

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 – 2016 Estimate	556,987
Population – 2020 Estimate	572,820
Population – 2030 Estimate	595,664
Households – 2015 Estimate	202,268
Labor Force – July 2015	293,558
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
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Emergency Medical Services:

Number of Stations/Substations	9
Number of Paramedics Authorized	122

School Crossing Guards:

School Districts Served	6
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Libraries:

Number Directly Administered	10
Number Under Contract	5
Number Lending	1
Number of Materials Circulated	3.7 million

MISCELLANEOUS STATISTICS (Continued)

Parks:

Regional Park Acreage	3,224.9
Local/District Park Acreage	2,697.7
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 1,604

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://de-newcastlecounty.civicplus.com/203/Comprehensive-Annual-Financial-Reports>).

New Castle County
Position Changes by Department
Fiscal Year 2017 to Fiscal Year 2018

Department	Fund	Division	Position Title	FY17 Authorized	FY18 Unfunded*	Deleted	Dept Transfer	Additions	FY18 Authorized
County Council	General	Legislation	Financial Advisor		1				
Total County Council				34	1	0	0	0	34
County Executive	General	Direction and Control	Executive Assistant IV					1	
			Executive Assistant III					4	
			Executive Assistant II			-3			
			Executive Assistant I			-1			
		Office of Communications	Executive Assistant III			-1			
Total County Executive				14	0	-5	0	5	14
Row Offices	General	Recorder of Deeds	Recorder of Deeds Info Coord.					1	
			Deputy II			-1	-1		
			Account Clerk III				-1		
Total Row Offices				77	0	-1	-2	1	75
Administration	General	Law	Asst. County Attorney I					1	
			Legal Assistant			-1			
		Risk Management	Sr. Budget & Proc. Analyst			-1			
			Administrative Aide			-1			
			Senior Office Assistant					1	
			Department Finance Ofc.					1	
			Information Systems Manager			-1			
		Administrative Services	Senior Network Engineer			-1			
			GIS Coordinator					1	
			Info. Systems Coordinator					1	
			Executive Assistant II				-1		
			GIS Analyst					1	
			Customer Services Specialist					1	
			Program Analyst			-1			
			GIS Technician					3	
			Operations Specialist			-1			
			Planner I			-3			
			Account Clerk III					1	
			Account Clerk II				-1		
			Finance	Accounting/Fiscal Mgr.			-1		
		Executive Assistant IV						1	1
		Accounting/Fiscal Officer				-1			
		Accountant I							4
		Finance Information Specialist				-1			
		Account Clerk III				-1			
		Treasury Cust. Svc. Rep.				-1			
		Assessment Svcs. Supervisor				-1			
		Assessor Supervisor				-1			
		Assessment Analyst				-1			
		Certified Assessor II				-2			
		Assessor II							2
		Certified Assessor I							2
		Assessor I			-2				
Human Resources	Prop. Assess. Svcs. Admin.						3		
	Human Resources Tech.						1		
	Confidential Assistant			-1					
	Administrative Aide			-1					
	Program Analyst						1		
	Executive Assistant I						1		
Total Administration				160	0	-25	0	26	161

New Castle County
Position Changes by Department
Fiscal Year 2017 to Fiscal Year 2018

Department	Fund	Division	Position Title	FY17 Authorized	FY18 Unfunded*	Deleted	Dept Transfer	Additions	FY18 Authorized
Special Services	General	Administration	Budget & Procedures Analyst	390	0	-1			384
		Fleet Operations	Automotive Mechanic			-1			
		Facilities Maintenance	Building Maint. Mechanic			-1			
			Clerk Typist				-1		
		Property Maintenance	Barn Manager			-1			
			Motor Equipment Operator III					1	
			Motor Equipment Operator II					1	
			Special Services Specialist I			-3	-4		
			Special Services Data Tech.					1	
			Maint. & Construction Worker					3	
	Sewer	Environmental Operations	Special Services Data Tech.					1	
			Secretary			-1			
		Construction Support	Pipelayer Supervisor			-1			
			Motor Equipment Operator II					1	
			Pipelayer					1	
			Tree Trimmer			-1			
Environmental Compliance		Sr. Sanitary Maint. Tech.	-1						
		Public Works Inspector			1				
Total Special Services				390	0	-11	-5	10	384
Community Services	General	Administration	Community Services Coord.	150	0			1	155
			Recreation Supervisor			-1			
			Executive Assistant I			-1			
			Executive Assistant III					1	
			Clerk Typist				1		
	Community Resources	Recreation Supervisor					1		
		Barn Manager					1		
		Special Services Specialist I				4			
	Libraries	Librarian I	-1						
		Library Specialist					1		
	Grant	Community Development and Housing	Comm. Dev. & Hsg. Inspector			-1			
			Administrative Aide			-1			
			Account Clerk III					1	
Housing Program Assistant			-1						
Total Community Services				150	0	-6	5	6	155

New Castle County
Position Changes by Department
Fiscal Year 2017 to Fiscal Year 2018

Department	Fund	Division	Position Title	FY17 Authorized	FY18 Unfunded*	Deleted	Dept Transfer	Additions	FY18 Authorized	
Land Use	General	Administration	Department Finance Ofc.	115	0	-1			115	
			Sr. Budget & Proc. Analyst					1		
			Cust. Info. & Assist. Coord.				-1			
		Planning	Planning Manager					-1		
			Planner II							1
		Licensing	Civil Engineer III							2
			Civil Engineer II					-2		
			Civil Engineer I							1
			Asst. Land Use Admin.							2
			Cert. Bldg. & Site Inspector					-4		
			Cust. Info. & Assist. Coord.					-1		
			Certified Plan Examiner					-1		
			Public Works Inspector					-1		
			Permit Processing Technician					-2		
			Code Inspector							4
			Cert. Permit Processing Tech.							2
		Plan Examiner						1		
		Customer Relations and Enforcement	Complaints Specialist							1
Cert. Prop. & Hsg. Maint. Insp.				-3						
Code Enforcement Officer					2					
Total Land Use				115	0	-17	0	17	115	
Public Safety		Police Operations	Sr. Police Lieutenant	660	0	-3			666	
			Police Lieutenant					3		
			Senior Police Sergeant					-10		
			Police Sergeant							11
			Master Police Corporal					-21		
			Senior Police Corporal							14
			Law Enforcement Technician							1
			Police Corporal					-17		
			Police Officer							23
			Program Analyst					-1		
			Budget & Procedures Analyst							1
			Administrative Aide					-1		
			Public Safety Aide					-1		
			Confidential Assistant							1
		Emergency Medical Services	EMS Senior Lieutenant					-2		
			EMS Lieutenant							1
			EMS Paramedic Sergeant							2
			EMS Paramedic Sr. Corporal					-16		
			EMS Paramedic Corporal					-1		
			EMS Paramedic First Class							11
		Emergency Communications	EMS Paramedic							5
			Telecomm. II - Police							8
			Telecomm. I - Police					-4		
			Telecomm. II - Fire/Med.							6
			Telecomm. I - Fire/Med.					-6		2
			Public Safety Operator I					-6		
		Public Safety Operator II						6		
Total Public Safety				660	0	-89	2	93	666	
TOTAL NEW CASTLE COUNTY				1,600	1	-154	0	158	1,604	

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

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
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
	Director of Communications	1	0	0
	Executive Assistant IV	0	0	1
	Executive Assistant III	0	0	4
	Executive Assistant II	3	3	0
	Executive Assistant I	3	3	2
	Subtotal	12	11	12
	Office of Economic Development			
	Executive Assistant IV	0	1	1
	Executive Assistant II	1	0	0
Subtotal	1	1	1	

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018	
County Executive <i>(Continued)</i>	Office of Communications				
	Director of Communications	0	1	1	
	Executive Assistant III	0	1	0	
	Subtotal	0	2	1	
	TOTAL - COUNTY EXECUTIVE	13	14	14	
Administration	Law				
	County Attorney	1	1	1	
	County Solicitor	1	1	1	
	First Assistant County Attorney	2	2	2	
	Assistant County Attorney II	6	5	5	
	Assistant County Attorney I	1	2	3	
	Law Office Administrator	1	1	1	
	Secretary to County Attorney	1	1	1	
	Legal Assistant	5	5	4	
	Subtotal	18	18	18	
		Risk Management			
	Insurance and Loss Control Manager	1	1	1	
	Executive Assistant IV	1	0	0	
	Senior Budget and Procedures Analyst	1	1	0	
	Confidential Assistant	1	2	2	
	Administrative Aide	1	1	0	
	Senior Office Assistant	0	0	1	
	Department Finance Officer	0	0	1	
	Subtotal	5	5	5	
		Office of Finance			
	Chief Financial Officer	1	1	1	
	Accounting and Fiscal Manager	3	5	4	
	Executive Assistant IV	0	0	2	
	Senior Financial Officer	2	1	1	
	Property Assessment Services Manager	1	1	1	
	Accounting and Fiscal Officer	2	1	0	
	Senior Budget and Procedures Analyst	5	4	4	
	Assessment Services Supervisor	1	1	0	
Assessor Supervisor	1	1	0		
Budget and Procedures Analyst	3	3	3		
Property Assessment Services Administrator	0	0	3		
Payroll Supervisor	1	1	1		
Accountant II	4	4	4		
Assessment Analyst	1	1	0		

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Administration	Office of Finance			
<i>(Continued)</i>	<i>(Continued)</i>			
	Public Information Specialist	1	1	1
	Certified Assessor II	0	3	1
	Treasury Associate	2	2	2
	Accountant I	3	4	8
	Assessor II	4	1	3
	Finance Information Specialist	1	1	0
	Environmental Analyst	1	1	1
	Certified Assessor I	0	3	5
	Delinquent Account Collector	3	3	3
	Payroll Assistant	3	3	3
	Senior Office Assistant	1	1	1
	Account Clerk III	9	10	9
	Administrative Aide	3	3	3
	Assessment Technician	7	6	6
	Assessor I	6	3	1
	Graphics Art Designer	1	1	1
	Treasury Customer Service Representative	6	7	6
	Account Clerk II	1	0	0
	Subtotal	77	77	78
	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	3	4
	Pension Program Analyst	1	1	1
	Program Analyst	0	0	1
	Executive Assistant I	0	0	1
	Confidential Assistant	1	1	0
	Human Resources Assistant	4	4	4
	Administrative Aide	1	1	0
	Secretary	1	1	1
	Subtotal	19	19	20
	Office of Technology			
	Information Systems Manager	3	3	2
	Executive Assistant IV	1	0	0
	Senior Network Engineer	2	2	1

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Administration (Continued)	Office of Technology (Continued)			
	Geographic Information Systems Coordinator	0	0	1
	Information Systems Coordinator	2	2	3
	Information Systems Specialist	2	2	2
	Systems Analyst	7	7	7
	Budget and Procedures Analyst	0.5	0.5	0.5
	Executive Assistant II	0	1	0
	Geographic Information Systems Analyst	0	0	1
	Programmer Analyst	2	1	1
	Customer Services Specialist	3	3	4
	Program Analyst	1	1	0
	Central Services Technician	0	0	1
	Geographic Information Systems Technician	0	0	3
	Operations Specialist	1	1	0
	Planner I	3	3	0
	Senior Office Assistant	1	1	1
	Account Clerk III	0	0	0.5
	Account Clerk II	0.5	0.5	0
	Subtotal	29	28	28
	Office of Procurement			
	Chief of Administrative Services	1	1	1
	Chief Purchasing Agent	1	1	1
	Budget and Procedures Analyst	0.5	0.5	0.5
	Purchasing Agent	3	3	3
	Central Services Technician	1	1	0
	Assistant Purchasing Agent	1	1	1
	Senior Office Assistant	1	1	1
	Account Clerk III	0	0	0.5
	Account Clerk II	0.5	0.5	0
	Administrative Services Technician	4	4	4
	Subtotal	13	13	12
	TOTAL - ADMINISTRATION	161	160	161
Special Services	Administration			
	Special Services General Manager	1	1	1
	Special Services Senior Manager	2	2	2
	Assistant County Attorney II	0.5	0.5	0.5
	Assistant County Attorney I	1	1	1
	Management and Productivity Manager	1	1	1

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Special Services (Continued)	Administration (Continued)			
	Special Services Finance Officer	1	0	0
	Department Finance Officer	0	1	1
	Budget and Procedures Analyst	2	2	1
	Special Services Program Manager	1	1	1
	Program Analyst	1	1	1
	Accountant I	0	1	1
	Confidential Assistant	1	1	1
	Administrative Aide	3	3	3
	Account Clerk III	4	3	3
	Subtotal	18.5	18.5	17.5
	Internal Services			
	Internal Services Manager	1	1	1
	Central Receiving Supervisor	1	1	1
	Secretary	2	2	2
	Special Services Data Technician	1	1	1
	Storekeeper	1	1	1
	Subtotal	6	6	6
	Fleet Operations			
	Transportation Division Manager	1	1	1
	Special Services Equipment Coordinator	1	1	1
	Garage Supervisor	3	3	3
	Automotive Mechanic	22	21	20
	Special Services Data Technician	3	3	3
	Automotive Parks Clerk	1	0	0
	Automotive Mechanic Helper	0	1	1
	Clerk Typist	1	1	1
	Subtotal	32	31	30
	Facilities Maintenance			
	Chief of Building Operations and Maintenance	1	1	1
	Special Services Project Administrator	1	1	1
	Building Supervisor	1	1	1
	Building Maintenance Supervisor	2	2	2
	Senior Electrician	1	1	1
	Master Carpenter	2	2	2
	Painter	4	4	4
	Building Maintenance Mechanic	11	10	9
	HVAC Journeyman	1	1	1

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Special Services	Facilities Maintenance			
<i>(Continued)</i>	<i>(Continued)</i>			
	Service Request Coordinator	1	0	0
	Plumber	1	1	1
	Clerk Typist	1	1	0
	Custodian	9	9	9
	Special Services Data Technician	0	1	1
	Trades Helper	0	1	1
	Subtotal	36	36	34
	Property Maintenance			
	Property Manager	1	1	1
	Property Supervisor	1	1	1
	Property Maintenance Technician	3	4	4
	Parks Forestry Technician	1	1	1
	Tree Surgeon	2	1	1
	Crew Chief I	10	10	10
	Tree Trimmer	4	4	4
	Barn Manager	1	1	0
	Motor Equipment Operator III	0	0	1
	Motor Equipment Operator II	1	0	1
	Motor Equipment Operator I	24	25	25
	Special Services Specialist I	3	7	0
	Special Services Data Technician	0	0	1
	Maintenance and Construction Worker	15	12	15
	Subtotal	66	67	65
	Environmental Operations			
	Assistant County Engineer	1	1	1
	Assistant County Attorney II	0.5	0.5	0.5
	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	1
	Service Request Coordinator	1	0	0
	Staff Engineer	2	2	2
	Special Services Data Technician	0	1	2
	Secretary	2	2	1
	Subtotal	10.5	10.5	10.5

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Special Services	Construction Support			
<i>(Continued)</i>	Supervisor of Construction Support	1	1	1
	Crew Chief II	3	3	3
	Pipelay Supervisor	2	3	2
	Mason Supervisor	1	1	1
	Crew Chief I	4	4	4
	Motor Equipment Operator III	14	14	14
	Mason	2	2	2
	Motor Equipment Operator II	11	11	12
	Trades Helper	3	3	3
	Pipelay	8	7	8
	Motor Equipment Operator I	2	2	2
	Tree Trimmer	1	1	0
	Maintenance and Construction Worker	11	11	11
	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	12
	Trades Helper	3	3	3
	Motor Equipment Operator I	1	1	1
	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
	Electronics Technician	1	1	1
	Senior Electrician	2	2	2
	Junior Electronics Technician	1	1	1
	Plumber	2	2	2
	Senior Wastewater Treatment Plant Operator	1	1	1
	Welder	1	1	1
	Maintenance Office Administrator	1	1	1
	Electrician	6	6	6
	Pump Station Mechanic	13	13	13

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Special Services (Continued)	Plant Operations (Continued)			
	Wastewater Treatment Plant Operator	4	4	4
	Motor Equipment Operator II	5	6	6
	Trades Helper	4	4	4
	Electrician Apprentice	1	0	0
	Dispatcher	4	4	4
	Radio Communicator	1	1	1
	Special Services Request Coordinator	1	0	0
	Pumping Station Mechanic Apprentice	0	1	1
	Subtotal	53	53	53
	Environmental Compliance			
	Environmental Compliance Manager	1	1	1
	Environmental Administrator	1	1	1
	Assistant County Attorney II	0	1	1
	Assistant County Attorney I	1	0	0
	Stormwater Program Coordinator	1	1	1
	Assistant Land Use Administrator	1	1	1
	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	1	0
	Public Works Inspector	4	4	5
	Planner II	1	1	1
	Subtotal	17	17	17
	Engineering			
	Engineering and Environmental Services Manager	1	1	1
	Assistant County Engineer	2	2	2
	Chief of Project Management	1	1	1
	Special Services Development Planner	1	1	1
	Operations Engineer	1	1	1
	Sewer System Analyst	1	1	1
	Civil Engineer II	5	5	5
	Sewer Management Engineer	1	1	1
	Landscape Architect	1	1	1
	Civil Engineer I	1	2	2
	Drafting and Design Supervisor	1	1	1
	Chief Construction Inspector	2	2	2
	Public Works Contracts Officer	1	0	0

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Special Services (Continued)	Engineering (Continued)			
	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	1
	Public Works Inspector	6	6	6
	Sanitary Sewer Information Specialist	1	1	1
	Drafting Technician II	1	1	1
	Secretary	3	3	3
	Subtotal	35	35	35
	TOTAL - SPECIAL SERVICES	390	390	384
Community Services	Administration			
	Community Services General Manager	1	1	1
	Community Services Manager	1	1	1
	Community Services Finance Officer	1	0	0
	Department Finance Officer	0	1	1
	Recreation Supervisor	1	1	0
	Assistant Community Services Administrator	1	1	1
	Community Services Coordinator	2	1	2
	Confidential Assistant	1	1	1
	Accountant I	1	1	1
	Account Clerk III	2	2	2
	Administrative Aide	2	1	1
	Graphic Arts Designer	1	1	1
	Secretary	1	1	1
	Executive Assistant I	1	2	1
	Executive Assistant III	0	0	1
	Clerk Typist	0	0	1
	Subtotal	16	15	16
	Community Resources			
	Community Services Administrator	1	1	1
	Assistant Community Services Administrator	2	3	3
	Recreation Supervisor	1	1	2
	Community Services Coordinator	9	9	9
	Sports and Athletics Administrator	1	1	1
	Senior Services Center Director	1	1	1
	Barn Manager	0	1	2
	Equestrian Program Coordinator	1	1	1

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Community Services <i>(Continued)</i>	Community Resources			
	<i>(Continued)</i>			
	Special Services Specialist I	0	0	4
	Secretary	1	1	1
	Subtotal	17	19	25
	Libraries			
	Community Services Manager	1	1	1
	Librarian II	10	10	10
	Librarian I	21	23	22
	Library Specialist	18	20	21
	Principal Library Assistant	9	10	10
	Library Assistant	22	19	19
	Interlibrary Loan Assistant	1	1	1
	Subtotal	82	84	84
	Community Development and Housing			
	Community Services Manager	1	1	1
	Community Services Administrator	3	3	3
	Housing Management Analyst	0	1	1
	Executive Assistant I	1	0	0
	Budget and Procedures Analyst	1	1	1
	Community Services Assistant Administrator	3	3	3
	Housing Financial Advisor	1	0	0
	Program Analyst	5	5	5
	Housing Rehabilitation Specialist II	1	1	1
	Housing Rehabilitation Specialist I	2	2	2
Community Development Housing Inspector	2	2	1	
Administrative Aide	3	3	2	
Account Clerk III	2	2	3	
Housing Program Assistant	7	7	6	
Secretary	1	1	1	
Subtotal	33	32	30	
	TOTAL - COMMUNITY SERVICES	148	150	155
Land Use	Administration			
	Land Use General Manager	1	1	1
	Assistant Land Use Manager	3	3	3
	Department Finance Officer	0	1	0
	Senior Budget and Procedures Analyst	1	0	1
	Land Use Administrator	1	0	0

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Land Use (Continued)	Administration (Continued)			
	Assistant Land Use Administrator	1	1	1
	Executive Assistant II	1	1	1
	Program Analyst	1	1	1
	Accountant II	1	1	1
	Customer Information and Assistance Coordinator	0	1	0
	Subtotal	10	10	9
	Planning			
	Planning Manager	2	2	1
	Development Facilitator	0	1	1
	Transportation Planner	1	1	1
	Planner III	6	4	4
	Assistant Land Use Administrator	1	1	1
	Planner II	3	4	5
	Planner I	2	2	2
	Drafting Technician II	1	1	1
	Confidential Assistant	1	1	1
	Secretary	1	0	0
	Subtotal	18	17	17
	Licensing			
	Chief of Site Management	1	1	1
	Licensing Manager	0	1	1
	Land Use Administrator	3	4	4
	Civil Engineer III	0	0	2
	Civil Engineer II	5	3	1
	Civil Engineer I	1	3	4
	Assistant Land Use Administrator	6	6	8
	Certified Building and Site Inspector	15	11	7
	Certified Plumbing and Mechanical Plan Examiner	1	1	1
	Customer Information and Assistance Coordinator	3	2	1
	Certified Plan Examiner	4	4	3
	Public Works Inspector	1	1	0
	Customer Service and Information Technician	3	3	3
	Permit Processing Technician	7	7	5
	Administrative Aide	1	1	1
	Secretary	8	8	8

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Land Use (Continued)	Licensing (Continued)			
	Code Inspector	0	1	5
	Chief Field Supervisor	0	1	1
	Certified Permit Processing Technician	0	0	2
	Plan Examiner	0	0	1
	Subtotal	59	58	59
	Customer Relations and Enforcement			
	Land Use Administrator	1	1	1
	Land Use Services Administrator	0	1	1
	Assistant Land Use Administrator	1	0	0
	Executive Assistant II	1	1	1
	Complaints Specialist	2	2	3
	Certified Property and Housing Maintenance Inspector	11	9	6
	Customer Information and Assistance Coordinator	1	1	1
	Code Enforcement Officer	4	4	6
	Chief Field Supervisor	0	2	2
	Confidential Assistant	1	0	0
	Customer Service and Information Technician	7	7	7
	Administrative Aide	1	1	1
	Secretary	1	1	1
	Subtotal	31	30	30
	TOTAL - LAND USE	118	115	115
Public Safety	Public Safety Administration			
	Director of Public Safety	1	1	1
	Police Finance Officer	1	0	0
	Department Finance Officer	0	1	1
	Budget and Procedures Analyst	1	1	1
	Accountant I	1	1	1
	Senior Office Assistant	1	1	1
	Confidential Assistant	0	1	1
	Administrative Aide	1	0	0
	Account Clerk III	2	2	2
	Subtotal	8	8	8

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Public Safety <i>(Continued)</i>	Police Operations			
	Chief of Police	1	1	1
	Deputy Chief of Police	0	1	1
	Police Major	2	2	2
	Police Captain	6	6	6
	Senior Police Lieutenant	3	5	2
	Police Lieutenant	11	9	12
	Senior Police Sergeant	14	19	9
	Police Sergeant	25	22	33
	Master Police Corporal	73	92	71
	Senior Police Corporal	16	2	16
	Law Enforcement Technician	3	3	4
	Police Corporal	34	32	15
	Police Accreditation Coordinator	1	1	1
	Police Officer	200	209	232
	Program Analyst	1	1	0
	Budget and Procedures Analyst	0	0	1
	Victims Assistance Officer	3	3	3
	Administrative Aide	1	1	0
	Legal Secretary	9	8	8
	Secretary	3	4	4
	Clerk Typist	4	4	4
	Public Safety Aide	4	4	3
	Confidential Assistant	1	1	2
	Executive Assistant I	1	1	1
	Key Operator	1	1	1
		Subtotal	417	432
	School Crossing Guards			
	School Crossing Guard Supervisor	2	2	2
	Administrative Aide	1	1	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	4	5	3
	Emergency Medical Services Lieutenant	4	4	5
	Emergency Medical Services Paramedic	0	1	1
	Senior Sergeant			

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Public Safety (Continued)	Emergency Medical Services (Continued)			
	Emergency Medical Services Paramedic Sergeant	8	6	8
	Emergency Medical Services Paramedic Senior Corporal	0	30	14
	Emergency Medical Services Paramedic Corporal	31	17	16
	Emergency Medical Services Paramedic First Class	17	13	24
	Emergency Medical Services Paramedic Administrative Aide	54	42	47
	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
	Assistant Platoon Leader Fire/Medical	4	4	4
	Assistant Platoon Leader - Police	4	4	4
	Telecommunicator II - Police	16	3	11
	Telecommunicator I - Police	4	17	13
	Telecommunicator II - Fire/Medical	20	6	12
	Telecommunicator I - Fire/Medical	0	14	10
	Administrative Aide	1	1	1
	Senior Public Safety Operator	27	0	0
	Public Safety Operator I	5	26	20
	Public Safety Operator II	0	6	12
	Emergency Communications Information & Technology Coordinator	1	1	1
	Subtotal	87	87	93

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Public Safety <i>(Continued)</i>	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	645	660	666
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
	Account Clerk II	2	2	2
	Row Office Legal Aide	1	1	1
	Clerk Typist	6	6	6
	TOTAL - REGISTER OF WILLS	19	19	19
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	0	1
	Row Office Confidential Secretary	1	1	1
	Deputy II	4	4	2
	Account Clerk III	2	2	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	27	25

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

New Castle County
Full-Time Positions by Department
Fiscal Years 2016 - 2017 - 2018

Department	Classification	2016	2017	2018
Sheriff	Sheriff	1	1	1
	Chief Deputy	1	1	1
	Real Estate Coordinator	1	1	1
	Chief Deputy Sheriff	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
	Clerk Typist	1	1	1
	Secretary	1	1	1
	TOTAL - CLERK OF THE PEACE	7	7	7
	TOTAL - NEW CASTLE COUNTY⁽¹⁾	1586	1600	1604

(1) There is a net increase of 4 positions when compared to Fiscal Year 2017. 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>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>	Certified 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
<i>CS</i>	Community Services

Acronyms

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

Acronyms

<i>HUD</i>	Department of Housing and Urban Development
<i>HVAC</i>	Heating, Ventilating and Air Conditioning
<i>IAS</i>	International Accreditation Service
<i>ICC</i>	International Code Council
<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>MET</i>	Mobile Enforcement Team
<i>MOT</i>	Middletown-Odesa-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>NIMS/ICS</i>	National Incident Management System/Incident Command System
<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>OEM</i>	Office of Emergency Management
<i>OMB</i>	Office of Management and Budget
<i>OPEB</i>	Other Post-Employment Benefits
<i>PAL</i>	Police Athletic League
<i>PCB</i>	Polychlorinated Biphenyls
<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

Acronyms

<i>RMS</i>	Records Management System
<i>RPATAC</i>	Resource Protection Area Technical Advisory Committee
<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>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>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.

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Key to Abbreviations

- A** = **Appendix**
- BP** = **Budgetary Profiles**
- CB** = **Capital Budget Summary**
- OB** = **Operating Budget Summary**
- PI** = **Policy Initiatives**
- RG** = **Reader's Guide**
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