

**DEPARTMENT OF PUBLIC WORKS GENERAL FUND**

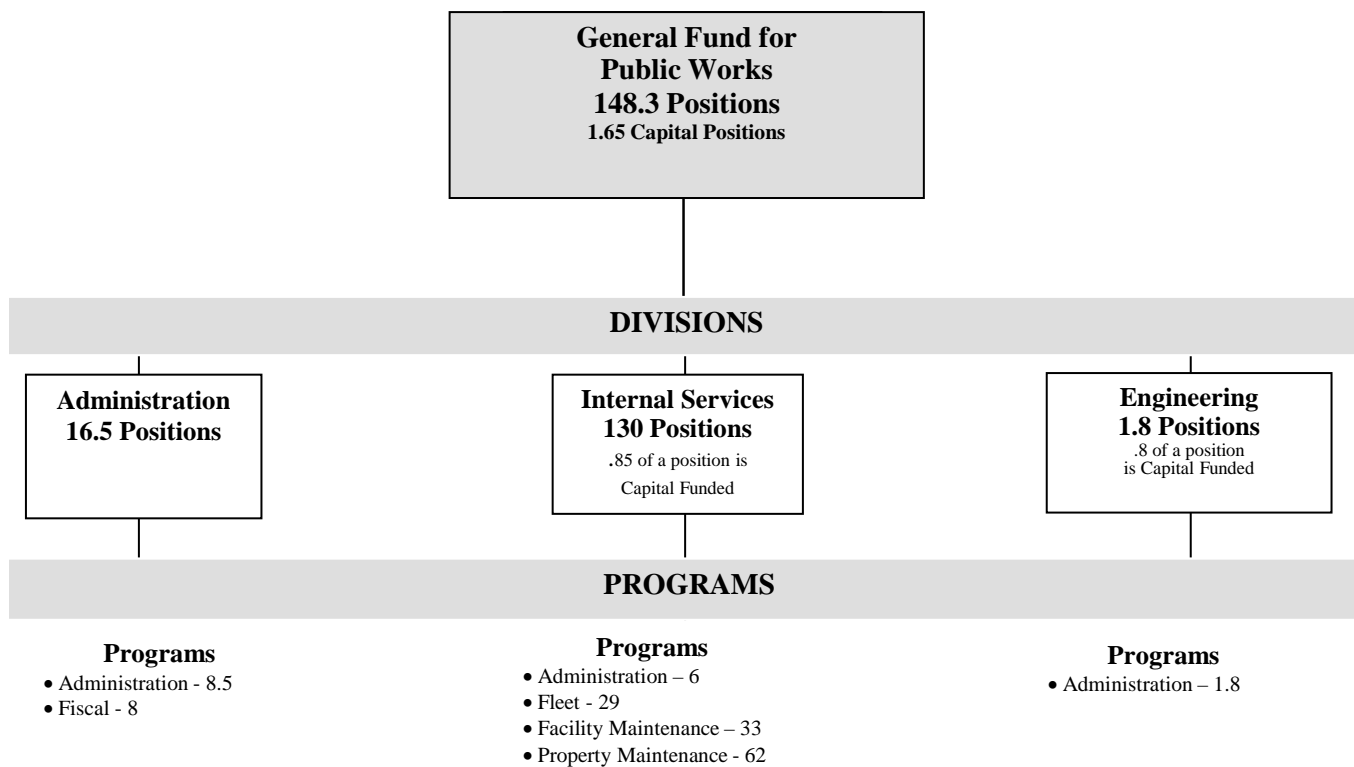
**FY2019**

**RECOMMENDED BUDGET**

**TO COUNTY COUNCIL**

April 23, 2018

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2019 ORGANIZATIONAL CHART**



**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2018 ACCOMPLISHMENTS**

- Successfully negotiated the 2018-21 Electric Supply Contract for 18 of the largest accounts.
- Completed the installation of the redundant cooling tower, the Energy Management System, five new Liebert Units for HVAC for the Data Center at the Public Safety Building.
- Completed the software and hardware upgrades for all HVAC systems in County facilities, including libraries.
- Completed the infrastructure upgrade for voice data cabling at the Police Academy.
- Completed the 350 KW emergency generator project for the Conner Building.
- Renovated the following playgrounds: Green Tree, Szczerba, Hann, DelPark Manor and Powell Ford.
- Moved to incorporate 100% native species into architectural landscape designs.
- Renovated the following game courts: Knollwood and DelPark Manor.
- Implemented comprehensive Personnel Protection Equipment (PPE) program.
- Trained 21 auto mechanics in fork lift operations.
- Maintained very close to 95% vehicle availability.
- Changed to use "Ray Bestos" brake parts on Police Tahoes. This change lowered the cost of 4-wheel brake service by over \$300 per vehicle without sacrificing performance.
- Completed construction of the Route 9 Library.
- Completed design and began construction for Edgemoor Park.
- Supported the County's Parks Task Force, with a focus on locating a park in southern New Castle County.
- Rehabilitated Surratte, Rose Hill and Oakmont Parks (Tri-Park Rehabilitation), including installation of pavilions, installation of new basketball backboards, landscaping improvements and installation of new benches.

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2019 GOALS**

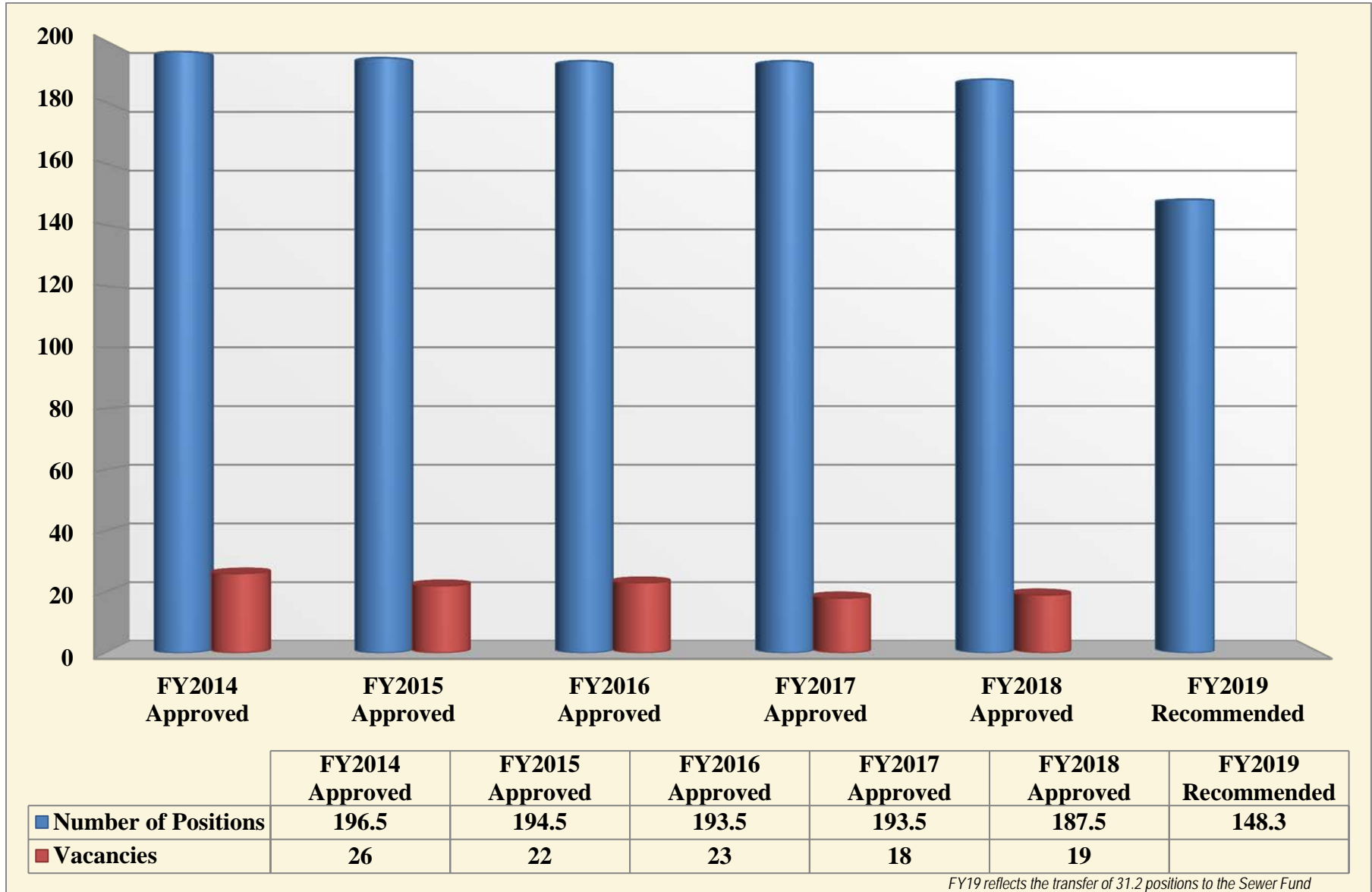
- Complete the installation of the 650 KW emergency generator at the Government Center.
- Complete the upgrade/replacement of the 911 HVAC system at the Public Safety Building.
- Complete the mechanical and electrical switchgear upgrades and install new emergency generators at the Garage.
- Complete the outdoor substations at the Churchmans Complex and Government Center.
- Complete the upgrade of the security system at the Public Safety Building from analogue to digital using AMAG Platform.
- Continue the security system upgrade/replacement to the network video recorder (NVR) at the Churchmans Complex and various County libraries.
- Attempt to maintain a weekly mowing schedule on all building sites and athletic fields, and a two week mowing schedule on all parks, pump stations and retention basins.
- Supplement the forestry crew with employees in other crews during the off-season to reduce forestry backlog.
- Review playground inspections to ensure maintenance crews are inspecting them at least once a month.
- Continue to improve our customer service levels and increase revenue through the permits office, including increasing fees.
- Convert "mowed" grass areas to meadows where possible to reduce mowing costs.
- Continue to strive for the commonality of fleet vehicles while also searching for techniques to improve overall fleet efficiency.
- Construct the section of the Mill Creek Greenway from Camp Wright to Stoney Batter Road.
- Identify location and begin design development for Southern New Castle County Park.
- Work with Land Use and other government agencies to plan and construct additional bike trails which will serve as alternate transportation routes connecting different areas of the County.

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2019 CHALLENGES**

- The continued growth of assets in conjunction with the reduction of personnel and financial resources will continue to present serious challenges to our ability to maintain all of our assets at the appropriate level of service.
- The current fleet work order management system is outdated and no longer supported by the software vendor (M-4).

## **POSITION OVERVIEW**

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
POSITION HISTORY**



**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2019 POSITION ADJUSTMENTS**

<b>Title</b>	<b>FROM</b>	<b>TO</b>	<b>Delete</b>	<b>Transfer</b>	<b>Comments</b>
Public Works Senior Manager	40100	40310		1.0	move to Sewer Fund
Automotive Mechanic	40201		-1.0		delete vacant position
Custodian	40221		-1.0		delete vacant position
Plumber	40220	40221		1.0	move position
Building Maintenance Mechanic	40221	40220		1.0	move position
Motor Equipment Operator I	40231		-1.0		
Maintenance & Construction Worker	40231		-1.0		delete vacant position
Maintenance & Construction Worker	40231		-1.0		delete vacant position
Secretary	40501	40306		0.6	move 60% of position to Sewer Fund
Secretary	40501	40306		1.0	move to Sewer Fund
Secretary	40501		-1.0		delete vacant position
Engineering & Env Services	40501	40306		0.6	move 60% of position to Sewer Fund
Assistant County Engineer	40501	40306		1.0	move to Sewer Fund
Assistant County Engineer	40501	40306		1.0	move to Sewer Fund
Right of Way Agent	40502		-1.0		delete vacant position
Chief Right of Way Agent	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Public Works Inspector	40502	40307		1.0	move to Sewer Fund
Construction Inspection Supervisor	40502	40307		1.0	move to Sewer Fund
Chief Construction Inspector	40502	40307		1.0	move to Sewer Fund
Chief Construction Inspector	40502	40307		1.0	move to Sewer Fund
Chief of Project Management	40502	40307		1.0	move to Sewer Fund
Parks Development Planner	40504	40501		1.0	move position
Sanitary Sewer Information Spec.	40504	40307		1.0	move to Sewer Fund
Sewer System Analyst	40504	40307		1.0	move to Sewer Fund
Landscape Architect	40504		-1.0		delete vacant position
Drafting Technician II	40504	40307		1.0	move to Sewer Fund
Drafting & Design Supervisor	40504	40307		1.0	move to Sewer Fund
Staff Engineer	40504	40307		1.0	move to Sewer Fund
Staff Engineer	40504	40307		1.0	move to Sewer Fund
Civil Engineer I	40504	40307		1.0	move to Sewer Fund
Civil Engineer I	40504	40307		1.0	move to Sewer Fund
Operations Engineer	40504	40307		1.0	move to Sewer Fund
Civil Engineer II	40504	40307		1.0	move to Sewer Fund
Civil Engineer II	40504	40307		1.0	move to Sewer Fund
Civil Engineer II	40504	40307		1.0	move to Sewer Fund
Civil Engineer II	40504	40307		1.0	move to Sewer Fund
Civil Engineer II	40504	40305		1.0	move to Sewer Fund
Sewer Management Engineer	40504	40307		1.0	move to Sewer Fund
<b>Total:</b>			-8.0	34.2	
<b>Total Dept Change:</b>				<b>26.2</b>	



**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
CURRENT VACANCIES AS OF FEBRUARY 28, 2018**

<b>Position Title</b>	<b>Date Vacated</b>	<b>Fund Source</b>	<b>Comments</b>
<b>Administration</b>			
Public Works Senior Manager	1/1/2017	General	Recommend transferring position to Sewer Fund
<b>Fleet Maintenance</b>			
Automotive Mechanic	4/17/2017	General	Recommend deleting position
<b>Building Maintenance</b>			
Custodian	12/15/2017	General	Recommend deleting position
<b>Internal Services</b>			
Internal Services Manager	8/26/2016	General	
Storekeeper	9/21/2015	General	
<b>Property Maintenance</b>			
Maintenance & Construction Worker	11/8/2017	General	Recommend deleting position
Maintenance & Construction Worker	9/23/2017	General	Recommend deleting position
Motor Equipment Operator I	2/29/2017	General	
Motor Equipment Operator I	12/12/2016	General	Recommend deleting position
Motor Equipment Operator I	11/14/2016	General	
Motor Equipment Operator I	10/16/2016	General	
<b>Engineering Administration</b>			
Engineering & Environmental Services Manager	7/7/2017	General	Recommend moving 60% of position to Sewer Fund
Secretary	3/18/2017	General	Recommend deleting position
Assistant County Engineer	5/1/2012	Capital	Recommend transferring position to Sewer Fund
<b>Engineering Project Management</b>			
Public Works Inspector	10/25/2017	Capital	Recommend transferring position to Sewer Fund
Right of Way Agent	9/11/2015	50% Capital	Recommend deleting position
Public Works Inspector	5/26/2006	Capital	Recommend transferring position to Sewer Fund
<b>Engineering Project Planning</b>			
Drafting Technician II	4/7/2015	20% Capital	Recommend transferring position to Sewer Fund
Landscape Architect	12/28/2007	60% Capital	Recommend deleting position
<b>Total Vacancies:</b>	<b>19</b>		
<b>Vacancy Rate:</b>	<b>10%</b>		

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
DIVERSITY SUMMARY FOR CY2017**

JOB CATEGORIES	NUMBER OF EMPLOYEES														Totals
	MALE							FEMALE							
	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	
Officials and Administrators		9	2												11
Professionals		17	1					7.5	1						27
Technicians		5													5
Paraprofessionals															0
Administrative Support		4						12	5						21
Skilled Craft Workers		44	4												48
Service-Maintenance	7	43	6					8	1						65
Certain Elected/Appointed Officials								1							1
<b>TOTAL</b>	<b>7</b>	<b>122</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28.5</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177.5</b>

State and Local Government Information (EEO-4) Report Format: In advance of the September 30, 2017 deadline for filing the FY2017 EEO-4 Report, the Office of Human Resources implemented changes in ethnic group coding required by the Equal Employment Opportunity Commission (EEOC). In addition, job categories were reviewed on a county-wide basis, resulting in job category changes to approximately fifty (50) position titles.

Category	Males	Females	Total
# Total	142	35.5	177.5
% Total	80%	20%	100%
# Non White	20	7	27
% Non White	14%	20%	15%

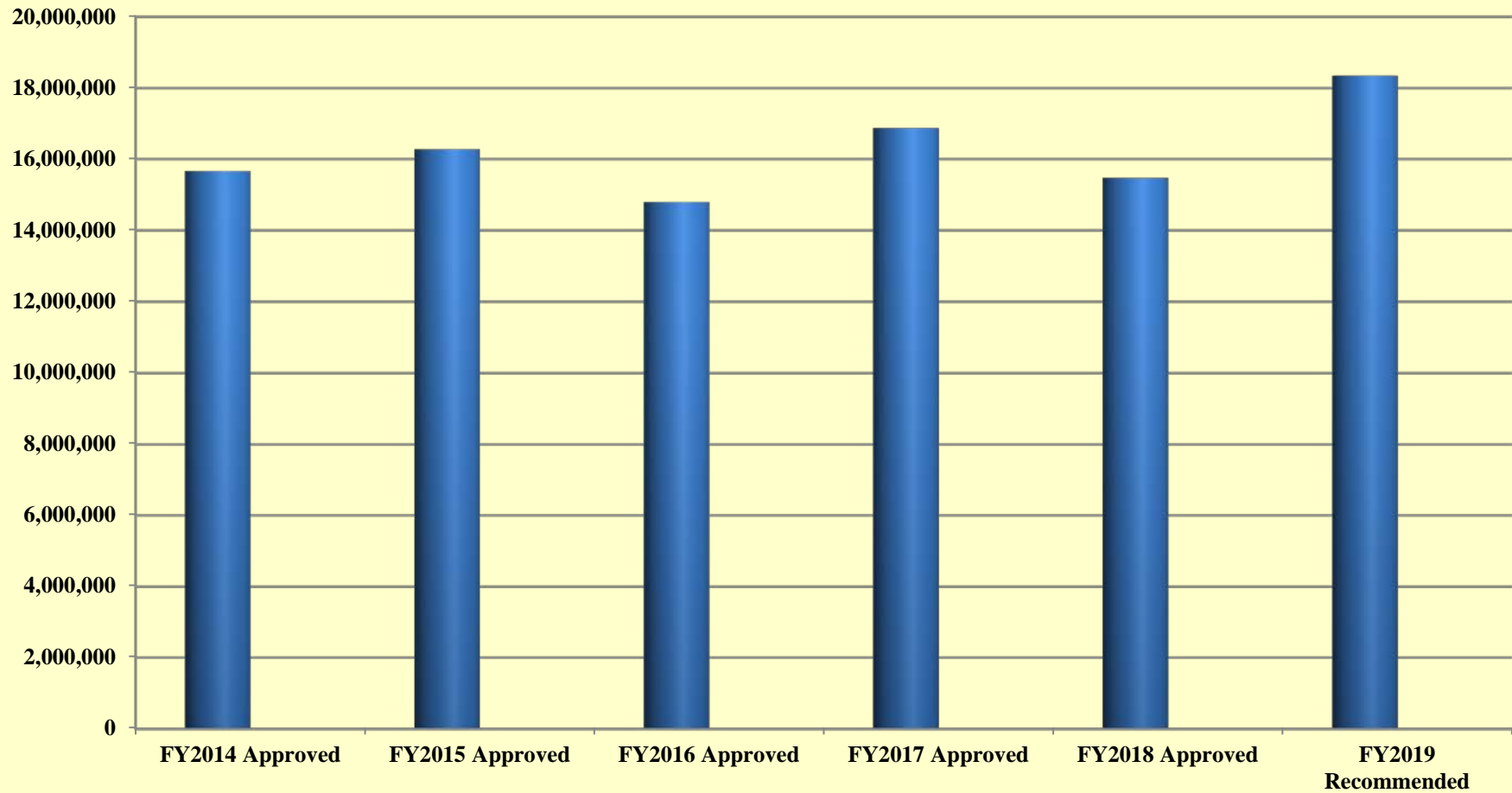
**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
DIVERSITY SUMMARY FOR 2016-2014**

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

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

## **BUDGET OVERVIEW**

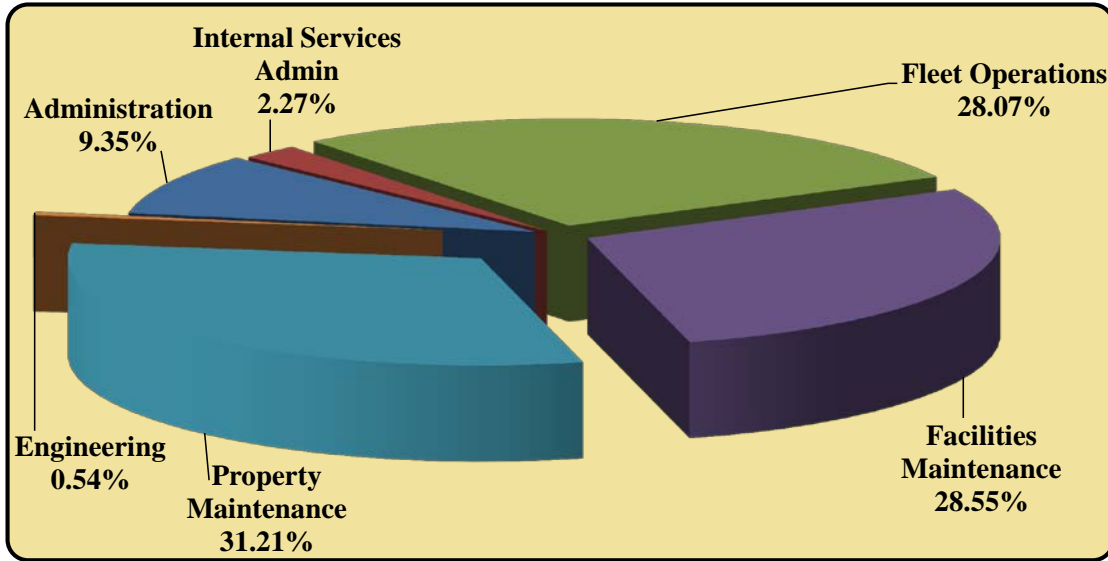
**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET HISTORY**



	<b>FY2014 Approved</b>	<b>FY2015 Approved</b>	<b>FY2016 Approved</b>	<b>FY2017 Approved</b>	<b>FY2018 Approved</b>	<b>FY2019 Recommended</b>
<b>DEPARTMENT OF PUBLIC WORKS GENERAL FUND</b>	15,669,511	16,278,028	14,800,682	16,877,134	15,475,434	18,342,371
<b>% Change over PY</b>	<b>-13.15%</b>	<b>3.88%</b>	<b>-9.08%</b>	<b>14.03%</b>	<b>-8.31%</b>	<b>18.53%</b>

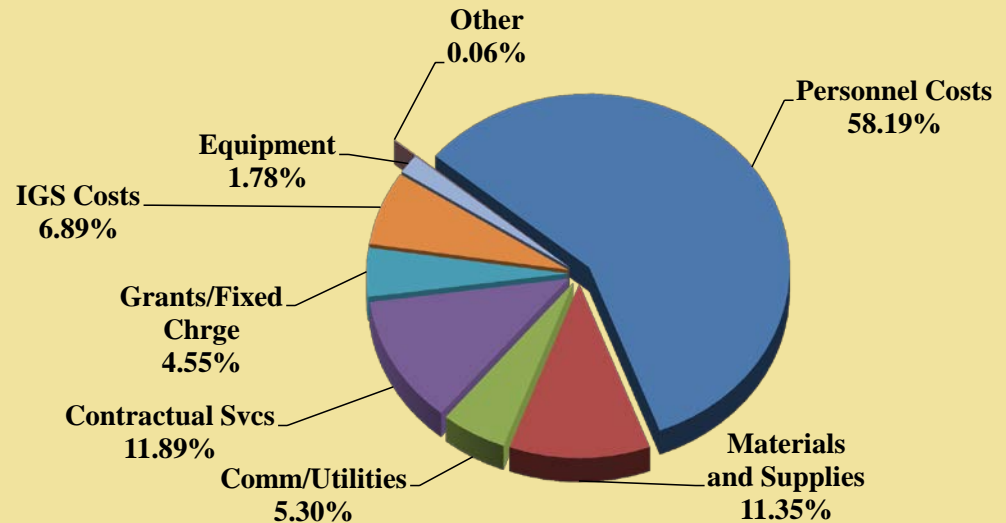
*FY19 reflects the transfer of 31.2 positions to the Sewer Fund and elimination of vehicle leases from fleet cross charge.*

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET OVERVIEW**



<u>Division</u>	<u>FY2019 Recommended</u>
Administration	\$2,385,153
Internal Services	\$579,322
Fleet Operations	\$7,157,864
Facilities Maintenance	\$7,281,581
Property Maintenance	\$7,957,520
Engineering	\$138,795
<b>Total Public Works Budget:</b>	<b>\$25,500,235</b>
<b>Less IGS Credits (Fleet Charges)</b>	<b>(\$7,157,864)</b>
<b>Recommended Budget</b>	<b>\$18,342,371</b>

<u>Object Level</u>	<u>FY2019 Recommended</u>
Personnel Costs	\$14,837,631
Materials and Supplies	\$2,895,333
Comm/Utilities	\$1,351,633
Contractual Svcs	\$3,030,860
Grants/Fixed Chrg	\$1,160,000
IGS Costs	\$1,756,487
Equipment	\$453,032
Other	\$15,259
<b>Total Public Works Budget:</b>	<b>\$25,500,235</b>
<b>Less IGS Credits (Fleet Charges)</b>	<b>(\$7,157,864)</b>
<b>Recommended Budget</b>	<b>\$18,342,371</b>



**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET SUMMARY**

	<b>FY2018 Approved</b>	<b>FY2019 Recommended</b>	<b>FY2018 Approved vs. FY2019 Recommended</b>	<b>% Increase/ (Decrease) over FY2018 Approved</b>
Salaries and Wages	\$10,344,541	\$9,308,567	(\$1,035,974)	-10.01%
Employee Benefits	\$5,812,144	\$5,529,064	(\$283,080)	-4.87%
Training and Civic Affairs	\$32,242	\$15,259	(\$16,983)	-52.67%
Communications/Utilities	\$1,236,157	\$1,351,633	\$115,476	9.34%
Materials and Supplies	\$2,912,964	\$2,895,333	(\$17,631)	-0.61%
Contractual Services	\$3,097,857	\$3,030,860	(\$66,997)	-2.16%
Equipment Replacement	\$442,820	\$453,032	\$10,212	2.31%
Grants and Fixed Charges	\$1,160,000	\$1,160,000	\$0	0.00%
Intergovernmental Service Charges	\$2,400,691	\$1,756,487	(\$644,204)	-26.83%
<b>Subtotal:</b>	<b>\$27,439,416</b>	<b>\$25,500,235</b>	<b>(\$1,939,181)</b>	<b>-7.07%</b>
Intragovernmental Service Credits*	(\$11,963,982)	(\$7,157,864)	\$4,806,118	-40.17%
<b>Total:</b>	<b>\$15,475,434</b>	<b>\$18,342,371</b>	<b>\$2,866,937</b>	<b>18.53%</b>

\* Elimination of vehicle leases from fleet cross charge

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET DETAILS**

Object Level	FY2018 Approved	FY2019 Recommended	\$ Change	% Change
<b>Salaries and Wages:</b>	<b>\$10,344,541</b>	<b>\$9,308,567</b>	<b>(\$1,035,974)</b>	<b>-10.01%</b>
Decrease is primarily attributed to the transfer of (30.2) Engineering positions to the Sewer Fund; (1) Senior Manager transferred to the Sewer Fund and the deletion of eight vacant positions from the budget. The positions deleted are: Automotive Mechanic, Custodian, two M&C Workers, MEO I, Secretary, Right of Way Agent and Landscape Architect. There is also a reduction in overtime in Property Maintenance and Fleet Operations, as well as reduction to seasonal/part-time in Facilities Maintenance.				
<b>Employee Benefits:</b>	<b>\$5,812,144</b>	<b>\$5,529,064</b>	<b>(\$283,080)</b>	<b>-4.87%</b>
Calculated based on employee benefit rates: 60.111% Full-Time; and 10.922% Part-Time				
<b>Training and Civic Affairs:</b>	<b>\$32,242</b>	<b>\$15,259</b>	<b>(\$16,983)</b>	<b>-52.67%</b>
Decrease is attributed to transferring the Engineering Division to the Sewer Fund. Training includes certifications/licenses, airfare, hotel accommodations, trainer fees, and conference/seminar fees which were transferred to the Sewer Fund.				
<b>Communication and Utilities:</b>	<b>\$1,236,157</b>	<b>\$1,351,633</b>	<b>\$115,476</b>	<b>9.34%</b>
Net increase of \$115,467 is attributed to an increase to electricity \$99,016 and water \$45,700; offset by a decrease in telephone services (\$31,624) which was transferred to the Sewer Fund.				
<b>Materials and Supplies:</b>	<b>\$2,912,964</b>	<b>\$2,895,333</b>	<b>(\$17,631)</b>	<b>-0.61%</b>
Net decrease is attributed to misc./office supplies (\$15,040); books and subscriptions (\$1,542) and clothing & uniforms (\$1,000) being transferred to the Sewer Fund from Engineering.				
<b>Contractual Services:</b>	<b>\$3,097,857</b>	<b>\$3,030,860</b>	<b>(\$66,997)</b>	<b>-2.16%</b>
Net decrease in Contractual Services is attributed to the following: <u>Fleet Operations</u> - Decrease of (\$15,000) in service contracts for ManCon in the operations of the vehicle parts room. <u>Facilities Maintenance</u> - Decrease of (\$68,000) in janitorial services; trash removal (\$10,312); facility cleaning (\$20,000) and equipment repairs (\$19,280). <u>Property Maintenance</u> - Increase of \$10,000 for facility repairs - fencing; other professional services - treatment of algae in farm ponds \$8,580; grass cutting \$35,109; sanitary waste services \$30,000 and trash removal \$53,000. <u>Engineering</u> - Decrease to engineering services of (\$70,935) with the Engineering Division transferred to the Sewer Fund.				
<b>Equipment Replacement:</b>	<b>\$442,820</b>	<b>\$453,032</b>	<b>\$10,212</b>	<b>2.31%</b>
Net increase is attributed to the City/County Building ESCO lease payment. This is year 11 of a 15 year loan repayment.				
<b>Grants and Fixed Charges:</b>	<b>\$1,160,000</b>	<b>\$1,160,000</b>	<b>\$0</b>	<b>0.00%</b>
Budget includes: Pass-thru-Grant to PAL for janitorial services - \$85,000; Insurance Premiums \$377,000; Insurance Retention & Fees - \$698,000.				
<b>Intergovernmental Service Charges:</b>	<b>\$2,400,691</b>	<b>\$1,756,487</b>	<b>(\$644,204)</b>	<b>-26.83%</b>
Information Systems - \$646,393 a decrease of (\$85,102) Photocopies - \$12,219, decrease of (\$13,781) Printing - \$6,000, no change Fleet - \$1,077,839, a decrease of (\$550,097) due to change in methodology Geographic Information Systems - \$14,036, an increase of \$4,776				



**BUDGET BY OBJECT LEVEL 3**

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET BY OBJECT LEVEL 3**

<b>Object Level 1</b>	<b>Object Level 3</b>	<b>Administration</b>	<b>Engineering</b>	<b>Facility Maintenance</b>	<b>Fleet Operations</b>	<b>Internal Svcs-Admin</b>	<b>Property Maintenance</b>	<b>Grand Total</b>
11 Salaries and Wages	1001 Salaries & Wages-Permanent	1,314,893	63,616	1,910,159	1,782,142	320,900	3,332,733	8,724,443
	1003 Salaries & Wages-Seasonal	-	-	-	-	-	135,000	135,000
	1007 Salaries & Wages-Shift Diff.	-	-	4,000	10,488	-	-	14,488
	1008 Salaries & Wages-Overtime	500	-	94,582	25,000	6,300	302,400	428,782
	1009 Salaries & Wages-Prem Overtime.	-	-	5,854	-	-	-	5,854
<b>11 Salaries and Wages Total</b>		<b>1,315,393</b>	<b>63,616</b>	<b>2,014,595</b>	<b>1,817,630</b>	<b>327,200</b>	<b>3,770,133</b>	<b>9,308,567</b>
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	790,395	38,240	1,148,215	1,071,263	192,896	2,003,339	5,244,348
	1510 Empl. Ben. - Premium Overhead	300	-	62,777	21,332	3,787	181,775	269,971
	1520 E/B-Regular-Part-Time	-	-	-	-	-	14,745	14,745
<b>15 Employee Benefits Total</b>		<b>790,695</b>	<b>38,240</b>	<b>1,210,992</b>	<b>1,092,595</b>	<b>196,683</b>	<b>2,199,859</b>	<b>5,529,064</b>
22 Training and Civic Affairs	2004 Mileage Reimbursements	512	-	-	-	-	-	512
	2005 Tolls	155	25	-	-	-	-	180
	2006 Parking Fees	700	25	-	-	-	-	725
	2020 Meals	1,000	50	-	-	-	-	1,050
	2101 Conference Fees	1,500	-	-	-	-	-	1,500
	2102 Seminar Fees	3,000	-	-	-	-	-	3,000
	2103 Trainers Fees	3,642	-	-	-	-	-	3,642
	2110 Tuition Reimbursement	-	250	-	-	-	-	250
	2301 Membership Dues	2,000	450	450	-	-	-	2,900
	2310 Catering	1,000	-	-	-	-	-	1,000
	2320 Service Awards	500	-	-	-	-	-	500
<b>22 Training and Civic Affairs Total</b>		<b>14,009</b>	<b>800</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,259</b>
23 Communication and Utilities	3100 Postage	14,500	-	-	-	-	-	14,500
	3110 Overnight Express	3,650	-	-	-	-	-	3,650
	3200 Telephone Service	32,476	-	-	-	-	-	32,476
	3201 Telephone Paging Service	2,200	-	-	-	-	-	2,200
	3202 Telephone Answering Service	3,000	-	-	-	-	-	3,000
	3210 Cellular Telephone Service	5,900	-	-	-	-	-	5,900
	3212 Cellular/Wireless Telephone Service	-	-	984	-	-	1,400	2,384
	3300 Electric Service	-	-	897,306	-	-	44,000	941,306
	3400 Water Service	-	-	104,301	-	-	-	104,301
	3500 Landfill Charges	-	-	-	-	-	12,000	12,000
	3600 Gas Heat	-	-	134,400	-	-	-	134,400
	3700 Heating Oil	-	-	35,586	-	-	-	35,586
	3800 Sewer Service	-	-	59,930	-	-	-	59,930
<b>23 Communication and Utilities Total</b>		<b>61,726</b>	<b>-</b>	<b>1,232,507</b>	<b>-</b>	<b>-</b>	<b>57,400</b>	<b>1,351,633</b>

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET BY OBJECT LEVEL 3**

<b>Object Level 1</b>	<b>Object Level 3</b>	<b>Administration</b>	<b>Engineering</b>	<b>Facility Maintenance</b>	<b>Fleet Operations</b>	<b>Internal Svc-Admin</b>	<b>Property Maintenance</b>	<b>Grand Total</b>
24 Materials and Supplies	4000 Books and Subscriptions	300	-	495	-	-	-	795
	4001 Clothing and Uniforms	-	-	4,930	5,000	35,000	5,000	49,930
	4004 Miscellaneous Materials	-	-	1,640	-	-	10,600	12,240
	4101 Office Supplies	3,000	300	93	1,600	1,000	5,000	10,993
	4103 Duplicating & Repro. Supplies	-	-	12,000	-	500	-	12,500
	4104 Computer Supplies	8,250	1,000	-	-	-	-	9,250
	4105 Medical & Safety Supplies	-	-	1,141	2,000	-	8,000	11,141
	4106 Custodial Supplies	-	-	42,677	-	-	42,000	84,677
	4220 Construction Material	-	-	36,938	-	-	15,000	51,938
	4221 Electrical Supplies	-	-	48,819	-	-	-	48,819
	4222 Plumbing Supplies	-	-	26,297	-	-	-	26,297
	4223 Lumber	-	-	24,905	-	-	6,000	30,905
	4224 Equipment Repair Supplies	-	-	20,049	-	-	-	20,049
	4225 Automotive Tools	-	-	-	5,000	-	-	5,000
	4310 Chemical Supplies	-	-	-	-	-	9,000	9,000
	4312 Propane	-	-	-	-	-	12,000	12,000
	4320 Agricultural Supplies	-	-	-	-	-	80,000	80,000
	4330 Vehicular Supplies	-	-	-	817,820	-	-	817,820
	4335 Motor Fuels-Gasoline	-	-	-	1,179,581	-	-	1,179,581
	4336 Motor Fuels-Diesel	-	-	-	374,600	-	-	374,600
	4340 Recreational Supplies	-	-	-	-	-	32,000	32,000
	4350 Small Tools	-	-	1,598	4,200	-	10,000	15,798
<b>24 Materials and Supplies Total</b>		<b>11,550</b>	<b>1,300</b>	<b>221,582</b>	<b>2,389,801</b>	<b>36,500</b>	<b>234,600</b>	<b>2,895,333</b>
25 Contractual Services	5100 Vehicular Repairs	-	-	-	203,175	-	-	203,175
	5101 Equipment Repairs	-	-	266,037	15,000	-	-	281,037
	5102 Radio & Communication Repairs	-	-	-	1,500	-	-	1,500
	5104 Facility Repairs	-	-	69,257	-	-	13,000	82,257
	5200 Service Contracts-Other	-	-	1,442	303,500	-	-	304,942
	5300 Printing & Related Costs	1,000	-	-	-	-	-	1,000
	5406 Other Professional Services	-	5,000	-	-	-	8,580	13,580
	5415 Third Party Administrator	-	-	-	45,000	-	-	45,000
	5504 Other Equipment & Prop. Rental	1,412	-	-	1,444	-	-	2,856
	5600 Engineering Services	-	10,000	-	-	-	-	10,000
	5602 Landscape Services	-	-	-	-	-	155,000	155,000
	5701 Grass Cutting	-	-	-	-	-	185,109	185,109
	5720 Facility Cleaning & Maintenance	-	-	410,998	-	-	-	410,998
	5730 Pest Control	-	-	10,330	-	-	-	10,330
	5731 Trash Removal	-	-	36,242	-	-	73,000	109,242
	5732 Janitorial Services	-	-	415,144	-	-	-	415,144

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
BUDGET BY OBJECT LEVEL 3**

Object Level 1	Object Level 3	Administration	Engineering	Facility Maintenance	Fleet Operations	Internal Svcs-Admin	Property Maintenance	Grand Total
25 Contractual Services (Continued)	5734 HVAC	-	-	534,513	-	-	-	534,513
	5735 Safety Inspections	-	-	18,140	-	-	-	18,140
	5736 Fire and Security Services	-	-	141,737	-	-	-	141,737
	5737 Sanitary Waste Services	-	-	-	-	-	90,000	90,000
	5740 Car Wash Service	-	-	-	300	-	500	800
	5741 Towing Service	-	-	-	14,000	-	-	14,000
	5800 Advertising Services	500	-	-	-	-	-	500
<b>25 Contractual Services Total</b>		<b>2,912</b>	<b>15,000</b>	<b>1,903,840</b>	<b>583,919</b>	<b>-</b>	<b>525,189</b>	<b>3,030,860</b>
30 Intergovernmental Chge	5900 IS Contract-Data Processing	154,644	18,939	107,319	139,466	18,939	207,086	646,393
	5901 IS Contract-Photocopies	12,219	-	-	-	-	-	12,219
	5902 IS Contract-Printing & Dupl.	6,000	-	-	-	-	-	6,000
	5904 IS Contract-Fleet-Vehicles	1,969	-	99,314	23,303	-	953,253	1,077,839
	5907 IS Contract-GIS	14,036	-	-	-	-	-	14,036
<b>30 Intergovernmental Chge Total</b>		<b>188,868</b>	<b>18,939</b>	<b>206,633</b>	<b>162,769</b>	<b>18,939</b>	<b>1,160,339</b>	<b>1,756,487</b>
26 Equipment Replacement	6108 Computer Software	-	-	-	4,650	-	-	4,650
	6111 Safety Equipment <\$5,000	-	-	5,960	-	-	6,000	11,960
	6131 Recreational Equipment =>\$5,000	-	-	-	-	-	4,000	4,000
	6160 Office Equipment <\$5,000	-	900	-	-	-	-	900
	6180 Building Equipment <\$5,000	-	-	6,000	-	-	-	6,000
	6181 Building Equipment =>\$5,000	-	-	40,000	-	-	-	40,000
	6185 Building Equipment - ESCO Lease	-	-	354,022	-	-	-	354,022
	6403 Fixed Machinery <\$5,000	-	-	-	25,000	-	-	25,000
6410 Special Purpose Machinery <\$5,000	-	-	-	6,500	-	-	6,500	
<b>26 Equipment Replacement Total</b>		<b>-</b>	<b>900</b>	<b>405,982</b>	<b>36,150</b>	<b>-</b>	<b>10,000</b>	<b>453,032</b>
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 109)	-	-	-	450,000	-	-	450,000
	7009 RM Retention - Medical 1099	-	-	-	20,000	-	-	20,000
	7190 Fixed Charges	-	-	85,000	-	-	-	85,000
<b>27 Fixed Charges Total</b>		<b>-</b>	<b>-</b>	<b>85,000</b>	<b>1,075,000</b>	<b>-</b>	<b>-</b>	<b>1,160,000</b>
<b>28 Land &amp; Structures Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>29 Contingencies Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
32 Intragovernmental Credit	5924 IS Credit-Motorpool-Vehicles	-	-	-	(7,157,864)	-	-	(7,157,864)
<b>32 Intragovernmental Service Credit Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(7,157,864)</b>	<b>-</b>	<b>-</b>	<b>(7,157,864)</b>
<b>Grand Total</b>		<b>2,385,153</b>	<b>138,795</b>	<b>7,281,581</b>	<b>-</b>	<b>579,322</b>	<b>7,957,520</b>	<b>18,342,371</b>

**CONTRACTUAL SERVICES DETAIL**

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
CONTRACTUAL SERVICES DETAIL**

<b>OCA</b>	<b>OCA Title</b>	<b>Object Level</b>	<b>Object Level 3 Title</b>	<b>FY2019 Recommended</b>	<b>Explanation</b>
<b>Administration</b>					
040100	Administration			\$ 2,912	Miscellaneous Contractual Services
			<b>Total</b>	<b>\$ 2,912</b>	
<b>Fleet Operations</b>					
040201	Fleet Operations	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	\$ 303,500	Outsourced parts room vendor; Telematics
		5415	Third Party Administrator	\$ 45,000	Non-litigation auto damage subrogation
		5742	Towing Service	\$ 14,000	Towing of County vehicles
				\$ 3,244	Miscellaneous Contractual Services
			<b>Total</b>	<b>\$ 583,919</b>	

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
CONTRACTUAL SERVICES DETAIL**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2019 Recommended	Explanation
<b>Facilities Maintenance</b>					
040218	Police Academy			\$ 7,075	Miscellaneous Contractual Services
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 maintenance and repair
				\$ 3,318	Miscellaneous Contractual Services
040220	Government Center	5101	Equipment Repairs	\$ 98,141	Equipment repairs at the Government Center and Gilliam Building
		5731	Trash Removal	\$ 10,548	Government Center and Gilliam Building
		5734	HVAC Service	\$ 74,095	Government Center and Gilliam Building
		5736	Fire and Security Service	\$ 12,600	Fire and security systems maintenance and repair
				\$ 11,344	Miscellaneous Contractual Services
040221	Churchman's Road	5101	Equipment Repairs	\$ 97,046	Equipment repairs at the Conner Building and Base D
		5104	Facility Repairs	\$ 28,000	Repairs to the Conner Building and Base D
		5734	HVAC Service	\$ 108,000	HVAC for several buildings
		5735	Safety Inspections	\$ 14,100	Safety Inspections of buildings
		5736	Fire and Security Service	\$ 23,639	Fire and security systems maintenance and repair
				\$ 14,470	Miscellaneous Contractual Services
040222	Libraries	5731	Trash Removal	\$ 13,980	Trash removal for all library facilities
		5732	Janitorial Services	\$ 260,000	Janitorial services for all library facilities
		5734	HVAC Service	\$ 190,000	HVAC services for all library facilities
		5736	Fire and Security Service	\$ 36,450	Fire and security systems maintenance and repair
				\$ 11,115	Miscellaneous Contractual Services
040223	Public Safety Facility	5101	Equipment Repairs	\$ 67,470	Replacement of UPS batteries
		5104	Facility Repairs	\$ 15,000	Minor repairs to the Public Safety Building
		5732	Janitorial Service	\$ 150,144	Janitorial services for Public Safety facility
		5734	HVAC Service	\$ 132,918	HVAC services for all Police facilities
		5736	Fire and Security	\$ 50,000	Fire and security systems maintenance and repair
				\$ 11,680	Miscellaneous Contractual Services
040225	EMS			\$ 3,920	Miscellaneous Contractual Services
040226	City/County Building	5720	Facility Cleaning and Maint.	\$ 397,648	Services provided by Asset Management for maintenance of building
040228	BrandywineTown Center			\$ 5,774	Miscellaneous Contractual Services
			<b>Total</b>	<b>\$ 1,903,840</b>	

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
CONTRACTUAL SERVICES DETAIL**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2019 Recommended	Explanation
<b>Property Maintenance</b>					
040231	Property Maintenance	5104	Facility Repairs	\$ 13,000	Fencing and locks
		5602	Landscape Services	\$ 155,000	For various buildings and facilities
		5701	Grass Cutting	\$ 185,109	For various parks
		5731	Trash Removal	\$ 73,000	For various parks, buildings and facilities
		5737	Sanitary Waste Services	\$ 90,000	Rental of portable toilets
					\$ 9,080
			<b>Total</b>	<b>\$ 525,189</b>	
<b>Engineering</b>					
040501	Eng. Administration	5600	Engineering Services	\$ 10,000	Consulting engineers for civil engineering projects
				\$ 5,000	Miscellaneous Contractual Services
			<b>Total</b>	<b>\$ 15,000</b>	
<b>Total Contractual Services</b>				<b>\$ 3,030,860</b>	



**FEE SCHEDULE**

**NEW CASTLE COUNTY  
DEPARTMENT OF PUBLIC WORKS GENERAL FUND  
FY2019 FEE SCHEDULE**

Item	Object Code	Revenue Source	Current Fee	Last Increase MM/YY	FY2018 Projected Revenue	FY2019 Projected Revenue	Comparable Fees	Comments	
1	0245	F.O.I.A. Request	Varies	6/2012	\$ 100	\$ 100	Not Applicable	Executive Order 2012-03	
2	0550	City of Wilmington	Expense based	1998	\$ 543,680	\$ 543,680	Not Applicable	70% Utility and Esco reimbursement for City/County Building	
3	0551	City/County Garage	\$ 55,200.00	12/2010	\$ 55,200	\$ 55,200	Not Applicable	23% of vendor's total monthly lease	
4	0552	Land Rentals	contract	N/A	\$ 9,727	\$ 10,524	Not Applicable	Contractual agreement between County and private vendor	
5	0553	Building Rentals	contract	N/A	\$ 9,740	\$ 3,620	Not Applicable	Carousel House, Camp Wright lease ends FY18	
6	0580	Sale of Vehicles	N/A	N/A	\$ 150,000	\$ 125,000	Not Applicable	Sales by auction process, overseen by Purchasing Division	
7	0700	Golf Course Flat Fee	\$85,000 yr	3/2015	\$ 85,000	\$ 92,500	Not Applicable	Per bid contract with Billy Casper Golf and amendment dated March 2015	
8	0721	Farmland Lease	contract	N/A	\$ 172,097	\$ 171,907	Not Applicable	Per bid contract for leasing farmland	
9	0724	Delcastle Tennis Center	0	9/2016	\$ -	\$ -	Not Applicable	Contract pending amendment approval	
10	0729	Delcastle Concession Stand	Varies	5/2011	\$ 11,500	\$ 11,500	Not Applicable	Per bid contract -currently in the bid process	
11	0722	Picnic Shelter	Varies	1/2017	\$ 133,500	\$ 150,000	State, City and other municipalities in DE	Pavilion Rentals	
12	0725	Showmobile	\$800+		\$ 7,350	\$ 7,350	Not Applicable	Showmobile rentals	
13	0726	Parkland Rental	Varies	1/2017	\$ 80,000	\$ 85,000	State, City and other municipalities in DE	Permits for Parkland and Ballfield Use	
14	0751	Vendor Fee	Varies	N/A	\$ 12,000	\$ 7,500	Not Applicable	Awarded by bid process through Purchasing	
15	0804	Sports Lighting	Varies	N/A	\$ 11,500	\$ 20,000	Not Applicable	Fees for Lights on Ballfields based on kilowatt usage	
16	0810	DeLaWarr Senior Center	\$ 500	N/A	\$ 500	\$ 500	Not Applicable	Per Contract with Vendor	
17	Various	Miscellaneous	Varies		\$ 9,986	\$ 11,600	Not Applicable	Scrap Metal (industry rate), Rebates etc...	
18	0973	Non Revenue			\$ 15,005	\$ -	Not Applicable	Refunds, etc...	
19	0976	Insurance Proceeds			\$ 42,201	\$ 25,000	Not Applicable	Recovery of insurance claims previously paid by Department	
20									
21									
22									
23									
					\$ 1,349,086	\$ 1,320,981			

NOTE: FY2018 Projected Revenue based on current fee schedule, FY2019 Projected Revenue based on requested fee schedule.