

DEPARTMENT OF SPECIAL SERVICES

FY2017 GENERAL FUND

RECOMMENDED BUDGET

TO COUNTY COUNCIL

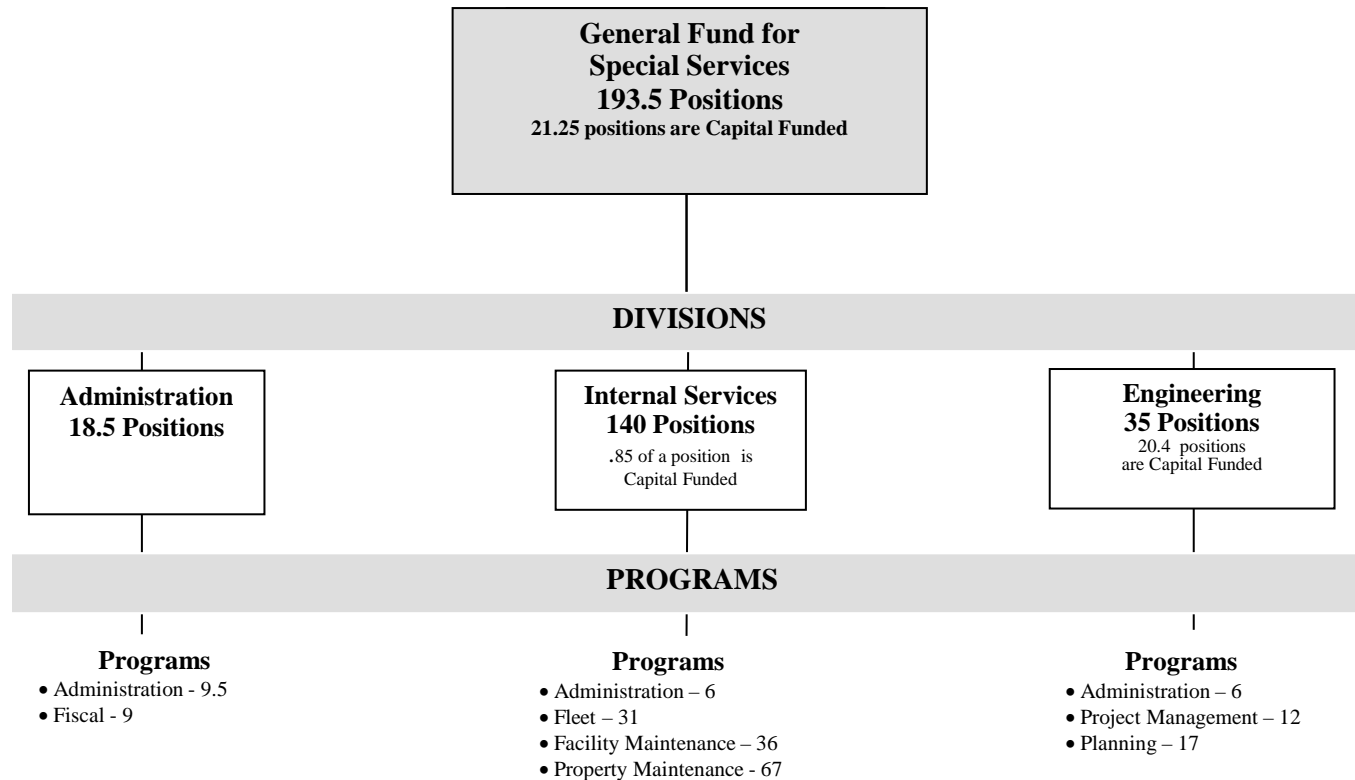
April 25, 2016



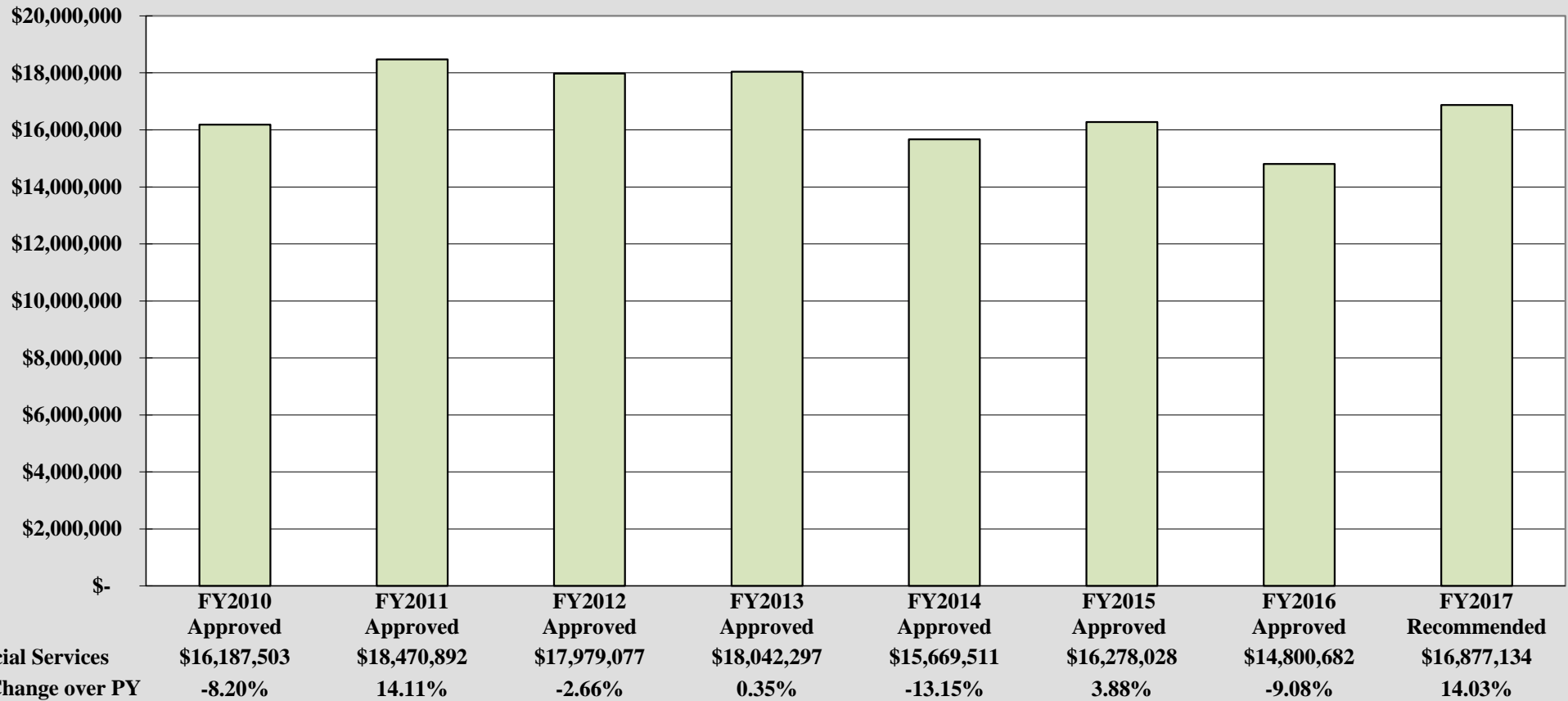
Department of Special Services FY2017 General Fund

MISSION

The Department's main goal is to maximize services to County Residents as efficiently as possible. The Department is responsible for all buildings, parkland, vehicles and equipment, sanitary sewer and stormwater infrastructure lines, pump stations and treatment plants. The Department strives to offer residents beautiful places to enjoy their leisure, keep County vehicles in optimum working condition, provide clean and safe facilities such as libraries, adult activity centers and recreation centers as well as to protect the environment through maintenance of a countywide sewer system and managing a storm water program.

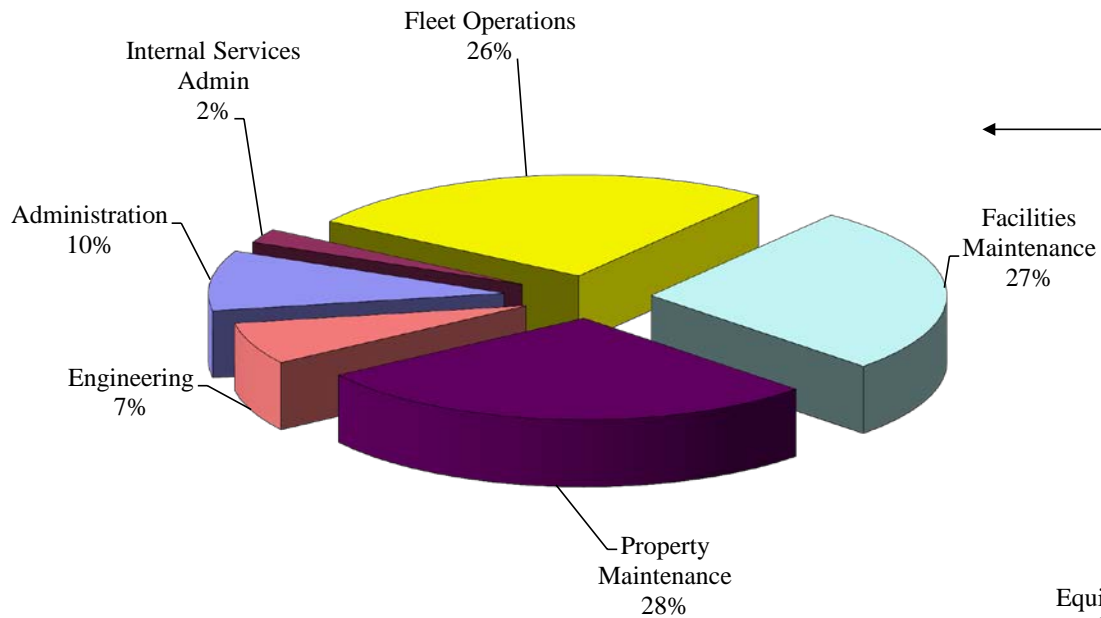


**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2010 Approved through FY2017 Recommended**



*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.*

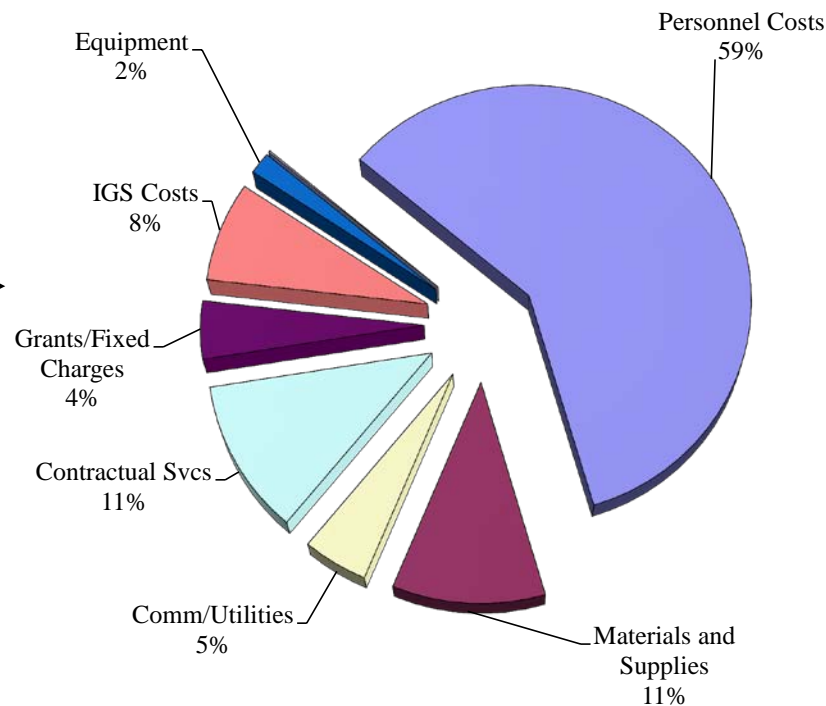
**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2017 GENERAL FUND**



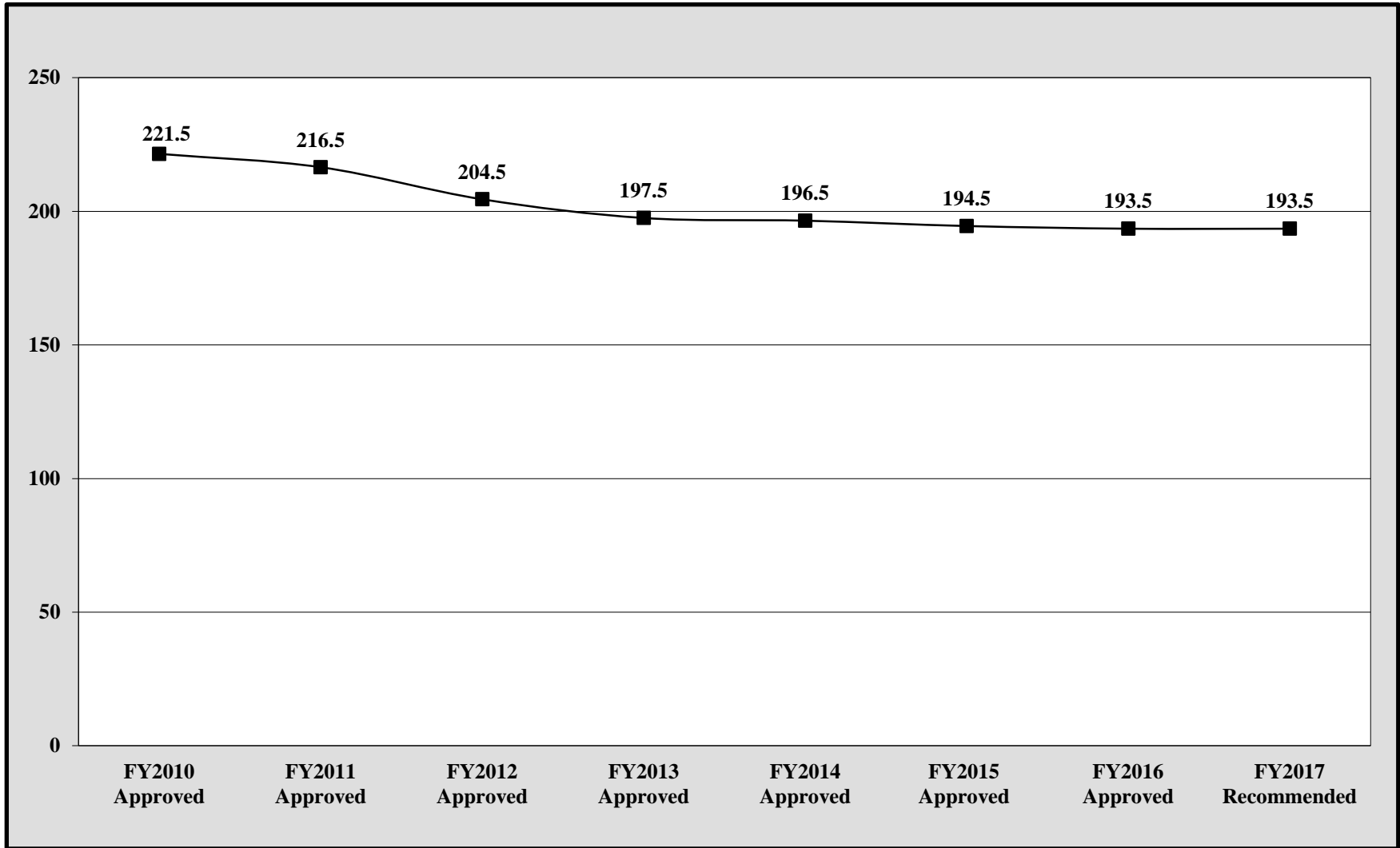
Division

<u>Division</u>	<u>FY2017 Recommended</u>
Administration	\$2,566,864
Internal Services Admin	599,359
Fleet Operations	7,038,283
Facilities Maintenance	7,186,939
Property Maintenance	7,537,613
Engineering	1,789,359
Total Special Services Budget:	\$26,718,417
Less IGS Credits (Fleet Charges)	(9,841,283)
Recommended Budget	\$16,877,134

<u>Object Level</u>	<u>FY2017 Recommended</u>
Personnel Costs	\$15,851,641
Comm/Utilities	1,246,649
Materials and Supplies	2,902,964
Contractual Svcs	3,074,284
IGS Costs	2,009,728
Grants/Fixed Charges	1,160,000
Equipment	440,909
Other	32,242
Total Budget	\$26,718,417
Less:	
IGS Credits (Fleet Charges)	(9,841,283)
Recommended Budget	\$16,877,134



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
GENERAL FUND - POSITION HISTORY
FY2010 Approved through FY2017 Recommended**



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
DIVERSITY REPORTING**

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
Officials and Administrators	1	7	5	1				1				
Professionals	2	24.5	17	1				5.5	1			
Technicians	3	13	12	1								
Protective Service Workers	4	0										
Paraprofessionals	5	0										
Administrative Support	6	18	3					12	3			
Skilled Craft Workers	7	47	44	3								
Service-Maintenance	8	61	42	8	5			5	1			
Certain Elected/Appointed Officials	9	0										
TOTAL @ 12/31/15:	10	170.5	123	14	5	0	0	23.5	5	0	0	0

**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2017 GENERAL FUND BUDGET PRESENTATION
2013 - 2015 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
Officials and Administrators	2015	7	5	1				1			
	2014	7	5	1				1			
	2013	7	5	1				1			
Professionals	2015	24.5	17	1				5.5	1		
	2014	21.5	15	1				4.5	1		
	2013	21.5	15	1				4.5	1		
Technicians	2015	13	12	1							
	2014	15	12	2				1			
	2013	15	12	2				1			
Administrative Support	2015	18	3					12	3		
	2014	19	4					12	3		
	2013	21	4					13	4		
Skilled Craft Workers	2015	47	44	3							
	2014	46	43	3							
	2013	45	43	2							
Service-Maintenance	2015	61	42	8	5			5	1		
	2014	63	43	7	6			6	1		
	2013	61	43	5	6			6	1		
Certain Elected/Appointed Officials	2015	0									
	2014	0									
	2013	0									
TOTAL @ 12/31/15:	2015	170.5	123	14	5	0	0	23.5	5	0	0
	2014	171.5	122	14	6	0	0	24.5	5	0	0
	2013	170.5	122	11	6	0	0	25.5	6	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		9	3	4				2				
Administrative Support		0										
TOTAL @ 12/31/15:		9	3	4	0	0	0	0	2	0	0	0

These numbers encompass the entire Department of Special Services, both General and Sewer Funds.



**DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2016 Approved	FY2017 Recommended	FY2016 Approved vs. FY2017 Recommended	% Incr (Decr) over FY2016 Approved
Salaries and Wages	\$ 10,105,111	\$ 10,315,838	\$ 210,727	2.09%
Employee Benefits	5,227,558	5,535,803	308,245	5.90%
Training and Civic Affairs	32,242	32,242	-	0.00%
Communication and Utilities	1,245,349	1,246,649	1,300	0.10%
Materials and Supplies	3,310,830	2,902,964	(407,866)	-12.32%
Contractual Services	2,861,214	3,074,284	213,070	7.45%
Equipment Replacement	432,628	440,909	8,281	1.91%
Fixed Charges	885,000	1,160,000	275,000	31.07%
Land/Structures	-	-	-	-
Contingency	-	-	-	-
IGS Costs	2,251,117	2,009,728	(241,389)	-10.72%
Subtotal:	\$ 26,351,049	\$ 26,718,417	\$ 367,368	1.39%
Intragov. Service Credits	(11,550,367)	(9,841,283)	1,709,084	14.80%
Budget Total:	\$ 14,800,682	\$ 16,877,134	\$ 2,076,452	14.03%



**DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2017 Recommended		\$ Change	% Change
Salaries and Wages :	\$10,315,838		\$210,727	2.09%
<i>Change is attributed to:</i>				
Salaries & Wages Permanent - \$268,227		Salaries & Wages Part-time/Seasonal/Temp - (\$57,500)		
<i>Significant expenses include:</i>				
Salaries & Wages Permanent - \$9,592,114		Salaries & Wages Seasonal - \$194,000		
Salaries & Wages Overtime - \$515,236		Salaries & Wages Shift Diff - \$14,488		
Employee Benefits:	\$5,535,803		\$308,245	5.90%
<i>Change is attributed to:</i>				
Benefits Permanent - \$304,991		Benefits Overtime - \$9,004		
		Benefits Seasonal - (\$5,750)		
<i>Significant expenses include:</i>				
Benefits Permanent - \$5,227,704		Benefits Premium - \$288,699		
		Benefits Seasonal - \$19,400		
Training and Civic Affairs:	\$32,242		\$0	0.00%
<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>				
Communication and Utilities:	\$1,246,649		\$1,300	0.10%
<i>Change is attributed to:</i>				
Telephone Services - \$3,800		Gas Heat - (\$2,500)		
<i>Significant expenses include:</i>				
Electric Service - \$848,782		Landfill Charges - \$12,000		
Gas Heat - \$149,000		Telephone Services - \$80,200		
Heating Oil - \$35,586		Water Service - \$58,601		
Postage /Overnight Express - \$17,150		Sewer Service - \$45,330		
Materials and Supplies:	\$2,902,964		(\$407,866)	-12.32%
<i>Change is attributed to:</i>				
Gasoline - (\$472,419)		Diesel - (\$101,050)		
Computer Supplies - \$10,061		Vehicular Supplies - \$115,232		
Reproduction/Duplicating - \$9,688		Const. Material/Elec Supplies - \$12,000		
Clothing and Uniforms - \$7,200		Equip Repair Supplies/Tools - \$10,000		
<i>Significant expenses include:</i>				
Misc Materials/Office Supplies - \$73,514		Construction Materials - \$51,938		
Clothing and Uniforms - \$50,930		Electrical/Plumbing/Lumber - \$98,057		
Vehicular Supplies - \$817,820		Chemical/Ag Supplies/Propane - \$101,000		
Motor Fuels - \$1,554,181		Rec. Supplies/Tools - \$52,798		
Custodial Supplies - \$82,677		Equipment Repair Supplies - \$20,049		



**DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2017 Recommended		\$ Change	% Change
Contractual Services:	\$3,074,284		\$213,070	7.45%
<i>Change is attributed to:</i>				
Landscape Services - \$81,632		Janitorial - \$24,000		
Equipment Repairs - (\$26,360)		Towing - \$11,600		
Service Contracts - \$103,938		HVAC/Fire & Security/San Waste - \$16,000		
<i>Significant expenses include:</i>				
Facility Cleaning & Maintenance - \$442,888		Third Party Administrator - \$45,000		
Vehicular & Equipment Repairs - \$503,492		Safety/Fire/Security - \$147,877		
Facility Repairs - \$72,257		Pest Control/Trash Removal - \$67,884		
Service Contracts - \$425,942		Landscape Services - \$275,644		
Other Professional Services - \$29,555		Engineering Services - \$80,935		
HVAC - \$450,153		Sanitary Waste Services - \$60,000		
Janitorial Services - \$451,397		Towing Service - \$14,000		
Equipment Replacement:	\$440,909		\$8,281	1.91%
<i>Change is attributed to:</i>				
Building Equipment - \$5,719		Computer Software - \$2,062		
<i>Significant expenses include:</i>				
Safety/Recreational Equipment - \$18,960		Non-Motorized Equip - \$30,000		
Building Equipment ESCO - \$333,699		Building Equipment - \$46,000		
Grants & Fixed Charges:	\$1,160,000		\$275,000	31.07%
<i>Change is attributed to:</i>				
Risk Mgmt Insurance Settlements - \$275,000				
<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 - \$110,000		RM Insurance Settlements - \$450,000		
IGS Costs:	\$2,009,728		(\$241,389)	-10.72%
<i>Change is attributed to:</i>				
IS Contract - Fleet Vehicles - (\$212,740)		IS Contract - GIS - (\$27,652)		
<i>Significant IGS Costs include:</i>				
Vehicles - \$1,108,633		Information Systems GIS - \$45,851		
Information Systems Data Processing - \$823,244		Photocopies/Printing - \$32,000		
Intragov. Service Credits:	(9,841,283)		\$1,709,084	14.80%
Fleet Cross Charges to Other Departments				

**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES - GENERAL FUND
FY2016 ACCOMPLISHMENTS**

- Increased revenue through the permits office due to more aggressive marketing and social media exposure.
- Increased training to Property Maintenance employees to keep equipment damage and injuries to a minimum.
- Completed the installation of the access card and the security camera systems at the Police Academy Building; the Warehouse and the Environmental Lab at the Conner Complex; in addition to replacing cameras at the Government Center.
- Completed the automated gate at the Public Safety Building.
- Completed the installation of the exhaust system for the evidence labs and the FM 200 at the Public Safety Building.
- Completed the installation of the boiler systems at the Public Safety Building and the Conner Building.
- Completed the Police Academy shower facilities project.
- Led the mechanical and electrical switchgear upgrades and installed new emergency generators at the Garage.
- Upgraded software for all HVAC Systems in County buildings.
- Negotiated a zero-cost installation fee for the replacement of 100, 2G-telematics units.
- Increased the number of sections using the warehouse for all materials and supplies to facilitate better accounting of resources and greater efficiency.
- Completed updates to the Middle Run Valley Management and Bio-Diversity Management Plans.
- Maintained 95% fleet availability.
- Expanded Cityworks usage to the Building Maintenance, Property Maintenance and Plant Operations sections.
- Completed the Autism Playground at Glasgow Park, which is one-of-a-kind in this State.
- Completed the 5-year update to the long term Park Acquisition and Development Plan.
- Completed sampling of the designated outfalls in the Delaware River watershed for developing Pollutant Minimization Plan (PMP) for Polychlorinated Biphenyls (PCBs) per the County's NPDES stormwater permit.
- Completed the Hyde Run Trunkline Relief Project, which included seven phases over the past 20 years.
- Revised the Capital Improvements Program to help proactively investigate and rehabilitate the sanitary sewer system consistent with the Department's Asset Management Plan.

**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES GENERAL FUND
FY2017 GOALS/CHALLENGES**

Goals

- Begin the master plan for District Park #5 in the Red Lion area (Prest Property), which will include active and passive recreational areas.
- Complete construction of the “Bike Skills Facility” in Middle Run Valley in addition to completing the Management Plan and the Bio-Diversity Plan for Middle Run Valley.
- Construct the section of the Mill Creek Greenway from Mill Creek Road to Camp Wright.
- Complete construction of the Route 9 Community Library.
- Complete construction of the Hermitage at Glasgow Park.
- Continue to provide employee growth and development opportunities through increased training.
- Continue to review and analyze park permit fees in order to remain competitive with other municipalities.
- Develop benchmarks and improve service delivery by utilizing advanced data collection enabled by the Department’s new work order system, Cityworks.
- Centralize Cityworks data entry to increase consistency among sections and to better utilize existing data entry resources through cross training.
- Maintain or exceed the overall fleet availability rate of 95%.
- Complete construction of Innovation District Tri-Park Rehabilitation.

Challenges

- The continued growth of County assets in conjunction with the past reduction of 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).

I. VACANCIES



New Castle County
Department of Special Services - General Fund
Vacancies as of March 7, 2016

Division	Description	Date Vacated	Vacant
Administration	General Manager	3/26/11	
	Budget and Procedure Analyst	2/9/10	2
Fleet	Garage Supervisor	12/21/07	
	Special Services Equipment Coord	6/1/07	
	Automotive Mechanic	8/2/14	
	Unfunded Automotive Mechanic	8/22/13	4
Facility Maintenance	Special Services Data Technician	7/17/10	
	Building Maintenance Mechanic	9/3/15	2
Internal Services Admin.	Storekeeper	9/21/15	1
Property Maintenance	Property Supervisor	9/2/2009	
	Motor Equipment Operator I	11/6/2015	
	Property Maintenance Technician	11/30/15	
	Special Services Specialist I	4/1/10	
	Special Services Specialist I	1/27/12	
	Special Services Specialist I	7/5/2013	
	Special Services Specialist I	8/22/2013	7
Engineering Administration	Assistant County Engineer	5/1/12	1
Project Management	Construction Inspector Supervisor	9/10/12	
	Right of Way Agent	7/11/15	
	Public Works Inspector	5/26/06	3
Project Planning	Drafting Technician II	4/7/15	
	SS Development Planner	7/21/06	
	Unfunded Landscape Architect	12/28/07	3

Total Vacant Positions 23

II. CONTRACTUAL SERVICES

**New Castle County Department of Special Services
 Division of Administration
 FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation
040100	Administration			\$ 2,912	<i>Miscellaneous Contractual Services</i>
			<i>Subtotal Contractual Services</i>	<i>\$ 2,912</i>	
	<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	<i>\$ 178,095</i>	<i>Computer cross charges, in-house</i>
		5901	<i>Is Contract-Photocopies</i>	<i>\$ 26,000</i>	<i>In-house copying charge</i>
		5902	<i>IS Contract-Printing and Dupl</i>	<i>\$ 6,000</i>	<i>In-house printing and duplicating charge</i>
		5904	<i>IS Contract-Fleet-Vehicles</i>	<i>\$ 2,879</i>	<i>Vehicle cross charges</i>
		5907	<i>IS Contract-GIS</i>	<i>\$ 45,851</i>	<i>GIS cross charge</i>
			<i>Subtotal IGS Costs</i>	<i>\$ 258,825</i>	
Total Contractual Services				\$ 261,737	

**New Castle County Department of Special Services
Division of Fleet Operations
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 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	Pay NCC auto claims		
		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	\$ 143,297	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 34,888	Vehicle cross charge
					<i>Subtotal IGS Costs</i>	\$ 178,185	
Total Contractual Services				\$ 777,104			

**New Castle County Department of Special Services
Division of Facilities Maintenance
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation
040218	Police Academy			\$ 7,075	Miscellaneous Contractual Services
			Total 040218	\$ 7,075	
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
				\$ 3,318	Miscellaneous Contractual Services
			Total 040219	\$ 58,683	
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
				\$ 11,344	Miscellaneous Contractual Services
			<i>Subtotal Contractual Services</i>	\$ 283,740	
	IGS Costs	5900	IS Contract-Data Processing	\$ 24,566	Computer cross charges, in-house
			<i>Subtotal IGS Costs</i>	\$ 24,566	
			Total 040220	\$ 308,306	
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
		5200	Service Contracts	\$ 20,000	Services for Glasgow Park; Banning Maint Base; Carousel
		5732	Janitorial Services	\$ 40,000	Janitorial services for Rockwood and Brandywine Town Center
		5734	HVAC Service	\$ 88,000	HVAC for several buildings
		5735	Safety Inspections	\$ 14,100	Safety Inspections of buildings
		5736	Fire and Security Service	\$ 19,639	Fire and security systems maintenance and repair
				\$ 9,470	Miscellaneous Contractual Services
			<i>Subtotal Contractual Services</i>	\$ 316,255	

**New Castle County Department of Special Services
Division of Facilities Maintenance
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation		
040221	<i>Churchman's Road Continued</i>	<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	\$ 77,208	<i>Computer cross charges, in-house</i>	
			5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 113,572	<i>Vehicle cross charges</i>	
				<i>Subtotal IGS Costs</i>	\$ 190,780		
				Total 040221	\$ 507,035		
040222	<i>Libraries</i>	5200	<i>Service Contracts</i>	\$ 86,000	<i>New services for the Route 9 Library</i>		
		5720	<i>Facility Cleaning</i>	\$ 31,890	<i>Window and carpet cleaning for library facilities</i>		
		5731	<i>Trash Removal</i>	\$ 11,980	<i>Trash removal for all library facilities</i>		
		5732	<i>Janitorial Services</i>	\$ 193,253	<i>Janitorial services for all library facilities</i>		
		5734	<i>HVAC Service</i>	\$ 125,640	<i>HVAC services for all library facilities</i>		
		5736	<i>Fire and Security Service</i>	\$ 28,450	<i>Fire and security systems maintenance and repair</i>		
				\$ 11,115	<i>Miscellaneous Contractual Services</i>		
			Total 040222	\$ 488,328			
040223	<i>Police</i>	5101	<i>Equipment Repairs</i>	\$ 81,050	<i>Replacement of UPS batteries</i>		
		5104	<i>Facility Repairs</i>	\$ 15,000	<i>Minor repairs to the Public Safety Building</i>		
		5732	<i>Janitorial Service</i>	\$ 150,144	<i>Janitorial services for Public Safety facility</i>		
		5734	<i>HVAC Service</i>	\$ 132,918	<i>HVAC services for all Police facilities</i>		
		5736	<i>Fire and Security</i>	\$ 50,000	<i>Fire and security systems maintenance and repair</i>		
				\$ 11,680	<i>Miscellaneous Contractual Services</i>		
			<i>Subtotal Contractual Services</i>	\$ 440,792			
			<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	\$ 24,566	<i>Computer cross charges, in-house</i>
					<i>Subtotal IGS Costs</i>	\$ 24,566	
					Total 040223	\$ 465,358	

**New Castle County Department of Special Services
 Division of Facilities Maintenance
 FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation
040225	EMS			\$ 3,920	Miscellaneous Contractual Services
			Total 040225	\$ 3,920	
040226	City/County Building	5720	Facility Cleaning and Maint	\$ 397,648	Services provided by Asset Management for maintenance of building
			Total 040226	\$ 397,648	
040228	Town Center			\$ 5,774	Miscellaneous Contractual Services
			Total 040228	\$ 5,774	
Total Contractual Services				\$ 2,242,127	

**New Castle County Department of Special Services
 Division of Internal Services Administration
 FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 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>	\$ 21,057	<i>Computer cross charges, in-house</i>
		5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 846	<i>Vehicle cross charge</i>
			<i>Subtotal IGS Costs</i>	\$ 21,903	
<i>Total Contractual Services</i>				\$ 21,903	

**New Castle County Department of Special Services
Division of Property Maintenance
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 Budgeted Amount	Explanation		
040231	Property Maintenance	5602	Landscape Services	\$ 275,644	For various buildings and facilities		
		5731	Trash Removal	\$ 20,000	Trash removal for County facilities and parks		
		5737	Sanitary Waste Services	\$ 60,000	Rental of portable toilets		
				\$ 3,500	Miscellaneous Contractual Services		
			<i>Subtotal Contractual Services</i>		\$ 359,144		
			<i>IGS Costs</i>	5900	IS Contract-Data Processing	\$ 231,624	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 918,141	Vehicle cross charge
					<i>Subtotal IGS Costs</i>	\$ 1,149,765	
					Total	\$ 1,508,909	
		Total Contractual Services				\$ 1,508,909	

**New Castle County Department of Special Services
Division of Engineering
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017 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	\$ 21,057		Computer cross charges, in-house	
			5904	IS Contract-Fleet-Vehicles		\$ -	Vehicle cross charge
			Subtotal IGS Costs	\$ 21,057			
Total 040501			\$ 36,057				
040502	Project Management	5600	Engineering Services	\$ 15,935	Consulting engineers for various building and sewer projects		
			Subtotal Contractual Services	\$ 5,159	Miscellaneous Contractual Services		
	IGS Costs	5900	IS Contract-Data Processing	\$ 45,623	Computer cross charges, in-house		
			5904	IS Contract-Fleet-Vehicles	\$ 34,863	Vehicle cross charge	
			Subtotal IGS Costs	\$ 80,486			
Total 040502			\$ 101,580				
040504	Project Planning	5406	Professional Services	\$ 25,000	Consulting for planning, design, specialty services as needed		
			5600	Engineering Services	\$ 50,000	Consulting engineers for various bldg and sewer projects	
	Subtotal Contractual Services			\$ 75,000			
	IGS Costs	5900	IS Contract-Data Processing	\$ 56,151	Computer cross charges, in-house		
			5904	IS Contract-Fleet-Vehicles	\$ 3,444	Vehicle cross charge	
Subtotal IGS Costs			\$ 59,595				
Total 040504			\$ 134,595				
Total Contractual Services				\$ 272,232			

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED GENERAL FUND**

Object Level 1	Object Level 3	Facility			Fleet	Internal Svcs-	Property	Grand Total
		Administration	Engineering	Maintenance	Operations	Admin	Maintenance	
11 Salaries and Wages	1001 Salaries & Wages-Permanent	1,401,028	968,754	1,923,992	1,722,378	336,714	3,239,248	9,592,114
	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
11 Salaries and Wages Total		1,401,528	969,754	2,047,428	1,782,866	353,014	3,761,248	10,315,838
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	763,560	527,972	1,048,576	938,696	183,509	1,765,391	5,227,704
	1510 Empl. Ben. - Premium Overhead	272	545	56,918	32,966	3,433	194,565	288,699
	1520 E/B-Regular-Part-Time	-	-	1,900	-	1,000	16,500	19,400
15 Employee Benefits Total		763,832	528,517	1,107,394	971,662	187,942	1,976,456	5,535,803
22 Training and Civic Affairs	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
22 Training and Civic Affairs Total		30,867	925	450	-	-	-	32,242
23 Communication and Utilities	3100 Postage	13,500	-	-	-	-	-	13,500
	3110 Overnight Express	3,650	-	-	-	-	-	3,650
	3200 Telephone Service	45,000	-	-	-	-	-	45,000
	3201 Telephone Paging Service	3,200	-	-	-	-	-	3,200
	3202 Telephone Answering Service	2,000	-	-	-	-	-	2,000
	3210 Cellular Telephone Service	30,000	-	-	-	-	-	30,000
	3300 Electric Service	-	-	816,782	-	-	32,000	848,782
	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
23 Communication and Utilities Total		97,350	-	1,105,299	-	-	44,000	1,246,649

NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED GENERAL FUND

Object Level 1	Object Level 3			Facility	Fleet	Internal Svcs-	Property	Grand Total
		Administration	Engineering	Maintenance	Operations	Admin	Maintenance	
24 Materials and Supplies	4000 Books and Subscriptions	300	1,542	459	-	-	-	2,301
	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	-	-	40,000	82,677
	4107 Computer Paper	-	2,000	-	-	-	-	2,000
	4220 Construction Material	-	-	36,938	-	-	15,000	51,938
	4221 Electrical Supplies	-	-	46,933	-	-	-	46,933
	4222 Plumbing Supplies	-	-	20,219	-	-	-	20,219
	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
24 Materials and Supplies Total		11,550	17,531	213,582	2,389,801	36,500	234,000	2,902,964
25 Contractual Services	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	-	-	107,442	318,500	-	-	425,942
	5300 Printing & Related Costs	1,000	184	-	-	-	-	1,184
	5400 Legal Fees	-	420	-	-	-	-	420
	5406 Other Professional Services	-	29,555	-	-	-	-	29,555
	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	-	-	-	-	-	275,644	275,644
	5720 Facility Cleaning & Maintenance	-	-	442,888	-	-	-	442,888
	5730 Pest Control	-	-	10,330	-	-	-	10,330
	5731 Trash Removal	-	-	37,554	-	-	20,000	57,554
	5732 Janitorial Services	-	-	451,397	-	-	-	451,397
	5734 HVAC	-	-	450,153	-	-	-	450,153
	5735 Safety Inspections	-	-	18,140	-	-	-	18,140

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2017 RECOMMENDED GENERAL FUND**

Object Level 1	Object Level 3	Administration	Engineering	Facility Maintenance	Fleet Operations	Internal Svcs- Admin	Property Maintenance	Grand Total
25 Contractual Services	5736 Fire and Security Services	-	-	129,737	-	-	-	129,737
	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
25 Contractual Services Total		2,912	111,094	2,002,215	598,919	-	359,144	3,074,284
30 Intergovernmental Chge	5900 IS Contract-Data Processing	178,095	122,831	126,340	143,297	21,057	231,624	823,244
	5901 IS Contract-Photocopies	26,000	-	-	-	-	-	26,000
	5902 IS Contract-Printing & Dupl.	6,000	-	-	-	-	-	6,000
	5904 IS Contract-Fleet-Vehicles	2,879	38,307	113,572	34,888	846	918,141	1,108,633
	5907 IS Contract-GIS	45,851	-	-	-	-	-	45,851
30 Intergovernmental Chge Total		258,825	161,138	239,912	178,185	21,903	1,149,765	2,009,728
26 Equipment Replacement	6108 Computer Software	-	-	-	4,650	-	-	4,650
	6111 Safety Equipment <\$5,000	-	-	5,960	-	-	-	5,960
	6130 Recreational Equipment <\$5,000	-	-	-	-	-	7,000	7,000
	6131 Recreational Equipment =>\$5,000	-	-	-	-	-	6,000	6,000
	6160 Office Equipment <\$5,000	-	400	-	-	-	-	400
	6170 Non-Motorized Mobile Equip. <\$5,000	-	-	-	30,000	-	-	30,000
	6180 Building Equipment <\$5,000	-	-	6,000	-	-	-	6,000
	6181 Building Equipment =>\$5,000	-	-	40,000	-	-	-	40,000
	6185 Building Equipment - ESCO Lease	-	-	333,699	-	-	-	333,699
	6410 Special Purpose Machinery <\$5,000	-	-	-	7,200	-	-	7,200
26 Equipment Replacement Total		-	400	385,659	41,850	-	13,000	440,909
27 Fixed Charges	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 1099)	-	-	-	450,000	-	-	450,000
	7009 RM Retention - Medical 1099	-	-	-	20,000	-	-	20,000
	7190 Fixed Charges	-	-	85,000	-	-	-	85,000
27 Fixed Charges Total		-	-	85,000	1,075,000	-	-	1,160,000
32 Intergovernmental Chge	5924 IS Credit-Motorpool-Vehicles	-	-	-	(9,841,283)	-	-	(9,841,283)
32 Intergovernmental Service Chge Total		-	-	-	(9,841,283)	-	-	(9,841,283)
Grand Total		2,566,864	1,789,359	7,186,939	(2,803,000)	599,359	7,537,613	16,877,134

IV. FEE SCHEDULE

FY2017 Fee Schedule
Department of Special Services

Item #	Object Code	Revenue Source	FY2017 Projected Revenue	Comments
1	0245	F.O.I.A. Request	\$ 100	
2	0550	City of Wilmington	\$ 536,672	70%Utility and Esco reimbursement for City/County Building
3	0551	City/County Garage	\$ 55,200	Per Contract with Vendor
4	0552	Land Rentals	\$ 9,820	J & R land lease
5	0553	Building Rentals	\$ 9,740	Building Rentals Camp Wright - Kraatz; Carousel House
6	0580	Sale of Vehicles	\$ 250,000	Per Bid, Market Rate; Sales by Auction
7	0700	Golf Course Flat Fee	\$ 85,000	Per Contract with Billy Casper Golf
8	0721	Farmland Lease	\$ 19,424	Wiggins Mill - Lazy Boy Farm
9	0722	Picnic Shelter	\$ 105,000	Pavilion Rentals
10	0724	Delcastle Tennis Center	\$ 10,000	Per Contract with Vendor based on percentages
11	0725	Showmobile	\$ 2,600	
12	0726	Parkland Rental	\$ 60,000	Permits for Parkland and Ballfield Use
13	0729	Delcastle Concession Stand	\$ 11,500	Per Contract with Vendor Apr - Oct based on percentages
14	0751	Vendor Fee	\$ 15,000	Vendor Permits to sell items in County Parks
15	0804	Sports Lighting	\$ 11,500	Fees for Lights on Ballfields
16	0810	DeLaWarr Senior Center	\$ 500	Per Contract with Vendor
17	0972	Miscellaneous	\$ 14,500	Scrap Metal, rebates, etc...
18	0976	Insurance Proceeds	\$ 25,000	Insurance claims
			\$ 1,221,556	