

2019 GENERAL OPERATING BUDGET

BUDGET HEARING #1: NOVEMBER 5, 2018

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CITY MANAGER'S OFFICE

CITY OF NEWARK

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October 29, 2018

Newark City Council City of Newark, Delaware

2019 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Departments of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2019 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. We aligned responsibilities with opportunities to better position our community for the future. As such, the budget ensures the continued provision of high levels of service and identifies the anticipated revenue sources to support our operations. The 2019 budget was developed based on a prioritization of needs for a well-rounded, full service city, requiring consideration be given to competing infrastructure and community interests. As with recent years, time was devoted in 2018 towards evaluating options for increased operational efficiencies and cost savings.

Primary goals of the 2019 General Operating Budget and the associated Capital Improvement Program include maintaining our existing infrastructure, addressing the needs and expectations of our community, while positioning ourselves to take advantage of innovative and/or progressive efforts to move our community forward. Developing meaningful partnerships, embracing efforts for economic development and improving our use of technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification, look for ways to gradually reduce our reliance on enterprise fund transfers into the General Fund, and utilize the bond market and state revolving loan programs to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2019 Operating Budget and 2019 thru 2023 Capital Improvement Program (CIP). The CIP relies heavily on funding sources outside of the City's reserves and current revenue streams. Over seventy percent of the funding for the City's capital program is earmarked to be paid with external funding sources. Leveraging grant funds and contributions from state legislators where applicable, following the successful referendum in July, we have once again incorporated borrowing from bank loans and the state revolving loan program into the budget. Capital projects have been reprioritized with a "fix it first" approach, as keeping our current infrastructure maintained and up to current standards is the backbone of our capital budget. Expanding assets' useful lives and the safety of our community are highly regarded

in the prioritization process as well, followed by the projects that are an expansion of our existing services or assets and could be considered as nice to haves.

In summary, the core action items of this budget include:

- A 4% Tax increase
 - o Same service levels as provided in 2018.
 - Removal of the Downtown Newark Partnership (DNP) as a City function, and provides \$150,000 in support for the Newark Partnership; an independent entity to support all Newark businesses, non-profits and will expand the scope of the previous Main Streetonly business model.
 - o Increased contractual funding in the Planning and Development Department to augment staff and aid in the completion of planning initiatives outside the scope of our regular day to day activities. Examples include the rental housing and parking subcommittees and the TID work group.
 - o Increased transfer from the utilities to the governmental funds totaling \$0.6 million (\$16.1 million vs. \$15.5 million).
- A 4.5% Water rate increase (1.5% to cover Referendum-related projects, and 3% to cover the growing cost of water operations).
 - City overall water consumption has remained flat due to conservation and technology advancements, as new buildings today are much more efficient than the structures they have replaced. Weather is also impacting water sales. Its unpredictability makes accurate revenue forecasting difficult, resulting in revenue not meeting its annual requirement to fund water initiatives. This impact is amplified due to Newark's water rate structure which is solely based on consumption. In 2019, staff and City Council will begin the review of incorporating fixed customer charges into the water bills and impact fees for new development projects.
 - The 2019 CIP provides for \$5,124,000 of Water Fund projects to be completed utilizing \$5,000 in reserves and \$4,550,000 in state revolving loan funding. This total is higher than our historic average CIP funding and is driven by the large maintenance project proposed at the South Well Field totaling \$3,090,000. This project will replace the air stripper used for VOC removal which is at its end of life with a more capable unit that will provide upgraded treatment capability and allow Well 14 to once again be utilized.
- A 20% Stormwater utility rate increase to cover the referendum approved Rodney Stormwater Park project.
 - \$2.3 million annual program to cover the cost of the current stormwater program.
 - o Includes a monthly stormwater fee that will be between \$2.12 and \$6.37 per month for residential customers. Most residential customers will pay \$3.54 or less per month. Non-residential customers will pay \$3.54 per month per ESU (Equivalent Stormwater Unit).

- The 2019 CIP provides for \$5,784,500 of stormwater projects, including the Rodney project of \$4,938,500. The successful referendum in June 2018, allowed the project to move forward, and will be funded almost entirely via a state revolving loan. Original estimates during the referendum process forecast the increase to be 36.9% but the full increase was not necessary due to overcollection caused by conservative estimation during the initial stormwater rate setting process.
- No Electric rate adjustment for 2019
 - The 2019 CIP provides for \$1,428,444 of electric projects to be completed utilizing 2019 current year revenue \$1,118,400, reserves of \$190,444 and other funding totaling \$120,000.
- A Sewer rate increase of 3.8% (0.8% to cover Referendum-related projects, and 3% to cover the growing cost of sewer operations)
 - The 2019 CIP provides for \$1,355,000 of sewer projects to be completed utilizing \$1,300,000 in state revolving loan funding, along with \$55,000 of reserves to fund ongoing sanitary sewer repairs.

2019 - Discussion of Challenges and Initiatives

The 2019 budget process began this past spring, with staff discussing our organizational challenges and initiatives, and the Finance Department updating the presentation templates that were created as part of the 2018 budget process. We pared back the number of budget-specific special council meetings this year following last year's extremely extensive review and feel that we have settled on a more reasonable process that balances the need for in depth review with the public's ability to attend numerous meetings. Efforts to compile our annual budget has not become easier, however, the earlier start to the budget process and the involvement of City Council earlier in the process, has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process, will benefit all in the future years to come. Staff is challenged annually with aligning funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community.

Our organization's most valuable resource, our personnel, currently makes up 35.2% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff and the retention of our workforce, impacts the budget's bottom line and except for our enterprise fund departments (Water, Sewer, Electric, Stormwater & Parking) will require regular General Fund revenue enhancements. Since last year's budget message, we have finalized contract renewals with both CWA and the FOP, including compensation changes included in both contracts, the 2019 "all in" personnel increase, is \$1.3 million. This figure further amplifies the importance of pension, healthcare and operational reforms, both those already in place and anticipated in the future. Additionally, our revenues have remained relatively flat outside of the recently approved lodging tax, while the cost of providing services and meeting the expectations of our community continue to increase.

Budget discussions of recent years have highlighted Newark's admirable utilization of the "pay-as-you-go" method of financing its capital projects. While paying cash for our projects has kept our debt service low, in turn, it has prevented us from adequately funding reserves and tackling larger capital projects to address our aging infrastructure. The positive result in June's capital referendum which has provided borrowing authorization for up to \$27.6 million through a combination of state revolving loans and bond/loan financing will allow us to incrementally build our cash reserves back to a level in line with our financial policies. Continuing to strike a balance between "pay-as-you go" and smart borrowing for projects with adequate lifecycle moving forward will allow us to preserve our highly respected AA+ bond rating while also more adequately meeting our capital needs.

Our tax base and utility revenue will not increase over the short-term at a level required to sufficiently fund our community's growing infrastructure needs. However, proper financing of our debt, accompanied with prudent planning, and sustainable development growth can ensure that both our current and future residents and business owners are paying for services at a rate that is comparable to our surrounding municipalities. The good news is Newark remains a great value!

Smart City initiatives of the past are generating long-term avoidance cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 street light fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed an analysis to determine the project's overall impact and cost-effectiveness (M&V Report). This report confirmed that the City's LED project will produce an annual cost avoidance of \$135,000 each year and create an annual savings of 829,000 kwh. The total cost of the project was \$575,000, creating a return on investment payback period on the City's outlay of just over four years. For every \$1 spent on this project, the City will save \$4.20 in avoidance

costs. The City is currently in the middle of a similar efficiency review of the City Hall and Police Station HVAC systems with a consultant working for DEMEC through the "Efficiency Smart" program. It is currently anticipated that the much-needed replacement of the HVAC system will be able to be completed via an energy performance contract which will allow us to pay for the project with cost avoidance savings generated from the lower electric bills associated with the more efficient systems. It is projects like this that help keep spending from climbing at a pace considerably greater than inflation.

Controlling health care expenses is one of the biggest challenges facing both the public and private sector today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. While others have experienced a cumulative 50%+ rise in health care premiums since 2015, Newark was able to keep our cumulative increase under 22% during this period.

Managing our challenges, embracing opportunities, and implementing our visions as those noted above, will continue to require thoughtful preparation regarding what actions are in the best interest of the overall community, both next year and the years ahead.

The 2019 Budget in Summary

The proposed budget for 2019, including the five-year Capital Improvements Program, currently results in a surplus of \$462,982, which represents approximately 0.5% of total revenues. This estimated surplus is divided amongst all funds, with the Enterprise Funds accounting for 80% of the balance (\$372,165). If the expenditure budget equals the revenue estimates in 2019 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances.

	2018 Budget	2019	% Increase	Increase
Expenditure/Surplus	As Amended	Budget	(Decrease)	(Decrease)
Operating Budget	\$84,687,216	\$87,532,102	\$2,844,886	3.4%
Capital Budget	\$2,230,211	\$3,905,560	\$1,675,349	75.1%
Debt Service	\$2,665,707	\$2,677,416	\$11,709	0.4%
Unappropriated Surplus	-\$55,447	\$462,982	\$518,429	-935.0%
Total	\$89,527,687	\$94,578,060	\$5,050,373	5.6%

Major components of the consolidated budget are reflected as follows:

Operating expenditures are expected to increase by 3.4%, while net capital expenditures (capital budget) and debt service combine for an increase of \$1.7 million or 34%. Newark's core Operating, Capital and Debt Service spending (excluding the unappropriated surplus) is \$4.5 million, or 5.1% higher in 2019 versus the 2018 budget, due primarily to projects approved in 2018 and not completed, or to purchase equipment that was deferred from prior years'.

The net Capital Budget differential of \$1.6 million primarily consists primarily of:

- Electric: \$293,400 new lines and services (E1901); SCADA projects (E0503) to improve reliability, and the purchase of a new lift truck.
- Stormwater: \$128,125 the purchase of a catch basin cleaner, which is overdue for replacement.
- Streets: \$763,329 to be utilized to maintain the City's roadways. Total funding for the Street program is \$1.6 million for 2019.
- Parks and Recreation: \$269,500 reflects \$100,000 in match funding for the Charles Emerson Bicycle/Pedestrian Bridge (K1601), and \$100,000 for Old PaperMill Park improvements (K1203).

2019 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be \$87.5 million for 2019, or a \$2.8 million increase over 2018. The table below highlights the City's 2019 budgeted operating expenses:

2019 Budgeted Operating Expenses by Function

	2018 Budget	2019	% Increase	% Increase
	As Amended	Budget	(Decrease)	(Decrease)
Personnel Services	\$31,874,679	\$33,317,346	\$1,442,667	4.5%
Utility Purchases	\$38,266,885	\$38,856,932	\$590,047	1.5%
Materials and Supplies	\$2,317,467	\$2,503,059	\$185,592	8.0%
Contractual Services	\$9,661,377	\$10,052,501	\$391,124	4.0%
Equipment Depreciation	\$1,745,300	\$1,665,978	(\$79,322)	-4.5%
Other Expenses	\$821,508	\$1,136,286	\$314,778	38.3%
Total	\$84,687,216	\$87,532,102	\$2,844,886	3.4%

Personnel Services - Personnel expenses are increasing by \$1.4 million, or 4.5% in 2019. This growth reflects our increased obligation to fund our OPEB liability (\$100,000), covers the estimated increased cost to fund our annual pension contribution (\$50,000), and reflects increased health care expenses (\$320,000). The City has all labor unions under contract through 2019.

Included in the \$33.3 million in personnel services are funding for the City's pension plan (\$3.55 million). The Pension plan has been closed since 2014 to new hires, except for the City's police officers. In addition, the City will be contributing \$1.4 million towards its OPEB obligations in 2019.

Utility Purchases - Utility purchases include the cost of electric purchases from DEMEC, which are anticipated to remain at \$33.6 million. In addition, they also account for the annual sewer bill for sewage treatment from New Castle County. Our sewer service bill is expected to increase by \$500,000 to \$5.2 million in 2019 to reflect a 12% sewer treatment increase which was effective July 1, 2018.

Materials & Supplies - The materials and supplies lines have increased by 8%. \$62K is related to a police grant, \$34K is for treatment plant chemicals, and \$39K is related to electronic filing storage (blade and camera storage). One-half of the increase, or \$16,000 is due to billing supplies and postage increases. The increased cost of fuel for our fleet is also contributing to the increase to our fuel budget.

Contractual Services - Contractual Services increased by \$391K, or 4%. Increase is due primarily to merchant fees (\$60,000) and additional desktop support for City electronic infrastructure (\$40,000). Increased contractual funding in the Planning and Development Department is necessary to augment staff and aid in the completion of planning initiatives outside the scope of our regular day to day activities. In addition, the subvention to Aetna Fire Company was increased by \$100,000, pending a successful addition of the Emergency Services Fee, which will be necessary to augment the increased contribution.

Equipment Depreciation - Equipment depreciation (a non-cash, formula driven expense) decreased by 4.5% versus 2018. This expense continues to supplement the funding our future large equipment purchases.

Other Expenses - Other Expenses increased \$335K. Included in this increase is the City's share of the

stormwater fee (\$20,000). In addition, items that were previously netted against revenue are now reflected in the expenditure budget, which are: the parking voucher program (\$245,000) and the electric subvention to the Newark Senior Center (\$60,000).

Budget by Department/Division – The budget changes by department/division are reflected on the table below. Rising police costs, utility purchases and electric department operations are contributing towards 61% of our annual budget increase from 2018.

Department/Division	2018 Budget	2019	\$ Change	% Change
	As Amended	Budget	From 2018	From 2018
Electric Department	\$6,785,133	\$7,137,709	\$352,576	5.2%
Water Department	\$4,320,395	\$4,558,442	\$238,047	5.5%
Sewer Department	\$1,039,558	\$1,095,375	\$55,817	5.4%
Stormwater Utility	\$1,254,372	\$1,280,891	\$26,519	2.1%
Utility Purchases	\$38,266,885	\$38,856,932	\$590,047	1.5%
Refuse Division	\$2,121,342	\$2,213,903	\$92,561	4.4%
Street Division	\$1,728,273	\$1,637,986	(\$90,287)	-5.2%
Maintenance Division-Fleet	\$1,390,043	\$1,453,357	\$63,314	4.6%
Engineering Division	\$996,092	\$1,051,328	\$55,236	5.5%
Code Enforcement Division	\$1,491,151	\$1,510,620	\$19,469	1.3%
Police Department	\$14,135,171	\$14,667,590	\$532,419	3.8%
Finance Department	\$285,780	\$286,278	\$498	0.2%
Planning Department	\$654,735	\$998,583	\$343,848	52.5%
Municipal Parking	\$2,083,350	\$2,361,372	\$278,022	13.3%
Maintenance Division-Facilities	\$734,451	\$779,420	\$44,969	6.1%
Administrative Department	\$1,189,898	\$1,217,453	\$27,555	2.3%
Information Technology Division	\$3,442	\$0	(\$3,442)	-100.0%
Legislative Department	\$1,130,265	\$1,186,518	\$56,253	5.0%
Alderman's Court	\$551,609	\$534,220	(\$17,389)	-3.2%
Parks and Recreation	\$3,416,904	\$3,550,410	\$133,506	3.9%
Community Development (Operat	\$258,520	\$248,548	(\$9,972)	-3.9%
Law Enforcement Fund	\$232,520	\$242,828	\$10,308	4.4%
Special Parks Fund	\$50,075	\$50,075	\$0	0.0%
Downtown Newark Partnership Fu	\$75,000	\$0	(\$75,000)	-100.0%
Unicity Transportation Fund	\$265,352	\$264,164	(\$1,188)	-0.4%
Self Insurance Fund	\$210,000	\$230,000	\$20,000	9.5%
OPEB Fund Expenses	\$525,000	\$625,000	\$100,000	19.0%
Less: Inter-Dept. Electric Sales	(\$508,100)	(\$506,900)	\$1,200	-0.2%
TOTAL OPERATING EXPENDITURES	\$84,687,216	\$87,532,102	\$2,844,886	3.4%

Revenue Highlights

City wide operating revenues of \$94.6 million in 2019 are expected to be above 2018 budgeted revenue by 5.6%. Utility sales, which consists of electric, water, sewer and stormwater fees are responsible for 63% of the net increase. Declining consumption, along with unpredictable weather, has resulted in a continuation of the lower revenue forecasts included in the 2018 budget again this year for 2019. Taxable assessments grew in 2018 primarily due to commercial growth. While 2018 was a banner year for real estate transfer tax, we do not have reason to believe 2019 will perform similarly so we have left the anticipated RTT revenue unchanged from 2018 into 2019. Most growth in electric sales is derived from the STAR Campus, with the STAR Tower first of three buildings to come online over the next two years.

Revenue Source	2018 Budget	2019	% Increase	% Increase
nevellue Source	As Amended	Budget	(Decrease)	(Decrease)
Utility Revenue				
Electric	\$51,916,068	\$52,951,969	\$1,035,901	2.0%
Water	9,267,471	9,677,300	\$409,829	4.4%
Stormwater	1,315,600	2,281,600	\$966,000	73.4%
Sewer	6,892,385	7,650,650	\$758,265	11.0%
Total Revenue	\$69,391,524	\$72,561,519	\$3,169,995	4.6%
Realty Transfer Tax	\$1,550,000	\$1,550,000	\$0	0.0%
Lodging Tax	\$0	\$675,000	\$675,000	n/a
Property Tax	6,650,000	6,800,000	\$150,000	2.3%
Penalties	35,000	35,000	\$0	0.0%
Franchise Tax	460,000	472,015	\$12,015	2.6%
Total	\$8,695,000	\$9,532,015	\$837,015	9.6%
Fees for Service				
Fines	\$1,765,000	\$1,852,000	\$87,000	4.9%
Business License Fees	77,000	125,000	\$48,000	62.3%
Permits and Licenses	1,537,600	2,240,500	\$702,900	45.7%
Park Fees	611,600	621,600	\$10,000	1.6%
Comm. Refuse/Trnsfr Sta.	8,000	20,000	\$12,000	150.0%
Parking Lots	1,545,165	1,825,000	\$279,835	18.1%
Parking Meters	1,440,000	1,211,500	(\$228,500)	-15.9%
Internal Service Revenue	2,122,865	2,317,599	\$194,734	9.2%
Total	\$9,107,230	\$10,213,199	\$1,105,969	12.1%
Intergovernmental Revenue				
Subventions	\$530,658	\$515,700	(\$14,958)	-2.8%
Local School District	71,900	79,900	\$8,000	11.1%
Unicity Bus	143,380	143,380	\$0	0.0%
CDBG	257,237	247,300	(\$9,937)	-3.9%
Law Enforcement Grants	301,450	326,367	\$24,917	8.3%
Misc. Grants and Donations	86,218	48,400	(\$37,818)	-43.9%
Total	\$1,390,843	\$1,361,047	(\$29,796)	-2.1%
Other Revenue	943,090	910,280	(32,810)	-3.5%
TOTAL OPERATING REVENUE	\$89,527,687	\$94,578,060	\$5,050,373	5.6%

Advancements in technology, and the City's commitment to preserving our natural resources for our current and future residents, has presented challenges in the stability of the revenue needed to operate our utilities. To properly charge for electric, sewer and water services, we must begin to shift our fee structure from the antiquated consumption model to a fee structure that considers the fixed costs of each utility through the utilization of a customer charge. The City, like other utilities, must cover expenses for its infrastructure, but cannot consistently count on customer demand to cover its annual revenue requirements because much of our costs are fixed and occur whether or not customers utilize our services. Best practices in utility management suggest frequent reviews of our billing structure and adjusting as necessary to keep each utility financially stable. The 2019 budget does not include customer service charges for water and sewer, nor does it include an adjustment to electric, but staff plans to conduct an electric rate study in 2019 and will also consider the adoption of customer charges for water and sewer service in 2020. The City must remain proactive to ensure that the City's fees for service are covering the costs to provide them equitably to all our customers.

The 2019 through 2023 Capital Improvements Program

The 2019 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of \$19.6 million. Reserve funding, grant funding, vehicle equipment replacement funds, a bond issue, state revolving loan, and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2019 CIP is proposed on the table labeled "2019 CIP Funding Sources." The Net Capital Improvement total of \$3,905,560 will be funded in 2019 through current year revenue, which includes property taxes, utility rates, stormwater fees and other current sources of revenues.

Similar to 2018, borrowing is included in the 2019 Capital Plan. It should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay-as-you-go" financing of capital projects. There is a need to address the

2019 CIP Funding Sources									
Capital Improvements		\$19,573,858							
Funding Sources	%	\$							
Uses of Reserves	4.3%	(\$848,799)							
Equipment Funding	5.1%	(\$1,001,105)							
Grants	9.3%	(\$1,825,744)							
Bond Issues	3.5%	(\$680,650)							
State Revolving Loan	54.3%	(\$10,625,000)							
Other Sources	3.5%	(\$687,000)							
Total Financing									
Sources	80.0%	(\$15,668,298)							
CIP Funded Through	20.0%	(\$3,905,560)							
Current Resources:									

greater level of critical infrastructure projects than current resources and reserves in 2019 will permit.

Expenditures									
Stormwater Fund	29.6%	\$5,784,500							
Water Fund	26.2%	\$5,124,000							
Street Program	11.1%	\$2,179,150							
Parks & Recreation	9.9%	\$1,947,500							
Electric Fund	7.3%	\$1,428,444							
Sewer Fund	6.9%	\$1,355,000							
Police Department	3.1%	\$613,324							
Maintenance Fund	2.4%	\$470,000							
Parking	2.1%	\$408,740							
Other Departments	0.8%	\$155,000							
Information Technology	0.6%	\$108,200							
Gross Capital Expenditures	100.0%	\$19,573,858							

This need can be met through the responsible, systematic utilization of funding in a way that strikes a balance between accomplishing immediate needs and encumbering future operating costs. Capital projects earmarked to be funded via the state revolving loan program or a bond issue, will move forward due to the referendum passing in 2018 to secure funding for these projects. One project is the Rodney stormwater project, which reflects \$4.8 million of the \$19.6 million requested.

The table "Expenditures" exhibits planned capital spending by department in 2019. As you can see, 81% of our gross capital expenditures consist of infrastructure; which

are electric, water, sewer, stormwater and street projects.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks and recreation, streets and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 7.7% of our operating revenues in 2019. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with then-Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over \$16 million in 2019, or require a tax increase of 240% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add over 31,000 new additional residences just to collect \$16.1 million in new tax revenue based on the City's median assessed value of a residential property.

We should focus on our dependence on transfers, primarily from the electric fund, in relationship to the increased penetration of renewable resources in our utility system as well as the impact of conservation. Newark has already realized the impact of both on its utility margins. Transfers from the water fund have been increasing in recent years, absorbing a substantial portion of the additional revenue raised by rate increases dating back to 2011. Dialing back on our dependency would provide future benefits. As such, we have proposed a tax increase of 4% of 2019.

Other Governmental Funds

Other governmental funds include the Capital Projects Fund, Debt Service Fund and the Special Revenue Funds. All capital projects associated with the General Fund are budgeted and accounted for in the Capital Projects Fund. The Debt Service Fund is used to account for debt associated with the General Fund. The Special Revenue Funds are supported mainly by grant funds.

Enterprise Funds

The Enterprise Funds are comprised of the Electric, Water, Sewer, Stormwater and Parking Funds. These funds are intended to be self-supporting and contribute to the Governmental Funds via operating margin transfers (except for Stormwater). City Council's passing of the Stormwater Utility mandates that no funds are to be transferred from it to support general fund operations. (Bill 17-43)

The Electric Fund is projected to generate a \$13.4 million surplus before transfers and capital expenditures in 2019. The 2019 projected transfer of \$11.2 million is \$100K more than the 2018 transfer, and \$1.1 million more than the 2012 transfer pursuant to the MOU executed with the Governor's office in 2012. In 2012 through 2017, electric rates were adjusted downward and managed through the Revenue Stabilization Adjustment (RSA) in association with falling wholesale power supply costs. Wholesale power supply costs are expected to decline again in 2019, as the price of natural gas is favorably impacting what we pay for electric. However, some of these savings are being absorbed by rising transmission costs. The RSA adjustment in 2019 is expected to continue to provide the opportunity to rebate customer accounts as a result of the overall projected overcollection in 2018. There is no electric rate increase proposed for 2019.

<u>The Water Fund</u> is projected to achieve a margin of \$3.1 million in 2019, which will be sufficient to provide \$3 million to be transferred to the governmental funds. The majority of capital spending in 2019 is anticipated to be paid via a state revolving loan (\$4.5M), as approved in the June 2018 referendum. A water fee increase of 4.5% is proposed for 2019.

<u>The Sewer Fund</u> operating margin is expected to reach \$1.2 million in 2019. New Castle County has advised that treatment rates will remain unchanged though June of 2019. The 2019 projected transfer of \$1.2 million to the General Fund is \$100K more than 2018. A sewer fee of increase of 3.8% is proposed for 2019.

<u>The Parking Fund</u> revenue is expected to generate \$3 million in 2019, which is relatively flat over 2018, of which \$588,000 is available to be transferred to the General Fund to support municipal services.

The <u>Stormwater Fund</u> is anticipated to generate \$2.3 million from stormwater fees. All revenue from the utility stays within the fund and is utilized to cover the costs to maintain the current stormwater program. The addition of the Rodney stormwater project in 2018, will result in a 20% stormwater fee increase in 2019, which is below the 39.6% that was previously estimated).

Moving Forward

Efforts to improve the opportunity for citizens to manage utility consumption and associated costs with smart technology, and to equitably align utility costs across users will be of great importance as we compete for new residents and businesses. Furthermore, it would be prudent whenever feasible, for future budget cycles to feature inflation-indexed tax increases, and fixed or reduced utility revenue transfers. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. It remains clear that our organization and community will continue to be challenged to balance our commitment to our existing service levels without the need for higher, more diversified revenues. The addition of the Hotel Lodging Tax, which will be effective December 2018 was a positive step for Newark to diversify revenue that supports our general fund.

Budget Presentation

The 2019 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division. The following schedule for processing the 2019 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

- Budget Document and Budget Message October 30, 2018
- Public Hearing/Possible Budget Adoption November 5, 2018
- Contingency Date Public Hearing/Possible Budget Adoption November 19, 2018 (if needed)
- Budget Adoption December 3, 2018 (if needed)

The preparation and compilation of the 2019 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, Trevor Miller and Deborah Kupper worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations.

I look forward to continuing the many efforts underway and yet to be proposed along with our staff to move our organization forward and take advantage of opportunities for improvement. Lastly, I thank you for your dedication to Newark and ask that you continue to show your support of the hard work of our many employees on behalf of our community. Your commitment of time, skills, and interest in doing the right thing on behalf of our citizens, businesses and visitors will be greatly appreciated as we move in to this New Year.

Respectfully submitted,

Thomas Coleman
Acting City Manager

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS SUMMARY OF REVENUE AND EXPENSES

	ACTUAL 2014	ACTUAL 2015		ACTUAL 2016		ACTUAL 2017		018 BUDGET S AMENDED		BUDGET 2019	CHANGE FROM 2018 BUDGET
Revenue											
Utility Sales (1)	\$ 26,181,562	\$ 28,182,751	\$	69,435,839	\$	68,875,796	\$	69,391,524	\$	72,561,519	4.6%
Property and Realty Taxes	7,878,425	8,331,220		8,176,877		8,613,322		8,695,000		9,532,015	9.6%
Fees for Service	7,017,961	6,324,791		6,776,562		9,415,623		9,107,230		10,213,199	12.1%
Intergovernmental Revenue	1,683,158	1,402,529		1,774,658		1,501,545		1,390,843		1,361,047	-2.1%
Other Revenue	1,072,064	963,288		1,166,747		1,164,084		943,090		910,280	-3.5%
Total Operating Revenue	\$ 43,833,170	\$ 45,204,579	\$	87,330,683	\$	89,570,370	\$	89,527,687	\$	94,578,060	5.6%
Expenditures											
Personnel Services	\$ 26,638,726	\$ 26,955,861	\$	28,923,301	\$	30,949,713	\$	31,874,679	\$	33,317,346	4.5%
Utility Purchases (1)	N/A	N/A		39,750,885		38,338,621		38,266,885		38,856,932	1.5%
Materials and Supplies	2,118,853	2,078,695		1,879,831		2,125,197		2,317,467		2,503,059	8.0%
Contractual Services	6,281,170	6,531,300		6,401,961		8,378,034		9,661,377		10,052,501	4.0%
Equipment Depreciation	1,154,155	1,191,220		1,297,402		1,424,975		1,745,300		1,665,978	-4.5%
Other Expenses	339,845	603,294		399,328		774,154		821,508		1,136,286	38.3%
Total Operating Expenses	\$ 36,532,749	\$ 37,360,370	\$	78,652,708	\$	81,990,694	\$	84,687,216	\$	87,532,102	3.4%
Capital Improvements											
Gross Capital Improvements	\$ 12,999,559	\$ 10,404,345	\$	11,525,667	\$	11,234,899	\$	13,149,857	\$	19,573,858	48.9%
Less: Use of Reserves	(5,601,041)	(2,779,553)		(4,609,575)		(6,499,164)		(1,678,364)		(848,799)	-49.4%
Equipment Replacement	(921,883)	(714,607)		(1,759,720)		(1,101,509)		(1,002,492)		(1,001,105)	-0.1%
Grants	(3,754,029)	(1,450,610)		(805,263)		(860,464)		(1,354,241)		(1,825,744)	34.8%
Bond Issues	-	-		-		-		(790,549)		(680,650)	-13.9%
State Revolving Loan	-	_		-		-		(5,015,000)		(10,625,000)	111.9%
Other Sources	-	_		(642,599)		-		(1,079,000)		(687,000)	-36.3%
Net Capital Improvements	\$ 2,722,606	\$ 5,459,575	\$	3,708,510	\$	2,773,762	\$	2,230,211	\$	3,905,560	75.1%
Debt Service	\$ 2,738,739	\$ 2,568,138	\$	2,598,488	\$	1,157,616	\$	2,665,707	\$	2,677,416	0.4%
Net Current Surplus	 1,839,076	 (183,504)	_	2,370,977	_	3,648,298	_	(55,447)	_	462,982	-935.0%
TOTAL EXPENDITURES AND SURPLUS	\$ 43,833,170	\$ 45,204,579	\$	87,330,683	\$	89,570,370	\$	89,527,687	\$	94,578,060	5.6%
Property Tax Rate per \$100.00 of assessed value	\$ 0.6961	\$ 0.7065	\$	0.7737	\$	0.7737	\$	0.7737	\$	0.8047	4.0%

⁽¹⁾ Prior to 2016, the purchase of electricity, water, and sewer treatment services were rolled into the utility sales revenue amount.

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS OPERATING REVENUES

		ACTUAL 2014	ACTUAL 2015	ACTUAL 2016		ACTUAL 2017	018 BUDGET S AMENDED	BUDGET 2019	CHANGE FROM 2018 BUDGET
Utility Revenue									
Electric	\$	50,397,532	\$ 52,915,168	\$ 52,906,964	\$	52,467,534	\$ 51,916,068	\$ 52,951,969	2.0%
Water		8,238,347	8,847,751	9,355,106		9,366,826	9,267,471	9,677,300	4.4%
Sewer		6,691,793	6,709,485	7,173,769		7,041,436	6,892,385	7,650,650	11.0%
Stormwater							 1,315,600	 2,281,600	73.4%
Total Revenue	\$	65,327,672	\$ 68,472,404	\$ 69,435,839	\$	68,875,796	\$ 69,391,524	\$ 72,561,519	4.6%
Less: Utilities Purchased		39,146,110	40,289,653	N/A		N/A	N/A	N/A	0.0%
Total Gross Utility Margin	\$	26,181,562	\$ 28,182,751	\$ 69,435,839	\$	68,875,796	\$ 69,391,524	\$ 72,561,519	4.6%
Tax Revenue									
Realty Transfer Tax	\$	1,821,278	\$ 2,074,082	\$ 1,430,654	\$	1,584,426	\$ 1,550,000	\$ 1,550,000	0.0%
Property Tax		5,576,278	5,759,878	6,217,952		6,501,354	6,650,000	6,800,000	2.3%
Penalties		36,016	34,892	46,053		56,086	35,000	35,000	0.0%
Franchise Tax		444,853	462,368	482,218		471,456	460,000	472,015	2.6%
Lodging Tax		-	-	-		-	-	675,000	100.0%
Total	\$	7,878,425	\$ 8,331,220	\$ 8,176,877	\$	8,613,322	\$ 8,695,000	\$ 9,532,015	9.6%
Fees for Service									
Fines	\$	1,929,185	\$ 1,497,795	\$ 1,706,239	\$	1,847,537	\$ 1,765,000	\$ 1,852,000	4.9%
Business License Fees		135,377	124,791	123,908		171,731	77,000	125,000	62.3%
Permits and Licenses		2,068,762	1,405,038	1,547,981		2,066,548	1,537,600	2,240,500	45.7%
Park Fees		586,013	606,334	647,170		661,108	611,600	621,600	1.6%
Commercial Refuse & Transfer Sta.		7,253	7,613	8,687		20,564	8,000	20,000	150.0%
Parking Lots		1,356,012	1,443,563	1,423,184		1,531,377	1,545,165	1,825,000	18.1%
Parking Meters		935,359	1,239,657	1,319,393		1,363,301	1,440,000	1,211,500	-15.9%
Internal Service		-	-	-		1,753,457	2,122,865	2,317,599	9.2%
Total	\$	7,017,961	\$ 6,324,791	\$ 6,776,562	\$	9,415,623	\$ 9,107,230	\$ 10,213,199	12.1%
Intergovernmental Revenue									
Subventions	\$	516,620	\$ 528,953	\$ 516,149	\$	523,331	\$ 530,658	\$ 515,700	-2.8%
Local School District		64,600	65,600	68,050		70,750	71,900	79,900	11.1%
Unicity Bus		143,430	143,380	143,380		143,380	143,380	143,380	0.0%
Community Development Block Grants *		200,963	302,728	198,938		207,971	257,237	247,300	-3.9%
Law Enforcement Grants - Special Fund		420,715	300,117	603,058		347,802	301,450	326,367	8.3%
Miscellaneous Grants and Donations		336,830	61,751	245,083		208,311	86,218	48,400	-43.9%
Total	\$	1,683,158	\$ 1,402,529	\$ 1,774,658	\$	1,501,545	\$ 1,390,843	\$ 1,361,047	-2.1%
Other Revenue									
Interest Received	\$	296,425	\$ 241,183	\$ 340,179	\$	341,640	\$ 284,265	\$ 387,000	36.1%
Miscellaneous	,	501,211	493,681	606,017	•	614,743	419,305	305,080	-27.2%
Reimbursable Overtime		260,545	219,574	213,271		199,396	231,130	210,800	-8.8%
Assessments		13,883	8,850	7,280		8,305	8,390	7,400	-11.8%
Total	\$	1,072,064	\$ 963,288	\$ 1,166,747	\$	1,164,084	\$ 943,090	\$ 910,280	-3.5%
TOTAL OPERATING REVENUE	\$	43,833,170	\$ 45,204,579	\$ 87,330,683	\$	89,570,370	\$ 89,527,687	\$ 94,578,060	5.6%

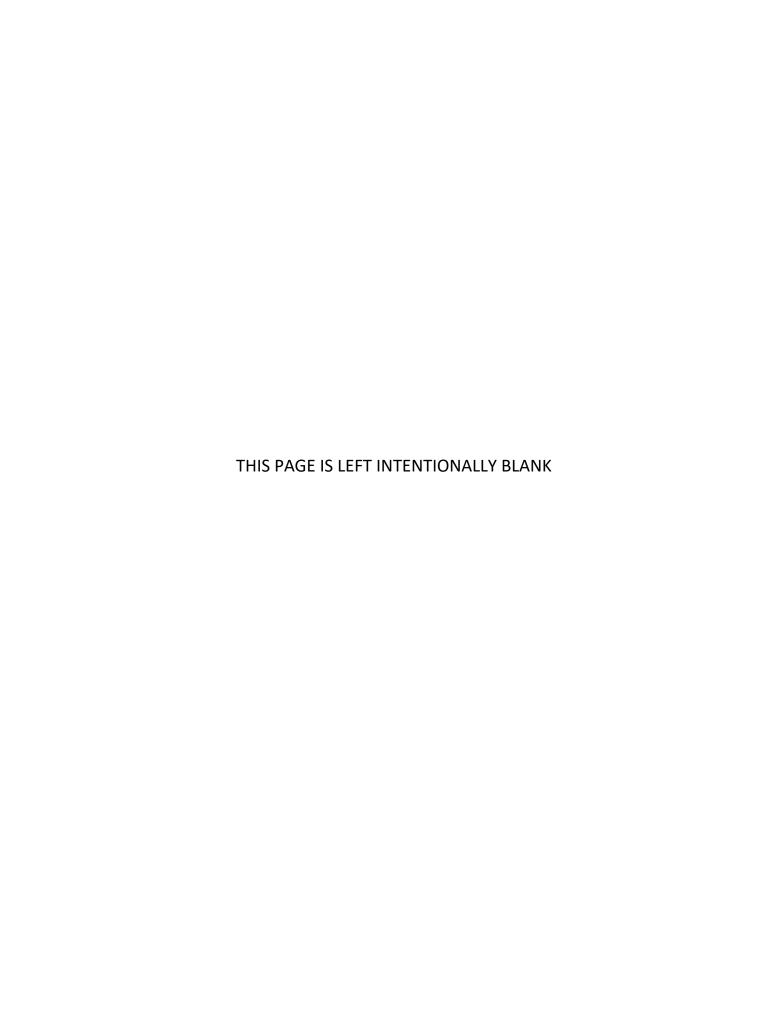
^{*} CDBG revenues do not include grants for capital costs.

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS OPERATING EXPENDITURES

	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	2018 BUDGET AS AMENDED	BUDGET 2019	CHANGE FROM 2018 BUDGET
Electric Department	\$ 5,027,515	\$ 5,370,433	\$ 5,530,395	\$ 6,034,614	\$ 6,785,133	\$ 7,137,709	5.2%
Water Department	4,337,436	4,551,886	4,830,030	4,317,279	4,320,395	4,558,442	5.5%
Sewer Department	763,927	832,198	908,721	1,102,107	1,039,558	1,095,375	5.4%
Stormwater Utility	-	-	-	791,681	1,254,372	1,280,891	2.1%
Utility Purchases	N/A	N/A	39,750,885	38,338,621	38,266,885	38,856,932	1.5%
Refuse Division	2,133,011	1,953,651	1,939,656	2,009,009	2,121,342	2,213,903	4.4%
Street Division	1,881,389	1,901,307	1,842,638	1,681,946	1,728,273	1,637,986	-5.2%
Fleet Maintenance Division	-	-	-	1,288,067	1,390,043	1,453,357	4.6%
Engineering Division	654,544	815,885	870,650	984,205	996,092	1,051,328	5.5%
Code Enforcement Division	1,198,344	1,418,098	1,287,776	1,389,724	1,491,151	1,510,620	1.3%
Police Department	11,911,420	11,934,405	12,461,083	13,468,533	14,135,171	14,667,590	3.8%
Finance Department	280,040	242,960	259,577	302,088	285,780	286,278	0.2%
Planning Department	1,190,002	786,112	751,973	533,970	654,735	998,583	52.5%
Municipal Parking	1,058,423	1,544,527	1,682,511	1,961,798	2,083,350	2,361,372	13.3%
Facilities Maintenance Division	-	-	-	465,390	734,451	779,420	6.1%
Administration Department	787,043	911,330	1,178,781	1,161,924	1,189,898	1,217,453	2.3%
Information Technology Division	-	-	-	-	3,442	-	-100.0%
Legislative Department	1,426,828	1,285,065	1,275,867	1,096,704	1,130,265	1,186,518	5.0%
Alderman's Court	428,326	444,749	492,287	504,845	551,609	534,220	-3.2%
Parks and Recreation Department	2,950,736	2,881,154	3,005,116	3,148,166	3,416,904	3,550,410	3.9%
Community Development (Operating)	178,484	238,751	204,936	152,825	258,520	248,548	-3.9%
Law Enforcement Fund	332,629	320,466	297,524	323,864	232,520	242,828	4.4%
Special Parks Fund	18,934	15,783	24,953	55,235	50,075	50,075	0.0%
Downtown Newark Partnership Fund	-	94,328	51,279	45,984	75,000	-	-100.0%
Unicity Transportation Fund	-	-	-	282,211	265,352	264,164	-0.4%
Self-Insurance Fund	306,650	174,765	227,995	482,519	210,000	230,000	9.5%
OPEB Fund Expenses	370,568	411,719	511,875	622,785	525,000	625,000	19.0%
Less: Inter-Dept. Electric Sales	(703,500)	(769,202)	(733,800)	(555,400)	(508,100)	(506,900)	-0.2%
TOTAL OPERATING EXPENDITURES	\$ 36,532,749	\$ 37,360,370	\$ 78,652,708	\$ 81,990,694	\$ 84,687,216	\$ 87,532,102	3.4%

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY TOTALS FOR FUND TYPES

	OTHER										
	GENERAL	GOVERNMENTAL	ENTERPRISE	OTHER							
	FUND	FUNDS	FUNDS	FUNDS	TOTALS						
Projected Fund Balance - January 1, 2019	\$ 3,937,675	\$ 4,317,699	\$ 79,183,175	\$ 1,347,486	\$ 88,786,035						
Revenue											
Utility Sales	\$ -	\$ -	\$ 72,083,619	\$ -	\$ 72,083,619						
Utility Other Service Revenue		<u> </u>	477,900		477,900						
Utilities Contributions	\$ -	\$ -	\$ 72,561,519	\$ -	\$ 72,561,519						
Tax Revenue & Emergency Communication Fees Fees for Service	9,532,015	-	- 2 121 000	- 2 247 500	9,532,015						
Intergovernmental Revenue	4,774,600 607,800	- 753,247	3,121,000	2,317,599	10,213,199 1,361,047						
Other Revenue	443,000	58,700	399,180	9,400	910,280						
Total Operating Revenue	\$ 15,357,415	\$ 811,947	\$ 76,081,699	\$ 2,326,999	\$ 94,578,060						
Expenditures											
Personnel Services	\$ 23,662,739	\$ 183,182	\$ 8,050,659	\$ 1,420,766	\$ 33,317,346						
Utility Purchases	-	-	38,856,932	-	38,856,932						
Materials and Supplies	824,254	158,375	809,630	710,800	2,503,059						
Contractual Services	5,337,876	418,789	3,638,677	657,159	10,052,501						
Equipment Depreciation Other Expenses	1,074,341 283,960	40,269 5,000	504,577 699,901	46,791 147,425	1,665,978 1,136,286						
Inter-Dept Charges	(2,328,281)	-	2,223,445	104,836	1,130,260						
Total Operating Expenses	\$ 28,854,889	\$ 805,615	\$ 54,783,821	\$ 3,087,777	\$ 87,532,102						
Capital Improvements											
Gross Capital Improvements	\$ -	\$ 5,003,174	\$ 14,100,684	\$ 470,000	\$ 19,573,858						
Less: Addition (Use) of Reserves	-	(398,420)	(428,184)	(22,195)	(848,799)						
Equipment Replacement	-	(586,949)	(396,351)	(17,805)	(1,001,105)						
Grants	-	(1,705,744)	(120,000)	(275,000)	(1,825,744)						
Bond Issues State Revolving Loans	-	(405,650)	- (10,625,000)	(275,000)	(680,650) (10,625,000)						
Other Sources		(450,000)	(132,000)	(105,000)	(687,000)						
Net Capital Improvements	\$ -	\$ 1,456,411	\$ 2,399,149	\$ 50,000	\$ 3,905,560						
Debt Service	\$ -	\$ 271,152	\$ 2,406,264	\$ -	\$ 2,677,416						
Net Transfers	13,502,463	1,807,059	(16,120,300)	810,778	-						
Net Current Surplus	4,989	85,828	372,165	-	462,982						
Total Expenditures and Surplus	\$ 28,859,878	\$ 2,619,006	\$ 59,961,399	\$ 3,137,777	\$ 94,578,060						
Other Increase (Decrease) in Fund Balance	\$ -	\$ (1,049,442)	\$ -	\$ -	\$ (1,049,442)						
Budgeted Fund Balance - December 31, 2019	\$ 3,942,664	\$ 3,354,085	\$ 79,555,340	\$ 1,347,486	\$ 88,199,575						
Projected Cash/Investments-January 1, 2019	\$ 7,939,396	\$ 5,849,374	\$ 19,076,564	\$ 1,501,543	\$ 34,366,877						
Net Current Surplus	4,989	85,828	372,165	-	462,982						
Capital Projects Paid From Reserves	-	(985,369)	(824,535)	(40,000)	(1,849,904)						
Contribution to Newark Partnership	-	(80,000)	-	-	(80,000)						
Non-Cash Items:											
Depreciation	1,074,341	40,269	504,577	46,791	1,665,978						
Budgeted Cash/Investments-December 31, 2019	\$ 9,151,601	\$ 4,910,102	\$ 19,128,771	\$ 1,508,334	\$ 34,698,808						



CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY OTHER GOVERNMENTAL FUNDS

	DEVE	MMUNITY LOPMENT FUND	ENF	LAW ORCEMENT FUND	PARKS SPECIAL FUND			
Projected Fund Balance - January 1, 2019	\$		\$	665,156	\$	299,515		
Revenue								
Utility Sales	\$	-	\$	_	\$	-		
Utility Other Service Revenue		-		_		-		
Utilities Contributions	\$	-	\$		\$	-		
Tax Revenue & Emergency Communication Fees		-		-		-		
Fees for Service		-		-		-		
Intergovernmental Revenue		247,300		326,367		36,200		
Other Revenue						<u>-</u>		
Total Operating Revenue	\$	247,300	\$	326,367	\$	36,200		
Expenditures								
Personnel Services	\$	40,954	\$	140,828	\$	1,400		
Utility Purchases		-		-		-		
Materials and Supplies		4,400		97,000		41,975		
Contractual Services		203,194		-		6,700		
Equipment Depreciation		-		-		-		
Other Expenses		-		5,000		-		
Inter-Dept Charges		<u> </u>				<u> </u>		
Total Operating Expenses	\$	248,548	\$	242,828	\$	50,075		
Capital Improvements								
Gross Capital Improvements	\$	25,000	\$	-	\$	-		
Less: Addition (Use) of Reserves		-		-		-		
Equipment Replacement		-		-		-		
Grants		(25,000)		-		-		
Bond Issues		-		-		-		
State Revolving Loans		-		-		-		
Other Sources				-		-		
Net Capital Improvements	\$	<u>-</u>	\$		\$	<u>-</u>		
Debt Service	\$	-	\$	-	\$	-		
Net Transfers		1,248		-		13,875		
Net Current Surplus				83,539				
Total Expenditures and Surplus	\$	248,548	\$	326,367	\$	50,075		
Other Increase (Decrease) in Fund Balance	\$	<u>-</u>	\$		\$			
Budgeted Fund Balance - December 31, 2019	\$		\$	748,695	\$	299,515		
Projected Cash/Investments-January 1, 2019	\$	2,837	\$	915,896	\$	305,592		
Net Current Surplus		-		83,539		-		
Capital Projects Paid From Reserves		-		-		-		
Contribution to Newark Partnership		-		-		-		
Non-Cash Items:								
Depreciation		-		-		-		
Budgeted Cash/Investments-December 31, 2019	\$	2,837	\$	999,435	\$	305,592		

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY OTHER GOVERNMENTAL FUNDS - CONTINUED

5	DNP SPECIAL FUND		UNICITY DEBT CAPITAL ANSPORTATION SERVICE PROJECTS FUND FUND FUND				ROJECTS	TOTALS					
								_					
\$	80,000	\$	4,938	\$	46,340	\$	3,221,750	<u>\$</u>	4,317,699				
\$	-	\$	-	\$	-	\$	-	\$	-				
		_	-	_	-		-	_	-				
\$	-	\$	-	\$	-	\$	-	\$	-				
	_		-		-		-		-				
	-		143,380		-		-		753,247				
-					-		58,700		58,700				
\$	_	\$	143,380	\$	_	\$	58,700	\$	811,947				
<u>, </u>			143,380				38,700	<u> </u>	011,547				
\$	-	\$	-	\$	-	\$	-	\$	183,182				
	-		- 15 000		-		-		450.275				
	-		15,000 208,895		-		-		158,375 418,789				
	-		40,269		-		-		418,789				
	-		-		-		-		5,000				
	-		-		-		-		-				
									005.645				
\$		\$	264,164	\$	-	\$	-	<u>\$</u>	805,615				
\$	-	\$	130,000	\$	-	\$	4,848,174	\$	5,003,174				
	-		(15,927)		-		(382,493)		(398,420)				
	-		-		-		(586,949)		(586,949)				
	-		(114,073)		-		(1,566,671)		(1,705,744)				
	-		-		-		(405,650)		(405,650)				
	-		-		-		(450,000)		(450,000)				
				-			(130,000)		(130,000)				
\$		\$	-	\$	-	\$	1,456,411	\$	1,456,411				
\$	-	\$	120 704	\$	271,152	\$	- 1 400 000	\$	271,152				
	-		120,784		271,152 -		1,400,000 2,289		1,807,059 85,828				
-		-				-	2,203		03,020				
\$		\$	264,164	\$	271,152	\$	1,458,700	<u>\$</u>	2,619,006				
									_				
\$	(80,000)	\$	-	\$	-	\$	(969,442)	<u>\$</u>	(1,049,442)				
\$	_	\$	4,938	\$	46,340	\$	2,254,597	\$	3,354,085				
<u> </u>			,	<u> </u>		<u> </u>	, , , , , , ,	<u></u>					
\$	80,000	\$	20,666	\$	46,340	\$	4,478,043	\$	5,849,374				
							2 200		05.030				
	-		- (15,927)		-		2,289 (969,442)		85,828 (985,369)				
	(80,000)		(±3,321) -		-		(505,442)		(80,000)				
	(==,000)								(20,000)				
			40,269		-		-		40,269				
			45.000		46.242		2 540 222	1	4.040.405				
\$		\$	45,008	\$	46,340	\$	3,510,890	<u>\$</u>	4,910,102				

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS	
Projected Fund Balance - January 1, 2019	\$ 30,737,990	\$ 31,336,812	\$ 10,764,647	\$ 1,022,284	\$ 5,321,442	\$ 79,183,175	
Revenue							
Utility Sales	\$ 52,559,969	\$ 9,613,000	\$ 7,630,650	\$ 2,280,000	\$ -	\$ 72,083,619	
Utility Other Service Revenue	392,000	64,300	20,000	1,600		477,900	
Utilities Contributions	\$ 52,951,969	\$ 9,677,300	\$ 7,650,650	\$ 2,281,600	\$ -	\$ 72,561,519	
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-	
Fees for Service	-	15,400	15,900	53,200	3,036,500	3,121,000	
Intergovernmental Revenue	-	-	-	-	-	-	
Other Revenue	210,380	148,200	31,000	1,600	8,000	399,180	
Total Operating Revenue	\$ 53,162,349	\$ 9,840,900	\$ 7,697,550	\$ 2,336,400	\$ 3,044,500	\$ 76,081,699	
Expenditures							
Personnel Services	\$ 3,300,663	\$ 2,491,021	\$ 356,592	\$ 627,582	\$ 1,274,801	\$ 8,050,659	
Utility Purchases	33,570,788	-	5,286,144	-	-	38,856,932	
Materials and Supplies	310,830	404,750	29,000	26,100	38,950	809,630	
Contractual Services	1,685,162	959,056	353,282	229,771	411,406	3,638,677	
Equipment Depreciation	278,832	74,753	61,925	17,835	71,232	504,577	
Other Expenses	344,240	44,834	3,392	54,200	253,235	699,901	
Inter-Dept Charges	711,082	584,028	291,184	325,403	311,748	2,223,445	
Total Operating Expenses	\$ 40,201,597	\$ 4,558,442	\$ 6,381,519	\$ 1,280,891	\$ 2,361,372	\$ 54,783,821	
Capital Improvements							
Gross Capital Improvements	\$ 1,428,444	\$ 5,124,000	\$ 1,355,000	\$ 5,784,500	\$ 408,740	\$ 14,100,684	
Less: Use of Reserves	(40,444)	(5,000)	-	(40,000)	(342,740)	(428,184)	
Equipment Replacement	(149,600)	(85,376)	-	(161,375)	-	(396,351)	
Grants	-	(70,000)	-	(50,000)	-	(120,000)	
Bond Issues	-	-	-	-	-	-	
State Revolving Loans Other Sources	(120,000)	(4,550,000) -	(1,300,000)	(4,775,000) -	(12,000)	(10,625,000) (132,000)	
Net Capital Improvements	\$ 1,118,400	\$ 413,624	\$ 55,000	\$ 758,125	\$ 54,000	\$ 2,399,149	
						ψ 2,033,113	
Debt Service	\$ 620,648	\$ 1,748,082	\$ -	\$ -	\$ 37,534	\$ 2,406,264	
Net Transfers	(11,214,100)	(3,066,600)	(1,251,600)	-	(588,000)	(16,120,300)	
Net Current Surplus	7,604	54,152	9,431	297,384	3,594	372,165	
Total Expenditures and Surplus	\$ 41,948,249	\$ 6,774,300	\$ 6,445,950	\$ 2,336,400	\$ 2,456,500	\$ 59,961,399	
Other Increase (Decrease) in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Budgeted Fund Balance - December 31, 2019	\$ 30,745,594	\$ 31,390,964	\$ 10,774,078	\$ 1,319,668	\$ 5,325,036	\$ 79,555,340	
Projected Cash/Investments-January 1, 2019	\$ 13,107,762	\$ 1,503,410	\$ 2,165,178	\$ 1,065,376	\$ 1,234,838	\$ 19,076,564	
Net Current Surplus	7,604	54,152	9,431	297,384	3,594	372,165	
Capital Projects Paid From Reserves	(190,044)	(90,376)	-	(201,375)	(342,740)	(824,535)	
Contribution to Newark Partnership	-	-	-	-	-	-	
Non-Cash Items:							
Depreciation	278,832	74,753	61,925	17,835	71,232	504,577	
Budgeted Cash/Investments-December 31, 2019	\$ 13,204,154	\$ 1,541,939	\$ 2,236,534	\$ 1,179,220	\$ 966,924	\$ 19,128,771	

CITY OF NEWARK, DELAWARE 2019 CONSOLIDATED BUDGET SUMMARY OTHER FUNDS

	INTERN SERVI FUND	CE	IN:	SELF SURANCE FUND	E	OPEB EXPENSE FUND		TOTALS	
Projected Fund Balance - January 1, 2019	\$ 697	7,091	\$	648,509	\$	1,886	\$	1,347,486	
Revenue									
Utility Sales	\$	-	\$	-	\$	-	\$	-	
Utility Other Service Revenue	\$		<u> </u>						
Utilities Contributions Tax Revenue & Emergency Communication Fees	Ş	-	\$	-	\$	-	\$	-	
Fees for Service	2,317	7,599		-		-		2,317,599	
Intergovernmental Revenue		-		-		-		-	
Other Revenue	-	300		9,100				9,400	
Total Operating Revenue	\$ 2,317	7,899	\$	9,100	\$	-	\$	2,326,999	
Expenditures									
Personnel Services	\$ 798	3,766	\$	-	\$	622,000	\$	1,420,766	
Utility Purchases		-		-		-		-	
Materials and Supplies		0,800		-		-		710,800	
Contractual Services		1,159		230,000		3,000		657,159	
Equipment Depreciation		5,791 7,425		-		-		46,791	
Other Expenses Inter-Dept Charges		1,836		_		-		147,425 104,836	
inter Dept Charges		+,030					_	104,030	
Total Operating Expenses	\$ 2,232	2,777	\$	230,000	\$	625,000	\$	3,087,777	
Capital Improvements									
Gross Capital Improvements	\$ 470	0,000	\$	-	\$	-	\$	470,000	
Less: Use of Reserves	(22	2,195)		-		-		(22,195)	
Equipment Replacement	(17	7,805)		-		-		(17,805)	
Grants	10==	-		-		-		- (275 222)	
Bond Issues State Revolving Loans	(275	5,000)		-		-		(275,000)	
Other Sources	(105	5,000)		-		-		(105,000)	
Net Capital Improvements	\$ 50	0,000	\$	_	\$	_	\$	50,000	
	<u> </u>	-,							
Debt Service	\$	-	\$	-	\$	-	\$	-	
Net Transfers Net Current Surplus	(35	5,122)		220,900		625,000		810,778	
Net Current Surpius						<u>-</u>	_		
Total Expenditures and Surplus	\$ 2,282	2,777	\$	230,000	\$	625,000	\$	3,137,777	
Other Increase (Decrease) in Fund Balance	\$		\$		\$		\$		
Budgeted Fund Balance - December 31, 2019	\$ 697	7,091	\$	648,509	\$	1,886	\$	1,347,486	
Projected Cash/Investments-January 1, 2019	\$ 654	1,644	\$	841,574	\$	5,325	\$	1,501,543	
Net Current Surplus		_		-		-		-	
Capital Projects Paid From Reserves	(40	0,000)		_		-		(40,000)	
Contribution to Newark Partnership	•	-		-		-		-	
Non-Cash Items:									
Depreciation	46	5,791						46,791	
Budgeted Cash/Investments-December 31, 2019	\$ 661	1,435	\$	841,574	\$	5,325	\$	1,508,334	

^{*} Internal Service Fund totals include the Fleet Maintenance Division and the Facilities Maintenance Division.

CITY OF NEWARK, DELAWARE CONSOLIDATED BUDGET - 2019

BUDGET AT A GLANCE

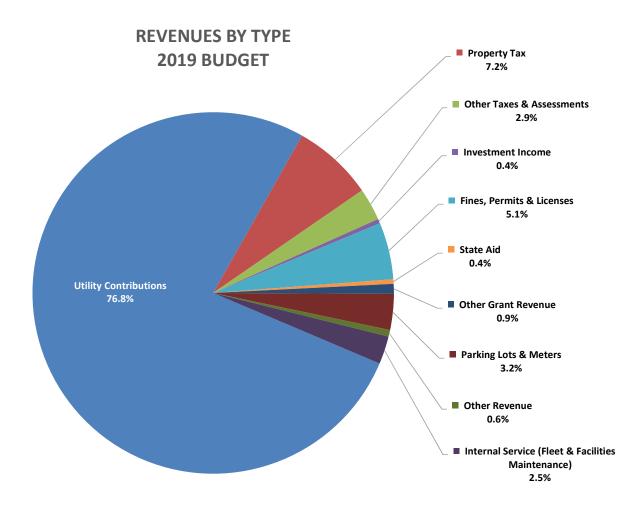
	ACTUAL	2018 BUDGET	BUDGET
	2017	AS AMENDED	2019
WHERE IT COMES FROM			
Utility Contributions	76.8%	77.6%	76.8%
Property Tax	7.3%	7.4%	7.2%
Other Taxes and Assessments	2.4%	2.3%	2.9%
Investment Income	0.4%	0.3%	0.4%
Fines, Permits & Licenses	5.3%	4.5%	5.1%
State Aid	0.4%	0.4%	0.4%
Other Grant Revenue	1.2%	1.0%	0.9%
Parking Lots and Meters	3.2%	3.3%	3.2%
Other Revenue	1.0%	0.8%	0.6%
Internal Service (Fleet & Facilities Maintenance)	2.0%	2.4%	2.5%
TOTAL	100.0%	100.0%	100.0%
	ACTUAL	2018 BUDGET	BUDGET
	ACTUAL 2017	2018 BUDGET AS AMENDED	BUDGET 2019
WHERE IT GOES			
WHERE IT GOES Personnel Services Utility Purchases	2017	AS AMENDED	2019
Personnel Services	2017 34.5%	AS AMENDED 35.6%	2019 35.2%
Personnel Services Utility Purchases	2017 34.5% 42.7%	35.6% 42.7%	35.2% 41.1%
Personnel Services Utility Purchases Materials & Supplies	34.5% 42.7% 2.4%	35.6% 42.7% 2.6%	35.2% 41.1% 2.6%
Personnel Services Utility Purchases Materials & Supplies Contractual Services	34.5% 42.7% 2.4% 7.4%	35.6% 42.7% 2.6% 8.4%	35.2% 41.1% 2.6% 8.3%
Personnel Services Utility Purchases Materials & Supplies Contractual Services Capital Program	34.5% 42.7% 2.4% 7.4% 3.1%	35.6% 42.7% 2.6% 8.4% 2.5%	35.2% 41.1% 2.6% 8.3% 4.1%
Personnel Services Utility Purchases Materials & Supplies Contractual Services Capital Program Net Surplus	34.5% 42.7% 2.4% 7.4% 3.1% 4.1%	35.6% 42.7% 2.6% 8.4% 2.5% -0.1%	35.2% 41.1% 2.6% 8.3% 4.1% 0.5%

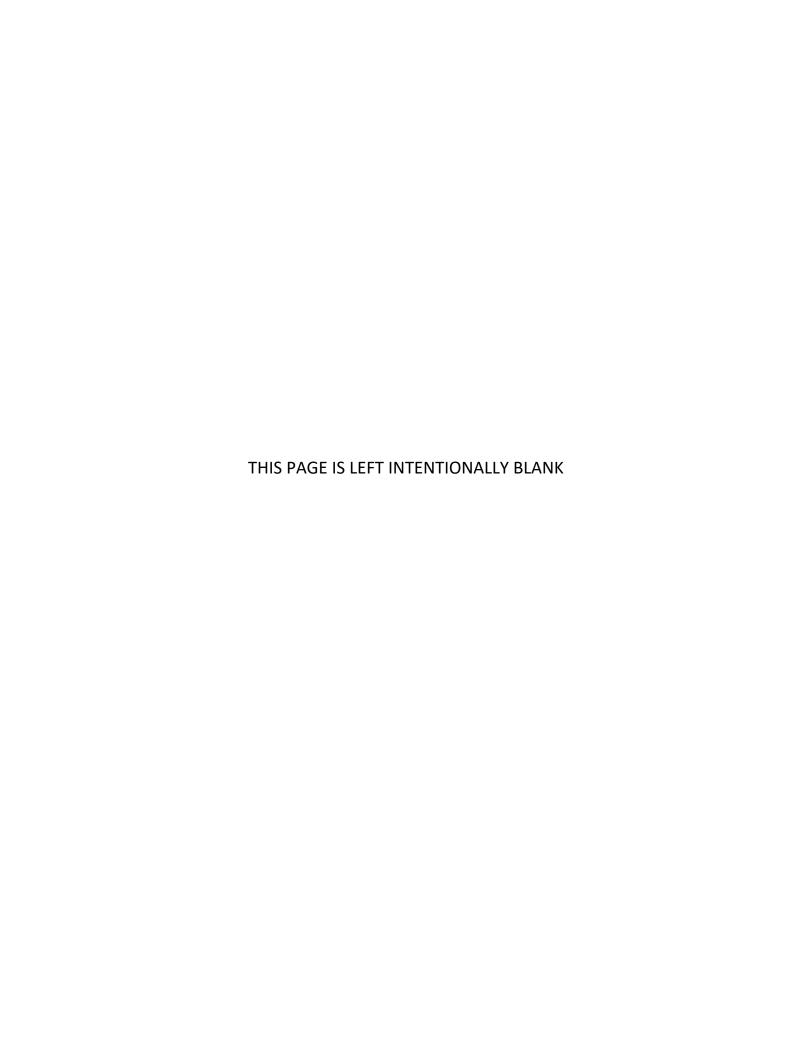
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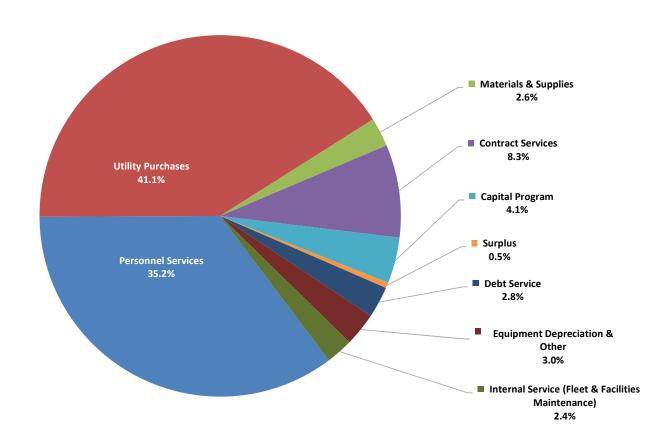
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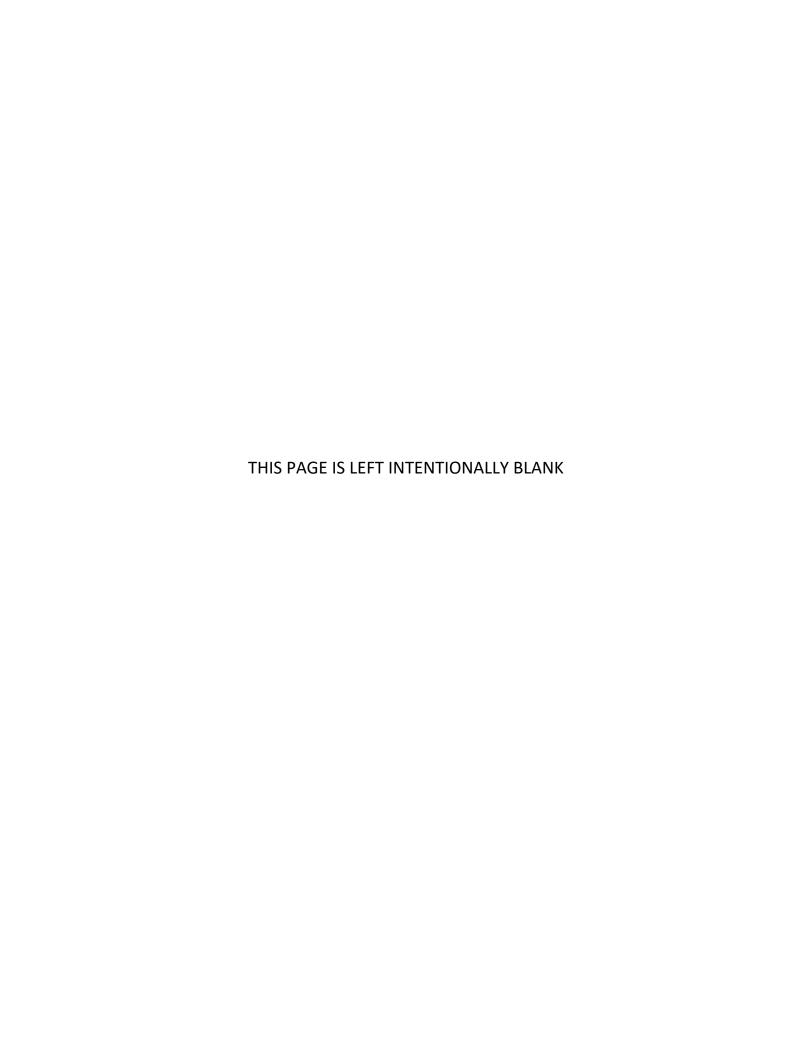
TOTAL



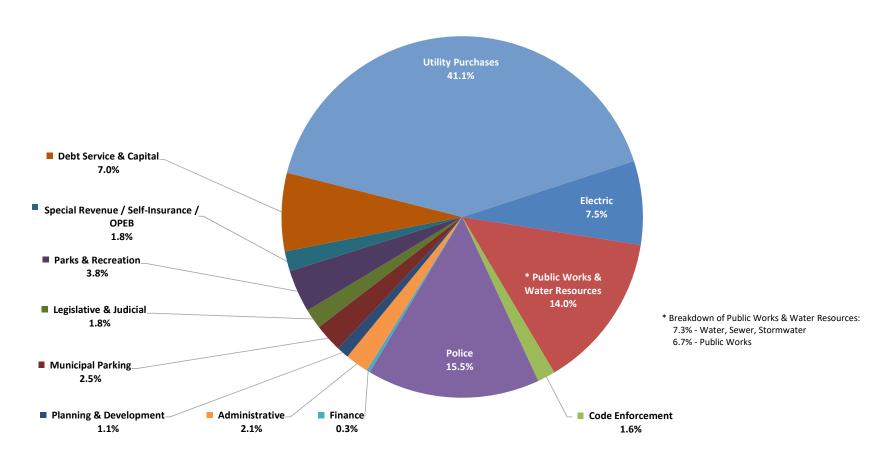


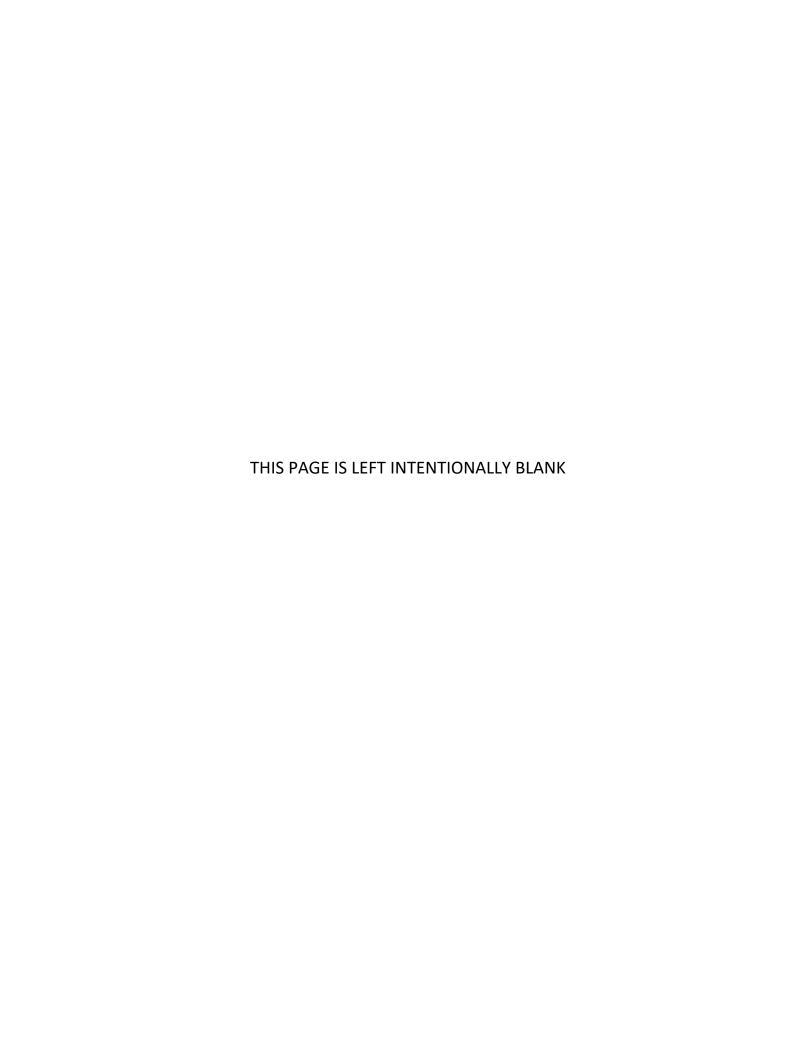
EXPENDITURES BY FUNCTION 2019 BUDGET





EXPENDITURES BY DEPARTMENT 2019 BUDGET

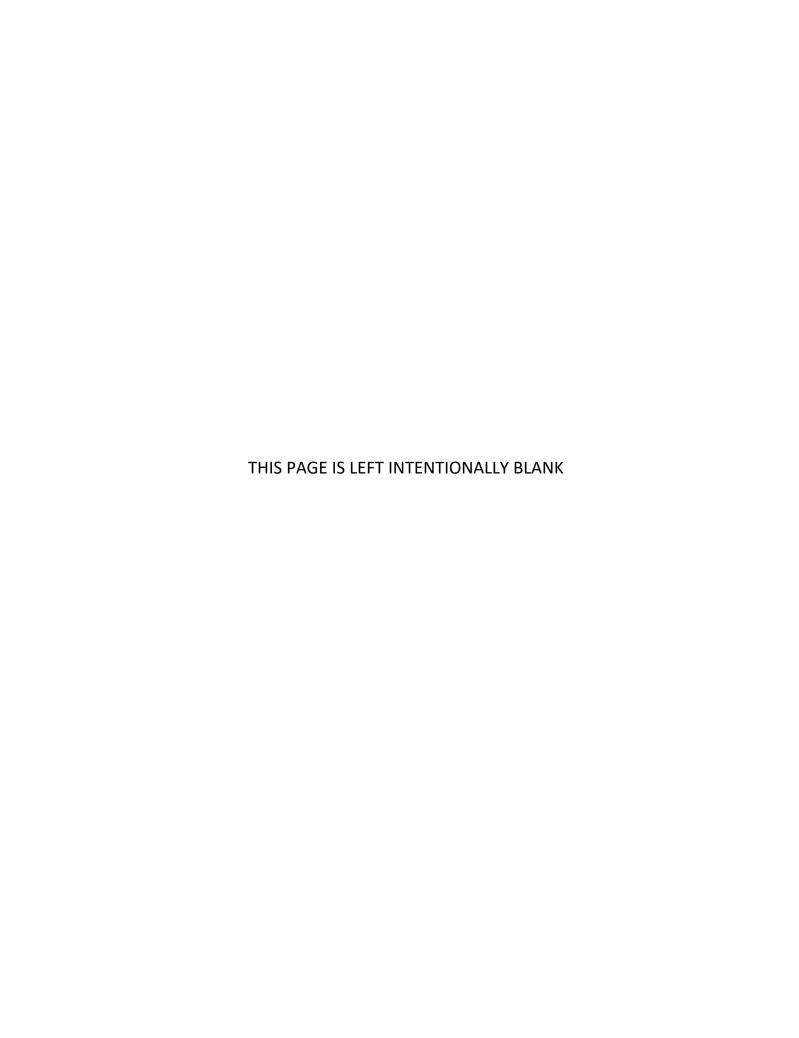




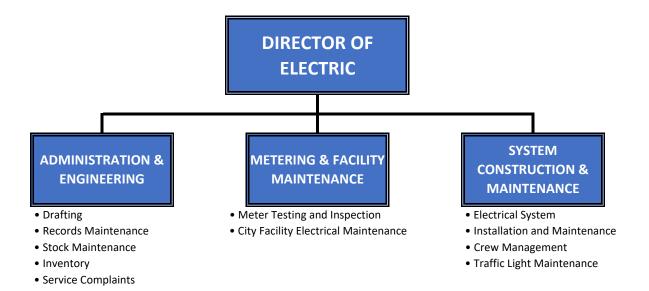
CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2010 AS AMENDED		20 AS AMI		201 AS AME		20 AS AM		20: AS AME		201 AS PROI									
		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Electric	22	-	22	-	22	-	23	-	22	-	22	-	23	-	23	-	24	-	23	-
Water	17	-	17	-	17	-	21	0.5	23	1.0	22	1.0	22	1.0	20	0.5	19	0.5	21	0.5
Sewer	2	-	2	-	2	-	2	-	2	-	2	-	4	-	4	-	4	-	4	-
Stormwater	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	0.5	5	0.5	5	0.5
Refuse	13	-	12	-	12	-	11	-	10	-	9	-	10	-	9	-	9	-	9	-
Street	12	0.5	11	0.5	11	0.5	9	0.5	9	-	9	-	9	-	8	-	8	-	7	-
Engineering	10	0.5	10	-	10	-	8	-	5	-	7	-	7	-	7	-	8	-	8	-
Planning	4	0.5	4	-	4	-	5	-	4	0.5	4	-	4	-	4	-	4	-	5	-
Code Enforcement	10	1.0	10	1.0	9	1.0	9	1.0	9	1.0	10	4.0	12	3.0	11	-	11	-	11	-
Parking	4	0.5	4	0.5	4	0.5	4	0.5	5	-	7	2.5	7	3.0	8	5.0	8	5.0	8	5.0
Police	83	4.0	86	3.5	86	3.5	84	4.0	85	4.0	87	1.5	88	2.0	89	2.0	89	1.5	89	1.5
Parks & Recreation	17	3.0	17	2.5	17	2.5	17	2.5	17	2.5	16	2.5	15	3.0	15	3.0	15	3.0	15	3.0
Administration	6	-	6	-	6	-	6	-	11	1.5	9	-	10	-	10	-	10	-	10	0.5
Information Tech	-	-	-	-	-	-	-	-	-	-	7	-	7	-	12	0.5	9	-	8	-
Legislative	3	0.5	3	0.5	3	0.5	3	0.5	3	1.0	3	1.0	3	1.0	3	0.5	5	1.0	6	1.0
Judicial	3	1.5	3	1.5	3	1.5	3	1.0	3	1.0	3	1.0	3	1.0	3	1.0	3	2.0	3	2.0
Finance	17	1.5	17	1.5	17	1.0	17	1.5	11	0.5	10	2.0	10	2.5	13	1.0	13	1.0	13	1.5
Maintenance	5	-	5	-	5	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Facilities Maint															1	4.0	1	5.0	1	5.0
Total	228	13.5	229	11.5	228	11.0	225	12.0	223	13.0	231	15.5	238	16.5	249	18.0	249	19.5	250	20.5



CITY OF NEWARK, DELAWARE ELECTRIC DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE ELECTRIC DEPARTMENT FY2019 PROGRAM NARRATIVE

The City of Newark operates its own electric utility to provide electric services to 13,000 meters, supporting commercial and residential customers within city limits. Power is purchased on the wholesale power market and delivered by the City. The electric department is responsible for maintaining 175 miles of electric lines and coordinates is services through several programs. They include:

Meter Relay and Electrical Maintenance Program:

Responsible for installing and maintaining electrical systems in city buildings, water wells, water and waste water pumping stations, traffic lights and control systems, meters and other facilities.

Electrical Line Construction and Maintenance Program:

Responsible for maintaining the City's electric lines, substation sites, substation units, circuit breakers, and transformers.

In addition to maintaining the City's electrical distribution system, new power lines, substations and underground electric utilities are constructed and installed to expand services to new customers. Additional departmental responsibilities include maintaining and installing street lights and traffic signals, trimming trees along electric right-of-way, and providing distribution and sub transmission switching and sectionalizing. Staff are also responsible for plans review, drawings and engineering analysis for construction work.

CITY OF NEWARK, DELAWARE ELECTRIC DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

- The installation of a new 10MVA substation transformer at South Chapel Street Substation. This transformer will provide increase capacity and ensure greater reliability in the southern section of the City. The project is in progress and we are on track to complete this project by end of this year.
- The existing aerial spacer cable along the railroad from Apple Road to Forest Lane was replaced.
- The installation of 12kV distribution automation system. This 12kV distribution automation system will
 increase reliability to our industrial customer at Delaware Technology Park and Bellevue Road as well as
 minimize our substation outages. The project is in progress and we are on track to complete this project by
 end of this year.
- The installation of 34kV underground feed at STAR Campus. This 34kV feed will provide service to Chemours as well as new customers at STAR Campus. This project is in progress and we are on track to complete this project by end of this year.
- The expansion of 12kV info structure at STAR Campus.

CITY OF NEWARK, DELAWARE ELECTRIC DEPARTMENT FY2019 GOALS

Goals for 2019 include:

- In 2019, more 12kV reclosers will be installed to improve reliability to the UD Center Campus and North Campus.
- A 12kV distribution line will be extended at UD Farm to ensure capacity and reliable back-up capacity to the Star Campus, The University of Delaware South Campus and City customers on South College Avenue.
- A new 12kV line extension. This is needed for additional capacity and back-up capacity for the Star Campus. This extension will also tie Sandy Brae substation transformer 64 to Chestnut Hill Road transformers 64 and 94 to provide back-up capacity.
- Feasibility of creating an impact fee for new electric customers and possibly an electric rate study.

Revenue and Expenditures:

ELECTRIC FUND - SUMMARY	2014	2015	2016	2017	2018 BUDGET	2019
ELECTRIC FORD SOMMARY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
REVENUE						
Sale of Electricity	\$ 50,110,111	\$ 52,620,711	\$ 52,629,055	\$ 52,050,273	\$ 51,626,068	\$ 52,559,969
No. of K.W.H.'s (Thousands)	404,815	416,744	417,837	429,246	425,918	436,756
INTER-DEPARTMENTAL CHARGES	703,500	769,202	733,800	555,400	508,100	506,900
Penalties	61,352	73,382	75,000	96,723	80,000	95,000
Service Fees	53,890	44,775	67,000	84,697	55,000	65,000
New Services	65,949	62,600	66,940	133,631	40,000	125,000
Application Fees	106,230	113,700	84,000	102,210	115,000	107,000
Solar REVENUE	3,842	42,660	35,207	42,412	41,500	39,600
Other REVENUE	263,226	79,291	43,124	61,870	47,000	45,780
Interest Revenue	62,456	58,394	61,190	122,330	65,000	125,000
Franchise Fees	-	-	-	-	-	-
Subtotal	\$ 51,430,556	\$ 53,864,715	\$ 53,795,316	\$ 53,249,546	\$ 52,577,668	\$ 53,669,249
Less: Elec. Purchased	34,492,434	35,737,478	N/A	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	428,573	457,749	453,550	460,219	456,650	470,837
GROSS OPERATING REVENUE	\$ 16,938,122	\$ 18,127,237	\$ 53,795,316	\$ 53,249,546	\$ 52,577,668	\$ 53,669,249
OPERATING EXPENSES						
Personnel Services	\$ 2,478,921	\$ 2,496,723	\$ 2,715,030	\$ 2,977,781	\$ 3,265,169	\$ 3,300,663
Utility Purchases	N/A	N/A	35,141,018	33,699,575	33,547,114	33,570,788
Materials and Supplies	167,200	229,055	176,388	238,318	300,049	310,830
Contractual Services	986,237	981,816	1,040,980	1,330,729	1,600,367	1,685,162
Other Charges	966,191	1,105,905	906,670	1,097,567	1,066,412	1,243,720
Subtotal	\$ 4,598,549	\$ 4,813,499	\$ 39,980,086	\$ 39,343,970	\$ 39,779,111	\$ 40,111,163
Inter-Departmental Charges (net of Inter-Departmental Sales)	1,120,815	1,177,089	1,311,472	1,010,354	1,173,798	1,217,982
TOTAL OPERATING EXPENSES	\$ 5,719,364	\$ 5,990,588	\$ 41,291,558	\$ 40,354,324	\$ 40,952,909	\$ 41,329,145
NET OPERATING MARGIN (Before Capital Costs)	\$ 11,218,758	\$ 12,136,649	\$ 12,503,758	\$ 12,895,222	\$ 11,624,759	\$ 12,340,104

ELECTRIC DEPARTMENT WAGE AND SALARY BUDGET - 2019

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions	1	Approved	Positions		Requested	Difference	C	ifference	Change
FULL TIME POSITIONS												
Director Of Electric	MGMT	34	1.0	\$	123,750	1.0	\$	111,126	0.0	\$	(12,624)	-10.2%
Deputy Director Of Electric	MGMT	31	2.0	\$	202,391	1.0	\$	108,425	(1.0)	\$	(93,966)	-46.4%
Electric Superintendent	MGMT	26	1.0	\$	88,157	1.0	\$	92,893	0.0	\$	4,736	5.4%
Engineering Tech	CWA F/T	14	1.0	\$	63,566	1.0	\$	67,072	0.0	\$	3,506	5.5%
Purchasing Asst	CWA F/T	13	1.0	\$	62,429	1.0	\$	65,819	0.0	\$	3,390	5.4%
Senior Lineman	AFSCME F/T	19	1.0	\$	85,537	2.0	\$	175,307	1.0	\$	89,770	104.9%
Electric Mtr. Tech.	AFSCME F/T	17	1.0	\$	81,110	1.0	\$	84,589	0.0	\$	3,479	4.3%
Electrician	AFSCME F/T	17	3.0	\$	230,644	3.0	\$	244,279	0.0	\$	13,635	5.9%
Lineman 1st Class	AFSCME F/T	17	6.0	\$	489,991	5.0	\$	415,867	(1.0)	\$	(74,124)	-15.1%
Lineman 2nd Class	AFSCME F/T	14	2.0	\$	139,668	2.0	\$	142,003	0.0	\$	2,335	1.7%
Junior Lineman	AFSCME F/T	10	2.0	\$	119,251	1.0	\$	56,110	(1.0)	\$	(63,141)	-52.9%
Electric Groundhand	AFSCME F/T	5	2.0	\$	93,554	3.0	\$	146,478	1.0	\$	52,924	56.6%
Storekeeper	AFSCME F/T	8	1.0	\$	58,451	1.0	\$	60,509	0.0	\$	2,058	3.5%
Total Full-Time Positions			24.0	\$ 1	,838,499	23.0	\$	1,770,477	(1.0)	\$	(68,022)	-3.7%
OTHER												
Service Award				\$	48,635		\$	39,594		\$	(9,041)	-18.6%
Sick Pay				\$	25,664		\$	24,700		\$	(964)	-3.8%
Standby Pay				\$	36,000		\$	36,720		\$	720	2.0%
Overtime				\$	115,000		\$	200,000		\$	85,000	73.9%
Transitional Wages				\$	14,770		\$	-		\$	(14,770)	-100.0%
Uniform Allowance				\$	10,980		\$	10,800		\$	(180)	-1.6%
Device Reimbursements				\$	-		\$	6,000		\$	6,000	#DIV/0!
Total Other				\$	251,049		\$	317,814		\$	66,765	26.6%
Total All			24.0	6 6	000 540	22.0	<u> </u>	2 000 204	(4.0)	<u> </u>	(4.255)	00/
TOTAL ALI			24.0	Ş 2	2,089,548	23.0	\$	2,088,291	(1.0)	\$	(1,257)	0%

PERSONNEL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
5195102.6020 Supervisory	\$	205,771	\$	212,680	\$	234,376	\$	308,336	\$ 303,641	\$	219,551
5195102.6030 Engineering/Technical		263,389		271,760		263,830		285,154	296,989		313,352
5195102.6040 Warehousing		50,895		52,051		55,140		56,197	58,451		60,509
5195102.6080 Clerical		51,520		54,814		59,885		61,977	62,429		65,819
5195102.6200 Line Maintenance		711,609		733,382		693,547		789,806	1,107,040		1,111,246
5195102.6580 Service Award		35,834		35,609		39,367		40,470	48,635		39,594
5195102.6590 Sick Pay		21,828		22,915		21,624		22,798	25,664		24,700
5195102.6619 Standby Pay		37,363		34,739		33,524		29,658	36,000		36,720
5195102.6620 Overtime		109,801		81,013		117,524		143,861	115,000		200,000
5195102.6622 Holiday Premium		-		-		642		1,283	-		-
5195102.6880 Uniform Allowance		3,955		4,910		4,750		9,450	10,980		10,800
5195102.6885 Device Reimbursement		-		-		-		-	-		6,000
5195102.6920 Unemployment Comp. Ins.		11,060		9,382		8,580		7,962	7,560		6,072
5195102.6930 Social Security Taxes		111,054		109,961		113,136		142,315	155,222		148,437
5195102.6940 City Pension Plan		336,486		346,707		516,487		437,000	420,132		441,280
5195102.6941 Defined Contribution 401(a) Plan		-		1,857		7,335		21,093	23,623		25,206
5195102.6950 Term Life Insurance		7,176		6,604		6,659		7,485	7,992		7,647
5195102.6960 Group Hospitalization Ins.		360,595		355,939		353,905		405,814	441,941		445,525
5195102.6961 Long-Term Disability Ins.		2,870		2,664		2,681		2,991	3,916		3,172
5195102.6962 Dental Insurance		21,474		24,890		23,999		25,855	26,931		25,198
5195102.6963 Flexible Spending Account		-		189		168		184	156		126
5195102.6964 Health Savings Account		2,250		750		1,438		-	-		-
5195102.6965 Post-Employment Benefits		133,991		129,450		151,300		165,539	101,170		98,090
5195102.6966 Retirement Health Savings Account		-		761		2,782		6,326	6,900		7,000
5195102.6967 Emergency Room Reimbursements		-		2,799		1,180		4,988	3,480		3,335
5195102.6968 Vision Insurance Premiums		-		897		1,171		1,239	1,317		1,284
TOTAL PERSONNEL SERVICES	Ś	2 479 021	Ś	2 406 722	ċ	2 715 020	ċ	2 077 701	¢ 2265 160	ć	2 200 662
TOTAL PERSONNEL SERVICES	<u> </u>	2,478,921	<u> </u>	2,496,723	<u> </u>	2,715,030	<u>\$</u>	2,977,781	\$ 3,265,169	\$	3,300,663

MATERIALS AND SUPPLIES	2014		2015	2016		2017	2018 BUDGET	2019
IVIATERIALS AND SUFFLIES	ACTUA	. <i>P</i>	ACTUAL	ACTUAL		ACTUAL	AS AMENDED	BUDGET
5195103.7110 Safety Shoes and Supplies	\$ 2,155	\$	3,697	\$ 4,250	\$	5,520	\$ 6,300	\$ 6,300
5195103.7130 Tools, Field Sup., & Small Eq.	26,601		38,044	29,843	•	37,819	39,650	39,650
5195103.7131 Information Technology Supplies	847		-	-		-	30,000	30,000
5195103.7140 Uniforms	17,544		24,051	15,522		20,840	20,800	20,800
5195103.7150 Office Supplies	1,124		2,524	2,228		1,257	3,500	4,500
5195103.7160 Books, Periodicals, Etc	413		383	716		1,451	680	680
5195103.7260 Line Maintenance	110,928	1	L12,740	80,403		120,782	110,000	110,000
5195103.7270 Station Maintenance	21,745		22,315	24,322		39,621	45,200	57,200
5195103.7300 Machinery & Equip. Maintenance	-		-	-		-	500	500
5195103.7330 Meter Testing & Repairs	673		299	209		225	2,000	2,000
5195103.7350 Traffic Signal Maintenance	-		-	-		495	950	950
5195103.7370 Street Light Maintenance	14,016		20,241	10,393		8,688	13,000	13,000
5195103.7430 House Service Maintenance	22,781		4,305	6,647		20,719	23,500	23,500
5195103.7480 Communication Equip. Maint.	95		1,095	240		557	500	500
5195103.7540 Inventory Adjustment	(52,775)	(2,358)	603		(20,648)	-	-
5195103.7550 Miscellaneous Supplies	1,053		1,719	1,012		992	3,469	1,250
TOTAL MATERIALS AND SUPPLIES	\$ 167,200	\$ 2	229,055	\$ 176,388	\$	238,318	\$ 300,049	\$ 310,830
TOTAL MATERIALS AND SUPPLIES	\$ 167,200	\$ 2	229,055	\$ 176,388	<u>\$</u>	238,318	\$ 300,049	\$ 310

CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5195104.8010 Freight	\$ 355	\$ 774	\$ 202	\$ 115	\$ 950	\$ 950
5195104.8020 Advertising	380	329	1,418	749	800	800
5195104.8030 Casualty Insurance	109,396	97,818	93,522	19,923	20,662	20,665
5195104.8031 Insurance - Property	-	-	-	27,864	39,444	39,445
5195104.8032 Insurance - Auto	-	-	-	12,740	24,990	24,990
5195104.8033 Insurance - Broker	-	-	-	6,660	7,927	7,930
5195104.8040 Merchant Fees and Discounts	440,805	454,101	465,655	529,143	530,000	590,000
5195104.8050 Phone/Communications	8,060	7,946	8,613	10,203	12,000	6,000
5195104.8120 Outside Engineering (1)	70,066	52,960	67,232	40,428	103,500	131,000
5195104.8130 Building & Equipment Rental	9,951	9,970	10,079	10,264	14,000	14,000
5195104.8131 Information Technology Cont'l	16,113	63,615	78,984	168,469	211,954	239,188
5195104.8190 Refuse Disposal	3,488	2,638	3,425	4,063	2,400	2,400
5195104.8260 Line Maintenance	61,915	20,115	27,710	62,826	53,200	53,200
5195104.8270 Station Maintenance	58,856	60,737	66,975	44,479	103,750	75,000
5195104.8300 Machinery & Equip. Maintenance	5,143	6,625	5,772	5,927	8,120	8,120
5195104.8312 Fleet & Facilities Services	-	-	-	167,153	218,676	218,480
5195104.8420 Tree Removal	195,573	200,054	197,123	214,520	225,000	230,000
5195104.8480 Communication Equip. Maint.	210	-	-	-	1,060	1,060
5195104.8550 Misc. Contracted Services	5,926	1,481	13,036	4,203	5,000	5,000
5195104.8570 Public Relations	-	950	-	-	14,000	14,000
5195104.8899 Facilities Mowing	 	1,703	1,234	1,000	2,934	2,934
TOTAL CONTRACTUAL SERVICES	\$ 986,237	\$ 981,816	\$ 1,040,980	\$ 1,330,729	\$ 1,600,367	\$ 1,685,162

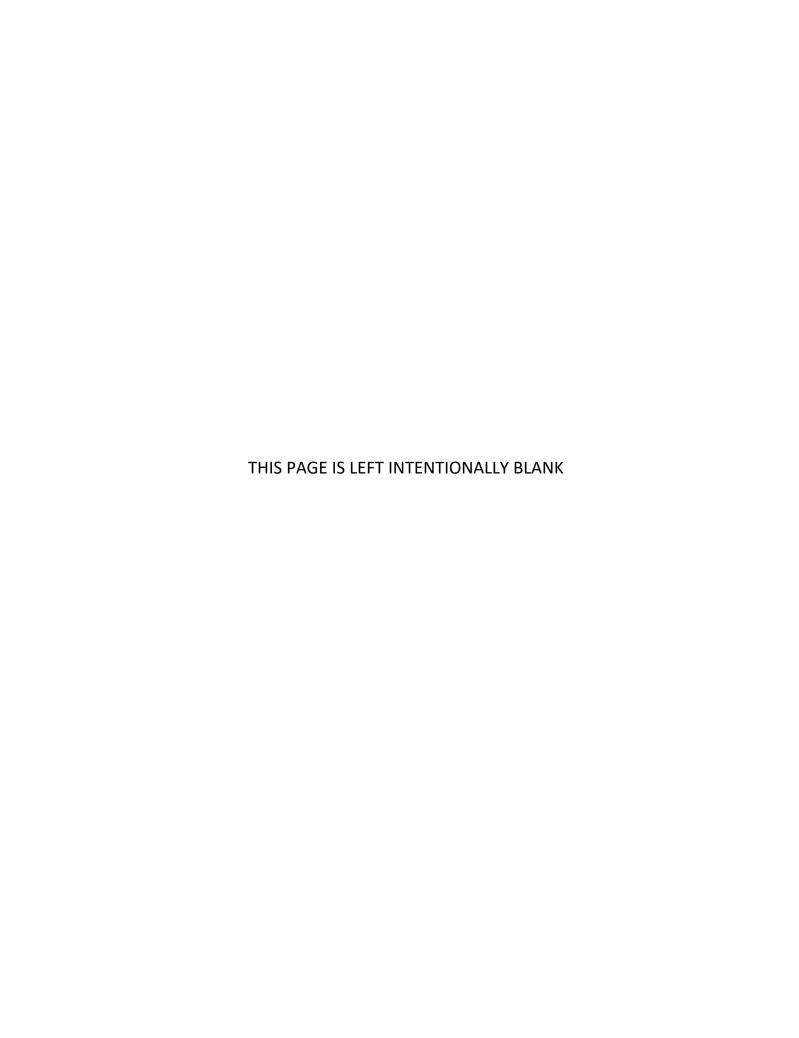
⁽¹⁾ Includes additional funding for 2017 rate study.

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
5195105.9010 Bad Debt Expense	\$	91,324	\$		\$		\$	190,119	\$ 93,010	\$	120,000
5195105.9020 Mileage & Small Bus. Expense	Ų	J1,J24 -	۲	-	Ţ	82	۲	87	140	٦	140
5195105.9040 Dues & Professional Organizations		8,990		196		3,562		-	-		-
5195105.9056 Debt Service Principal-Smart Meters		566,880		505,520		516,064		526,828	533,006		549,024
5195105.9057 Debt Service Interest-Smart Meters		124,969		114,635		104,081		93,307	87,656		71,624
5195105.9060 Depreciation Expense		151,454		150,716		178,349		189,580	201,500		278,832
5195105.9070 Training & Continuing Educ/Conf		7,667		3,836		3,392		11,228	15,100		15,100
5195105.9091 Solar Rebate		65		1,458		1,597		1,516	-		-
5195105.9092 Notional Solar Cost		3,842		26,510		26,452		23,724	26,000		24,000
5195105.9093 Subvention Expense		-		-		60,000		60,134	-		85,000
5195105.9094 Conservation Advisory Committee		-		-		-		1,044	100,000		100,000
5195105.9099 Contingencies		11,000				706			10,000		-
TOTAL OTHER CHARGES	\$	966,191	\$	1,105,905	\$	906,670	\$	1,097,567	\$ 1,066,412	\$	1,243,720
				2017				221			2000
INTER-DEPARTMENTAL CHARGES		2014		2015		2016		2017	2018 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
Administrative Overhead	\$	466,448	\$	481,924	\$	494,824	\$	672,271	\$ 694,614	\$	748,833
Billings and Accounting		329,121		356,346		364,211		308,049	425,486		443,032
Buildings and Grounds		29,995		13,402		46,011		-	-		-
Electricity		(452,362)		(460,520)		(449,229)		(397,166)	(360,187)		(360,187)
Information Technology		240,264		276,042		244,142		83,848	91,996		69,025
Other Indirect Charges		(26,526)		(32,430)		(17,550)		(40,022)	(24,700)		(24,700)
Printing and Reproduction		1,369		1,341		2,644		135	182		182
											(1/12 012)
Street Lights and Traffic Signals		(266,590)		(308,682)		(192,973)		(143,745)	(143,812)		(143,812)
Street Lights and Traffic Signals Vehicles and Equipment		(266,590) 116,332		(308,682) 103,425		125,256		-	-		-
Street Lights and Traffic Signals		(266,590)		(308,682)				(143,745) - (28,416)	(143,812) - (17,881)		(21,291)

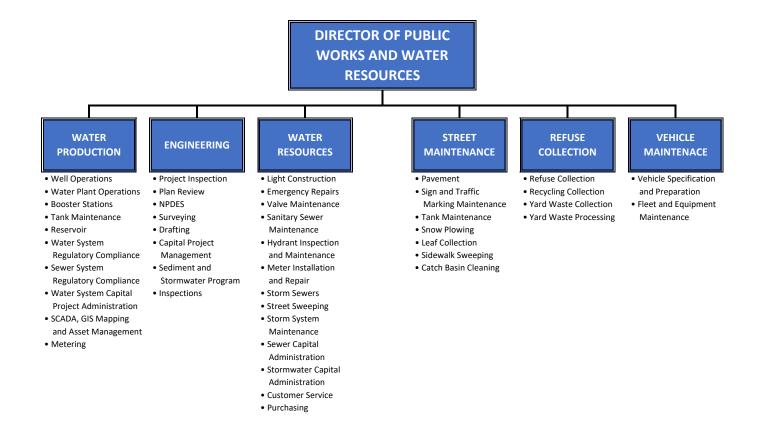
ELECTRIC FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		BUDGET MENDED	2019 BUDGET
5195106.9621 Building & Structures	\$ 452,098	\$	_	\$	-	\$	-	Ś	_	\$ _
5195106.9622 Machinery & Equipment	22,775	•	_	•	-	•	-	•	-	-
5195106.9623 Autos & Trucks	176,500		-		-		-		-	68,400
5195106.9730 CIP - Stations Material	672,747		365,008		535,491		1,053,144		-	-
5195106.9760 CIP - Lines Material	647,512		93,535		181,686		150,156	!	562,500	655,000
5195106.9770 CIP - Street Lights Material	-		-		3,798		-		-	-
5195106.9830 CIP - Stations Labor	59,792		143,557		41,087		155,474		-	-
5195106.9860 CIP - Lines Labor	50,302		82,862		86,041		25,901		262,500	329,500
5195106.9870 CIP - Street Lights Labor	50,302		82,862		118,202		-		-	-
5195106.9960 CIP - Lines Contractual	-		-		-		-		-	65,500
TOTAL CAPITAL PROJECTS BUDGET	\$ 2,132,028	\$	767,824	\$	966,305	\$	1,384,675	\$ 8	825,000	\$ 1,118,400

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	OTHER FINANCING
E1901 New Lines and Services	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
E1805 Line Extension - UD Farm	170,000	-	-	-	_	-
E1809 12.47kV Line Extension	100,000	-	-	-	-	-
E1502 Underground Distribution - UD Star Campus	-	-	-	-	-	120,000
E1203 CAD Software	-	40,444	-	-	-	-
E0503 SCADA & Automatic Switching	655,000	-	-	-	-	-
EEQSF Vehicle Replacement Program	68,400		149,600		-	-
TOTAL ELECTRIC FUND	\$ 1,118,400	\$ 40,444	\$ 149,600	\$ -	\$ -	\$ 120,000

⁽¹⁾ In 2010, Deldot funded a project to move Elkton Road lines.



CITY OF NEWARK, DELAWARE PUBLIC WORKS AND WATER RESOURCES DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE PUBLIC WORKS AND WATER RESOURCES DEPARTMENT FY2019 PROGRAM NARRATIVE

The Public Works and Water Resources Department is responsible for potable water treatment and delivery, sanitary sewage collection and transmission services, refuse collection, City fleet maintenance, engineering, surveying, street maintenance and stormwater management through its program divisions described below:

- Engineering Division: Responsible for the engineering review of new subdivisions and construction improvement plans, sediment and stormwater program implementation, construction inspection, public works capital project development and administration, survey support, GIS database management, and administration of our annual Street and Sidewalk Programs. Staff also responds to resident complaints regarding drainage, erosion, and other related issues. Engineering staff prepare reports and recommendations to the City Manager and City Council on various improvements throughout the City and maintain an active liaison with engineering consultants.
- **Refuse Division:** Performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, yard waste collection, and Main Street Big Belly Compactor collection. The Refuse Division also assists various operating departments for trash collection at special events throughout the year.
- Street Division: Responsible for minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the City's yard waste processing areas, the application of traffic control signage and striping, leaf collection, and snow plowing. In addition, this division routinely assists other departments and PWWR divisions as required.
- Fleet Maintenance Division: Responsible for maintaining the City's 225 vehicles and pieces of motorized equipment and focused on improving fleet standardization and minimizing life cycle costs, while reducing parts inventory requirements, maintenance burden, and vehicle down time. The Fleet Maintenance Division also assists with vehicle specifications for new purchases.
- Water Division: Responsible for maintaining regulatory compliance, GIS database management, oversight of day to
 day water system operations, engineering and design of facilities, supervision and inspection of construction projects,
 and capital project development and administration. Water construction plans and specifications are prepared for
 bidding under this program. Water Division engineering staff prepare reports and recommendations to the City
 Manager and City Council on facility improvements along with plan and specification development. The Division also
 maintains an active liaison with engineering consultants.
- Sewer Division: The sewer division is responsible for maintaining regulatory compliance, oversight of day to day
 sanitary sewer system operations, engineering and design of facilities, supervision and inspection of construction
 projects, and capital project development and administration. Staff prepares reports and recommendations to the
 City Manager and City Council on asset, equipment and facility improvements and maintains an active liaison with
 engineering consultants as well as the general public.
- Stormwater Division: Responsible for maintaining NPDES Phase II Permit compliance, GIS database management,
 oversight of day to day system operations, engineering and design of facilities, supervision and inspection of
 construction projects, and capital project development and administration. Stormwater staff prepare reports and
 recommendations to the City Manager and City Council on facility improvements. Responsible for the programming
 and administration of the Stormwater Utility.

CITY OF NEWARK, DELAWARE PUBLIC WORKS AND WATER RESOURCES DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

- Contributed to the successful passage of the referendum, providing a funding source for many important PWWR Projects.
- Successfully implemented the Stormwater Utility.
- Began the planned Capital Improvements associated with the Stormwater Utility and continued to lead the state on our NPDES Permit Compliance.
- Continued GIS database development and maintenance of the water, sanitary sewer and storm sewer systems which will be used for advanced asset management, maintenance recordkeeping, and stormwater conveyance/treatment retrofit optimization. Created workflows for Catch Basin repair, water valve exercising, and other maintenance items using tablets in the field and uploaded to database in real time, putting this information at our fingertips.
- Had another successful year of our Annual Intern Program. Five University of Delaware Students spent the summer
 working with our Environmental Coordinator, Field Operations Superintendent, Water Operations Superintendent
 and our Engineering Technician on environmental compliance, sewer manhole inspections, street sign inventories,
 refuse cart inventories, and database updates.
- Updated the Water and Sewer Standards and Specifications

CITY OF NEWARK, DELAWARE PUBLIC WORKS AND WATER RESOURCES DEPARTMENT FY2019 GOALS

Goals for 2019 include:

- We expect to have the final version of our NPDES MS4 stormwater permit in late 2018. This permit will require staff and our consultant to draft and implement a new stormwater pollution prevention plan, while continuing the requirements of previous plans, including the annual reporting of stormwater quality initiatives.
- Utilize our in-house staff in order to complete the update to the City's Standards and Specifications for Construction, last updated in 2001.
- Create Standard Operating Procedures for each Division within the Department.
- Complete the rehabilitation of the Curtis Water Treatment Plant and begin the rehabilitation at the South Well Field Water Treatment Plant.
- Complete the environmental remediation and the demolition of the Rodney Dormitory site.
- Design and install up to one mile of water main as part of our rehabilitation program.
- Continue to assess and repair our sanitary sewer mains.
- Assess environmental compliance at all City Owned facilities.

Revenue and Expenditures:

WATER FUND - SUMMARY	2014		2015	2016	2017		018 BUDGET	2019
	ACTUAL		ACTUAL	ACTUAL	ACTUAL	Α	S AMENDED	BUDGET
<u>REVENUE</u>								
Sale of Water	\$ 8,187,663	\$	8,801,385	\$ 9,275,827	\$ 9,299,681	\$	9,200,000	\$ 9,613,000
No. of Gallons (Thousands)	1,215,020		1,066,416	1,052,379	-		1,040,000	1,040,000
Penalties	11,988		26,471	27,951	26,921		35,000	31,200
Service Fees	38,696		19,895	43,719	40,524		32,471	33,100
Other REVENUE	216,911		209,516	166,860	248,209		207,045	133,400
Interest Revenue	31,270		29,265	30,250	28,987		30,000	30,200
Subtotal	\$ 8,486,528	\$	9,086,532	\$ 9,544,607	\$ 9,644,322	\$	9,504,516	\$ 9,840,900
Less: Water Purchased	131,389		171	N/A	N/A		N/A	N/A
No. of Gallons (Thousands)	36,478		-	-	-		-	-
GROSS OPERATING REVENUE	\$ 8,355,139	\$	9,086,361	\$ 9,544,607	\$ 9,644,322	\$	9,504,516	\$ 9,840,900
OPERATING EXPENSES								
Personnel Services	\$ 2,559,336	\$	2,484,471	\$ 2,700,713	\$ 2,359,205	\$	2,247,925	\$ 2,491,021
Utility Purchases	N/A		N/A	-	-		-	-
Materials and Supplies	245,863		275,880	297,038	331,613		370,500	404,750
Contractual Services	589,316		767,095	757,278	699,245		953,261	959,056
Other Charges	1,971,496		1,845,649	1,840,073	416,526		1,909,970	1,867,669
Subtotal	\$ 5,366,011	\$	5,373,095	\$ 5,595,102	\$ 3,806,589	\$	5,481,656	\$ 5,722,496
Inter-Departmental Charges	805,467		904,427	950,799	797,994		574,657	584,028
TOTAL OPERATING EXPENSES	\$ 6,171,478	\$	6,277,522	\$ 6,545,901	\$ 4,604,583	\$	6,056,313	\$ 6,306,524
NET OPERATING MARGIN (Before Capital Costs)	\$ 2,183,661	\$	2,808,839	\$ 2,998,706	\$ 5,039,739	\$	3,448,203	\$ 3,534,376
		-						

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 WATER DIVISION

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference		Difference	Change
FULL TIME POSITIONS												
Director of PWWR	MGMT	33	1.0	\$	117,299	1.0	\$	125,050	0.0	\$	7,751	6.6%
Deputy Director of PWWR	MGMT	29	1.0	\$	95,927	1.0	\$	99,395	0.0	\$	3,468	3.6%
Water Operations Superintendent	MGMT	22	1.0	\$	82,413	1.0	\$	86,346	0.0	\$	3,933	4.8%
PWWR Supervisor	MGMT	19	1.0	\$	74,250	1.0	\$	77,707	0.0	\$	3,457	4.7%
Water and Sewer Inspector	CWA F/T	16	1.0	\$	58,013	1.0	\$	60,947	0.0	\$	2,934	5.1%
Senior Water Plant OP	AFSCME F/T	16	1.0	\$	80,530	1.0	\$ \$	82,764	0.0	\$	2,234	2.8%
GIS Technician **	CWA F/T	14		\$	-	1.0	\$	55,040	1.0	\$	55,040	#DIV/0!
Water Plant Operator	AFSCME F/T	14	3.0	\$	209,636	3.0	\$	216,529	0.0	\$	6,893	3.3%
Water Meter Technician	AFSCME F/T	10	1.0	\$	65,180	1.0	\$	66,726	0.0	\$	1,546	2.4%
Heavy Equipment Op/Mech	AFSCME F/T	10	1.0	\$	64,355	1.0	\$	66,025	0.0	\$	1,670	2.6%
Admin Professional I	CWA F/T	10		\$	-	1.0	\$	58,735	1.0	\$	58,735	#DIV/0!
Secretary I	CWA F/T	10	1.0	\$	55,929		\$	· -	(1.0)	\$	(55,929)	-100.0%
Digital Scanner/Record Asst II	CWA F/T	8		\$	-	1.0	\$	54,455	1.0	\$	54,455	#DIV/0!
Maintenance IV	AFSCME F/T	8	1.0	\$	59,753	1.0	\$	61,210	0.0	\$	1,457	2.4%
Maintenance III	AFSCME F/T	6	1.0	\$	45,032	1.0	\$	54,718	0.0	\$	9,686	21.5%
Equipment Operator *	AFSCME F/T	3	5.0	\$	203,080	3.0	\$	105,655	(2.0)	\$	(97,425)	-48.0%
Maintenance I	AFSCME F/T	1		\$	-	2.0	\$	87,204	2.0	\$	87,204	#DIV/0!
Total Full-Time Positions			19.0	\$	1,211,397	21.0	\$	1,358,506	2.0	\$	147,109	12.1%
PART-TIME FUNDING												
Clerk Typist	CWA P/T			\$	29,235		\$	30,737		\$	1,502	5.1%
Seasonal				\$	14,400		\$	14,400		\$	-	0.0%
Intern				\$	6,500		\$	6,500		\$	-	0.0%
Total Part-Time Funding				\$	50,135		\$	51,637		\$	1,502	3.0%
OTHER												
OTHER Coming Assembly				_	00-00							
Service Award				\$	20,791		\$	24,159		\$	3,368	16.2%
Sick Pay				\$ \$	7,930		\$ \$	13,845		\$	5,915	74.6%
Overtime				Ş	165,000		Ş	168,300		\$	3,300	2.0%
Shift Differential				\$	6,000		\$	3,120		\$	(2,880)	-48.0%
Holiday Premium				\$	16,400		\$	16,728		\$	328	2.0%
Weekend Premium				\$	2,150		\$	2,193		\$	43	2.0%
Uniform Allowance				\$	7,740		\$	7,920		\$	180	2.3%
Device Reimbursements				\$	-		\$	4,800		\$	4,800	#DIV/0!
Total Other				\$	226,011		\$	241,065		\$	15,054	6.7%
Total All			10.0		1 407 542	21.0	_	1 (54 300	2.0	Ś	162.665	440/
* 2019 and 2010 total funding for Equipm			19.0	\	1,487,543	21.0	\	1,651,208	2.0	>	163,665	11%

^{* 2018} and 2019 total funding for Equipment Operator postions includes 1 FTE that is currently unfunded.

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

PERSONNEL SERVICES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5295202.6020 Supervisory	\$	334,742	\$	328,482	\$	352,194	\$	361,039	\$ 369,889	\$ 388,498
5295202.6030 Engineering/Technical1	•	116,339	•	67,431	•	69,433	•	2,747	-	-
5295202.6050 Information Technology		-		-		-		, -	_	55,040
5295202.6080 Clerical		75,635		65,008		77,158		82,006	85,164	89,472
5295202.6200 Line Maintenance		324,382		369,099		375,186		416,772	373,045	429,968
5295202.6210 Inspectors2		121,085		65,741		68,091		99,470	58,013	60,947
5295202.6220 Plant Operators		210,986		253,466		270,781		279,200	290,166	299,293
5295202.6230 Maintenance Workers		217,196		144,526		168,899		30,601	64,355	66,025
5295202.6240 Sweeper Operator		49,057		49,435		53,156		2,058	, -	´-
5295202.6580 Service Award		23,665		24,517		26,738		20,465	20,791	24,159
5295202.6590 Sick Pay		11,989		11,222		9,755		7,002	7,930	13,845
5295202.6610 Seasonal		, -		, 574		11,086		11,018	14,400	14,400
5295202.6615 Interns		3,185		-		5,964		5,122	6,500	6,500
5295202.6620 Overtime		164,218		187,563		190,007		156,324	165,000	168,300
5295202.6621 Shift Differential		4,287		5,928		5,680		5,733	6,000	3,120
5295202.6622 Holiday Premium		9,833		14,804		13,625		14,166	16,400	16,728
5295202.6623 Weekend Premium		9,923		589		1,763		2,339	2,150	2,193
5295202.6880 Uniform Allowance		4,988		4,945		5,220		7,925	7,740	7,920
5295202.6885 Device Reimbursement		-		-		-		-	-	4,800
5295202.6920 Unemployment Comp. Ins.		13,951		10,046		9,151		7,449	5,985	5,544
5295202.6930 Social Security Taxes		121,995		114,521		124,026		113,247	109,165	118,946
5295202.6940 City Pension Plan		266,438		302,329		377,537		308,246	243,880	282,340
5295202.6941 Defined Contribution 401(a) Plan		11,740		15,251		15,945		19,752	24,914	33,057
5295202.6950 Term Life Insurance		6,302		5,954		5,744		5,235	5,494	6,090
5295202.6960 Group Hospitalization Ins.		322,119		308,997		310,917		255,770	277,241	296,814
5295202.6961 Long-Term Disability Ins.		2,518		2,428		2,341		2,063	2,603	2,413
5295202.6962 Dental Insurance		19,283		19,818		19,175		16,009	16,738	16,497
5295202.6963 Flexible Spending Account		-		142		215		194	234	189
5295202.6964 Health Savings Account		1,125		1,500		1,500		1,500	1,500	1,500
5295202.6965 Post-Employment Benefits		106,248		102,719		122,776		115,433	62,182	62,760
5295202.6966 Retirement Health Savings Account		3,387		4,265		4,018		5,071	6,900	9,800
5295202.6967 Emergency Room Reimbursements		2,720		2,400		1,600		4,347	2,610	2,900
5295202.6968 Vision Insurance Premiums		-		771		1,032		902	936	963
TOTAL PERSONNEL SERVICES	Ś	2,559,336	Ś	2,484,471	\$	2,700,713	Ś	2,359,205	\$ 2,247,925	\$ 2,491,021
	- <u> </u>	_,		_,, ., _	<u> </u>	_,		_,	- -,, , , = -	 _,,

⁽¹⁾ The 2014 total includes Stormwater Program Coordinator and Survey Instrument Technician. Starting with 2015, the total only includes Stormwater Program Coordinator.

⁽²⁾ For the 2015 budget the Chief Surveyor and Survey Instrument Technician are reclassified to Engineering Division.

In 2017, several staff were transferred to the Stormwater Division.

39,473 81,855 5,267	\$	39,394 88,206	\$	35,483	\$	33,948	\$ 40,000		BUDGET
81,855 5,267	\$		\$	35,483	\$	33 018	\$ 40,000	۲	
81,855 5,267			•			33,340	40,000	\$	40,000
				89,237		101,900	123,500		153,500
		6,071		3,774		7,401	5,750		6,000
9,298		18,011		14,398		13,432	10,000		10,000
-		-		7,640		-	-		- 1
63		-		-		-	-		- 1
2,652		2,240		2,059		3,427	3,250		3,250
56,027		60,106		67,960		108,918	110,000		110,000
1,711		5,649		94		2,212	3,500		3,500
2,960		(477)		6,524		4,428	7,500		7,500
26,354		19,315		24,724		4,932	35,000		35,000
1,653		-		109		-	-		-
-		3,332		23		673	-		-
9,961		23,006		57,346		49,450	30,000		35,000
2,955		759		3,465		-	-		-
-		2,390		1,580		-	2,000		1,000
5,068		7,027		(17,498)		817	-		-
566		851		120		75	-		-
245,863	\$	275,880	\$	297,038	\$	331,613	\$ 370,500	\$	404,750
	2,652 56,027 1,711 2,960 26,354 1,653 - 9,961 2,955 - 5,068 566	- 63 2,652 56,027 1,711 2,960 26,354 1,653 - 9,961 2,955 - 5,068 566	63	63	- 7,640 63 - 7 2,652 2,240 2,059 56,027 60,106 67,960 1,711 5,649 94 2,960 (477) 6,524 26,354 19,315 24,724 1,653 - 109 - 3,332 23 9,961 23,006 57,346 2,955 759 3,465 - 2,390 1,580 5,068 7,027 (17,498) 566 851 120	- 7,640 63 7 2,652 2,240 2,059 56,027 60,106 67,960 1,711 5,649 94 2,960 (477) 6,524 26,354 19,315 24,724 1,653 - 109 - 3,332 23 9,961 23,006 57,346 2,955 759 3,465 - 2,390 1,580 5,068 7,027 (17,498) 566 851 120	- - 7,640 - 63 - - - 2,652 2,240 2,059 3,427 56,027 60,106 67,960 108,918 1,711 5,649 94 2,212 2,960 (477) 6,524 4,428 26,354 19,315 24,724 4,932 1,653 - 109 - - 3,332 23 673 9,961 23,006 57,346 49,450 2,955 759 3,465 - - 2,390 1,580 - 5,068 7,027 (17,498) 817 566 851 120 75	- - 7,640 - - 63 - - - - 2,652 2,240 2,059 3,427 3,250 56,027 60,106 67,960 108,918 110,000 1,711 5,649 94 2,212 3,500 2,960 (477) 6,524 4,428 7,500 26,354 19,315 24,724 4,932 35,000 1,653 - 109 - - - 3,332 23 673 - 9,961 23,006 57,346 49,450 30,000 2,955 759 3,465 - - - 2,390 1,580 - 2,000 5,068 7,027 (17,498) 817 - 566 851 120 75 -	- - 7,640 - - 63 - - - - 2,652 2,240 2,059 3,427 3,250 56,027 60,106 67,960 108,918 110,000 1,711 5,649 94 2,212 3,500 2,960 (477) 6,524 4,428 7,500 26,354 19,315 24,724 4,932 35,000 1,653 - 109 - - - 3,332 23 673 - 9,961 23,006 57,346 49,450 30,000 2,955 759 3,465 - - - 2,390 1,580 - 2,000 5,068 7,027 (17,498) 817 - 566 851 120 75 -

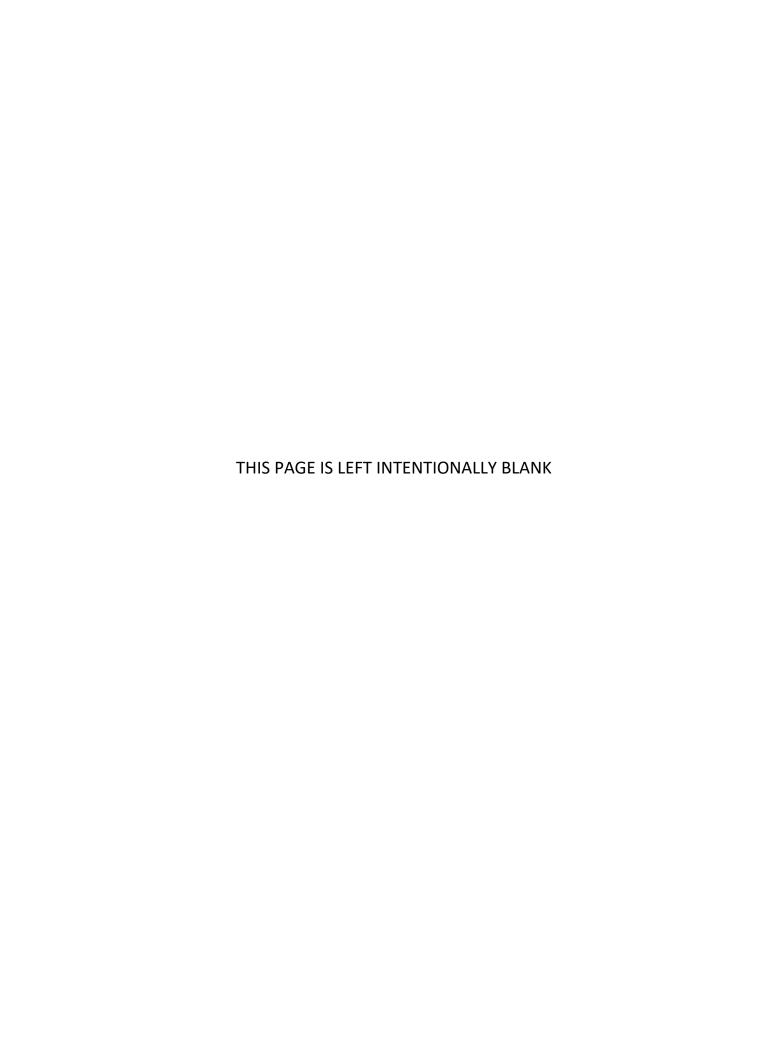
CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5295204.8020 Advertising	\$ 1,613	\$ 1,826	\$ 1,745	\$ 2,203	\$ 3,500	\$ 3,500
5295204.8030 Casualty Insurance	137,052	137,470	151,457	23,665	28,321	28,320
5295204.8031 Insurance - Property	-	-	-	56,896	83,139	83,140
5295204.8032 Insurance - Auto	-	-	-	13,918	27,163	27,165
5295204.8033 Insurance - Broker	-	-	-	9,561	12,879	12,880
5295204.8040 Merchant Fees and Discounts	71,306	88,234	86,537	103,232	100,000	100,000
5295204.8050 Phone/Communications	7,837	6,056	5,775	9,937	10,000	5,200
5295204.8120 Outside Engineering (1)	111,108	72,846	137,810	65,186	125,000	115,000
5295204.8130 Building & Equipment Rental	5,416	489	655	2,236	3,500	3,500
5295204.8131 Information Technology Cont'l	624	41,157	24,110	68,642	66,036	81,114
5295204.8150 Water Service Contracts	-	81,779	73,914	53,075	76,000	76,000
5295204.8260 Line Maintenance	84,450	81,426	31,321	8,205	65,000	65,000
5295204.8270 Station Maintenance	24,721	13,369	5,884	7,135	7,500	7,500
5295204.8275 Reservoir Maintenance	33,636	26,493	38,635	14,707	30,000	30,000
5295204.8280 Treatment Plant Maintenance	52,572	70,017	94,370	72,617	65,000	83,000
5295204.8300 Machinery & Equip. Maint.	707	364	-	-	-	-
5295204.8310 Vehicle Maintenance	2,085	-	-	-	-	-
5295204.8312 Fleet & Facilities Services	-	-	-	145,354	176,723	171,737
5295204.8320 Well Maintenance	5,814	10,450	5,975	15,750	20,000	20,000
5295204.8325 Tank Cleaning and Inspection	-	-	28,195	6,400	10,000	10,000
5295204.8330 Meter Testing and Repairs	780	6	1,262	237	5,000	5,000
5295204.8401 Stormwater Program Contractual	13,820	18,109	10,878	-	-	-
5295204.8440 Conservation Program	800	-	-	-	3,000	1,000
5295204.8460 Street Sweeping Contract	-	1,205	-	-	-	-
5295204.8480 Communication Equip. Maint.	65	-	-	-	-	-
5295204.8550 Misc. Contracted Services	34,910	90,627	33,686	5,919	10,000	10,000
5295204.8899 Mowing Contract	 -	 25,172	 25,069	 14,370	25,500	20,000
TOTAL CONTRACTUAL SERVICES	\$ 589,316	\$ 767,095	\$ 757,278	\$ 699,245	\$ 953,261	\$ 959,056

^{(1) 2016} includes additional funding for a rate study.

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		018 BUDGET S AMENDED		2019 BUDGET
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	A	S AMENDED		BUDGET
5295205.9010 Bad Debt Expense	\$	1,702	\$	736	\$	1,287	\$	389	\$	1,309	\$	1,791
5295205.9020 Mileage & Small Bus. Expense		119		-		8		4,638		-		-
5295205.9040 Dues & Professional Organizations		6,214		3,630		4,025		-		-		-
5295205.9051 Debt Service Principal		1,005,000		1,020,000		1,040,000		-		1,095,000		1,140,000
5295205.9052 Debt Service Interest		254,588		234,400		213,883		192,908		177,750		144,900
5295205.9054 Amortization of Refinance Loss		34,443		34,443		34,443		34,443		34,443		34,443
5295205.9056 Debt Service Principal-Smart Meters		425,527		320,675		327,730		-		334,940		349,851
5295205.9057 Debt Service Interest-Smart Meters		111,758		104,852		97,797		90,587		90,587		75,690
5295205.9058 Debt Service Principal-ECM		31,563		40,745		33,167		-		34,510		35,202
5295205.9059 Debt Service Interest-ECM		5,606		4,964		3,294		3,809		3,131		2,439
5295205.9060 Depreciation Expense		93,310		78,714		81,335		84,619		119,700		74,753
5295205.9070 Training & Continuing Educ/Conf		1,666		2,490		2,398		5,133		8,600		8,600
5295205.9099 Contingencies		-		-		706		-		10,000		-
TOTAL OTHER CHARGES	\$	1,971,496	\$	1,845,649	Ś	1,840,073	\$	416,526	\$	1,909,970	\$	1,867,669
TOTAL OTHER CHARGES	<u> </u>	1,371,430		1,043,043	<u> </u>	1,040,073		410,320	-	1,303,370	,	1,007,003
WINES DEPOSIT FAIR ALL SULPRISE		2014		2015		2016		2017	20	018 BUDGET		2019
INTER-DEPARTMENTAL CHARGES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	A	S AMENDED		BUDGET
Administrative Overhead	\$	285,675	\$	302,604	\$	327,177	\$	489,945	\$	354,517	\$	372,856
Billings and Accounting	7	92,721	7	100,394	7	109,688	Y	130,505	Y	69,266	7	78,835
- · · · · · · · · · · · · · · · · · ·										-		-
Buildings and Grounds		7.434		3.322		11.404						193,283
Buildings and Grounds Electricity		7,434 218.015		3,322 229.298		11,404 240.710		201.211		193.283		
Electricity		218,015		229,298		240,710		201,211		193,283 90.300		
Electricity Information Technology		218,015 199,373		229,298 224,542		240,710 199,366		83,848		90,300		69,025
Electricity Information Technology Other Indirect Charges		218,015 199,373 (179,289)		229,298 224,542 (128,885)		240,710 199,366 (115,776)		-				
Electricity Information Technology		218,015 199,373		229,298 224,542		240,710 199,366		83,848 (130,442)		90,300 (147,214)		69,025 (147,214)
Electricity Information Technology Other Indirect Charges Printing and Reproduction		218,015 199,373 (179,289) 1,358		229,298 224,542 (128,885) 1,330		240,710 199,366 (115,776) 2,624		83,848 (130,442)		90,300 (147,214)		69,025 (147,214)
Electricity Information Technology Other Indirect Charges Printing and Reproduction Vehicle and Equipment	 \$	218,015 199,373 (179,289) 1,358 163,439		229,298 224,542 (128,885) 1,330 155,058 16,764		240,710 199,366 (115,776) 2,624 144,011		83,848 (130,442) 108 - 22,819		90,300 (147,214) 146	\$	69,025 (147,214) 146

WATER FUND - CAPITAL PROJECTS BUDGET		2014 ACTUAL		2015 ACTUAL	2016 ACTUAL		2017 ACTUAL	18 BUDGET AMENDED	2019 BUDGET
5295206.9580 Consulting Fees	\$	7,201	\$	59,418	\$ -	\$	_	\$ -	\$ -
5295206.9622 Machinery & Equipment	•	448,548	-	27,239	87,011	•	-	-	-
5295206.9623 Autos & Trucks		25,410		-	-		-	-	38,624
5295206.9720 CIP - Storm Sewers Material		150		-	-		-	-	-
5295206.9740 CIP - Water Treat. Plant Mat'l		660		-	14,355		-	-	25,000
5295206.9760 CIP - Lines Material		89,017		239,263	1,308,373		509,965	20,000	239,450
5295206.9840 CIP - Water Treat. Plant Labor		340		13,910	6,930		-	-	-
5295206.9860 CIP - Lines Labor		1,149		2,938	10,542		20,756	-	-
5295206.9960 CIP - Lines Contractual		1,343,465		1,008,887	977		238,440	 -	110,550
TOTAL CAPITAL PROJECTS BUDGET	\$	1,915,940	\$	1,351,655	\$ 1,428,188	\$	769,161	\$ 20,000	\$ 413,624

CAPITAL PROJECT NUMBER AND DESCRIPTION	URRENT SOURCES	PITAL SERVES	UIPMENT .ACEMENT	RANT OURCES	BOND ISSUES	F	STATE REVOLVING LOANS	HER NCING
W1701 Valve Inspection, Exercising and Rehabilitation	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -
W1702 Source Water Protection	20,000	-	-	-	-		-	-
W1601 Backup Generation at Remote Wells	-	-	-	70,000	-		-	-
W1402 Air Stripper Replacement/Storage Tank Config.	90,000	-	-	-	-		3,000,000	-
W1302 Abandon Old Wells	-	5,000	-	-	-		-	-
W0503 Well Restoration	28,000	-	-	-	-		-	-
W0002 Alternative Disinfection Equipment	25,000	-	-	-	-		-	-
W9302 SCADA System	6,000	-	-	-	-		200,000	-
W9308 Water Main Renovation Program	30,000	-	-	-	-		1,000,000	-
W8605 Water Tank Maintenance	11,000	-	-	-	-		350,000	-
WEQSF Vehicle Replacement Program	38,624	 	 85,376	 -	-		<u>-</u>	 -
TOTAL WATER FUND	\$ 413,624	\$ 5,000	\$ 85,376	\$ 70,000	\$ -	\$	4,550,000	\$ -



Revenue and Expenditures:

2014		2015		2016		2017				2019
ACTUAL		ACTUAL		ACTUAL		ACTUAL	Α	S AMENDED		BUDGET
\$ 6,673,718	\$	6,693,431	\$	7,149,429	\$	7,018,863	\$	6,875,000	\$	7,630,650
912,999		906,246		815,758		-		837,400		837,400
12,804		12,752		15,000		22,094		16,385		19,500
5,271		3,302		6,000		479		1,000		500
20		99		-		12,671		-		15,900
29,660		28,310		26,660		36,020		29,100		31,000
\$ 6,721,473	\$	6,737,894	\$	7,197,089	\$	7,090,127	\$	6,921,485	\$	7,697,550
4,522,287 923,834		4,552,004 920,358		N/A 815,758		N/A -		N/A 837,400		N/A 837,400
\$ 2,199,186	\$	2,185,890	\$	7,197,089	\$	7,090,127	\$	6,921,485	\$	7,697,550
\$ 136,950	\$	145,450	\$	285,547	\$	335,085	\$	321,287	\$	356,592
N/A		N/A		4,609,867		4,639,046		4,719,771		5,286,144
29,327		19,392		12,713		20,837		26,700		29,000
169,684		221,938		196,195		255,430		334,856		353,282
5,364		3,304		21,419		50,889		49,792		65,317
\$ 341,325	\$	390,084	\$	5,125,741	\$	5,301,287	\$	5,452,406	\$	6,090,335
422,602		442,114		392,847		439,866		306,923		291,184
\$ 763,927	\$	832,198	\$	5,518,588	\$	5,741,153	\$	5,759,329	\$	6,381,519
\$ 1,435,259	\$	1,353,692	\$	1,678,501	\$	1,348,974	\$	1,162,156	\$	1,316,031
\$ \$ \$	\$ 6,673,718 912,999 12,804 5,271 20 29,660 \$ 6,721,473 4,522,287 923,834 \$ 2,199,186 \$ 136,950 N/A 29,327 169,684 5,364 \$ 341,325 422,602 \$ 763,927	\$ 6,673,718 \$ 912,999 12,804 5,271 20 29,660 \$ 6,721,473 \$ 4,522,287 923,834 \$ 2,199,186 \$ \$ \$ 136,950 \$ N/A 29,327 169,684 5,364 \$ 341,325 \$ 422,602 \$ 763,927 \$	\$ 6,673,718 \$ 6,693,431 912,999 906,246 12,804 12,752 5,271 3,302 20 99 29,660 28,310 \$ 6,721,473 \$ 6,737,894 4,522,287 4,552,004 923,834 920,358 \$ 2,199,186 \$ 2,185,890 \$ 136,950 \$ 145,450 N/A N/A 29,327 19,392 169,684 221,938 5,364 3,304 \$ 341,325 \$ 390,084 422,602 442,114 \$ 763,927 \$ 832,198	\$ 6,673,718 \$ 6,693,431 \$ 912,999 906,246 12,804 12,752 5,271 3,302 20 99 29,660 28,310 \$ 6,721,473 \$ 6,737,894 \$ 4,522,287 4,552,004 923,834 920,358 \$ 2,185,890 \$ \$ 136,950 \$ 145,450 \$ N/A N/A 29,327 19,392 169,684 221,938 5,364 3,304 \$ 422,602 442,114 \$ 763,927 \$ 832,198 \$	\$ 6,673,718 \$ 6,693,431 \$ 7,149,429 912,999 906,246 815,758 12,804 12,752 15,000 5,271 3,302 6,000 20 99 - 29,660 28,310 26,660 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 4,522,287 4,552,004 N/A 923,834 920,358 815,758 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089	ACTUAL ACTUAL \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 912,999 \$ 906,246 \$ 815,758 \$ 12,804 \$ 12,752 \$ 15,000 \$ 5,271 \$ 3,302 \$ 6,000 \$ 20 \$ 99 \$ - \$ 26,660 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 4,522,287 \$ 4,552,004 \$ N/A \$ 923,834 \$ 920,358 \$ 815,758 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ \$ 136,950 \$ 145,450 \$ 285,547 \$ N/A \$ N/A \$ 4,609,867 \$ 29,327 \$ 19,392 \$ 12,713 \$ 169,684 \$ 221,938 \$ 196,195 \$ 5,364 \$ 3,304 \$ 21,419 \$ 341,325 \$ 390,084 \$ 5,125,741 \$ 422,602 \$ 442,114 \$ 392,847 \$ 763,927 \$ 832,198 \$ 5,518,588 \$ 5,518,588 \$ 5,518,588 \$ 5,5518,588 <td>ACTUAL ACTUAL ACTUAL ACTUAL \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 912,999 906,246 815,758 - 12,804 12,752 15,000 22,094 5,271 3,302 6,000 479 20 99 - 12,671 29,660 28,310 26,660 36,020 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 4,522,287 4,552,004 N/A N/A N/A 923,834 920,358 815,758 - \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 136,950 \$ 145,450 \$ 285,547 \$ 335,085 N/A N/A N/A 4,609,867 4,639,046 29,327 19,392 12,713 20,837 169,684 221,938 196,195 255,430 5,364 3,304 21,419 50,889 \$ 341,325 \$ 390,084 \$ 5,125,741 \$ 5,301</td> <td>\$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 912,999 906,246 815,758</td> <td>ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 6,875,000 912,999 906,246 815,758 - 837,400 12,804 12,752 15,000 22,094 16,385 5,271 3,302 6,000 479 1,000 20 99 - 12,671 - 29,660 28,310 26,660 36,020 29,100 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 4,522,287 4,552,004 N/A N/A N/A N/A 923,834 920,358 815,758 - 837,400 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ N/A N/A N/A N/A 4,639,046 4,719,771 29,327 19,392 12,713 20,837 26,700 169,684 221,938 196,195 255,430 33</td> <td>ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 6,875,000 \$ 912,999 906,246 815,758 - 837,400 \$ 837,400 \$ 12,804 12,752 15,000 22,094 16,385 \$ 5,271 3,302 6,000 479 1,000 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ 4,522,287 4,552,004 N/A N/A N/A N/A N/A N/A N/A 923,834 920,358 815,758 - 837,400 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ \$ 136,950 \$ 145,450 \$ 285,547 \$ 335,085 \$ 321,287 \$ N/A \$ 145,450 \$ 285,547 \$ 335,085 \$ 321,287 \$ 10,000 \$ 320,287 \$ 4,639,046 4,719,771 \$ 329,327 19,392 12,713 20,837 26,700 26,600 26,600 36,020 255,430 334,856 5,364 3,304 21,419 50,889 49,792<!--</td--></td>	ACTUAL ACTUAL ACTUAL ACTUAL \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 912,999 906,246 815,758 - 12,804 12,752 15,000 22,094 5,271 3,302 6,000 479 20 99 - 12,671 29,660 28,310 26,660 36,020 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 4,522,287 4,552,004 N/A N/A N/A 923,834 920,358 815,758 - \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 136,950 \$ 145,450 \$ 285,547 \$ 335,085 N/A N/A N/A 4,609,867 4,639,046 29,327 19,392 12,713 20,837 169,684 221,938 196,195 255,430 5,364 3,304 21,419 50,889 \$ 341,325 \$ 390,084 \$ 5,125,741 \$ 5,301	\$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 912,999 906,246 815,758	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 6,875,000 912,999 906,246 815,758 - 837,400 12,804 12,752 15,000 22,094 16,385 5,271 3,302 6,000 479 1,000 20 99 - 12,671 - 29,660 28,310 26,660 36,020 29,100 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 4,522,287 4,552,004 N/A N/A N/A N/A 923,834 920,358 815,758 - 837,400 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ N/A N/A N/A N/A 4,639,046 4,719,771 29,327 19,392 12,713 20,837 26,700 169,684 221,938 196,195 255,430 33	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 6,673,718 \$ 6,693,431 \$ 7,149,429 \$ 7,018,863 \$ 6,875,000 \$ 912,999 906,246 815,758 - 837,400 \$ 837,400 \$ 12,804 12,752 15,000 22,094 16,385 \$ 5,271 3,302 6,000 479 1,000 \$ 6,721,473 \$ 6,737,894 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ 4,522,287 4,552,004 N/A N/A N/A N/A N/A N/A N/A 923,834 920,358 815,758 - 837,400 \$ 2,199,186 \$ 2,185,890 \$ 7,197,089 \$ 7,090,127 \$ 6,921,485 \$ \$ 136,950 \$ 145,450 \$ 285,547 \$ 335,085 \$ 321,287 \$ N/A \$ 145,450 \$ 285,547 \$ 335,085 \$ 321,287 \$ 10,000 \$ 320,287 \$ 4,639,046 4,719,771 \$ 329,327 19,392 12,713 20,837 26,700 26,600 26,600 36,020 255,430 334,856 5,364 3,304 21,419 50,889 49,792 </td

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 SEWER DIVISION

Title	Union	Grade	2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	D	ifference	Change
FULL TIME POSITIONS												
Maintenance IV	AFSCME F/T	8	2.0	\$	108,972	2.0	\$	115,677	0.0	\$	6,705	6.2%
Maintenance I	AFSCME F/T	1	1.0	\$	41,929		\$	-	(1.0)	\$	(41,929)	-100.0%
Equipment Operator	AFSCME F/T	3	1.0	\$	44,137	2.0	\$	100,676	1.0	\$	56,539	128.1%
Total Full-Time Positions			4.0	\$	195,038	4.0	\$	216,353	0.0	\$	21,315	10.9%
PART-TIME FUNDING												
Intern				\$	6,500		\$	6,500		\$	-	0.0%
Total Part-Time Funding				\$	6,500		\$	6,500		\$	-	0.0%
OTHER												
Service Award				\$	1,413		\$	1,579		\$	166	11.7%
Sick Pay				\$	1,186		\$	1,046		\$	(140)	-11.8%
Overtime				\$	15,000		\$	15,300		\$	300	2.0%
Uniform Allowance				\$	2,400		\$	2,400		\$	-	0.0%
Device Reimbursements				\$	-		\$	900		\$	900	#DIV/0!
Total Other				\$	19,999		\$	21,225		\$	1,226	6.1%
				-	,		·	,		•	•	
Total All			4.0	\$	221,537	4.0	\$	244,078	0.0	\$	22,541	10%

PERSONNEL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
	ACTUAL	ACTUAL	ACTUAL	ACTOAL	AS AIVILINDED	DODGET
5395302.6200 Line Maintenance	\$ 62,994	\$ 78,105	\$ 168,187	\$ 203,280	\$ 195,038	\$ 216,353
5395302.6580 Service Award	1,103	2,219	1,351	1,413	1,413	1,579
5395302.6590 Sick Pay	990	1,154	1,262	5,008	1,186	1,046
5395302.6615 Interns	-	4,254	3,960	5,252	6,500	6,500
5395302.6620 Overtime	3,636	4,184	13,254	18,635	15,000	15,300
5395302.6621 Shift Differential	98	-	-	-	-	-
5395302.6622 Holiday Premium	324	-	-	-	-	-
5395302.6623 Weekend Premium	1,628	-	-	-	-	-
5395302.6880 Uniform Allowance	225	550	1,075	2,350	2,400	2,400
5395302.6885 Device Reimbursement	-	-	-	-	-	900
5395302.6920 Unemployment Comp. Ins.	818	758	1,792	1,876	1,260	1,099
5395302.6930 Social Security Taxes	5,210	6,699	14,192	17,800	16,491	18,959
5395302.6940 City Pension Plan	21,413	11,950	18,470	16,028	15,926	18,620
5395302.6941 Defined Contribution 401(a) Plan	-	516	7,524	9,313	10,302	11,694
5395302.6950 Term Life Insurance	470	461	933	827	947	1,099
5395302.6960 Group Hospitalization Ins.	29,364	24,188	41,801	40,901	43,221	47,953
5395302.6961 Long-Term Disability Ins.	186	179	360	313	425	414
5395302.6962 Dental Insurance	-	1,620	2,687	2,450	2,470	2,577
5395302.6963 Flexible Spending Account	-	63	42	-	-	11
5395302.6964 HSA City Contributions	-	-	-	-	-	750
5395302.6965 Post-Employment Benefits	8,491	8,171	4,961	5,620	3,835	4,140
5395302.6966 Retirement Health Savings Account	-	302	3,554	3,869	4,140	4,430
5395302.6967 Emergency Room Reimbursements	-	-	-	-	580	604
5395302.6968 Vision Insurance Premiums	 -	 77	 142	 150	153	164
TOTAL PERSONNEL SERVICES	\$ 136,950	\$ 145,450	\$ 285,547	\$ 335,085	\$ 321,287	\$ 356,592

MATERIALS AND SUPPLIES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
5395303.7110 Safety Shoes and Supplies	\$	270	\$	29	\$	790	\$	700	\$ 1,200	\$	1,500
5395303.7130 Tools, Field Sup., & Small Eq.	·	11,428	·	8,137		2,215		6,077	8,000		10,000
5395303.7260 Line Maintenance		16,133		11,366		9,641		13,520	16,000		16,000
5395303.7270 Station Maintenance		1,242		552		187		376	1,500		1,500
5395303.7540 Inventory Adjustment		254		(704)		(120)		164	-		-
5395303.7550 Miscellaneous Supplies		-		12		-		-			-
TOTAL MATERIALS AND SUPPLIES	\$	29,327	\$	19,392	\$	12,713	\$	20,837	\$ 26,700	\$	29,000
CONTRACTUAL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
5395304.8030 Casualty Insurance	\$	1,092	\$	1,069	\$	3,764	\$	1,952	\$ 2,112	\$	2,110
5395304.8031 Insurance - Property		-		-		-		1,528	2,418		2,420
5395304.8033 Insurance - Broker		-		-		-		333	420		420
5395304.8040 Merchant Fees and Discounts		59,657		65,613		65,261		75,849	75,000		75,000
5395304.8050 Phone/Communications		288		20		-		1,375	1,300		400
5395304.8120 Outside Engineering		26,695		29,263		49,001		27,171	40,000		40,000
5395304.8131 Information Technology Cont'l		-		18,423		17,667		53,034	54,152		71,085
5395304.8260 Line Maintenance		54,026		101,318		42,164		50,442	115,000		100,000
5395304.8265 Easement Clearing		-		-		15,386		3,716	15,000		15,000
5395304.8270 Station Maintenance		27,926		6,232		2,952		14,950	15,000		15,000
5395304.8312 Fleet & Facilities Services		-		-		-		25,620	14,454		31,847
5395304.8550 Misc. Contracted Services		-						(540)			-
TOTAL CONTRACTUAL SERVICES	¢	169,684	Ś	221,938	Ś	196,195	Ś	255,430	\$ 334,856	Ś	353,282
TOTAL CONTINUED SERVICES		103,004		221,330	-	130,133	-	233,730	7 334,830	-	333,202

OTHER CHARGES	2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		BUDGET MENDED		2019 BUDGET
5395305.9010 Bad Debt Expense	\$ 529	\$	518	\$	876	\$	225	\$	892	\$	892
5395305.9060 Depreciation Expense 5395305.9070 Training & Continuing Educ/Conf	2,585 250		2,586 200		19,482 355		49,152 1,512		36,400 2,500		61,925 2,500
5395305.9099 Contingencies	2,000		-		706		-		10,000		-
TOTAL OTHER CHARGES	\$ 5,364	\$	3,304	\$	21,419	\$	50,889	\$	49,792	\$	65,317
INTER DEPARTMENTAL CHARGES	2014		2015		2016		2017	2018	BUDGET		2019
INTER-DEPARTMENTAL CHARGES	ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AN	MENDED		BUDGET
Administrative Overhead	\$ 107,167	\$	114,083	\$	122,005	\$	221,346	\$ 1	127,740	\$	129,913
Billings and Accounting	75,611	•	81,919	•	89,924	•	96,055		55,246	·	57,978
Buildings and Grounds	2,510		1,122		3,851		-		-		-
Electricity	12,715		12,598		12,810		10,911		10,483		10,483
Information Technology	199,373		224,542		199,366		83,848		89,914		69,025
Other Indirect Charges	23,027		6,005		(42,465)		25,670		22,259		22,259
Vehicle and Equipment	290		302		4,440		-		-		-
Warehousing	 1,909		1,543		2,916		2,036		1,281		1,526
TOTAL INTER-DEPARTMENTAL CHARGES	\$ 422,602	\$	442,114	\$	392,847	\$	439,866	\$ 3	306,923	\$	291,184

SEWER FUND - CAPITAL PROJECTS BUDGET		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET S AMENDED	2019 BUDGET
5395306.9580 Consulting Fees 5395306.9622 Machinery & Equipment 5395306.9760 CIP - Lines Material 5395306.9960 CIP - Lines & Streets Contractual		\$ 180,780 - 11,185 -	\$ 59,614 - 143,430 149,528	\$ 58,884 - 38,248 -	\$ 116,162 26,022 375,080	\$ - - 400,000 -	\$ - - 55,000 -
TOTAL CAPITAL PROJECTS BUDGET		\$ 191,965	\$ 352,572	\$ 97,132	\$ 517,264	\$ 400,000	\$ 55,000
CAPITAL PROJECT NUMBER AND DESCRIPTION	RRENT OURCES	CAPITAL ESERVES	UIPMENT LACEMENT	GRANT SOURCES	BOND ISSUES	STATE EVOLVING LOANS	OTHER NANCING
S0904 Sanitary Sewer Study	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -

Revenue and Expenditures:

STORMWATER FUND - SUMMARY		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
REVENUE										
Stormwater Service Fees	\$	-	\$	-	\$	-	\$	-	\$ 1,315,600	\$ 2,280,000
GROSS OPERATING REVENUE	\$	-	\$	-	\$	-	\$	-	\$ 1,315,600	\$ 2,280,000
OPERATING EXPENSES										
Personnel Services	\$	-	\$	-	\$	-	\$	507,546	\$ 551,423	\$ 627,582
Materials and Supplies		-		-		-		16,016	20,800	26,100
Contractual Services		-		-		-		242,796	217,633	229,771
Other Charges		-		-		-		679	60,000	72,035
Subtotal	\$	-	\$	-	\$	-	\$	767,037	\$ 849,856	\$ 955,488
Inter-Departmental Charges		-		_		-		24,644	404,516	325,403
TOTAL OPERATING EXPENSES			<u> </u>		<u> </u>		<u> </u>	791,681	\$ 1,254,372	\$ 1,280,891
TOTAL OF LIGHTING LAF LIGHTS	,		,	-	,	-	-	731,081	7 1,234,372	7 1,200,831

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 STORMWATER DIVISION

Title	Union	Grade	2018 # of		2019 # of	2019			\$	%
	Affiliation		Positions	Approved	Positions	Requested	Difference	D	ifference	Change
FULL TIME POSITIONS										
Environmental Program Coordinator	CWA F/T	18	1.0	\$ 74,837	1.0	\$ 80,464	0.0	\$	5,627	7.5%
Maintenance IV	AFSCME F/T	8	2.0	\$ 118,570	2.0	\$ 122,420	0.0	\$	3,850	3.2%
Street Sweeper Operator	AFSCME F/T	7	1.0	\$ 57,394	1.0	\$ 58,940	0.0	\$	1,546	2.7%
Equipment Operator	AFSCME F/T	1	1.0	\$ 45,186	1.0	\$ 53,828	0.0	\$	8,642	19.1%
Total Full-Time Positions			5.0	\$ 295,987	5.0	\$ 315,652	0.0	\$	19,665	6.6%
PART-TIME FUNDING										
Maintenance (PT) Street Sweeper	AFSCME LOCAL 1670 P/T			\$ 30,867		\$ 31,208		\$	341	1.1%
Intern				\$ -		\$ 6,500		\$	6,500	#DIV/0!
Total Part-Time Funding				\$ 30,867		\$ 37,708		\$	6,841	22.2%
OTHER										
Service Award				\$ 9,371		\$ 12,017		\$	2,646	28.2%
Sick Pay				\$ 1,425		\$ 1,994		\$	569	39.9%
Overtime				\$ 7,171		\$ 8,000		\$	829	100.0%
Uniform Allowance				\$ 2,580		\$ 2,640		\$	60	2.3%
Device Reimbursements				\$ -		\$ 1,800		\$	1,800	#DIV/0!
Total Other				\$ 20,547		\$ 26,451		\$	5,904	28.7%
										_
Total All			5.0	\$ 347,401	5.0	\$ 379,811	0.0	\$	32,410	9%

PERSONNEL SERVICES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
5595502.6030 Engineering/Technical	\$	_	\$	_	\$	_	\$	68,934	\$ 74,837	Ś	80,464
5595502.6200 Line Maintenance	Y	_	Ţ	_	Y	_	Ţ	42,800	45,186	Y	53,828
5595502.6230 Maintenance Workers		_		_		_		186,490	206,831		212,568
5595502.6580 Service Award		_		_		_		8,761	9,371		12,017
5595502.6590 Sick Pay		_		_		_		2,374	1,425		1,994
5595502.6615 Interns		_		_		_		_,57.	-, :		6,500
5595502.6620 Overtime		_		_		-		8,373	7,171		8,000
5595502.6623 Weekend Premium		_		_		-		1,108	-		_
5595502.6880 Uniform Allowance		-		_		-		2,365	2,580		2,640
5595502.6885 Device Reimbursement		-		_		-		, -	, -		1,800
5595502.6920 Unemployment Comp. Ins.		_		_		-		1,920	1,890		1,630
5595502.6930 Social Security Taxes		_		_		-		24,055	25,331		28,980
5595502.6940 City Pension Plan		-		-		-		53,409	68,748		97,110
5595502.6941 Defined Contribution 401(a) Plan		-		-		-		2,544	2,712		749
5595502.6950 Term Life Insurance		-		-		-		1,344	1,432		1,547
5595502.6960 Group Hospitalization Ins.		-		-		-		77,050	80,159		89,617
5595502.6961 Long-Term Disability Ins.		-		-		-		512	641		595
5595502.6962 Dental Insurance		-		-		-		4,288	4,296		4,758
5595502.6963 Admin Fee - Flexible Spending Account		-		-		-		-	-		10
5595502.6965 Post-Employment Benefits		-		-		-		19,006	16,555		21,590
5595502.6966 Retirement Health Savings Account		-		-		-		1,307	1,380		239
5595502.6967 Emergency Room Reimbursements		-		-		-		754	725		750
5595502.6968 Vision Insurance Premiums		-		-		-		152	153		196
			-								
TOTAL PERSONNEL SERVICES	\$	-	\$	-	\$	-	\$	507,546	\$ 551,423	\$	627,582

MATERIALS AND SUPPLIES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL		L8 BUDGET AMENDED	2019 BUDGET
	\$ -	\$ -	\$ -	\$ 1,473	\$	1,500	\$ 1,800
5595503.7130 Tools,Field Sup.,Small Equip. 5595503.7400 Storm Sewer Maintenance	-	-	-	623 10,483		1,300 10,000	1,300 15,000
5595503.7401 Stormwater Program Supplies		-	 -	3,437		8,000	8,000
TOTAL MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ 16,016	\$	20,800	\$ 26,100
CONTRACTUAL SERVICES	2014	2015	2016	2017	201	L8 BUDGET	2019
CONTRACTORE SERVICES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS	AMENDED	BUDGET
5595504.8050 Phone/Communications	\$ -	\$ -	\$ -	\$ 900	\$	-	\$ -
5595504.8120 Outside Engineering	-	-	-	164,162		100,000	100,000
5595504.8130 Bldg. & Equip. Rental	-	-	-	-		-	2,500
5595504.8131 Information Technology Cont'l	-	-	-	-		16,402	19,683
5595504.8312 Fleet & Facilities Services	-	-	-	62,837		65,331	71,588
5595504.8401 Stormwater Program Contractual		-	 -	 14,897		35,900	36,000
TOTAL CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 242,796	\$	217,633	\$ 229,771

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5595505.9060 Depreciation Expense \$	-	\$ -	\$ -	\$ -	\$ 7,500	\$ 17,835
5595505.9070 Training & Continuing Educ/Conf 5595505.9084 Annual Regulatory Fees	-	-	-	679 -	2,500	3,200 1,000
5595505.9095 Stormwater Grant Program	-	-	 -	 -	50,000	50,000
TOTAL OTHER CHARGES \$	-	\$ -	\$ -	\$ 679	\$ 60,000	\$ 72,035
INTER-DEPARTMENTAL CHARGES	2014	2015	2016	2017	2018 BUDGET	2019
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
Administrative Overhead \$	-	\$ -	\$ -	\$ -	\$ 241,253	\$ 244,200
Billings and Accounting	-	-	-	-	48,829	56,502
Electric Used	-	-	-	711	683	683
Information Technology	-	-	-	-	89,733	-
Other Indirect Charges	-	-	-	23,907	23,983	23,983
Printing and Reproduction	-	 -	 -	 26	35	35
TOTAL INTER-DEPARTMENTAL CHARGES \$	-	\$ -	\$ -	\$ 24,644	\$ 404,516	\$ 325,403

STORMWATER FUND - CAPITAL PROJECTS BUDGET	,	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET S AMENDED	2019 BUDGET
5595506.9623 CIP - Autos and Trucks \$ 5595506.9720 CIP - Storm Sewers Material		-	\$ -	\$ -	\$ -	\$ - 630,000	\$ 153,625 604,500
TOTAL CAPITAL PROJECTS BUDGET \$	<u> </u>		\$ 	\$ 	\$ 	\$ 630,000	\$ 758,125

CAPITAL PROJECT NUMBER AND DESCRIPTION	URRENT	APITAL SERVES	 UIPMENT LACEMENT	GRANT SOURCES	BOND ISSUES	F	STATE REVOLVING LOANS	OTHER IANCING
Q1802 Rodney Regional Stormwater Park Q1301 Storm Drainage Improvements (H1301) Q0101 NPDES Phase II Stormwater Quality (T0101) QEQSF Equipment Replacement Program	\$ 163,500 441,000 - 153,625	\$ - - 40,000 -	\$ - - - 161,375	\$ - 50,000 - -	\$ - - -	\$	6,175,000 - - - -	\$ - - -
TOTAL STORMWATER DIVISION	\$ 758,125	\$ 40,000	\$ 161,375	\$ 50,000	\$ -	\$	6,175,000	\$ _

REFUSE DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL		018 BUDGET S AMENDED	2019 BUDGET
OPERATING EXPENSES	ACTOAL	ACTORE	ACTOAL	ACTUAL	71	JAMENDED	DODGET
Personnel Services	\$ 949,419	\$ 750,536	\$ 835,614	\$ 872,399	\$	891,611	\$ 958,270
Materials and Supplies	22,624	14,830	6,181	33,034		24,700	27,700
Contractual Services	524,266	540,995	494,726	799,597		856,811	892,470
Other Charges	134,593	142,825	180,526	207,346		249,050	228,761
Subtotal	\$ 1,630,902	\$ 1,449,186	\$ 1,517,047	\$ 1,912,376	\$	2,022,172	\$ 2,107,201
Inter-Departmental Charges	 502,109	504,465	 422,609	96,633		99,170	106,702
TOTAL OPERATING EXPENSES	\$ 2,133,011	\$ 1,953,651	\$ 1,939,656	\$ 2,009,009	\$	2,121,342	\$ 2,213,903

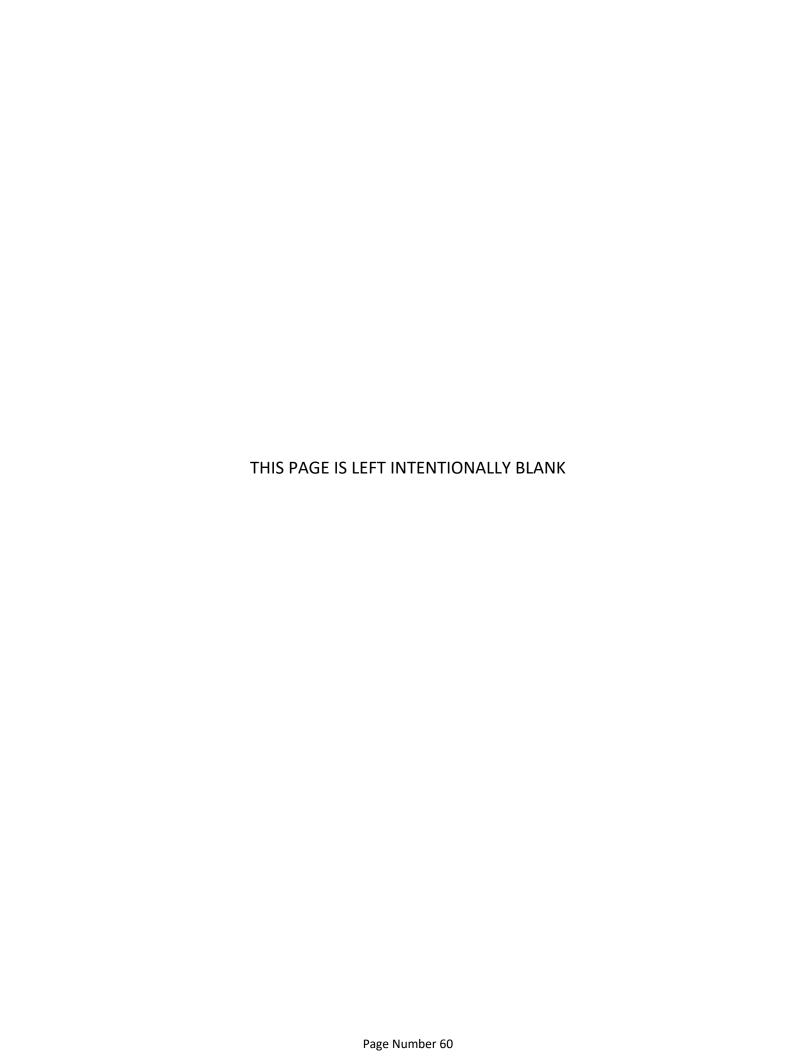
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 REFUSE DIVISION

wiel.	Union	Curdo	2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	D	ifference	Change
FULL TIME DOCITIONS												
FULL TIME POSITIONS	A 500 A 5 5 /T			_			_	64 -6-				a ==:/
Refuse Coordinator	AFSCME F/T	10	1.0	\$	56,311	1.0	\$,	0.0	\$	5,454	9.7%
Refuse Driver/Collector	AFSCME F/T	8	4.0	\$	238,135	4.0	\$	244,840	0.0	\$	6,705	2.8%
Refuse Driver II	AFSCME F/T	8	1.0	\$	59,704	1.0	\$	56,542	0.0	\$	(3,162)	-5.3%
Refuse Driver I	AFSCME F/T	6	1.0	\$	55,275	1.0	\$	61,210	0.0	\$	5,935	10.7%
Refuse Collector	AFSCME F/T	3	1.0	\$	44,649	1.0	\$	49,642	0.0	\$	4,993	11.2%
Maintenance I	AFSCME F/T	1	1.0	\$	41,929	1.0	\$	44,223	0.0	\$	2,294	5.5%
Total Full-Time Positions			9.0	\$	496,003	9.0	\$	518,222	0.0	\$	22,219	4.5%
OTHER												
Service Award				\$	14,087		\$	14,987		\$	900	6.4%
Sick Pay				\$	3,693		\$	3,133		\$	(560)	-15.2%
Overtime				\$	15,000		\$	17,500		\$	2,500	16.7%
Uniform Allowance				\$	5,400		\$	5,400		\$	-	0.0%
Device Reimbursements				\$	-		\$	2,450		\$	2,450	#DIV/0!
Total Other				\$	38,180		\$	43,470		\$	5,290	13.9%
Total All			9.0	\$	534,183	9.0	\$	561,692	0.0	\$	27,509	5%

2014		2015		2016		2017	2018	BUDGET		2019
ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AI	MENDED		BUDGET
\$ 492,257	\$	412,797	\$	484,401	\$	501,880	\$	496,003	\$	518,222
17,043		13,582		15,795		13,370		14,087		14,987
2,871		2,600		2,082		1,245		3,693		3,133
7,062		-		-		-		-		-
33,705		19,554		17,276		13,138		15,000		17,500
2,238		2,350		2,725		5,300		5,400		5,400
-		-		-		-		-		2,450
5,525		3,653		3,874		3,325		2,835		2,376
41,081		33,198		34,721		37,497		39,774		40,943
129,720		104,442		100,455		86,591		97,473		111,550
974		420		3,182		8,413		10,383		11,300
2,251		1,868		1,945		2,133		2,406		2,518
155,514		129,704		140,650		153,021		160,896		187,158
955		800		824		816		1,083		947
10,472		8,789		8,907		9,266		9,480		9,043
250		750		750		750		-		-
46,551		15,148		15,797		30,931		27,215		24,800
550		203		1,442		3,503		4,140		4,200
400		400		400		800		1,305		1,305
 -		278		388		420		438		438
\$ 949,419	\$	750,536	\$	835,614	\$	872,399	\$	891,611	\$	958,270
	\$ 492,257 17,043 2,871 7,062 33,705 2,238 - 5,525 41,081 129,720 974 2,251 155,514 955 10,472 250 46,551 550 400	\$ 492,257 \$ 17,043 2,871 7,062 33,705 2,238 - 5,525 41,081 129,720 974 2,251 155,514 955 10,472 250 46,551 550 400	\$ 492,257 \$ 412,797 17,043 13,582 2,871 2,600 7,062 - 33,705 19,554 2,238 2,350 - 5,525 3,653 41,081 33,198 129,720 104,442 974 420 2,251 1,868 155,514 129,704 955 800 10,472 8,789 250 750 46,551 15,148 550 203 400 400 - 278	\$ 492,257 \$ 412,797 \$ 17,043 13,582 2,871 2,600 7,062 - 33,705 19,554 2,238 2,350 - 5,525 3,653 41,081 33,198 129,720 104,442 974 420 2,251 1,868 155,514 129,704 955 800 10,472 8,789 250 750 46,551 15,148 550 203 400 400 - 278	\$ 492,257 \$ 412,797 \$ 484,401 17,043 13,582 15,795 2,871 2,600 2,082 7,062 33,705 19,554 17,276 2,238 2,350 2,725 5,525 3,653 3,874 41,081 33,198 34,721 129,720 104,442 100,455 974 420 3,182 2,251 1,868 1,945 155,514 129,704 140,650 955 800 824 10,472 8,789 8,907 250 750 750 46,551 15,148 15,797 550 203 1,442 400 400 400 - 278 388	\$ 492,257 \$ 412,797 \$ 484,401 \$ 17,043 13,582 15,795 2,871 2,600 2,082 7,062	ACTUAL ACTUAL ACTUAL ACTUAL \$ 492,257 \$ 412,797 \$ 484,401 \$ 501,880 17,043 13,582 15,795 13,370 2,871 2,600 2,082 1,245 7,062	\$ 492,257 \$ 412,797 \$ 484,401 \$ 501,880 \$ 17,043 13,582 15,795 13,370 2,871 2,600 2,082 1,245 7,062	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 492,257 \$ 412,797 \$ 484,401 \$ 501,880 \$ 496,003 17,043 13,582 15,795 13,370 14,087 2,871 2,600 2,082 1,245 3,693 7,062 - - - - 33,705 19,554 17,276 13,138 15,000 2,238 2,350 2,725 5,300 5,400 - - - - - 5,525 3,653 3,874 3,325 2,835 41,081 33,198 34,721 37,497 39,774 129,720 104,442 100,455 86,591 97,473 974 420 3,182 8,413 10,383 2,251 1,868 1,945 2,133 2,406 155,514 129,704 140,650 153,021 160,896 955 800 824 816 1,083 <t< td=""><td>\$ 492,257 \$ 412,797 \$ 484,401 \$ 501,880 \$ 496,003 \$ 17,043 13,582 15,795 13,370 14,087 2,871 2,600 2,082 1,245 3,693 7,062</td></t<>	\$ 492,257 \$ 412,797 \$ 484,401 \$ 501,880 \$ 496,003 \$ 17,043 13,582 15,795 13,370 14,087 2,871 2,600 2,082 1,245 3,693 7,062

MATERIALS AND SUPPLIES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
24440427440 6 6 4 6 4 6 4 6							<u>,</u>			<u> </u>	
0141043.7110 Safety Shoes and Supplies	\$	1,040	\$	1,565 58	\$	966 429	\$	1,551 1,297	\$ 2,700 500	\$	2,700
0141043.7130 Tools, Field Sup., & Small Eq. 0141043.7132 Collection Carts		1,192 19,117		8,250		2,738		1,297 27,557	21,000		1,500 21,000
0141043.7140 Uniforms		19,117 55		6,230		2,730		27,337	21,000		21,000
0141043.7191 Yard Waste		-		_		313		180	_		
0141043.7270 Station Maintenance		_		289		-		2,067	500		2,500
0141043.7462 Recycling Supplies		843		4,456		688		382	-		-
0141043.7540 Inventory Adjustment		106		-		1,047		-	-		-
0141043.7550 Miscellaneous Supplies		271		212		-		-	-		-
TOTAL MATERIALS AND SUPPLIES	\$	22,624	\$	14,830	\$	6,181	\$	33,034	\$ 24,700	\$	27,700
		2014		2015		2016		2017	2018 BUDGET		2019
CONTRACTUAL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
0141044.8030 Casualty Insurance	\$	35,730	\$	22,949	\$	25,947	\$	9,850	\$ 6,736	\$	6,735
0141044.8032 Insurance - Auto	Y	-	Y	-	Y	23,347	Ţ	10,492	20,644	Ţ	20,645
0141044.8033 Insurance - Broker		_		_		_		1,855	2,517		2,520
0141044.8050 Phone/Communications		144		10		123		2,552	3,000		550
0141044.8130 Building & Equipment Rentals		-		-		_		, -	-		2,500
0141044.8131 Information Technology		-		-		-		879	600		347
0141044.8190 Refuse Disposal-Landfill		485,532		502,103		468,656		426,636	452,000		457,000
0141044.8191 Yard Waste		-		15,000		-		26,967	40,000		40,000
0141044.8200 Printing & Reproduction		-		380		-		1,584	1,000		1,000
0141044.8250 Building & Grounds Maintenance		-		-		-		-	2,000		500
0141044.8270 Station Maintenance (Pest Control)		-		-		-		-	500		500
0141044.8312 Fleet & Facilities Services		-		_		-		318,782	327,814		360,173
0141044.8550 Misc. Contracted Services		2,860		553		-		-			-
TOTAL CONTRACTUAL SERVICES		524,266	\$	540,995	\$	494,726	\$	799,597	\$ 856,811	\$	892,470

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	BUDGET MENDED	2019 BUDGET
0141045.9060 Depreciation Expense 0141045.9070 Training & Continuing Educ/Conf 0141045.9099 Contingencies	\$ 131,293 300 3,000	\$ 142,825 - -	\$ 179,520 300 706	\$ 206,539 807 -	\$ 248,300 750 -	\$ 228,011 750 -
TOTAL OTHER CHARGES	\$ 134,593	\$ 142,825	\$ 180,526	\$ 207,346	\$ 249,050	\$ 228,761
INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	BUDGET MENDED	2019 BUDGET
Billings and Accounting	\$ 23,572	\$ 24,934	\$ 25,714	\$ 22,045	\$ 24,228	\$ 26,230
Buildings and Grounds Electric Used - Transfer Station	2,439 2,550	1,090 2,026	3,741 1,618	811	- 783	- 783
Information Technology Mailroom and Postage	12,824 -	20,740	31,019 -	48,741 -	50,453 950	55,551 1,129
Other Indirect Charges	35,588	57,825	49,361	23,466	20,154	20,154
Printing and Reproduction Records	1,153 -	1,129 -	2,227 -	113	153 1,532	153 1,610
Vehicles and Equipment Warehousing	 423,658 325	394,202 2,519	306,732 2,197	- 1,457	 - 917	- 1,092
TOTAL INTER-DEPARTMENTAL CHARGES	\$ 502,109	\$ 504,465	\$ 422,609	\$ 96,633	\$ 99,170	\$ 106,702



STREET DIVISION - SUMMARY	2014	2015	2016	2017		018 BUDGET	2019
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	A	S AMENDED	BUDGET
OPERATING EXPENSES							
Personnel Services	\$ 871,374	\$ 900,788	\$ 905,813	\$ 796,131	\$	826,203	\$ 749,434
Materials and Supplies	146,682	156,018	111,075	158,955		119,800	143,300
Contractual Services	58,287	43,273	62,207	229,400		312,026	296,459
Other Charges	130,722	132,187	142,774	137,046		164,700	137,667
Subtotal	\$ 1,207,065	\$ 1,232,266	\$ 1,221,869	\$ 1,321,532	\$	1,422,729	\$ 1,326,860
Inter-Departmental Charges	 674,324	 669,041	 620,769	 360,414		305,544	311,126
TOTAL OPERATING EXPENSES	\$ 1,881,389	\$ 1,901,307	\$ 1,842,638	\$ 1,681,946	\$	1,728,273	\$ 1,637,986
						•	

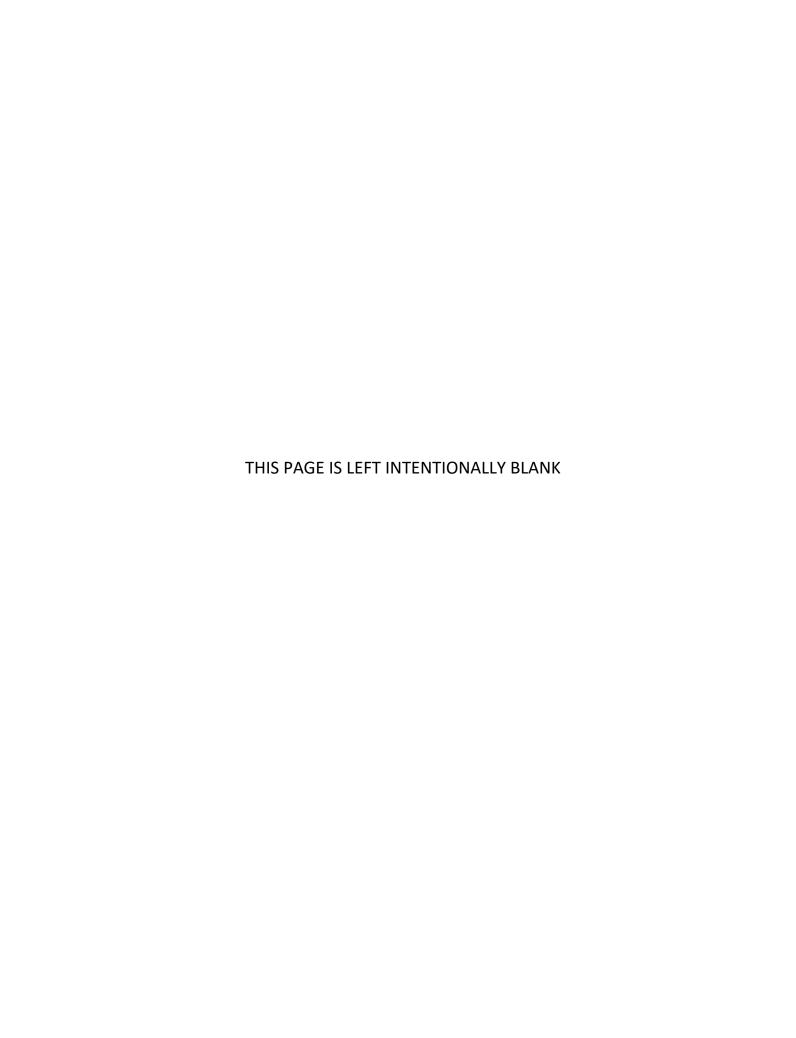
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 STREET DIVISION

Tial	Union	Cuada	2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	[Difference	Change
FULL TIME POSITIONS												
	NACNAT	10	4.0	<u>,</u>	60 247	4.0	,	64.650	0.0	,	4 442	7.40/
PWWR Supervisor	MGMT	19	1.0	\$	60,217	1.0	\$	64,659	0.0	\$	4,442	7.4%
Heavy Equipment Mech/Operator	AFSCME F/T	10	1.0	\$	54,482	1.0	\$	61,765	0.0	Ş	7,283	13.4%
Maintenance IV	AFSCME F/T	8	2.0	\$	119,130	2.0	\$	122,420	0.0	\$	3,290	2.8%
Maintenance I	AFSCME F/T	5		\$	-	1.0	\$	44,223	1.0	\$	44,223	#DIV/0!
Equipment Operator	AFSCME F/T	3	4.0	\$	207,120	2.0	\$	104,954	(2.0)	\$	(102,166)	-49.3%
Total Full-Time Positions			8.0	\$	440,949	7.0	\$	398,021	(1.0)	\$	(42,928)	-9.7%
PART-TIME FUNDING												
Seasonal				\$	48,000		\$	33,000		\$	(15,000)	-31.3%
Total Part-Time Funding				\$	48,000		\$	33,000		\$	(15,000)	-31.3%
OTHER												
Service Award				\$	9,389		\$	6,601		\$	(2,788)	-29.7%
Sick Pay				\$	2,991		\$	2,470		\$	(521)	-17.4%
Overtime				ς	40,000		ς	40,000		\$	(321)	0.0%
Uniform Allowance				¢	4,380		¢	3,840		¢	(540)	-12.3%
Device Reimbursements				ر خ	4,380		ر خ	,		ب ب	` '	
				\$	-		ب	2,400		ب	2,400	#DIV/0!
Total Other				\$	56,760		\$	55,311		\$	(1,449)	-2.6%
Total All			8.0	Ś	545,709	7.0	Ś	486,332	(1.0)	Ś	(59,377)	-11%

PERSONNEL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
PERSONNEL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
0131052.6020 Supervisory	\$	60,350	\$	67,675	\$	73,527	\$	93,292	\$ 60,217	\$	64,659
0131052.6230 Maintenance Workers	*	375,057	Ψ.	406,618	Ψ.	417,597	Ψ.	357,836	359,732	Ψ	333,362
0131052.6580 Service Award		11,689		14,206		14,647		8,988	9,389		6,601
0131052.6590 Sick Pay		2,576		3,297		4,097		2,385	2,991		2,470
0131052.6610 Seasonal		, <u> </u>		32,417		19,983		22,796	48,000		33,000
0131052.6615 Interns		6,045		3,900		-		-	-		-
0131052.6620 Overtime		62,810		59,837		47,810		29,906	40,000		40,000
0131052.6880 Uniform Allowance		1,880		2,580		2,555		4,280	4,380		3,840
0131052.6885 Device Reimbursement		-		-		-		-	-		2,400
0131052.6920 Unemployment Comp. Ins.		4,536		3,952		3,857		3,227	2,520		1,848
0131052.6930 Social Security Taxes		38,337		40,624		42,177		34,176	41,745		36,183
0131052.6940 City Pension Plan		117,755		97,060		105,672		77,828	92,937		73,900
0131052.6941 Defined Contribution 401(a) Plan		1,218		3,103		4,259		6,256	7,480		11,373
0131052.6950 Term Life Insurance		2,296		2,317		2,301		1,901	2,143		1,930
0131052.6960 Group Hospitalization Ins.		133,562		136,539		139,264		112,685	119,091		108,489
0131052.6961 Long-Term Disability Ins.		880		847		840		716	961		727
0131052.6962 Dental Insurance		9,003		8,787		8,691		7,002	7,162		5,915
0131052.6964 Health Savings Account		562		-		-		-	750		750
0131052.6965 Post-Employment Benefits		42,268		13,764		14,268		28,462	22,380		16,430
0131052.6966 Retirement Health Savings Account		550		1,320		1,803		2,405	2,760		4,200
0131052.6967 Emergency Room Reimbursements		-		1,601		2,000		1,600	1,160		1,015
0131052.6968 Vision Insurance Premiums		-		344		465		390	405		342
TOTAL PERSONNEL SERVICES	\$	871,374	\$	900,788	\$	905,813	\$	796,131	\$ 826,203	\$	749,434

MATERIALS AND SUPPLIES		2014		2015		2016		2017		8 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS A	AMENDED		BUDGET
0131053.7110 Safety Shoes & Supplies	\$	1,538	\$	3,838	\$	3,614	\$	2,679	\$	3,300	\$	3,500
0131053.7130 Tools, Field Sup., & Small Eq.	•	1,512	•	6,342	·	1,247	·	28,558	•	3,200	·	10,500
0131053.7140 Uniforms		-		78		-		-		-		-
0131053.7340 Street Signs and Roadway Markings		31,496		14,109		20,692		26,480		24,000		28,000
0131053.7380 Street Maintenance		23,253		29,533		37,858		30,044		30,000		60,000
0131053.7400 Storm Sewer Maintenance		7,775		10,128		6,770		2,139		-		-
0131053.7450 Salt, Sand, & Snow Removal		61,653		75,194		25,004		48,992		40,000		40,000
0131053.7470 Curb & Gutter Maintenance		16,204		12,548		11,623		17,282		18,000		-
0131053.7540 Inventory Adjustment		2,040		2,970		1,893		725				
0131053.7550 Miscellaneous Supplies		1,211		1,278		2,374		2,056		1,300		1,300
TOTAL MATERIALS AND SUPPLIES	\$	146,682	\$	156,018	\$	111,075	\$	158,955	\$	119,800	\$	143,300
												2010
						2016		2017 7	9764	Z RI II MG E I		2019
CONTRACTUAL SERVICES		2014		2015		2016		2017		BUDGET		
CONTRACTUAL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL		MENDED		BUDGET
CONTRACTUAL SERVICES 0131054.8030 Casualty Insurance	P		\$	ACTUAL	\$	ACTUAL		ACTUAL	AS A			
		ACTUAL			\$	ACTUAL	Þ		AS A	MENDED		BUDGET
0131054.8030 Casualty Insurance	P	ACTUAL		ACTUAL	\$	ACTUAL	Þ	11,606	AS A	MENDED 7,275		7,275
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property	P	ACTUAL		34,605 - - -	\$	ACTUAL	Þ	11,606 2,703	AS A	7,275 4,228		7,275 4,230
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications	P	51,700 - - - - 168		ACTUAL	\$	ACTUAL	Þ	11,606 2,703 13,918 2,664 1,653	AS A	7,275 4,228 27,163 3,554 3,000		7,275 4,230 27,165 3,555 600
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental	P	51,700 - - - -		34,605 - - -	\$	39,974 - - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806	AS A	7,275 4,228 27,163 3,554 3,000 5,000		7,275 4,230 27,165 3,555 600 5,000
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology	P	51,700 - - - - 168		34,605 - - -	\$	39,974 - - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131		7,275 4,230 27,165 3,555 600 5,000 5,219
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services	P	51,700 - - - 168 4,500 - -		34,605 - - - 163 - -	\$	39,974 - - - 142 - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255 173,986	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131 220,675		7,275 4,230 27,165 3,555 600 5,000 5,219 207,415
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services 0131054.8380 Street and Stormwater Maintenance	P	51,700 - - - 168 4,500 - - 964		34,605 - - -	\$	39,974 - - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131		7,275 4,230 27,165 3,555 600 5,000 5,219
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services 0131054.8380 Street and Stormwater Maintenance 0131054.8420 Tree Removal	P	51,700 - - - 168 4,500 - -		34,605 - - - 163 - -	\$	39,974 - - - 142 - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255 173,986	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131 220,675 15,000		7,275 4,230 27,165 3,555 600 5,000 5,219 207,415 25,000
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services 0131054.8380 Street and Stormwater Maintenance 0131054.8420 Tree Removal 0131054.8450 Salt, Sand & Snow Removal	P	51,700 - - - 168 4,500 - - 964 648 -		34,605 - - - 163 - - - 7,912 -	\$	39,974 - - - 142 - - 14,362 - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255 173,986 16,999	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131 220,675 15,000 - 20,000		7,275 4,230 27,165 3,555 600 5,000 5,219 207,415 25,000
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services 0131054.8380 Street and Stormwater Maintenance 0131054.8420 Tree Removal	P	51,700 - - - 168 4,500 - - 964		34,605 - - - 163 - -	\$	39,974 - - - 142 - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255 173,986	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131 220,675 15,000		7,275 4,230 27,165 3,555 600 5,000 5,219 207,415 25,000
0131054.8030 Casualty Insurance 0131054.8031 Insurance - Property 0131054.8032 Insurance - Auto 0131054.8033 Insurance - Broker 0131054.8050 Phone/Communications 0131054.8130 Building & Equipment Rental 0131054.8131 Information Technology 0131054.8312 Fleet & Facilities Services 0131054.8380 Street and Stormwater Maintenance 0131054.8420 Tree Removal 0131054.8450 Salt, Sand & Snow Removal	P	51,700 - - - 168 4,500 - - 964 648 -		34,605 163 7,912 - 593	\$	39,974 - - - 142 - - 14,362 - -	Þ	11,606 2,703 13,918 2,664 1,653 1,806 2,255 173,986 16,999	AS A	7,275 4,228 27,163 3,554 3,000 5,000 5,131 220,675 15,000 - 20,000		7,275 4,230 27,165 3,555 600 5,000 5,219 207,415 25,000

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131055.9010 Bad Debts 0131055.9060 Depreciation Expense 0131055.9070 Training & Continuing Educ/Conf 0131055.9099 Contingencies	\$ 296 127,526 400 2,500	\$ - 132,067 120	\$ - 140,868 1,200 706	\$ - 136,222 824	\$ - 162,200 2,500	\$ - 135,167 2,500
TOTAL OTHER CHARGES	\$ 130,722	\$ 132,187	\$ 142,774	\$ 137,046	\$ 164,700	\$ 137,667
INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting Buildings and Grounds	\$ 31,685 13,191	\$ 33,698 5,894	\$ 34,597 20,234	\$ -	\$ 17,807	\$ 19,277
Electrcity Used Information Technology Mailroom and Postage	1,650 27,074 -	1,526 43,787 -	1,618 65,484 -	717 97,475 -	688 45,708 692	688 49,380 822
Other Indirect Charges Printing and Reproduction Records	140,578 1,153	93,256 1,129	123,049 2,227	89,339 113	94,245 153 1,115	94,245 153 1,173
Street Lights and Traffic Signals Vehicles and Equipment	266,590 190,643	308,682 178,933	192,973 177,628	143,745	143,812	143,812 -
Warehousing TOTAL INTER-DEPARTMENTAL CHARGES	\$ 1,760 674,324	\$ 2,136 669,041	\$ 2,959 620,769	\$ 2,104 360,414	\$ 305,544	\$ 1,576 311,126



ENGINEERING DIVISION - SUMMARY	2014	2015	2016	2017	20	18 BUDGET	2019
ENGINEERING BIVISION SOMMAN	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS	AMENDED	BUDGET
OPERATING EXPENSES							
Personnel Services	\$ 554,983	\$ 667,242	\$ 750,556	\$ 827,221	\$	817,950	\$ 852,469
Materials and Supplies	4,373	3,240	2,708	5,116		6,500	7,500
Contractual Services	35,799	82,527	43,576	103,069		100,454	117,534
Other Charges	14,433	12,633	13,191	18,674		27,900	24,168
Subtotal	\$ 609,588	\$ 765,642	\$ 810,031	\$ 954,080	\$	952,804	\$ 1,001,671
Inter-Departmental Charges	 44,956	 50,243	60,619	 30,125		43,288	49,657
TOTAL OPERATING EXPENSES	\$ 654,544	\$ 815,885	\$ 870,650	\$ 984,205	\$	996,092	\$ 1,051,328

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 ENGINEERING DIVISION

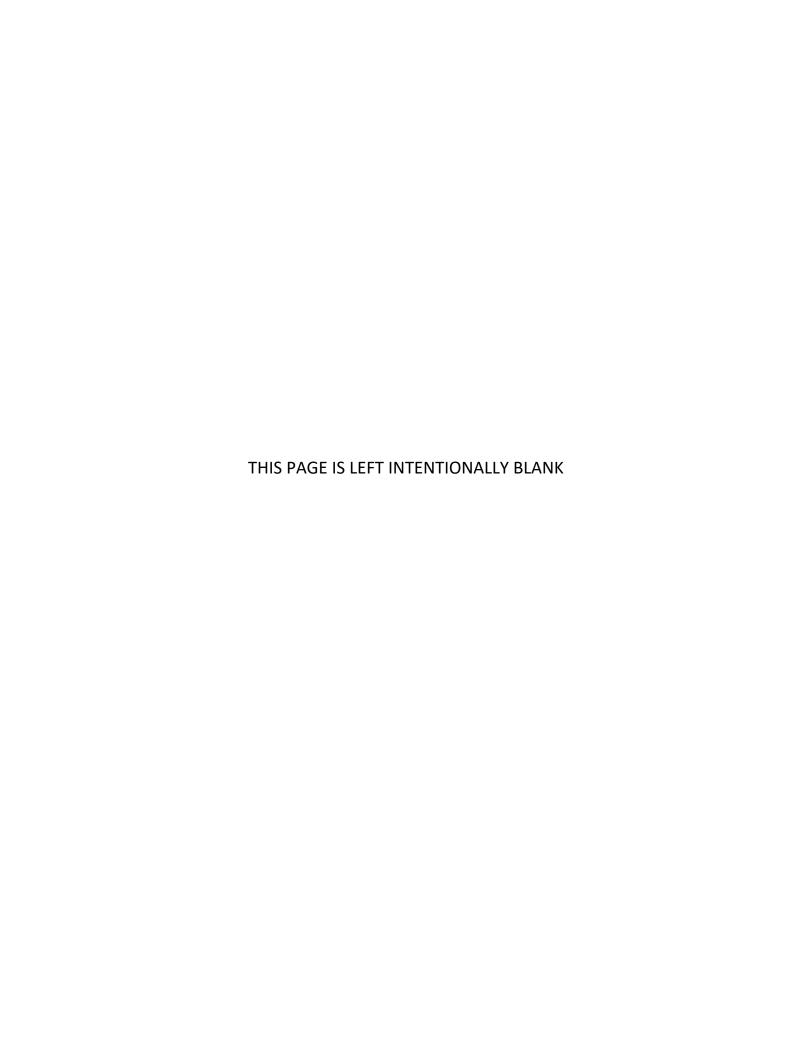
Title	Union	Grade	2018 # of	2018		2019			\$	%
Title	Affiliation	Grade	Positions	Approved	Positions	Requested	Difference	D	ifference	Change
FULL TIME POSITIONS										
Field Operations Superintendent	MGMT	22	1.0	\$ 82,413	1.0	\$ 86,378	0.0	\$	3,965	4.8%
Planning and Design Engineer	MGMT	22	1.0	\$ 79,251	1.0	\$ 83,682	0.0	\$	4,431	5.6%
Engineering Technician II *	CWA F/T	17	1.0	\$ 28,355	1.0	\$ 30,269	0.0	\$	1,914	6.8%
Chief Surveyor	CWA F/T	15	1.0	\$ 66,672	1.0	\$ 70,327	0.0	\$	3,655	5.5%
Utility Inspector I	CWA F/T	14	3.0	\$ 168,080	3.0	\$ 180,178	0.0	\$	12,098	7.2%
Engineering Technician	CWA F/T	14	1.0	\$ 63,566	1.0	\$ 64,519	0.0	\$	953	1.5%
Total Full-Time Positions			8.0	\$ 488,337	8.0	\$ 515,353	0.0	\$	27,016	5.5%
PART-TIME FUNDING										
Interns				\$ 19,500		\$ 13,000		\$	(6,500)	-33.3%
Total Part-Time Funding				\$ 19,500		\$		\$	(6,500)	-33.3%
OTHER										
Service Award				\$ 5,609		\$ 6,169		\$	560	10.0%
Sick Pay				\$ 2,992		\$ 2,941		\$	(51)	-1.7%
Overtime				\$ 20,000		\$ 20,000		\$	-	0.0%
Uniform Allowance				\$ 1,080		\$ 1,440		\$	360	33.3%
Device Reimbursements				\$ -		\$ 600		\$	600	#DIV/0!
Total Other				\$ 29,681		\$ 31,150		\$	1,469	4.9%
Total All			8.0	\$ 537,518	8.0	\$ 559,503	0.0	\$	21,985	4.1%

^{*}Please be advised that the Engineering Technician II position will be partially funded through Capital in 2019.

PERSONNEL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AIVILIDED	DODGET
0131072.6020 Supervisory	\$ 59,341	\$ 77,642	\$ 81,897	\$ 82,413	\$ 82,413	\$ 86,378
0131072.6030 Engineering/Technical	144,708	191,861	192,972	253,170	171,172	231,442
0131072.6210 Inspectors	117,728	187,274	189,994	182,545	234,752	197,533
0131072.6580 Service Award	12,066	11,692	10,940	5,648	5,609	6,169
0131072.6590 Sick Pay	6,595	4,980	5,263	4,477	2,992	2,941
0131072.6615 Interns	-	8,076	14,316	17,121	19,500	13,000
0131072.6620 Overtime	6,932	14,772	19,698	24,011	20,000	20,000
0131072.6622 Holiday Premium	-	-	-	423	-	-
0131072.6880 Uniform Allowance	734	1,080	1,110	945	1,080	1,440
0131072.6885 Device Reimbursement	-	-	-	-	-	600
0131072.6920 Unemployment Comp. Ins.	3,002	3,062	3,428	3,459	2,520	1,979
0131072.6930 Social Security Taxes	26,512	37,487	38,529	42,185	39,311	40,855
0131072.6940 City Pension Plan	80,165	58,680	75,532	59,462	54,659	62,520
0131072.6941 Defined Contribution 401(a) Plan	6,289	11,032	13,796	18,705	22,107	23,219
0131072.6950 Term Life Insurance	1,908	1,637	1,393	2,081	2,469	2,381
0131072.6960 Group Hospitalization Ins.	53,211	41,381	79,961	97,631	129,751	132,298
0131072.6961 Long-Term Disability Ins.	678	610	592	807	1,144	935
0131072.6962 Dental Insurance	4,422	3,792	5,773	5,603	6,721	7,023
0131072.6963 Flexible Spending Account	-	-	63	100	156	95
0131072.6964 Health Savings Account	250	-	750	-	-	-
0131072.6965 Post-Employment Benefits	28,934	9,407	10,701	21,068	13,162	13,900
0131072.6966 Retirement Health Savings Account	1,508	2,639	3,554	5,071	6,900	6,300
0131072.6967 Emergency Room Reimbursements	-	-	-	-	1,160	1,087
0131072.6968 Vision Insurance Premiums	 	 138	 294	 296	372	374
TOTAL PERSONNEL SERVICES	\$ 554,983	\$ 667,242	\$ 750,556	\$ 827,221	\$ 817,950	\$ 852,469

MATERIALS AND SUPPLIES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0131073.7110 Safety Shoes & Supplies	\$	400	\$	546	\$	767	\$	1,542	\$ 1,500	\$	2,500
0131073.7130 Tools, Field Sup., & Small Eq.	Y	1,710	Ψ	1,737	7	466	Ψ	174	2,000	7	2,000
0131073.7140 Uniforms		111		-,		-			-		-
0131073.7150 Office Supplies		2,121		957		1,439		2,413	3,000		3,000
0131073.7160 Books, Periodicals, Etc.		-		-		36		-	-		· -
0131073.7401 Stormwater Program		31		-		-		-	-		-
0131073.7550 Miscellaneous Supplies		-		-		-		987			-
TOTAL MATERIALS AND SUPPLIES		4 272	,	2 240	,	2 700	,	F 11C	ć 6.500	,	7.500
TOTAL MATERIALS AND SUPPLIES	<u> </u>	4,373	\$	3,240	<u> </u>	2,708	\$	5,116	\$ 6,500	\$	7,500
CONTRACTUAL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
CONTRACTUAL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
0131074.8020 Advertising	\$	1,656	\$	1,189	\$	712	\$	860	\$ 1,100	Ś	1,100
0131074.8030 Casualty Insurance	Ψ	15,085	Ψ	8,732	Ψ	10,414	Ψ	5,319	12,011	Ψ	12,010
0131074.8032 Insurance - Auto				-				3,319	6,519		6,520
0131074.8033 Insurance - Broker		-		-		-		714	964		965
0131074.8050 Phone/Communications		4,316		2,939		2,926		1,808	2,000		1,400
0131074.8120 Outside Engineering		14,727		68,400		29,524		47,802	47,600		47,600
0131074.8120 Outside Engineering		,									10 001
0131074.8131 Information Technology Cont'l		-		1,266		-		18,395	16,182		19,864
0131074.8131 Information Technology Cont'l 0131074.8312 Fleet & Facilities Services		-				-		24,314	16,182 14,078		19,864 28,075
0131074.8131 Information Technology Cont'l		, - 15				- - -					

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131075.9020 Mileage & Small Bus. Expense	\$	216	\$	-	\$	-	\$	1,589	\$ -	\$ -
0131075.9040 Dues & Professional Organizations		1,017		1,338		2,634		-	-	-
0131075.9060 Depreciation Expense		10,014		10,557		10,557		11,859	19,800	15,168
0131075.9070 Training & Continuing Educ/Conf		186		738		-		5,226	8,100	9,000
0131075.9099 Contingencies		3,000				-				-
TOTAL OTHER CHARGES	\$	14,433	\$	12,633	\$	13,191	\$	18,674	\$ 27,900	\$ 24,168
INTER-DEPARTMENTAL CHARGES		2014		2015		2016		2017	2018 BUDGET	2019
INTER-DEPARTIVENTAL CHARGES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	BUDGET
Billings and Accounting	\$	14,834	\$	15,750	\$	16,191	\$	16,627	\$ 16,137	\$ 17,466
Buildings and Grounds	•	1,600	·	715	•	2,454	•	´-	-	-
Electricity Used		1,650		1,526		1,618		711	683	683
Information Technology		11,400		18,436		27,571		48,741	47,594	52,464
Mailroom and Postage		-		-		-		-	620	738
Other Indirect Expenses		-		-		-		(36,067)	(22,900)	(22,900)
Printing and Reproduction		1,153		1,129		2,227		113	153	153
Records		-		-		-		-	1,001	1,053
Vehicles and Equipment		14,319		12,687		10,558		-		-
TOTAL INTER-DEPARTMENTAL CHARGES	\$	44,956	\$	50,243	\$	60,619	\$	30,125	\$ 43,288	\$ 49,657



CITY OF NEWARK, DELAWARE PLANNING AND DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE PLANNING AND DEVELOPMENT DEPARTMENT FY2019 PROGRAM NARRATIVE

The Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its program divisions including Land Use and Planning, Code Enforcement, Parking, and Facilities Management described below:

Land Use and Planning Division:

• This division advises and makes recommendations to the City Manager, Planning Commission and City Council regarding physical development and the implementation of the City's Comprehensive Development Plan. This division is responsible for updating long-range planning documents; administering and reviewing plans and procedures for annexations, rezonings, subdivisions, parking waivers, the preservation of historic buildings, and special use permits; recommending zoning and subdivision regulation revisions; reviewing building permit and certificates of occupancy and economic hardship applications for zoning compliance; and administering the Federal Flood Insurance Program. The division also serves as staff to the Planning Commission and the Board of Adjustment. In addition, the Land Use and Planning Division also includes Economic Development, Transportation and Technical Services, and the Community Development which are further described below.

Staff

The Land Use and Planning Division is comprised of four (4) staff. One (1) Director, two (2) Planner II, and one (1) Administrative Assistant.

Transportation and Technical Services:

• The Land Use and Planning section also serves as a liaison between the City and federal, state, regional and local agencies to facilitate inter-jurisdictional cooperation and planning on issues of mutual concern. The division develops short and long-term transportation plans in conjunction with other City departments, the City's Traffic Committee and outside agencies such as WILMAPCO and the Delaware Department of Transportation. The Department also administers the UNICITY Bus service.

Economic Development:

• The Land Use and Planning Division also includes economic development. Economic development activities supplement private sector initiatives to strengthen Newark's commercial and industrial well-being. It is responsible for developing and modifying long range economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials.

Code Enforcement:

• This division is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code. The division issues permits for rental units, signs, elevators, and construction, and coordinates building permit review with other City departments. A good portion of this division's time is spent out in the field conducting building and property management inspections as well as responding and investigating building and property management complaints. In addition, the division is responsible for State and City Fire Code compliance for new and existing construction.

Staff

The Code Enforcement staff includes: The Code Enforcement Manager, three (3) Property Maintenance Inspectors, four (4) Code Enforcement Officers, One (1) Fire Protection Specialist and two (2) Administrative Assistants.

CITY OF NEWARK, DELAWARE PLANNING AND DEVELOPMENT DEPARTMENT FY2019 PROGRAM NARRATIVE

UNICITY Bus:

- The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.
- Three buses are utilized to provide these free services. The City is responsible for the maintenance of the buses and the
 reporting requirements to the Delaware Transit Corporation. The University of Delaware is responsible for the
 operation of the buses.

Community Development Block Grant (CDBG):

- The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark.
- The Planning Department administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors programs for contract compliance; and directly manages the Home Improvement.

Parking Division:

- This Division is responsible for the oversight, management, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking meters, and residential parking, permitting, and enforcement through Newark. The Division oversees Newark's 18 residential parking permit zones, 6 municipal parking lots, and over 450 municipal on-street parking meters throughout the City. Although the Division's main office is in the Central Business District, inter-department cooperation occurs on a regular basis, with Public Works and Water Resources Department regarding maintenance and repairs; Electric for the construction and maintenance of lighting; Finance for accounting and bookkeeping and repairs; Police Department for crime prevention and suspicious activity; Parks and Recreation Department for landscaping and snow removal; and the Downtown Newark Partnership to help City events and ensure parking is available for events.
- The Division also handles annual financial reporting, with assistance from the Finance Department, so that the division
 can provide better understanding of incoming parking revenue and how changes to the municipal code could affect
 parking revenue streams coming into the City. The division also handles annual occupancy reports for on-street meters
 in the central business district, reporting percentage of spaces occupied by vehicles in zones that have reporting
 technology through vehicle sensors. The reports are posted on the City website and assist with greater transparency of
 the division's fiscal impact on operations.

<u>Staff</u>

Two Parking Division management employees oversee and lead a team of 45-50 individual, pending season, to ensure proper maintenance and construction for parking lots, on-street smart meters and vehicles sensors, as well as other facets of managing a 24/7 City-wide parking operation. Maintenance staff includes two full-time employees, while the office is operated by two full-time staff. Afterhours and weekend office staff include six part-time shift leaders, who oversee lot and meter equipment, communications, and field staff. Parking Ambassador staff includes two full-time and eleven part-time staff, where full-time staff has the added responsibility of handling online and in-person parking appeals. Part-time Attendants are the largest group of Parking employees and those employed range between 20-25 employees who work in the three 24/7 parking booth in municipal lots.

Key accomplishments in 2018 include:

Land Use and Planning Division:

As indicated in the Planning Commission Activities below, there has been a significant increase in land use applications which has taken a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

- In September 2017, the City of Newark received \$80,000 from DNREC's Division of Energy and Climate to develop, through a collaborative process, a broad, long-term, and integrated community sustainability plan Sustainable Newark to implement the City's vision, goals, and action items contained in its Comprehensive Development Plan V. A steering committee was established to bring together a diverse range of government agencies, City departments, community groups, and residents to coordinate a comprehensive and integrated sustainability plan. A consultant, AECOM was selected by the Steering Committee in June, 2018 through a competitive process. AECOM is working collaboratively with Planning Staff and the Steering Committee on moving this project forward. A website was created for this project for the public to access up-to-date information https://newarkde.gov/1067/Newark-Community-Sustainability-Plan
- The Planning Commission established a Parking Subcommittee in May 2018 to review the Parking Code requirements. The Parking Subcommittee was represented by members from the Planning Commission, development community, non-profit community, the University of Delaware, a University of Delaware student, and the downtown merchants. They met for seven (7) months and put together a downtown Parking Strategy that was presented to City Council in June, 2018 where Council approved the recommendations in the Parking Strategy and directed Planning Staff to put together a work plan to bring back to City Council for their review and approval. Planning Staff is currently undertaking this effort. A website was created for this effort https://newarkde.gov/1022/Parking-Requirements-Subcommittee
- Planning Staff is working with WILMAPCO on the Newark Area Transit Study Project Management Committee. This
 study was the next step in the process in trying to better coordinate the four agencies that provide public
 transportation in Newark. These agencies include: The University of Delaware, Cecil Transit, Unicity, and DART.
- Planning Staff worked with DelDOT to start the process of developing a Transportation Improvement District (TID) for the City of Newark. The next step in this process is to establish a Steering Committee to provide guidance throughout the TID development process. It is anticipated that this process will take between eighteen (18) months to two (2) years.
- Planning staff started working with the GIS and related staff to portray land use development information in a parcelbased format.
- Planning Staff worked with the Planning Commission on analyzing four (4) focus areas for potential Comprehensive
 Plan V amendments and rezoning to encourage the development of student rental housing in areas proximate to the
 University.
- Planning staff developed a Development Plan Proposals website that posts all proposed land use developments and related Subdivision Advisory Committee comment letters. https://newarkde.gov/1035/Development-Plan-Proposals
- Planning Staff worked with the Planning Commission and developed a Planning Commission Rules of Procedure in October, 2017. <a href="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId="https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-Of-Procedure-Newarkde.gov/DocumentCenter/View/95

• The division continued to provide technical assistance to other City departments, Planning Commission and Council. Technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City library, and preparing maps, charts and visual aids.

Planning Commission Activities (January through August 2018):

Annexations

1. 3 and 5 Bridlebrook Lane (April 2018)

Code Amendments

- 1. Chapter 32, Wireless Facilities (January, February 2018)
- 2. Chapter 32, Require floor plans for land use development (March 2018)
- 3. Chapter 32, Administrative approval of minor structures and grading in SFHA (March 2018)
- 4. Chapter 32, Regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district (May 2018)
- 5. Chapter 32, Add nine streets to list of exempt streets under definition of Student Home (May 2018)
- 6. Chapter 32, Allow single-family rental units on all streets or subdivisions listed as exempt to be occupied by up to four unrelated tenants (May 2018)
- 7. Chapter 32, Regulation of sidewalk cafes, patios, decks, balconies, and parklets in the downtown district (June 2018)
- 8. Chapter 14, Revisions to an amendment to Zoning Code Sec. 32-96 Use Regulations of Floodplain, by adding two definitions to Chapter 14A Floodplains (June 2018)
- 9. Chapter 32, Potential new multi-family zoning district (August 2018)

Rezonings

- 1. 24 and 30 Benny Street (February 2018)
- 2. 275 South Main Street, Park N Shop (February 2018)
- 3. 3 and 5 Bridlebrook Lane (April 2018)

Comprehensive Development Plan Amendments

- 1. 24 and 30 Benny Street (February 2018)
- 2. Annexation Map for 3 and 5 Bridlebrook Lane (May 2018)

Major/Minor Subdivisions

- 1. 24 and 30 Benny Street, 155 South Chapel Street (February 2018) (Major Subdivision)
- 2. 275 South Main Street, Park N Shop (February 2018) (Major Subdivision)
- 3. 24 and 30 Benny Street, 155 South Chapel Street (March 2018) (Major Subdivision)
- 4. 0 and 1365 Marrows Road, College Square (April 2018) (Minor Subdivision)

Site Plan Approval

1. 24 and 30 Benny Street, 155 South Chapel Street (February 2018)

Administrative Subdivisions

1. None to-date

Special Use Permits

- 1. 275 South Main Street, Park N Shop, for construction of apartment in BB district (February 2018)
- 2. 304 Research Boulevard, telecommunications facility to collocate antennas on existing water tank (June 2018)
- 3. 304 Research Boulevard, temporary telecommunication facility needed until permanent collocation of antennas (July 2018)

Parking Waiver

1. 275 South Main Street, Park N Shop (February 2018)

Plans Received in 2018

- 1. 3 and 5 Bridlebrook Lane annexation, rezoning (January 2018)
- 2. 515 Capitol Trail rezoning, major subdivision (February 2018)
- 3. 1364 Marrows Road and 701 Ogletown Road amendment to major subdivision (March 2018)
- 4. 304 Research Boulevard special use permit (April 2018)
- 5. 417 Creek Bend Drive special use permit (May 2018)
- 6. 209-225 Haines Street Comprehensive Development Plan amendment, rezoning, major subdivision, site plan approval (May 2018)
- 7. 62 North Chapel Street rezoning, major subdivision (May 2018)
- 8. 100, 115, 121 College Square sketch plan (May 2018)
- 9. 253 South Main Street special use permit (June 2018)
- 10. 304 Research Boulevard special use permit (June 2018)
- 11. 18 North Street minor subdivision (June 2018)
- 12. 321 Hillside Road sketch plan (June 2018)
- 13. 1105 Elkton Road sketch plan (July 2018)
- 14. 703 Valley Road annexation, rezoning (July 2018)
- 15. 105-83 New London Road and 36-41 & 41 Wilson Street Comprehensive Development Plan amendment, major subdivision, site plan approval (August 2018)

Ongoing Land Use Projects (plans received before 2018)

- 1. 1119 South College Avenue major subdivision, special use permit (November 2016)
- 2. 0 Independence Way annexation, rezoning, major subdivision (June 2016)
- 3. 65 South Chapel Street sketch plan (April 2017)
- 4. 275 South Main Street (Park N Shop) Comprehensive Development Plan amendment, rezoning, major subdivision, special use permit, parking waiver (June 2017)
- 5. 92 East Main Street major subdivision, special use permit, parking waiver (September 2017)
- 6. 0 Paper Mill Road annexation, rezoning, major subdivision, site plan approval (November 2017
- 7. 67-69 New London Road minor subdivision (November 2017)
- 8. 46 Welsh Tract Road sketch plan (November 2017)
- 9. 419 and 421 Paper Mill Road annexation, rezoning (November 2017)
- 10. 1501 Casho Mill Road sketch plan (November 2017)
- 11. 924 Barksdale Road Comprehensive Development Plan amendment, rezoning, major subdivision (November 2017)

<u>Transportation</u>

- 1. DelDOT information session (May 2018)
- 2. Discussion of next steps of Transportation Improvement District (TID) (July 2018)

Rental Housing Needs Assessment Study

- 1. Discussion of special meeting regarding RHNA recommended ordinances (April 2018)
- 2. Special meeting (May 15, 2018)
- 3. Discussion of formation of subcommittee to discuss student housing (July 2018)

2018/2019 Work Plan

- 1. Discussion of reprioritization of 2018 Work Plan (April 2018)
- 2. Discussion of 2019 Work Plan (July 2018)

Parking

- 1. Parking Subcommittee update (March 2018)
- 2. Parking Subcommittee update (April 2018)
- 3. Parking Subcommittee recommendations (May 2018)
- 4. Parking Subcommittee recommendations (June 2018)

Rezoning and Comprehensive Development Plan Amendments

- 1. Initial discussion (April 2018)
- 2. Discussion of Focus Area 5 South Chapel Street (June 2018)
- 3. Discussion of Focus Area 5 South Chapel Street, Focus Area 2 Cleveland Avenue, Focus Area 3 New Center Village, and Focus Area 1 New London Road (August 2018)

LEED Certification Standards

- 1. Initial discussion (June 2018)
- 2. Continued discussion (July 2018)
- 3. Continued discussion (August 2018)

Capital Improvements Plan

1. Nothing to-date

Planning Commission Training

1. Land Use Development Issues, facilitated by Max Walton (July 17, 2018)

Special Meetings

- 1. Joint City Council/Planning Commission Meeting (February 27, 2018)
- 2. Rental Housing Needs Assessment Recommended Ordinances (May 15, 2018)
- 3. Joint City Council/Planning Commission Training Session (July 17, 2018)

Parking Subcommittee Meetings

- 1. Review of parking issue and solution matrix, capacity assessment (January 2018)
- 2. Review of parking policy matrix, comments on finished product (March 2018)
- 3. Updates to parking policy matrix, comments regarding narrative, input on implementation tasks (April 2018)
- 4. Informational public workshop (May 2018)

Permitting Activities:

	<u>2016</u>	<u>2017</u>	2018 (through 8/24/2018)
Deed Transfer Affidavits	402	378	286
Building Permit Reviews	1,733	1,698	1,057
Certificates of Completion/Occupancy	39	70	18
TOTAL	2,174	2,146	1,361

Transportation and Technical Services:

The division continues to coordinating with DART, the University of Delaware, WILMAPCO and Cecil transit on Newark Transit Improvement Partnership (TRiP) to better coordinate the existing transit services of UNICTY, University of Delaware, Cecil County and DART. The division also continues to oversee the Unicity Bus system and provide customer service.

Code Enforcement:

- Working with the IT staff on the data transition to Munis and the correction of data.
- Taking on and managing the business licensing, vendor and peddler licensing programs.
- Working on updating the building code to the 2018 International Building Code.

PERMITTING ACTIVITIES

2017

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Rentals:		
Number of Rental Licenses:	18	343
	Billed	Paid
2017 Rental Billings:	\$377,905.00	331,110.00
Business Licenses:		
Number of Business Licenses:	6.	53
	Billed	Paid
2017 Business License Bills	\$253,932.54	\$240,867.40
Code Violation Cases:	9	70
Number of Violations:	1736	
Citation Billings:	\$39,233.07	
2017 Permits:		
Totals:	Billed	# of Apps
Munis	\$92,484.60	1810
Fees for Permits Collected 2018:	\$1,308,275.20	140
Total Fees:	\$1,400,759.80	1950
	4440 000 704 05	
Valuation of Permits up to November:	\$113,092,791.95	
Valuation of Permits November to Dec:	\$20,820,867.00	
Total:	\$133,913,658.95	
	Billed	Paid
Contractors	\$66,900.00	\$65,000.00
Number of Contractors Billed	675	

2018 (Year-to-Date)

Rentals:

Number of Rental Licenses:		1891	
	Billed	Paid	
One or Two Family:	\$281,407.68	\$155,629.00	
Other Residential	\$150,245.00	\$77,374.06	
Fraternity or Sorority	\$4,300.00	\$4,000.00	
Miscellaneous/ CV Legacy	\$6,750.00		
2018 Rental Billings:	\$442,702.68	\$233,303.06	
Business Licenses:			
Number of Business Licenses:		821	
	Billed	Paid	
Elevator	\$10,274.74	\$9,965.25	
Fire Safety Permit	\$19,596.57	\$16,772.44	
Signs	\$30,358.73	\$27,662.76	
2018 Business License Bills	\$221,913.87	\$193,966.73	
*Total fees reflect change to annual billing			
*DNP fees are not included in this report			
Code Violation Cases:	724		
Number of Violations:	919		
Citations:	235		
Citation Billings:	\$31,300.00		
2018 Permits:	Billed	Paid	# of Apps
Commercial	\$1,741,301.93	\$1,667,041.75	251
Residential	\$159,511.75	\$131,179.85	683
University	\$188,668.58	\$128,300.23	127
Totals:	\$2,089,482.26	\$1,926,521.83	1061
	Billed	Paid	
Contractors	\$44,584.01	\$38,559.44	

Community Development Block Grant (CDBG):

Number of Contractors Billed

In the 43rd year (July 1, 2017 to June 30, 2018), the City allocated \$245,814.53 in CDBG funds to 11 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

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Parking Division:

The Division completed the successful transition of residential parking from the Police Department last year. This year the Division was focused on improving on the service by transiting the system from a physical one to a digital one. Parking employees worked with T2 Solutions to implement a residential parking online infrastructure that would convert the physical system used by the Police Department to a digital, quick-access system. This upgrade to the residential application and renewal process for the resident was built on top of the existing enforcement application, allowing the Division to ensure customers who apply for passes are in good standing with the City.

The Division also hired four new Parking Ambassadors to the team to handle the concerns of Council and residents concerning illegal guest parking activities through many of the residential neighborhoods. The increase in staff helped curb improper guest pass usage in high occupancy zones to the delight of those who had permanent passes, who previously had difficulty finding parking spaces around their homes during the night. Increased patrols also gave opportunity to more thorough parking enforcement and customer service in the area, as parking response times to calls decreased and more territory is able to be covered on a single day. Revenue increased as the Parking Ambassador team was fully staffed and with continued training to help ensure staff are able to correctly help those who need assistance, even in sometimes difficult situations.

Municipal lot countdown signage was requested by Council and the Division worked with ParkingLogix to fulfill that request. Initially, the Lot #1 signage was installed on a trial, but after successful testing, countdown signage was ordered for all hourly parking lots. The signage shows available spaces in a given parking lot and allows the patron to make educated decisions on where they will search for it, helping patrons find where they need to go to find parking faster and reducing congestion in parking lots and on City streets, providing a better overall customer service experience to those visiting the area. An added benefit to the countdown signage, discovered when working with our I.T. Department, was that it could connect with our Parking GIS Map, allowing those who were worried about where to park know what lots had open spaces before even coming downtown.

CITY OF NEWARK, DELAWARE PLANNING AND DEVELOPMENT DEPARTMENT FY2019 GOALS

Divisional Goals for 2019 include:

Land Use and Planning Division:

In 2018, in addition to its land use responsibilities and processing the above described land use projects that are currently in-house as well as future applications, the goals of division include:

- Continue to work with the Steering Committee, the consultant AECOM, and the citizens of Newark on the development of the Sustainable Newark grant project.
- Develop the work plan and narrative for the Parking Strategy and begin it's implementation.
- Work with WILMAPCO on the Newark Area Transit Study Project.
- Establish a Steering Committee and start working on the development of a Transportation Improvement District (TID) for the City of Newark.
- Continue to work with the GIS and related staff to portray land use development information in a parcel-based format.
- Continue to work with the Planning Commission, citizens of Newark and ultimately the City Council on four (4) focus areas for potential Comprehensive Plan V amendments and rezoning to encourage the development of student rental housing in areas proximate to the University.
- Continue to improve the Development Plan Proposals website that posts all proposed land use developments and related Subdivision Advisory Committee comment letters. https://newarkde.gov/1035/Development-Plan-Proposals
- Establish a Subcommittee to examine the issue of rental housing in the larger context of the growth of the University of Delaware and its impact on the City.
- Continue to provide exemplary assistance to other City departments, Planning Commission and Council.

Transportation and Technical Services:

In 2019, the division will continue the TRIP effort in coordination with WILMAPCO and their consultant transit systems in Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V, and Newark Bicycle Plan, participating in the management and related activities associated with the Newark Regional Transportation Center, as well as operating Unicity.

Economic Development:

In 2019, the division goals are to review and assess Newark's Economic Development Strategy and Action Plan and set a path for proactive economic development.

Code Enforcement:

The division's principal goals for 2019 include:

- Complete the review of the 2018 International Building code, develop the ordinance and ultimately Council adoption and implementation.
- Participate in the Subcommittee to examine the issue of rental housing in the larger context of the growth of the University of Delaware and its impact on the City.
- Continue to revise and update the business license data
- Work with a consultant to review and make recommendations on the business license ordinance and program as well as the vendor and peddlers licensing program

CITY OF NEWARK, DELAWARE PLANNING AND DEVELOPMENT DEPARTMENT FY2019 GOALS

Community Development Block Grant (CDBG):

In 2019, the division's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents

Parking Division:

Current capital projects include the completion of the parking meter project, which would allow more accurate reporting of occupancy at all municipal parking meters throughout the City. Return-on-investment for vehicle sensors would be approximately one year before generating additional revenue for the City. Upgrading and completing the meter and sensor infrastructure had to be put on hold temporarily, as the Main Street repaving project by DelDot changed over the course of the year and most of our current sensors are in-ground, but the Division is hopeful that after the project completion all meters in Newark will be sensored. This, coupled with municipal lot countdown signage and its ability to report lot occupancy, will help the Division paint a complete picture of the parking situation downtown. The Division also wants to put a City-wide lot countdown sign at the beginning of Main Street, near Pomeroy Trail, that would notify patrons the spaces available in each parking lot before arriving at the entrances of those lots. It would also work with the University of Delaware's Trabant Parking Garage and display the available spaces in their garage also.

With the Parking Division working with Residential Parking for about a year, it continues to try to make the program better. As it has built the residential online infrastructure and converted the physical database over to a digital one through T2, there are still areas that need attention. The Division wishes to continue to speed up residential permit signup through an online portal, especially for those who simply need to renew passes and have the same vehicle and residence they did prior. For those who still want to come into the office, the Division wants to have tablets for those to insert their information directly into the residential infrastructure. The Division also hopes to include a new mailing feature, at cost to the patron, that would allow those who want to have their passes mailed directly to them in lieu of coming to the Parking office. The division plans to complete residential parking zone measurement, inventory, and recommendations to Council in the upcoming year, as well as applying these statistics to the Parking GIS Map, giving residents a clear picture of Newark's parking situation.

Finally, the Parking Division will be continuing its efforts toward increasing overall parking at both on-street meters and off-street parking lots. Lot #1 is in the preliminary stages of expansion, with a proposed 47 new parking spaces to be added upon completion. In addition, the movement of on-street parking meters from South College Avenue to add a bicycle lane to and from the heart of the University of Delaware campus gave the Division the opportunity to look at parking throughout the campus district and identified Amstel Avenue as a street that could benefit from going one-way, improving the traffic situation for vehicles, cyclists, and pedestrians, while adding parking in the district, even accounting for the loss of meters on South College. Other streets may benefit from this review in the future as population and the incoming student body increases.

PLANNING DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL		18 BUDGET	2019 BUDGET
OPERATING EXPENSES	ACTORE	ACTOAL	ACTORE	ACTORE	7.3	AMENDED	DODGET
Personnel Services	\$ 481,112	\$ 446,521	\$ 453,201	\$ 440,758	\$	392,811	\$ 430,053
Materials and Supplies	54,663	2,960	1,271	1,665		6,250	4,950
Contractual Services	524,444	206,321	166,745	72,158		214,810	522,552
Other Charges	57,204	63,656	47,405	1,811		20,280	13,003
Subtotal	\$ 1,117,423	\$ 719,458	\$ 668,622	\$ 516,392	\$	634,151	\$ 970,558
Inter-Departmental Charges	72,579	66,654	83,351	17,578		20,584	28,025
TOTAL OPERATING EXPENSES	\$ 1,190,002	\$ 786,112	\$ 751,973	\$ 533,970	\$	654,735	\$ 998,583

PLANNING AND DEVELOPMENT DEPARTMENT WAGE AND SALARY BUDGET - 2019 PLANNING DIVISION

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved		2019 Requested		\$ D	ifference	% Change
FULL TIME POSITIONS										
Director of Planning & Development	MGMT	32	1.0	\$ 100,267	1.0	\$ 103,182	0.0	\$	2,915	2.9%
Planner II	CWA F/T	14	2.0	\$ 96,003	3.0	\$ 146,744	1.0	\$	50,741	52.9%
Secretary I	CWA F/T	10	1.0	\$ 46,523	1.0	\$ 48,915	0.0	\$	2,392	5.1%
Total Full-Time Positions			4.0	\$ 242,793	5.0	\$ 298,841	1.0	\$	56,048	23.1%
PART-TIME FUNDING										
Graduate Intern				\$ 12,000		\$ 12,000		\$	-	0.0%
Total Part-Time Funding				\$ 12,000		\$ 12,000		\$	-	0.0%
OTHER										
Service Award				\$ 1,022		\$ 1,129		\$	107	10.5%
Sick Pay				\$ 902		\$ 936		\$	34	3.8%
Overtime				\$ 2,200		\$ 15,200		\$	13,000	590.9%
Device Reimbursements				\$ -		\$ 600		\$	600	#DIV/0!
Total Other				\$ 4,124		\$ 17,865		\$	13,741	333.2%
				,		,				
Total All			4.0	\$ 258,917	5.0	\$ 328,706	1.0	\$	69,789	27%

PERSONNEL SERVICES	2014	2015	2016	2017	2018 BUDGET		2019
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED		BUDGET
0111112.6020 Supervisory	\$ 176,843	\$ 188,795	\$ 197,107	\$ 132,112	\$ 95,870	\$	103,182
0111112.6030 Engineering/Technical	60,854	33,115	35,712	83,303	96,003		101,425
0111112.6080 Clerical	49,502	64,221	41,597	44,516	46,523		48,915
0111112.6580 Service Award	7,407	7,965	7,883	2,093	1,022		1,129
0111112.6590 Sick Pay	4,095	4,211	4,402	4,540	902		936
0111112.6600 Part-Time	-	3,395	-	-	-		-
0111112.6615 Interns	7,320	3,634	3,709	-	12,000		12,000
0111112.6620 Overtime	4,124	2,640	1,729	-	2,200		15,200
0111112.6885 Device Reimbursement	-	-	-	-	-		600
0111112.6920 Unemployment Comp. Ins.	2,143	1,958	1,539	1,693	1,134		951
0111112.6930 Social Security Taxes	23,336	23,375	21,490	19,928	19,165		19,943
0111112.6940 City Pension Plan	64,677	54,516	59,663	55,742	17,975		20,790
0111112.6941 Defined Contribution 401(a) Plan	4,002	3,096	5,793	11,306	15,247		15,974
0111112.6950 Term Life Insurance	1,058	1,192	1,133	921	1,065		1,083
0111112.6960 Group Hospitalization Ins.	46,208	39,723	53,096	59,166	68,944		73,043
0111112.6961 Long-Term Disability Ins.	592	509	499	379	526		447
0111112.6962 Dental Insurance	2,839	2,792	4,139	3,501	4,149		3,959
0111112.6963 Flexible Spending Account	-	63	16	-	-		38
0111112.6964 Health Savings Account	1,125	2,250	3,000	1,500	901		902
0111112.6965 Post-Employment Benefits	23,513	7,656	8,153	16,116	4,329		4,620
0111112.6966 Retirement Health Savings Account	1,474	1,144	2,291	3,373	4,140		4,200
0111112.6967 Emergency Room Reimbursements	-	-	-	400	522		522
0111112.6968 Vision Insurance Premiums	 -	 271	 250	 169	194	_	194
TOTAL PERSONNEL SERVICES	\$ 481,112	\$ 446,521	\$ 453,201	\$ 440,758	\$ 392,811	\$	430,053

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111113.7131 Information Technology Supplies	\$	382	\$ -	\$ -	\$ -	\$ -	\$ -
0111113.7150 Office Supplies		1,660	1,444	927	1,310	1,800	1,800
0111113.7160 Books, Periodicals, Etc.		167	180	190	183	450	450
0111113.7200 Copying Supplies		862	1,137	-	-	1,800	1,800
0111113.7550 Miscellaneous Supplies		757	199	154	172	2,200	900
0111113.7670 Downtown Newark Partnership (1)		49,393	-	-	-	-	-
0111113.7697 New Night in Downtown Newark	_	1,442	-	 	 -	-	-
TOTAL MATERIALS AND SUPPLIES	\$	54,663	\$ 2,960	\$ 1,271	\$ 1,665	\$ 6,250	\$ 4,950

⁽¹⁾ Moved to DNP Special Revenue Fund

CONTRACTUAL SERVICES	2014 ACTUAL		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0111114.8020 Advertising	\$ 1,245	\$	1,223	\$ 1,787	\$ 1,954	\$ 1,350	\$	2,000
0111114.8030 Casualty Insurance	6,983	·	5,278	6,029	3,045	6,163		6,165
0111114.8032 Insurance - Auto	-		-	-	1,713	-		-
0111114.8033 Insurance - Broker	-		-	-	380	504		505
0111114.8040 Merchant Fees and Discounts	26,896		-	-	-	-		-
0111114.8050 Phone/Communications	1,080		870	600	250	1,200		1,200
0111114.8070 Aetna Hose, Hook & Ladder	-		-	-	-	74,246	1	174,246
0111114.8071 Newark Ambulance	-		-	-	-	3,000		3,000
0111114.8074 Newark Partnership	-		-	-	-	-		70,000
0111114.8131 Information Technology Cont'l	216		17,380	1,037	12,314	16,766		14,418
0111114.8180 Consulting Fees (1)	207,070		35,061	9,490	49,694	43,700	1	182,068
0111114.8220 Revenue Sharing Program	-		-	-	-	60,000		60,840
0111114.8312 Fleet & Facilities Services	-		-	-	2,453	3,881		4,110
0111114.8550 Misc. Contracted Services	10,387		1,300	5,247	355	4,000		4,000
0111114.8670 Downtown Newark Partnership (2)	109,798		1,050	-	-	-		-
0111114.8697 New Night in Downtown Newark	2,480		-	-	-	-		-
0111114.8800 Unicity Bus (3)	 158,289		144,159	 142,555	 -	-		-
TOTAL CONTRACTUAL SERVICES	\$ 524,444	\$	206,321	\$ 166,745	\$ 72,158	\$ 214,810	\$ 5	522,552

^{(1) 2015} Expenditures reduced by \$75,000 for the TIGER IV grant and another \$75,000 for the GNEDP funding

⁽²⁾ Moved to DNP Special Revenue Fund

⁽³⁾ Expenditures reimbursable by the Delaware Transit Corporation. Budget moved to Unicity TransportationFund in 2017.

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0111115.9020 Mileage & Small Bus. Exp.	\$	483	\$	131	\$	31	\$	_	\$ 450		450
0111115.9040 Dues & Professional Organizations	۲	3,318	۲	1,915	۲	4,210	۲	_	Ş 450 -	٦	-
0111115.9060 Depreciation Expense (1)		51,383		52,540		43,014		-	10,080		703
0111115.9070 Training & Continuing Educ/Conf		20		9,070		150		1,811	9,750		11,850
0111115.9099 Contingencies				9,070		150		1,011	9,750		11,650
UTITITO.3033 CONTINGENCIES		2,000								-	
TOTAL OTHER CHARGES INTER-DEPARTMENTAL CHARGES	\$	57,204	\$	63,656	\$	47,405	\$	1,811	\$ 20,280	\$	13,003
		2014		2015		2016		2017	2018 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
Billings and Accounting	\$	14,083	Ś	14,874	\$	15,357	\$	8,690	\$ 9,394	\$	10,170
Buildings and Grounds	Ą	6,038	Y	2,698	Y	9,263	Y	6,050	ÿ J,JJ4	Ą	10,170
Electricity Used		6,227		5,761		6,106		1,196	1,148		1,149
Information Technology		6,412		10,371		15,509		24,368	22,753		24,997
Mailroom and Postage		0,412		10,371		13,309		24,306	366		434
Printing and Reproduction		4,806		- 4,708		9,285		- 472	639		639
Records		4,800		4,708		3,203		472	7,052		9,967
		(10.202)		(10.169)		(21.067)		- (17 140)	•		
Services to Utility Funds		(19,283)		(19,168)		(21,067)		(17,148)	(20,768)		(19,331)
Unicity Bus		54,296		47,410		48,898				-	-

⁽¹⁾ Includes Unicity Bus Assets. Budget moved to Unicity Transportation Fund in 2017.

2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL				2019 BUDGET
\$ 1,121,543	\$	1,235,079	\$	1,287,520	\$	1,187,758	\$	1,239,935	\$	1,284,813
4,539		66,944		54,573		8,126		11,240		11,240
43,718		154,859		203,228		89,161		112,535		88,314
5,288		4,611		8,372		16,053		40,585		31,076
\$ 1,175,088	\$	1,461,493	\$	1,553,693	\$	1,301,098	\$	1,404,295	\$	1,415,443
23,256		(43,395)		(265,917)		88,626		86,856		95,177
\$ 1,198,344	\$	1,418,098	\$	1,287,776	\$	1,389,724	\$	1,491,151	\$	1,510,620
	\$ 1,121,543 4,539 43,718 5,288 \$ 1,175,088 23,256	\$ 1,121,543 \$ 4,539 43,718 5,288 \$ 1,175,088 \$ 23,256	\$ 1,121,543 \$ 1,235,079 4,539 66,944 43,718 154,859 5,288 4,611 \$ 1,175,088 \$ 1,461,493 23,256 (43,395)	\$ 1,121,543 \$ 1,235,079 \$ 4,539 66,944 43,718 154,859 5,288 4,611 \$ 1,175,088 \$ 1,461,493 \$ 23,256 (43,395)	\$ 1,121,543 \$ 1,235,079 \$ 1,287,520 4,539 66,944 54,573 43,718 154,859 203,228 5,288 4,611 8,372 \$ 1,175,088 \$ 1,461,493 \$ 1,553,693 23,256 (43,395) (265,917)	ACTUAL ACTUAL ACTUAL \$ 1,121,543 \$ 1,235,079 \$ 1,287,520 \$ 4,539 66,944 54,573 43,718 154,859 203,228 203,228 8 3,72 5,288 4,611 8,372 8 1,175,088 \$ 1,461,493 \$ 1,553,693 \$ 23,256 \$ (43,395) (265,917)	ACTUAL ACTUAL ACTUAL ACTUAL \$ 1,121,543 \$ 1,235,079 \$ 1,287,520 \$ 1,187,758 4,539 66,944 54,573 8,126 43,718 154,859 203,228 89,161 5,288 4,611 8,372 16,053 \$ 1,175,088 \$ 1,461,493 \$ 1,553,693 \$ 1,301,098 23,256 (43,395) (265,917) 88,626	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL A \$ 1,121,543 \$ 1,235,079 \$ 1,287,520 \$ 1,187,758 \$ 4,539 66,944 54,573 8,126 8,126 43,718 154,859 203,228 89,161 5,288 4,611 8,372 16,053 16,053 \$ 1,175,088 \$ 1,461,493 \$ 1,553,693 \$ 1,301,098 \$ 23,256 (43,395) (265,917) 88,626 88,626 43,395	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,121,543 \$ 1,235,079 \$ 1,287,520 \$ 1,187,758 \$ 1,239,935 4,539 66,944 54,573 8,126 11,240 43,718 154,859 203,228 89,161 112,535 5,288 4,611 8,372 16,053 40,585 \$ 1,175,088 \$ 1,461,493 \$ 1,553,693 \$ 1,301,098 \$ 1,404,295 23,256 (43,395) (265,917) 88,626 86,856	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,121,543 \$ 1,235,079 \$ 1,287,520 \$ 1,187,758 \$ 1,239,935 \$ 4,539 66,944 54,573 8,126 11,240 11,240 43,718 154,859 203,228 89,161 112,535 112,535 40,585 40,585 40,585 1,175,088 \$ 1,461,493 \$ 1,553,693 \$ 1,301,098 \$ 1,404,295 \$ 23,256 (43,395) (265,917) 88,626 86,856 86,856

PLANNING AND DEVELOPMENT DEPARTMENT WAGE AND SALARY BUDGET - 2019 CODE ENFORCEMENT DIVISION

Title	Union Affiliation	Grade	2018 # of Positions	ļ	2018 Approved		R	2019 equested		\$ Difference	% Change
FULL TIME POSITIONS											
Code Enforcement Manager	MGMT	22	1.0	\$	78,968	1.0	\$	79,926	0.0	\$ 958	1.2%
Lead Code Officer	CWA F/T	19	1.0	\$	76,499	1.0	\$	81,570	0.0	\$ 5,071	6.6%
Code Enforcement Officer	CWA F/T	17	3.0	\$	213,011	3.0	\$	228,677	0.0	\$ 15,666	7.4%
Fire Marshall	CWA F/T	17	1.0	\$	60,849	1.0	\$	63,976	0.0	\$ 3,127	5.1%
Property Maintenance Inspector II	CWA F/T	14	3.0	\$	182,302	3.0	\$	170,863	0.0	\$ (11,439)	-6.3%
Admin Professional I	CWA F/T	10		\$	-	1.0	\$	57,435	1.0	\$ 57,435	#DIV/0!
Secretary I	CWA F/T	10	1.0	\$	54,437		\$	-	(1.0)	\$ (54,437)	-100.0%
Secretary II	CWA F/T	8		\$	-	1.0	\$	53,099	1.0	\$ 53,099	#DIV/0!
Clerk Typist II	CWA F/T	8	1.0	\$	49,230		\$	-	(1.0)	\$ (49,230)	-100.0%
Total Full-Time Positions			11.0	\$	715,296	11.0	\$	735,546	0.0	\$ 20,250	2.8%
OTHER											
Service Award				\$	16,419		\$	15,539		\$ (880)	-5.4%
Sick Pay				\$	7,322		\$	6,750		\$ (572)	-7.8%
Overtime				\$	28,000		\$	28,000		\$ -	0.0%
Uniform Allowance				\$	1,440		\$	1,920		\$ 480	33.3%
Total Other				\$	53,181		\$	52,209		\$ (972)	-1.8%
Total All			11.0	\$	768,477	11.0	\$	787,755	0.0	\$ 19,278	3%

PERSONNEL SERVICES	2014 ACTUAL	2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0121082.6020 Supervisory	\$ 73,883	\$ 60,385	\$	73,817	\$	76,379	\$ 78,968	\$ 79,926
0121082.6080 Clerical	85,617	90,214	·	94,655	·	101,493	103,667	110,534
0121082.6230 Maintenance Workers	33,031	134,481		145,382		4,401	-	-
0121082.6260 Code Enforcement	436,047	464,301		502,433		526,865	532,661	545,086
0121082.6580 Service Award	16,235	14,584		13,181		15,267	16,419	15,539
0121082.6590 Sick Pay	5,680	3,538		4,329		3,732	7,322	6,750
0121082.6615 Interns	-	12,159		1,081		-	-	-
0121082.6620 Overtime	42,925	45,067		18,290		18,387	28,000	28,000
0121082.6621 Shift Differential	36	-		-		-	-	-
0121082.6880 Uniform Allowance	1,349	1,380		1,605		1,455	1,440	1,920
0121082.6920 Unemployment Comp. Ins.	5,851	7,298		6,552		3,688	3,465	2,904
0121082.6930 Social Security Taxes	51,534	61,617		63,918		55,312	57,767	58,166
0121082.6940 City Pension Plan	145,042	136,251		117,505		116,255	146,139	150,090
0121082.6941 Defined Contribution 401(a) Plan	1,302	5,551		16,001		14,049	14,748	18,576
0121082.6950 Term Life Insurance	2,860	2,777		3,131		3,332	3,479	3,476
0121082.6960 Group Hospitalization Ins.	154,949	163,033		183,472		184,301	190,017	208,274
0121082.6961 Long-Term Disability Ins.	1,149	1,124		1,282		1,269	1,584	1,341
0121082.6962 Dental Insurance	10,080	10,995		11,114		10,921	10,927	9,992
0121082.6963 Flexible Spending Account	-	315		289		273	312	315
0121082.6964 Health Savings Account	-	-		1,500		1,500	1,500	1,500
0121082.6965 Post-Employment Benefits	52,059	16,940		21,403		41,757	35,191	33,360
0121082.6966 Retirement Health Savings Account	550	2,081		5,194		4,130	4,140	5,600
0121082.6967 Emergency Room Reimbursements	1,364	547		800		2,400	1,595	1,595
0121082.6968 Vision Insurance Premiums	 -	 441		586		592	594	1,869
TOTAL PERSONNEL SERVICES	\$ 1,121,543	\$ 1,235,079	\$	1,287,520	\$	1,187,758	\$ 1,239,935	\$ 1,284,813

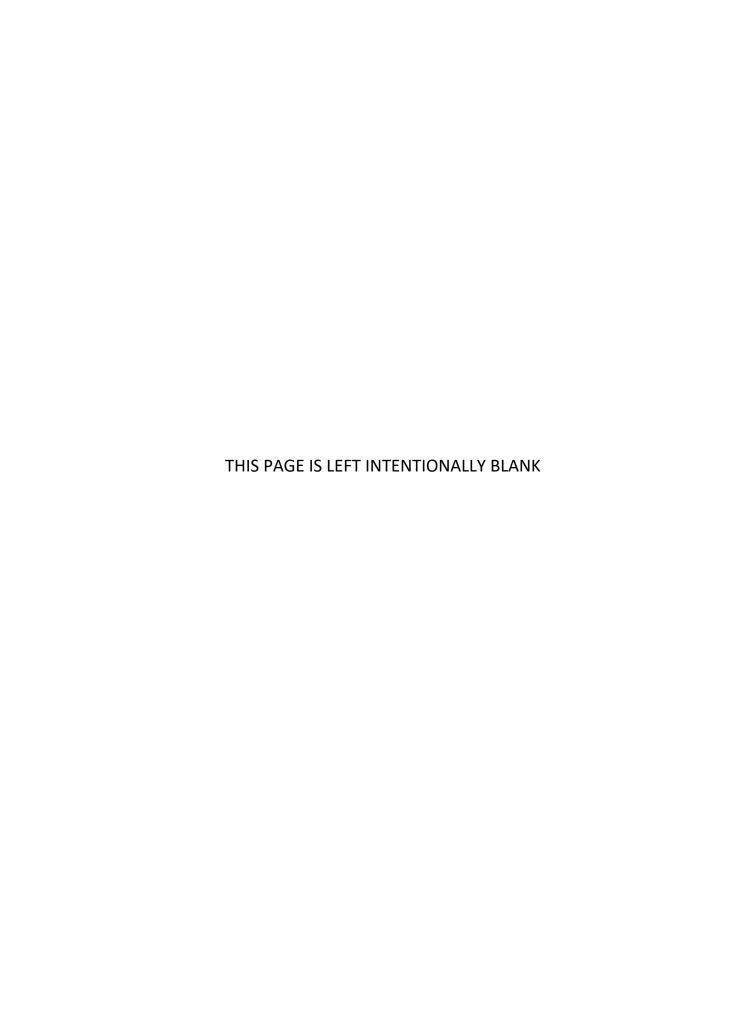
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

MATERIALS AND SUPPLIES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0121083.7110 Safety Shoes & Supplies	\$ 1,410	\$ 3,238	\$ 970	\$ 1,449	\$ 2,340	\$ 2,340
0121083.7130 Tools, Field Sup., & Small Eq.	440	743	811	2,217	1,800	1,800
0121083.7140 Uniforms	9	-	-	-	-	-
0121083.7150 Office Supplies	1,847	3,002	2,181	3,337	3,600	3,600
0121083.7160 Books, Periodicals, Etc.	818	1,362	1,305	1,006	3,500	3,500
0121083.7230 Janitorial Supplies	-	19,727	20,313	-	-	-
0121083.7250 Building & Grounds Maint, Supplies	-	38,872	28,993	117	-	-
0121083.7550 Miscellaneous Supplies	 15	 -	 -	 -		-
	_	_	_	_		
TOTAL MATERIALS AND SUPPLIES	\$ 4,539	\$ 66,944	\$ 54,573	\$ 8,126	\$ 11,240	\$ 11,240
	2014	2015	2016	2017	2018 BUDGET	2019
CONTRACTUAL SERVICES	ACTUAL	ACTUAL	ACTUAL	ACTUAL		BUDGET
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	DUDGET
0121084.8020 Advertising	\$ 48	\$ -	\$ 363	\$ -	\$ 1,500	\$ 1,500
0121084.8020 Advertising 0121084.8030 Casualty Insurance	\$ 48 19,207	\$ - 14,097	\$ 363 19,392	\$ - 9,864	\$ 1,500 7,666	\$ 1,500 7,665
	\$	\$ - 14,097 -	\$	\$		\$
0121084.8030 Casualty Insurance	\$	\$ - 14,097 - -	\$	\$ 9,864	7,666	\$ 7,665
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto	\$	\$ - 14,097 - - - 7,237	\$	\$ 9,864 5,032	7,666 9,779	\$ 7,665 9,780
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications	\$ 19,207 - -	\$ -	\$ 19,392 - - 10,629 6,323	\$ 9,864 5,032 1,237	7,666 9,779 1,645 5,000 9,200	\$ 7,665 9,780 1,645 10,000 9,200
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting	\$ 19,207 - - 4,229 5,219 -	\$ 7,237 5,723	\$ 19,392 - - 10,629 6,323 475	\$ 9,864 5,032 1,237 8,818 3,144	7,666 9,779 1,645 5,000 9,200 1,000	\$ 7,665 9,780 1,645 10,000 9,200 1,000
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l	\$ 19,207 - - 4,229 5,219 - 10,225	\$ - - 7,237	\$ 19,392 - - 10,629 6,323	\$ 9,864 5,032 1,237 8,818 3,144	7,666 9,779 1,645 5,000 9,200	\$ 7,665 9,780 1,645 10,000 9,200
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services	\$ 19,207 - - 4,229 5,219 -	\$ 7,237 5,723	\$ 19,392 - - 10,629 6,323 475 18,855	\$ 9,864 5,032 1,237 8,818 3,144	7,666 9,779 1,645 5,000 9,200 1,000	\$ 7,665 9,780 1,645 10,000 9,200 1,000
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services 0121084.8230 Janitorial Services	\$ 19,207 - 4,229 5,219 - 10,225 3,080	\$ 7,237 5,723 - 19,638 -	\$ 19,392 - - 10,629 6,323 475 18,855 - 354	\$ 9,864 5,032 1,237 8,818 3,144 - 39,294	7,666 9,779 1,645 5,000 9,200 1,000	\$ 7,665 9,780 1,645 10,000 9,200 1,000
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services 0121084.8230 Janitorial Services 0121084.8250 Building & Grounds Maintenance	\$ 19,207 - - 4,229 5,219 - 10,225	\$ 7,237 5,723 - 19,638	\$ 19,392 - - 10,629 6,323 475 18,855	\$ 9,864 5,032 1,237 8,818 3,144 - 39,294 - - 1,615	7,666 9,779 1,645 5,000 9,200 1,000 47,034	\$ 7,665 9,780 1,645 10,000 9,200 1,000 23,375
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services 0121084.8230 Janitorial Services 0121084.8250 Building & Grounds Maintenance 0121084.8312 Fleet & Facilities Services	\$ 19,207 - 4,229 5,219 - 10,225 3,080 - 1,022	\$ 7,237 5,723 - 19,638 - 108,020	\$ 19,392 - - 10,629 6,323 475 18,855 - 354 146,613	\$ 9,864 5,032 1,237 8,818 3,144 - 39,294 - - 1,615 19,970	7,666 9,779 1,645 5,000 9,200 1,000 47,034 - - - 29,211	\$ 7,665 9,780 1,645 10,000 9,200 1,000 23,375 - - - 23,649
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services 0121084.8230 Janitorial Services 0121084.8250 Building & Grounds Maintenance	\$ 19,207 - 4,229 5,219 - 10,225 3,080	\$ 7,237 5,723 - 19,638 -	\$ 19,392 - - 10,629 6,323 475 18,855 - 354	\$ 9,864 5,032 1,237 8,818 3,144 - 39,294 - - 1,615	7,666 9,779 1,645 5,000 9,200 1,000 47,034	\$ 7,665 9,780 1,645 10,000 9,200 1,000 23,375
0121084.8030 Casualty Insurance 0121084.8032 Insurance - Auto 0121084.8033 Insurance - Broker 0121084.8040 Merchant Fees and Discounts 0121084.8050 Phone/Communications 0121084.8120 Outside Consulting 0121084.8131 Information Technology Cont'l 0121084.8162 Legal consulting Services 0121084.8230 Janitorial Services 0121084.8250 Building & Grounds Maintenance 0121084.8312 Fleet & Facilities Services	\$ 19,207 - 4,229 5,219 - 10,225 3,080 - 1,022	\$ 7,237 5,723 - 19,638 - 108,020	\$ 19,392 - - 10,629 6,323 475 18,855 - 354 146,613	\$ 9,864 5,032 1,237 8,818 3,144 - 39,294 - - 1,615 19,970	7,666 9,779 1,645 5,000 9,200 1,000 47,034 - - - 29,211	\$ 7,665 9,780 1,645 10,000 9,200 1,000 23,375 - - - 23,649

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0121085.9020 Mileage & Small Bus. Expense	\$	-	\$	2,401	\$	-	\$	-	\$ 45	\$	45
0121085.9040 Dues & Professional Organizations		3,003		1,485		1,074		415	900		900
0121085.9060 Depreciation Expense		-		-		4,781		12,993	35,140		25,631
0121085.9070 Training & Continuing Educ/Conf		285		725		1,812		2,645	4,500		4,500
0121085.9099 Contingencies		2,000		-		705		-			-
TOTAL OTHER CHARGES	\$	5,288	\$	4,611	\$	8,372	\$	16,053	\$ 40,585	\$	31,076
		2014		2015		2016		2017	2018 BUDGET		2019
INTER-DEPARTMENTAL CHARGES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
Billings and Accounting	\$	23,803	\$	25,234	\$	25,978	\$	22,367	\$ 21,717	\$	23,508
Buildings and Grounds	•	(47,485)	•	(123,295)	•	(365,932)	•	-	-	•	-
Electricity Used		5,295		4,898		5,192		930	893		893
Information Technology		15,674		25,350		37,913		64,986	61,593		67,896
Mailroom and Postage		-		-		-		-	838		996
Printing and Reproduction		3,485		3,414		6,732		343	464		463
Records		-		-		-		-	1,351		1,421
Vehicles and Equipment		22,484		21,004		24,200		-			-
TOTAL INTER-DEPARTMENTAL CHARGES	\$	23,256	\$	(43,395)	\$	(265,917)	\$	88,626	\$ 86,856	\$	95,177

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.



Revenue and Expenditures:

2014		2015		2016		2017	2	018 BUDGET		2019
ACTUAL		ACTUAL		ACTUAL		ACTUAL	A	AS AMENDED		BUDGET
\$ 1,354,762	\$	1,443,288	\$	1,473,805	\$	1,529,353	\$	1,543,165	\$	1,543,165
-		1,239,657		1,440,000		1,363,301		1,440,000		1,440,000
147,007		29,528		28,719		7,296		27,000		-
20,167		8,267		19,380		9,421		8,000		8,000
\$ 1,521,936	\$	2,720,740	\$	2,961,904	\$	2,909,371	\$	3,018,165	\$	2,991,165
\$ 686,769	\$	941,146	\$	1,059,391	\$	1,189,754	\$	1,200,471	\$	1,274,801
26,859		20,025		27,916		31,884		35,775		38,950
184,729		340,614		302,012		360,996		434,297		411,406
23,849		69,824		99,191		75,521		162,910		362,001
\$ 922,206	\$	1,371,609	\$	1,488,510	\$	1,658,155	\$	1,833,453	\$	2,087,158
136,217		172,918		232,426		303,643		285,063		311,748
\$ 1,058,423	\$	1,544,527	\$	1,720,936	\$	1,961,798	\$	2,118,516	\$	2,398,906
\$	\$ 1,354,762 - 147,007 20,167 \$ 1,521,936 \$ 686,769 26,859 184,729 23,849 \$ 922,206 136,217	\$ 1,354,762 \$ - 147,007 20,167 \$ 1,521,936 \$ \$ 686,769 \$ 26,859 184,729 23,849 \$ 922,206 \$ 136,217	\$ 1,354,762 \$ 1,443,288 - 1,239,657 147,007 29,528 20,167 8,267 \$ 1,521,936 \$ 2,720,740 \$ 686,769 \$ 941,146 26,859 20,025 184,729 340,614 23,849 69,824 \$ 922,206 \$ 1,371,609 136,217 172,918	\$ 1,354,762 \$ 1,443,288 \$ 1,239,657	ACTUAL ACTUAL ACTUAL \$ 1,354,762 \$ 1,443,288 \$ 1,473,805 - 1,239,657 1,440,000 147,007 29,528 28,719 20,167 8,267 19,380 \$ 1,521,936 \$ 2,720,740 \$ 2,961,904 \$ 686,769 \$ 941,146 \$ 1,059,391 26,859 20,025 27,916 184,729 340,614 302,012 23,849 69,824 99,191 \$ 922,206 \$ 1,371,609 \$ 1,488,510 136,217 172,918 232,426	ACTUAL ACTUAL ACTUAL \$ 1,354,762 \$ 1,443,288 \$ 1,473,805 \$ 1,239,657 - 1,239,657 1,440,000 147,007 29,528 28,719 20,167 8,267 19,380 \$ 1,521,936 \$ 2,720,740 \$ 2,961,904 \$ 686,769 \$ 941,146 \$ 1,059,391 \$ 26,859 26,859 20,025 27,916 184,729 340,614 302,012 23,849 69,824 99,191 \$ 922,206 \$ 1,371,609 \$ 1,488,510 \$ 136,217 172,918 232,426	ACTUAL ACTUAL ACTUAL ACTUAL \$ 1,354,762 \$ 1,443,288 \$ 1,473,805 \$ 1,529,353 - 1,239,657 1,440,000 1,363,301 147,007 29,528 28,719 7,296 20,167 8,267 19,380 9,421 \$ 1,521,936 \$ 2,720,740 \$ 2,961,904 \$ 2,909,371 \$ 686,769 \$ 941,146 \$ 1,059,391 \$ 1,189,754 26,859 20,025 27,916 31,884 184,729 340,614 302,012 360,996 23,849 69,824 99,191 75,521 \$ 922,206 \$ 1,371,609 \$ 1,488,510 \$ 1,658,155 136,217 172,918 232,426 303,643	ACTUAL ACTUAL	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,354,762 \$ 1,443,288 \$ 1,473,805 \$ 1,529,353 \$ 1,543,165 - 1,239,657 1,440,000 1,363,301 1,440,000 147,007 29,528 28,719 7,296 27,000 20,167 8,267 19,380 9,421 8,000 \$ 1,521,936 \$ 2,720,740 \$ 2,961,904 \$ 2,909,371 \$ 3,018,165 \$ 686,769 \$ 941,146 \$ 1,059,391 \$ 1,189,754 \$ 1,200,471 26,859 20,025 27,916 31,884 35,775 184,729 340,614 302,012 360,996 434,297 23,849 69,824 99,191 75,521 162,910 \$ 922,206 \$ 1,371,609 \$ 1,488,510 \$ 1,658,155 \$ 1,833,453 136,217 172,918 232,426 303,643 285,063	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,354,762 \$ 1,443,288 \$ 1,473,805 \$ 1,529,353 \$ 1,543,165 \$ 1,239,657 \$ 1,440,000 \$ 1,363,301 \$ 1,440,000 \$ 1,440,000 \$ 1,440,000 \$ 1,440,000 \$ 1,440,000 \$ 1,440,000 \$ 2,70,000 \$ 27,000 \$ 27,000 \$ 2,70,000 \$ 2,70,000 \$ 2,70,000 \$ 2,70,000 \$ 2,720,740 \$ 2,961,904 \$ 2,909,371 \$ 3,018,165 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$

PLANNING AND DEVELOPMENT DEPARTMENT WAGE AND SALARY BUDGET - 2019 PARKING DIVISION

Tial -	Union	Grade	2018 # of		2018	2019 # of		2019	Position	ć D	:	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	ָט ל	ifference	Change
FULL TIME POSITIONS												
Parking Manager	MGMT	22	1.0	\$	81,896	1.0	\$	85,593	0.0	\$	3,697	4.5%
Parking Supervisor	MGMT	17	1.0	\$	60,220	1.0	\$	63,515	0.0	\$	3,295	5.5%
Customer Service Clerk I	CWA F/T	10	1.0	\$	44,209	1.0	\$	46,487	0.0	\$	2,278	5.2%
Maintenance IV	AFSCME F/T	8	1.0	\$	52,929	1.0	\$	56,184	0.0	\$	3,255	6.1%
Parking Ambassador	CWA F/T	7	2.0	\$	88,957	2.0	\$	93,684	0.0	\$	4,727	5.3%
Maintenance III	AFSCME F/T	6	1.0	\$	55,711	1.0	\$	57,243	0.0	\$	1,532	2.7%
Secretary I	CWA F/T	3		\$	-	1.0	\$	34,341	1.0	\$	34,341	#DIV/0!
Clerk Typist	CWA F/T	3	1.0	\$	33,963		\$	-	(1.0)	\$	(33,963)	-100.0%
Total Full-Time Positions			8.0	\$	417,885	8.0	\$	437,047	0.0	\$	19,162	4.6%
PART-TIME FUNDING												
Parking Ambassador	CWA P/T			\$	224,743		\$	231,306		\$	6,563	2.9%
P/T Attendant				\$	237,300		\$	237,300		\$	-	0.0%
Total Part-Time Funding				\$	462,043		\$	468,606		\$	6,563	1.4%
OTHER												
Service Award				\$	5,135		\$	7,077		\$	1,942	37.8%
Sick Pay				\$	3,827		\$	5,229		\$	1,402	36.6%
Overtime				\$	1,600		\$	1,600		\$	-	0.0%
Shift Differential				\$	1,600		\$	3,000		\$	1,400	87.5%
Uniform Allowance				\$	1,200		\$	1,200		\$	-	0.0%
Device Reimbursements				\$	-		\$	1,800		\$	1,800	#DIV/0!
Total Other				\$	13,362		\$	19,906		\$	6,544	49.0%
Total All			0.0	^	002.202	0.0	<u> </u>	025 550	0.0	<u> </u>	22.266	40/
Total All			8.0	\$	893,290	8.0	\$	925,559	0.0	\$	32,269	4%

PERSONNEL SERVICES	2014	2015	2016	2017	2018 BUDGET		2019
TERSONNEE SERVICES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED		BUDGET
5495402.6020 Supervisory	\$ 117,940	\$ 124,948	\$ 132,481	\$ 138,113	\$ 142,116	\$	149,108
5495402.6040 Accounting	38,909	42,048	44,923	6,432	-		-
5495402.6072 Parking Enforcement	-	189,411	213,341	241,263	313,700		324,990
5495402.6080 Clerical	-	12,504	9,692	58,846	78,172		80,828
5495402.6230 Maintenance Workers	106,621	111,317	106,760	126,796	108,640		113,427
5495402.6580 Service Award	1,500	5,744	7,190	5,964	5,135		7,077
5495402.6590 Sick Pay	3,428	5,191	3,311	8,074	3,827		5,229
5495402.6600 Part-Time	233,079	222,311	219,433	248,658	237,300		237,300
5495402.6620 Overtime	3,164	4,769	4,046	1,427	1,600		1,600
5495402.6621 Shift Differential	3,832	3,096	2,804	3,357	1,600		3,000
5495402.6880 Uniform Allowance	450	1,800	1,800	2,350	1,200		1,200
5495402.6885 Device Reimbursement	-	-	-	-	-		1,800
5495402.6920 Unemployment Comp. Ins.	8,611	9,552	8,752	9,464	9,615		4,983
5495402.6930 Social Security Taxes	38,757	53,462	56,682	63,167	61,281		62,560
5495402.6940 City Pension Plan	59,038	81,030	128,012	112,662	83,553		96,680
5495402.6941 Defined Contribution 401a Plan	-	-	635	7,024	8,990		9,209
5495402.6950 Term Life Insurance	1,209	1,292	1,554	1,817	2,003		2,064
5495402.6960 Group Hospitalization Ins.	42,697	44,180	72,478	101,679	107,737		137,437
5495402.6961 Long-Term Disability Ins.	478	477	617	697	920		798
5495402.6962 Dental Insurance	3,553	4,312	5,027	5,928	7,179		8,127
5495402.6963 Flexible Spending Account	-	-	-	58	78		63
5495402.6964 Health Savings Account	-	750	750	-	-		-
5495402.6965 Post-Employment Benefits	23,503	22,762	38,445	42,241	20,120		21,490
5495402.6966 Retirement Health Savings Account	-	-	309	3,346	4,140		4,200
5495402.6967 Emergency Room Reimbursements	-	-	-	-	1,160		1,160
5495402.6968 Vision Insurance Premiums	 -	 190	349	 391	405		471
TOTAL PERSONNEL SERVICES	\$ 686,769	\$ 941,146	\$ 1,059,391	\$ 1,189,754	\$ 1,200,471	\$:	1,274,801

MATERIALS AND SUPPLIES	2014 ACTUAL		2015 ACTUAL	2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5495403.7110 Safety Shoes and Supplies	\$ 100	\$	200	\$ 1,029	\$	752	\$ 600	\$ 600
5495403.7130 Tools, Field Supplies, Small Equip	6,061		1,190	1,412		2,466	3,000	3,000
5495403.7140 Uniforms	-		1,306	2,593		2,403	4,825	5,500
5495403.7150 Office Supplies	2,216		2,798	2,330		2,740	2,500	2,500
5495403.7180 Billing & Collection Supplies	13,270		7,860	16,957		17,251	19,000	21,500
5495403.7250 Building & Grounds Maintenance	4,185		4,754	3,595		4,122	4,750	4,750
5495403.7300 Mach & Equip Maintenance	967		1,894	-		2,084	1,000	1,000
5495403.7550 Miscellaneous Supplies	 60		23	 -		66	100	100
TOTAL MATERIALS AND SUPPLIES	\$ 26,859	\$	20,025	\$ 27,916	\$	31,884	\$ 35,775	\$ 38,950
	2014		2015	2016		2017	2018 BUDGET	2019
CONTRACTUAL SERVICES	ACTUAL		ACTUAL	ACTUAL		ACTUAL	AS AMENDED	BUDGET
5495404.8020 Advertising/Signage	\$ 495	\$	161	\$ 2,577	\$	1,520	\$ 5,000	\$ 5,000
5495404.8030 Casualty Insurance	8,568		6,471	10,675		6,546	5,090	5,090
5495404.8031 Insurance - Property	-		-	· -		-	21	20
5495404.8032 Insurance - Auto	-		-	-		3,319	6,519	6,520
5495404.8033 Insurance - Broker	-		-	-		809	1,098	1,100
5495404.8040 Merchant Fees and Discounts	80,248		223,713	196,656		177,936	200,000	200,000
5495404.8050 Phone/Communications	2,716		3,362	6,891		7,390	9,500	9,500
5495404.8130 Building & Equipment Rental	63,947		33,081	33,611		34,506	61,020	42,000
5495404.8131 Information Technology Cont'l	293		24,354	12,843		40,362	68,820	59,991
5495404.8230 Janitorial Service	4,150		-	-		-	-	-
5495404.8250 Building & Grounds	525		74	475		464	1,500	1,500
5495404.8300 Mach. & Equip. Maint.	19,616		32,817	36,366		62,859	25,000	30,000
5495404.8312 Fleet & Facilities Services	-		-	-		23,041	30,729	30,685
5495404.8550 Misc. Contracted Services	 4,171		16,581	 1,918		2,244	20,000	20,000
TOTAL CONTRACTUAL SERVICES	\$ 184,729	Ś	340,614	\$ 302,012	Ś	360,996	\$ 434,297	\$ 411,406

OTHER CHARGES		2014	2015	2016	2017	2018 BUDGET		2019
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED		BUDGET
5495405.9040 Dues & Professional Organizations	\$	2,430	\$ 2,390	\$ 3,273	\$ -	\$ -	\$	-
5495405.9051 Debt Service Principal		-	-	32,453	-	35,166		35,886
5495405.9052 Debt Service Interest		-	-	5,972	3,466	2,559		1,648
5495405.9060 Depreciation Expense		14,344	67,434	55,827	66,848	118,100		71,232
5495405.9070 Training & Continuing Educ/Conf		75	-	125	4,372	5,850		7,000
5495405.9085 Parking Voucher Validations		-	-	-	-	-		245,000
5495405.9093 Subventions		-	-	835	835	1,235		1,235
5495405.9099 Contingencies		7,000	-	 706	-			-
TOTAL OTHER CHARGES	\$	23,849	\$ 69,824	\$ 99,191	\$ 75,521	\$ 162,910	\$	362,001
INTER-DEPARTMENTAL CHARGES		2014	2015	2016	2017	2018 BUDGET		2019
THE REPORT OF THE STATE OF THE SECOND OF THE		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED		BUDGET
Billings and Accounting	\$	53 256	\$ 56 829	\$ 58 193	\$ 58 761	\$ 54,000	Ś	58 431
Billings and Accounting Buildings and Grounds	\$	53,256 4 513	\$ 56,829 2 016	\$ 58,193 6 922	\$ 58,761 -	\$ 54,000	\$	58,431 -
Buildings and Grounds	\$	4,513	\$ 2,016	\$ 6,922	\$ -	-	\$	-
Buildings and Grounds Electricity	\$	4,513 15,800	\$ 2,016 16,700	\$ 6,922 15,200	\$ 11,900	- 11,400	\$	- 11,400
Buildings and Grounds Electricity Information Technology	\$	4,513	\$ 2,016	\$ 6,922	\$ -	- 11,400 212,848	\$	- 11,400 234,548
Buildings and Grounds Electricity Information Technology Mailroom and Postage	\$	4,513 15,800	\$ 2,016 16,700 89,877	\$ 6,922 15,200 134,414 -	\$ 11,900	- 11,400	\$	- 11,400 234,548 2,419
Buildings and Grounds Electricity Information Technology	\$	4,513 15,800 55,572	\$ 2,016 16,700	\$ 6,922 15,200	\$ 11,900 232,861 -	- 11,400 212,848 2,034	\$	- 11,400 234,548 2,419 1,500
Buildings and Grounds Electricity Information Technology Mailroom and Postage Other Indirect Expenses	\$	4,513 15,800 55,572	\$ 2,016 16,700 89,877	\$ 6,922 15,200 134,414 -	\$ 11,900 232,861 -	- 11,400 212,848 2,034 1,500	\$	- 11,400 234,548 2,419
Buildings and Grounds Electricity Information Technology Mailroom and Postage Other Indirect Expenses Records	\$ •	4,513 15,800 55,572 - 31	\$ 2,016 16,700 89,877 - 1,270	6,922 15,200 134,414 - 1,575	 11,900 232,861 - 121	- 11,400 212,848 2,034 1,500	\$	- 11,400 234,548 2,419 1,500

PARKING FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	L8 BUDGET AMENDED	2019 BUDGET
5495406.9620 Land & Land Improvement 5495406.9622 Machinery & Equipment 5495406.9623 Autos and Trucks	\$ 200,477 312,010 24,457	\$ 1,227,254 167,700 -	\$ - 33,705 -	\$ - - -	\$ - - -	\$ - 54,000 -
TOTAL CAPITAL PROJECTS BUDGET	\$ 536,944	\$ 1,394,954	\$ 33,705	\$ -	\$ 	\$ 54,000

CAPITAL PROJECT NUMBER AND DESCRIPTION	JRRENT OURCES	CAPITAL ESERVES	IPMENT ACEMENT	ANT OURCES	BOND SSUES	REV	TATE OLVING OANS	OTHER IANCING
V1904 Parking Ambassador Radios V1802 Lot #1 Expansion V1702 Additional Parking Meters V1703 Lot Full Signs	\$ 27,000 - 15,000 12,000	\$ - 215,000 - -	\$ - - -	\$ - - -	\$ - - -	\$	- - -	\$ - - - 12,000
TOTAL PARKING FUND	\$ 54,000	\$ 215,000	\$ 	\$ -	\$ -	\$	-	\$ 12,000

CITY OF NEWARK, DELAWARE POLICE DEPARTMENT ORGANIZATIONAL CHART



- Office of Professional Standards
- Crime Analysis and Prevention
- Accreditation
- School Resource Officer
- Police Evidence Custodian
- Evidence Detection Unit
- Property Coordinator
- Training Officer
- Volunteers
- Communications Section
- Records Section

Auxiliary Services:

- Technology
- Grant Management

- General Investigations Unit
- Special Investigations Unit
- Family Services Unit
- Street Crime Unit
- Victim Services

- Traffic Unit
- Special Operation Unit
- K9 Unit
- Animal Control

Patrol Division:

- A Platoon
- B Platoon
- C Platoon
- D Platoon • E Platoon

POLICE DEPARTMENT FY2019 PROGRAM NARRATIVE

The Newark Police Department is responsible for protecting the lives, homes and properties of Newark residents. The Newark Police Department is dedicated to serving all citizens by: responding to calls for police service, enforcing state and local laws, conducting preventative patrol activities, performing criminal investigations, promoting traffic safety, and apprehending criminal and traffic offenders. The Newark Police Department's core values are the preservation of human life, integrity, professionalism and service.

The Newark Police Department's force of 92 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

<u>Field Operations Bureau:</u> The Field Operations Bureau is broken down into two main components: The Patrol Division and the Special Enforcement Division. Oversight of the bureau is provided by the Deputy Chief of Field Operations.

Patrol Division:

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. Oversight of the Patrol Division is maintained by the Patrol Division Lieutenant. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2017, the police department logged 53,441 calls for service in the Computer Aided Dispatch System.

The continued reduction in the Part I crime rate (please reference chart on page 8) can be attributed, in part, to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 46%. In addition, the Patrol Division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city, are directed to patrol specific areas based upon recent crime trends and citizen complaints.

Special Enforcement Division:

The Special Enforcement Division is comprised of several units including the Traffic Unit, Special Operations Unit, K9 Unit and Animal Control. Oversight of the division is maintained by the Special Enforcement Division Lieutenant.

<u>Traffic Unit</u> - The Traffic Unit is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions.

<u>Special Operations Unit</u> - The Special Operations Unit was re-established in 2012 with the assistance of a COPS hiring grant. The primary responsibility of the SOU is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community along with developing and participating in community outreach programs. SOU operates in a uniformed capacity and adheres to community-oriented policing and problem-solving principles.

<u>K9 Unit</u> - The K9 Unit consists of two officers and their K9 partners. A trained law enforcement K9 is a valuable supplement to police manpower due to the K9's superior sense of smell and hearing. The primary function of the K9 Unit is to perform searches, tracking and evidence detection. The K9 Unit is partially supported by fundraising activities by the Friends of Newark K9 program.

POLICE DEPARTMENT FY2019 PROGRAM NARRATIVE

<u>Animal Control</u> - The Animal Control Officer is responsible for enforcing animal violations and public education regarding animal issues.

<u>Administration and Investigations Bureau:</u> The Administration and Investigations Bureau is broken down into three main components: The Administration Division, the Criminal Investigations Division and Auxiliary Services. Oversight of the bureau is provided by the Deputy Chief of Administration and Investigations.

Criminal Investigations Division:

The Criminal Investigations Division is broken down into several different units including the General Investigations Unit, Special Investigations Unit, Family Services Unit, Street Crimes Unit, and Victim Services Unit. Oversight for the Division is provided by the Criminal Division Lieutenant.

<u>General Investigations Unit</u> - The General Investigations Unit is responsible for the follow-up investigation of major crimes or crime involving long term or specialized investigative efforts.

<u>Special Investigations Unit</u> - The Special Investigations Unit is responsible for drug, vice and organized crime investigations. The members of this unit are assigned to the DEA Task Force.

<u>Family Services Unit</u> - The Family Services Unit is responsible for conducting follow-up investigations of domestic violence cases, cases involving juvenile victims and offenders including follow-up on juvenile runaway or missing persons, cases involving child abuse or neglect, and acts as the department liaison with family service organizations throughout the state.

<u>Street Crimes Unit</u> - The Street Crimes Unit is responsible for combating street crime using proactive tactics, conducting surveillance on known suspects, investigating nuisance crimes and providing support services to the units within the Criminal Investigations Division and the Patrol Division. As crime trends and community concerns rise, the Street Crimes Unit is deployed to the specific areas of the City to combat the increase.

<u>Victim Services Unit</u> - The Victim Services Unit provides social work services to victims and witnesses of violent crimes including but not limited to: crisis intervention, information and support for the court process and assistance in applying for Violent Crimes Compensation.

• Administration Division:

The Administration Division is staffed by both sworn officers and civilian employees who serve in a variety of support functions including Crime Prevention & Analysis, Accreditation, School Resource Officer, Property & Evidence Custodian, Evidence Detection, Training Officer, and Property Coordinator. Oversight for the division is provided by the Administration Unit Lieutenant who also serves as the Professional Standards Officer and Public Information Officer.

<u>Crime Prevention and Crime Analysis (CP/CA)</u> - The CP/CA officer is responsible for providing security surveys, organizing Neighborhood Watch programs, implementing crime prevention programs, managing social media accounts, overseeing the volunteer program and public relations functions. The CP/CA Officer is also responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.

POLICE DEPARTMENT FY2019 PROGRAM NARRATIVE

<u>Accreditation</u> - The Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable CALEA accreditation standards are accomplished. The Accreditation Manager is responsible for developing and maintaining the Rules and Procedures Manual, preparing personnel allocation studies and management staff studies concerning various functions of the Department. The Accreditation Manager also prepares the police department for its on-site assessment and inspection conducted by CALEA.

<u>School Resource Officer (SRO)</u> - The SRO is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the police explorer program, and maintaining liaison with local schools. The SRO is assigned and works full time at Newark High School and maintains a presence at the public elementary and charter schools.

<u>Property & Evidence Custodian</u> - The civilian Property & Evidence Custodian is responsible for storing and accounting for all evidence and recovered property, and for coordinating all building maintenance.

<u>Evidence Detection Officer</u> - The Evidence Detection Officer is responsible for coordinating the forensic processing of major crime scenes, for submitting evidence to laboratories, for coordinating the Field Evidence Technician program, and for maintaining all supplies required for processing evidence.

<u>Training Officer</u> - The Training Officer is responsible for all aspects department training, including ensuring compliance with the Commission on Accreditation of Law Enforcement Agencies (CALEA) and the Council on Police Training (COPT) mandates, managing the Field Training Officer Program, maintaining training files and managing the Department's training budget.

<u>Property Coordinator</u> - The civilian Property Coordinator is responsible for assisting the Property & Evidence Custodian and others within the agency for the purchasing, distribution, storage and maintenance of departmental property.

Auxiliary Services:

Auxiliary Services are comprised of both the 911 Communications Center and PolicRecords. Oversight is provided by the Captain of Auxiliary Services who also serves as the liaison with the City IT Department on police information technology projects. This Captain also serves as the grant management coordinator.

<u>Communications Section</u> - The communications section is the City of Newark's 911 center. Twelve full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 50,000 calls for service.

<u>Records Section</u> - The records section maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department.

The civilian PSAP (Public Safety Answering Point) and Police Records Manager is responsible for day to day supervision of both sections.

CITY OF NEWARK, DELAWARE POLICE DEPARTMENT FY2019 PROGRAM NARRATIVE

Activities Measurements --- Police Department

Performance Indicators:	2015	2016	2017
Service / Arrest Statistics:			_
Calls for Service	44,434	48,019	53,441
Adult Criminal Charges	2,095	2,057	2,090
Juvenile Criminal Charges	120	106	142
Part I Crime Statistics:			
Homicide (Attempts)	0(0)	0(0)	1(0)
Kidnap	6	8	1
Rape	8	4	9
Unlawful Sexual Contact	10	6	12
Robbery	32	41	31
Aggravated Assault	9	29	25
Burglary	61	78	49
Theft	571	684	563
Theft / Auto	39	53	47
Arson	4	2	1
All Other	82	129	105
Part I Crime Statistics Total:	822	1,034	844
Part II Crime Statistics Total:	2,269	2,403	2,421
Public Order Incidents:			
(Included in above Part II Crimes)			
Alcohol	262	234	144
Noise	537	679	808
Disorderly Conduct	165	158	160
Misdemeanor Assaults	322	316	298
Traffic Statistics:			
Motor Vehicle Arrests	9,376	10,460	9,338
DUI Arrests	201	192	183
Accidents	1,430	1,470	1,444
Fatalities	2	0	1
Injury Accidents	235	227	254

POLICE DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments of 2018 include:

- ** Gold Standard with Excellence CALEA Recognition
- ** Overall Part 1 Crime Reduction from 2016-2017 of 18%
- ** Overall Part 1 Crime Reduction from 2006-2017 of 46%

Notable Training:

- Force on Force Simunitions Scenario Training
- Continued Laser Shot Training
- · Fair and Impartial Policing Training
- Force Science Institute
- · Tyler/New World Conference and Training
- Crisis Intervention Training
- Supervisory and Executive Leadership Training
 - F.B.I. LEEDA
 - Executive Leadership Seminar (Reflective Leadership)
 - NJSACOP Command and Leadership Program
 - F.B.I. National Academy Conference
 - Liability Management for Tactical, SWAT, and Emergency Response Operations

Community Events and Social Media Outreach:

- National Night Out
- Citizens Police Academy
- Newark Police Explorer Post
- Toys for Tots
- Newark Nightlife Partnership
- Active Facebook, Instagram, Next Door and Twitter Accounts (Over 20,000 followers)
- · Camp Real and Camp Awesome
- "No Shave November" funded Shop with a COP
- Ladies and Gentlemen's Club at Downes Elementary School
- · Mobile PAL Summer Program

Technology:

- Body Worn Camera Pilot Program
- · Approval and anticipated implementation of Emergency Police Dispatch

Equipment Upgrades:

- Surveillance Camera System Upgrades (Additional and Replacement Cameras)
- Expanded LPR capabilities
- Four Patrol Ballistic Shields including Ballistic Shield Instructor Training
- Ballistic Speed Plates and carriers for Patrol Officers to utilize during critical response

CITY OF NEWARK, DELAWARE POLICE DEPARTMENT FY2019 GOALS

Newark Police Department Strategic Goals for 2019 include:

Goal One – Reduce, Solve, and Prevent Part I Crime

Strategies:

- I. Utilize the Crime Analysis officer to identify major crime trends, crime map hot spot areas, and analyze and predict criminal activity.
- II. Develop strategies designed to reduce repeat victimization.
- III. Partner with allied law enforcement agencies to combat crime.
- IV. Enhance computer and cell phone forensic capabilities.
- V. Develop a comprehensive training program for new detectives.
- VI. Expand capabilities for major crime scene evidence collection and processing response.

Goal Two - Focused Efforts on the Reduction of Order Maintenance Crimes

Strategies:

- I. Conduct educational outreach campaigns.
- II. Develop and implement targeted enforcement strategies.
- III. Partner with the Delaware Division of Alcohol and Tobacco Enforcement to combat the underage sale of alcohol.

Goal Three - Enhance Community Relations and Sustain Community Partnerships

Strategies:

- I. Evaluate and enhance partnership opportunities with local businesses.
- II. Engage the community in joint problem solving and crime prevention activities.
- III. Identify effective methods to bolster the Department's social media presence as a platform to increase transparency, engage the community, and disseminate information.
- IV. Develop and enhance the mission of the Special Operations Unit as its relates to community outreach.

Goal Four – Embrace and Integrate Technology

Strategies:

- I. Enhance technology partnerships with the law enforcement community and other stakeholders.
- II. Identify, evaluate, and procure new technologies which will increase the level of efficiency in conducting investigations and enhance the delivery of police services.
- III. Blend current access technologies with the next generation devices to remain ahead of the technology curve and plan for cost-effective replacement of mobile data needs.
- IV. Continue to acquire grants that would benefit the department; continue to gain support for needed technology projects in traditional means such as budget items.

Goal Five – Attention to Recruitment, Retention, and Diversity

Strategies:

- I. Examine current recruiting and hiring practices to determine trends and patterns for opportunities of improved focus.
- II. Continue to evaluate the Newark Police Department's hiring standards to ensure continued inclusiveness of applicants of all backgrounds while not sacrificing the quality of our officers.
- III. Improve internal communication, be responsive to employees, and provide training opportunities to all employees.

CITY OF NEWARK, DELAWARE

GENERAL FUND - POLICE DEPARTMENT

POLICE DEPARTMENT - SUMMARY	2014	2015	2016	2017	2018 BUDGET	2019
POLICE DEPARTMENT - SOMMARY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
OPERATING EXPENSES						
Personnel Services	\$ 10,174,898	\$ 10,247,597	\$ 10,624,966	\$ 11,398,601	\$ 11,794,447	\$ 12,224,697
Materials and Supplies	167,453	183,963	209,225	201,167	204,494	206,276
Contractual Services	365,215	336,737	304,054	789,934	966,758	963,895
Other Charges	391,896	352,030	320,083	321,084	369,800	410,145
Subtotal	\$ 11,099,462	\$ 11,120,327	\$ 11,458,328	\$ 12,710,786	\$ 13,335,499	\$ 13,805,013
Inter-Departmental Charges	811,958	814,078	1,002,755	757,747	799,672	862,577
TOTAL OPERATING EXPENSES	\$ 11,911,420	\$ 11,934,405	\$ 12,461,083	\$ 13,468,533	\$ 14,135,171	\$ 14,667,590

POLICE DEPARTMENT WAGE AND SALARY BUDGET - 2019 SWORN PERSONNEL

	Union		2018 # of	2018	2019 # of	2019	Position	\$	%
Title	Affiliation	Grade	Positions	Approved	Positions	Requested	Difference	Difference	Change
FULL TIME POSITIONS									
Chief of Police	MGMT	33	1.0	\$ 124,233	1.0	\$ 130,856	0.0	\$ 6,623	5.3%
Deputy Chief of Police	MGMT	31	2.0	\$ 232,861	2.0	\$ 243,670	0.0	\$ 10,809	4.6%
Captain	FOP	6	1.0	\$ 106,282	1.0	\$ 111,209	0.0	\$ 4,927	4.6%
Lieutenant	FOP	5	4.0	\$ 392,375	4.0	\$ 408,840	0.0	\$ 16,465	4.2%
Sergeant	FOP	4	11.0	\$ 1,014,152	11.0	\$ 1,051,103	0.0	\$ 36,951	3.6%
Master Corporal	FOP	3	10.0	\$ 820,014	10.0	\$ 857,738	0.0	\$ 37,724	4.6%
Corporal	FOP	2	24.0	\$ 1,803,124	25.0	\$ 1,959,392	1.0	\$ 156,268	8.7%
Police Officer	FOP	1	18.0	\$ 1,003,861	17.0	\$ 1,027,416	(1.0)	\$ 23,555	2.3%
Total Full-Time Positions			71.0	\$ 5,496,902	71.0	\$ 5,790,224	0.0	\$ 293,322	5.3%
OTHER									
Education Stipend				\$ -		\$ 52,000		\$ 52,000	#DIV/0!
Service Award				\$ 107,092		\$ 121,653		\$ 14,561	13.6%
Sick Pay				\$ 81,064		\$ 84,962		\$ 3,898	4.8%
Standby Pay				\$ 31,012		\$ 31,400		\$ 388	1.3%
Overtime				\$ 296,326		\$ 301,320		\$ 4,994	1.7%
Shift Differential				\$ 55,437		\$ -		\$ (55,437)	-100.0%
Holiday Premium				\$ 82,714		\$ 83,987		\$ 1,273	1.5%
Reimburseable Overtime				\$ 159,120		\$ 161,109		\$ 1,989	1.3%
Uniform Allowance				\$ 27,710		\$ 25,000		\$ (2,710)	-9.8%
Device Reimbursements				\$ -		\$ 1,800		\$ 1,800	#DIV/0!
Total Other				\$ 840,475		\$ 863,231		\$ 22,756	2.7%
Total All			71.0	\$ 6,337,377	71.0	\$ 6,653,455	0.0	\$ 316,078	5%

POLICE DEPARTMENT WAGE AND SALARY BUDGET - 2019 NON-SWORN PERSONNEL/CIVILIAN POSITIONS

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference		Difference	Change
FULL TIME POSITIONS												
	MGMT	21		۲.	_	1.0	۲.	CC 457	1.0	,	CC 457	#DIV/0!
PSAP and Police Records Manager	MGMT	21 17	4.0	\$		1.0	\$	66,457	_	\$	66,457	,
Communications Supervisor Admin Professional II	_		1.0	\$	60,873	1.0	\$	-	(1.0)	\$	(60,873)	-100.0%
	CWA F/T	13	4.0	\$	-	1.0	\$	64,519	1.0	\$	64,519	#DIV/0!
Secretary II	CWA F/T	13	1.0	\$	61,148	4.0	\$	-	(1.0)	\$	(61,148)	-100.0%
Evidence Technician	CWA F/T	13	1.0	\$	49,714	1.0	\$	52,277	0.0	\$	2,563	5.2%
Communications Officer II	CWA F/T	15A	4.0	\$	267,006	4.0	\$	279,082	0.0	\$	12,076	4.5%
Communications Officer	CWA F/T	14A	8.0	\$	487,267	8.0	\$	509,409	0.0	\$	22,142	4.5%
Admin Professional I	CWA F/T	10		\$	-	1.0	\$	54,198	1.0	\$	54,198	#DIV/0!
Secretary I	CWA F/T	10	1.0	\$	51,680		\$	-	(1.0)	\$	(51,680)	-100.0%
Victim Services Coordinator	CWA F/T	9	1.0	\$	49,413	1.0	\$	51,959	0.0	\$	2,546	5.2%
Animal Control Officer	CWA F/T	8	1.0	\$	51,663	1.0	\$	54,455	0.0	\$	2,792	5.4%
Total Full-Time Positions			18.0	\$	1,078,764	18.0	\$	1,132,356	0.0	\$	53,592	5.0%
PART-TIME FUNDING												
Property Coordinator	CWA P/T			\$	39,397		\$	41,584		\$	2,187	5.6%
Secretary	CWA P/T			\$	-		\$	61,991		\$	61,991	#DIV/0!
Clerk Typist	CWA P/T			\$	56,559		\$	-		\$	(56,559)	-100.0%
Total Part-Time Funding				\$	95,956		\$	103,575		\$	7,619	7.9%
OTHER												
Service Award				\$	13,435		\$	17,953		\$	4,518	33.6%
Sick Pay				\$	2,795		\$	9,322		\$	6,527	233.5%
Overtime				\$	23,674		\$	22,680		\$	(994)	-4.2%
Shift Differential				\$	13,116		ب \$	16,206		\$	3,090	23.6%
Holiday Premium				\$	22,286		\$	22,326		\$	40	0.2%
Device Reimbursements				۶ \$	22,200		۶ \$	600		۶ \$	600	#DIV/0!
Total Other				ڊ \$	75,306		۶ \$	89,087		۶ \$	13,781	#DIV/0!
Total Otilei				Ą	75,500		Ţ	03,087		Ą	13,701	10.3%
Total All			18.0	\$	1,250,026	18.0	\$	1,325,018	0.0	\$	74,992	6.0%

PERSONNEL SERVICES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0121092.6020 Supervisory	\$	1,277,001	\$	1,275,093	\$	1,717,884	\$	1,876,784	\$ 1,930,776	\$	2,012,135
0121092.6030 Engineering/Technical	•	5,493	•	30,539	·	40,411	·	47,286	49,413	•	51,959
0121092.6070 Police Officers		3,427,803		3,659,997		3,426,038		3,528,931	3,626,999		3,844,546
0121092.6072 Parking Enforcement		185,639		-		-		· · · -	-		-
0121092.6073 Communications		422,117		581,866		679,771		713,315	754,273		788,491
0121092.6074 Animal Control		46,519		48,884		50,292		51,707	51,663		54,455
0121092.6080 Clerical		146,364		152,151		170,075		208,704	219,101		232,985
0121092.6540 Education Stipend		-		-		-		-	-		52,000
0121092.6580 Service Award		100,637		95,224		102,707		114,822	120,527		139,606
0121092.6590 Sick Pay		69,064		71,108		73,634		70,684	83,859		94,284
0121092.6600 Part-Time		49,695		56,165		69,359		48,897	39,397		41,584
0121092.6619 Standby Pay		19,917		23,543		29,481		31,093	31,012		31,400
0121092.6620 Overtime		372,853		368,786		366,714		444,960	320,000		324,000
0121092.6621 Shift Differential		62,684		62,566		65,074		69,941	68,553		16,206
0121092.6622 Holiday Premium		90,666		95,458		98,938		113,613	105,000		106,313
0121092.6629 Reimbursable Overtime		224,673		183,270		186,361		158,365	159,120		161,109
0121092.6880 Uniform Allowance		27,710		21,000		24,485		24,673	27,710		25,000
0121092.6885 Device Reimbursement		-		-		-		-	-		2,400
0121092.6920 Unemployment Comp. Ins.		44,492		39,355		35,721		32,105	28,980		24,288
0121092.6930 Social Security Taxes		488,178		502,247		526,230		560,372	549,799		580,124
0121092.6940 City Pension Plan		1,266,125		1,427,577		1,331,839		1,345,933	1,643,806		1,530,860
0121092.6941 Defined Contribution 401(a) Plan		4,408		13,789		17,441		25,209	27,694		28,689
0121092.6942 Deferred Compensation Employer		-		-		1,899		-	-		-
0121092.6950 Term Life Insurance		26,234		25,367		24,176		27,441	29,033		29,835
0121092.6960 Group Hospitalization Ins.		1,203,057		1,219,047		1,238,430		1,346,897	1,422,528		1,546,622
0121092.6961 Long-Term Disability Ins.		10,640		10,454		9,698		11,049	14,155		12,371
0121092.6962 Dental Insurance		71,615		80,670		81,213		83,772	85,228		83,863
0121092.6963 Flexible Spending Account		-		693		599		567	702		756
0121092.6964 Health Savings Account		2,812		9,175		10,600		8,250	7,500		5,250
0121092.6965 Post-Employment Benefits		517,277		168,259		207,401		406,643	345,822		351,170
0121092.6966 Retirement Health Savings Account		3,600		17,545		24,032		31,832	34,500		35,000
0121092.6967 Emergency Room Reimbursements		7,625		4,748		10,466		10,485	12,905		12,905
0121092.6968 Vision Insurance Premiums		-		3,021		3,997		4,271	4,392		4,491
TOTAL PERSONNEL SERVICES	\$	10,174,898	\$	10,247,597	\$	10,624,966	\$	11,398,601	\$ 11,794,447	\$:	12,224,697

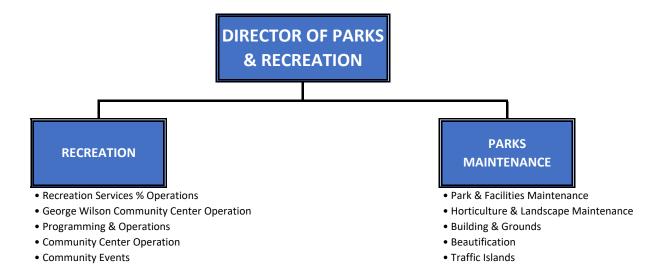
MATERIALS AND SUPPLIES		2014		2015	2016		2017	2018	BUDGET	2019
IVIATERIALS AND SUFFLIES		ACTUAL		ACTUAL	ACTUAL		ACTUAL	AS AN	MENDED	BUDGET
0121093.7040 Ammunition	\$	66,696	\$	29,459	\$ 63,919	\$	59,350	\$	60,044	\$ 62,326
0121093.7130 Tools and Small Equipment	·	15,339	·	24,211	32,850	•	26,136		36,200	35,700
0121093.7131 Information Technology Supplies		2,949		· -	, -		-		· -	´-
0121093.7135 Forensic/Photography Supplies		7,348		7,190	6,254		6,744		7,100	7,100
0121093.7140 Uniforms		48,478		98,958	89,375		88,893		80,000	80,000
0121093.7141 Uniform Allowance		648		-	-		-		-	· -
0121093.7150 Office Supplies		12,823		11,461	9,883		12,678		12,500	12,500
0121093.7160 Books, Periodicals, Etc.		491		1,644	501		-		1,500	1,500
0121093.7200 Copying Supplies		6,925		6,055	4,101		5,578		5,700	5,700
0121093.7250 Buildings & Grounds Maint.		3,457		3,462	373		-		-	-
0121093.7300 Mach. & Equip. Maintenance		179		-	-		180		-	-
0121093.7530 Prisoners' Expenses		364		318	276		160		250	250
0121093.7550 Misc. Supplies		1,756		1,205	1,693		1,448		1,200	1,200
TOTAL MATERIALS AND SUPPLIES	\$	167,453	\$	183,963	\$ 209,225	\$	201,167	\$ 2	204,494	\$ 206,276
					 -				-	

CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
	ACTORE	ACTORE	ACTORE	ACTORE	AS AMENDES	DODGET
0121094.8020 Advertising	\$ 438	\$ 525	\$ 782	\$ 1,439	\$ 600	\$ 600
0121094.8030 Casualty Insurance	214,347	184,600	184,546	146,390	127,204	127,205
0121094.8031 Insurance - Property	-	-	-	1,528	2,476	2,475
0121094.8032 Insurance - Auto	-	-	-	26,015	51,066	51,065
0121094.8033 Insurance - Broker	-	-	-	12,225	17,014	17,015
0121094.8050 Phone/Communications	46,855	43,536	42,371	23,672	15,000	12,600
0121094.8130 Building & Equipment Rental (1)	4,500	-	-	22,500	22,500	22,500
0121094.8131 Information Technology Cont'l	4,367	62,597	28,001	96,663	170,925	143,722
0121094.8180 Consulting Fees	4,065	4,065	4,065	4,065	5,000	5,000
0121094.8250 Building & Grounds Maint.	125	-	4,859	-	-	-
0121094.8300 Mach. & Equip. Maintenance	77,889	26,907	14,451	6,937	10,000	8,000
0121094.8312 Fleet & Facilities Services	-	-	-	413,852	514,698	536,413
0121094.8480 Communication Equip. Maint.	450	3,113	896	198	1,500	1,000
0121094.8550 Misc. Contracted Svc.	12,179	11,394	16,473	28,127	21,275	28,800
0121094.8570 Annual Reports & Pub. Rel.		-	7,610	6,323	7,500	7,500
TOTAL CONTRACTUAL SERVICES	\$ 365,215	\$ 336,737	\$ 304,054	\$ 789,934	\$ 966,758	\$ 963,895

⁽¹⁾ Includes Alcohol Beverage Control Program

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		8 BUDGET AMENDED		2019 BUDGET
0121095.9020 Mileage & Small Bus. Exp. 0121095.9030 Recruitment & Retention	\$	3,177	\$	1,898	\$	2,309	\$	3,516	\$	3,000	\$	3,500
0121095.9040 Dues & Professional Organizations		8,900		- 25,776		- 26,828		(200)		-		14,000
0121095.9060 Depreciation Expense		357,883		309,507		281,124		285,474		332,300		352,645
0121095.9070 Training & Continuing Educ/Conf		18,436		14,849		9,822		32,294		34,500		40,000
0121095.9099 Contingencies		3,500		-		-		-		-		-
TOTAL OTHER CHARGES	Ś	391,896	\$	352,030	Ś	320,083	Ś	321,084	\$	369,800	Ś	410,145
			<u> </u>	002,000	<u> </u>	020,000	<u> </u>	011,001	<u> </u>		<u> </u>	120,210
INTER-DEPARTMENTAL CHARGES		2014		2015		2016		2017	2018	8 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS A	AMENDED		BUDGET
Billings and Accounting	\$	186,087	\$	197,306	\$	203,083	\$	189,093	\$	192,955	\$	208,875
Buildings and Grounds	·	68,404	•	30,564	·	104,930	•	, -	·	-		, -
Electricity		91,500		91,000		88,700		76,200		73,200		73,200
Information Technology		126,108		203,948		305,017		490,090		511,231		556,182
Mailroom and Postage		-		-		-		-		7,477		8,890
Other Indirect Expenses		8,129		10,141		5,649		2,364		2,750		2,750
Records		-		-		-		-		12,059		12,680
Vehicles and Equipment		331,730		281,119		295,376			-			-
TOTAL INTER-DEPARTMENTAL CHARGES	\$	811,958	\$	814,078	\$	1,002,755	\$	757,747	\$	799,672	\$	862,577

CITY OF NEWARK, DELAWARE PARKS & RECREATION DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE PARKS & RECREATION DEPARTMENT FY2019 PROGRAM NARRATIVE

The Parks and Recreation Department operates, maintains and manages the City's Park system and Recreation services through its divisions as described below.

Administration and Planning

The Division directs and supervises all recreation, park and horticulture programs, facilities and operations. It is responsible to oversee the planning, design, construction, renovation, and maintenance of park facilities; recreation services, operating and capital budgets, department advertising and promotion, research grant funding and community partners to assist in accomplishing department wide efforts.

Parks and Horticulture

The Division is responsible for the maintenance of 650 acres of parkland which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2); shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 7,000 registrations were received in 2017 for the various programs and events with a total of over 75,000 participants throughout the year.

CITY OF NEWARK, DELAWARE PARKS & RECREATION DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

PARKS:

- · Completed update to atrium landscaping.
- Completed repaying and striping of Phillips Park parking lot and basketball court.
- Completed repaving and striping at George Wilson Center parking lot.
- Completed repaving and striping at Leroy Hill parking lot.
- Completion of Preston's playground, the all-inclusive playground and only the second of its kind in Delaware.
- · Recognized as Old Grown Forest Network for Redd Park.
- Completed Conservation Advisory Committee reforestation project.
- Completed designation of Jerry Fickes Trail at Rittenhouse Park.
- Developed a parks maintenance standard manual and reorganized the parks inspection procedures to include parks staff on a regular cycle for inspections of assigned areas.
- · Redesigned and installed new plant material at the Paper Mill Road and Elkton Road traffic islands.
- Created a new recommended tree list for developers due to the new diseases and infestation of the Emerald Ash Borer and broadened the list of recommended native trees.
- Built compost bins at the Newark Community Garden located at Fairfield Park as part of an Eagle Scout project.

RECREATION:

- The volunteer program continued to shine with over 6,400 volunteer hours completed in 2017 and more
 hours anticipated by the end of 2018. Some of the volunteer initiatives included building a Gaga Pit at the
 George Wilson Center for the spring and summer camp participants to enjoy along with adding wood carpet
 to play units throughout the Park system.
- Installed central air conditioning in the George Wilson Community Center.
- Celebrated the 50th Anniversary of the Parks and Recreation department in Newark and highlighted 50 Days of Fun throughout the year and held a special celebration at Community Day.
- Conducted a successful Family Fun Night as one of the 50 Days of Fun and added food vendors, game vendors, pony rides, face painting and more to this year's event.
- Held a very successful and popular Egg Hunt indoors at the University of Delaware Bob Carpenter Center thanks to the University of Delaware Athletics staff due to the inclement weather.
- Completed additional background checks on out of state employees due to the new regulations for the Office
 of Child Care Licensing.
- Conducted Star Gazing at Night at the Newark Reservoir, part of the 50 Days of Fun, with over 200 spectators.
- Created a National Day of Service in conjunction with the Patriot Day ceremony on September 11 at Olan Thomas Park.
- Organized and held a new Outdoor Family Movie Night as part of the 50 Days of Fun at the George Wilson Center in the fall.

CITY OF NEWARK, DELAWARE PARKS & RECREATION DEPARTMENT FY2019 GOALS

Goals for 2019 include:

- Pending budget approval, develop a master plan and construct a parking lot at Old Paper Mill Park to help create more parking for the Newark Reservoir Park, the heaviest used trail in the state, and Preston's Playground.
- Remediation and demolition of the Rodney dorms as part of the park and storm water improvements.
- Pending budget approval, implement a new online registration software system that will better serve our needs and be PCI compliant.
- Make improvements to the Fairfield Crest to Creek Road connector that would include paving the road and lighting improvements.
- Completion of the Charles Emerson Bridge design and engineering.
- Hard surface improvements for various parks.

CITY OF NEWARK, DELAWARE Registrant Totals - Parks and Recreation Department

Registrant Totals for Fall 2017-Summer 2018												
Activity	Registran	t/Participation		Resident		Non-Resident						
Community Events		2,123		945		1,178						
Trips		46		23		23						
Preschool Activities		105		58		47						
Youth/Teen Activities		3,318		1,654		1,664						
Adult Activities		1,445		613		832						
George Wilson Center Rentals		208		112		96						
Grand Totals	\$	7,245	\$	3,405	\$	3,840						

Registrant Totals for Fall 2016-Summer 2017											
<u>Activity</u>	Registra	nt/Participation		Resident		Non-Resident					
Community Events		2,044		896		1,148					
Trips		52		24		28					
Preschool Activities		100		41		59					
Youth/Teen Activities		3,360		1,618		1,742					
Adult Activities		1,211		507		704					
George Wilson Center Rentals		182		90		92					
Grand Totals	\$	6,949	\$	3,176	\$	3,773					

Registrant Totals for Fall 2015-Summer 2016												
<u>Activity</u>	Registra	nt/Participation		Resident		Non-Resident						
Community Events		1,821		513		1,308						
Trips		46		18		28						
Preschool Activities		126		60		66						
Youth/Teen Activities		3,536		1,741		1,795						
Adult Activities		735		351		384						
George Wilson Center Rentals		174		49		125						
Grand Totals	\$	6,438	\$	2,732	\$	3,706						

Registrant Totals for Fall 2014-Summer 2015												
Activity	Registrant	/Participation		Resident		Non-Resident						
Community Events		1,849		698		1,151						
Trips		31		17		14						
Preschool Activities		256		142		114						
Youth/Teen Activities		2,723		1,355		1,368						
Adult Activities		734		275		459						
George Wilson Center Rentals		178		52		126						
Grand Totals	\$	5,771	\$	2,539	\$	3,232						

CITY OF NEWARK, DELAWARE Activities Measurements - Parks and Recreation Department

	2015			2016		2017	2018			
Performance Indicators:	(Fall	'14-Sum'15)	(Fall	'15-Sum'16)	(Fall	'16-Sum'17)	(Fall	'17-Sum'18)		
Revenue										
Community Events	\$	50,179	\$	43,488	\$	49,394	\$	63,884		
Trips		1,659		2,598		2,867		2,396		
Preschool Activities		13,486		9,437		6,590		7,810		
Youth/Teen Activities		432,799		483,727		497,183		502,339		
Adult Activities		49,559		43,981		48,367		55,331		
Community Pools		810		875		760		820		
George Wilson Center		50,532		45,836		53,310		64,695		
Total	\$	599,024	\$	633,633	\$	658,471	\$	697,275		
Program Cost										
Community Events	\$	60,687	\$	57,859	\$	65,438	\$	80,519		
Trips		1,401		1,495		1,520		1,606		
Preschool Activities		6,604		5,053		3,326		4,006		
Youth/Teen Activities		246,632		280,988		290,352		289,332		
Adult Activities		35,293		32,253		33,438		39,805		
Community Pools		11,973		13,178		13,491		12,003		
George Wilson Center		21,445		19,380		20,356		24,281		
Total	\$	384,035	\$	410,206	\$	427,921	\$	451,552		
Volunteer Hours										
Community Events	\$	1,583	\$	1,323	\$	2,296	\$	2,084		
Youth/Teen Activities	•	3,870	•	3,695	•	3,716	•	2,963		
Parks/Other		395		888		904		1,329		
Total	\$	5,848	\$	5,906	\$	6,916	\$	6,376		
	· <u> </u>							-		

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

PARKS AND RECREATION DEPARTMENT - SUMMARY		2014	2015	2016	2017	2018 BUDGET	2019	
TARRO AND RECREATION DEL ARTINENT - SOMMART		ACTUAL	ACTUAL		ACTUAL	ACTUAL	AS AMENDED	BUDGET
OPERATING EXPENSES								
Personnel Services	\$	2,187,324	\$ 2,117,476	\$	2,108,207	\$ 2,167,464	\$ 2,302,122	\$ 2,403,230
Materials and Supplies		125,885	96,877		82,138	93,397	122,905	117,805
Contractual Services		284,928	283,134		300,487	517,003	602,927	617,310
Other Charges		77,047	67,845		87,747	71,950	84,915	82,918
Subtotal	\$	2,675,184	\$ 2,565,332	\$	2,578,579	\$ 2,849,814	\$ 3,112,869	\$ 3,221,263
Inter-Departmental Charges		275,552	315,822		426,537	298,352	304,035	329,147
Special Revenue Accounts		18,934	15,783		24,953	55,235	50,075	50,075
				, 111				
TOTAL OPERATING EXPENSES	\$	2,969,670	\$ 2,896,937	\$	3,030,069	\$ 3,203,401	\$ 3,466,979	\$ 3,600,485
					-			

PARKS & RECREATION DEPARTMENT WAGE AND SALARY BUDGET - 2019

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions	I	Approved	Positions	F	Requested	Difference	D	ifference	Change
FULL TIME POSITIONS												
Director of Parks & Recreation	MGMT	31	1.0	\$	97,480	1.0	\$	100,964	0.0	\$	3,484	3.6%
Deputy Director of Parks & Recreation	MGMT	23		\$	-	1.0	\$	83,303	0.0	\$	83,303	#DIV/0!
Recreation Superintendent	MGMT	21	1.0	\$	78,687		\$	-	0.0	\$	(78,687)	-100.0%
Parks Superintendent	MGMT	21	1.0	\$	80,229	1.0	\$	84,056	0.0	\$	3,827	4.8%
Parks Supervisor	MGMT	17	1.0	\$	68,724	1.0	\$	71,536	0.0	\$	2,812	4.1%
Recreation Supervisor	CWA F/T	18	3.0	\$	212,694	3.0	\$	221,618	0.0	\$	8,924	4.2%
Customer Service Clerk I	CWA F/T	10	1.0	\$	45,291	1.0	\$	47,622	0.0	\$	2,331	5.1%
Maintenance IV	AFSCME F/T	8	4.0	\$	236,121	4.0	\$	242,188	0.0	\$	6,067	2.6%
Maintenance III	AFSCME F/T	6	1.0	\$	55,475	1.0	\$	56,542	0.0	\$	1,067	1.9%
Equipment Operator	AFSCME F/T	3	2.0	\$	103,312	2.0	\$	105,705	0.0	\$	2,393	2.3%
Total Full-Time Positions			15.0	\$	978,013	15.0	\$	1,013,534	0.0	\$	35,521	3.6%
PART-TIME FUNDING												
Temporary Maintenance (Seasonal)				\$	137,300		\$	137,300		\$	-	0.0%
Life Guards				\$	13,600		\$	13,600		\$	-	0.0%
Creative Designer/Admin Support	CWA P/T			\$	34,703		\$	36,490		\$	1,787	5.1%
Recreation Specialist - Special Events	CWA P/T			\$	38,377		\$	40,356		\$	1,979	5.2%
Community Center Aide	CWA P/T			\$	35,122		\$	42,628		\$	7,506	21.4%
Total Part-Time Funding				\$	259,102		\$	270,374		\$	11,272	4.4%
OTHER					27.064		_	20.422			2 256	0.70/
Service Awards				\$	27,064		\$	29,420		\$	2,356	8.7%
Sick Pay				\$	13,588		\$	12,933		\$	(655)	-4.8%
Overtime				\$	31,000		\$	31,000		\$	-	0.0%
Day Camp				\$	46,500		\$	46,500		\$	-	0.0%
Before & After Care				\$	100,000		\$	100,000		\$	-	0.0%
Self Supporting Program				\$	114,000		\$	120,000		\$	6,000	5.3%
Uniform Allowance				\$	4,560		\$	4,680		\$	120	2.6%
Device Reimbursements				Ş	-		\$	3,300		\$	3,300	#DIV/0!
Total Other				\$	336,712		\$	347,833		\$	11,121	3.3%
Total All												
Total All			15.0	Ş:	1,573,827	15.0	Ş	1,631,741	0.0	\$	57,914	4%

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

PERSONNEL SERVICES		2014		2015		2016		2017	2018 BUDGET	2019
FERSONIVEE SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	BUDGET
0151142.6020 Supervisory	\$	522,919	\$	538,072	\$	521,023	\$	528,239	\$ 537,814	\$ 561,477
0151142.6030 Engineering/Technical	·	, -	·	-	·	11,755	·	29,631	34,703	36,490
0151142.6080 Clerical		99,466		102,159		55,412		42,477	45,291	47,622
0151142.6230 Maintenance Workers		344,516		345,719		366,196		379,799	394,908	404,435
0151142.6580 Service Award		26,734		26,126		22,551		24,281	27,064	29,420
0151142.6590 Sick Pay		17,392		16,722		14,277		11,626	13,588	12,933
0151142.6610 Seasonal		127,300		100,489		117,005		116,442	137,300	137,300
0151142.6615 Interns		-		-		100		-	-	-
0151142.6620 Overtime		37,270		44,040		34,233		31,915	31,000	31,000
0151142.6622 Holiday Premium		-		-		2,762		2,350	-	-
0151142.6680 Day Camp		43,728		46,549		44,747		43,783	46,500	46,500
0151142.6685 Before and After Care		-		-		-		88,893	100,000	100,000
0151142.6690 Self-Supporting Programs		164,744		188,879		215,188		117,809	114,000	120,000
0151142.6750 Life Guards		11,787		11,089		12,243		12,494	13,600	13,600
0151142.6770 Comm Events - Rec Specialist		15,256		27,907		9,802		25,411	38,377	40,356
0151142.6850 Center Attendants		29,867		31,596		32,391		36,401	35,122	42,628
0151142.6880 Uniform Allowance		1,912		2,410		2,460		4,710	4,560	4,680
0111132.6885 Device Reimbursement		-		-		-		-	-	3,300
0151142.6920 Unemployment Comp. Ins.		14,617		15,509		14,871		13,036	12,889	5,169
0151142.6930 Social Security Taxes		107,438		110,370		108,487		111,607	115,983	120,850
0151142.6940 City Pension Plan		264,924		223,125		227,425		189,367	241,871	277,370
0151142.6941 Defined Contribution 401(a) Plan		-		-		3,972		7,666	8,291	8,396
0151142.6950 Term Life Insurance		4,741		4,551		4,444		4,374	4,591	4,648
0151142.6960 Group Hospitalization Ins.		239,379		231,306		229,350		254,261	261,153	269,505
0151142.6961 Long-Term Disability Ins.		1,897		1,840		1,731		1,699	2,140	1,839
0151142.6962 Dental Insurance		15,545		16,256		15,065		15,722	15,619	14,479
0151142.6963 Flexible Spending Account		-		378		331		247	234	252
0141142.6964 Health Savings Account		-		-		1,500		1,500	1,500	1,500
0151142.6965 Post-Employment Benefits		95,092		30,948		34,652		67,769	58,243	61,660
0151142.6966 Retirement Health Savings Account		-		-		1,442		2,719	2,760	2,800
0151142.6967 Emergency Room Reimbursements		800		800		2,000		400	2,175	2,175
0151142.6968 Vision Insurance Premiums		-		636		792		836	846	846
TOTAL PERSONNEL SERVICES	\$ 2	,187,324	\$	2,117,476	\$	2,108,207	\$	2,167,464	\$ 2,302,122	\$ 2,403,230

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

MATERIALS AND SUPPLIES		2014		2015		2016		2017	2018 BUDGET		2019
INIATERIALS AND SUFFLIES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	В	BUDGET
0151143.7020 Heating Fuel	\$	4,466	\$	4,210	\$	2,679	\$	66	\$ -	\$	_
0151143.7021 Advertising Supplies	•	-	•	-	•	1,103	•	1,343	1,250		1,250
0151143.7110 Safety Shoes & Supplies		2,221		2,307		2,712		2,854	2,200		2,500
0151143.7130 Tools,Field Sup.,Small Equip.		2,984		5,332		9,223		7,028	6,800		6,800
0151143.7131 Information Technology Supplies		, -		[*] 514		, -		, -	-		-
0151143.7140 Uniforms		19		-		-		-	-		-
0151143.7150 Office Supplies		1,597		1,280		1,302		1,102	1,700		1,700
0151143.7160 Books, Periodicals, Etc.		-		-		-		-	100		100
0151143.7250 Bldg. & Grounds Maintenance		33,683		1,680		861		126	-		-
0151143.7300 Mach. & Equip. Maintenance		2,413		1,980		2,626		6,983	2,000		2,000
0151143.7450 Salt, Sand & Snow Removal		1,406		1,300		733		688	1,500		1,500
0151143.7500 Parks Maintenance		39,302		43,232		34,154		45,181	49,655		49,655
0151143.7501 Island Beautification		8,107		6,061		6,955		5,743	19,500		19,500
0151143.7550 Miscellaneous Supplies		240		688		349		708	-		-
0151143.7680 Day Camp		1,283		1,104		1,447		1,081	1,400		1,400
0151143.7685 Before and After Care		-		-		20		1,776	1,800		1,800
0151143.7690 Self-Supporting Programs		20,974		19,154		11,169		12,307	20,200		20,200
0151143.7691 Community Day		2,444		1,598		1,098		1,482	1,700		1,700
0151143.7692 Liberty Day Fireworks		166		248		290		75	2,400		500
0151143.7693 Halloween Parade/Trick or Treat		217		191		135		75	2,300		400
0151143.7694 Other Special Events		3,166		4,919		3,722		2,653	4,300		4,300
0151143.7850 George Wilson Center		1,197		1,079		1,560		2,126	4,100		2,500
TOTAL MATERIALS AND SUPPLIES	,	425.005		06.077		02.420		02.20=	ć 422.00 5		47.005
TOTAL MATERIALS AND SUPPLIES	\$:	125,885	\$	96,877	\$	82,138	\$	93,397	\$ 122,905	\$ 1	.17,805

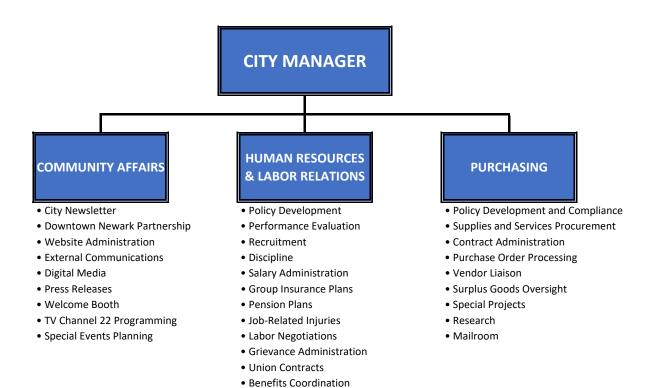
GENERAL FUND - PARKS AND RECREATION DEPARTMENT

CONTRACTUAL SERVICES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0151144 9030 Advertising	\$		\$		<u>ر</u>	2,472	<u>ر</u>			Ċ	
0151144.8020 Advertising 0151144.8030 Casualty Insurance	Ş	729 50,717	Ş	1,374 38,885	Ş	42,753	Ş	1,197 15,606	\$ 4,750 8,749	\$	4,500 8,750
0151144.8031 Insurance - Property		50,717		30,003		42,755		4,348	6,827		6,830
0151144.8032 Insurance - Auto		-		-		-		13,275	26,077		26,080
0151144.8033 Insurance - Broker		-		-		-		3,044	4,102		4,100
0151144.8040 Merchant Fees and Discounts		- 9,997		- 11,722		- 15,021		19,026	18,000		18,000
0151144.8050 Phone/Communications		25,131		16,802		16,758		20,401	20,500		17,200
0151144.8130 Bldg. & Equip. Rental		1,733		995		673		20,401	7,500		7,500
0151144.8131 Information Technology Cont'l		6,436		32,360		21,297		37,980	37,369		35,027
0151144.8250 Bldg. & Grounds Maint.		497		32,300 -		21,297		37,380	37,309		-
0151144.8300 Mach. & Equip. Maintenance		20		25		94		60	700		700
0151144.8312 Fleet & Facilities Services		-		-		-		166,654	217,924		234,994
0151144.8410 Creek Maintenance		9,699		3,709		16,087		20,382	20,000		20,000
0151144.8420 Tree Removal		25,028		25,371		24,585		42,300	35,400		40,000
0151144.8500 Parks Maintenance		22,689		18,608		16,584		13,600	24,694		24,694
0151144.8550 Misc. Contracted Services		3,410		16,762		262		118	24,034		24,034
0151144.8680 Day Camp		6,151		8,001		8,347		8,935	9,850		9,850
0151144.8685 Before and After Care		-		-		-		1,847	2,000		2,000
0151144.8690 Self-Supporting Programs		63,954		51,536		69,050		74,611	76,690		76,690
0151144.8691 Community Day		3,998		3,100		3,686		3,254	3,800		3,800
0151144.8692 Liberty Day/Fireworks		28,477		31,872		36,854		36,714	39,100		39,100
0151144.8693 Halloween Parade/Trick or Treat		960		800		800		-	800		800
0151144.8694 Other Special Events		6,443		4,540		4,430		6,408	6,500		6,500
0151144.8695 Newark Nite		297		302		-		-	-		-
0151144.8696 Memorial Day Parade		-		-		2,423		3,466	3,900		2,500
0151144.8850 George Wilson Center		451		621		552		477	1,000		1,000
0151144.8899 Retention Basin Mowing		18,111		15,749		17,759		23,300	26,695		26,695
TOTAL CONTRACTUAL SERVICES	ċ	294 029	ć	202 124	Ś	200 497	ċ	E17 002	\$ 602.027	¢	617 210
TOTAL CONTRACTUAL SERVICES	_ 	284,928	\$	283,134	<u> </u>	300,487	\$	517,003	\$ 602,927	\$	617,310

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
0151145.9020 Mileage & Small Bus. Exp.	\$ 2	\$ 21	\$ 29	\$ 35	\$ 50	\$	50
0151145.9040 Dues/Conferences Expenses	2,669	2,687	3,697	-	-		-
0151145.9060 Depreciation Expense	68,451	60,961	82,952	66,110	77,400		75,403
0151145.9070 Training & Continuing Educ/Conf	2,925	526	364	5,805	7,465		7,465
0151145.9099 Contingencies	 3,000	3,650	 705	 -		_	-
TOTAL OTHER CHARGES	\$ 77,047	\$ 67,845	\$ 87,747	\$ 71,950	\$ 84,915	\$	82,918
INTER-DEPARTMENTAL CHARGES	2014	2015	2016	2017	2018 BUDGET		2019
INTER-DEL ARTMENTAL CHARGES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED		BUDGET
Billings and Accounting	\$ 62,059	\$ 66,038	\$ 67,775	\$ 60,604	\$ 60,321	\$	65,284
Buildings and Grounds	14,910	20,229	74,356	-	-		-
Electricity	20,596	19,902	20,368	16,297	15,686		15,686
Information Technology	54,860	88,724	132,691	205,783	199,396		216,031
Mailroom and Postage	-	-	-	-	2,306		2,743
Other Indirect Expenses	12,172	17,006	8,019	13,307	12,950		12,950
Printing and Reproduction	24,021	23,531	46,403	2,361	3,194		3,194
Records	-	-	-	-	10,182		13,259
Vehicles and Equipment	 86,934	80,392	 76,925	-			-
TOTAL INTER-DEPARTMENTAL CHARGES	\$ 275,552	\$ 315,822	\$ 426,537	\$ 298,352	\$ 304,035	\$	329,147

CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT FY2019 PROGRAM NARRATIVE

Under the direction of the City Manager and Deputy City Manager, the Administration Department oversees all operating departments and employees of the City, while working to coordinate a positive relationship with our community, including the state, University of Delaware, local businesses, non-profit groups, and neighborhood organizations.

Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other City employees to address challenges or provide project assistance. This Department continually evaluates staffing and services to efficiently use resources and provide appropriate levels of staff deployment. This Department assists in the formulation of City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to all areas of the organization and Newark's Mayor and Council.

A detailed breakdown of the Department functions, as well as highlights from the previous fiscal year are provided as follows:

Personnel Administration:

The Personnel Administration division is responsible for the personnel and human resource functions, including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration. The Division also oversees and managements the self-insured Worker's Compensation fund; managing daily claims, case investigations and operates as the in-house Third-Party Administrator (TPA).

The Personnel Administration division oversees, in partnership with the Department within which the vacancy exists, the hiring of new employees as well as in-house promotions and transfers. During 2017, the division was involved in the recruitment of forty-eight (48) regular, full-time and part-time positions, of which twenty-nine (29) were full-time and nineteen (19) part-time. The promotion, upgrade and reclassification of thirty-nine (39) city employees occurred, and the hiring of twenty-one (21) temporary employees or interns was completed as well. Additionally, the division coordinated with the Police Department Administration to complete a new recruitment for police officers and create a new employment list. Of the twenty-nine (29) full-time employees noted above, three (3) were recruited and hired officers.

Labor Relations are also handled within the Personnel Administration division and includes the administration of labor relations involving three collective bargaining groups covering approximately 240 full and part-time employees. This includes contract negotiations, the administration of collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The division is responsible for providing management employees with assistance and advice in the interpretation of contract provisions and grievance administration. CWA's existing contract expired on December 31, 2017 so Personnel staff worked with CWA during the fall of 2017 to negotiate a new two-year extension which will expire on December 31st, 2019. AFSCME's contract was most recently negotiated during 2016 and is also effective through December 31st, 2019. The existing FOP agreement included a year-2 economic reopener, so we worked with the FOP during the early months of 2018 to develop a two-year extension. Their new contract is also valid through December 31st, 2020.

Information Technology:

The IT division was transferred back to the Finance Department during 2018, in accordance with City <u>Code</u>. The intent of this realignment was to align the division with <u>Code</u> until such time that a decision can be made as to whether it should be permanently relocated into the Administration Department.

CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT FY2019 PROGRAM NARRATIVE

Purchasing:

The Purchasing division, in partnership with requesting Departments, handles purchases, contracts, and negotiations for the acquisition of materials, supplies, equipment, and services for the City. This includes the development and/or review of contract and request for proposal (RFP) documents and the resulting evaluation of bids and proposals. The Administration Department, in coordination with the requesting departments, make recommendations to Mayor and Council regarding the award of all bids and proposals. The Purchasing Division also provides oversight and support to other Departments for large scale projects and programs. In 2017, 1,163 purchase orders were processed by the purchasing team which represents an increase of 9% from 2016. For purchases exceeding \$25,000, there were 18 contracts totaling \$5,370,998, a 29% increase in number and 18% increase in total value from 2016.

Communications:

Led by the Communications Manager, the team consists of three additional members: Community Affairs Officer, Creative Designer/Web Specialist, and Welcome Center Receptionist. Together, the division is responsible for the design, review, and approval of nearly all communications produced by the City of Newark for distribution to the public. They use a variety of mediums: print, video, and electronic (including web and social media) to share information proactively and serve as liaisons with the media and members of the public to field and respond to questions or concerns. The team also works in partnership with other City Departments to craft messaging, distribute information, develop marketing materials, and respond to critical communication needs, when appropriate. This includes utilizing strategic communication tactics and working with various state, county and municipal agencies, as well as community partners, to respond to topics of interest, and ensure messaging is clear, concise and consistent, while also being shared with the public in a timely manner.

Since the division was formalized in 2016, a primary focus of the team is open government and greater access. This has been achieved in a variety of ways, including the addition of live streamed City Council meetings and recorded town hall forums, which are shared online via the City website and social media accounts. Live streaming and digital recording will be enhanced in the coming year, as a recent approval of grant funding will allow the team to procure and utilize a more permanent, professional production solution for Council meetings and other digital communication needs.

Another focus of the division is increased and enhanced communication with the public. In-house video production has increased, allowing for more dynamic content both on Newark TV22 and the City's social media accounts, which continue to grow. The City Facebook page is "liked" by more than 7,600 people, an increase of more than 2,000 in the past two years and nearly 5,000 since the team was formalized; and the City's Twitter feed is followed by nearly 9,000 individuals. In addition to the City-run accounts, the Communication division supports both the Newark Police Department and Parks and Recreation Department in administering and developing content for their social media accounts.

Recognizing not all residents have access to online content, the Communication team began mailing a monthly newsletter as part of residential utility bills. The two-page newsletter is forward thinking – sharing timely information regarding upcoming events and opportunities for the public to engage on topics of importance to them. The newsletter has also sparked partnerships with organizations such as the Newark Historical Society, Aetna Hose, Hook & Ladder and the University of Delaware to help distribute community information not specific to municipal government. This provides more robust content and highlights some of the community partnerships within the City.

With no dedicated television news outlet in the area, the Communication team produces and distributes a bimonthly news program, which airs on TV22 and is available on the City website and various social media accounts. This program highlights important topics discussed within the previous two weeks and alerts residents to upcoming events or meetings that may be of interest to viewers.

CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT FY2019 PROGRAM NARRATIVE

The Communications division also maintains the City's website, which was redesigned and upgraded in 2017 – efforts that were recognized on the national level by the City-County Communications & Marketing Association.

Communications staff continue to maximize the value of the "InformMe" citizen notification system. In addition to urgent emergency messaging, the system allows the public to sign up for a variety of messages, and to set preferences for how they would prefer to be notified. The Communications team continues outreach efforts to encourage all residents to sign up for this service.

In addition, the division takes the lead in planning, marketing and executing several major events with the Downtown Newark Partnership, including Restaurant Week, Wine and Dine, New Night Downtown, Food and Brew Fest, and Taste of Newark, as well as several smaller events throughout the year. Division staff also assist with events organized by other departments, particularly to promote them.

Other Activities:

In addition to the day-to-day administration of City operations and handling of personnel, labor relations, purchasing, and public relations, the Administration Department is also involved in the following activities:

Committee Liaison:

The Administration Department continues to provide staff support to the Downtown Newark Partnership Board, the Traffic Committee, and the Newark Area Welfare Committee. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities.

Inter-Departmental Relations:

Bi-weekly staff meetings are held with the administration staff and Department Directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Weekly reports are prepared and provided to Council summarizing progress on important projects and initiatives by each Department. Members of staff also attend City Council meetings as necessary to address Council on projects or services they are responsible for.

CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

- The City held its first referendum since the Reservoir in June of this year which was successful, with all four questions receiving broad support from our residents. Critical to this effort was the education and outreach plan developed by the communications team which included articles in various editions of the City's monthly newsletter, segments in various editions of the City's digital Newark News Briefs, a series of informational videos produced and distributed online and via TV22, press releases, community presentations, nine town hall events, taped interviews with The Delaware Way and Comcast Newsmakers, a dedicated web page on the City's website, a 16-page, full color magazine mailed to the home of every registered voter in the City, yard signs placed throughout the City, advertisements on the Big Belly solar compactors on E. Main Street, an OpEd in the News Journal, and extensive media coverage. With voter turnout at nearly 15% and an overwhelming majority of the voters voting in favor of debt financing, it's clear the efforts were successful.
- The City successfully implemented the stormwater utility which was approved in fall of 2017.
- The Manager's office and Finance Department worked with our lobbyist and state delegation to successfully pass a charter amendment which gives Newark the ability to charge a lodging tax of up to 3% on hotels and motels within City limits. This will provide a crucial revenue stream that is not directly tied to the weather like our utility revenue. Tax revenue will also grow with inflation.
- The City Manager's Office continues to recruit for vacant positions. This effort includes transition plans for key staff, recruitment and onboarding of many new employees, and when relevant, the promotion of existing staff to backfill vacancies. Year to date, eight (8) full-time recruitments have occurred, plus regular part-time and seasonal employment efforts.
- HR team continued development of the Safety Manual which was developed in coordination with the Employee Safety Committee. The annual Wellness Fair and Biometric Screenings continue to educate and engage employees, as well as other wellness initiatives to expand a culture of wellness to positively impact claims.
- Purchasing has completed year-to-date over 600 Purchase Orders, with vendor management for
 procurement and payments; twelve (5) contracts have been developed and executed for City needs; 1 RFP
 has been written, solicited, reviewed and administered, with an additional RFP in process. The team took
 on additional centralized administrative support to the IT Division for organization-wide purchases and
 ensures departments are following purchasing guidelines.
- Each division (HR/Communications/Purchasing) all supported the City Manager with the goal to provide an
 earlier budget process to Mayor and Council in coordination with the Finance Department. This expanded
 effort was completed in parallel to existing departmental service operations with positive involvement and
 constructive feedback to continue to improve future efforts.

CITY OF NEWARK, DELAWARE ADMINISTRATION DEPARTMENT FY2019 GOALS

Goals for 2019 include:

- Successfully assist Council in the selection of a new City Manager.
- Provide support to operating departments for successful implementation of projects that were included in the 2018 capital referendum.
- Expand Employee Self Service (ESS) for broader HR access, comprehensive Open Enrollment and additional digital ESS features.
- Improve recruitment and retention efforts city wide with an emphasis on improving results for the Police Department.
- Support the divisional goals of the Administrative Department, which are HR/Labor, Communications, Purchasing and Facilities Maintenance.

	2014		2015		2016		2017	2018 BUDGET		2019
	ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
\$	1,463,466	\$	856,154	\$	1,110,206	\$	1,096,989	\$ 1,020,977	\$	1,038,264
	97,694		15,317		10,830		7,709	14,550		148,050
	358,227		126,194		133,268		192,534	263,258		248,846
	99,074		123,147		163,568		167,896	132,100		157,576
\$	2,018,461	\$	1,120,812	\$	1,417,872	\$	1,465,128	\$ 1,430,885	\$	1,592,736
	(1,231,418)		(209,482)		(239,091)		(303,204)	(240,987)		(375,283)
<u> </u>	787.043	<u>\$</u>	911.330	Ś	1.178.781	Ś	1.161.924	\$ 1.189.898	\$	1,217,453
		\$ 1,463,466 97,694 358,227 99,074 \$ 2,018,461	\$ 1,463,466 \$ 97,694 \$ 358,227 \$ 99,074 \$ 2,018,461 \$ (1,231,418)	\$ 1,463,466 \$ 856,154 97,694 15,317 358,227 126,194 99,074 123,147 \$ 2,018,461 \$ 1,120,812 (1,231,418) (209,482)	\$ 1,463,466 \$ 856,154 \$ 97,694 15,317 358,227 126,194 99,074 123,147 \$ 2,018,461 \$ 1,120,812 \$ (1,231,418) (209,482)	\$ 1,463,466 \$ 856,154 \$ 1,110,206 97,694 15,317 10,830 358,227 126,194 133,268 99,074 123,147 163,568 \$ 2,018,461 \$ 1,120,812 \$ 1,417,872 (1,231,418) (209,482) (239,091)	\$ 1,463,466 \$ 856,154 \$ 1,110,206 \$ 97,694 15,317 10,830 358,227 126,194 133,268 99,074 123,147 163,568 \$ 2,018,461 \$ 1,120,812 \$ 1,417,872 \$ (1,231,418) (209,482) (239,091)	ACTUAL ACTUAL ACTUAL ACTUAL \$ 1,463,466 \$ 856,154 \$ 1,110,206 \$ 1,096,989 97,694 15,317 10,830 7,709 358,227 126,194 133,268 192,534 99,074 123,147 163,568 167,896 \$ 2,018,461 \$ 1,120,812 \$ 1,417,872 \$ 1,465,128 (1,231,418) (209,482) (239,091) (303,204)	ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,463,466 \$ 856,154 \$ 1,110,206 \$ 1,096,989 \$ 1,020,977 97,694 15,317 10,830 7,709 14,550 358,227 126,194 133,268 192,534 263,258 99,074 123,147 163,568 167,896 132,100 \$ 2,018,461 \$ 1,120,812 \$ 1,417,872 \$ 1,465,128 \$ 1,430,885 (1,231,418) (209,482) (239,091) (303,204) (240,987)	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 1,463,466 \$ 856,154 \$ 1,110,206 \$ 1,096,989 \$ 1,020,977 \$ 97,694 15,317 10,830 7,709 14,550 </td

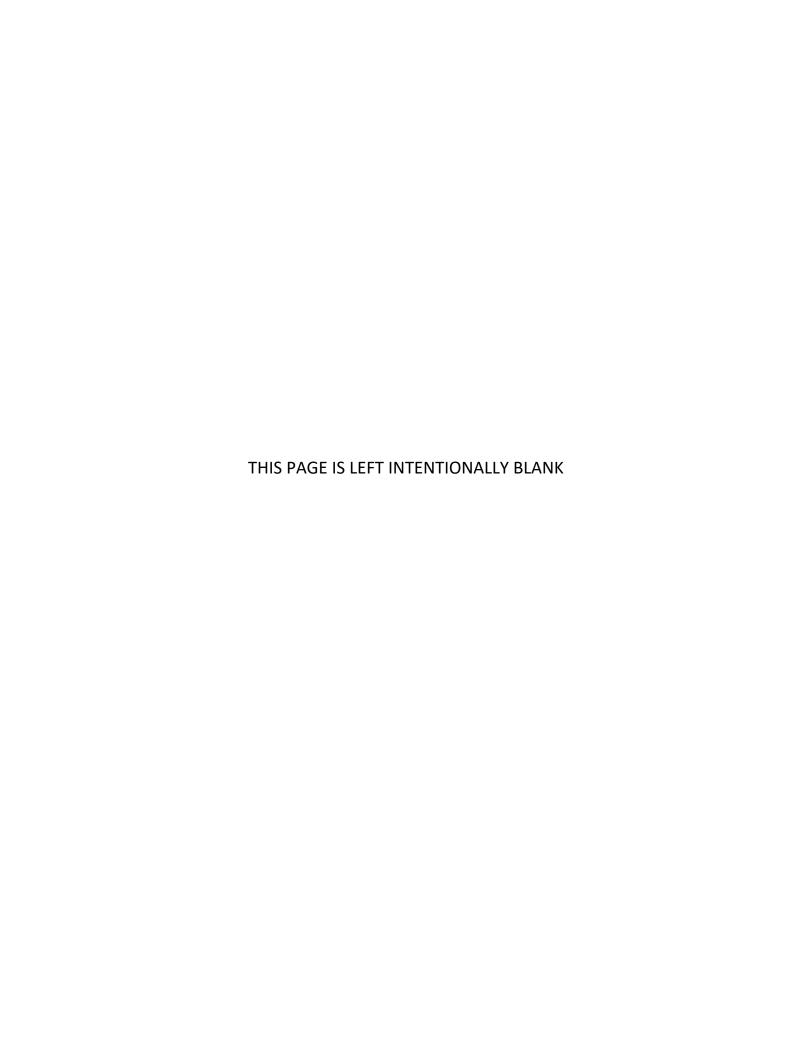
ADMINISTRATIVE DEPARTMENT WAGE AND SALARY BUDGET - 2019 CITY MANAGER'S OFFICE

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions	Α	pproved	Positions	R	equested	Difference	D	ifference	Change
FULL TIME POSITIONS												
City Manager (9 months)	E & A	Appt	1.0	\$	110,877	1.0	\$	112,500	0.0	\$	1,623	1.5%
Deputy City Manager (7 months)	MGMT	34	1.0	\$	124,997	1.0	\$	70,000	0.0	\$	(54,997)	-44.0%
Communications Manager	MGMT	23	1.0	\$	85,708	1.0	\$	89,983	0.0	\$	4,275	5.0%
Human Resource Manager	MGMT	18	1.0	\$	67,390	1.0	\$	69,815	0.0	\$	2,425	3.6%
Community Affairs Officer	MGMT	17	1.0	\$	57,680	1.0	\$	59,755	0.0	\$	2,075	3.6%
Human Resource Administrator	MGMT	15	1.0	\$	63,612	1.0	\$	66,498	0.0	\$	2,886	4.5%
Assistant to the Managers	MGMT	15	1.0	\$	53,640	1.0	\$	55,569	0.0	\$	1,929	3.6%
Purchasing Assistant	CWA F/T	13	1.0	\$	61,739	1.0	\$	65,119	0.0	\$	3,380	5.5%
Creative Designer & Web Spec.	CWA F/T	9	1.0	\$	44,294	1.0	\$	46,577	0.0	\$	2,283	5.2%
W/C Communications Assistant	CWA F/T	8		\$	-	1.0	\$	38,346	1.0	\$	38,346	#DIV/0!
Receptionist (Welcome Cntr)	CWA F/T	4	1.0	\$	35,123		\$	-	(1.0)	\$	(35,123)	-100.0%
Total Full-Time Positions			10.0	\$	705,060	10.0	\$	674,162	0.0	\$	(30,898)	-4.4%
PART-TIME FUNDING												
Equipment Technician/Mailroom Aide	CWA F/T			\$	-		\$	21,365		\$	21,365	#DIV/0!
*(from Finance)												
Total Part-Time Funding				\$	-		\$	21,365		\$	21,365	#DIV/0!
OTHER												
Service Award				\$	7,006		\$	5,534		\$	(1,472)	-21.0%
Sick Pay				\$	2,738		\$	2,649		\$	(89)	-3.3%
Overtime				\$	5,000		\$	5,000		\$	-	0.0%
Transitional Wages *(stipends CM, DCM, PWW	/R-Dir)			\$	-		\$	21,000		\$	21,000	#DIV/0!
Device Reimbursements				\$	-		\$	1,800		\$	1,800	#DIV/0!
Total Other				\$	14,744		\$	35,983		\$	21,239	144.1%
Total All			10.0	\$	719,804	10.0	\$	731,510	0.0	\$	11,706	2%

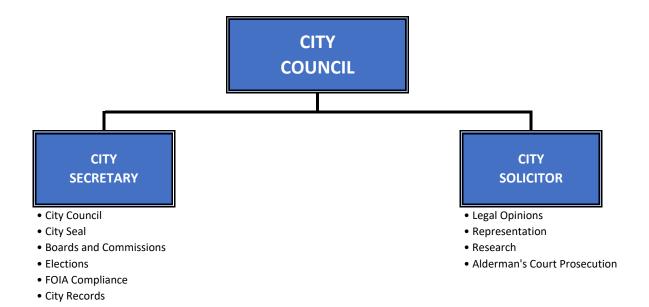
PERSONNEL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
		ACTUAL			AS AIVILIDED	
0111122.6020 Supervisory	\$ 301,276	\$ 304,763	\$ 457,363	\$ 530,480	\$ 500,292	\$ 478,622
0111122.6030 Engineering/Technical	76,004	91,070	111,830	53,758	44,294	46,577
0111122.6050 Information Technology	410,222	-	-	-	-	-
0111122.6080 Clerical	116,373	152,973	181,820	160,846	160,474	169,963
0111122.6580 Service Award	15,360	14,658	15,820	8,049	7,006	5,534
0111122.6590 Sick Pay	6,399	6,964	6,131	6,753	2,738	2,649
0111122.6600 Part-Time	-	-	-	-	-	21,365
0111122.6615 Interns	7,842	8,460	924	-	-	-
0111122.6620 Overtime	13,970	1,832	1,821	2,126	5,000	5,000
0111122.6885 Device Reimbursement	-	-	-	-	-	1,800
0111122.6920 Unemployment Comp. Ins.	6,847	3,147	4,109	3,316	2,835	2,805
0111122.6930 Social Security Taxes	68,342	41,851	55,810	55,158	54,633	51,855
0111122.6940 City Pension Plan	172,395	88,129	90,250	75,793	35,121	40,490
0111122.6941 Defined Contribution 401(a) Plan	15,666	12,506	24,276	31,281	42,490	39,281
0111122.6950 Term Life Insurance	3,810	1,719	2,754	2,628	3,189	2,782
0111122.6960 Group Hospitalization Ins.	167,787	94,697	124,292	118,784	130,952	139,403
0111122.6961 Long-Term Disability Ins.	1,611	769	1,079	1,064	1,588	1,127
0111122.6962 Dental Insurance	11,394	6,361	8,586	7,391	7,755	7,751
0111122.6963 Flexible Spending Account	1,548	441	347	283	234	189
0111122.6964 Health Savings Account	1,125	1,500	2,250	1,500	1,500	-
0111122.6965 Post-Employment Benefits	61,875	20,116	13,759	26,994	8,457	9,000
0111122.6966 Retirement Health Savings Account	3,069	3,147	6,542	9,099	10,695	10,262
0111122.6967 Emergency Room Reimbursements	551	800	-	1,283	1,305	1,353
0111122.6968 Vision Insurance Premiums	 	251	 443	 403	419	456
TOTAL PERSONNEL SERVICES	\$ 1,463,466	\$ 856,154	\$ 1,110,206	\$ 1,096,989	\$ 1,020,977	\$ 1,038,264

MATERIALS AND SUPPLIES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
			_				_	ACTOAL			
0111123.7130 Tools,Field Sup.,Small Equip.	\$	27,732	\$		\$	7,052	Ş	-	\$ 1,000	\$	1,000
0111123.7131 Information Technology Supplies		66,249		6,337		-		3,695	6,000		-
0111123.7150 Office Supplies		2,590		3,591		3,573		3,413	4,000		4,000
0111123.7160 Books, Periodicals, Etc.		370		389		190		184	500		500
0111123.7170 Postage		52		35		15		-	50		132,550
0111123.7200 Copying Supplies		<u>-</u>		-		-		-	-		7,000
0111123.7550 Miscellaneous Supplies		701		37		-		417	500		500
0111123.7570 Merchandise for Resale		-		-				-	2,500		2,500
TOTAL MATERIALS AND SUPPLIES	Ś	97,694	Ś	15,317	Ś	10,830	Ś	7,709	\$ 14,550	Ś	148,050
		01/001	_		<u> </u>		_	1,100	-		,
CONTRACTUAL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
CONTRACTORE SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
0111124.8030 Casualty Insurance	\$	39,713	Ś	37,531	Ś	38,939	\$	39,408	\$ 35,524	\$	35,525
0111124.8032 Insurance - Auto	•	-	•	-	•	-	•	1,071	2,173	•	2,175
0111124.8033 Insurance - Broker		_		_		-		2,759	3,714		3,715
0111124.8050 Phone/Communications		7,996		5,344		4,606		3,119	4,500		2,700
0111124.8131 Information Technology Cont'l		223,932		49,434		36,005		49,720	48,235		72,602
0111124.8162 Legal/Consulting Services		70,275		24,857		46,178		33,904	35,000		35,000
0111124.8300 Mach. & Equip. Maintenance		151		- 1,001		-		-	100		10,100
0111124.8312 Fleet & Facilities Services		_		_		_		29,005	42,612		45,629
0111124.8550 Misc. Contracted Svc.		13,346		6,126		4,746		1,860	61,400		25,400
0111124.8560 Employee Testing Svc.		2,814		2,902		2,794		5,368	5,000		5,000
0111124.8570 Annual Reports & Pub. Rel.						-,		26,320	25,000		11,000
		_									
TOTAL CONTRACTUAL SERVICES		358,227		126,194		133,268	\$	192,534	\$ 263,258		248,846

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		18 BUDGET AMENDED		2019 BUDGET
0111125.9020 Mileage & Small Bus. Exp.	\$	2,552	\$	3,065	\$	4,110	\$	1,076	\$	2,500	\$	2,500
0111125.9030 Recruitment & Retention Expenses	·	30,003	•	39,334	•	73,659	•	68,144	·	75,000	·	70,000
0111125.9031 Information Technology Training		7,903		-		-		-		-		-
0111125.9040 Dues & Professional Organizations		11,320		9,972		12,133		-		-		-
0111125.9060 Depreciation Expense		31,349		55,029		55,029		66,203		17,100		55,076
0111125.9070 Training & Continuing Educ/Conf		3,831		520		2,519		19,513		15,000		20,000
0111125.9090 Other Special Programs		7,924		15,227		16,118		12,960		12,500		10,000
0111125.9099 Contingencies		4,192		-		-		-		10,000		-
TOTAL OTHER CHARGES	\$	99,074	\$	123,147	\$	163,568	\$	167,896	\$	132,100	\$	157,576
		2014		2015		2016		2017	201	18 BUDGET		2019
INTER-DEPARTMENTAL CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		AMENDED		BUDGET
Dilli I A II	,	27.202		40.544		10.100		24.064	<u> </u>	22.420		
Billings and Accounting	\$	37,392	\$	18,641	\$	19,190	\$	21,064	\$	22,429	\$	24,278
Buildings and Grounds		10,871		3,574		12,269		- 11 FOC		-		-
Electricity Used Information Technology		11,210		7,630		8,088		11,506		11,048		11,048
Mailroom and Postage		(995,954)		18,436		(10,356)		54,153		59,724 869		64,809
Printing and Reproduction		(38,390)		- 4,925		- 9,712		- 494		668		(21,151) (6,332)
Records		(30,330)		4,923		9,712		494		1,402		1,474
Services to Utility Funds		(260,500)		(266,753)		(283,206)		(390,421)		(337,127)		(449,409)
Vehicles and Equipment		3,953		4,065		5,212		(330,421)		-		-
TOTAL INTER-DEPARTMENTAL CHARGES	\$	(1,231,418)	Ś	(209,482)	Ś	(239,091)	Ś	(303,204)	Ś	(240,987)	\$	(375,283)



CITY OF NEWARK, DELAWARE LEGISLATIVE DEPARTMENT ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE LEGISLATIVE DEPARTMENT FY2019 PROGRAM NARRATIVE

The Legislative Department provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor as well as electronic and paper document management for the City. The department is led by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, and staffed by eight additional team members — three full-time and one part-time in the main Legislative office and three full-time and one part-time in the Records Division.

The department serves as a liaison between citizens and City Council. It oversees agenda preparation for Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings. The City Secretary also serves as FOIA Coordinator for the City and works with the departments for timely fulfillment of citizen requests.

This department is the City's record keeper for Council and permanent documents and as of October 2017 houses the Records Division formerly under the IT Division. The Records Division is working to review the approximately 7.7 million pages of records currently housed within the City of Newark, determine what it required to be kept versus what can be destroyed as a duplicate or document having met its retention schedule and digitize the City's numerous paper records that are required to be retained to create an electronic archive to better serve the citizens and staff of the City of Newark. This department is also responsible for the official recording of numerous documents with the New Castle County Recorder of Deeds. The City Secretary serves as the complaint officer charged with resolving cable television issues covered by the City's franchise agreements with providers.

This department also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor's Office, consisting of the City Solicitor and Deputy City Solicitor, rely on this office for research, drafting various documents, preparing case files and full clerical support.

CITY OF NEWARK, DELAWARE LEGISLATIVE DEPARTMENT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

- Successfully executed two elections in 2018, including the City-wide referendum.
- Facilitated the City Manager search process by liaising with Council, staff and GovHR to plan and execute numerous meetings and events.
- Recruitment, hire and training of three new employees in the Legislative Department to get staffing up to full capacity for the first time since August 2017.
- Anticipate staffing 67 Council and committee meetings in 2018, including 38 Council meetings, 11 Board of
 Adjustment meetings, 10 Conservation Advisory Commission meetings and 8 Election Board meetings. This
 includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where
 applicable).
- Completed transition of Records Division staff into the Department, which began in October 2017, created a strategic plan for the Division, including a City of Newark Document Retention Schedule, created trainings and planned the City-wide rollout of the project to all departments.

CITY OF NEWARK, DELAWARE LEGISLATIVE DEPARTMENT FY2019 GOALS

Goals for 2019 include:

- Completion of the recodification process for City Code, if not concluded in 2018.
- Complete the City-wide rollout of the digital records project to all departments.
- Successful execution of the 2019 Council and Mayoral elections.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

CITY OF NEWARK, DELAWARE

GENERAL FUND - LEGISLATIVE DEPARTMENT

LEGISLATIVE DEPARTMENT - SUMMARY	2014	2015	2016	2017		018 BUDGET	2019
OPERATING EXPENSES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Α	S AMENDED	BUDGET
Personnel Services	\$ 389,321	\$ 395,998	\$ 408,200	\$ 406,060	Ş	576,096	\$ 649,382
Materials and Supplies	7,342	6,112	5,932	7,406		11,440	22,033
Contractual Services	1,051,450	923,112	908,932	752,328		790,593	786,805
Other Charges	23,593	22,499	31,326	38,190		43,500	40,293
Subtotal	\$ 1,471,706	\$ 1,347,721	\$ 1,354,390	\$ 1,203,984	\$	1,421,629	\$ 1,498,513
Inter-Departmental Charges	 (44,878)	(62,656)	 (78,523)	 (107,280)		(291,364)	(311,995)
TOTAL OPERATING EXPENSES	\$ 1,426,828	\$ 1,285,065	\$ 1,275,867	\$ 1,096,704	\$	1,130,265	\$ 1,186,518
			·				

LEGISLATIVE DEPARTMENT WAGE AND SALARY BUDGET - 2019

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	D	ifference	Change
FULL TIME POSITIONS												
Director of Legislative Services	E&A	Appt	1.0	\$	85,850	1.0	\$	88,426	0.0	\$	2,576	3.0%
Admin Professional II	CWA F/T	13		\$	-	1.0	\$	62,065	1.0	\$	62,065	#DIV/0!
Admin Professional I	CWA F/T	10		\$	-	2.0	\$	80,562	2.0	\$	80,562	#DIV/0!
Secretary II	CWA F/T	13	1.0	\$	59,538		\$	-	(1.0)	\$	(59,538)	-100.0%
Secretary I	CWA F/T	10	1.0	\$	44,268		\$	-	(1.0)	\$	(44,268)	-100.0%
Digital Records Mgmt Coord *	CWA F/T	16	1.0	\$	65,237	1.0	\$	68,598	0.0	\$	3,361	5.2%
Digital Scanner/Records Asst II *	CWA F/T	8	1.0	\$	44,910	1.0	\$	47,221	0.0	\$	2,311	5.1%
Total Full-Time Positions			5.0	\$	299,803	6.0	\$	346,872	1.0	\$	47,069	15.7%
				-	,		-	,		-	,	
PART-TIME FUNDING												
Mayor and Council	E & A			\$	50,400		\$	50,400		\$	-	0.0%
Secretary P/T	CWA P/T			\$	50,421		\$	50,636		\$	215	0.4%
Total Part-Time Funding				\$	100,821		\$	101,036		\$	215	0.2%
OTHER												
Service Award				\$	1,534		\$	1,125		\$	(409)	-26.7%
Sick Pay				\$	-		\$	318		\$	318	#DIV/0!
Overtime				\$	6,000		\$	6,000		\$	-	0.0%
Device Reimbursements				\$	-		\$	600		\$	600	#DIV/0!
Total Other				\$	7,534		\$	8,043		\$	509	6.8%
Total All			5.0	\$	408,158	6.0	\$	455,951	1.0	\$	47,793	12%

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

PERSONNEL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
PERSONNEL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
0111132.6020 Supervisory	\$	80,961	\$	85,000	\$	85,819	\$	85,949	\$ 85,850	\$	88,426
0111132.6080 Clerical	τ	136,854	*	144,162	7	153,004	7	146,049	157,327	*	165,222
0111132.6090 Digital Records Employees		, -		, -		, -		, -	110,147		143,860
0111132.6400 Mayor & Council		49,323		50,400		50,400		50,400	50,400		50,400
0111132.6580 Service Award		338		1,330		1,500		414	1,534		1,125
0111132.6590 Sick Pay		1,106		1,272		1,356		610	-		318
0111132.6615 Interns		1,083		2,490		-		-	-		-
0111132.6620 Overtime		7,544		8,272		5,140		6,234	6,000		6,000
0111132.6885 Device Reimbursement		-		-		-		-	-		600
0111132.6920 Unemployment Comp. Ins.		6,476		2,936		2,696		2,599	2,205		2,112
0111132.6930 Social Security Taxes		20,641		21,819		22,133		21,636	26,677		33,227
0111132.6940 City Pension Plan		26,688		24,390		26,126		25,686	16,681		19,090
0111132.6941 Defined Contribution 401(a) Plan		6,072		6,375		6,434		9,375	18,194		21,360
0111132.6950 Term Life Insurance		822		787		780		832	1,832		1,619
0111132.6960 Group Hospitalization Ins.		37,463		38,368		43,412		40,023	82,978		96,158
0111132.6961 Long-Term Disability Ins.		364		358		355		337	878		630
0111132.6962 Dental Insurance		2,359		2,574		2,808		2,444	4,771		5,894
0111132.6963 Flexible Spending Account		-		126		126		121	78		916
0111132.6965 Post-Employment Benefits		9,578		3,095		4,586		9,058	4,017		4,240
0111132.6966 Retirement Health Savings Account		1,249		1,320		1,339		2,614	5,520		7,000
0111132.6967 Emergency Room Reimbursements		400		800		-		1,522	725		870
0111132.6968 Vision Insurance Premiums		-		124		186		157	282		315
TOTAL PERSONNEL SERVICES	\$	389,321	\$	395,998	\$	408,200	\$	406,060	\$ 576,096	\$	649,382
		-		-				-			

ATERIALS AND SUPPLIES		2014	2015	2016	2017	2018 BUDGE	2019
WATERIALS AND SOFT LIES		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDE	BUDGET
0111133.7131 Information Technology Supplies	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 9,893
0111133.7150 Office Supplies		1,743	1,683	1,167	1,705	6,340	6,340
0111133.7160 Books, Periodicals, Etc.		4,286	4,071	4,017	5,136	4,300	5,000
0111133.7210 Election Expenses		420	70	102	61	400	400
0111133.7550 Miscellaneous Supplies		143	288	52	420	400	400
0111133.7570 Merchandise For Resale		750	 -	594	 84	_	-
	,,			_			
TOTAL MATERIALS AND SUPPLIES	\$	7,342	\$ 6,112	\$ 5,932	\$ 7,406	\$ 11,440	\$ 22,033
	11						

CONTRACTUAL SERVICES		2014	2015	2016	2017	2018 BUDG		2019	
	Α	CTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMEND	ED	BUDGI	ΕT
0111134.8020 Advertising	\$	12,270	\$ 11,589	\$ 11,144	\$ 14,652	\$ 12,5	00	\$ 14,00	10
0111134.8030 Casualty Insurance		12,243	12,028	11,615	12,338	11,5	51	11,55	0
0111134.8033 Insurance - Broker		-	-	-	809	1,0	75	1,07	5
0111134.8050 Phone/Communications		336	516	283	829	3	00	30	0
0111134.8060 DE League of Local Govt.		6,000	6,000	6,000	6,000	6,0	00	6,00	0
0111134.8070 Aetna Hose, Hook & Ladder		62,000	62,000	68,200	70,246	-		-	
0111134.8071 Newark Ambulance		3,000	3,000	3,000	3,000	-		-	
0111134.8073 Newark Senior Center		50,000	-	-	-	-		-	
0111134.8131 Information Technology Cont'l		2,637	4,617	5,376	14,743	21,5	00	22,69	2
0111134.8160 City Solicitor & Deputy	2	78,097	312,578	366,171	299,905	325,0	00	337,00	0
0111134.8161 Lobbyist		5,500	39,587	53,200	53,200	53,2	00	54,00	0
0111134.8162 Legal/Consulting Services	4	95,055	379,169	293,877	156,238	250,0	00	250,00	0
0111134.8163 Codification of Ordinance		12,194	12,778	9,098	10,402	8,0	00	8,00	0
0111134.8210 Election Expenses		3,230	4,700	3,833	4,576	25,0	00	15,00	0
0111134.8220 Community Groups		47,098	63,956	62,073	55,037	-		-	
0111134.8312 Fleet & Facilities Services		-	-	-	26,901	42,5	67	48,68	8
0111134.8550 Misc. Contracted Svc.		55,290	4,413	8,271	15,946	26,4	00	8,50	0
0111134.8741 Special Council Events		6,500	6,181	 6,791	 7,506	7,5	00_	10,00	0
TOTAL CONTRACTUAL SERVICES	\$ 1,0	51,450	\$ 923,112	\$ 908,932	\$ 752,328	\$ 790,5	93	\$ 786,80	15

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL		B BUDGET AMENDED	2019 BUDGET
0111135.9020 Mileage & Small Bus. Exp.	\$ 968	\$ 1,312	\$ 1,490	\$ 1,757	\$	3,000	\$ 3,000
0111135.9040 Dues & Professional Organizations	7,163	9,721	19,015	-		-	-
0111135.9060 Depreciation Expense	11,825	10,466	10,466	10,466		10,500	7,293
0111135.9070 Training & Continuing Educ/Conf	-	1,000	355	25,967		30,000	30,000
0111135.9099 Contingencies	 3,637	-	 -	-			-
TOTAL OTHER CHARGES	\$ 23,593	\$ 22,499	\$ 31,326	\$ 38,190	\$	43,500	\$ 40,293
INTER-DEPARTMENTAL CHARGES	2014	2015	2016	2017	2018	8 BUDGET	2019
INTER DEL ARTIVERTAL CHARGES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS A	AMENDED	BUDGET
Billings and Accounting	\$ 23,220	\$ 24,620	\$ 25,342	\$ 22,868	\$	25,756	\$ 27,881
Building and Grounds	15,741	7,033	24,147	-		-	-
Electricity Used	36,987	36,778	10,677	30,870		9,341	9,341
Information Technology	15,674	25,350	37,913	70,400		79,528	86,412
Mailroom and Postage	-	-	-	-		989	1,176
Printing and Reproduction	1,500	1,470	2,898	147		199	200
Records	-	-	-	-		(47,885)	(58,008)
Services to Utility Funds	 (138,000)	(157,907)	 (179,500)	(231,565)		(359,292)	(378,997)
TOTAL INTER-DEPARTMENTAL CHARGES	\$ (44,878)	\$ (62,656)	\$ (78,523)	\$ (107,280)	\$	(291,364)	\$ (311,995)

CITY OF NEWARK, DELAWARE JUDICIAL DEPARTMENT - ALDERMAN'S COURT ORGANIZATIONAL CHART

ALDERMAN DEPUTY ALDERMAN

- Adjudication of Misdemeanors
- Court Scheduling
- City Code Violations
- Records Management
- Parking Fine Collections
- Payments
- DELJIS

CITY OF NEWARK, DELAWARE JUDICIAL DEPARTMENT - ALDERMAN'S COURT FY2019 PROGRAM NARRATIVE

The Alderman's Court is designated as Court No. 40 and falls under the jurisdiction of the State of Delaware Chief Justice. All Traffic and Criminal Misdemeanors in and for the City of Newark are handled in the Alderman's Court. The Alderman (judge) is required to be an attorney, licensed in the State of Delaware, recommended by City Council, appointed by the Governor and confirmed by the Senate. The Alderman serves in the capacity of the Chief Alderman in the State of Delaware, as this is the largest Alderman's Court in the State. A Deputy Alderman is also appointed to serve on the bench in the absence of the Alderman.

The Alderman's Court has jurisdiction over all traffic, criminal misdemeanors and parking violations in the City limits of Newark. This also includes building and animal code violations. The Court is in session three to four times a week consisting of Monday, Wednesday and Thursday or Friday mornings. The goals of the Alderman's Court are to provide professionalism in support toward defendants, the Alderman and the City; and maintain administrative and financial reports to the City Council and State of Delaware.

This office has a staff of five, including the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. The office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware. In 2017, a total of 11,286 cases were filed in the City of Newark Alderman's Court and the Court collected \$736,005.85 in fines. In addition, the Court collected \$852,575.26 in parking fees, \$40,668.61 in civil citations, and \$76,948.56 in security fees, totaling \$1,706,198.28.

CITY OF NEWARK, DELAWARE JUDICIAL DEPARTMENT - ALDERMAN'S COURT FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

- Alderman's Court continues to make improvements to enhance customer service and increase security. Such
 measures include: installation of security cameras in the courtroom and the lobby as well as a TV monitor in
 the lobby.
- Language Link continues to provide interpreters for trials and arraignments and for translation for incoming phone calls and has assisted the Judges and officers with the court process.
- The court added 2 part-time bailiff positions in August 2017 to oversee the daily operations of court sessions, to assist customers in the lobby with questions or payments at the kiosk, and to provide security to the Court.
 Their addition has assisted court personnel with the daily operations of the office as well as providing security to court.

CITY OF NEWARK, DELAWARE JUDICIAL DEPARTMENT - ALDERMAN'S COURT FY2019 GOALS

Goals for 2019 include:

The goals of the Alderman's Court are to provide professionalism in support toward defendants, the Alderman and the City; and maintain administrative and financial reports to the City Council and State of Delaware.

- Continue to submit timely reports to the City of Newark and State of Delaware reflecting the collection of all parking, criminal and traffic revenue.
- Adjudicate most misdemeanors within 90 days of offense unless the trial calendar, City Solicitor or the attorney's schedule dictates differently.
- Continue to promote the Probation before Judgment program to offenders for their first offense.
- Hold at least 2 training sessions for staff in T2, DELJIS and the Microsoft office suite to promote increased productivity.
- Continue to work with the records management team to comply with appropriate destruction practices for records with the State of Delaware.

ALDERMAN'S COURT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL		18 BUDGET	2019 BUDGET
OPERATING EXPENSES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS	AIVILINDED	DODGET
Personnel Services	\$ 370,881	\$ 358,589	\$ 370,780	\$ 377,066	\$	424,417	\$ 401,509
Materials and Supplies	4,747	3,034	4,717	15,869		10,900	10,900
Contractual Services	22,364	48,633	69,008	58,097		62,433	61,411
Other Charges	224	1,722	1,021	723		1,900	1,878
Subtotal	\$ 398,216	\$ 411,978	\$ 445,526	\$ 451,755	\$	499,650	\$ 475,698
Inter-Departmental Charges	30,110	32,771	46,761	53,090		51,959	58,522
TOTAL OPERATING EXPENSES	\$ 428,326	\$ 444,749	\$ 492,287	\$ 504,845	\$	551,609	\$ 534,220
TOTAL OPERATING EXPENSES	\$ 428,326	\$ 444,749	\$ 492,287	\$ 504,845	\$	551,609	\$ 534

JUDICIAL DEPARTMENT WAGE AND SALARY BUDGET - 2019 ALDERMAN'S COURT

Title	Union Affiliation	Grade	2018 # of Positions		2018 Approved			2019 Requested		\$ D	ifference	% Change
FULL TIME POSITIONS												
Clerk of the Court	MGMT	17	1.0	\$	57,983	1.0	\$	60,065	0.0	\$	2,082	3.6%
Customer Service Clerk II	CWA F/T	11	1.0	۶ \$	56,587	1.0	ڊ \$	56,735	0.0	۶ \$	148	0.3%
Administration Professional I	CWAT/T	10	1.0	۶ \$	30,367	1.0	ب \$	46,549	1.0	۶ \$	46,549	#DIV/0!
Customer Service Clerk I	CWAT/T	10	1.0	۶ \$	- 52,444	1.0	ڊ \$	40,343	(1.0)	۶ \$	(52,444)	-100.0%
Total Full-Time Positions	CWAT/T	10	3.0	\$	167,014	3.0	ب \$	163,349	0.0	\$	(3,665)	-100.0% -2.2%
Total Fall Fillie Fositions			3.0	Y	107,014	3.0	Ą	103,343	0.0	7	(3,003)	-2.2/0
PART-TIME FUNDING												
Alderman	E & A			\$	39,285		\$	39,285		\$	_	0.0%
Deputy Alderman	E & A			Ś	21,620		\$	21,620		\$	_	0.0%
Bailiff	CWA P/T			Ś	43,566		\$	46,654		Ś	3,088	7.1%
Clerk Typist	CWA P/T			Ś	42,467		\$	-		\$	(42,467)	-100.0%
Secretary	CWA P/T			\$	-		\$	40,603		\$	40,603	#DIV/0!
Total Part-Time Funding				\$	146,938		\$	148,162		\$	(39,379)	-26.8%
G				•	.,		•	-, -		•	(,,	
OTHER												
Service Award				\$	1,699		\$	424		\$	(1,275)	-75.0%
Sick Pay				\$	1,179		\$	-		\$	(1,179)	-100.0%
Overtime				\$	1,000		\$	1,000		\$	-	0.0%
Total Other				\$	3,878		\$	1,424		\$	(2,454)	-63.3%
					,							
Total All			3.0	\$	317,830	3.0	\$	312,935	0.0	\$	(45,498)	-14%

PERSONNEL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	201 BUD	
	ACTORE	ACTUAL	ACTOAL	ACTORE	AS AIVIENDED	000	OLI
0111152.6020 Supervisory	\$ 65,793	\$ 66,765	\$ 65,128	\$ 55,508	\$ 57,983	\$ 60,0	ე65
0111152.6060 Customer Service	125,615	125,828	136,185	147,727	151,498	143,8	887
0111152.6410 Alderman	53,265	56,342	56,342	59,581	60,905	60,9	905
0111152.6420 Bailiffs	-	-	-	14,793	43,566	46,6	654
0111152.6580 Service Award	4,798	4,584	3,645	1,948	1,699	4	424
0111152.6590 Sick Pay	1,518	1,981	2,644	987	1,179		-
0111152.6615 Interns	2,502	225	-	-	-		-
0111152.6620 Overtime	199	377	931	19	1,000	1,0	000
0111152.6920 Unemployment Comp. Ins.	3,301	2,630	2,690	2,537	2,205	1,8	848
0111152.6930 Social Security Taxes	19,035	19,247	19,950	21,276	24,425	23,8	873
0111152.6940 City Pension Plan	41,246	36,539	40,178	23,902	30,548	17,4	450
0111152.6941 Defined Contribution 401a Plan	-	-	508	3,330	3,532	7,0	095
0111152.6950 Term Life Insurance	782	748	706	774	823	7	793
0111152.6960 Group Hospitalization Ins.	35,025	35,064	33,863	31,620	32,889	28,3	120
0111152.6961 Long-Term Disability Ins.	311	300	282	294	369	2	298
0111152.6962 Dental Insurance	2,142	2,845	2,639	2,390	2,391	1,8	859
0111152.6963 Flexible Spending Account	-	126	121	63	78		-
0111152.6965 Post-Employment Benefits	14,949	4,846	4,586	8,804	7,356	3,8	880
0111152.6966 Retirement Health Savings Acct	-	-	206	1,359	1,380	2,8	800
0111152.6967 Emergency Room Reimbursements	400	-	-	-	435	4	435
0111152.6968 Vision Insurance Premiums	 -	 142	 176	 154	156	:	123
TOTAL PERSONNEL SERVICES	\$ 370,881	\$ 358,589	\$ 370,780	\$ 377,066	\$ 424,417	\$ 401,	509

MATERIALS AND SUPPLIES	2014 ACTUAL		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111153.7040 Ammunition	\$ -	\$	-	\$ -	\$ 7,431	\$ 400	\$ 400
0111153.7130 Tools/Small Equipment	-		18	-	727	-	-
0111153.7131 Information Technolgy Supplies	-		-	-	2,400	-	5,000
0111153.7140 Uniforms	-		-	-	2,807	-	-
0111153.7150 Office Supplies	4,491		2,251	4,332	2,485	10,000	5,000
0111153.7160 Books, Periodicals, Etc.	203		527	170	19	500	500
0111153.7550 Miscellaneous Supplies	53	. ——	238	 215	 		-
TOTAL MATERIALS AND SUPPLIES	\$ 4,747	\$	3,034	\$ 4,717	\$ 15,869	\$ 10,900	\$ 10,900
CONTRACTUAL SERVICES	2014		2015	2016	2017	2018 BUDGET	2019
CONTRACTORESERVICES	ACTUAL		ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
0111154.8030 Casualty Insurance	\$ 2,247	\$	2,044	\$ 1,995	\$ 2,083	\$ 1,946	\$ 1,950
0111154.8033 Insurance - Broker	-		-	-	143	176	180
0111154.8040 Merchant Fees and Discounts	11,720		11,569	15,765	20,889	20,000	20,000
0111154.8050 Phone/Communications	373		3,903	142	153	180	-
0111154.8131 Information Technology Cont'l	-		21,646	42,053	19,112	24,479	24,077
0111154.8162 Legal/Consulting Services	240		-	-	-	1,000	-
0111154.8312 Fleet & Facilities Services	-		-	-	8,628	13,652	14,454
0111154.8550 Misc. Contracted Svc.	 7,784		9,471	 9,053	 7,089	1,000	750
TOTAL CONTRACTUAL SERVICES	\$ 22,364	\$	48,633	\$ 69,008	\$ 58,097	\$ 62,433	\$ 61,411

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111155.9020 Mileage 0111155.9060 Depreciation Expense 0111155.9070 Training & Continuing Educ/Conf	\$ 106 - 118	\$ 109 1,613 -	\$ - 1,021 -	\$ - 678 45	\$ - 700 1,200	\$ - 678 1,200
TOTAL OTHER CHARGES	\$ 224	\$ 1,722	\$ 1,021	\$ 723	\$ 1,900	\$ 1,878
INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting Building and Grounds Electrcity Used Information Technology Mailroom and Postage Printing and Reproduction Records	\$ 10,111 5,134 5,295 8,549 - 1,021	\$ 10,751 2,294 4,898 13,827 - 1,001	\$ 11,041 7,876 5,192 20,679 - 1,973	\$ 10,875 - 4,207 37,908 - 100 -	\$ 9,271 - 4,040 31,124 355 136 7,033	\$ 10,032 - 4,040 33,947 420 136 9,947
TOTAL INTER-DEPARTMENTAL CHARGES	\$ 30,110	\$ 32,771	\$ 46,761	\$ 53,090	\$ 51,959	\$ 58,522



CITY OF NEWARK, DELAWARE FINANCE DEPARTMENT ORGANIZATIONAL CHART



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.

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 Citylimits, 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 19^h, 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 - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMILIADED	DODGET
Personnel Services	\$ 1,207,401	\$ 1,212,212	\$ 1,264,662	\$ 1,377,380	\$ 1,461,268	\$ 1,633,242
Materials and Supplies	112,560	147,252	132,151	144,657	171,500	32,000
Contractual Services	238,606	242,028	232,305	197,343	226,596	200,217
Other Charges	106,550	109,236	106,426	286,078	155,580	140,526
Subtotal	\$ 1,665,117	\$ 1,710,728	\$ 1,735,544	\$ 2,005,458	\$ 2,014,944	\$ 2,005,985
Inter-Departmental Charges	 (1,385,077)	(1,467,768)	(1,475,967)	(1,703,370)	(1,729,164)	(1,719,707)
TOTAL OPERATING EXPENSES	\$ 280,040	\$ 242,960	\$ 259,577	\$ 302,088	\$ 285,780	\$ 286,278

FINANCE DEPARTMENT WAGE AND SALARY BUDGET - 2019

Title	Union	Grade	2018 # of		2018	2019 # of		2019	Position	ćn	.:	%
Title	Affiliation	Grade	Positions		Approved	Positions		Requested	Difference	\$ D	oifference	Change
FULL TIME POSITIONS												
Director of Finance	MGMT	33	1.0	\$	124,337	1.0	\$	131,908	0.0	\$	7 571	6.1%
	MGMT	33 29	1.0		•	1.0	\$ \$	103,650	0.0		7,571	22.2%
Deputy Director of Finance	MGMT	29	1.0	\$ \$	84,814	1.0	۶ \$	76,410	0.0	\$ \$	18,836 3,146	4.3%
Payments & Utility Billing Manager Accountant II	CWA F/T		_	\$ \$	73,264		\$ \$	•			•	
PUB System Support Analyst	CWA F/T	18 18	2.0	•	149,301	2.0		154,722	0.0	\$	5,421	3.6%
Financial Analyst	CWA F/T	18 14	1.0 1.0	\$ \$	61,323	1.0	\$ \$	64,477 53,859	0.0 0.0	\$ \$	3,154 2,638	5.1% 5.2%
Finance Assistant	CWA F/T	13	1.0	\$ \$	51,221 61,739	1.0 1.0	\$ \$	65,119	0.0	\$ \$	3,380	5.2%
Utility Billing Technician	CWA F/T	13	1.0	۶ \$	61,148	1.0	۶ \$	64,519	0.0	۶ \$	3,371	5.5%
Customer Service Clerk II	CWA F/T	11	1.0	\$ \$	56,586	1.0	۶ \$	59,705	0.0	۶ \$	3,371	5.5%
Customer Service Clerk I	CWA F/T	10	3.0	\$ \$	146,514	3.0	۶ \$	158,469	0.0	۶ \$	3,119 11,955	8.2%
Total Full-Time Positions	CWAF/I	10	13.0	۶ \$	870,247	13.0	\$ \$	932,838	0.0	۶ \$	62,591	7.2%
Total Full-Time Positions			13.0	Þ	870,247	13.0	Þ	932,838	0.0	Þ	62,591	7.2%
PART-TIME FUNDING												
Finance Assistant	CWA P/T			\$	30,652		\$	32,229		\$	1,577	5.1%
Customer Service Clerk I P/T	CWA P/T			\$	-		\$	26,100		\$	26,100	#DIV/0!
Meter Reader P/T	CWA P/T			\$	_		\$	19,365		\$	19,365	#DIV/0!
Equipment Technician/Mailroom Aide	CWA P/T			\$	23,408		\$	-		\$	(23,408)	-100.0%
Total Part-Time Funding				\$	54,060		\$	77,694		\$	23,634	43.7%
OTHER												
Service Award				\$	8,627		\$	12,998		\$	4,371	50.7%
Sick Pay				\$	6,937		\$	7,732		\$	795	11.5%
Overtime				\$	7,500		\$	12,500		\$	5,000	66.7%
Uniform Allowance				\$	180		\$	-		\$	(180)	-100.0%
Device Reimbursements				\$	-		\$	2,400		\$	2,400	#DIV/0!
Total Other				\$	23,244		\$	35,630		\$	12,386	53.3%
Total All			13.0	\$	947,551	13.0	\$	1,046,162	0.0	\$	98,611	10%

PERSONNEL SERVICES		2014		2015		2016		2017	201	8 BUDGET		2019
FERSONNEL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS A	AMENDED		BUDGET
0111102.6020 Supervisory	\$	193,492	\$	193,625	\$	217,457	\$	204,209	\$	209,151	\$	235,558
0111102.6040 Accounting	7	181,645	*	194,068	*	223,248	7	267,078	7	262,261	7	273,700
0111102.6050 Information Technology		-		-		26,116		57,841		61,323		64,477
0111102.6060 Customer Service		301,137		319,093		338,795		333,804		337,512		359,103
0111102.6270 Meter Readers		6,156		, -		, -		, -		, <u>-</u>		´-
0111102.6580 Service Award		5,147		7,527		9,882		8,874		8,627		12,998
0111102.6590 Sick Pay		5,279		5,282		6,281		6,956		6,937		7,732
0111102.6600 Part-Time		34,315		51,056		22,350		11,552		30,652		77,694
0111102.6620 Overtime		17,594		19,681		6,004		3,461		7,500		12,500
0111102.6880 Uniform Allowance		135		150		180		120		180		-
0111102.6885 Device Reimbursement		-		-		-		-		-		2,400
0111102.6920 Unemployment Comp. Ins.		6,747		6,338		5,586		4,775		4,725		3,958
0111102.6930 Social Security Taxes		53,911		57,820		62,797		65,939		68,991		74,178
0111102.6940 City Pension Plan		155,777		124,711		103,592		114,739		145,076		166,190
0111102.6941 Defined Contribution 401(a) Plan		8,336		10,898		18,417		24,055		26,833		27,936
0111102.6950 Term Life Insurance		3,123		3,061		2,820		3,688		3,959		4,025
0111102.6960 Group Hospitalization Ins.		162,145		182,615		180,291		206,801		227,075		249,309
0111102.6961 Long-Term Disability Ins.		1,195		907		1,194		1,454		1,857		1,599
0111102.6962 Dental Insurance		10,990		12,335		11,727		13,041		13,747		12,680
0111102.6963 Flexible Spending Account		-		365		242		420		390		629
0111102.6964 Health Savings Account		1,125		1,500		1,500		-		-		-
0111102.6965 Post-Employment Benefits		55,903		18,162		20,893		40,848		34,935		36,940
0111102.6966 Retirement Health Savings Account		1,249		2,182		4,275		6,221		6,900		7,000
0111102.6967 Emergency Room Reimbursements		2,000		400		400		800		1,885		1,884
0111102.6968 Vision Insurance Premiums		-		436		615		704		752		752
TOTAL DEDCOMMEN CERVICES		4 207 404		4 242 242		4 264 662		4 277 200		1 464 260		4 622 242
TOTAL PERSONNEL SERVICES	<u> </u>	1,207,401	\$	1,212,212	<u>\$</u>	1,264,662	<u>\$</u>	1,377,380	\$	1,461,268	<u>\$</u>	1,633,242

MATERIALS AND SUPPLIES		2014		2015		2016		2017	2018 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	BU	UDGET
0111103.7110 Safety Shoes & Supplies	\$	90	\$	100	\$	-	\$	-	\$ -	\$	-
0111103.7130 Tools,Field Sup.,Small Equip.		1,488		1,183		6,817		254	-		-
0111103.7131 Information Technology Supplies		803		3,003		1,284		2,087	-		-
0111103.7150 Office Supplies		5,855		5,320		3,741		4,675	10,000	1	10,000
0111103.7160 Books, Periodicals, Etc.		38		6		-		-	-		-
0111103.7170 Postage		79,494		115,535		99,200		113,419	132,500		-
0111103.7180 Billing & Collec. Supplies		16,826		17,315		17,867		18,439	22,000	2	22,000
0111103.7200 Copying Supplies		7,647		4,653		3,020		5,174	7,000		-
0111103.7550 Miscellaneous Supplies		319		137		222		609			-
TOTAL MATERIALS AND SUPPLIES	ć	112,560	\$	147,252	ć	132,151	ć	144,657	\$ 171,500	¢ 2	32,000
TOTAL MATERIALS AND SOFFLIES	,	112,300	-	147,232	-	132,131	-	144,037	3 171,300	, ,	2,000
ACAMED A CENTRAL CERTIFICATION		2014		2015		2016		2017	2018 BUDGET	2	2019
CONTRACTUAL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	Вι	UDGET
0111104.8020 Advertising	\$	_	\$	175	\$	332	\$	430	\$ -	\$	_
0111104.8030 Casualty Insurance	,	13,105	•	9,067	•	7,565	•	6,496	5,829		5,830
0111104.8032 Insurance - Auto		, -		, -		, -		535	1,087		1,090
0111104.8033 Insurance - Broker		-		-		-		476	660		660
0111104.8040 Merchant Fees and Discounts		12,134		9,437		10,358		12,630	12,000	1	12,000
04444040000 BL /0 L //						2 4 6 2		2 7 5 7	2 000		1,000
U111104.8050 Phone/Communications		3,656		2,319		2,163		2,757	2,800		1,000
· ·		3,656 7,362		2,319 -		2,163 -		2,/5/ -	2,800 -		-
0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l		•		2,319 - 118,422		2,163 - 132,043		2,757 - 54,964	2,800 - 59,022	4	- 13,324
0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l 0111104.8170 Auditing Fees		7,362		- 118,422 62,705		- 132,043 65,005		54,964 59,500	59,022 60,000	4	-
0111104.8050 Phone/Communications 0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l 0111104.8170 Auditing Fees 0111104.8300 Mach. & Equip. Maintenance		7,362 107,529		118,422		132,043		- 54,964	59,022 60,000 7,000	4 6	- 13,324 50,000 -
0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l 0111104.8170 Auditing Fees 0111104.8300 Mach. & Equip. Maintenance 0111104.8312 Fleet & Facilities Services		7,362 107,529 59,900 65		118,422 62,705 7,849		- 132,043 65,005		54,964 59,500	59,022 60,000 7,000 38,398	4 6 4	- 13,324 50,000 - 12,813
0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l 0111104.8170 Auditing Fees 0111104.8300 Mach. & Equip. Maintenance	·	7,362 107,529 59,900		- 118,422 62,705		- 132,043 65,005		54,964 59,500 9,653	59,022 60,000 7,000	4 6 4	- 13,324 50,000 -
0111104.8130 Bldg. & Equip. Rental 0111104.8131 Information Technology Cont'l 0111104.8170 Auditing Fees 0111104.8300 Mach. & Equip. Maintenance 0111104.8312 Fleet & Facilities Services		7,362 107,529 59,900 65		118,422 62,705 7,849		132,043 65,005 5,819		54,964 59,500 9,653 26,467	59,022 60,000 7,000 38,398	4 6 4 3	- 13,324 50,000 - 12,813

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		18 BUDGET AMENDED		2019 BUDGET
0444405 0040 D. I.D. I.I.	_		_		<u>.</u>		_			AMENDED	_	DODGET
0111105.9010 Bad Debts	\$	939	\$	792	\$	-	\$	130,271	\$	-	\$	-
0111105.9020 Mileage & Small Bus. Exp.		633		530		835		1,005		600		750
0111105.9040 Dues & Professional Organizations		2,796		9,941		2,279		122 457		121 400		116 276
0111105.9060 Depreciation Expense 0111105.9070 Training & Continuing Educ/Conf		100,796 1,386		97,498 475		102,090		133,457		131,480 23,500		116,276 23,500
OTTTIOS.3070 Training & Continuing Educ/Com		1,360		4/3		1,222		21,345		23,300		23,300
TOTAL OTHER CHARGES	\$	106,550	\$	109,236	\$	106,426	\$	286,078	\$	155,580	\$	140,526
INTER-DEPARTMENTAL CHARGES		2014		2015		2016		2017		18 BUDGET		2019
ITER-DEPARTMENTAL CHARGES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	AMENDED		BUDGET
Accounting	\$	(496,033)	\$	(526,413)	ς	(541,471)	\$	(506,611)	\$	(501,287)	\$	(542,613)
Buildings and Grounds	7	16,245	7	7,259	Y	24,919	Y	(300,011)	Y	(301,207)	7	(342,013)
Electricity Used		16,226		15,011		15,911		11,152		10,707		10,707
Information Technology		17,098		27,652		41,363		75,807		84,891		92,586
Mailroom and Postage		-		-		-		-		(19,254)		1,384
Printing and Reproduction		(2,630)		(806)		6,671		(4,681)		(6,333)		[´] 667
Records		-		-		-		-		1,877		1,974
Utility Billing		(938,960)		(993,442)		(1,024,056)		(1,279,037)		(1,299,765)		(1,284,412)
Vehicles and Equipment		2,977		2,971		696		-		-		-
TOTAL INTER-DEPARTMENTAL CHARGES	\$	(1,385,077)	\$	(1,467,768)	\$	(1,475,967)	\$	(1,703,370)	\$	(1,729,164)	\$	(1,719,707)

		2015		2016		2017		18 BUDGET		2019
ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	SAMENDED		BUDGET
\$ -	\$	719,910	\$	920,987	\$	1,206,088	\$	1,045,198	\$	1,037,376
-		80,418		56,765		45,807		53,500		92,500
-		512,167		521,114		372,480		518,934		542,063
-		27,687		63,717		83,389		170,700		90,290
\$ -	\$	1,340,182	\$	1,562,583	\$	1,707,764	\$	1,788,332	\$	1,762,229
-		(1,340,182)		(1,562,583)		(1,707,764)		(1,784,890)		(1,762,229)
\$ 	\$		\$		\$		\$	3,442	\$	
\$ \$	\$ - - - - \$ -	\$ - \$ - - - \$ - \$	\$ - \$ 719,910 - 80,418 - 512,167 - 27,687 \$ - \$ 1,340,182 - (1,340,182)	\$ - \$ 719,910 \$ - 80,418 - 512,167 - 27,687 \$ - \$ 1,340,182 \$ - (1,340,182)	\$ - \$ 719,910 \$ 920,987 - 80,418 56,765 - 512,167 521,114 - 27,687 63,717 \$ - \$ 1,340,182 \$ 1,562,583 - (1,340,182) (1,562,583)	\$ - \$ 719,910 \$ 920,987 \$ - 80,418 56,765 - 512,167 521,114 - 27,687 63,717 \$ - \$ 1,340,182 \$ 1,562,583 \$ - (1,340,182) (1,562,583)	\$ - \$ 719,910 \$ 920,987 \$ 1,206,088 - 80,418 56,765 45,807 - 512,167 521,114 372,480 - 27,687 63,717 83,389 \$ - \$ 1,340,182 \$ 1,562,583 \$ 1,707,764 - (1,340,182) (1,562,583) (1,707,764)	\$ - \$ 719,910 \$ 920,987 \$ 1,206,088 \$ - 80,418 56,765 45,807 - 512,167 521,114 372,480 - 27,687 63,717 83,389 \$ \$ - \$ 1,340,182 \$ 1,562,583 \$ 1,707,764 \$ - (1,340,182) (1,562,583) (1,707,764)	\$ - \$ 719,910 \$ 920,987 \$ 1,206,088 \$ 1,045,198 - 80,418 56,765 45,807 53,500 - 512,167 521,114 372,480 518,934 - 27,687 63,717 83,389 170,700 \$ - \$ 1,340,182 \$ 1,562,583 \$ 1,707,764 \$ 1,788,332 - (1,340,182) (1,562,583) (1,707,764) (1,784,890)	\$ - \$ 719,910 \$ 920,987 \$ 1,206,088 \$ 1,045,198 \$ - 80,418 56,765 45,807 53,500 - 512,167 521,114 372,480 518,934 - 27,687 63,717 83,389 170,700 \$ - \$ 1,340,182 \$ 1,562,583 \$ 1,707,764 \$ 1,788,332 \$ - (1,340,182) (1,562,583) (1,707,764) (1,784,890)

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	30	1.0	\$	104,280	1.0	\$ 90,000	0.0	\$	(14,280)	-13.7%
Assistant IT Manager	MGMT	23	1.0	\$	77,787	1.0	\$ 80,579	0.0	\$	2,792	3.6%
IT Network Admin III *	CWA F/T	23	1.0	\$	89,308	1.0	\$ 93,825	0.0	\$	4,517	5.1%
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	#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)	-3.8%

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

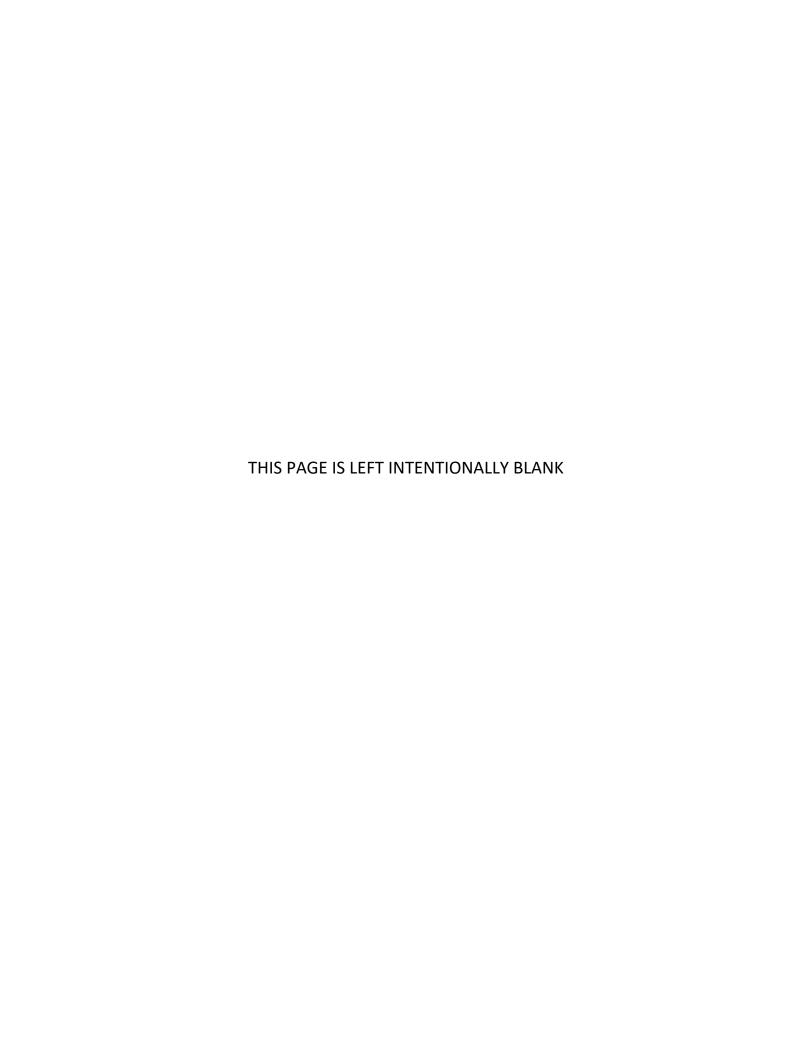
^{**}Please note that the Records Team was transferred from under the Information Technology Division to the Legislative Department in 2018.

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

PERSONNEL SERVICES		2014		2015		2016	2017	2018 BUDGET	2019
		ACTUAL		ACTUAL		ACTUAL	ACTUAL	AS AMENDED	BUDGET
0111162.6020 Supervisory	\$	-	\$	112,661	\$	175,933	\$ 183,526	\$ 182,067	\$ 170,579
0111162.6050 Information Technology		-	•	337,872	·	384,778	598,626	489,252	453,019
0111162.6080 Clerical		-		, -		, -	27,429	, -	´-
0111162.6580 Service Award		-		4,548		5,197	9,092	9,500	7,191
0111162.6590 Sick Pay		-		1,147		572	1,567	3,829	3,001
0111162.6615 Interns		-		13,197		37,344	1,456	· -	20,000
0111162.6620 Overtime		-		12,391		11,923	9,232	12,000	12,000
0111162.6880 Uniform Allowance		-		-		-	545	-	-
0111162.6885 Device Reimbursement		-		-		-	-	-	4,200
0111162.6920 Unemployment Comp. Ins.		-		2,777		3,791	4,733	2,835	2,114
0111162.6930 Social Security Taxes		-		35,216		45,303	61,617	53,979	48,022
0111162.6940 City Pension Plan		-		75,588		83,148	81,887	87,176	77,260
0111162.6941 Defined Contribution 401(a) Plan		-		8,637		15,184	27,424	27,089	27,934
0111162.6950 Term Life Insurance		-		1,686		1,995	2,988	2,958	2,681
0111162.6960 Group Hospitalization Ins.		-		102,294		125,552	145,021	131,241	168,166
0111162.6961 Long-Term Disability Ins.		-		711		1,073	1,189	1,462	1,137
0111162.6962 Dental Insurance		-		7,510		8,399	9,862	9,022	8,145
0111162.6963 Flexible Spending Account		-		126		126	163	156	316
0111162.6964 Health Savings Account		-		1,500		1,536	2,625	3,000	4,500
0111162.6965 Post-Employment Benefits		-		-		14,778	28,482	20,992	17,170
0111162.6966 Retirement Health Savings Account		-		1,776		3,966	7,736	6,900	7,000
0111162.6967 Emergency Room Reimbursements		-		-		-	400	1,305	1,161
0111162.6968 Vision Insurance Premiums		-		273		389	 488	435	1,780
TOTAL PERSONNEL SERVICES	\$	-	\$	719,910	\$	920,987	\$ 1,206,088	\$ 1,045,198	\$ 1,037,376
	-			-					

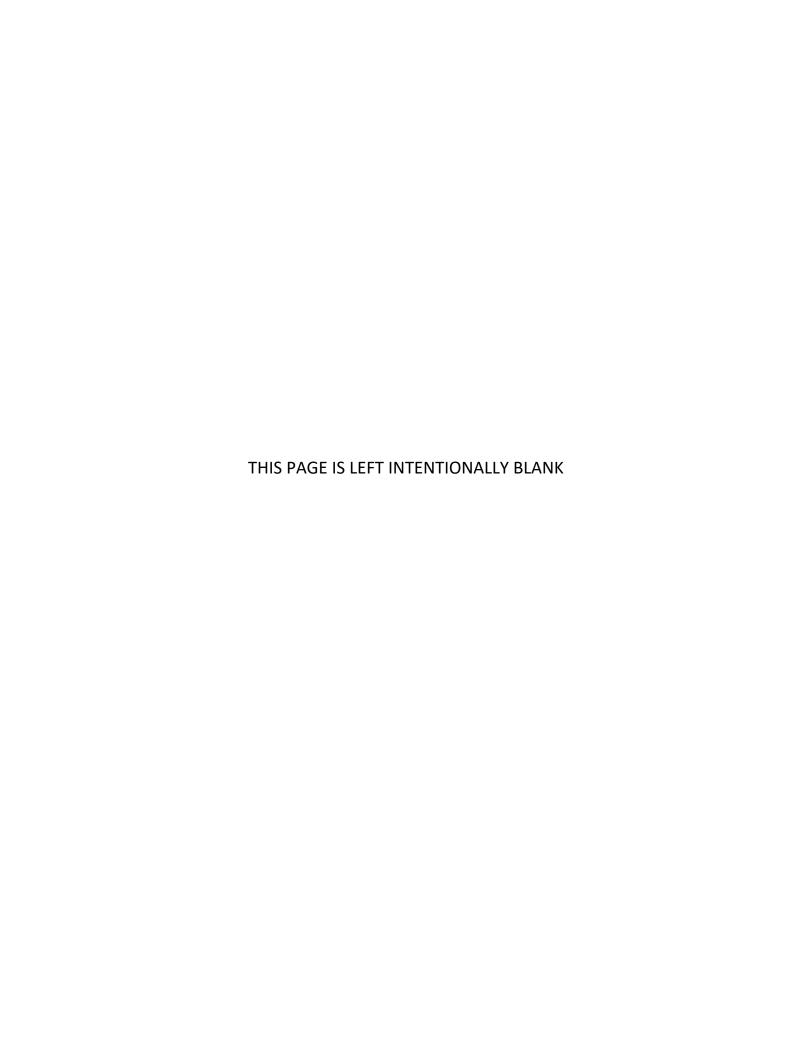
MATERIALS AND SUPPLIES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111163.7130 Tools,Field Sup.,Small Equip.	\$ -	\$ 73,700	\$ 32,605	\$ - ,	\$ 39,000	\$ 78,000
0111163.7136 Software	-	4,410	17,229	8,668	5,000	5,000
0111163.7150 Office Supplies	-	2,030	5,621	6,843	7,500	7,500
0111163.7550 Miscellaneous Supplies		 278	 1,310	 671	2,000	2,000
TOTAL MATERIALS AND SUPPLIES	\$ -	\$ 80,418	\$ 56,765	\$ 45,807	\$ 53,500	\$ 92,500
CONTRACTUAL SERVICES	2014	2015	2016	2017	2018 BUDGET	2019
CONTRACTOAL SERVICES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
0111164.8020 Advertising	\$ -	\$ -	\$ -	\$ 720	\$ -	\$ -
0111164.8030 Casualty Insurance	-	2,499	3,004	3,503	2,823	2,825
0111164.8033 Insurance - Broker	-	-	-	238	309	310
0111164.8050 Phone/Communications	-	5,657	6,463	5,219	5,400	2,424
0111164.8130 Bldg. & Equip. Rental	-	99	50	-	2,000	2,000
0111164.8136 Subscription Services (Software or SAAS)	-	379,994	366,848	190,401	252,916	260,898
0111164.8137 Leased Equipment (Contractual)	-	93,343	116,892	77,270	162,634	151,155
0111164.8300 Mach. & Equip. Maintenance	-	3,401	8,045	-	-	-
0111164.8312 Fleet & Facilities Services	-	-	-	13,178	20,852	18,451
0111164.8550 Misc. Contracted Svc.		27,174	19,812	81,951	72,000	104,000
TOTAL CONTRACTUAL SERVICES	\$ -	\$ 512,167	\$ 521,114	\$ 372,480	\$ 518,934	\$ 542,063

2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET AS AMENDED		2019 BUDGET
\$ -	\$	-	\$	398	\$	233	\$ -	\$	-
-		21,381		5,673		299	6,000		-
-				·		-	-		-
-		2,049		·					62,290
 -			_	6,003		34,736	28,100		28,000
\$ -	\$	27,687	\$	63,717	\$	83,389	\$ 170,700	\$	90,290
2014		2015		2016		2017 ACTUAL			2019 BUDGET
ACTUAL									
\$ -	Ş		Ş		Ş	23,424	\$ 22,937	\$	24,832
-				•		- 6 126	- E 1E7		- E 1E7
_						· · · · · · · · · · · · · · · · · · ·			5,157 (1,792,428)
_		(1,320,842)		(1,493,677)		(1,737,703)			(1,732,428)
_		_		_		_			_
 -		(44,301)		(95,623)		155	210		210
			\$		\$			\$	(1,762,229)
\$ \$	\$ - - - - - \$ - \$ - 2014 ACTUAL	\$ - \$	\$ - \$ 27,687 2014 2015 ACTUAL \$ - \$ 27,687 - \$ 27,687 - \$ 20,937 - 1,284 - 2,740 - (1,320,842)	\$ - \$ 27,687 \$ 2014 2015 ACTUAL \$ - \$ 27,687 \$ 2014 2015 ACTUAL \$ - \$ 20,937 \$ - 1,284 - 2,740 - (1,320,842)	ACTUAL ACTUAL ACTUAL \$	ACTUAL ACTUAL ACTUAL	ACTUAL ACTUAL ACTUAL ACTUAL \$ - \$ - \$ 398 \$ 233 - 21,381 5,673 299 - 4,257 16,478 - 16,478 - 2,049 35,165 48,121 - 2,049 35,165 48,121 - 6,003 34,736 \$ - \$ 27,687 \$ 63,717 \$ 83,389 2014 2015 2016 2017 ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL \$ - \$ 20,937 \$ 21,606 \$ 23,424 - 1,284 4,406 - 1,284 4,406 - 2,740 2,905 6,426 - (1,320,842) (1,495,877) (1,737,769)	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ - \$ - \$ 398 \$ 233 \$ - 21,381 5,673 299 6,000 299 6,000 6,000 6,000 6,000 6,000 6,000 6,000 6,000 136,600 6,000 136,600 6,000 34,736 28,100 28,100 28,100 2016 2017 2018 BUDGET ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED 34,736 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 22,937 21,606 23,424 23,424	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ - \$ - \$ - \$ 398 \$ 233 \$ - \$ - 21,381 5,673 299 6,000 - 44,257 16,478 20,449 35,165 48,121 136,600 6,003 34,736 28,100 - 4,257 6,003 34,736 28,100 - 4,257 6,003 34,736 28,100 \$ - \$ 27,687 \$ 63,717 \$ 83,389 \$ 170,700 \$ \$ 170,700 \$ \$ - \$ 2014 ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED ACTUAL ACTUAL ACTUAL AS AMENDED \$ - \$ 20,937 \$ 21,606 \$ 23,424 \$ 22,937 \$ - 1,284 4,406 2,740 2,905 6,426 5,157 - 2,740 2,905 6,426 5,157 - 2,740 (1,320,842) (1,495,877) (1,737,769) (1,819,088) 5,000 - 5 \$ 5,000 894



DEBT SERVICE FUND

DEBT SERVICE FUND - SUMMARY		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		18 BUDGET S AMENDED		2019 BUDGET
CASH BALANCE - JANUARY 1ST	\$	46,620	\$	46,620	Ś	46,620	Ś	46,620	\$	46,620	\$	46,620
RECEIPTS		10,020	<u>+</u>	10,020	*	10,020	<u> </u>	10,020	<u> </u>	10,020	*	10,020
Transfer from Other Funds	\$	212,848	\$	222,347	\$	224,047	\$	225,647	\$	271,402	\$	271,402
Proceeds from Notes Issued	Ş	212,040	Ą	222,347	Ş	224,047	Ą	223,047	Ş	271,402	Ş	271,402
Interest on Investments		-		-		-		-		-		-
		-	_			-		-	_		_	
TOTAL RECEIPTS	\$	212,848	\$	222,347	\$	224,047	\$	225,647	\$	271,402	\$	271,402
<u>DISBURSEMENTS</u>												
Bond Issuance Costs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Lease Acquisition Costs		-		-		-		-		-		-
Interest on Issue No. 9 (GOB 2000)		-		-		-		-		-		-
Interest on GOB Series 2011		29,750		26,550		23,250		19,850		16,350		11,100
Interest on Energy Conservation Loan		3,489		4,194		3,660		3,116		2,561		2,561
Interest on Fiber Lease		-		-		-		5,452		11,004		11,004
Principal Payments												
Issue No. 8, 8A & 9		-		-		-		-		-		-
GOB Series 2011		160,000		165,000		170,000		175,000		175,000		180,000
Energy Conservation Loan		19,609		26,603		27,137		27,681		28,236		28,236
Fiber Lease		-		-		-		15,612		38,251		38,251
TOTAL DISBURSEMENTS	\$	212,848	\$	222,347	\$	224,047	\$	246,711	\$	271,402	\$	271,152
CASH BALANCE - END OF PERIOD	\$	46,620	\$	46,620	\$	46,620	\$	25,556	\$	46,620	\$	46,870
Bonds Outstanding - December 31st												
GOB Series 2011		1,055,000		890,000		720,000		1,215,000		1,040,000		860,000
		4.000.055	_				_	4.040.055	_	4 4 4 4 4 4 4 4	_	000.000
TOTAL DEBT SERVICE FUND	\$	1,055,000	\$	890,000	\$	720,000	\$	1,215,000	\$	1,040,000	\$	860,000



CAPITAL PROJECTS FUND

CAPITAL IMPROVEMENTS		2014		2015		2016		2017	20	18 BUDGET		2019
CAPITAL IIVIPROVEIVIENTS		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	AMENDED		BUDGET
3063006.9580 Consulting Fees	Ś	_	\$	_	Ś	6,176	Ś	_	\$	_	Ś	_
3063006.9620 Land & Land Improvement	•	290,878	•	290,878	7	105,790	•	9,410	т.	-	т.	_
3063006.9621 Buildings & Structures		146,337		146,337		71,219		28,982		-		-
3063006.9622 Machinery & Equipment		327,705		327,705		467,565		´-		273,661		1,431,411
3063006.9623 Autos & Trucks		, <u> </u>		-		121,744		42,560		· -		· -
3063006.9720 CIP - Storm Sewers Material		98,238		98,238		-		-		-		-
3063006.9760 CIP - Streets Material		-		-		410,686		-		-		-
TOTAL CAPITAL IMPROVEMENTS	\$	863,158	\$	863,158	\$	1,183,180	\$	80,952	\$	273,661	\$	1,431,411
COLUDATINE DEDI ACEMENT		2014		2015		2016		2017	20	18 BUDGET		2019
EQUIPMENT REPLACEMENT		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	AMENDED		BUDGET
3063026.9622 Machinery & Equipment	Ś	_	Ś	_	\$	38,288	\$	_	Ś	141,492	\$	141,492
3063026.9623 Autos & Trucks	¥	621,619	Y	679,219	Ψ	1,614,500	Ψ	_	Y	473,000	7	473,000
		<u> </u>		· · · · · · · · · · · · · · · · · · ·		· · · · · ·						
TOTAL EQUIPMENT REPLACEMENT	\$	621,619	\$	679,219	\$	1,652,788	\$	-	\$	614,492	\$	614,492

CAPITAL PROJECTS FUND

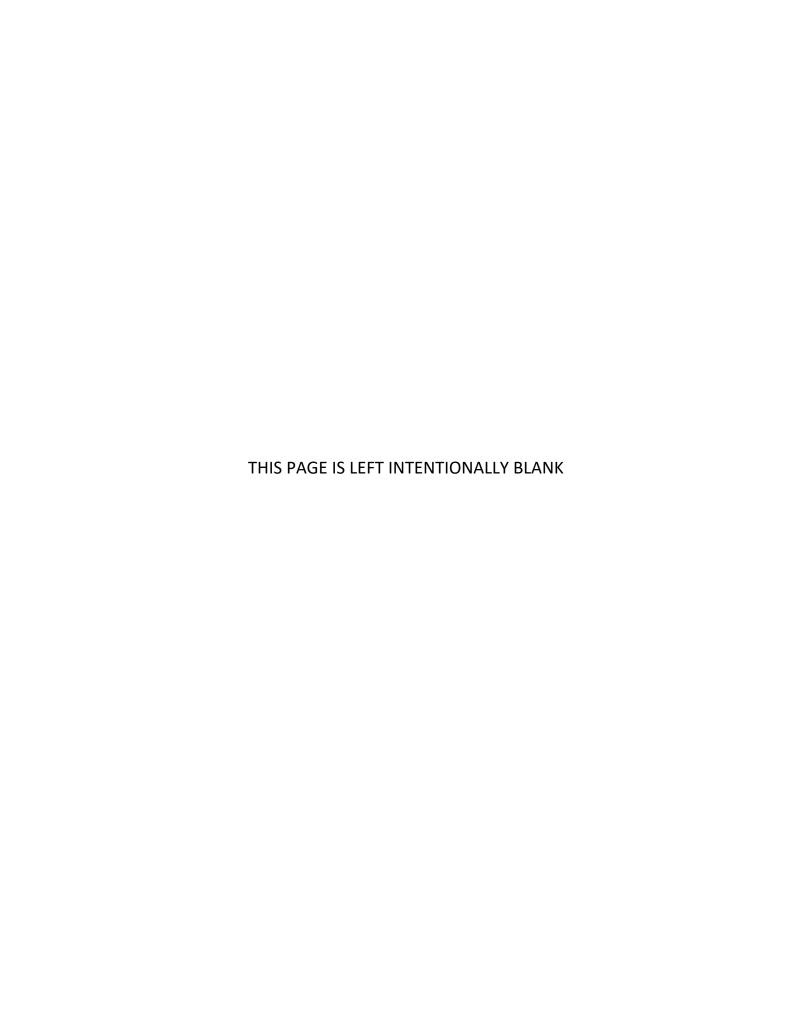
CAPITAL PROJECT NUMBER AND DESCRIPTION		URRENT SOURCES		CAPITAL ESERVES		QUIPMENT PLACEMENT		GRANT SOURCES		BOND ISSUES		OTHER NANCING
PUBLIC WORKS DEPARTMENT			_								_	
H1901 Annual Street Program	\$	858,329	\$	-	\$	-	\$	491,671	Ş	100,000	\$	150,000
H1902 ADA Handicap Ramp Transition Plan (CDBG provides the \$25,000 grant)		-		-		-		25,000		128,150		-
H1503 Transportation Plan Implementation		20,000		_		_		_		_		_
HEQSF Equipment Replacement Program		20,000		208,204		122,796		-		_		_
TEQSF Equipment Replacement Program		_		27,663		47,337		_		_		_
TOTAL	,	070 220	_					F1C C71	_	220 150	_	150.000
IOIAL	<u> </u>	878,329	\$	235,867	\$	170,133	\$	516,671	\$	228,150	<u>\$</u>	150,000
POLICE DEPARTMENT												
C1902 Mobile Video Recording Refresh	Ś	115,224	\$	_	Ś	_	\$	75,000	\$	_	\$	_
C1903 NPD Ethernet Rewiring Project	Ţ	32,000	Ţ	_	Ţ	_	Ţ	73,000	Ţ	_	Ţ	_
C1902 Body Worn Camera Project		25,658		_		_		90,000		_		_
C1601 Taser X26P Replacement		-		_		21,408		-		-		-
C1401 Ballistic Vests		-		_		14,034		-		-		-
CEQSF Equipment Replacement Program		-		50,923		189,077		-		-		-
TOTAL	Ś	172,882	\$	50,923	Ś	224,519	\$	165,000	\$	-	Ś	-
		,			<u> </u>	<u>, , , , , , , , , , , , , , , , , , , </u>		,			<u> </u>	
PARKS AND RECREATION DEPARTMENT												
I1703 Recreation Management Software	\$	58,500	\$	30,000	\$	-	\$	-	\$	-	\$	-
K1705 Preston's Playground Utility Lines		-		-		-		60,000		-		-
K1601 Bicycle/Pedestrian Bridge-Curtis Mill/Kershaw		100,000		-		-		850,000		-		300,000
K1301 Hard Surface Facility Improvements		-		-		-		-		145,000		-
K1305 Pomeroy Trail Connector		11,000		-		-		-		-		-
K1203 Old Paper Mill Park Improvements		100,000		-		-		-		-		-
K0908 Children's Play Equipment		60,000				-		-		-		-
KEQSF Equipment Replacement Program		-		59,517		173,483		-		-		-
TOTAL	\$	329,500	\$	89,517	\$	173,483	\$	910,000	\$	145,000	\$	300,000

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CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES		CAPITAL ESERVES	QUIPMENT PLACEMENT	R	GRANT ESOURCES	BOND ISSUES	OTHER NANCING
INFORMATION TECHNOLOGY DIVISION 11901 Sonicwall Firewall Replacement 11902 Tyler Technologies Contracts, Bid Module and Cash Management Module 11603 Surveillance Camera Refresh	\$	58,000 17,700 -	\$ - - -	\$ - - -	\$	- - -	\$ - - 32,500	\$
TOTAL	\$	75,700	\$ -	\$ -	\$	-	\$ 32,500	\$ -
OTHER DEPARTMENTS BEQSF Equipment Replacement Program	\$	-	\$ -,	\$ 18,814	\$	-	\$ -	\$ -
TOTAL	\$	-	\$ 6,186	\$ 18,814	\$	-	\$ -	\$ -
TOTAL CDBG/CAPITAL PROJECTS FUNDS	\$	1,456,411	\$ 382,493	\$ 586,949	\$	1,591,671	\$ 405,650	\$ 450,000



<u>COMMUNITY DEVELOPMENT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT</u>

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
	<u> </u>	ACTORE	_	ACTORE	4				
1191192.6020 Supervisory	\$	-	\$	-	\$	- \$		\$ -	\$ -
1191192.6030 Engineering/Technical		13,546		16,016		14,066	20,987	27,331	27,034
1191192.6040 Accounting		-		-		-	110	-	-
1191192.6580 Service Award		-		-		-	-	681	752
1191192.6590 Sick Pay		-		-		-	- 2.724	602	624
1191192.6610 Seasonal		5,319		5,601		4,492	3,724	-	-
1191192.6920 Unemployment Comp. Ins.		-		-		-	-	232	105
1191192.6930 Social Security Taxes		1,429		1,643		1,395	1,855	2,086	2,131
1191192.6941 Defined Contribution 401(a) Plan		969		1,045		1,060	701	1,620	-
1191192.6950 Term Life Insurance		262		252		40	146	127	131
1191192.6960 Group Hospitalization Ins.		5,762		6,779		9,464	8,830	8,578	8,888
1191192.6961 Long-Term Disability Ins.		107		104		(3)	89	57	49
1191192.6962 Dental Insurance		459		756		27	550	560	534
1191192.6963 Admin Fee - Flexible Spending Account		-		-		-	-	-	25
1191192.6964 Health Savings Account		563		-		-	-	599	598
1191192.6966 Retirement Health Savings Account		304		378		387	235	-	-
1191192.6967 Reimbursement - Emergency Room		-		-		- (2.4)	-	58	58
1191192.6968 Vision Insurance Premiums		-		-		(34)	24	25	25
1191193.7550 Miscellaneous Supplies		218		313		680	1,213	4,439	4,400
1191194.8500 Parks Maintenance		-		-		-	-	12,500	15,900
1191194.8810 CDBG - Housing		109,378		168,454		120,183	105,330	176,225	157,294
1191194.8811 CDBG - Social Services		25,978		37,355		51,284	9,031	22,800	30,000
1191194.8812 CDBG - Economic Development		14,000		-		1,950	-	-	-
1191195.9020 Mileage & Business Expense		-		55		(55)	-	-	-
1191195.9040 Dues/Conferences Expenses		190		-		-	-	-	-
1191195.9070 Training		-		-		-	25	-	-
1191196.9621 Buildings and Structures (Capital)				-		-	-	28,550	25,000
TOTAL COMMUNITY DEVELOPMENT DLOCK CRANT	¢	170 404	Ļ	220 754	Ļ	204.026 6	152.074	ć 207.070	ć 272.540
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT	<u> </u>	178,484	<u>\$</u>	238,751	<u>\$</u>	204,936	152,971	\$ 287,070	\$ 273,548

PLANNING AND DEVELOPMENT DEPARTMENT WAGE AND SALARY BUDGET - 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved		2019 Requested		\$ D	ifference	% Change
FULL TIME POSITIONS										
Planner II	CWA F/T	14	0.0	\$ 26,048	0.0	\$ 27,034	0.0	\$	986	3.8%
Total Full-Time Positions			0.0	\$ 26,048	0.0	\$ 27,034	0.0	\$	986	3.8%
Service Award				\$ 681		\$ 752		\$	71	10.4%
Sick Pay				\$ 602		\$ 624		\$	22	3.7%
Total Other				\$ 1,283		\$ 1,376		\$	93	7.2%
Total All			0.0	\$ 27,331	0.0	\$ 28,410	0.0	\$	1,079	4%

 $^{{}^{*}}$ Please be advised that the Planner II position will be partially funded through Capital in 2019.

<u>COMMUNITY DEVELOPMENT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT</u>

ESTIMATED ACTIVITY ALLOCATION (44TH PROGRAM YEAR)	43RD YEAR 7/1/17-6/30/18	44TH YEAR 7/1/18-6/30/19
Home Improvement Program	\$ 64,437	\$ 70,000
Home Buyer Incentive Program	5,000	10,000
Newark Day Nursery Day Care	22,800	22,800
Newark Energy Watch Program	15,000	- -
Senior Home Repair Program & Weatherization	27,500	40,000
Parks & Recreation Fee Assistance	1,500	1,500
Youth Beautification Corps	4,600	4,600
Program Administration	39,782	40,000
Public Works ADA Ramps	25,000	25,000
Dickey Park Programming	6,400	6,400
NHA Housing Improvements	45,000	-
Dickey Park Playground Improvements		3,550
George Wilson Center Fence		8,000
NHA Property Acquisition	-	15,536
TOTAL	\$ 257,019	\$ 247,386

LAW ENFORCEMENT FUND - LAW ENFORCEMENT GRANTS

LAW ENFORCEMENT GRANTS - SUMMARY	2014	2015	2016	2017	2018 BUDGET	2019
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
1221202.6030 Engineering/Technical	\$ 45,518	\$ -	\$ -	\$ -	\$ -	\$ -
1221202.6070 Police Officer	31,312	-	-	-	-	-
1221202.6619 Standby	-	-	423	-	-	-
1221202.6620 Overtime	63,542	87,512	96,277	123,798	145,570	131,000
1221202.6621 Shift Differential	1,352	1,684	2,121	2,557	2,242	-
1221202.6629 Reimbursable Overtime	-	-	-	216	-	-
1221202.6920 Unemployment Comp. Ins.	1,203	-	-	-	-	-
1221202.6930 Social Security Taxes	10,169	6,548	7,392	7,022	11,308	9,828
1221202.6940 City Pension Plan	12,331	-	-	-	-	-
1221202.6950 Term Life Insurance	365	-	-	-	-	-
1221202.6960 Group Hospitalization Ins.	6,706	-	-	-	-	-
1221202.6961 Long-Term Disability Ins.	145	-	-	-	-	-
1221202.6962 Dental Insurance	1,281	-	-	-	-	-
1221202.6966 Retirement Health Savings Account	-	14	126	268	-	-
1221203.7130 Small Equipment	44,861	79,876	99,401	39,711	34,700	97,000
1221203.7140 Uniforms	855	423	7,525	-	-	-
1221203.7150 Office Supplies	2,043	-	1,780	-	-	-
1221203.7550 Miscellaneous Supplies	9,361	14,199	7,887	25,006	-	-
1221204.8050 Phone/Communications	506	11	-	-	-	-
1221204.8130 Building & Equipment Rental	-	23,625	22,500	-	-	-
1221204.8301 Computer System Maintenance	-	-	-	23,000	-	-
1221204.8480 Communication Equip. Maint.	11,928	13,013	11,931	12,066	12,200	-
1221204.8550 Misc. Contracted Services	57,821	65,348	23,534	38,225	-	-
1221205.9020 Mileage & Business Expenses	-	-	415	-	-	-
1221205.9040 Dues/Conferences Expenses	4,863	23,568	9,848	-	26,500	5,000
1221205.9070 Training & Continuing Educ/Conf	 1,687	 2,365	 4,084	 12,490		-
TOTAL LAW ENFORCEMENT GRANTS	\$ 307,849	\$ 318,186	\$ 295,244	\$ 284,359	\$ 232,520	\$ 242,828

LAW ENFORCEMENT FUND - FEDERALLY FORFEITED PROPERTY

Expenditures:

FEDERAL FORFEITED PROPERTY - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	8 BUDGET AMENDED	2019 BUDGET
1221294.8130 Building & Equipment Rental 1221294.8550 Miscellaneous Contracted Svc 1221295.9070 Training	\$ 22,500 2,280 -	\$ - 2,280 -	\$ - 2,280 -	\$ - - 39,505	\$ - - -	\$ - - -
TOTAL FEDERAL FORFEITED PROPERTY	\$ 24,780	\$ 2,280	\$ 2,280	\$ 39,505	\$ -	\$ -

LAW ENFORCEMENT FUND - LAW ENFORCEMENT GRANTS

		PROJECTED
		AMOUNT
CURRENT GRANT PROGRAMS		AVAILABLE
EIDE		\$ 9,500
V.C.F. Grant		100,000
SALLE		12,000
Occupant Protection		7,985
DEA Task Force		35,000
Impaired Driving		22,300
Byrne (Fed)		18,500
Distracted Driving		5,500
Pedestrian Safety		15,000
Federal Forfeited Funds		5,000
Motorcycle Enforcement		2,295
TOTAL	*	\$ 233,080

^{*} Based on projected grant balance at 12/31/2017 and/or grant award amount for 2018

<u>SPECIAL PARKS FUND - PARKS AND RECREATION DEPARTMENT</u>

SPECIAL REVENUE ACCOUNTS	2014	2015	2016	2017	2018 BUDGET	2019
SPECIAL REVENUE ACCOUNTS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
FRIENDS OF SAFETY TOWN (1141)						
1351302.6690 Self-Supporting Programs	\$ 2,167	\$ -	\$ -	\$ 619	\$ 1,300	\$ 1,300
1351302.6930 Social Security Taxes	166	-	-	47	100	100
1351303.7690 Self-Supporting Programs Supplies	1,198	615	45	379	2,500	2,500
1351304.8690 Self-Supporting Programs Cont. Svc	 240	 1,971	 145	 -	500	500
COMMUNITY DONATIONS FOR PARKS (1142)						
1351303.7500 Parks Maintenance	-	_	4,122	1,685	25,000	25,000
1351304.8070 Subvention	-	-	3,090	-	-	-
1351304.8500 Parks Maintenance	 -	 -	 2,063	 16,472	5,000	5,000
BEAUTIFICATION (1143)						
1351303.7501 Island Beautification	9,377	8,809	8,707	6,590	13,775	13,775
1351304.8130 Building & Equipment Rental	, <u>-</u>	, <u>-</u>	, -	, -	1,200	1,200
1351304.8550 Misc. Contracted Services	 1,375	 -		 -		-
CASH IN LIEU OF PARKLAND (1144)						
1351304.8500 Parks Maintenance	 -	 -	 6,000	 29,086		-
COMMUNITY DONATIONS FOR RECREATION (1145)						
1351305.9070 Training & Continuing Educ/Conf	 1,610	660	 133	-		-
COMMUNITY GARDEN (1150)						
1351303.7550 Miscellaneous Supplies	 2,801	3,728	 631	357	700	700
MEMORIAL DAY (1151)						
1351303.7072 Memorial Day Supplies	-	 -	 17	 -	-	-
TOTAL PARKS SPECIAL REVENUE ACCOUNTS	\$ 18,934	\$ 15,783	\$ 24,953	\$ 55,235	\$ 50,075	\$ 50,075

<u>DOWNTOWN NEWARK PARTNERSHIP FUND - ADMINISTRATION DEPARTMENT - DNP SPECIAL REVENUE</u>

Revenue:

DOWNTOWN NEWARK PARTNERSHIP - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
140.4212 DNP Fees 140.4430 DNP Donations	\$ -	\$ 6,727 1,050	\$ 6,346 -	\$ 5,731 583	\$ 7,000	\$ -
140.4434 Raffle Proceeds	-	· -	-	1,919	-	-
140.4451 Other Special Events 140.4811 UD Subvention	- -	22,472 24,000	42,927 24,000	27,977 24,000	44,000 24,000	- -
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	\$ _	\$ 54,249	\$ 73,273	\$ 60,210	\$ 75,000	\$ _

DOWNTOWN NEWARK PARTNERSHIP - SUMMARY	201 ACTU		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
MATERIALS AND SUPPLIES							
1491403.7130 Small Tools and Equipment \$ 1491403.7670 Downtown Newark Partnership Supplies 1491403.7671 Mural and New Art Supplies 1491403.7672 Design Project Supplies 1491403.7694 Other Special Events Supplies	- - - -	\$	180 4,737 - - 9,429	\$ - 701 - - 12,926	\$ - 7,745 80 234 4,124	\$ - 8,000 2,000 - 12,000	\$ - - - -
CONTRACTUAL SERVICES							
1491404.8020 Advertising 1491404.8040 Merchant Fees and Discounts 1491404.8550 Misc. Contracted Svc. 1491404.8670 Downtown Newark Partnership Cont'l 1491404.8694 Other Special Events Contractual	- - - -		25,454 - 19,164 5,454 18,830	13,967 - 2,571 4,866 11,060	8,638 12 466 768 19,895	7,500 - 2,000 8,000 17,000	- - - -
OTHER CHARGES							
1491405.9040 Dues & Professional Organizations 1491405.9070 Training & Continuing Educ/Conf 1491405.9082 Gift Card Program	- - -		1,281 - 9,799	1,458 - 3,730	- (68) 4,090	4,000 14,500	- - -
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS \$	-	 \$	94,328	\$ 51,279	\$ 45,984	\$ 75,000	\$ -

TRANSPORTATION FUND - PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY SPECIAL REVENUE

Revenue:

TRANSPORTATION FUND - SUMMARY		2014		2015		2016		2017	20:	18 BUDGET		2019
		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	AMENDED		BUDGET
150.4331 Unicity Grant Revenue	\$	-	\$	-	\$	-	\$	143,380	\$	143,380	\$	143,380
15T.4999 Transfer from General Fund		-		-		-		100,000		121,972		120,784
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS	\$	_	\$	_	\$	_	\$	243,380	\$	265,352	\$	264,164
SI ECIAL REVERSE ACCOUNTS	<u> </u>		-		-		-	2-3,300	-	203,332	7	204,104

TRANSPORTATION FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET AMENDED	2019 BUDGET
MATERIALS AND SUPPLIES						
1591503.7070 Fuel and Oil	\$ -	\$ -	\$ -	\$ 13,785	\$ 15,000	\$ 15,000
CONTRACTUAL SERVICES						
1591504.8030 Casualty Insurance	-	-	-	-	781	780
1591504.8032 Insurance - Auto	-	-	-	-	3,260	3,260
1591504.8312 Repairs and Maintenance	-	-	-	54,195	70,431	61,475
1591504.8800 Unicity Bus Operators	-	-	-	172,238	143,380	143,380
OTHER CHARGES						
1591505.9060 Depreciation	-	-	-	41,993	32,500	40,269
TOTAL UNICITY TRANSPORTATION FUND						
SPECIAL REVENUE ACCOUNTS	\$ -	\$ -	\$ -	\$ 282,211	\$ 265,352	\$ 264,164

^{*} Previously, the Unicity program was budgeted and accounted for in the Planning and Development Department on line item number 0111114.8800.

FLEET MAINTENANCE DIVISION - SUMMARY	2014	2015		2016	2017		018 BUDGET	2019
	ACTUAL	ACTUAL		ACTUAL	ACTUAL	A	AS AMENDED	BUDGET
OPERATING EXPENSES								
Personnel Services	\$ 429,030	\$ 439,417	\$	474,992	\$ 440,560	\$	462,864	\$ 488,539
Materials and Supplies	830,328	635,069		542,195	592,886		586,550	606,000
Contractual Services	291,697	164,634		159,828	184,774		242,565	254,914
Other Charges	4,017	17,817		18,049	16,512		40,600	43,491
Subtotal	\$ 1,555,072	\$ 1,256,937	\$	1,195,064	\$ 1,234,732	\$	1,332,579	\$ 1,392,944
Inter-Departmental Charges	 (1,555,072)	 (1,256,937)		(1,195,064)	53,335		57,464	60,413
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$	-	\$ 1,288,067	\$	1,390,043	\$ 1,453,357
) (

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT WAGE AND SALARY BUDGET - 2019 FLEET MAINTENANCE DIVISION

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved		2019 Requested		D	\$ ifference	% Change
FULL TIME POSITIONS										
Senior Mechanic II	AFSCME F/T	15	1.0	\$ 75,590	1.0	\$ 77,290	0.0	\$	1,700	2.2%
Senior Mechanic	AFSCME F/T	13	1.0	\$ 69,708	1.0	\$ 71,201	0.0	\$	1,493	2.1%
Mechanic II	AFSCME F/T	11	2.0	\$ 121,856	2.0	\$ 130,885	0.0	\$	9,029	7.4%
Total Full-Time Positions			4.0	\$ 267,154	4.0	\$ 279,376	0.0	\$	12,222	4.6%
OTHER										
Service Award				\$ 5,357		\$ 5,831		\$	474	8.8%
Sick Pay				\$ 4,805		\$ 4,844		\$	39	0.8%
Overtime				\$ 32,000		\$ 32,000		\$	-	0.0%
Uniform Allowance				\$ 2,400		\$ 2,400		\$	-	0.0%
Tool Allowance				\$ 1,400		\$ 1,400		\$	-	0.0%
Device Reimbursements				\$ -		\$ 950		\$	950	#DIV/0!
Total Other				\$ 45,962		\$ 47,425		\$	1,463	3.2%
Total All			4.0	\$ 313,116	4.0	\$ 326,801	0.0	\$	13,685	4.4%

PERSONNEL SERVICES		2014		2015		2016		2017	2018 BUDGET		2019
PERSONNEL SERVICES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
6006002.6020 Supervisory	\$	_	\$	_	\$	_	\$	_	\$ -	\$	_
6006002.6250 Mechanics	Ą	240,251	Y	253,320	Ą	254,621	Ą	258,579	267,154	٦	279,376
6006002.6580 Service Award		5,935		6,432		6,460		4,887	5,357		5,831
6006002.6590 Sick Pay		3,963		3,563		4,915		4,334	4,805		4,844
6006002.6620 Overtime		29,104		26,269		30,509		16,222	32,000		32,000
6006002.6880 Uniform Allowance		975		1,200		1,175		2,400	2,400		2,400
6006002.6881 Tool Allowance		1,000		748		1,080		1,650	1,400		1,400
6006002.6885 Device Reimbursement		, -		_		, -		, -	, -		950
6006002.6920 Unemployment Comp. Ins.		1,973		1,684		1,813		1,342	1,260		1,056
6006002.6930 Social Security Taxes		21,259		22,245		22,405		22,058	24,218		24,799
6006002.6940 City Pension Plan		52,854		56,976		87,744		57,017	58,299		66,410
6006002.6941 Defined Contribution 401(a) Plan		-		-		1,216		3,996	4,197		4,764
6006002.6950 Term Life Insurance		1,219		1,167		1,130		1,187	1,282		1,339
6006002.6960 Group Hospitalization Ins.		46,418		41,142		37,557		39,289	39,802		42,129
6006002.6961 Long-Term Disability Ins.		423		444		432		448	585		510
6006002.6962 Dental Insurance		2,604		2,307		2,000		2,450	2,453		2,338
6006002.6964 Health Savings Account		-		1,500		1,500		1,500	1,500		1,500
6006002.6965 Post-Employment Benefits		21,052		20,310		19,843		21,691	14,039		14,760
6006002.6966 Retirement Health Savings Acct		-		-		464		1,358	1,380		1,400
6006002.6967 Emergency Room Reimbursements		-		-		-		-	580		580
6006002.6968 Vision Insurance Premiums				110		128		152	153		153
TOTAL BERCONNEL CERVICES	.	420.020	Ļ	420 447	,	474.003		440 560	ć 462.864		400 530
TOTAL PERSONNEL SERVICES	Ş	429,030	\$	439,417	<u>\$</u>	474,992	<u>\$</u>	440,560	\$ 462,864	\$	488,539

MATERIALS AND SUPPLIES	2014		2015		2016		2017	2018 BUDGET		2019
IVIATERIALS AND SUFFLIES	ACTU	AL .	ACTUAL		ACTUAL		ACTUAL	AS AMENDED		BUDGET
6006003.7020 Heating Fuel	\$ 6,64	1 \$	5,952	\$	4,457	\$	858	\$ -	\$	-
6006003.7060 Tire & Tire Repair Expense	59,92	•	69,464	•	71,485	•	69,351	60,000	•	65,000
6006003.7070 Gasoline, Oil, Coolant, Etc.	487,57	9	318,914		257,327		319,010	340,000		355,000
6006003.7110 Safety Shoes & Supplies	66	0	1,365		826		1,377	1,200		1,200
6006003.7130 Tools, Field Sup., & Small Eq.	7,36	51	5,789		5,222		7,029	8,100		7,500
6006003.7131 Information Technology Supplies	81	.1	-		-		-	-		-
6006003.7140 Uniforms	13	37	-		-		-	-		-
6006003.7150 Office Supplies	45	6	3		35		152	250		300
6006003.7230 Janitorial Supplies	19,13	6	269		-		-	-		-
6006003.7250 Buildings and Grounds Maint.	2,68	80	227		842		521	-		-
6006003.7300 Machinery & Equip. Maintenance	3,47	1	489		6,299		-	2,000		2,000
6006003.7310 Vehicle Maintenance	241,27	7	232,597		195,702		194,588	175,000		175,000
6006003.7550 Miscellaneous Supplies		3	-		-		-			-
TOTAL MATERIALS AND SUPPLIES	\$ 830,32	8 \$	635,069	\$	542,195	\$	592,886	\$ 586,550	\$	606,000
	=		·							

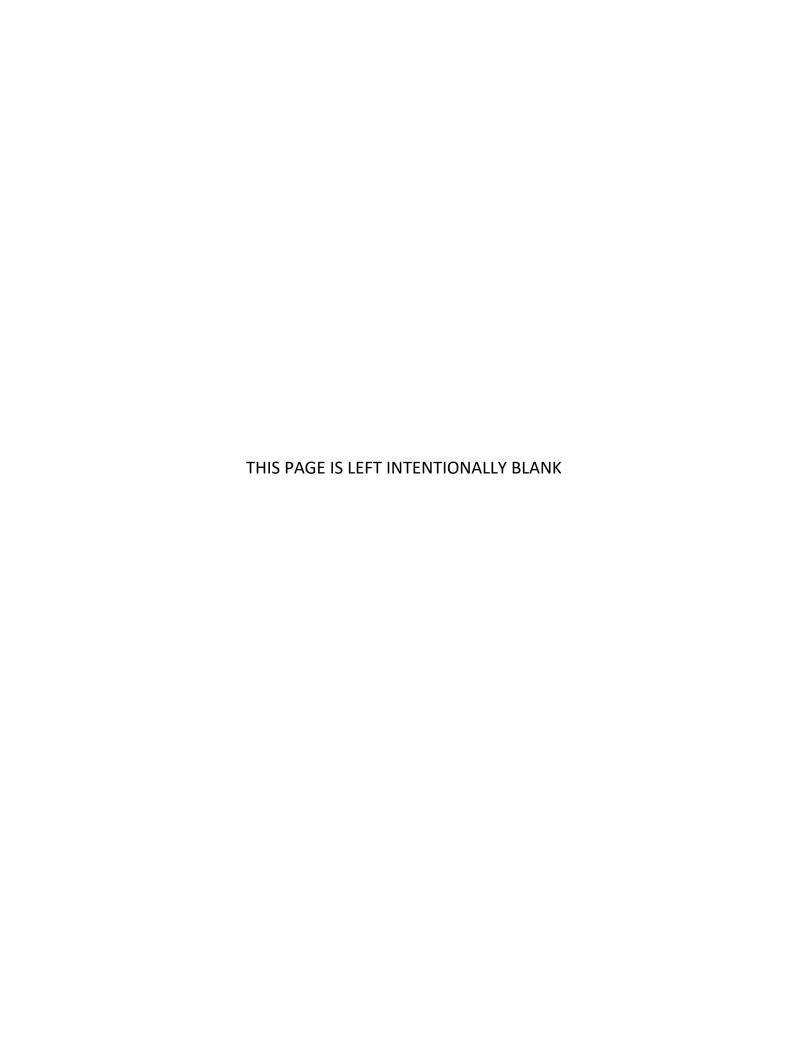
CONTRACTUAL SERVICES	2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL	2018 BUDGET		2019 BUDGET
	ACTUAL	•	ACTUAL		ACTUAL		ACTUAL	AS AMILINDED		DODGET
6006004.8030 Casualty Insurance \$	53,122	\$	56,620	\$	63,504	\$	6,173	\$ 7,997	\$	8,000
6006004.8031 Insurance - Property	-		-		-		32,065	46,958		46,960
6006004.8032 Insurance - Auto	-		-		-		1,713	3,260		3,260
6006004.8033 Insurance - Broker	-		-		-		3,663	5,417		5,420
6006004.8050 Phone/Communications	288		176		146		1,476	2,100		1,150
6006004.8131 Information Technology Cont'l	1,962		3,950		4,653		8,160	8,151		7,142
6006004.8230 Janitorial Service	56,067		-		-		-	-		-
6006004.8250 Buildings and Grounds Maint.	81,957		630		252		-	-		-
6006004.8300 Machinery & Equip. Maintenance	3,396		938		-		-	1,000		1,000
6006004.8310 Vehicle Maintenance	83,149		96,933		87,307		82,515	90,000		100,000
6006004.8311 Vehicle Accidents	5,293		4,636		3,945		2,444	4,500		4,500
6006004.8312 Fleet & Facilities Services	-		-		-		46,250	73,182		77,482
6006004.8430 City Hall Maintenance	2,983		-		-		-	-		-
6006004.8550 Misc. Contracted Services	2,701		15		21		315	-		-
6006004.8870 Railroad Station Maintenance (1)	779		736		-		-	-		-
TOTAL CONTRACTUAL SERVICES \$	291,697	Š 1	164,634	Ś	159,828	Ś	184,774	\$ 242,565	Ś	254,914

⁽¹⁾ Reclassified to Facilities Maintenance

OTHER CHARGES		2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		18 BUDGET SAMENDED		2019 BUDGET
6006005.9010 Bad Debts	\$	855	\$	-	\$	-	\$	-	\$	-	\$	-
6006005.9020 Mileage & Small Bus. Expense		-		-		-		-		200		200
6006005.9060 Depreciation Expense		1,942		16,658		15,822		14,661		38,400		40,791
6006005.9070 Training & Continuing Educ/Conf		1,220		1,159		1,521		1,851		2,000		2,500
6006005.9099 Contingencies		<u>-</u>		<u>-</u>		706		-		-		-
TOTAL OTHER CHARGES	\$	4,017	\$	17,817	\$	18,049	\$	16,512	\$	40,600	\$	43,491
INTER-DEPARTMENTAL CHARGES		2014		2015		2016		2017	20	18 BUDGET		2019
INTER DEL ARTMENTAL CHARGES		ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS	AMENDED		BUDGET
Billings and Accounting	\$	15,931	\$	16,801	Ś	17,404	\$	13,447	Ś	13,847	\$	14,994
Buildings and Grounds	,	(151,540)	7	20,800	,	9,148	,	-	7	-	T	
Electricity		6,650		8,226		12,518		9,110		8,758		8,758
Information Technology		5,699		9,218		13,786		21,663		22,355		24,688
Other Indirect Charges		(13,711)		(24,188)		(11,859)		9,115		11,973		11,973
Vehicles and Equipment		(1,418,101)		(1,287,794)	_	(1,236,061)		-		-		-
TOTAL INTER-DEPARTMENTAL CHARGES	ċ	(1,555,072)	ć	(1 256 027)	ć	/1 10E 06A\	ć	53,335	Ś	57,464	ć	60,413

FLEET MAINTENANCE DIVISION - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET AMENDED	2019 BUDGET
6006006.9621 Buildings & Structures 6006006.9622 Machinery & Equipment	\$ 19,990 -	\$ 18,773 62,451	\$ -	\$ 21,710	\$ <u>-</u>	\$ -
TOTAL CAPITAL PROJECTS BUDGET	\$ 19,990	\$ 81,224	\$ 	\$ 21,710	\$ 	\$ -

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES		APITAL ESERVES	UIPMENT LACEMENT	RANT DURCES	BOND SSUES	REV	TATE OLVING DANS	HER NCING
MEQSF Equipment Replacement Program	\$	-	\$ 22,195	\$ 17,805	\$ -	\$ -	\$	-	\$ -
TOTAL FLEET MAINTENANCE FUND	\$	-	\$ 22,195	\$ 17,805	\$ 	\$ -	\$	-	\$ -



2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL				2019 BUDGET
\$ -	\$	-	\$	-	\$	212,237	\$	307,429	\$	310,227
-		-		-		69,826		101,200		104,800
-		-		-		138,086		154,486		169,245
-		-		-		624		130,360		150,725
\$ -	\$	-	\$	-	\$	420,773	\$	693,475	\$	734,997
-		-		-		44,617		40,976		44,423
\$ -	\$	-	\$	-	\$	465,390	\$	734,451	\$	779,420
\$ \$ \$	\$ - - - - - \$ -	\$ - \$	\$ - \$	\$ - \$ - \$	ACTUAL ACTUAL ACTUAL \$ - \$ - \$ - - - - - - - - - - \$ - \$ - \$ -	ACTUAL ACTUAL ACTUAL \$ - \$ - \$ - \$ - \$	ACTUAL ACTUAL ACTUAL ACTUAL \$ - \$ - \$ - \$ - \$ 212,237 - 69,826 138,086 5 - 624 \$ - \$ - \$ - \$ - \$ 420,773 444,617	\$ - \$ - \$ - \$ 212,237 \$ 69,826 624 \$ - \$ - \$ - 44,617	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ - \$ - \$ - \$ - \$ 212,237 \$ 307,429 69,826 101,200 138,086 154,486 624 130,360 \$ - \$ - \$ - \$ 420,773 \$ 693,475 44,617 40,976	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ - \$ - \$ - \$ - \$ 212,237 \$ 307,429 \$ \$ 69,826 101,200 - 69,826 101,200 - 138,086 154,486 - 154,486

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

ADMINISTRATION DEPARTMENT WAGE AND SALARY BUDGET - 2019 FACILITIES MAINTENANCE DIVISION

	Union		2018 # of		2018	2019 # of		2019	Position		\$	%
Title	Affiliation	Grade	Positions	Α	pproved	Positions	R	equested	Difference	Di	fference	Change
FULL TIME POSITIONS												
Facilities Maintenance Supervisor	CWA F/T	15	1.0	\$	59,484	1.0	\$	62,554	0.0	\$	3,070	5.2%
Total Full-Time Positions			1.0	\$	59,484	1.0	\$	62,554	0.0	\$	3,070	5.2%
PART-TIME FUNDING												
							_			_		
Lead Facilities Maintenance Laborer	AFSCME LOCAL			\$	16,703		\$	16,740		\$	37	0.2%
	1670 P/T											
Facilities Maintenance Laborer	AFSCME LOCAL			\$	95,011		\$	96,814		\$	1,803	1.9%
	1670 P/T											
Facilities Carpenter P/T	AFSCME LOCAL			\$	77,571		\$	78,892		\$	1,321	1.7%
	1670 P/T											
Total Part-Time Funding				\$	189,285		\$	192,446		\$	3,161	1.7%
OTHER												
Overtime				\$	5,000		\$	5,000		\$	_	0.0%
Uniform Allowance					180			240		۶ \$	60	33.3%
				\$	180		\$	_		Ş		
Device Reimbursements				\$	-		\$	2,700		\$	2,700	#DIV/0!
Total Other				\$	5,180		\$	7,940		\$	2,760	53.3%
Total All			1.0	\$	253,949	1.0	\$	262,940	0.0	\$	8,991	4%

2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL		BUDGET		2019 BUDGET
ACTUAL		ACTUAL		ACTUAL		ACTORE	A3 F	MIVILIADED		DODGET
\$ -	\$	-	\$	-	\$	171,430	\$	248,769	\$	255,000
-		-		-		2,914		5,000		5,000
-		-		-		165		180		240
-		-		-		-		-		2,700
-		-		-		2,595		2,476		2,901
-		-		-		14,013		28,605		20,981
-		-		-		3,665		4,076		4,222
-		-		-		267		293		302
-		-		-		14,774		15,367		16,258
-		-		-		101		131		114
-		-		-		944		944		901
-		-		-		1,307		1,380		1,400
-		-		-		-		145		145
-		-		-		62		63		63
							1			
\$ 	\$	-	\$	-	\$	212,237	\$	307,429	\$	310,227
\$	- -	\$ - \$ - -	\$ - \$ - 	\$ - \$ - \$ 	\$ - \$	\$ - \$ - \$ - \$ 	\$ - \$ - \$ - \$ 171,430 2,914 165 2,595 2,595 14,013 3,665 267 101 944 1,307 62	\$ - \$ - \$ - \$ 171,430 \$ 2,914 165 2,595 14,013 3,665 14,774 101 101 62	\$ - \$ - \$ - \$ 171,430 \$ 248,769 2,914 5,000 165 180 165 180 2,595 2,476 2,595 2,476 14,013 28,605 3,665 4,076 267 293 14,774 15,367 101 131 944 944 1307 1,380 145 145 62 63	\$ - \$ - \$ - \$ 171,430 \$ 248,769 \$ 2,914 5,000

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

MATERIALS AND SUPPLIES	2014	2015	2016	2017	2018 BUDGET	2019
WATERIALS AND SOTTEES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET
6006013.7020 Heating Fuel	\$ _	\$ _	\$ -	\$ 7,773	\$ 13,500	\$ 13,500
6006013.7110 Safety Shoes & Supplies	-	-	-	2,746	4,900	3,500
6006013.7130 Tools, Field Sup., & Small Eq.	-	-	-	1,762	8,900	5,000
6006013.7150 Office Supplies	-	-	-	2,804	500	500
6006013.7230 Janitorial Supplies	-	-	-	19,242	23,000	23,000
6006013.7250 Buildings and Grounds Maint.	 -	 -	 -	35,499	50,400	59,300
TOTAL MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ 69,826	\$ 101,200	\$ 104,800
CONTRACTUAL SERVICES	2014	2015	2016	2017	2018 BUDGET	2019
CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
CONTRACTUAL SERVICES 6006014.8050 Phone/Communications	\$	\$	\$	\$ ACTUAL		\$
	\$ ACTUAL	\$	\$ ACTUAL	\$ ACTUAL	AS AMENDED	\$ BUDGET
6006014.8050 Phone/Communications	\$ ACTUAL	\$	\$ ACTUAL	\$ ACTUAL	AS AMENDED \$ 3,540	\$ BUDGET 840
6006014.8050 Phone/Communications 6006014.8131 Information Technology Cont'l	\$ ACTUAL	\$	\$ ACTUAL - -	\$ 3,820 -	\$ 3,540 7,404	\$ BUDGET 840
6006014.8050 Phone/Communications 6006014.8131 Information Technology Cont'l 6006014.8230 Janitorial Service	\$ ACTUAL	\$	\$ ACTUAL - - -	\$ 3,820 - 11,329	\$ 3,540 7,404 13,840	\$ 840 7,683
6006014.8050 Phone/Communications 6006014.8131 Information Technology Cont'l 6006014.8230 Janitorial Service 6006014.8250 Buildings and Grounds Maint.	\$ ACTUAL	\$	\$ ACTUAL - - -	\$ 3,820 - 11,329 117,170	\$ 3,540 7,404 13,840 125,725	\$ 840 7,683 - 155,265
6006014.8050 Phone/Communications 6006014.8131 Information Technology Cont'l 6006014.8230 Janitorial Service 6006014.8250 Buildings and Grounds Maint. 6006014.8312 Fleet & Facilities Services	\$ ACTUAL	\$	\$ ACTUAL - - -	\$ 3,820 - 11,329 117,170 4,816	\$ 3,540 7,404 13,840 125,725 3,977	\$ 840 7,683 - 155,265
6006014.8050 Phone/Communications 6006014.8131 Information Technology Cont'l 6006014.8230 Janitorial Service 6006014.8250 Buildings and Grounds Maint. 6006014.8312 Fleet & Facilities Services	\$ ACTUAL	\$	\$ ACTUAL - - -	\$ 3,820 - 11,329 117,170 4,816	\$ 3,540 7,404 13,840 125,725 3,977	\$ 840 7,683 - 155,265

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET AMENDED	2019 BUDGET
6006015.9060 Depreciation Expense 6006015.9070 Training & Continuing Educ/Conf 6006015.9083 Stormwater Fees	\$ - - -	\$ - - -	\$ - - -	\$ - 624 -	\$ 9,600 760 120,000	\$ 6,000 725 144,000
TOTAL OTHER CHARGES	\$ 	\$ -	\$ 	\$ 624	\$ 130,360	\$ 150,725
INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET AMENDED	2019 BUDGET
INTER-DEPARTMENTAL CHARGES Billings and Accounting Electricity Information Technology	\$	\$	\$	\$		\$

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

FACILITIES MAINTENANCE DIVISION - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	18 BUDGET S AMENDED	2019 BUDGET
6006016.9620 Land Improvements 6006016.9621 Buildings & Structures	\$ -	\$ -	\$ -	\$ -	\$ 53,000	\$ - 50,000
TOTAL CAPITAL PROJECTS BUDGET	\$ _	\$ 	\$ 	\$ 	\$ 53,000	\$ 50,000

CAPITAL PROJECT NUMBER AND DESCRIPTION	JRRENT SOURCES	PITAL ERVES	PMENT CEMENT	RANT DURCES	BOND ISSUES	RE	STATE VOLVING LOANS	OTHER NANCING
N1901 City Hall - HVAC System Upgrades N1801 NPD - Rear Concrete Deck and Stairs N1806 FOC - Master Plan N1603 GWC - HVAC System Upgrades	\$ 50,000 - - -	\$ - - -	\$ - - -	\$ - - -	\$ 50,000 225,000 -	\$	- - -	\$ - - - 105,000
TOTAL FACILITIES MAINTENANCE DIVISION	\$ 50,000	\$ -	\$ -	\$ -	\$ 275,000	\$	-	\$ 105,000

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

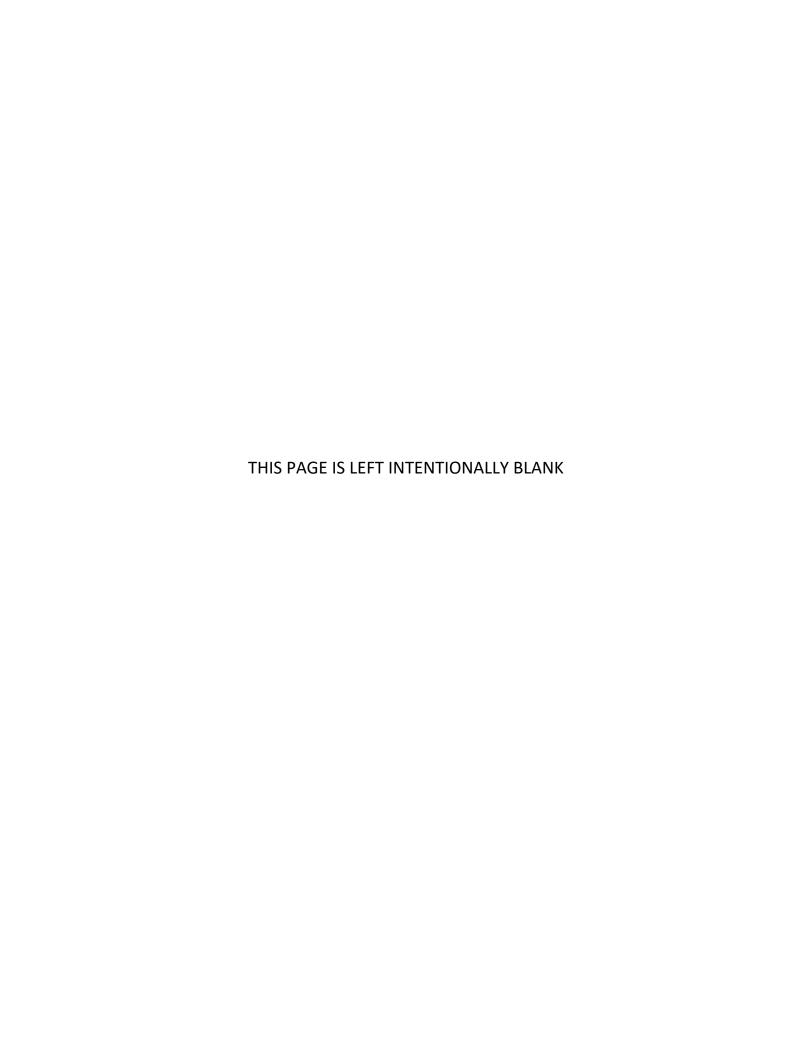
INSURANCE FUND - SELF-INSURANCE

Expenditures:

SELF-INSURANCE - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	BUDGET MENDED	2019 BUDGET
6116103.7110 Safety	\$ -	\$ _	\$ 1,593	\$ -	\$ _	\$ -
6116104.8162 Legal/Consulting Service	-	-	-	-	10,000	10,000
6116104.8891 Claims - Medical	12,495	61,870	137,483	79,110	95,000	95,000
6116104.8892 Claims - Property	-	-	-	500	-	-
6116104.8894 Claims - Liability	22,821	96,560	59,810	13,568	70,000	70,000
6116104.8895 Claims - Permanent Impairment	271,334	16,335	29,109	389,341	35,000	55,000
TOTAL SELF-INSURANCE	\$ 306,650	\$ 174,765	\$ 227,995	\$ 482,519	\$ 210,000	\$ 230,000

OTHER POST-EMPLOYMENT BENEFITS FUND

	2014 ACTUAL		2015 ACTUAL		2016 ACTUAL		2017 ACTUAL				2019 BUDGET
\$	247,543	\$	244,269	\$	375,580	\$	481,621	\$	371,000	\$	471,000
	95,708		122,370		88,007		118,820		100,000		100,000
	-		12,783		-		-		-		-
	26,391		30,181		36,429		-		40,000		40,000
	1,379		1,294		7,644		1,411		8,500		8,500
	-		1,323		2,023		-		2,500		2,500
	(453)		(501)		2,192		20,933		3,000		3,000
Ġ	370 568	¢	<i>1</i> 11 710	¢	511 975	¢	622 785	¢	525 000	¢	625,000
	\$ \$	\$ 247,543 95,708 - 26,391 1,379	\$ 247,543 \$ 95,708 - 26,391 1,379 - (453)	\$ 247,543 \$ 244,269 95,708 122,370 - 12,783 26,391 30,181 1,379 1,294 - 1,323 (453) (501)	\$ 247,543 \$ 244,269 \$ 95,708 122,370 - 12,783 26,391 30,181 1,379 1,294 - 1,323 (453) (501)	ACTUAL ACTUAL ACTUAL \$ 247,543 \$ 244,269 \$ 375,580 95,708 122,370 88,007 - 12,783 - - 26,391 30,181 36,429 1,379 1,294 7,644 - 1,323 2,023 (453) (501) 2,192	ACTUAL ACTUAL ACTUAL \$ 247,543 \$ 244,269 \$ 375,580 \$ 95,708 122,370 88,007 - 12,783 - 26,391 30,181 36,429 1,379 1,294 7,644 - 1,323 2,023 (453) (501) 2,192	ACTUAL ACTUAL ACTUAL ACTUAL \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 95,708 122,370 88,007 118,820 - 12,783 - - 26,391 30,181 36,429 - 1,379 1,294 7,644 1,411 - 1,323 2,023 - (453) (501) 2,192 20,933	ACTUAL ACTUAL ACTUAL ACTUAL AS \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 \$ 95,708 \$ 122,370 88,007 \$ 118,820 \$ 12,783 <td>ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 \$ 371,000 95,708 122,370 88,007 118,820 100,000 - 12,783 - - - - 26,391 30,181 36,429 - 40,000 1,379 1,294 7,644 1,411 8,500 - 1,323 2,023 - 2,500 (453) (501) 2,192 20,933 3,000</td> <td>ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 \$ 371,000 \$ 95,708 122,370 88,007 118,820 100,000 - 12,783 26,391 30,181 36,429 - 40,000 1,379 1,294 7,644 1,411 8,500 - 1,379 1,294 7,644 1,411 8,500 - 1,323 2,023 - 2,500 (453) (501) 2,192 20,933 3,000</td>	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 \$ 371,000 95,708 122,370 88,007 118,820 100,000 - 12,783 - - - - 26,391 30,181 36,429 - 40,000 1,379 1,294 7,644 1,411 8,500 - 1,323 2,023 - 2,500 (453) (501) 2,192 20,933 3,000	ACTUAL ACTUAL ACTUAL ACTUAL AS AMENDED \$ 247,543 \$ 244,269 \$ 375,580 \$ 481,621 \$ 371,000 \$ 95,708 122,370 88,007 118,820 100,000 - 12,783 26,391 30,181 36,429 - 40,000 1,379 1,294 7,644 1,411 8,500 - 1,379 1,294 7,644 1,411 8,500 - 1,323 2,023 - 2,500 (453) (501) 2,192 20,933 3,000



CITY OF NEWARK, DELAWARE OPERATING BUDGET - 2019 DOCUMENT VERSION CONTROL

Date:	Description of Change(s):
11/5/2018	Initial Operating Budget Submission to Council
11/3/2018	initial Operating Budget Submission to Council