



ADMINISTRATIVE DEPARTMENT

2020

BUDGET PRESENTATION

TO CITY COUNCIL

SEPTEMBER 16, 2019

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
EXECUTIVE SUMMARY**

EXPENDITURE BUDGET

Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
<i>Full-time Wages</i>	674,162	690,790	16,628	2.47%	
<i>Part-time Wages</i>	21,365	56,000	34,635	162.11%	<i>*Increased PT line 6615 (Interns) by \$26,000 and moved to 8550 (Misc. Cont. Services) due to moving grant writing in-house as opposed to Millenium Strategies (V#11189).</i>
<i>Other Wages</i>	35,983	25,752	(10,231)	-28.43%	<i>*Decreased "Other Wages" by \$21,000 due to removal of Transitional Wages in 2020.</i>
<i>Benefits</i>	306,754	433,737	126,983	41.40%	
Personnel Services	\$ 1,038,264	\$ 1,206,279	168,015	16.18%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 148,050	\$ 146,500	(1,550)	-1.05%	*Decreased 7170 (Postage) by \$1,550 due to current trends.
Contractual Services	\$ 248,759	\$ 224,204	(24,555)	-9.87%	*Decreased line 8550 (Misc. Cont. Services) by \$26,000 and moved to 6615 (Interns) due to moving grant writing in-house as opposed to Millenium Strategies (V#11189).
Depreciation	\$ 55,076	\$ 3,883	(51,193)	-92.95%	*Finance Calculation
Other Expenditures	\$ 102,500	\$ 97,000	(5,500)	-5.37%	*Decreased 9030 (Recruitment and Retention Exp.) by \$5,000 for 2020.
Subtotal:	\$ 1,592,649	\$ 1,677,866	\$ 85,217	5.35%	
Inter-Dept. Charges	\$ (377,378)	\$ (481,366)	(103,988)	27.56%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 1,215,271	\$ 1,196,500	\$ (18,771)	-1.54%	
Full-time Positions	10	9	-1		Decrease of 1 FTE is due to removal of "Communications Manager" position in 2020.

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
Full-time Wages	62,554	66,357	3,803	6.08%	
Part-time Wages	192,446	215,836	23,390	12.15%	
Other Wages	7,940	6,340	(1,600)	-20.15%	*Overtime reduction of -\$1,900 from \$5,000 to \$3,100 in 2020.
Benefits	47,287	50,180	2,893	6.12%	
Personnel Services	\$ 310,227	\$ 338,713	28,486	9.18%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 104,800	\$ 104,500	(300)	-0.29%	
Contractual Services	\$ 169,238	\$ 180,937	11,699	6.91%	*Increase largely due to a new line being added City-Wide in 2020, 8035 (Worker's Compensation) budgeted at \$11,900
Depreciation	\$ 6,000	\$ 9,562	3,562	59.37%	*Finance Calculation
Other Expenditures	\$ 144,725	\$ 164,725	20,000	13.82%	*Increase of \$20,000 in 2020 to 9083 (Stormwater Fees) based off current trends.
Subtotal:	\$ 734,990	\$ 798,437	\$ 63,447	8.63%	
Inter-Dept. Charges	\$ 43,090	\$ 41,583	(1,507)	-3.50%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 778,080	\$ 840,020	\$ 61,940	7.96%	
Full-time Positions	1	1	0		No change in FTE from FY2019 to FY2020

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
<u>New projects:</u>		
N2001	City Hall - Electric Vehicle Charging Station	New Project
N2002	City Hall - Carpet Upgrades	New Project
N2003	City Building Roof/Repair Replacement	New Project
<u>Ongoing projects</u>		
N1901	City Hall - HVAC System Upgrades	Project listed in 2019-2023 CIP
N1801	Rear Concrete Deck and Stairs	Project listed in 2019-2023 CIP
N1803	Exterior Paint and Powerwash	Project listed in 2019-2023 CIP
N1806	FOC - Master Plan	Projected to be completed by EOY 2019
N1808	FOC - Buildings 1 and 2, Security Improvements	Project listed in 2019-2023 CIP
N1809	TRN - New Windows	Project listed in 2019-2023 CIP
N1702	Council Chamber Renovations	Project listed in 2019-2023 CIP
N1603	GWC - HVAC System Upgrades	Project listed in 2019-2023 CIP
NEQSF	Equipment Replacement Program	Perpetual Project

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



**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

Under the direction of the 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 staffing levels to meet expectations for service delivery. 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 City 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 manages 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 inhouse promotions and transfers. During 2018, the division was involved in the recruitment of 28 regular, full-time and part-time positions, of which 17 were full-time and 11 part-time. The promotion, upgrade, reclassification and transfer of 44 city employees occurred, and the hiring of 25 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 17 full-time positions recruited for, 12 employees were hired. Of the 12 new, full-time employees, four (4) were recruited and hired police officers.

Labor Relations are also handled within the Personnel Administration division and includes the administration of labor relations involving four 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, AFSCME 1670, and AFSCME 3919's existing contracts are set to expire on December 31, 2019 so Personnel staff will be working with our labor counsel during the fall of 2019 to negotiate contract extensions. The existing FOP agreement is valid through December 31st, 2020 but during the last round of negotiations, we agreed to work with the FOP to potentially move them into the State's municipal police and fire pension plan. During 2019,

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

we worked with the FOP to modify the City plan's police death benefits to match the state plan's benefit. Additionally, we modified the FOP agreement to allow the City to move into the state worker's compensation program through the Delea Founder's Insurance Trust (DFIT).

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 City Council regarding the award of all bids and proposals, in accordance with City Code and the City's purchasing guidelines. The Purchasing Division also provides oversight and support to other Departments for large scale projects and programs. In 2018, 1,079 purchase orders were processed by the purchasing team. For purchases exceeding \$25,000, there were 10 contracts and 2 RFP's totaling \$2,764,898.

Communications:

Led by the Chief Communications Manager, the team consists of two additional members, the 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 livestreamed City Council meetings and recorded town hall forums, which are shared online via the City website and social media accounts. Livestreaming and digital recording will be enhanced over the second half of 2019 as we complete the grant funded television studio project.

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 8,900 people, an increase of more than 1,500 in the past year and nearly 7,500 since the team was formalized; and the City's Twitter feed is followed by over 9,200 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.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

Recognizing not all residents have access to online content, the Communication team mails 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 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 assists with marketing for major events including Restaurant Week, Wine and Dine, Food and Brew Fest, Parks on Draft, Community Day, National Night Out, 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 and to assist with graphical design.

During 2019, following the employee climate survey that was completed the previous year, renewed focus has been placed on improving internal communications. The communications team has begun emailing out the monthly newsletter to all city employees. We have also installed several strategically located televisions and purchased a software program that will allow us to push out notifications and updates to employees here in City Hall along with our remote facilities who may not have regular access to email. We will also be creating an improved message board at the City’s Field Operations Complex for posting of detailed information like training and policy changes. Lastly, we installed several computers that can be used by employees who don’t have an assigned computer to access the employee self serve portal along with email and other computer needs.

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 The Newark Partnership Board, the Traffic Committee, the Newark Area Welfare Committee, and the NAACP. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

Interdepartmental Relations:

With the change to weekly council meetings, we now hold weekly staff meetings 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
ADMINISTRATIVE DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include:

- The City successfully converted from self insured to 3rd party insurance through the Delea Founder's Insurance Trust (DFIT) for worker's compensation insurance and entered the state's workers compensation program. Before this was completed, Newark was the only entity in Delaware that was not in the state's program which created uncertainty and increased our potential risk. DFIT is a municipally owned insurance trust through the Delaware League of Local Governments set up similarly to Delaware Valley Health Trust (DVHT) which we joined a few years ago for health insurance and under which we have experienced considerable savings compared to the private health insurance market.
- The City successfully secured funding from the State Revolving Loan fund to begin work on several referendum related projects including Rodney, South Well Field, upgrades to the sanitary sewer system, building repairs at the Newark Police Station, a replacement vehicle lift in the garage, and water main replacement.
- The Manager's office and Finance Department worked with Fulton Bank to enter some of our savings accounts into a sweep fund where we will receive interest income without reducing access to the funding for operating needs. This move is expected to bring in around \$185,000 in additional interest income over a full 12 month period, assuming interest rates stay consistent with what we have experienced this year.
- 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. During early 2019, we had three Administration Department employees move on, two in communications and the assistant to the manager. With Council's approval, the two communications positions were combined into one, titled Chief Communications Officer, which was filled in June. The assistant to the manager position was also successfully filled in June, leaving only one outstanding vacancy in the department, the HR and Labor Relations Manager, which will be recruiting for as we move into the second half of 2019.
- The Manager's office continued working to implement improvements in response to the results of the 2018 employee climate survey. During 2019 we continued to have regular meetings of the Climate Survey Working Group, the Safety Committee, the Wellness and Employee Engagement Committee, and will be kicking off the Professional Development Committee in the second half of 2019, as staffing and time permits. The communications team has been focused this year on improving internal communications and especially communications out to employees in the field. We have made several operational changes and improvements throughout the year in support of this effort.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

- The HR team continued development of the City’s employee engagement and wellness effort which has been enhanced since the formation of a committee who makes recommendations on employee programs, events, wellness initiatives and oversees the wellness grant from our health insurance provider. The committee is currently working on a strategic plan to make upgrades and modifications to the Fitness Center. The wellness grant from DVHT has provided the City with health-minded items such as pedometers, an air purifier, water bottles, standing desks and next to update the Fitness Center. 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. According to our 2018 Delaware Valley Health Trust (DVHT) Wellness Program Report our overall employee/retiree participation in the wellness reimbursement and incentive program was up 50% . With an increase in awareness of healthy behaviors, DVHT hosted four employee lunch and learns throughout the year covering topics such as nutrition, exercise, work/life balance and wellness program overviews. The lunches continued to be heavily attended by employees and retirees. Additional wellness and employee engagement efforts completed this year are:
 - This year we held our first ever “Bring Your Child to Work Day” in April, with 25 participants of all ages ranging 8-17, the City planned a fun-filled day with activities and presentations from the various departments throughout the City.
 - We continued our monthly WOW breakfasts for employee recognition. The monthly nominations are overwhelming and it is always rewarding to see the response to the WOW program.
 - The committee will be working on a City-wide charity event once again for this fall.

- The Safety Committee passed by-laws, nominated officers, and completed the City Safety Manual, which will be used to inform staff of on-the-job safety requirements and ensure that all employees are using proper workplace safety precautions. The Committee additionally installed five safety suggestion boxes throughout municipal offices to offer staff a method to anonymously submit safety concerns to the Committee. Finally, the Safety Committee began the development of a job site visit checklist, which will allow Committee members or management to review employees’ Safety manual adherence while working at various locations around Newark. Moving forward, the Committee will primarily focus on reviewing safety concerns raised through anonymous comments or job site visits. The Safety Committee has also begin sending attendees to the monthly DFIT Safety Committee meetings in Dover.

- Purchasing has completed year-to-date over 770 Purchase Orders, with vendor management for procurement and payments; 10 contracts have been developed and executed for City needs; and 5 RFP’s have been issued.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

- Each division (HR/Communications/Purchasing) all supported the City Manager with the goal to provide revenue estimates Council earlier in the budget process 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.

- The Manager's office, in coordination with all operating departments, developed a comprehensive prioritization document that includes all ongoing major initiatives and efforts which was reviewed with Council to assist in a discussion on prioritization. Staff will continue to update and expand this document moving forward as a tool for Council to use when setting the City's work plan to achieve strategic goals.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include:

- Successfully recruit a new HR and Labor Relations Manager.
- Continue to support to operating departments for successful implementation of projects that were included in the 2018 capital referendum.
- Initiate a comprehensive strategic planning process for the City incorporating input from citizens, community and business partners, City Council, and staff. The goal is to develop a plan that effectively articulates City priorities, vision, and values to the Newark community and will be used to guide the work in all city service areas.
- Expand Employee Self Service (ESS) for broader HR access, comprehensive Open Enrollment, additional digital ESS and personnel related 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.
- Successfully complete the electric cost of service rate study and implement the modified rate design.
- Successfully complete and implement water and sewer customer charge rate design changes.
- Support the staff-led safety, wellness and employee engagement, and professional development committees to continue improving in these areas. Specifically, assist the wellness and employee engagement committee complete the Police Department gym upgrade project.
- Complete review and updates to Newark Emergency Operations Plan and develop a Continuity of Operations Plan (COOP) in coordination with New Castle County and Wilmington.
- Update City's Policy Manual and complete updates to all job descriptions.
- Update the City's Employee Handbook.
- Develop an employee development incentive program to encourage training and skill building.
- Continue to build on our employee onboarding process to incorporate more general and safety training.
- Improve communication between facilities maintenance staff and operating departments and associated department heads to ensure maintenance-related issues are properly addressed and operations return to normal quickly.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include (continued):

- Begin comprehensive replacements of failing equipment in City buildings, such as HVAC systems, to reduce the amount of labor needed to complete small repairs and focus efforts elsewhere.
- Continue to find areas where the City is overpaying for specific goods and services as well as keep track of City accounts' budgetary constraints to improve purchasing efficiency.

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ADMINISTRATIVE DEPARTMENT

MANAGEMENT DIVISION

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Summary:

MANAGEMENT DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,096,989	\$ 851,548	\$ 1,038,264	\$ 1,206,279	\$ 168,015	16.2%
Materials and Supplies	7,709	7,307	148,050	146,500	(1,550)	-1.0%
Contractual Services	192,534	406,703	248,759	224,204	(24,555)	-9.9%
Other Charges	167,896	55,552	157,576	100,883	(56,693)	-36.0%
Subtotal	\$ 1,465,128	\$ 1,321,110	\$ 1,592,649	\$ 1,677,866	\$ 85,217	5.4%
Inter-Dept. Charges	(303,204)	(213,081)	(377,378)	(481,366)	(103,988)	27.6%
Total Operating Expenses	\$ 1,161,924	\$ 1,108,029	\$ 1,215,271	\$ 1,196,500	\$ (18,771)	-1.5%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111122	6020 Supervisory	\$ 530,480	\$ 370,743	\$ 478,622	\$ 464,727	\$ (13,895)	-2.9%
0111122	6030 Engineering/Technical	53,758	44,208	46,577	49,409	2,832	6.1%
0111122	6080 Clerical	160,846	164,571	169,963	176,654	6,691	3.9%
0111122	6580 Service Award	8,049	5,678	5,534	5,944	410	7.4%
0111122	6590 Sick Pay	6,753	2,607	2,649	7,008	4,359	164.6%
0111122	6600 Part-Time	-	-	21,365	30,000	8,635	40.4%
0111122	6615 Interns	-	-	-	26,000	26,000	#DIV/0!
0111122	6620 Overtime	2,126	4,766	5,000	5,000	-	0.0%
0111122	6875 Vehicle Allowance	-	-	-	6,000	6,000	#DIV/0!
0111122	6885 Device Reimbursement	-	1,800	1,800	1,800	-	0.0%
0111122	6920 Unemployment Comp. Ins.	3,316	2,581	2,805	3,240	435	15.5%
0111122	6930 Social Security Taxes	55,158	43,733	51,855	54,779	2,924	5.6%
0111122	6940 City Pension Plan	75,793	35,121	40,490	110,537	70,047	173.0%
0111122	6941 Defined Contribution 401(a) Plan	31,281	28,565	39,281	34,479	(4,802)	-12.2%
0111122	6950 Term Life Insurance	2,628	2,371	2,782	3,107	325	11.7%
0111122	6960 Group Hospitalization Ins.	118,784	110,534	139,403	179,445	40,042	28.7%
0111122	6961 Long-Term Disability Ins.	1,064	933	1,127	1,586	459	40.7%
0111122	6962 Dental Insurance	7,391	6,646	7,751	9,719	1,968	25.4%
0111122	6963 Flexible Spending Account	283	299	189	189	-	0.0%
0111122	6964 Health Savings Account	1,500	1,500	-	-	-	#DIV/0!
0111122	6965 Post-Employment Benefits	26,994	15,212	9,000	24,729	15,729	174.8%
0111122	6966 Retirement Health Savings Account	9,099	8,872	10,262	9,947	(315)	-3.1%
0111122	6967 Emergency Room Reimbursements	1,283	400	1,353	1,450	97	7.2%
0111122	6968 Vision Insurance Premiums	403	408	456	530	74	16.2%
TOTAL PERSONNEL SERVICES		\$ 1,096,989	\$ 851,548	\$ 1,038,264	\$ 1,206,279	\$ 168,015	16.2%

**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2020
MANAGEMENT DIVISION**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
City Manager (9 months in 2019)	E & A	Appt	1.0	\$ 112,500	1.0	\$ 159,355	0.0	\$ 46,855	41.6%
Deputy City Manager (7 months in 2019))	MGMT	34	1.0	\$ 70,000	0.0	\$ -	(1.0)	\$ (70,000)	-100.0%
Human Capital Manager	MGMT	18	0.0	\$ -	1.0	\$ 74,759	1.0	\$ 74,759	#DIV/0!
Communications Manager	MGMT	23	1.0	\$ 89,983	0.0	\$ -	(1.0)	\$ (89,983)	-100.0%
Chief Communications Officer	MGMT	18	0.0	\$ -	1.0	\$ 68,764	1.0	\$ 68,764	#DIV/0!
Human Resource Manager	MGMT	18	1.0	\$ 69,815	0.0	\$ -	(1.0)	\$ (69,815)	-100.0%
Human Resource & Labor Relations Manager	MGMT	29	0.0	\$ -	1.0	\$ 102,788	1.0	\$ 102,788	#DIV/0!
Community Affairs Officer	MGMT	17	1.0	\$ 59,755	0.0	\$ -	(1.0)	\$ (59,755)	-100.0%
Human Resources Administrator	MGMT	15	1.0	\$ 66,498	1.0	\$ 68,073	0.0	\$ 1,575	2.4%
Assistant to the Managers	MGMT	15	1.0	\$ 55,569	1.0	\$ 59,061	0.0	\$ 3,492	6.3%
Purchasing Assistant	CWA F/T	13	1.0	\$ 65,119	1.0	\$ 67,848	0.0	\$ 2,729	4.2%
Creative Designer & Web Spec.	CWA F/T	9	1.0	\$ 46,577	1.0	\$ 49,409	0.0	\$ 2,832	6.1%
W/C Communications Assistant	CWA F/T	8	1.0	\$ 38,346	1.0	\$ 40,733	0.0	\$ 2,387	6.2%
Total Full-Time Positions			10.0	\$ 674,162	9.0	\$ 690,790	(1.0)	\$ 16,628	2.5%
PART-TIME FUNDING									
Equipment Technician/Mailroom Aide	CWA P/T			\$ 21,365		\$ 30,000		\$ 8,635	40.4%
Intern				\$ -		\$ 26,000		\$ 26,000	#DIV/0!
Total Part-Time Funding				\$ 21,365		\$ 56,000		\$ 34,635	162.1%
OTHER									
Service Award				\$ 5,534		\$ 5,944		\$ 410	7.4%
Sick Pay				\$ 2,649		\$ 7,008		\$ 4,359	164.6%
Overtime				\$ 5,000		\$ 5,000		\$ -	0.0%
Transitional Wages *(stipends CM, DCM, PWWR-Dir)				\$ 21,000		\$ -		\$ (21,000)	-100.0%
Vehicle Allowance				\$ -		\$ 6,000		\$ 6,000	#DIV/0!
Device Reimbursements				\$ 1,800		\$ 1,800		\$ -	0.0%
Total Other				\$ 35,983		\$ 25,752		\$ (10,231)	-28.4%
Total All			10.0	\$ 731,510	9.0	\$ 772,542	(1.0)	\$ 41,032	5.6%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111123	7130 Tools,Field Sup.,Small Equip.	\$ -	\$ 816	\$ 1,000	\$ 1,000	\$ -	0.0%
0111123	7131 Information Technology Supplies	3,695	3,728	-	-	-	#DIV/0!
0111123	7150 Office Supplies	3,413	2,563	4,000	4,000	-	0.0%
0111123	7160 Books, Periodicals, Etc.	184	181	500	500	-	0.0%
0111123	7170 Postage	-	-	132,550	131,000	(1,550)	-1.2%
0111123	7200 Copying Supplies	-	-	7,000	7,000	-	0.0%
0111123	7550 Miscellaneous Supplies	417	-	500	500	-	0.0%
0111123	7570 Merchandise for Resale	-	19	2,500	2,500	-	0.0%
TOTAL MATERIALS & SUPPLIES		\$ 7,709	\$ 7,307	\$ 148,050	\$ 146,500	\$ (1,550)	-1.0%

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111124	8030 Casualty Insurance	\$ 39,408	\$ 34,144	\$ 35,525	\$ 35,700	\$ 175	0.5%
0111124	8032 Insurance - Auto	1,071	2,061	2,175	5,276	3,101	142.6%
0111124	8033 Insurance - Broker	2,759	3,659	3,715	3,712	(3)	-0.1%
0111124	8035 Insurance - Worker's Compensation	-	-	-	1,700	1,700	#DIV/0!
0111124	8050 Phone/Communications	3,119	876	2,700	-	(2,700)	-100.0%
0111124	8131 Information Technology Cont'l	49,720	37,224	72,602	56,508	(16,094)	-22.2%
0111124	8162 Legal/Consulting Services	33,904	18,636	35,000	35,000	-	0.0%
0111124	8300 Mach. & Equip. Maintenance	-	319	10,100	20,000	9,900	98.0%
0111124	8312 Fleet & Facilities Services	29,005	243,726	45,542	49,808	4,266	9.4%
0111124	8550 Misc. Contracted Svc.	1,860	40,025	25,400	2,000	(23,400)	-92.1%
0111124	8560 Employee Testing Svc.	5,368	4,623	5,000	3,500	(1,500)	-30.0%
0111124	8570 Annual Reports & Pub. Rel.	26,320	21,410	11,000	11,000	-	0.0%
TOTAL CONTRACTUAL SERVICES		\$ 192,534	\$ 406,703	\$ 248,759	\$ 224,204	\$ (24,555)	-9.9%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

OTHER CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111125	9020 Mileage & Small Bus. Exp.	\$ 1,076	\$ 1,421	\$ 2,500	\$ 1,000	\$ (1,500)	-60.0%
0111125	9030 Recruitment & Retention Expenses	68,144	26,175	70,000	65,000	(5,000)	-7.1%
0111125	9040 Dues & Professional Organizations	-	95	-	-	-	#DIV/0!
0111125	9060 Depreciation Expense	66,203	3,860	55,076	3,883	(51,193)	-92.9%
0111125	9070 Training & Continuing Educ/Conf	19,513	13,503	20,000	20,000	-	0.0%
0111125	9090 Other Special Programs	12,960	10,498	10,000	11,000	1,000	10.0%
TOTAL OTHER CHARGES		\$ 167,896	\$ 55,552	\$ 157,576	\$ 100,883	\$ (56,693)	-36.0%

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
	Billings and Accounting	\$ 21,064	\$ 24,641	\$ 24,367	\$ 23,941	\$ (426)	-1.7%
	Electricity Used	11,506	11,774	11,048	10,168	(880)	-8.0%
	Information Technology	54,153	56,243	61,920	59,530	(2,390)	-3.9%
	Mailroom and Postage	-	(126)	(21,151)	(24,600)	(3,449)	16.3%
	Printing and Reproduction	494	459	(6,332)	(6,332)	-	0.0%
	Records	-	1,352	1,474	1,513	39	2.6%
	Services to Utility Funds	(390,421)	(307,424)	(448,704)	(545,586)	(96,882)	21.6%
TOTAL INTER-DEPT. CHARGES		\$ (303,204)	\$ (213,081)	\$ (377,378)	\$ (481,366)	\$ (103,988)	27.6%

OPERATING EXPENSES - MANAGEMENT DIVISION		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES		\$ 1,161,924	\$ 1,108,029	\$ 1,215,271	\$ 1,196,500	\$ (18,771)	-1.5%



**ADMINISTRATIVE DEPARTMENT
DOWNTOWN NEWARK PARTNERSHIP
GENERAL OPERATING BUDGET**

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Administrative Department - Downtown Newark Partnership

Revenue:

**Please note that this data is shown for historical reference purposes only.*

DOWNTOWN NEWARK PARTNERSHIP FUND	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
140.4212 DNP Fees	\$ 5,731	\$ 5,658	\$ -	\$ -	\$ -	0.0%
140.4430 DNP Donations	583	-	-	-	-	0.0%
140.4434 Raffle Proceeds	1,919	150	-	-	-	0.0%
140.4451 Other Special Events	27,977	12,320	-	-	-	0.0%
140.4811 UD Subvention	24,000	24,000	-	-	-	0.0%
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	\$ 60,210	\$ 42,128	\$ -	\$ -	\$ -	0.0%

Expenditures:

DOWNTOWN NEWARK PARTNERSHIP FUND	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
MATERIALS AND SUPPLIES						
1491403 7670 Downtown Newark Partnership Supplies	\$ 7,745	\$ 6,348	\$ -	\$ -	\$ -	0.0%
1491403 7671 Mural and New Art Supplies	80	-	-	-	-	0.0%
1491403 7672 Design Project Supplies	234	-	-	-	-	0.0%
1491403 7694 Other Special Events Supplies	4,124	5,618	-	-	-	0.0%
CONTRACTUAL SERVICES						
1491404 8020 Advertising	8,638	3,217	-	-	-	0.0%
1491404 8040 Merchant Fees and Discounts	12	-	-	-	-	0.0%
1491404 8550 Misc. Contracted Svc.	466	-	-	-	-	0.0%
1491404 8670 Downtown Newark Partnership Cont'l	768	1,273	-	-	-	0.0%
1491404 8694 Other Special Events Contractual	19,895	12,443	-	-	-	0.0%
OTHER CHARGES						
1491405 9070 Training & Continuing Educ/Conf	(68)	595	-	-	-	0.0%
1491405 9082 Gift Card Program	4,090	2,356	-	-	-	0.0%
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	\$ 45,984	\$ 31,850	\$ -	\$ -	\$ -	0.0%



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

FACILITIES MAINTENANCE DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 212,237	\$ 281,513	\$ 310,227	\$ 338,713	\$ 28,486	9.2%
Materials and Supplies	69,826	95,096	104,800	104,500	(300)	-0.3%
Contractual Services	138,086	145,748	169,238	180,937	11,699	6.9%
Other Charges	624	112,931	150,725	174,287	23,562	15.6%
Subtotal	\$ 420,773	\$ 635,288	\$ 734,990	\$ 798,437	\$ 63,447	8.6%
Inter-Dept. Charges	44,617	40,996	43,090	41,583	(1,507)	-3.5%
Total Operating Expenses	\$ 465,390	\$ 676,284	\$ 778,080	\$ 840,020	\$ 61,940	8.0%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
6006012	6230 Maintenance Workers	\$ 171,430	\$ 232,711	\$ 255,000	\$ 282,193	\$ 27,193	10.7%
6006012	6620 Overtime	2,914	2,953	5,000	3,100	(1,900)	-38.0%
6006012	6880 Uniform Allowance	165	240	240	240	-	0.0%
6006012	6885 Device Reimbursement	-	3,100	2,700	3,000	300	11.1%
6006012	6920 Unemployment Comp. Ins.	2,595	2,852	2,901	3,217	316	10.9%
6006012	6930 Social Security Taxes	14,013	17,373	20,981	21,665	684	3.3%
6006012	6941 Defined Contribution 401(a) Plan	3,665	3,990	4,222	4,479	257	6.1%
6006012	6950 Term Life Insurance	267	287	302	321	19	6.3%
6006012	6960 Group Hospitalization Ins.	14,774	15,567	16,258	17,748	1,490	9.2%
6006012	6961 Long-Term Disability Ins.	101	108	114	154	40	35.1%
6006012	6962 Dental Insurance	944	892	901	963	62	6.9%
6006012	6966 Retirement Health Savings Acct	1,307	1,378	1,400	1,421	21	1.5%
6006012	6967 Emergency Room Reimbursements	-	-	145	145	-	0.0%
6006012	6968 Vision Insurance Premiums	62	62	63	67	4	6.3%
TOTAL PERSONNEL SERVICES		\$ 212,237	\$ 281,513	\$ 310,227	\$ 338,713	\$ 28,486	9.2%

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.

**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2020
FACILITIES MAINTENANCE DIVISION**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Facilities Maintenance Supervisor	CWA F/T	15	1.0	\$ 62,554	1.0	\$ 66,357	0.0	\$ 3,803	6.1%
Total Full-Time Positions			1.0	\$ 62,554	1.0	\$ 66,357	0.0	\$ 3,803	6.1%
PART-TIME FUNDING									
Lead Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ 16,740		\$ 17,617		\$ 877	5.2%
Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ 96,814		\$ 113,573		\$ 16,759	17.3%
Facilities Carpenter P/T	AFSCME LOCAL 1670 P/T			\$ 78,892		\$ 84,646		\$ 5,754	7.3%
Total Part-Time Funding				\$ 192,446		\$ 215,836		\$ 23,390	12.2%
OTHER									
Overtime				\$ 5,000		\$ 3,100		\$ (1,900)	-38.0%
Uniform Allowance				\$ 240		\$ 240		\$ -	0.0%
Device Reimbursements				\$ 2,700		\$ 3,000		\$ 300	11.1%
Total Other				\$ 7,940		\$ 6,340		\$ (1,600)	-20.2%
Total All			1.0	\$ 262,940	1.0	\$ 288,533	0.0	\$ 25,593	9.7%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET
6006013	7020 Heating Fuel	\$ 7,773	\$ 9,313	\$ 13,500	\$ 10,000
6006013	7110 Safety Shoes & Supplies	2,746	3,872	3,500	3,500
6006013	7130 Tools, Field Sup., & Small Eq.	1,762	8,851	5,000	8,000
6006013	7150 Office Supplies	2,804	433	500	500
6006013	7230 Janitorial Supplies	19,242	20,943	23,000	21,500
6006013	7250 Buildings and Grounds Maint.	35,499	51,684	59,300	61,000
TOTAL MATERIALS & SUPPLIES		\$ 69,826	\$ 95,096	\$ 104,800	\$ 104,500

\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
\$ (3,500)	-25.9%
-	0.0%
3,000	60.0%
-	0.0%
(1,500)	-6.5%
1,700	2.9%
\$ (300)	-0.3%

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.

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET
6006014	8035 Insurance - Worker's Compensation	\$ -	\$ -	\$ -	\$ 11,900
6006014	8050 Phone/Communications	3,820	1,743	840	1,800
6006014	8131 Information Technology Cont'l	-	2,178	7,683	11,725
6006014	8230 Janitorial Service	11,329	-	-	-
6006014	8250 Buildings and Grounds Maint.	117,170	136,612	155,265	150,000
6006014	8312 Fleet & Facilities Services	4,816	5,215	5,450	5,512
6006014	8550 Misc. Contracted Services	951	-	-	-
TOTAL CONTRACTUAL SERVICES		\$ 138,086	\$ 145,748	\$ 169,238	\$ 180,937

\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
\$ 11,900	#DIV/0!
960	114.3%
4,042	52.6%
-	#DIV/0!
(5,265)	-3.4%
62	1.1%
-	#DIV/0!
\$ 11,699	6.9%

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.

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

OTHER CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
6006015	9060 Depreciation Expense	\$ -	\$ 9,562	\$ 6,000	\$ 9,562	\$ 3,562	59.4%
6006015	9070 Training & Continuing Educ/Conf	624	383	725	725	-	0.0%
6006015	9083 Stormwater Fees	-	102,986	144,000	164,000	20,000	13.9%
TOTAL OTHER CHARGES		\$ 624	\$ 112,931	\$ 150,725	\$ 174,287	\$ 23,562	15.6%

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
	Billings and Accounting	\$ 9,825	\$ 11,860	\$ 11,395	\$ 11,202	\$ (193)	-1.7%
	Electricity	2,300	2,354	2,208	2,033	(175)	-7.9%
	Information Technology	32,492	26,782	29,487	28,348	(1,139)	-3.9%
TOTAL INTER-DEPT. CHARGES		\$ 44,617	\$ 40,996	\$ 43,090	\$ 41,583	\$ (1,507)	-3.5%

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES		\$ 465,390	\$ 676,284	\$ 778,080	\$ 840,020	\$ 61,940	8.0%



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION
CAPITAL IMPROVEMENTS PROGRAM**

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2020-2024
(with current year amended budget)

MAINTENANCE FUND - ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

	FUNDING SUMMARY					
	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 1,249,000	\$ 185,000	\$ 15,000	\$ 40,000	\$ -	\$ 1,489,000
*Prior Authorized Balance:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2020-2024 Funding:	\$ 1,349,000	\$ 185,000	\$ 15,000	\$ 40,000	\$ -	\$ 1,589,000

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	-----2020-----		2020	2021	2022	2023	2024	TOTAL
				RESERVES AND OTHER FUNDING	CURRENT FUNDING						
N2001	City Hall - Electric Vehicle Charging Station Wiring	B	-	\$ 50,000	-	\$ 50,000	-	-	-	-	\$ 50,000
N2002	City Hall - Carpet Upgrades	B	-	-	3,000	3,000	12,000	15,000	20,000	-	50,000
N2003	City Building Roof Repair/Replacement	B	-	-	65,000	65,000	50,000	-	20,000	-	135,000
N1901	City Hall - HVAC System Upgrades	D	50,000	950,000	-	950,000	-	-	-	-	950,000
N1801	Rear Concrete Deck and Stairs	C	50,000	120,000	-	120,000	-	-	-	-	120,000
N1803	Exterior Paint and Powerwash	C	-	-	-	-	33,000	-	-	-	33,000
N1806	FOC - Master Plan	D	225,000	-	-	-	-	-	-	-	-
N1808	FOC - Buildings 1 and 2, Security Improvements	B	-	-	31,000	31,000	-	-	-	-	31,000
N1809	TRN - New Windows	C	-	-	-	-	55,000	-	-	-	55,000
N1702	Council Chamber Renovations	C	-	-	25,000	25,000	-	-	-	-	25,000
N1603	GWC - HVAC System Upgrades	D	105,000	105,000	-	105,000	-	-	-	-	105,000
NEQSF	Equipment Replacement Program	D	-	-	-	-	35,000	-	-	-	35,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 430,000	\$ 1,225,000	\$ 124,000	\$ 1,349,000	\$ 185,000	\$ 15,000	\$ 40,000	\$ -	\$ 1,589,000

PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS	\$ 430,000	\$ 1,225,000	\$ 124,000	\$ 1,349,000	\$ 185,000	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 1,589,000
LESS: USE OF RESERVES	-	-	-	-	(20,804)	-	-	-	-	-	(20,804)
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	(14,196)	-	-	-	-	-	(14,196)
GRANTS	-	(15,000)	-	(15,000)	(55,000)	-	-	-	-	-	(70,000)
BOND ISSUES	(275,000)	(120,000)	-	(120,000)	-	-	-	-	-	-	(120,000)
OTHER FINANCING SOURCES	(105,000)	(1,090,000)	-	(1,090,000)	-	-	-	-	-	-	(1,090,000)
NET CAPITAL IMPROVEMENTS	\$ 50,000	\$ -	\$ 124,000	\$ 124,000	\$ 95,000	\$ 15,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 274,000

* Justification Codes:
A - Return on Investment
B - Public Safety
C - Community Health
D - Efficiency/Other



PROJECT NO: N2001
PROJECT TITLE: City Hall - Electric Vehicle Charging Station Purchase and Installation
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2020
Est. Useful Life (in years):	7
Est. Total Cost:	\$ 50,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 50,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	\$ 15,000
Materials:	6006016.9621	\$ 35,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 50,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Council advised City staff to begin replacing City vehicles with electric vehicles whenever possible moving forward, which will require the purchase and installation of electric vehicle charging stations throughout Newark.	
To prepare for the City's roll out of electric vehicle charging stations at the Municipal Center, electrical lines will need to be run from a transformer at Rittenhouse Station to the Municipal Center parking lot. The wiring should allow for expedited station installation in the future if desired as well. Additional wiring will need to be done at Lot 1 as well, which will also allow for greater station implementation in the future. The following estimations are for the preparation, purchasing, and installation of two charging stations at the Municipal Center and one station at Lot 1:	
\$10,000: Wiring/other preparation work \$40,000: Purchase and installation (currently based on ChargePoint's quote; other vendors may be significantly less)	
The "grants" for this project would come in the form of a \$5,000/charging station rebate from DNREC: https://dnrec.alpha.delaware.gov/climate-coastal-energy/clean-transportation/ev-charging-equipment-rebates/	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS DNREC	-	-	-	\$ -	15,000	-	-	-	-	\$ 15,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER Green Energy Fund	-	-	-	\$ -	35,000	-	-	-	-	\$ 35,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			OPERATING IMPACT:		2020	2021	2022	2023	2024	TOTAL
			INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -



PROJECT NO: N2002
PROJECT TITLE: City Carpet Upgrades
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 3,000	\$ 12,000	\$ 15,000	\$ 20,000	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 3,000	\$ 12,000	\$ 15,000	\$ 20,000	\$ -	\$ 50,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building & Parking Office
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2023
Est. Useful Life (in years):	25
Est. Total Cost:	\$ 50,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 50,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	\$ 20,000
Materials:	6006016.9621	\$ 30,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 50,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Much of the carpeting at City Municipal Center and the Parking Office downtown is in need of replacement. Since carpeting in areas frequently visited by the public are a priority over lesser seen spaces in Municipal offices, the following phases outline the best way to proceed:
<u>Phase 1 (2020):</u> Parking Office - Estimate \$3,000
<u>Phase 2 (2021):</u> 1st-floor of City Hall - Estimate \$12,000*
<u>Phase 3 (2022):</u> 2nd-floor of City Hall - Estimate \$15,000
<u>Phase 4 (2023):</u> Newark Police Department - Estimate \$20,000
*Excludes Inspectors' area (fairly new carpeting) and City Council Chambers (included in CIP N1702)

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	3,000	12,000	15,000	20,000	-	\$ 50,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	-
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	-
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	-
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 12,000	\$ 15,000	\$ 20,000	\$ -	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N2003
PROJECT TITLE: City Building Roof Repair/Replacement
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 65,000	\$ 50,000	\$ -	\$ 20,000	\$ -	\$ 135,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 65,000	\$ 50,000	\$ -	\$ 20,000	\$ -	\$ 135,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Municipal Center, GWC, and FOC
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2023
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 135,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 135,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		
Materials:		
Other Contracts:	6006016.9621	\$ 135,000
TOTAL PROJECT COST		\$ 135,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
On August 14, 2019, American Partner Technologies, LLC (AMPT) submitted a comprehensive roof survey report. In this report were the following recommendations to alleviate the roofing issues the City's flat roofed buildings experience:
Municipal Center:
Roof Area A (City Hall): Recommendation is to repair (\$4,405) versus replace (\$405,120) - 2020
Roof Area B & H (Atrium and rear building connection): Recommendation is to replace (\$47,145) - 2021
Roof Areas C, D, F, & G (PD): Recommendation is to repair (\$26,465) versus replace (\$301,500) - 2020
Roof Area E (rear portion of PD): Recommendation is to repair (\$1,250) versus replace (\$37,560) - 2020
GWC:
Roof: Recommendation is to repair (\$15,325) versus replace (\$165,000) - 2020
Tin Panel Self: Recommendation is to replace (\$17,000) -2023
Yard Building #1:
Roof Areas A, B, & C: Recommendation is to repair (\$12,765) versus replace (\$289,000) - 2020
Total (based on AMPT recommendations): \$124,355
Repairs: \$60,210 (2020)
Replacements: \$64,145 (\$47,145 in 2021; \$17,000 in 2023)
An extra \$3,280 is quoted for repairs of Municipal Center Area B & H (2020), which could extend the useful life of the roof beyond 2021 when replacement is planned.
Recommended Timeline: 2020: All repairs completed; 2021: Replacement of Municipal Center Area B & H (if alleviation from repairs is Insufficient); 2023: Remaining replacements completed
*All repairs are quoted as if they were done together. Breaking up these repairs will result in higher costs.
**Total roof replacement will be necessary in the near future. The 2020 repairs will likely extend the roofs' useful lives past 2024.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	65,000	50,000	-	20,000	-	\$ 135,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 50,000	\$ -	\$ 20,000	\$ -	\$ 135,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1901
PROJECT TITLE: City Hall - HVAC System Upgrades
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ 950,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ 950,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	2020
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 1,000,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ 50,000
% Complete (if underway):	5.0%
Balance to be funded ¹ :	\$ 950,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 950,000
TOTAL PROJECT COST		\$ 950,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
This project covers the replacement of the existing HVAC system at the City Municipal Building and Newark Police Department Buildings. These units are very inefficient and currently require a substantial amount of routine maintenance.	
It is anticipated that this upgrade will result in ongoing operational savings, which will be determined during a future CIP budget cycle.	
<u>Funding Schedule:</u>	
2019: \$50,000	-The funds allocated in 2019 are for the planning and designing of the HVAC system replacement.
2020: \$950,000	-The funds allocated in 2020 are for implementation of the 2019 plan and the construction costs related.
It is our goal to perform this work via an energy performance contract through an energy service company (ESCO)	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	50,000	-	50,000	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER ESCO	-	-	-	\$ -	950,000	-	-	-	-	\$ 950,000
TOTAL:	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ 950,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1801
PROJECT TITLE: Rear Concrete Deck and Stairs
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
*Prior Authorized Balance:	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2020-2024 Funding:	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Newark Police Station
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2020
Est. Useful Life (in years):	25+
Est. Total Cost:	\$ 120,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 120,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 120,000
TOTAL PROJECT COST		\$ 120,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>The rear concrete stairs at City Hall/NPD are in need of replacement. The concrete has deteriorated and employees have suffered injuries due to the unevenness of the stairs. Also, the metal support structure beneath the concrete catwalk has disintegrated due to rust. Currently nothing is supporting the concrete, which could cause the structure to crumble and fall. This project would repair and replace the impacted areas. This is a project to improve safety.</p> <p>Project spun out of CIP N1601 that included multiple building repairs, including the concrete stairs. This has been broken out for transparency and project tracking purposes.</p> <p>**Please note, an additional \$50,000 in bond funding was recommended and approved on 4/22/2019 bringing the total bond funding to \$100,000.00.</p>	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	100,000	-	-	\$ 100,000	120,000	-	-	-	-	\$ 120,000
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1803
PROJECT TITLE: Exterior Paint and Powerwash
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ 33,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ 33,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Municipal Building and Police Station
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2021
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 33,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 33,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 33,000
TOTAL PROJECT COST		\$ 33,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>City Hall and NPD buildings are in need of a thorough cleaning and painting of the metal cornice surround at the top of each building. These projects constitute a need to maintain our existing building, and are not considered upgrades or cosmetic improvements. In years past, these types of projects were disregarded due to cost and budget, however time has caught up with us and the brick is in need of a cleaning and rusted metal is in need of protective paint.</p>	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	33,000	-	-	-	\$ 33,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ 33,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1808
PROJECT TITLE: FOC - Buildings 1 and 2, Security Improvements
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Field Operations Complex
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Buildings 1 and 2 at the Field Operation Complex (Yard) require additional security on doors throughout. Doors do not close properly, garage doors are dented and susceptible to being opened without keys. This project would be used to remedy these items.

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2020
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 31,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 31,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 31,000
TOTAL PROJECT COST		\$ 31,000

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

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	31,000	-	-	-	-	\$ 31,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ 31,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1809
PROJECT TITLE: TRN - New Windows
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Newark Train Station
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2021
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 55,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 55,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 55,000
TOTAL PROJECT COST		\$ 55,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Train Station windows are in desperate need of replacement. They are falling apart due to age. This is a safety issue as they have the potential to actually fall out of the wall. Beyond this, they are energy inefficient year round and do not open properly when used.	
Looking to secure grant-funding for this project for 2021.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS TBD	-	-	-	\$ -	-	55,000	-	-	-	\$ 55,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1702
PROJECT TITLE: Council Chamber Renovations
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2017
Est. Completion Date:	2020
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 25,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 25,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 25,000
TOTAL PROJECT COST		\$ 25,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>Based on feedback from City Council during Budget Hearings, the City staff has identified the following improvements to the Council Chamber to make it more functional for Mayor and Council, City staff and visitors. The requested modifications to the Council Chamber include replacing the existing hard seated chairs with cushioned chairs for visitors and staff, adding paneling to the front of the dais to improve its appearance both in person and on camera, relocating the large paintings behind the dais to a more appropriate historical location and to paint the brick to brighten the room and enhance quality of the online/tv feed. Additionally, the orange Formica countertops would be replaced with a more neutral color. Lastly, new lighting and projector would be added to the room to make it more inviting and to provide better presentation quality.</p>	
<p>*Estimates as of 2017, 2020 figure expects to see some increases in costs:</p> <ul style="list-style-type: none"> \$4,500.00 - Padded/Stackable Chairs \$1,000.00 - Paint and supplies \$3,000.00 - Wood Paneling \$8,000.00 - Formica Countertops \$1,300.00 - Lighting \$1,000.00 - New carpeting \$6,200.00 - Stairway construction and renovation 	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	25,000	-	-	-	-	\$ 25,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1603
PROJECT TITLE: GWC - HVAC System Upgrades
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administration
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	George Wilson Center
PROJECT PRIORITY:	4 - Medium
<small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2020
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 105,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 105,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	\$ 5,000
Materials:	6006016.9621	\$ 50,000
Other Contracts:	6006016.9621	\$ 50,000
TOTAL PROJECT COST		\$ 105,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>The existing HVAC system at the George Wilson Center utilizes electric baseboard heat and individual wall unit air conditioners. The air conditioners are old and leak, and need to be shut off at night to minimize damage from leakage. Facilities Management staff brought in several different HVAC contractors to assess the situation and all agree that upgrading to a combined single heat and air conditioning system will provide greatly improved efficiency and reduce overall heating and air conditioning costs for the Center, as well as improve the overall appearance of the building. Estimated costs include a combined heat and air conditioning system, (heat pump option at \$89,400), filling in 7 A/C holes currently cut into the building (\$5,480); and painting (\$2,000) and site work/trash disposal (\$2,000) which will be done in house.</p> <p>Increased costs of \$6,120 are due to increases within the vendor contract quote from 2017.</p> <p>It is anticipated that this upgrade will result in ongoing operational savings, which will be determined by the end of year 2020.</p>	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER DEMEC/CAC	105,000	-	-	\$ 105,000	105,000	-	-	-	-	\$ 105,000
TOTAL:	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2020-2024).

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 35,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 35,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9623	\$ 35,000
TOTAL PROJECT COST		\$ 35,000

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

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	20,804	-	-	-	\$ 20,804
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	14,196	-	-	-	\$ 14,196
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			OPERATING IMPACT:		2020	2021	2022	2023	2024	TOTAL
			INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2020-2024
MAINTENANCE FUND (FLEET MAINTENANCE AND FACILITIES MAINTENANCE DIVISIONS)**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS									
										2020	2021	2022	2023	2024					
FLEET MAINTENANCE DIVISION:																			
650	2006 Ford F350 Pickup Truck	a. 01/19/06	17,805	58,349	89,000	10	2016	2019	17,805										
652	2016 Ford F350 Super Duty Pickup Truck	11/05/15	35,388	11,087	75,000	10	2026	2026	35,388										
TOTAL FLEET MAINTENANCE DIVISION										-	-	-	-	-					
FACILITIES MAINTENANCE DIVISION:																			
841	2004 Ford E250 Van	07/08/04	14,196	61,589	64,000	12	2016	2021	14,196		35,000								
842	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	6,747	70,000	12	2028	2028	23,535										
TOTAL FACILITIES MAINTENANCE DIVISION										-	35,000	-	-	-					
TOTAL MAINTENANCE FUND																			
										GROSS ACQUISITION COST					\$ -	\$ 35,000	\$ -	\$ -	\$ -
										LESS: USE OF CAPITAL RESERVES						(20,804)	-	-	-
										LESS: USE OF CURRENT RESOURCES						-	-	-	-
										NET EQUIPMENT SINKING FUND TOTAL					\$ -	\$ 14,196	\$ -	\$ -	\$ -

a. This vehicle scheduled to be replaced in 2019.

* Please note, the mileage figures on this sheet have not been updated at this time from 2019.

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ADMINISTRATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
 ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2019 AND 2020 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance	Annual	2,000.00	2,000.00	-	Web and Graphic Design Software
8131	Prowatch Software Maintenance	Annual	3,500.00	-	(3,500.00)	Municipal and Utility Gate Access Management Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	10,000.00	11,000.00	1,000.00	City Website
8131	CTS Language Link - Interpreter Services	Annual	1,500.00	1,500.00	-	Interpreter Services
8131	Everbridge - Maintenance - Inform Me	Annual	14,000.00	13,400.00	(600.00)	Everbridge "InformMe" Community Communication System
8131	Leightronix	Annual	1,000.00	1,000.00	-	TotalInfo for Leightronix (Channel 22) - Allows for displaying full screen dynamic video b/t or in place of scheduled broadcast.
8131	Messages on Hold - The Informer	Monthly	3,000.00	3,120.00	120.00	Phone System Professional Voice Recording
8131	Passagepoint	Annual	5,000.00	400.00	(4,600.00)	Municipal Building Visitor Management Software
8131	Provisio	Annual	750.00	300.00	(450.00)	Customer Service Kiosks
8131	SiteImprove	Annual	4,000.00	5,500.00	1,500.00	Tool to Scrub Website Data
8131	Tyler Technologies Munis Annual Maintenance	Annual	8,743.54	8,309.54	(434.00)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data	Monthly	1,000.00	1,655.00	655.00	Computer Mobile Internet Connectivity
8131	Verizon - Cellular/Data	Monthly	1,500.00	485.00	(1,015.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	4,861.11	4,861.11	-	VOIP Phone System
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	2,777.78	2,777.78	-	VOIP Phone System
8131	Canon Financial - Copier Lease	Monthly	6,769.92	-	(6,769.92)	Canon Copier Leases
8131	Advantech Hardware Maintenance	As Needed	2,000.00	-	(2,000.00)	Responsive Hardware Support for Card Readers
<i>8131 Subtotal:</i>			<i>72,602.35</i>	<i>56,508.43</i>	<i>(16,093.92)</i>	
			\$ 72,602.00	\$ 56,508.00	\$ (16,094.00)	

CITY OF NEWARK, DELAWARE
 ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2019 AND 2020 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
8131	Advanced Power Control (Ongoing Support and Maintenance)	Annual	2,200.00	2,500.00	300.00	Alerton HVAC Software Maintenance
8131	Advantech	Annual	1,200.00	-	(1,200.00)	Building Security Cloud System - Including Merge of NPD/Mun Buildings (\$1850/mo)
8131	Advantech Prowatch Software Maintenance	Annual	-	3,500.00	3,500.00	Municipal and Utility Gate Access Management Software (Prowatch)
8131	Advantech Hardware Maintenance	As Needed	-	2,000.00	2,000.00	Responsive Hardware Support for Card Readers
8131	Gasboy Annual Maintenance	Annual	1,500.00	600.00	(900.00)	Gas Pump Software Annual Maintenance
8131	Provisio	Annual	250.00	-	(250.00)	Customer Service Kiosks
8131	Tyler Technologies Munis Annual Maintenance	Annual	2,185.88	2,077.38	(108.50)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data	Monthly	-	700.00	700.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	347.22	347.22	-	VOIP Phone System
	<i>8131 Subtotal:</i>		7,683.10	11,724.60	4,041.50	
			\$ 7,683.00	\$ 11,725.00	\$ 4,042.00	