

MISCELLANEOUS STATISTICS

Date of Reorganization	January, 1967
Form of Government	Council-Executive
County Seat	Wilmington
Area	426 square miles
Density	1,263 per square mile
Population – July 2017 Estimate	564,193
Population – 2020 Estimate	574,407
Population – 2030 Estimate	600,076
Households – 2016 Estimate	202,524
Labor Force – June 2018	303,086
Population – Gender Composition – 2016	51.6% - Female
	48.4% - Male

The following selected statistics represent New Castle County governmental services and facilities. Similar services and facilities provided by the State and incorporated municipalities are not included in the following statistics:

Police Services:

Number of Stations/Substations	6
Number of Officers Authorized	400

Fire Protection:

Volunteer Companies	21
---------------------	----

Emergency Medical Services:

Number of Stations/Substations	9
Number of Paramedics Authorized	122

School Crossing Guards:

School Districts Served	6
-------------------------	---

Libraries:

Number Directly Administered	10
Number Under Contract	5
Number Lending	1
Number of Materials Circulated	3.6 million

MISCELLANEOUS STATISTICS (Continued)

Parks:

Regional Park Acreage	3,224.90
Local/District Park Acreage	2,709.38
Number of Parks	248

Recreation Facilities:

Big Toy Play Equipment Units	131
Golf Courses	1
Softball/Baseball Fields	92
Football Fields	3
Basketball Courts	100
Tennis Courts	70
Museums	1
Soccer Fields	38
Riding Stables	1

Airports: 1*

*On June 30, 1995, New Castle County transferred operation and control of the New Castle County Airport to the Delaware River and Bay Authority (DRBA), vis-à-vis a 30-year lease agreement. All capital improvements at the County Airport are financed and managed by DRBA.

Sewer Facilities System:

Residential Accounts	119,582
Major Industrial Accounts	24
Commercial Accounts	3,647
Apartment Complex Accounts	223
Contractual User Accounts	5
Miles of Sanitary Sewer – Sewer Maintenance	1,764
Pump Stations	175
Treatment Plants	4

Full-Time Authorized Positions 1,586

Additional statistical information regarding revenues, expenditures, assessments, tax rates, population and other demographic information is provided in the County's Comprehensive Annual Financial Report (CAFR). Copies of the Comprehensive Annual Financial Report may be obtained from the County's Office of Finance website (<http://www.nccde.org/203/Comprehensive-Annual-Financial-Reports>).

New Castle County
Position Changes by Department
Fiscal Year 2018 to Fiscal Year 2019

Department	Division	Position Title	Fund	FY18 Authorized	FY19 Unfunded*	Deleted	Dept Transfer	Additions	FY19 Authorized		
County Council	Legislation	Financial Advisor	General		1						
Total County Council				34	1	0	0	0	34		
County Executive	Direction and Control	Executive Assistant IV	General			-1					
		Executive Assistant III	General								
		Executive Assistant II	General								
		Executive Assistant I	General					1			
	Office of Communications	Executive Assistant III	General								
Total County Executive				14	0	-1	0	1	14		
Row Offices	Register of Wills	Clerk Typist	General			-6					
		Account Clerk I	General					5			
	Recorder of Deeds	Recorder of Deeds Info Coord.	General					-1			
		Deputy II	General								1
Total Row Offices				75	0	-7	0	6	74		
Administration	Law	Asst. County Attorney II	General			-1					
		Asst. County Attorney I	General					1			
	Technology and Administrative Services	GIS Coordinator	General					-1			
		Information Systems Specialist	General					-1			
		GIS Analyst	General							-1	
		Programmer Analyst	General					-1			
		Purchasing Agent	General							-1	
		GIS Technician	General							-3	
	Finance	Accounting/Fiscal Mgr.	General					-2			
		Executive Assistant IV	General								1
		Budget & Procedures Analyst	General					-1			
		Executive Assistant II	General							1	
		Treasury Associate	General								1
		Certified Assessor II	General								2
		Assessor II	General							-2	
		Senior Office Assistant	General							-1	
Account Clerk III	General				-2						
Administrative Aide	General				-2						
Total Administration				161	0	-13	-5	5	148		

New Castle County
Position Changes by Department
Fiscal Year 2018 to Fiscal Year 2019

Department	Division	Position Title	Fund	FY18 Authorized	FY19 Unfunded*	Deleted	Dept Transfer	Additions	FY19 Authorized			
Public Works	Administration	Public Works Sr. Admin. Mgr.	General				-1					
		Asst. County Attorney II	General					-0.5				
		First Asst. County Attorney	General							0.5		
	Fleet Operations	Automotive Mechanic	General							-1		
	Facilities Maintenance	Custodian	General							-1		
	Property Maintenance	Motor Equipment Operator I	General							-1		
		Maint. & Construction Worker	General							-2		
	Environmental Operations	Public Works Sr. Manager	Sewer								1	
		First Asst. County Attorney	Sewer									0.5
		Asst. County Attorney II	Sewer							-0.5		
		Civil Engineer II	Sewer								-1	
	Sewer Maintenance	Motor Equipment Operator II	Sewer									1
		Motor Equipment Operator I	Sewer							-1		
	Plant Operations	Master Electronics Technician	Sewer									1
		Electronics Technician	Sewer							-1		
	Environmental Compliance	Civil Engineer II	Sewer								1	
		Planner II	Sewer							-1		
	Engineering	Landscape Architect	Sewer							-1		
		Civil Engineer I	Sewer									1
		Planner II	Sewer									1
Purchasing Agent		Sewer				1						
Right of Way Agent		Sewer			-1							
	Secretary	Sewer			-1							
Total Public Works				384	0	-12	1	5	378			
Community Services	Administration	Executive Assistant III	General					1				
		Executive Assistant I	General					-1				
		Clerk Typist	General					-1				
	Community Resources	Clerk Typist	General							1		
	Community Development and Housing	Housing Rehab. Specialist II	Grant							-1		
Housing Rehab. Specialist I		Grant					1					
Total Community Services				155	0	-3	0	3	155			

New Castle County
Position Changes by Department
Fiscal Year 2018 to Fiscal Year 2019

Department	Division	Position Title	Fund	FY18 Authorized	FY19 Unfunded*	Deleted	Dept Transfer	Additions	FY19 Authorized
Land Use	Administration	Executive Assistant II	General				-1		
	Planning	Planning Manager	General					1	
		Transportation Planner	General			-1			
		Planner II	General					2	
	Licensing	Land Use Administrator	General			-1			
		Civil Engineer II	Sewer					1	
		Civil Engineer I	Sewer			-1			
		Cert. Bldg & Site Inspector	General					5	
		Certified Plan Examiner	General					1	
		Code Inspector	General			-5			
		Plan Examiner	General			-1			
		Permit Processing Technician	General			-2			
		Secretary	General			-2			
	Customer Relations and Enforcement	Licensing Manager	General						1
		Land Use Administrator	General			-1			
		Executive Assistant II	General			-1			
		Cert. Prop. & Hsg. Maint. Insp.	General			-1			
		Executive Assistant I	General					1	
		Code Enforcement Officer	General					1	
		Cust. Svc. & Info. Technician	General			-2			
Geographic Information Systems	Administrative Aide	General			-1				
	GIS Coordinator	General				1			
	GIS Analyst	General				1			
	GIS Specialist	General				1			
		GIS Technician	General			2			
Total Land Use				115	0	-19	4	13	113
Public Safety	Police	Sr. Police Lieutenant	General					6	
		Police Lieutenant	General			-6			
		Senior Police Sergeant	General					17	
		Police Sergeant	General			-15			
		Master Police Corporal	General					28	
		Senior Police Corporal	General					12	
		Police Corporal	General			-5			
		Police Officer	General			-37			
		Crime Analyst	General					1	
		Executive Assistant I	General			-1			
		Victim's Assist. Office Coord.	General					1	
		Victim's Assist. Coordinator	Grant					2	
	Legal Secretary	General			-1				
	School Crossing Guards	Administrative Aide	General			-1			
		Secretary	General					1	
		EMS Paramedic Sr. Corporal	General					7	
	Emergency Medical Services	EMS Paramedic Corporal	General			-5			
		EMS Paramedic First Class	General			-4			
		EMS Paramedic	General					2	
	Emergency Communications	Telecomm. II - Police	General					3	
Telecomm. I - Police		General			-3				
Telecomm. II - Fire/Med.		General			-1				
Telecomm. I - Fire/Med.		General					3		
Public Safety Operator I		General			-3				
		Public Safety Operator II	General				3		
Total Public Safety				666	0	-82	0	86	670
TOTAL NEW CASTLE COUNTY				1,604	1	-137	0	119	1,586

* Unfunded positions are not deleted from the annual budget. It only removes the funding.

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
County Council	Legislation			
	President of Council	1	1	1
	Council Member	12	12	12
	Counsel to Council	1	1	1
	Financial Advisor	1	1	1
	Policy Director	1	1	1
	Clerk of Council	1	1	1
	Deputy Clerk	1	1	1
	Legislative Aide to President	1	1	1
	Legislative Aide to County Council	12	12	12
	Secretary to Council	1	1	1
	Subtotal	32	32	32
	Audit			
	County Auditor	1	1	1
	Staff Auditor	1	1	1
Subtotal	2	2	2	
TOTAL - COUNTY COUNCIL	34	34	34	
County Executive	Direction and Control			
	County Executive	1	1	1
	Chief Administrative Officer	1	1	1
	Deputy Chief Administrative Officer	1	1	1
	Chief of Staff	1	1	1
	Policy Director	1	1	1
	Executive Assistant IV	0	1	0
	Executive Assistant III	0	4	4
	Executive Assistant II	3	0	0
	Executive Assistant I	3	2	3
	Subtotal	11	12	12
	Office of Economic Development			
	Executive Assistant IV	1	1	1
	Subtotal	1	1	1
	Office of Communications			
Director of Communications	1	1	1	
Executive Assistant III	1	0	0	
Subtotal	2	1	1	
TOTAL - COUNTY EXECUTIVE	14	14	14	

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019	
Administration	Law				
	County Attorney	1	1	1	
	County Solicitor	1	1	1	
	First Assistant County Attorney	2	2	2	
	Assistant County Attorney II	5	5	4	
	Assistant County Attorney I	2	3	4	
	Law Office Administrator	1	1	1	
	Secretary to County Attorney	1	1	1	
	Legal Assistant	5	4	4	
	Subtotal		18	18	18
		Office of Finance			
		Chief Financial Officer	1	1	1
		Accounting and Fiscal Manager	5	4	2
		Executive Assistant IV	0	2	3
		Senior Financial Officer	1	1	1
		Property Assessment Services Manager	1	1	1
		Accounting and Fiscal Officer	1	0	0
		Senior Budget and Procedures Analyst	4	4	4
		Assessment Services Supervisor	1	0	0
		Assessor Supervisor	1	0	0
		Property Assessment Services Administrator	0	3	3
		Budget and Procedures Analyst	3	3	2
		Payroll Supervisor	1	1	1
		Executive Assistant II	0	0	1
		Accountant II	4	4	4
		Public Information Specialist	1	1	1
		Assessment Analyst	1	0	0
		Treasury Associate	2	2	3
		Certified Assessor II	3	1	3
		Accountant I	4	8	8
		Finance Information Specialist	1	0	0
		Assessor II	1	3	1
		Environmental Analyst	1	1	1
	Certified Assessor I	3	5	5	
	Delinquent Account Collector	3	3	3	
	Payroll Assistant	3	3	3	
	Senior Office Assistant	1	1	0	
	Account Clerk III	10	9	7	
	Administrative Aide	3	3	1	
	Assessor I	3	1	1	
	Assessment Technician	6	6	6	

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Administration	Office of Finance			
<i>(Continued)</i>	<i>(Continued)</i>			
	Graphics Art Designer	1	1	1
	Treasury Customer Service Representative	7	6	6
	Subtotal	77	78	73
	Human Resources			
	Chief Human Resources Officer	1	1	1
	Human Resources Administrator	3	3	3
	Compensation and Pension Systems Coordinator	2	2	2
	Employee Relations Specialist	1	1	1
	Budget and Procedures Analyst	1	1	1
	Human Resources Technician	3	4	4
	Pension Program Analyst	1	1	1
	Confidential Assistant	1	0	0
	Human Resources Assistant	4	4	4
	Administrative Aide	1	0	0
	Program Analyst	0	1	1
	Secretary	1	1	1
	Executive Assistant I	0	1	1
	Subtotal	19	20	20
	Risk Management			
	Insurance and Loss Control Manager	1	1	1
	Department Finance Officer	0	1	1
	Senior Budget and Procedures Analyst	1	0	0
	Senior Office Assistant	0	1	1
	Confidential Assistant	2	2	2
	Administrative Aide	1	0	0
	Subtotal	5	5	5

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Administration <i>(Continued)</i>	Office of Technology and Administrative Services			
	Chief of Technology and Administrative Services	1	1	1
	Chief Purchasing Agent	1	1	1
	Information Systems Manager	3	2	2
	Senior Network Engineer	2	1	1
	Geographic Information Systems Coordinator	0	1	0
	Information Systems Coordinator	2	3	3
	Information Systems Specialist	2	2	1
	Systems Analyst	7	7	7
	Budget and Procedures Analyst	1	1	1
	Executive Assistant II	1	0	0
	Geographic Information Systems Analyst	0	1	0
	Programmer Analyst	1	1	0
	Purchasing Agent	3	3	2
	Customer Services Specialist	3	4	4
	Program Analyst	1	0	0
	Central Services Technician	1	1	1
	Operations Specialist	1	0	0
	Planner I	3	0	0
	Geographic Information Systems Technician	0	3	0
	Assistant Purchasing Agent	1	1	1
	Senior Office Assistant	2	2	2
	Account Clerk III	0	1	1
Account Clerk II	1	0	0	
Administrative Services Technician	4	4	4	
	Subtotal	41	40	32
	TOTAL - ADMINISTRATION	160	161	148
Public Works	Administration			
	Public Works General Manager	1	1	1
	Public Works Senior Administrative Manager	2	2	1
	Assistant County Attorney II	0.5	0.5	0
	First Assistant County Attorney	0	0	0.5
	Assistant County Attorney I	1	1	1
	Management and Productivity Manager	1	1	1
	Department Finance Officer	1	1	1
	Public Works Program Manager	1	1	1
	Budget and Procedures Analyst	2	1	1
	Program Analyst	1	1	1
	Confidential Assistant	1	1	1
	Administrative Aide	3	3	3

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Works <i>(Continued)</i>	Administration			
	<i>(Continued)</i>			
	Account Clerk III	3	3	3
	Accountant I	1	1	1
	Subtotal	18.5	17.5	16.5
	Internal Services			
	Internal Services Manager	1	1	1
	Central Receiving Supervisor	1	1	1
	Secretary	2	2	2
	Public Works Data Technician	1	1	1
	Storekeeper	1	1	1
	Subtotal	6	6	6
	Fleet Operations			
	Transportation Division Manager	1	1	1
	Public Works Equipment Coordinator	1	1	1
	Garage Supervisor	3	3	3
	Automotive Mechanic	21	20	19
	Public Works Data Technician	3	3	3
	Automotive Mechanic Helper	1	1	1
	Clerk Typist	1	1	1
Subtotal	31	30	29	
Facilities Maintenance				
Chief of Building Operations and Maintenance	1	1	1	
Public Works Project Administrator	1	1	1	
Building Supervisor	1	1	1	
Senior Electrician	1	1	1	
Building Maintenance Supervisor	2	2	2	
Master Carpenter	2	2	2	
Painter	4	4	4	
Building Maintenance Mechanic	10	9	9	
HVAC Journeyperson	1	1	1	
Plumber	1	1	1	
Public Works Data Technician	1	1	1	
Clerk Typist	1	0	0	
Custodian	9	9	8	
Trades Helper	1	1	1	
Subtotal	36	34	33	

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Works <i>(Continued)</i>	Property Maintenance			
	Property Manager	1	1	1
	Property Supervisor	1	1	1
	Property Maintenance Technician	4	4	4
	Parks Forestry Technician	1	1	1
	Tree Surgeon	1	1	1
	Crew Chief I	10	10	10
	Tree Trimmer	4	4	4
	Barn Manager	1	0	0
	Motor Equipment Operator III	0	1	1
	Motor Equipment Operator II	0	1	1
	Motor Equipment Operator I	25	25	24
	Public Works Specialist I	7	0	0
	Public Works Data Technician	0	1	1
	Maintenance and Construction Worker	12	15	13
	Subtotal	67	65	62
	Environmental Operations			
	Public Works Senior Manager	0	0	1
	Assistant County Engineer	1	1	1
	First Assistant County Attorney	0	0	0.5
	Assistant County Attorney II	0.5	0.5	0
	Chief of Construction Support	1	1	1
	Operations Services Manager	1	1	1
	Chief of Facility Maintenance	1	1	1
	Civil Engineer II	1	1	0
	Staff Engineer	2	2	2
	Public Works Data Technician	1	2	2
	Secretary	2	1	1
	Subtotal	10.5	10.5	10.5
	Construction Support			
	Supervisor of Construction Support	1	1	1
	Crew Chief II	3	3	3
	Mason Supervisor	1	1	1
	Pipelayer Supervisor	3	2	2
	Crew Chief I	4	4	4
	Motor Equipment Operator III	14	14	14
	Mason	2	2	2
	Motor Equipment Operator II	11	12	12
	Trades Helper	3	3	3
	Pipelayer	7	8	8

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Works (Continued)	Construction Support (Continued)			
	Motor Equipment Operator I	2	2	2
	Maintenance and Construction Worker	11	11	11
	Tree Trimmer	1	0	0
	Subtotal	63	63	63
	Sewer Maintenance			
	Superintendent of Sewer Maintenance	1	1	1
	Crew Chief II	6	6	6
	Service Request Coordinator	1	1	1
	Crew Chief I	4	4	4
	TV Grouter Equipment Operator	3	3	3
	Utility Technician	2	2	2
	Motor Equipment Operator II	12	12	13
	Trades Helper	3	3	3
	Motor Equipment Operator I	1	1	0
	Maintenance and Construction Worker	20	20	20
	Subtotal	53	53	53
	Plant Operations			
	Facility Maintenance Supervisor	1	1	1
	Master Mechanic	2	2	2
	Plant Operations Technician	2	2	2
	Master Electronics Technician	0	0	1
	Electronics Technician	1	1	0
	Senior Electrician	2	2	2
	Junior Electronics Technician	1	1	1
	Plumber	2	2	2
	Senior Wastewater Treatment Plant Operator	1	1	1
	Maintenance Office Administrator	1	1	1
	Welder	1	1	1
	Electrician	6	6	6
	Pumping Station Mechanic	13	13	13
	Wastewater Treatment Plant Operator	4	4	4
	Motor Equipment Operator II	6	6	6
	Trades Helper	4	4	4
	Pumping Station Mechanic Apprentice	1	1	1
	Dispatcher	4	4	4
	Radio Communicator	1	1	1
	Subtotal	53	53	53

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Works <i>(Continued)</i>	Environmental Compliance			
	Assistant County Attorney II	1	1	1
	Environmental Compliance Manager	1	1	1
	Environmental Administrator	1	1	1
	Civil Engineer II	0	0	1
	Stormwater Program Coordinator	1	1	1
	Assistant Land Use Administrator	1	1	1
	Planner II	1	1	0
	Staff Engineer	1	1	1
	Customer Information and Assistance Coordinator	1	1	1
	Stormwater Inspection Supervisor	1	1	1
	Environmental Analyst	3	3	3
	Senior Sanitary Maintenance Technician	1	0	0
	Public Works Inspector	4	5	5
		Subtotal	17	17
	Engineering			
	Engineering and Environmental Services Manager	1	1	1
	Assistant County Engineer	2	2	2
	Chief of Project Management	1	1	1
	Operations Engineer	1	1	1
	Parks Development Planner	1	1	1
	Sewer Management Engineer	1	1	1
	Sewer System Analyst	1	1	1
	Civil Engineer II	5	5	5
	Landscape Architect	1	1	0
	Drafting and Design Supervisor	1	1	1
	Civil Engineer I	2	2	3
	Planner II	0	0	1
	Chief Construction Inspector	2	2	2
	Purchasing Agent	0	0	1
	Staff Engineer	2	2	2
	Chief Right-of-Way Agent	1	1	1
	Construction Inspection Supervisor	1	1	1
	Right-of-Way Agent	1	1	0
	Public Works Inspector	6	6	6
	Sanitary Sewer Information Specialist	1	1	1
	Drafting Technician II	1	1	1
	Secretary	3	3	2
	Subtotal	35	35	35
	TOTAL - PUBLIC WORKS	390	384	378

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Community Services	Administration			
	Community Services General Manager	1	1	1
	Community Services Manager	1	1	1
	Department Finance Officer	1	1	1
	Executive Assistant III	0	1	2
	Assistant Community Services Administrator	1	1	1
	Recreation Supervisor	1	0	0
	Community Services Coordinator	1	2	2
	Executive Assistant I	2	1	0
	Accountant I	1	1	1
	Confidential Assistant	1	1	1
	Account Clerk III	2	2	2
	Administrative Aide	1	1	1
	Graphic Arts Designer	1	1	1
	Secretary	1	1	1
Clerk Typist	0	1	0	
	Subtotal	15	16	15
	Community Resources			
	Community Services Administrator	1	1	1
	Sports and Athletics Administrator	1	1	1
	Assistant Community Services Administrator	3	3	3
	Recreation Supervisor	1	2	2
	Community Services Coordinator	9	9	9
	Equestrian Program Coordinator	1	1	1
	Senior Services Center Director	1	1	1
	Barn Manager	1	2	2
	Secretary	1	1	1
	Public Works Specialist I	0	4	4
	Clerk Typist	0	0	1
	Subtotal	19	25	26
	Libraries			
	Community Services Manager	1	1	1
	Librarian II	10	10	10
	Librarian I	23	22	22
	Library Specialist	20	21	21
	Principal Library Assistant	10	10	10
	Library Assistant	19	19	19
	Interlibrary Loan Assistant	1	1	1
	Subtotal	84	84	84

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019	
Community Services <i>(Continued)</i>	Community Development and Housing				
	Community Services Manager	1	1	1	
	Community Services Administrator	3	3	3	
	Housing Management Analyst	1	1	1	
	Budget and Procedures Analyst	1	1	1	
	Assistant Community Services Administrator	3	3	3	
	Program Analyst	5	5	5	
	Housing Rehabilitation Specialist II	1	1	0	
	Housing Rehabilitation Specialist I	2	2	3	
	Community Development Housing Inspector	2	1	1	
	Housing Program Assistant	7	6	6	
	Administrative Aide	3	2	2	
	Account Clerk III	2	3	3	
	Secretary	1	1	1	
	Subtotal		32	30	30
	TOTAL - COMMUNITY SERVICES	150	155	155	
Land Use	Administration				
	Land Use General Manager	1	1	1	
	Assistant Land Use Manager	3	3	3	
	Department Finance Officer	1	0	0	
	Senior Budget and Procedures Analyst	0	1	1	
	Assistant Land Use Administrator	1	1	1	
	Executive Assistant II	1	1	0	
	Accountant II	1	1	1	
	Program Analyst	1	1	1	
	Customer Information and Assistance Coordinator	1	0	0	
	Subtotal		10	9	8
		Planning			
	Planning Manager	2	1	2	
	Development Facilitator	1	1	1	
	Planner III	4	4	4	
Transportation Planner	1	1	0		
Planner II	4	5	7		
Assistant Land Use Administrator	1	1	1		
Planner I	2	2	2		
Drafting Technician II	1	1	1		
Confidential Assistant	1	1	1		
Subtotal		17	17	19	

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Land Use	Licensing			
<i>(Continued)</i>	Chief of Site Management	1	1	1
	Licensing Manager	1	1	1
	Land Use Administrator	4	4	3
	Civil Engineer III	0	2	2
	Civil Engineer II	3	1	2
	Civil Engineer I	3	4	3
	Assistant Land Use Administrator	6	8	8
	Chief Field Supervisor	1	1	1
	Certified Building and Site Inspector	11	7	12
	Certified Plumbing and Mechanical Plan Examiner	1	1	1
	Customer Information and Assistance Coordinator	2	1	1
	Certified Plan Examiner	4	3	4
	Certified Permit Processing Technician	0	2	2
	Public Works Inspector	1	0	0
	Customer Service and Information Technician	3	3	3
	Code Inspector	1	5	0
	Plan Examiner	0	1	0
	Permit Processing Technician	7	5	3
	Administrative Aide	1	1	1
	Secretary	8	8	6
	Subtotal	58	59	54
	Customer Relations and Enforcement			
	Licensing Manager	0	0	1
	Land Use Administrator	1	1	0
	Land Use Services Administrator	1	1	1
	Executive Assistant II	1	1	0
	Chief Field Supervisor	2	2	2
	Complaints Specialist	2	3	3
	Certified Property and Housing Maintenance Inspector	9	6	5
	Customer Information and Assistance Coordinator	1	1	1
	Executive Assistant I	0	0	1
	Code Enforcement Officer	4	6	7
	Customer Service and Information Technician	7	7	5
	Administrative Aide	1	1	0
	Secretary	1	1	1
	Subtotal	30	30	27

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019	
Land Use (Continued)	Geographic Information Systems				
	Geographic Information Systems Coordinator	0	0	1	
	Geographic Information Systems Analyst	0	0	1	
	Geographic Information Systems Specialist	0	0	1	
	Geographic Information Systems Technician	0	0	2	
	Subtotal	0	0	5	
	TOTAL - LAND USE	115	115	113	
Public Safety	Public Safety Administration				
	Director of Public Safety	1	1	1	
	Department Finance Officer	1	1	1	
	Budget and Procedures Analyst	1	1	1	
	Accountant I	1	1	1	
	Senior Office Assistant	1	1	1	
	Confidential Assistant	1	1	1	
	Account Clerk III	2	2	2	
		Subtotal	8	8	8
		Police			
	Chief of Police	1	1	1	
	Deputy Chief of Police	1	1	1	
	Police Major	2	2	2	
	Police Captain	6	6	6	
	Senior Police Lieutenant	5	2	8	
	Police Lieutenant	9	12	6	
	Senior Police Sergeant	19	9	26	
	Police Sergeant	22	33	18	
	Master Police Corporal	92	71	99	
	Budget and Procedures Analyst	0	1	1	
	Senior Police Corporal	2	16	28	
	Law Enforcement Technician	3	4	4	
	Police Corporal	32	15	10	
	Police Accreditation Coordinator	1	1	1	
	Police Officer	209	232	195	
	Program Analyst	1	0	0	
	Crime Analyst	0	0	1	
Executive Assistant I	1	1	0		
Victim's Assistance Office Coordinator	0	0	1		
Confidential Assistant	1	2	2		
Victim's Assistance Officer	3	3	5		
Administrative Aide	1	0	0		

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Safety (Continued)	Police (Continued)			
	Legal Secretary	8	8	7
	Secretary	4	4	4
	Clerk Typist	4	4	4
	Public Safety Aide	4	3	3
	Key Operator	1	1	1
	Subtotal	432	432	434
	School Crossing Guards			
	School Crossing Guard Supervisor	2	2	2
	Administrative Aide	1	1	0
	Secretary	0	0	1
	Subtotal	3	3	3
	Emergency Medical Services			
	Chief of Emergency Medical Services	1	1	1
	Emergency Medical Services Assistant Chief	2	2	2
	Emergency Medical Services Captain	1	1	1
	Emergency Medical Services Senior Lieutenant	5	3	3
	Emergency Medical Services Lieutenant	4	5	5
	Emergency Medical Services Paramedic Senior Sergeant	1	1	1
	Emergency Medical Services Paramedic Sergeant	6	8	8
	Emergency Medical Services Paramedic Senior Corporal	30	14	21
	Emergency Medical Services Paramedic Corporal	17	16	11
	Emergency Medical Services Paramedic First Class	13	24	20
	Emergency Medical Services Paramedic Administrative Aide	42	47	49
	Emergency Medical Services Operations Support Specialist	1	1	1
	Subtotal	124	124	124
	Emergency Communications			
	Chief of Emergency Communications	1	1	1
	Assistant Chief of Emergency Communications	2	2	2
	Quality Assurance Coordinator	1	1	1
	Telecom Training Officer Coordinator	1	1	1

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Public Safety <i>(Continued)</i>	Emergency Communications <i>(Continued)</i>			
	Assistant Platoon Leader Fire/Medical	4	4	4
	Assistant Platoon Leader - Police	4	4	4
	Telecommunicator II - Police	3	11	14
	Telecommunicator I - Police	17	13	10
	Telecommunicator II - Fire/Medical	6	12	11
	Telecommunicator I - Fire/Medical	14	10	13
	Administrative Aide	1	1	1
	Public Safety Operator I	26	20	17
	Public Safety Operator II	6	12	15
	Emergency Communications Information & Technology Coordinator	1	1	1
	Subtotal	87	93	95
	Emergency Management			
	Coordinator of Emergency Planning	1	1	1
	Emergency Preparedness Planner	2	2	2
	Executive Assistant I	1	1	1
	Senior Office Assistant	1	1	1
	Administrative Aide	1	1	1
	Subtotal	6	6	6
	TOTAL - PUBLIC SAFETY	660	666	670

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Register in Chancery*	Register in Chancery Office Administrator	1	1	1
	Account Clerk III	1	1	1
	Deputy I	1	1	1
	TOTAL - REGISTER IN CHANCERY	3	3	3
Register of Wills	Register of Wills	1	1	1
	Chief Deputy Register of Wills	2	2	2
	Register of Wills Office Administrator	1	1	1
	Row Office Confidential Secretary	1	1	1
	Account Clerk III	5	5	5
	Row Office Legal Aide	1	1	1
	Account Clerk II	2	2	2
	Clerk Typist	6	6	0
	Account Clerk I	0	0	5
TOTAL - REGISTER OF WILLS	19	19	18	
Recorder of Deeds	Recorder of Deeds	1	1	1
	Chief Deputy Recorder of Deeds	1	1	1
	Recorder of Deeds Office Administrator	2	2	2
	Recorder of Deeds Information Coordinator	0	1	0
	Row Office Confidential Secretary	1	1	1
	Deputy II	4	2	3
	Account Clerk III	2	1	1
	Row Office Legal Aide	1	1	1
	Account Clerk I	5	5	5
	Junior Administrative Aide	1	1	1
Clerk Typist	9	9	9	
TOTAL - RECORDER OF DEEDS	27	25	25	

*As of January 1, 2002, the office merged into the State Judiciary.

New Castle County
Full-Time Positions by Department
Fiscal Years 2017 - 2018 - 2019

Department	Classification	2017	2018	2019
Sheriff	Sheriff	1	1	1
	Chief Deputy	1	1	1
	Chief Deputy Sheriff	1	1	1
	Real Estate Coordinator	1	1	1
	Deputy Sheriff	7	7	7
	Row Office Legal Aide	3	3	3
	Account Clerk II	2	2	2
	Account Clerk I	5	5	5
	TOTAL - SHERIFF	21	21	21
Clerk of the Peace	Clerk of the Peace	1	1	1
	Chief Deputy	1	1	1
	Row Office Legal Assistant	2	2	2
	Account Clerk II	1	1	1
	Secretary	1	1	1
	Clerk Typist	1	1	1
	TOTAL - CLERK OF THE PEACE	7	7	7
	TOTAL - NEW CASTLE COUNTY⁽¹⁾	1600	1604	1586

(1) There is a net decrease of 18 positions when compared to Fiscal Year 2018. Narrative explanation for position changes can be found in the **Transmittal Letter** tab, **Operating Budget Summary** tab, and the preceding summary in the **Appendix**.



Acronyms

Alphabetical listing of “Acronyms” found in this document.

<i>AED</i>	Automatic External Defibrillator
<i>AFLAC</i>	American Family Life Assurance Company
<i>AG</i>	Attorney General
<i>ALGA</i>	Association of Local Government Auditors
<i>ALS</i>	Advanced Life Support
<i>ASA</i>	Amateur Softball Association
<i>ASAP</i>	As Soon As Practical
<i>BFF</i>	Business Finders Fee
<i>BLS</i>	Basic Life Support
<i>BWC</i>	Body Worn Cameras
<i>CAAS</i>	Commission on Accreditation of Ambulance Services
<i>CABS</i>	Comprehensive Annual Budget Summary
<i>CAD</i>	Computer Aided Dispatch System
<i>CAER</i>	Community Awareness and Emergency Response (Delaware City)
<i>CAFR</i>	Comprehensive Annual Financial Report
<i>CALEA</i>	Commission on Accreditation for Law Enforcement Agencies
<i>CAO</i>	Chief Administrative Officer of the County
<i>CAP</i>	Civil Air Patrol
<i>CCTV</i>	Closed-Circuit Television
<i>CD&H</i>	Community Development and Housing
<i>CDBG</i>	Community Development Block Grant
<i>CDO's</i>	Collateralized Debt Obligations
<i>CE</i>	County Executive
<i>CERT</i>	Community Emergency Response Team
<i>CFE</i>	Commercial Food Establishment
<i>CFO</i>	Chief Financial Officer of the County
<i>CIP</i>	Capital Improvement Program
<i>CLE</i>	Continuing Legal Education
<i>CMC</i>	Cash Management Committee
<i>COBRA</i>	Consolidated Omnibus Budget Reconciliation Act
<i>COPS</i>	Community Oriented Policing Services
<i>CPBRC</i>	Capital Program and Budget Review Committee
<i>CPR</i>	Cardiopulmonary Resuscitation
<i>CRC</i>	Community Research Center
<i>CRC</i>	Community Recreation Center
<i>CRS</i>	Community Rating System

Acronyms

CS	Community Services
CSO	Combined Sewer Outflow
CSRC	Capital Strategies Review Committee
CSA	Control Self-Assessment
DE	Delaware
DEDO	Delaware Economic Development Office
DeIDOT	Delaware Department of Transportation
DELJIS	Delaware Justice Information System
DEMA	Delaware Emergency Management Agency
DEMRS	Delaware Emergency Medical Services Reporting System
DET	Division of Employment and Training
DHSS	Delaware Department of Health and Social Services
DNREC	Department of Natural Resources and Environmental Control
DOL	Department of Labor
DRAC	Design Review Advisory Committees
DSF	Delaware Strategic Fund
DSHA	Delaware State Housing Authority
EED	Economic Empowerment District
EEOC	Equal Employment Opportunity Commission
EMS	Emergency Medical Services
EMV	Europay, Mastercard and Visa
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
ERISA	Employee Retirement Income Security Act
ESL	English as a Second Language
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FLSA	Fair Labor Standards Act
FOG	Fats, Oil and Grease
FOIA	Freedom of Information Act
GAAP	Generally Accepted Accounting Principles
GAGAS	Generally Accepted Governmental Auditing Standards
GASB	Governmental Accounting Standards Board
GFA	Gross Floor Area
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GPS/AVL	Global Positioning System/Automatic Vehicle Locator
HCV	Housing Choice Voucher

Acronyms

<i>HIP</i>	Homeowner Incentive Program
<i>HIPAA</i>	Health Insurance Portability and Accountability Act
<i>HOME</i>	Home Investment Partnerships Program
<i>HUD</i>	Department of Housing and Urban Development
<i>HUD VASH</i>	Housing and Urban Development Veterans Administration Supporting Housing
<i>HVAC</i>	Heating, Ventilating and Air Conditioning
<i>IAEM</i>	International Association of Emergency Managers
<i>IAS</i>	International Accreditation Service
<i>ICC</i>	International Code Council
<i>ICE</i>	Immigration and Customs Enforcement
<i>IDEA</i>	Innovative Development Empowerment Area
<i>IGS</i>	Intergovernmental Services
<i>IS</i>	Information Systems
<i>ISO</i>	Insurance Service Office
<i>KFP</i>	Key Financial Policies
<i>LLS</i>	Language Line Services
<i>LRP</i>	Long-Range Plans
<i>MAP</i>	Museum Assessment Program
<i>MEDCOM</i>	Medical Command and Mobile Aid Station
<i>MET</i>	Mobile Enforcement Team
<i>MOT</i>	Middletown-Odessa-Townsend
<i>NACRC</i>	National Association of County Recorders, Election Officials and Clerks
<i>NCC</i>	New Castle County
<i>NCCFAC</i>	New Castle County Financial Advisory Council
<i>NCCTV</i>	New Castle County Television
<i>NEG</i>	National Emergency Grant
<i>NEMA</i>	National Emergency Management Association
<i>NIMS/ICS</i>	National Incident Management System/Incident Command System
<i>NFPA</i>	National Fire Protection Association
<i>NPDES</i>	National Pollution Discharge Elimination System
<i>NPOD</i>	Neighborhood Preservation Overlay District
<i>NSP</i>	Neighborhood Stabilization Program
<i>NWS</i>	National Weather Service
<i>OAS</i>	Online Application System
<i>OEM</i>	Office of Emergency Management
<i>OMB</i>	Office of Management and Budget

Acronyms

<i>OPEB</i>	Other Post-Employment Benefits
<i>PAL</i>	Police Athletic League
<i>PCB</i>	Polychlorinated Biphenyls
<i>PCI</i>	Payment Card Industry
<i>PIRs</i>	Program Improvement Requests
<i>PMP</i>	Pollutant Minimization Plan
<i>POD</i>	Points of Distribution
<i>PS</i>	Public Safety
<i>PSAP</i>	Public Safety Access Point
<i>RECOM</i>	Regional Communication Center
<i>REP</i>	Radiological Emergency Preparedness
<i>RFP</i>	Request for Proposal
<i>RMS</i>	Records Management System
<i>RPATAC</i>	Resource Protection Area Technical Advisory Committee
<i>RPPS</i>	Rockwood Park Preservation Society
<i>RTSC</i>	Rule to Show Cause
<i>RTT</i>	Realty Transfer Tax
<i>RZEDB</i>	Recovery Zone Economic Development Bonds
<i>SAN</i>	Storage Area Network
<i>SCN</i>	Secure Community Network
<i>SNAP/EBT</i>	Supp. Nutrition Assistance Program/Electronic Benefits Transfer
<i>SS</i>	Special Services
<i>STEM</i>	Science, Technology, Engineering and Mathematics
<i>TAPS</i>	Targeted Analytical Policing System
<i>TIS</i>	Traffic Impact Study
<i>UDC</i>	Unified Development Code
<i>USPS</i>	United States Postal Service
<i>VRT</i>	Veterans Response Team
<i>WILMAPCO</i>	Wilmington Area Planning Council
<i>WOTC</i>	Work Opportunity Tax Credit
<i>WQIP</i>	Water Quality Improvement Plan
<i>WWTP</i>	Wastewater Treatment Plant
<i>X-GDS</i>	School Crossing Guard Services
<i>YWCA</i>	Young Women's Christian Association

Glossary

- **ACCOUNT** – A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.
- **ACCOUNTING STANDARDS** – The generally accepted accounting principles (GAAP) promulgated by the Government Accounting Standards Board (GASB), which guide the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.
- **ACCRUAL BASIS OF ACCOUNTING** – A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used. To be in conformance with generally accepted accounting principles, local governments must use the accrual basis of accounting.
- **ACTIVITY** – Includes all capital improvements required to perform one type of service for the public. It may encompass one or more development programs and one or more projects.
- **ADOPTED BUDGET** – An annual spending plan that is adopted by the County Council.
- **AD VALOREM TAX** – Taxes levied on real property according to the property’s valuation and the tax rate.
- **APPROPRIATION** – An authorization legislated by the County Council which permits the County to incur obligations and to make expenditures of resources. Unencumbered appropriations lapse at year end.
- **ASSESSED VALUE** – The valuation set upon County real property using 100 percent of the 1983 market value as the base.
- **AUDIT** – A comprehensive review of the manner in which the County’s resources were actually utilized. The main purpose of an audit is to issue an opinion over the presentation of financial statements and to test the controls over the safekeeping of assets while making any recommendations for improvement where necessary. The County’s annual audit is conducted by an independent auditor.
- **BALANCED BUDGET** - Pursuant to Delaware Code, 9 Del. C. Section 1158(c), the County Executive must certify to County Council that the estimated yield from each item of revenue to be used in balancing the annual budget must equal to the estimated expenditures.
- **BASIS POINT** – A unit of measurement used in the valuation of fixed income securities equal to 1/100 of 1% of yield, e.g., “¼” of 1 percent is equal to 25 basis points.

Glossary

- **BOND** – A written promise to pay a specified sum of money, called the face value or principal amount, at specified dates, called the maturity dates, together with periodic interest at a specific rate. The County incurs bonded debt to pay for the costs of capital improvements.
- **BUDGET** – A financial plan for a given fiscal year showing revenues and expenditures for different funds of the County.
- **BUDGET AMENDMENT** – Means by which an adopted budget may be revised.
- **BUDGET DOCUMENT** – The instrument prepared by the Administration to present a comprehensive financial program to the County Council for consideration and adoption.
- **BUDGET UNIT** – The segment of a department with specific areas of responsibilities.
- **BUDGET YEAR** – The fiscal year of the County which begins July 1 and ends June 30.
- **CAPITAL BUDGET** – A detailed list of capital spending authorizations (appropriations) to be made or incurred in accordance with the Capital Program from funds subject to the control or appropriation of the County Council.
- **CASH BASIS OF ACCOUNTING** – A method of accounting in which revenues are recorded only when cash is received and expenditures are recorded only when payment is made. Since payments for goods and services can be delayed to the next fiscal year, cash on hand can result in an inaccurate picture of the financial condition of a fund. To be in conformance with generally accepted accounting principles, local governments must use the accrual basis, rather than the cash basis of accounting. *See Accrual Basis of Accounting.*
- **CAPITAL IMPROVEMENT PROGRAM** – A plan for capital outlays to be incurred over six years to meet capital needs arising from the long-term work program. It sets forth each contemplated project or outlay and specifies the resources or funding estimated to be available to finance them.
- **CAPITAL PROJECTS FUND** – A fund created to account for financial resources to be used for the acquisition or construction of major capital equipment or facilities.
- **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** – The audited report of annual financial data for the County. This report, prepared by the Auditor and Controller, and usually referred to by its abbreviation, summarizes financial data for the previous fiscal year in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; an operating statement that compares revenues with expenditures.

Glossary

- **CONTROL SELF-ASSESSMENT (CSA)** – The methodology used to review key business objectives, risks involved in achieving objectives and internal controls designed to manage those risks.
- **CONTINGENCY** – Items that may become liabilities as a result of conditions undetermined at a given time.
- **CONTINGENCY RESERVE** – Appropriations set aside to meet unforeseen circumstances.
- **COUNTY CODE** – The statutory law that pertains to how County government is run.
- **CROSS CHARGE RATES** – Unit costs established by the Information Systems Division which are charged to user departments for goods and services provided by the Information Systems Division.
- **DEBT SERVICE** – The amount of money the County is required to expend for interest and principal payments on its outstanding bonded debt.
- **DELINQUENT REAL ESTATE TAXES** – Real estate taxes that remain unpaid after the last day of the year following billing.
- **DEPARTMENT** – An administrative agency of the County having management responsibility for an operating or a group of related services within a functional area.
- **DEPRECIATION** - A method of allocating the cost of a tangible asset over its useful life.
- **DEVELOPMENT PROGRAM** – A major capital improvement which will be carried to completion in stages over a period of years. It may be broken into a series of projects.
- **EMPLOYEE BENEFITS** – For the purpose of budgeting, this term refers to the County’s costs of health insurance, pension contributions, social security contributions, life insurance premiums, workers’ compensations and unemployment costs.
- **ENCUMBRANCE** – Any commitment of funds against an appropriation. It may be in the form of a purchase order or a contract. Encumbrance accounting is formally integrated into the accounting system for expenditure control purposes. Until such time as the goods or services are received, the commitment is referred to as an encumbrance. Encumbered balances at year-end are reappropriated in the subsequent year.
- **ENTERPRISE FUND (PROPRIETARY FUND)** – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The County maintains two enterprise funds: the Sewer Fund; the Airport Fund.

Glossary

- **ESTIMATED REVENUE** – The amount of revenue expected to accrue or to be collected during a fiscal year.
- **EXPENDITURE** – Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements and shared revenues.
- **FIDUCIARY FUNDS** – Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own programs. The fiduciary fund category includes pension (and other employee benefits), trust funds, investment trust funds, private-purpose trust funds and agency funds. (GASB 34)
- **FISCAL YEAR** – A 12-month period to which the Operating Budget applies and at the end of which the County determines its financial position and its result of operations. The County’s fiscal year runs from July 1 through June 30.
- **FULL-TIME EQUIVALENT** - Full-time equivalent, or FTE, is a unit of measure showing how many employees the County has or a project requires assuming all employees work a full-time schedule.
- **FUND** – A fiscal and accounting entity with a self-balance set of accounts in which cash and other financial resources, all related liabilities and residual equities, balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
- **FUND BALANCE** – The difference between a fund’s assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.
- **FUNDING SOURCE** – Identifies the source of revenue to fund both the operating and capital appropriations.
- **GASB STATEMENT 34** – This Statement establishes financial reporting standards for state and local governments, including states, cities, towns, villages, and special-purpose governments such as school districts and public utilities.
- **GENERAL AND ADMINISTRATIVE CHARGES** – The charges imposed upon the Sewer, Airport, and Light Tax Funds for support services provided by the General Fund.
- **GENERAL FUND** – The major fund in most governmental units, accounting for all activities not accounted for in other funds. Most County functions – such as public safety or health and human services – are accounted for in the General Fund.

Glossary

- **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** – Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the GASB.
- **GENERAL MANAGER** – A Deputy Chief Administrative Officer responsible for oversight of an Agency or Group.
- **GENERAL OBLIGATION BONDS** – Bonds whose repayment is backed by the full faith and credit of the government issuing them.
- **GEOGRAPHICAL INFORMATION SYSTEM (GIS)** – A regional data warehouse providing electronic geographic data and maps to County and other users.
- **GOAL** – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.
- **GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** – The authoritative accounting and financial reporting standard-setting body for governmental entities.
- **GOVERNMENTAL FUNDS** – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- **GRANT** – A payment of money from one governmental unit to another or from a governmental unit to a not-for-profit agency. Grants are often earmarked for a specific purpose or program.
- **INCORPORATED AREA** - There are thirteen (13) incorporated municipalities within New Castle County that are chartered by the Delaware General Assembly. They include: Arden, Ardencroft, Ardentown, Bellefonte, Delaware City, Elsmere, Middletown, New Castle, Newark, Newport, Odessa, Townsend and Wilmington.
- **INDIRECT EXPENSES** – Those elements of cost necessary in the production of an article or the performance of a service but not an integral part of the finished product or service, such as rent, heat, light, supplies, management, supervision, etc.
- **INFRASTRUCTURE** – Assets that are immovable and of value only to the government unit, such as drainage and sewer systems.
- **INTERGOVERNMENTAL REVENUE** – The funds received from another governmental entity, such as the Federal, State, and City governments.

Glossary

- **INTERIM TAX BILL** – An interim tax bill is generated by increasing the improvement assessment due to new construction. The bill covers the period from completion of construction through the end of the tax year.
- **INTRAGOVERNMENTAL SERVICE CREDITS (IGS)** – The expenditure offsets (intragovernmental revenues) allocated to a service department for goods and services, e.g., vehicle charges, data processing charges and photocopying charges, provided to other County agencies.
- **LINE-ITEM BUDGET** – The County’s line-item budget shows activities grouped by organizational units, such as departments. The term line-item refers to account and sub-account detail typically provided for revenue by source (e.g., property taxes) and objects of expenditure (e.g., Salary & Benefits, Services & Supplies, Fixed Assets, etc.).
- **MANDATE** – A requirement from the State or federal governments that the County perform a task, perform a task in a particular way, or perform a task to meet a particular standard, often without compensation from the higher level of government.
- **MISSION** – The business, general assignment of the organization. What we are striving to do over a continuous period of time.
- **MODIFIED ACCRUAL ACCOUNTING** – An accounting method that measures the performance and position of an entity by recognizing accounting events in the period when they become both measurable and available.
- **OBJECTIVE** – An item to be accomplished in specific, well-defined and measurable terms and is achievable within a specific amount of time.
- **OBJECTS (LINE-ITEMS)** – A sub-classification of expenditures based on type of goods or services including: Salary & Benefits, Services & Supplies, Other Charges and Fixed Assets. Each object contains sub-object classifications as well.
- **OBJECTS OF EXPENDITURE** – An expenditure classification based upon the category of goods or service purchased. Typical object classifications include personal services, supplies and services, and equipment.
- **OBLIGATED AMOUNT** – Represents the total expenditures plus encumbrances charged to each project in the Capital Program.
- **ORGANIZATIONAL CHART** – A graphic representation, by function, of programs and services provided to clients or other County departments.

Glossary

- **PENSION CONTRIBUTION** – The amount paid into a pension plan by an employer pursuant to actuarial calculations of the required amount to fund future benefits.
- **PERFORMANCE MEASURE** – Data collected to determine how effective or efficient a program is in achieving its objectives.
- **PERSONAL SERVICE ADJUSTMENT** – An adjustment to salaries, wages and accompanying employee benefits due to cost of living increases, merit increases and relative fringe benefit increases.
- **POSITION** – An approved job for a person or persons working full-time, usually listed in terms of a specific classification.
- **PRIOR AUTHORIZATIONS** – The total cumulative-to-date appropriations previously approved by County Council.
- **PROGRAM REVENUES** – Revenues generated by programs and/or dedicated to offset a program's costs.
- **PROJECT** – The basic unit of the Capital Improvements Program. A project is a capital improvement which generally will span a shorter period of time for completion.
- **PROPRIETARY FUNDS** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
- **PUBLIC HEARINGS** – Meetings that provide citizens an opportunity to voice their views on the merits of the County's proposals and services.
- **REAL ESTATE TAXES** – The revenues from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. These taxes are levied on real property according to the property's assessed value and tax rate.
- **REALTY TRANSFER TAX (RTT)** – A tax assessed on property when ownership is transferred.
- **REQUEST FOR BID (RFB)** – A formal procurement document used to invite vendors to submit pricing in response to a clearly defined set of requirements.
- **REQUEST FOR PROPOSAL (RFP)** – An official request for proposals to be submitted to the County to perform specified services.
- **REVENUES** – (1) Increases in the net current assets of a governmental fund type from sources other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and

Glossary

operating transfers-in are classified as “other financing sources,” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers-in are classified separately from revenues.

- **SPECIAL REVENUE FUNDS** – A fund used to account for revenues legally earmarked for a particular purpose (e.g., County’s Road Fund).
- **TAX BASE** – The value of all taxable real property in the County as of April 30 each year, as certified by the Board of Assessment. The tax base represents the net value after all abatements and exemptions.
- **TAX LEVY** – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.
- **TAX RATE** – The amount of tax stated in terms of a unit of the tax base (e.g., 70.06 cents per \$100 of taxable real property in the unincorporated areas).
- **UNINCORPORATED AREA** – New Castle County provides full services to the area within its jurisdiction granted by the State of Delaware, called the “unincorporated area”. The unincorporated area does not include tax parcels located within the thirteen (13) incorporated municipalities.

INDEX

A

- Acronyms ■ A – 291-294
- Administration (Dept.) ■ OB – 103-118
- Administrative Services ■ OB – 110-111
- Appendix ■ A – 269-305
- Assessment ■ OB – 112-116

B

- Boards (and Commissions) ■ RG – 9-11
- Bonded Debt Accomplishments ■ PI – 45
- Bonded Debt Objectives ■ PI – 45
- Bonded Debt Policies ■ PI – 45
- Bond Ratings ■ OB – 195
- Budget Cycle Description ■ RG – 14-16
- Budget Per Capita ■ RG – 28
- Budget Presentation Explanation ■ RG – 18
- Budgetary Accomplishments ■ PI – 42
- Budgetary Objectives ■ PI – 41
- Budgetary Policies ■ PI – 40-42
- Budgetary Profiles Overview ■ BP – 51

C

- Capital Budget Highlights ■ TL – xii-xiv
- Capital Budget ■ CB – 211-268
- Capital Budget Department Profiles ■ CB – 228-268
 - Administration ■ CB – 265-267
 - Community Services ■ CB – 257-259
 - Libraries ■ CB – 257-259
 - Executive Office ■ CB – 268
 - Public Safety ■ CB – 260-264
 - Public Works ■ CB – 228-256
 - Sewer & Stormwater ■ CB – 228
 - Facilities/Equipment ■ CB – 243
 - Parks ■ CB – 249-256
- Capital Budget Develop. Impact Fees ■ CB – 215
- Capital Budget Expenditures – 6 years ■ CB – 227
- Capital Budget Financing ■ CB – 215
- Capital Budget Funding Summary ■ CB – 223-226
- Capital Budget Overview ■ CB – 212-213
- Capital Budget Planning Process ■ CB – 219-221
- Capital Budget & Program Policy ■ CB – 214
- Capital Budget & Program Summary ■ CB – 225-226

C

- Clerk of the Peace ■ OB – 126-127
- Commissions (and Boards) ■ RG – 9-11
- Communications Office ■ OB – 102
- Community Develop. and Housing ■ OB – 165-168
- Community Profile ■ RG – 5
- Community Resources ■ OB – 159-161
- Community Services (Department) ■ OB – 155-168
- Community Services (Admin.) ■ OB – 158
- Compar. Summary of Sources & Uses ■ OB – 71
- Contingencies (Non-Departmental) ■ OB – 210
- County Auditor's Office ■ OB – 95-96
- County Council ■ OB – 91-96
- County Executive ■ OB – 97-102
- Cultural & Ethnic Harmony ■ PI – 37
- Customer Relations & Enforcement ■ OB – 151-152

D

- Debt Margin ■ OB – 195
- Debt Performance Measures ■ OB – 196-197
- Debt Service ■ OB – 195-209
- Debt Service % Operating Budget ■ OB – 198-199
- Debt Service Authorizations ■ OB – 209
- Debt Service Requirements (All Funds) ■ OB – 202
- Debt Service Rqmts. (All Sewer Fund) ■ OB – 204
- Debt Service Rqmts. (Bridleshire Farms/Belltown) ■ OB – 206
- Debt Service Rqmts. (By Issue) ■ OB – 201
- Debt Service Rqmts. (General Fund) ■ OB – 203
- Debt Service Rqmts. (Sewer Fund Bonds) ■ OB – 205
- Debt Service Rqmts. (Stormwater Basin) ■ OB – 207
- Departmental Highlights ■ OB – 91-210
- Direction and Control ■ OB – 99-100

Key to Abbreviations

- A** = **Appendix**
- BP** = **Budgetary Profiles**
- CB** = **Capital Budget Summary**
- OB** = **Operating Budget Summary**
- PI** = **Policy Initiatives**
- RG** = **Reader's Guide**
- TC** = **Table of Contents**
- TL** = **Transmittal Letter**

INDEX

E

- Economic Development Office ■ OB – 101
- Economic Growth ■ RG – 35
- Emergency Communications ■ OB – 180-182
- Emergency Management ■ OB – 186-189
- Emergency Medical Services (Paramedics)
■ OB – 182-185
- Employee Services ■ OB – 116-117
- Engineering ■ OB – 137-139
- Ethics Commission ■ OB – 210
- Expenditure & Appropriation Uses ■ BP – 67

F

- Facilities Maintenance ■ OB – 134-135
- Finance Office ■ OB – 112-116
- Financial Comparative Schedules ■ BP – 60-63
- Financial Conditions – General ■ BP – 61
- Financial Conditions Combined Fund ■ BP – 60
- Financial Conditions Sewer Fund ■ BP – 62
- Fire Companies (Grants) ■ OB – 190-191
- Fleet Operations ■ OB – 133-134
- Full-Time Positions ■ RG – 12; ■ A – 274-289
- Fund Comparison by Department ■ BP – 56
- Fund Percentage Chart ■ BP – 52
- Fund Sources ■ BP – 54
- Fund Uses ■ BP – 55
- Funding Summaries ■ OB – 71-87

G

- General Insurance ■ OB – 107
- General Obligation Bonds ■ OB – 200-208
- Glossary of Terms ■ A – 295-302
- Grants to Fire Companies ■ OB – 190-191

H

- History of New Castle County ■ RG – 6-7
- Human Resources ■ OB – 116-118

I

- Index ■ A – 303-305
- Insurance (General) ■ OB – 107
- Investment & Cash Management Accomplishments
■ PI – 44
- Investment & Cash Management Objectives
■ PI – 43-44
- Investment & Cash Management Policies ■ PI – 42-44
- Investment Policy Capital Funds ■ OB – 204

J, K

L

- Land Use (Department) ■ OB – 143-153
- Land Use (Administration) ■ OB – 146-147
- Law Office ■ OB – 106-107
- Legislation ■ OB – 93-94
- Licensing ■ OB – 149-151
- Libraries ■ OB – 161-164

M

MAPS

- Capital Budget Selected Projects ■ TL – xiv
- Capital Budget Sewer/Stormwater Projects
■ CB – 229
- Governance Map ■ RG – 4
- New Castle County ■ RG – 3
- Regional Location ■ RG – 3
- Mission Statement ■ PI – 37

N

Key to Abbreviations

- A** = **Appendix**
- BP** = **Budgetary Profiles**
- CB** = **Capital Budget Summary**
- OB** = **Operating Budget Summary**
- PI** = **Policy Initiatives**
- RG** = **Reader's Guide**
- TC** = **Table of Contents**
- TL** = **Transmittal Letter**

INDEX

O

- Operating Budget Highlights ■ TL – vi-xi
- Operating Budget Profiles by Fund ■ TL – x-xi
- Organization Chart ■ RG – 8
- Operating Budget Combined Sched. ■ BP – 64-67
- Operating Budget Comparative Sched. ■ BP – 60-63
- Operating Budget Comparison by Dept. ■ BP – 56
- Operating Budget Chg. In Fin. Position ■ BP – 57-59
- Operating Budget by Fund (Chart) ■ BP – 52
- Operating Budget Index ■ RG – 22-24
- Operating Budget Summary ■ OB – 69-89
- Operating Budget Sources of Funds ■ BP – 54
- Operating Budget Uses of Funds ■ BP – 55

P

Paramedics (Emergency Medical Services)
■ OB – 182-185

Pension and Benefits ■ OB – 117-118

Planning ■ OB – 147-149

Police Operations ■ OB – 173-178

Police Policy Initiatives ■ PI – 37

POLICIES

- Bonded Debt Policies ■ PI – 45
- Budgetary Policies ■ PI – 40-42
- Financial & Accounting Policies ■ PI – 45-46
- Investment & Cash Mgmt. Policies ■ PI – 42-44
- Key Financial Policies (KFP) ■ PI – 47-50
- Other Significant Policy Initiatives ■ PI – 50
- Policy Initiatives ■ PI – 37-50

Position Summary ■ RG – 13

Procurement Section ■ OB – 109-111

Program Summaries ■ OB – 88-89

Programmatic Policy Goals & Objectives ■ PI – 38-39

Property Maintenance ■ OB – 135-137

Property Tax Rates ■ RG – 25-26

Prothonotary ■ OB – 121

Public Safety (Department) ■ OB – 169-191

Public Safety Administration ■ OB – 172-173

Public Works (Department) ■ OB – 129-141

Public Works Administration ■ OB – 132

Q

R

- Recorder of Deeds ■ OB – 123-125
- Reader's Guide ■ RG – 1-35
- Register in Chancery ■ OB – 121
- Register of Wills ■ OB – 121-123
- Revenues & Funding Sources ■ BP – 64-65
- Risk Management ■ OB – 107-109
- Row Offices ■ OB – 119-127

S

- School Crossing Guards ■ OB – 179-180
- Sheriff ■ OB – 125-126
- Statistics ■ RG – 31-34; ■ A – 269-270
- Summary of Operating Budget Appropriations
All Funds ■ BP – 54

T

- Table of Contents ■ TC – i-iv
- Technology Section ■ OB – 109-111
- Transmittal Letter ■ TL – v-xvi

U, V

- Value of County Services ■ RG – 29
- Volunteer Fire Companies (Grants) ■ OB – 190-191

W

- Wastewater Management Policy Initiatives ■ PI – 37
- Wastewater Services ■ OB – 139-141

X, Y, Z

Key to Abbreviations

A	=	Appendix
BP	=	Budgetary Profiles
CB	=	Capital Budget Summary
OB	=	Operating Budget Summary
PI	=	Policy Initiatives
RG	=	Reader's Guide
TC	=	Table of Contents
TL	=	Transmittal Letter

