

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

Presented to Council November 12, 2012



CITY MANAGER'S OFFICE

CITY OF NEWARK

220 Elktion Road • Newark, Delaware 19711

(302) 366-7020 • Fax (302) 366-7035 • www.cityofnewarkde.us

November 5, 2012

Newark City Council
City of Newark, Delaware

2013 GENERAL OPERATING BUDGET MESSAGE

Mayor Funk and Members of City Council:

On behalf of our departments and employees, I am pleased to submit my recommended 2013 General Operating Budget for your review and consideration. This budget represents, in financial terms, the City's operating plan for next year. As such, it stipulates the ongoing services the City will provide to our community and identifies the various revenue sources that will fund those services. Our operating budget was developed based on a prioritization of needs, revenue and cost assumptions and benefit to our community. The predominant goals of the 2013 General Operating Budget are to begin a trend towards acknowledging and embracing possibilities for operational efficiencies, partnerships and technology while maintaining or improving service delivery. To that end I ask that you view 2013 as a year of transition where the goals noted above begin to favorably position our organization for 2014 and beyond.

2013 – Challenges and Initiatives

The 2013 General Operating Budget continues to move the City forward in addressing long-term infrastructure needs while more formally acknowledging the importance of proactively managing contracts so that projects can be substantially completed in the year they are funded. This effort will ensure that our limited resources are allocated to maximize their benefit to our community each budget year. In order to provide reliable service to our residents, maintenance of infrastructure will continue to be an integral and ongoing part of each annual budget while being focused on where it can do the most good.

Newark remains challenged by a relatively stagnant property tax base. Likewise, a large portion of the property in the City is exempt from taxation, which of course presents difficulties to funding the provision of municipal services. Efforts are currently underway to ensure that the impacts of our above average exemptions are well demonstrated to local representatives and state government to encourage consideration of a payment in lieu of taxes (PILOT) allocation for Newark. Additionally, relationship building and efforts dedicated to the negotiation of a

subsequent electric service agreement with the University of Delaware are aimed at providing increased subvention and rate stability while considering beneficial partnership opportunities between our two organizations in a varied number of operational areas.

While the City's financial policies, adopted in 2009, were meant to address the need to reduce our reliance on utility revenues to support general fund departments, they will now be aligned with a systematic evaluation of our general fund operations. As a result, our general fund departments will be expected to strive towards reaching optimum efficiencies. This requirement will be assisted over time by our commitment to fully evaluate alternative options for service provision and deployment as well as the use of technology. Initiatives such as the installation of a new phone system, the introduction of smart meters, implementation of a vehicle tracking and deployment system (GPS) and realignment of existing departments and their responsibilities will provide the necessary data for prudent decision making and/or the necessary momentum for achieving efficiencies.

While the above noted cost identification and containment objectives are noteworthy, modification of our future employee benefit provisions must also be addressed through increased cost sharing with employees for both pension and healthcare provisions. Implementation of these measures has already begun for future management employees and should be deemed priority for all other levels of our organization if our future financial health and success are valued and maintaining staffing levels is desired.

Our award winning Main Street has achieved exactly what it was intended to, as over the last 20 or so years we have continued to increase the number of people that visit our downtown. Certainly our organization and community benefit greatly from its success, although with this success comes increased pressure for additional parking. It is very likely that 2013 could be a pivotal year in answering this call in what we hope could be a very creative and cost effective manner.

In developing the 2013 General Operating Budget, efforts were made to be sensitive to the concerns of our community and you our Mayor and Council in regards to tax and utility rate increases. This was not easy, however, with the combination of department reorganizations, position eliminations, fine-tuning estimates, and adjustments to an aggressive Capital Program we have brought to you a balanced budget that provides opportunities for future cost savings. If such efforts are successfully implemented and built upon, they may allow for a continuation of future smaller incremental tax increases as desired by most that relate favorably to the high level of services provided our residents.

The 2013 Budget in Summary

The proposed budget for 2013, including the Capital Improvements Program, results in an annual surplus of \$175 thousand. While very minimally acceptable, this surplus also doesn't assist in making any headway towards reaching the operating reserve goals of \$20 million set with the adoption of the City's financial policies in April of 2009. This is due, in large part, to the continued weakness in the economy, as well as increased costs for retiree pension, health care and costs associated with the landlord lawsuit that finally played out in August. Likewise, costs

associated with the elimination of positions (severance, etc.) throughout this year, while providing a higher level of benefit in future years, will be funded during 2012 and 2013. On a brighter note, 2013 may be favorably impacted by initiatives such as our agreement with the University of Delaware, efficiency improvements, smart meters and other such actions in order to achieve a larger surplus.

The major components of the consolidated budget are as follows:

	<u>2012</u>	<u>2013</u>	<u>Percent Increase (Decrease)</u>
Operating Budget	\$ 33,716,515	\$ 33,789,662	0.2%
Capital Budget	3,969,156	4,059,955	2.3
Debt Service	1,473,535	1,473,703	0.0
Unappropriated Surplus	<u>444,671</u>	<u>174,814</u>	<u>(60.7)</u>
Total	<u>\$ 39,603,877</u>	<u>\$ 39,498,134</u>	<u>-0.3%</u>

Within the operating budget revenues decrease .3% to \$39.5 million. Utility contributions are down .3% from the 2012 budget. Electric contributions are down .63% due to changes in the RSA purchase cost and gross margin adjustments. These adjustments together meet the provisions of the Governor's MOU that calls for a 10% decrease in electric rates calculated from the 2011 base rates. Water utility contributions are up 2.3% as a result of the water rate increase effective July 2013 as they will be enacted if our PILOT efforts are unsuccessful. Sewer contributions are down 6.3% due to a decrease in sewer volumes with no rate increase.

Property taxes increase 5.3%, or \$274 thousand, reflecting a proposed 1.5% (one cent) tax rate increase and some growth in the tax base. This increase is offset by decreases in other revenue sources. Fines are down 6.6%, or \$147 thousand, mostly due to the decrease in Red Light Camera revenue. Commercial Refuse revenue decreases \$145 thousand based on actual experiences in 2012 not the 2012 budgeted figure with anticipation of the elimination of this service.

Operating expenses increase .2% to \$33.8 million. Personnel expenses increase .1%, or \$24 thousand. This modest increase is a result of increases in wages, pension and other post employment benefits (OPEB) costs. Operational changes that include combining the Public Works and Water & Wastewater Departments into one department, now recognized as the Public Works and Water Resources Department and the reorganization of the City Manager's Office helped to moderate this increase. Expenses for materials and supplies decrease 4.8%, or \$101 thousand, as a result of some cost cutting measures implemented by some divisions. Contractual expenses increase 5.2%, or \$280 thousand.

The net capital improvements program for next year is \$4.06 million, an increase of \$91 thousand from 2012. The program reflects increased investment in the Water infrastructure and the completion of the Curtis Mill Park and a \$1.350 million street program (including the Cherry Hill Manor service roads). The Capital Program for 2013-2017 was approved by City Council on

October 8, 2012. Please note that this budget submission includes a change in the Capital Program of \$13,200 that is needed to fund increased costs for configuration of the City View portal and mobile interface.

As mentioned earlier, the annual surplus is projected to be \$175 thousand. To achieve the City's operating reserve goals established by Council, the annual operating surplus will need to be higher in the coming years. An annual operating surplus of \$3 to \$4 million is required to meet the goals within a five year time frame. Our long-term cash balance goal tops out at \$30 million. The forecasted cash balance at the end of 2013 is \$24.4 million, a decline of \$209 thousand from 2012.

2013 Budget in Detail

Operating Revenues

	<u>2012</u>	<u>2013</u>	<u>Percent Increase (Decrease)</u>
Net Utility Revenue	\$ 24,069,578	\$ 23,996,663	-0.3%
Property Tax	5,184,098	5,458,058	5.3
Realty Transfer Tax	1,100,000	1,100,000	0.0
Other Taxes and Fees	419,500	444,595	6.0
Fines	2,234,400	2,087,469	(6.6)
Permits & Licenses	1,616,900	1,658,339	2.6
Park Fees	541,000	563,904	4.2
Commercial Refuse	224,000	23,000	(89.7)
Parking	2,271,790	2,166,484	(4.6)
Investment Income	173,000	241,590	39.6
Subventions	211,500	211,500	0.0
Other Revenue	<u>1,558,111</u>	<u>1,546,532</u>	<u>(0.7)</u>
Total	<u>\$ 39,603,877</u>	<u>\$ 39,498,134</u>	<u>-0.3%</u>

Utility contributions of \$23.9 million are slightly down from the 2012 budget. The electric utility is expected to return about an 18% margin. However, the dollar amount of return is down due to lower wholesale power costs and requirements to comply with the 10% rate reduction per the Governor's MOU. The Water utility will increase rates 5% effective July 1, 2013 unless efforts to include Newark in allocations for payments in lieu of taxes (PILOT) are successful. Additionally, although the expected increase to the Water revenue is \$199 thousand, the anticipated return is down to 10.6% from 18.3% in 2012. This is the result of increased operating expenses related to the transfer of the Stormwater utility to the Water Fund and increased investment in capital projects. The sewer utility is expected to achieve a return of 23.6%. Please note that our sewer rates may need to be adjusted in July of 2013 to account for changes to New Castle County sewer rates. This potential change is not included in the proposed budget.

As discussed above, the budget proposes to increase the tax rate by 1.5% (equal to one cent) on July 1, 2013. Note that only half of the annualized increase is recognized in the budget year 2013. As a consequence, the increase in property tax revenues resulting from the rate change is \$41 thousand, the other \$233 thousand is the result of a modest increase in tax base and the additional revenue realized from the July 1, 2012 rate increase.

Please note again that fine revenue is budgeted to decrease 6.6% due to the drop in Red Light Camera revenues. This is typical as motorists' awareness of the cameras increases, the revenue from fines decreases. Commercial Refuse revenue decreases 89.7% as a result of the elimination of the program assuming the favorable receipt of bids to outsource or modify service to our condo and townhouse communities. This change will result in a net salary reduction of \$22 thousand in 2013 (allowing for severance costs if necessary) and greater savings in future years including reduction of equipment and its maintenance and benefits. This move is predicated on the steady decline of commercial customers (to date 38% - from 73 to 45) and the revenues derived from providing the service. One would assume that our cost to provide this service is higher than that of the private sector. Parking lot and parking meter revenues are expected to decrease 4.6%, more closely reflecting current year experience. Additionally, rental license revenues will decrease by \$204 thousand in association with the Landlord case.

Investment and Interest income increase 39.6%, or \$69 thousand.

Operating Expenses

Operating expenses are projected to increase by .2% to \$33.8 million next year:

	<u>2012</u>	<u>2013</u>	<u>Percent Increase (Decrease)</u>
Personnel Services	\$ 24,693,191	\$ 24,716,830	0.1%
Materials & Supplies	2,107,457	2,006,199	(4.8)
Contractual Services	5,410,547	5,690,644	5.2
Equipment Depreciation	1,187,810	1,109,840	(6.6)
Other Expenses	<u>317,510</u>	<u>266,149</u>	<u>(16.2)</u>
Total	<u>\$ 33,716,515</u>	<u>\$ 33,789,662</u>	<u>0.2%</u>

Personnel expenses, comprised of wages and benefits, increase .1% overall. While these budgets include increases in wages reflecting contractual commitments, pension, and other post employment benefit costs, overall increase is minimal due to operational changes, staff reassignments and reductions. The salary only savings resulting from the reorganizations is \$125 thousand for 2013. Our overall headcount decreases by 5.5 full-time equivalent positions. The benefits component of our personnel expense increases 1.7%. Health care rates are projected to increase 5%. However, due to staff changes, cost to the City is projected to increase by only 3.7%. The pension contribution increases 7.45%, or \$181 thousand. This increase was anticipated and noted on the 2012 budget message. The OPEB trust decreases 12.6% to \$853 thousand as a result of changes in actuarial assumptions.

As mentioned earlier, Materials and Supplies decrease 4.8%, or \$101 thousand, as a result of cost cutting measures implemented by some departments, including the divisions of Water, Streets and Information Technology.

Contractual Services increase 5.2%, or \$280 thousand, reflecting inflationary pressures as well as more costs for legal fees, IT resources, tree cutting services, and our two-year contractual obligation of \$125,000 a year in association with the Newark Train Station Tiger grant. The increase in legal fees is related to recent litigation experience and desire to more accurately fund this line item. The increased IT costs result from higher maintenance contract payments related to system and program enhancements for utility billing, tax and lien billing, Munis accounting software, online parking, and server maintenance.

Depreciation expenses decrease 6.6%. The City's equipment purchases have decreased some over the last few years and a majority of our equipment is now fully depreciated. This should be expected to increase in the coming years but be offset to some extent by efficiency measures.

The Capital Improvements Program

Gross capital expenditures for 2013 total \$6.4 million. Of this amount, \$4.0 million will come from current resources. Other funding will be provided by the use of capital and equipment replacement reserves and grants. In terms of the use of current resources, this represents an increase of \$91 thousand from 2012.

<u>Expenditures</u>	<u>2012</u>	<u>2013</u>
Electric Fund	\$920,787	\$909,000
Water Fund	\$1,130,500	\$1,364,600
Sewer Fund	\$250,000	\$160,000
Public Works-Gen. Fd.	\$2,334,500	\$2,325,500
Public Works-Maint Fund	\$88,000	\$45,000
Police Department	\$284,880	\$154,000
Parks & Recreation Dept.	\$841,580	\$1,070,000
Parking Fund	\$3,460,247	\$0
Other Departments	\$248,350	\$361,455
	<u>\$9,558,844</u>	<u>\$6,389,555</u>
Gross Capital Expenditures	<u>\$9,558,844</u>	<u>\$6,389,555</u>

Funding Sources

Gross Capital Improvements	\$9,558,844	\$6,389,555
Less: Use of Reserves	(\$68,000)	(\$428,000)
Equipment Replacement	(\$630,554)	(\$1,106,600)
Grants/Other Sources	(\$4,751,847)	(\$795,000)
Bond Issues	(\$139,287)	\$0
	<u>\$3,969,156</u>	<u>\$4,059,955</u>
Net Capital Expenditures	<u>\$3,969,156</u>	<u>\$4,059,955</u>

Again, the above includes an increase of \$13,200 for the CityView portal that was not part of the previously approved Capital Program. For all other detail on the 2013 program, please refer to the budget document approved by Council on October 8, 2012.

Fund by Fund Commentary

General Fund

The General Fund, in which the typical municipal services are accounted for, remains dependent on transfers from the Enterprise Funds to maintain a positive fund balance. A continued effort to reduce this reliance will need to remain a priority so that fluctuations of enterprise fund revenues have less of an impact on funding the fundamental services we provide our citizens. It is important to recognize that absent these transfers, the General Fund would currently experience a nearly \$8 million operating deficit in 2013.

Other Governmental Funds

Other governmental funds include the Street Fund, Capital Fund, various grant and miscellaneous funds. The Street Fund is used to budget and account for the City's street maintenance program. All capital projects associated with General Fund activities are budgeted and accounted for in the Capital Fund. These two funds are typically supported by transfers from the Enterprise Funds.

Enterprise Funds

The Enterprise Funds are comprised of the Electric, Water, Sewer and Parking Funds. These funds are intended to be self-supporting and also contribute to the General Fund via operating transfers. Stable to lower wholesale power rates are predicted for 2013 and 2014.

The Electric Fund is projected to have a \$9.7 million operating surplus, before transfers to the General Fund in 2013. This is slightly below the target included in the City's financial policies. In 2012, electric rates were adjusted downward, through the Revenue Stabilization Adjustment (RSA), by \$1.33 cents per Kwh. As a result, we returned \$3,596,800 to our customers as of September 30, 2012. Wholesale power costs decreased for the City as the result of purchase contracts entered into by its sole supplier, the Delaware Municipal Electric Corporation (DEMEC).

The Water Fund is projected to have a \$788 thousand operating surplus, before transfers, in 2013. This surplus is 9.4% below the target established by the City's financial policies and is the reason for increases in operating and capital expenditures exceeding the revenue generated by the 5% rate increase on July 1, 2013 unless PILOT efforts are successful. It is anticipated that future rate increases will be necessary to fund needed capital investments in the water utility infrastructure.

The Sewer Fund is projected to have a \$1.39 million operating surplus, before transfers, in 2013 which is above the City's financial goals. This results, in large part, from lower operating and capital expenditures in 2013. As noted previously, there may be a need to adjust sewer rates in

July 2013 should the County sewer rates change. Much like the Water Fund future infrastructure investments may require a higher level of capital funding.

The Parking Fund will experience an operating surplus, before transfers, of \$463 thousand in 2013. Transfers to the General Fund are decreased \$50 thousand from the 2012 budget. As noted earlier, current year experience did not meet budgeted revenues and are down \$105 thousand. There will be a need to increase the fund balance in order to fund needed improvements to downtown parking in the coming years. Some incremental increases may be realized in association with adding evening parking in loading zones. However, a closer look at fees, possibilities for meter automation or even a reduction of expectations for the fund needs to be completed. Certainly we cannot allow the cost of parking to become a deterrent to visiting our Great American Main Street.

Still Competitive

Finally, to put the proposed tax rate in perspective, we compare the rate of 69.61 cents per \$100 of assessed value to other nearby municipalities. The proposed rate is below that of all the comparable towns in northern New Castle County, including Wilmington, New Castle, Elsmere and Newport. Moreover, the City provides refuse collection, snow removal and leaf collection at no additional charge. Typically, residents in the County pay about \$360 per year for refuse collection alone, in addition to their property taxes. Clearly Newark continues to remain very competitive and to quote one of our residents in a recent letter “is a nice little town” to boot! More effort will be made to share just how nice in the coming year. We will be supported in this effort by our involvement with the Greater Newark Economic Development Partnership and its first year launch of our brand Greater Newark – It All Adds Up!

Moving Forward

While future budgets will likely continue to be impacted by stable revenues our commitment to the evaluation of service levels, future benefits and efficiencies should begin to provide some relief. Additionally, tax base growth initiatives through the varied and extensive economic development efforts underway should in time have a positive impact on our revenue base. Further engagement with existing companies that are doing great work right here in Newark will also be initiated and celebrated to further drive home the fact that Newark is a great place for business.

Budget Presentation and Schedule

The 2013 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division.

The following schedule for processing the 2013 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council	November 5, 2012
Public Hearing	November 12, 2012
Adoption*	November 26, 2012

*Council may, at its discretion, adopt the budget immediately after the public hearing on November 12, 2012.

* * *

The preparation and compilation of the 2013 Operating Budget was the result of much hard work and tough/necessary decisions by many involved. In particular, the Finance Department including Finance Director Robert Uyttebroek, Assistant Finance Director Wilma Garriz, Accountant Jim Smith, and many other members of the Finance Department did an excellent job coordinating the preparation of this document. Likewise, our directors should be commended for thoroughly evaluating the needs of their departments for the coming year. I also thank Assistant to the City Manager Charles Zusag for his role in preparing personnel related figures in association with extensive departmental modifications.

Respectfully submitted,



Carol S. Houck
City Manager

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

SUMMARY SECTION

Presented to Council November 12, 2012

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE FROM 2012 BUDGET
	2008	2009	2010	2011	2012	2013	
Revenue							
Utilities Contributions	\$18,599,403	\$17,954,183	\$24,729,516	\$23,935,341	\$24,069,578	\$23,996,663	-0.3%
Property and Realty Taxes	7,511,798	5,949,963	6,205,974	6,412,978	6,703,598	7,002,653	4.5%
Property Tax Rate	\$0.5333	\$0.5558	\$0.5558	\$0.6458	\$0.6858	\$0.6961	1.5%
Fees for Service	5,416,395	5,416,820	7,036,096	7,306,168	6,888,090	6,499,196	-5.6%
Intergovernmental Revenue	1,072,842	1,220,088	1,586,092	1,482,360	1,398,974	1,341,403	-4.1%
Other Revenue	1,012,279	715,717	972,307	1,454,343	543,637	658,219	21.1%
Total Operating Revenue	\$33,612,717	\$31,256,771	\$40,529,985	\$40,591,190	\$39,603,877	\$39,498,134	-0.3%
Expenditures							
Personnel Services	\$21,214,472	\$22,044,421	\$22,953,786	\$24,271,551	\$24,693,191	\$24,716,830	0.1%
Materials and Supplies	1,943,650	1,890,583	1,884,014	1,934,340	2,107,457	2,006,199	-4.8%
Contractual Services	4,022,279	3,636,116	4,351,758	5,655,170	5,410,547	5,690,644	5.2%
Equipment Depreciation	982,221	1,036,738	1,200,636	1,083,434	1,187,810	1,109,840	-6.6%
Other Expenses	273,601	315,928	229,021	269,417	317,510	266,149	-16.2%
Total Operating Expenses	\$28,436,223	\$28,923,786	\$30,619,215	\$33,213,912	\$33,716,515	\$33,789,662	0.2%
Capital Improvements							
Gross Capital Improvements	\$6,108,806	\$3,985,368	\$3,558,180	\$8,895,490	\$9,558,844	\$6,389,555	-33.2%
Less: Use of Reserves	(3,552,007)	(1,487,303)	(525,634)	(2,038,186)	(68,000)	(428,000)	529.4%
Equipment Replacement	(546,913)	(486,233)	(652,591)	(971,278)	(630,554)	(1,106,600)	75.5%
Grants	(568,264)	(573,382)	(1,514,952)	(2,155,378)	(1,247,600)	(795,000)	-36.3%
Bond Issues	-	(147,800)	-	(5,861)	(139,287)	-	-100.0%
Other Sources	(50,000)	-	-	-	(3,504,247)	-	-100.0%
Net Capital Improvements	\$1,391,622	\$1,290,650	\$865,003	\$3,724,787	\$3,969,156	\$4,059,955	2.3%
Debt Service	\$1,965,622	\$1,965,622	\$1,739,140	\$2,221,509	\$1,473,535	\$1,473,703	0.0%
Net Current Surplus	1,819,250	(923,287)	7,306,627	1,430,982	444,671	174,814	-60.7%
TOTAL EXPENDITURES AND SURPLUS	\$33,612,717	\$31,256,771	\$40,529,985	\$40,591,190	\$39,603,877	\$39,498,134	-0.3%

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
	2008	2009	2010	2011	2012	2013	FROM 2012 BUDGET
Utility Revenue							
Electric	\$53,309,275	\$50,805,537	\$57,694,111	\$56,106,084	\$53,646,838	\$52,339,939	-2.4%
Water	4,285,440	4,876,156	6,275,547	6,171,217	7,082,000	7,245,854	2.3%
Sewer	4,533,899	4,167,866	5,526,529	5,629,012	5,944,005	5,832,611	-1.9%
Total Revenue	\$62,128,614	\$59,849,559	\$69,496,187	\$67,906,313	\$66,672,843	\$65,418,404	-1.9%
Less: Utilities Purchased	43,529,211	41,895,376	44,766,671	43,970,972	42,603,265	41,421,741	-2.8%
Total Utility Contributions	\$18,599,403	\$17,954,183	\$24,729,516	\$23,935,341	\$24,069,578	\$23,996,663	-0.3%
Tax Revenue							
Realty Transfer Tax	\$2,764,929	\$1,000,710	\$969,617	\$988,807	\$1,100,000	\$1,100,000	0.0%
Property Tax	4,317,593	4,510,410	4,785,192	4,998,395	5,184,098	5,458,058	5.3%
Penalties	23,773	66,026	64,616	25,816	51,200	51,200	0.0%
Emergency Communication Fees	60,329	-	-	-	-	-	0.0%
Franchise Tax	345,174	372,817	386,549	399,960	368,300	393,395	6.8%
Total	\$7,511,798	\$5,949,963	\$6,205,974	\$6,412,978	\$6,703,598	\$7,002,653	4.5%
Fees for Service							
Fines	\$1,828,571	\$1,968,186	\$2,239,742	\$2,391,969	\$2,234,400	\$2,087,469	-6.6%
Business License Fees	148,934	150,016	152,078	131,124	125,400	144,839	15.5%
Permits and Licenses	1,311,508	1,172,372	2,126,960	1,866,987	1,491,500	1,513,500	1.5%
Park Fees	614,836	609,299	522,701	538,444	541,000	563,904	4.2%
Commercial Refuse & Transfer Sta.	202,812	23,869	178,467	222,645	224,000	23,000	-89.7%
Parking Lots	807,394	892,380	1,100,800	1,379,655	1,337,790	1,301,484	-2.7%
Parking Meters	502,340	600,698	715,348	775,344	934,000	865,000	-7.4%
Total	\$5,416,395	\$5,416,820	\$7,036,096	\$7,306,168	\$6,888,090	\$6,499,196	-5.6%
Intergovernmental Revenue							
Subventions	\$204,000	\$204,000	\$204,000	\$207,125	\$211,500	\$211,500	0.0%
Local School District	42,380	45,790	55,291	64,256	66,535	69,666	4.7%
Municipal Street Aid	562,612	23,521	-	-	-	-	0.0%
Unicity Bus	137,150	139,200	139,200	141,290	139,200	143,380	3.0%
Community Development Block Grants	-	250,428	352,997	370,948	396,139	329,513	-16.8%
Law Enforcement Grants-Special Fund	-	455,148	566,261	537,721	500,300	502,344	0.4%
Miscellaneous Grants and Contributions	126,700	102,001	268,343	161,020	85,300	85,000	-0.4%
Total	\$1,072,842	\$1,220,088	\$1,586,092	\$1,482,360	\$1,398,974	\$1,341,403	-4.1%
Other Revenue							
Interest Received	\$612,853	\$334,448	\$273,584	\$293,705	\$173,000	\$241,590	39.6%
Miscellaneous	169,126	235,833	528,765	1,001,455	237,347	244,629	3.1%
Reimbursable Overtime	212,361	134,527	162,280	143,424	126,290	165,000	30.7%
Assessments	17,939	10,909	7,678	15,759	7,000	7,000	0.0%
Total	\$1,012,279	\$715,717	\$972,307	\$1,454,343	\$543,637	\$658,219	21.1%
TOTAL OPERATING REVENUE	\$33,612,717	\$31,256,771	\$40,529,985	\$40,591,190	\$39,603,877	\$39,498,134	-0.3%

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	BUDGET 2013	CHANGE FROM 2012 BUDGET
Electric Department	\$3,447,573	\$3,806,413	\$4,509,279	\$4,934,215	\$4,992,488	\$5,151,863	3.2%
Water Department	3,035,845	2,855,416	3,089,390	3,440,977	3,596,297	3,993,525	11.0%
Sewer Department	300,729	342,819	536,236	556,884	628,421	640,299	1.9%
Refuse Division	2,359,985	2,229,564	2,302,888	2,670,310	2,687,285	2,278,527	-15.2%
Street Division	1,853,823	1,760,955	1,808,959	1,912,527	2,047,240	1,748,687	-14.6%
Engineering Division	1,009,077	1,037,801	1,001,750	1,077,064	1,131,099	599,112	-47.0%
Code Enforcement Division	1,114,025	1,132,521	1,034,343	1,122,729	1,129,356	1,103,758	-2.3%
Police Department	8,793,024	8,963,982	9,676,852	10,197,195	9,985,692	10,723,720	7.4%
Finance Department	721,359	799,780	911,490	306,084	359,289	373,671	4.0%
Planning Department	823,487	846,396	759,708	899,759	915,789	950,623	3.8%
Municipal Parking	640,484	703,807	719,714	796,075	822,988	859,604	4.4%
Administration Department	900,955	911,648	629,257	720,894	717,113	652,968	-8.9%
Legislative Department	1,404,402	926,115	901,293	1,179,999	1,012,427	1,102,365	8.9%
Alderman's Court	368,687	383,556	382,850	417,243	424,295	397,199	-6.4%
Parks and Recreation	2,611,368	2,556,316	2,554,260	2,724,762	2,740,392	2,673,359	-2.4%
Community Development	-	172,939	297,376	320,754	366,139	329,513	-10.0%
Law Enforcement Fund	-	261,784	256,805	286,167	428,765	458,181	6.9%
Debt Service Fund	-	-	-	22,189	-	-	0.0%
Special Parks Fund	-	10,549	11,923	10,741	17,500	16,975	-3.0%
Self Insurance Fund	-	42,725	86,942	169,014	245,000	245,000	0.0%
OPEB Fund Expenses	-	-	-	280,330	280,540	298,513	6.4%
Less: Inter-Dept. Electric Sales	(948,600)	(821,300)	(852,100)	(832,000)	(811,600)	(807,800)	-0.5%
TOTAL OPERATING EXPENDITURES	\$28,436,223	\$28,923,786	\$30,619,215	\$33,213,912	\$33,716,515	\$33,789,662	0.2%

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2013	<u>\$ 1,231,494</u>	<u>\$ 8,463,505</u>	<u>\$ 57,084,858</u>	<u>\$ 2,082,418</u>	<u>\$ 68,862,275</u>
Revenue					
Utility Sales	\$ -	\$ -	\$ 65,055,216	\$ -	\$ 65,055,216
Utility Purchases	-	-	(41,421,741)	-	(41,421,741)
Utility Gross Margin	\$ -	\$ -	\$ 23,633,475	\$ -	\$ 23,633,475
Utility Other Service Revenue	-	-	363,188	-	363,188
Utilities Contributions	\$ -	\$ -	\$ 23,996,663	\$ -	\$ 23,996,663
Tax Revenue & Emergency Communication Fees	7,000,353	-	2,300	-	7,002,653
Fees for Service	5,197,712	-	1,301,484	-	6,499,196
Intergovernmental Revenue	494,546	846,857	-	-	1,341,403
Other Revenue	280,099	63,860	305,190	9,070	658,219
Total Operating Revenue	<u>\$ 12,972,710</u>	<u>\$ 910,717</u>	<u>\$ 25,605,637</u>	<u>\$ 9,070</u>	<u>\$ 39,498,134</u>
Expenditures					
Personnel Services	\$ 17,278,926	\$ 1,298,142	\$ 5,450,005	\$ 689,757	\$ 24,716,830
Materials and Supplies	518,848	178,867	549,284	759,200	2,006,199
Contractual Services	2,870,645	406,349	1,867,879	545,771	5,690,644
Equipment Depreciation	629,140	94,200	382,500	4,000	1,109,840
Other Expenses	125,222	5,771	132,956	2,200	266,149
Inter-Dept Charges	(567,478)	570,027	1,454,866	(1,457,415)	-
Total Operating Expenses	<u>\$ 20,855,303</u>	<u>\$ 2,553,356</u>	<u>\$ 9,837,490</u>	<u>\$ 543,513</u>	<u>\$ 33,789,662</u>
Capital Improvements					
Gross Capital Improvements	\$ -	\$ 3,910,955	\$ 2,433,600	\$ 45,000	\$ 6,389,555
Less: Addition (Use) of Reserves	-	(428,000)	-	-	(428,000)
Equipment Replacement	-	(871,500)	(235,100)	-	(1,106,600)
Grants	-	(795,000)	-	-	(795,000)
Bond Issues	-	-	-	-	-
Other Sources	-	-	-	-	-
Net Capital Improvements	<u>\$ -</u>	<u>\$ 1,816,455</u>	<u>\$ 2,198,500</u>	<u>\$ 45,000</u>	<u>\$ 4,059,955</u>
Debt Service	\$ -	\$ 199,143	\$ 1,274,560	\$ -	\$ 1,473,703
Net Transfers	7,909,439	3,711,118	(12,200,000)	579,443	-
Net Current Surplus	26,846	52,881	95,087	-	174,814
Total Expenditures and Surplus	<u>\$ 20,882,149</u>	<u>\$ 4,621,835</u>	<u>\$ 13,405,637</u>	<u>\$ 588,513</u>	<u>\$ 39,498,134</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ (1,299,500)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,299,500)</u>
Budgeted Fund Balance - December 31, 2013	<u>\$ 1,258,340</u>	<u>\$ 7,216,886</u>	<u>\$ 57,179,945</u>	<u>\$ 2,082,418</u>	<u>\$ 67,737,589</u>
Projected Cash Balance - January 1, 2013	\$ 2,690,108	\$ 7,369,944	\$ 12,775,934	\$ 1,769,660	\$ 24,605,646
Net Current Surplus	26,846	52,881	95,087	-	174,814
Real Estate Tax Collections	40,688	-	-	-	40,688
Capital Projects Paid From Reserves	-	(1,299,500)	(235,100)	-	(1,534,600)
Non-Cash Items:					
Depreciation	629,140	94,200	382,500	4,000	1,109,840
Budgeted Cash Balance - December 31, 2013	<u>\$ 3,386,782</u>	<u>\$ 6,217,525</u>	<u>\$ 13,018,421</u>	<u>\$ 1,773,660</u>	<u>\$ 24,396,388</u>

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	STREET FUND	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND
Projected Fund Balance - January 1, 2013	<u>\$ 258,133</u>	<u>\$ -</u>	<u>\$ 328,084</u>
Revenue			
Utility Sales	\$ -	\$ -	\$ -
Utility Purchases	-	-	-
Utility Gross Margin	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Utility Other Service Revenue	-	-	-
Utilities Contributions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	-	329,513	502,344
Other Revenue	<u>600</u>	<u>-</u>	<u>10</u>
Total Operating Revenue	<u>\$ 600</u>	<u>\$ 329,513</u>	<u>\$ 502,354</u>
Expenditures			
Personnel Services	\$ 881,002	\$ 32,003	\$ 383,876
Materials and Supplies	127,500	-	40,600
Contractual Services	75,958	295,910	31,280
Equipment Depreciation	94,200	-	-
Other Expenses	-	1,600	2,425
Inter-Dept Charges	<u>570,027</u>	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>\$ 1,748,687</u>	<u>\$ 329,513</u>	<u>\$ 458,181</u>
Capital Improvements			
Gross Capital Improvements	\$ -	\$ 30,000	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	-	(30,000)	-
Bond Issues	-	-	-
Other Sources	<u>-</u>	<u>-</u>	<u>-</u>
Net Capital Improvements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -
Net Transfers	1,755,000	-	-
Net Current Surplus	<u>6,913</u>	<u>-</u>	<u>44,173</u>
Total Expenditures and Surplus	<u>\$ 1,755,600</u>	<u>\$ 329,513</u>	<u>\$ 502,354</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2013	<u>\$ 265,046</u>	<u>\$ -</u>	<u>\$ 372,257</u>
Projected Cash Balance - January 1, 2013	\$ 580,932	\$ 15,746	\$ 245,390
Net Current Surplus	6,913	-	44,173
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	<u>94,200</u>	<u>-</u>	<u>-</u>
Budgeted Cash Balance - December 31, 2013	<u>\$ 682,045</u>	<u>\$ 15,746</u>	<u>\$ 289,563</u>

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

	PARKS SPECIAL FUND	DEBT SERVICE FUND	CAPITAL FUND	TOTALS
Projected Fund Balance - January 1, 2013	<u>\$ 175,667</u>	<u>\$ 54,737</u>	<u>\$ 7,646,884</u>	<u>\$ 8,463,505</u>
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Purchases	-	-	-	-
Utility Gross Margin	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	15,000	-	-	846,857
Other Revenue	<u>-</u>	<u>-</u>	<u>63,250</u>	<u>63,860</u>
Total Operating Revenue	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 63,250</u>	<u>\$ 910,717</u>
Expenditures				
Personnel Services	\$ 1,261	\$ -	\$ -	\$ 1,298,142
Materials and Supplies	10,767	-	-	178,867
Contractual Services	3,201	-	-	406,349
Equipment Depreciation	-	-	-	94,200
Other Expenses	1,746	-	-	5,771
Inter-Dept Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>570,027</u>
Total Operating Expenses	<u>\$ 16,975</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,553,356</u>
Capital Improvements				
Gross Capital Improvements	\$ -	\$ -	\$ 3,880,955	\$ 3,910,955
Less: Addition (Use) of Reserves	-	-	(428,000)	(428,000)
Equipment Replacement	-	-	(871,500)	(871,500)
Grants	-	-	(765,000)	(795,000)
Bond Issues	-	-	-	-
Other Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Capital Improvements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,816,455</u>	<u>\$ 1,816,455</u>
Debt Service	\$ -	\$ 199,143	\$ -	\$ 199,143
Net Transfers	1,975	199,143	1,755,000	3,711,118
Net Current Surplus	<u>-</u>	<u>-</u>	<u>1,795</u>	<u>52,881</u>
Total Expenditures and Surplus	<u>\$ 16,975</u>	<u>\$ 199,143</u>	<u>\$ 1,818,250</u>	<u>\$ 4,621,835</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,299,500)</u>	<u>\$ (1,299,500)</u>
Budgeted Fund Balance - December 31, 2013	<u>\$ 175,667</u>	<u>\$ 54,737</u>	<u>\$ 6,349,179</u>	<u>\$ 7,216,886</u>
Projected Cash Balance - January 1, 2013	\$ 177,636	\$ 54,737	\$ 6,295,503	\$ 7,369,944
Net Current Surplus	-	-	1,795	52,881
Capital Projects Paid From Reserves	-	-	(1,299,500)	(1,299,500)
Non-Cash Items:				
Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>94,200</u>
Budgeted Cash Balance - December 31, 2013	<u>\$ 177,636</u>	<u>\$ 54,737</u>	<u>\$ 4,997,798</u>	<u>\$ 6,217,525</u>

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2013	<u>\$ 19,646,390</u>	<u>\$ 23,311,856</u>	<u>\$ 10,869,187</u>	<u>\$ 3,257,425</u>	<u>\$ 57,084,858</u>
Revenue					
Utility Sales	\$ 52,052,986	\$ 7,193,171	\$ 5,809,059	\$ -	\$ 65,055,216
Utility Purchases	(37,722,321)	(20,000)	(3,679,420)	-	(41,421,741)
Utility Gross Margin	\$ 14,330,665	\$ 7,173,171	\$ 2,129,639	\$ -	\$ 23,633,475
Utility Other Service Revenue	286,953	52,683	23,552	-	363,188
Utilities Contributions	\$ 14,617,618	\$ 7,225,854	\$ 2,153,191	\$ -	\$ 23,996,663
Tax Revenue & Emergency Communication Fees	2,300	-	-	-	2,300
Fees for Service	-	-	-	1,301,484	1,301,484
Intergovernmental Revenue	-	-	-	-	-
Other Revenue	86,803	169,698	27,530	21,159	305,190
Total Operating Revenue	<u>\$ 14,706,721</u>	<u>\$ 7,395,552</u>	<u>\$ 2,180,721</u>	<u>\$ 1,322,643</u>	<u>\$ 25,605,637</u>
Expenditures					
Personnel Services	\$ 2,585,181	\$ 2,146,250	\$ 175,698	\$ 542,876	\$ 5,450,005
Materials and Supplies	199,765	288,900	20,100	40,519	549,284
Contractual Services	889,099	642,043	171,716	165,021	1,867,879
Equipment Depreciation	200,000	129,000	36,500	17,000	382,500
Other Expenses	122,912	7,650	200	2,194	132,956
Inter-Dept Charges	347,106	779,682	236,084	91,994	1,454,866
Total Operating Expenses	<u>\$ 4,344,063</u>	<u>\$ 3,993,525</u>	<u>\$ 640,298</u>	<u>\$ 859,604</u>	<u>\$ 9,837,490</u>
Capital Improvements					
Gross Capital Improvements	\$ 909,000	\$ 1,364,600	\$ 160,000	\$ -	\$ 2,433,600
Less: Use of Reserves	-	-	-	-	-
Equipment Replacement	(210,000)	(25,100)	-	-	(235,100)
Grants	-	-	-	-	-
Bond Issues	-	-	-	-	-
Other Sources	-	-	-	-	-
Net Capital Improvements	<u>\$ 699,000</u>	<u>\$ 1,339,500</u>	<u>\$ 160,000</u>	<u>\$ -</u>	<u>\$ 2,198,500</u>
Debt Service	\$ -	\$ 1,274,560	\$ -	\$ -	\$ 1,274,560
Net Transfers	(9,650,000)	(750,000)	(1,350,000)	(450,000)	(12,200,000)
Net Current Surplus	13,658	37,967	30,423	13,039	95,087
Total Expenditures and Surplus	<u>\$ 5,056,721</u>	<u>\$ 6,645,552</u>	<u>\$ 830,721</u>	<u>\$ 872,643</u>	<u>\$ 13,405,637</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2013	<u>\$ 19,660,048</u>	<u>\$ 23,349,823</u>	<u>\$ 10,899,610</u>	<u>\$ 3,270,464</u>	<u>\$ 57,179,945</u>
Projected Cash Balance - January 1, 2013	\$ 6,238,009	\$ 1,914,110	\$ 2,648,019	\$ 1,975,796	\$ 12,775,934
Net Current Surplus	13,658	37,967	30,423	13,039	95,087
Capital Projects Paid From Reserves	(210,000)	(25,100)	0	-	(235,100)
Non-Cash Items:					
Depreciation	200,000	129,000	36,500	17,000	382,500
Budgeted Cash Balance - December 31, 2013	<u>\$ 6,241,667</u>	<u>\$ 2,055,977</u>	<u>\$ 2,714,942</u>	<u>\$ 2,005,835</u>	<u>\$ 13,018,421</u>

CITY OF NEWARK, DELAWARE
2013 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

	INTERNAL SERVICE FUND	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2013	<u>\$ 1,078,828</u>	<u>\$ 1,003,590</u>	<u>\$ -</u>	<u>\$ 2,082,418</u>
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Purchases	-	-	-	-
Utility Gross Margin	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	9,070	-	9,070
Total Operating Revenue	<u>\$ -</u>	<u>\$ 9,070</u>	<u>\$ -</u>	<u>\$ 9,070</u>
Expenditures				
Personnel Services	\$ 396,434	\$ -	\$ 293,323	\$ 689,757
Materials and Supplies	759,200	-	-	759,200
Contractual Services	295,581	245,000	5,190	545,771
Equipment Depreciation	4,000	-	-	4,000
Other Expenses	2,200	-	-	2,200
Inter-Dept Charges	<u>(1,457,415)</u>	<u>-</u>	<u>-</u>	<u>(1,457,415)</u>
Total Operating Expenses	<u>\$ -</u>	<u>\$ 245,000</u>	<u>\$ 298,513</u>	<u>\$ 543,513</u>
Capital Improvements				
Gross Capital Improvements	\$ 45,000	\$ -	\$ -	\$ 45,000
Less: Use of Reserves	-	-	-	-
Equipment Replacement	-	-	-	-
Grants	-	-	-	-
Bond Issues	-	-	-	-
Other Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Capital Improvements	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>
Debt Service	\$ -	\$ -	\$ -	\$ -
Net Transfers	45,000	235,930	298,513	579,443
Net Current Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Surplus	<u>\$ 45,000</u>	<u>\$ 245,000</u>	<u>\$ 298,513</u>	<u>\$ 588,513</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2013	<u>\$ 1,078,828</u>	<u>\$ 1,003,590</u>	<u>\$ -</u>	<u>\$ 2,082,418</u>
Projected Cash Balance - January 1, 2013	\$ 695,419	\$ 1,074,241	\$ -	\$ 1,769,660
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	-	-	-	-
Non-Cash Items:				
Depreciation	<u>4,000</u>	<u>-</u>	<u>-</u>	<u>4,000</u>
Budgeted Cash Balance - December 31, 2013	<u>\$ 699,419</u>	<u>\$ 1,074,241</u>	<u>\$ -</u>	<u>\$ 1,773,660</u>

**CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET - 2013**

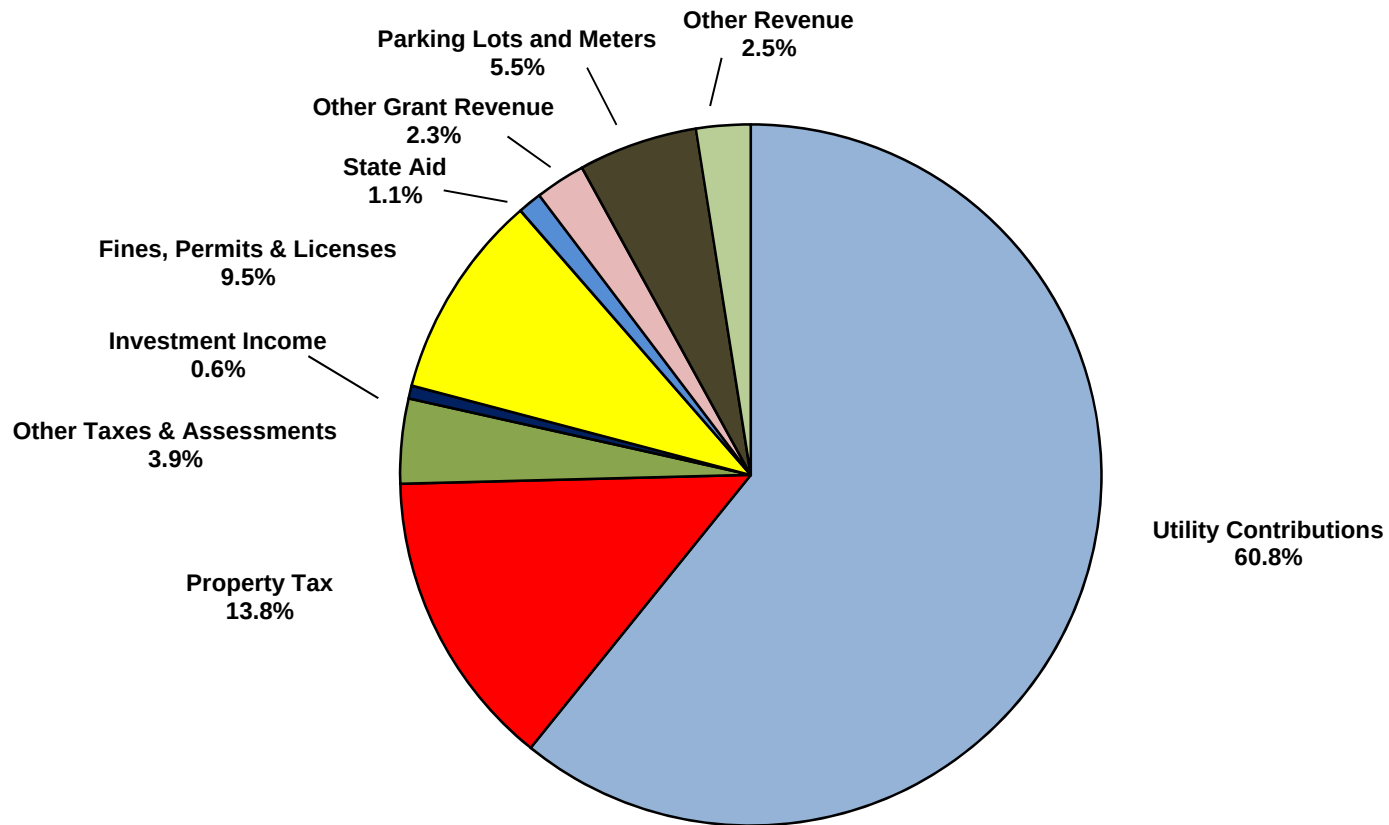
BUDGET AT A GLANCE

	<u>ACTUAL 2011</u>	<u>BUDGET 2012</u>	<u>BUDGET 2013</u>
<u>WHERE IT COMES FROM</u>			
Utility Contributions	59.0%	60.8%	60.8%
Property Tax	12.3%	13.1%	13.8%
Other Taxes and Assessments	3.5%	3.8%	3.9%
Investment Income	0.7%	0.4%	0.6%
Fines, Permits & Licenses	10.8%	9.7%	9.5%
State Aid	1.0%	1.1%	1.1%
Other Grant Revenue	2.6%	2.5%	2.3%
Parking Lots and Meters	5.3%	5.7%	5.5%
Other Revenue	4.7%	2.9%	2.5%
	<u>100%</u>	<u>100%</u>	<u>100%</u>
TOTAL	<u>100%</u>	<u>100%</u>	<u>100%</u>

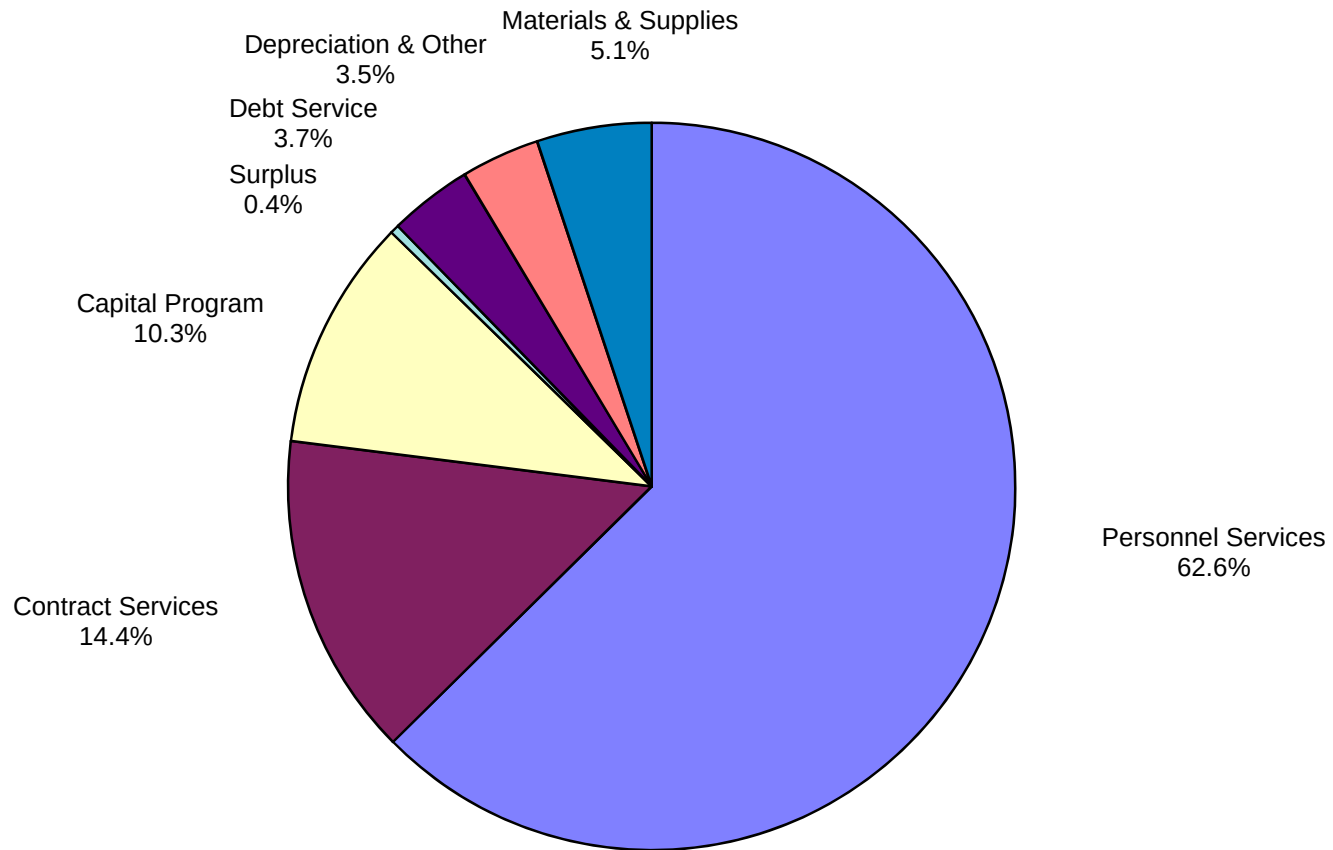
WHERE IT GOES

Personnel Services	59.8%	62.4%	62.6%
Contractual Services	13.9%	13.7%	14.4%
Materials & Supplies	4.8%	5.3%	5.1%
Capital Program	9.2%	10.0%	10.3%
Net Surplus	3.5%	1.1%	0.4%
Debt Service	5.5%	3.7%	3.7%
Equipment Depreciation & Other	3.3%	3.8%	3.5%
	<u>100%</u>	<u>100%</u>	<u>100%</u>
TOTAL	<u>100%</u>	<u>100%</u>	<u>100%</u>

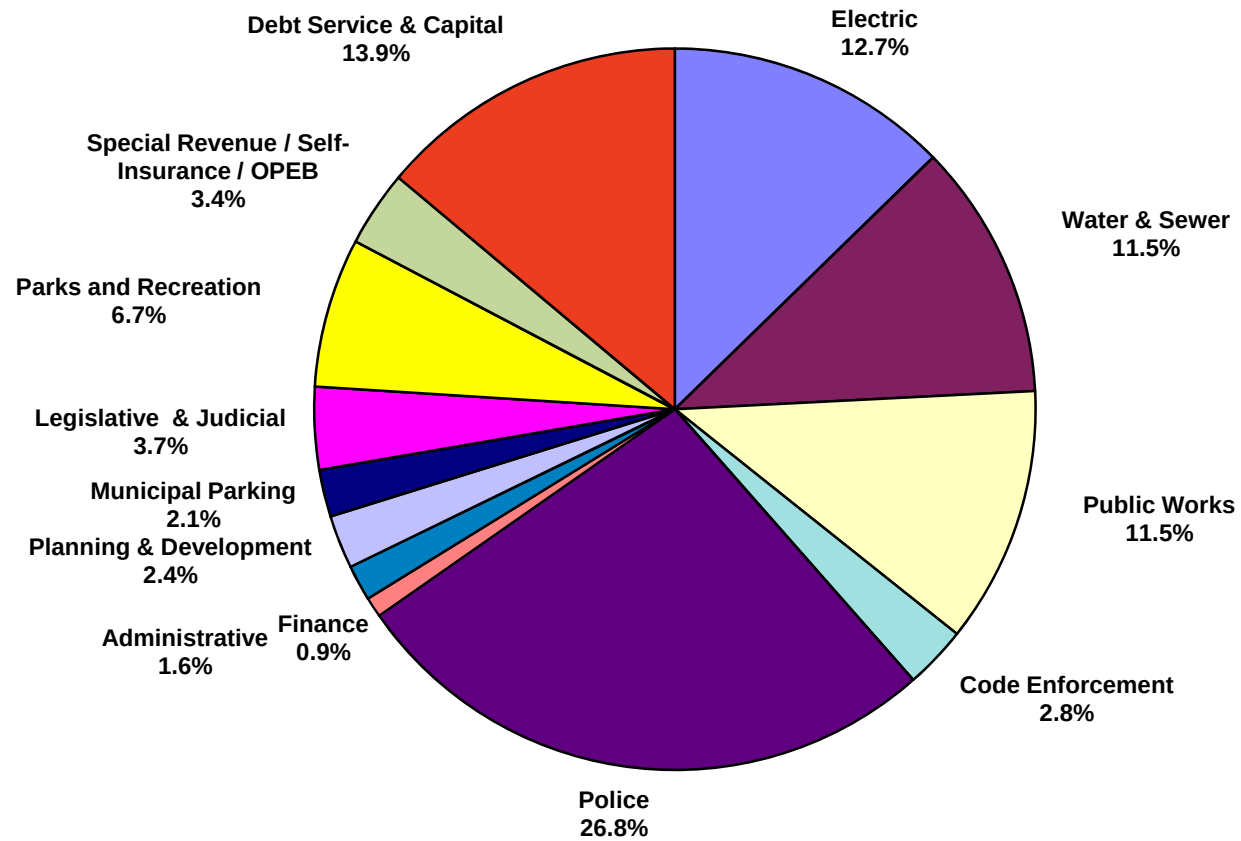
REVENUES BY TYPE 2013 BUDGET



EXPENDITURE BY FUNCTION 2013 BUDGET



EXPENDITURES BY DEPARTMENT 2013 BUDGET



CITY OF NEWARK, DELAWARE

2013 PERSONNEL LEVELS

	2004		2005		2006		2007		2008		2009		2010		2011		2012		2013	
	Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv		Equiv	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Electric	20	-	21	-	21	-	21	-	21	-	21	-	22	-	22	-	22	-	24	-
Water & Sewer	19	-	19	-	19	-	19	-	19	-	19	-	17	-	17	-	17	-	21	-
Sewer	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	2	-	2	-
Refuse	16	-	16	-	15	-	15	-	14	-	13	-	13	-	12	-	12	-	10	-
Street	12	0.5	12	0.5	12	0.5	12	0.5	12	0.5	12	0.5	12	0.5	11	0.5	11	0.5	9	0.5
Maintenance	6	-	6	-	6	-	6	-	6	-	6	-	5	-	5	-	5	-	4	-
Engineering	11	-	11	-	11	-	11	-	11	-	10	0.5	10	0.5	10	-	10	-	5	-
Code Enforcement	11	1.5	11	1.5	11	1.5	11	1.5	11	1.5	11	1.0	10	1.0	10	1.0	9	1.0	9	1.0
Police	77	2.0	76	3.5	81	4.5	81	5.5	81	6.0	86	5.0	83	4.0	86	3.5	86	3.5	84	4.0
Finance	18	1.5	18	1.5	18	1.5	18	1.5	18	1.5	18	1.5	17	1.5	17	1.5	17	1.0	17	1.5
Planning	6	-	6	-	6	-	6	-	6	-	6	-	4	0.5	4	-	4	-	4	-
Parking	3	0.5	3	0.5	3	0.5	3	0.5	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5
Administration	5	0.5	5	0.5	5	0.5	5	0.5	6	0.5	6	0.5	6	-	6	-	6	-	6	-
Legislative	3	1.0	3	1.0	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5
Judicial	3	0.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.0
Parks & Recreation	15	4.0	15	4.0	15	4.0	16	3.5	16	4.0	16	4.0	17	3.0	17	2.5	17	2.5	17	2.5
Total	225	12.0	225	14.5	229	15.0	230	16.0	231	16.5	234	15.5	228	13.5	229	11.5	228	11.0	222	11.5

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

REFUSE DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

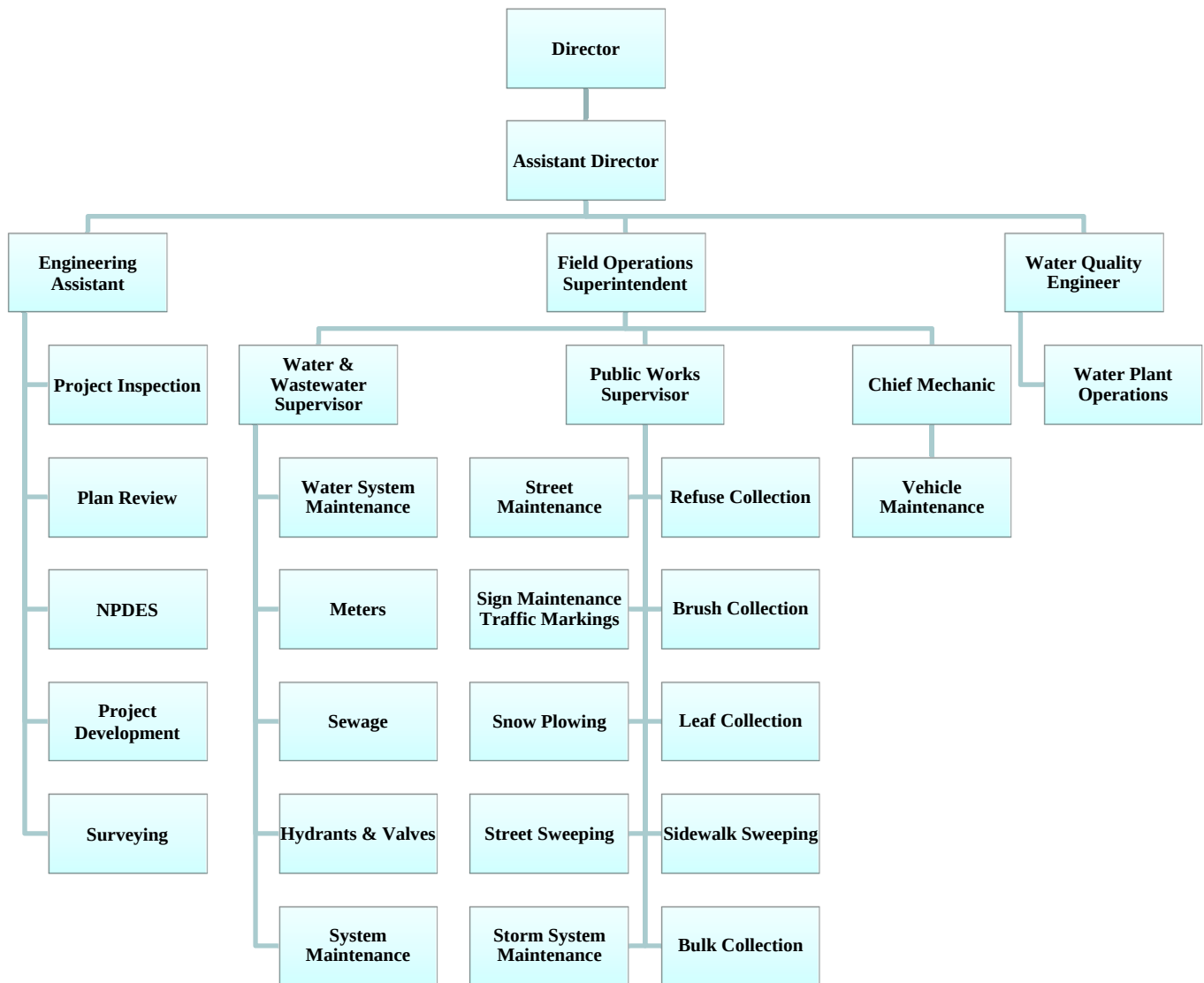
GENERAL FUND

Public Works and Water Resources - Refuse Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$1,072,022	\$1,112,061	\$1,140,152	\$1,167,645	\$1,106,134	\$970,008
Materials and Supplies	15,433	25,183	19,431	33,600	26,200	21,900
Contractual Services	490,025	460,859	690,924	719,062	662,550	605,635
Other Charges	260,753	280,761	288,545	280,900	316,400	196,840
Subtotal	\$1,838,233	\$1,878,864	\$2,139,052	\$2,201,207	\$2,111,284	\$1,794,383
Inter-Dept. Charges	391,331	424,024	531,258	486,078	532,741	484,144
Total Operating Expenses	<u>\$2,229,564</u>	<u>\$2,302,888</u>	<u>\$2,670,310</u>	<u>\$2,687,285</u>	<u>\$2,644,025</u>	<u>\$2,278,527</u>

CITY OF NEWARK, DELAWARE

PUBLIC WORKS AND WATER RESOURCES



**REFUSE DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT		2012					2013						
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
TRANS STA OPER	6240	8- 5		49,506	1,779	51,285	1.0	8- 5		50,462	1,896	52,358	1.0		
REFUSE DRIVER II	6240	8- 5		49,156	1,213	50,369	1.0	8- 5		50,112	1,319	51,431	1.0		
DRIVER/COLLECTOR	6240	8- 5		49,506	2,021	51,527	1.0	8- 5		50,462	2,143	52,605	1.0		
DRIVER/COLLECTOR	6240	8- 5		49,506	1,779	51,285	1.0	8- 5		50,462	1,896	52,358	1.0		
DRIVER/COLLECTOR	6240	8- 5		49,506	1,779	51,285	1.0	8- 5		50,462	1,896	52,358	1.0		
DRIVER/COLLECTOR	6240	8- 5		49,506	1,617	51,123	1.0	8- 5		50,462	1,731	52,193	1.0		
DRIVER/COLLECTOR	6240	8- 5		49,156	1,374	50,530	1.0	8- 5		50,112	1,484	51,596	1.0		
DRIVER/COLLECTOR	6240	8- 5		48,856	970	49,826	1.0	8- 5		49,812	1,072	50,884	1.0		
SWEEPER OPERATOR	6240	7- 5		46,963	1,088	48,051	1.0								
REFUSE DRIVER I	6240	6- 5		46,219	2,261	48,480	1.0	6- 5		27,193	0	27,193	0.0		
KNUCKLEBOOM OPERATOR	6240	6- 5		45,869	1,357	47,226	1.0	9- 4		49,842	1,583	51,425	1.0		
REFUSE COLLECTOR	6240	3- 5		42,803	705	43,508	1.0	3- 5		43,656	794	44,450	1.0		
FULL TIME SUBTOTALS					576,552	17,943	594,495	12.0		523,037	15,814	538,851	10.0		
SEASONAL (2)				6610	29,000			29,000	19,000			19,000			
OVERTIME				6620	60,000			60,000	35,000			35,000			
SHIFT DIFFERENTIAL				6621	0			0	0			0			
HOLIDAY PREMIUM				6622	0			0	0			0			
WEEKEND PREMIUM				6623	0			0	0			0			
OTHER SUBTOTALS					89,000	0	89,000	0.0		54,000	0	54,000	0.0		
REFUSE DIVISION TOTALS					665,552	17,943	683,495	12.0		577,037	15,814	592,851	10.0		

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6240 Refuse Workers	\$605,271	\$578,005	\$567,820	\$576,552	\$574,360	\$523,037
6580 Service Award	13,608	15,181	16,039	17,943	17,943	15,814
6590 Sick Pay	2,325	3,152	2,920	3,300	3,039	3,778
6610 Seasonal	21,194	27,156	26,463	29,000	25,270	19,000
6620 Overtime	35,117	43,349	35,751	60,000	25,350	35,000
6920 Unemployment Comp. Ins.	4,274	4,251	4,837	4,780	4,400	4,980
6930 Social Security Taxes	50,566	48,342	48,634	52,540	46,590	45,641
6940 City Pension Plan	110,111	118,316	140,980	140,470	147,212	102,556
6950 Term Life Insurance	3,145	3,026	2,980	3,280	3,030	2,617
6960 Group Hospitalization Ins.	174,726	184,124	201,090	202,420	197,320	172,645
6961 Long-Term Disability Ins.	1,173	1,143	1,123	2,630	1,150	992
6962 Dental Insurance	12,399	13,258	13,419	18,460	13,590	12,015
6963 Flexible Spending Account	13	32	0	100	0	0
6965 Post-Employment Benefits	38,100	72,726	78,096	56,170	46,880	31,933
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$1,072,022	\$1,112,061	\$1,140,152	\$1,167,645	\$1,106,134	\$970,008

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7110 Safety Shoes and Supplies	\$2,053	\$1,791	\$2,159	\$2,800	\$2,300	\$1,500
7130 Tools, Field Sup., & Small Eq.	161	401	992	500	400	500
7132 Refuse Collection Carts	0	14,095	14,796	20,000	15,000	15,000
7140 Uniforms	2,622	2,961	1,439	3,100	3,000	500
7270 Station Maintenance	2,144	786	1,375	3,000	3,000	1,500
7460 Street Cleaning	3,240	1,973	978	2,700	2,000	2,100
7462 Recycling Supplies	5,200	997	19	1,000	0	500
7540 Inventory Adjustment	0	1,792	(3,018)	0	0	0
7550 Miscellaneous Supplies	13	387	691	500	500	300
TOTAL MATERIALS & SUPPLIES	\$15,433	\$25,183	\$19,431	\$33,600	\$26,200	\$21,900

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8030 Casualty Insurance	\$27,238	\$34,544	\$36,492	\$37,162	\$37,650	\$38,035
8050 Telephone	441	301	238	400	300	300
8190 Refuse Disposal-Landfill	438,871	407,959	630,433	650,000	596,000	485,800
8200 Printing & Reproduction	518	0	0	1,000	500	500
8250 Building & Grounds Maintenance	1,074	221	0	0	0	0
8270 Station Maintenance	13,966	10,440	15,674	22,000	20,000	10,000
8480 Communication Equip. Maint.	617	0	0	1,000	700	500
8550 Misc. Contracted Services	7,300	7,394	8,087	7,500	7,400	70,500
TOTAL CONTRACTUAL SERVICES	\$490,025	\$460,859	\$690,924	\$719,062	\$662,550	\$605,635

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9060 Depreciation Expense	\$260,753	\$280,261	\$288,305	\$280,000	\$315,900	\$178,840
9070 Training	0	500	240	900	500	0
9090 Other Special Programs	0	0	0	0	0	18,000
TOTAL OTHER CHARGES	\$260,753	\$280,761	\$288,545	\$280,900	\$316,400	\$196,840

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$287,285	\$351,377	\$409,514	\$357,182	\$383,024	\$355,197
Buildings and Grounds	0	1,638	2,583	3,085	2,930	3,277
Billings & Accounting	41,848	0	50,494	53,560	52,913	45,687
Printing and Reproduction	310	860	937	1,008	724	1,051
Warehousing	0	0	1,158	0	1,078	1,205
Electric Used - Transfer Station	6,000	8,459	7,436	8,061	7,682	7,727
Other Indirect Charges	55,888	61,690	59,136	63,182	84,390	70,000
TOTAL INTER-DEPT. CHARGES	\$391,331	\$424,024	\$531,258	\$486,078	\$532,741	\$484,144

Public Works Department Profile

The Public Works Department is responsible for the proper installation of new infrastructure and the maintenance of existing infrastructure through its program divisions described below:

Engineering

The Engineering Division is responsible for the review of new subdivision plans, stormwater management, contract administration, survey support, administration of our annual Sidewalk Program and administration of our annual Street Improvement Program.

In regards to stormwater management, the City is responsible for both the state-wide sediment and stormwater management and the national pollutant discharge elimination system (NPDES) Phase 2 stormwater quality program. The state-wide sediment and stormwater management, which began in July, 1991 was delegated by Delaware State to certified Public Works personnel for review of plans, construction inspection and maintenance of stormwater management facilities. The City, per federal mandate, has been listed as a City required to comply with the 1999 NPDES Phase 2 regulations, which deals strictly with the quality of stormwater. The review of stormwater plans and calculations is included in the review of new subdivision construction improvement plans. In 2011, thirty two (32) plans were reviewed for subdivisions, commercial and U of D sites including stormwater management plans and calculations. We successfully completed all of our objectives listed in our NPDES permit.

For 2013, in addition to completing our objectives for our NPDES permit and reviewing new subdivision plans, the division will implement new stormwater regulations promulgated by the state.

In regards to subdivision inspection, inspection continued on thirty seven (37) subdivisions, commercial, U of D and new single family home construction.

Each year, the division takes one seventh of the City to inspect sidewalks and send out notifications to residents for repairs. The sixteenth year of the Sidewalk Maintenance Program was implemented.

Each year the division performs an annual street survey to compile the condition rating for all streets. In the past, we have prioritized repairs utilizing this rating on a worst-first criterion. We are in our third year of engaging a consulting engineer to feed our survey into an optimization software program which will split our available funds according to the most efficient repair including preventative, functional or structural maintenance. The long term utilization of this optimization theory will effectively utilize

our funding, increase our overall street rating and reduce the dollar value of our backlog of streets needing repair.

Per the Americans with Disabilities Act (ADA) a transition plan was established to bring all sidewalk accessibility into compliance within 20 years. This 20 year program is based on the completion of approximately 50 handicap ramps per year. Our third year of the program was successful in completing 38 ramps.

Refuse Division

The Refuse Division performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, Green Wednesday yard waste collection, street sweeping, and transfer station operation. The curbside program and the Green Wednesday yard waste collection program were implemented in 2009. In the second full year of implementation of these 2 programs, 31.4% of single family household refuse was diverted amounting to 1,989 tons and 834 tons (7.6%) was diverted in yard waste. The total amount of trash delivered to the Delaware Solid Waste Authority landfill amounted to 7,746 tons. Bulk and special pick-up collection is included in the above trash tonnage and was generated by 7,650 scheduled pick-ups throughout the year.

In 2012, we implemented a recycling program for multi-family housing. So far we are experiencing a 13% diversion rate.

Street Division

The Street Division is responsible for several operational tasks including minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the storm drainage system, cleaning of stormwater street grates, maintenance of the City's compost areas, the application of traffic control road markings and placement of traffic control signs, downtown sidewalk cleaning, leaf collection and snow plowing. In addition to the several tasks listed, this division routinely helps other departments and Public Works divisions as required.

The Street Division had a productive year repairing 14,131 s.f. of roadway, replacing 300 l.f. of curb, applying 6,832 l.f. of thermoplastic paint completing 1 inside and outside cleaning of all 2,500± catch basins, completing 55 repairs of catch basins, collecting 9,089 c.y. of leaves, installing 400 new signs, 9 parking meters, placed 415 l.f. of sidewalk, painted 13,000 l.f. of curb, and expended 1,397 hours in snow removal. In addition, a bio-filtration pond was completed at the Iron Glen leaf pile and underdrains were installed at the City Hall parking lot.

It is the division's goals to implement a sign retro-reflectivity transition plan per the new requirements of the Manual on Uniform Traffic Control Devices.

Maintenance Division

It is the task of this division to maintain all 215 vehicles or stationary equipment as well as administer all contractual maintenance work on our building facilities.

Based on a 40 day cycle for preventative maintenance on vehicles, this division serviced 1,184 vehicles/equipment on a regularly scheduled 40 day preventative maintenance program and 994 vehicle days of in-house and contracted out unscheduled maintenance, averaging 8.5 vehicles serviced per day. Vehicles were available for use 96.15% of the time compared to a national average of 90% for municipalities.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

ENGINEERING DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Public Works and Water Resources - Engineering Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$976,187	\$1,010,855	\$1,050,304	\$1,063,088	\$1,034,872	\$584,385
Materials and Supplies	10,934	20,823	13,592	17,000	15,650	5,150
Contractual Services	30,555	36,436	41,256	80,082	58,740	42,112
Other Charges	6,900	8,465	7,778	10,610	8,010	10,250
Subtotal	\$1,024,576	\$1,076,579	\$1,112,930	\$1,170,780	\$1,117,272	\$641,897
Inter-Dept. Charges	13,225	(74,829)	(35,866)	(39,681)	(37,111)	(42,785)
Total Operating Expenses	\$1,037,801	\$1,001,750	\$1,077,064	\$1,131,099	\$1,080,161	\$599,112

**ENGINEERING DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PUBLIC WORKS DIRECTOR	6020	31- I		107,446	3,382	110,828	1.0	31- I		4,465	140	4,605	1.0
FIELD OPERATIONS SUPT.	6020							22- D		68,511	0	68,511	1.0
PUBLIC WORKS SUPT.	6020	21- I		73,147	4,449	77,596	1.0	21- I		6,466	359	6,825	1.0
ENGINEERING ASSISTANT	6030	18- I		65,139	2,459	67,598	1.0	18- I		66,422	2,617	69,039	1.0
SPEC PROJ COORD.	6030	17- G		61,162	4,011	65,173	1.0	17- G		63,900	4,298	68,198	1.0
STORM. PROG. COORD.	6030	17- G		60,512	0	60,512	1.0						
CHIEF SURVEYOR	6210	15- G		55,973	1,112	57,085	1.0	15- G		13,994	301	14,295	0.5
UTILITY INSPECTOR	6210	14- G		54,483	1,961	56,444	1.0	14- G		56,918	2,144	59,062	1.0
UTILITY INSPECTOR	6210	14- G		54,133	1,337	55,470	1.0	14- G		56,568	1,491	58,059	1.0
SURVEY INST. TECH	6030	11- G		47,547	0	47,547	1.0						
PUB. WKS. DISPATCHER	6080	10- G		46,068	1,067	47,135	1.0						
FULL TIME SUBTOTALS				625,610	19,778	645,388	10.0			337,244	11,350	348,594	7.5
OVERTIME		25,000						20,000					
OTHER SUBTOTALS				25,000	0	25,000	0.0			20,000	0	20,000	0.0
ENGINEERING DIVISION TOTALS				650,610	19,778	670,388	10.0			357,244	11,350	368,594	7.5

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$180,595	\$180,595	\$180,595	\$180,593	\$184,310	\$79,442
6030 Engineering/Technical	222,403	226,092	229,233	234,360	233,870	130,322
6080 Clerical	45,614	45,718	45,718	46,068	46,690	0
6210 Inspectors	168,313	169,679	168,536	164,589	172,970	127,480
6580 Service Award	16,375	18,073	18,925	19,778	19,778	11,350
6590 Sick Pay	8,838	10,638	10,307	12,000	9,863	7,157
6600 Part-time	17,204	0	0	0	0	0
6620 Overtime	18,113	21,599	17,684	25,000	12,180	20,000
6920 Unemployment Comp. Ins.	3,336	3,011	3,496	3,410	3,255	2,777
6930 Social Security Taxes	50,407	50,632	50,557	52,150	50,880	39,870
6940 City Pension Plan	107,857	120,846	143,994	143,470	150,356	69,753
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	5,138
6950 Term Life Insurance	2,942	2,924	2,953	3,250	2,970	1,789
6960 Group Hospitalization Ins.	89,664	81,056	89,809	106,750	90,940	60,096
6961 Long-Term Disability Ins.	942	947	951	2,210	1,230	677
6962 Dental Insurance	6,251	7,763	7,692	12,010	7,620	5,884
6963 Flexible Spending Account	13	33	78	80	80	7
6965 Post-Employment Benefits	37,320	71,249	79,776	57,370	47,880	21,719
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$976,187	\$1,010,855	\$1,050,304	\$1,063,088	\$1,034,872	\$584,385

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7110 Safety Shoes & Supplies	\$590	\$801	\$470	\$600	\$500	\$600
7130 Tools, Field Sup., & Small Eq.	31	1,056	759	2,000	2,000	1,000
7140 Uniforms	935	0	463	800	700	800
7150 Office Supplies	3,342	2,192	1,968	3,000	2,200	2,500
7401 Stormwater Program	5,848	16,348	9,808	10,000	10,000	0
7480 Communication Equip. Maint.	0	0	0	300	0	0
7550 Miscellaneous Supplies	188	426	124	300	250	250
TOTAL MATERIALS & SUPPLIES	\$10,934	\$20,823	\$13,592	\$17,000	\$15,650	\$5,150

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$1,016	\$1,158	\$1,344	\$1,200	\$1,100	\$1,160
8030 Casualty Insurance	15,148	17,025	15,955	15,232	16,090	15,552
8050 Telephone	4,884	4,872	4,850	5,000	4,800	4,900
8120 Outside Engineering	5,676	10,349	12,773	28,000	26,000	20,000
8401 Stormwater Program	2,824	2,103	5,788	30,000	10,000	0
8480 Communication Equip. Maint.	684	98	0	0	0	0
8550 Misc. Contracted Services	323	831	546	650	750	500
TOTAL CONTRACTUAL SERVICES	\$30,555	\$36,436	\$41,256	\$80,082	\$58,740	\$42,112

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Expense	\$19	\$58	\$48	\$100	\$100	\$50
9040 Dues & Conference Expense	2,231	3,024	1,810	4,000	2,000	700
9060 Depreciation Expense	3,760	5,110	5,110	5,110	5,110	9,100
9070 Training	890	273	810	1,400	800	400
TOTAL OTHER CHARGES	\$6,900	\$8,465	\$7,778	\$10,610	\$8,010	\$10,250

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$18,401	\$21,592	\$23,838	\$21,992	\$15,659	\$20,853
Buildings and Grounds	33,557	1,074	1,695	2,024	1,922	2,150
Billings & Accounting	55,797	0	29,981	32,334	31,854	21,134
Printing and Reproduction	602	860	937	1,008	724	1,051
Electricity Used	0	2,059	2,036	1,961	1,882	2,027
Other Indirect Expenses	(95,132)	(100,414)	(94,353)	(99,000)	(89,152)	(90,000)
TOTAL INTER-DEPT. CHARGES	\$13,225	(\$74,829)	(\$35,866)	(\$39,681)	(\$37,111)	(\$42,785)

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

CODE ENFORCEMENT DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

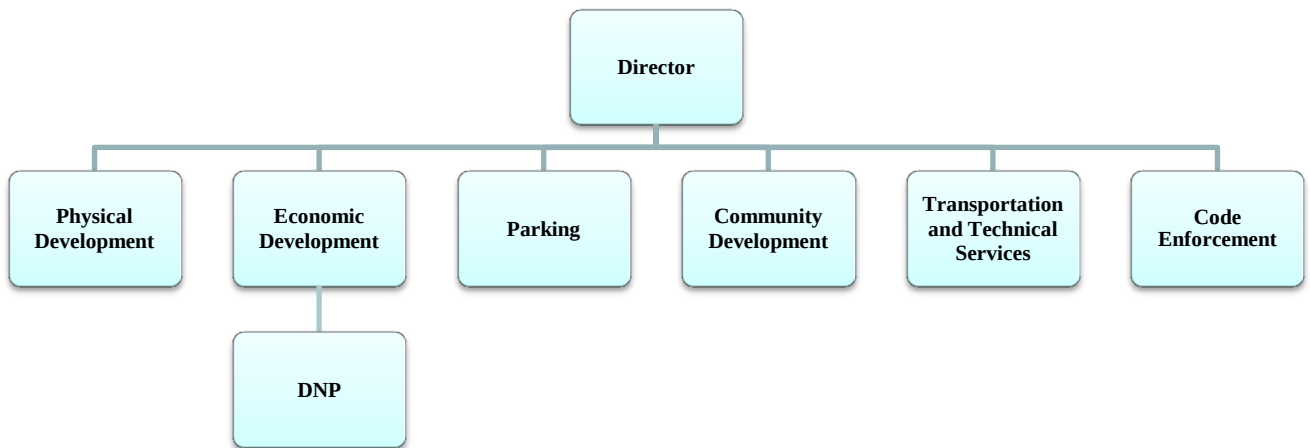
GENERAL FUND

Planning Department - Code Enforcement Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$1,004,237	\$936,246	\$1,003,753	\$989,605	\$968,189	\$982,261
Materials and Supplies	7,815	6,935	5,564	11,500	10,600	8,750
Contractual Services	29,731	49,668	34,929	53,930	48,070	36,224
Other Charges	16,222	10,505	11,423	10,100	9,100	8,855
Subtotal	\$1,058,005	\$1,003,354	\$1,055,669	\$1,065,135	\$1,035,959	\$1,036,090
Inter-Dept. Charges	74,516	30,989	67,060	64,221	70,048	67,668
Total Operating Expenses	<u>\$1,132,521</u>	<u>\$1,034,343</u>	<u>\$1,122,729</u>	<u>\$1,129,356</u>	<u>\$1,106,007</u>	<u>\$1,103,758</u>

CITY OF NEWARK, DELAWARE

PLANNING & DEVELOPMENT DEPARTMENT



**CODE ENFORCEMENT DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CODES INSPECT. SUPVR	6020	20- I	70,373	2,544	72,917	1.0	20- I	71,760	2,712	74,472	1.0
CODE ENF. OFFICER	6260	17- G	60,812	1,504	62,316	1.0	17- G	63,550	1,677	65,227	1.0
CODE ENF. OFFICER	6260	17- G	60,812	1,504	62,316	1.0	17- G	63,550	1,677	65,227	1.0
CODE ENF. OFFICER	6260	17- G	60,162	0	60,162	1.0	17- G	62,900	0	62,900	1.0
CODE ENF. OFFICER	6260	17- F	57,848	0	57,848	1.0	17- G	62,698	0	62,698	1.0
FIRE PREVENT. INSPECTOR	6260	17- E	56,622	2,039	58,661	1.0	14- G	56,918	2,144	59,062	1.0
PROP. MAINT. INSPECTOR II	6260	14- G	54,133	1,516	55,649	1.0	14- G	56,568	1,678	58,246	1.0
PROP. MAINT. INSPECTOR I	6260	12- G	49,448	0	49,448	1.0	12- G	51,699	0	51,699	1.0
SECRETARY I	6080	10- F	43,959	0	43,959	1.0	10- G	47,646	0	47,646	1.0
FULL TIME SUBTOTALS			514,169	9,107	523,276	9.0		537,289	9,888	547,177	9.0
PART-TIME CLERK	6080	G	18,550	770	19,320	0.5	G	19,400	835	20,235	0.5
PART-TIME CLERK	6080	G	18,550	399	18,949	0.5	G	19,400	447	19,847	0.5
OVERTIME	6620		15,000		15,000			25,612		25,612	
OTHER SUBTOTALS			52,100	1,169	53,269	1.0		64,412	1,282	65,694	1.0
CODE ENFORCEMENT DIVISION TOTALS			566,269	10,276	576,545	10.0		601,701	11,170	612,871	10.0

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$153,760	\$70,360	\$70,373	\$70,373	\$71,850	\$71,760
6080 Clerical	38,830	78,414	80,219	81,059	83,530	86,446
6260 Code Enforcement	430,694	399,916	408,005	399,837	405,160	417,883
6580 Service Award	8,497	9,095	9,646	10,276	10,276	11,170
6590 Sick Pay	4,150	5,034	4,810	5,000	5,708	5,908
6600 Part-Time	38,000	0	0	0	0	0
6620 Overtime	1,048	11,965	24,874	15,000	12,000	25,112
6621 Shift Differential	0	44	566	500	640	500
6920 Unemployment Comp. Ins.	3,663	3,541	4,147	3,750	3,500	4,213
6930 Social Security Taxes	50,866	43,014	44,561	44,530	45,040	47,336
6940 City Pension Plan	96,520	106,612	127,055	126,580	132,655	111,129
6950 Term Life Insurance	3,077	2,636	2,718	3,080	2,670	2,839
6960 Group Hospitalization Ins.	131,401	126,786	145,572	159,100	142,120	151,731
6961 Long-Term Disability Ins.	993	858	872	2,120	1,010	1,074
6962 Dental Insurance	9,292	14,179	9,809	17,630	9,630	10,402
6963 Flexible Spending Account	26	32	156	160	160	156
6965 Post-Employment Benefits	33,420	63,760	70,370	50,610	42,240	34,602
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$1,004,237	\$936,246	\$1,003,753	\$989,605	\$968,189	\$982,261

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7110 Safety Shoes & Supplies	\$500	\$245	\$475	\$900	\$800	\$750
7130 Tools, Field Sup., & Small Eq.	154	536	273	500	500	250
7140 Uniforms	1,063	21	0	1,400	1,100	1,100
7150 Office Supplies	4,313	3,234	2,955	5,500	5,500	3,600
7160 Books, Periodicals, Etc.	1,566	2,737	1,829	3,000	2,500	3,000
7550 Miscellaneous Supplies	219	162	32	200	200	50
TOTAL MATERIALS & SUPPLIES	\$7,815	\$6,935	\$5,564	\$11,500	\$10,600	\$8,750

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$0	\$0	\$0	\$0	\$0	\$50
8030 Casualty Insurance	19,005	22,329	19,315	18,560	19,070	18,401
8040 Merchant Fees and Discounts	3,160	21,113	9,988	14,000	10,700	12,000
8050 Telephone	5,485	6,025	5,584	5,700	5,700	5,529
8250 Building & Grounds Maintenance	0	0	0	15,070	12,000	0
8300 Machinery & Equip. Maintenance	600	0	0	200	200	194
8550 Misc. Contracted Services	1,481	201	42	400	400	50
TOTAL CONTRACTUAL SERVICES	\$29,731	\$49,668	\$34,929	\$53,930	\$48,070	\$36,224

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Expense	\$38	\$4	\$6	\$100	\$100	\$50
9040 Dues & Conference Expense	2,674	950	4,374	5,000	4,000	4,850
9060 Depreciation Expense	9,814	9,551	6,823	3,500	3,500	2,500
9070 Training (1)	3,696	0	220	1,500	1,500	1,455
TOTAL OTHER CHARGES	\$16,222	\$10,505	\$11,423	\$10,100	\$9,100	\$8,855
(1) 2009 included charges for Emergency Management Expenses.						

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$18,144	\$18,330	\$23,109	\$17,611	\$25,360	\$20,110
Buildings and Grounds	27,635	3,449	5,439	6,496	6,168	6,900
Billings & Accounting	27,898	0	29,143	30,774	30,291	30,973
Printing and Reproduction	839	2,601	2,833	3,046	2,188	3,178
Electricity Used	0	6,609	6,536	6,294	6,041	6,507
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$74,516	\$30,989	\$67,060	\$64,221	\$70,048	\$67,668

Planning and Development Department Profile

The Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its Program Divisions (Development, Economic Development, Parking, and Code Enforcement) described below:

Planning and Development

Land Use

The Division advises and makes recommendations to the City Manager, Planning Commission and City Council regarding physical development and the implementation of the City's Comprehensive Development Plan. The Planning Commission, consisting of seven members appointed by City Council, meets on the first Tuesday of each month. This Division is responsible for updating long range planning documents; administering and reviewing plans and procedures for annexations, rezonings, subdivisions, parking waivers, the preservation of historic buildings, and special use permits; recommending zoning and subdivision regulation revisions; reviewing building permit applications for zoning compliance; and administering the Federal Flood Insurance Program.

Key Division accomplishments in 2012 included the development of the new Science and Technology Campus District, allowing the development of the Science Technology and Advanced Research (STAR) Campus; the review of downtown apartment development regulations, and approval of 136 Elkton Road Major Re-subdivision; 132 Delaware Avenue Major Subdivision and the Lofts at Rittenhouse Major Subdivision.

For 2013, the Division will continue to work with the Greater Newark Economic Development Partnership, review projects on South Main Street and will complete the update of the City's Comprehensive Development Plan.

Community Development and Housing

The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark. In the 38th year (July 1, 2011 to June 30, 2012), the City received \$228,445 through New Castle County under an entitlement formula based on population, and loan repayments generated by the City's Home Improvement and Facade Improvement Programs. This allocation provides a total Community Development budget of approximately \$256,565 that funds 16 separate projects during the fiscal year.

The Division administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors

programs for contract compliance; and manages the Home Improvement and the Newark Facade Improvement Program. In addition, the Division also administers the Promoting Owner-Occupancy of Homes (POOH) and the Home Buyer's Assistance Programs. The City funded Revenue Sharing Program is also managed by the Division. Although these latter programs do not fall under the CDBG Program, they are intended to expand homeownership and to help provide social services within the City, complementing the mission of the CDBG Program.

In 2012, the Division's goal was to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newarkers.

In 2013, the Division will be working to continue the effective operation of both programs.

Transportation and Technical Services

This Division serves as a liaison between the City and federal, state, regional and local agencies to facilitate inter-jurisdictional cooperation and planning on issues of mutual concern. The Division develops short and long-term transportation plans in conjunction with other City departments, the City's Traffic Committee and outside agencies such as WILMAPCO and the Delaware Department of Transportation. The Department also administers the UNICITY Bus Service.

Other technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City Library, and preparing maps, charts and visual aids.

This Division spent considerable time in 2012, as a follow up to the Newark Rail Station Study, working with the University, WILMAPCO, DelDOT and other jurisdictions on the Newark Regional Transportation Center. A major accomplishment was the Center receiving a Tiger IV Grant.

2013 will be occupied primarily with implementing recommendations from the Newark Transportation Study and participating in the management and related activities associated with the Tiger IV Grant.

Economic Development

This Division supplements private sector initiatives to strengthen Newark's commercial and industrial well-being. The Division provides staff to the Downtown Newark Partnership and its committees. In addition, the Division serves as the City's liaison to other economic development agencies including the Delaware Chamber of Commerce, the Delaware Development Office, the New Castle County Chamber of Commerce, the Greater Newark Economic Development Partnership, the Small

Business Administration and the Small Business Development Center. This program is responsible for developing and modifying long range downtown and City-wide economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials. In addition, the Division worked on opportunities to promote the fact that the Downtown Newark Partnership won the Great American Main Street Award, from the National Trust for Historic Preservation!

This Division's principal goal for 2012 was to assist in the establishment and implementation of the tri-partite Greater Newark Economic Development Partnership. The Division's major accomplishments were the renaming of Elkton Road to South Main Street; adding twelve new businesses in downtown; and working with the University to recruit appropriate businesses for the STAR campus.

For 2013, the Division will concentrate significant resources on Greater Newark Economic Partnership activities, facilitate the incorporation of businesses along South Main Street into the Downtown Newark Partnership, and encourage the redevelopment of underutilized properties in downtown.

Parking

The Division is responsible for the oversight, management, and supervision of off-street parking services and facilities downtown and the maintenance and operation of all on-street parking meters throughout Newark. As part of the responsibility for off-street parking management, the Parking Division handles supervision of personnel, facility maintenance and construction, lease negotiations, customer and business relations, and marketing. In addition, the Division works with the Public Works Department regarding maintenance and repairs; the Electric Department for the construction and maintenance of lighting, ticket spitter and booth construction; the Finance Department for accounting and bookkeeping; the Police Department for parking enforcement and crime prevention; and the Parks and Recreation Department for landscape maintenance and snow removal. The Division also works closely with the Downtown Newark Partnership's Parking Committee to develop plans for future parking improvements.

In 2012, the Parking Division continued to invest in Newark's off-street parking infrastructure by working with the Newark Development Trust regarding a possible multi-level garage at Lot 1; developed a pilot program to add metered spaces to the downtown parking inventory by utilizing loading zones in off hours, and developing a plan for a new entrance into Lot #3 via Center Street.

In 2013, the Division will continue to work on the Lot 1 and 3 improvement projects, and assess the loading zone pilot parking project to determine if expansion is appropriate.

Code Enforcement

This Division, added to the Planning and Development Department officially at the beginning of 2010, is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code. The Division issues permits for rental units, signs, elevators, and construction. The Division coordinates building permit review with other City departments. In addition, the Division is responsible for State and City Fire Code compliance for new and existing construction.

The Division's primary 2012 accomplishments included adopting the 2012 ICC Building and Fire Protection Code with amendments and implementation of same.

The Division's principal goal for 2013 will be to continue to modernize and streamline its services to the community, update permitting and licensing processes using the new Cityview software, and adopting the 2012 ICC Code for Housing and Property Maintenance with amendments and implementing same.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

POLICE DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

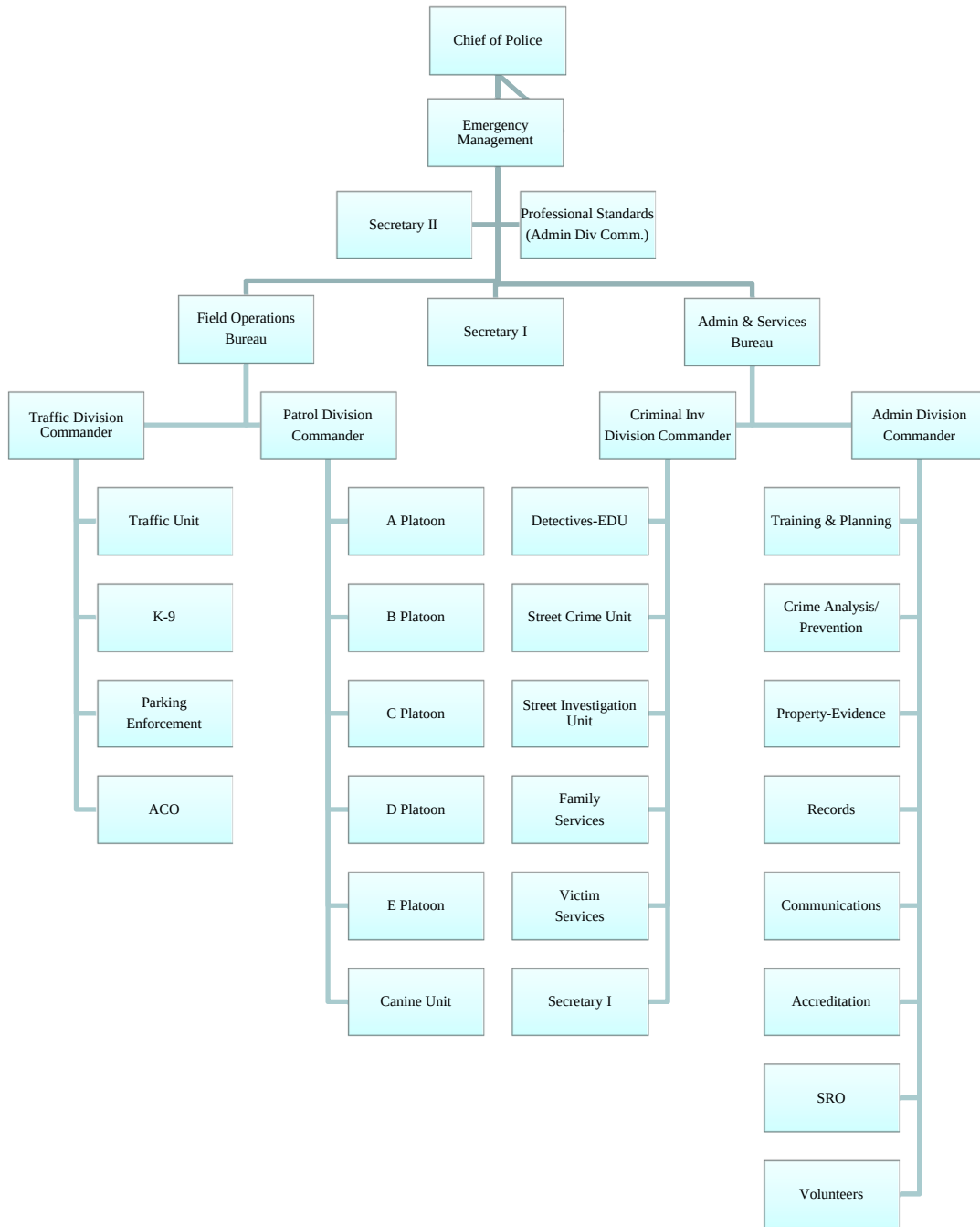
GENERAL FUND

Planning Department - Code Enforcement Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$1,004,237	\$936,246	\$1,003,753	\$989,605	\$968,189	\$982,261
Materials and Supplies	7,815	6,935	5,564	11,500	10,600	8,750
Contractual Services	29,731	49,668	34,929	53,930	48,070	36,224
Other Charges	16,222	10,505	11,423	10,100	9,100	8,855
Subtotal	\$1,058,005	\$1,003,354	\$1,055,669	\$1,065,135	\$1,035,959	\$1,036,090
Inter-Dept. Charges	74,516	30,989	67,060	64,221	70,048	67,668
Total Operating Expenses	<u>\$1,132,521</u>	<u>\$1,034,343</u>	<u>\$1,122,729</u>	<u>\$1,129,356</u>	<u>\$1,106,007</u>	<u>\$1,103,758</u>

CITY OF NEWARK, DELAWARE

POLICE DEPARTMENT



POLICE DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET

POSITION	BUDGET ACCT	2012					2013						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CHIEF OF POLICE	6020	31- I		106,796	0	106,796	1.0	31- I		108,932	0	108,932	1.0
CAPTAIN	6020	10- 7		87,626	4,909	92,535	1.0	10- 7		92,144	5,206	97,349	1.0
CAPTAIN	6020	10- 7		87,626	4,043	91,669	1.0	10- 7		92,144	4,313	96,457	1.0
LIEUTENANT	6020	8- 7		80,325	3,437	83,762	1.0	8- 7		84,379	3,678	88,056	1.0
LIEUTENANT	6020	8- 7		80,325	3,041	83,366	1.0	8- 7		84,379	3,269	87,647	1.0
LIEUTENANT	6020	8- 7		80,325	3,041	83,366	1.0	8- 7		84,379	2,452	86,830	1.0
LIEUTENANT	6020	8- 7		80,325	2,248	82,573	1.0	8- 7		83,486	2,179	85,665	1.0
SERGEANT	6020	5- 7		73,640	2,906	76,546	1.0	5- 7		77,269	3,118	80,387	1.0
SERGEANT	6020	5- 7		73,640	1,816	75,456	1.0	5- 7		76,451	3,118	79,569	1.0
SERGEANT	6020	5- 7		73,640	1,816	75,456	1.0	5- 7		77,269	1,996	79,264	1.0
SERGEANT	6020	5- 7		73,640	1,816	75,456	1.0	5- 7		77,269	1,996	79,264	1.0
SERGEANT	6020	5- 7		73,290	1,695	74,985	1.0	5- 7		77,269	1,871	79,139	1.0
SERGEANT	6020	5- 7		73,640	1,574	75,214	1.0	5- 7		77,269	1,746	79,015	1.0
SERGEANT	6020	5- 6		70,163	1,622	71,785	1.0	5- 7		76,708	1,871	78,578	1.0
MASTER CORPORAL	6070	4- 7		67,519	3,437	70,956	1.0	4- 7		70,758	2,741	73,499	1.0
MASTER CORPORAL	6070	4- 7		67,519	2,661	70,180	1.0	4- 7		70,758	2,741	73,499	1.0
MASTER CORPORAL	6070	4- 7		67,519	2,550	70,069	1.0	4- 7		70,758	2,627	73,384	1.0
MASTER CORPORAL	6070	4- 7		67,519	2,550	70,069	1.0	4- 7		70,758	2,627	73,384	1.0
MASTER CORPORAL	6070	4- 7		67,519	2,439	69,958	1.0	4- 7		70,758	1,827	72,585	1.0
MASTER CORPORAL	6070	4- 7		67,519	2,439	69,958	1.0	4- 7		70,758	1,713	72,471	1.0
MASTER CORPORAL	6070	4- 7		67,169	1,552	68,721	1.0	4- 7		70,758	1,713	72,471	1.0
MASTER CORPORAL	6070	4- 7		67,169	1,552	68,721	1.0	4- 7		70,729	1,713	72,442	1.0
MASTER CORPORAL	6070	4- 7		67,169	1,330	68,499	1.0	4- 7		70,758	1,485	72,242	1.0
CORPORAL	6070	3- 7		64,195	2,212	66,407	1.0	3- 7		67,222	2,387	69,609	1.0
CORPORAL	6070	3- 7		64,195	1,896	66,091	1.0	3- 7		67,222	2,062	69,283	1.0
CORPORAL	6070	3- 7		64,195	1,896	66,091	1.0	3- 7		67,222	2,062	69,283	1.0
CORPORAL	6070	3- 7		64,195	1,580	65,775	1.0	3- 7		67,222	1,736	68,958	1.0
CORPORAL	6070	3- 7		64,195	1,580	65,775	1.0	3- 7		67,222	1,736	68,958	1.0
CORPORAL	6070	3- 7		63,845	1,475	65,320	1.0	3- 7		67,194	1,628	68,822	1.0
CORPORAL	6070	3- 7		63,845	1,475	65,320	1.0	3- 7		66,408	1,519	67,927	1.0
CORPORAL	6070	3- 7		63,845	1,369	65,214	1.0	3- 7		66,408	1,411	67,819	1.0
CORPORAL	6070	3- 7		63,845	1,264	65,109	1.0	3- 7		66,408	1,411	67,819	1.0
CORPORAL	6070	3- 7		63,545	1,159	64,704	1.0	3- 7		66,028	1,302	67,330	1.0
CORPORAL	6070	3- 7		63,545	1,159	64,704	1.0	3- 7		66,028	1,302	67,330	1.0
CORPORAL	6070	3- 7		63,545	1,053	64,598	1.0	3- 7		65,594	1,194	66,788	1.0
CORPORAL	6070	3- 7		63,545	1,053	64,598	1.0	3- 7		65,594	1,194	66,788	1.0
CORPORAL	6070	3- 7		63,545	1,053	64,598	1.0	3- 7		65,594	1,194	66,788	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	1,085	66,679	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	1,085	66,679	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	0	65,594	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	0	65,594	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	0	65,594	1.0
CORPORAL	6070	3- 7		63,545	0	63,545	1.0	3- 7		65,594	0	65,594	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0

**POLICE DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012						2013					
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 7		63,195	0	63,195	1.0	3- 7		65,323	0	65,323	1.0
CORPORAL	6070	3- 6		60,474	0	60,474	1.0	3- 6		61,995	0	61,995	1.0
CORPORAL	6070	3- 6		60,474	0	60,474	1.0	3- 7		63,237	0	63,237	1.0
CORPORAL	6070	3- 6		60,474	0	60,474	1.0	3- 7		62,769	0	62,769	1.0
CORPORAL	6070	3- 5		57,870	0	57,870	1.0	3- 6		59,233	0	59,233	1.0
CORPORAL	6070	1- 4		52,100	0	52,100	1.0	3- 5		54,912	0	54,912	1.0
CORPORAL	6070	1- 4		52,100	0	52,100	1.0	3- 5		54,912	0	54,912	1.0
CORPORAL	6070	1- 4		52,100	0	52,100	1.0	3- 5		54,912	0	54,912	1.0
CORPORAL	6070	1- 4		52,100	0	52,100	1.0	3- 5		54,912	0	54,912	1.0
POLICE OFFICER	6070	1- 3		49,858	0	49,858	1.0	1- 4		52,905	0	52,905	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 2		47,710	0	47,710	1.0	1- 3		50,811	0	50,811	1.0
POLICE OFFICER	6070	1- 1		64,195	1,577	65,772	1.0	1- 2		48,624	0	48,624	1.0
POLICE OFFICER	6070	1- 1		52,100	0	52,100	1.0	1- 2		47,565	1	47,566	1.0
SWORN F-T SUBTOTALS		4,418,82277,3284,496,15068.0						4,589,53882,5874,672,12468.0					
COMMUNICATIONS SUPVR.	6020	17- I		62,023	1,336	63,359	1.0	17- I		63,281	1,468	64,749	1.0
SECRETARY II	6080	13- E		45,718	0	45,718	1.0	13- F		51,049	0	51,049	1.0
INFO SYSTEMS TECHNICIAN	6050	15- G		55,973	1,112	57,085	1.0						
SECRETARY I	6080	10- G		46,718	3,124	49,842	1.0	10- G		48,799	3,346	52,145	1.0
SECRETARY I	6080	10- G		46,718	1,981	48,699	1.0						
COMMUNICATIONS OFFICER	6073	10- G		46,718	1,753	48,471	1.0	10- G		48,799	1,912	50,711	1.0
COMMUNICATIONS OFFICER	6073	10- G		46,068	1,143	47,211	1.0	10- G		48,149	1,275	49,424	1.0
COMMUNICATIONS OFFICER	6073	10- G		45,718	0	45,718	1.0	10- G		48,149	876	49,025	1.0
COMMUNICATIONS OFFICER	6073	10- G		45,718	0	45,718	1.0	10- G		47,799	0	47,799	1.0
COMMUNICATIONS OFFICER	6073	10- G		45,718	0	45,718	1.0	10- G		47,799	0	47,799	1.0
COMMUNICATIONS OFFICER	6073	10- C		39,080	0	39,080	1.0	10- D		38,680	0	38,680	1.0
COMMUNICATIONS OFFICER	6073	10- C		39,080	0	39,080	1.0	10- D		38,680	0	38,680	1.0
COMMUNICATIONS OFFICER	6073	10- G		45,718	0	45,718	1.0	10- B		38,657	0	38,657	1.0
VICTIM SERVICES SPEC. *	6030	9- G		43,959	0	43,959	1.0	9- G		45,960	0	45,960	1.0
CLERK TYPIST II	6080	8- G		42,619	916	43,535	1.0	8- G		44,543	1,031	45,574	1.0
ANIMAL CONTROL OFFICER	6074	8- G		43,269	1,620	44,889	1.0	8- G		45,193	1,768	46,961	1.0
PARKING ENF OFFICER	6072	7- G		41,643	1,558	43,201	1.0	7- G		43,493	1,700	45,193	1.0
PARKING ENF OFFICER	6072	7- G		40,993	813	41,806	1.0	7- G		42,843	921	43,764	1.0
NON-SWORN F-T SUBTOTALS		823,45115,356838,80718.0						741,87314,296756,16916.0					
PROPERTY TECHNICIAN	6600	G		30,498	413	30,911	0.5	G		26,000	471	26,471	0.5
PARKING ENF OFFICER	6072	G		27,105	400	27,505	0.5	G		27,105	453	27,558	0.5
PARKING ENF OFFICER	6072	E		25,064		25,064	0.5	F		25,064		25,064	0.5
PARKING ENF OFFICER	6072	C		23,166		23,166	0.5	D		23,166		23,166	0.5
PARKING ENF OFFICER	6072	D		24,102		24,102	0.5	E		24,102		24,102	0.5
COMMUNICATIONS OFFICER	6073	E		28,197		28,197	0.5						
TRAINING COORDINATOR	6600	G		22,536		22,536	0.5	G		22,536		22,536	0.5
CLERK TYPIST	6080							B		15,933		15,933	0.5
CLERK TYPIST	6080							B		15,933		15,933	0.5
STANDBY PAY	6619			20,000		20,000				20,000		20,000	
OVERTIME	6620			221,000		221,000				231,000		231,000	
REIMBURSABLE OVERTIME	6629									138,000		138,000	
SHIFT DIFFERENTIAL	6621			61,000		61,000				61,000		61,000	
HOLIDAY PREMIUM	6622			72,000		72,000				72,000		72,000	
UNIFORM ALLOWANCE	6880			26,250		26,250				26,250		26,250	
NON-SWORN P-T SUBTOTALS		580,918813581,7313.5						728,089924729,0134.0					
POLICE DEPARTMENT TOTALS		5,823,19193,4975,916,68889.5						6,059,49997,8076,157,30688.0					

* FUNDED THRU A LAW
ENFORCEMENT GRANT

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Police Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$1,008,652	\$949,445	\$893,137	\$1,177,024	\$1,143,080	\$1,232,622
6050 Information Technology	55,502	55,716	55,972	55,973	57,310	0
6070 Police Officers	3,063,963	3,235,746	3,378,321	3,208,401	3,260,190	3,318,575
6072 Parking Enforcement	119,278	178,163	175,686	182,073	169,910	185,773
6073 Communications	335,473	364,149	356,673	382,015	357,320	356,712
6074 Animal Control	43,126	43,268	43,268	43,269	44,150	45,193
6080 Clerical	135,129	172,449	172,461	181,773	195,710	176,257
6580 Service Award	80,072	82,523	87,160	93,497	93,497	97,807
6590 Sick Pay	54,971	54,329	65,659	68,000	67,414	63,029
6600 Part-Time	146,791	66,527	58,245	53,034	60,000	48,536
6619 Standby Pay	11,736	9,733	10,644	20,000	20,000	20,000
6620 Overtime	492,856	346,987	364,798	221,000	275,000	231,000
6621 Shift Differential	0	47,486	66,124	61,000	61,000	61,000
6622 Holiday Premium	0	49,504	80,591	72,000	72,000	72,000
6629 Reimbursable Overtime	0	140,257	144,604	126,290	150,000	138,000
6880 Uniform Allowance	0	21,601	23,747	26,250	26,250	26,250
6920 Unemployment Comp. Ins.	25,933	27,492	31,372	30,710	31,000	34,087
6930 Social Security Taxes	418,173	435,316	445,968	456,830	445,350	464,566
6940 City Pension Plan	448,123	618,822	517,663	482,808	507,400	946,338
6950 Term Life Insurance	24,307	24,731	25,651	28,130	25,740	26,741
6960 Group Hospitalization Ins.	901,177	965,088	1,083,212	1,072,380	1,092,450	1,165,867
6961 Long-Term Disability Ins.	7,414	7,608	7,735	16,130	9,850	10,347
6962 Dental Insurance	60,800	57,900	66,180	93,350	65,490	71,226
6963 Flexible Spending Account	117	577	1,294	1,300	1,230	1,092
6964 Health Savings Account	0	0	0	0	1,750	2,250
6965 Post-Employment Benefits	155,040	296,011	409,547	214,870	179,330	333,870
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$7,588,633	\$8,251,428	\$8,565,712	\$8,368,107	\$8,412,421	\$9,129,138

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Police Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7040 Ammunition	\$18,152	\$14,880	\$14,429	\$17,160	\$14,900	\$17,160
7130 Tools and Small Equipment	29,985	15,104	19,199	21,000	21,000	19,000
7135 Forensic/Photography Supplies	7,322	6,968	7,299	7,175	7,000	7,175
7140 Uniforms	82,279	56,101	52,322	67,400	64,000	57,400
7141 Uniform Allowance	22,962	2,199	278	0	0	0
7150 Office Supplies	13,641	15,169	13,109	15,375	15,000	14,375
7160 Books, Periodicals, Etc.	835	598	1,593	1,500	1,600	1,500
7200 Copying Supplies	10,639	7,696	4,131	9,500	10,455	6,000
7230 Janitorial Supplies	3,932	3,284	134	0	118	0
7250 Buildings & Grounds Maint.	4,912	4,081	4,911	4,100	4,000	4,100
7300 Mach. & Equip. Maintenance	190	201	63	180	180	180
7530 Prisoners' Expenses	159	201	243	200	180	200
7550 Misc. Supplies	1,385	1,341	838	1,200	1,200	1,200
TOTAL MATERIALS & SUPPLIES	\$196,393	\$127,823	\$118,549	\$144,790	\$139,633	\$128,290

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$381	\$248	\$314	\$400	\$250	\$400
8030 Casualty Insurance	170,533	211,369	207,082	207,918	213,340	212,348
8050 Telephone	33,481	37,960	42,540	30,750	36,000	36,750
8130 Building & Equipment Rental (1)	3,750	4,500	4,500	4,500	4,500	4,500
8180 Consulting Fees	5,073	4,363	4,363	5,200	4,363	5,200
8230 Janitorial Services	12,978	12,948	0	0	0	0
8250 Building & Grounds Maint.	30,902	20,862	99	500	500	500
8300 Mach. & Equip. Maintenance	77,923	53,720	61,460	74,825	73,000	64,825
8311 Vehicle Accidents	2,866	0	0	0	0	0
8480 Communication Equip. Maint.	0	1,595	201	1,500	1,500	1,500
8550 Misc. Contracted Svc.	6,442	9,455	8,166	7,175	7,060	7,175
8570 Annual Reports & Pub. Rel.	0	0	437	500	0	500
TOTAL CONTRACTUAL SERVICES	\$344,329	\$357,020	\$329,162	\$333,268	\$340,513	\$333,698
(1) Includes Alcohol Beverage Control Program						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Police Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Exp.	\$1,580	\$2,121	\$2,906	\$3,000	\$3,000	\$3,000
9040 Dues/Conference Expenses	4,059	2,754	3,137	4,500	4,500	4,500
9060 Depreciation Expense	288,370	447,835	341,576	310,000	316,600	302,000
9070 Training	9,344	13,175	13,777	17,000	14,000	7,000
TOTAL OTHER CHARGES	\$303,353	\$465,885	\$361,396	\$334,500	\$338,100	\$316,500

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$283,310	\$311,698	\$373,292	\$326,192	\$390,790	\$328,614
Buildings & Grounds	79,289	45,945	72,463	86,542	82,183	91,928
Billings & Accounting	55,797	0	263,855	280,493	276,014	284,752
Printing and Reproduction	474	0	0	0	0	0
Electricity	105,800	111,000	107,600	105,800	101,500	104,300
Other Indirect Expenses	6,604	6,053	5,166	6,000	2,976	6,500
TOTAL INTER-DEPT. CHARGES	\$531,274	\$474,696	\$822,376	\$805,027	\$853,463	\$816,094

Newark Police Department Profile

The Newark Police Department is responsible for protecting the lives, homes and properties of Newark residents. The Newark Police Department is dedicated to serving all citizens by: responding to calls for police service, enforcing state and local laws, conducting preventative patrol activities, performing criminal investigations, promoting traffic safety, and apprehending criminal and traffic offenders. The Newark Police Department's core values are the preservation of human life, integrity, professionalism and service.

The Newark Police Departments force of 88 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

Field Operations Bureau

The Field Operations Bureau is broken down into two main components: The Patrol Division and the Traffic Division.

Patrol Division

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty four hours a day, seven days a week, three hundred and sixty five days a year. The patrol division has the responsibility of being the first responders to all calls for police service. The Patrol Division is additionally broken down into five patrol platoons and the K9 Unit. In 2011, the police department logged 48,348 calls for service in the Computer Aided Dispatch System.

In 2011, the Newark Police Department experienced a 5.8% increase in calls for service over 2010. Part I crimes (felonies) decreased by 3.4% and Part II crimes (misdemeanors and violations) decreased by 9.4%. There were 2,990 criminal charges brought against adults and 245 criminal charges brought against juveniles.

The continued reduction in the Part I crime rate can be attributed in part to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during the peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 23.5%. In addition, the patrol division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city are directed to patrol specific areas based upon recent crime trends and citizen complaints.

In 2013, the Patrol Division will continue with the Crime Suppression Plan, Directed Patrols, as well as their preventative patrol activities and enforcement in a continued effort to control the crime rate.

Traffic Division

The Traffic Division is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Division is also responsible for investigating serious injury and fatal motor vehicle collisions. This division oversees Parking Enforcement and the Animal Control function. Parking Enforcement is responsible for enforcing the parking regulation throughout the city. The Animal Control officer is responsible for enforcing animal violations and public education regarding animal issues.

In 2011, traffic complaints decreased by 5%. Parking meter summons decreased by 12.6%, while other parking summons decreased by 13.6 %. DUI arrests increased by 16.5% while other motor vehicle arrests decreased by 9.3%. There were no fatal accidents in 2011, while the total number of accidents increased by 6%. The Traffic Division has moved their focus from being the primary vehicle collision investigators, to one of targeted traffic violation enforcement, based upon accident locations and citizen concerns. The Traffic Unit along with the Patrol Division have been focusing their efforts in specific areas of the city.

In 2013, the Traffic Division will continue its targeted traffic violation enforcement efforts in an attempt to further decrease the number of vehicle collisions on city roadways.

Administration and Investigations Bureau

The Administration and Investigations Bureau is broken down into two main components: The Criminal Investigations Division and the Administration Division.

Criminal Investigations Division

The Criminal Investigations Division is broken down into several different units with specialized functions.

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

The Special Investigations Unit is responsible for drug, vice and organized crime investigations and for the collection, dissemination and security of criminal intelligence.

The Family Services Unit is responsible for conducting follow-up investigations of domestic violence cases, cases involving juvenile victims and offenders including follow-up on juvenile runaway or missing persons, cases involving child abuse or neglect, and acts as the department liaison with family service organizations throughout the state.

In 2011 these three units had a combined 207 cases assigned for investigation and cleared 140 of those cases for a 68% clearance rate.

The Evidence Detection Unit is responsible for coordinating the forensic processing of major crime scenes, for submitting evidence to laboratories, for coordinating the Field Evidence Technician program, and for maintaining all supplies required for processing evidence.

In 2011, The Evidence Detection Unit processed 29 major crime scenes, made 188 AFIS entries (fingerprint system), 11 IBIS entries (gun comparison system), and 55 DNA submissions. The EDU also processed 474 articles of evidence for comparison and outside lab processing.

The Street Crimes Unit is responsible for combating street crime using proactive tactics, conducting surveillance on known suspects, investigating nuisance crimes and providing support services to the divisions within the Criminal Investigations Division and the Patrol Division. As crime trends and community concerns rise, the Street Crimes Unit is deployed to the specific areas of the City to combat the increase.

In 2011, The Street Crimes Unit made 810 criminal arrests, 97 drug arrests, 59 traffic arrests, 49 fugitive arrests, 370 Order-Maintenance Arrests, 99 Graffiti arrests, and 136 other criminal arrests.

The Victim Services Unit provides social work services to victims and witnesses of violent crimes including but not limited to: crisis intervention, information and support for the court process and assistance in applying for Violent Crimes Compensation.

In 2011, the Victim Services Unit reviewed 216 cases and made contact with 729 victims and witnesses.

In 2013, the Criminal Investigations Division will continue to vigorously investigate major crimes throughout the city. The division will continue to enhance its ties with allied investigative agencies through task forces with the FBI, DEA, University of Delaware Police Department and many others.

Administration Division

The Administration Division is broken down into several different police units, and also oversees the civilian staff.

The Crime Prevention and Crime Analysis Unit is responsible for providing security surveys, organizing Neighborhood Watch programs, responding to the media, implementing crime prevention programs, managing the volunteer program and public relations functions. The Crime Analysis function of this unit is responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.

The Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable CALEA accreditation standards are accomplished. The Accreditation Manager is also responsible for developing and maintaining the Rules and Procedures Manual, preparing personnel allocation studies and management staff studies concerning various functions of the Department.

The School Resource Officer is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the explorer program, and maintaining liaison with local schools. The School Resource Officer is assigned and works full time at Newark High School and maintains a presence at the elementary schools.

The Property Officer is responsible for storing and accounting for all evidence and found property, for issuing and maintaining an inventory of all non-perishable police equipment, and for coordinating all building maintenance.

The Communications Section is the City of Newark's 911 center. They are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service.

The Records Section maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department. The head of Records Section in 2011 was also the department's Information Systems Technician, who is responsible for implementation and maintenance of all Information Technology resources.

The Training Coordinator is responsible for all department training, manages the Field Training Officer program, maintains training files for all personnel, and manages the Department's training budget.

The Volunteer Program is staffed by civilians who supplement the employees of the Newark Police Department by, voluntarily, performing community service, crime prevention or administrative tasks. The five civilian volunteers combined for a total of over 300 hours of volunteer work at the police department.

In 2011, the Administration Division continued to administer the COPS Hiring Grant in the amount of \$447,844. This enabled the police department to hire two additional police officers. This grant increased the strength of the department from 66 sworn officers to 68. In 2011, the Administration Division also applied for and was awarded grant money to enhance police technology, with the acquisition of additional in car camera systems. In 2011, the Accreditation Manager successfully guided the police department to its 6th Law enforcement Accreditation Award from CALEA.

In 2013 the Administration Division will continue all of its efforts, including Crime Prevention, Analysis and Accreditation. Federal and state grants will be sought out and applied for in order to continue with technology upgrades.

CITY OF NEWARK, DELAWARE
Activities Measurements --- Police Department

	2009	2010	2011
Performance Indicators:			
Service / Arrest Statistics			
Calls For Service	35,646	45,562	48,348
Adult Criminal Charges	2,972	3,229	2,990
Juvenile Criminal Charges	322	251	245
Part I Crime Statistics			
Homicide (attempts)	1(0)	2(1)	0(0)
Rape	9	9	5
Unlawful Sexual Contact	4	10	12
Robbery	42	37	43
Aggravated Assault	28	54	21
Burglary	143	178	174
Theft	902	795	860
Theft / Auto	61	54	56
Arson	7	7	4
All Other	74	97	30
Part I Crime Statistics Total	1,271	1,248	1,205
Part II Crime Statistics Total	3,067	3,291	2,982
Public Order Incidents			
(included in above Part II crimes)			
Alcohol	310	405	355
Noise	605	756	654
Disorderly	674	473	563
Misdemeanor Assaults	350	373	359
Traffic Statistics			
Traffic Complaints	11,409	12,379	11,755
Parking Summons	6,183	8,005	6,916
Meter Summons	19,736	26,024	22,740
Motor Vehicle Arrests	10,066	10,538	9,561
Warnings Issued	1,353	909	38
DUI Arrests	312	202	242
Accidents	1,377	1,086	1,156
Fatalities	0	1	0
Injury Accidents	226	230	228

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

FINANCE DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

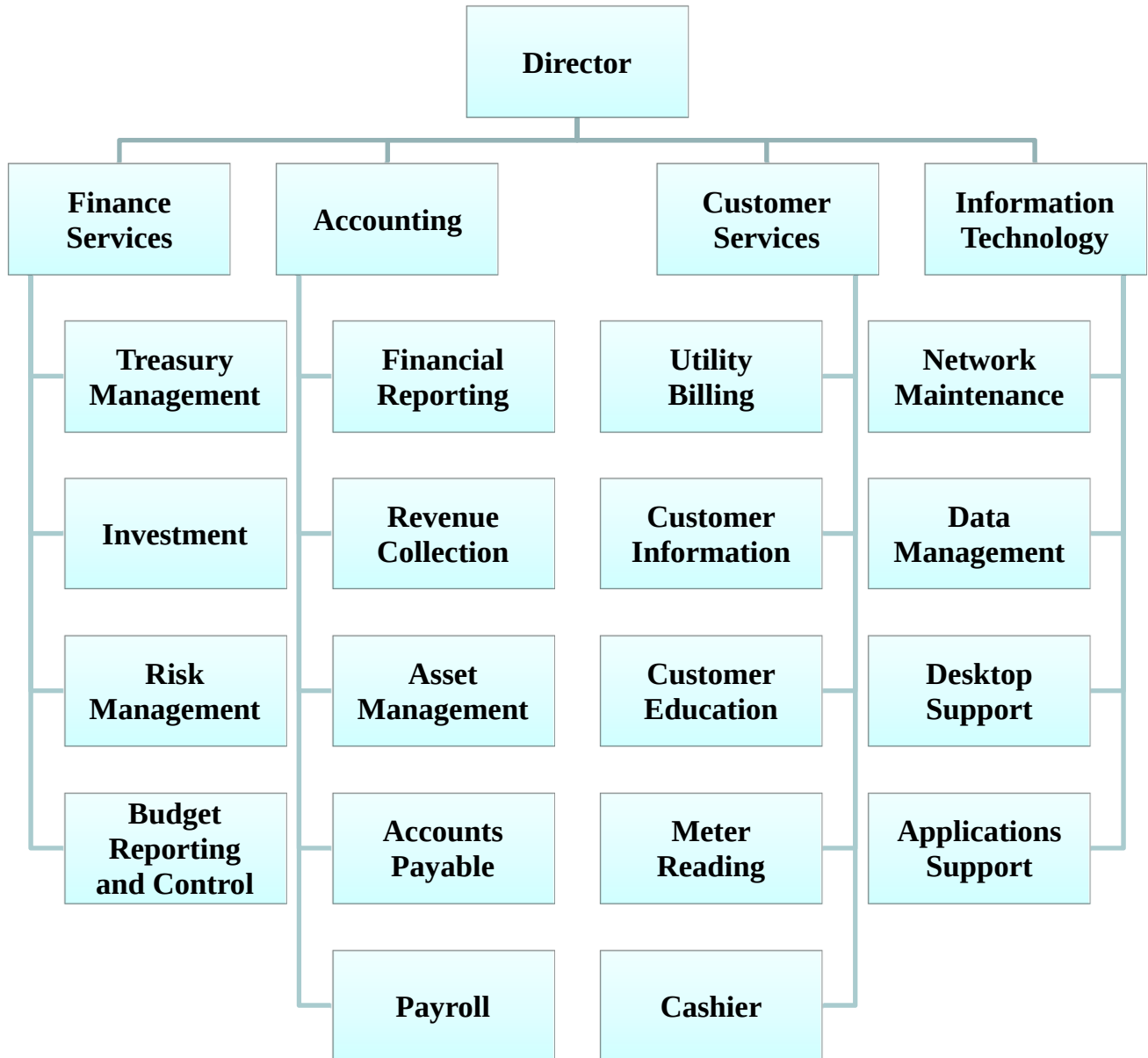
GENERAL FUND

Finance Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$1,674,280	\$1,677,904	\$1,729,587	\$1,733,984	\$1,733,788	\$1,738,195
Materials and Supplies	201,386	188,701	175,899	227,477	217,985	193,296
Contractual Services	251,620	268,653	320,702	366,133	330,330	410,591
Other Charges	126,620	124,353	106,889	123,740	129,674	82,800
Subtotal	\$2,253,906	\$2,259,611	\$2,333,077	\$2,451,334	\$2,411,777	\$2,424,882
Inter-Dept. Charges	(1,454,126)	(1,348,121)	(2,026,993)	(2,092,045)	(2,097,491)	(2,051,211)
Total Operating Expenses	<u>\$799,780</u>	<u>\$911,490</u>	<u>\$306,084</u>	<u>\$359,289</u>	<u>\$314,286</u>	<u>\$373,671</u>

CITY OF NEWARK, DELAWARE

FINANCE DEPARTMENT



**FINANCE DEPARTMENT
2012 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
FINANCE DIRECTOR	6020	31- I	106,796	0	106,796	1.0	31- I	100,776	0	100,776	1.0
ASST. FINANCE DIR.	6020	23- I	78,033	0	78,033	1.0	23- I	79,594	0	79,594	1.0
IT SUPERVISOR	6050	26- D	78,383	1,561	79,944	1.0	22- I	76,884	1,658	78,542	1.0
CUSTOMER SERV. SUPVR	6060	19- D	61,868	0	61,868	1.0	19- D	61,085	0	61,085	1.0
SYSTEM SUPPORT ANALYST	6050	18- G	63,568	3,233	66,801	1.0					
IT NETWORK ADMINISTRATOR	6050	18- G	62,568	0	62,568	1.0					
INFO SYSTEMS TECHNICIAN	6050						18- G	65,416	0	65,416	1.0
ACCOUNTANT	6040	18- G	63,568	2,086	65,654	1.0	18- F	62,242	1,341	63,583	1.0
BOOKKEEPER II	6040	13- G	51,426	0	51,426	1.0	18- G	66,416	2,290	68,706	1.0
FINANCE ASSISTANT	6040	13- G	51,776	1,029	52,805	1.0	13- G	53,767	0	53,767	1.0
FINANCE ASSISTANT	6040	13- G	51,426	0	51,426	1.0	13- G	54,117	1,165	55,282	1.0
UTILITY BILLING TECHNICIAN	6060	13- G	51,426	1,114	52,540	1.0	13- G	53,767	0	53,767	1.0
CHIEF METER READER	6270	13- G	52,076	1,543	53,619	1.0	13- G	53,767	1,255	55,022	1.0
CUSTOMER SERVICE CLERK II	6060	11- G	47,547	0	47,547	1.0	13- G	54,417	1,703	56,120	1.0
CUSTOMER SERVICE CLERK I	6060	10- G	45,718	0	45,718	1.0	11- G	49,711	0	49,711	1.0
CUSTOMER SERVICE CLERK I	6060	10- G	45,718	0	45,718	1.0	10- G	47,799	0	47,799	1.0
METER READER I	6270	10- G	45,718	0	45,718	1.0	10- G	47,799	0	47,799	1.0
METER READER I	6270	8- G	42,619	773	43,392	1.0	8- G	44,543	884	45,427	1.0
	6270	8- F	40,643	0	40,643	1.0	8- G	43,910	0	43,910	1.0
FULL TIME SUBTOTALS			995,159	11,339	1,006,498	17.0		1,016,010	10,296	1,026,306	17.0
METER READER I	6270	G	17,340	485	17,825	0.5	G	17,340	544	17,884	0.5
METER READER I	6270	G	29,250		29,250	0.5	G	29,250		29,250	0.5
IT SPECIALIST	6050						B	24,040		24,040	0.5
OVERTIME	6610		6,000		6,000			4,000		4,000	
OTHER SUBTOTALS			52,590	485	53,075	1.0		74,630	544	75,174	1.5
FINANCE DEPARTMENT TOTALS			1,047,749	11,824	1,059,574	18.0		1,090,640	10,840	1,101,480	18.5

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Finance Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$192,234	\$186,946	\$184,830	\$184,829	\$200,560	\$180,370
6040 Accounting	266,995	235,304	217,077	218,196	222,280	228,067
6050 Information Technology	215,888	195,194	197,598	204,519	203,120	228,582
6060 Customer Service	247,541	255,664	251,414	252,277	242,260	260,161
6270 Meter Readers	125,182	166,763	170,958	181,928	177,850	189,460
6580 Service Award	18,378	12,977	11,674	11,825	11,825	10,840
6590 Sick Pay	8,432	6,975	5,038	6,500	5,050	6,448
6600 Part-Time	68,034	0	0	0	0	0
6620 Overtime	8,364	2,900	2,969	6,000	3,490	4,000
6920 Unemployment Comp. Ins.	6,891	6,396	6,885	6,480	6,480	7,873
6930 Social Security Taxes	85,385	78,002	76,450	81,550	77,910	85,201
6940 City Pension Plan	159,481	190,828	227,384	226,560	237,433	189,392
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	7,558
6950 Term Life Insurance	5,142	4,912	4,764	5,220	4,920	5,194
6960 Group Hospitalization Ins.	195,273	211,164	227,547	232,510	243,770	253,825
6961 Long-Term Disability Ins.	1,676	1,620	1,521	3,290	1,880	2,024
6962 Dental Insurance	14,059	16,616	16,852	21,010	17,300	17,210
6963 Flexible Spending Account	65	293	658	700	550	624
6964 Health Savings Account	0	0	0	0	1,500	1,500
6965 Post-Employment Benefits	55,260	105,350	125,968	90,590	75,610	58,942
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$1,674,280	\$1,677,904	\$1,729,587	\$1,733,984	\$1,733,788	\$1,738,195

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Finance Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7110 Safety Shoes & Supplies	\$658	\$379	\$190	\$485	\$475	\$485
7130 Tools,Field Sup.,Small Equip.	3,005	777	1,969	935	750	1,110
7131 Information Technology Supplies	51,201	27,569	53,409	65,182	66,360	35,844
7140 Uniforms	1,059	1,032	108	2,200	800	500
7150 Office Supplies	6,987	7,412	6,226	9,345	6,500	8,450
7160 Books, Periodicals, Etc.	600	560	147	670	600	500
7170 Postage	111,595	123,674	85,228	117,875	112,200	115,000
7180 Billing & Collec. Supplies	18,105	17,599	20,425	20,385	20,000	20,907
7200 Copying Supplies	7,858	8,837	6,568	10,000	10,000	10,000
7330 Meter Testing & Repairs	0	282	0	0	0	0
7550 Miscellaneous Supplies	318	580	1,629	400	300	500
TOTAL MATERIALS & SUPPLIES	\$201,386	\$188,701	\$175,899	\$227,477	\$217,985	\$193,296

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$0	\$504	\$0	\$0	\$0	\$0
8030 Casualty Insurance	18,618	15,646	16,528	15,752	17,260	15,465
8040 Merchant Fees and Discounts	9,707	14,772	11,449	11,000	10,400	13,000
8050 Telephone	3,398	3,681	4,338	4,050	4,270	4,620
8130 Bldg. & Equip. Rental	5,336	1,290	0	4,730	1,500	4,780
8131 Information Technology Cont'l	136,525	171,510	191,004	219,386	200,000	277,566
8170 Auditing Fees	72,564	37,304	68,047	60,500	60,000	62,135
8300 Mach. & Equip. Maintenance	0	186	772	3,690	3,300	3,690
8550 Misc. Contracted Svc.	5,472	23,760	28,564	47,025	33,600	29,335
TOTAL CONTRACTUAL SERVICES	\$251,620	\$268,653	\$320,702	\$366,133	\$330,330	\$410,591

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Finance Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9010 Bad Debts	\$0	\$60	\$1,774	\$0	\$1,774	\$0
9020 Mileage & Small Bus. Exp.	635	876	632	770	500	750
9031 Information Technology Other	5,429	5,511	7,077	15,850	9,000	14,850
9040 Dues/Conference Expenses	2,455	2,254	623	2,520	2,200	4,400
9060 Depreciation Expense	114,714	109,760	92,886	100,000	111,700	56,000
9070 Training	3,387	5,892	3,897	4,600	4,500	6,800
TOTAL OTHER CHARGES	\$126,620	\$124,353	\$106,889	\$123,740	\$129,674	\$82,800

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
Vehicles and Equipment	\$10,162	\$11,543	\$10,305	\$8,880	\$12,210	\$9,077
Buildings and Grounds	27,635	10,911	17,209	20,553	19,517	21,832
Billings & IT Functions (less Acct 2010)	(1,394,917)	(701,328)	(1,388,016)	(1,435,331)	(1,435,534)	(1,353,453)
Printing and Reproduction	(18,233)	(35,544)	(38,717)	(41,624)	(29,898)	(43,434)
Warehousing (Prior) / Accounting (2010,2)	(112,473)	(653,957)	(647,803)	(663,810)	(682,298)	(705,172)
Electricity Used	33,700	20,254	20,029	19,287	18,512	19,939
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$1,454,126)	(\$1,348,121)	(\$2,026,993)	(\$2,092,045)	(\$2,097,491)	(\$2,051,211)

Finance Department Profile

The Finance Department is comprised of three divisions:

1. **Accounting:** This division is responsible for the proper and sound recording of all financial transactions of the City and the preparation of financial reports that disclose the City's financial status.
2. **Customer Service:** This division is responsible for billing and collecting the portion of the City's revenues from the sale of electricity, water and sewer services and assessed property taxes and the proper assignment of receipts to their correct consumer account.
3. **Information Technology:** This division is responsible for the City's computer hardware and the associated software applications, as well as all associated peripheral equipment.

These divisions are engaged in the following programmatic endeavors:

Financial Management

The Accounting Division is responsible for performing the Financial Management Program function. This is accomplished by maintaining an accurate record of all financial transactions of the City, generating interim financial reports and producing audited financial statements at the end of each fiscal year. More specifically, the Accounting Division prepares the City's payroll, accounts for all revenue and pays all liabilities in a timely manner. Additionally, the Accounting Division analyzes non-routine financial situations, undertakes special financial projects and studies and responds to requests for financial information from other governmental agencies and private enterprises. The Division also administers the City's risk analysis and insurance program and negotiates debt instruments when required.

Essentially, Accounting monitors the past, present and the future of the City. Accounting records the financial history of all past budgets, payrolls, collections and disbursements. Accounting monitors the current revenue generation and the budgetary expenditures for comparison reporting and compliance. Accounting also performs forecasting of future events, preparing revenue projections and estimated costs and expenditures.

Program Goals and Objectives:

The primary goal of the financial management program is to maintain the City in a sound financial condition by managing its financial affairs comprehensively and prudently. Secondary goals are to properly record and account for all financial transactions, prepare accurate and informative financial reports, audit and reconcile revenues and disbursement accounts in an efficient manner, operate the risk management function to assess and alleviate all associated risks, and to invest public funds with the highest possible return of investment while prioritizing safety, liquidity and yield.

Major Accomplishments in 2012:

1. Completed the December 31, 2011 financial audit before May 31, 2012 and

submitted the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting program before the June 30, 2012 deadline. Received the Certificate of Achievement for Excellence in Financial Reporting for the December 31, 2010 CAFR.

2. Completed the annual renewal process for property, general liability and automobile insurance coverage after assessing risk, consultations with the City's risk advisors and discussions with departmental directors.
3. Completed the migration of fixed asset accounting from paper ledgers and schedules to the MUNIS Fixed Asset Accounting module.
4. Audited the Parking Division twice during the year without any material deficiencies.
5. Assisted and worked with the Information Technology Division of the Finance Department in all phases of the work related to the upgrade of CityView to Version 9.

Objectives for 2013:

1. In an effort to enhance internal controls, transfer all cash collection duties to Customer Service. The Accounting Division staff shall monitor and audit cash handling activities performed by other City employees; they will not take any payments or handle cash.
2. Complete the December 31, 2012 audit by May 31, 2013. Earn the annual Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting by submitting the CAFR on or before June 30, 2013.
3. After installation, utilize the MUNIS GASB 34 Report Writer and Project Grant Accounting applications that will facilitate implementation of the new financial reporting requirements and managing the administrative requirements of grants.
4. Complete the monthly financial statements by the tenth workday of each month. Target is to reach goal ten out of twelve months.
5. Continue the review and monitoring of utility rates to determine adequacy in meeting the City's revenue requirements.

Utility Revenue Management

The Utility Revenue Management Program falls under the Accounting Division to perform. This is accomplished by maintaining a data warehouse of past levels of consumption, monitoring the generation of revenues from the sale of electricity, water and the removal of sewage and by preparing forecasts of future sales volume. Rate studies have been recently completed with respect to electric and water sales.

Program Goals and Objectives:

The primary goal of this program is to ensure that the utility enterprises will generate the revenues required to support their own provision of services to their customer

base, increase retained earnings to support capital improvement initiatives and to support other City services, to the extent permissible under current financial policies. The secondary goal is compliance with external directives or agreements. In May of 2012, the City, through our association with the Delaware Municipal Electric Corporation (DEMEC), agreed with the sitting Governor of Delaware to reduce our electric rates by 10% and to cap the future transfers from the Electric Fund at the 2012 amount. These are measures designed to spur economic development in Delaware.

Major Accomplishments in 2012:

1. Enacted the "Revenue Stabilization Adjustment (RSA)" with respect to the electric rates established in the *Electric Rate Study* by Black & Veatch of March, 2011. As of January 1, 2012, all electric customers began receiving a 1.333¢ per kilowatt hour credit. This shall return \$5.2 million back to our customer base, all predicated on the reduction in the cost of purchased power through DEMEC.
2. Enacted the first year of rate increases on the sale of water, as per the Black & Veatch *Water Rate Study Report* of October, 2011.
3. Completed an "Electric Services Agreement" with the University of Delaware.

Objectives for 2013:

1. Calculate the Electric Utility's RSA for compliance with the Governor's Memorandum of Understanding that calls for a 10% decrease in electric rates.
2. Monitor the Water Utility's revenues with respect to the *Water Rate Study Report*.
3. Monitor the rates for sewer removal for adequacy in meeting the costs associated with treatment performed by New Castle County.

Budgeting

The Budgeting Program is the joint responsibility of the City Manager and the Finance Department. The program consists of two major parts, a Capital Improvement Program (CIP) and the annual Operating Budget. The CIP is a five year capital program, updated annually during the review and compilation of the succeeding year's CIP. Some projects are removed, others reaffirmed and new one's proposed during this process. The annual operating budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital program and operating budget are adopted by the City Council following the City Manager's review and a public hearing.

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

Program Goals and Objectives:

The primary goal of the budgeting program is ensure the financial solvency of the City and the continuation of providing the necessary services to guarantee the safety and

sustainability of our residents and commercial interests. The secondary goals of the budgeting program are to prepare an annual operating budget and CIP to meet Charter deadlines and to communicate the City's financial plan, to forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, to coordinate the budget preparation process with departments to instill participatory budgeting techniques and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

Major Accomplishments in 2012:

1. The timely preparation of the 2013 – 2017 Capital Improvement Program.
2. The timely preparation of the 2013 Operating Budget.

Objectives for 2013:

1. Prepare a fiscally sound and prudent Capital Improvement Budget in a timely manner to ensure an adequate approval process, to be presented before Council on August 11, 2013.
2. Prepare a fiscally sound and prudent and Operating Budget in a timely manner to ensure an adequate approval process, to be presented before Council on October 13, 2013.

Information Technology

The Information Technology Division is responsible for managing the Information Technology Program for the City. This includes the provision of all management information services including systems development and maintenance, operations of the servers and network, performing all centralized data entry functions and developing, monitoring and improving office automation and computer systems. This program provides technical support services including troubleshooting problems, training users, assessing equipment requests and hardware/software requirements and providing personal computer/network assistance.

This program also provides the design, testing, documentation and preparation of computer systems and programs. It is responsible for assistance to users in the operation of computerized system modules and daily operations of the network. The program also provides for system integrity by insuring that daily master file backups are operational and secure. All systems run on a Microsoft Windows platform with the exception of the Harris Utility Billing system which runs on Red Hat Linux. Internet access and security, e-mail, and the city website are maintained on a separate server.

Program Goals and Objectives:

The primary goal of the information technology program is to ensure that IT capabilities are effectively provided through the use of sound systems design and maintenance techniques, to provide technical support services, and to identify new systems for automation. The secondary goal is to foster an environment for our users to become self-sufficient or self-reliant in diagnosing and fixing minor processing problems as they may develop, to acquire the ability to generate required reports and to seek technical support from our software vendors when required.

Major Accomplishments in 2012:

1. Outsourced the maintenance of the City's servers to a company providing remote monitoring of these servers.
2. Installed the Cardinal parking ticket online payment system for use by the Alderman's Court.
3. Upgraded the MUNIS financial software to Version 8, which required a migration to a Microsoft SQL operating system.
4. Began the upgrade of the CityView software to Version 9, which also required a migration to a Microsoft SQL operating system for the MUNIS.
5. Upgraded the local area network server operating systems from Microsoft Windows 2003 Server to Windows 2008 Server.
6. Installed the MUNIS Fixed Asset module that manages the City's record-keeping of all fixed assets, construction in progress and infrastructure.
7. Initiated an electronic work order system for internal IT requests for services.
8. Installed an "ebilling" system that delivers utility bills via email to those customers whom have requested this service.

Objectives for 2013:

1. Upgrade the Northstar Utility Billing application which will increase productivity of Customer Service with additional applications available to staff.
2. Upgrade the CityView application which will increase the productivity of Code Enforcement and Finance with software operating as designed.
3. Install the iNova System Integration module to operate in conjunction with Northstar and CityView, linking together these applications into one searchable database and centralized cashiering.
4. Install the CityView Portal and Mobile Field Application that will allow customers to apply and monitor permitting and license requests and to review status of billing history.
5. Install the MUNIS GASB 34 Report Writer and Project Grant Accounting applications for use by the Accounting Division.
6. Monitor the installation of the Automatic Meter Data Management System, in conjunction with the installation of city-wide smart metering for electric and water consumption and take ownership of the turn-key system upon completion.

Customer Service

The Customer Service Division is responsible for the collection of all the City's revenues and the proper assignment of payments to their correct consumer account. The staff of this division is responsible for providing assistance to utility customers in establishing and terminating service, answering billing and service inquiries, processing

customer payments, managing delinquent utility accounts receivable and providing customer education and information on city operations.

Another component of the customer service program is the meter reading and billing function. The City's meter readers are responsible for acquiring electric meter readings from electric customers on a monthly basis and water meter readings on a quarterly basis. They also perform additional back-office functions such as mailroom responsibilities, sorting and delivery of mail between City Hall and the post office; process the folding and stuffing of mail; and prepare mail for presort and pickup. Miscellaneous duties include collection calls prior to disconnecting services for non-payment. The Billing Technician generates all utility account bills, through scheduled cycles as well as unscheduled billings due to property transfers or meter issues, and maintains active meter inventory data in the system.

Program Goals and Objectives:

The primary goal of the Customer Service Division is to service our customers to the best extent possible, whether they simply want to make a payment to an existing account, establish new services, terminate existing services, or when they have a problem that needs resolution. The primary determinant for 2013 will be the completion of the Honeywell Corporation's Smart Metering Project and what it may provide to the City's staff and to our customers. If brought to fruition, this project shall enhance meter accuracy, provide the ability to read meters remotely, deliver monthly billing for all utilities and the capability to remotely disconnect all electric meters.

Accomplishments for 2012:

1. Assisted in the data collection and the measurement and verification process conducted by Honeywell Corporation in their analysis of the efficiency and effectiveness of a Smart Metering Program in the City.
2. Continued the effort to provide excellent customer service to all whom seek assistance from the Customer Service staff.
3. Completed a very uneventful "Move-in / Move-out" (the busiest period for account terminations and starts that is coincident to the conclusion of the University's spring term) for all involved.

Objectives for 2013:

1. Complete the transformation of Customer Service to the collector of all taxes, utility remittances and other miscellaneous receipts. Schedule additional training, as required, for successful migration.
2. Upon the completion of the upgrade of the NorthStar Utility Management software to version 6.4, take ownership of the new application.
3. Upon the installation of iNova, assist our customers in the use of this bill paying and account monitoring application.
4. Upon the completion of the Smart Metering project, transition to this new form of data compilation and billing procedures.
5. Out-source bill production efforts, if costs can be reduced or neutralized.

6. Continue in all efforts to provide ease of payment opportunities to our customers. This shall be accomplished through electronic billing, online payment choices and online problem resolution activities.
7. Continue with efforts to reduce delinquent accounts.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

PLANNING AND DEVELOPMENT DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Planning & Development Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$512,349	\$447,988	\$478,948	\$481,138	\$499,218	\$438,361
Materials and Supplies	37,412	26,514	49,424	37,150	37,150	36,905
Contractual Services	188,845	239,866	286,184	323,599	276,450	400,831
Other Charges	5,465	2,648	6,007	6,220	6,570	397
Subtotal	\$744,071	\$717,016	\$820,563	\$848,107	\$819,388	\$876,494
Inter-Dept. Charges	102,325	42,692	79,196	67,682	70,230	74,129
Total Operating Expenses	\$846,396	\$759,708	\$899,759	\$915,789	\$889,618	\$950,623

**PLANNING AND DEVELOPMENT DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF P & D	6020	33- I	116,511	7,123	123,634	1.0	31- D	93,520	4,345	97,865	1.0
DEVELOPMENT SUPVR	6020	26- I	88,778	3,950	92,728	1.0	22- D	67,953	1,247	69,200	1.0
PLANNER *	6030	17- I	62,023	1,028	63,051	1.0	17- I	51,206	0	51,206	1.0
SECRETARY I	6080	10- G	45,718	0	45,718	1.0	10- G	47,799	0	47,799	1.0
RESEARCH AIDE **	6030						11- G	29,827	0	29,827	0.0
FULL TIME SUBTOTALS			313,030	12,101	325,131	4.0		290,305	5,592	295,897	4.0
GRADUATE INTERN	6610		12,000		12,000			12,000		12,000	
OVERTIME	6620		4,000		4,000			4,000		4,000	
OTHER SUBTOTALS			16,000	0	16,000	0.0		16,000	0	16,000	0.0
PLANNING AND DEVELOPMENT DEPT			329,030	12,101	341,131	4.0		306,305	5,592	311,897	4.0

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Planning & Development Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$190,515	\$201,913	\$201,894	\$205,289	\$186,210	\$161,473
6030 Engineering/Technical	65,207	32,389	31,265	24,810	59,580	55,430
6080 Clerical	83,364	45,380	45,718	45,718	46,630	47,799
6580 Service Award	11,825	9,372	9,678	12,101	12,101	5,592
6590 Sick Pay	6,157	4,092	4,288	4,200	4,253	3,558
6600 Part-Time	13,227	0	0	0	0	0
6610 Seasonal Workers	8,718	0	8,841	12,000	12,000	12,000
6620 Overtime	4,257	4,944	4,392	4,000	4,000	4,000
6860 Other Wages	0	0	0	0	9,000	2,000
6920 Unemployment Comp. Ins.	1,924	1,221	1,687	1,370	1,500	1,953
6930 Social Security Taxes	28,558	21,175	21,841	22,540	24,780	22,327
6940 City Pension Plan	50,791	60,962	72,652	72,390	75,864	49,453
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	3,840
6950 Term Life Insurance	1,246	1,022	1,033	1,140	1,080	1,300
6960 Group Hospitalization Ins.	27,131	29,634	32,874	40,880	35,280	46,269
6961 Long-Term Disability Ins.	363	280	284	980	460	530
6962 Dental Insurance	1,473	2,025	2,098	4,620	2,170	2,781
6963 Flexible Spending Account	13	65	156	160	160	234
6964 Health Savings Account	0	0	0	0	0	1,500
6965 Post-Employment Benefits	17,580	33,552	40,247	28,940	24,150	15,398
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	(38)	0	0	0	0
TOTAL PERSONNEL SERVICES	\$512,349	\$447,988	\$478,948	\$481,138	\$499,218	\$438,361

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7150 Office Supplies	\$2,485	\$1,225	\$1,721	\$2,460	\$2,460	\$2,386
7160 Books, Periodicals, Etc.	176	465	441	830	830	805
7200 Copying Supplies	2,715	572	49	3,500	3,500	3,395
7550 Miscellaneous Supplies (1)	3,778	313	174	1,360	1,360	1,319
7670 Downtown Newark Partnership (2)	28,258	23,939	47,039	29,000	29,000	29,000
TOTAL MATERIALS & SUPPLIES	\$37,412	\$26,514	\$49,424	\$37,150	\$37,150	\$36,905

(1) Includes postage and data discs for 2009 Newark Resident Survey (2009)

(2) Includes expenditures funded by DNP Contributions

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Planning & Development Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$1,220	\$897	\$853	\$1,200	\$1,200	\$1,164
8030 Casualty Insurance	7,546	4,256	2,804	8,024	7,500	6,505
8050 Telephone	1,341	981	990	2,000	2,000	1,000
8180 Consulting Fees (1)	830	81,330	104,985	122,675	75,940	202,500
8300 Mach. & Equip. Maintenance	187	0	0	600	600	582
8550 Misc. Contracted Services	2,509	10,144	12	10,000	10,000	9,700
8670 Downtown Newark Partnership (2)	53,811	40,489	56,466	36,000	40,000	36,000
8800 Unicity Bus (3)	121,401	101,769	120,074	143,100	139,210	143,380
TOTAL CONTRACTUAL SERVICES	\$188,845	\$239,866	\$286,184	\$323,599	\$276,450	\$400,831
(1) Includes \$75,000 for Greater Newark Economic Development Partnership (2) Includes expenditures funded by DNP Contributions (3) Expenditures reimbursable by the Delaware Transit Corporation						

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Exp.	\$427	\$145	\$0	\$240	\$240	\$97
9040 Dues/Conference Expenses	4,328	2,503	5,947	5,650	6,000	0
9060 Depreciation Expense	145	0	0	0	0	0
9070 Training	565	0	60	330	330	300
TOTAL OTHER CHARGES	\$5,465	\$2,648	\$6,007	\$6,220	\$6,570	\$397

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Unicity Bus	\$40,140	\$45,536	\$61,717	\$46,218	\$51,857	\$53,840
Buildings and Grounds	18,423	4,056	6,397	7,639	7,255	8,115
Billings & Accounting	41,848	0	17,497	24,378	24,222	20,279
Electricity Used	0	7,773	7,687	7,402	7,104	7,652
Services to Utility Funds	0	(18,260)	(18,009)	(22,156)	(23,225)	(20,140)
Printing and Reproduction	1,914	3,587	3,907	4,201	3,017	4,383
TOTAL INTER-DEPT. CHARGES	\$102,325	\$42,692	\$79,196	\$67,682	\$70,230	\$74,129

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

ADMINISTRATIVE DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

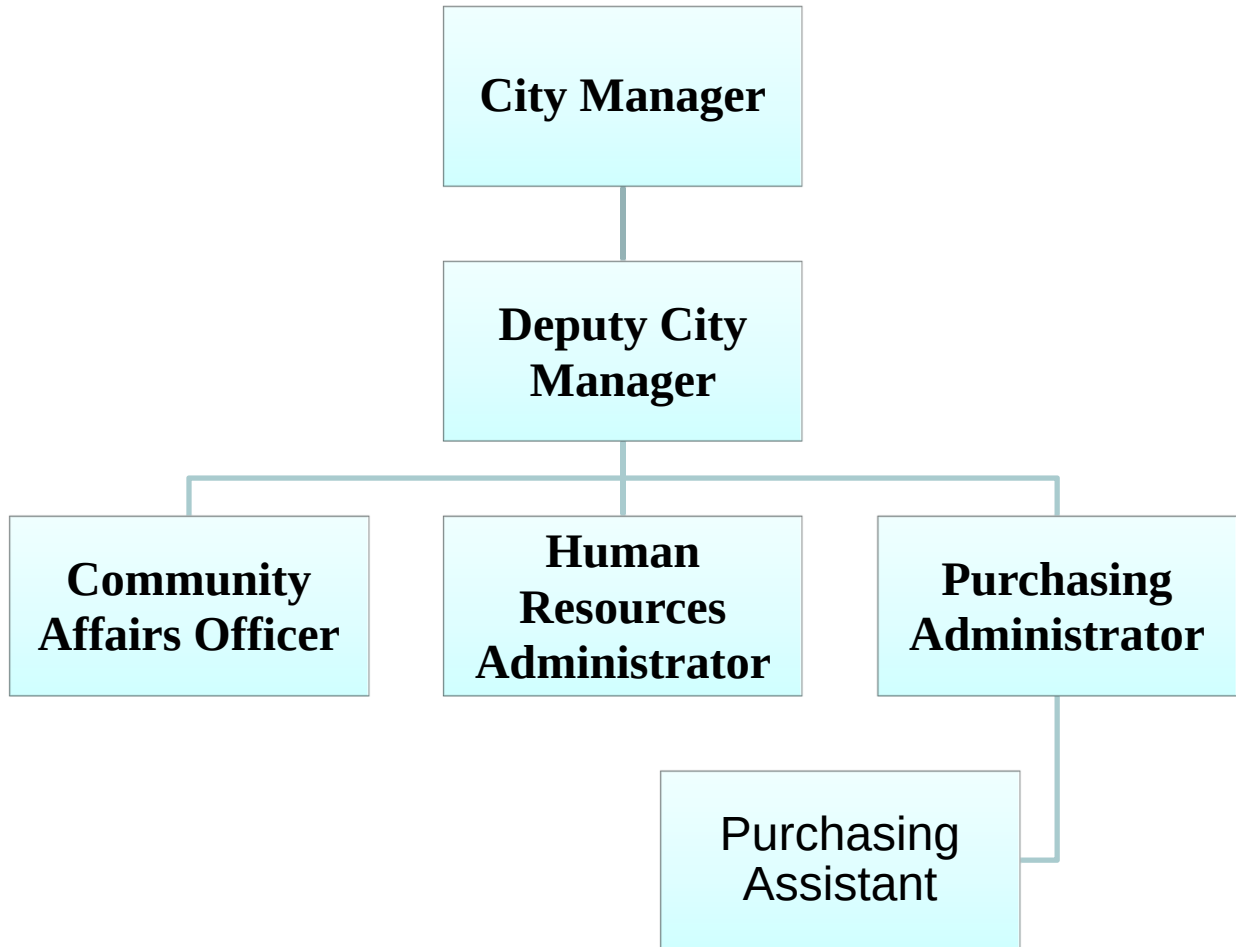
GENERAL FUND

Administrative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$756,188	\$735,327	\$765,097	\$783,488	\$729,188	\$723,165
Materials and Supplies	3,511	2,407	2,363	5,000	3,500	3,750
Contractual Services	43,930	53,381	85,977	52,074	72,409	50,796
Other Charges	45,724	33,323	40,720	57,200	66,259	30,350
Subtotal	\$849,353	\$824,438	\$894,157	\$897,762	\$871,356	\$808,061
Inter-Dept. Charges	62,295	(195,181)	(173,263)	(180,649)	(145,970)	(155,093)
Total Operating Expenses	\$911,648	\$629,257	\$720,894	\$717,113	\$725,386	\$652,968

CITY OF NEWARK, DELAWARE

ADMINISTRATIVE DEPARTMENT



**ADMINISTRATION DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT	2012					2013					
			GRADE STEP	ANNUAL				GRADE STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
CITY MANAGER	6020			140,000	0	140,000	1.0			136,000	5,175	141,175	1.0
DEPUTY CITY MANAGER	6020		26- I	88,778	3,950	92,728	1.0	31- D	97,511	0	97,511	1.0	
ASSISTANT TO CITY MGR	6020		26- I	88,778	3,219	91,997	1.0						
COMMUNITY AFFAIRS OFC	6020		17- D	59,512	0	59,512	1.0	17- I	62,171	0	62,171	1.0	
HR ADMINISTRATIVE ASST	6080		15- I	58,019	2,281	60,300	1.0	15- I	59,159	2,423	61,582	1.0	
PURCHASING ADMIN ASST	6030		13- G	52,076	1,885	53,961	1.0	15- D	55,567	2,175	57,742	1.0	
PURCHASING ASSISTANT	6080							13- F	50,392	1,418	51,810	1.0	
FULL TIME SUBTOTALS				487,163	11,335	498,498	6.0		460,800	11,191	471,991	6.0	
TRANSITION WAGES		6020						8,000					
VEHICLE ALLOWANCE		6875	6,000					6,000					
OTHER SUBTOTALS				6,000	0	6,000	0.0		8,000	0	8,000	0.0	
ADMINISTRATION DEPARTMENT TOTALS				493,163	11,335	504,498	6.0		468,800	11,191	479,991	6.0	

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Administrative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$380,360	\$371,724	\$374,018	\$377,068	\$332,650	\$303,682
6030 Engineering/Technical	51,733	52,076	52,076	52,076	58,860	55,567
6080 Clerical	58,019	58,019	58,019	58,019	59,210	109,551
6580 Service Award	10,200	10,674	11,147	11,335	11,335	11,191
6590 Sick Pay	6,119	5,488	5,957	6,000	5,723	5,471
6600 Part-Time	5,120	0	0	0	0	0
6620 Overtime	272	0	0	0	0	0
6875 Vehicle Allowance	0	6,000	6,000	6,000	1,250	0
6890 Separation Benefits	0	0	0	0	0	0
6920 Unemployment Comp. Ins.	2,114	1,773	2,088	2,050	2,050	2,298
6930 Social Security Taxes	35,709	34,816	35,543	36,310	34,110	35,217
6940 City Pension Plan	112,380	79,414	120,646	120,650	126,440	95,308
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	7,313
6950 Term Life Insurance	2,056	2,051	2,060	2,270	1,940	1,991
6960 Group Hospitalization Ins.	53,015	42,932	40,488	60,270	55,050	59,732
6961 Long-Term Disability Ins.	576	576	576	1,070	710	838
6962 Dental Insurance	3,890	3,665	3,397	6,930	3,640	4,093
6963 Flexible Spending Account	65	195	390	400	300	312
6965 Post-Employment Benefits	34,560	65,924	52,692	43,040	35,920	29,677
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$756,188	\$735,327	\$765,097	\$783,488	\$729,188	\$723,165

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7130 Tools,Field Sup.,Small Equip.	\$0	\$424	\$0	\$0	\$0	\$0
7150 Office Supplies	2,442	1,547	1,888	3,000	2,800	3,000
7160 Books, Periodicals, Etc.	539	269	427	850	600	650
7170 Postage	46	35	0	150	100	100
7550 Miscellaneous Supplies	484	132	48	1,000	0	0
TOTAL MATERIALS & SUPPLIES	\$3,511	\$2,407	\$2,363	\$5,000	\$3,500	\$3,750

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Administrative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$0	\$398	\$0	\$500	\$0	\$0
8030 Casualty Insurance	27,229	35,979	32,881	32,874	34,884	39,896
8050 Telephone	2,560	2,753	3,074	2,800	2,400	2,000
8162 Legal/Consulting Services	1,163	10,234	47,455	8,000	25,000	5,000
8300 Mach. & Equip. Maintenance	0	0	0	0	125	0
8550 Misc. Contracted Svc.	0	155	0	1,400	8,000	1,400
8560 Employee Testing Svc.	2,467	2,740	2,006	3,500	2,000	2,500
8570 Annual Reports & Pub. Rel.	10,511	1,122	561	3,000	0	0
TOTAL CONTRACTUAL SERVICES	\$43,930	\$53,381	\$85,977	\$52,074	\$72,409	\$50,796

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Exp.	\$451	\$522	\$4	\$300	\$500	\$100
9030 Recruitment Expenses	19,786	11,058	11,303	25,000	31,659	20,000
9040 Dues/Conference Expenses	8,719	6,146	7,557	7,500	2,500	2,500
9060 Depreciation Expense	9,894	8,979	4,958	100	100	100
9070 Training	1,324	0	332	1,850	1,500	1,500
9090 Other Special Programs	5,550	6,618	16,566	22,450	30,000	6,150
TOTAL OTHER CHARGES	\$45,724	\$33,323	\$40,720	\$57,200	\$66,259	\$30,350

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Buildings and Grounds	\$18,423	\$5,372	\$8,473	\$10,119	\$9,609	\$10,749
Billings & Accounting	41,848	0	21,307	22,283	22,005	21,463
Printing and Reproduction	2,024	4,931	5,371	5,774	4,147	6,025
Electricity Used	0	10,296	10,181	9,804	9,410	10,135
Services to Utility Funds	0	(215,780)	(218,595)	(228,629)	(191,141)	(203,465)
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$62,295	(\$195,181)	(\$173,263)	(\$180,649)	(\$145,970)	(\$155,093)

ADMINISTRATION DEPARTMENT PROFILE

General Administration

Under the direction of the City Manager, the Administration Department closely oversees all operating departments and offices of the City. Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other city employees to resolve problems or assist with projects. This Department continually evaluates departmental staffing and services in an effort to ensure the optimal use of resources and achieve peak operating efficiencies. This Department formulates City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to the Mayor and City Council.

The Administration Department works closely with all City departments to coordinate a positive relationship with all areas of our community, including the University of Delaware. Of special note is our “UDon’t Need It?” program partnership which has successfully addressed persistent concerns about student move out each spring by creating opportunities for diversion and reuse of household goods.

Personnel Administration

This Department is responsible for the personnel function including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration.

In the area of recruitment and selection, the Administration Department handles the hiring of new employees as well as in-house promotions and transfers. During 2011, the department was involved in the hiring of 9 full-time employees, the promotion, upgrade and reclassification of 9 city employees, and the hiring of 30 part-time or temporary employees.

Labor Relations

This Department is responsible for the administration of labor relations involving three collective bargaining groups covering approximately 195 employees. This includes contract negotiations, the administration of three collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The Department provides other management employees with assistance and advice in the interpretation of contract provisions and grievance administration. In an effort to improve communications and promote harmonious relations, the City meets periodically with each union's executive committee to discuss current issues and resolve disputes.

During 2011 and concluding in 2012, the department concluded negotiations with all three of the City’s collective bargaining units. Successor agreements were executed with all three bargaining units through March 2014.

Purchasing

The Administration Department handles the purchasing, contracting and negotiating for the acquisition of materials, supplies, equipment and services used by all City departments. This includes the development and or review of contract and request for proposal documents and the resulting evaluation of bids and proposals. The Administration Department makes recommendations to Mayor and Council regarding the award of all bids and proposals. The Department also provides oversight and support for all large scale projects and programs. In 2011, 1,183 purchase orders were issued by the department. These totals are further reduced by the use of credit cards for Maintenance Division supplies allowing for more efficient processing of routine purchases including parts for vehicles and on-line purchases. For purchases exceeding \$25,000, 8 contracts were awarded with a total value of \$4,501,014.

Public Relations

The Administration Department handles the majority of the communication with the public as it pertains to the City of Newark through traditional means of information dispersal, electronic dissemination and social media. We are the primary contact for media and maintain relations with the media amidst constantly changing assigned reporters.

In our continuing effort to inform the public and to promote a positive image of the City, the Administration Department held its second Citizens Academy this past year which teaches residents about the City and the services it provides. The hope is that this will foster civic engagement and inspire graduates of the class to become leaders in the neighborhoods and become more involved with the City. The second class had 8 graduates.

The Administration Department continues to maintain an interactive website that can be accessed at www.cityofnewarkde.us. The website is constantly being updated and expanded to provide citizens with current and accurate information about the City's operations. The Department distributes the electronic Municipal Newsletter tri-annually to residents to communicate with them about City services, activities, and programs. The Department is responsible for the format, content, and photography of the City government information section and for the overall development of the entire newsletter. The Department manages the "Inform Me" Notification System which remains a proactive means of communicating with our residents. This system allows for residents to be notified of emergency or important service messages via phone, text or e-mail.

The City continues to participate in on-line social media through Twitter and the Parks and Recreation Department Facebook page. Both on-line mechanisms provide a means of informing residents of City information, events and service reminders that may affect them. In some cases, the City is capable of receiving immediate feedback to posted information. In 2012, we will implement an official City of Newark Facebook page to increase citizen engagement.

Newark's government access channel, Newark TV 22, is available on both Comcast and Verizon networks. The channel provides municipal news and information, parks and recreation highlights, service reminders, City employment opportunities, local weather, traffic and emergency messages, and public service announcements. This past year, we have worked with New Castle

County's government TV channel to add relevant information to our channel along with videos that are not only produced by the County but also relevant to Newark. Additionally, the Department has partnered with the Newark Free Library to distribute City information making it more accessible to residents.

In 2012, the Department will work on increasing community engagement through a newly designed website. We are excited about the many activities for engaging our residents with the new design and functionality of the City website.

OTHER ACTIVITIES

In addition to the day-to-day administration of city operations and handling of personnel, labor relations, purchasing and public relations, the Administration Department is also involved in the following activities:

Committee Liaison

The Administration Department continues to provide staff support to the Downtown Newark Partnership Board, the Traffic Committee, the Town and Gown Committee, the Newark Area Welfare Committee, and the Rental Property Enforcement Team. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities.

Inter-Departmental Relations

Bi-weekly staff meetings are held with the administration staff and department directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Members of the staff also attend City Council meetings as necessary to insure that policies enacted by City Council are effectively implemented.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

LEGISLATIVE DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

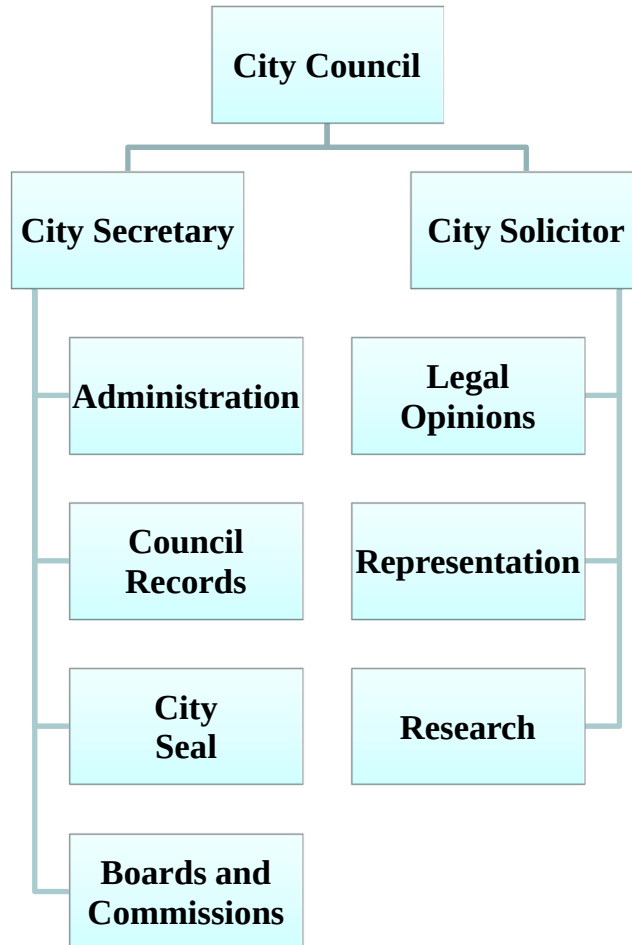
GENERAL FUND

Legislative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$313,603	\$326,368	\$338,043	\$348,451	\$340,126	\$359,976
Materials and Supplies	2,691	5,380	6,144	7,750	6,250	6,649
Contractual Services	457,594	569,055	795,421	593,409	1,102,961	678,794
Other Charges	48,793	47,049	48,703	72,200	52,560	60,325
Subtotal	\$822,681	\$947,852	\$1,188,311	\$1,021,810	\$1,501,897	\$1,105,744
Inter-Dept. Charges	103,434	(46,559)	(8,312)	(9,383)	(16,881)	(3,379)
Total Operating Expenses	<u>\$926,115</u>	<u>\$901,293</u>	<u>\$1,179,999</u>	<u>\$1,012,427</u>	<u>\$1,485,016</u>	<u>\$1,102,365</u>

CITY OF NEWARK, DELAWARE

LEGISLATIVE DEPARTMENT



**LEGISLATIVE DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CITY SECRETARY	6020		68,600	3,718	72,318	1.0		69,952	3,907	73,859	1.0
SECRETARY II	6080	13- E	47,547	0	47,547	1.0	13- F	51,368	0	51,368	1.0
SECRETARY I	6080	10- E	42,269	0	42,269	1.0	10- F	44,635	0	44,635	1.0
FULL TIME SUBTOTALS	6205		158,416	3,718	162,134	3.0		165,955	3,907	169,862	3.0
MAYOR AND COUNCIL	6400		50,400		50,400			50,400		50,400	
CLERK TYPIST	6080	G	23,100	257	23,357	0.5	G	24,500	298	24,798	0.5
TRANSITION WAGES	6020							6,000		6,000	
OVERTIME	6620		3,500		3,500			2,500	0	2,500	
OTHER SUBTOTALS	6215		77,000	257	77,257	0.5		83,400	298	83,698	0.5
LEGISLATIVE DEPARTMENT TOTALS			235,416	3,975	239,391	3.5		249,355	4,205	253,560	3.5

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Legislative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$68,600	\$68,600	\$68,600	\$68,600	\$70,280	\$75,952
6080 Clerical	80,888	106,522	109,700	112,916	114,620	120,503
6400 Mayor & Council	50,400	50,400	50,400	50,400	50,400	50,400
6580 Service Award	3,380	3,493	3,605	3,975	3,975	4,205
6590 Sick Pay	1,583	1,583	176	1,600	1,407	1,202
6600 Part-Time	23,230	0	0	0	0	0
6620 Overtime	2,807	1,958	1,539	3,500	2,190	2,500
6920 Unemployment Comp. Ins.	2,809	2,531	2,956	3,070	1,500	3,170
6930 Social Security Taxes	17,519	17,673	17,642	18,440	18,240	19,490
6940 City Pension Plan	27,268	29,370	35,006	34,880	36,554	34,325
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	5,246
6950 Term Life Insurance	790	781	801	880	820	876
6960 Group Hospitalization Ins.	23,074	23,530	26,097	33,300	26,400	28,229
6961 Long-Term Disability Ins.	248	256	262	530	300	332
6962 Dental Insurance	1,574	1,658	1,718	2,250	1,720	1,856
6963 Flexible Spending Account	13	0	156	160	80	78
6965 Post-Employment Benefits	9,420	18,013	19,385	13,950	11,640	10,688
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$313,603	\$326,368	\$338,043	\$348,451	\$340,126	\$359,976

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7150 Office Supplies	\$1,671	\$649	\$1,349	\$2,000	\$1,000	\$1,164
7160 Books, Periodicals, Etc.	3,738	3,843	3,891	3,800	3,500	3,800
7210 Election Expenses	0	0	60	200	0	200
7220 Civic and Charity	0	211	0	0	0	0
7550 Miscellaneous Supplies	117	427	0	500	500	485
7570 Merchandise For Resale	0	0	594	1,000	1,000	1,000
7770 Town & Gown Committee Supplies	(2,835)	250	250	250	250	0
TOTAL MATERIALS & SUPPLIES	\$2,691	\$5,380	\$6,144	\$7,750	\$6,250	\$6,649

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Legislative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$7,003	\$7,040	\$7,303	\$7,500	\$6,000	\$7,500
8030 Casualty Insurance	10,242	16,857	16,656	12,749	14,160	12,734
8050 Telephone	1,146	633	630	700	604	700
8060 DE League of Local Govt.	0	0	6,000	6,000	6,000	6,000
8070 Aetna Hose, Hook & Ladder	50,000	50,000	50,000	53,000	53,000	53,000
8071 Newark Ambulance	3,000	3,000	3,000	3,000	3,000	3,000
8072 Memorial Day Parade	10,000	10,033	0	0	0	0
8073 Newark Senior Center	50,860	50,860	50,860	50,860	50,860	50,860
8160 City Solicitor & Deputy	213,080	207,688	186,188	200,000	195,000	200,000
8161 Lobbyist	12,000	12,000	12,000	12,000	12,000	12,000
8162 Legal/Consulting Services	2,340	157,194	392,127	170,000	685,213	250,000
8163 Codification of Ordinance	4,945	2,924	5,245	8,000	7,600	4,850
8210 Election Expenses	388	162	2,154	2,200	2,724	9,800
8220 Community Groups	57,257	44,871	59,502	60,000	60,050	61,430
8221 Transportation Subsidy	15,060	(2,509)	0	0	0	0
8300 Mach. & Equip. Maintenance	302	0	0	480	400	0
8550 Misc. Contracted Svc.	11,469	13	100	420	350	420
8741 Special Council Events	5,002	4,789	3,656	6,500	6,000	6,500
8770 Town & Gown Contractual Expenses	3,500	3,500	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$457,594	\$569,055	\$795,421	\$593,409	\$1,102,961	\$678,794

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Exp.	\$699	\$4,025	\$973	\$1,200	\$100	\$600
9040 Dues/Conferences Expenses	15,816	7,575	3,331	25,000	8,027	24,250
9060 Depreciation Expense	31,886	34,663	44,166	45,500	44,200	35,000
9070 Training	392	786	233	500	233	475
TOTAL OTHER CHARGES	\$48,793	\$47,049	\$48,703	\$72,200	\$52,560	\$60,325

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Building & Grounds	\$40,795	\$10,573	\$16,675	\$19,914	\$18,912	\$21,155
Billings & Accounting	27,898	0	29,041	27,875	27,471	32,796
Printing and Reproduction	1,841	1,120	1,220	1,311	942	1,368
Electricity Used	32,900	48,964	46,414	46,620	44,705	45,854
Services to Utility Funds	0	(107,602)	(101,662)	(105,253)	(109,051)	(105,652)
Other Indirect Expenses	0	386	0	150	140	1,100
TOTAL INTER-DEPT. CHARGES	\$103,434	(\$46,559)	(\$8,312)	(\$9,383)	(\$16,881)	(\$3,379)

City Secretary's Office Profile

The City Secretary's Office provides clerical, administrative, research and staff support to the Newark City Council and its appointed boards, commissions and committees. The office consists of the City Secretary, who is appointed by City Council and also serves as the City Treasurer, a Secretary II, Secretary I and part-time clerk-typist.

The City Secretary's Office serves as a liaison between the citizens and City Council. It oversees the agenda preparation of Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings, including, but not limited to, the Conservation Advisory Commission and the Board of Adjustment.

In addition, this office conducts the final review and approval of applications for peddler/vendor licenses solicitation registrations and lien certificate letters. special activities, such as the annual employee's recognition luncheon and various board receptions, are often headquartered in this office. Promotion items embossed with the City logo are also displayed and sold in the City Secretary's Office.

This office is the record keeper of the City. Archival records, including the Charter, Newark Municipal Code, contracts, deeds, agreements, ordinances, resolutions, escrows and minutes of City Council and committee meetings, as well s other routine administrative records are managed by this office. This office is also responsible for the official recording of numerous documents with the New Castle County Recorder of Deeds. The City Secretary is the main complaint officer for resolving cable television problems.

This office also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor's Office, consisting of the City Solicitor and Deputy City Solicitor, rely on this office for research, drafting agreements, ordinances, resolutions and full clerical support.

Program Goals and Objectives:

The primary goal of the City Secretary's Office is to maintain the records of the City, adhere to all legal requirements including FOIA and open meeting requirements, provide accurate information to the public in a timely fashion, meet the needs of the Mayor and Council, be knowledgeable of the City Code, the City Charter and the state statutes that affect municipalities, and to provide assistance to the City Solicitor and Deputy City Solicitor with their responsibilities.

Major Accomplishments in 2012:

1. Continued working on improving the sound system in the Council Chamber.
2. Continued working with the State of Delaware Archives on the coordination of records retention.
3. Purchased new promotional items for the Company Store.
4. Reduced the paper usage by scanning and emailing discovery documents to attorneys.

Objectives for 2013:

1. Continue educational classes for personnel.
2. Purchase a document management system.
3. Assist with any changes proposed in Council Chamber regarding ADA requirements.
4. Continue coordination of records retention with State of Delaware and City departments.
5. Begin preparing for a future re-codification of City Code.
6. Work towards paperless packets and note pads for Mayor and Council.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

ALDERMAN'S COURT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

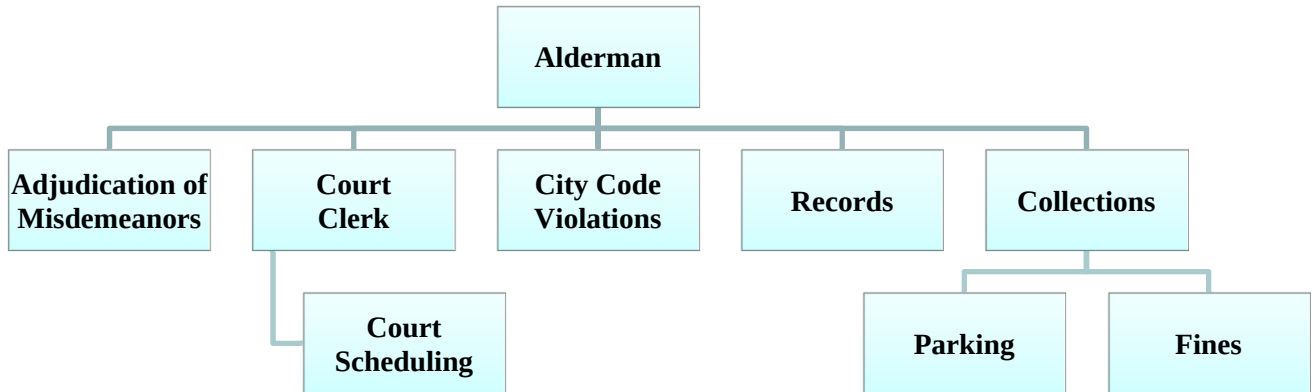
GENERAL FUND

Alderman's Court

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$333,214	\$356,350	\$374,653	\$375,830	\$376,264	\$350,924
Materials and Supplies	2,477	2,353	3,344	5,900	5,900	5,678
Contractual Services	11,301	10,730	9,234	11,581	11,600	10,926
Other Charges	3,262	2,597	1,261	200	200	670
Subtotal	\$350,254	\$372,030	\$388,492	\$393,511	\$393,964	\$368,198
Inter-Dept. Charges	33,302	10,820	28,751	30,784	29,571	29,001
Total Operating Expenses	<u>\$383,556</u>	<u>\$382,850</u>	<u>\$417,243</u>	<u>\$424,295</u>	<u>\$423,535</u>	<u>\$397,199</u>

CITY OF NEWARK, DELAWARE

JUDICIAL DEPARTMENT



**COURT DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CLERK OF THE COURT	6020	17- I	62,673	3,084	65,757	1.0	17- I	63,906	3,250	67,156	1.0
CUSTOMER SERVICE CLERK I	6060	10- G	45,718	0	45,718	1.0	10- B	38,154	0	38,154	1.0
CUSTOMER SERVICE CLERK I	6060	10- F	45,718	0	45,718	1.0	10- G	47,799	0	47,799	1.0
FULL TIME SUBTOTALS			154,109	3,084	157,193	3.0		149,859	3,250	153,109	3.0
ALDERMAN	6410		35,629		35,629			35,629		35,629	
DEPUTY ALDERMAN	6410		20,000		20,000			20,000		20,000	
CLERK TYPIST	6060	G	19,100	428	19,528	0.5	G	19,385	477	19,862	0.5
CLERK TYPIST	6060	B	15,000		15,000	0.5					
CLERK TYPIST	6060	F	17,300		17,300	0.5	G	19,385		19,385	0.5
OVERTIME	6620		1,500		1,500			1,500		1,500	
OTHER SUBTOTALS			108,529	428	108,957	1.5		95,899	477	96,376	1.0
ALDERMAN'S COURT TOTALS			262,638	3,512	266,150	4.5		245,758	3,727	249,485	4.0

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$57,891	\$61,791	\$62,378	\$62,673	\$63,960	\$63,906
6060 Customer Service	83,526	139,151	141,198	142,836	144,180	124,723
6410 Aldermen	52,311	53,725	55,576	55,629	56,580	55,629
6580 Service Award	2,962	3,198	3,327	3,512	3,512	3,727
6590 Sick Pay	1,315	1,344	1,421	1,400	1,446	1,215
6600 Part-Time	51,472	0	0	0	100	0
6620 Overtime	1,074	285	696	1,500	1,500	1,500
6920 Unemployment Comp. Ins.	2,205	2,315	2,705	2,730	1,800	2,681
6930 Social Security Taxes	18,994	19,537	19,911	20,470	20,160	19,179
6940 City Pension Plan	23,246	29,062	34,624	34,500	36,156	30,996
6950 Term Life Insurance	743	755	789	870	800	790
6960 Group Hospitalization Ins.	27,213	27,466	30,309	32,370	31,990	34,192
6961 Long-Term Disability Ins.	257	264	272	510	300	300
6962 Dental Insurance	1,940	2,036	2,110	2,880	2,110	2,279
6963 Flexible Spending Account	25	65	156	160	160	156
6965 Post-Employment Benefits	8,040	15,356	19,181	13,790	11,510	9,651
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$333,214	\$356,350	\$374,653	\$375,830	\$376,264	\$350,924

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7130 Tools/Small Equipment	\$36	\$28	\$36	\$400	\$400	\$388
7150 Office Supplies	2,430	2,229	3,059	5,000	5,000	4,850
7160 Books, Periodicals, Etc.	11	82	249	400	400	370
7550 Miscellaneous Supplies	0	14	0	100	100	70
TOTAL MATERIALS & SUPPLIES	\$2,477	\$2,353	\$3,344	\$5,900	\$5,900	\$5,678

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8030 Casualty Insurance	\$3,691	\$2,961	\$2,779	\$2,481	\$2,900	\$2,511
8040 Merchant Fees and Discounts	5,217	5,736	4,931	6,400	6,400	6,000
8050 Telephone	974	668	522	1,000	600	775
8162 Legal/Consulting Services	1,000	673	715	1,000	1,000	970
8300 Mach. & Equip. Maintenance	386	593	239	600	600	580
8550 Misc. Contracted Svc.	33	99	48	100	100	90
TOTAL CONTRACTUAL SERVICES	\$11,301	\$10,730	\$9,234	\$11,581	\$11,600	\$10,926

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9060 Depreciation Expense	\$2,870	\$2,597	\$1,161	\$0	\$0	\$600
9070 Training	392	0	100	200	200	70
TOTAL OTHER CHARGES	\$3,262	\$2,597	\$1,261	\$200	\$200	\$670

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Building & Grounds	\$18,423	\$3,449	\$5,439	\$6,496	\$6,169	\$6,900
Billings & Accounting	13,949	0	15,946	17,102	16,720	14,663
Printing and Reproduction	930	762	830	893	641	931
Electricity Used	0	6,609	6,536	6,293	6,041	6,507
Other Indirect Expenses	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$33,302	\$10,820	\$28,751	\$30,784	\$29,571	\$29,001

Alderman' Court Profile

The Alderman's Court is designated as Court No. 40 and falls under the jurisdiction of the State of Delaware Chief Justice. All Traffic and Criminal Misdemeanors in and for the City of Newark are handled in the Alderman's Court. The Alderman (judge) is required to be an attorney, licensed in the State of Delaware, recommended by City Council, appointed by the Governor and confirmed by the Senate. The Alderman serves in the capacity of the Chief Alderman in the State of Delaware as this is the largest Alderman's Court in the State. A Deputy Alderman is also appointed to serve on the bench in the absence of the Alderman.

The Alderman's Court has jurisdiction over all traffic, criminal misdemeanors and parking violations in the City limits of Newark. This also includes building and animal code violations. The Court is in session three to four times a week consisting of Monday, Wednesday and Thursday or Friday mornings.

This office is staffed by the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. It is also staffed by two full-time customer service clerks and three part-time clerks. This office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware. In 2011 a total of 17,956 cases were filed in the City of Newark

Alderman's Court and \$1,196,717.22 was collected in court fines. Parking ticket collection was \$681,727.61.

Program Goals

The goals of the Alderman's Court are to provide professionalism in support toward defendants, the Alderman and the City; and maintain administrative and financial reports to the City Council and State of Delaware.

1. Adjudication of most misdemeanors within 90 days of offenses, unless trial calendar, City Solicitor or attorney's schedule dictates differently.
2. Continue to promote our Probation before Judgment program to offenders for their first offenses.
3. Collect parking revenue and make our daily deposits, hear parking protest and send bills on a weekly basis.
4. Complete monthly reports to the City of Newark and quarterly reports to the State of Delaware by the tenth workday of each month.
5. Comply with destruction practices for records with the State of Delaware.

Program Objectives

The objectives for 2013 include

1. Completion online of online payment of parking tickets, along with our current on-line payment system;
2. Investigation installation of video equipment for surveillance videos for court proceedings;
3. Developing an interpreter procedure for court; looking into different security options;
4. Maintaining a professional and courteous attitude toward our defendants and customers.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

PARKS AND RECREATION DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

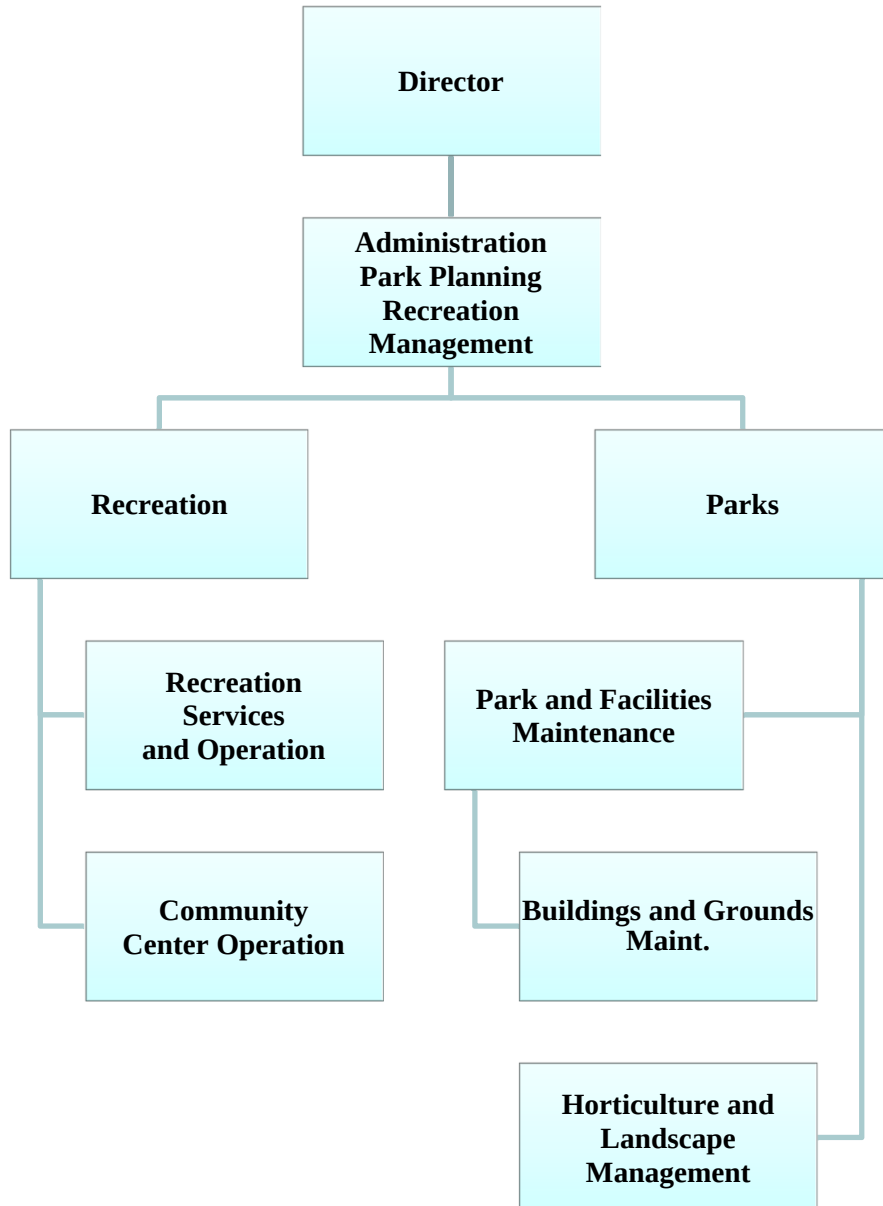
GENERAL FUND

Parks & Recreation Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$1,854,189	\$1,952,015	\$2,032,756	\$2,060,216	\$2,057,065	\$2,002,513
Materials and Supplies	97,818	103,383	91,511	126,875	108,590	108,480
Contractual Services	366,263	291,921	324,699	319,675	295,170	301,038
Other Charges	36,507	31,744	25,913	27,400	27,300	47,375
Subtotal	\$2,354,777	\$2,379,063	\$2,474,879	\$2,534,166	\$2,488,125	\$2,459,406
Inter-Dept. Charges	201,539	175,197	249,883	206,226	189,117	213,953
Special Revenue Accounts	24,031	11,923	10,741	17,500	17,750	16,975
Total Operating Expenses	\$2,580,347	\$2,566,183	\$2,735,503	\$2,757,892	\$2,694,992	\$2,690,334

CITY OF NEWARK, DELAWARE

PARKS & RECREATION



**PARKS AND RECREATION DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT		2012					2013							
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
PARKS & REC. DIRECTOR	6020	28- I		95,942	5,064	101,006	1.0	28- I		97,841	5,326	103,167	1.0			
RECREATION SUPT.	6020	21- I		72,797	1,924	74,721	1.0	21- I		74,240	2,085	76,325	1.0			
PARKS SUPT.	6020	21- I		73,147	2,525	75,672	1.0	21- I		74,590	2,698	77,288	1.0			
PARKS SUPERVISOR	6020	17- I		62,673	2,364	65,037	1.0	17- I		63,906	2,516	66,422	1.0			
RECREATION SUPERVISOR	6020	18- G		62,918	1,356	64,274	1.0	18- G		65,766	1,526	67,292	1.0			
RECREATION SUPERVISOR	6020	18- G		62,918	1,356	64,274	1.0	18- G		65,766	1,526	67,292	1.0			
RECREATION SUPERVISOR	6020	18- G		62,568	0	62,568	1.0	18- G		65,416	0	65,416	1.0			
SECRETARY I	6080	10- G		46,368	1,219	47,587	1.0	10- G		48,449	1,354	49,803	1.0			
CUSTOMER SERVICE CLERK I	6080	10- G		46,068	1,143	47,211	1.0	10- G		48,149	1,275	49,424	1.0			
MAINTENANCE IV	6230	8- 5		48,856	0	48,856	1.0	8- 5		49,812	907	50,719	1.0			
MAINTENANCE IV	6230	8- 5		49,506	1,779	51,285	1.0	8- 5		50,462	1,896	52,358	1.0			
MAINTENANCE IV	6230	8- 5		49,156	1,454	50,610	1.0	8- 5		50,112	1,566	51,678	1.0			
MAINTENANCE IV	6230	8- 5		48,506	0	48,506	1.0	8- 5		49,608	824	50,432	1.0			
MAINTENANCE III	6230	6- 5		45,219	0	45,219	1.0	6- 5		46,469	769	47,238	1.0			
EQUIPMENT OPERATOR	6230	3- 5		42,803	0	42,803	1.0	3- 5		43,656	794	44,450	1.0			
EQUIPMENT OPERATOR	6230	3- 5		42,453	0	42,453	1.0	3- 5		43,306	0	43,306	1.0			
EQUIPMENT OPERATOR	6230	3- 5		42,453	0	42,453	1.0	3- 5		43,306	0	43,306	1.0			
FULL TIME SUBTOTALS				954,351	20,184	974,535	17.0	980,854				25,062	1,005,916	17.0		
TEMPORARY MAINTENANCE				6610		129,000				84,500		84,500				
OVERTIME				6620		35,700				25,800		25,800				
DAY CAMP				6680		42,000				42,000		42,000				
SELF SUPPORTING PROGM.				6690		115,000				115,000		115,000				
LIFE GUARDS				6750		12,000				12,000		12,000				
REC. SPEC. - SPEC. EVENTS				6770	A	18,849			C	18,849		18,849	0.5			
COMM. CTR. ATTENDANT				6850	G	7,956	358		G	7,250	401	7,651	0.5			
COMM. CTR. ATTENDANT				6850	A	7,956			B	7,250		7,250	0.5			
COMM. CTR. ATTENDANT				6850	B	7,956			C	7,250		7,250	0.5			
COMM. CTR. ATTENDANT				6850	B	7,956			D	7,250		7,250	0.5			
OTHER SUBTOTALS						384,373	358	384,731	2.5	327,149				401	327,550	2.5
PARKS DEPARTMENT TOTALS						1,338,724	20,542	1,359,266	19.5	1,308,003				25,463	1,333,466	19.5

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Parks & Recreation Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$488,105	\$490,187	\$492,887	\$492,963	\$503,240	\$507,525
6080 Clerical	91,580	99,441	92,136	92,436	94,200	96,598
6230 Maintenance Workers	324,084	343,144	359,109	368,952	368,670	376,731
6501 Seasonal Maint Parks	108,451	0	0	0	0	0
6580 Service Award	17,790	18,768	19,432	20,542	20,542	25,463
6590 Sick Pay	11,212	12,046	12,788	12,000	15,596	14,814
6600 Part-time	14,422	0	0	0	0	0
6610 Seasonal	0	124,843	112,743	129,000	129,000	84,500
6620 Overtime	34,292	37,034	33,294	35,700	30,300	25,800
6680 Day Camp	42,831	43,097	42,657	42,000	41,000	42,000
6690 Self-Supporting Programs	114,165	109,935	107,855	115,000	118,000	115,000
6740 Youth Activities - Rec Specialist	40,618	10,278	0	0	0	0
6750 Life Guards	11,664	11,751	11,736	12,000	12,000	12,000
6760 Comm Arts - Rec Specialist	27,270	0	0	0	0	0
6770 Comm Events - Rec Specialist	16,420	20,649	14,743	18,849	18,480	18,849
6850 Center Attendants	25,011	28,595	27,651	31,824	31,200	29,000
6920 Unemployment Comp. Ins.	13,506	13,535	14,961	13,650	13,500	17,221
6930 Social Security Taxes	102,721	100,552	98,634	104,900	105,740	102,846
6940 City Pension Plan	117,062	185,460	220,975	220,170	230,737	202,874
6950 Term Life Insurance	4,550	4,675	4,860	5,320	4,920	5,058
6960 Group Hospitalization Ins.	191,136	202,748	225,135	230,540	227,480	242,668
6961 Long-Term Disability Ins.	1,460	1,519	1,569	2,990	1,890	1,959
6962 Dental Insurance	15,290	16,253	16,722	22,890	16,640	17,971
6963 Flexible Spending Account	49	187	450	450	450	468
6965 Post-Employment Benefits	40,500	77,318	122,419	88,040	73,480	63,168
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$1,854,189	\$1,952,015	\$2,032,756	\$2,060,216	\$2,057,065	\$2,002,513

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7020 Heating Fuel	\$6,085	\$6,429	\$4,004	\$7,000	\$7,000	\$6,000
7110 Safety Shoes & Supplies	1,999	1,685	1,346	1,600	1,300	1,500
7130 Tools,Field Sup.,Small Equip.	2,304	2,777	3,523	3,500	3,400	3,000
7140 Uniforms	732	430	237	1,000	800	100
7150 Office Supplies	3,798	2,307	1,732	2,500	2,400	2,100
7160 Books, Periodicals, Etc.	85	97	24	200	200	130
7250 Bldg. & Grounds Maintenance	1,231	12,317	15,512	17,275	14,200	15,700
7300 Mach. & Equip. Maintenance	1,902	2,318	1,976	2,300	2,200	2,000
7450 Salt, Sand & Snow Removal	3,124	2,394	308	2,700	700	2,000
7500 Parks Maintenance	29,064	35,576	24,046	43,200	35,200	36,700
7501 Island Beautification	5,776	5,253	5,051	5,000	4,800	4,700
7550 Miscellaneous Supplies	797	916	968	1,100	1,000	950
7680 Day Camp	2,559	1,411	1,288	2,000	1,700	1,400
7690 Self-Supporting Programs	28,816	20,978	21,849	23,000	21,000	22,000
7691 Community Day	1,485	1,614	1,490	2,100	2,000	1,900
7692 Liberty Day Fireworks	992	308	786	1,000	1,090	0
7693 Halloween Parade/Trick or Treat	92	123	246	600	600	400
7694 Other Special Events	2,163	2,345	2,714	4,000	3,000	2,800
7695 Newark Nite	1,698	1,965	1,761	2,100	2,000	2,100
7850 George Wilson Center	3,116	2,140	2,650	4,700	4,000	3,000
TOTAL MATERIALS & SUPPLIES	\$97,818	\$103,383	\$91,511	\$126,875	\$108,590	\$108,480

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising	\$1,021	\$1,670	\$1,110	\$3,400	\$3,200	\$2,800
8030 Casualty Insurance	29,040	32,480	39,400	45,715	42,470	45,938
8040 Merchant Fees and Discounts	5,886	6,019	6,723	6,500	6,500	7,500
8050 Telephone	18,722	16,676	16,584	20,700	18,600	22,200
8130 Bldg. & Equip. Rental	1,502	2,223	3,497	3,200	3,100	2,600
8230 Janitorial Service	7,442	7,425	0	0	0	0
8250 Bldg. & Grounds Maint.	1,725	3,368	5,683	600	500	500
8300 Mach. & Equip. Maintenance	84	325	617	820	800	700
8311 Vehicle Accidents	0	1,085	0	0	0	0
8410 Creek Maintenance	2,025	5,313	15,875	13,000	13,000	12,000
8420 Tree Removal	20,919	21,178	39,500	26,000	22,000	25,000
8450 Salt, Sand & Snow Removal	0	3,938	0	0	0	0
8500 Parks Maintenance	16,623	24,446	17,243	20,700	13,500	19,000
8550 Misc. Contracted Services	684	396	86	600	300	400
8680 Day Camp	5,775	5,579	5,305	6,970	6,800	6,700
8690 Self-Supporting Programs	170,750	88,866	87,503	100,000	95,000	91,000
8691 Community Day	3,450	3,755	3,660	4,500	4,100	4,000
8692 Liberty Day/Fireworks	25,886	28,545	29,481	29,800	29,000	30,860
8693 Halloween Parade/Trick or Treat	790	430	440	1,000	800	800
8694 Other Special Events	5,208	5,675	5,355	5,950	5,800	5,500
8695 Newark Day	8,335	7,527	8,236	8,700	8,500	8,000
8696 Memorial Day Parade	0	0	10,000	6,000	5,700	0
8850 George Wilson Center	11,904	12,202	13,901	1,020	1,000	1,040
8899 Retention Basin Mowing	28,492	12,800	14,500	14,500	14,500	14,500
TOTAL CONTRACTUAL SERVICES	\$366,263	\$291,921	\$324,699	\$319,675	\$295,170	\$301,038

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Exp.	\$57	\$44	\$33	\$100	\$100	\$75
9040 Dues/Conferences Expenses	1,354	1,675	1,140	2,600	2,600	1,800
9060 Depreciation Expense	33,395	28,645	22,532	22,100	22,000	45,000
9070 Training	1,701	1,380	2,208	2,600	2,600	500
TOTAL OTHER CHARGES	\$36,507	\$31,744	\$25,913	\$27,400	\$27,300	\$47,375

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$64,291	\$93,564	\$89,699	\$82,496	\$72,537	\$77,986
Buildings and Grounds	18,423	32,935	20,443	(23,491)	(25,668)	(15,923)
Billings & Accounting	83,695	0	90,258	97,137	95,159	97,077
Printing and Reproduction	8,022	17,927	19,527	20,994	15,079	21,907
Electricity	18,200	27,234	25,542	25,940	24,925	25,706
Other Indirect Expenses	8,908	3,537	4,414	3,150	7,085	7,200
TOTAL INTER-DEPT. CHARGES	\$201,539	\$175,197	\$249,883	\$206,226	\$189,117	\$213,953

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

GENERAL FUND

Expenditures:

Parks & Recreation Department

SPECIAL REVENUE ACCTS.	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
FRIENDS OF SAFETY TOWN (1141)						
6690 Self-Supporting Programs	\$0	\$0	\$0	\$1,300	\$1,200	\$1,261
7690 Self-Supporting Programs	1,342	1,595	1,331	2,600	2,000	2,522
8690 Self-Supporting Programs	1,645	435	400	500	500	485
COMMUNITY DONATIONS FOR PARKS (1142)						
7500 Parks Maintenance	0	0	625	0	0	0
BEAUTIFICATION (1143)						
7501 Island Beautification	6,862	7,138	6,490	7,500	8,850	7,275
8130 Building & Equipment Rental	0	0	1,295	2,300	2,300	2,231
8550 Misc. Contracted Services	0	0	0	500	500	485
9623 Autos & Trucks	13,482	0	0	0	0	0
CASH IN LIEU OF PARKLAND (1144)						
8500 Parks Maintenance	0	1,900	0	0	0	0
COMMUNITY DONATIONS FOR RECREATION (1145)						
7690 Self-Supporting Programs	0	0	0	1,000	900	970
9070 Training	700	855	600	1,800	1,500	1,746
TOTAL PARKS SPECIAL REVENUE ACCOUNTS	\$24,031	\$11,923	\$10,741	\$17,500	\$17,750	\$16,975

Parks and Recreation Department Profile

The Parks and Recreation Department operates, maintains and manages the City's Park system and Recreation services through its divisions as described below:

Administration

The Division directs and supervises all recreation, park and horticulture programs, facilities and operations. It is responsible to oversee the planning, design, construction, renovation and maintenance of park facilities; recreation services, operating and capital budgets, department advertising and promotion, research grant funding and community partners to assist in accomplishing department wide efforts.

Key Division accomplishments in 2012 included:

- Completed construction of the Pomeroy and Newark Rail Trail.
- Secured the services of Pennoni Associates to work with us to do the design, engineering and prepare construction contract documents and drawings for the development of Curtis Mill Park.
- Completed (to 80%) Phases III and IV of the Redd Park trails rehabilitation project.
- Advertised a contract for the demolition of the Curtis Mill Paper smoke stack. Our goal is to take it down in the fall.
- Prepared a Request for Proposal for a Design/Build contract to design and construct two (2) skate spots. Our goal is to secure a firm before the end of 2012.

In 2013 the Division will:

- Complete the design and engineering for the Curtis Mill Park project.
- Prepare contract documents and drawings and secure a construction firm to develop Curtis Mill Park.
- Complete the design and construct two (2) Skate Spots.

Parks and Horticulture

The Division is responsible for the maintenance of 658 acres of parkland which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites, City owned buildings and structures and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (17), tennis (16) and street hockey courts (2); shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance

needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Key Division accomplishments in 2012 included:

- Continuing to work with the Delaware Trail Spinners to relocate and construct trails in Redd Park.
- Completed the second phase of retrofitting the tree pits on Main Street with flush mounted grates, up lights and new trees.
- Work with the Delaware State Forest Service to continue a phased tree planting effort to enhance Newark's forest canopy.
- Cleaning and filling surface cracks at various basketball courts and parking lots.
- Cut back and applied herbicide to the invasive Bamboo along the Hall Trail and old Water Treatment facility at South Academy Street.
- Re-striped parking lot lines at Folk and Wilson Parks.
- Replaced old insert bollards with collapsible bollards on the Hall Trail.

In 2013 we plan to complete:

- Phase III of the Main Street Tree Pit retrofit project.
- Complete the Redd Park Trail project.
- Resume landscape maintenance on certain Elkton Road medians following the completion of DelDOT rehabilitation project.
- Continue to eradicate the invasive Bamboo along the Hall Trail.
- Pending CDBG funding approval, replace the aging children's play unit at George Wilson Park.
- Pending budget approval, install an underground drainage system in the outfield of the baseball field at LeRoy Hill Park.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events that enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year that include topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, community events and so much more.

Key Division accomplishments in 2012 include:

- Transforming Newark Nite to Newark Day. That included a time change from 4-8:30pm to 12noon – 5pm. The change all but eliminated the night time issues of disobedience we dealt with when the event extended into the evening hours.
- The new Before and After Care Program at West Park Elementary School was a great success. More than 30 children participated in the program.
- We changed the format of the E-Newsletter to make it easier to find program information.

- Camp GWC (Summer) had a significant increase in registration this year. More than 100 additional children participated in 2012 than in 2011.

In 2013 the Division will:

- Look to expand children's camp offerings in middle and late August to fill the gap prior to the start of the school year.
- Install new ADA compliant chair lifts at both pools.
- Expand and enhance event information on the City's website to include event summaries, photos and other relevant event information.
- Continue to expand the West Park School Before and After School Care Program due to high popularity.

CITY OF NEWARK, DELAWARE
Activities Measurements - Parks & Recreation

Performance Indicators:	2010 (Fall '09-Sum '10)	2011 (Fall '10-Sum '11)	2012 (Fall'11-Sum'12)
Revenue			
Community Events	\$70,496	\$90,000	\$74,744
Trips	\$28,004	\$5,936	\$8,473
Preschool Activities	\$72,267	\$60,350	\$39,421
Youth/Teen Activities	\$239,890	\$255,565	\$324,556
Adult Activities	\$64,581	\$58,140	\$67,464
Community Pools	\$570	\$600	\$810
George Wilson Center	\$45,135	\$45,990	\$41,260
Total	\$520,943	\$516,581	\$556,728
Program Cost			
Community Events	\$56,684	\$61,541	\$60,987
Trips	\$22,252	\$3,431	\$5,782
Preschool Activities	\$47,392	\$39,469	\$20,415
Youth/Teen Activities	\$131,285	\$153,271	\$192,052
Adult Activities	\$45,095	\$36,748	\$45,236
Community Pools	\$12,802	\$11,651	\$11,760
George Wilson Center	\$17,619	\$19,314	\$16,570
Total	\$333,129	\$325,425	\$352,802
Volunteer Hours			
Community Events	1,176	1,093	1,610
Preschool Activities	1,581	1,464	1,232
Youth/Teen Activities	2,965	2,883	2,723
Total	5,722	5,440	5,565

Registrant Totals for Fall 2011-Summer 2012

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,676	532	1,144
Trips	127	85	42
Preschool Activities	397	198	199
Youth/Teen Activities	1,902	934	968
Adult Activities	1,304	520	784
George Wilson Center Rentals	162	51	111
Grand Totals	5,568	2,320	3,248

Registrant Totals for Fall 2010-Summer 2011

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,579	490	1,089
Trips	123	71	52
Preschool Activities	669	366	303
Youth/Teen Activities	1,763	783	980
Adult Activities	1,235	441	794
George Wilson Center Rentals	154	36	118
Grand Totals	5,523	2,187	3,336

Registrant Totals for Fall 2009-Summer 2010

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,782	640	1,142
Trips	391	220	171
Preschool Activities	829	478	351
Youth/Teen Activities	1,614	809	805
Adult Activities	1,416	484	932
George Wilson Center Rentals	157	N/A	N/A
Grand Totals	6,189	2,631	3,401

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

STREET DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

STREET FUND

Public Works and Water Resources - Street Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$984,723	\$981,395	\$1,041,534	\$1,100,630	\$1,020,088	\$881,002
Materials and Supplies	124,259	127,205	152,673	151,600	145,300	127,500
Contractual Services	41,330	36,531	48,929	90,770	85,570	75,958
Other Charges	79,935	67,240	59,055	111,100	142,200	94,200
Subtotal	\$1,230,247	\$1,212,371	\$1,302,191	\$1,454,100	\$1,393,158	\$1,178,660
Inter-Dept. Charges	530,708	596,588	610,336	593,140	499,636	570,027
Total Operating Expenses	\$1,760,955	\$1,808,959	\$1,912,527	\$2,047,240	\$1,892,794	\$1,748,687

STREET DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET

POSITION		BUDGET ACCT		2012					2013						
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
STREET SUPERVISOR	6020	17- I		62,673	2,570	65,243	1.0	17- I		57,577	454	58,031	1.0		
HVY.EQUIP.MECH/OPER.	6230	10- 5		53,998	1,855	55,853	1.0	10- 5		55,059	1,982	57,041	1.0		
MAINTENANCE IV	6230	8- 5		49,506	2,102	51,608	1.0								
MAINTENANCE IV	6230	8- 5		49,506	1,698	51,204	1.0	8- 5		50,462	1,814	52,276	1.0		
MAINTENANCE IV	6230	8- 5		49,506	1,617	51,123	1.0	8- 5		50,462	1,731	52,193	1.0		
MAINTENANCE IV	6230	8- 5		49,506	1,617	51,123	1.0	8- 5		50,462	1,731	52,193	1.0		
MAINTENANCE IV	6230	8- 5		49,156	1,374	50,530	1.0	8- 5		50,112	1,484	51,596	1.0		
EQUIPMENT OPERATOR	6230	3- 5		43,453	1,627	45,080	1.0								
EQUIPMENT OPERATOR	6230	3- 5		42,803	991	43,794	1.0	3- 5		43,881	1,083	44,964	1.0		
EQUIPMENT OPERATOR	6230	3- 5		42,803	849	43,652	1.0	3- 5		43,656	938	44,594	1.0		
EQUIPMENT OPERATOR	6230	3- 5		42,803	707	43,510	1.0	3- 5		43,656	794	44,450	1.0		
FULL TIME SUBTOTALS				535,713	17,007	552,720	11.0	445,327				12,011	457,338	9.0	
MAINTENANCE WORKER	6230	E		28,000		28,000	0.5	E		28,000		28,000	0.5		
SEASONAL (8)	6610			40,000		40,000				32,000		32,000			
OVERTIME	6620			40,000		40,000				30,000		30,000			
OTHER SUBTOTALS				108,000	0	108,000	0.5	90,000				0	90,000	0.5	
STREET DIVISION TOTALS				643,713	17,007	660,720	11.5	535,327				12,011	547,338	9.5	

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$62,674	\$62,674	\$62,674	\$62,673	\$63,970	\$57,577
6230 Maintenance Workers	498,160	489,811	489,645	501,040	500,440	415,750
6580 Service Award	13,026	14,442	15,235	17,007	17,007	12,011
6590 Sick Pay	2,296	3,208	3,288	3,300	2,451	2,025
6610 Seasonal	46,555	13,625	38,756	40,000	29,680	32,000
6619 Standby Pay	78	0	0	0	0	0
6620 Overtime	37,620	42,563	26,583	40,000	19,830	30,000
6920 Unemployment Comp. Ins.	4,334	3,939	5,037	5,460	4,200	5,363
6930 Social Security Taxes	48,252	45,935	45,980	50,800	48,450	42,026
6940 City Pension Plan	82,410	110,572	131,753	131,270	137,570	92,107
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	4,318
6950 Term Life Insurance	2,922	2,767	2,770	3,050	2,820	2,352
6960 Group Hospitalization Ins.	146,765	127,142	136,529	175,600	139,640	145,173
6961 Long-Term Disability Ins.	1,066	1,007	1,008	2,240	1,070	890
6962 Dental Insurance	10,005	9,260	9,278	15,700	9,150	9,807
6965 Post-Employment Benefits	28,560	54,450	72,998	52,490	43,810	28,679
6966 Retirement Health Savings Account	0	0	0	0	0	924
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$984,723	\$981,395	\$1,041,534	\$1,100,630	\$1,020,088	\$881,002

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7110 Safety Shoes & Supplies	\$3,001	\$2,111	\$2,452	\$3,000	\$2,700	\$2,500
7130 Tools, Field Sup., & Small Eq.	2,146	3,518	3,766	4,000	2,000	3,200
7140 Uniforms	2,459	2,166	1,099	2,800	2,800	1,000
7340 Street Sign Maintenance	10,580	17,521	28,571	31,000	23,500	30,000
7380 Street Maintenance	27,328	25,000	29,147	25,000	24,000	25,000
7400 Storm Sewer Maintenance	11,383	2,462	20,672	13,000	13,000	11,500
7450 Salt, Sand, & Snow Removal	51,956	64,940	46,768	53,000	58,000	40,000
7470 Curb & Gutter Maintenance	17,332	7,527	13,004	18,500	18,000	13,000
7540 Inventory Adjustment	(3,180)	488	5,481	0	0	0
7550 Miscellaneous Supplies	1,254	1,472	1,713	1,300	1,300	1,300
TOTAL MATERIALS & SUPPLIES	\$124,259	\$127,205	\$152,673	\$151,600	\$145,300	\$127,500

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8030 Casualty Insurance	\$23,960	\$27,747	\$39,927	\$46,870	\$44,230	\$50,608
8050 Telephone	441	301	315	500	400	350
8130 Building & Equipment Rental (1)	4,985	2,800	63	29,000	28,000	16,500
8380 Street Maintenance	4,593	0	8,074	8,000	8,000	5,000
8420 Tree Removal	2,950	4,263	0	1,000	1,000	500
8480 Communication Equip. Maint.	65	0	0	1,000	0	500
8550 Misc. Contracted Services	4,336	1,420	550	4,400	3,940	2,500
TOTAL CONTRACTUAL SERVICES	\$41,330	\$36,531	\$48,929	\$90,770	\$85,570	\$75,958
(1) Includes rental of tub grinder for brush processing.						

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9010 Bad Debts	\$0	\$0	\$57	\$0	\$0	\$0
9020 Mileage & Small Bus. Exp.	144	0	4	200	100	0
9060 Depreciation Expense	79,791	66,932	58,584	110,000	141,300	94,200
9070 Training	0	308	410	900	800	0
TOTAL OTHER CHARGES	\$79,935	\$67,240	\$59,055	\$111,100	\$142,200	\$94,200

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Street Lights and Traffic Signals	\$306,458	\$328,902	\$319,819	\$313,795	\$285,505	\$320,479
Buildings and Grounds	0	8,860	13,973	16,688	15,848	17,727
Vehicles & Equipment	144,209	207,263	185,727	164,853	142,947	160,317
Billings & Accounting	27,898	0	40,275	44,797	44,042	44,387
Printing and Reproduction	310	860	937	1,008	724	1,051
Warehousing	11,247	2,355	2,038	2,838	1,257	1,639
Electricity Used	0	2,059	2,036	1,961	1,882	2,027
Other Indirect Charges	40,586	46,289	45,531	47,200	7,431	22,400
TOTAL INTER-DEPT. CHARGES	\$530,708	\$596,588	\$610,336	\$593,140	\$499,636	\$570,027

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

COMMUNITY DEVELOPMENT FUND

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

COMMUNITY DEVELOPMENT FUND

Expenditures:

Community Development Fund

COMMUNITY DEVELOPMENT	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6030 Engineering/Technical	\$35,852	\$30,417	\$31,614	\$37,213	\$25,330	\$25,603
6610 Seasonal	7,192	6,348	5,644	0	0	0
6920 Unemployment Comp. Ins.	0	0	0	0	0	192
6930 Social Security Taxes	3,270	2,758	2,789	2,850	1,938	1,959
6950 Term Life Insurance	325	326	326	360	300	135
6960 Group Hospitalization Ins.	10,688	11,221	12,498	13,690	8,860	3,829
6961 Long-Term Disability Ins.	96	96	96	240	120	51
6962 Dental Insurance	394	418	433	550	430	234
6964 Health Savings Account	0	0	0	0	1,500	0
7130 Tools, Field Sup., & Small Eq.	5,367	464	0	0	0	0
7550 Miscellaneous Supplies	190	321	451	0	0	0
8500 Parks Maintenance	0	0	0	14,000	1,348	9,221
8810 CDBG - Housing	84,751	193,626	230,536	249,336	151,140	240,389
8811 CDBG - Social Services	24,646	50,616	34,052	44,300	38,289	44,300
8812 CDBG - Economic Development	0	0	1,740	2,000	2,000	2,000
9020 Mileage & Business Expense	123	345	575	1,000	345	1,000
9040 Dues/Conferences Expenses	45	420	0	600	420	600
9621 Buildings and Structures	76,955	55,514	50,265	30,000	39,815	30,000
TOTAL COMMUNITY DEVELOPMENT	\$249,894	\$352,890	\$371,019	\$396,139	\$271,835	\$359,513

<u>ESTIMATED ACTIVITY ALLOCATION (38TH PROGRAM YEAR)</u>	<u>38TH YEAR</u>
Façade Improvement Program	\$ 4,260
Home Improvement Program	71,308
Chimes Group Home Improvement	7,000
Newark Day Nursery Daycare	30,000
Newark Energy Watch Program	12,885
Senior Home Repair Program	27,124
Parks & Recreation Fee Assistance	1,000
Youth Beautification Corps	9,221
Program Administration	37,369
NHA - Independence Circle Rehab	75,460
Homeward Bound	1,300
Public Works ADA Ramps	28,812
Handicap Chair Lift for Two Pools	7,000
Parks & Recreation Park Shelter Surfaces	18,000
Staff Delivery Services	28,774
TOTAL	\$ 359,513

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

LAW ENFORCEMENT FUND

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

LAW ENFORCEMENT FUND

Expenditures:

Law Enforcement Grants

LAW ENFORCEMENT GRANTS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6030 Engineering/Technical	\$0	\$11,768	\$11,209	\$43,959	\$44,840	\$45,960
6070 Police Officer	0	0	68,484	95,420	94,970	101,622
6600 Part-Time	25,156	22,753	0	0	0	0
6620 Overtime	87,169	66,836	82,123	136,196	76,330	136,196
6621 Shift Differential	0	0	0	50	260	50
6622 Holiday Premium	0	0	176	400	0	400
6920 Unemployment Comp. Ins.	0	0	651	1,020	350	1,149
6930 Social Security Taxes	8,519	7,671	12,287	21,116	16,555	21,743
6940 City Pension Plan	0	1,578	16,949	29,582	29,582	27,884
6950 Term Life Insurance	0	58	420	714	714	779
6960 Group Hospitalization Ins.	0	1,423	13,651	20,235	30,670	35,562
6961 Long-Term Disability Ins.	0	22	159	271	270	296
6962 Dental Insurance	0	303	1,065	2,597	2,528	2,731
6965 Post-Employment Benefits	0	0	0	0	0	9,504
7130 Small Equipment	55,263	61,465	3,932	15,000	24,954	20,000
7140 Uniforms	12,993	11,284	9,864	0	0	0
7150 Office Supplies	801	457	132	600	600	600
7160 Books, Periodicals, Etc.	0	972	0	0	0	0
7550 Miscellaneous Supplies	3,452	7,183	1,566	0	440	0
8020 Advertising	692	534	0	700	700	700
8050 Telephone Expense	0	209	123	580	580	580
8300 Machinery & Equip Contract Maint	0	1,034	0	0	0	0
8480 Communication Equip. Maint.	16,816	14,459	19,517	0	9,306	10,000
8550 Misc. Contracted Services	19,537	1,951	2,366	2,000	11,324	0
9040 Dues/Conferences Expenses	2,455	2,851	11,232	2,000	8,146	2,000
9070 Training	1,843	14,445	7,667	16,325	6,000	425
9621 Buildings & Structures	62,704	769	0	0	0	0
9622 Machinery & Equipment	234,048	266,397	118,705	0	0	0
9623 Autos & Trucks	199,675	199,675	0	0	0	0
TOTAL LAW ENFORCEMENT GRANTS	\$731,123	\$696,097	\$382,278	\$388,765	\$359,119	\$418,181

Federally Forfeited Property

FED. FORFEITED PROPERTY	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7130 Tools, Fld.Sup., Small Equipment	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000
8130 Building & Equipment Rental	18,750	18,000	18,000	18,000	18,000	18,000
8480 Communication Equipment Maint	0	6,500	1,958	0	0	0
8550 Miscellaneous Contracted Svc	8,338	3,049	2,636	2,000	2,000	2,000
9623 Autos & Trucks	0	0	0	0	0	0
TOTAL FED FORFEITED PROPERTY	\$27,088	\$27,549	\$22,594	\$40,000	\$40,000	\$40,000

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

LAW ENFORCEMENT FUND

Law Enforcement Grants

<u>CURRENT GRANT PROGRAMS</u>		PROJECTED AMOUNT AVAILABLE
Drug Salle		\$8,000
G1245 - CJC Victim Services Grant		68,024
OJJDP Underage Drinking		26,000
SALLE		20,000
Occupant Protection		2,500
Motorcycle Safety		4,700
Impaired Driving		51,300
2011 Byrne Grant		20,000
2012 Byrne Grant		25,137
COPS Hiring Grant		164,797
Distracted Driving		5,600
Federal Forfeited Funds		<u>40,000</u>
TOTAL		<u><u>\$436,058</u></u> *

* Based on projected grant balance at 12/31/2012 and/or grant award amount for 2013

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

DEBT SERVICE FUND

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

DEBT SERVICE FUND

DEBT SERVICE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
Cash Balance - January 1st	\$46,619	\$46,620	\$46,620	\$46,620	\$46,620	\$54,737
Receipts						
Transfer from General Fund	\$551,264	\$374,718	\$1,793,898	\$215,805	\$13,419	\$199,143
Proceeds from Notes Issued	0	0	0	0	268,583	0
Interest on Investments	0	0	0	0	0	0
Total Receipts	\$551,264	\$374,718	\$1,793,898	\$215,805	\$282,002	\$199,143
Disbursements						
Bond Issuance Costs	\$0	\$0	\$22,189	\$0	\$0	\$0
Administrative Expenses	0	0	0	0	4,500	0
Transfer to Capital Projects Fund	0	0	0	0	77,941	0
Interest on Issue No. 8A (GOB 2004)	7,833	1,928	0	0	0	0
Interest on Issue No. 9 (GOB 2000)	93,430	87,790	101,709	75,805	0	0
Interest on GOB Series 2011	0	0	0	0	31,444	31,444
Interest on Energy Conservation Loan	0	0	0	0	0	4,514
Redemption of Bonds:						
Issue No. 8, 8A & 9	450,000	285,000	1,670,000	140,000	0	0
GOB Series 2011	0	0	0	0	160,000	160,000
Energy Conservation Loan	0	0	0	0	0	3,185
Total Disbursements	\$551,263	\$374,718	\$1,793,898	\$215,805	\$273,885	\$199,143
Cash Balance - End of Period	\$46,620	\$46,620	\$46,620	\$46,620	\$54,737	\$54,737
Bonds Outstanding - December 31st						
Issue No. 8A - Various	\$160,000	\$0	\$0	\$0	\$0	\$0
Issue No. 9 - Various	1,795,000	1,670,000	0	1,400,000	0	0
GOB Series 2011	0	0	1,530,000	0	1,370,000	1,210,000
TOTAL	\$1,955,000	\$1,670,000	\$1,530,000	\$1,400,000	\$1,370,000	\$1,210,000

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

CAPITAL PROJECTS FUND

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

CAPITAL PROJECTS FUND

CAPITAL IMPROVEMENTS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9580 Consulting Fees	\$40,491	\$6,930	\$10,815	\$0	\$263,351	\$0
9620 Land & Land Improvement	166,061	697,187	630,051	182,580	2,460,281	697,000
9621 Buildings & Structures	19,926	123,124	(7,687)	0	0	55,255
9622 Machinery & Equipment	342,710	82,620	139,085	416,230	398,540	384,200
9623 Autos & Trucks	55,987	0	0	0	0	0
9720 CIP - Storm Sewers Material	0	10,551	7,599	185,000	35,196	190,000
9730 CIP - Stations Material	0	0	0	0	0	0
9760 CIP - Streets Material	0	452,560	966,740	1,295,000	2,141,631	315,000
9770 CIP - Street Lights Material	0	0	59,140	0	0	175,000
9870 CIP - Street Lights Labor	23,682	6,162	9,098	0	0	0
9960 CIP - Streets Contractual	844,847	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS	\$1,493,704	\$1,379,134	\$1,814,841	\$2,078,810	\$5,298,999	\$1,816,455

EQUIPMENT REPLACEMENT	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9622 Machinery & Equipment	\$0	\$0	\$0	\$23,000	\$0	\$0
9623 Autos & Trucks	288,919	288,290	493,160	290,500	628,138	871,500
TOTAL VEHICLE REPLACEMENT	\$288,919	\$288,290	\$493,160	\$313,500	\$628,138	\$871,500

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER	DESCRIPTION	GRANTS	CAPITAL RESERVES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT
PUBLIC WORKS DEPARTMENT					
REQSF	Vehicle Replacement Program	\$0	\$0	\$0	\$303,000
HLINE	Annual Street Program	515,000	220,000	265,000	0
HRAMP	ADA Handicap Ramp Transition Plan	0	33,000	0	0
H1301	Storm Drainage Improvements	0	0	150,000	0
H1302	Country Club Drive Traffic Calming	0	0	50,000	0
H1303	Cherry Hill Manor Service Road	0	175,000	175,000	0
HEQSF	Vehicle Replacement Program	0	0	0	351,500
T0101	NPDES Phase II Stormwater Quality	0	0	40,000	0
TEQSF	Vehicle Replacement Program	0	0	0	18,000
TOTAL		\$515,000	\$428,000	\$680,000	\$672,500
POLICE DEPARTMENT					
C1301	Automated External Defibrillators	\$0	\$0	\$33,000	\$0
C1302	Evidence Locker HVAC Project	0	0	35,000	0
C1002	Service Weapons	0	0	26,000	0
CEQSF	Vehicle Replacement Program	0	0	0	60,000
TOTAL		\$0	\$0	\$94,000	\$60,000
PARKS & RECREATION DEPARTMENT					
K1302	Hill Park Baseball Field Drainage	\$0	\$0	\$45,000	\$0
K1204	Curtis Mill Park Improvements	250,000	0	552,000	0
K1103	Tree Pit Replacement	0	0	100,000	0
KEQSF	Vehicle Replacement Program	0	0	0	123,000
TOTAL		\$250,000	\$0	\$697,000	\$123,000
OTHER DEPARTMENTS					
A1301	Building Security Improvements	\$0	\$0	\$20,255	\$0
A1201	Vehicle Tracking System	0	0	30,000	0
BEQSF	Vehicle Replacement Program	0	0	0	16,000
F1301	Harris Northstar Upgrade to Version 6.4	0	0	65,000	0
F1302	GASB34 Report Writer/Project Accounting	0	0	20,000	0
F1303	iNova Harris System Integration	0	0	145,000	0
F1304	Cityview Portal/Mobile Field Application	0	0	35,200	0
L1301	Council Chambers Chair Lift/Audio Upgrade	0	0	30,000	0
TOTAL		\$0	\$0	\$345,455	\$16,000
TOTAL CAPITAL PROJECTS FUND		\$765,000	\$428,000	\$1,816,455	\$871,500

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

ELECTRIC DEPARTMENT

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

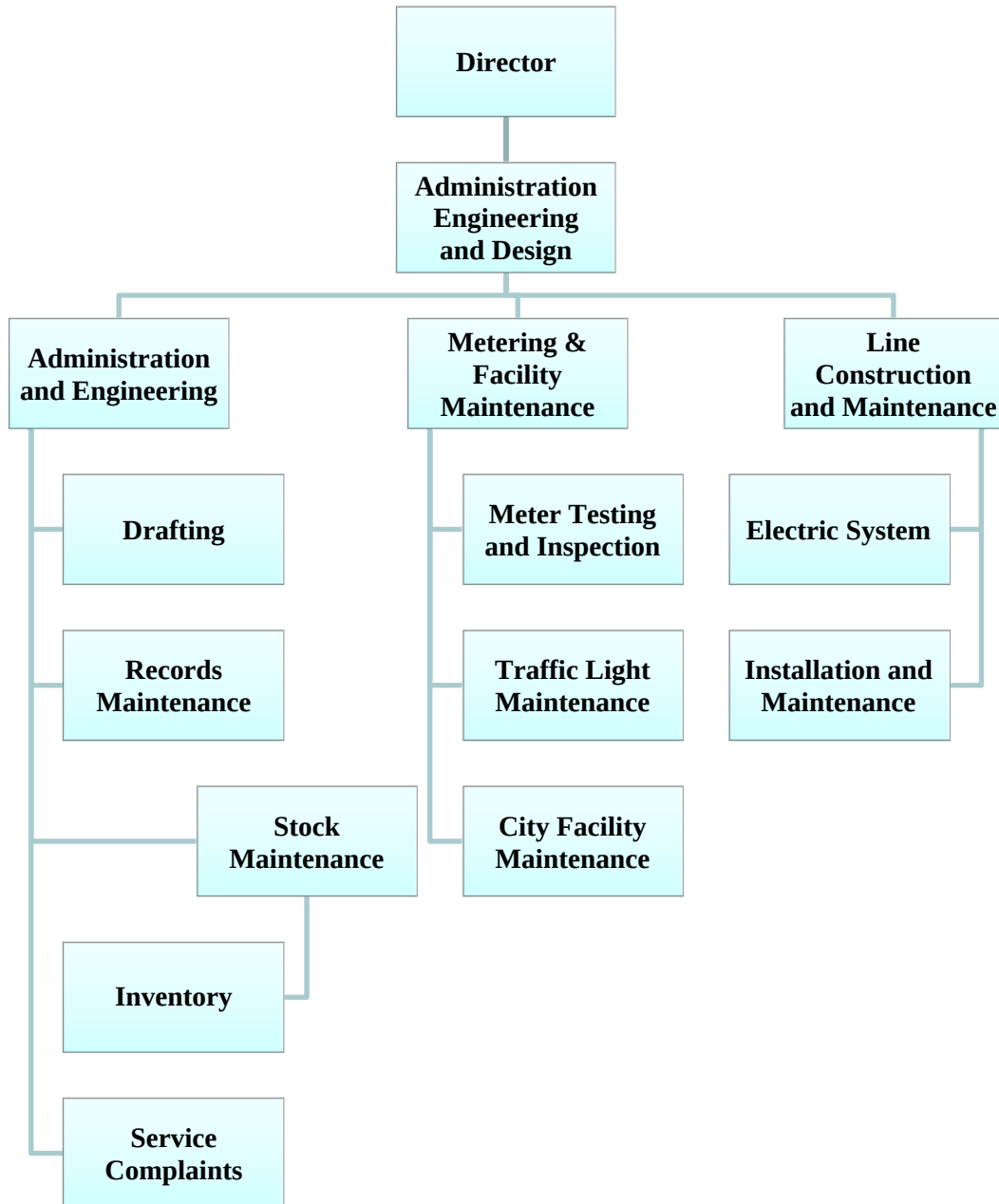
ELECTRIC FUND

Electric Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
REVENUES						
Sale of Electricity	\$50,603,942	\$57,457,358	\$55,788,636	\$53,477,038	\$54,091,488	\$52,052,986
No. of K.W.H.'s (Thousands)	409,678	406,053	401,980	401,955	402,749	404,704
Inter-Dept. Sales	821,300	852,100	832,000	811,600	811,600	807,800
Penalties	113,677	162,079	162,582	110,700	115,388	110,700
Service Fees	53,468	73,269	65,026	54,100	59,481	146,253
New Services	34,450	1,405	89,840	5,000	76,507	30,000
Other Revenues	46,333	60,119	131,057	46,776	52,759	44,713
Interest Revenue	64,324	8,195	26,582	13,100	42,090	42,090
Franchise Fees	0	2,733	0	2,300	233	2,300
Total	\$51,737,494	\$58,617,258	\$57,095,723	\$54,460,738	\$55,249,546	\$53,236,842
Less: Elec. Purchased	38,537,373	41,074,085	40,313,836	38,937,138	37,785,562	37,722,321
No. of K.W.H.'s (Thousands)	440,510	438,960	436,108	436,760	435,686	439,821
Gross Operating Revenue	<u>\$13,200,121</u>	<u>\$17,543,173</u>	<u>\$16,781,887</u>	<u>\$15,523,600</u>	<u>\$17,463,984</u>	<u>\$15,514,521</u>
OPERATING EXPENSES						
Personnel Services	\$2,136,538	\$2,279,332	\$2,338,206	\$2,523,423	2,309,248	\$2,585,181
Materials and Supplies	155,241	156,521	180,136	187,945	183,270	199,765
Contractual Services	415,873	749,359	1,018,679	761,332	812,785	889,099
Other Charges	247,853	202,785	215,682	260,380	205,370	322,912
Subtotal	\$2,955,505	\$3,387,997	\$3,752,703	\$3,733,080	\$3,510,673	\$3,996,957
Inter-Dept. Charges (net of Inter-Dept Sales)	850,908	1,121,282	1,181,512	1,259,408	1,314,049	1,154,906
Total Operating Expenses	<u>\$3,806,413</u>	<u>\$4,509,279</u>	<u>\$4,934,215</u>	<u>\$4,992,488</u>	<u>\$4,824,722</u>	<u>\$5,151,863</u>
Net Operating Margin (Before Capital Costs)	<u><u>\$9,393,708</u></u>	<u><u>\$13,033,894</u></u>	<u><u>\$11,847,672</u></u>	<u><u>\$10,531,112</u></u>	<u><u>\$12,639,262</u></u>	<u><u>\$10,362,658</u></u>

CITY OF NEWARK, DELAWARE

ELECTRIC DEPARTMENT



**ELECTRIC DEPARTMENT
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
ELECTRIC DIRECTOR	6020	31- I		107,796	4,628	112,424	1.0	31- I		109,932	4,902	114,834	1.0
ASST. ELECTRIC DIIR.	6020	26- I		88,128	1,756	89,884	1.0	26- I		89,884	1,940	91,824	1.0
ELECT. LINE SUPVR.	6200	21- I		73,147	4,810	77,957	1.0	21- I		74,590	5,029	79,619	1.0
CHIEF SURVEYOR (1)	6210							15- G		41,980	904	42,884	1.0
ENGINEERING TECH	6030	14- G		53,483	0	53,483	1.0	14- G		55,918	0	55,918	1.0
SURVEY INSTR TECH (2)	6030							11- G		19,884	0	19,884	1.0
SECRETARY I	6080	10- G		46,718	2,438	49,156	1.0	10- G		48,799	2,629	51,428	1.0
SENIOR LINEMAN	6200	19- 5		71,407	3,168	74,575	1.0	19- 5		72,822	3,352	76,174	1.0
ELECTRIC MTR. TECH.	6030	17- 5		68,621	3,832	72,453	1.0	17- 5		69,973	3,104	73,077	1.0
ELECTRICIAN	6030	17- 5		68,621	4,283	72,904	1.0	17- 5		69,973	4,483	74,456	1.0
ELECTRICIAN	6030	17- 5		67,621	0	67,621	1.0	17- 5		69,294	1,150	70,444	1.0
LINEMAN 1ST CLASS	6200	17- 5		68,621	2,930	71,551	1.0	17- 5		69,973	3,104	73,077	1.0
LINEMAN 1ST CLASS	6200	17- 5		68,621	2,592	71,213	1.0	17- 5		69,973	2,759	72,732	1.0
LINEMAN 1ST CLASS	6200	17- 5		67,971	1,691	69,662	1.0	17- 5		69,623	1,839	71,462	1.0
LINEMAN 1ST CLASS	6200	17- 5		67,621	0	67,621	1.0	17- 5		68,973	0	68,973	1.0
LINEMAN 1ST CLASS	6200	17- 5		67,971	1,127	69,098	1.0	17- 5		69,323	1,265	70,588	1.0
LINEMAN 1ST CLASS	6200	14- 5		58,552	0	58,552	1.0	17- 5		68,867	0	68,867	1.0
LINEMAN 2ND CLASS	6200	10- 5		52,998	0	52,998	1.0	14- 5		59,717	0	59,717	1.0
LINEMAN 2ND CLASS	6200	10- 5		58,552	0	58,552	1.0	14- 5		59,552	0	59,552	1.0
JUNIOR LINEMAN	6200	10- 5		52,998	0	52,998	1.0	10- 5		54,059	0	54,059	1.0
JUNIOR LINEMAN	6200	5- 4		46,176	0	46,176	1.0	10- 2		48,124	0	48,124	1.0
GROUNDHAND	6200	17 5		68,621	2,930	71,551	1.0	5- 5		45,718	0	45,718	1.0
GROUNDHAND	6200	10 5		52,998	0	52,998	1.0	5- 3		41,340	0	41,340	1.0
STOREKEEPER	6040	8- 5		48,856	970	49,826	1.0	8- 5		49,812	1,072	50,884	1.0
FULL TIME SUBTOTALS		1,426,098 37,155 1,463,253 22.0					1,498,103 37,532 1,535,635 24.0						
STANDBY PAY 6619		28,500 28,500					29,500 29,500						
OVERTIME 6620		86,000 86,000					88,000 88,000						
OTHER SUBTOTALS		114,500 0 114,500 0.0					117,500 0 117,500 0.0						
ELECTRIC DEPARTMENT TOTALS		1,540,598 37,155 1,577,753 22.0					1,615,603 37,532 1,653,135 24.0						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

ELECTRIC FUND

Expenditures:

Electric Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$268,722	\$207,593	\$209,279	\$195,924	\$208,520	\$199,816
6030 Engineering/Technical	241,541	230,780	246,785	258,346	276,580	285,042
6040 Warehousing	0	46,773	47,119	48,856	48,860	49,812
6080 Clerical	49,111	49,923	46,718	46,718	47,650	48,799
6200 Line Maintenance	708,847	772,654	680,309	876,254	681,810	872,654
6210 Inspectors	0	0	0	0	0	41,980
6580 Service Award	29,425	33,005	34,209	37,155	37,155	37,532
6590 Sick Pay	12,271	14,836	17,260	18,000	20,752	19,933
6619 Standby Pay	26,316	28,238	29,437	28,500	35,780	29,500
6620 Overtime	97,238	87,134	112,445	86,000	67,350	88,000
6920 Unemployment Comp. Ins.	5,978	6,697	7,934	7,510	7,200	8,866
6930 Social Security Taxes	107,639	108,943	106,388	121,900	105,955	127,702
6940 City Pension Plan	153,160	250,332	309,659	325,390	341,006	309,759
6950 Term Life Insurance	6,654	7,525	7,060	7,810	6,970	7,644
6960 Group Hospitalization Ins.	265,583	288,634	313,024	299,310	289,770	334,759
6961 Long-Term Disability Ins.	1,971	2,246	2,086	4,140	2,710	2,970
6962 Dental Insurance	18,783	21,337	21,549	31,100	19,430	22,299
6963 Flexible Spending Account	52	195	312	400	160	156
6964 Health Savings Account	0	0	0	0	3,000	1,500
6965 Post-Employment Benefits	143,247	122,487	146,633	130,110	108,590	96,458
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$2,136,538	\$2,279,332	\$2,338,206	\$2,523,423	\$2,309,248	\$2,585,181

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7110 Safety Shoes and Supplies	\$2,800	\$1,919	\$3,961	\$3,380	\$3,380	\$4,000
7130 Tools, Field Sup., & Small Eq.	20,597	22,569	18,604	26,350	26,350	26,350
7140 Uniforms	5,970	6,190	7,305	13,400	12,500	18,000
7150 Office Supplies	1,357	1,157	2,836	4,375	3,050	4,375
7160 Books, Periodicals, Etc	197	735	742	680	680	680
7260 Line Maintenance	97,538	72,217	120,236	86,200	84,150	90,000
7270 Station Maintenance	12,631	16,662	17,332	21,200	21,200	23,000
7300 Machinery & Equip. Maintenance	41	150	84	500	500	500
7330 Meter Testing & Repairs	1,527	1,268	15	2,370	2,370	2,370
7350 Traffic Signal Maintenance	324	0	0	950	950	950
7370 Street Light Maintenance	12,428	17,529	12,600	17,000	16,600	18,000
7430 House Service Maintenance	9,419	5,255	1,114	9,690	9,690	9,690
7480 Communication Equip. Maint.	0	97	151	500	500	500
7540 Inventory Adjustment	(10,529)	9,530	(5,994)	0	0	0
7550 Miscellaneous Supplies	941	1,243	1,150	1,350	1,350	1,350
TOTAL MATERIALS & SUPPLIES	\$155,241	\$156,521	\$180,136	\$187,945	\$183,270	\$199,765

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8010 Freight	\$747	\$517	\$232	\$950	\$950	\$950
8020 Advertising	983	227	232	390	390	390
8030 Casualty Insurance	73,625	81,730	82,770	90,217	86,920	94,084
8040 Merchant Fees and Discounts	54,106	346,575	620,531	320,000	360,000	410,000
8050 Telephone	7,938	7,450	7,057	8,650	8,650	8,650
8120 Outside Engineering	13,181	84,849	63,476	81,000	96,500	81,000
8130 Building & Equipment Rental	9,096	9,198	9,440	13,000	13,000	13,000
8190 Refuse Disposal	761	1,897	2,134	1,500	1,450	2,400
8260 Line Maintenance	24,045	26,066	24,398	29,200	28,500	29,200
8270 Station Maintenance	55,008	21,771	35,088	33,250	33,250	33,250
8300 Machinery & Equip. Maintenance	4,901	5,323	4,994	8,120	8,120	8,120
8350 Traffic Signal Maintenance	0	0	0	1,995	1,995	1,995
8420 Tree Removal	165,332	160,005	167,188	167,000	167,000	200,000
8480 Communication Equip. Maint.	477	283	0	1,060	1,060	1,060
8550 Misc. Contracted Services	5,673	3,367	1,139	5,000	5,000	5,000
8570 Public Relations	0	101	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$415,873	\$749,359	\$1,018,679	\$761,332	\$812,785	\$889,099

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9010 Bad Debt Expense	\$150,670	\$91,508	\$84,678	\$85,700	\$81,000	\$85,732
9020 Mileage & Small Bus. Expense	86	44	11	140	140	140
9040 Dues & Conference Expense	274	2,933	300	3,040	2,970	3,040
9050 Interest Expense	17,217	14,393	24,031	20,000	20,000	23,000
9060 Depreciation Expense	77,270	91,805	104,844	140,500	96,300	200,000
9070 Training	2,336	2,102	1,818	11,000	4,960	11,000
TOTAL OTHER CHARGES	\$247,853	\$202,785	\$215,682	\$260,380	\$205,370	\$322,912

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Street Lights & Traffic Signals	(\$306,458)	(\$328,902)	(\$319,819)	(\$313,795)	(\$285,505)	(\$320,479)
Vehicles and Equipment	105,199	105,284	133,029	127,371	123,666	116,008
Buildings and Grounds	18,423	20,147	31,775	37,948	36,037	40,310
Billings & Accounting	739,306	539,611	519,608	546,106	562,467	539,959
Printing and Reproduction	365	1,021	1,113	1,196	859	1,248
Warehousing	73,107	(12,355)	(15,491)	(15,452)	(17,356)	(20,090)
Electricity	(577,800)	(645,009)	(628,457)	(528,614)	(507,135)	(525,576)
Administrative Overhead	0	607,493	645,726	613,598	615,928	540,226
Other Indirect Charges	(22,534)	(18,108)	(17,972)	(20,550)	(26,512)	(24,500)
TOTAL INTER-DEPT. CHARGES	\$29,608	\$269,182	\$349,512	\$447,808	\$502,449	\$347,106

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

ELECTRIC FUND

Electric Department

		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
CAPITAL PROJECTS BUDGET		2009	2010	2011	2012	2012	2013
9621	Building & Structures	\$21,838	\$48,785	\$1,954	\$0	\$539	\$0
9622	Machinery & Equipment	59,377	15,089	0	174,446	114,829	51,000
9623	Autos & Trucks	158,565	46,978	6,185	0	248,079	0
9730	CIP - Stations Material	1,005,984	73,044	587,590	95,000	596,076	155,000
9750	CIP - Utility Svc Material	16,001	0	0	0	0	0
9760	CIP - Lines Material	107,769	245,557	209,193	207,500	228,173	190,500
9830	CIP - Stations Labor	13,920	12,684	8,658	0	24,836	75,000
9860	CIP - Lines Labor (1)	10,941	598,774	102,912	87,500	114,426	227,500
TOTAL CAPITAL PROJECTS BUDGET		\$1,394,395	\$1,040,911	\$916,492	\$564,446	\$1,326,958	\$699,000
CAPITAL PROJECT NUMBER & DESCRIPTION		CURRENT RESOURCES		EQUIPMENT REPLACEMENT			
ELINE	New Lines & Services	\$175,000		\$0			
E1301	STAR Campus Substation Upgrades	130,000		0			
E1202	Cameras, Testers-Repair Procedures	8,000		0			
E1102	Conductor Upgrades	125,000		0			
E1002	New Unit Substation and Lines	100,000		0			
E0903	12kV Changeover	65,000		0			
E0503	SCADA & Automatic Switching	96,000		0			
EEQSF	Vehicle Replacement Program	0		210,000			
TOTAL ELECTRIC FUND		\$699,000		\$210,000			
(1) In 2010, Deldot funded a project to move Elkton Road lines.							

ELECTRIC DEPARTMENT

* * *

The Electric Department is responsible for the engineering, planning and design and direction of all electric departmental operations including staff supervision, purchasing, records management, operations planning, budget preparation and control, and capital improvement planning. Responsibilities include planning, designing and supervising the construction of electrical distribution system which consists of power lines, substations, lighting systems and traffic signals. Plans review, drawings and engineering analysis for construction work is provided under this program. The Department also handles the meter relay and electrical maintenance program, including installing and maintaining electrical systems in city buildings, water wells, water and waste water pumping stations, traffic lights and control systems, meters and other facilities. The Department's electrical line construction and maintenance program is responsible for maintaining 165 miles of electric lines, substation sites, substation units, circuit breakers, and transformers. In addition to maintaining the City's electrical distribution system, new power lines, substations and underground electric utilities are constructed and installed to expand services to new customers. Additional responsibilities include maintaining and installing street lights and traffic signals, trimming trees along electric right-of-way, and providing distribution and subtransmission switching and sectionalizing.

Key accomplishments in 2012 include an upgrade of the Public Works radio system to comply with Federal regulations, installation of a new transformer at Phillips Avenue Substation, Installation of two new aerial circuits on South College Avenue, replacement of two medium voltage circuits breakers at Sandy Brae Substation, 2-34.5kV line extensions on Delaware Avenue and near Lovett Avenue, replacement of six transformers in Devon, a 12.47kV conductor upgrade on West Park Place, replacement of 35kV terminations at Kershaw Substation and relay replacements and SCADA installation at West Main Street and East Main Street Substations.

In 2013 undersized aerial conductors will be replaced on Main Street and South College Avenue, a voltage upgrade will be completed in the Center of the City, the electrical distribution along Baylor Drive will be upgraded, underground fault indicators will be installed inside padmounted transformers, Chestnut Hill Road and Phillips Avenue Substations will be connected to the SCADA system and two (2) new 34.5kV services will be built for the Bloom Facility.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

WATER DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

WATER FUND

Public Works and Water Resources - Water Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
REVENUES						
Sale of Water	\$4,843,004	\$6,175,600	\$6,101,325	\$7,038,000	\$6,969,204	\$ 7,193,171
No. of Gallons (Thousands)	1,029,659	1,023,461	1,029,332	1,038,086	1,027,938	1,031,536
Penalties	11,285	18,853	26,121	14,000	23,075	22,683
Service Fees	21,867	81,094	43,771	30,000	24,945	30,000
Other Revenues	10,346	335,196	198,814	135,552	148,493	141,858
Interest Revenue	10,149	31,580	26,940	18,700	27,840	27,840
Total	\$4,896,651	\$6,642,323	\$6,396,971	\$7,236,252	\$7,193,557	\$7,415,552
Less: Water Purchased	46,803	0	30	20,000	6	20,000
No. of Gallons (Thousands)	18,181	0	0	9,000	0	9,000
Gross Operating Revenue	\$4,849,848	\$6,642,323	\$6,396,941	\$7,062,000	\$7,193,551	\$7,395,552
OPERATING EXPENSES						
Personnel Services	\$1,720,704	\$1,610,318	\$1,748,241	\$1,828,066	\$1,823,554	\$2,146,250
Materials & Supplies	281,112	266,148	275,629	318,000	303,850	288,900
Contractual Services	329,274	410,840	567,552	507,222	529,810	642,043
Other Charges	1,467,022	1,433,786	507,864	1,402,230	1,506,316	1,411,210
Subtotal	\$3,798,112	\$3,721,092	\$3,099,286	\$4,055,518	\$4,163,530	\$4,488,403
Inter-Dept. Charges	427,003	732,720	761,099	798,509	759,979	779,682
Total Operating Expenses	\$4,225,115	\$4,453,812	\$3,860,385	\$4,854,027	\$4,923,509	\$5,268,085
Net Operating Margin (Before Capital Costs)	\$624,733	\$2,188,511	\$2,536,556	\$2,207,973	\$2,270,042	\$2,127,467

WATER DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
WATER DIRECTOR	6020	31- I	106,796	0	106,796	1.0	31- I	108,932	0	108,932	1.0
WATER QUALITY ENG	6020	23- I	78,383	1,561	79,944	1.0	23- I	79,944	1,725	81,669	1.0
ASST. WATER DIRECTOR	6020	26- D	72,148	0	72,148	1.0	26- D	76,534	0	76,534	1.0
WATER SUPERVISOR	6020	17- I	62,673	3,598	66,271	1.0	17- D	58,493	1,980	60,473	1.0
STORM. PROG. COORD.	6030						17- G	63,250	1,153	64,403	1.0
WATER AND SEWER INSP	6210	14- G	54,483	1,783	56,266	1.0	14- G	56,918	1,957	58,875	1.0
SECRETARY I	6080	10- G	46,068	1,372	47,440	1.0	10- G	48,149	1,514	49,663	1.0
HEAVY EQ. OPER/MECH	6200	10- 5	53,648	1,678	55,326	1.0	10- 3	50,053	841	50,894	1.0
SEN WATER PLANT OP	6220	10- 5	53,998	3,357	57,355	1.0	10- 5	55,059	3,514	58,573	1.0
WATER MTR TECH	6200	10- 5	53,998	2,120	56,118	1.0	10- 5	55,059	2,252	57,311	1.0
WATER PLANT OPERATOR	6220	8- 5	49,506	1,617	51,123	1.0	8- 5	50,462	1,731	52,193	1.0
WATER PLANT OPERATOR	6220	8- 5	48,856	808	49,664	1.0	8- 5	49,812	907	50,719	1.0
WATER PLANT OPERATOR	6220	8- 5	49,506	2,910	52,416	1.0	8- 4	46,777	0	46,777	1.0
MAINTENANCE IV	6230						8- 5	50,462	2,226	52,688	1.0
MAINTENANCE IV	6200	8- 5	49,156	1,374	50,530	1.0	8- 5	50,112	1,484	51,596	1.0
SWEEPER OPERATOR	6240						7- 5	48,124	1,189	49,313	1.0
MAINTENANCE III	6200	6- 5	45,569	1,055	46,624	1.0	6- 5	46,734	1,153	47,887	1.0
EQUIPMENT OPERATOR	6230						3- 5	44,306	1,732	46,038	1.0
EQUIP OPERATOR	6200	3- 5	42,453	0	42,453	1.0	3- 5	43,598	722	44,320	1.0
EQUIP OPERATOR	6200	3 5	42,453	0	42,453	1.0	3- 5	41,961	0	41,961	1.0
EQUIP OPERATOR	6200	3- 5	38,730	0	38,730	1.0	3- 2	37,866	0	37,866	1.0
FULL TIME SUBTOTALS			948,424	23,233	971,656	17.0		1,162,605	26,080	1,188,685	21.0
OVERTIME	6620		140,000		140,000			150,000		150,000	
SHIFT DIFFERENTIAL	6621		1,000		1,000			1,000		1,000	
HOLIDAY PREMIUM	6622		12,000		12,000			12,000		12,000	
WEEKEND PREMIUM	6623		38,000		38,000			38,000		38,000	
OTHER SUBTOTALS			191,000	0	191,000	0.0		201,000	0	201,000	0.0
WATER DIVISION TOTALS			1,139,424	23,233	1,162,656	17.0		1,363,605	26,080	1,389,685	21.0

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6020 Supervisory	\$221,122	\$185,099	\$214,069	\$257,327	\$258,300	\$323,903
6030 Engineering/Technical	52,606	0	0	0	0	63,250
6080 Clerical	45,966	46,068	46,068	46,068	47,020	48,149
6200 Line Maintenance	415,723	390,972	383,166	388,680	391,870	270,324
6210 Inspectors	53,856	54,133	54,133	54,483	55,510	56,918
6220 Plant Operators	196,384	197,246	197,246	201,866	201,150	257,169
6230 Maintenance Workers	0	0	0	0	0	94,768
6240 Sweeper Operator	0	0	0	0	0	48,124
6580 Service Award	19,575	20,208	21,177	23,232	23,232	26,080
6590 Sick Pay	5,766	5,889	8,170	8,000	10,373	10,586
6620 Overtime	161,700	161,900	158,199	140,000	169,000	150,000
6621 Shift Differential	0	624	853	1,000	900	1,000
6622 Holiday Premium	0	9,462	10,231	12,000	12,000	12,000
6623 Weekend Premium	0	0	23,100	38,000	12,000	38,000
6920 Unemployment Comp. Ins.	5,408	4,840	6,263	5,800	5,200	8,043
6930 Social Security Taxes	88,175	79,196	82,047	89,560	88,469	110,430
6940 City Pension Plan	118,818	164,470	203,455	213,790	224,050	240,467
6950 Term Life Insurance	4,937	3,993	4,614	4,910	4,790	5,926
6960 Group Hospitalization Ins.	204,515	187,407	223,927	228,770	231,200	283,710
6961 Long-Term Disability Ins.	1,659	1,364	1,540	3,290	1,850	2,303
6962 Dental Insurance	13,326	12,672	13,566	25,710	13,720	17,150
6963 Flexible Spending Account	26	33	78	100	80	78
6964 Health Savings Account	0	0	0	0	1,500	3,000
6965 Post-Employment Benefits	111,142	84,742	96,339	85,480	71,340	74,872
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$1,720,704	\$1,610,318	\$1,748,241	\$1,828,066	\$1,823,554	\$2,146,250

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7080 Pumping Station Operation	\$55,290	\$55,893	\$39,982	\$54,500	\$53,000	\$50,000
7090 Treatment Plant Operation	91,674	103,481	107,796	120,000	111,000	140,000
7110 Safety Shoes and Supplies	1,828	4,510	2,594	3,500	3,500	3,500
7130 Tools, Field Sup., & Small Eq.	38,994	9,467	7,487	10,000	13,000	10,000
7140 Uniforms	3,095	2,509	0	3,000	2,750	1,500
7150 Office Supplies	1,332	1,539	2,055	8,000	11,000	3,000
7260 Line Maintenance	23,042	36,492	51,520	36,000	36,000	36,000
7270 Station Maintenance	708	1,182	1,417	4,000	3,500	4,000
7275 Reservoir Maintenance	0	6,088	4,562	9,000	5,000	6,000
7280 Treatment Plant Maintenance	21,066	10,159	10,948	20,000	20,000	20,000
7300 Machinery & Equipment Maint.	2,042	3	37	1,000	1,000	1,000
7320 Well Maintenance	228	4,188	1,652	4,000	4,000	4,000
7330 Meter Testing and Repairs	44,499	38,122	45,834	40,000	40,000	0
7401 Stormwater Program Supplies	0	0	0	0	0	7,400
7430 House Service Maintenance	2,347	0	0	0	0	0
7440 Conservation Program	0	0	0	5,000	0	2,500
7540 Inventory Adjustment	(8,046)	(8,738)	(988)	0	0	0
7550 Miscellaneous Supplies	3,013	1,253	733	0	100	0
TOTAL MATERIALS & SUPPLIES	\$281,112	\$266,148	\$275,629	\$318,000	\$303,850	\$288,900

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
8020 Advertising	\$262	\$2,203	\$5,657	\$6,000	\$5,750	\$6,000
8030 Casualty Insurance	86,857	96,207	90,468	99,972	94,460	115,993
8040 Merchant Fees and Discounts	5,307	38,727	67,691	65,000	40,000	50,000
8050 Telephone	5,170	5,160	5,216	5,500	5,350	6,000
8120 Outside Engineering	55,860	79,135	88,102	85,000	80,000	80,000
8130 Building & Equipment Rental	599	800	260	1,000	1,000	300
8260 Line Maintenance	86,646	41,496	156,709	100,000	100,000	180,000
8270 Station Maintenance	14,638	15,190	9,402	13,000	13,000	13,000
8275 Reservoir Maintenance	0	28,204	91,861	40,000	87,000	83,000
8280 Treatment Plant Maintenance	62,214	56,264	43,554	50,000	65,000	50,000
8300 Machinery & Equip. Maint.	1,168	768	367	750	750	750
8310 Vehicle Maintenance	862	0	0	0	0	0
8320 Well Maintenance	1,550	37,645	3,896	34,000	34,000	27,000
8330 Meter Testing and Repairs	278	0	445	2,000	1,000	0
8401 Stormwater Program Contractual	0	0	0	0	0	25,000
8440 Conservation Program	0	0	0	5,000	0	5,000
8480 Communication Equip. Maint.	445	0	50	0	0	0
8550 Misc. Contracted Services	7,418	9,041	3,874	0	2,500	0
TOTAL CONTRACTUAL SERVICES	\$329,274	\$410,840	\$567,552	\$507,222	\$529,810	\$642,043

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9010 Bad Debt Expense	\$26,015	\$5,030	\$2,899	\$1,350	\$600	\$0
9020 Mileage & Small Bus. Expense	130	11	102	150	150	150
9040 Dues & Conference Expense	3,542	2,753	3,010	4,500	3,500	5,500
9051 Debt Service Principal	790,000	815,000	0	870,000	840,000	988,893
9052 Debt Service Interest	579,699	549,422	419,408	387,730	526,330	285,667
9053 Bond Costs	0	0	8,203	0	0	0
9060 Depreciation Expense	67,124	59,692	71,607	136,500	133,200	129,000
9070 Training	512	1,878	2,635	2,000	2,536	2,000
TOTAL OTHER CHARGES	\$1,467,022	\$1,433,786	\$507,864	\$1,402,230	\$1,506,316	\$1,411,210

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$82,380	\$97,017	\$118,928	\$111,788	\$95,382	\$103,808
Buildings and Grounds	12,831	5,958	9,397	11,223	10,658	11,921
Billings & Accounting	139,491	82,004	79,613	130,626	87,098	127,669
Printing and Reproduction	401	1,014	1,104	1,187	853	1,239
Warehousing	16,872	8,385	9,583	10,119	12,747	14,704
Electricity	248,000	259,717	255,693	247,316	237,335	246,084
Administrative Overhead	0	275,356	284,081	282,470	287,072	266,257
Other Indirect Charges	(72,972)	3,269	2,700	3,780	28,834	8,000
TOTAL INTER-DEPT. CHARGES	\$427,003	\$732,720	\$761,099	\$798,509	\$759,979	\$779,682

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

WATER FUND

Public Works and Water Resources - Water Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9580 Consulting Fees	\$27,254	\$3,990	\$2,288	\$75,000	\$318,979	\$227,500
9621 Building & Structures	29,190	0	0	0	0	0
9622 Machinery & Equipment	32,421	70,898	154,261	150,000	26,778	0
9623 Autos & Trucks	25,267	17,813	0	0	112,094	0
9730 CIP - Station Material	0	0	8,496	0	0	0
9740 CIP - Water Treat. Plant Mat'l	0	0	70,235	75,000	125,054	0
9760 CIP - Lines Material	17,139	0	15,939	260,500	832,723	490,000
9840 CIP - Water Treat. Plant Labor	0	0	0	0	2,321	0
9860 CIP - Lines Labor	4,153	0	0	0	0	0
9960 CIP - Lines Contractual	10,062	22,055	118,693	470,000	251,092	622,000
TOTAL CAPITAL PROJECTS BUDGET	\$145,486	\$114,756	\$369,912	\$1,030,500	\$1,669,041	\$1,339,500
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>			<u>EQUIPMENT REPLACEMENT</u>		
W1304 Eliminate Tank Overflows	\$40,000			\$0		
W1103 Repairs to Concrete Tank	227,500			0		
W0503 Well Restoration	27,000			0		
W0403 Water Tank Mixing Retrofit	95,000			0		
W9308 Water Main Renovation Program	500,000			0		
W8605 Water Tank Maintenance	450,000			0		
WEQSF Vehicle Replacement Program	0			25,100		
TOTAL WATER FUND	\$1,339,500			\$25,100		

Water and Waste Water Division Profile

The Water and Waste Water Division provides potable water and sanitary sewage collection services through the various program areas described below:

Administration and Engineering

Administration and Engineering are responsible for the overall management and supervision of water and waste water operations. Functional areas of responsibility include the engineering and design of water and waste water facilities, supervising and inspecting construction projects, and planning capital improvements. Water and waste water construction specifications are prepared for bidding under this program. The program staff prepares reports and recommendations to the City Manager and City Council on facility improvements and maintains an active liaison with engineering consultants.

In addition to overseeing operations, the program staff manages and updates departmental records, computer programs, and water and wastewater base maps. Data on water and waste water operations is also collected and analyzed under this program. The Miss Utility program, which is designed to prevent damage by contractors to underground utilities, operates out of this program.

Significant accomplishments in 2012 include:

- Replacement of the pumps at the Cooches Bridge Sewage Lift Station.
- Installation of security gates at both treatment plants and the reservoir. This work was funded with a grant from DEMA.
- Accepted delivery of two new crew trucks that will allow us to split our crew to make better use of manpower and respond more efficiently to maintenance activities.
- Development of plans and specifications for the installation of a new water Main on Brook Hill Drive, the rehabilitation of treatment units 1, 2, and 3 at the Newark Water Treatment Plant.
- Development of plans and specifications for the cleaning of the back wash ponds at the Newark Water Treatment Plant.
- Selection of a Design Build team to Flood Proof Northwest Water Booster Station on Delrem Drive utilizing a 75% Federal grant for the project.
- Completion of a project to replace two elevated sewer crossings over the Christina Creek utilizing a 75% federal matching grant.
- Completed repairs on sanitary sewer lines identified during the cleaning and inspection project.
- Relined approximately one mile of water main in the vicinity of Orchard and Townsend Roads.
- Replaced the water main in Kent Way.
- Cleaned and inspected the sewer lines along the White Clay Creek. We identified several sections that need to be repaired.

- Continued to work with the permitting agencies to get approval to install the new 16" water main across the White Clay Creek.

In 2013 we plan to accomplish the following:

- Complete the flood proofing of the Northwest Potable Water Booster Station.
- Complete construction of the new water line on Brook Hill Drive.
- Complete construction on the new 16 inch water line across the White Clay Creek.
- Complete the reconstruction of the pressure sustaining station in Arbour Park.
- Work with Honeywell and their partners to install the automatic reading water meter system.
- Continue to work on the investigation into the replacement of the Water Treatment Plant intake Dam.
- Clean the settling basins at the Newark Water Treatment Plant.
- Replace or reline water lines identified in the prior year.
- Complete other miscellaneous projects on the Capital Improvement and General Operating Budget Preventative Maintenance Plans.

Wells, Plants, and Stations

This program manages the operation and maintenance of all equipment and facilities at eleven well sites, the Newark Water Treatment Plant, the South Well Field Treatment Plant, and six booster pumping stations. The Newark Water Treatment Plant can treat up to 5 million gallons a day while the South Well Field Treatment Plant can treat up to 3 million gallons per day. During 2011 56% of our water was produced at the Newark Water Treatment Plant, 1% was bought from United Water, and 43% was produced at our South Well Field Treatment Plant.

Significant accomplishments in 2012 include:

- Maintained treatment plant equipment so that we could consistently produce a high quality drinking water.
- Completed the construction of the new well 14 and initiated the startup testing required by the state office of Drinking Water.
- Performed routine maintenance on pumps, motors, and associated equipment instruments.
- Troubleshoot and remedy random problems as they develop.
- Develop capital improvement and maintenance projects to improve system operation.
- Participated in development of the projects to be accomplished at the Treatment plants.
- Installed updated lime system equipment at the Newark Water Treatment plant to replace the equipment originally installed when the plant was built. Began the process to fully integrate the equipment into the plant operations.
- Inspected the raw and finished water tanks at the South Well Field Treatment Plant.

- Developed a project to repair the roof of the concrete tank and advertised with bid opening to take place in 2013.
- Worked with Honeywell and their partners to install new variable frequency drives at the Newark Water Treatment Plant and the Paper Mill Road Pump Station.
- Installed a new static mixer in the raw water line at the Newark Water Treatment Plant.

In 2013 we plan to accomplish the following:

- Award and complete the project to repair the concrete roof on the paper Mill Road Tank.
- Complete the integration of the lime system into the plant operations.
- Continue to operate and maintain the treatment plants in an exemplary manner.
- The operators will assist with the installation and integration of the SCADA system into the daily operation of the water system.
- Pending availability of funds initiate projects to repair and repaint the tanks at the South Well Field.
- With the operator's assistance, we will identify system improvements that can be implemented through the Capital or Operating budget process.

Water Distribution

The water distribution system provides water services to approximately 34,600 customers including approximately 28,547 Newark residents. More than 1.3 billion gallons of water is pumped through 162 miles of pipe annually to serve 8,266 water service connections. In addition, the City services 1,251 commercial and industrial accounts.

The water distribution program is responsible for installing, repairing and maintaining water lines, hydrants meters, and valves, performing and assisting with maintenance activities at the water treatment plants and waste water facilities, and performing operation and maintenance activities associated with the reservoir.

The goals of the water distribution program are to maintain and repair water lines, meters and hydrants to distribute treated water to all residents and customers at adequate volumes and pressures.

Significant accomplishments in 2012 include:

- Since acquiring the vacuum excavator the crew has developed a solid understanding of the capabilities and operational characteristics that has made this an indispensable piece of equipment in our fleet.
- Performed routine and unplanned flushing of the water system to restore and maintain finished water quality throughout the water system.
- Utilized the leak correlators to accurately locate water leaks reducing the areas that need to be restored.

- Effectively used contractors to quickly repair sidewalks and perform other maintenance tasks beyond our ability to schedule and perform efficiently so that we can focus on water system maintenance.
- Continue the practice of providing outstanding service to the citizens of Newark through rapid response to requests for water related services.
- Performed maintenance activities in the early morning hours when doing so will cause less disruption to our customers.

In 2013 we plan to accomplish the following:

- Focus our flushing operations in areas of concern using techniques that will maximize the effectiveness our efforts.
- Work with Honeywell and their partners to install the new meters and associated meter reading system.
- Develop a meter maintenance program in accordance with our new meter reading system.

Waste Water

More than 2.2 billion gallons of sewage is transported annually through the City's 93 miles of sewer collection lines. The sanitary sewer system operates on a gravity system. With the help of two primary pumping stations at Cooches Bridge and Silverbrook, sewage that originates in the City flows to and through the New Castle County system and is delivered to the Wilmington Regional Waste Water Treatment Facility.

The waste water program is responsible for maintaining the sanitary sewer system and distribution lines. We perform preventive maintenance in sewer mains and laterals within the City right-of-way using a variety of methods including rodding, flushing and chemical root control.

The goals of the waste water program are to provide superior sewage collection, maintain sewer mains and laterals, prevent stoppages through preventive maintenance activities, and reduce inflow and infiltration.

Significant accomplishments in 2012 include:

- The replacement of pumps and motors at the Cooches Bridge Road Sewage Lift Station.
- We eliminated several structural problems in manholes that have previously required regular maintenance.
- Cut protruding laterals from the sewer main on Delaware Avenue between South Chapel and Academy.

In 2013 we plan to accomplish the following:

- Perform yearly maintenance activities on all of our sewage pumps.
- Identify several more regular maintenance locations within the sanitary sewer system that can be corrected.

- As time allows, and in coordination with the building department, work on the development of a Fat Oil and Grease (FOG) program.

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

SEWER DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

SEWER FUND

Public Works and Water Resources - Sewer Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
REVENUES						
Sewer Service Charge	\$4,155,257	\$5,505,785	\$5,603,530	\$5,927,305	\$ 5,794,321	\$ 5,809,059
No. of Gallons (Thousands)	821,570	819,731	760,850	844,641	817,497	819,597
Penalties	10,710	21,144	25,632	15,600	20,580	22,452
Service Fees	1,899	(400)	(150)	1,100	0	1,100
Other Revenues	100	2,446	617,958	0	0	0
Interest Revenue	41,433	33,608	28,665	22,900	27,530	27,530
Total	\$4,209,399	\$5,562,583	\$6,275,635	\$5,966,905	\$5,842,431	\$5,860,141
Less: County Sewer Charge	3,311,200	3,692,586	3,657,106	3,646,127	3,710,134	3,679,420
No. of Gallons (Thousands)	838,736	867,358	845,952	857,936	853,311	864,785
Gross Operating Revenue	\$898,199	\$1,869,997	\$2,618,529	\$2,297,878	\$2,132,297	\$2,180,721
OPERATING EXPENSES						
Personnel Services	\$0	\$158,588	\$146,917	\$165,818	\$159,766	\$175,698
Materials & Supplies	11,561	18,383	(5,431)	13,250	18,100	20,100
Contractual Services	108,808	137,367	187,234	197,586	153,190	171,716
Other Charges	6,027	2,729	4,238	4,020	4,050	36,700
Subtotal	\$126,396	\$317,067	\$332,958	\$380,674	\$335,106	\$404,214
Inter-Dept. Charges	216,423	219,169	223,926	247,747	221,521	236,085
Total Operating Expenses	\$342,819	\$536,236	\$556,884	\$628,421	\$556,627	\$640,299
Net Operating Margin (Before Capital Costs)	\$555,380	\$1,333,761	\$2,061,645	\$1,669,457	\$1,575,670	\$1,540,422

**SEWER DIVISION
2012 ESTIMATED WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2012					2013				
		GRADE STEP	ANNUAL				GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
MAINTENANCE IV	6200	8- 5	48,856	889	49,745	1.0	8- 5	49,812	989	50,801	1.0
EQUIP OPERATOR	6200	3- 5	42,453	0	42,453	1.0	3- 2	39,835	0	39,835	1.0
FULL TIME SUBTOTALS			91,309	889	92,198	2.0		89,647	989	90,636	2.0
OVERTIME	6620		8,000		8,000			8,000		8,000	
SHIFT DIFFERENTIAL	6621		50		50			50		50	
OTHER SUBTOTALS			8,050	0	8,050	0.0		8,050	0	8,050	0.0
SEWER DEPARTMENT TOTALS			99,359	889	100,248	2.0		97,697	989	98,686	2.0

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6200 Line Maintenance	\$0	\$88,842	\$80,492	\$91,309	\$91,590	\$89,647
6580 Service Award	0	0	792	889	889	989
6590 Sick Pay	0	939	244	500	611	1,015
6620 Overtime	0	12,870	8,067	8,000	8,000	8,000
6621 Shift Differential	0	86	26	50	10	50
6920 Unemployment Comp. Ins.	0	546	548	680	650	766
6930 Social Security Taxes	0	7,794	6,783	7,710	7,733	7,011
6940 City Pension Plan	0	15,432	19,091	20,060	21,023	18,542
6950 Term Life Insurance	0	444	398	390	460	473
6960 Group Hospitalization Ins.	0	20,823	19,056	27,800	21,940	41,922
6961 Long-Term Disability Ins.	0	151	151	410	170	180
6962 Dental Insurance	0	0	108	0	0	1,330
6965 Post-Employment Benefits	0	10,661	11,161	8,020	6,690	5,773
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$0	\$158,588	\$146,917	\$165,818	\$159,766	\$175,698

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
7110 Safety Shoes and Supplies	\$262	\$0	\$220	\$800	\$800	\$800
7130 Tools, Field Sup., & Small Eq.	754	2,458	842	4,000	3,000	4,000
7140 Uniforms	427	141	0	350	300	300
7260 Line Maintenance	6,996	12,371	6,620	6,100	13,000	13,000
7270 Station Maintenance	41	1,167	848	2,000	1,000	2,000
7540 Inventory Adjustment	3,081	2,246	(13,961)	0	0	0
TOTAL MATERIALS & SUPPLIES	\$11,561	\$18,383	(\$5,431)	\$13,250	\$18,100	\$20,100

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8030 Casualty Insurance	\$1,119	\$103	\$1,201	\$3,886	\$2,590	\$1,116
8040 Merchant Fees and Discounts	5,598	31,815	54,439	53,000	35,000	35,000
8050 Telephone	550	563	585	700	600	600
8120 Outside Engineering	20,361	1,680	26,890	30,000	30,000	30,000
8260 Line Maintenance	70,024	92,815	92,638	100,000	75,000	100,000
8270 Station Maintenance	10,985	10,383	6,841	10,000	10,000	5,000
8301 Computer System Maintenance	0	0	4,478	0	0	0
8330 Meter Testing and Repairs	0	0	162	0	0	0
8550 Misc. Contracted Services	171	8	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$108,808	\$137,367	\$187,234	\$197,586	\$153,190	\$171,716

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9010 Bad Debt Expense	\$6,027	\$1,436	\$1,632	\$1,120	\$300	\$0
9060 Depreciation Expense	0	1,293	2,586	2,600	3,700	36,500
9070 Training	0	0	20	300	50	200
TOTAL OTHER CHARGES	\$6,027	\$2,729	\$4,238	\$4,020	\$4,050	\$36,700

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$7,996	\$441	\$302	\$287	\$339	\$257
Buildings and Grounds	5,922	2,651	4,181	4,993	4,741	5,304
Billings & Accounting	97,644	79,713	77,521	99,299	84,999	97,276
Printing and Reproduction	201	0	0	0	0	0
Warehousing	11,247	834	2,713	1,413	2,275	2,542
Electricity	14,100	17,517	15,693	16,616	15,935	15,884
Administrative Overhead	0	112,750	119,732	119,269	121,388	111,322
Other Indirect Charges	79,313	5,263	3,784	5,870	(8,156)	3,500
TOTAL INTER-DEPT. CHARGES	\$216,423	\$219,169	\$223,926	\$247,747	\$221,521	\$236,085

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

SEWER FUND

Public Works and Water Resources - Sewer Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9580 Consulting Fees	\$11,415	\$227,143	\$730,879	\$250,000	\$274,542	\$120,000
9622 Machinery & Equipment	0	25,857	0	0	0	0
9760 CIP - Lines Material	0	7,230	211,775	0	360,297	40,000
9860 CIP - Lines Labor	942	0	7,768	0	882	0
9960 CIP - Lines & Streets Contractual	142,084	14,516	63,093	0	13,196	0
TOTAL CAPITAL PROJECTS BUDGET	\$154,441	\$274,746	\$1,013,515	\$250,000	\$648,917	\$160,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>			<u>EQUIPMENT REPLACEMENT</u>		
S1301 Underground Fuel Tank Replacement	\$40,000			\$0		
S0904 Sanitary Sewer Study	120,000			0		
TOTAL SEWER FUND	\$160,000			\$0		

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

PARKING DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

PARKING FUND

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
REVENUE						
Parking Lot Revenues	<u>\$892,380</u>	<u>\$1,100,800</u>	<u>\$1,379,655</u>	<u>\$1,337,790</u>	<u>\$1,300,000</u>	<u>\$1,300,000</u>
OPERATING EXPENSES						
Personnel Services	\$445,528	\$481,512	\$518,122	\$521,322	\$529,255	\$542,876
Materials and Supplies	47,964	37,798	39,220	42,720	43,255	\$40,519
Contractual Services	128,456	124,610	146,120	166,130	170,613	\$165,021
Other Charges	<u>49,445</u>	<u>48,769</u>	<u>33,400</u>	<u>31,525</u>	<u>35,325</u>	<u>\$19,194</u>
Subtotal	\$671,393	\$692,689	\$736,862	\$761,697	\$778,448	\$767,610
Inter-Dept. Charges	<u>32,414</u>	<u>27,025</u>	<u>59,213</u>	<u>61,291</u>	<u>65,731</u>	<u>\$91,994</u>
Total Operating Expenses	<u>\$703,807</u>	<u>\$719,714</u>	<u>\$796,075</u>	<u>\$822,988</u>	<u>\$844,179</u>	<u>\$859,604</u>

PARKING DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET

POSITION		BUDGET ACCT		2012					2013						
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PARKING ADMINISTRATOR	6020	17- D		59,302	0	59,302	1.0	17- D		61,092	0	61,092	1.0		
PARKING SUPERINTENDENT	6020	5- I		45,064	0	45,064	1.0	15- D		45,965	0	45,965	1.0		
CUSTOMER SERV CLK I	6040	10- B		37,577	0	37,577	1.0	10- C		40,073	0	40,073	1.0		
MAINTENANCE IV	6230	8- 5		47,549	0	47,549	1.0	8- 5		49,462	0	49,462	1.0		
FULL TIME SUBTOTALS					189,492	0	189,492	4.0		196,592	0	196,592	4.0		
PARKING ATTENDANTS	6600	E		159,940		159,940		E		182,145		182,145			
MAINTENANCE WORKER	6230			34,000		34,000	0.5			34,000		34,000	0.5		
OVERTIME	6620			7,000		7,000				5,000		5,000			
OTHER SUBTOTALS					200,940	0	200,940	0.5		221,145	0	221,145	0.5		
PARKING DIVISION TOTALS					390,432	0	390,432	4.5		417,737	0	417,737	4.5		

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

PARKING FUND

Expenditures:

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$88,534	\$90,904	\$89,938	\$104,366	\$95,990	\$107,057
6040 Accounting	40,862	42,616	41,335	37,577	36,850	40,073
6230 Maintenance Workers	44,672	78,510	72,733	81,549	74,000	83,462
6580 Service Award	1,603	1,563	718	0	0	0
6590 Sick Pay	863	1,311	969	1,500	560	729
6600 Part-Time	160,821	141,213	177,025	159,940	190,060	182,145
6620 Overtime	9,532	11,814	6,834	7,000	5,080	5,000
6920 Unemployment Comp. Ins.	4,569	4,832	6,608	5,120	5,000	8,563
6930 Social Security Taxes	26,474	28,033	29,688	29,980	30,780	27,554
6940 City Pension Plan	17,764	32,452	40,149	42,190	44,215	40,661
6950 Term Life Insurance	893	924	892	990	940	1,039
6960 Group Hospitalization Ins.	28,514	29,519	28,855	31,460	27,990	29,915
6961 Long-Term Disability Ins.	331	341	323	500	350	393
6962 Dental Insurance	3,463	3,251	3,052	2,280	3,360	3,625
6965 Post-Employment Benefits	16,633	14,229	19,003	16,870	14,080	12,660
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$445,528	\$481,512	\$518,122	\$521,322	\$529,255	\$542,876

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7110 Safety Shoes and Supplies	\$90	\$180	\$180	\$270	\$180	\$270
7130 Tools, Field Supplies, Small Equip	4,235	6,523	3,528	4,000	4,000	3,872
7140 Uniforms	1,097	905	540	1,000	1,000	50
7150 Office Supplies	1,344	2,458	2,947	2,500	2,500	2,425
7180 Billing & Collection Supplies (1)	18,663	16,549	16,035	19,500	18,000	18,915
7250 Building & Grounds Maintenance	1,027	736	3,752	2,600	4,725	2,522
7300 Mach & Equip Maintenance	21,322	10,350	11,627	12,350	12,350	11,980
7550 Miscellaneous Supplies	186	97	611	500	500	485
TOTAL MATERIALS & SUPPLIES	\$47,964	\$37,798	\$39,220	\$42,720	\$43,255	\$40,519
(1) Includes Marketing for Parking Validation Program						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

PARKING FUND

Expenditures:

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8020 Advertising/Signage (1)	\$0	\$170	\$570	\$1,000	\$1,000	\$970
8030 Casualty Insurance	4,674	5,761	6,512	8,035	7,650	8,209
8040 Merchant Fees and Discounts	27,068	28,096	33,896	35,000	38,500	32,000
8050 Telephone	2,979	2,486	2,707	2,840	2,840	2,755
8130 Building & Equipment Rental	63,879	56,440	54,892	70,125	68,083	72,229
8230 Janitorial Service	0	0	3,270	4,740	4,000	4,740
8250 Building & Grounds	297	490	158	1,540	1,540	1,493
8300 Mach. & Equip. Maint.	25,488	27,682	38,009	35,350	42,000	35,350
8550 Misc. Contracted Services	4,071	3,485	6,106	7,500	5,000	7,275
TOTAL CONTRACTUAL SERVICES	\$128,456	\$124,610	\$146,120	\$166,130	\$170,613	\$165,021
(1) New trail blazing and lot location signs re: branding.						

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9040 Dues & Conference Expense	\$4,418	\$3,584	\$2,315	\$4,125	\$4,125	\$2,000
9060 Depreciation Expense	45,027	44,550	30,976	27,200	31,000	17,000
9070 Training	0	635	109	200	200	194
TOTAL OTHER CHARGES	\$49,445	\$48,769	\$33,400	\$31,525	\$35,325	\$19,194

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$5,789	\$6,083	\$6,517	\$5,705	\$11,867	\$5,687
Buildings and Grounds	9,212	3,031	4,780	5,709	5,421	6,064
Billings & Accounting	0	0	30,616	33,077	32,343	63,443
Electricity	17,500	17,600	17,300	16,800	16,100	16,800
Other Indirect Expenses	(87)	311	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$32,414	\$27,025	\$59,213	\$61,291	\$65,731	\$91,994

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

PARKING FUND

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CAPITAL PROJECTS BUDGET						
9580 Capital Project Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0
9620 Land & Land Improvement	0	110,775	13,237	0	7,533	0
9621 Building & Structures	0	0	0	0	8,852	0
9622 Machinery & Equipment	0	0	0	0	0	0
9623 Autos and Trucks	0	0	0	0	10,975	0
TOTAL CAPITAL PROJECTS BUDGET	<u>\$0</u>	<u>\$110,775</u>	<u>\$13,237</u>	<u>\$0</u>	<u>\$27,360</u>	<u>\$0</u>
CAPITAL PROJECT NUMBER & DESCRIPTION			<u>OTHER SOURCES</u>		<u>EQUIPMENT REPLACEMENT</u>	
TOTAL PARKING FUND			<u>\$0</u>		<u>\$0</u>	

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

MAINTENANCE DIVISION

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OPERATING EXPENSES						
Personnel Services	\$493,365	\$472,103	\$483,829	\$499,077	\$481,782	\$396,434
Materials and Supplies	608,306	677,578	781,901	730,200	763,725	759,200
Contractual Services	180,282	176,207	261,324	248,478	238,526	295,581
Other Charges	13,318	12,524	11,122	9,000	13,000	6,200
Subtotal	\$1,295,271	\$1,338,412	\$1,538,176	\$1,486,755	\$1,497,033	\$1,457,415
Inter-Dept. Charges	(1,295,271)	(1,338,412)	(1,538,176)	(1,486,755)	(1,497,033)	(1,457,415)
Total Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0

**MAINTENANCE DIVISION
2013 ESTIMATED WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT		2012					2013						
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL			
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CHIEF MECHANIC	6020	17- I		62,673	3,084	65,757	1.0	17- I		63,906	3,250	67,156	1.0		
SENIOR MECHANIC	6250	13- 5		57,592	1,144	58,736	1.0	13- 5		58,736	1,265	60,001	1.0		
MECHANIC II	6250	11- 5		54,538	0	54,538	1.0								
MECHANIC II	6250	11- 5		54,888	0	54,888	1.0	11- 5		55,990	1,020	57,010	1.0		
MECHANIC II	6250	11- 5		54,538	0	54,538	1.0	11- 5		55,640	0	55,640	1.0		
FULL TIME SUBTOTALS				284,229	4,228	288,457	5.0			234,272	5,535	239,807	4.0		
OVERTIME	6620				24,000		24,000				18,000		18,000		
OTHER SUBTOTALS					24,000	0	24,000	0.0				18,000	0	18,000	0.0
MAINTENANCE DIVISION TOTALS				308,229	4,228	312,457	5.0			252,272	5,535	257,807	4.0		

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
PERSONNEL SERVICES						
6020 Supervisory	\$62,673	\$62,673	\$62,673	\$62,673	\$63,990	\$63,906
6230 Maintenance Workers	36,275	0	0	0	0	0
6250 Mechanics	211,801	216,670	217,433	221,556	222,370	170,366
6570 Flex Pay	0	0	0	0	0	0
6580 Service Award	4,992	3,813	4,010	4,228	4,228	5,535
6590 Sick Pay	3,047	3,823	3,768	3,900	3,787	3,499
6620 Overtime	14,951	22,501	15,775	24,000	8,190	18,000
6881 Tool Allowance	0	0	450	500	500	500
6920 Unemployment Comp. Ins.	1,710	1,517	1,757	1,710	1,650	1,532
6930 Social Security Taxes	25,330	23,346	22,377	24,240	22,770	20,027
6940 City Pension Plan	37,128	49,492	61,213	64,320	67,407	48,456
6950 Term Life Insurance	1,663	1,463	1,476	1,620	1,500	1,237
6960 Group Hospitalization Ins.	54,313	53,372	60,057	55,740	60,020	45,131
6961 Long-Term Disability Ins.	572	480	480	1,250	570	468
6962 Dental Insurance	4,226	3,260	3,377	7,620	3,330	2,689
6965 Post-Employment Benefits	34,684	29,693	28,983	25,720	21,470	15,088
6970 Workmens Compensation Ins.	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$493,365	\$472,103	\$483,829	\$499,077	\$481,782	\$396,434

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
MATERIALS AND SUPPLIES						
7020 Heating Fuel	\$7,622	\$10,657	\$6,733	\$8,000	\$8,000	\$8,000
7060 Tire & Tire Repair Expense	67,902	61,442	64,498	60,000	55,000	60,000
7070 Gasoline, Oil, Coolant, Etc.	313,633	389,249	520,294	450,000	500,000	496,250
7110 Safety Shoes & Supplies	1,097	937	992	1,000	900	1,000
7130 Tools, Field Sup., & Small Eq.	7,632	12,617	7,046	13,000	10,000	9,000
7140 Uniforms	1,630	1,306	534	1,500	1,500	1,500
7150 Office Supplies	391	205	7	400	200	200
7230 Janitorial Supplies	15,200	19,641	16,133	19,000	17,000	17,000
7250 Buildings and Grounds Maint.	14,751	300	929	0	75	0
7300 Machinery & Equip. Maintenance	609	1,228	794	2,000	750	1,000
7310 Vehicle Maintenance	176,922	179,723	163,788	175,000	170,000	165,000
7550 Miscellaneous Supplies	336	273	153	300	300	250
7870 Railroad Station Maintenance	581	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$608,306	\$677,578	\$781,901	\$730,200	\$763,725	\$759,200

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
CONTRACTUAL SERVICES						
8030 Casualty Insurance	\$39,543	\$47,916	\$44,216	\$44,548	\$44,540	\$49,981
8050 Telephone	1,106	628	584	800	600	600
8230 Janitorial Service	33,455	32,888	64,884	68,000	66,640	68,000
8250 Buildings and Grounds Maint.	70,510	51,502	93,812	58,230	70,000	85,000
8300 Machinery & Equip. Maintenance	1,792	801	641	2,500	1,000	1,000
8310 Vehicle Maintenance	29,225	40,165	51,694	50,000	55,000	50,000
8311 Vehicle Accidents	2,619	331	5,458	0	746	0
8480 Communication Equip	105	0	0	100	0	0
8550 Misc. Contracted Services	0	25	35	300	0	29,000
8870 Railroad Station Maintenance	1,927	1,951	0	24,000	0	12,000
TOTAL CONTRACTUAL SERVICES	\$180,282	\$176,207	\$261,324	\$248,478	\$238,526	\$295,581

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
OTHER CHARGES						
9020 Mileage & Small Bus. Expense	\$5	\$0	\$23	\$0	\$0	\$200
9060 Depreciation Expense	11,925	10,256	9,886	7,000	11,000	4,000
9070 Training	1,388	2,268	1,213	2,000	2,000	2,000
TOTAL OTHER CHARGES	\$13,318	\$12,524	\$11,122	\$9,000	\$13,000	\$6,200

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
INTER-DEPT. CHARGES						
Vehicles and Equipment	(\$1,067,306)	(\$1,269,729)	(\$1,435,975)	(\$1,270,577)	(\$1,325,642)	(\$1,251,752)
Buildings and Grounds	(328,991)	(160,049)	(220,922)	(215,939)	(201,702)	(238,408)
Electricity	101,600	98,859	97,736	8,461	8,082	8,427
Billings & Accounting	0	0	0	0	29,264	28,518
Other Indirect Charges	(574)	(7,493)	20,985	(8,700)	(7,035)	(4,200)
TOTAL INTER-DEPT. CHARGES	(\$1,295,271)	(\$1,338,412)	(\$1,538,176)	(\$1,486,755)	(\$1,497,033)	(\$1,457,415)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
9620 Land Improvements	\$0	\$0	\$0	\$0	\$0	\$25,000
9621 Buildings & Structures	0	0	0	15,400	8,700	20,000
9622 Machinery & Equipment	0	10,810	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$10,810	\$0	\$15,400	\$8,700	\$45,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>			<u>EQUIPMENT REPLACEMENT</u>		
M1303 HVAC Ductwork Cleaning	\$25,000			\$0		
M1304 French Drain Project	20,000			0		
TOTAL MAINTENANCE FUND	\$45,000			\$0		

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

SELF-INSURANCE FUND

OTHER POST-EMPLOYMENT BENEFITS

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

INSURANCE FUND

Expenditures:

Self Insurance

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
SELF INSURANCE						
8162 Legal/Consulting Service	\$6,222	\$0	\$0	\$10,000	\$0	\$10,000
8891 Claims - Medical	20,604	38,068	24,514	25,000	15,000	25,000
8892 Claims - Property	0	0	0	0	0	0
8893 Claims - Disability	1,974	0	0	35,000	0	35,000
8894 Claims - Liability	13,925	5,710	74,914	100,000	59,124	100,000
8895 Claims - Permanent Impairment	0	43,164	69,586	75,000	66,156	75,000
TOTAL SELF-INSURANCE	<u>\$42,725</u>	<u>\$86,942</u>	<u>\$169,014</u>	<u>\$245,000</u>	<u>\$140,280</u>	<u>\$245,000</u>

CITY OF NEWARK, DELAWARE

2013 OPERATING BUDGET

OTHER POST-EMPLOYMENT BENEFITS

Presented to Council November 12, 2012

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2013**

OTHER POST-EMPLOYMENT BENEFITS FUND

Expenditures:

Other Post-Employment Benefits

POST-EMPLOYMENT BENEFITS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	BUDGET 2012	PROJECTED 2012	BUDGET 2013
6960 Group Hospitalization Insurance	\$0	\$0	\$0	\$0	\$0	\$0
6991 Retiree Health Insurance	146,996	173,632	171,182	184,000	197,490	195,872
6992 Retiree/Spouse Health Insurance	54,971	66,751	64,317	72,000	70,000	77,168
6993 Spouse Only Health Insurance	0	0	0	0	0	0
6994 Retiree Dental Insurance	16,522	19,251	18,450	18,340	19,200	19,037
6995 Retiree Life Insurance	557	1,157	1,174	1,200	1,170	1,246
8930 OPEB Administrative Expense	1,241	3,148	5,988	5,000	0	5,190
8980 Actuary Expenses	23,108	0	19,219	0	25,000	0
TOTAL SELF-INSURANCE	\$243,395	\$263,939	\$280,330	\$280,540	\$312,860	\$298,513