

Department of Finance 2024 Budget Presentation

September 18, 2023

Introduction – Finance

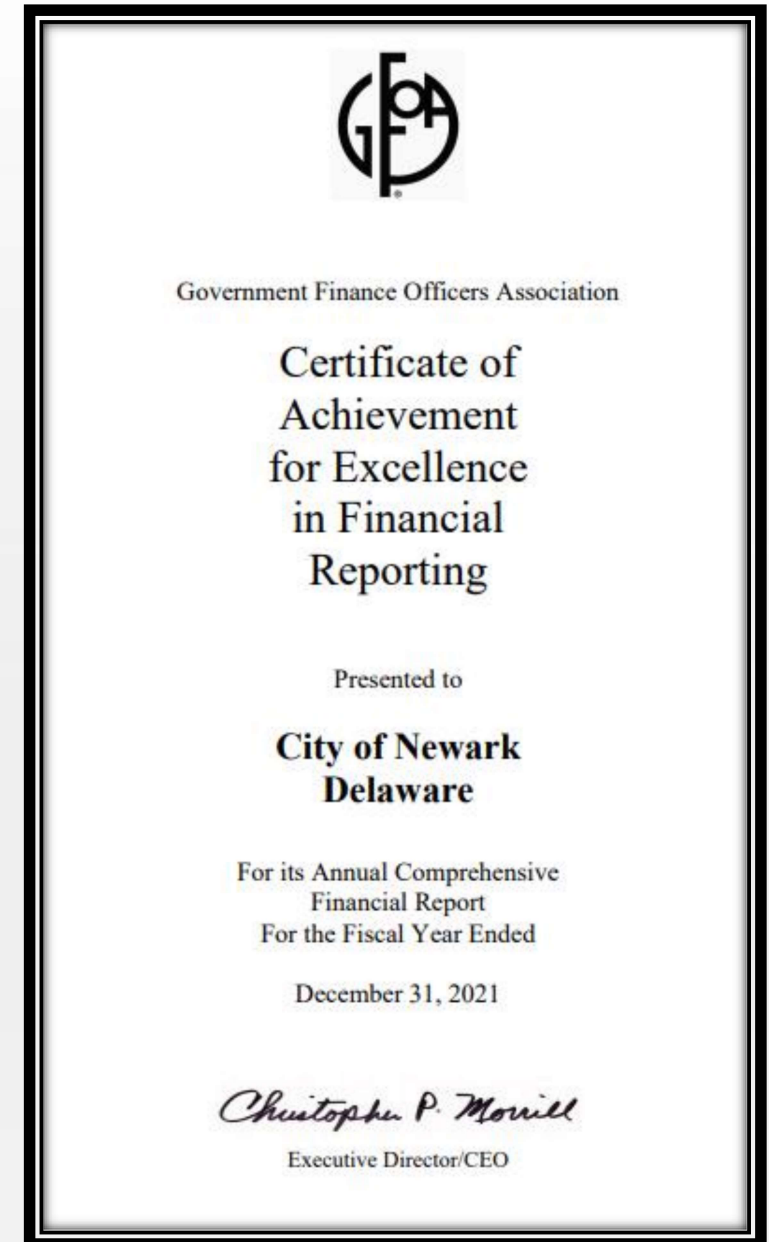
- ▶ Director – David Del Grande
- ▶ Deputy Director – Jill Hollander
- ▶ IT Applications Manager – Daina Montgomery
- ▶ IT Infrastructure Manager – Donald Lynch
- ▶ Payments and Utility Billing Manager – Jennifer Prado

- ▶ Special Recognition to the Budget Team:
 - ▶ Trevor Miller
 - ▶ Jim Smith
 - ▶ Debi Keeley
 - ▶ Daina Montgomery
 - ▶ Donald Lynch
 - ▶ Department Directors



Accomplishments – Accounting

- ✓ Awarded the “Certificate of Achievement for Excellence in Financial Reporting” by the Government Officers Association (GFOA) for the 2021 Annual Comprehensive Financial Report.
- ✓ 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, 2022 by CliftonLarsonAllen LLP.
- ✓ Successfully implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, effective January 1, 2022.
- ✓ Completed RFP for Insurance Broker Services and selected USI as the City’s new broker.



Accomplishments – IT Applications/Infrastructure

- ✓ IT Applications & Infrastructure teams worked with Honeywell and Electric Department to connect our meter Gatekeepers from our existing mesh network to cellular. This will ultimately result in an annual operating expense savings of \$63k to the City (less than what we are paying today). **In addition, this project removed the need for a larger, \$1 million capital expense.**
- ✓ Upgraded network infrastructure and server core and added additional redundancy to city's network. This project improved physical connectivity speeds for all our users and back-end systems.
- ✓ Upgraded our backup and recovery systems to a modern solution.
- ✓ Through the RFP process, staff completed a full audio-visual reconfiguration and replacement to the Council Chamber.
- ✓ Implemented a new cyber security awareness training program and completed city-wide training.
- ✓ Deployed over 150 new workstations to employees to replace failing equipment.



- Implemented Tyler 311 and made upgrades to Munis platform that supports Human Resources, resulting in a **national “Tyler Excellence Award.”** *Accepting the award pictured above left to right: Tyler Executive, Trevor Miller, Moses Karanja, Jill Hollander, Daina Montgomery, and Tyler Executive*

Accomplishments – Payments/Utility Billing

OLD WAY OF DOING BUSINESS HAS DECLINED

PUB Activity	2017	2022	Difference	
Annual Calls	32,934	18,691	↑ (14,243)	↑ -43.2%
Calls Answered	27,949	17,964	↑ (9,985)	↑ -35.7%
Dropped Calls	4,985	727	↑ (4,258)	↑ -85.4%
Abandoned Rate	15.1%	3.9%	↑ -11.2%	↑ -74.3%
Service Level	61.10%	92.10%	↑ 31.00%	↑ 50.7%
Peak Weekly Calls (Move-Out Period)	1,564	887	↑ (677)	↑ -43.3%
Average Hold Time during Move-Out (m/s)	6:33	2:44		
Average Annual Call Wait Times (m/s)	4:20	2:24		

- ✓ It has been a long-term goal to **reduce** the amount of foot traffic coming into City Hall to pay bills, utilizing education and technology.
- ✓ Addition of Pay-By-Phone option in 2018, and the push to encourage customers to not use cash and checks to pay their utility bills, resulted in positive customer service experiences with PUB.
- ✓ Electronic payments are more secure and immediate than paying by cash or check.
- ✓ Hired temporary employee to assist with the tagging of customers who were not paying their utility bills. 314 tags in July and August of 2023, resulted in \$135,394 in utility payments.

CUSTOMERS HAVE GROWN TO RELY ON AUTOMATION

Utility Payment Type	2017		2022		Change over Five Years	
	# of Transactions	% of Total	# of Transactions	% of Total	# of Transactions	% Change
Walk in Customer	47,365	24.9%	17,162	8.1%	(30,203)	-63.8%
Electronic Payment	71,457	37.6%	122,712	58.2%	51,255	71.7%
Customer pays through Bank	28,957	15.2%	23,041	10.9%	(5,916)	-20.4%
Pay by Phone	-	0.0%	10,067	4.8%	10,067	100.0%
Check mailed to Lockbox	42,181	22.2%	37,687	17.9%	(4,494)	-10.7%
Total	189,960	100.0%	210,669	100.0%	20,709	10.9%

Accomplishments – Budget



- Implemented City's first Master Lease Agreement, selecting Bank of America as the lender for the City's 2023 equipment replacement program.
- Worked with bank to maximize interest earnings on cash accounts.
- Continued to work on preserving the financial health of the City to meet our short-term and long-term needs and requirements.
- Drafted new net metering policy to comply with SB298.
- Worked with the City Manager's office to secure grant funding from the State.

Goals

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2023 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.
- 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.
- Continue to make improvements to our cybersecurity posture to help reduce risk for our organization.
- Continue to keep all applications up to date and make efficiency recommendations to end users.

Finance Budget Overview

					*as amended	**as proposed		
FINANCE DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
DIVISION SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
Accounting/PUB	\$ 107,261	\$ 312,597	\$ 325,599	\$ 331,359	\$ 359,870	\$ 391,813	\$ 31,943	8.9%
Gross: Information Technology (IT)	\$ 1,409,370	\$ 1,594,077	\$ 1,617,978	\$ 1,586,217	\$ 2,064,359	\$ 2,195,969	\$ 131,610	6.4%
Self-Insurance	\$ 78,026	\$ 106,734	\$ 170,028	\$ 15,281	\$ 145,000	\$ 145,000	\$ -	0.0%
Post-Employment Benefits (OPEB)	\$ 626,178	\$ 638,975	\$ 674,002	\$ 767,681	\$ 726,850	\$ 767,000	\$ 40,150	5.5%
Total Finance:	\$ 2,220,835	\$ 2,652,383	\$ 2,787,607	\$ 2,700,538	\$ 3,296,079	\$ 3,499,782	\$ 203,703	6.2%

Finance Budget Overview –By Object Level

					*as amended	**as proposed		
FINANCE DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
SUMMARY (BY OBJECT LEVEL):	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
Personnel Services	3,104,039	3,398,357	3,410,874	3,457,445	3,689,981	4,082,011	392,030	11%
Materials and Supplies	48,396	59,319	73,043	48,314	65,750	68,617	2,867	4%
Contractual Services	642,802	741,151	853,029	717,923	1,011,426	1,099,855	88,429	9%
Equipment Depreciation	164,266	136,991	101,271	125,719	306,490	227,977	(78,513)	-26%
Other Expenditures	42,670	3,621	16,627	14,325	45,000	44,700	(300)	-1%
Inter-Dept. Charges (*excluding IT)	(1,781,338)	(1,687,056)	(1,667,237)	(1,663,188)	(1,822,568)	(2,023,378)	(200,810)	11%
Total	\$ 2,220,835	\$ 2,652,383	\$ 2,787,607	\$ 2,700,538	\$ 3,296,079	\$ 3,499,782	\$ 203,703	6.2%
Information Technology (IT) Inter-Dept. Charges	\$ (1,409,370)	\$ (1,594,077)	\$ (1,617,978)	\$ (1,586,217)	\$ (2,064,359)	\$ (2,195,969)	(131,610)	6%
Net Total	\$ 811,465	\$ 1,058,306	\$ 1,169,629	\$ 1,114,321	\$ 1,231,720	\$ 1,303,813	\$ 72,093	5.9%

Finance Budget Overview –Estimated Revenue

					*as amended	**as proposed		
FINANCE DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
<u>GENERAL FUND</u>								
Tax Revenue	10,596,904	9,699,072	11,110,691	14,910,044	11,208,500	11,625,000	416,500	4%
Intergovernmental Revenue	1,002,894	3,238,835	1,137,113	1,345,346	1,359,528	1,245,950	(113,578)	-8%
Other Revenue	424,918	269,583	312,918	693,382	272,200	392,700	120,500	44%
<u>CAPITAL PROJECTS FUND</u>								
Other Revenue	46,814	69,427	68,006	94,241	50,000	75,000	25,000	50%
<u>SELF-INSURANCE FUND</u>								
Other Revenue	12,035	18,391	18,991	11,414	12,000	12,000	-	0%
Fees for Service	78,026	106,733	170,027	15,281	-	-	-	0%
Total	\$ 12,161,591	\$ 13,402,041	\$ 12,817,746	\$ 17,069,708	\$ 12,902,228	\$ 13,350,650	\$ 448,422	3.5%
Net Variance between Operating Expenditures and Revenue:	\$ 11,350,126	\$ 12,343,735	\$ 11,648,117	\$ 15,955,387	\$ 11,670,508	\$ 12,046,837		
**Please note, capital expenditures are not included in the above variance.								

General Budget Overview (Changes from 2023)

Operating Budget Changes (+\$203,703; 6.2%)

- ▶ Personnel Services (+\$392,030)
 - ▶ \$217,350: Cost of 2.5 new positions
 - ▶ \$48,000: Health care premium increases
 - ▶ \$40,150: Citywide OPEB expenses (more retirees)
 - ▶ Remaining is due to estimated cost of living adjustments, contractually-obligated step increases where eligible, and associated taxes
- ▶ Materials/Supplies (+\$2,867)
 - ▶ Primarily expenses for new positions (\$12,900), offset by billing and collection supplies reduction (-\$7,500)
- ▶ Contractual Services (+\$88,429)
 - ▶ \$26,377: IT Contractual – increase reflects share of software expenses
 - ▶ \$45,000: Misc. Contracted Services - increase due to security required projects (penetration testing \$35,000 and data destruction \$10,000)
- ▶ Reductions in Depreciation Expense (-\$78,513) and Inter Dept. Charges (-\$200,810) offset the other Finance increases

General Budget Overview - Position Requests (2.5)

▶ Bookkeeper (+1)

- ▶ Accounting staff has remained unchanged since 2017.
- ▶ Complexity of accounting operations have changed dramatically over the years
 - ▶ State Revolving Loans
 - ▶ ARPA responsibilities
 - ▶ More grants has resulted in Single Audit requirements
 - ▶ Insurance responsibilities have grown tremendously (Auto, property, cyber)
 - ▶ New GASB implementations, resulting in tedious implementation work and ongoing recordkeeping requirements
 - ▶ Same staff that prepares the annual financial statements also have other primary responsibilities
 - ▶ Tax billing, budget reporting,
 - ▶ Reconciliation of more accounts, with more transactions
- ▶ Undersized staff lacks sufficient overlap, with little to no redundancy in some areas
- ▶ We are expecting key retirements in the immediate future
- ▶ Position will help with proper work distribution and allow for required monthly reporting to be done in a more efficient manner

General Budget Overview - Position Requests (2.5)

▶ IT Applications Analyst (+1)

- ▶ Currently, IT Applications consists of three positions (IT Manager, IT Support Administrator and IT Support Analyst)
 - ▶ **Directly supports the tax and utility infrastructure accountable for all the City's revenue**
 - ▶ All the City's utility billing software, meter software, web applications, etc.
 - ▶ The City's accounting, payroll, HR, taxes, permitting, licensing software and customer facing portals
 - ▶ Updates software annually performing extensive user acceptance testing
 - ▶ Three ERP systems, which contain sixteen software components
 - ▶ Provides end users with system enhancements, implements new modules
 - ▶ Provides in-house complex reporting (recent project saved \$15,000)
 - ▶ Ticket log up 51% from 2017 (1527 vs 1013) – does not include ongoing projects
 - ▶ Added Stormwater Utility in 2018 requiring an additional level of responsibility
 - ▶ Push to electronic payments have added a level of expertise not immediately needed five years ago
 - ▶ Energov (EPL) will require a greater level of resources than current application

General Budget Overview - Position Requests (2.5)

▶ **P/T Meter Reader (title to be determined) (+0.5)**

- ▶ Previously in the 2022 Approved Operating Budget
- ▶ City is not adequately staffed to meet the requirement of disrupting accounts for unpaid balances
- ▶ Solution was to tag more properties for unpaid bills
- ▶ PILOT Program - Hired Temporary worker in July to focus on utility accounts in arrears summer of 2023
 - ▶ July and August activity:
 - ▶ 314 properties were tagged for unpaid water, sewer and electric balances (after receiving multiple phone calls)
 - ▶ \$135,394 in past-due utility bills collected from this tagging effort
 - ▶ Part time position paid for itself in less than two weeks.

Finance Budget Overview – Capital Improvements

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:						\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
						*Prior Authorized Balance includes 2023 carryover funding only.					
PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
FEQSF	Equipment Replacement Program	B	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total Capital Projects Fund - Finance Department			\$ -	\$ 35,000	\$ -	35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	(12,369)	-	(12,369)	-	-	-	-	(12,369)
	GRANTS		-	(22,631)	-	(22,631)	-	-	-	-	(22,631)
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ -	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 266,500
*Prior Authorized Balance:						\$ 267,630	\$ -	\$ -	\$ -	\$ -	\$ 267,630
2024-2028 Funding:						\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130
						*Prior Authorized Balance includes 2023 carryover funding only.					
PROJECT NUMBER	PROJECT NAME	*	2023	-----2024-----							
			BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
I2401	Exchange Migration	B	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
I2402	SSRS Utility Bill Print	B	27,630	27,630	-	27,630	-	-	-	-	27,630
I2403	Compass Service Order Automation	B	-	-	-	-	61,500	-	-	-	61,500
I2301	Surveillance Camera Upgrade and Refresh	B	245,000	40,000	-	40,000	40,000	85,000	40,000	40,000	245,000
I2202	Remote Access System	D	39,687	-	-	-	-	-	-	-	-
I2203	Virtual Environment Upgrade	D	-	-	-	-	-	-	-	-	-
I2204	Data Protection	B	-	-	-	-	-	-	-	-	-
I2101	Council Chambers Audio Visual Upgrade	D	97,500	-	-	-	-	-	-	-	-
I1801	Citywide Fiber (Phase II)	B	350,000	140,000	-	140,000	-	-	-	-	140,000
I1804	Harris Automation Platform and Silverblaze	D	-	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Information Technology Division			\$ 819,817	\$ 267,630	\$ -	\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 819,817	\$ 267,630	\$ -	\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130
	LESS: USE OF RESERVES		(65,707)	(95,777)	-	(95,777)	-	-	-	-	(95,777)
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		(350,000)	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(313,223)	(171,853)		(171,853)	-	-	-	-	(171,853)
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ 90,887	\$ -	\$ -	\$ -	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 266,500

IT Budget Overview – Capital Improvements

General Budget Overview (Changes from 2023)

Capital Improvement Program Changes and Updates (No funding from Current Resources)

- ▶ \$35,000 (FEQSF - One vehicle scheduled for replacement - 2012 Hybrid Camry): No intention to replace unless grant funds are available.
- ▶ \$60,000 (I2401 – Exchange Migration): The proposed project is for migrating our current on-premise Exchange server to the cloud, and to implement some new features to our email communications that is considered industry best practice. Security project.
- ▶ \$27,630 (I2402 – SSRS Utility Bill Print): Current utility bill process has limitations (such as need to wait 24 hour to view bills online) and builds redundancy into our system by allowing us to print bills by a third party if necessary. Security project.
- ▶ \$61,500 (I2403 – Compass Service Order Automation): Year 2025 project. This project will remove the need to manually enter electric meter information and perform disconnect and reconnect functions. Efficiency project.

Questions



FINANCE DEPARTMENT

2024 BUDGET PRESENTATION

TO CITY COUNCIL

**AS PRESENTED ON:
SEPTEMBER 18th, 2023**

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



**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 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 2023 budget for all funds total \$111.5 million including a \$4.1 million net capital budget.
- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs, debt management, and to propose utility and tax rates at the proper level to fund these programs.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE**

Payments and Utility Billing (PUB):

- The Payments and Utility Billing program is responsible for aiding with 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
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2023 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2023 include:

Accounting:

- Awarded the “Certificate of Achievement for Excellence in Financial Reporting” by the Government Officers Association (GFOA) for the 2021 Annual Comprehensive Financial Report.
- Submitted the Annual Comprehensive Financial Report for 2022 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, 2022 by CliftonLarsonAllen LLP.
- Successfully implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, effective January 1, 2022.
- RFP completed for Insurance Broker Services, selecting USI as the City’s new broker.
- Improved workflow within Munis Accounting/HR applications to reduce redundancy and make jobs more efficient.
- Staff continued professional development pursuits with attending the annual Tyler Conference and fulfilling continuing education requirements.
- Processed 541 property transfers with a total sales value of \$385M in 2022. Thirty-six percent of these transactions were RTT exempt. Through July, Accounting processed 252 property transfers with a total sales value of \$64.7M (88 exempted, 35%).

Budget:

- Issued an RFP for the City’s first Master Lease Program for the acquisition of the City’s equipment needs contained within the Capital Improvement Program. Banc of America was selected as the winning bank to fund the lease.
- Worked with the City Manager’s office to secure funding such as:
 - \$3 million from the State Bond Bill/Community Reinvestment Fund.
- Continued to work on preserving the financial health of the City to meet our short-term and long-term needs and requirements.
- Worked with Fulton Bank to secure higher interest paying accounts to obtain maximum interest earnings on the City’s cash accounts.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2023 include (continued):

- 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.

Payments and Utility Billing (PUB):

- Drafted new net metering policy to align with the parameters set forth in SB298
- Enrolled 4,473 customers in the Renewable Energy Program. This volunteer program contains over 34% of the City's electric accounts.
- 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.
- Worked with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers.
- Payments and Utility Billing Division attended three Customer Service Representatives Training to better provide service to our customers and residents.
- Implemented automated efficiencies in conjunction with IT Applications.....
- Working with IT Applications to replace Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec 2023).
- Processed 3,841 move in and move out transactions, representing 30% of the City's electric accounts in 2022. 2023 is still ongoing.
- Hired temporary employee to assist with the tagging of customers who were not paying their utility bills. 314 tags in July and August of 2023, resulted in \$135,394 in utility payments.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2023 include (continued):

- The table below reflects how phone activity has changed since the City implemented the Pay-by-Phone option for utility bills in 2018:

PUB Activity	2017	2022	Difference	
Annual Calls	32,934	18,691	↑ (14,243)	↑ -43.2%
Calls Answered	27,949	17,964	↑ (9,985)	↑ -35.7%
Dropped Calls	4,985	727	↑ (4,258)	↑ -85.4%
Abandoned Rate	15.1%	3.9%	↑ -11.2%	↑ -74.3%
Service Level	61.10%	92.10%	↑ 31.00%	↑ 50.7%
Peak Weekly Calls (Move-Out Period)	1,564	887	↑ (677)	↑ -43.3%
Average Hold Time during Move-Out (m/s)	6:33	2:44		
Average Annual Call Wait Times (m/s)	4:20	2:24		

- The table below reflects how the City has changed in regard to how utility customers are paying their bills:

Utility Payment Type	2017		2022		Change over Five Years	
	# of Transactions	% of Total	# of Transactions	% of Total	# of Transactions	% Change
Walk in Customer	47,365	24.9%	17,162	8.1%	(30,203)	-63.8%
Electronic Payment	71,457	37.6%	122,712	58.2%	51,255	71.7%
Customer pays through Bank	28,957	15.2%	23,041	10.9%	(5,916)	-20.4%
Pay by Phone	-	0.0%	10,067	4.8%	10,067	100.0%
Check mailed to Lockbox	42,181	22.2%	37,687	17.9%	(4,494)	-10.7%
Total	189,960	100.0%	210,669	100.0%	20,709	10.9%

Information Technology (IT) Applications:

- Implemented Vendor workflow for changes related to contact and banking information as required for Cyber Security insurance.
- Created virtual water meters for the Water Department to track in and out of town water usage.
- Created a report export, in house, for the Electric department supplying the highest peak interval read for all meters every month. This resulted in a one-time savings of \$15k to the City as quoted by the vendor.
- Worked with Honeywell, Infrastructure team and Electric Department to connect our meter Gatekeepers from our TropOS mesh network to cellular. This will ultimately result in an annual operating expense savings of \$63k to the City (less than what we are paying today). In addition, this project removed the need for a larger, \$1 million capital expense.
- Worked with Honeywell and the Infrastructure team to upgrade the Connexo NetSense application, the City's Advanced Metering Infrastructure (AMI), onto upgraded Operating Systems (Sept/Oct).

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2023 include (continued):

- Replaced Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec 2023).
- Upgraded Harris Northstar Customer Information System (CIS), Compass SmartWorks, meter data management software, and mCare6, utility work order solution (Nov/Dec). Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.
- Implemented Tyler 311, a replacement for the City's existing report a concern. This product will allow citizens to submit various issues, that can be tracked and reported on, through a Citizen web portal or via the City's AskNewarkDE App (Nov/Dec). **The City received a national award for this project "Tyler Excellence Award in the "Connected Community" category."**
- Converted from Authorize.net to Tyler Payments for Tyler applications (Nov/Dec). This was a required conversion in order to upgrade the City's version of Tyler Cashiering. This new payment platform will allow users to utilize Apple Pay and provide a more robust reporting system for our Accounting team.
- Upgraded Tyler Enterprise ERP from version 2019.1 to 2021. Tyler ERP is a system used by the City to manage our accounting, payroll, human resources, taxes, permitting and billing of business licenses and rentals.
- Upgraded Tyler Cashiering to version 2021, 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.
- Upgraded Tyler Employee, Vendor and Citizen Self Service to Tyler Employee, Vendor and Resident Access solutions. These upgraded solutions use Tyler Identity providing a more streamlined and secure process, requiring employees to use their active directory account for login, and allowing vendors and citizens to register using their Google, Apple, Microsoft and Facebook platforms logins.

Information Technology (IT) Infrastructure:

- Upgraded network infrastructure and server core and added additional redundancy to city's network. This project improved physical connectivity speeds for all our users and back-end systems.
- Migrated virtual environment from Microsoft's Hyper-V to VMware. This has improved the performance of many of our services as the majority of our servers are virtualized. This upgrade also grants us plenty of room for growth as our last environment was over provisioned. The City uses virtualization to help run our hardware and cloud services more efficiently and get greater returns from our investment.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2023 include (continued):

- Upgraded our backup and recovery systems to a modern solution that includes immutability and isolation. Both are considered best practice.
- Implemented a new cyber security awareness training program and completed city-wide training.
- Worked with the Electric and Police Departments to deploy new surveillance cameras.
- Continued multi-factor authentication deployment on various city services including email. Adding this additional layer of security to our identity platform improves the protections to the City's assets and data.
- Through the RFP process, staff completed a full audio-visual reconfiguration and replacement to the Council Chamber for hybrid meetings.
- In coordination with the Electric Department and the Information Technology Applications Team, we replaced the legacy TropOS mesh network with a more cost-effective cellular solution. This effort saved the City from spending \$1 million on a capital project to replace the network that reads meter data.
- Created a vulnerability management program to improve security operations at the city.
- Upgraded soon to be end of life Windows Servers to a more current operating system. Patches and security updates will no longer be available for these operating systems as of October 10, 2023. These upgrades were required to minimize the risk of having unsecure systems.
- Deployed over 150 new workstations to employees to replace failing equipment. This represents 2/3rds of our workstation inventory.
- Held first cybersecurity tabletop exercise since 2017. The tabletop exercise was designed and coordinated with the help of the Cybersecurity and Infrastructure Security Agency (CISA). The exercise was designed to examine the City's ability to protect, detect, and respond to a disruptive cyber incident.
- Participated in the Delaware Technical Community College work-based learning program. This has allowed the City to hire interns during each semester at no cost while assisting these students with entry level workforce experience.
- Staff continued professional development pursuits with attending conferences and seminars, fulfilling continuing education requirements.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL GOALS**

Goals for 2024 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2023 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.
- Continue to keep all applications up to date and make efficiency recommendations to end users.



FINANCE DEPARTMENT

2024 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department

Summary:

* as amended

** as proposed

FINANCE DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 1,633,541	\$ 1,704,067	\$ 1,682,452	\$ 1,655,821	\$ 1,797,162	\$ 1,983,393	\$ 186,231	10.4%
Materials and Supplies	22,593	26,868	11,846	11,928	22,750	24,157	1,407	6.2%
Contractual Services	176,773	193,544	229,025	266,312	301,936	346,133	44,197	14.6%
Other Charges	55,692	75,174	69,513	60,486	60,590	61,508	918	1.5%
Subtotal	\$ 1,888,599	\$ 1,999,653	\$ 1,992,836	\$ 1,994,547	\$ 2,182,438	\$ 2,415,191	\$ 232,753	10.7%
Inter-Dept. Charges	(1,781,338)	(1,687,056)	(1,667,237)	(1,663,188)	(1,822,568)	(2,023,378)	(200,810)	11.0%
Total Operating Expenses	\$ 107,261	\$ 312,597	\$ 325,599	\$ 331,359	\$ 359,870	\$ 391,813	\$ 31,943	8.9%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111102	6020	Supervisory	\$ 235,287	\$ 254,508	\$ 249,909	\$ 259,070	\$ 272,594	\$ 280,772	\$ 8,178	3.0%
0111102	6040	Accounting	286,339	282,318	283,961	295,683	306,504	370,030	63,526	20.7%
0111102	6050	Information Technology	65,096	71,433	73,877	78,614	82,465	86,589	4,124	5.0%
0111102	6060	Customer Service	357,148	370,794	339,033	329,921	368,511	396,484	27,973	7.6%
0111102	6270	Meter Readers	-	-	-	-	-	21,914	21,914	100.0%
0111102	6580	Service Award	12,236	13,495	13,017	12,660	12,458	14,420	1,962	15.7%
0111102	6590	Sick Pay	12,245	5,473	12,843	8,960	13,240	13,208	(32)	-0.2%
0111102	6600	Part-Time	6,990	28,096	36,968	35,856	36,733	39,336	2,603	7.1%
0111102	6620	Overtime	20,634	19,953	13,677	16,779	22,000	21,500	(500)	-2.3%
0111102	6885	Device Reimbursement	1,800	1,800	1,800	1,600	1,800	1,800	-	0.0%
0111102	6920	Unemployment Comp. Ins.	4,092	4,578	4,360	4,187	3,915	2,015	(1,900)	-48.5%
0111102	6930	Social Security Taxes	71,755	76,702	74,847	75,998	83,290	92,213	8,923	10.7%
0111102	6940	City Pension Plan	166,190	189,579	168,178	149,229	179,118	161,848	(17,270)	-9.6%
0111102	6941	Defined Contribution 401(a) Plan	31,230	33,502	35,124	39,869	46,573	53,302	6,729	14.4%
0111102	6950	Term Life Insurance	4,864	4,723	4,343	4,015	4,378	4,722	344	7.9%
0111102	6960	Group Hospitalization Ins.	265,212	253,015	267,968	247,901	290,262	348,262	58,000	20.0%
0111102	6961	Long-Term Disability Ins.	2,034	2,031	1,589	1,156	1,242	1,644	402	32.4%
0111102	6962	Dental Insurance	13,292	12,426	12,767	12,424	13,886	16,213	2,327	16.8%
0111102	6963	Flexible Spending Account	662	583	567	535	504	504	-	0.0%
0111102	6964	Health Savings Account	-	-	2,875	3,000	3,000	-	(3,000)	-100.0%
0111102	6965	Post-Employment Benefits	65,744	69,250	73,528	66,851	40,160	40,160	-	0.0%
0111102	6966	Retirement Health Savings Account	7,916	8,414	9,322	10,532	11,888	13,572	1,684	14.2%
0111102	6967	Emergency Room Reimbursements	2,000	705	1,200	298	1,885	2,029	144	7.6%
0111102	6968	Vision Insurance Premiums	775	689	699	683	756	856	100	13.2%
TOTAL PERSONNEL SERVICES			\$ 1,633,541	\$ 1,704,067	\$ 1,682,452	\$ 1,655,821	\$ 1,797,162	\$ 1,983,393	\$ 186,231	10.4%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111103	7110	Safety Shoes and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 400	100.0%
0111103	7130	Tools,Field Sup.,Small Equip.	373	-	450	-	-	8,907	8,907	100.0%
0111103	7131	Information Technology Supplies	-	10,284	1,260	650	1,250	1,250	-	0.0%
0111103	7150	Office Supplies	5,413	2,230	5,313	5,681	6,500	6,000	(500)	-7.7%
0111103	7160	Books, Periodicals, Etc.	190	-	-	-	-	-	-	0.0%
0111103	7170	Postage	-	-	-	122	-	100	100	100.0%
0111103	7180	Billing & Collec. Supplies	16,586	14,354	4,823	5,475	15,000	7,500	(7,500)	-50.0%
0111103	7550	Miscellaneous Supplies	31	-	-	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 22,593	\$ 26,868	\$ 11,846	\$ 11,928	\$ 22,750	\$ 24,157	\$ 1,407	6.2%

* as amended

** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111104	8020	Advertising	\$ 556	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	100.0%
0111104	8030	Casualty Insurance	5,395	5,776	15,297	20,110	23,138	20,938	(2,200)	-9.5%
0111104	8032	Insurance - Auto	995	1,086	1,343	1,148	1,728	1,883	155	9.0%
0111104	8033	Insurance - Broker	650	656	2,644	3,389	3,405	3,219	(186)	-5.5%
0111104	8035	Insurance - Worker's Compensation	1,846	2,378	2,343	1,914	2,100	2,100	-	0.0%
0111104	8040	Merchant Fees and Discounts	22,128	30,019	37,818	39,708	35,000	36,750	1,750	5.0%
0111104	8050	Phone/Communications	848	80	-	-	-	504	504	100.0%
0111104	8131	Information Technology Cont'l	36,111	31,618	34,040	40,120	46,587	72,964	26,377	56.6%
0111104	8170	Auditing Fees	54,489	59,530	60,880	62,105	62,225	65,000	2,775	4.5%
0111104	8312	Fleet & Facilities Services	36,702	44,084	51,790	70,414	72,753	80,775	8,022	11.0%
0111104	8550	Misc. Contracted Svc.	17,053	18,317	22,870	27,404	55,000	60,000	5,000	9.1%
TOTAL CONTRACTUAL SERVICES			\$ 176,773	\$ 193,544	\$ 229,025	\$ 266,312	\$ 301,936	\$ 346,133	\$ 44,197	14.6%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111105	9010	Bad Debt Expense	\$ -	\$ -	\$ 13,720	\$ 237	\$ -	\$ -	\$ -	0.0%
0111105	9020	Mileage & Small Bus. Exp.	682	-	-	-	800	500	(300)	-37.5%
0111105	9060	Depreciation Expense	36,538	73,177	54,084	53,762	43,790	45,008	1,218	2.8%
0111105	9070	Training & Continuing Educ/Conf	18,472	1,997	1,709	6,487	16,000	16,000	-	0.0%
TOTAL OTHER CHARGES			\$ 55,692	\$ 75,174	\$ 69,513	\$ 60,486	\$ 60,590	\$ 61,508	\$ 918	1.5%

* as amended

** as proposed

INTER-DEPT. CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
	Finance		\$ (552,122)	\$ (659,760)	\$ (611,392)	\$ (570,429)	\$ (668,715)	\$ (692,174)	\$ (23,459)	3.5%
	Electricity Used		-	11,448	7,669	7,280	8,892	8,318	(574)	-6.5%
	Information Technology		70,424	81,728	78,685	75,753	87,028	88,776	1,748	2.0%
	Mailroom and Postage		1,422	1,416	1,443	1,305	1,588	1,606	18	1.1%
	Printing and Reproduction		427	278	350	273	477	524	47	9.9%
	Records		1,852	2,142	1,779	775	1,733	1,974	241	13.9%
	Utility Billing		(1,303,341)	(1,124,308)	(1,145,771)	(1,178,145)	(1,253,571)	(1,432,402)	(178,831)	14.3%
TOTAL INTER-DEPT. CHARGES			\$ (1,781,338)	\$ (1,687,056)	\$ (1,667,237)	\$ (1,663,188)	\$ (1,822,568)	\$ (2,023,378)	\$ (200,810)	11.0%

* as amended

** as proposed

OPERATING EXPENSES - FINANCE DEPARTMENT			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES			\$ 107,261	\$ 312,597	\$ 325,599	\$ 331,359	\$ 359,870	\$ 391,813	\$ 31,943	8.9%

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FINANCE DEPARTMENT

2024-2028 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2024-2028
(with current year amended budget)

CAPITAL PROJECTS FUND - FINANCE DEPARTMENT

FUNDING SUMMARY

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

*Prior Authorized Balance includes 2023 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
FEQSF	Equipment Replacement Program	B	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total Capital Projects Fund - Finance Department			<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	(12,369)	-	(12,369)	-	-	-	-	(12,369)
	GRANTS		-	(22,631)	-	(22,631)	-	-	-	-	(22,631)
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

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

§ 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 @ 12/31/2023 (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:	3063026.9623	\$ 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."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.	
Please reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2024-2028).	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	12,369	-	-	-	-	\$ 12,369
GRANTS (SPECIFY)	-	-	-	\$ -	22,631	-	-	-	-	\$ 22,631
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2024 - 2028
FINANCE DEPARTMENT

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2024	2025	2026	2027	2028
	<u>STAFF VEHICLES</u>											
1056	2012 Toyota Camry Hybrid	04/03/09	12,369	12	2021	2024	12,369	35,000				
TOTAL FINANCE DEPARTMENT				GROSS ACQUISITION COST				\$ 35,000	\$ -	\$ -	\$ -	\$ -
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF GRANT FUNDING				(22,631)	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	-	-	-
				NET EQUIPMENT SINKING FUND TOTAL				\$ 12,369	\$ -	\$ -	\$ -	-



**FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

2024 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Summary:

* as amended

** as proposed

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 844,320	\$ 1,055,315	\$ 1,054,420	\$ 1,033,943	\$ 1,165,969	\$ 1,331,618	\$ 165,649	14.2%
Materials and Supplies	25,803	32,451	61,197	36,386	43,000	44,460	1,460	3.4%
Contractual Services	388,003	440,873	453,976	436,330	564,490	608,722	44,232	7.8%
Other Charges	151,244	65,438	48,385	79,558	290,900	211,169	(79,731)	-27.4%
Subtotal	\$ 1,409,370	\$ 1,594,077	\$ 1,617,978	\$ 1,586,217	\$ 2,064,359	\$ 2,195,969	\$ 131,610	6.4%
Inter-Dept. Charges	(1,409,370)	(1,594,077)	(1,617,978)	(1,586,217)	(2,064,359)	(2,195,969)	(131,610)	6.4%
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111162	6020	Supervisory	\$ 146,638	\$ 204,184	\$ 200,740	\$ 204,393	\$ 207,270	\$ 218,603	\$ 11,333	5.5%
0111162	6050	Information Technology	371,678	441,471	454,806	450,217	521,451	612,799	91,348	17.5%
0111162	6580	Service Award	7,191	8,070	8,852	9,683	10,523	11,346	823	7.8%
0111162	6590	Sick Pay	1,757	2,577	2,955	2,840	4,285	3,953	(332)	-7.7%
0111162	6620	Overtime	11,275	5,898	6,788	6,545	10,000	10,000	-	0.0%
0111162	6621	Shift Differential	77	307	312	39	400	500	100	25.0%
0111162	6885	Device Reimbursement	4,600	5,300	5,400	5,050	6,000	6,000	-	0.0%
0111162	6920	Unemployment Comp. Ins.	2,333	2,509	2,358	2,716	2,536	1,261	(1,275)	-50.3%
0111162	6930	Social Security Taxes	39,012	48,193	49,090	48,595	56,251	63,394	7,143	12.7%
0111162	6940	City Pension Plan	77,260	98,451	59,663	57,384	68,881	62,248	(6,633)	-9.6%
0111162	6941	Defined Contribution 401(a) Plan	18,954	27,614	28,291	26,216	32,150	39,134	6,984	21.7%
0111162	6950	Term Life Insurance	3,315	3,780	3,341	2,610	3,106	3,324	218	7.0%
0111162	6960	Group Hospitalization Ins.	113,247	150,009	172,744	160,381	196,241	250,530	54,289	27.7%
0111162	6961	Long-Term Disability Ins.	1,150	1,385	1,145	808	934	1,217	283	30.3%
0111162	6962	Dental Insurance	6,280	7,793	8,443	8,029	9,525	11,912	2,387	25.1%
0111162	6963	Flexible Spending Account	252	357	462	410	315	378	63	20.0%
0111162	6964	Health Savings Account	3,000	3,000	1,500	3,000	3,000	-	(3,000)	-100.0%
0111162	6965	Post-Employment Benefits	30,320	36,082	38,683	37,067	22,420	22,420	-	0.0%
0111162	6966	Retirement Health Savings Account	5,224	7,107	7,214	6,758	8,916	10,556	1,640	18.4%
0111162	6967	Emergency Room Reimbursements	400	800	1,200	800	1,305	1,451	146	11.2%
0111162	6968	Vision Insurance Premiums	357	428	433	402	460	592	132	28.7%
TOTAL PERSONNEL SERVICES			\$ 844,320	\$ 1,055,315	\$ 1,054,420	\$ 1,033,943	\$ 1,165,969	\$ 1,331,618	\$ 165,649	14.2%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures: * as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111163	7130	Tools, Field Sup., & Small Eq.	\$ 23,174	\$ 27,914	\$ 45,355	\$ 28,182	\$ 37,500	\$ 38,210	\$ 710	1.9%
0111163	7136	Software	141	4,281	13,978	465	1,500	1,500	-	0.0%
0111163	7150	Office Supplies	2,411	256	1,815	7,739	3,500	4,250	750	21.4%
0111163	7550	Miscellaneous Supplies	77	-	49	-	500	500	-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 25,803	\$ 32,451	\$ 61,197	\$ 36,386	\$ 43,000	\$ 44,460	\$ 1,460	3.4%

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111164	8020	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	100.0%
0111164	8030	Casualty Insurance	2,428	2,599	8,844	11,902	13,694	12,392	(1,302)	-9.5%
0111164	8033	Insurance - Broker	325	328	1,540	2,002	2,015	1,905	(110)	-5.5%
0111164	8035	Insurance - Worker's Compensation	1,231	1,585	1,562	1,276	1,400	1,400	-	0.0%
0111164	8050	Phone/Communications	1,990	2,867	2,366	3,301	3,000	3,492	492	16.4%
0111164	8136	Subscription Services (Software or SAAS)	190,056	142,358	197,517	185,454	296,846	347,864	51,018	17.2%
0111164	8137	Leased Equipment (Contractual)	118,192	204,840	146,979	140,709	200,000	143,695	(56,305)	-28.2%
0111164	8312	Fleet & Facilities Services	16,337	19,976	23,661	33,012	33,535	37,774	4,239	12.6%
0111164	8313	Self-Insurance Services	-	-	11,980	-	-	-	-	0.0%
0111164	8550	Misc. Contracted Svc.	57,444	66,320	59,527	58,674	14,000	59,000	45,000	321.4%
TOTAL CONTRACTUAL SERVICES			\$ 388,003	\$ 440,873	\$ 453,976	\$ 436,330	\$ 564,490	\$ 608,722	\$ 44,232	7.8%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures: * as amended ** as proposed

OTHER CHARGES		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111165	9060 Depreciation Expense	\$ 127,728	\$ 63,814	\$ 47,187	\$ 71,957	\$ 262,700	\$ 182,969	\$ (79,731)	-30.4%
0111165	9070 Training & Continuing Educ/Conf	23,516	1,624	1,198	7,601	28,200	28,200	-	0.0%
TOTAL OTHER CHARGES		\$ 151,244	\$ 65,438	\$ 48,385	\$ 79,558	\$ 290,900	\$ 211,169	\$ (79,731)	-27.4%

INTER-DEPT. CHARGES		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
	Billings and Accounting	\$ 4,215	\$ 30,870	\$ 32,055	\$ 29,196	\$ 32,767	\$ 33,459	\$ 692	2.1%
	Electricity Used	-	5,514	3,694	3,506	4,282	4,006	(276)	-6.4%
	Information Technology	(1,443,968)	(1,674,312)	(1,676,995)	(1,638,451)	(2,124,718)	(2,253,045)	(128,327)	6.0%
	Other Indirect Charges	30,249	43,763	23,158	19,446	23,160	19,446	(3,714)	-16.0%
	Printing and Reproduction	134	88	110	86	150	165	15	10.0%
TOTAL INTER-DEPT. CHARGES		\$ (1,409,370)	\$ (1,594,077)	\$ (1,617,978)	\$ (1,586,217)	\$ (2,064,359)	\$ (2,195,969)	\$ (131,610)	6.4%

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

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**FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2024-2028
(with current year amended budget)

CAPITAL PROJECTS FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

				FUNDING SUMMARY					
				2024	2025	2026	2027	2028	Total 5 Year
New Funding:				\$ -	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 266,500
*Prior Authorized Balance:				\$ 267,630	\$ -	\$ -	\$ -	\$ -	\$ 267,630
2024-2028 Funding:				\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130
				*Prior Authorized Balance includes 2023 carryover funding only.					

PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024-----	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
I2401	Exchange Migration	B	\$ 60,000	\$	60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
I2402	SSRS Utility Bill Print	B	27,630		27,630	-	27,630	-	-	-	-	27,630
I2403	Compass Service Order Automation	B	-		-	-	-	61,500	-	-	-	61,500
I2301	Surveillance Camera Upgrade and Refresh	B	445,000		40,000	-	40,000	40,000	85,000	40,000	40,000	245,000
I2202	Remote Access System	D	39,687		-	-	-	-	-	-	-	-
I2203	Virtual Environment Upgrade	D	-		-	-	-	-	-	-	-	-
I2204	Data Protection	B	-		-	-	-	-	-	-	-	-
I2101	Council Chambers Audio Visual Upgrade	D	97,500		-	-	-	-	-	-	-	-
I1801	Citywide Fiber (Phase II)	B	350,000		140,000	-	140,000	-	-	-	-	140,000
I1804	Harris Automation Platform and Silverblaze	D	-		-	-	-	-	-	-	-	-
Total Capital Projects Fund - Information Technology Division			\$ 1,019,817		\$ 267,630	\$ -	\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130

PLANNED FINANCING SOURCES												
	GROSS CAPITAL IMPROVEMENTS		\$ 1,019,817	\$	267,630	\$ -	\$ 267,630	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 534,130
	LESS: USE OF RESERVES		(125,777)		(95,777)	-	(95,777)	-	-	-	-	(95,777)
	VEHICLE & EQUIPMENT REPLACEMENT		-		-	-	-	-	-	-	-	-
	GRANTS		(550,000)		-	-	-	-	-	-	-	-
	BOND ISSUES		-		-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(344,040)		(171,853)	-	(171,853)	-	-	-	-	(171,853)
	OTHER FINANCING SOURCES		-		-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$	-	\$ -	\$ -	\$ 101,500	\$ 85,000	\$ 40,000	\$ 40,000	\$ 266,500

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



PROJECT NO: I2401
PROJECT TITLE: Exchange Migration
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2024-2028 Funding:	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2024
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 60,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 60,000

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	\$ 60,000
TOTAL PROJECT COST		\$ 60,000

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 City currently manages a hybrid Exchange environment that was originally deployed to support certain internal applications. Those legacy applications have either been retired or upgraded in recent years and no longer require the on-premise Exchange server. The proposed project is for migrating our current on-premise Exchange server to the cloud and to implement some new features to our email communications that is considered industry best practice.

****Please be advised that \$28,147 in prior authorized Reserves were transferred from Capital Project I1603 to I2401.**

****Please be advised that \$7,450 in prior authorized ARPA were transferred from Capital Project I2207 to I2401.**

****Please be advised that \$24,403 in prior authorized ARPA were transferred from Capital Project I2202 to I2401.**

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	28,147	-	-	\$ 28,147	28,147	-	-	-	-	\$ 28,147
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	31,853	-	-	\$ 31,853	31,853	-	-	-	-	\$ 31,853
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: I2402
PROJECT TITLE: SSRS Utility Bill Print
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ 27,630	\$ -	\$ -	\$ -	\$ -	\$ 27,630
2024-2028 Funding:	\$ 27,630	\$ -	\$ -	\$ -	\$ -	\$ 27,630

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:	2024
Est. Completion Date:	2024
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 27,630
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 27,630

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	\$ 27,630
TOTAL PROJECT COST		\$ 27,630

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 currently utilizes a PCL to PDF split process to generate utility bills. This process has limitations such as the need to wait 24 hours after posting the billing batch before the bill is visible to the customer on the online portal. In addition, if certain criteria is not exact it causes issues for customers when attempting to view their utility bill requiring the IT Applications Team to troubleshoot the root cause and correct. This new SSRS bill print will eliminate the need for the exact criteria required with PCL to PDF split process, will eliminate the need for the billing technician to perform two separate printing processes and will allow the bills to be viewed immediately after posting the bill batch.

****Please be advised that \$9,930 in prior authorized Reserves were transferred from Capital Project I1603 to I2402.**

****Please be advised that \$17,700 in prior authorized Reserves were transferred from Capital Project I1902 to I2402.**

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	27,630	-	-	\$ 27,630	27,630	-	-	-	-	\$ 27,630
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 27,630	\$ -	\$ -	\$ 27,630	\$ 27,630	\$ -	\$ -	\$ -	\$ -	\$ 27,630
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: I2403
PROJECT TITLE: Compass Service Order Automation
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ 61,500	\$ -	\$ -	\$ -	\$ 61,500
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ 61,500	\$ -	\$ -	\$ -	\$ 61,500

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:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 61,500
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 61,500

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	\$ 61,500
TOTAL PROJECT COST		\$ 61,500

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:
The Automated Connect/Disconnect module is most commonly used for situations with credit issues, with disconnect actions triggered by failure to pay and reconnect actions triggered by payments made. The solution for automation of service disconnection & reconnection includes the following functions: - The Automated execution of Service Disconnect operation for "Failure to Pay" Service Orders that have been set up in the Customer Information System. It will check for special conditions and has built in logic to accomodate weather conditions. It provides the ability to schedule these functions and throttle operations, spreading batches over several hours to reduce floods of calls. - The Automated execution of Service Connect operation for "Payment Made" Service Orders that have been set up by in the Customer Information System. It will frequently check the CIS for Service Orders indicating payments have been made and perform an immediate execution of connection operations as soon as Service Order is identified. This module includes KPI Dashboards of processes, including actions performed, number of successes, number of failures and time saved or \$ saved by automating this process.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	61,500	-	-	-	\$ 61,500
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,500	\$ -	\$ -	\$ -	\$ 61,500
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	10,000	10,000	10,000	\$ 30,000



PROJECT NO: I2301
PROJECT TITLE: Surveillance Camera Upgrade and Refresh
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ 40,000	\$ 85,000	\$ 40,000	\$ 40,000	\$ 205,000
*Prior Authorized Balance:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2024-2028 Funding:	\$ 40,000	\$ 40,000	\$ 85,000	\$ 40,000	\$ 40,000	\$ 245,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2028
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 650,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 405,000
% Complete (if underway):	62.3%
Balance to be funded ¹ :	\$ 245,000

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	\$ 245,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 245,000

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:
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.
\$70,000 in 2023 Capital Reserves transferred from Capital Project: N2204 to Capital Project: I2301 on 6/26/23
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$200,000: camera installation at Field Operations Complex and utility facilities (as funding allows)
**Please be advised that \$40,000 in prior authorized ARPA were transferred from Capital Project I2202 to I2301.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	40,000	85,000	40,000	40,000	\$ 205,000
CAPITAL RESERVES	70,000	-	70,000	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	200,000	-	200,000	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	175,000	-	135,000	\$ 40,000	40,000	-	-	-	-	\$ 40,000
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 445,000	\$ -	\$ 405,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 85,000	\$ 40,000	\$ 40,000	\$ 245,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					8,000	8,500	10,000	10,500	11,500	\$ 48,500



PROJECT NO: I2202
PROJECT TITLE: Remote Access System
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 39,687
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 39,687
% 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 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. **Please be advised that \$24,403 in prior authorized ARPA were transferred from Capital Project I2202 to I2401. **Please be advised that \$40,000 in prior authorized ARPA were transferred from Capital Project I2202 to I2301. **Please be advised that \$42,520 in prior authorized ARPA were transferred from Capital Project I2202 to W9308.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	39,687	39,687	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 39,687	\$ 39,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



PROJECT NO: I2203
PROJECT TITLE: Virtual Environment Upgrade
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 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:	2023
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 282,084
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 282,084
% 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 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.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	64,773	-	64,773	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	217,311	-	217,311	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 282,084	\$ -	\$ 282,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: I2204
PROJECT TITLE: Data Protection
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 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:	2023
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 72,320
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 72,320
% 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 the time of completion. The factory warranty expired in 2016.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	72,320	-	72,320	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 72,320	\$ -	\$ 72,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: I2101
PROJECT TITLE: Council Chambers Audio Visual Upgrade
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 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:	2023
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 159,030
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 159,030
% 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.		
Budget Amendment (21):		
Please be advised that Council approved Budget Amendment, item 2-B on 5/15/2023 to move \$97,500 in 2023 ARPA funding from Project: W9308 to Project: I2101.		

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	13,052	-	13,052	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	145,978	-	145,978	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 159,030	\$ -	\$ 159,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					2,270	2,270	2,270	2,270	2,270	\$ 11,350



PROJECT NO: I1801
PROJECT TITLE: Citywide Fiber (Phase II)
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
2024-2028 Funding:	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	Capital Projects
PROJECT LOCATION:	City-Wide
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2024
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 485,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 345,000
% Complete (if underway):	71.1%
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 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. CIP (I1801) Citywide Fiber (Phase II) will increase by \$100,000 in 2022 ARPA funding and reduce by \$100,000 in 2022 Current Resources funding. Remaining balance of project remains \$40,000 in 2022 Current Resources. \$100,000 in ARPA funding comes from CIP K1203. Bond Bill/Community Reinvestment Fund (CRF) Funding: \$350,000: Connection to Historic Passenger Railroad Station, George Wilson Center, and utility facilities (as funding allows)

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	40,000	-	-	\$ 40,000	40,000	-	-	-	-	\$ 40,000
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	350,000	-	345,000	\$ 5,000	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	100,000	-	-	\$ 100,000	100,000	-	-	-	-	\$ 100,000
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 490,000	\$ -	\$ 345,000	\$ 145,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2024	2025	2026	2027	2028	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: I1804
PROJECT TITLE: Harris Automation Platform and Silverblaze
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 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:	2023
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 130,000
Est. Spend @ 12/31/2023 (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 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	18,771	-	18,771	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 18,771	\$ -	\$ 18,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



FINANCE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2023 AND 2024 BUDGET COMPARISON)

FINANCE DEPARTMENT

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
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	4,000.00	500.00	Interpreter Services
8131	Crystal Reports Server Annual Maintenance	Annual	1,600.00	1,600.00	-	Report Generation Software (Utility Billing)
8131	Debtbook	Annual	-	10,000.00	10,000.00	Software to Manage Leases for GASB
8131	NorthStar - CSR7	One-Time	-	10,000.00	10,000.00	New CSR7 Module (\$62k discounted to \$10k, CON part of Customer Dev Group)
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	28,045.14	31,542.15	3,497.01	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Tyler Technologies PACE - Allocated	Annual	4,995.00	4,900.00	(95.00)	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
8131	Tyler Technologies - Payments	Annual	-	1,995.00	1,995.00	Tyler Technologies EMV Device Rental/PCI Compliance Fee
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	960.00	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:			47,837.14	74,214.15	26,377.01	
			\$ 47,837.00	\$ 74,214.00	\$ 26,377.00	
7131 Subtotal:			1,250.00	1,250.00	-	
8131 Subtotal:			46,587.00	72,964.00	26,377.00	