FINANCE DEPARTMENT

2020

BUDGET PRESENTATION

TO CITY COUNCIL

SEPTEMBER 23, 2019

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
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		*932,838*		*960,831*		*27,993*	*3.00%*	**Step increases and advancements*
Part-time Wages		*77,694*		*61,323*		*(16,371)*	*-21.07%*	**Reduction largely due to removal of PT Customer Service Clerk in 2020 ($26,100).*
Other Wages		*35,630*		*39,696*		*4,066*	*11.41%*	**Increase of $5,000 to OT in 2020 due to current year and past trends.*
Benefits		*587,080*		*658,604*		*71,524*	*12.18%*	**City Pension, Defined Contribution, Group Hospitalization increases and OPEB.*
Personnel Services	$	1,633,242	$	1,720,454		87,212	5.34%	*Sum of above listed wages and benefits
Materials and Supplies	$	32,000	$	32,000		-	0.00%	*No change from FY2019 to FY2020
Contractual Services	$	200,133	$	206,035		5,902	2.95%	*Increase largely due to a new line being added City-Wide in 2020, 8035 (Worker's Compensation) budgeted at $2,550.
Depreciation	$	116,276	$	68,172		(48,104)	-41.37%	*Finance Calculation
Other Expenditures	$	24,250	$	25,800		1,550	6.39%	*Increase of $1,550 is largely due to an increase of $1,500 for 9070 (Training).
Subtotal:	**$**	**2,005,901**	**$**	**2,052,461**	**$**	**46,560**	**2.32%**	
Inter-Dept. Charges	$	(1,725,907)	$	(1,780,800)		(54,893)	3.18%	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:	**$**	**279,994**	**$**	**271,661**	**$**	**(8,333)**	**-2.98%**	
Full-time Positions		13		13		0		No change in FTE from FY2019 to FY2020

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
Ongoing projects		
FEQSF	Equipment Replacement Program	Perpetual Project

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY 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		*623,598*		*626,459*		*2,861*	*0.46%*	**Staffing/Personnel changes as well as step increases and advancements*
Part-time Wages		*20,000*		*20,000*		*-*	*0.00%*	**No change from FY2019 to FY2020*
Other Wages		*26,392*		*46,866*		*20,474*	*77.58%*	**Increase largely due to addition of Standby Pay in 2020 ($18,200)*
Benefits		*367,386*		*381,136*		*13,750*	*3.74%*	**City Pension, Defined Contribution, Group Hospitalization increases and OPEB.*
Personnel Services	$	1,037,376	$	1,074,461		37,085	3.57%	*Sum of above listed wages and benefits
Materials and Supplies	$	92,500	$	36,000		(56,500)	-61.08%	*Please see Appendix B for variance detail
Contractual Services	$	542,025	$	552,024		9,999	1.84%	*Please see Appendix B for variance detail
Depreciation	$	62,290	$	100,647		38,357	61.58%	*Finance Calculation
Other Expenditures	$	28,000	$	28,000		-	0.00%	*No change from FY2019 to FY2020. Please see Appendix B for variance detail
Subtotal:	**$**	**1,762,191**	**$**	**1,791,132**	**$**	**28,941**	**1.64%**	
Inter-Dept. Charges	$	(1,762,191)	$	(1,791,132)		(28,941)	1.64%	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:	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**	
Full-time Positions		8		8		0		No change in FTE from FY2019 to FY2020

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
Ongoing projects		
I1901	Sonicwall Firewall Replacement	Projected to be completed by EOY 2019
I1902	Tyler Technologies Contracts, Bid Module and Cash Management Module	Project listed in 2019-2023 CIP
I1801	Citywide Fiber (Phase II)	Project listed in 2019-2023 CIP
I1804	Harris Automation Platform	Project listed in 2019-2023 CIP
I1601	Virtual Environment Host Replacement	Project listed in 2019-2023 CIP
I1603	Surveillance Camera Refresh	Project listed in 2019-2023 CIP
I1606	Disaster Recovery and Planning	Project listed in 2019-2023 CIP

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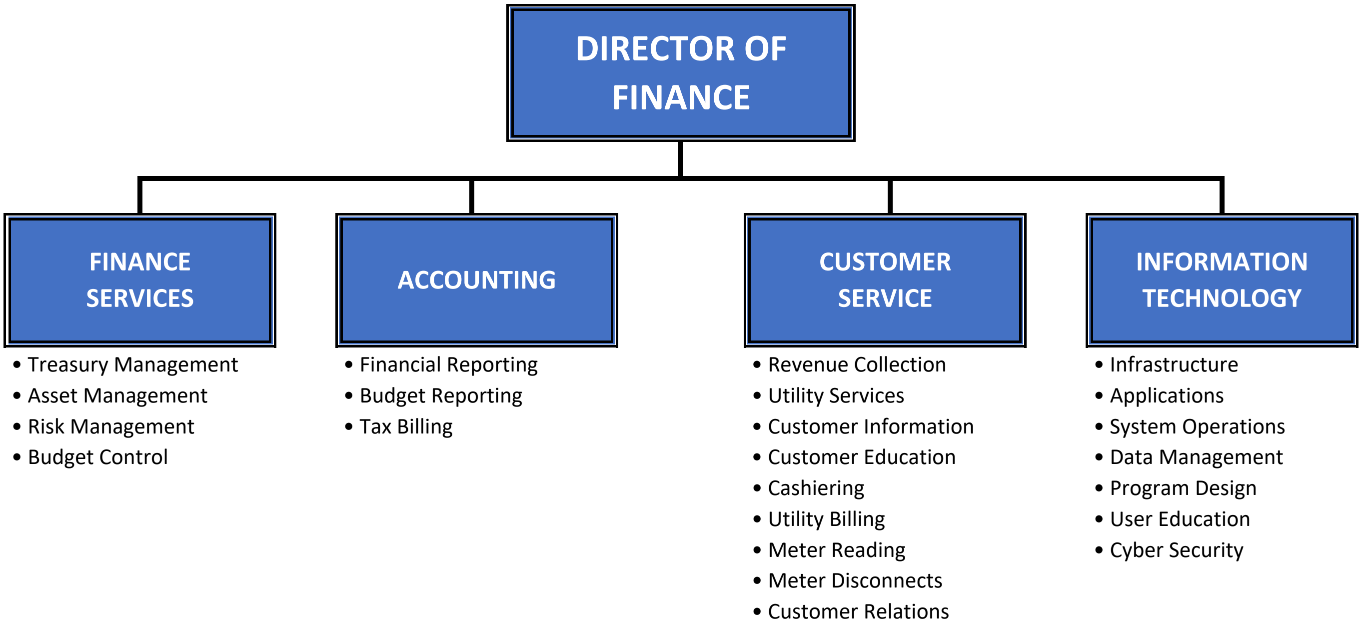
CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2020 DEPARTMENTAL 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 2019 budget for all funds totals $94.5 million including a $3.9 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):

- 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.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2019 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2019 include:

Accounting:

- Received the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association (GFOA) for the 9th consecutive year for the City's Comprehensive Annual Financial Report for 2017.
- Received an unmodified opinion from CliftonLarsenAllen LLP, for the City's financial statements for the year ended December 31, 2018.
- Submitted the City's 2018 Comprehensive Annual Financial Report to the GFOA for the "Certificate of Achievement for Excellence in Financial Reporting".
- Partnered with Information Technology to allow tax bills to be both viewed and paid online.
- Trained and implemented Munis General Billing for PWWR and Parking during 2019. This is part of an ongoing initiative to have all City billings, other than utility billings, centralized in Munis.

Budget:

- Continued to improve the budget process by presenting budget information for both revenue and expenditures at the summary level, prior to department budget presentations.
- Initiated a "sweep" program with the City's financial institution, resulting in additional interest income to the City of approximately $185,000.
- Staff worked in conjunction with the City Manager's office to convert the City from a self-insurance program for workers' compensation to the Delea Founder's Insurance Trust (DFIT). This conversion into an insurance pool provides a greater benefit for our City workers and mitigates the City's financial exposure for work-related injuries.
- Staff worked in conjunction with PWWR and the City Manager's Office to secure funding from the State Revolving Loan program on the projects approved in the 2018 Referendum.

Payments and Utility Billing (PUB):

- Partnered with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.
- Worked with Information Technology to move phone payments for utility bills to an interactive voice response (IVR) system. This enhancement improved the service levels for our customer service representatives by reducing the number of incoming phone calls by 1200 each month.

Payments and Utility Billing (PUB) (continued):

- Worked with Accounting and the City Manager's office to select a third-party collection agency to address closed, delinquent electric accounts (pending Council approval).

Information Technology (IT):

- A new Disaster Recovery (DR) site for the City has been outfitted and enabled. This relocation provides DR servers and network gear access to generator power and further limits physical access.
- The current phase of the Main St camera refresh is complete. This multi-year project came in under budget allowing us to accelerate deployment. Project will be finished ahead of schedule.
- Additional cameras deployed to the Water Treatment Plant to provide an added layer of security to the City's vital infrastructure.
- A new Storage Area Network (SAN) device was installed allowing us to provide necessary resources to virtual servers, workstations and applications.
- Document migration to SharePoint is in progress providing version control, collaboration capabilities and more granular permissions.
- Upgraded Tyler platform to version 11.3.
- Worked with Accounting to move outstanding general bills to transfer onto the tax bill.
- Configured all cradlepoints for Police Vehicle Retrofit project.
- Configured and trained Police/HR on an automated document acknowledgement process using Tyler Munis.
- Configured and trained Police on the training and certification modules in Tyler Munis, saving time and eliminating paper.
- Worked with Accounting to migrate PWWR and Parking from a manual billing process to Tyler Munis General Billing.
- Implemented an electronic request for check process, saving time and eliminating paper (going live October 1).
- Implemented a SharePoint employee directory with Delve integration to provide employees with an extra security measure to identify City personnel.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2020 DEPARTMENTAL GOALS

Goals for 2020 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2018 Comprehensive Annual Financial Report.
- Become the first municipality in the state to prepare a Popular Annual Financial Report (PAFR). The GFOA established the PAFR Program in 1991 to encourage and assist state and local governments to extract information from their comprehensive annual financial report to produce high-quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.
- 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.
- Ensure a skilled, responsive and innovative Finance and Information Technology team that keeps current with evolving business-critical technologies, while providing high quality customer service.

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FINANCE DEPARTMENT

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department

Summary:

FINANCE DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
OPERATING EXPENSES						
Personnel Services	$ 1,377,380	$ 1,541,637	$ 1,633,242	$ 1,720,454	$ 87,212	5.3%
Materials and Supplies	144,657	147,513	32,000	32,000	-	0.0%
Contractual Services	197,343	386,465	200,133	206,035	5,902	2.9%
Other Charges	286,078	130,432	140,526	93,972	(46,554)	-33.1%
Subtotal	$ 2,005,458	$ 2,206,047	$ 2,005,901	$ 2,052,461	$ 46,560	2.3%
Inter-Dept. Charges	(1,703,370)	(1,887,687)	(1,725,907)	(1,780,800)	(54,893)	3.2%
Total Operating Expenses	**$ 302,088**	**$ 318,360**	**$ 279,994**	**$ 271,661**	**$ (8,333)**	**-3.0%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111102	6020 Supervisory	$ 204,209	$ 222,394	$ 235,558	$ 245,868	$ 10,310	4.4%
0111102	6040 Accounting	267,078	266,942	273,700	270,752	(2,948)	-1.1%
0111102	6050 Information Technology	57,841	61,760	64,477	69,283	4,806	7.5%
0111102	6060 Customer Service	333,804	342,592	359,103	374,928	15,825	4.4%
0111102	6270 Meter Readers	-	-	19,365	29,318	9,953	51.4%
0111102	6580 Service Award	8,874	9,706	12,998	13,502	504	3.9%
0111102	6590 Sick Pay	6,956	6,410	7,732	6,894	(838)	-10.8%
0111102	6600 Part-Time	11,552	38,516	58,329	32,005	(26,324)	-45.1%
0111102	6620 Overtime	3,461	16,132	12,500	17,500	5,000	40.0%
0111102	6880 Uniform Allowance	120	-	-	-	-	0.0%
0111102	6885 Device Reimbursement	-	1,800	2,400	1,800	(600)	-25.0%
0111102	6920 Unemployment Comp. Ins.	4,775	3,979	3,958	4,486	528	13.3%
0111102	6930 Social Security Taxes	65,939	70,420	74,178	76,667	2,489	3.4%
0111102	6940 City Pension Plan	114,739	145,076	166,190	189,579	23,389	14.1%
0111102	6941 Defined Contribution 401(a) Plan	24,055	26,929	27,936	34,237	6,301	22.6%
0111102	6950 Term Life Insurance	3,688	3,929	4,025	4,068	43	1.1%
0111102	6960 Group Hospitalization Ins.	206,801	238,876	249,309	279,199	29,890	12.0%
0111102	6961 Long-Term Disability Ins.	1,454	1,548	1,599	2,101	502	31.4%
0111102	6962 Dental Insurance	13,041	12,567	12,680	14,015	1,335	10.5%
0111102	6963 Flexible Spending Account	420	630	629	629	-	0.0%
0111102	6965 Post-Employment Benefits	40,848	61,954	36,940	42,413	5,473	14.8%
0111102	6966 Retirement Health Savings Account	6,221	6,896	7,000	8,526	1,526	21.8%
0111102	6967 Emergency Room Reimbursements	800	1,837	1,884	1,884	-	0.0%
0111102	6968 Vision Insurance Premiums	704	744	752	800	48	6.4%
TOTAL PERSONNEL SERVICES		**$ 1,377,380**	**$ 1,541,637**	**$ 1,633,242**	**$ 1,720,454**	**$ 87,212**	**5.3%**

FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2020

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	$ Difference	% Change
FULL-TIME POSITIONS									
Director of Finance	MGMT	33	1.0	$ 131,908	1.0	$ 135,879	0.0	$ 3,971	3.0%
Deputy Director of Finance	MGMT	29	1.0	$ 103,650	1.0	$ 109,989	0.0	$ 6,339	6.1%
Payments & Utility Billing Manager	MGMT	21	1.0	$ 76,410	1.0	$ 83,085	0.0	$ 6,675	8.7%
Accountant II	CWA F/T	18	2.0	$ 154,722	2.0	$ 162,828	0.0	$ 8,106	5.2%
PUB System Support Analyst	CWA F/T	18	1.0	$ 64,477	1.0	$ 69,283	0.0	$ 4,806	7.5%
Financial Analyst	CWA F/T	14	1.0	$ 53,859	1.0	$ 57,125	0.0	$ 3,266	6.1%
Finance Assistant	CWA F/T	13	1.0	$ 65,119	1.0	$ 50,799	0.0	$ (14,320)	-22.0%
Utility Billing Technician	CWA F/T	13	1.0	$ 64,519	1.0	$ 67,869	0.0	$ 3,350	5.2%
Customer Service Clerk II	CWA F/T	11	1.0	$ 59,705	1.0	$ 62,701	0.0	$ 2,996	5.0%
Customer Service Clerk I	CWA F/T	10	3.0	$ 158,469	3.0	$ 161,273	0.0	$ 2,804	1.8%
Total Full-Time Positions			13.0	**$ 932,838**	13.0	**$ 960,831**	0.0	**$ 27,993**	**3.0%**
PART-TIME FUNDING									
Finance Assistant	CWA P/T			$ 32,229		$ 32,005		$ (224)	-0.7%
Customer Service Clerk I P/T	CWA P/T			$ 26,100		$ -		$ (26,100)	-100.0%
Meter Reader P/T	CWA P/T			$ 19,365		$ 29,318		$ 9,953	51.4%
Total Part-Time Funding				**$ 77,694**		**$ 61,323**		**$ (16,371)**	**-21.1%**
OTHER									
Service Award				$ 12,998		$ 13,502		$ 504	3.9%
Sick Pay				$ 7,732		$ 6,894		$ (838)	-10.8%
Overtime				$ 12,500		$ 17,500		$ 5,000	40.0%
Device Reimbursements				$ 2,400		$ 1,800		$ (600)	-25.0%
Total Other				**$ 35,630**		**$ 39,696**		**$ 4,066**	**11.4%**
Total All			**13.0**	**$ 1,046,162**	**13.0**	**$ 1,061,850**	**0.0**	**$ 15,688**	**1.5%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111103	7110 Safety Shoes & Supplies	$ -	$ -	$ -	$ 750	$ 750	100.0%
0111103	7130 Tools,Field Sup.,Small Equip.	254	449	-	-	-	0.0%
0111103	7131 Information Technology Supplies	2,087	127	-	1,250	1,250	100.0%
0111103	7150 Office Supplies	4,675	5,574	10,000	9,500	(500)	-5.0%
0111103	7160 Books, Periodicals, Etc.	-	-	-	500	500	100.0%
0111103	7170 Postage	113,419	121,954	-	-	-	0.0%
0111103	7180 Billing & Collec. Supplies	18,439	14,603	22,000	20,000	(2,000)	-9.1%
0111103	7200 Copying Supplies	5,174	4,806	-	-	-	0.0%
0111103	7550 Miscellaneous Supplies	609	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES		**$ 144,657**	**$ 147,513**	**$ 32,000**	**$ 32,000**	**$ -**	**0.0%**

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111104	8020 Advertising	$ 430	$ -	$ -	$ -	$ -	0.0%
0111104	8030 Casualty Insurance	6,496	5,664	5,830	6,000	170	2.9%
0111104	8032 Insurance - Auto	535	1,030	1,090	1,055	(35)	-3.2%
0111104	8033 Insurance - Broker	476	631	660	640	(20)	-3.0%
0111104	8035 Insurance - Worker's Compensation	-	-	-	2,550	2,550	100.0%
0111104	8040 Merchant Fees and Discounts	12,630	14,118	12,000	12,000	-	0.0%
0111104	8050 Phone/Communications	2,757	926	1,000	-	(1,000)	-100.0%
0111104	8131 Information Technology Cont'l	54,964	51,604	43,324	33,809	(9,515)	-22.0%
0111104	8170 Auditing Fees	59,500	53,305	60,000	59,000	(1,000)	-1.7%
0111104	8300 Mach. & Equip. Maintenance	9,653	5,935	-	-	-	0.0%
0111104	8312 Fleet & Facilities Services	26,467	241,174	42,729	45,981	3,252	7.6%
0111104	8550 Misc. Contracted Svc.	23,435	12,078	33,500	45,000	11,500	34.3%
TOTAL CONTRACTUAL SERVICES		**$ 197,343**	**$ 386,465**	**$ 200,133**	**$ 206,035**	**$ 5,902**	**2.9%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111105	9010	Bad Debts	$ 130,271	$ 3,413	$ -	$ -	$ -	0.0%
0111105	9020	Mileage & Small Bus. Exp.	1,005	636	750	800	50	6.7%
0111105	9060	Depreciation Expense	133,457	106,260	116,276	68,172	(48,104)	-41.4%
0111105	9070	Training & Continuing Educ/Conf	21,345	20,123	23,500	25,000	1,500	6.4%
TOTAL OTHER CHARGES			**$ 286,078**	**$ 130,432**	**$ 140,526**	**$ 93,972**	**$ (46,554)**	**-33.1%**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
Finance	$ (506,611)	$ (566,797)	$ (544,584)	$ (541,256)	$ 3,328	-0.6%
Electricity Used	11,152	11,411	10,707	9,855	(852)	-8.0%
Information Technology	75,807	80,352	88,458	85,116	(3,342)	-3.8%
Mailroom and Postage	-	8	1,384	1,448	64	4.6%
Printing and Reproduction	(4,681)	(4,348)	667	667	-	0.0%
Records	-	1,810	1,974	1,962	(12)	-0.6%
Utility Billing	(1,279,037)	(1,410,123)	(1,284,513)	(1,338,592)	(54,079)	4.2%
TOTAL INTER-DEPT. CHARGES	**$ (1,703,370)**	**$ (1,887,687)**	**$ (1,725,907)**	**$ (1,780,800)**	**$ (54,893)**	**3.2%**

OPERATING EXPENSES - FINANCE DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES	**$ 302,088**	**$ 318,360**	**$ 279,994**	**$ 271,661**	**$ (8,333)**	**-3.0%**

FINANCE DEPARTMENT

CAPITAL IMPROVEMENTS PROGRAM

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

GENERAL FUND - FINANCE DEPARTMENT

FUNDING SUMMARY

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

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	2020 RESERVES AND OTHER FUNDING	2020 CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
FEQSF	Equipment Replacement Program	B	$ -	$ -	$ -	$ -	$ -	$ -	$ 35,000	$ -	$ 35,000
	Total General Fund - Finance Department		$ -	$ -	$ -	$ -	$ -	$ -	$ 35,000	$ -	$ 35,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		$ -	$ -	$ -	$ -	$ -	$ -	$ 35,000	$ -	$ 35,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	(12,369)	-	(12,369)
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		$ -	$ -	$ -	$ -	$ -	$ -	$ 22,631	$ -	$ 22,631

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

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: FEQSF

PROJECT TITLE: Equipment Replacement Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	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:	Finance
DIVISION:	Finance
FUND:	General
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:	111106.9623	$ 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	-	-	-	$ -	-	-	-	22,631	-	$ 22,631
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	12,369	-	$ 12,369
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 35,000	$ -	$ 35,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)						$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2020-2024
OTHER DEPARTMENTS

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
CODE ENFORCEMENT DIVISION:														
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2021	20,545		25,000			
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043					
827	2012 Toyota Camry Hybrid	03/19/12	16,148	10,895	70,000	10	2022	2020	16,148	20,000				
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043					
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779					
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2021	12,369		25,000			
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION										20,000	50,000	-	-	-
FINANCE DEPARTMENT:														
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369				35,000	
TOTAL FINANCE DEPARTMENT										-	-	-	35,000	-
UNICITY TRANSPORTATION FUND:														
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-					150,000
1304	2013 Int'l Mini-Bus a.	02/16/12	--	107,449	100,000	7	2019	2019	-					
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-		130,000			
	Less: Unicity Transportation Grant Funding										(114,073)			(114,073)
TOTAL UNICITY TRANSPORTATION FUND										-	15,927	-	-	35,927
TOTAL OTHER DEPARTMENTS							GROSS ACQUISITION COST			20,000	180,000	-	35,000	150,000
							LESS: USE OF CAPITAL RESERVES			-	(15,927)	-	-	(35,927)
							LESS: USE OF GRANT FUNDING			-	(114,073)	-	-	(114,073)
							LESS: USE OF CURRENT RESOURCES			(3,852)	(17,086)	-	(22,631)	-
							NET EQUIPMENT SINKING FUND TOTAL			**$ 16,148**	**$ 32,914**	**$ -**	**$ 12,369**	**$ -**

a. This vehicle scheduled to be replaced in 2019.

FINANCE DEPARTMENT

INFORMATION TECHNOLOGY DIVISION

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Summary:

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
OPERATING EXPENSES						
Personnel Services	$ 1,206,088	$ 982,275	$ 1,037,376	$ 1,074,461	$ 37,085	3.6%
Materials and Supplies	45,807	29,901	92,500	36,000	(56,500)	-61.1%
Contractual Services	372,480	532,849	542,025	552,024	9,999	1.8%
Other Charges	83,389	114,784	90,290	128,647	38,357	42.5%
Subtotal	$ 1,707,764	$ 1,659,809	$ 1,762,191	$ 1,791,132	$ 28,941	1.6%
Inter-Dept. Charges	(1,707,764)	(1,659,809)	(1,762,191)	(1,791,132)	(28,941)	1.6%
Total Operating Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111162	6020	Supervisory	$ 183,526	$ 142,353	$ 170,579	$ 197,439	$ 26,860	15.7%
0111162	6050	Information Technology	598,626	469,438	453,019	429,020	(23,999)	-5.3%
0111162	6080	Clerical	27,429	-	-	-	-	0.0%
0111162	6580	Service Award	9,092	6,636	7,191	8,068	877	12.2%
0111162	6590	Sick Pay	1,567	2,436	3,001	3,798	797	26.6%
0111162	6615	Interns	1,456	-	20,000	20,000	-	0.0%
0111162	6619	Standby Pay	-	-	-	18,200	18,200	100.0%
0111162	6620	Overtime	9,232	5,744	12,000	12,000	-	0.0%
0111162	6880	Uniform Allowance	545	-	-	-	-	0.0%
0111162	6885	Device Reimbursement	-	4,400	4,200	4,800	600	14.3%
0111162	6920	Unemployment Comp. Ins.	4,733	2,509	2,114	2,570	456	21.6%
0111162	6930	Social Security Taxes	61,617	45,530	48,022	48,517	495	1.0%
0111162	6940	City Pension Plan	81,887	87,176	77,260	98,451	21,191	27.4%
0111162	6941	Defined Contribution 401(a) Plan	27,424	24,997	27,934	26,787	(1,147)	-4.1%
0111162	6950	Term Life Insurance	2,988	3,164	2,681	2,354	(327)	-12.2%
0111162	6960	Group Hospitalization Ins.	145,021	129,695	168,166	158,493	(9,673)	-5.8%
0111162	6961	Long-Term Disability Ins.	1,189	1,120	1,137	1,291	154	13.5%
0111162	6962	Dental Insurance	9,862	7,993	8,145	8,659	514	6.3%
0111162	6963	Flexible Spending Account	163	284	316	253	(63)	-19.9%
0111162	6964	Health Savings Account	2,625	4,500	4,500	3,000	(1,500)	-33.3%
0111162	6965	Post-Employment Benefits	28,482	36,958	17,170	22,025	4,855	28.3%
0111162	6966	Retirement Health Savings Account	7,736	6,511	7,000	7,105	105	1.5%
0111162	6967	Emergency Room Reimbursements	400	400	1,161	1,161	-	0.0%
0111162	6968	Vision Insurance Premiums	488	431	1,780	470	(1,310)	-73.6%
TOTAL PERSONNEL SERVICES			**$ 1,206,088**	**$ 982,275**	**$ 1,037,376**	**$ 1,074,461**	**$ 37,085**	**3.6%**

FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2020
INFORMATION TECHNOLOGY DIVISION

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	$ Difference	% Change
FULL-TIME POSITIONS									
IT Infrastructure Manager [1]	MGMT	28		$ -	1.0	$ 111,684	1.0	$ 111,684	100.0%
IT Applications Manager [2]	MGMT	23		$ -	1.0	$ 85,755	1.0	$ 85,755	100.0%
IT Manager [1]	MGMT	30	1.0	$ 90,000		$ -	(1.0)	$ (90,000)	-100.0%
Assistant IT Manager [2]	MGMT	23	1.0	$ 80,579		$ -	(1.0)	$ (80,579)	-100.0%
IT Network Admin III [3]	CWA F/T	23	1.0	$ 93,825		$ -	(1.0)	$ (93,825)	-100.0%
IT Network Admin II	CWA F/T	21	1.0	$ 85,282	1.0	$ 89,374	0.0	$ 4,092	4.8%
IT Systems Admin I	CWA F/T	21	2.0	$ 166,643	2.0	$ 173,522	0.0	$ 6,879	4.1%
IT Application Support Analyst	CWA F/T	16	1.0	$ 63,725	1.0	$ 67,599	0.0	$ 3,874	6.1%
Desktop Support Lead [3]	CWA F/T	12	1.0	$ 43,544	2.0	$ 98,525	1.0	$ 54,981	126.3%
Total Full-Time Positions			8.0	**$ 623,598**	8.0	**$ 626,459**	0.0	**$ 2,861**	**0.5%**
PART-TIME FUNDING									
Intern				$ 20,000		$ 20,000		$ -	0.0%
Total Part-Time Funding				**$ 20,000**		**$ 20,000**		**$ -**	**0.0%**
OTHER									
Service Award				$ 7,191		$ 8,068		$ 877	12.2%
Sick Pay				$ 3,001		$ 3,798		$ 797	26.6%
Standby Pay				$ -		$ 18,200		$ 18,200	100.0%
Overtime				$ 12,000		$ 12,000		$ -	0.0%
Device Reimbursements				$ 4,200		$ 4,800		$ 600	14.3%
Total Other				**$ 26,392**		**$ 46,866**		**$ 20,474**	**77.6%**
Total All			**8.0**	**$ 669,990**	**8.0**	**$ 693,325**	**0.0**	**$ 23,335**	**3.5%**

[1] Positions realigned in 2020 to reflect new organizational structure.
[2] Positions realigned in 2020 to reflect new organizational structure.
[3] Positions realigned in 2020 to reflect new organizational structure.

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111163	7130 Tools,Field Sup.,Small Equip.	$ 29,625	$ 23,311	$ 78,000	$ 27,000	$ (51,000)	-65.4%
0111163	7136 Software	8,668	2,782	5,000	3,000	(2,000)	-40.0%
0111163	7150 Office Supplies	6,843	3,741	7,500	5,000	(2,500)	-33.3%
0111163	7550 Miscellaneous Supplies	671	67	2,000	1,000	(1,000)	-50.0%
TOTAL MATERIALS & SUPPLIES		**$ 45,807**	**$ 29,901**	**$ 92,500**	**$ 36,000**	**$ (56,500)**	**-61.1%**

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111164	8020 Advertising	$ 720	$ -	$ -	$ -	$ -	0.0%
0111164	8030 Casualty Insurance	3,503	2,758	2,825	2,700	(125)	-4.4%
0111164	8033 Insurance - Broker	238	315	310	320	10	3.2%
0111164	8035 Insurance - Worker's Compensation	-	-	-	1,700	1,700	100.0%
0111164	8050 Phone/Communications	5,219	2,636	2,424	2,050	(374)	-15.4%
0111164	8130 Bldg. & Equip. Rental	-	-	2,000	-	(2,000)	-100.0%
0111164	8136 Subscription Services (Software or SAAS)	190,401	207,357	260,898	260,217	(681)	-0.3%
0111164	8137 Leased Equipment (Contractual)	77,270	176,489	151,155	161,155	10,000	6.6%
0111164	8300 Mach. & Equip. Maintenance	-	1,292	-	-	-	0.0%
0111164	8312 Fleet & Facilities Services	13,178	111,020	18,413	19,882	1,469	8.0%
0111164	8550 Misc. Contracted Svc.	81,951	30,982	104,000	104,000	-	0.0%
TOTAL CONTRACTUAL SERVICES		**$ 372,480**	**$ 532,849**	**$ 542,025**	**$ 552,024**	**$ 9,999**	**1.8%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111165	9020	Mileage & Small Bus. Exp.	$ 233	$ 59	$ -	$ -	$ -	0.0%
0111165	9031	Information Technology Training	299	1,678	-	-	-	0.0%
0111165	9060	Depreciation Expense	48,121	95,760	62,290	100,647	38,357	61.6%
0111165	9070	Training & Continuing Educ/Conf	34,736	17,287	28,000	28,000	-	0.0%
TOTAL OTHER CHARGES			**$ 83,389**	**$ 114,784**	**$ 90,290**	**$ 128,647**	**$ 38,357**	**42.5%**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
Billings and Accounting	$ 23,424	$ 25,954	$ 24,923	$ 24,596	$ (327)	-1.3%
Electric Used	6,426	5,496	5,157	4,746	(411)	-8.0%
Information Technology	(1,737,769)	(1,727,792)	(1,797,481)	(1,825,684)	(28,203)	1.6%
Other Indirect Charges	-	36,389	5,000	5,000	-	0.0%
Printing and Reproduction	155	144	210	210	-	0.0%
TOTAL INTER-DEPT. CHARGES	**$ (1,707,764)**	**$ (1,659,809)**	**$ (1,762,191)**	**$ (1,791,132)**	**$ (28,941)**	**1.6%**

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

FINANCE DEPARTMENT

INFORMATION TECHNOLOGY DIVISION

CAPITAL IMPROVEMENTS PROGRAM

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

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

F U N D I N G   S U M M A R Y

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ 247,500	$ 248,000	$ -	$ -	$ -	$ 495,500
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ 247,500	$ 248,000	$ -	$ -	$ -	$ 495,500

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	2020 RESERVES AND OTHER FUNDING	2020 CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
I1901	Sonicwall Firewall Replacement	D	$ 58,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
I1902	Tyler Technologies Contracts, Bid Module and Cash Management Module	D	17,700	-	-	-	23,000	-	-	-	23,000
I1801	Citywide Fiber (Phase II)	B	-	-	140,000	140,000	-	-	-	-	140,000
I1804	Harris Automation Platform	D	-	-	75,000	75,000	75,000	-	-	-	150,000
I1601	Virtual Environment Host Replacement	D	-	-	-	-	75,000	-	-	-	75,000
I1603	Surveillance Camera Refresh	B	32,500	-	32,500	32,500	-	-	-	-	32,500
I1606	Disaster Recovery and Planning	B	-	-	-	-	75,000	-	-	-	75,000
	Total General Fund - Information Technology Division		$ 108,200	$ -	$ 247,500	$ 247,500	$ 248,000	$ -	$ -	$ -	$ 495,500

PLANNED FINANCING SOURCES	2019 BUDGET AS AMENDED	2020 RESERVES AND OTHER FUNDING	2020 CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ 108,200	$ -	$ 247,500	$ 247,500	$ 248,000	$ -	$ -	$ -	$ 495,500
LESS: USE OF RESERVES	-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	(117,000)	-	-	-	(117,000)
GRANTS	-	-	-	-	-	-	-	-	-
BOND ISSUES	(32,500)	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ 75,700	$ -	$ 247,500	$ 247,500	$ 131,000	$ -	$ -	$ -	$ 378,500

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

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1902

PROJECT TITLE: Tyler Technologies Modules (Contracts, Bid and Cash)

PROJECT STATUS: New Project

FUNDING SUMMARY:	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ -	$ 23,000	$ -	$ -	$ -	$ 23,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ -	$ 23,000	$ -	$ -	$ -	$ 23,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	4 - Medium

This project is a NEED and not a WANT, but no significant risk in the deferral of this item

COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2019
Est. Completion Date:	2021
Est. Useful Life (in years):	10
Est. Total Cost:	$ 40,700
Est. Spend @ 12/31/2019 (if underway)[1]:	$ 17,700
% Complete (if underway):	43.5%
Balance to be funded[1]:	$ 23,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	3063006.9622	$ 23,000
TOTAL PROJECT COST		$ 23,000

[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:

Tyler Technologies Contracts Module supports the entire lifecycle of a contract from initiation to expiration. This program allows users to create and approve both annual and multi-year contracts for purchases and optionally encumber the appropriate funds in advance. Users are able to allocate contracts by account or account segment, as well as define milestones and key dates that trigger an optional Munis Dashboard alert that notifies the appropriate staff. Contract Management is fully integrated with general ledger, purchasing and accounts payable which allows users to track and withhold contract sliding scale retainage based off percentage complete and also provides the ability to track pending payments, open requisitions, purchase orders and contract change orders.

2021 Estimate: $11,500.00 *This module was advanced from 2019 to 2021.

Tyler Technologies Bid Module can create any number of bid catalogs. Bid catalogs can be initiated for yearly purchases of items or generated through the Munis requisition process. Individual departments can enter on-line requested quantities for item being put out to bid. Once the bid has been established notifications can be sent to vendors via e-mail. Vendors can either mail their bids to the requesting site or optionally enter their bid information using Munis Self-Service. Additional criteria in the form of custom RFP questions can also be attached to a Munis bid. From vendor responses, Munis determines the best vendor to award a bid to by individual bid line item. Awarded bids can be used to create Purchase Orders or converted into a Contract that can be purchased against for the term of the bid.

2021 Estimate: $11,500.00 *This module was advanced from 2019 to 2021.

Tyler Technologies Cash Management Module will provide the Finance department with:

- Disbursement and check reconciliation functions from accounts payable and payroll
- A separate file for recording bank account transactions including pooled cash, investment detail files and debt detail files
- A tool for cash flow forecasting for any cash account or date range, which provides the option to integrate with accounting system transactions to provide a budget vs. actual cash flow file
- Bank Reconciliation, which reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

2019 Detail: $17,700.00

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	17,700	-	17,700	$ -	-	23,000	-	-	-	$ 23,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 17,700	$ -	$ 17,700	$ -	$ -	$ 23,000	$ -	$ -	$ -	$ 23,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	1,845	4,041	4,041	4,041	$ 13,968

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1801

PROJECT TITLE: Fiber Network (Phase II)

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 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:	$ 140,000
Est. Spend @ 12/31/2019 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 140,000

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

PROJECT COST BY CATEGORY

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The 2017 Fiber Installation Project was a major success. Our surveillance cameras, SCADA systems, Buildings and other networked connections are now running on the Phase I network that has been installed. This project signals a continuation of the build-out to install Fiber to areas such as South College Avenue near I95, to the South Well Field Water Plant and to the George Wilson Center. While fiber to these areas is recommended for additional Police surveillance needs, there are a multitude of other solutions that are possible with these extensions, including but not limited to SCADA integration, WiFi and parking management. There would be minimal offset cost as currently two of these areas are utilizing Comcast services to provide access.

Currently scheduled for 2020 ($140,000) - Extension of existing fiber network to 3 main areas:
South College Avenue towards I95 interchange - In reviewing crime data, Newark PD has investigated (107) robberies from January 2015 to July 2018; (25) robberies have occurred on S. College Ave. The PD has installed a LPR in the vicinity which has proven valuable and the PD submits cameras in the vicinity would complement investigative and preventive efforts – as there are no City controlled surveillance camera assets along the corridor. Currently, investigators rely on private entities for video evidence which is often limited to the interior of their business or property and provides limited coverage and investigative leads. Sourced: Capt. Michael Van Campen

South Well Field for SCADA
New London Road (George Wilson Center) for additional cameras and to connect facility to core network.

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	-	-	-	$ -	140,000	-	-	-	-	$ 140,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1804

PROJECT TITLE: Harris Automation Platform

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ 75,000	$ 75,000	$ -	$ -	$ -	$ 150,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ 75,000	$ 75,000	$ -	$ -	$ -	$ 150,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	5 - Low

This project is a NEED and not a WANT, but it can start in year two of this CIP or later

COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Harris NorthStar (and associated applications) is used for Utility Billing and Smart-Meter Utility Management. It has been recommended by the vendor, and vetted by staff, that implementing an automation platform would substantially improve efficiency in processing utility billing. This would eliminate much of the manual efforts that our Payments and Utility Billing Team handle daily.

Would be used to automate many tasks currently performed manually, such as:
- Billing Improvements including Validation Procedures and Processes
- Credit Control – Late Payment Penalties and Disconnect Notices
- Preauthorized Payments (PAP)

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2018
Est. Completion Date:	2021
Est. Useful Life (in years):	5
Est. Total Cost:	$ 150,000
Est. Spend @ 12/31/2019 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 150,000

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

PROJECT COST BY CATEGORY

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

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

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	-	-	-	$ -	75,000	75,000	-	-	-	$ 150,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 75,000	$ 75,000	$ -	$ -	$ -	$ 150,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1601

PROJECT TITLE: Virtual Environment Host Replacement

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2021
Est. Useful Life (in years):	5
Est. Total Cost:	$ 75,000
Est. Spend @ 12/31/2019 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 75,000

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Long range forecast cost for replacement of Microsoft Hyper-V Virtualization Host (Server) Replacement. The City's virtualization environment is critical to maintaining 100+ physical and virtual servers running throughout the organization. These servers host applications such as Utility Billing and Smart Meter Applications, as well as file services, print services, document management and retention services and a myriad of other applications that impact operations.

Currently scheduled for 2021 ($75,000)
Replacement for equipment purchased in 2016 (4 year replacement)
Server and Storage for IT Datacenters

This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/19	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	-	-	-	$ -	-	8,000	-	-	-	$ 8,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	67,000	-	-	-	$ 67,000
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1603

PROJECT TITLE: Surveillance Camera Refresh

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ 32,500	$ -	$ -	$ -	$ -	$ 32,500
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ 32,500	$ -	$ -	$ -	$ -	$ 32,500

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2016
Est. Completion Date:	2020
Est. Useful Life (in years):	10
Est. Total Cost:	$ 110,593
Est. Spend @ 12/31/2019 (if underway)[1]:	$ 78,093
% Complete (if underway):	70.6%
Balance to be funded[1]:	$ 32,500

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	3063006.9622	$ 32,500
TOTAL PROJECT COST		$ 32,500

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

IMPACTED DEPARTMENT/DIVISION: Newark Police Department

The City of Newark surveillance cameras and network are showing their age. Most of the cameras are at least 8 years old and we are starting to see them fail with regularity. It is IT's recommendation that the cameras be replaced over a period between 5 and 6 years to ensure optimum functionality and savings on repair.

Project began in 2017 and expected completion in 2020
Replacing 5 traffic cameras per year (total of 30 cameras - 10 replaced in 2017)

Axis Q6045-C PTZ Dome 60Hz Network Camera
30 Cameras - $123,000.00 + Installation - $60,000.00 + OnSSI Licensing - $12,000.00 = $195,000.00 (Original Total Project Cost)

Originally when this project was budgeted the City had planned to outsource the installation. When the project began in 2017, we utilized City staff for installation resulting in savings of approximately $13,000 the first year. Due to these savings, the City was able to replace 10 cameras per year as opposed to the 5 that was originally planned. No cameras were replaced in 2018, however in 2019 we replaced 10 cameras and plan to replace the remaining 10 cameras in 2020.

*Please note, following the 2020 budgeted replacements, the cost of camera replacement will be in the operating budget.

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	-	-	-	$ -	32,500	-	-	-	-	$ 32,500
CAPITAL RESERVES	45,593	-	45,593	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	32,500	-	32,500	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 78,093	$ -	$ 78,093	$ -	$ 32,500	$ -	$ -	$ -	$ -	$ 32,500

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NO: I1606

PROJECT TITLE: Disaster Recovery and Planning

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2020-2024 Funding:	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2016
Est. Completion Date:	2021
Est. Useful Life (in years):	5
Est. Total Cost:	$ 75,000
Est. Spend @ 12/31/2019 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 75,000

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Long range forecast cost for replacement of Disaster Planning, Recovery and Availability hardware within two City-owned data centers. These services are critical for ensuring resiliency in the event of a cyber attack, data loss, hardware failure or environmental or man-made disaster.

Currently scheduled for 2021 ($75,000)
Replacement for equipment purchased in 2016 (4 year replacement)
Server and Storage for IT Datacenters

****Please note, currently this is an estimated cost and will be formally quoted during the annual budget preparation in late 2019.**

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/19	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	-	-	-	$ -	-	50,000	-	-	-	$ 50,000
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2020	2021	2022	2023	2024	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

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FINANCE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2019 AND 2020 BUDGET COMPARISON)

FINANCE DEPARTMENT

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
7131	Printer Maintenance	Annual	-	1,250.00	1,250.00	Printer Maintenance
8131	Printer Maintenance	Annual	2,500.00	1,250.00	(1,250.00)	Printer Maintenance
8131	Crystal Reports Server Annual Maintenance	Annual	1,500.00	1,500.00	-	Report Generation Software (Utility Billing)
8131	Tyler Technologies Munis Annual Maintenance	Annual	19,672.96	18,696.46	(976.50)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Tyler Technologies PACE	Annual	4,995.00	4,995.00	-	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
8131	Verizon - Cellular/Data	Monthly	500.00	770.00	270.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	6,597.22	6,597.22	-	VOIP Phone System
8131	Canon Financial - Copier Lease	Monthly	7,558.35	-	(7,558.35)	Canon Copier Leases
	7131 and 8131 Subtotals:		*43,323.53*	*35,058.68*	*(8,264.85)*	
			$ 43,324.00	**$ 35,059.00**	**$ (8,265.00)**	

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
APPENDIX B - INFORMATION TECHNOLOGY DIVISION EXPENSE DETAIL - (2019 AND 2020 BUDGET COMPARISON)

FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

MATERIALS AND SUPPLIES		RENEWAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	DESCRIPTION
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
7130	Tools,Field Sup.,Small Equip.	As Needed	20,000.00	20,000.00	-	Computer Hardware Accessories (Non-Leased)
7130	Tools,Field Sup.,Small Equip.	As Needed	1,000.00	1,000.00	-	Network Cabling
7130	Tools,Field Sup.,Small Equip.	One Time	23,000.00	-	*(23,000.00)*	Dell MD Storage (Camera Data Storage)
7130	Tools,Field Sup.,Small Equip.	One Time	16,000.00	-	*(16,000.00)*	PowerEdge FC640
7130	Tools,Field Sup.,Small Equip.	As Needed	18,000.00	6,000.00	*(12,000.00)*	Server Warranty Extensions
	7130 Subtotal:		*78,000.00*	*27,000.00*	*(51,000.00)*	
7130	**Actual Budget Numbers**		**$ 78,000.00**	**$ 27,000.00**	**$ (51,000.00)**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
7136	Software	As Needed	5,000.00	3,000.00	*(2,000.00)*	Computer Software Miscellaneous (Non-Subscription)
	7136 Subtotal:		*5,000.00*	*3,000.00*	*(2,000.00)*	
7136	**Actual Budget Numbers**		**$ 5,000.00**	**$ 3,000.00**	**$ (2,000.00)**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
7150	Office Supplies	As Needed	6,000.00	4,000.00	*(2,000.00)*	Office Supplies
7150	Office Supplies	As Needed	1,500.00	1,000.00	*(500.00)*	Building Security Supplies
	7150 Subtotal:		*7,500.00*	*5,000.00*	*(2,500.00)*	
7150	**Actual Budget Numbers**		**$ 7,500.00**	**$ 5,000.00**	**$ (2,500.00)**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
7550	Miscellaneous Supplies	As Needed	2,000.00	1,000.00	*(1,000.00)*	Miscellaneous Supplies
	7550 Subtotal:		*2,000.00*	*1,000.00*	*(1,000.00)*	
7550	**Actual Budget Numbers**		**$ 2,000.00**	**$ 1,000.00**	**$ (1,000.00)**	
IT	**MATERIALS AND SUPPLIES TOTALS**		**$ 92,500.00**	**$ 36,000.00**	**$ (56,500.00)**	

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION
APPENDIX B - INFORMATION TECHNOLOGY DIVISION EXPENSE DETAIL - (2019 AND 2020 BUDGET COMPARISON)

FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

CONTRACTUAL SERVICES		RENEWAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	DESCRIPTION
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8030	Casualty Insurance	N/A	2,825.00	2,700.00	(125.00)	Expense line calculated by our Finance Department
	8030 Subtotal:		*2,825.00*	*2,700.00*	*(125.00)*	
8030	**Actual Budget Numbers**		**$ 2,825.00**	**$ 2,700.00**	**$ (125.00)**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8033	Insurance - Broker	N/A	310.00	320.00	10.00	Expense line calculated by our Finance Department
	8033 Subtotal:		*310.00*	*320.00*	*10.00*	
8033	**Actual Budget Numbers**		**$ 310.00**	**$ 320.00**	**$ 10.00**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8035	Insurance - Worker's Compensation	N/A	-	1,700.00	1,700.00	Expense line calculated by our Finance Department
	8035 Subtotal:		*-*	*1,700.00*	*1,700.00*	
8035	**Actual Budget Numbers**		**$ -**	**$ 1,700.00**	**$ 1,700.00**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8050	Phone/Communications	Monthly	480.00	480.00	-	Mifi
8050	Phone/Communications	Monthly	744.00	370.00	(374.00)	Verizon
8050	Phone/Communications	Monthly	1,200.00	1,200.00	-	Long Distance Fax
	8050 Subtotal:		*2,424.00*	*2,050.00*	*(374.00)*	
8050	**Actual Budget Numbers**		**$ 2,424.00**	**$ 2,050.00**	**$ (374.00)**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8130	Bldg. & Equip. Rental	As Needed	2,000.00	-	(2,000.00)	Equipment Rental
	8130 Subtotal:		*2,000.00*	*-*	*(2,000.00)*	
8130	**Actual Budget Numbers**		**$ 2,000.00**	**$ -**	**$ (2,000.00)**	

*Please note, contractual services detail is continued on the following page.

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

CONTRACTUAL SERVICES		RENEWAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	DESCRIPTION
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8136	Subscription Services (Software or SAAS)	Annual	1,800.00	1,800.00	-	Aerohive Support Renewal
8136	Subscription Services (Software or SAAS)	Annual	5,150.00	5,755.00	*605.00*	Barracuda - Cloud Backup
8136	Subscription Services (Software or SAAS)	Annual	12,750.00	13,500.00	*750.00*	Barracuda Essentials
8136	Subscription Services (Software or SAAS)	Annual	3,800.00	4,100.00	*300.00*	Bomgar Annual Maintenance
8136	Subscription Services (Software or SAAS)	Monthly	2,461.80	2,461.80	-	Comcast / Verizon 220 South Main Street (VPN and Backup ISP) $205.15
8136	Subscription Services (Software or SAAS)	Annual	4,400.00	4,000.00	*(400.00)*	Dell Kace Virtual Appliances (K1000 & K2000)
8136	Subscription Services (Software or SAAS)	Annual	40,000.00	40,000.00	-	Dell Rapid Recovery - Disaster Recovery
8136	Subscription Services (Software or SAAS)	Annual	20,000.00	20,000.00	-	Dell Rapid Recovery - Disaster Recovery - Cloud
8136	Subscription Services (Software or SAAS)	Annual	35,000.00	35,000.00	-	Dell SecureWorks Intrusion Prevention, Protection and Response
8136	Subscription Services (Software or SAAS)	Annual	6,000.00	2,000.00	*(4,000.00)*	Dell Sonicwall T100 License Renewal
8136	Subscription Services (Software or SAAS)	Annual	2,500.00	2,500.00	-	Dell Sonicwall CFS Client License Renewal (475)
8136	Subscription Services (Software or SAAS)	Annual	-	99.00	*99.00*	Emisoft
8136	Subscription Services (Software or SAAS)	Annual	2,500.00	2,500.00	-	Esri Small Government ELA - Allocated
8136	Subscription Services (Software or SAAS)	Annual	2,000.00	3,000.00	*1,000.00*	GoDaddy Certificate, Hosting, DNS Renewal
8136	Subscription Services (Software or SAAS)	Annual	1,800.00	1,800.00	-	Kemp Load Balancer Annual Maintenance
8136	Subscription Services (Software or SAAS)	Annual	525.00	525.00	-	LogonBox - Access Manager Subscription
8136	Subscription Services (Software or SAAS)	Annual	400.00	400.00	-	Macrium Reflect Tablet Imager
8136	Subscription Services (Software or SAAS)	Annual	20,000.00	20,000.00	-	Microsoft Azure
8136	Subscription Services (Software or SAAS)	One Time	5,000.00	5,000.00	-	Microsoft Enterprise Agreement Annual True-Up 2017
8136	Subscription Services (Software or SAAS)	Annual	76,000.00	76,000.00	-	Microsoft Enterprise Agreement
8136	Subscription Services (Software or SAAS)	Annual	1,140.00	1,140.00	-	Neustar DNS
8136	Subscription Services (Software or SAAS)	Annual	2,500.00	2,500.00	-	Paessler Network Monitor (PRTG)
8136	Subscription Services (Software or SAAS)	Annual	1,275.00	1,275.00	-	Schnieder Electric
8136	Subscription Services (Software or SAAS)	Annual	4,000.00	4,000.00	-	Symantec - End Point Antivirus Definitions and Updates
8136	Subscription Services (Software or SAAS)	Annual	2,000.00	2,000.00	-	Thycotic Secret Server Subscription
8136	Subscription Services (Software or SAAS)	Annual	3,330.00	3,330.00	-	Tyler Technologies PACE - Allocated
8136	Subscription Services (Software or SAAS)	Annual	400.00	400.00	-	Tyler Technologies Zipcode
8136	Subscription Services (Software or SAAS)	Monthly	-	965.00	*965.00*	Verizon - Cellular/Data - Allocated
8136	Subscription Services (Software or SAAS)	Monthly	4,166.67	4,166.67	-	VOIP Networks - Cloud9 VOIP Subscription - Allocated
	8136 Subtotal:		*260,898.47*	*260,217.47*	*(681.00)*	
8136	**Actual Budget Numbers**		**$ 260,898.00**	**$ 260,217.00**	**$ (681.00)**	

*Please note, contractual services detail is continued on the following page.

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FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

CONTRACTUAL SERVICES		RENEWAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	DESCRIPTION
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8137	Leased Equipment (Contractual)	Year 2 of 3	6,500.00	6,500.00	-	Dell Aerohive
8137	Leased Equipment (Contractual)	Year 4 of 4	1,263.35	1,263.35	-	Dell Precision 5510 (2) - Total Cost $1263.35 (2/2017)
8137	Leased Equipment (Contractual)	Year 4 of 4	1,748.79	1,748.79	-	Dell Precision 5510 (3) - Total Cost $6731.28 (2017)
8137	Leased Equipment (Contractual)	Year 3 of 4	61,425.47	61,425.47	-	Dell Optiplex Precision and Latitude Tablet (Mun & PD Refresh) (5/2018)
8137	Leased Equipment (Contractual)	Year 3 of 5	30,000.00	35,273.26	*5,273.26*	Blade, SAN and DR Site Lease (2018)
8137	Leased Equipment (Contractual)	Year 1 of 4	7,319.94	8,000.00	*680.06*	Replace Dell Optiplex Precision and Latitude (25) - (3/2020)
8137	Leased Equipment (Contractual)	Year 1 of 4	996.91	1,044.00	*47.09*	Replace Dell Latitude 7450 (2) - (5/2020)
8137	Leased Equipment (Contractual)	Year 1 of 4	328.34	400.00	*71.66*	Replace Dell Latitude 5570 (1) - (8/2020)
8137	Leased Equipment (Contractual)	Year 1 of 4	17,572.11	21,500.00	*3,927.89*	Replace Dell Latitude Tablet (Municipal Field) (20)
8137	Leased Equipment (Contractual)	Year 5 of 10	24,000.00	24,000.00	-	Leased Fiber - City Hall to Parking (Lightower T/A Yankee Metro Parent)
	8137 Subtotal:		*151,154.91*	*161,154.87*	*9,999.96*	
8137	**Actual Budget Numbers**		**$ 151,155.00**	**$ 161,155.00**	**$ 10,000.00**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8312	Fleet & Facilities Services	N/A	18,413.00	19,882.00	*1,469.00*	Expense line calculated by our Finance Department
	8312 Subtotal:		*18,413.00*	*19,882.00*	*1,469.00*	
8312	**Actual Budget Numbers**		**$ 18,413.00**	**$ 19,882.00**	**$ 1,469.00**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
8550	Misc. Contracted Svc.	As Needed	20,000.00	20,000.00	-	IT Emergency Consulting Services
8550	Misc. Contracted Svc.	As Needed	4,000.00	4,000.00	-	Microsoft Emergency Support
8550	Misc. Contracted Svc.	Annual	80,000.00	80,000.00	-	Desktop Support Staff Augmentation
	8550 Subtotal:		*104,000.00*	*104,000.00*	-	
8550	**Actual Budget Numbers**		**$ 104,000.00**	**$ 104,000.00**	**$ -**	
IT	**CONTRACTUAL SERVICES TOTALS**		**$ 273,568.00**	**$ 285,037.00**	**$ 11,469.00**	

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FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

OTHER CHARGES		RENEWAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	DESCRIPTION
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
9060	Depreciation Expense	N/A	62,290.00	100,647.00	*38,357.00*	Expense line calculated by our Finance Department
	9060 Subtotal:		*62,290.00*	*100,647.00*	*38,357.00*	
9060	**Actual Budget Numbers**		**$ 62,290.00**	**$ 100,647.00**	**$ 38,357.00**	
Code	**2020 IT Annual Operating Expense**	**Renewal**	**2019 Budget**	**2020 Budget**	**+/- Prior Year**	**Description**
9070	Training & Continuing Educ/Conf		5,500.00	5,500.00	-	Conference
9070	Training & Continuing Educ/Conf		8,000.00	8,000.00	-	Conference
9070	Training & Continuing Educ/Conf		6,000.00	6,000.00	-	Conference
9070	Training & Continuing Educ/Conf		1,000.00	1,000.00	-	Conference
9070	Training & Continuing Educ/Conf	Annual	1,000.00	1,000.00	-	CBT Nuggets
9070	Training & Continuing Educ/Conf	As Needed	6,500.00	6,500.00	-	Certification and Professional Training
	9070 Subtotal:		*28,000.00*	*28,000.00*	-	
9070	**Actual Budget Numbers**		**$ 28,000.00**	**$ 28,000.00**	**$ -**	
IT	**OTHER CHARGES TOTALS**		**$ 90,290.00**	**$ 128,647.00**	**$ 38,357.00**	