b><i>Total Contractual Services</i></b>				<b>\$ 16,025</b>	

**New Castle County Department of Special Services  
Division of Property Maintenance  
FY2018 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation		
040231	Property Maintenance	5602	Landscape Services	\$ 155,000	For various buildings and facilities		
		5701	Grass Cutting	\$ 150,000	For various parks		
		5731	Trash Removal	\$ 20,000	Trash removal for parks		
		5737	Sanitary Waste Services	\$ 60,000	Rental of portable toilets		
			<u>\$ 3,500</u>	Miscellaneous Contractual Services			
			Subtotal Contractual Services	\$ 388,500			
			IGS Costs	5900	IS Contract-Data Processing	\$ 224,354	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 1,386,010	Vehicle cross charge
					<u>\$ 1,610,364</u>		
					<b>Total</b>	<b>\$ 1,998,864</b>	
<b>Total Contractual Services</b>				<b>\$ 1,998,864</b>			

**New Castle County Department of Special Services  
Division of Engineering  
FY2018 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation	
040501	Eng. Administration	5600	Engineering Services	\$ 15,000	Consulting engineers for civil engineering projects	
			Subtotal Contractual Services	\$ 15,000		
	IGS Costs	5900	IS Contract-Data Processing	\$ 19,231		Computer cross charges, in-house
			Subtotal IGS Costs	\$ 19,231		
			<b>Total 040501</b>	<b>\$ 34,231</b>		
040502	Project Management	5600	Engineering Services	\$ 15,935	Consulting engineers for various building and sewer projects	
			Subtotal Contractual Services	\$ 5,159		
			Miscellaneous Contractual Services	\$ 21,094		
	IGS Costs	5900	IS Contract-Data Processing	\$ 38,461	Computer cross charges, in-house	
			5904	IS Contract-Fleet-Vehicles		\$ 41,617
				Vehicle cross charge		\$ 80,078
			Subtotal IGS Costs	\$ 80,078		
<b>Total 040502</b>	<b>\$ 101,172</b>					
040504	Project Planning	5600	Engineering Services	\$ 50,000	Consulting engineers for various bldg and sewer projects	
			Subtotal Contractual Services	\$ 50,000		
	IGS Costs	5900	IS Contract-Data Processing	\$ 54,486	Computer cross charges, in-house	
			5904	IS Contract-Fleet-Vehicles		\$ 3,412
				Vehicle cross charge		\$ 57,898
Subtotal IGS Costs	\$ 57,898					
<b>Total 040504</b>	<b>\$ 107,898</b>					
<b>Total Contractual Services</b>				<b>\$ 243,301</b>		

## **BUDGET BY OBJECT CODE**



**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES**

**FY2018 RECOMMENDED GENERAL FUND**

Object Level 1	Object Level 3	Administration	Engineering	Facility Maintenance	Fleet Operations	Internal Svcs-Admin	Property Maintenance	Grand Total
<b>11 Salaries and Wages</b>	1001 Salaries & Wages-Permanent	1,378,549	1,006,605	1,865,373	1,763,538	310,026	3,296,726	9,620,817
	1003 Salaries & Wages-Seasonal	-	-	19,000	-	-	165,000	184,000
	1004 Salaries & Wages-Temporary	-	-	-	-	10,000	-	10,000
	1007 Salaries & Wages-Shift Diff.	-	-	4,000	10,488	-	-	14,488
	1008 Salaries & Wages-Overtime	500	1,000	94,582	50,000	6,300	357,000	509,382
	1009 Salaries & Wages-Prem Overtime.	-	-	5,854	-	-	-	5,854
<b>11 Salaries and Wages Total</b>		<b>1,379,049</b>	<b>1,007,605</b>	<b>1,988,809</b>	<b>1,824,026</b>	<b>326,326</b>	<b>3,818,726</b>	<b>10,344,541</b>
<b>15 Employee Benefits</b>	1500 Emp. Bene.-Regular Overhead	791,300	569,538	1,055,429	997,810	175,413	1,865,287	5,454,777
	1510 Empl. Ben. - Premium Overhead	283	566	59,090	34,224	3,565	201,991	299,719
	1520 E/B-Regular-Part-Time	-	-	1,900	-	1,000	16,500	19,400
<b>15 Employee Benefits Total</b>		<b>791,583</b>	<b>570,104</b>	<b>1,116,419</b>	<b>1,032,034</b>	<b>179,978</b>	<b>2,083,778</b>	<b>5,773,896</b>
<b>22 Training and Civic Affairs</b>	2001 Airfare	1,500	-	-	-	-	-	1,500
	2004 Mileage Reimbursements	512	-	-	-	-	-	512
	2005 Tolls	155	25	-	-	-	-	180
	2006 Parking Fees	700	300	-	-	-	-	1,000
	2010 Hotel Accommodations	4,500	-	-	-	-	-	4,500
	2020 Meals	1,000	100	-	-	-	-	1,100
	2101 Conference Fees	3,000	-	-	-	-	-	3,000
	2102 Seminar Fees	9,000	-	-	-	-	-	9,000
	2103 Trainers Fees	7,000	-	-	-	-	-	7,000
	2301 Membership Dues	2,000	500	450	-	-	-	2,950
	2310 Catering	1,000	-	-	-	-	-	1,000
	2320 Service Awards	500	-	-	-	-	-	500
<b>22 Training and Civic Affairs Total</b>		<b>30,867</b>	<b>925</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,242</b>
<b>23 Communication and Utilities</b>	3100 Postage	14,500	-	-	-	-	-	14,500
	3110 Overnight Express	3,650	-	-	-	-	-	3,650
	3200 Telephone Service	45,000	-	-	-	-	-	45,000
	3201 Telephone Paging Service	2,200	-	-	-	-	-	2,200
	3202 Telephone Answering Service	3,000	-	-	-	-	-	3,000
	3210 Cellular Telephone Service	25,000	-	-	-	-	-	25,000
	3300 Electric Service	-	-	808,050	-	-	34,240	842,290
	3400 Water Service	-	-	58,601	-	-	-	58,601
	3500 Landfill Charges	-	-	-	-	-	12,000	12,000
	3600 Gas Heat	-	-	149,000	-	-	-	149,000
	3700 Heating Oil	-	-	35,586	-	-	-	35,586
	3800 Sewer Service	-	-	45,330	-	-	-	45,330
<b>23 Communication and Utilities Total</b>		<b>93,350</b>	<b>-</b>	<b>1,096,567</b>	<b>-</b>	<b>-</b>	<b>46,240</b>	<b>1,236,157</b>

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES

FY2018 RECOMMENDED GENERAL FUND

Object Level 1	Object Level 3	Administration	Engineering	Facility Maintenance	Fleet Operations	Internal Svcs-Admin	Property Maintenance	Grand Total
<b>24 Materials and Supplies</b>	4000 Books and Subscriptions	300	1,542	495	-	-	-	2,337
	4001 Clothing and Uniforms	-	1,000	4,930	5,000	35,000	5,000	50,930
	4004 Miscellaneous Materials	-	-	1,640	-	-	12,000	13,640
	4101 Office Supplies	3,000	4,440	93	1,600	1,000	5,000	15,133
	4103 Duplicating & Repro. Supplies	-	-	12,000	-	500	-	12,500
	4104 Computer Supplies	8,250	8,500	-	-	-	-	16,750
	4105 Medical & Safety Supplies	-	49	1,141	2,000	-	8,000	11,190
	4106 Custodial Supplies	-	-	42,677	-	-	42,000	84,677
	4107 Computer Paper	-	2,000	-	-	-	-	2,000
	4220 Construction Material	-	-	36,938	-	-	15,000	51,938
	4221 Electrical Supplies	-	-	48,819	-	-	-	48,819
	4222 Plumbing Supplies	-	-	26,297	-	-	-	26,297
	4223 Lumber	-	-	24,905	-	-	6,000	30,905
	4224 Equipment Repair Supplies	-	-	20,049	-	-	-	20,049
	4225 Automotive Tools	-	-	-	5,000	-	-	5,000
	4310 Chemical Supplies	-	-	-	-	-	9,000	9,000
	4312 Propane	-	-	-	-	-	12,000	12,000
	4320 Agricultural Supplies	-	-	-	-	-	80,000	80,000
	4330 Vehicular Supplies	-	-	-	817,820	-	-	817,820
	4335 Motor Fuels-Gasoline	-	-	-	1,179,581	-	-	1,179,581
	4336 Motor Fuels-Diesel	-	-	-	374,600	-	-	374,600
	4340 Recreational Supplies	-	-	-	-	-	32,000	32,000
	4350 Small Tools	-	-	1,598	4,200	-	10,000	15,798
<b>24 Materials and Supplies Total</b>		<b>11,550</b>	<b>17,531</b>	<b>221,582</b>	<b>2,389,801</b>	<b>36,500</b>	<b>236,000</b>	<b>2,912,964</b>
<b>25 Contractual Services</b>	5100 Vehicular Repairs	-	-	-	203,175	-	-	203,175
	5101 Equipment Repairs	-	-	285,317	15,000	-	-	300,317
	5102 Radio & Communication Repairs	-	-	-	1,500	-	-	1,500
	5104 Facility Repairs	-	-	69,257	-	-	3,000	72,257
	5200 Service Contracts-Other	-	-	1,442	318,500	-	-	319,942
	5300 Printing & Related Costs	1,000	184	-	-	-	-	1,184
	5400 Legal Fees	-	420	-	-	-	-	420
	5406 Other Professional Services	-	4,555	-	-	-	-	4,555
	5415 Third Party Administrator	-	-	-	45,000	-	-	45,000
	5504 Other Equipment & Prop. Rental	1,412	-	-	1,444	-	-	2,856
	5600 Engineering Services	-	80,935	-	-	-	-	80,935
	5602 Landscape Services	-	-	-	-	-	155,000	155,000
	5701 Grass Cutting	-	-	-	-	-	150,000	150,000
	5720 Facility Cleaning & Maintenance	-	-	430,998	-	-	-	430,998
	5730 Pest Control	-	-	10,330	-	-	-	10,330
	5731 Trash Removal	-	-	46,554	-	-	20,000	66,554
	5732 Janitorial Services	-	-	483,144	-	-	-	483,144
	5734 HVAC	-	-	534,513	-	-	-	534,513
	5735 Safety Inspections	-	-	18,140	-	-	-	18,140

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES  
FY2018 RECOMMENDED GENERAL FUND

Object Level 1	Object Level 3	Administration	Engineering	Facility Maintenance	Fleet Operations	Internal Svcs-Admin	Property Maintenance	Grand Total
<b>25 Contractual Services</b>	5736 Fire and Security Services	-	-	141,737	-	-	-	141,737
	5737 Sanitary Waste Services	-	-	-	-	-	60,000	60,000
	5740 Car Wash Service	-	-	-	300	-	500	800
	5741 Towing Service	-	-	-	14,000	-	-	14,000
	5800 Advertising Services	500	-	-	-	-	-	500
<b>25 Contractual Services Total</b>		<b>2,912</b>	<b>86,094</b>	<b>2,021,432</b>	<b>598,919</b>	<b>-</b>	<b>388,500</b>	<b>3,097,857</b>
<b>30 Intergovernmental Chge</b>	5900 IS Contract-Data Processing	132,669	112,178	115,384	130,885	16,025	224,354	731,495
	5901 IS Contract-Photocopies	26,000	-	-	-	-	-	26,000
	5902 IS Contract-Printing & Dupl.	6,000	-	-	-	-	-	6,000
	5904 IS Contract-Fleet-Vehicles	2,813	45,029	156,189	37,895	-	1,386,010	1,627,936
	5907 IS Contract-GIS	9,260	-	-	-	-	-	9,260
<b>30 Intergovernmental Chge Total</b>		<b>176,742</b>	<b>157,207</b>	<b>271,573</b>	<b>168,780</b>	<b>16,025</b>	<b>1,610,364</b>	<b>2,400,691</b>
<b>26 Equipment Replacement</b>	6108 Computer Software	-	-	-	4,650	-	-	4,650
	6109 Computer Equipment	-	600	-	-	-	-	600
	6111 Safety Equipment <\$5,000	-	-	5,960	-	-	6,000	11,960
	6130 Recreational Equipment <\$5,000	-	-	-	-	-	-	-
	6131 Recreational Equipment =>\$5,000	-	-	-	-	-	4,000	4,000
	6160 Office Equipment <\$5,000	-	400	-	-	-	-	400
	6170 Non-Motorized Mobile Equip. <\$5,000	-	-	-	-	-	-	-
	6180 Building Equipment <\$5,000	-	-	6,000	-	-	-	6,000
	6181 Building Equipment =>\$5,000	-	-	40,000	-	-	-	40,000
	6403 Fixed Machinery <\$5,000	-	-	-	25,000	-	-	25,000
	6410 Special Purpose Machinery <\$5,000	-	-	-	6,500	-	-	6,500
<b>26 Equipment Replacement Total</b>		<b>-</b>	<b>1,000</b>	<b>395,670</b>	<b>36,150</b>	<b>-</b>	<b>10,000</b>	<b>442,820</b>
<b>27 Fixed Charges</b>	7002 Insurance Premiums	-	-	-	377,000	-	-	377,000
	7003 Insurance Retention & Fees	-	-	-	90,000	-	-	90,000
	7004 Insurance Reten-Auto & Truck	-	-	-	138,000	-	-	138,000
	7007 RM Insurance Settlements (Legal 109	-	-	-	450,000	-	-	450,000
	7009 RM Retention - Medical 1099	-	-	-	20,000	-	-	20,000
	7190 Fixed Charges	-	-	85,000	-	-	-	85,000
<b>27 Fixed Charges Total</b>		<b>-</b>	<b>-</b>	<b>85,000</b>	<b>1,075,000</b>	<b>-</b>	<b>-</b>	<b>1,160,000</b>
<b>32 Intergovernmental Chge</b>	5924 IS Credit-Motorpool-Vehicles	-	-	-	(11,963,982)	-	-	(11,963,982)
<b>32 Intergovernmental Service Chge Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(11,963,982)</b>	<b>-</b>	<b>-</b>	<b>(11,963,982)</b>
<b>Grand Total</b>		<b>2,486,053</b>	<b>1,840,466</b>	<b>7,197,502</b>	<b>(4,839,272)</b>	<b>558,829</b>	<b>8,193,608</b>	<b>15,437,186</b>

**FEE SCHEDULE**

## FY2018 Fee Schedule

### DEPARTMENT OF SPECIAL SERVICES GENERAL FUND

Item #	Object Code	Revenue Source	Current Fee	FY2018 Projected Revenue	Comments
1	0245	F.O.I.A. Request		\$ 100	
2	0550	City of Wilmington		\$ 543,680	Building
3	0551	City/County Garage		\$ 55,200	Per Contract with Vendor
4	0552	Land Rentals	Varies per contract	\$ 10,109	J & R; Skyline Swim; FoxPoint Ballfield
5	0553	Building Rentals	Varies per contract	\$ 10,200	Building Rentals Camp Wright - Kraatz; Carousel House
6	0580	Sale of Vehicles	Varies	\$ 150,000	Per Bid, Market Rate; Sales by Auction
7	0700	Golf Course Flat Fee	\$85,000 yr	\$ 85,000	Per Contract with Billy Casper Golf
8	0721	Farmland Lease	\$19,424 yr	\$ 184,240	Wiggins Mill; Vaughn Property; Rourke Farm; Retz Farm
9	0724	Delcastle Tennis Center	Monthly %	\$ 7,000	Per Contract with Vendor based on percentages
10	0729	Delcastle Concession Stand	Monthly %	\$ 11,500	Per Contract with Vendor Apr - Oct based on percentages
11	0722	Picnic Shelter	Varies	\$ 140,000	Pavilion Rentals
12	0725	Showmobile	\$800+	\$ 7,350	
13	0726	Parkland Rental	Varies	\$ 85,000	Permits for Parkland and Ballfield Use
14	0751	Vendor Fee	Varies	\$ 15,000	Vendor Permits to sell items in County Parks
15	0804	Sports Lighting	Varies	\$ 11,500	Fees for Lights on Ballfields
16	0810	DeLaWarr Senior Center		\$ 500	Per Contract with Vendor
17	Various	Miscellaneous	Varies	\$ 11,100	Scrap Metal, Rebates etc...
18	0973	Non Revenue		\$ -	Refunds, etc...
19	0976	Insurance Proceeds		\$ 25,000	
				\$ 1,352,479	