



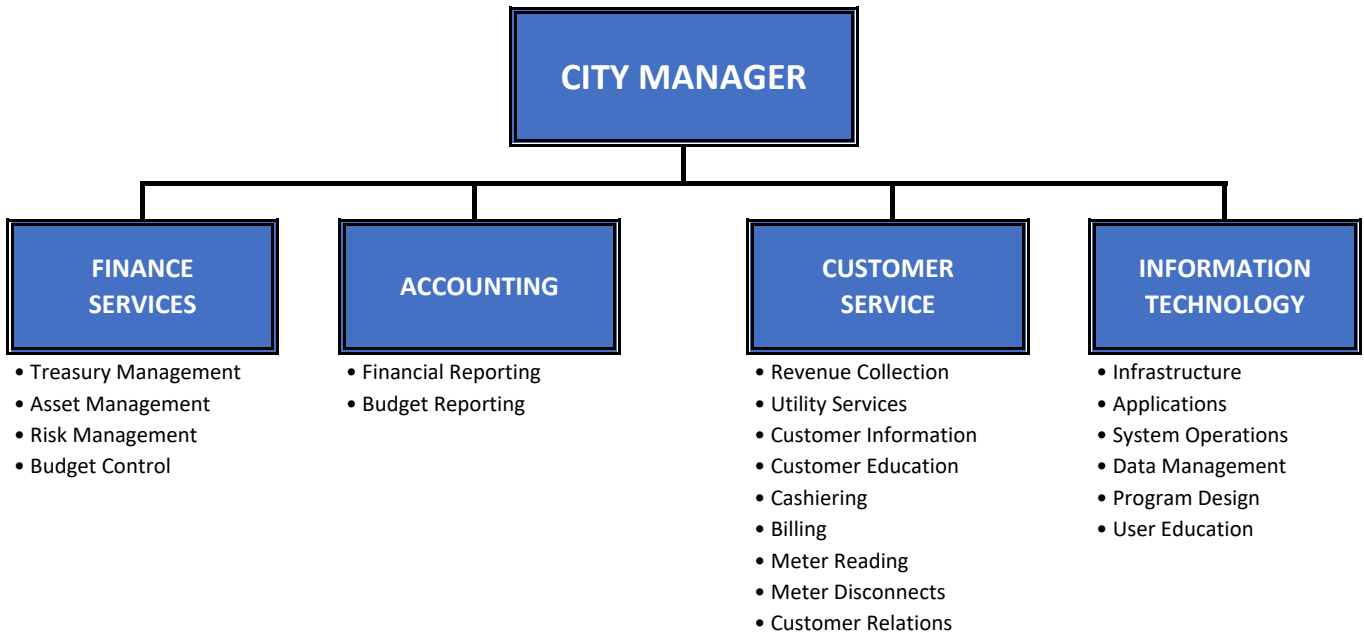
FINANCE DEPARTMENT

2019 BUDGET PRESENTATION TO CITY COUNCIL

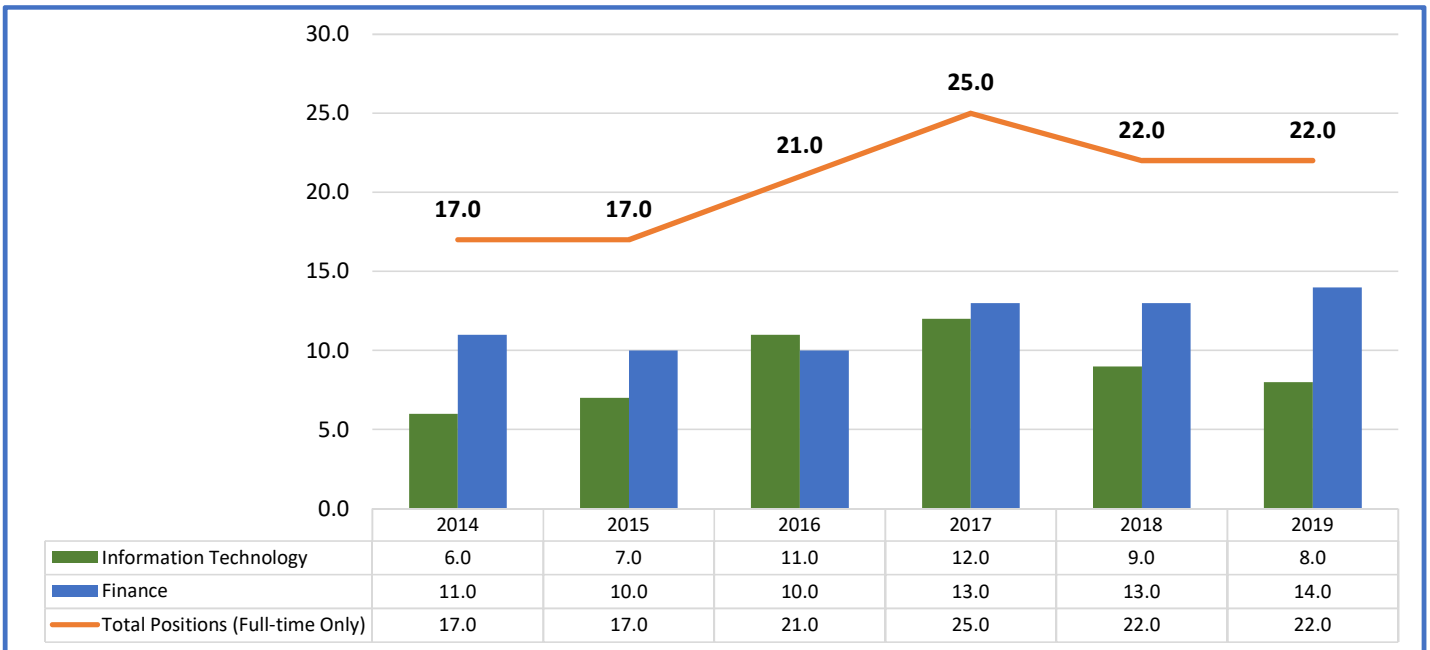
SEPTEMBER 10, 2018

THIS PAGE IS LEFT INTENTIONALLY BLANK

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
Full Time History/Vacancies as of August 17, 2018**



FULL TIME VACANCIES (Included Above)			
Division	Title	#	Reason for Vacancy
Finance	Customer Service Clerk I	1.0	Recommended New 2019 Position
Information Technology	Information Technology Manager	1.0	Resignation
Total		2.0	

COMMENTS			
Division	Title	Change (+/-)	Reason for Adjustment
Finance	Customer Service Clerk I	1.0	Recommended New 2019 Position
Information Technology	GIS Technician	(1.0)	Realignment to Water Division
Total		0.0	

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2019 PROGRAM NARRATIVE**

The City of Newark Finance Department is the centralized financial reporting and service organization comprised of Financial Management, Accounting, Budgeting, Information Technology (IT) and Payments & Utility Billing (PUB). Our function is to provide support to both our internal and external customers.

Accounting:

- The accounting program is responsible for financial accountability and reporting, asset and liability management, revenue recognition and billing, and the disbursement of funds. Financial accountability duties include accurately recording information and reporting data in understandable formats for internal and external purposes. Asset management provides for the security, control and accounting of cash, receivables, operating inventory, buildings and property, equipment and pension funds. Liability management includes proper recording and reporting of all short- and long- term liabilities, such as accounts payable, encumbrances, debt and capital lease obligations. Primary activities include investment management, liability insurance and risk management, and accounting for all the City's funds. Revenues billed through the accounting office include property taxes and other miscellaneous charges. Disbursement of funds refers to the timely and accurate processing of accounts payable and payroll.

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2018 budget for all funds totals \$87.4 million including a \$2.1 million net capital budget.
- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

Payments and Utility Billing (PUB):

- The Payments and Utility Billing program is responsible for providing assistance to utility customers in establishing and terminating service, answering billing and service inquiries, executing the billing process for the City's electric, water and sewer utilities, processing customer payments, managing delinquent utility accounts receivable and providing customer education and information on city operations. Commercial and residential utility customers, including City residents and out-of-town water customers, receive monthly billing statements for usage metered by the City's smart meter technology. The billing volume is managed efficiently by staggering cycles into daily workflow.

Information Technology (IT) - moved to Finance in 2018:

- The IT division is responsible for providing the technology infrastructure, line-of-business application management, and daily support services for all City of Newark buildings, departments, and users. IT is also responsible for: general workstation and end-user support; servers and group services; web applications; researching new and innovative technologies; networking and communications support; security; computer operations; training and education.

****Mailroom responsibilities were moved to the City Manager's Office in 2018.**

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2018 ACCOMPLISHMENTS**

Key accomplishments in 2018 include:

Accounting:

- The monthly financial report, reformatted in 2017, was further enhanced to provide Council and residents a more user-friendly report focusing on budgetary performance and expectations. In 2018, three-year trends for utility performance were added to track current year activity to past performance.
- Completed the RFP process for auditing services (RFP #17-05) and selected CliftonLarsenAllen LLP as the City's independent auditing firm. The contract covers fiscal years 2017 through 2019, with the option of adding two additional one-year terms.
- Renegotiated insurance coverage at a savings of approximately \$38,000 as compared to prior year.
- Received the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association (GFOA) for the 8th consecutive year for the City's Comprehensive Annual Financial Report for 2016.
- Received an unmodified opinion from CliftonLarsenAllen LLP, for the City's financial statements for the year ended December 31, 2017.
- Submitted the City's 2017 Comprehensive Annual Financial Report to the GFOA for the "Certificate of Achievement for Excellence in Financial Reporting".
- Partnered with Information Technology to move the City's tax billing platform from CityView to Munis. Tax payers are now able to view their tax bills online vs. needing to call into the Accounting Office for information.

Budget:

- House Bill 435, signed by Governor Carney on July 1, 2018, secured the City's ability to implement its own lodging tax (up to 3%). This tax, which is applicable to all hotels, motels and tourist homes within the City-limits, will assist in the diversification of the City's revenue portfolio.
- Staff worked in conjunction with PWWR and the City Manager's Office on the 2018 Referendum held on June 19th, 2018. Town Hall meetings were scheduled in each council district to educate the public on the details of the projects included in the \$27.6 million borrowing authority.
- Reformatted budget process and documents, allowing for earlier Council and resident involvement and increased transparency.
- In March of 2018, the business license review of companies providing services within the City of Newark, but not located within the city, yielded an additional \$58,000 over the course of the project. An additional seventy-eight businesses were identified, and should provide an additional \$17,000 in business license revenue annually going forward.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2018 ACCOMPLISHMENTS

Payments and Utility Billing (PUB):

- PUB worked diligently behind the scenes with PWWR and IT to assist in the implementation of the City's stormwater utility. A comprehensive account mapping project became the core of the stormwater utility billing process, where parcel information needed to be married to utility data to properly bill our 8,800 stormwater customers accurately.
- Following the implementation of the stormwater utility, PUB worked extensively with PWWR on the appeal process, as was anticipated with the installation of a new utility.
- After establishing a program in 2017 with the First State Community Action Agency (FSCAA) to provide energy counseling, PUB also now has an onsite representative available a weekly basis from Catholic Charities. Residents who are in need of financial assistance for their electric bills must now also complete energy counseling in order to receive aid from both the FSCAA and Catholic Charities.

Information Technology (IT):

- The computer refresh project has been completed. Over 120 computers were replaced across City Hall, including police vehicles.
- I1806 - Police Car Retrofit, which involves retrofitting police vehicles for the new computer devices, will be completed by year-end.
- V1601 - Parking Lot camera project will be completed by year-end.
- W9302, S1602, E0503 - SCADA projects for Water, Sewer and Electric are near or at completion for their respective project scopes for 2018.
- Worked to complete upgrades to utility billing and CustomerConnect environments to implement Paymentus IVR system.
- IT worked diligently behind the scenes with PWWR and PUB to assist in the implementation of the City's stormwater utility.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2019 GOALS

Goals for 2019 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2017 Comprehensive Annual Financial Report.
- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.
- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.
- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.
- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.
- Goals for Information Technology are to upgrade the server infrastructure to Windows Server 2016, and to provide support to the departments in order to carry out the City's mission.

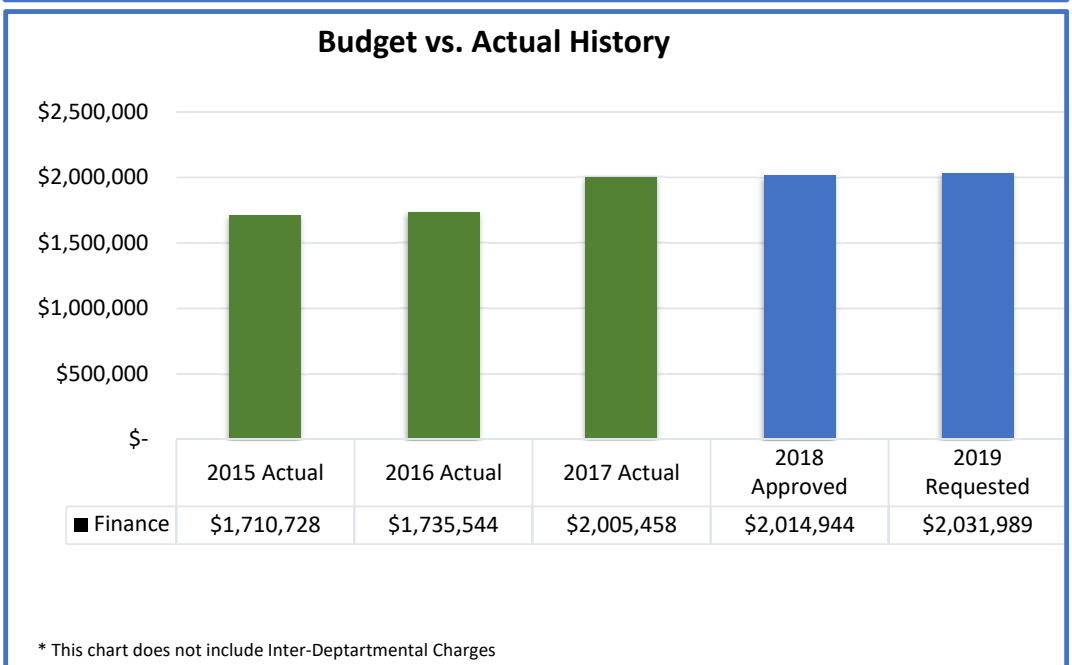
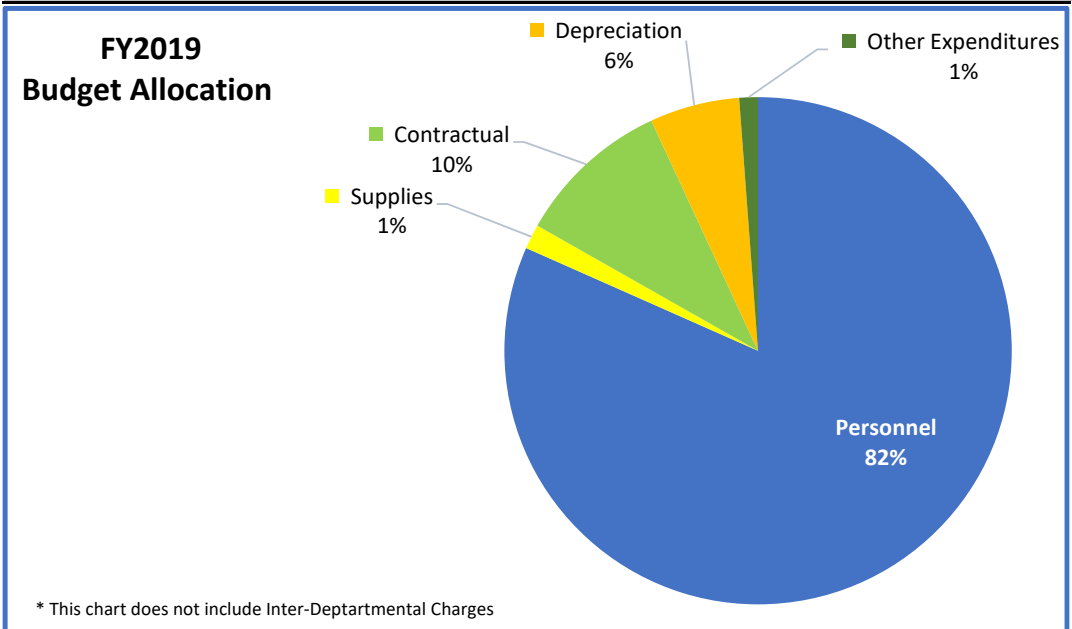
**FINANCE
DEPARTMENT
OPERATING BUDGET**

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
EXECUTIVE SUMMARY**

EXPENDITURE BUDGET					
Object Level Detail:	FY2018 Appr'd	FY2019 Rec'd	FY2018 App'd vs. FY2019 Rec'd	% +/- over FY2018 Appr'd	Comments
Full-time Wages	\$870,247	\$952,426	\$82,179	9.44%	Reflects increase of 1 FTE for Customer Service Clerk I Position in FY2019
Part-time Wages	\$54,060	\$51,594	-\$2,466	-4.56%	Mailroom move to Admin (-\$23,408). Add \$19,365 for a part-time meter reader.
Other Wages	\$23,244	\$33,130	\$9,886	42.53%	Overtime increase of \$2500 and Service Award increase of \$4371(two additional eligible employees in 2019)
Benefits	\$538,917	\$621,575	\$82,658	15.34%	Includes funding for new Customer Service Clerk I.
Personnel Services	\$1,486,468	\$1,658,725	\$172,257	11.59%	*Sum of above listed wages and benefits
Materials and Supplies	\$171,500	\$32,000	-\$139,500	-81.34%	Reflects the transfer of the Mailroom from Finance to the City Manager's Office (\$139,500).
Contractual Services	\$201,396	\$200,738	-\$658	-0.33%	Referendum assistance (\$18K), IT Contractual (\$43.3K), annual audit (\$60K), Facilities allocation (\$43.3K), services for Munis/Harris (\$8.5K), lodging tax
Depreciation	\$131,480	\$116,276	-\$15,204	-11.56%	*Finance Calculation
Other Expenditures	\$24,100	\$24,250	\$150	0.62%	
Subtotal:	\$2,014,944	\$2,031,989	\$17,045	0.85%	
Inter-Dept. Charges	(\$1,741,106)	(\$1,784,862)	(\$43,756)	2.51%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$273,838	\$247,127	(\$26,711)	-9.75%	
Full-time Positions	13	14	1		Reflects increase of 1 FTE for Customer Service Clerk I Position in FY2019
CAPITAL IMPROVEMENT PLAN (CIP)					
Project ID:	Project Description:		Comments		
N/A	N/A		No planned (2019-2023) Capital Projects at this time.		

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2019 BUDGET RECOMMENDATION**

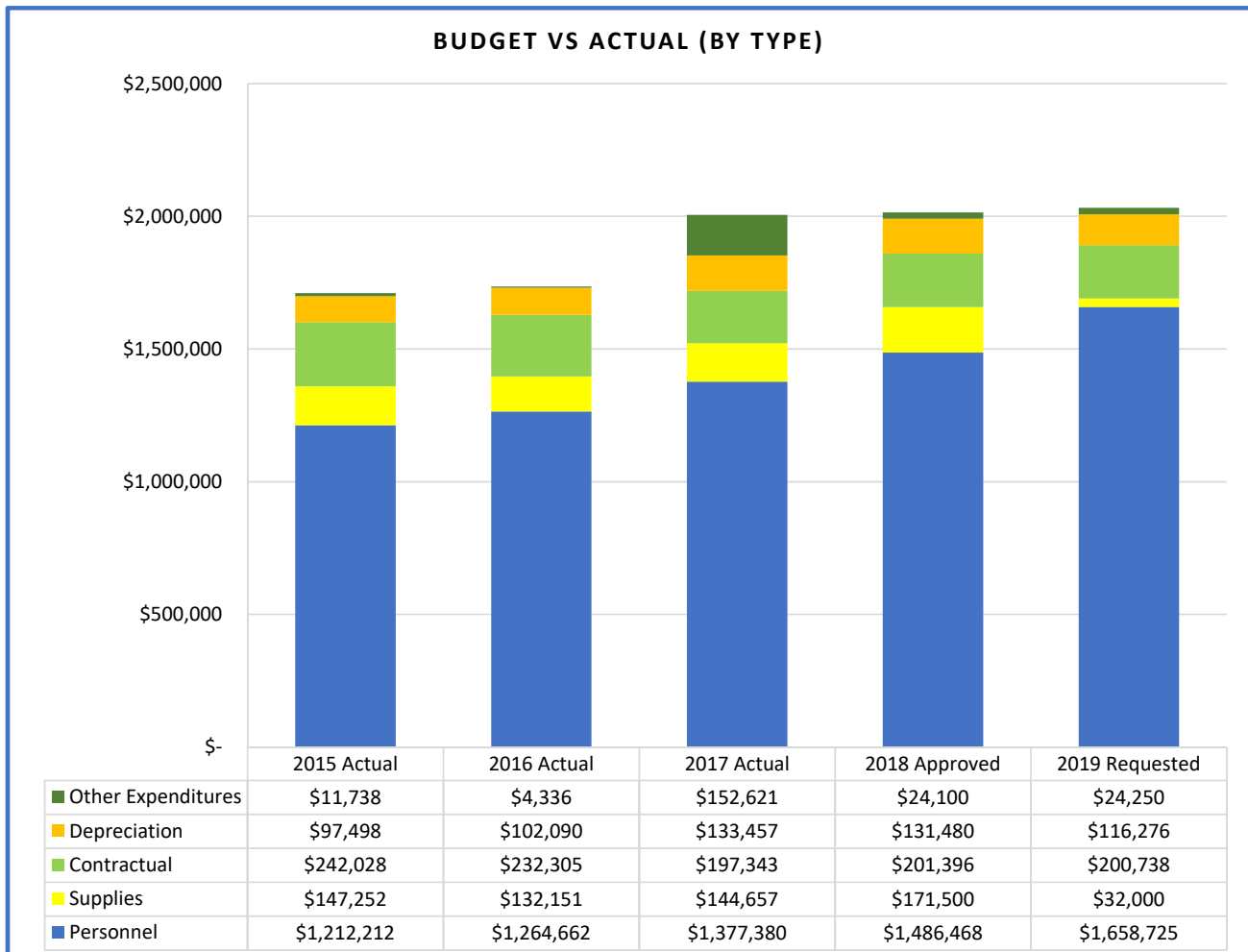
Object Level	FY2018 Approved	FY2019 Recommended	FY2018 Approved vs. FY2019 Recomm'd	% Incr (Decr) over FY2018 Approved
Personnel Services	\$ 1,486,468	\$ 1,658,725	\$ 172,257	11.6%
Materials and Supplies	\$ 171,500	\$ 32,000	\$ (139,500)	-81.3%
Contractual Services	\$ 201,396	\$ 200,738	\$ (658)	-0.3%
Depreciation	\$ 131,480	\$ 116,276	\$ (15,204)	-11.6%
Other Expenditures	\$ 24,100	\$ 24,250	\$ 150	0.6%
Subtotal:	\$ 2,014,944	\$ 2,031,989	\$ 17,045	0.8%
Inter-Dept Charges	\$ (1,741,106)	\$ (1,784,862)	\$ (43,756)	2.5%
Total:	\$ 273,838	\$ 247,127	\$ (26,711)	-9.8%



**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2019 BUDGET VS. ACTUAL COMPARISON**

Object Level (\$)	2016 Actual	2017 Approved	2017 Actual	2018 Approved	2019 Requested
Personnel Services	\$ 1,264,662	\$ 1,449,395	\$ 1,377,380	\$ 1,486,468	\$ 1,658,725
Materials and Supplies	\$ 132,151	\$ 162,080	\$ 144,657	\$ 171,500	\$ 32,000
Contractual Services	\$ 232,305	\$ 168,351	\$ 197,343	\$ 201,396	\$ 200,738
Depreciation	\$ 102,090	\$ 124,592	\$ 133,457	\$ 131,480	\$ 116,276
Other Expenditures	\$ 4,336	\$ 26,000	\$ 152,621	\$ 24,100	\$ 24,250
Subtotal:	\$ 1,735,544	\$ 1,930,418	\$ 2,005,458	\$ 2,014,944	\$ 2,031,989
Inter-Dept Charges	\$ (1,475,967)	\$ (1,649,662)	\$ (1,703,370)	\$ (1,741,106)	\$ (1,784,862)
Total:	\$ 259,577	\$ 280,756	\$ 302,088	\$ 273,838	\$ 247,127

Object Level (%)	2016 Actual	2017 Approved	2017 Actual	2018 Approved	2019 Requested
Personnel Services	72.9%	75.1%	68.7%	73.8%	81.6%
Materials and Supplies	7.6%	8.4%	7.2%	8.5%	1.6%
Contractual Services	13.4%	8.7%	9.8%	10.0%	9.9%
Depreciation	5.9%	6.5%	6.7%	6.5%	5.7%
Other Expenditures	0.2%	1.3%	7.6%	1.2%	1.2%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



*The above chart does not include Inter-Departmental Charges

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
PERSONNEL SERVICES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Personnel Services:	\$1,658,725	\$172,257	11.6%
Wages:	\$1,037,150	\$89,599	8.64%
Benefits:	\$621,575	\$82,658	13.30%
<p>Health insurance assumes an increase of 8% for 2019, which is equal to the increase experienced by the City in 2018. Salary assumptions include anticipated step increases when due per contract. Device reimbursement of \$2,400 was moved from the Phone/Communications (8050) line in 2018. One additional Customer Service Clerk I (\$39,735) and associated benefits. One new part-time meter reader (\$19,365). Reflects transfer of Mailroom to Administration (\$23,408).</p>			

Personnel Services (Org: 0111102)

Object Line	2018	2019	\$ Difference	% Difference
6020 Supervisory	\$ 209,151	\$ 221,812	\$ 12,661	6.1%
6040 Accounting	\$ 292,913	\$ 273,700	\$ (19,213)	-6.6%
6050 Information Technology	\$ 61,323	\$ 64,477	\$ 3,154	5.1%
6060 Customer Service	\$ 337,512	\$ 392,437	\$ 54,925	16.3%
6580 Service Award	\$ 8,627	\$ 12,998	\$ 4,371	50.7%
6590 Sick Pay	\$ 6,937	\$ 7,732	\$ 795	11.5%
6600 Part-Time	\$ 23,408	\$ 51,594	\$ 28,186	120.4%
6620 Overtime	\$ 7,500	\$ 10,000	\$ 2,500	33.3%
6880 Uniform Allowance	\$ 180	\$ -	\$ (180)	-100.0%
6885 Device Reimbursement	\$ -	\$ 2,400	\$ 2,400	#DIV/0!
6920 Unemployment Comp. Ins.	\$ 4,725	\$ 3,958	\$ (767)	-16.2%
6930 Social Security Taxes	\$ 70,783	\$ 73,518	\$ 2,735	3.9%
6940 City Pension Plan	\$ 145,076	\$ 166,190	\$ 21,114	14.6%
6941 Defined Contribution 401(a) Plan	\$ 26,833	\$ 30,916	\$ 4,083	15.2%
6950 Term Life Insurance	\$ 3,959	\$ 4,217	\$ 258	6.5%
6960 Group Hospitalization Ins.	\$ 227,075	\$ 278,274	\$ 51,199	22.5%
6961 Long-Term Disability Ins.	\$ 1,857	\$ 1,671	\$ (186)	-10.0%
6962 Dental Insurance	\$ 13,747	\$ 14,018	\$ 271	2.0%
6963 Flexible Spending Account	\$ 390	\$ 629	\$ 239	61.3%
6965 Post-Employment Benefits	\$ 34,935	\$ 36,940	\$ 2,005	5.7%
6966 Retirement Health Savings Account	\$ 6,900	\$ 8,400	\$ 1,500	21.7%
6967 Emergency Room Reimbursements	\$ 1,885	\$ 2,029	\$ 144	7.6%
6968 Vision Insurance Premiums	\$ 752	\$ 815	\$ 63	8.4%
Personnel Services Total	\$ 1,486,468	\$ 1,658,725	\$ 172,257	11.6%

**FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2019**

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Finance	MGMT	33	1.0	\$ 124,337	1.0	\$ 131,908	0.0	\$ 7,571	6.1%
Deputy Director of Finance	MGMT	23	1.0	\$ 84,814	1.0	\$ 89,904	0.0	\$ 5,090	6.0%
Customer Service Manager	MGMT	19	1.0	\$ 73,264	1.0	\$ 76,410	0.0	\$ 3,146	4.3%
Accountant II	CWA F/T	18	2.0	\$ 149,301	2.0	\$ 154,722	0.0	\$ 5,421	3.6%
PUB System Support Analyst	CWA F/T	18	1.0	\$ 61,323	1.0	\$ 64,477	0.0	\$ 3,154	5.1%
Financial Analyst	CWA F/T	14	1.0	\$ 51,221	1.0	\$ 53,859	0.0	\$ 2,638	5.2%
Finance Assistant	CWA F/T	13	1.0	\$ 61,739	1.0	\$ 65,119	0.0	\$ 3,380	5.5%
Utility Billing Technician	CWA F/T	13	1.0	\$ 61,148	1.0	\$ 64,519	0.0	\$ 3,371	5.5%
Customer Service Clerk II	CWA F/T	11	1.0	\$ 56,586	1.0	\$ 59,705	0.0	\$ 3,119	5.5%
Customer Service Clerk I	CWA F/T	10	3.0	\$ 146,514	4.0	\$ 191,803	1.0	\$ 45,289	30.9%
Total Full-Time Positions			13.0	\$ 870,247	14.0	\$ 952,426	1.0	\$ 82,179	9.4%
PART-TIME FUNDING									
Finance Assistant	CWA P/T			\$ 30,652		\$ 32,229		\$ 1,577	5.1%
Equipment Technician/Mailroom Aide	CWA P/T			\$ 23,408		\$ -		\$ (23,408)	-100.0%
Meter Reader P/T	CWA P/T			\$ -		\$ 19,365			
Total Part-Time Funding				\$ 54,060		\$ 51,594		\$ (21,831)	-40.4%
OTHER									
Service Award				\$ 8,627		\$ 12,998		\$ 4,371	50.7%
Sick Pay				\$ 6,937		\$ 7,732		\$ 795	11.5%
Overtime				\$ 7,500		\$ 10,000		\$ 2,500	33.3%
Uniform Allowance				\$ 180		\$ -		\$ (180)	-100.0%
Device Reimbursements				\$ -		\$ 2,400		\$ 2,400	#DIV/0!
Total Other				\$ 23,244		\$ 33,130		\$ 9,886	42.5%
Total All			13.0	\$ 947,551	14.0	\$ 1,037,150	1.0	\$ 70,234	7%

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Materials/Supplies:	\$32,000	-\$139,500	-81.3%
Reflects the transfer of the Mailroom from Finance to the City Manager's Office (\$139,500). No change otherwise.			

Materials/Supplies (Org: 0111103)

Object Line	2018	2019	\$ Difference	% Difference
7150 Office Supplies	\$ 10,000	\$ 10,000	\$ -	0.0%
7170 Postage	\$ 132,500	\$ -	\$ (132,500)	-100.0%
7180 Billing & Collec. Supplies	\$ 22,000	\$ 22,000	\$ -	0.0%
7200 Copying Supplies	\$ 7,000	\$ -	\$ (7,000)	-100.0%
Materials/Supplies Total	\$ 171,500	\$ 32,000	\$ (139,500)	-81.3%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7150 Office Supplies	\$ 10,000	General office supplies, toner, etc. No change vs FY2018
7170 Postage	\$ -	Transfer of Mailroom from Finance (\$132,500)
7180 Billing & Collec. Supplies	\$ 22,000	Envelopes, billing paper, endorsement stamps. No change vs FY2018
7200 Copying Supplies	\$ -	Transfer of Mailroom from Finance (\$7,000)
Total	\$ 32,000	

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Contractual Services:	\$200,738	-\$658	-0.3%
Primary expenses include Annual Financial Audit (\$60,000); IT Contractual Expenses (\$43,324); Fleet and Facilities Internal Service Charges (\$43,334); and Miscellaneous Contractual Services (\$33,500). IT contractual expenses include printer maintenance, Tyler annual maintenance contract, copier lease, and VOIP subscription. Increase is due primarily to increased costs for annual maintenance contracts.			

Contractual Services (Org: 0111104)

Object Line	2018	2019	\$ Difference	% Difference
8030 Casualty Insurance	\$ 5,829	\$ 5,830	\$ 1	0.0%
8032 Insurance - Auto	\$ 1,087	\$ 1,090	\$ 3	0.3%
8033 Insurance - Broker	\$ 660	\$ 660	\$ -	0.0%
8040 Merchant Fees and Discounts	\$ 12,000	\$ 12,000	\$ -	0.0%
8050 Phone/Communications	\$ 2,800	\$ 1,000	\$ (1,800)	-64.3%
8131 Information Technology Cont'l	\$ 59,022	\$ 43,324	\$ (15,698)	-26.6%
8170 Auditing Fees	\$ 60,000	\$ 60,000	\$ -	0.0%
8300 Mach. & Equip. Maintenance	\$ 7,000	\$ -	\$ (7,000)	-100.0%
8312 Fleet & Facilities Services	\$ 38,398	\$ 43,334	\$ 4,936	12.9%
8550 Misc. Contracted Svc.	\$ 14,600	\$ 33,500	\$ 18,900	129.5%
Contractual Services Total	\$ 201,396	\$ 200,738	\$ (658)	-0.3%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 5,830	Portion of city-wide allocation of insurance
8032 Insurance - Auto	\$ 1,090	Portion of city-wide allocation of insurance
8033 Insurance - Broker	\$ 660	Portion of city-wide allocation of insurance
8040 Merchant Fees and Discounts	\$ 12,000	Credit card fee allocation
8050 Phone/Communications	\$ 1,000	Landline and Fax Services. Cell Phone Stipend has been moved to object code 6885 - Device Reimbursements to be processed through payroll (\$2,400).
8131 Information Technology Cont'l	\$ 43,324	Printer maintenance, Crystal Reports Server annual maintenance, Tyler Munis annual maintenance, Tyler Transparency, PACE - Tyler Connect Registration, VOIP Networks, Canon Financial - Copier Lease
8170 Auditing Fees	\$ 60,000	Cost of Annual Financial Audit
8300 Mach. & Equip. Maintenance	\$ -	Transfer of Mailroom from Finance (\$7,000)
8312 Fleet & Facilities Services	\$ 43,334	Internal service charges for Fleet and Facilities Maintenance
8550 Misc. Contracted Svc.	\$ 33,500	PFM (\$18,000), other services as needed for PUB/Accounting, CAFR Review
Total	\$ 200,738	

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
DEPRECIATION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Depreciation Expense:	\$116,276	-\$15,204	-11.6%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 0111105) - *Depreciation Expense Only

Object Line	2018	2019	\$ Difference	% Difference
9060 Depreciation Expense	\$ 131,480	\$ 116,276	\$ (15,204)	-11.6%
Other Charges Total *	\$ 131,480	\$ 116,276	\$ (15,204)	-11.6%

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
OTHER CHARGES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Other Charges:	\$24,250	\$150	0.6%
Other expenses include \$24,250 for staff training, continuing education and professional development.			

Other Charges (Org: 0111105) - *Excluding Depreciation Expense

Object Line	2018	2019	\$ Difference	% Difference
9020 Mileage & Small Bus. Exp.	\$ 600	\$ 750	\$ 150	25.0%
9070 Training	\$ 23,500	\$ 23,500	\$ -	0.0%
Other Charges Total *	\$ 24,100	\$ 24,250	\$ 150	0.6%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Exp.	\$ 750	Mileage reimbursement for employee travel
9099 Contingencies	\$ 23,500	Government Finance Officers' Association (GFOA) Harris & Munis conferences, Munis training. CPE's for staff, training for PUB.
Total	\$ 24,250	

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
INTER-DEPT. CHARGES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Inter-Dept. Charges:	-\$1,784,862	-\$43,756	2.5%
<p>Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Electricity Used: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> <p>Mailroom and Postage: Costs associated with maintaining and operating the City's postal services are allocated based on previously observed percentages of usage by each department.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p> <p>Records: Allocation of Records related tasks are based on departmental determination of assigned departments, divisions, and responsibilities.</p> <p>Utility Billing: Costs budgeted in the Finance Department for Billing, Payment Processing and Customer Service functions related to utility operations are charged along with a portion of the Mailroom Aide for meter related work.</p>			

Inter-Dept. Charges

Object Line	2018	2019	\$ Difference	% Difference
Accounting	\$ (431,994)	\$ (547,248)	\$ (115,254)	26.7%
Electricity Used	\$ 11,689	\$ 10,707	\$ (982)	-8.4%
Information Technology	\$ 71,981	\$ 96,303	\$ 24,322	33.8%
Mailroom and Postage	\$ -	\$ 1,384	\$ 1,384	#DIV/0!
Printing and Reproduction	\$ (6,333)	\$ 667	\$ 7,000	-110.5%
Records	\$ -	\$ 1,974	\$ 1,974	#DIV/0!
Utility Billing	\$ (1,386,449)	\$ (1,348,649)	\$ 37,800	-2.7%
Inter-Dept. Charges Total	\$ (1,741,106)	\$ (1,784,862)	\$ (43,756)	2.5%

THIS PAGE IS LEFT INTENTIONALLY BLANK

INFORMATION TECHNOLOGY DIVISION

OPERATING BUDGET

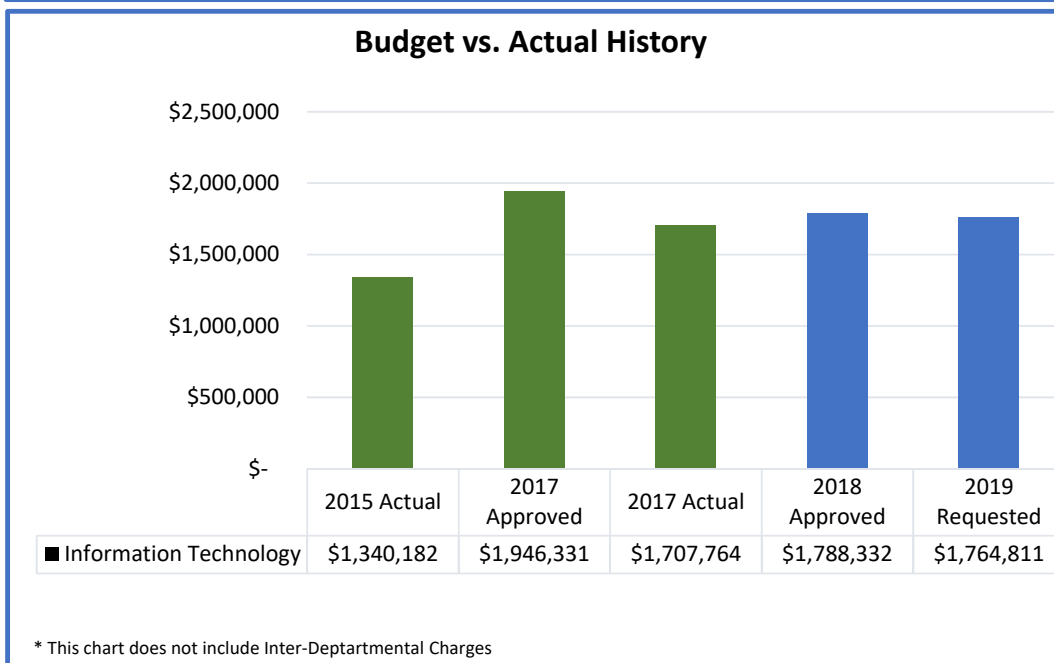
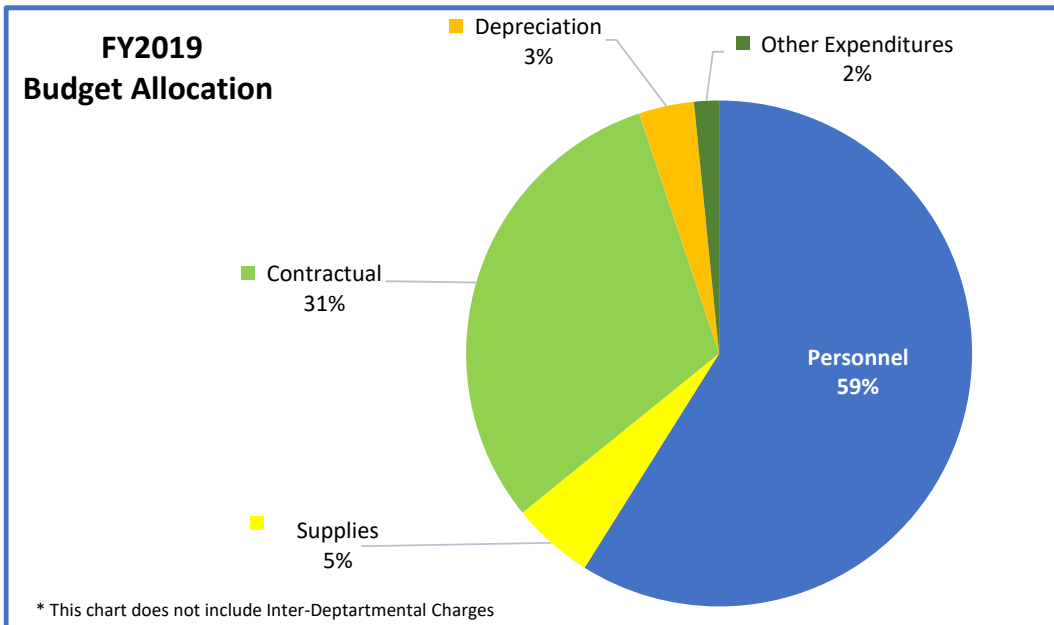
CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2018 App'd	FY2019 Rec'd	FY2018 App'd vs. FY2019 Rec'd	% +/- over FY2018 App'd	Comments
<i>Full-time Wages</i>	\$671,319	\$623,598	-\$47,721	-7.11%	<i>Realignment of 1 FTE (GIS Technician) Position to the Water Division (-\$55,040)</i>
<i>Part-time Wages</i>	\$0	\$20,000	\$20,000	#DIV/0!	<i>Addition of \$20,000 for interns.</i>
<i>Other Wages</i>	\$25,329	\$26,392	\$1,063	4.20%	<i>Movement of cell phone stipend from contractual services to personnel costs (\$4,200). Reduction of Service Award and Sick Pay due to eligible employees offset the increase.</i>
<i>Benefits</i>	\$348,550	\$369,800	\$21,250	6.10%	
Personnel Services	\$1,045,198	\$1,039,790	-\$5,408	-0.52%	*Sum of above listed wages and benefits
Materials and Supplies	\$53,500	\$92,500	\$39,000	72.90%	New data storage appliance (\$23,000) and blade needed for increased virtual environment (\$16,000).
Contractual Services	\$518,934	\$542,231	\$23,297	4.49%	Consists of subscription services, equipment leases, and misc. contracted services. Increase due to full year funding for desktop support augmentation (increase of \$40K).
Depreciation	\$136,600	\$62,290	-\$74,310	-54.40%	*Finance Calculation
Other Expenditures	\$34,100	\$28,000	-\$6,100	-17.89%	Reduction of \$6100 in training.
Subtotal:	\$1,788,332	\$1,764,811	-\$23,521	-1.32%	
Inter-Dept. Charges	-\$1,977,906	-\$1,858,610	\$119,296	-6.03%	Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity, and Information Technology
Total Operating Expenses:	-\$189,574	-\$93,799	\$95,775	-50.52%	
Full-time Positions	9	8	-1		Realignment of 1 FTE (GIS Technician) Position to the Water Division

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>New projects:</u>		
I1901	SonicWALL Firewall Replacement	New Project
I1902	Tyler Tech. Contracts, Bid Module and Cash Management Module	New Project
IEQSF	Equipment Replacement Program	Perpetual Project
<u>Ongoing projects</u>		
I1801	Citywide Fiber (Phase II)	Project listed in 2019-2023 CIP
I1804	Harris Automation Platform	Project listed in 2019-2023 CIP
I1601	Virtual Environment Host Replacement	Project listed in 2019-2023 CIP
I1603	Surveillance Camera Refresh	Project listed in 2019-2023 CIP
I1606	Disaster Recovery and Planning	Project listed in 2019-2023 CIP

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
FY2019 BUDGET RECOMMENDATION**

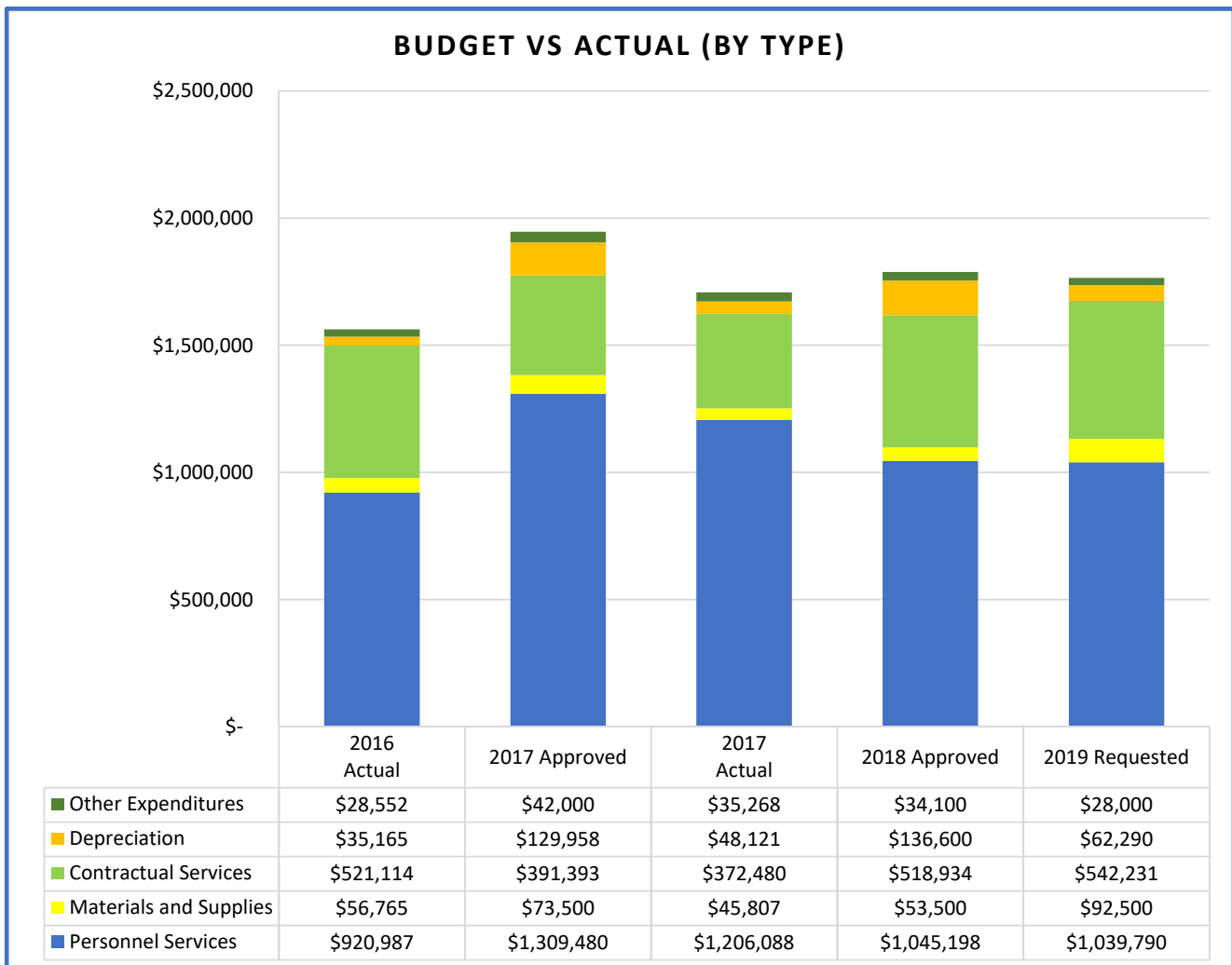
Object Level	FY2018 Approved	FY2019 Recommended	FY2018 Approved vs. FY2019 Recomm'd	% Incr (Decr) over FY2018 Approved
Personnel Services	\$ 1,045,198	\$ 1,039,790	\$ (5,408)	-0.5%
Depreciation	\$ 53,500	\$ 92,500	\$ 39,000	72.9%
Contractual Services	\$ 518,934	\$ 542,231	\$ 23,297	4.5%
Depreciation	\$ 136,600	\$ 62,290	\$ (74,310)	-54.4%
Other Expenditures	\$ 34,100	\$ 28,000	\$ (6,100)	-17.9%
Subtotal:	\$ 1,788,332	\$ 1,764,811	\$ (23,521)	-1.3%
Inter-Dept Charges	\$ (1,977,906)	\$ (1,858,610)	\$ 119,296	-6.0%
Total:	\$ (189,574)	\$ (93,799)	\$ 95,775	-50.5%



CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
FY2019 BUDGET VS. ACTUAL COMPARISON

Object Level (\$)	2016		2017		2018		2019	
	Actual	Approved	Actual	Approved	Actual	Approved	Actual	Requested
Personnel Services	\$ 920,987	\$ 1,309,480	\$ 1,206,088	\$ 1,045,198	\$ 1,039,790			
Materials and Supplies	\$ 56,765	\$ 73,500	\$ 45,807	\$ 53,500	\$ 92,500			
Contractual Services	\$ 521,114	\$ 391,393	\$ 372,480	\$ 518,934	\$ 542,231			
Depreciation	\$ 35,165	\$ 129,958	\$ 48,121	\$ 136,600	\$ 62,290			
Other Expenditures	\$ 28,552	\$ 42,000	\$ 35,268	\$ 34,100	\$ 28,000			
Subtotal:	\$ 1,562,583	\$ 1,946,331	\$ 1,707,764	\$ 1,788,332	\$ 1,764,811			
Inter-Dept Charges	\$ (1,562,583)	\$ (1,946,331)	\$ (1,707,764)	\$ (1,977,906)	\$ (1,858,610)			
Total:	\$ -	\$ -	\$ -	\$ (189,574)	\$ (93,799)			

Object Level (%)	2016		2017		2018		2019	
	Actual	Approved	Actual	Approved	Actual	Approved	Actual	Requested
Personnel Services	58.9%	67.3%	70.6%	58.4%	58.9%			
Materials and Supplies	3.6%	3.8%	2.7%	3.0%	5.2%			
Contractual Services	33.3%	20.1%	21.8%	29.0%	30.7%			
Depreciation	2.3%	6.7%	2.8%	7.6%	3.5%			
Other Expenditures	1.8%	2.2%	2.1%	1.9%	1.6%			
Total:	100.0%	100.0%	100.0%	100.0%	100.0%			



**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
PERSONNEL SERVICES - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Personnel Services:	\$1,039,790	-\$5,408	-0.5%
Wages:	\$669,990	-\$26,658	-3.83%
Benefits:	\$369,800	\$21,250	6.10%
Health insurance assumes an increase of 8% for 2019. Salary assumptions include anticipated step increases and cost of living adjustments when due per contract. Device reimbursement of \$4,200 was moved from the Phone/Communications (8050) line in 2018. Increase of \$20,000 for intern program.			

Personnel Services (Org: 0111162)

Object Line	2018	2019	\$ Difference	% Difference
6020 Supervisory	\$ 182,067	\$ 170,579	\$ (11,488)	-6.3%
6050 Information Technology	\$ 489,252	\$ 453,019	\$ (36,233)	-7.4%
6580 Service Award	\$ 9,500	\$ 7,191	\$ (2,309)	-24.3%
6590 Sick Pay	\$ 3,829	\$ 3,001	\$ (828)	-21.6%
6615 Interns	\$ -	\$ 20,000	\$ 20,000	#DIV/0!
6620 Overtime	\$ 12,000	\$ 12,000	\$ -	0.0%
6885 Device Reimbursements	\$ -	\$ 4,200	\$ 4,200	#DIV/0!
6920 Unemployment Comp. Ins.	\$ 2,835	\$ 2,114	\$ (721)	-25.4%
6930 Social Security Taxes	\$ 53,979	\$ 48,022	\$ (5,957)	-11.0%
6940 City Pension Plan	\$ 87,176	\$ 77,260	\$ (9,916)	-11.4%
6941 Defined Contribution 401(a) Plan	\$ 27,089	\$ 27,934	\$ 845	3.1%
6950 Term Life Insurance	\$ 2,958	\$ 2,681	\$ (277)	-9.4%
6960 Group Hospitalization Ins.	\$ 131,241	\$ 170,580	\$ 39,339	30.0%
6961 Long-Term Disability Ins.	\$ 1,462	\$ 1,137	\$ (325)	-22.2%
6962 Dental Insurance	\$ 9,022	\$ 8,145	\$ (877)	-9.7%
6963 Flexible Spending Account	\$ 156	\$ 316	\$ 160	102.6%
6964 Health Savings Account	\$ 3,000	\$ 4,500	\$ 1,500	50.0%
6965 Post-Employment Benefits	\$ 20,992	\$ 17,170	\$ (3,822)	-18.2%
6966 Retirement Health Savings Account	\$ 6,900	\$ 7,000	\$ 100	1.4%
6967 Emergency Room Reimbursements	\$ 1,305	\$ 1,161	\$ (144)	-11.0%
6968 Vision Insurance Premiums	\$ 435	\$ 1,780	\$ 1,345	309.2%
Personnel Services Total	\$ 1,045,198	\$ 1,039,790	\$ (5,408)	-0.5%

**FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2019
INFORMATION TECHNOLOGY DIVISION**

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
IT Manager	MGMT	28	1.0	\$ 104,280	1.0	\$ 90,000	0.0	\$ (14,280)	-13.7%
IT Network Admin III *	CWA F/T	23	1.0	\$ 89,308	1.0	\$ 93,825	0.0	\$ 4,517	5.1%
Assistant IT Manager	MGMT	23	1.0	\$ 77,787	1.0	\$ 80,579	0.0	\$ 2,792	3.6%
IT Network Admin II	CWA F/T	21	1.0	\$ 83,036	1.0	\$ 85,282	0.0	\$ 2,246	2.7%
IT Systems Admin I	CWA F/T	21	2.0	\$ 147,398	2.0	\$ 166,643	0.0	\$ 19,245	13.1%
IT Application Support Analyst	CWA F/T	16	1.0	\$ 68,315	1.0	\$ 63,725	0.0	\$ (4,590)	-6.7%
GIS Technician***	CWA F/T	14	1.0	\$ 52,348		\$ -	(1.0)	\$ (52,348)	-100.0%
Desktop Support Lead	CWA F/T	12	1.0	\$ 48,847	1.0	\$ 43,544	0.0	\$ (5,303)	-10.9%
Total Full-Time Positions			9.0	\$ 671,319	8.0	\$ 623,598	(1.0)	\$ (47,721)	-7.1%
PART-TIME FUNDING									
Intern				\$ -		\$ 20,000		\$ 20,000	#DIV/0!
Total Part-Time Funding				\$ -		\$ 20,000		\$ 20,000	#DIV/0!
OTHER									
Service Award				\$ 9,500		\$ 7,191		\$ (2,309)	-24.3%
Sick Pay				\$ 3,829		\$ 3,001		\$ (828)	-21.6%
Overtime				\$ 12,000		\$ 12,000		\$ -	0.0%
Device Reimbursements				\$ -		\$ 4,200		\$ 4,200	#DIV/0!
Total Other				\$ 25,329		\$ 26,392		\$ 1,063	4.2%
Total All			9.0	\$ 696,648	8.0	\$ 669,990	(1.0)	\$ (26,658)	-4%

*Please note that the budgeted amount for (IT Network Admin III) in 2017 was for 3/4 of the year.

**Please note that the Records Team was transferred from under the Information Technology Division to the Legislative Department in 2018.

***In 2019, GIS Technician was realigned from the Information Technology Division to the Water Division.

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Materials/Supplies:	\$92,500	\$39,000	72.9%
Increase in FY2019 due to purchase of additional Server Blade needed for increased virtual environment \$16,000; Data Storage Appliance \$23,000			

Materials/Supplies (Org: 0111163)

Object Line	2018	2019	\$ Difference	% Difference
7130 Tools,Field Sup.,Small Equip.	\$ 39,000	\$ 78,000	\$ 39,000	100.0%
7136 Software	\$ 5,000	\$ 5,000	\$ -	0.0%
7150 Office Supplies	\$ 7,500	\$ 7,500	\$ -	0.0%
7550 Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -	0.0%
Materials/Supplies Total	\$ 53,500	\$ 92,500	\$ 39,000	72.9%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7130 Tools,Field Sup.,Small Equip.	\$ 78,000	Hardware, Cabling, Servers, Data Storage, Equipment Warranties
7136 Software	\$ 5,000	Software Purchases that are not subscription or contract based
7150 Office Supplies	\$ 7,500	Office Supplies for IT, Records, Building Security, Storage Container Rental
7550 Miscellaneous Supplies	\$ 2,000	Shipping Costs for equipment returns, repair, upgrade
Total	\$ 92,500	

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Contractual Services:	\$542,231	\$23,297	4.5%
- Municipal and Police Department Computer Lease Refresh (\$71,000)			
- Storage Solution for increasing storage needs (\$30,000)			
- Desktop Support Staff Augmentation (\$80,000)			
- Munis Permitting and Tax Module Support, SecureWorks, Azure Cloud Hosting, GIS Consulting			

Contractual Services (Org: 0111164)

Object Line	2018	2019	\$ Difference	% Difference
8030 Casualty Insurance	\$ 2,823	\$ 2,825	\$ 2	0.1%
8033 Insurance - Broker	\$ 309	\$ 310	\$ 1	0.3%
8050 Phone/Communications	\$ 5,400	\$ 2,424	\$ (2,976)	-55.1%
8130 Bldg. & Equip. Rental	\$ 2,000	\$ 2,000	\$ -	0.0%
8136 Subscription Services (Software or SAAS)	\$ 252,916	\$ 260,898	\$ 7,982	3.2%
8137 Leased Equipment (Contractual)	\$ 162,634	\$ 151,155	\$ (11,479)	-7.1%
8312 Fleet & Facilities Services	\$ 20,852	\$ 18,619	\$ (2,233)	-10.7%
8550 Misc. Contracted Svc.	\$ 72,000	\$ 104,000	\$ 32,000	44.4%
Contractual Services Total	\$ 518,934	\$ 542,231	\$ 23,297	4.5%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 2,825	Portion of city-wide allocation of insurance
8033 Insurance - Broker	\$ 310	Portion of city-wide allocation of insurance
8050 Phone/Communications	\$ 2,424	Landline and Fax Services. Cell Phone Stipend has been moved to object code 6885 - Device Reimbursements to be processed through payroll (\$4,200).
8130 Bldg. & Equip. Rental	\$ 2,000	Verticle lift rental for indoor areas of City with high reach
8136 Subscription Services (Software or SAAS)	\$ 260,898	Disaster Recovery Solutions, Building Security, Remote Access, Cloud Services, VOIP
8137 Leased Equipment (Contractual)	\$ 151,155	Computers for City, AeroHives for wifi connections.
8312 Fleet & Facilities Services	\$ 18,619	Internal service charges for Fleet and Facilities Maintenance
8550 Misc. Contracted Svc.	\$ 104,000	Desktop Support (\$80,000 - 12 months), GIS Support, Document Shredding moved to Legislation (\$8,000), IT Project Contractual
Total	\$ 542,231	

**FINANCE DEPARTMENT
 FY2019 RECOMMENDED BUDGET
 DEPRECIATION - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Depreciation Expense:	\$62,290	-\$74,310	-54.4%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 0111165) - *Depreciation Expense Only

Object Line	2018	2019	\$ Difference	% Difference
9060 Depreciation Expense	\$ 136,600	\$ 62,290	\$ (74,310)	-54.4%
Other Charges Total *	\$ 136,600	\$ 62,290	\$ (74,310)	-54.4%

**FINANCE DEPARTMENT
 FY2019 RECOMMENDED BUDGET
 OTHER CHARGES - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Other Charges:	\$28,000	-\$6,100	-17.9%
Other expenses include \$28,000 for staff training, conferences, continuing education and professional development.			

Other Charges (Org: 0111165) - *Excluding Depreciation Expense

Object Line	2018	2019	\$ Difference	% Difference
9031 Information Technology Training	\$ 6,000	\$ -	\$ (6,000)	-100.0%
9070 Training	\$ 28,100	\$ 28,000	\$ (100)	-0.4%
Other Charges Total *	\$ 34,100	\$ 28,000	\$ (6,100)	-17.9%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9070 Training	\$ 28,000	Staff training, conferences, continuing education and professional development
Total	\$ 28,000	

**FINANCE DEPARTMENT
FY2019 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - INFORMATION TECHNOLOGY DIVISION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Inter-Dept. Charges:	-\$1,858,610	\$119,296	-6.0%
<p>Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> <p>Records: Allocation of Records related tasks are based on departmental determination of assigned departments, divisions, and responsibilities.</p>			

Inter-Dept. Charges

Object Line	2018	2019	\$ Difference	% Difference
Billings and Accounting	\$ 22,229	\$ 25,042	\$ 2,813	12.7%
Electricity Used	\$ 6,736	\$ 5,157	\$ (1,579)	-23.4%
Information Technology	\$ (2,007,081)	\$ (1,889,019)	\$ 118,062	-5.9%
Printing and Reproduction	\$ 210	\$ 210	\$ -	0.0%
Inter-Dept. Charges Total	\$ (1,977,906)	\$ (1,858,610)	\$ 119,296	-6.0%

FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

CAPITAL IMPROVEMENT PROJECTS

(2019 - 2023)

CITY OF NEWARK
CAPITAL IMPROVEMENTS PROGRAM 2019-2023
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION - GENERAL FUND

Project Number	Project Name	2018 Budget	2019		2019	2020	2021	2022	2023	TOTAL
			Reserves & Other Funding	Current Funding						
I1901	SonicWALL Firewall Replacement	\$0	\$0	\$58,000	\$58,000	\$0	\$0	\$0	\$0	\$58,000
I1902	Tyler Technologies Contracts and Modules	0	0	40,700	40,700	0	0	0	0	40,700
I1801	Citywide Fiber (Phase II)	0	0	140,000	140,000	0	0	0	0	140,000
I1804	Harris Automation Platform	0	0	0	0	150,000	0	0	0	150,000
I1601	Virtual Environment Host Replacement	0	0	0	0	75,000	0	0	0	75,000
I1603	Surveillance Camera Refresh	0	32,500	0	32,500	32,500	32,500	32,500	0	130,000
I1606	Disaster Recovery and Planning	0	0	0	0	75,000	0	0	0	75,000
IEQSF	Vehicle Replacment Program	0	0	0	0	0	0	0	35,000	35,000
		<u>\$0</u>	<u>\$32,500</u>	<u>\$238,700</u>	<u>\$271,200</u>	<u>\$332,500</u>	<u>\$32,500</u>	<u>\$32,500</u>	<u>\$35,000</u>	<u>\$703,700</u>
	GROSS CAPITAL IMPROVEMENTS	\$0	\$32,500	\$238,700	\$271,200	\$332,500	\$32,500	\$32,500	\$35,000	\$703,700
	LESS: USE OF RESERVES	0	0	0	0	0	0	0	0	0
	VEHICLE/EQUIPMENT REPLACEMENT	0	0	0	0	(117,000)	0	0	(12,369)	(129,369)
	GRANTS	0	0	0	0	0	0	0	0	0
	BOND ISSUES	0	(32,500)	0	(32,500)	(32,500)	(32,500)	(32,500)	0	(130,000)
	OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0
	NET CAPITAL IMPROVEMENTS	<u>\$0</u>	<u>\$0</u>	<u>\$238,700</u>	<u>\$238,700</u>	<u>\$183,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$22,631</u>	<u>\$444,331</u>



PROJECT NO: I1901
PROJECT TITLE: SonicWALL Firewall Replacement
PROJECT STATUS: New Project

FUNDING SUMMARY:

NEW FUNDING:	\$ 58,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 58,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	2 - High Priority Level
<i>Critical need to remediate failing service, prevent failure, or generate savings</i>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	2019
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 58,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 58,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	3063006.9622	\$ 58,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 58,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>The City of Newark utilizes a pair of redundant SonicWALL firewalls as our main line of defense against outside cyber threats as well as inside security vulnerabilities. This system has been in production since 2013 and has performed very well given the level of technology that existed when it was purchased; however, this model is reaching its end of support. Once end of support is reached, we will no longer receive technical support, firmware updates/upgrades or hardware replacement. This system is a critical part of our infrastructure and with advancing technologies and increased threats it is crucial that this system be replaced. To future proof our investment we have chosen a slightly more powerful model, the SonicWALL NSA 6650, that will facilitate our needs as we progress and grow. The NSA 6650 provides increased processing power, routing capabilities and provides 10 Gigabit network ports which will increase our network speed to match our current network switch infrastructure. In addition, this model offers data encryption, deep threat inspections, application control, content filtering and high availability ISP load balancing which are considered top of the industry standards of today. Staying with SonicWall allows for an easy transition as our current configuration can be migrated to the new firewall.</p>	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -	58,000					\$ 58,000
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -						\$ -
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ 58,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2019	2020	2021	2022	2023	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)									\$ -



PROJECT NO: I1902
PROJECT TITLE: Tyler Tech. Contracts, Bid Module and Cash Management Module
PROJECT STATUS: New Project

FUNDING SUMMARY:

NEW FUNDING:	\$ 40,700
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 40,700

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	4 - Medium
This project is a NEED and not a WANT, but no significant risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	2019
Est. Useful Life (in years):	
Est. Total Cost:	\$ 40,700
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ² :	\$ 40,700

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 40,700
TOTAL PROJECT COST		\$ 40,700

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
<p>Tyler Technologies Contracts Module supports the entire lifecycle of a contract from initiation to expiration. This program allows users to create and approve both annual and multi-year contracts for purchases and optionally encumber the appropriate funds in advance. Users are able to allocate contracts by account or account segment, as well as define milestones and key dates that trigger an optional Munis Dashboard alert that notifies the appropriate staff. Contract Management is fully integrated with general ledger, purchasing and accounts payable which allows users to track and withhold contract sliding scale retainage based off percentage complete and also provides the ability to track pending payments, open requisitions, purchase orders and contract change orders.</p> <p>2019 Estimate: \$11,500.00</p> <p>Tyler Technologies Bid Module can create any number of bid catalogs. Bid catalogs can be initiated for yearly purchases of items or generated through the Munis requisition process. Individual departments can enter on-line requested quantities for item being put out to bid. Once the bid has been established notifications can be sent to vendors via e-mail. Vendors can either mail their bids to the requesting site or optionally enter their bid information using Munis Self-Serivce. Additional criteria in the form of custom RFP questions can also be attached to a Munis bid. From vendor responses, Munis determines the best vendor to award a bid to by individual bid line item. Awarded bids can be used to create Purchase Orders or converted into a Contract that can be purchased against for the term of the bid.</p> <p>2019 Estimate: \$11,500.00</p> <p>Tyler Technologies Cash Management Module will provide the Finance department with:</p> <ul style="list-style-type: none"> • Disbursement and check reconciliation functions from accounts payable and payroll • A separate file for recording bank account transactions including pooled cash, investment detail files and debt detail files • A tool for cash flow forecasting for any cash account or date range, which provides the option to integrate with accounting system transactions to provide a budget vs. actual cash flow file • Bank Reconciliation, which reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance) <p>2019 Estimate: \$17,700.00</p>

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -	40,700					\$ 40,700
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -						\$ -
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 40,700	\$ -	\$ -	\$ -	\$ -	\$ 40,700
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2019	2020	2021	2022	2023	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				0	4,041	4,041	4,041	4,041	\$ 16,164



PROJECT NO: I1801
PROJECT TITLE: Fiber Network (Phase II)
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

NEW FUNDING:	\$ 140,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 140,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	City-Wide
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2019
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 140,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ² :	\$ 140,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 140,000
TOTAL PROJECT COST		\$ 140,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
<p>The 2017 Fiber Installation Project was a major success. Our surveillance cameras, SCADA systems, Buildings and other networked connections are now running on the Phase I network that has been installed. This project signals a continuation of the build-out to install Fiber to areas such as South College Avenue near I95, to the South Well Field Water Plant and to the George Wilson Center. While fiber to these areas are recommended for additional Police surveillance needs, there are a multitude of other solutions that are possible with these extensions, including but not limited to SCADA integration, WiFi and parking management. There would be minimal offset cost as currently two of these areas are currently utilizing Comcast services to provide access.</p> <p>Currently scheduled for 2019 (\$140,000) - Extension of existing fiber network to 3 main areas: South College Avenue towards I95 interchange - In reviewing crime data, Newark PD has investigated (107) robberies since January 2015 to July 2018; (25) robberies have occurred on S. College Ave. The PD has installed a LPR in the vicinity which has proven valuable and the PD submits cameras in the vicinity would complement investigative and preventive efforts – as there are no City controlled surveillance camera assets along the corridor. Currently, investigators rely on private entities for video evidence which is often limited to the interior of their business or property and provides limited coverage and investigative leads. Sourced: Capt. Michael Van Campen</p> <p>South Well Field for SCADA New London Road (George Wilson Center) for additional cameras and to connect facility to core network.</p>

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -	140,000					\$ 140,000
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -						\$ -
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2019	2020	2021	2022	2023	TOTAL
										\$ -



PROJECT NO: I1804
PROJECT TITLE: Harris Automation Platform
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

NEW FUNDING:	\$ 150,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 150,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	5 - Low
<small>This project is a NEED and not a WANT, but it can start in year two of this CIP or later</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2020
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 150,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 150,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 150,000
TOTAL PROJECT COST		\$ 150,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Harris NorthStart (and associated applications) are used for Utility Billing and Smart-Meter Utility Management. It has been recommended by the vendor, and vetted by staff, that implementing an automation platform would substantially improve efficiency in processing utility billing. This would eliminate much of the manual efforts that our Payments and Utility Billing Team handle daily.
Placeholder Project based on feedback from Utility Billing Vendor (Harris Computer Corporation)
Would be used to automate many tasks currently performed manually, such as:
- Billing Improvements including Validation Procedures and Processes
- Credit Control – Late Payment Penalties and Disconnect Notices
- Preauthorized Payments (PAP)

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -		150,000				\$ 150,000
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -						\$ -
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2019	2020	2021	2022	2023	TOTAL
										\$ -



PROJECT NO: I1601
PROJECT TITLE: Virtual Environment Host Replacement
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:
 NEW FUNDING: \$ 75,000
 CARRYOVER FUNDING: \$ -
 TOTAL FUNDING: \$ 75,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2020
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 75,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 75,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	3063006.9622	\$ 8,000
Other Contracts:	3063026.9622	\$ 67,000
TOTAL PROJECT COST		\$ 75,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Long range forecast cost for replacement of Microsoft Hyper-V Virtualization Host (Server) Replacement. The City's virtualization environment is critical to maintaining 100+ physical and virtual servers running throughout the organization. These servers host applications such as Utility Billing and Smart Meter Applications, as well as file services, print services, document management and retention services and a myriad of other applications that impact operations.
Currently scheduled for 2020 (\$75,000) Replacement for equipment purchased in 2016 (4 year replacement) Server and Storage for IT Datacenters
This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -		8,000				\$ 8,000
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -		67,000				\$ 67,000
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2019	2020	2021	2022	2023	TOTAL
					OPERATING IMPACT:					
					INCREMENTAL COSTS (NET SAVINGS)					\$ -



PROJECT NO: I1603
PROJECT TITLE: Surveillance Camera Refresh
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

NEW FUNDING:	\$ 130,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 130,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	City-Wide
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2022
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 175,593
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ 45,593
% Complete (if underway):	26.0%
Balance to be funded ² :	\$ 130,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 130,000
TOTAL PROJECT COST		\$ 130,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
IMPACTED DEPARTMENT/DIVISION: Newark Police Department
The City of Newark surveillance cameras and network are showing their age. Most of the cameras are at least 8 years old and we are starting to see them fail with regularity. It is IT's recommendation that the cameras be replaced over a period between 5 and 6 years to ensure optimum functionality and savings on repair.
Project began in 2017 and expected completion in 2022 Replacing 5 traffic cameras per year (total of 30 cameras - 10 replaced in 2017)
Axis Q6045-C PTZ Dome 60Hz Network Camera 30 Cameras - \$123,000.00 + Installation - \$60,000.00 + OnSSI Licensing - \$12,000.00 = \$195,000.00 Total Project Cost
*Please be advised that Capital Project (I1603 - SURVEILLANCE CAMERA REFRESH) has been updated due to the approval of the proposed "Plan B" Funding Sources via Council on 12/4/2017. No funding allocated in 2018 as it has been moved to 2022.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -						\$ -
CAPITAL RESERVES	45,593		45,593	\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -						\$ -
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -	32,500	32,500	32,500	32,500		\$ 130,000
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ 45,593	\$ -	\$ 45,593	\$ -	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ -	\$ 130,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2019	2020	2021	2022	2023	TOTAL
										\$ -



PROJECT NO: I1606
PROJECT TITLE: Disaster Recovery and Planning
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

NEW FUNDING:	\$ 75,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 75,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2020
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 75,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 75,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	3063006.9622	\$ 25,000
Other Contracts:	3063026.9622	\$ 50,000
TOTAL PROJECT COST		\$ 75,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Long range forecast cost for replacement of Disaster Planning, Recovery and Availability hardware within two City-owned data centers. These services are critical for ensuring resiliency in the event of a cyber attack, data loss, hardware failure or environmental or man-made disaster.
Currently scheduled for 2020 (\$75,000) Replacement for equipment purchased in 2016 (4 year replacement) Server and Storage for IT Datacenters
This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ² 12/31/18	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -		25,000				\$ 25,000
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -		50,000				\$ 50,000
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2019	2020	2021	2022	2023	TOTAL
										\$ -



PROJECT NO: IEQSF
PROJECT TITLE: Equipment Replacement Program
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

NEW FUNDING:	\$ 35,000
CARRYOVER FUNDING:	\$ -
TOTAL FUNDING:	\$ 35,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level
Project underway and must be completed	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 35,000
Est. Spend @ 12/31/2018 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 35,000

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063026.9623	\$ 35,000
TOTAL PROJECT COST		\$ 35,000

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.	
Please see the attached schedule.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/18	Estimated Expenditures 03/31/18 - 12/31/18	Estimated Authorized Balance ²	2019	2020	2021	2022	2023	TOTAL 5 Year CIP
CURRENT RESOURCES				\$ -					22,631	\$ 22,631
CAPITAL RESERVES				\$ -						\$ -
EQUIPMENT REPLACEMENT				\$ -					12,369	\$ 12,369
GRANTS (SPECIFY)				\$ -						\$ -
BOND ISSUES				\$ -						\$ -
STATE REVOLVING LOAN				\$ -						\$ -
OTHER (SPECIFY)				\$ -						\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2019	2020	2021	2022	2023	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)									\$ -

APPENDICES

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
APPENDIX A - OBJECT CODE 8131 - (2018 & 2019 BUDGET COMPARISON)**

FINANCE DEPARTMENT

Code	2019 IT Annual Operating Expenses	2018 Budget	2019 Budget	Over/Under	Description
8131	Printer Maintenance - P.C. Supplies - Allocated	\$ 2,500.00	\$ 2,500.00	\$ -	Printer Maintenance
8131	Crystal Reports Server Annual Maintenance - Allocated	\$ 1,250.00	\$ 1,500.00	\$ 250.00	Report Generation Software (Utility Billing)
8131	Harris - CityView Annual Maintenance - Allocated	\$ 20,000.00	\$ -	\$ (20,000.00)	Business License, Permitting, Code Enforcement, Taxes and Leins, Rental Housing Software (sunsetting 2018)
8131	Harris - NorthStar Online Utility Exchange Fees	\$ 1,300.00	\$ -	\$ (1,300.00)	Credit Check Reporting for Customers with new accounts
8131	Tyler Technologies Munis Annual Maintenance - Allocated	\$ 17,132.38	\$ 19,672.96	\$ 2,540.58	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Tyler Technologies PACE - Allocated	\$ -	\$ 4,995.00	\$ 4,995.00	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
8131	Verizon - Cellular/Data - Allocated	\$ 1,200.00	\$ 500.00	\$ (700.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 6,617.65	\$ 6,597.22	\$ (20.43)	VOIP Phone System
8131	Canon Financial - Copier Lease - Allocated	\$ 8,521.68	\$ 7,558.35	\$ (963.33)	Canon Copier Leases
	8131 Subtotal:	\$ 58,521.71	\$ 43,323.53	\$ (15,198.18)	
8131	Actual Budgeted Numbers	\$ 58,522.00	\$ 43,324.00	\$ (15,198.00)	

CITY OF NEWARK, DELAWARE
 FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
 APPENDIX B - OBJECT LINE DETAIL (2018 & 2019 BUDGET COMPARISON)

INFORMATION TECHNOLOGY DIVISION - MATERIALS AND SUPPLIES OBJECT DETAIL

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
7130	Computer Hardware Accessories (Non-Leased)	As Needed	\$ 20,000.00	\$ 20,000.00	\$ -	
7130	Network Cabling	As Needed	\$ 1,000.00	\$ 1,000.00	\$ -	
7130	Dell MD Storage (Camera Data Storage)	One Time	\$ -	\$ 23,000.00	\$ 23,000.00	Data Storage Appliance
7130	PowerEdge FC640	One Time	\$ -	\$ 16,000.00	\$ 16,000.00	Blade needed for increased virtual environment
7130	Dell Server Warranty Extensions	As Needed	\$ 18,000.00	\$ 18,000.00	\$ -	
	7130 Subtotal:		\$ 39,000.00	\$ 78,000.00	\$ 39,000.00	
7130	Actual Budgeted Numbers		\$ 39,000.00	\$ 78,000.00	\$ 39,000.00	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
7136	Computer Hardware Accessories (Non-Leased)	As Needed	\$ 5,000.00	\$ 5,000.00	\$ -	
	7136 Subtotal:		\$ 5,000.00	\$ 5,000.00	\$ -	
7136	Actual Budgeted Numbers		\$ 5,000.00	\$ 5,000.00	\$ -	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
7150	Office Supplies	As Needed	\$ 6,000.00	\$ 6,000.00	\$ -	
7150	Building Security Supplies	As Needed	\$ 1,500.00	\$ 1,500.00	\$ -	
	7150 Subtotal:		\$ 7,500.00	\$ 7,500.00	\$ -	
7150	Actual Budgeted Numbers		\$ 7,500.00	\$ 7,500.00	\$ -	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
7550	Miscellaneous Supplies	As Needed	\$ 2,000.00	\$ 2,000.00	\$ -	
	7550 Subtotal:		\$ 2,000.00	\$ 2,000.00	\$ -	
7550	Actual Budgeted Numbers		\$ 2,000.00	\$ 2,000.00	\$ -	

INFORMATION TECHNOLOGY DIVISION - CONTRACTUAL SERVICES DETAIL

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
8050	Computer Hardware Accessories (Non-Leased)	Monthly	\$ 4,200.00	\$ -	\$ (4,200.00)	Transferred to 6965
8050	Network Cabling	Monthly	\$ -	\$ 480.00	\$ 480.00	
8050	PowerEdge FC640	Monthly	\$ -	\$ 744.00	\$ 744.00	
8050	Dell Server Warranty Extensions	Monthly	\$ 1,200.00	\$ 1,200.00	\$ -	
	8050 Subtotal:		\$ 5,400.00	\$ 2,424.00	\$ (2,976.00)	
8050	Actual Budgeted Numbers		\$ 5,400.00	\$ 2,424.00	\$ (2,976.00)	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
8130	Equipment Rental	As Needed	\$ 2,000.00	\$ 2,000.00	\$ -	
	8130 Subtotal:		\$ 2,000.00	\$ 2,000.00	\$ -	
8130	Actual Budgeted Numbers		\$ 2,000.00	\$ 2,000.00	\$ -	

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
APPENDIX B - OBJECT LINE DETAIL (2018 & 2019 BUDGET COMPARISON)

INFORMATION TECHNOLOGY DIVISION - CONTRACTUAL SERVICES DETAIL (CONTINUED)

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
8136	Adobe Creative Suite Annual Maintenance - Allocated (1)	Annual	\$ 900.00	\$ -	\$ (900.00)	
8136	Aerohive Support Renewal	Annual	\$ 1,800.00	\$ 1,800.00	\$ -	
8136	Barracuda - Cloud Backup	Annual	\$ 4,375.00	\$ 6,400.00	\$ 2,025.00	
8136	Barracuda Message Archiver Maintenance	Annual	\$ 4,000.00	\$ 6,400.00	\$ 2,400.00	
8136	Barracuda Message Archiver Cloud	Annual	\$ 3,500.00	\$ 5,100.00	\$ 1,600.00	
8136	Bomgar Annual Maintenance	Annual	\$ 3,800.00	\$ 3,800.00	\$ -	
8136	Comcast / Verizon 220 South Main Street (VPN and Backup ISP)	Monthly	\$ -	\$ 2,461.80	\$ 2,461.80	
8136	Dell Kace Virtual Appliances (K1000 & K2000)	Annual	\$ 4,000.00	\$ 4,400.00	\$ 400.00	
8136	Dell Rapid Recovery - Disaster Recovery	Annual	\$ 40,000.00	\$ 40,000.00	\$ -	
8136	Dell Rapid Recovery - Disaster Recovery - Cloud	Annual	\$ 20,000.00	\$ 20,000.00	\$ -	
8136	Dell SecureWorks Intrusion Prevention, Protection and Response	Annual	\$ 35,000.00	\$ 35,000.00	\$ -	
8136	Dell Sonicwall T100 License Renewal	Annual	\$ 6,000.00	\$ 6,000.00	\$ -	
8136	Dell Sonicwall CFS Client License Renewal (300)	Annual	\$ 2,500.00	\$ 2,500.00	\$ -	
8136	Esri Small Government ELA - Allocated	Annual	\$ 2,500.00	\$ 2,500.00	\$ -	
8136	GoDaddy Certificate, Hosting, DNS Renewal	Annual	\$ 1,500.00	\$ 2,000.00	\$ 500.00	
8136	Kemp Load Balancer Annual Maintenance	Annual	\$ 2,400.00	\$ 1,800.00	\$ (600.00)	
8136	Macrium Reflect Tablet Imager	Annual	\$ 400.00	\$ 400.00	\$ -	
8136	Microsoft Azure	Annual	\$ 20,000.00	\$ 20,000.00	\$ -	
8136	Microsoft Enterprise Agreement Annual True-Up 2017	One Time	\$ 5,000.00	\$ 5,000.00	\$ -	
8136	Microsoft Enterprise Agreement	Annual	\$ 76,000.00	\$ 76,000.00	\$ -	
8136	Nervepoint Access Manager Subscription (Hypersocket)	Annual	\$ 525.00	\$ 525.00	\$ -	
8136	Neustar DNS	Annual	\$ 1,140.00	\$ 1,140.00	\$ -	
8136	Paessler Network Monitor (PRTG)	Annual	\$ 5,000.00	\$ 2,500.00	\$ (2,500.00)	
8136	Schnieder Electric	Annual	\$ -	\$ 1,275.00	\$ 1,275.00	UPS Warranty
8136	Symantec - End Point Antivirus Definitions and Updates	Annual	\$ 4,000.00	\$ 4,000.00	\$ -	
8136	Thycotic Secret Server Subscription	Annual	\$ 2,000.00	\$ 2,000.00	\$ -	
8136	Tyler Technologies PACE - Allocated	Annual	\$ -	\$ 3,330.00	\$ 3,330.00	
8136	Tyler Technologies Zipcode	Annual	\$ 400.00	\$ 400.00	\$ -	
8136	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	\$ 6,176.47	\$ 4,166.67	\$ (2,009.80)	
	8136 Subtotal:		\$ 252,916.47	\$ 260,898.47	\$ 7,982.00	
8136	Actual Budgeted Numbers		\$ 252,916.00	\$ 260,898.00	\$ 7,982.00	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
8137	Dell Aerohive	Year 1 of 3	\$ -	\$ 6,500.00	\$ 6,500.00	Replace aging 100 MB Building WiFi with 1 GB WiFi
8137	Dell Optiplex Precision and Latitude (25) - (3/2016)	Year 4 of 4	\$ 7,319.94	\$ 7,319.94	\$ -	
8137	673029973 - Dell Latitude 7450 (2) -Total Cost \$3,989.94 (5/2016)	Year 4 of 4	\$ 996.91	\$ 996.91	\$ -	
8137	Dell Latitude 5570 (1) - Total Cost \$1313.36 (8/2016)	Year 4 of 4	\$ 328.34	\$ 328.34	\$ -	
8137	Dell Precision 5510 (2) - Total Cost \$1263.35 (2/2017)	Year 3 of 4	\$ 1,263.35	\$ 1,263.35	\$ -	
8137	Dell Precision 5510 (3) - Total Cost \$6731.28 (2017)	Year 3 of 4	\$ 1,748.79	\$ 1,748.79	\$ -	
8137	Dell Latitude Tablet (Municipal Field) (20)	Year 3 of 4	\$ 17,572.11	\$ 17,572.11	\$ -	
8137	Lease Extension	One Time	\$ 8,405.00	\$ -	\$ (8,405.00)	
8137	Dell Optiplex Precision and Latitude Tablet (Mun & PD Refresh (4/2018)	Year 2 of 4	\$ 71,000.00	\$ 61,425.47	\$ (9,574.53)	
8137	Dell High Speed Data Storage Solution (Virtualization Environment)	Year 2 of 6	\$ 30,000.00	\$ 30,000.00	\$ -	Data Storage Appliance Lease (inc \$20k from 7130)
8137	Leased Fiber - City Hall to Parking (Lighttower T/A Yankee Metro Parent)	Year 4 of 10	\$ 24,000.00	\$ 24,000.00	\$ -	Leased Fiber between City Hall, Parking Office (DR) and Internet Connectivity for City Hall (200/200)
	8137 Subtotal:		\$ 162,634.44	\$ 151,154.91	\$ (11,479.53)	
8137	Actual Budgeted Numbers		\$ 162,634.00	\$ 151,155.00	\$ (11,480.00)	

CITY OF NEWARK, DELAWARE
 FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
 APPENDIX B - OBJECT LINE DETAIL (2018 & 2019 BUDGET COMPARISON)

INFORMATION TECHNOLOGY DIVISION - CONTRACTUAL SERVICES DETAIL (CONTINUED)

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
8550	IT Emergency Consulting Services	As Needed	\$ 20,000.00	\$ 20,000.00	\$ -	
8550	Document Shredding	As Needed	\$ 8,000.00	\$ -	\$ (8,000.00)	Transferred to Legislative - Records
8550	Microsoft Emergency Support	As Needed	\$ 4,000.00	\$ 4,000.00	\$ -	
8550	Desktop Support Staff Augmentation	Annual	\$ 40,000.00	\$ 80,000.00	\$ 40,000.00	Full-Time Desktop Support Technician Augmentation Services (12 months)
	8550 Subtotal:		\$ 72,000.00	\$ 104,000.00	\$ 32,000.00	
8550	Actual Budgeted Numbers		\$ 72,000.00	\$ 104,000.00	\$ 32,000.00	

INFORMATION TECHNOLOGY DIVISION - OTHER CHARGES DETAIL

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
9031	Equipment Rental	Annual	\$ 6,000.00	\$ -	\$ (6,000.00)	Moved to 9070
	9031 Subtotal:		\$ 6,000.00	\$ -	\$ (6,000.00)	
9031	Actual Budgeted Numbers		\$ 6,000.00	\$ -	\$ (6,000.00)	

Code	2019 IT Annual Operating Expenses	Renewal Type	2018 Budget	2019 Budget	Over/Under	Description
9070	Conference		\$ 10,000.00	\$ 5,500.00	\$ (4,500.00)	
9070	Conference		\$ -	\$ 8,000.00	\$ 8,000.00	
9070	Conference		\$ 3,500.00	\$ -	\$ (3,500.00)	Moved to PWWR
9070	Conference		\$ 5,600.00	\$ 6,000.00	\$ 400.00	
9070	Conference		\$ 1,000.00	\$ 1,000.00	\$ -	
9070	CBT Nuggets	Annual	\$ -	\$ 1,000.00	\$ 1,000.00	Moved from 9031
9070	Certification and Professional Training	As Needed	\$ 8,000.00	\$ 6,500.00	\$ (1,500.00)	
	9070 Subtotal:		\$ 28,100.00	\$ 28,000.00	\$ (100.00)	
9070	Actual Budgeted Numbers		\$ 28,100.00	\$ 28,000.00	\$ (100.00)	

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
DOCUMENT VERSION CONTROL**

Date:	Version:	Description of Change(s):
8/31/18	1	Initial Submission (Version 1)