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
    - 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 Street-only business model.
    - 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.
    - 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.

    - 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.

Expenditure/Surplus	2018 Budget As Amended	2019 Budget	% Increase (Decrease)	Increase (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 As Amended	2019 Budget	% Increase (Decrease)	% Increase (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 As Amended	2019 Budget	$ Change From 2018	% Change 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 As Amended	2019 Budget	% Increase (Decrease)	% Increase (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.

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 Current Resources:	**20.0%**	**($3,905,560)**

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 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 over-collection in 2018. There is no electric rate increase proposed for 2019.

The Water Fund 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.

The Sewer Fund 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.

The Parking Fund 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 Stormwater Fund 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	2018 BUDGET AS 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	2018 BUDGET AS 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

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER 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	-	-	477,900	-	477,900
Utilities Contributions	$ -	$ -	$ 72,561,519	$ -	$ 72,561,519
Tax Revenue & Emergency Communication Fees	9,532,015	-	-	-	9,532,015
Fees for Service	4,774,600	-	3,121,000	2,317,599	10,213,199
Intergovernmental Revenue	607,800	753,247	-	-	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	1,074,341	40,269	504,577	46,791	1,665,978
Other Expenses	283,960	5,000	699,901	147,425	1,136,286
Inter-Dept Charges	(2,328,281)	-	2,223,445	104,836	-
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)	-	(1,825,744)
Bond Issues	-	(405,650)	-	(275,000)	(680,650)
State Revolving Loans	-	-	(10,625,000)	-	(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

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

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT 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	-	-	-
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	-	-	-
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	$ -	$ -	$ -
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	$ -	$ -	$ -
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

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
$ 80,000	$ 4,938	$ 46,340	$ 3,221,750	$ 4,317,699
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
-	-	-	-	-
-	143,380	-	-	753,247
-	-	-	58,700	58,700
$ -	$ 143,380	$ -	$ 58,700	$ 811,947
$ -	$ -	$ -	$ -	$ 183,182
-	-	-	-	-
-	15,000	-	-	158,375
-	208,895	-	-	418,789
-	40,269	-	-	40,269
-	-	-	-	5,000
-	-	-	-	-
$ -	$ 264,164	$ -	$ -	$ 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)
$ -	$ -	$ -	$ 1,456,411	$ 1,456,411
$ -	$ -	$ 271,152	$ -	$ 271,152
-	120,784	271,152	1,400,000	1,807,059
-	-	-	2,289	85,828
$ -	$ 264,164	$ 271,152	$ 1,458,700	$ 2,619,006
$ (80,000)	$ -	$ -	$ (969,442)	$ (1,049,442)
$ -	$ 4,938	$ 46,340	$ 2,254,597	$ 3,354,085
$ 80,000	$ 20,666	$ 46,340	$ 4,478,043	$ 5,849,374
-	-	-	2,289	85,828
-	(15,927)	-	(969,442)	(985,369)
(80,000)	-	-	-	(80,000)
-	40,269	-	-	40,269
$ -	$ 45,008	$ 46,340	$ 3,510,890	$ 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	-	(4,550,000)	(1,300,000)	(4,775,000)	-	(10,625,000)
Other Sources	(120,000)	-	-	-	(12,000)	(132,000)
Net Capital Improvements	$ 1,118,400	$ 413,624	$ 55,000	$ 758,125	$ 54,000	$ 2,399,149
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

	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2019	$ 697,091	$ 648,509	$ 1,886	$ 1,347,486
Revenue				
Utility Sales	$ -	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	$ -	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	2,317,599	-	-	2,317,599
Intergovernmental Revenue	-	-	-	-
Other Revenue	300	9,100	-	9,400
Total Operating Revenue	$ 2,317,899	$ 9,100	$ -	$ 2,326,999
Expenditures				
Personnel Services	$ 798,766	$ -	$ 622,000	$ 1,420,766
Utility Purchases	-	-	-	-
Materials and Supplies	710,800	-	-	710,800
Contractual Services	424,159	230,000	3,000	657,159
Equipment Depreciation	46,791	-	-	46,791
Other Expenses	147,425	-	-	147,425
Inter-Dept Charges	104,836	-	-	104,836
Total Operating Expenses	$ 2,232,777	$ 230,000	$ 625,000	$ 3,087,777
Capital Improvements				
Gross Capital Improvements	$ 470,000	$ -	$ -	$ 470,000
Less: Use of Reserves	(22,195)	-	-	(22,195)
Equipment Replacement	(17,805)	-	-	(17,805)
Grants	-	-	-	-
Bond Issues	(275,000)	-	-	(275,000)
State Revolving Loans	-	-	-	-
Other Sources	(105,000)	-	-	(105,000)
Net Capital Improvements	$ 50,000	$ -	$ -	$ 50,000
Debt Service	$ -	$ -	$ -	$ -
Net Transfers	(35,122)	220,900	625,000	810,778
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	$ 2,282,777	$ 230,000	$ 625,000	$ 3,137,777
Other Increase (Decrease) in Fund Balance	$ -	$ -	$ -	$ -
Budgeted Fund Balance - December 31, 2019	$ 697,091	$ 648,509	$ 1,886	$ 1,347,486
Projected Cash/Investments-January 1, 2019	$ 654,644	$ 841,574	$ 5,325	$ 1,501,543
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	(40,000)	-	-	(40,000)
Contribution to Newark Partnership	-	-	-	-
Non-Cash Items:				
Depreciation	46,791	-	-	46,791
Budgeted Cash/Investments-December 31, 2019	$ 661,435	$ 841,574	$ 5,325	$ 1,508,334

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

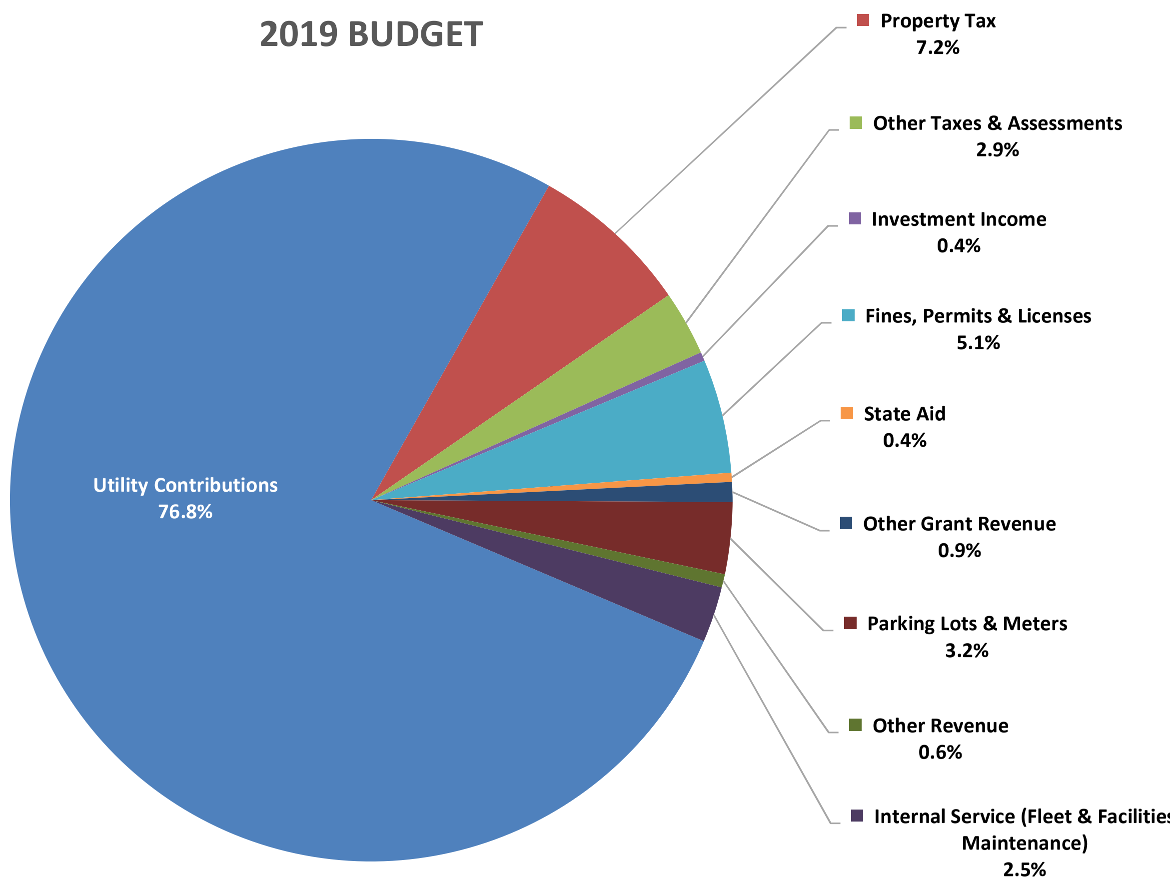
CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET - 2019

BUDGET AT A GLANCE

	ACTUAL 2017	2018 BUDGET AS AMENDED	BUDGET 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 2017	2018 BUDGET AS AMENDED	BUDGET 2019
WHERE IT GOES			
Personnel Services	34.5%	35.6%	35.2%
Utility Purchases	42.7%	42.7%	41.1%
Materials & Supplies	2.4%	2.6%	2.6%
Contractual Services	7.4%	8.4%	8.3%
Capital Program	3.1%	2.5%	4.1%
Net Surplus	4.1%	-0.1%	0.5%
Debt Service	1.3%	3.0%	2.8%
Equipment Depreciation & Other	2.5%	2.9%	3.0%
Internal Service (Fleet & Facilities Maintenance)	2.0%	2.4%	2.4%
TOTAL	100.0%	100.0%	100.0%

REVENUES BY TYPE
2019 BUDGET



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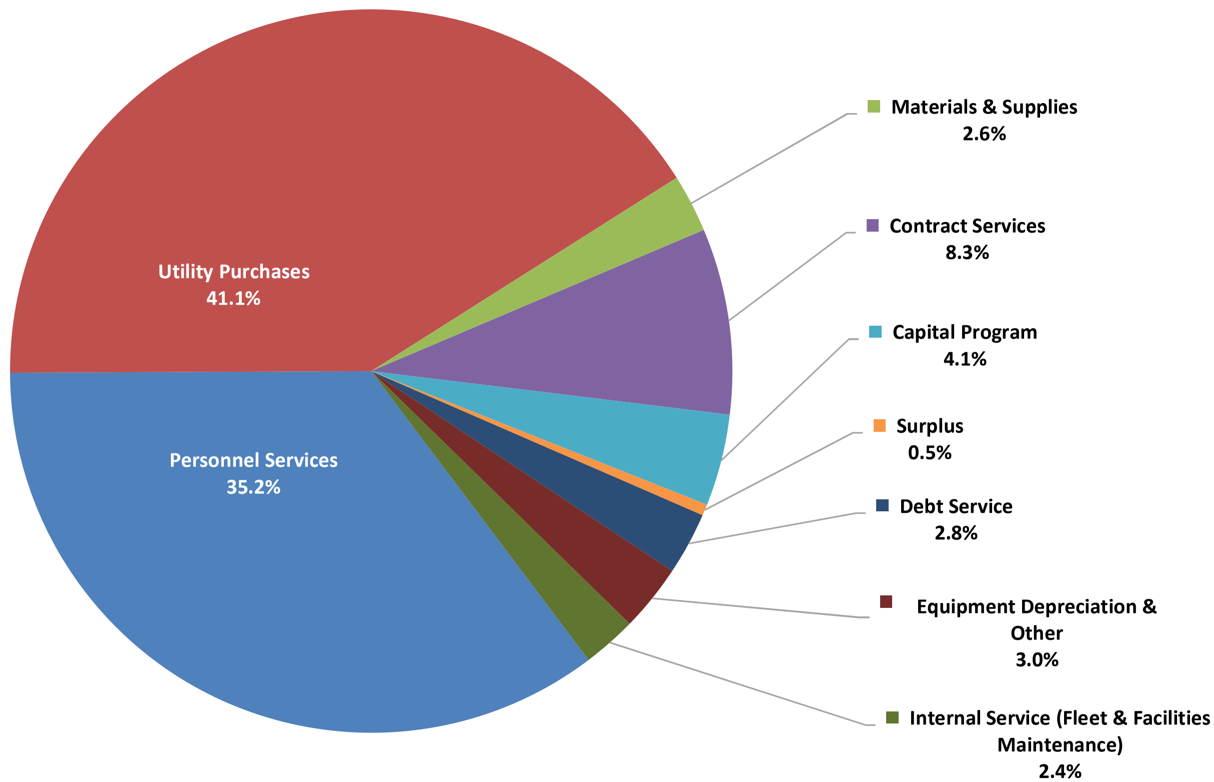
EXPENDITURES BY FUNCTION
2019 BUDGET



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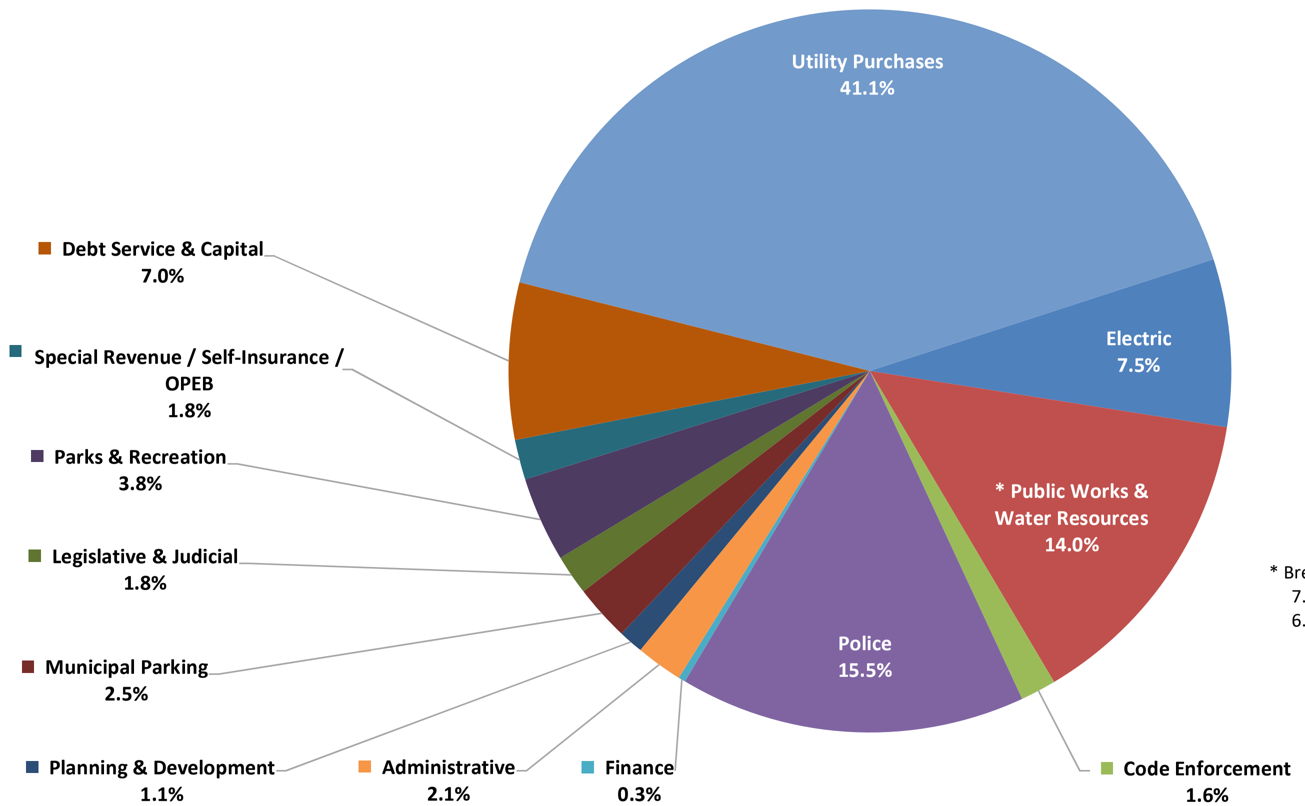
EXPENDITURES BY DEPARTMENT
2019 BUDGET



* Breakdown of Public Works & Water Resources:
7.3% - Water, Sewer, Stormwater
6.7% - Public Works

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CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2010 AS AMENDED		2011 AS AMENDED		2012 AS AMENDED		2013 AS AMENDED		2014 AS AMENDED		2015 AS AMENDED		2016 AS AMENDED		2017 AS AMENDED		2018 AS AMENDED		2019 AS PROPOSED	
	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv 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

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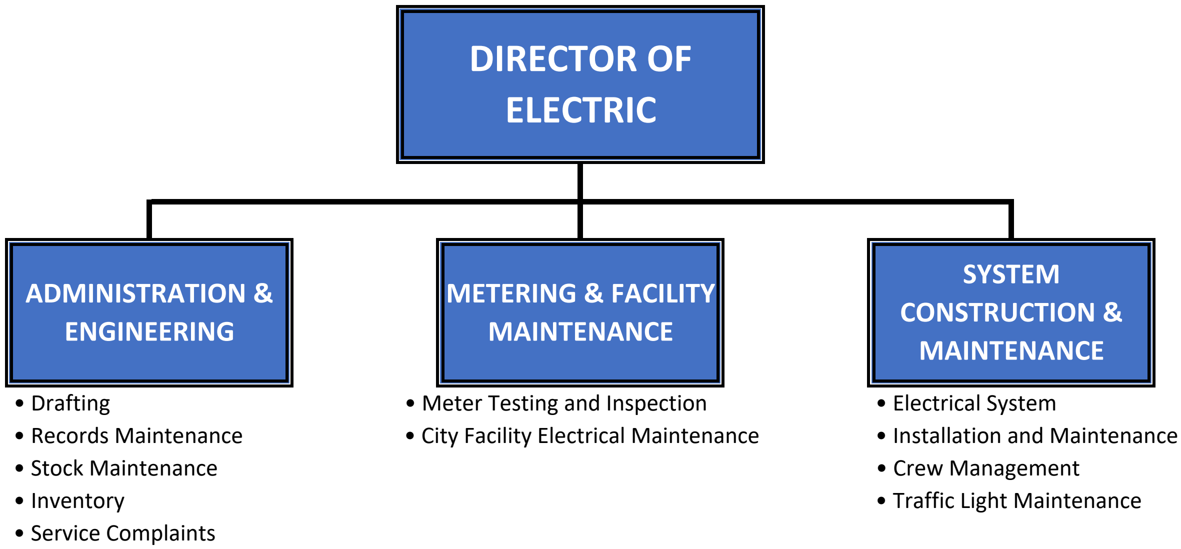
CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
ORGANIZATIONAL CHART



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.

ELECTRIC FUND - ELECTRIC DEPARTMENT

Revenue and Expenditures:

ELECTRIC FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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**	**$ 2,089,548**	**23.0**	**$ 2,088,291**	**(1.0)**	**$ (1,257)**	**0%**

ELECTRIC FUND - ELECTRIC DEPARTMENT

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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		**$ 2,478,921**	**$ 2,496,723**	**$ 2,715,030**	**$ 2,977,781**	**$ 3,265,169**	**$ 3,300,663**

ELECTRIC FUND - ELECTRIC DEPARTMENT

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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	112,740	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**	**$ 229,055**	**$ 176,388**	**$ 238,318**	**$ 300,049**	**$ 310,830**

ELECTRIC FUND - ELECTRIC DEPARTMENT

Expenditures:

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.

ELECTRIC FUND - ELECTRIC DEPARTMENT

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5195105.9010 Bad Debt Expense	$ 91,324	$ 303,034	$ 12,385	$ 190,119	$ 93,010	$ 120,000
5195105.9020 Mileage & Small Bus. Expense	-	-	82	87	140	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**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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
Street Lights and Traffic Signals	(266,590)	(308,682)	(192,973)	(143,745)	(143,812)	(143,812)
Vehicles and Equipment	116,332	103,425	125,256	-	-	-
Warehousing	(20,736)	(22,961)	(39,664)	(28,416)	(17,881)	(21,291)
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 417,315**	**$ 407,887**	**$ 577,672**	**$ 454,954**	**$ 665,698**	**$ 711,082**

ELECTRIC FUND - ELECTRIC DEPARTMENT

ELECTRIC FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5195106.9621 Building & Structures	$ 452,098	$ -	$ -	$ -	$ -	$ -
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**	**$ 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.

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

DIRECTOR OF PUBLIC WORKS AND WATER RESOURCES

WATER PRODUCTION
- Well Operations
- Water Plant Operations
- Booster Stations
- Tank Maintenance
- Reservoir
- Water System Regulatory Compliance
- Sewer System Regulatory Compliance
- Water System Capital Project Administration
- SCADA, GIS Mapping and Asset Management
- Metering

ENGINEERING
- Project Inspection
- Plan Review
- NPDES
- Surveying
- Drafting
- Capital Project Management
- Sediment and Stormwater Program
- Inspections

WATER RESOURCES
- Light Construction
- Emergency Repairs
- Valve Maintenance
- Sanitary Sewer Maintenance
- Hydrant Inspection and Maintenance
- Meter Installation and Repair
- Storm Sewers
- Street Sweeping
- Storm System Maintenance
- Sewer Capital Administration
- Stormwater Capital Administration
- Customer Service
- Purchasing

STREET MAINTENANCE
- Pavement
- Sign and Traffic Marking Maintenance
- Tank Maintenance
- Snow Plowing
- Leaf Collection
- Sidewalk Sweeping
- Catch Basin Cleaning

REFUSE COLLECTION
- Refuse Collection
- Recycling Collection
- Yard Waste Collection
- Yard Waste Processing

VEHICLE MAINTENACE
- Vehicle Specification and Preparation
- Fleet and Equipment Maintenance

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.

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

Revenue and Expenditures:

WATER FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
REVENUE						
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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position 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									
Service Award				$ 20,791		$ 24,159		$ 3,368	16.2%
Sick Pay				$ 7,930		$ 13,845		$ 5,915	74.6%
Overtime				$ 165,000		$ 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			**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.

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

Expenditures:

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		**$ 2,559,336**	**$ 2,484,471**	**$ 2,700,713**	**$ 2,359,205**	**$ 2,247,925**	**$ 2,491,021**

(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.

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5295203.7080	Pumping Station Electric	$ 39,473	$ 39,394	$ 35,483	$ 33,948	$ 40,000	$ 40,000
5295203.7090	Treatment Plant Chemicals	81,855	88,206	89,237	101,900	123,500	153,500
5295203.7110	Safety Shoes and Supplies	5,267	6,071	3,774	7,401	5,750	6,000
5295203.7130	Tools, Field Sup., & Small Eq.	9,298	18,011	14,398	13,432	10,000	10,000
5295203.7131	Information Technology Supplies	-	-	7,640	-	-	-
5295203.7140	Uniforms	63	-	-	-	-	-
5295203.7150	Office Supplies	2,652	2,240	2,059	3,427	3,250	3,250
5295203.7260	Line Maintenance	56,027	60,106	67,960	108,918	110,000	110,000
5295203.7270	Station and Well Maintenance	1,711	5,649	94	2,212	3,500	3,500
5295203.7275	Reservoir Maintenance	2,960	(477)	6,524	4,428	7,500	7,500
5295203.7280	Treatment Plant Maintenance	26,354	19,315	24,724	4,932	35,000	35,000
5295203.7300	Machinery & Equipment Maint.	1,653	-	109	-	-	-
5295203.7320	Well Maintenance	-	3,332	23	673	-	-
5295203.7330	Water Meters	9,961	23,006	57,346	49,450	30,000	35,000
5295203.7401	Stormwater Program Supplies	2,955	759	3,465	-	-	-
5295203.7440	Conservation Program	-	2,390	1,580	-	2,000	1,000
5295203.7540	Inventory Adjustment	5,068	7,027	(17,498)	817	-	-
5295203.7550	Miscellaneous Supplies	566	851	120	75	-	-
TOTAL MATERIALS AND SUPPLIES		**$ 245,863**	**$ 275,880**	**$ 297,038**	**$ 331,613**	**$ 370,500**	**$ 404,750**

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

Expenditures:

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.

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

Expenditures:

OTHER CHARGES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**	**$ 1,840,073**	**$ 416,526**	**$ 1,909,970**	**$ 1,867,669**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Administrative Overhead	$ 285,675	$ 302,604	$ 327,177	$ 489,945	$ 354,517	$ 372,856
Billings and Accounting	92,721	100,394	109,688	130,505	69,266	78,835
Buildings and Grounds	7,434	3,322	11,404	-	-	-
Electricity	218,015	229,298	240,710	201,211	193,283	193,283
Information Technology	199,373	224,542	199,366	83,848	90,300	69,025
Other Indirect Charges	(179,289)	(128,885)	(115,776)	(130,442)	(147,214)	(147,214)
Printing and Reproduction	1,358	1,330	2,624	108	146	146
Vehicle and Equipment	163,439	155,058	144,011	-	-	-
Warehousing	16,741	16,764	31,595	22,819	14,359	17,097
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 805,467**	**$ 904,427**	**$ 950,799**	**$ 797,994**	**$ 574,657**	**$ 584,028**

WATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - WATER DIVISION

WATER FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS 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	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
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	-	-	-	-
TOTAL WATER FUND	**$ 413,624**	**$ 5,000**	**$ 85,376**	**$ 70,000**	**$ -**	**$ 4,550,000**	**$ -**

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SEWER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - SEWER DIVISION

Revenue and Expenditures:

SEWER FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
REVENUE						
Sewer Service Charge	$ 6,673,718	$ 6,693,431	$ 7,149,429	$ 7,018,863	$ 6,875,000	$ 7,630,650
No. of Gallons (Thousands)	912,999	906,246	815,758	-	837,400	837,400
Penalties	12,804	12,752	15,000	22,094	16,385	19,500
Service Fees	5,271	3,302	6,000	479	1,000	500
Other REVENUE	20	99	-	12,671	-	15,900
Interest Revenue	29,660	28,310	26,660	36,020	29,100	31,000
Subtotal	$ 6,721,473	$ 6,737,894	$ 7,197,089	$ 7,090,127	$ 6,921,485	$ 7,697,550
Less: County Sewer Charge	4,522,287	4,552,004	N/A	N/A	N/A	N/A
No. of Gallons (Thousands)	923,834	920,358	815,758	-	837,400	837,400
GROSS OPERATING REVENUE	**$ 2,199,186**	**$ 2,185,890**	**$ 7,197,089**	**$ 7,090,127**	**$ 6,921,485**	**$ 7,697,550**
OPERATING EXPENSES						
Personnel Services	$ 136,950	$ 145,450	$ 285,547	$ 335,085	$ 321,287	$ 356,592
Utility Purchases	N/A	N/A	4,609,867	4,639,046	4,719,771	5,286,144
Materials and Supplies	29,327	19,392	12,713	20,837	26,700	29,000
Contractual Services	169,684	221,938	196,195	255,430	334,856	353,282
Other Charges	5,364	3,304	21,419	50,889	49,792	65,317
Subtotal	$ 341,325	$ 390,084	$ 5,125,741	$ 5,301,287	$ 5,452,406	$ 6,090,335
Inter-Departmental Charges	422,602	442,114	392,847	439,866	306,923	291,184
TOTAL OPERATING EXPENSES	**$ 763,927**	**$ 832,198**	**$ 5,518,588**	**$ 5,741,153**	**$ 5,759,329**	**$ 6,381,519**
NET OPERATING MARGIN (Before Capital Costs)	**$ 1,435,259**	**$ 1,353,692**	**$ 1,678,501**	**$ 1,348,974**	**$ 1,162,156**	**$ 1,316,031**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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%**

SEWER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - SEWER DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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**

SEWER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - SEWER DIVISION

Expenditures:

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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**	**$ 221,938**	**$ 196,195**	**$ 255,430**	**$ 334,856**	**$ 353,282**

SEWER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - SEWER DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5395305.9010 Bad Debt Expense	$ 529	$ 518	$ 876	$ 225	$ 892	$ 892
5395305.9060 Depreciation Expense	2,585	2,586	19,482	49,152	36,400	61,925
5395305.9070 Training & Continuing Educ/Conf	250	200	355	1,512	2,500	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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Administrative Overhead	$ 107,167	$ 114,083	$ 122,005	$ 221,346	$ 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**	**$ 306,923**	**$ 291,184**

SEWER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - SEWER DIVISION

SEWER FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5395306.9580 Consulting Fees	$ 180,780	$ 59,614	$ 58,884	$ 116,162	$ -	$ -
5395306.9622 Machinery & Equipment	-	-	-	26,022	-	-
5395306.9760 CIP - Lines Material	11,185	143,430	38,248	375,080	400,000	55,000
5395306.9960 CIP - Lines & Streets Contractual	-	149,528	-	-	-	-
TOTAL CAPITAL PROJECTS BUDGET	**$ 191,965**	**$ 352,572**	**$ 97,132**	**$ 517,264**	**$ 400,000**	**$ 55,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
S0904 Sanitary Sewer Study	$ 55,000	$ -	$ -	$ -	$ -	$ 1,300,000	$ -
TOTAL SEWER FUND	**$ 55,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,300,000**	**$ -**

STORMWATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STORMWATER DIVISION

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	**$ -**	**$ -**	**$ -**	**$ 791,681**	**$ 1,254,372**	**$ 1,280,891**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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%**

STORMWATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STORMWATER DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5595502.6030	Engineering/Technical	$ -	$ -	$ -	$ 68,934	$ 74,837	$ 80,464
5595502.6200	Line Maintenance	-	-	-	42,800	45,186	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	-	-	-	-	-	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**

STORMWATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STORMWATER DIVISION

Expenditures:

MATERIALS AND SUPPLIES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5595503.7110 Safety Shoes and Supplies	$ -	$ -	$ -	$ 1,473	$ 1,500	$ 1,800
5595503.7130 Tools,Field Sup.,Small Equip.	-	-	-	623	1,300	1,300
5595503.7400 Storm Sewer Maintenance	-	-	-	10,483	10,000	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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

STORMWATER FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STORMWATER DIVISION

Expenditures:

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	-	-	-	679	2,500	3,200
5595505.9084 Annual Regulatory Fees	-	-	-	-	-	1,000
5595505.9095 Stormwater Grant Program	-	-	-	-	50,000	50,000
TOTAL OTHER CHARGES	**$ -**	**$ -**	**$ -**	**$ 679**	**$ 60,000**	**$ 72,035**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STORMWATER DIVISION

STORMWATER FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5595506.9623 CIP - Autos and Trucks	$ -	$ -	$ -	$ -	$ -	$ 153,625
5595506.9720 CIP - Storm Sewers Material	-	-	-	-	630,000	604,500
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ 630,000**	**$ 758,125**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
Q1802 Rodney Regional Stormwater Park	$ 163,500	$ -	$ -	$ -	$ -	$ 6,175,000	$ -
Q1301 Storm Drainage Improvements (H1301)	441,000	-	-	50,000	-	-	-
Q0101 NPDES Phase II Stormwater Quality (T0101)	-	40,000	-	-	-	-	-
QEQSF Equipment Replacement Program	153,625	-	161,375	-	-	-	-
TOTAL STORMWATER DIVISION	**$ 758,125**	**$ 40,000**	**$ 161,375**	**$ 50,000**	**$ -**	**$ 6,175,000**	**$ -**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - REFUSE DIVISION

Expenditures:

REFUSE DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
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

Title	Union Affiliation	Grade	2018 # of Positions		2018 Approved	2019 # of Positions		2019 Requested	Position Difference		$ Difference	% Change
FULL TIME POSITIONS												
Refuse Coordinator	AFSCME F/T	10	1.0	$	56,311	1.0	$	61,765	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%**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - REFUSE DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0141042.6240	Refuse Workers	$ 492,257	$ 412,797	$ 484,401	$ 501,880	$ 496,003	$ 518,222
0141042.6580	Service Award	17,043	13,582	15,795	13,370	14,087	14,987
0141042.6590	Sick Pay	2,871	2,600	2,082	1,245	3,693	3,133
0141042.6615	Interns	7,062	-	-	-	-	-
0141042.6620	Overtime	33,705	19,554	17,276	13,138	15,000	17,500
0141042.6880	Uniform Allowance	2,238	2,350	2,725	5,300	5,400	5,400
0141042.6885	Device Reimbursement	-	-	-	-	-	2,450
0141042.6920	Unemployment Comp. Ins.	5,525	3,653	3,874	3,325	2,835	2,376
0141042.6930	Social Security Taxes	41,081	33,198	34,721	37,497	39,774	40,943
0141042.6940	City Pension Plan	129,720	104,442	100,455	86,591	97,473	111,550
0141042.6941	Defined Contribution 401(a) Plan	974	420	3,182	8,413	10,383	11,300
0141042.6950	Term Life Insurance	2,251	1,868	1,945	2,133	2,406	2,518
0141042.6960	Group Hospitalization Ins.	155,514	129,704	140,650	153,021	160,896	187,158
0141042.6961	Long-Term Disability Ins.	955	800	824	816	1,083	947
0141042.6962	Dental Insurance	10,472	8,789	8,907	9,266	9,480	9,043
0141042.6964	Health Savings Account	250	750	750	750	-	-
0141042.6965	Post-Employment Benefits	46,551	15,148	15,797	30,931	27,215	24,800
0141042.6966	Retirement Health Savings Account	550	203	1,442	3,503	4,140	4,200
0141042.6967	Emergency Room Reimbursements	400	400	400	800	1,305	1,305
0141042.6968	Vision Insurance Premiums	-	278	388	420	438	438
TOTAL PERSONNEL SERVICES		**$ 949,419**	**$ 750,536**	**$ 835,614**	**$ 872,399**	**$ 891,611**	**$ 958,270**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - REFUSE DIVISION

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0141043.7110	Safety Shoes and Supplies	$ 1,040	$ 1,565	$ 966	$ 1,551	$ 2,700	$ 2,700
0141043.7130	Tools, Field Sup., & Small Eq.	1,192	58	429	1,297	500	1,500
0141043.7132	Collection Carts	19,117	8,250	2,738	27,557	21,000	21,000
0141043.7140	Uniforms	55	-	-	-	-	-
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**

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0141044.8030	Casualty Insurance	$ 35,730	$ 22,949	$ 25,947	$ 9,850	$ 6,736	$ 6,735
0141044.8032	Insurance - Auto	-	-	-	10,492	20,644	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**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - REFUSE DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0141045.9060 Depreciation Expense	$ 131,293	$ 142,825	$ 179,520	$ 206,539	$ 248,300	$ 228,011
0141045.9070 Training & Continuing Educ/Conf	300	-	300	807	750	750
0141045.9099 Contingencies	3,000	-	706	-	-	-
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	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ 23,572	$ 24,934	$ 25,714	$ 22,045	$ 24,228	$ 26,230
Buildings and Grounds	2,439	1,090	3,741	-	-	-
Electric Used - Transfer Station	2,550	2,026	1,618	811	783	783
Information Technology	12,824	20,740	31,019	48,741	50,453	55,551
Mailroom and Postage	-	-	-	-	950	1,129
Other Indirect Charges	35,588	57,825	49,361	23,466	20,154	20,154
Printing and Reproduction	1,153	1,129	2,227	113	153	153
Records	-	-	-	-	1,532	1,610
Vehicles and Equipment	423,658	394,202	306,732	-	-	-
Warehousing	325	2,519	2,197	1,457	917	1,092
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 502,109**	**$ 504,465**	**$ 422,609**	**$ 96,633**	**$ 99,170**	**$ 106,702**

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GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STREET DIVISION

Expenditures:

STREET DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% Change
FULL TIME POSITIONS									
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	$ 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				$ 40,000		$ 40,000		$ -	0.0%
Uniform Allowance				$ 4,380		$ 3,840		$ (540)	-12.3%
Device Reimbursements				$ -		$ 2,400		$ 2,400	#DIV/0!
Total Other				**$ 56,760**		**$ 55,311**		**$ (1,449)**	**-2.6%**
Total All			**8.0**	**$ 545,709**	**7.0**	**$ 486,332**	**(1.0)**	**$ (59,377)**	**-11%**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STREET DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131052.6020	Supervisory	$ 60,350	$ 67,675	$ 73,527	$ 93,292	$ 60,217	$ 64,659
0131052.6230	Maintenance Workers	375,057	406,618	417,597	357,836	359,732	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	-	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**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STREET DIVISION

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131054.8030	Casualty Insurance	$ 51,700	$ 34,605	$ 39,974	$ 11,606	$ 7,275	$ 7,275
0131054.8031	Insurance - Property	-	-	-	2,703	4,228	4,230
0131054.8032	Insurance - Auto	-	-	-	13,918	27,163	27,165
0131054.8033	Insurance - Broker	-	-	-	2,664	3,554	3,555
0131054.8050	Phone/Communications	168	163	142	1,653	3,000	600
0131054.8130	Building & Equipment Rental	4,500	-	-	1,806	5,000	5,000
0131054.8131	Information Technology	-	-	-	2,255	5,131	5,219
0131054.8312	Fleet & Facilities Services	-	-	-	173,986	220,675	207,415
0131054.8380	Street and Stormwater Maintenance	964	7,912	14,362	16,999	15,000	25,000
0131054.8420	Tree Removal	648	-	-	-	-	-
0131054.8450	Salt, Sand & Snow Removal	-	-	-	-	20,000	10,000
0131054.8550	Misc. Contracted Services	307	593	7,729	1,810	1,000	1,000
TOTAL CONTRACTUAL SERVICES		**$ 58,287**	**$ 43,273**	**$ 62,207**	**$ 229,400**	**$ 312,026**	**$ 296,459**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - STREET DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131055.9010 Bad Debts	$ 296	$ -	$ -	$ -	$ -	$ -
0131055.9060 Depreciation Expense	127,526	132,067	140,868	136,222	162,200	135,167
0131055.9070 Training & Continuing Educ/Conf	400	120	1,200	824	2,500	2,500
0131055.9099 Contingencies	2,500	-	706	-	-	-
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	$ 31,685	$ 33,698	$ 34,597	$ 26,921	$ 17,807	$ 19,277
Buildings and Grounds	13,191	5,894	20,234	-	-	-
Electrcity Used	1,650	1,526	1,618	717	688	688
Information Technology	27,074	43,787	65,484	97,475	45,708	49,380
Mailroom and Postage	-	-	-	-	692	822
Other Indirect Charges	140,578	93,256	123,049	89,339	94,245	94,245
Printing and Reproduction	1,153	1,129	2,227	113	153	153
Records	-	-	-	-	1,115	1,173
Street Lights and Traffic Signals	266,590	308,682	192,973	143,745	143,812	143,812
Vehicles and Equipment	190,643	178,933	177,628	-	-	-
Warehousing	1,760	2,136	2,959	2,104	1,324	1,576
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 674,324**	**$ 669,041**	**$ 620,769**	**$ 360,414**	**$ 305,544**	**$ 311,126**

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GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - ENGINEERING DIVISION

Expenditures:

ENGINEERING DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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**		**$ 13,000**		**$ (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.

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - ENGINEERING DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - ENGINEERING DIVISION

Expenditures:

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.	1,710	1,737	466	174	2,000	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	**$ 4,373**	**$ 3,240**	**$ 2,708**	**$ 5,116**	**$ 6,500**	**$ 7,500**

CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0131074.8020 Advertising	$ 1,656	$ 1,189	$ 712	$ 860	$ 1,100	$ 1,100
0131074.8030 Casualty Insurance	15,085	8,732	10,414	5,319	12,011	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
0131074.8131 Information Technology Cont'l	-	1,266	-	18,395	16,182	19,864
0131074.8312 Fleet & Facilities Services	-	-	-	24,314	14,078	28,075
0131074.8550 Misc. Contracted Services	15	1	-	538	-	-
TOTAL CONTRACTUAL SERVICES	**$ 35,799**	**$ 82,527**	**$ 43,576**	**$ 103,069**	**$ 100,454**	**$ 117,534**

GENERAL FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - ENGINEERING DIVISION

Expenditures:

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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

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CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF PLANNING AND DEVELOPMENT

PHYSICAL DEVELOPMENT
- Land Use
- Floodplain Management
- Comprehensive Development Plans
- Plan Review

COMMUNITY DEVELOPMENT
- CDBG
- Revenue Sharing
- Housing Programs
- Unicity Bus System
- Transportation Planning
- Transit Planning
- Bikeways
- Customer Service

ECONOMIC DEVELOPMENT
- Downtown Newark Partnership
- Greater Newark Economic Development Partnership

PARKING AND TRANSPORTATION
- Parking Lot and Equipment Maintenance
- Parking Meter Management
- Residential Parking Permits
- Parking Lot Fines
- Parking Lot Attendants
- Parking Enforcement
- Onstreet Parking

CODE ENFORCEMENT
- Business Licesnses and Inspections
- Rental Licenses and Inspections
- Building Permit Review and 'Inspection
- Parcel Management
- Building Codes
- Fire Codes
- Property Maintenance
- Rental Program

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.

    <u>Staff</u>
    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.

    <u>Staff</u>
    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.

Staff

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.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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 parcel-based 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. https://newarkde.gov/DocumentCenter/View/9579/Public-Hearing-Rules-of-Procedure-Newark-Planning-Commission-FINAL---Adopted-10-11-2017?bidId=

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

- 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)

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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)

Transportation

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)

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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:

	2016	2017	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.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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

Rentals:

Number of Rental Licenses:	1843	
	Billed	Paid
2017 Rental Billings:	**$377,905.00**	331,110.00

Business Licenses:

Number of Business Licenses:	653	
	Billed	Paid
2017 Business License Bills	**$253,932.54**	**$240,867.40**

Code Violation Cases: 970

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**

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	

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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
Number of Contractors Billed	480	

Community Development Block Grant (CDBG):

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.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
FY2018 ACCOMPLISHMENTS

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

<u>Divisional Goals for 2019 include:</u>

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.

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Expenditures:

PLANNING DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
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 # of Positions	2019 Requested	Position Difference	$ Difference	% 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%**

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Expenditures:

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

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Expenditures:

Account	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	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	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**	**$ 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 TranportationFund in 2017.

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Expenditures:

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	3,318	1,915	4,210	-	-	-
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	2,000	-	-	-	-	-
TOTAL OTHER CHARGES	**$ 57,204**	**$ 63,656**	**$ 47,405**	**$ 1,811**	**$ 20,280**	**$ 13,003**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ 14,083	$ 14,874	$ 15,357	$ 8,690	$ 9,394	$ 10,170
Buildings and Grounds	6,038	2,698	9,263	-	-	-
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	-	-	-	-	366	434
Printing and Reproduction	4,806	4,708	9,285	472	639	639
Records	-	-	-	-	7,052	9,967
Services to Utility Funds	(19,283)	(19,168)	(21,067)	(17,148)	(20,768)	(19,331)
Unicity Bus	54,296	47,410	48,898	-	-	-
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 72,579**	**$ 66,654**	**$ 83,351**	**$ 17,578**	**$ 20,584**	**$ 28,025**

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

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Expenditures:

CODE ENFORCEMENT DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 1,121,543	$ 1,235,079	$ 1,287,520	$ 1,187,758	$ 1,239,935	$ 1,284,813
Materials and Supplies	4,539	66,944	54,573	8,126	11,240	11,240
Contractual Services	43,718	154,859	203,228	89,161	112,535	88,314
Other Charges	5,288	4,611	8,372	16,053	40,585	31,076
Subtotal	$ 1,175,088	$ 1,461,493	$ 1,553,693	$ 1,301,098	$ 1,404,295	$ 1,415,443
Inter-Departmental Charges	23,256	(43,395)	(265,917)	88,626	86,856	95,177
TOTAL OPERATING EXPENSES	**$ 1,198,344**	**$ 1,418,098**	**$ 1,287,776**	**$ 1,389,724**	**$ 1,491,151**	**$ 1,510,620**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ 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%**

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Expenditures:

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.

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Expenditures:

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**

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0121084.8020	Advertising	$ 48	$ -	$ 363	$ -	$ 1,500	$ 1,500
0121084.8030	Casualty Insurance	19,207	14,097	19,392	9,864	7,666	7,665
0121084.8032	Insurance - Auto	-	-	-	5,032	9,779	9,780
0121084.8033	Insurance - Broker	-	-	-	1,237	1,645	1,645
0121084.8040	Merchant Fees and Discounts	4,229	7,237	10,629	8,818	5,000	10,000
0121084.8050	Phone/Communications	5,219	5,723	6,323	3,144	9,200	9,200
0121084.8120	Outside Consulting	-	-	475	-	1,000	1,000
0121084.8131	Information Technology Cont'l	10,225	19,638	18,855	39,294	47,034	23,375
0121084.8162	Legal consulting Services	3,080	-	-	-	-	-
0121084.8230	Janitorial Services	-	-	354	-	-	-
0121084.8250	Building & Grounds Maintenance	1,022	108,020	146,613	1,615	-	-
0121084.8312	Fleet & Facilities Services	-	-	-	19,970	29,211	23,649
0121084.8550	Misc. Contracted Services	688	144	224	187	500	500
TOTAL CONTRACTUAL SERVICES		**$ 43,718**	**$ 154,859**	**$ 203,228**	**$ 89,161**	**$ 112,535**	**$ 88,314**

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.

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Expenditures:

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**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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.

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PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Revenue and Expenditures:

PARKING FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
REVENUE						
Parking Lot REVENUE	$ 1,354,762	$ 1,443,288	$ 1,473,805	$ 1,529,353	$ 1,543,165	$ 1,543,165
Parking Meter REVENUE	-	1,239,657	1,440,000	1,363,301	1,440,000	1,440,000
Other REVENUE	147,007	29,528	28,719	7,296	27,000	-
Interest Revenue	20,167	8,267	19,380	9,421	8,000	8,000
GROSS OPERATING REVENUE	**$ 1,521,936**	**$ 2,720,740**	**$ 2,961,904**	**$ 2,909,371**	**$ 3,018,165**	**$ 2,991,165**
OPERATING EXPENSES						
Personnel Services	$ 686,769	$ 941,146	$ 1,059,391	$ 1,189,754	$ 1,200,471	$ 1,274,801
Materials and Supplies	26,859	20,025	27,916	31,884	35,775	38,950
Contractual Services	184,729	340,614	302,012	360,996	434,297	411,406
Other Charges	23,849	69,824	99,191	75,521	162,910	362,001
Subtotal	$ 922,206	$ 1,371,609	$ 1,488,510	$ 1,658,155	$ 1,833,453	$ 2,087,158
Inter-Departmental Charges	136,217	172,918	232,426	303,643	285,063	311,748
TOTAL OPERATING EXPENSES	**$ 1,058,423**	**$ 1,544,527**	**$ 1,720,936**	**$ 1,961,798**	**$ 2,118,516**	**$ 2,398,906**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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			**8.0**	**$ 893,290**	**8.0**	**$ 925,559**	**0.0**	**$ 32,269**	**4%**

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Expenditures:

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**

CONTRACTUAL SERVICES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**	**$ 340,614**	**$ 302,012**	**$ 360,996**	**$ 434,297**	**$ 411,406**

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ 53,256	$ 56,829	$ 58,193	$ 58,761	$ 54,000	$ 58,431
Buildings and Grounds	4,513	2,016	6,922	-	-	-
Electricity	15,800	16,700	15,200	11,900	11,400	11,400
Information Technology	55,572	89,877	134,414	232,861	212,848	234,548
Mailroom and Postage	-	-	-	-	2,034	2,419
Other Indirect Expenses	31	1,270	1,575	121	1,500	1,500
Records	-	-	-	-	3,281	3,450
Vehicles and Equipment	7,045	6,226	16,122	-	-	-
TOTAL INTER-DEPARTMENTAL CHARGES	**$ 136,217**	**$ 172,918**	**$ 232,426**	**$ 303,643**	**$ 285,063**	**$ 311,748**

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

PARKING FUND - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
5495406.9620 Land & Land Improvement	$ 200,477	$ 1,227,254	$ -	$ -	$ -	$ -
5495406.9622 Machinery & Equipment	312,010	167,700	33,705	-	-	54,000
5495406.9623 Autos and Trucks	24,457	-	-	-	-	-
TOTAL CAPITAL PROJECTS BUDGET	**$ 536,944**	**$ 1,394,954**	**$ 33,705**	**$ -**	**$ -**	**$ 54,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
V1904 Parking Ambassador Radios	$ 27,000	$ -	$ -	$ -	$ -	$ -	$ -
V1802 Lot #1 Expansion	-	215,000	-	-	-	-	-
V1702 Additional Parking Meters	15,000	-	-	-	-	-	-
V1703 Lot Full Signs	12,000	-	-	-	-	-	12,000
TOTAL PARKING FUND	**$ 54,000**	**$ 215,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,000**

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
ORGANIZATIONAL CHART

CHIEF OF POLICE

ADMINISTRATION & SERVICES

Administration Division:
- 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

CRIMINAL INVESTIGATIONS

Criminal Investigation Division:
- General Investigations Unit
- Special Investigations Unit
- Family Services Unit
- Street Crime Unit
- Victim Services

FIELD OPERATIONS

Special Enforcement Division:
- Traffic Unit
- Special Operation Unit
- K9 Unit
- Animal Control

Patrol Division:
- A Platoon
- B Platoon
- C Platoon
- D Platoon
- E Platoon

CITY OF NEWARK, DELAWARE
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.

Field Operations Bureau: 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.

  Traffic Unit - 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.

  Special Operations Unit - 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.

  K9 Unit - 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.

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

Administration and Investigations Bureau: 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.

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

  Special Investigations Unit - 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.

  Family Services Unit - 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.

  Street Crimes Unit - 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.

  Victim Services Unit - 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.

  Crime Prevention and Crime Analysis (CP/CA) - 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.

Accreditation - 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.

School Resource Officer (SRO) - 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.

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

Evidence Detection Officer - 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.

Training Officer - 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.

Property Coordinator - 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.

Communications Section - 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.

Records Section - 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.

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

CITY OF NEWARK, DELAWARE
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.

GENERAL FUND - POLICE DEPARTMENT

Expenditures:

POLICE DEPARTMENT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position 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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% Change
FULL TIME POSITIONS									
PSAP and Police Records Manager	MGMT	21		$ -	1.0	$ 66,457	1.0	$ 66,457	#DIV/0!
Communications Supervisor	MGMT	17	1.0	$ 60,873		$ -	(1.0)	$ (60,873)	-100.0%
Admin Professional II	CWA F/T	13		$ -	1.0	$ 64,519	1.0	$ 64,519	#DIV/0!
Secretary II	CWA F/T	13	1.0	$ 61,148		$ -	(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		$ 16,206		$ 3,090	23.6%
Holiday Premium				$ 22,286		$ 22,326		$ 40	0.2%
Device Reimbursements				$ -		$ 600		$ 600	#DIV/0!
Total Other				**$ 75,306**		**$ 89,087**		**$ 13,781**	**18.3%**
Total All			**18.0**	**$ 1,250,026**	**18.0**	**$ 1,325,018**	**0.0**	**$ 74,992**	**6.0%**

GENERAL FUND - POLICE DEPARTMENT

Expenditures:

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**

GENERAL FUND - POLICE DEPARTMENT

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**	**$ 204,494**	**$ 206,276**

GENERAL FUND - POLICE DEPARTMENT

Expenditures:

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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

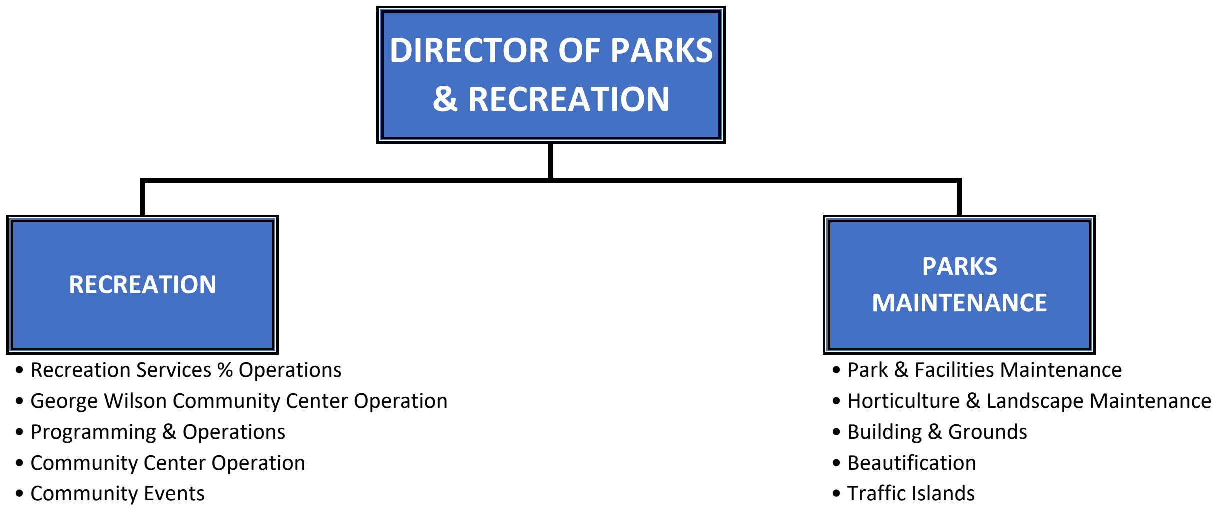
GENERAL FUND - POLICE DEPARTMENT

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0121095.9020 Mileage & Small Bus. Exp.	$ 3,177	$ 1,898	$ 2,309	$ 3,516	$ 3,000	$ 3,500
0121095.9030 Recruitment & Retention	-	-	-	-	-	14,000
0121095.9040 Dues & Professional Organizations	8,900	25,776	26,828	(200)	-	-
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	**$ 391,896**	**$ 352,030**	**$ 320,083**	**$ 321,084**	**$ 369,800**	**$ 410,145**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 repaving 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	Registrant/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

Activity	Registrant/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

Activity	Registrant/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

Performance Indicators:	2015 (Fall'14-Sum'15)	2016 (Fall'15-Sum'16)	2017 (Fall'16-Sum'17)	2018 (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**

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

Expenditures:

PARKS AND RECREATION DEPARTMENT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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
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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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									
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				$ -		$ 3,300		$ 3,300	#DIV/0!
Total Other				**$ 336,712**		**$ 347,833**		**$ 11,121**	**3.3%**
Total All			**15.0**	**$ 1,573,827**	**15.0**	**$ 1,631,741**	**0.0**	**$ 57,914**	**4%**

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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		**$ 125,885**	**$ 96,877**	**$ 82,138**	**$ 93,397**	**$ 122,905**	**$ 117,805**

GENERAL FUND - PARKS AND RECREATION DEPARTMENT

Expenditures:

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0151144.8020	Advertising	$ 729	$ 1,374	$ 2,472	$ 1,197	$ 4,750	$ 4,500
0151144.8030	Casualty Insurance	50,717	38,885	42,753	15,606	8,749	8,750
0151144.8031	Insurance - Property	-	-	-	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	-	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	-	-	-	-	-
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	-	-
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		**$ 284,928**	**$ 283,134**	**$ 300,487**	**$ 517,003**	**$ 602,927**	**$ 617,310**

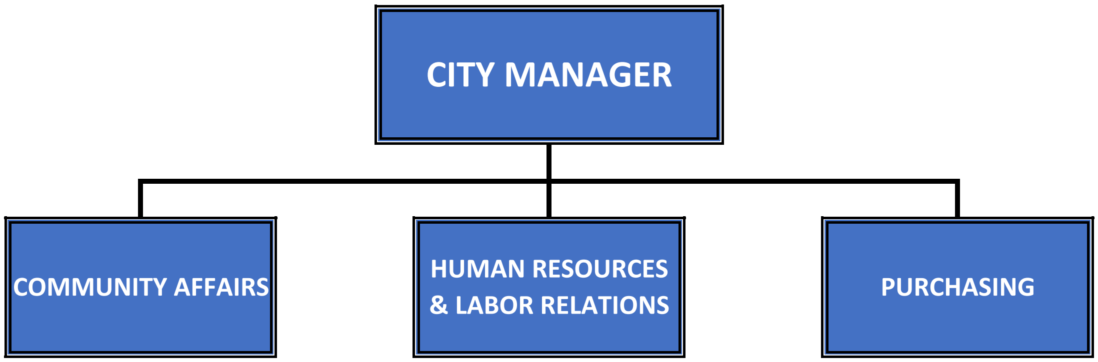
GENERAL FUND - PARKS AND RECREATION DEPARTMENT

Expenditures:

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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 Newsletter
- Downtown Newark Partnership
- Website Administration
- External Communications
- Digital Media
- Press Releases
- Welcome Booth
- TV Channel 22 Programming
- Special Events Planning

- Policy Development
- Performance Evaluation
- Recruitment
- Discipline
- Salary Administration
- Group Insurance Plans
- Pension Plans
- Job-Related Injuries
- Labor Negotiations
- Grievance Administration
- Union Contracts
- Benefits Coordination

- Policy Development and Compliance
- Supplies and Services Procurement
- Contract Administration
- Purchase Order Processing
- Vendor Liaison
- Surplus Goods Oversight
- Special Projects
- Research
- Mailroom

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 Code. The intent of this realignment was to align the division with Code 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 bi-monthly 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.

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.

GENERAL FUND - ADMINISTRATION DEPARTMENT - MANAGEMENT DIVISION

Expenditures:

MANAGEMENT DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 1,463,466	$ 856,154	$ 1,110,206	$ 1,096,989	$ 1,020,977	$ 1,038,264
Materials and Supplies	97,694	15,317	10,830	7,709	14,550	148,050
Contractual Services	358,227	126,194	133,268	192,534	263,258	248,846
Other Charges	99,074	123,147	163,568	167,896	132,100	157,576
Subtotal	$ 2,018,461	$ 1,120,812	$ 1,417,872	$ 1,465,128	$ 1,430,885	$ 1,592,736
Inter-Departmental Charges	(1,231,418)	(209,482)	(239,091)	(303,204)	(240,987)	(375,283)
TOTAL OPERATING EXPENSES	**$ 787,043**	**$ 911,330**	**$ 1,178,781**	**$ 1,161,924**	**$ 1,189,898**	**$ 1,217,453**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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 *(from Finance)	CWA F/T			$ -		$ 21,365		$ 21,365	#DIV/0!
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, PWWR-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%**

GENERAL FUND - ADMINISTRATION DEPARTMENT - MANAGEMENT DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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**

GENERAL FUND - ADMINISTRATION DEPARTMENT - MANAGEMENT DIVISION

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111123.7130	Tools,Field Sup.,Small Equip.	$ 27,732	$ 4,928	$ 7,052	$ -	$ 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	-	-	-	-	-	7,000
0111123.7550	Miscellaneous Supplies	701	37	-	417	500	500
0111123.7570	Merchandise for Resale	-	-	-	-	2,500	2,500
TOTAL MATERIALS AND SUPPLIES		**$ 97,694**	**$ 15,317**	**$ 10,830**	**$ 7,709**	**$ 14,550**	**$ 148,050**

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111124.8030	Casualty Insurance	$ 39,713	$ 37,531	$ 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	-	-	-	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**

GENERAL FUND - ADMINISTRATION DEPARTMENT - MANAGEMENT DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS 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**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ 37,392	$ 18,641	$ 19,190	$ 21,064	$ 22,429	$ 24,278
Buildings and Grounds	10,871	3,574	12,269	-	-	-
Electricity Used	11,210	7,630	8,088	11,506	11,048	11,048
Information Technology	(995,954)	18,436	(10,356)	54,153	59,724	64,809
Mailroom and Postage	-	-	-	-	869	(21,151)
Printing and Reproduction	(38,390)	4,925	9,712	494	668	(6,332)
Records	-	-	-	-	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	-	-	-
TOTAL INTER-DEPARTMENTAL CHARGES	**$ (1,231,418)**	**$ (209,482)**	**$ (239,091)**	**$ (303,204)**	**$ (240,987)**	**$ (375,283)**

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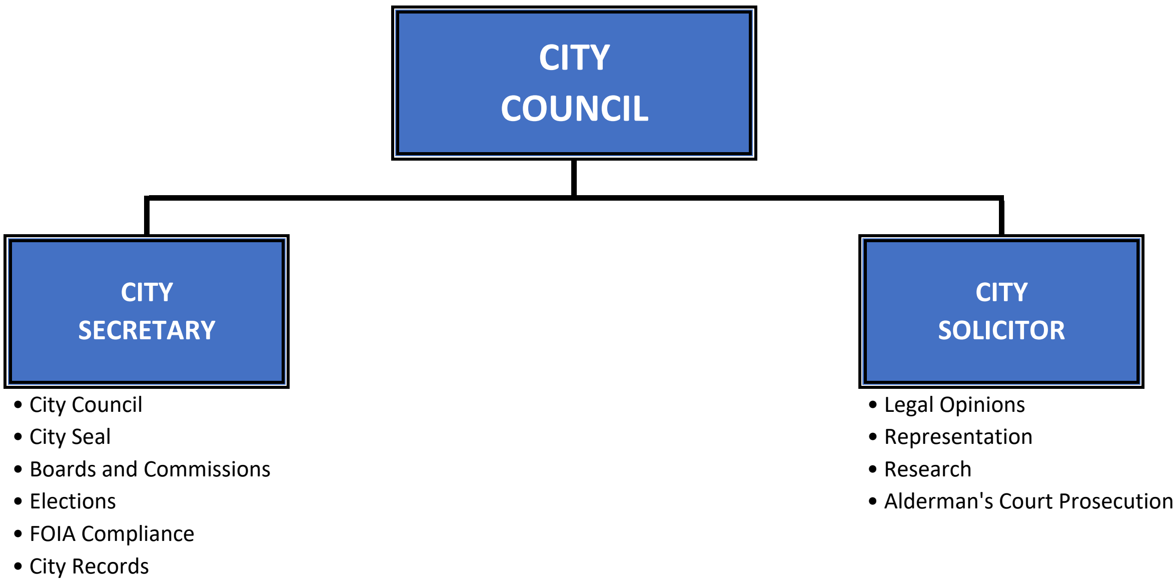
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



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.

GENERAL FUND - LEGISLATIVE DEPARTMENT

Expenditures:

LEGISLATIVE DEPARTMENT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 389,321	$ 395,998	$ 408,200	$ 406,060	$ 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

Title	Union Affiliation	Grade	2018 # of Positions		2018 Approved	2019 # of Positions		2019 Requested	Position Difference		$ Difference	% 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.

GENERAL FUND - LEGISLATIVE DEPARTMENT

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111132.6020	Supervisory	$ 80,961	$ 85,000	$ 85,819	$ 85,949	$ 85,850	$ 88,426
0111132.6080	Clerical	136,854	144,162	153,004	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**

GENERAL FUND - LEGISLATIVE DEPARTMENT

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

GENERAL FUND - LEGISLATIVE DEPARTMENT

Expenditures:

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111134.8020	Advertising	$ 12,270	$ 11,589	$ 11,144	$ 14,652	$ 12,500	$ 14,000
0111134.8030	Casualty Insurance	12,243	12,028	11,615	12,338	11,551	11,550
0111134.8033	Insurance - Broker	-	-	-	809	1,075	1,075
0111134.8050	Phone/Communications	336	516	283	829	300	300
0111134.8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000
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	21,500	22,692
0111134.8160	City Solicitor & Deputy	278,097	312,578	366,171	299,905	325,000	337,000
0111134.8161	Lobbyist	5,500	39,587	53,200	53,200	53,200	54,000
0111134.8162	Legal/Consulting Services	495,055	379,169	293,877	156,238	250,000	250,000
0111134.8163	Codification of Ordinance	12,194	12,778	9,098	10,402	8,000	8,000
0111134.8210	Election Expenses	3,230	4,700	3,833	4,576	25,000	15,000
0111134.8220	Community Groups	47,098	63,956	62,073	55,037	-	-
0111134.8312	Fleet & Facilities Services	-	-	-	26,901	42,567	48,688
0111134.8550	Misc. Contracted Svc.	55,290	4,413	8,271	15,946	26,400	8,500
0111134.8741	Special Council Events	6,500	6,181	6,791	7,506	7,500	10,000
TOTAL CONTRACTUAL SERVICES		**$ 1,051,450**	**$ 923,112**	**$ 908,932**	**$ 752,328**	**$ 790,593**	**$ 786,805**

GENERAL FUND - LEGISLATIVE DEPARTMENT

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS 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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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.

GENERAL FUND - JUDICIAL DEPARTMENT - ALDERMAN'S COURT

Expenditures:

ALDERMAN'S COURT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
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**

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

Title	Union Affiliation	Grade	2018 # of Positions		2018 Approved	2019 # of Positions		2019 Requested	Position Difference		$ Difference	% 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	$	56,587	1.0	$	56,735	0.0	$	148	0.3%
Administration Professional I	CWA F/T	10		$	-	1.0	$	46,549	1.0	$	46,549	#DIV/0!
Customer Service Clerk I	CWA F/T	10	1.0	$	52,444		$	-	(1.0)	$	(52,444)	-100.0%
Total Full-Time Positions			**3.0**	**$**	**167,014**	**3.0**	**$**	**163,349**	**0.0**	**$**	**(3,665)**	**-2.2%**
PART-TIME FUNDING												
Alderman	E & A			$	39,285		$	39,285		$	-	0.0%
Deputy Alderman	E & A			$	21,620		$	21,620		$	-	0.0%
Bailiff	CWA P/T			$	43,566		$	46,654		$	3,088	7.1%
Clerk Typist	CWA P/T			$	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%**
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%**

GENERAL FUND - JUDICIAL DEPARTMENT - ALDERMAN'S COURT

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111152.6020	Supervisory	$ 65,793	$ 66,765	$ 65,128	$ 55,508	$ 57,983	$ 60,065
0111152.6060	Customer Service	125,615	125,828	136,185	147,727	151,498	143,887
0111152.6410	Alderman	53,265	56,342	56,342	59,581	60,905	60,905
0111152.6420	Bailiffs	-	-	-	14,793	43,566	46,654
0111152.6580	Service Award	4,798	4,584	3,645	1,948	1,699	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	1,000
0111152.6920	Unemployment Comp. Ins.	3,301	2,630	2,690	2,537	2,205	1,848
0111152.6930	Social Security Taxes	19,035	19,247	19,950	21,276	24,425	23,873
0111152.6940	City Pension Plan	41,246	36,539	40,178	23,902	30,548	17,450
0111152.6941	Defined Contribution 401a Plan	-	-	508	3,330	3,532	7,095
0111152.6950	Term Life Insurance	782	748	706	774	823	793
0111152.6960	Group Hospitalization Ins.	35,025	35,064	33,863	31,620	32,889	28,120
0111152.6961	Long-Term Disability Ins.	311	300	282	294	369	298
0111152.6962	Dental Insurance	2,142	2,845	2,639	2,390	2,391	1,859
0111152.6963	Flexible Spending Account	-	126	121	63	78	-
0111152.6965	Post-Employment Benefits	14,949	4,846	4,586	8,804	7,356	3,880
0111152.6966	Retirement Health Savings Acct	-	-	206	1,359	1,380	2,800
0111152.6967	Emergency Room Reimbursements	400	-	-	-	435	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**

GENERAL FUND - JUDICIAL DEPARTMENT - ALDERMAN'S COURT

Expenditures:

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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

GENERAL FUND - JUDICIAL DEPARTMENT - ALDERMAN'S COURT

Expenditures:

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

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CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF FINANCE

FINANCE SERVICES

- Treasury Management
- Asset Management
- Risk Management
- Budget Control

ACCOUNTING

- Financial Reporting
- Budget Reporting

CUSTOMER SERVICE

- Revenue Collection
- Utility Services
- Customer Information
- Customer Education
- Cashiering
- Billing
- Meter Reading
- Meter Disconnects
- Customer Relations

INFORMATION TECHNOLOGY

- Infrastructure
- Applications
- System Operations
- Data Management
- Program Design
- User Education

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2019 PROGRAM NARRATIVE

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

Accounting:

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

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2018 budget for all funds totals $87.4 million including a $2.1 million net capital budget.

- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

Payments and Utility Billing (PUB):

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

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

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

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

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
FY2018 ACCOMPLISHMENTS

Key accomplishments in 2018 include:

Accounting:

- The monthly financial report, reformatted in 2017, was further enhanced to provide Council and residents a more user-friendly report focusing on budgetary performance and expectations. In 2018, three-year trends for utility performance were added to track current year activity to past performance.

- Completed the RFP process for auditing services (RFP #17-05) and selected CliftonLarsenAllen LLP as the City's independent auditing firm. The contract covers fiscal years 2017 through 2019, with the option of adding two additional one-year terms.

- Renegotiated insurance coverage at a savings of approximately $38,000 as compared to prior year.

- Received the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association (GFOA) for the 8th consecutive year for the City's Comprehensive Annual Financial Report for 2016.

- Received an unmodified opinion from CliftonLarsenAllen LLP, for the City's financial statements for the year ended December 31, 2017.

- Submitted the City's 2017 Comprehensive Annual Financial Report to the GFOA for the "Certificate of Achievement for Excellence in Financial Reporting".

- Partnered with Information Technology to move the City's tax billing platform from CityView to Munis. Tax payers are now able to view their tax bills online vs. needing to call into the Accounting Office for information.

Budget:

- House Bill 435, signed by Governor Carney on July 1, 2018, secured the City's ability to implement its own lodging tax (up to 3%). This tax, which is applicable to all hotels, motels and tourist homes within the City-limits, will assist in the diversification of the City's revenue portfolio.

- Staff worked in conjunction with PWWR and the City Manager's Office on the 2018 Referendum held on June 19h, 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.

__GENERAL FUND - FINANCE DEPARTMENT__

Expenditures:

FINANCE DEPARTMENT - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
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 Affiliation	Grade	2018 # of Positions		2018 Approved	2019 # of Positions		2019 Requested	Position Difference		$ Difference	% Change
FULL TIME POSITIONS												
Director of Finance	MGMT	33	1.0	$	124,337	1.0	$	131,908	0.0	$	7,571	6.1%
Deputy Director of Finance	MGMT	29	1.0	$	84,814	1.0	$	103,650	0.0	$	18,836	22.2%
Payments & Utility Billing Manager	MGMT	21	1.0	$	73,264	1.0	$	76,410	0.0	$	3,146	4.3%
Accountant II	CWA F/T	18	2.0	$	149,301	2.0	$	154,722	0.0	$	5,421	3.6%
PUB System Support Analyst	CWA F/T	18	1.0	$	61,323	1.0	$	64,477	0.0	$	3,154	5.1%
Financial Analyst	CWA F/T	14	1.0	$	51,221	1.0	$	53,859	0.0	$	2,638	5.2%
Finance Assistant	CWA F/T	13	1.0	$	61,739	1.0	$	65,119	0.0	$	3,380	5.5%
Utility Billing Technician	CWA F/T	13	1.0	$	61,148	1.0	$	64,519	0.0	$	3,371	5.5%
Customer Service Clerk II	CWA F/T	11	1.0	$	56,586	1.0	$	59,705	0.0	$	3,119	5.5%
Customer Service Clerk I	CWA F/T	10	3.0	$	146,514	3.0	$	158,469	0.0	$	11,955	8.2%
Total Full-Time Positions			**13.0**	**$**	**870,247**	**13.0**	**$**	**932,838**	**0.0**	**$**	**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%**

GENERAL FUND - FINANCE DEPARTMENT

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111102.6020	Supervisory	$ 193,492	$ 193,625	$ 217,457	$ 204,209	$ 209,151	$ 235,558
0111102.6040	Accounting	181,645	194,068	223,248	267,078	262,261	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	-	-	-	-	-
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 PERSONNEL SERVICES		**$ 1,207,401**	**$ 1,212,212**	**$ 1,264,662**	**$ 1,377,380**	**$ 1,461,268**	**$ 1,633,242**

GENERAL FUND - FINANCE DEPARTMENT

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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	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	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		**$ 112,560**	**$ 147,252**	**$ 132,151**	**$ 144,657**	**$ 171,500**	**$ 32,000**

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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	12,000
0111104.8050	Phone/Communications	3,656	2,319	2,163	2,757	2,800	1,000
0111104.8130	Bldg. & Equip. Rental	7,362	-	-	-	-	-
0111104.8131	Information Technology Cont'l	107,529	118,422	132,043	54,964	59,022	43,324
0111104.8170	Auditing Fees	59,900	62,705	65,005	59,500	60,000	60,000
0111104.8300	Mach. & Equip. Maintenance	65	7,849	5,819	9,653	7,000	-
0111104.8312	Fleet & Facilities Services	-	-	-	26,467	38,398	42,813
0111104.8550	Misc. Contracted Svc.	34,855	32,054	9,020	23,435	39,800	33,500
TOTAL CONTRACTUAL SERVICES		**$ 238,606**	**$ 242,028**	**$ 232,305**	**$ 197,343**	**$ 226,596**	**$ 200,217**

GENERAL FUND - FINANCE DEPARTMENT

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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	-	-	-
0111105.9060 Depreciation Expense	100,796	97,498	102,090	133,457	131,480	116,276
0111105.9070 Training & Continuing Educ/Conf	1,386	475	1,222	21,345	23,500	23,500
TOTAL OTHER CHARGES	**$ 106,550**	**$ 109,236**	**$ 106,426**	**$ 286,078**	**$ 155,580**	**$ 140,526**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Accounting	$ (496,033)	$ (526,413)	$ (541,471)	$ (506,611)	$ (501,287)	$ (542,613)
Buildings and Grounds	16,245	7,259	24,919	-	-	-
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)**

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

Expenditures:

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
Personnel Services	$ -	$ 719,910	$ 920,987	$ 1,206,088	$ 1,045,198	$ 1,037,376
Materials and Supplies	-	80,418	56,765	45,807	53,500	92,500
Contractual Services	-	512,167	521,114	372,480	518,934	542,063
Other Charges	-	27,687	63,717	83,389	170,700	90,290
Subtotal	$ -	$ 1,340,182	$ 1,562,583	$ 1,707,764	$ 1,788,332	$ 1,762,229
Inter-Departmental Charges	-	(1,340,182)	(1,562,583)	(1,707,764)	(1,784,890)	(1,762,229)
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,442**	**$ -**

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		$	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.

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

Expenditures:

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	$ 29,625	$ 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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
0111165.9020 Mileage & Small Bus. Exp.	$ -	$ -	$ 398	$ 233	$ -	$ -
0111165.9031 Information Technology Training	-	21,381	5,673	299	6,000	-
0111165.9040 Dues & Professional Organizations	-	4,257	16,478	-	-	-
0111165.9060 Depreciation Expense	-	2,049	35,165	48,121	136,600	62,290
0111165.9070 Training & Continuing Educ/Conf	-	-	6,003	34,736	28,100	28,000
TOTAL OTHER CHARGES	**$ -**	**$ 27,687**	**$ 63,717**	**$ 83,389**	**$ 170,700**	**$ 90,290**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ -	$ 20,937	$ 21,606	$ 23,424	$ 22,937	$ 24,832
Buildings and Grounds	-	1,284	4,406	-	-	-
Electric Used	-	2,740	2,905	6,426	5,157	5,157
Information Technology	-	(1,320,842)	(1,495,877)	(1,737,769)	(1,819,088)	(1,792,428)
Other Indirect Charges	-	-	-	-	5,000	-
Mailroom and Postage	-	-	-	-	894	-
Printing and Reproduction	-	(44,301)	(95,623)	155	210	210
TOTAL INTER-DEPARTMENTAL CHARGES	**$ -**	**$ (1,340,182)**	**$ (1,562,583)**	**$ (1,707,764)**	**$ (1,784,890)**	**$ (1,762,229)**

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DEBT SERVICE FUND

DEBT SERVICE FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
CASH BALANCE - JANUARY 1ST	**$ 46,620**	**$ 46,620**	**$ 46,620**	**$ 46,620**	**$ 46,620**	**$ 46,620**
RECEIPTS						
Transfer from Other Funds	$ 212,848	$ 222,347	$ 224,047	$ 225,647	$ 271,402	$ 271,402
Proceeds from Notes Issued	-	-	-	-	-	-
Interest on Investments	-	-	-	-	-	-
TOTAL RECEIPTS	**$ 212,848**	**$ 222,347**	**$ 224,047**	**$ 225,647**	**$ 271,402**	**$ 271,402**
DISBURSEMENTS						
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
TOTAL DEBT SERVICE FUND	**$ 1,055,000**	**$ 890,000**	**$ 720,000**	**$ 1,215,000**	**$ 1,040,000**	**$ 860,000**

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CAPITAL PROJECTS FUND

CAPITAL IMPROVEMENTS	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
3063006.9580 Consulting Fees	$ -	$ -	$ 6,176	$ -	$ -	$ -
3063006.9620 Land & Land Improvement	290,878	290,878	105,790	9,410	-	-
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	-	-	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**

EQUIPMENT REPLACEMENT	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
3063026.9622 Machinery & Equipment	$ -	$ -	$ 38,288	$ -	$ 141,492	$ 141,492
3063026.9623 Autos & Trucks	621,619	679,219	1,614,500	-	473,000	473,000
TOTAL EQUIPMENT REPLACEMENT	**$ 621,619**	**$ 679,219**	**$ 1,652,788**	**$ -**	**$ 614,492**	**$ 614,492**

CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER AND DESCRIPTION		CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	OTHER FINANCING
PUBLIC WORKS DEPARTMENT							
H1901	Annual Street Program	$ 858,329	$ -	$ -	$ 491,671	$ 100,000	$ 150,000
H1902	ADA Handicap Ramp Transition Plan (CDBG provides the $25,000 grant)	-	-	-	25,000	128,150	-
H1503	Transportation Plan Implementation	20,000	-	-	-	-	-
HEQSF	Equipment Replacement Program	-	208,204	122,796	-	-	-
TEQSF	Equipment Replacement Program	-	27,663	47,337	-	-	-
TOTAL		**$ 878,329**	**$ 235,867**	**$ 170,133**	**$ 516,671**	**$ 228,150**	**$ 150,000**
POLICE DEPARTMENT							
C1902	Mobile Video Recording Refresh	$ 115,224	$ -	$ -	$ 75,000	$ -	$ -
C1903	NPD Ethernet Rewiring Project	32,000	-	-	-	-	-
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		**$ 172,882**	**$ 50,923**	**$ 224,519**	**$ 165,000**	**$ -**	**$ -**
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 RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	OTHER FINANCING
INFORMATION TECHNOLOGY DIVISION						
I1901 Sonicwall Firewall Replacement	$ 58,000	$ -	$ -	$ -	$ -	$ -
I1902 Tyler Technologies Contracts, Bid Module and Cash Management Module	17,700	-	-	-	-	-
I1603 Surveillance Camera Refresh	-	-	-	-	32,500	-
TOTAL	**$ 75,700**	**$ -**	**$ -**	**$ -**	**$ 32,500**	**$ -**
OTHER DEPARTMENTS						
BEQSF Equipment Replacement Program	$ -	$ 6,186	$ 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**

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COMMUNITY DEVELOPMENT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT

Expenditures:

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
1191192.6020	Supervisory	$ -	$ -	$ -	$ 121	$ -	$ -
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	-	-	-	-	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	-	-	-	-	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 BLOCK GRANT		**$ 178,484**	**$ 238,751**	**$ 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 # of Positions		2019 Requested	Position Difference		$ Difference	% 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.

COMMUNITY DEVELOPMENT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT

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

Expenditures:

LAW ENFORCEMENT GRANTS - SUMMARY		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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	2018 BUDGET AS AMENDED	2019 BUDGET
1221294.8130 Building & Equipment Rental	$ 22,500	$ -	$ -	$ -	$ -	$ -
1221294.8550 Miscellaneous Contracted Svc	2,280	2,280	2,280	-	-	-
1221295.9070 Training	-	-	-	39,505	-	-
TOTAL FEDERAL FORFEITED PROPERTY	**$ 24,780**	**$ 2,280**	**$ 2,280**	**$ 39,505**	**$ -**	**$ -**

LAW ENFORCEMENT FUND - LAW ENFORCEMENT GRANTS

CURRENT GRANT PROGRAMS		PROJECTED AMOUNT 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

SPECIAL PARKS FUND - PARKS AND RECREATION DEPARTMENT

Expenditures:

SPECIAL REVENUE ACCOUNTS	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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	-	-	-	-	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**

DOWNTOWN NEWARK PARTNERSHIP FUND - ADMINISTRATION DEPARTMENT - DNP SPECIAL REVENUE

Revenue:

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

Expenditures:

DOWNTOWN NEWARK PARTNERSHIP - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
MATERIALS AND SUPPLIES						
1491403.7130 Small Tools and Equipment	$ -	$ 180	$ -	$ -	$ -	$ -
1491403.7670 Downtown Newark Partnership Supplies	-	4,737	701	7,745	8,000	-
1491403.7671 Mural and New Art Supplies	-	-	-	80	2,000	-
1491403.7672 Design Project Supplies	-	-	-	234	-	-
1491403.7694 Other Special Events Supplies	-	9,429	12,926	4,124	12,000	-
CONTRACTUAL SERVICES						
1491404.8020 Advertising	-	25,454	13,967	8,638	7,500	-
1491404.8040 Merchant Fees and Discounts	-	-	-	12	-	-
1491404.8550 Misc. Contracted Svc.	-	19,164	2,571	466	2,000	-
1491404.8670 Downtown Newark Partnership Cont'l	-	5,454	4,866	768	8,000	-
1491404.8694 Other Special Events Contractual	-	18,830	11,060	19,895	17,000	-
OTHER CHARGES						
1491405.9040 Dues & Professional Organizations	-	1,281	1,458	-	-	-
1491405.9070 Training & Continuing Educ/Conf	-	-	-	(68)	4,000	-
1491405.9082 Gift Card Program	-	9,799	3,730	4,090	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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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**

Expenditures:

TRANSPORTATION FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS 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.

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

Expenditures:

FLEET MAINTENANCE DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 # of Positions	2019 Requested	Position Difference	$ Difference	% 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%**

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006002.6020	Supervisory	$ -	$ -	$ -	$ -	$ -	$ -
6006002.6250	Mechanics	240,251	253,320	254,621	258,579	267,154	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 PERSONNEL SERVICES		**$ 429,030**	**$ 439,417**	**$ 474,992**	**$ 440,560**	**$ 462,864**	**$ 488,539**

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

Expenditures:

MATERIALS AND SUPPLIES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006003.7020	Heating Fuel	$ 6,641	$ 5,952	$ 4,457	$ 858	$ -	$ -
6006003.7060	Tire & Tire Repair Expense	59,926	69,464	71,485	69,351	60,000	65,000
6006003.7070	Gasoline, Oil, Coolant, Etc.	487,579	318,914	257,327	319,010	340,000	355,000
6006003.7110	Safety Shoes & Supplies	660	1,365	826	1,377	1,200	1,200
6006003.7130	Tools, Field Sup., & Small Eq.	7,361	5,789	5,222	7,029	8,100	7,500
6006003.7131	Information Technology Supplies	811	-	-	-	-	-
6006003.7140	Uniforms	137	-	-	-	-	-
6006003.7150	Office Supplies	456	3	35	152	250	300
6006003.7230	Janitorial Supplies	19,136	269	-	-	-	-
6006003.7250	Buildings and Grounds Maint.	2,680	227	842	521	-	-
6006003.7300	Machinery & Equip. Maintenance	3,471	489	6,299	-	2,000	2,000
6006003.7310	Vehicle Maintenance	241,277	232,597	195,702	194,588	175,000	175,000
6006003.7550	Miscellaneous Supplies	193	-	-	-	-	-
TOTAL MATERIALS AND SUPPLIES		**$ 830,328**	**$ 635,069**	**$ 542,195**	**$ 592,886**	**$ 586,550**	**$ 606,000**

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

Expenditures:

CONTRACTUAL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
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**	**$ 164,634**	**$ 159,828**	**$ 184,774**	**$ 242,565**	**$ 254,914**

(1) Reclassified to Facilities Maintenance

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	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	-	-	706	-	-	-
TOTAL OTHER CHARGES	**$ 4,017**	**$ 17,817**	**$ 18,049**	**$ 16,512**	**$ 40,600**	**$ 43,491**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ 15,931	$ 16,801	$ 17,404	$ 13,447	$ 13,847	$ 14,994
Buildings and Grounds	(151,540)	20,800	9,148	-	-	-
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	**$ (1,555,072)**	**$ (1,256,937)**	**$ (1,195,064)**	**$ 53,335**	**$ 57,464**	**$ 60,413**

MAINTENANCE FUND - PUBLIC WORKS AND WATER RESOURCES DEPARTMENT - FLEET MAINTENANCE DIVISION

FLEET MAINTENANCE DIVISION - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006006.9621 Buildings & Structures	$ 19,990	$ 18,773	$ -	$ 21,710	$ -	$ -
6006006.9622 Machinery & Equipment	-	62,451	-	-	-	-
TOTAL CAPITAL PROJECTS BUDGET	**$ 19,990**	**$ 81,224**	**$ -**	**$ 21,710**	**$ -**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
MEQSF Equipment Replacement Program	$ -	$ 22,195	$ 17,805	$ -	$ -	$ -	$ -
TOTAL FLEET MAINTENANCE FUND	**$ -**	**$ 22,195**	**$ 17,805**	**$ -**	**$ -**	**$ -**	**$ -**

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MAINTENACE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Expenditures:

FACILITIES MAINTENANCE DIVISION - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
OPERATING EXPENSES						
Personnel Services	$ -	$ -	$ -	$ 212,237	$ 307,429	$ 310,227
Materials and Supplies	-	-	-	69,826	101,200	104,800
Contractual Services	-	-	-	138,086	154,486	169,245
Other Charges	-	-	-	624	130,360	150,725
Subtotal	$ -	$ -	$ -	$ 420,773	$ 693,475	$ 734,997
INTER-DEPARTMENTAL CHARGES	-	-	-	44,617	40,976	44,423
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ 465,390**	**$ 734,451**	**$ 779,420**

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

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	$ Difference	% 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 1670 P/T			$ 16,703		$ 16,740		$ 37	0.2%
Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			$ 95,011		$ 96,814		$ 1,803	1.9%
Facilities Carpenter P/T	AFSCME LOCAL 1670 P/T			$ 77,571		$ 78,892		$ 1,321	1.7%
Total Part-Time Funding				**$ 189,285**		**$ 192,446**		**$ 3,161**	**1.7%**
OTHER									
Overtime				$ 5,000		$ 5,000		$ -	0.0%
Uniform Allowance				$ 180		$ 240		$ 60	33.3%
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%**

MAINTENACE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Expenditures:

PERSONNEL SERVICES		2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006012.6230	Maintenance Workers	$ -	$ -	$ -	$ 171,430	$ 248,769	$ 255,000
6006012.6620	Overtime	-	-	-	2,914	5,000	5,000
6006012.6880	Uniform Allowance	-	-	-	165	180	240
6006012.6885	Device Reimbursement	-	-	-	-	-	2,700
6006012.6920	Unemployment Comp. Ins.	-	-	-	2,595	2,476	2,901
6006012.6930	Social Security Taxes	-	-	-	14,013	28,605	20,981
6006012.6941	Defined Contribution 401(a) Plan	-	-	-	3,665	4,076	4,222
6006012.6950	Term Life Insurance	-	-	-	267	293	302
6006012.6960	Group Hospitalization Ins.	-	-	-	14,774	15,367	16,258
6006012.6961	Long-Term Disability Ins.	-	-	-	101	131	114
6006012.6962	Dental Insurance	-	-	-	944	944	901
6006012.6966	Retirement Health Savings Acct	-	-	-	1,307	1,380	1,400
6006012.6967	Emergency Room Reimbursements	-	-	-	-	145	145
6006012.6968	Vision Insurance Premiums	-	-	-	62	63	63
TOTAL PERSONNEL SERVICES		**$ -**	**$ -**	**$ -**	**$ 212,237**	**$ 307,429**	**$ 310,227**

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.

MAINTENACE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Expenditures:

MATERIALS AND SUPPLIES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 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 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006014.8050 Phone/Communications	$ -	$ -	$ -	$ 3,820	$ 3,540	$ 840
6006014.8131 Information Technology Cont'l	-	-	-	-	7,404	7,683
6006014.8230 Janitorial Service	-	-	-	11,329	13,840	-
6006014.8250 Buildings and Grounds Maint.	-	-	-	117,170	125,725	155,265
6006014.8312 Fleet & Facilities Services	-	-	-	4,816	3,977	5,457
6006014.8550 Misc. Contracted Services	-	-	-	951	-	-
TOTAL CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ -**	**$ 138,086**	**$ 154,486**	**$ 169,245**

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.

MAINTENACE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Expenditures:

OTHER CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006015.9060 Depreciation Expense	$ -	$ -	$ -	$ -	$ 9,600	$ 6,000
6006015.9070 Training & Continuing Educ/Conf	-	-	-	624	760	725
6006015.9083 Stormwater Fees	-	-	-	-	120,000	144,000
TOTAL OTHER CHARGES	**$ -**	**$ -**	**$ -**	**$ 624**	**$ 130,360**	**$ 150,725**

INTER-DEPARTMENTAL CHARGES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
Billings and Accounting	$ -	$ -	$ -	$ 9,825	$ 10,488	$ 11,353
Electricity	-	-	-	2,300	2,208	2,208
Information Technology	-	-	-	32,492	27,947	30,862
TOTAL INTER-DEPARTMENTAL CHARGES	**$ -**	**$ -**	**$ -**	**$ 44,617**	**$ 40,976**	**$ 44,423**

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.

MAINTENACE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

FACILITIES MAINTENANCE DIVISION - CAPITAL PROJECTS BUDGET	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
6006016.9620 Land Improvements	$ -	$ -	$ -	$ -	$ 53,000	$ -
6006016.9621 Buildings & Structures	-	-	-	-	-	50,000
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ 53,000**	**$ 50,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	OTHER FINANCING
N1901 City Hall - HVAC System Upgrades	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -
N1801 NPD - Rear Concrete Deck and Stairs	-	-	-	-	50,000	-	-
N1806 FOC - Master Plan	-	-	-	-	225,000	-	-
N1603 GWC - HVAC System Upgrades	-	-	-	-	-	-	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	2018 BUDGET AS AMENDED	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

Expenditures:

OTHER POST-EMPLOYMENT BENEFITS FUND - SUMMARY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET AS AMENDED	2019 BUDGET
7307300.6991 Retiree Health Insurance	$ 247,543	$ 244,269	$ 375,580	$ 481,621	$ 371,000	$ 471,000
7307300.6992 Retiree/Spouse Health Insurance	95,708	122,370	88,007	118,820	100,000	100,000
7307300.6993 Spouse Only Health Insurance	-	12,783	-	-	-	-
7307300.6994 Retiree Dental Insurance	26,391	30,181	36,429	-	40,000	40,000
7307300.6995 Retiree Life Insurance	1,379	1,294	7,644	1,411	8,500	8,500
7307300.6996 Retiree Vision Insurance	-	1,323	2,023	-	2,500	2,500
7307300.8930 OPEB Administrative Expense	(453)	(501)	2,192	20,933	3,000	3,000
TOTAL POST-EMPLOYMENT BENEFITS	**$ 370,568**	**$ 411,719**	**$ 511,875**	**$ 622,785**	**$ 525,000**	**$ 625,000**

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

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