FINANCE DEPARTMENT

2023 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:
SEPTEMBER 19th, 2022

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FINANCE DEPARTMENT
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CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 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 2022 budget for all funds totals $9 million including a $2.9 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, debt management, 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, sewer and stormwater 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
2022 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2022 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2022 include:

Accounting:

- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" by the Government Officers Association (GFOA) for the 2020 Annual Comprehensive Financial Report.

- Submitted the Annual Comprehensive Financial Report for 2021 to the GFOA for consideration of the "Certificate of Achievement for Excellence in Financial Reporting".

- Received an unmodified audit opinion and no material weaknesses based on the audit of the City's financial statements for the year ended December 31, 2021 by CliftonLarsonAllen LLP.

Budget:

- Reaffirmed the City's bond rating with FitchRatings of AA+ with a stable outlook, along with Moody's Investor Service's rating of Aa2.

- Worked with Moody's Investor Service on the review of the City's first ESG (Environmental, Social and Governance) Score. ESG scores measure the sustainability and ethical impact of a government or company to help socially responsible investors use ESG criteria to them with their investment decision-making. The City obtained a score of CIS-2, which means Newark's investment risk is neutral to low for our investors who look to invest in the City's debt obligations. Part of the score is Governance. Per Moody's: "Newark's strong governance is reflected in a score of G-1. The city is managed by certified and experienced professionals to implement its policy objectives. This, plus a combination of a strong state-wide institutional framework and highly conservative budgeting, has allowed the city to maintain strong financial operations. Finally, the city is prompt in reporting audited financial statements and budgets in addition to providing publicly available interim financial statements."

- Worked with the City Manager's office to secure funding such as:
    - $18.1 million from the American Rescue Plan Act, as the final tranche was received in June of 2022.
    - $2.5 million from the State's Community Reinvestment Fund for facility improvements.

- Continue to work on preserving the financial health of the City as it continues to recover from the impact of the Coronavirus pandemic and subsequent states of emergencies.

- Successfully secured $2 million in loan funding to finalize the funding requirements of the 2018 Referendum.

- Worked with directors to help find the resources needed to fund departmental budgetary shortfalls as they occurred during the year due to supply-chain constraints and inflationary increases.

<u>Key accomplishments in 2022 include (continued):</u>

Payments and Utility Billing (PUB):

- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.

- Continued the relationship between Catholic Charities and Efficiency Smart requiring energy education from Efficiency Smart prior to releasing City funds.

- Continued to work with the Delaware State Housing Authority to promote the rental and utility assistance program to our residents in need of financial assistance brought on by Covid-19.

- Worked with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers.

- Actively recruited and filled the Payments and Utility Billing Manager to maintain the high level of customer service excellence our customers are accustomed to.

Information Technology (IT) Applications:

- Worked with Harris Utilities and the Infrastructure team to virtualize the meter data management server and migrate from Oracle to Postgres in July.

- Implemented Munis AP Payment Manager in August. This program simplifies the AP Cash Disbursements process by combining the selection of invoices to be paid, printing of checks, EFT processing and posting of the cash disbursement journal into one easy and convenient program.

- Worked with Harris Utilities and the Infrastructure team to migrate the Harris NorthStar Customer Information System (CIS), mCare6 and SQL servers onto upgraded Operating Systems in September.

- Worked with Tyler Technologies and the Communications team to implement the MyCivic App, a customizable platform designed to promote civic engagement and enhance the quality of life for the citizens of Newark (Nov/Dec).

- Replaced Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec).

- Upgraded Harris Northstar Customer Information System (CIS) and Compass SmartWorks, meter data management software (Nov/Dec). Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.

- Converted from Authorize.net to Paymentus for Tyler applications (Nov/Dec) in order to reduce and streamline the multiple numbers of payment processors used by the City.

Key accomplishments in 2022 include (continued):

- Upgraded Tyler Cashiering to version 2020, using Tyler Identity, eliminating the necessity for additional username/password (Nov/Dec). Our current version of Tyler Cashiering does not support a single sign on solution which requires users to utilize additional username/password.

Information Technology (IT) Infrastructure:

- Improved remote access system by upgrading two legacy virtual private network (VPN) solutions into a single software-based solution.
- Upgraded network infrastructure and server core and added additional redundancy to city's network.
- Migrated from Microsoft's Hyper-V to VMware.
- Upgraded our backup and recovery systems to a modern solution.
- Transitioned two legacy badging systems into one solution.
- Worked with the Electric and Police Departments to deploy new surveillance cameras.
- Improved availability of Wireless Fidelity (WiFi) security by implementing secondary authentication server.
- Migrated maintenance yard to municipal network and improved WiFi coverage.
- Designed and implemented supervisory control and data acquisition (SCADA) network improvements to better control city assets.
- Worked with vendor and Applications team to virtualize meter data management server, migrate to Postgres, upgrade NorthStar and implement SilverBlaze.
- Upgraded soon to be end of life Windows Servers to a more current operating system.
- Deployed workstations to employees to replace failing equipment.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL GOALS

Goals for 2023 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2022 Annual Comprehensive Financial Report.

- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.

- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.

- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.

- Work with the Council, the City Manager, Department Directors, the State, County, and our residents on determining the best use for leveraging grant funding from various federal and state agencies.

- 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.

- Continue to make improvements to our cybersecurity posture to help reduce risk for our organization.

FINANCE DEPARTMENT

2023 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
FINANCE DEPARTMENT

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	**2022 BUDGET *As Amended**	**2023 BUDGET **As Proposed**	**$ +/- 2022* over 2023****	**% +/- 2022* over 2023****	**Comments**
Personnel Services Detail:					
Full-time Wages	*998,208*	*1,030,074*	*31,866*	*3.19%*	**Step increases and advancements*
Part-time Wages	*33,294*	*36,733*	*3,439*	*10.33%*	**Step increases and advancements*
Other Wages	*47,216*	*49,498*	*2,282*	*4.83%*	**Staffing changes impacted line items 6580 (Service Award) and 6590 (Sick Pay) in FY23.*
Benefits	*618,612*	*659,639*	*41,027*	*6.63%*	**FY23 increase is due City-wide allocations changes to our line items 6940 (City Pension Plan), 6960 (Group Hospitalization Ins.) and 6965 (Post-Employment Benefits).*
Personnel Services	$ 1,697,330	$ 1,775,944	78,614	4.63%	*Sum of above listed wages and benefits
Materials and Supplies	$ 23,850	$ 22,750	(1,100)	-4.61%	*FY23 decrease of -$1,100 is due to reductions of -$200 to item 7160 (Books, Periodicals, Etc.) and -$900 to item 7131 (Information Technology Supplies), please see Appendix A for additional 7131 - IT Supplies detail.
Contractual Services	$ 274,982	$ 301,936	26,954	9.80%	*FY23 increase is largely due to additions of $5,000 to our line item 8040 (Merchant Fees and Discounts) and $15,000 to item 8550 (Miscellaneous Contracted Services). Additionally, please see Appendix A for additional 8131 - IT Contractual detail, increase of $4,300 in FY23.
Other - Depreciation	$ 65,470	$ 43,790	(21,680)	-33.11%	*Finance Calculation
Other Expenditures	$ 12,300	$ 16,800	4,500	36.59%	*FY23 increase is due to an addition of $4,500 to line item 9070 (Training).
Subtotal:	**$ 2,073,932**	**$ 2,161,220**	**$ 87,288**	**4.21%**	
Inter-Dept. Charges	$ (1,738,298)	$ (1,822,568)	(84,270)	4.85%	*Reflects the cost share of City overhead which includes: Finance and Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing.
Total Operating Expenses:	**$ 335,634**	**$ 338,652**	**$ 3,018**	**0.90%**	
Full-time Positions	13	13	0		*No change in FTE from FY2022 to FY2023.

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department

Summary:

* as amended ** as proposed

FINANCE DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
OPERATING EXPENSES								
Personnel Services	$ 1,541,637	$ 1,633,541	$ 1,704,067	$ 1,682,452	$ 1,697,330	$ 1,775,944	$ 78,614	4.6%
Materials and Supplies	147,513	22,593	26,868	11,846	23,850	22,750	(1,100)	-4.6%
Contractual Services	386,465	176,773	193,544	229,025	274,982	301,936	26,954	9.8%
Other Charges	130,432	55,692	75,174	69,513	77,770	60,590	(17,180)	-22.1%
Subtotal	$ 2,206,047	$ 1,888,599	$ 1,999,653	$ 1,992,836	$ 2,073,932	$ 2,161,220	$ 87,288	4.2%
Inter-Dept. Charges	(1,887,687)	(1,781,338)	(1,687,056)	(1,667,237)	(1,738,298)	(1,822,568)	(84,270)	4.8%
Total Operating Expenses	**$ 318,360**	**$ 107,261**	**$ 312,597**	**$ 325,599**	**$ 335,634**	**$ 338,652**	**$ 3,018**	**0.9%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111102	6020	Supervisory	$ 222,394	$ 235,287	$ 254,508	$ 249,909	$ 258,329	$ 272,594	$ 14,265	5.5%
0111102	6040	Accounting	266,942	286,339	282,318	283,961	295,697	306,504	10,807	3.7%
0111102	6050	Information Technology	61,760	65,096	71,433	73,877	78,687	82,465	3,778	4.8%
0111102	6060	Customer Service	342,592	357,148	370,794	339,033	365,495	368,511	3,016	0.8%
0111102	6580	Service Award	9,706	12,236	13,495	13,017	13,343	12,458	(885)	-6.6%
0111102	6590	Sick Pay	6,410	12,245	5,473	12,843	10,073	13,240	3,167	31.4%
0111102	6600	Part-Time	38,516	6,990	28,096	36,968	33,294	36,733	3,439	10.3%
0111102	6620	Overtime	16,132	20,634	19,953	13,677	22,000	22,000	-	0.0%
0111102	6885	Device Reimbursement	1,800	1,800	1,800	1,800	1,800	1,800	-	0.0%
0111102	6920	Unemployment Comp. Ins.	3,979	4,092	4,578	4,360	4,156	3,915	(241)	-5.8%
0111102	6930	Social Security Taxes	70,420	71,755	76,702	74,847	78,714	83,290	4,576	5.8%
0111102	6940	City Pension Plan	145,076	166,190	189,579	168,178	149,229	157,900	8,671	5.8%
0111102	6941	Defined Contribution 401(a) Plan	26,929	31,230	33,502	35,124	38,599	46,573	7,974	20.7%
0111102	6950	Term Life Insurance	3,929	4,864	4,723	4,343	4,195	4,378	183	4.4%
0111102	6960	Group Hospitalization Ins.	238,876	265,212	253,015	267,968	275,679	290,262	14,583	5.3%
0111102	6961	Long-Term Disability Ins.	1,548	2,034	2,031	1,589	1,214	1,242	28	2.3%
0111102	6962	Dental Insurance	12,567	13,292	12,426	12,767	14,289	13,886	(403)	-2.8%
0111102	6963	Flexible Spending Account	630	662	583	567	567	504	(63)	-11.1%
0111102	6964	Health Savings Account	-	-	-	2,875	3,000	3,000	-	0.0%
0111102	6965	Post-Employment Benefits	61,954	65,744	69,250	73,528	36,144	40,160	4,016	11.1%
0111102	6966	Retirement Health Savings Account	6,896	7,916	8,414	9,322	10,164	11,888	1,724	17.0%
0111102	6967	Emergency Room Reimbursements	1,837	2,000	705	1,200	1,884	1,885	1	0.1%
0111102	6968	Vision Insurance Premiums	744	775	689	699	778	756	(22)	-2.8%
TOTAL PERSONNEL SERVICES			**$ 1,541,637**	**$ 1,633,541**	**$ 1,704,067**	**$ 1,682,452**	**$ 1,697,330**	**$ 1,775,944**	**$ 78,614**	**4.6%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111103	7130	Tools,Field Sup.,Small Equip.	$ 449	$ 373	$ -	$ 450	$ -	$ -	$ -	0.0%
0111103	7131	Information Technology Supplies	127	-	10,284	1,260	2,150	1,250	(900)	-41.9%
0111103	7150	Office Supplies	5,574	5,413	2,230	5,313	6,500	6,500	-	0.0%
0111103	7160	Books, Periodicals, Etc.	-	190	-	-	200	-	(200)	-100.0%
0111103	7170	Postage	121,954	-	-	-	-	-	-	0.0%
0111103	7180	Billing & Collec. Supplies	14,603	16,586	14,354	4,823	15,000	15,000	-	0.0%
0111103	7200	Copying Supplies	4,806	-	-	-	-	-	-	0.0%
0111103	7550	Miscellaneous Supplies	-	31	-	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 147,513**	**$ 22,593**	**$ 26,868**	**$ 11,846**	**$ 23,850**	**$ 22,750**	**$ (1,100)**	**-4.6%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111104	8020	Advertising	$ -	$ 556	$ -	$ -	$ -	$ -	$ -	0.0%
0111104	8030	Casualty Insurance	5,664	5,395	5,776	15,297	20,810	23,138	2,328	11.2%
0111104	8032	Insurance - Auto	1,030	995	1,086	1,343	1,624	1,728	104	6.4%
0111104	8033	Insurance - Broker	631	650	656	2,644	3,232	3,405	173	5.4%
0111104	8035	Insurance - Worker's Compensation	-	1,846	2,378	2,343	2,400	2,100	(300)	-12.5%
0111104	8040	Merchant Fees and Discounts	14,118	22,128	30,019	37,818	30,000	35,000	5,000	16.7%
0111104	8050	Phone/Communications	926	848	80	-	-	-	-	0.0%
0111104	8131	Information Technology Cont'l	51,604	36,111	31,618	34,040	42,287	46,587	4,300	10.2%
0111104	8170	Auditing Fees	53,305	54,489	59,530	60,880	62,225	62,225	-	0.0%
0111104	8300	Mach. & Equip. Maintenance	5,935	-	-	-	-	-	-	0.0%
0111104	8312	Fleet & Facilities Services	241,174	36,702	44,084	51,790	72,404	72,753	349	0.5%
0111104	8550	Misc. Contracted Svc.	12,078	17,053	18,317	22,870	40,000	55,000	15,000	37.5%
TOTAL CONTRACTUAL SERVICES			**$ 386,465**	**$ 176,773**	**$ 193,544**	**$ 229,025**	**$ 274,982**	**$ 301,936**	**$ 26,954**	**9.8%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111105	9010	Bad Debt Expense	$ 3,413	$ -	$ -	$ 13,720	$ -	$ -	$ -	0.0%
0111105	9020	Mileage & Small Bus. Exp.	636	682	-	-	800	800	-	0.0%
0111105	9060	Depreciation Expense	106,260	36,538	73,177	54,084	65,470	43,790	(21,680)	-33.1%
0111105	9070	Training & Continuing Educ/Conf	20,123	18,472	1,997	1,709	11,500	16,000	4,500	39.1%
TOTAL OTHER CHARGES			**$ 130,432**	**$ 55,692**	**$ 75,174**	**$ 69,513**	**$ 77,770**	**$ 60,590**	**$ (17,180)**	**-22.1%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
Finance	$ (566,797)	$ (552,122)	$ (659,760)	$ (611,392)	$ (692,220)	$ (668,715)	$ 23,505	-3.4%
Electricity Used	11,411	-	11,448	7,669	11,559	8,892	(2,667)	-23.1%
Information Technology	80,352	70,424	81,728	78,685	92,324	87,028	(5,296)	-5.7%
Mailroom and Postage	8	1,422	1,416	1,443	1,493	1,588	95	6.4%
Printing and Reproduction	(4,348)	427	278	350	477	477	-	0.0%
Records	1,810	1,852	2,142	1,779	2,230	1,733	(497)	-22.3%
Utility Billing	(1,410,123)	(1,303,341)	(1,124,308)	(1,145,771)	(1,154,161)	(1,253,571)	(99,410)	8.6%
TOTAL INTER-DEPT. CHARGES	**$ (1,887,687)**	**$ (1,781,338)**	**$ (1,687,056)**	**$ (1,667,237)**	**$ (1,738,298)**	**$ (1,822,568)**	**$ (84,270)**	**4.8%**

* as amended ** as proposed

OPERATING EXPENSES - FINANCE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
TOTAL OPERATING EXPENSES	**$ 318,360**	**$ 107,261**	**$ 312,597**	**$ 325,599**	**$ 335,634**	**$ 338,652**	**$ 3,018**	**0.9%**

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FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION

2023 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:	2022 BUDGET *As Amended	2023 BUDGET **As Proposed	$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
Personnel Services Detail:					
Full-time Wages	*682,101*	*728,721*	*46,620*	*6.83%*	**Request of 1 new FTE position (Desktop Support Lead) in FY23 [see below detail]. Additionally, standard step increases and advancements.*
Other Wages	*27,516*	*31,208*	*3,692*	*13.42%*	**FY23 increase is due to an increase of $2,000 to our line item 6620 (Overtime). Additionally, FY23 increase includes additional amounts resulting from new FTE request.*
Benefits	*359,566*	*397,889*	*38,323*	*10.66%*	**FY23 increase is due City-wide allocations changes to our line items 6940 (City Pension Plan), 6960 (Group Hospitalization Ins.) and 6965 (Post-Employment Benefits). Additionally, FY23 increase includes additional lines for new FTE request.*
Personnel Services	$ 1,069,183	$ 1,157,818	88,635	8.29%	*Sum of above listed wages and benefits
Materials and Supplies	$ 42,500	$ 43,000	500	1.18%	*No real budgeted change, overall increase of $500 (+1.18%) is related to line item 7150 (Office Supplies) as a result of increased supply costs seen City-wide.
Contractual Services	$ 542,806	$ 564,490	21,684	3.99%	*No real budgeted change, overall increase of $21,684 (+3.99%). Larger variances from FY22 to FY23 include additions of $78,768 to line items 7136 (Subscription Services (Software or SAAS)) and $22,227 to line item 8137 (Leased Equipment (Contractual)), while line item 8550 (Miscellaneous Contracted Services) decreased by -$80,000 in FY23.
Other - Depreciation	$ 259,206	$ 340,610	81,404	31.41%	*Finance Calculation
Other Expenditures	$ 10,000	$ 28,200	18,200	182.00%	*FY23 increase is due to an addition of $18,500 to line item 9070 (Training).
Subtotal:	**$ 1,923,695**	**$ 2,134,118**	**$ 210,423**	**10.94%**	
Inter-Dept. Charges	$ (1,923,695)	$ (2,134,118)	(210,423)	10.94%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, Other Indirect Charges and Printing and Reproduction.
Total Operating Expenses:	**$ -**	**$ -**	**$ -**	**0.00%**	
Full-time Positions	8	9	1		*Increase of 1 FTE from FY22 to FY23: +1 FTE [Desktop Support Lead]

CITY OF NEWARK, DELAWARE
2023-2027 CAPITAL IMPROVEMENTS PROGRAM SUMMARY
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

EXECUTIVE SUMMARY (continued)

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	**Project Description:**	**Comments**
New projects		
I2301	Surveillance Camera Upgrade and Refresh	New Perpetual Project added in 2023-2027 Capital Improvement Program
Ongoing projects		
I2201	Network Enhancement Project	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
I2202	Remote Access System	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
I2203	Virtual Environment Upgrade	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
I2204	Data Protection	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
I2205	Tropos Mesh Network Replacement	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
I2206	Upgrade Server OS and Migrate Applications to New Server	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
I2207	Virtualize MDM Server and Migrate Database to Postgres	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
I2101	Council Chambers Audio Visual Upgrade	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
I1902	Tyler Technologies Cash Management Module	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
I1801	Citywide Fiber (Phase II)	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
I1804	Harris Automation Platform and Silverblaze	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Summary:

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
OPERATING EXPENSES								
Personnel Services	$ 982,275	$ 844,320	$ 1,055,315	$ 1,054,420	$ 1,069,183	$ 1,157,818	$ 88,635	8.3%
Materials and Supplies	29,901	25,803	32,451	61,197	42,500	43,000	500	1.2%
Contractual Services	532,849	388,003	440,873	453,976	542,806	564,490	21,684	4.0%
Other Charges	114,784	151,244	65,438	48,385	269,206	368,810	99,604	37.0%
Subtotal	$ 1,659,809	$ 1,409,370	$ 1,594,077	$ 1,617,978	$ 1,923,695	$ 2,134,118	$ 210,423	10.9%
Inter-Dept. Charges	(1,659,809)	(1,409,370)	(1,594,077)	(1,617,978)	(1,923,695)	(2,134,118)	(210,423)	10.9%
Total Operating Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

* as amended
** as proposed

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111162	6020	Supervisory	$ 142,353	$ 146,638	$ 204,184	$ 200,740	$ 209,214	$ 207,270	$ (1,944)	-0.9%
0111162	6050	Information Technology	469,438	371,678	441,471	454,806	472,887	521,451	48,564	10.3%
0111162	6580	Service Award	6,636	7,191	8,070	8,852	9,671	10,523	852	8.8%
0111162	6590	Sick Pay	2,436	1,757	2,577	2,955	4,045	4,285	240	5.9%
0111162	6620	Overtime	5,744	11,275	5,898	6,788	8,000	10,000	2,000	25.0%
0111162	6621	Shift Differential	-	77	307	312	400	400	-	0.0%
0111162	6885	Device Reimbursement	4,400	4,600	5,300	5,400	5,400	6,000	600	11.1%
0111162	6920	Unemployment Comp. Ins.	2,509	2,333	2,509	2,358	2,378	2,536	158	6.6%
0111162	6930	Social Security Taxes	45,530	39,012	48,193	49,090	51,199	56,251	5,052	9.9%
0111162	6940	City Pension Plan	87,176	77,260	98,451	59,663	57,384	60,730	3,346	5.8%
0111162	6941	Defined Contribution 401(a) Plan	24,997	18,954	27,614	28,291	29,584	32,150	2,566	8.7%
0111162	6950	Term Life Insurance	3,164	3,315	3,780	3,341	2,753	3,106	353	12.8%
0111162	6960	Group Hospitalization Ins.	129,695	113,247	150,009	172,744	175,202	196,241	21,039	12.0%
0111162	6961	Long-Term Disability Ins.	1,120	1,150	1,385	1,145	863	934	71	8.2%
0111162	6962	Dental Insurance	7,993	6,280	7,793	8,443	9,338	9,525	187	2.0%
0111162	6963	Flexible Spending Account	284	252	357	462	315	315	-	0.0%
0111162	6964	Health Savings Account	4,500	3,000	3,000	1,500	1,500	3,000	1,500	100.0%
0111162	6965	Post-Employment Benefits	36,958	30,320	36,082	38,683	20,178	22,420	2,242	11.1%
0111162	6966	Retirement Health Savings Account	6,511	5,224	7,107	7,214	7,236	8,916	1,680	23.2%
0111162	6967	Emergency Room Reimbursements	400	400	800	1,200	1,161	1,305	144	12.4%
0111162	6968	Vision Insurance Premiums	431	357	428	433	475	460	(15)	-3.2%
TOTAL PERSONNEL SERVICES			**$ 982,275**	**$ 844,320**	**$ 1,055,315**	**$ 1,054,420**	**$ 1,069,183**	**$ 1,157,818**	**$ 88,635**	**8.3%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111163	7130	Tools, Field Sup., Small Equip.	$ 23,311	$ 23,174	$ 27,914	$ 45,355	$ 37,500	$ 37,500	$ -	0.0%
0111163	7136	Software	2,782	141	4,281	13,978	1,500	1,500	-	0.0%
0111163	7150	Office Supplies	3,741	2,411	256	1,815	3,000	3,500	500	16.7%
0111163	7550	Miscellaneous Supplies	67	77	-	49	500	500	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 29,901**	**$ 25,803**	**$ 32,451**	**$ 61,197**	**$ 42,500**	**$ 43,000**	**$ 500**	**1.2%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111164	8030	Casualty Insurance	$ 2,758	$ 2,428	$ 2,599	$ 8,844	$ 12,331	$ 13,694	$ 1,363	11.1%
0111164	8033	Insurance - Broker	315	325	328	1,540	1,915	2,015	100	5.2%
0111164	8035	Insurance - Worker's Compensation	-	1,231	1,585	1,562	1,600	1,400	(200)	-12.5%
0111164	8050	Phone/Communications	2,636	1,990	2,867	2,366	3,220	3,000	(220)	-6.8%
0111164	8136	Subscription Services (Software or SAAS)	207,357	190,056	142,358	197,517	218,078	296,846	78,768	36.1%
0111164	8137	Leased Equipment (Contractual)	176,489	118,192	204,840	146,979	177,773	200,000	22,227	12.5%
0111164	8300	Mach. & Equip. Maintenance	1,292	-	-	-	-	-	-	0.0%
0111164	8312	Fleet & Facilities Services	111,020	16,337	19,976	23,661	33,889	33,535	(354)	-1.0%
0111164	8313	Self-Insurance Services	-	-	-	11,980	-	-	-	0.0%
0111164	8550	Misc. Contracted Svc.	30,982	57,444	66,320	59,527	94,000	14,000	(80,000)	-85.1%
TOTAL CONTRACTUAL SERVICES			**$ 532,849**	**$ 388,003**	**$ 440,873**	**$ 453,976**	**$ 542,806**	**$ 564,490**	**$ 21,684**	**4.0%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111165	9020	Mileage & Small Bus. Exp.	$ 59	$ -	$ -	$ -	$ -	$ -	$ -	0.0%
0111165	9031	Information Technology Training	1,678	-	-	-	-	-	-	0.0%
0111165	9060	Depreciation Expense	95,760	127,728	63,814	47,187	259,206	340,610	81,404	31.4%
0111165	9070	Training & Continuing Educ/Conf	17,287	23,516	1,624	1,198	10,000	28,200	18,200	182.0%
TOTAL OTHER CHARGES			**$ 114,784**	**$ 151,244**	**$ 65,438**	**$ 48,385**	**$ 269,206**	**$ 368,810**	**$ 99,604**	**37.0%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
Billings and Accounting	$ 25,954	$ 4,215	$ 30,870	$ 32,055	$ 29,745	$ 32,767	$ 3,022	10.2%
Electric Used	5,496	-	5,514	3,694	5,567	4,282	(1,285)	-23.1%
Information Technology	(1,727,792)	(1,443,968)	(1,674,312)	(1,676,995)	(1,969,920)	(2,194,477)	(224,557)	11.4%
Other Indirect Charges	36,389	30,249	43,763	23,158	10,763	23,160	12,397	115.2%
Printing and Reproduction	144	134	88	110	150	150	-	0.0%
TOTAL INTER-DEPT. CHARGES	**$ (1,659,809)**	**$ (1,409,370)**	**$ (1,594,077)**	**$ (1,617,978)**	**$ (1,923,695)**	**$ (2,134,118)**	**$ (210,423)**	**10.9%**

* as amended ** as proposed

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.0%**

FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION

2023-2027 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2023-2027
(with current year amended budget)

CAPITAL PROJECTS FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

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

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	$ 301,500
***Prior Authorized Balance:**	$ 966,570	$ 48,871	$ -	$ -	$ -	$ 1,015,441
2023-2027 Funding:	$ 1,101,570	$ 78,871	$ 30,000	$ 74,500	$ 32,000	$ 1,316,941

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2022 BUDGET AS AMENDED	2023 RESERVES AND OTHER FUNDING	2023 CURRENT FUNDING	2023	2024	2025	2026	2027	TOTAL
I2301	Surveillance Camera Upgrade and Refresh	B	$ -	$ -	$ 135,000	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	301,500
I2201	Network Enhancement Project	B	236,500	-	-	-	-	-	-	-	-
I2202	Remote Access System	D	140,000	48,870	-	48,870	48,871	-	-	-	97,741
I2203	Virtual Environment Upgrade	D	298,500	-	-	-	-	-	-	-	-
I2204	Data Protection	B	335,000	-	-	-	-	-	-	-	-
I2205	Tropos Mesh Network Replacement	D	1,000,000	900,000	-	900,000	-	-	-	-	900,000
I2206	Upgrade Server OS and Migrate Applications to New Server	D	52,155	-	-	-	-	-	-	-	-
I2207	Virtualize MDM Server and Migrate Database to Postgres	D	50,000	-	-	-	-	-	-	-	-
I2101	Council Chambers Audio Visual Upgrade	D	60,000	-	-	-	-	-	-	-	-
I1902	Tyler Technologies Cash Management Module	D	17,700	17,700	-	17,700	-	-	-	-	17,700
I1801	Citywide Fiber (Phase II)	B	140,000	-	-	-	-	-	-	-	-
I1804	Harris Automation Platform and Silverblaze	D	112,266	-	-	-	-	-	-	-	-
	Total Capital Projects Fund - Information Technology Division		**$ 2,442,121**	**$ 966,570**	**$ 135,000**	**$ 1,101,570**	**$ 78,871**	**$ 30,000**	**$ 74,500**	**$ 32,000**	**$ 1,316,941**

PLANNED FINANCING SOURCES	2022 BUDGET AS AMENDED	2023 RESERVES AND OTHER FUNDING	2023 CURRENT FUNDING	2023	2024	2025	2026	2027	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ 2,442,121	$ 966,570	$ 135,000	$ 1,101,570	$ 78,871	$ 30,000	$ 74,500	$ 32,000	$ 1,316,941
LESS: USE OF RESERVES	(29,222)	(17,700)	-	(17,700)	-	-	-	-	(17,700)
VEHICLE & EQUIPMENT REPLACEMENT	(117,000)	-	-	-	-	-	-	-	-
GRANTS	-	-	-	-	-	-	-	-	-
BOND ISSUES	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT	(2,198,633)	(948,870)		(948,870)	(48,871)	-	-	-	(997,741)
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ 97,266	$ -	$ 135,000	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	$ 301,500

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

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2301

PROJECT TITLE: Surveillance Camera Upgrade and Refresh

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	$ 301,500
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	$ 301,500

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Our surveillance cameras currently run on a server that is short on storage and is no longer under warranty. The City would like to purchase new hardware and storage to replace the older equipment to help meet this demand. There has also been an increase in demand from multiple departments for cameras to help protect City assets. We recommend purchasing 10 cameras per year for new installs or to replace broken/aged equipment. Additional storage will be needed later in the project to handle the additional cameras.

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2027
Est. Useful Life (in years):	5
Est. Total Cost:	$ 301,500
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 301,500

[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:	3063006.9622	$ 301,500
Other Contracts:		$ -
TOTAL PROJECT COST		$ 301,500

[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."

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	135,000	30,000	30,000	74,500	32,000	$ 301,500
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 135,000	$ 30,000	$ 30,000	$ 74,500	$ 32,000	$ 301,500

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	8,000	8,500	10,000	10,500	11,500	$ 48,500

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2201

PROJECT TITLE: Network Enhancement Project

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Replace aged equipment and build additional redundancy in to the city's network. The proposed solution would replace the network spine, the server core, municipal user core and the police user core. Parts of our network infrastructure are several years beyond the expected life span. Our core switches were replaced in 2021 by our third party warranty company with used equipment that is older than the switches that failed.

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	7
Est. Total Cost:	$ 236,500
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 236,500
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	236,500	10,590	225,910	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 236,500	$ 10,590	$ 225,910	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	**2023**	**2024**	**2025**	**2026**	**2027**	**TOTAL**
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2202

PROJECT TITLE: Remote Access System

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 48,870	$ 48,871	$ -	$ -	$ -	$ 97,741
2023-2027 Funding:	$ 48,870	$ 48,871	$ -	$ -	$ -	$ 97,741

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The city currently maintains two separate VPN solutions due to incompatibilities between some line of business applications and our primary VPN. This tends to create confusion among our users and additional workload for the IT staff. The proposed solution would consolidate the service to a single software based solution provided by NetMotion.

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2024
Est. Useful Life (in years):	5
Est. Total Cost:	$ 140,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 42,259
% Complete (if underway):	30.2%
Balance to be funded[1]:	$ 97,741

[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	$ 97,741
TOTAL PROJECT COST		$ 97,741

[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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	140,000	-	42,259	$ 97,741	48,870	48,871	-	-	-	$ 97,741
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 140,000	$ -	$ 42,259	$ 97,741	$ 48,870	$ 48,871	$ -	$ -	$ -	$ 97,741

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2203

PROJECT TITLE: Virtual Environment Upgrade

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	2 - High Priority Level
	Critical need to remediate failing service, prevent failure, or generate savings
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Transition from Microsoft's Hyper-V to VMware allowing for better integration with the rest of the Dell product and services stack. As a result, workloads will be more portable and therefore more resilient. The proposed solution includes a Dell VxRail E560F with 4 nodes running production workloads and 2 nodes dedicated to disaster recovery. Along with 2 Dell PowerEdge R540 servers. This system is built entirely on flash storage. Our current servers will be 6 years old at the time of completion. The factory warranty expired in 2020.

****Please be advised that $67,000 in available Equipment Replacement Funds were closed out in previous Capital Project "I1601 - Virtual Environment Host Replacement" and are now included with this new project.**

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	$ 298,500
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 298,500
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	67,000	-	67,000	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	231,500	10,590	220,910	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 298,500	$ 10,590	$ 287,910	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2204

PROJECT TITLE: Data Protection

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	$ 335,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 335,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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:

Transition our backup and recovery systems to modern services, applications and hardware specifically designed to aid in recovery from malicious actors as well as hardware failure. The recommended solution includes two Dell 48TB DP4400 appliances as well as a 36TB Cyber Recovery Environment. Our current servers will be 9 years old but thetime of completion. The factory warranty expired in 2016.

****Please be advised that $50,000 in available Equipment Replacement Funds were closed out in previous Capital Project "I1606 - Disaster Recovery and Planning" and are now included with this new project.**

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	50,000	-	50,000	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	285,000	10,590	274,410	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 335,000	$ 10,590	$ 324,410	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2205

PROJECT TITLE: Tropos Mesh Network Replacement

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 900,000	$ -	$ -	$ -	$ -	$ 900,000
2023-2027 Funding:	$ 900,000	$ -	$ -	$ -	$ -	$ 900,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Our current fleet of mesh radios and routers are scheduled to reach the end of their service life on June 30, 2023. These devices provide the backhaul for smart meter data to city hall. A replacement for that backhaul needs to be researched, identified and implemented before the end of service date. We intend to use the expanded city wide fiber network to accommodate that data though gaps in coverage are likely. We will need to develop another strategy for those gaps. Estimate is based upon the cost of current devices which make up the network.

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	10
Est. Total Cost:	$ 1,000,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 100,000
% Complete (if underway):	10.0%
Balance to be funded[1]:	$ 900,000

[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	$ 900,000
TOTAL PROJECT COST		$ 900,000

[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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	1,000,000	-	100,000	$ 900,000	900,000	-	-	-	-	$ 900,000
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 1,000,000	$ -	$ 100,000	$ 900,000	$ 900,000	$ -	$ -	$ -	$ -	$ 900,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2206

PROJECT TITLE: Upgrade Server OS and Migrate Applications to New Server

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
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:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	$ 52,155
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 52,155
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 City will be upgrading the operating system on two application and one database server from 2012R2 to 2019. The current OS will be end of life in 2023. This upgrade will require technical assistance from the vendor to migration the Northstar CIS, mCare, eDocs and SQL to the new servers.

The vendor will:

- Backup the database from the existing production server.
- Restore backup and configure database access to new application server.
- Install Northstar CIS on new server.
- Install mCare V6 and eDocs on new server and redirect to new Northstar CIS server.
- Install Northstar Navs and configure access to CustomerConnect TEST and new mCare server.
- Perform installation sanity testing prior to turning the system over to the City for validation.
- Provide dedicated support during migration testing.
- Perform go live cut over.
- Redirect CustomerConenct to new Northstar server upon go live.
- Create Northstar, mCare and eDocs TEST instances on new TEST servers.
- Provide post live support for ten (10) business days.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) **SOURCE OF FUNDS:**	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	52,155	-	52,155	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 52,155	$ -	$ 52,155	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	**2023**	**2024**	**2025**	**2026**	**2027**	**TOTAL**
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2207

PROJECT TITLE: Virtualize MDM Server and Migrate Database to Postgres

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Our meter data management application is currently running on an aged physical server. The City would like to move from a phyisical to a virtual environment for this server. We would also like to migrate the database from Oracle to Postgres. The move from physical to virtual will save the City on our current server extended warranty as well as oracle support and licensing fees.

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	$ 50,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 50,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	50,000	-	50,000	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 50,000	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I2101

PROJECT TITLE: Council Chambers Audio Visual Upgrade

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	City Hall / Council Chambers
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:	2021
Est. Completion Date:	2022
Est. Useful Life (in years):	10
Est. Total Cost:	$ 60,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 60,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 chambers AV upgrade will allow the City to conduct meetings within the Council Chambers, providing citizens the option to attend in either in person or virtually. The current system does not allow for the proper recordation of meetings with an audience that is participating BOTH remotely and in person. The new system will also have recording benefits not previously available (presentation with speaker), and also provide real-time subtitles of all who are speaking during the meeting, allowing our hearing impaired attendees to participate. The new AV system will run on the Microsoft TEAMS platform. Project responsibility is as follows:

Responsibility	Kinly	City of Newark
Millwork Adjustments		X
Electrical and Data		X
Conduit, Back Boxes, Floor Boxes and Cable Pathways		X
Plywood Backing, Strapping and Hard Points		X
Audio Visual Cabling	X	
Audio Visual Cable Terminations	X	
Audio Visual Equipment Decommission and Relocation	X	
Control System and DSP Programming	X	
Audio Visual System Testing and Commissioning	X	
Audio Visual System Customer Training	X	

***Please be advised that $11,522.00 in Capital Reserves was transferred from Capital Project A1801 - Government Access Channel, to Capital Project I2101 - Council Chambers Audio Visual Upgrade. These funds are the remaining balance of the one-time grant from Comcast that the City received in the amount of $31,520.00.**

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	11,522	-	11,522	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	48,478	-	48,478	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 60,000	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	2,270	2,270	2,270	2,270	2,270	$ 11,350

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I1902

PROJECT TITLE: Tyler Technologies Cash Management Module

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 17,700	$ -	$ -	$ -	$ -	$ 17,700
2023-2027 Funding:	$ 17,700	$ -	$ -	$ -	$ -	$ 17,700

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
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:	2023
Est. Useful Life (in years):	10
Est. Total Cost:	$ 17,700
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 17,700

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	3063006.9622	$ 17,700
TOTAL PROJECT COST		$ 17,700

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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)

2023 Estimate: $17,700.00

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	17,700	-	-	$ 17,700	17,700	-	-	-	-	$ 17,700
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 17,700	$ -	$ -	$ 17,700	$ 17,700	$ -	$ -	$ -	$ -	$ 17,700

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	1,845	4,041	4,041	4,041	4,041	$ 18,009

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*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I1801

PROJECT TITLE: Citywide Fiber (Phase II)

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
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:	2022
Est. Useful Life (in years):	10
Est. Total Cost:	$ 140,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 140,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

[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 2022 ($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 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	40,000	-	40,000	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	100,000	-	100,000	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 140,000	$ -	$ 140,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	**2023**	**2024**	**2025**	**2026**	**2027**	**TOTAL**
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: I1804

PROJECT TITLE: Harris Automation Platform and Silverblaze

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2018
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	$ 130,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 130,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

[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:		$ -
TOTAL PROJECT COST		$ -

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Harris 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 NorthStar's SilverBlaze Customer Web Portal Platform would improve the customer experience. This platform which is designed to allow customers to securely log in and view, monitor and manage account information, interval data and historical billing and payments. The SilverBlaze Platform supports integration with Northstar's Customer Information System, Paymentus and Smartworks Compass (all of which the City currently has) and some of the enhancements over our existing Customer Connect portal include:

- Bill Projections
- Request Payment Arrangement
- Past Due Alerts
- Recent Activity Widgets
- Smart High Usage Notifications
- Linking of multiple accounts for landlords

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	57,266	1,678	55,588	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	55,000	55,000	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 112,266	$ 56,678	$ 55,588	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

I1804: Harris Automation Platform

Supporting Documentation - Page 1

5 Year Cost of Ownership for Newark

Subcription VS Perpetual Cost Difference

Subscription	$	102,382.00	
Perpetual	$	79,280.00	
	$	**181,662.00**	**Total Savings Over 5 Years**

Current Subscription Pricing for AP CORE

Professional Services	$	21,945.00	
Year 1 Subscription	$	15,000.00	
Year 2 Subcription	$	15,525.00	
Year 3 Subcription	$	16,068.00	
Year 4 Subcription	$	16,631.00	
Year 5 Subcription	$	17,213.00	
	$	**102,382.00**	**Total Cost**

Current Perpetual Pricing for AP Core

License & Services	$	46,020.00	
Year 1 Maintenance	$	6,019.00	
Year 2 Maintenance	$	6,320.00	
Year 3 Maintenance	$	6,636.00	
Year 4 Maintenance	$	6,968.00	
Year 5 Maintenance	$	7,317.00	
	$	**79,280.00**	**Total Cost**

*7% increase to maintenance applied as an example.

FINANCE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2022 AND 2023 BUDGET COMPARISON)

FINANCE DEPARTMENT

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
7131	Bill Scanners - Tyler	One Time	900.00	-	(900.00)	Printer Maintenance
7131	Printer Maintenance - Allocated	Annual	1,250.00	1,250.00	-	Printer Maintenance
8131	Printer Maintenance - Allocated	Annual	1,250.00	1,250.00	-	Printer
8131	CTS Language Link - Interpreter Services	Annual	-	3,500.00	-	Interpreter Services
8131	Crystal Reports Server Annual Maintenance	Annual	800.00	1,600.00	800.00	Report Generation Software (Utility Billing)
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	28,045.14	28,045.14	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Tyler Technologies PACE - Allocated	Annual	4,995.00	4,995.00	-	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	6,717.00	6,717.00	-	VOIP Phone System
	7131 and 8131 Subtotals:		*44,437.14*	*47,837.14*	*(100.00)*	
			$ 44,437.00	**$ 47,837.00**	**$ 3,400.00**	
	7131 Subtotal:		*2,150.00*	*1,250.00*	*(900.00)*	
	8131 Subtotal:		*42,287.00*	*46,587.00*	*800.00*	

INFORMATION TECHNOLOGY DIVISION
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · www.newarkde.gov

September 8, 2022

To: Honorable Mayor and Council

From: Donald Lynch, IT Infrastructure Manager DL
David Del Grande, Director of Finance DD

Via: Thomas Coleman, City Manager TC

Subject: 2023 Information Technology Infrastructure Division Personnel Budget Request

The Information Technology Infrastructure Division is proposing to change the Desktop Support Contractor to a full-time IT Desktop Support position in the proposed 2023 Budget. This request coincides with the upcoming contract expiration with our Information Technology Consulting Services Provider ending on December 31, 2022, at which time we expect our contracted rate will increase.

The current Desktop Support staff is responsible for several technical services for the City, including basic user problems, password resets, and software installations (Tier 1); along with more advanced IT-related issues such as user profile errors, advanced network troubleshooting, and any issues that need to be escalated above Tier 1 staff (Tier 2). Desktop Support are also responsible for the deployment and ongoing support of over 400 workstations and mobile devices, support for the majority of computer applications, management of the City's telephony system, and providing basic end user training on hardware and software resources.

As the technical demands and applications increase, so does the need for support. In 2017, this position was initially proposed by staff to be an in-house position but was converted to contractual during budget negotiations until we could demonstrate there was an ongoing need for a second desktop support employee. Since the Desktop Support Contractor was approved in 2017, not only has demand continued, but we have also actually seen support requests increase by 23%. Many of these requests need to be escalated to our Tier 2 support as contractor access restrictions and the familiarity with our environment is lacking. Additionally, larger projects must be management by full-time staff instead of the contractual position because personnel turnover in the contractual position has been high. Bringing this position in-house will allow us to dedicate resources to develop the individual in this position which will help reduce workloads of Tier 2 staff, reduce turnover, and improve services for our internal customers.

By switching this position from contractual to a full-time City employee, it will cost an additional $14,000 in 2023 compared to the 2022 budget.