

DEPARTMENT OF SPECIAL SERVICES

FY2016 GENERAL FUND

RECOMMENDED BUDGET

TO COUNTY COUNCIL

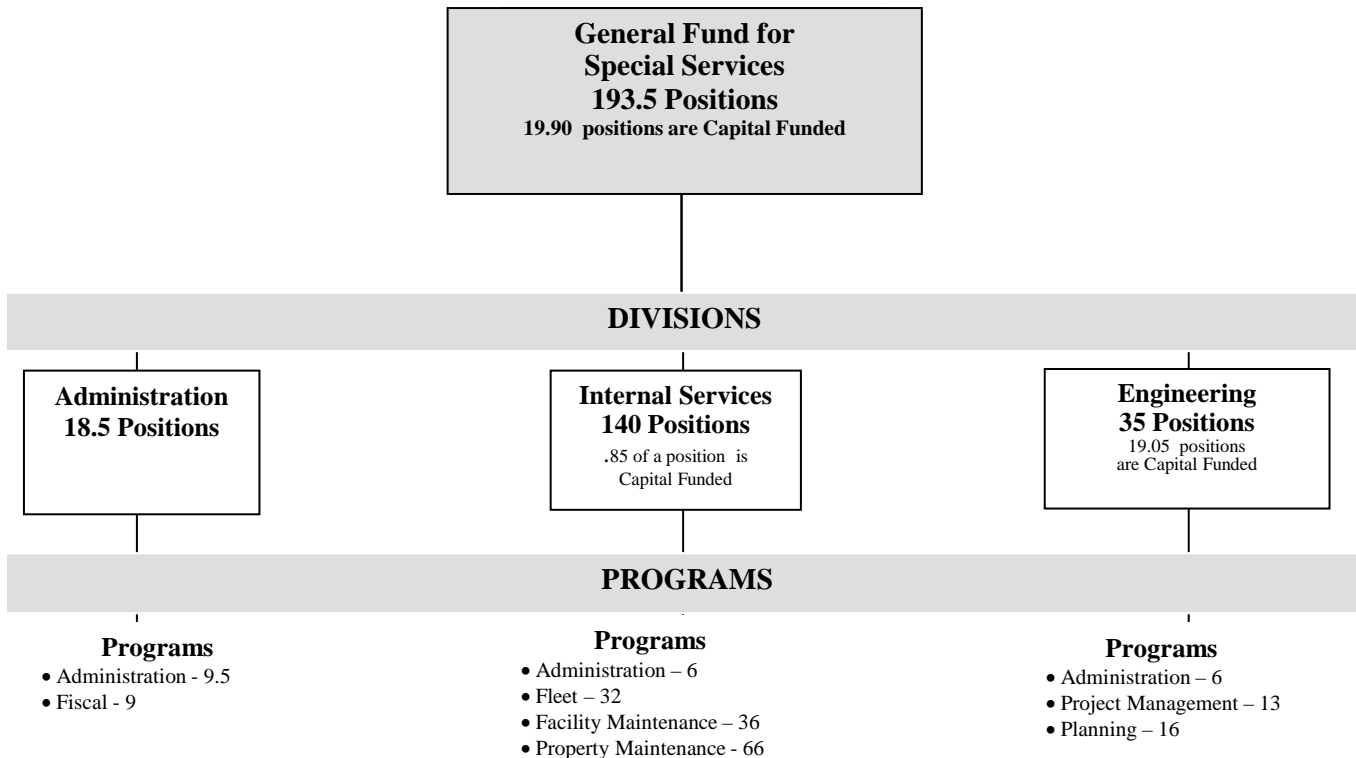
April 27, 2015



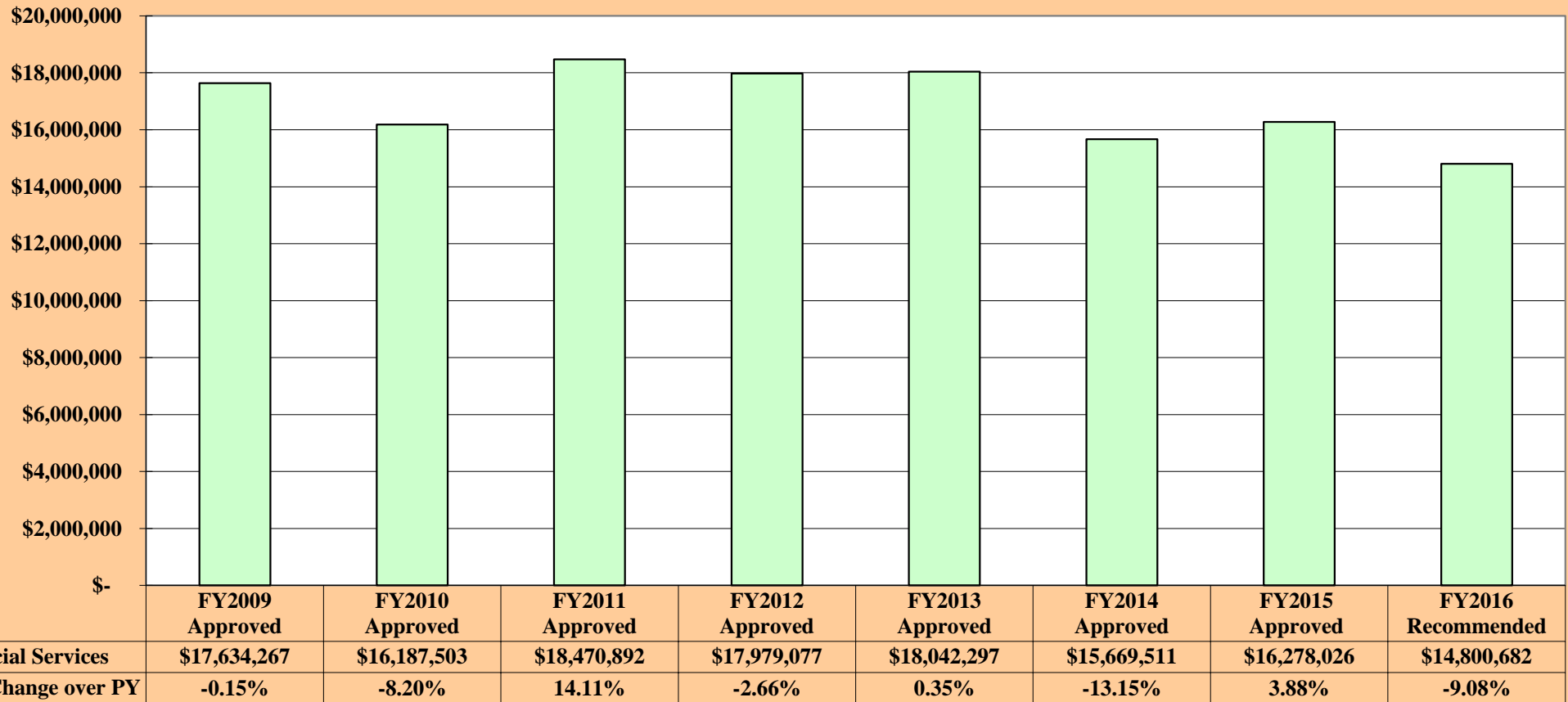
Department of Special Services FY 2016 General Fund

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.

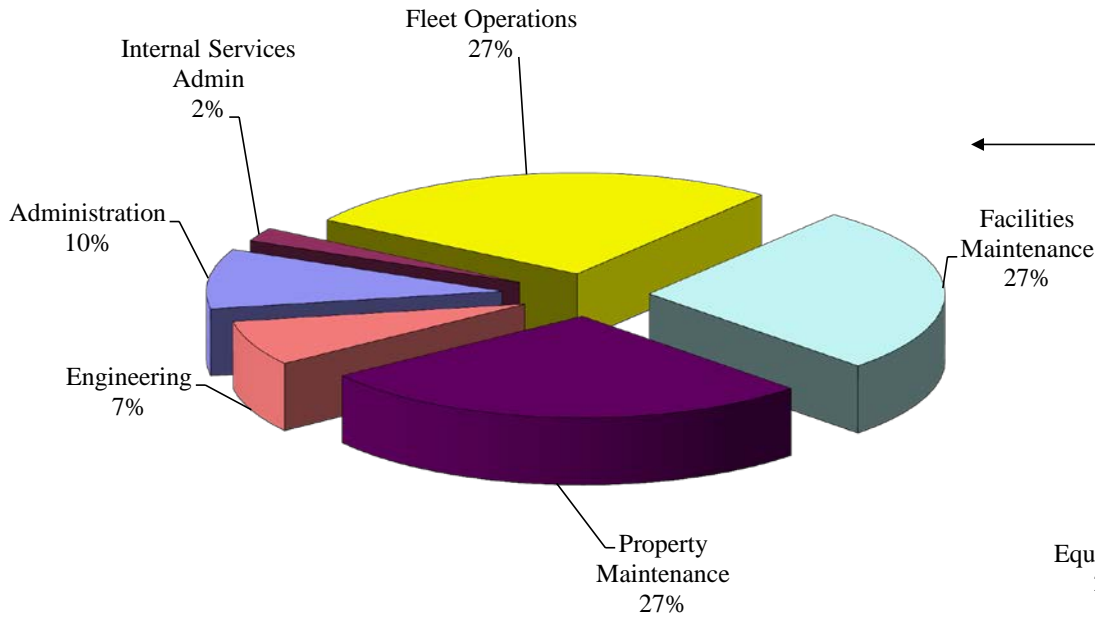


**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2009 Approved through FY2016 Recommended**



*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.*

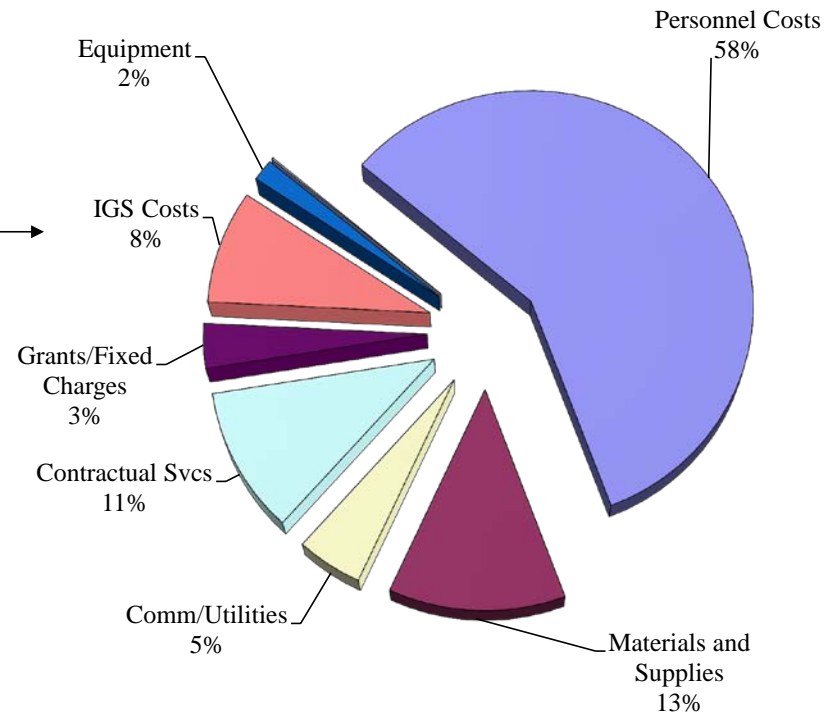
**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY 2016 GENERAL FUND**



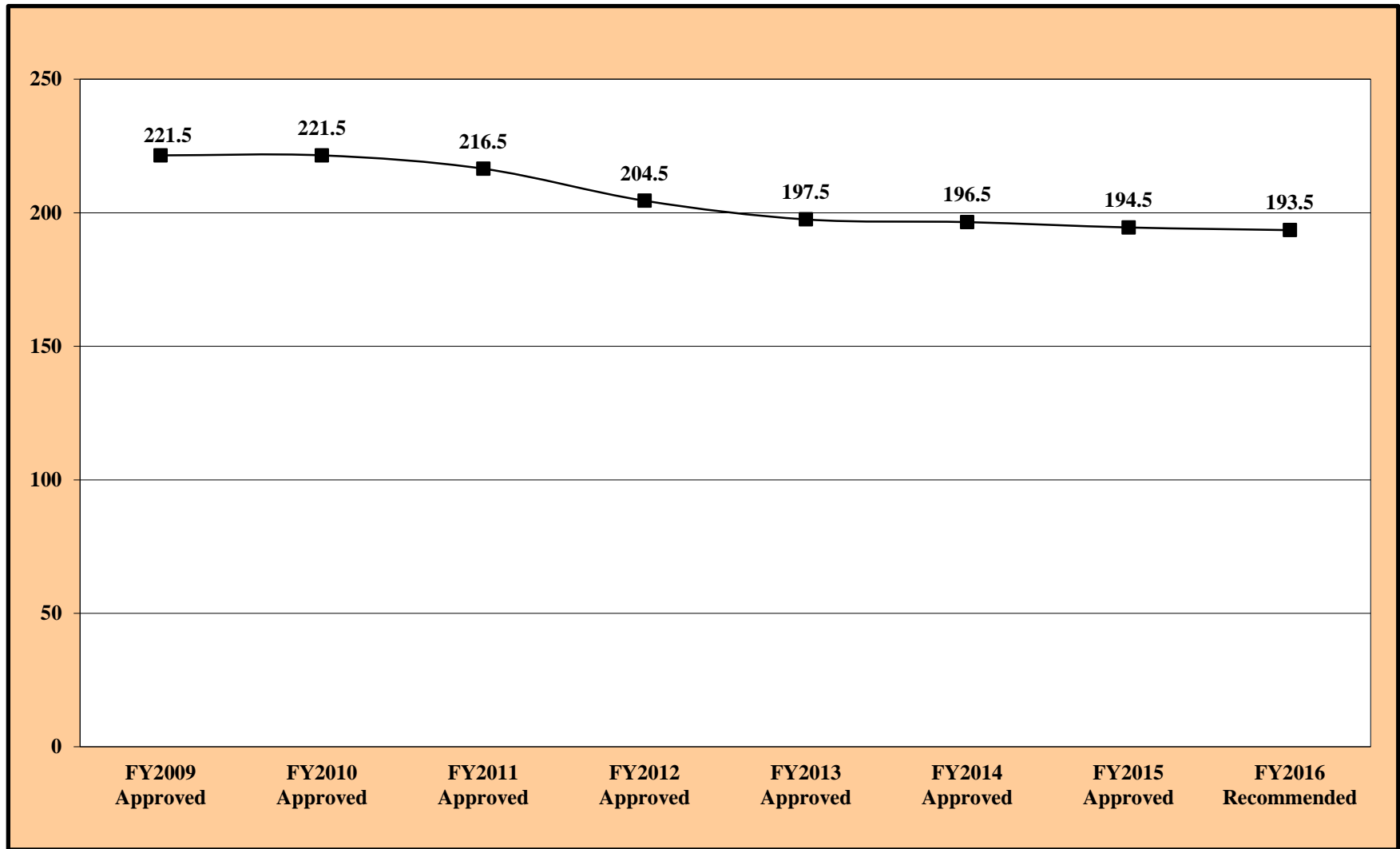
Division

<u>Division</u>	<u>FY2016 Recommended</u>
Administration	\$2,515,225
Internal Services Admin	576,157
Fleet Operations	7,055,045
Facilities Maintenance	7,074,576
Property Maintenance	7,236,663
Engineering	1,893,383
Total Special Services Budget:	\$26,351,049
Less IGS Credits (Fleet Charges)	(11,550,367)
Recommended Budget	\$14,800,682

<u>Object Level</u>	<u>FY2016 Recommended</u>
Personnel Costs	\$15,332,669
Comm/Utilities	1,245,349
Materials and Supplies	3,310,830
Contractual Svcs	2,861,214
IGS Costs	2,251,117
Grants/Fixed Charges	885,000
Equipment	432,628
Other	32,242
Total Budget	\$26,351,049
Less:	
IGS Credits (Fleet Charges)	(11,550,367)
Recommended Budget	\$14,800,682



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
GENERAL FUND - POSITION HISTORY
FY2009 Approved through FY2016 Requested**



**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	21.5	15	1				4.5	1			
Technicians	3	15	12	2				1				
Protective Service Workers	4	0										
Paraprofessionals	5	0										
Administrative Support	6	19	4					12	3			
Skilled Craft Workers	7	46	43	3								
Service-Maintenance	8	63	43	7	6			6	1			
Certain Elected/Appointed Officials	9	0										
TOTAL @ 3/31/15:	10	171.5	122	14	6	0	0	24.5	5	0	0	0

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

**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2016 GENERAL FUND BUDGET PRESENTATION
2012 - 2014 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	2014	7	5	1				1			
	2013	7	5	1				1			
	2012	9	6	1				2			
Professionals	2014	21.5	15	1				4.5	1		
	2013	21.5	15	1				4.5	1		
	2012	22.5	13	1				8.5			
Technicians	2014	15	12	2				1			
	2013	15	12	2				1			
	2012	16	13	2				1			
Administrative Support	2014	19	4					12	3		
	2013	21	4					13	4		
	2012	21		5				12	4		
Skilled Craft Workers	2014	46	43	3							
	2013	45	43	2							
	2012	45	43	2							
Service-Maintenance	2014	63	43	7	6			6	1		
	2013	61	43	5	6			6	1		
	2012	64	42	8	5			7	2		
Certain Elected/Appointed Officials	2014	0									
	2013	0									
	2012	0									
TOTAL @ 12/31/14:	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
	2012	177.5	117	19	5	0	0	30.5	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		14	6	5			1	2				
Administrative Support		1		1								
TOTAL @ 12/31/14:		15	6	6	0	0	0	1	2	0	0	0

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

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



**DEPARTMENT OF SPECIAL SERVICES
FY2016 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2015 Approved	FY2016 Recommended	FY2015 Approved vs. FY2016 Recommended	% Incr (Decr) over FY2015 Approved
Salaries and Wages	\$ 10,080,063	\$ 10,105,111	\$ 25,048	0.25%
Employee Benefits	5,088,931	5,227,558	138,627	2.72%
Training and Civic Affairs	32,242	32,242	0	0.00%
Communication and Utilities	1,254,349	1,245,349	(9,000)	-0.72%
Materials and Supplies	3,600,946	3,310,830	(290,116)	-8.06%
Contractual Services	2,803,673	2,861,214	57,541	2.05%
Equipment Replacement	413,192	432,628	19,436	4.70%
Fixed Charges	885,000	885,000	-	0.00%
Land/Structures	-	-	-	-
Contingency	-	-	-	-
IGS Costs	2,055,996	2,251,117	195,121	9.49%
Subtotal:	\$ 26,214,392	\$ 26,351,049	\$ 136,657	0.52%
Intragov. Service Credits	(9,936,364)	(11,550,367)	(1,614,003)	16.24%
Budget Total:	\$ 16,278,028	\$ 14,800,682	\$ (1,477,346)	-9.08%



**DEPARTMENT OF SPECIAL SERVICES
FY2016 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2016 Recommended		\$ Change	% Change
Salaries and Wages :	\$10,105,111		\$25,048	0.25%
<i>Change is attributed to:</i>				
Salaries & Wages Permanent - (\$100,052)		Salaries & Wages Seasonal - \$52,600		
Salaries & Wages Overtime - \$72,500				
<i>Significant expenses include:</i>				
Salaries & Wages Permanent - \$9,323,887		Salaries & Wages Seasonal - \$251,500		
Salaries & Wages Overtime - \$515,236		Salaries & Wages Shift Diff - \$14,488		
Employee Benefits:	\$5,227,558		\$138,627	2.72%
<i>Change is attributed to:</i>				
Benefits Permanent - \$88,228				
Benefits Overtime - \$45,139				
<i>Significant expenses include:</i>				
Benefits Permanent - \$4,922,713		Benefits Seasonal - \$25,150		
Benefits Premium - \$279,695				
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:	\$1,245,349		(\$9,000)	-0.72%
<i>Change is attributed to:</i>				
Gas Heat - (\$9,000)				
<i>Significant expenses include:</i>				
Electric Service - \$848,782		Landfill Charges - \$12,000		
Gas Heat - \$151,500		Telephone Services - \$76,400		
Heating Oil - \$35,586		Water Service - \$58,601		
Postage - \$17,150		Sewer Service - \$45,330		
Materials and Supplies:	\$3,310,830		(\$290,116)	-8.06%
<i>Change is attributed to:</i>				
Motor Fuel - Gasoline - (\$200,000)		Propane - \$9,160		
Motor Fuel - Diesel - (\$100,000)				
<i>Significant expenses include:</i>				
Clothing and Uniforms - \$43,730				
Misc Materials/Office Supplies - \$41,763		Const./Elec/Plumbing/Lumber Supplies - \$137,995		
Medical/Safety Supplies - \$11,190		Equip Repair Supplies - \$15,049		
Vehicular Supplies - \$702,588		Chemical/Agricultural Supplies - \$99,840		
Motor Fuels - \$2,127,650		Rec. Supplies/Tools - \$47,298		
Custodial Supplies - \$83,727				



**DEPARTMENT OF SPECIAL SERVICES
FY2016 RECOMMENDED BUDGET - GENERAL FUND
TO COUNTY COUNCIL**

Object Level	FY2016 Recommended		\$ Change	% Change
Contractual Services:	\$2,861,214		\$57,541	2.05%
<i>Change is attributed to:</i>				
Other Professional Services - (\$51,685)		Facility Cleaning & Maintenance - \$62,845		
Equipment Repairs - \$99,222		Other Equipment/Prop Rental - (\$64,841)		
		Third Party Administrator - \$12,000		
<i>Significant expenses include:</i>				
Facility Cleaning & Maintenance - \$442,888		Third Party Administrator - \$45,000		
Vehicular & Equipment Repairs - \$529,852		Safety/Fire/Security - \$142,877		
Facility Repairs - \$64,257		Pest Control/Trash Removal - \$68,424		
Service Contracts - \$322,004		Landscape Services - \$194,012		
Other Professional Services - \$31,555		Engineering Services - \$85,935		
HVAC - \$445,153		Sanitary Waste Services - \$54,000		
Janitorial Services - \$427,397				
Equipment Replacement:	\$432,628		\$19,436	4.70%
<i>Change is attributed to:</i>				
Building Equipment - \$14,436		Safety Equipment - \$5,000		
<i>Significant expenses include:</i>				
Safety/Recreational Equipment - \$18,960		Non-Motorized Equip - \$ 29,500		
Building Equipment ESCO - \$ 323,980		Building Equipment - \$ 50,000		
Fixed Charges:	\$885,000		\$0	0.00%
<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		Insurance Settlements - \$175,000		
IGS Costs:	\$2,251,117		\$195,121	9.49%
<i>Change is attributed to:</i>				
IS Contract - Fleet Vehicles - \$136,501		IS Contract - Data Processing - \$57,129		
<i>Significant IGS Costs include:</i>				
Vehicles - \$1,321,373		Photocopies - \$26,000		
Information Systems Data Processing - \$824,241				
Information Systems GIS - \$73,503				
Intragov. Service Credits:	(11,550,367)		(\$1,614,003)	16.24%
Fleet Cross Charges to Other Departments				



**NEW CASTLE COUNTY
DEPARTMENT OF SPECIAL SERVICES
FY2016 POSITION ADJUSTMENTS**

INCREASE	
#	Title
N/A	
0	TOTAL INCREASE

DECREASE		
#	Title	
-1	Public Works Contracts Officer <i>Transfer to Administrative Services</i>	040502
(1)	TOTAL DECREASE	

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

FY15 ACCOMPLISHMENTS:

- Building Needs Assessment completed for the majority of facilities owned by New Castle County, such as the Public Safety Building, Government Center, Conner Building, Gilliam Building, libraries, Rockwood, Glasgow and Carousel parks.
- Began design of the Route 9 Library.
- Installed one cooling tower and a new boiler system, as well as a booster system for domestic water at the Public Safety Building to add redundancy. Performed security system upgrades.
- Completed design of the Odessa Paramedic Station.
- Completed design and entering into the construction phase for the Hermitage site at Glasgow Park.
- Carousel Park: replaced siding, painting, stall upgrades, placed a play structure, rebuilt a bridge, completed pond repair by the Bark Park, assisted in adding structures for housing animals and a petting zoo, replaced the riding surface in the riding arena, as well as replaced safety barrier fencing in the indoor riding arena.
- Recoated entire roof at Rockwood Mansion; completed design and bid process for the Conservatory project.
- Constructed the County TV studio with in-house personnel.
- Completed the Police Academy Shower Facilities Project, including new locker room facilities and exercise room.
- Replaced the emergency generator at the Government Center.
- Improved and maintained several miles of trails in the Middle Run Valley Natural Area with over 2,500 recorded volunteer hours. The Department also began construction of the “Bike Skills Facility” at Middle Run. Finally, the Department began the updates to the Middle Run Valley Management and Bio-Diversity Management Plans.
- Maintained and improved many existing trails in Iron Hill Park with over 700 recorded volunteer hours.
- Completed the Christiana River Corridor Access and Public Utilization Map.
- Upgraded playground equipment in Montclare, Village of Lindell, Linden Heath, Carousel and Rose Hill.
- Renovated most of the 170 tennis and basketball courts owned by New Castle County using a combination of in-house and contractual labor.
- Successfully managed six special events in our parks in cooperation with Community Services.
- Maintained a continued overall fleet availability rate of 93%.
- Utilized GovDeals and auctioned off County surplus property valued at \$254,050.73 this fiscal year.

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

FY16 GOALS AND OBJECTIVES:

- 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.
- Begin the update of the 20-year Park Acquisition and Development Plan.
- Continue to provide employee growth and development opportunities through increased training.
- Continue to research and develop opportunities to increase revenue through the permits office.
- Investigate the cost and implications of an upgrade of M-4 vehicle maintenance system to M-5, the next generation web-based vehicle maintenance system.
- Maintain or exceed the overall fleet availability rate of 93%.
- Implement Cityworks in Property Maintenance and Facilities Maintenance.

CHALLENGES:

- Continue to be responsive to all customers, internal and external, by providing quality service in light of challenges to staffing and budget cuts in the areas of materials/supplies and contractual expenses.
- The continued increase of our number of facilities in conjunction with the historic reduction of personnel and financial resources will continue to represent serious challenges to our ability to maintain all our facilities to the appropriate service level.
- Maintaining programmed park planning initiatives in addition to developing an attrition plan for parks planning, given current staffing and budgetary restrictions.

I. VACANCIES



New Castle County
 Department of Special Services - General Fund
 Vacancies as of April 9, 2015

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	
	Unfunded Automotive Mechanic	11/21/02	5
Facility Maintenance	Special Services Request Coordinator	7/17/10	
	Building Maintenance Mechanic	12/19/12	2
Internal Services Admin.	Central Receiving Supervisor	12/26/12	1
Property Maintenance	Tree Surgeon	5/5/2014	
	Motor Equipment Operator I	4/2/2015	
	Unfunded Motor Equipment Operator I	7/5/13	
	Unfunded Property Supervisor	9/2/2009	
	Unfunded Maintenance & Construction Worker	1/27/2012	
	Unfunded Maintenance & Construction Worker	4/1/2010	6
Engineering Administration	Assistant County Engineer	5/1/12	1
Project Management	Construction Inspector Supervisor	9/10/12	
	Public Works Inspector	5/26/06	2
Project Planning	Civil Engineer II	7/1/12	
	SS Development Planner	7/21/06	
	Unfunded Landscape Architect	12/28/07	3

Total Vacant Positions 22

II. CONTRACTUAL SERVICES

**New Castle County Department of Special Services
 Division of Administration
 FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
040100	Administration			\$ 2,912	<i>Miscellaneous Contractual Services</i>
			<i>Subtotal Contractual Services</i>	\$ 2,912	
	<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	\$ 196,495	<i>Computer cross charges, in-house</i>
		5901	<i>Is Contract-Photocopies</i>	\$ 26,000	<i>In-house copying charge</i>
		5902	<i>IS Contract-Printing and Dupl</i>	\$ 6,000	<i>In-house printing and duplicating charge</i>
		5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 5,009	<i>Vehicle cross charges</i>
		5907	<i>IS Contract-GIS</i>	\$ 73,503	<i>GIS cross charge</i>
			<i>Subtotal IGS Costs</i>	\$ 307,007	
Total Contractual Services				\$ 309,919	

**New Castle County Department of Special Services
Division of Fleet Operations
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 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	\$ 293,562	Outsourced parts room vendor; Telematics		
		5415	Third Party Administrator	\$ 45,000	Pay NCC auto claims		
				\$ 3,844	Miscellaneous Contractual Services		
			Subtotal Contractual Services	\$ 560,581			
			IGS Costs	5900	IS Contract-Data Processing	\$ 147,930	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 31,456	Vehicle cross charge
					Subtotal IGS Costs	\$ 179,386	
Total Contractual Services				\$ 739,967			

**New Castle County Department of Special Services
Division of Facilities Maintenance
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation
040218	Police Academy			\$ 4,075	Miscellaneous Contractual Services
			Total 040218	\$ 4,075	
040219	PAL	5104	Facility Repairs	\$ 10,000	Minor repairs to the building
		5734	HVAC	\$ 22,100	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	\$ 48,683	
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	\$ 19,901	Computer cross charges, in-house
			<i>Subtotal IGS Costs</i>	\$ 19,901	
			Total 040220	\$ 303,641	
040221	Churchman's Road	5101	Equipment Repairs	\$ 102,406	Equipment repairs at the Conner Building and Base D
		5104	Facility Repairs	\$ 28,000	Repairs to the Conner Building and Base D
		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
				\$ 11,010	Miscellaneous Contractual Services
			<i>Subtotal Contractual Services</i>	\$ 303,155	

**New Castle County Department of Special Services
Division of Facilities Maintenance
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation	
040221	<i>Churchman's Road Continued</i>	<i>IGS Costs</i>	5900	<i>IS Contract-Data Processing</i>	\$ 76,203	<i>Computer cross charges, in-house</i>
			5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 153,156	<i>Vehicle cross charges</i>
				<i>Subtotal IGS Costs</i>	\$ 229,359	
				Total 040221	\$ 532,514	
040222	<i>Libraries</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>	\$ 23,450	<i>Fire and security systems maintenance and repair</i>	
				\$ 11,115	<i>Miscellaneous Contractual Services</i>	
		Total 040222	\$ 397,328			
040223	<i>Police</i>	5101	<i>Equipment Repairs</i>	\$ 105,050	<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>	\$ 126,144	<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>	\$ 23,149	<i>Computer cross charges, in-house</i>		
		<i>Subtotal IGS Costs</i>	\$ 23,149			
		Total 040223	\$ 463,941			

**New Castle County Department of Special Services
 Division of Facilities Maintenance
 FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 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				\$ 2,157,524	

**New Castle County Department of Special Services
 Division of Internal Services Administration
 FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 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>	\$ 19,850	<i>Computer cross charges, in-house</i>
		5904	<i>IS Contract-Fleet-Vehicles</i>	\$ 2,853	<i>Vehicle cross charge</i>
			<i>Subtotal IGS Costs</i>	\$ 22,703	
<i>Total Contractual Services</i>				\$ 22,703	

**New Castle County Department of Special Services
Division of Property Maintenance
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation		
040231	Property Maintenance	5200	Service Contracts	\$ 27,000	Fencing repair, locks, tent rental and tree removal		
		5602	Landscape Services	\$ 194,012	For various buildings and facilities		
		5731	Trash Removal	\$ 19,000	Trash removal for County facilities and parks		
		5737	Sanitary Waste Services	\$ 54,000	Rental of portable toilets		
				\$ 500	Miscellaneous Contractual Services		
				<i>Subtotal Contractual Services</i>	\$ 294,512		
			IGS Costs	5900	IS Contract-Data Processing	\$ 221,617	Computer cross charges, in-house
				5904	IS Contract-Fleet-Vehicles	\$ 1,085,838	Vehicle cross charge
					<i>Subtotal IGS Costs</i>	\$ 1,307,455	
					Total	\$ 1,601,967	
Total Contractual Services				\$ 1,601,967			

**New Castle County Department of Special Services
Division of Engineering
FY2016 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2016 Budgeted Amount	Explanation		
040501	Eng. Administration	5600	Engineering Services	\$ 20,000	Consulting engineers for civil engineering projects		
			Subtotal Contractual Services	\$ 20,000			
		IGS Costs	5900	IS Contract-Data Processing		\$ 19,797	Computer cross charges, in-house
			5904	IS Contract-Fleet-Vehicles		\$ -	Vehicle cross charge
			Subtotal IGS Costs			\$ 19,797	
Total 040501		\$ 39,797					
040502	Project Management	5600	Engineering Services	\$ 15,935	Consulting engineers for various building and sewer projects		
			Subtotal Contractual Services	\$ 7,159	Miscellaneous Contractual Services		
		IGS Costs	5900	IS Contract-Data Processing	\$ 46,350	Computer cross charges, in-house	
			5904	IS Contract-Fleet-Vehicles	\$ 38,074	Vehicle cross charge	
			Subtotal IGS Costs		\$ 84,424		
Total 040502		\$ 107,518					
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	\$ 52,949	Computer cross charges, in-house	
			5904	IS Contract-Fleet-Vehicles	\$ 4,987	Vehicle cross charge	
Subtotal IGS Costs		\$ 57,936					
Total 040504		\$ 132,936					
Total Contractual Services				\$ 280,251			

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2016 REQUESTED 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	1,357,052	1,046,832	1,920,675	1,664,102	333,983	3,001,243	9,323,887
	1002 Salaries & Wages-Part-Time	-	-	-	-	-	18,000	18,000
	1003 Salaries & Wages-Seasonal	-	-	58,500	-	-	175,000	233,500
	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
	1202 Salaries & Wages-Severance	-	-	-	-	-	-	-
11 Salaries and Wages Total		1,357,552	1,047,832	2,083,611	1,724,590	340,283	3,551,243	10,105,111
15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	716,523	552,727	1,013,816	878,646	176,344	1,584,657	4,922,713
	1510 Empl. Ben. - Premium Overhead	264	528	55,142	31,938	3,327	188,496	279,695
	1520 E/B-Regular-Part-Time	-	-	5,850	-	-	19,300	25,150
15 Employee Benefits Total		716,787	553,255	1,074,808	910,584	179,671	1,792,453	5,227,558
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	42,000	-	-	-	-	-	42,000
	3201 Telephone Paging Service	3,200	-	-	-	-	-	3,200
	3202 Telephone Answering Service	1,200	-	-	-	-	-	1,200
	3210 Cellular Telephone Service	29,500	-	-	-	-	-	29,500
	3212 Cellular/Wireless Telephone Service	500	-	-	-	-	-	500
	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	-	-	2,500	151,500
	3700 Heating Oil	-	-	35,586	-	-	-	35,586
	3800 Sewer Service	-	-	45,330	-	-	-	45,330
23 Communication and Utilities Total		93,550	-	1,105,299	-	-	46,500	1,245,349

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2016 REQUESTED 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	248	-	-	2,549
	4001 Clothing and Uniforms	-	-	4,930	1,800	32,000	5,000	43,730
	4004 Miscellaneous Materials	-	-	1,640	-	-	12,000	13,640
	4101 Office Supplies	2,250	4,440	93	1,290	1,000	5,000	14,073
	4103 Duplicating & Repro. Supplies	-	-	2,312	-	500	-	2,812
	4104 Computer Supplies	4,000	2,689	-	-	-	-	6,689
	4105 Medical & Safety Supplies	-	49	1,141	2,000	-	8,000	11,190
	4106 Custodial Supplies	-	-	42,677	1,050	-	40,000	83,727
	4107 Computer Paper	-	2,000	-	-	-	-	2,000
	4220 Construction Material	-	-	29,938	-	-	15,000	44,938
	4221 Electrical Supplies	-	-	41,933	-	-	-	41,933
	4222 Plumbing Supplies	-	-	20,219	-	-	-	20,219
	4223 Lumber	-	-	24,905	-	-	6,000	30,905
	4224 Equipment Repair Supplies	-	-	15,049	-	-	-	15,049
	4310 Chemical Supplies	-	-	-	-	-	9,000	9,000
	4311 Gas & Welding Supplies	-	-	-	840	-	-	840
	4312 Propane	-	-	-	-	-	12,000	12,000
	4320 Agricultural Supplies	-	-	-	-	-	78,000	78,000
	4330 Vehicular Supplies	-	-	-	702,588	-	-	702,588
	4335 Motor Fuels-Gasoline	-	-	-	1,652,000	-	-	1,652,000
	4336 Motor Fuels-Diesel	-	-	1,050	474,600	-	-	475,650
	4340 Recreational Supplies	-	-	-	-	-	32,000	32,000
	4350 Small Tools	-	-	1,598	4,200	-	9,500	15,298
24 Materials and Supplies Total		6,550	10,720	187,944	2,840,616	33,500	231,500	3,310,830
25 Contractual Services	5100 Vehicular Repairs	-	-	-	203,175	-	-	203,175
	5101 Equipment Repairs	-	-	311,677	15,000	-	-	326,677
	5102 Radio & Communication Repairs	-	-	-	1,444	-	-	1,444
	5104 Facility Repairs	-	-	64,257	-	-	-	64,257
	5200 Service Contracts-Other	-	-	1,442	293,562	-	27,000	322,004
	5300 Printing & Related Costs	1,000	184	-	-	-	-	1,184
	5400 Legal Fees	-	420	-	-	-	-	420
	5406 Other Professional Services	-	31,555	-	-	-	-	31,555
	5415 Third Party Administrator	-	-	-	45,000	-	-	45,000
	5504 Other Equipment & Prop. Rental	1,412	-	-	-	-	-	1,412
	5600 Engineering Services	-	85,935	-	-	-	-	85,935
	5602 Landscape Services	-	-	-	-	-	194,012	194,012
	5720 Facility Cleaning & Maintenance	-	-	442,888	-	-	-	442,888
	5730 Pest Control	-	-	10,330	-	-	-	10,330
	5731 Trash Removal	-	-	39,094	-	-	19,000	58,094
	5732 Janitorial Services	-	-	427,397	-	-	-	427,397
	5734 HVAC	-	-	445,153	-	-	-	445,153
	5735 Safety Inspections	-	-	18,140	-	-	-	18,140

**NEW CASTLE COUNTY DEPARTMENT OF SPECIAL SERVICES
FY2016 REQUESTED 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	-	-	124,737	-	-	-	124,737
	5737 Sanitary Waste Services	-	-	-	-	-	54,000	54,000
	5740 Car Wash Service	-	-	-	-	-	500	500
	5741 Towing Service	-	-	-	2,400	-	-	2,400
	5800 Advertising Services	500	-	-	-	-	-	500
25 Contractual Services Total		2,912	118,094	1,885,115	560,581	-	294,512	2,861,214
30 Intergovernmental Chge	5900 IS Contract-Data Processing	196,495	119,096	119,253	147,930	19,850	221,617	824,241
	5901 IS Contract-Photocopies	26,000	-	-	-	-	-	26,000
	5902 IS Contract-Printing & Dupl.	6,000	-	-	-	-	-	6,000
	5904 IS Contract-Fleet-Vehicles	5,009	43,061	153,156	31,456	2,853	1,085,838	1,321,373
	5907 IS Contract-GIS	73,503	-	-	-	-	-	73,503
30 Intergovernmental Chge Total		307,007	162,157	272,409	179,386	22,703	1,307,455	2,251,117
26 Equipment Replacement	6108 Computer Software	-	-	-	2,588	-	-	2,588
	6111 Safety Equipment <\$5,000	-	-	5,960	-	-	6,000	11,960
	6130 Recreational Equipment <\$5,000	-	-	-	-	-	7,000	7,000
	6160 Office Equipment <\$5,000	-	400	-	-	-	-	400
	6170 Non-Motorized Mobile Equip. <\$5,000	-	-	-	29,500	-	-	29,500
	6180 Building Equipment <\$5,000	-	-	10,000	-	-	-	10,000
	6181 Building Equipment =>\$5,000	-	-	40,000	-	-	-	40,000
	6185 Building Equipment - ESCO Lease	-	-	323,980	-	-	-	323,980
	6410 Special Purpose Machinery <\$5,000	-	-	-	7,200	-	-	7,200
26 Equipment Replacement Total		-	400	379,940	39,288	-	13,000	432,628
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)	-	-	-	175,000	-	-	175,000
	7009 RM Retention - Medical 1099	-	-	-	20,000	-	-	20,000
	7190 Fixed Charges	-	-	85,000	-	-	-	85,000
27 Fixed Charges Total		-	-	85,000	800,000	-	-	885,000
28 Land & Structures	8010 Land Improvements Non Sewer Related	-	-	-	-	-	-	-
	8031 Building Renovations	-	-	-	-	-	-	-
28 Land & Structures Total		-	-	-	-	-	-	-
29 Contingencies	9100 Operating Contingencies	-	-	-	-	-	-	-
29 Contingencies Total		-	-	-	-	-	-	-
32 Intergovernmental Chge	5924 IS Credit-Motorpool-Vehicles	-	-	-	(11,550,367)	-	-	(11,550,367)
32 Intergovernmental Service Chge Total		-	-	-	(11,550,367)	-	-	(11,550,367)
Grand Total		2,515,225	1,893,383	7,074,576	(4,495,322)	576,157	7,236,663	14,800,682

IV. FEE SCHEDULE

FY2016 Fee Schedule
Department of Special Services

Item #	Object Code	Revenue Source	FY2016 Projected Revenue	Comments
1	0550	City of Wilmington	\$ 529,869	70% Utility and Esco reimbursement for City/County Building
2	0551	City/County Garage	\$ 55,200	Per contract with vendor
3	0552	Land Rentals	\$ 84,880	J & R concrete pumping business at Army Creek (mostly storage); Wilm Univ rents Gilliam parking lot; Cell Tower 1/2 year
4	0553	Building Rentals	\$ 10,890	Building rentals Camp Wright; Carousel House
5	0580	Sale of Vehicles	\$ 100,000	Per bid, market rate; sales at auction
6	0700	Golf Course Flat Fee	\$ 85,000	Per contract with Billy Casper Golf
7	0721	Farmland Lease	\$ 19,424	Wiggins Mill - Lazy Boy Farm
8	0724	Delcastle Tennis Center	\$ 4,700	Per contract with vendor based on percentages
9	0729	Delcastle Concession Stand	\$ 11,500	Per contract with vendor Apr - Oct based on percentages
10	0722	Picnic Shelter	\$ 82,000	Permits for pavilion rentals
11	0726	Parkland Rental	\$ 60,000	Permits for parkland and ballfield use
12	0751	Vendor Fee	\$ 15,000	Vendor permits to sell items in County parks
13	0804	Sports Lighting	\$ 11,685	Fees for lights on ballfields
14	0810	DeLaWarr Senior Center	\$ 500	Per contract with vendor
15	0972	Miscellaneous	\$ 17,000	FOIA, scrap metal, rebates, etc...
			\$ 1,087,648	