



2016 GENERAL OPERATING BUDGET

PROPOSAL 11/30/2015

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October 23, 2015

Newark City Council
City of Newark, Delaware

2016 GENERAL OPERATING BUDGET MESSAGE

*Note that the tables, figures and narratives in the Budget Message refer to the first drafts of the 2016 Operating and CIP Budgets.

The Honorable Mayor and Members of City Council:

On behalf of the Administrative and Financial Divisions of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2016 General Operating Budget for your review and consideration. This budget represents the City's financial plan for the next fiscal year which benefits from our recent experiences and attempts to better position our community for its future. As such, it provides for continued services and identifies the revenue sources, utility fund transfers, grants and other funding that will support operations including our required staffing levels. This document was developed based on a prioritization of needs for a well-rounded, full service community, requiring consideration be given to all areas of our responsibilities. Much like recent years, time was devoted in 2015 towards evaluating options for increased operational efficiencies, some requiring the support of Mayor and Council. Most notable would be the Administration's recommendation to outsource refuse operations earlier this month. While our recommendation was not supported by the Council, it is important and timely to highlight the fine efforts and commitment of our management staff and the Refuse Division throughout the evaluation process and post decision.

With that said, the primary goals of the 2016 General Operating Budget are to address the needs of our community while positioning ourselves to take advantage of innovative and progressive efforts to reduce the future costs of maintaining current service levels. Developing meaningful partnerships, embracing efforts for economic development and improving our use of technology and communication with our citizens remain to be of utmost importance. Additionally, the diversification of revenue sources, reducing our reliance on transfers from the utility funds and seeking payment in lieu of taxes (PILOT) support from the state (to offset 45% in tax exempt property), are initiatives that should continue to garner our attention as we strive to support the General Fund and the quality of life aspects of our community. However, to be successful, we must commit to make progressive, emotion free decisions that help to position our organization to support the level of services currently provided in a more sustainable fashion in 2016 and beyond.

(i)

Fully understanding the measures that we have taken to control costs by working smarter and implementing reforms will continue to be a guiding force as we move into 2016. The momentum gained through earlier successes will help to develop a shared vision within our organization and community that is optimistically rooted towards embracing opportunities, increased levels of engagement and the identification and implementation of efficiencies. Our efforts to control costs since 2012 are now estimated to result in \$3.8 million of savings through the end of 2016. Certainly the impact of these outcomes should not be overlooked when facing today's funding challenges.

Last year I shared that these successful undertakings have drastically changed for the better the landscape of our organization's future. Specifically those efforts related to pension and health care reforms that our future community leaders will be thankful we made. Unfortunately, in 2015 we became aware during the end of the legislative session, that forces were in play to possibly reduce realty transfer tax and municipal street aid revenues. If successful and continued into a second year or later, the loss to Newark would amount to approximately \$1 million a year, thereby ushering in a negative change to our revenue landscape that will call for service cuts and/or alternatives to raise additional revenue.

So, as we attempt to take stock of our successes, understand our challenges and prepare for possible future funding shortfalls, coupled with the public conversations of Mayor and Council during last year's budget process and recent workshops, we present the consolidated 2016 Operating Budget and 2016 through 2020 Capital Improvement Program (CIP). In summary, the core action items include:

- Tax increase of 3.0% (contributes \$87,000 in 2016 revenue; \$174,000 long-term annual revenue)
 - o Partially offset inflationary cost pressures
 - o Continue plan for incremental annual increases
 - o Incremental step toward increased General Fund self sufficiency
- Water rate increase of 7.2% anticipated midway through 2016
 - o Contributes approximately \$300,000 in water revenue
 - o Maintains current level of resources available for water infrastructure improvements (\$1.8 million)
 - o Fourth consecutive year of reduced transfers to the General Fund despite rate increases, indicating greater attention on water operating and capital expenditures
- Responsible application of the \$4.9 million in 2016 current resources toward capital improvements as follows
 - o Electric – \$1.4 million – transformer & circuit replacement; new lines and services; SCADA system; conductor upgrades
 - o Water – \$1.8 million – source water monitoring; reservoir upgrades; main renovations; tank maintenance; other water quality initiatives
 - o Sewer – \$137,000 – sanitary sewer repairs; sewer system master plan; sewer pumps; SCADA system
 - o Public Works – \$700,000 – yard waste carts; street program; storm drainage; pedestrian crossing; ADA accessibility; others
 - o Maintenance – \$128,000 – salt shed replacement
 - o Public Safety – \$41,000 – accident reconstruction system; ballistic vests
 - o Parks – \$281,000 – equipment, footbridge rehab and hard surface facility improvements

- o IT – \$251,000 – disaster recovery planning, camera and gas pump equipment, utility billing system upgrade

2016 – Discussion of Challenges and Initiatives

The 2016 budget continues to address long-term infrastructure needs, including \$1 million to repair roadways; conductor and transformer upgrades totaling \$796,000 in the electric utility, continued Supervisory Control and Data Acquisition (SCADA) system improvements of \$601,000 in the water and electric utilities; \$1 million in water line renovations, design funding for a substation at the Science Technology and Advanced Research (STAR) Campus in concert with the University of Delaware (UD) and Delmarva Power; and proposed parking garage considerations for existing Lot 1 in accordance with our successful land acquisition efforts supported by most current and previous legislative bodies. As in past years, this annual budget continues to direct funding for infrastructure improvements and maintenance where it can do the most good, reduce future costs, and positively impact the character and economic vitality of our community.

The 2016 budget also sees personnel wages increase by \$1.3 million in accordance with existing union contracts; the alignment of management increases with that of our unions (with a concern for wage compression); and succession planning for the Electric Department. It is important to note that we are faced with this level of personnel cost increases even as employees take on higher levels of health care contributions and a number of positions have been either eliminated, modified or positively impacted by early retirement incentives. The wage increases are partially offset by non-wage personnel cost decreases. Again, the importance of the savings generated from recent efforts are magnified as we would be contemplating additional increases of approximately \$790,000 in personnel and other operating expenses (about 13.6% property tax rate equivalent) had we not taken these steps.

Maintaining pension funding levels for the legacy plans will continue to require disciplined funding of the Actuarially Determined Contribution (ADC) to the City's pension fund; however, as we did in 2014 (\$300,000) and 2015 (\$150,000), we plan to overfund the ADC by \$150,000 in 2016 in an effort to accelerate the funded status of the plan, not merely maintain it. As long-tenured staff retire, the ADC will be more easily managed on an annual basis and at continually reduced levels. In 2015 we reached a funded status of 71.2% as a result of our years of overfunding and modifications to management pension and OPEB plans in 2012, union OPEB plans in 2014, and AFSCME/CWA pension plans in 2014. At the same time, we have shortened the amortization period of the unfunded component of the pension plan and reduced our rate of return assumptions to inflate the ADC to a level that requires higher investment into the plan. Our newly formed Pension Committee will take on actuarial, investment and plan oversight to assist in the process of advising Council on its post-employment fiduciary obligations.

Newark's tax base remains relatively flat with little opportunities for annexation, but a strong redevelopment history has never been more evident than in recent years. For instance, consider the City's 2013 approval of nearly the equivalent number of apartment units (476) in 2013 alone as that which were approved from fiscal years 2000 to 2012 (482). This fact along with the number of rental units approved in recent years signals continued interest on the part of developers to invest in Newark. As a result, the City's property tax base has grown in 2014 and 2015 as the approved projects are completed and assessed. Of course, the first phase of the Rental Needs Assessment Study advised that Newark is not currently

oversaturated and that our current pace of development is appropriate. The second phase of the study has recently begun and will include the review of policies for future consideration.

Large projects like that of One Easton at the recently renovated Newark Shopping Center, which includes 220 units and associated parking, provides for a modern six-story living environment in close proximity to trails, transportation links and shopping that was not previously available and which could prove to be attractive to young professionals. Likewise, the redevelopment and improvement occurring in our core downtown continues to be a vital aspect of our attractiveness as a community. We also saw continued growth at the STAR Campus associated with UD's Health Science operations as well as the recent welcome to SevOne, a technology firm employing nearly 250 that offers state of the art network monitoring platforms to the most connected companies around the world. Both should serve as a magnet for additional economic development opportunities that could provide substantial revenue improvements over the course of several years. In addition, larger commercial and industrial developments typically demand less of the City's core municipal services though they contribute a pro rata share of property tax revenue, which is a positive benefit to residential tax payers.

While pointed efforts made to educate the legislature of Newark's high level of tax exemption fell flat in 2014 and again in 2015, feedback from Newark's lobbyist indicated that the severe budget concerns of the State, not the merits of our case or our request, thwarted the success of any request for inclusion in PILOT funds to the legislature. Continued education and sharing of our efforts to be more efficient and work smarter will continue to be necessary in 2016 and beyond.

In developing the 2016 General Operating Budget, we continued to weigh needs versus wants and efficiency impacts to costs associated with any given initiative. One example of a need versus want is that of the development of a parking garage in our downtown. What category a garage should fall under brings strong opinions from either side. Recent interest related to a public private partnership could prove to be a factor to success in increasing parking inventory while not relying solely on our community to back its development. This initiative has been part of our communication and a focus of our organization since 1998, and 2015 saw an end to negotiations to take control of the properties that make up what has been previously determined to be the most feasible location for a downtown garage.

Our 2016 projected revenues in the Governmental Funds, including the General Fund, are expected to reach \$14.8 million in 2016 while our projected Governmental Fund expenses are expected to total \$27.2 million, representing a shortfall of \$12.5 million that is rescued by maximum recommended levels of margin transfers from our enterprise funds – our electric, water and sewer utility funds and our parking enterprise fund. While transfers of such magnitude are a necessity to our consolidated operations, a problem we continue to face is that we didn't leave enough margin behind in the utility funds to keep up with their required infrastructure needs.

While our utility transfers are well above the national average of 5-7%, this exercise has also helped to support our AA+ credit rating, which was recently affirmed, as well as Newark's low cost of living. Additionally, our credit rating has a positive impact on our cost of borrowing, so in turn the smart utilization of debt to help address some of our high priority projects could allow for significant infrastructure improvements to take place.

For instance, suppose we grouped \$10 million of infrastructure investment projects together into one referendum package subject to voter approval. The infrastructure could be financed with a combination

of state loans and bonded debt over a 20-year period at a debt service cost of less than \$700,000 per year. All projects financed would have a life expectancy in excess of the financing term for that individual project, and the \$700,000 in annual debt service will have tackled several high priority projects while utilizing 14% of our typical \$5 million Capital Program funding, which maintains the majority of current funds to continue to address routine projects such as street improvements and parks maintenance in the coming years. There are pros and cons to this model, including the downside of increasing debt and incurring interest over 20 years of debt service, but an undeniable upside is the completion of critical projects in a manner that we can responsibly afford. This would certainly be a fundamental shift in how we approach project funding that should be implemented conservatively and without increasing or maximizing our debt capacity. With a conservative approach, we can take the middle ground between the pros and cons where we can finance the most critical of our projects and build the debt service into the current resource funding we have historically utilized. As discussed publicly in 2015, a referendum would be required to enable the City to incur bonded indebtedness. While we hope to employ a version of this model in the coming years, the 2016 budget was constructed in a way that is comparable to years past and does not rely on or assume any level of debt financing or borrowing. The City's total debt position outstanding as of 12/31/14 (the date of the most recent audited financial statements) was \$20,934,647. The City's total debt position is expected to fall to \$16,750,237 by 12/31/16. An excerpt of the City's 2014 Comprehensive Annual Financial Report (CAFR) with notes related to 2015 and 2016 expected debt position can be found on the City's Budget Central section of the website.

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The 2016 Budget in Summary

The proposed budget for 2016, including the five-year Capital Improvements Program, results in a surplus of \$439,856, which represents less than 1% of total revenues. While any surplus is a positive signal and acceptable by Code, the small surplus doesn't allow the ideal level of flexibility to mitigate the risk of unforeseen expenditures or the loss of revenues. The budgeted expenditures do, however, make meaningful contributions toward core infrastructure items such as street repairs, water and sewer line rehabilitation, and critical electric distribution infrastructure, as well as the City's pension plan. While we again recommend overfunding the pension plan, we also recommend the second year of reducing OPEB funding as a result of pension reform measures initiated in 2014.

Operating expenditures are expected to increase by 3.6%, while net capital expenditures and debt service combine for a minor decrease (1%) under the 2015 budget levels. In total, spending (excluding the unappropriated surplus) is about 8% higher in 2016 versus the 2015 budget. Note that Newark's core operating, capital and debt service expenditures are just 2.9% higher than the 2015 budget; the total 8% increase in cash spending is driven by the restoration of the partial reversal of non-cash depreciation expenses utilized in 2015 to defray vehicle and equipment spending. In 2016, more funding is required for vehicle and equipment replacement, so it is prudent to restore the equipment reserves this year.

Major components of the consolidated budget follow:

	2015	2016	Percent Increase (Decrease)
Operating Budget	38,434,812	39,832,449	3.6%
Capital Budget	4,980,701	4,863,621	(2.4%)
Debt Service	2,566,527	2,605,361	1.5%
Reversal of Non-Cash Items	(1,150,309)	1,150,309	N/A
Unappropriated Surplus	583,388	439,856	(24.6%)
Total	45,415,119	48,891,596	7.7%

Revenue Highlights

City wide operating revenues of \$48.9 million in 2016 are expected to exceed 2015 budgeted revenue by 7.7%. Utility contributions are responsible for most (78%) of the increase, while property taxes and realty transfer taxes, fees for service and other revenues round out the difference. Property tax assessments grew in 2015 at higher levels than expected, which, along with the recommended tax increase of 3.0% to balance the general fund with a nominal surplus, is expected to push property tax receipts 5% higher than the 2015 budget.

The table below highlights the City's 2016 anticipated operating income:

2016 Anticipated Operating Revenues			
	2015	2016	Percent Increase (Decrease)
Net Utility Revenue	28,044,373	30,771,441	9.7%
Property Tax	5,700,210	5,983,130	5.0%
Realty Transfer Tax	1,300,000	1,600,000	23.1%
Other Taxes and Fees	461,730	459,430	(0.5%)
Fines	2,228,750	1,968,392	(11.7%)
Permits & Licenses	1,890,460	2,181,010	15.4%
Park Fees	587,500	587,500	0.0%
Commercial Refuse	8,540	8,540	0.0%
Parking	2,830,920	2,913,805	2.9%
Intergovernmental	1,028,998	966,264	(6.1%)
Subvention	523,340	521,766	(0.3%)
Other Revenue	810,298	930,318	14.8%
Total Operating Revenue	45,415,119	48,891,596	7.7%

Operating Expense Highlights

Personnel expenses are increasing by \$1.3 million, or 4.7% in 2016. This year is the final contract year for all three union agreements, which call for wage increases in AFSCME, CWA and FOP of 3%, 3% and 2.75%, respectively. The union increases, non-union salary and wage increases recommended at 3%, and increases in non-wage insurance and benefits costs, are pushing personnel expenses over \$28 million in 2016. Part of the personnel increase is related to succession planning in the Electric Utility, increased preventative maintenance efforts in the Sewer Utility, 911 communications staff in the Police Department, restoration of the 10th full-time employee in the refuse division, and part-time customer service staff in Payments and Utility Billing, Administrative Call Attendant, and Parking Ambassador roles.

The materials and supplies lines have increased versus 2015 across a number of funds and a broad mix of expense categories. Most notably, IT supplies have increased in various departments reflecting the continued initiatives to maintain appropriate functionality across the City's network. Vehicle and

equipment maintenance lines remain elevated after being increased in 2015 as a hedge against the reduced vehicle and equipment replacement program last year. Postage expenses are higher as we complete the move to monthly water and sewer billing.

Contractual services lines have increased marginally versus the 2015 budget in part due to the maturity of the reorganized Information Technology Department. Hardware and software solutions are being leased and/or procured as a service to promote standardization and to improve continuity and regularity of upgrades and improvements.

Equipment depreciation (a non-cash, formula driven expense) decreased by about 11% versus 2015 as a result of the vehicle and equipment maturation process and fewer vehicles purchased in 2015.

The table below highlights the City's 2016 budgeted operating expenses:

2016 Budgeted Operating Expenses by Function			
	2015	2016	Percent Increase (Decrease)
Personnel Services	26,943,506	28,209,545	4.7%
Materials & Supplies	2,189,238	2,264,398	3.4%
Contractual Services	7,259,307	7,299,204	0.5%
Equipment Depreciation	1,671,809	1,484,599	(11.2%)
Other Expenses	370,952	574,703	54.9%
Total	38,434,812	39,832,449	3.6%

The 2016 through 2020 Capital Improvements Program

The 2016 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of \$12.1 million. Reserve funding, grant funding, and alternative sources of funds continue to be proposed for a majority of the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Grant funding is likewise a fundamental goal and remains a recurring funding mechanism Newark. Reserves and grant funding represent about \$4.5 million of the proposed funding while planned and depreciated equipment replacement funds make up \$2.3 million, followed by approximately \$460,000 representing the alternative funding secured to finance the City's LED light upgrade project approved in 2015. While no borrowing is recommended in the 2016 Capital Plan, it should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay-as-you-go" financing of capital projects. That said, we reiterate the need to address a greater level of critical infrastructure projects than current resources in 2016 and 2017 would permit; again as noted above that need may be met through the responsible, systematic utilization of funding in a way that strikes a balance between accomplishing immediate needs and encumbering future operating costs. The table below exhibits planned capital spending by department in 2016 with a breakdown of funding sources.

Expenditures		Funding Sources	
Electric Fund	2,314,419	Gross Capital Improvements	12,126,951
Water Fund	3,376,552	Less: Use of Reserves	(3,373,283)
Sewer Fund	1,135,000	Equipment Funding	(2,315,288)
Public Works - General Fund	3,264,922	Grants	(1,115,000)
Public Works - Maintenance Fund	350,000	Bond Issues	-
Police Department	255,965	Other Sources	(459,759)
Parks & Recreation Department	547,500	Net Capital Improvements	4,863,621
Parking Fund	209,078		
Information Technology Division	491,000		
Other Departments	182,515		
Gross Capital Expenditures	12,126,951		

Fund by Fund Commentary

General Fund

The General Fund serves to account for the requirements to provide typical municipal services such as public safety, planning, administration, parks and recreation, and public works functions. As discussed in detail above, Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications must remain a priority. It is important to recognize that absent these transfers, the General Funds, including the Street Fund, would experience operating deficits totaling nearly \$12.5 million in 2016. Furthermore, it should be noted that we should pay particular attention to our dependence on transfers, primarily from the electric fund, in relationship to the increased penetration of renewable resources in our utility system as well as the impact of conservation. Both will likely have an impact on the utility margins and will necessitate new policies or decisions as we navigate the evolving utility landscape.

Other Governmental Funds

Other governmental funds include the Capital Fund and 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 the General Fund and Street Fund activities are budgeted and accounted for in the Capital Fund. These funds are typically heavily 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 Governmental Funds via operating margin transfers. We continue to attempt to more clearly communicate the value of the public power business model to Council, our boards and commissions, and Newark residents. Likewise, we remain mindful that our transfers to the General Fund have been very high over the years, by design, but perhaps to the extent of overreliance.

The fundamental principles of the public utility business model nonetheless represents a significant value for the City's residents and businesses that may not be fully realized or understood. The equation however is simple – our overall utility rates continue to compare favorably with investor-owned utilities serving neighboring areas. However, if investor-owned utilities were serving water, sewer and power to Newark residents, our residents' monthly utility expenses would be largely unchanged; yet, as a result of the excess revenue from operating their utility exceeding their costs to operate them and their being passed to shareholders instead of back to Newark as our public utility model allows, the City's General Fund and other funds would be forced to generate additional taxes in excess of \$14 million per year. To put that into greater perspective our anticipated 2016 property tax revenue is less than \$6 million.

The Electric Fund is projected to generate a \$12.7 million surplus before transfers in 2016. The 2016 projected transfer of \$10 million to the general fund is roughly equal to the 2015 transfer, although it remains less than the 2012 transfer pursuant to the MOU executed with the Governor's office in 2012. In 2012, 2013, 2014 and 2015, electric rates were adjusted downward and managed through the Revenue Stabilization Adjustment (RSA) in association with falling wholesale power supply costs. Wholesale power supply costs are expected to notch upward in 2016, but the RSA adjustment is expected to continue providing a rebate to customers as a result of projected 2015 over-collections.

In 2015, the Electric Fund began to record revenue from a renewable generation asset for the first time in the City's history, thanks to the completion of McKees Solar Park in October, 2014. McKees Park is a 230-kilowatt solar farm developed on a four-acre brownfield site. This behind-the-meter renewable power source serves all residents by reducing the City's peak power demand, lowering the wholesale cost of power, generating solar renewable energy credit revenue, bringing locally produced green energy to the City's electric users, and reducing the City's carbon footprint. The 900-panel is producing enough electricity to power approximately 26 to 36 homes, depending on the season.

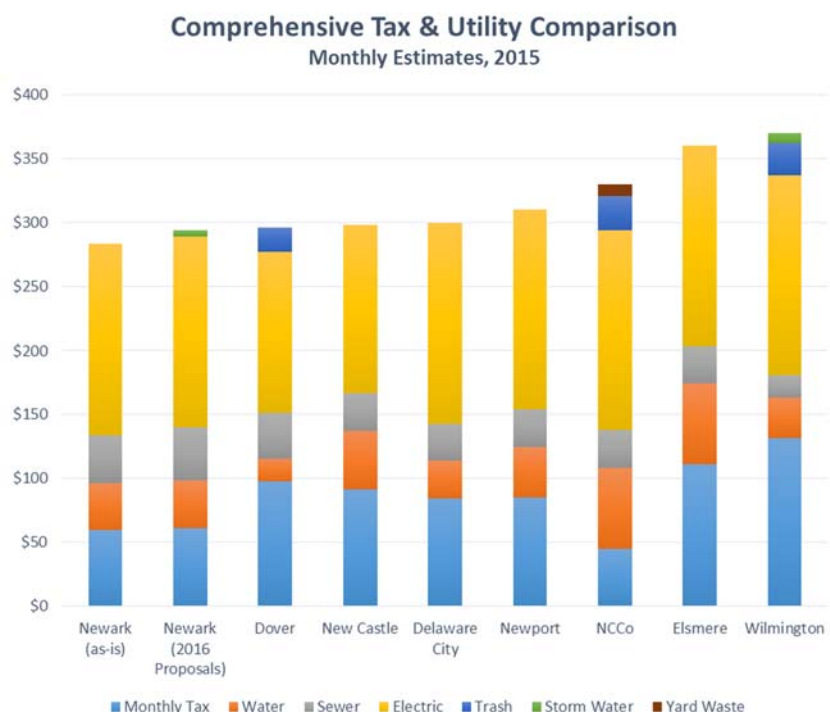
The Water Fund is projected to achieve a margin of \$3.4 million in 2016, which will be sufficient to provide \$1.8 million in current funding for capital improvements in 2016 after meeting debt service requirements. This level of capital spending is considered the minimum required to continue with water main replacements, water tank improvements, filter, chemical and water quality improvements. These initiatives are made possible in part by the series of 7.2% water rate increases recommended by rate consultants Black & Veatch in 2011. The 7.2% increase recommended for 2016 is conservatively assumed to be implemented in July, 2016, although we encourage Council to consider an earlier adoption date and assigning the additional funding raised directly to Newark's water main renovation program as outlined in capital project W9308. The projected transfer to the General Fund is slightly higher than the 2015 budgeted margin after three consecutive years of margin decreases, resulting in additional funding preserved for water operations and capital investments.

The Sewer Fund operating margin is expected to reach \$1.8 million in 2016 as a result of the proposed increase to the City's flow rate, which addresses sewer collection, transmission, capital spending, and a transfer of margin to the General Fund. The sewer margin dropped significantly in 2013 and 2015, negatively impacting the transfer to the general fund. There will be no need to adjust sewer treatment rates in July, 2016, as New Castle County has advised that treatment rates will remain unchanged for the second consecutive year. Our ability to undertake future sewer line improvements and maintain the sanitary sewer collection and distribution system to standards will depend on the implementation of the recommended sewer flow rate increase.

Parking Fund revenue is expected to be slightly higher in 2016 as parking lot revenue and permit revenue continue to increase with our increases in parking inventory and the recovery of parking spaces that were unavailable during construction projects on East Main Street in 2014 and part of 2015. The parking meter revenue is expected to reach the 2015 budgeted levels in 2016 as the parking meter sensor installation is complete and functional. Expenses related to parking meter enforcement formerly recorded in the General Fund have been reclassified to the Parking Fund as part of our ongoing efforts to properly align operating activities with the appropriate fund. We anticipate achieving an operating margin of \$1.2 million in the Parking Fund, nearly 100% of which is available to be transferred to the General fund to support municipal services, as all of the capital projects in the Parking Fund are being met with existing reserves.

How Does Newark Compare

Property tax and utility rate increases are rarely popular among our residents and rate-paying customers, but as this document has demonstrated, our costs to provide services are constantly on the rise. We are attempting to strike a balance between identifying efficiencies to reduce costs without sacrificing services and making necessary rate increases. Even considering the possibility to enact a stormwater utility fee



in 2016, and even considering the staff's recommended increase to the City's component of the sewer flow rate, the mid-year water rate increase and the mid-year property tax increase, Newark's total, comprehensive cost of service is competitive among our peers in New Castle County. Even Dover's historically low rates have surpassed Newark's rates as the capital has recently grappled with police staffing and other inflationary cost pressures. The chart at left reinforces the reality that Newark continues to remain very competitive compared to local municipalities and

investor-owned water and electric companies. In addition to the simple cost comparison, Newark excels in the scope and delivery of services as well. The City's refuse, recyclable, and yard waste collection consistently receive praise from residents, while leaf and tree collection are services that are unavailable in most communities without an associated cost. As long as our residents continue to value the high level of service we provide, supporting funding levels to maintain these services will continue to be necessary.

Moving Forward

It is our intent that future budget cycles will continue to feature at least inflation-indexed tax increases, fixed or reduced electric revenue transfers, and modest growth in utility consumption. However, even with our continued efforts to embrace efficiencies and work smarter, our expenses are expected to continue to grow at a faster pace than our revenues. It is clear that our organization and community will continue to be challenged to balance our commitment to our existing services and service levels with the need for higher or new revenues. With that noted, the recent modifications to future employee benefit packages and efficiencies will continue to provide some relief.

Budget Presentation

The 2016 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 2016 Budget is proposed to meet the requirements of the City Charter:

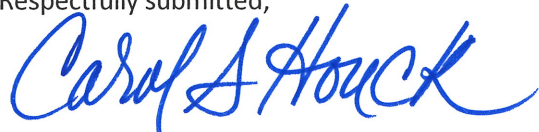
Presentation to Council:

- Budget Document and Budget Message – October 23, 2015
- Public Hearing/Possible Budget Adoption – November 2, 2015
- Contingency Date - Public Hearing/Possible Budget Adoption – November 16, 2015
- Budget Adoption – November 23, 2015

The preparation and compilation of the 2016 General Operating Budget and its accompanying Capital Program was the result of much hard work, research and prioritization of all of our departments. In particular, the Finance Department under the leadership of Finance Director Lou Vitola, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, and Deborah Kupper in the Finance Department worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations. Deputy City Manager Andrew Haines played a key role in preparing all personnel related detail.

I look forward to continuing the many efforts underway and yet to be proposed along with our staff to move our organization forward and take advantage of opportunities for improvement. Lastly, I thank you for your dedication to Newark and ask that you continue to show your support of the hard work of our many employees on behalf of our community. Your commitment of time, skills, and interest in doing the right thing on behalf of our citizens, businesses and visitors will be greatly appreciated as we move in to this New Year.

Respectfully submitted,

A handwritten signature in blue ink, reading "Carol S. Houck". The signature is fluid and cursive, with the first name "Carol" being more prominent and the last name "Houck" following in a similar style.

Carol S. Houck
City Manager

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CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE FROM 2015 BUDGET
Revenue	2011	2012	2013	2014	2015	2016	
Utilities Contributions	\$23,935,341	\$25,183,923	\$25,198,477	\$26,181,562	\$28,044,373	\$30,771,441	9.7%
Property and Realty Taxes	6,412,978	6,841,073	7,365,286	7,878,425	7,461,940	8,042,560	7.8%
Property Tax Rate	\$0.6458	\$0.6858	\$0.6961	\$0.6961	\$0.7065	\$0.7277	3.0%
Fees for Service	7,306,168	7,212,419	7,702,721	7,017,961	7,546,170	7,659,247	1.5%
Intergovernmental Revenue	1,482,360	1,223,233	1,887,674	1,683,158	1,552,338	1,488,030	-4.1%
Other Revenue	1,454,343	857,578	867,540	1,072,064	810,298	917,958	13.3%
Total Operating Revenue	\$40,591,190	\$41,318,226	\$43,021,698	\$43,833,170	\$45,415,119	\$48,879,236	7.6%
Expenditures							
Personnel Services	\$24,271,551	\$24,346,860	\$24,887,980	\$26,638,726	\$26,943,506	\$28,252,659	4.9%
Materials and Supplies	1,934,340	1,994,414	2,059,316	2,118,853	2,189,238	2,246,798	2.6%
Contractual Services	5,655,170	5,321,726	5,520,717	6,281,170	7,259,307	7,237,404	-0.3%
Equipment Depreciation	1,083,434	1,112,577	1,133,952	1,154,155	1,671,809	1,484,599	-11.2%
Other Expenses	269,417	325,208	260,539	339,845	370,952	586,703	58.2%
Total Operating Expenses	\$33,213,912	\$33,100,785	\$33,862,504	\$36,532,749	\$38,434,812	\$39,808,163	3.6%
Capital Improvements							
Gross Capital Improvements	\$8,895,490	\$10,650,063	\$19,638,970	\$12,999,559	\$10,523,080	\$12,126,951	15.2%
Less: Use of Reserves	(2,038,186)	(4,233,575)	(1,645,558)	(5,601,041)	(3,214,524)	(3,373,283)	4.9%
Equipment Replacement	(971,278)	(599,318)	(588,175)	(921,883)	(171,500)	(2,315,288)	1250.0%
Grants	(2,155,378)	(3,833,045)	(1,528,147)	(3,754,029)	(1,275,105)	(1,115,000)	-12.6%
Bond Issues	(5,861)	-	(102,296)	-	-	-	0.0%
Other Sources	-	-	(11,755,924)	-	(881,250)	(459,759)	-47.8%
Net Capital Improvements	\$3,724,787	\$1,984,125	\$4,018,870	\$2,722,606	\$4,980,701	\$4,863,621	-2.4%
Debt Service	\$2,221,509	\$1,473,535	\$1,799,887	\$2,738,739	\$2,566,527	\$2,605,361	1.5%
Partial Reversal of Non-cash Expenditures	-	-	-	-	(1,150,309)	1,150,309	-200.0%
Net Current Surplus	1,430,982	4,759,781	3,340,437	1,839,076	583,388	451,782	-22.6%
TOTAL EXPENDITURES AND SURPLUS	\$40,591,190	\$41,318,226	\$43,021,698	\$43,833,170	\$45,415,119	\$48,879,236	7.6%

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE FROM 2015 BUDGET
	2011	2012	2013	2014	2015	2016	
Utility Revenue							
Electric	\$56,106,084	\$53,345,700	\$50,999,531	\$50,397,532	\$49,993,843	\$55,805,699	11.6%
Water	6,171,217	7,185,515	7,130,187	8,238,347	9,461,704	9,702,695	2.5%
Sewer	5,629,012	5,999,619	5,989,086	6,691,793	7,035,945	7,543,387	7.2%
Total Revenue	\$67,906,313	\$66,530,834	\$64,118,804	\$65,327,672	\$66,491,492	\$73,051,781	9.9%
Less: Utilities Purchased	43,970,972	41,346,911	38,920,327	39,146,110	38,447,119	42,280,340	10.0%
Total Utility Contributions	\$23,935,341	\$25,183,923	\$25,198,477	\$26,181,562	\$28,044,373	\$30,771,441	9.7%
Tax Revenue							
Realty Transfer Tax	\$988,807	\$1,162,016	\$1,424,534	\$1,821,278	\$1,300,000	\$1,600,000	23.1%
Property Tax	4,998,395	5,214,381	5,480,737	5,576,278	5,700,210	5,983,130	5.0%
Penalties	25,816	49,864	35,122	36,016	35,000	35,000	0.0%
Franchise Tax	399,960	414,812	424,893	444,853	426,730	424,430	-0.5%
Total	\$6,412,978	\$6,841,073	\$7,365,286	\$7,878,425	\$7,461,940	\$8,042,560	7.8%
Fees for Service							
Fines	\$2,391,969	\$2,280,264	\$2,364,989	\$1,929,185	\$2,228,750	\$1,968,392	-11.7%
Business License Fees	131,124	143,079	138,820	135,377	138,540	138,540	0.0%
Permits and Licenses	1,866,987	1,818,569	2,203,994	2,068,762	1,751,920	2,042,470	16.6%
Park Fees	538,444	570,867	614,770	586,013	587,500	587,500	0.0%
Commercial Refuse & Transfer Sta.	222,645	183,323	109,744	7,253	8,540	8,540	0.0%
Parking Lots	1,379,655	1,377,054	1,391,758	1,356,012	1,390,920	1,473,805	6.0%
Parking Meters	775,344	839,263	878,646	935,359	1,440,000	1,440,000	0.0%
Total	\$7,306,168	\$7,212,419	\$7,702,721	\$7,017,961	\$7,546,170	\$7,659,247	1.5%
Intergovernmental Revenue							
Subventions	\$207,125	\$211,500	\$511,003	\$516,620	\$523,340	\$521,766	-0.3%
Local School District	64,256	66,765	66,400	64,600	65,994	65,994	0.0%
Unicity Bus	141,290	143,380	143,430	143,430	143,380	143,380	0.0%
Community Development Block Grants	370,948	150,939	269,019	200,963	244,966	205,000	-16.3%
Law Enforcement Grants-Special Fund	537,721	413,776	581,186	420,715	371,012	332,970	-10.3%
Miscellaneous Grants and Contributions	161,020	236,873	316,636	336,830	203,646	218,920	7.5%
Total	\$1,482,360	\$1,223,233	\$1,887,674	\$1,683,158	\$1,552,338	\$1,488,030	-4.1%
Other Revenue							
Interest Received	\$293,705	\$240,968	\$243,061	\$296,425	\$294,150	\$294,150	0.0%
Miscellaneous	1,001,455	350,605	477,386	501,211	339,148	352,958	4.1%
Reimbursable Overtime	143,424	233,382	143,501	260,545	170,000	263,850	55.2%
Assessments	15,759	32,623	3,592	13,883	7,000	7,000	0.0%
Total	\$1,454,343	\$857,578	\$867,540	\$1,072,064	\$810,298	\$917,958	13.3%
TOTAL OPERATING REVENUE	\$40,591,190	\$41,318,226	\$43,021,698	\$43,833,170	\$45,415,119	\$48,879,236	7.6%

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	BUDGET 2015	BUDGET 2016	CHANGE FROM 2015 BUDGET
Electric Department	\$4,934,215	\$4,792,636	\$5,032,219	\$5,027,515	\$5,701,486	\$5,788,743	1.5%
Water Department	3,440,977	3,450,264	3,824,929	4,337,436	4,693,962	4,801,462	2.3%
Sewer Department	556,884	532,149	574,848	763,927	1,014,794	986,167	-2.8%
Refuse Division	2,670,310	2,630,469	2,292,187	2,133,011	2,182,046	2,100,920	-3.7%
Street Division	1,912,527	1,840,602	1,691,311	1,881,389	1,866,653	2,087,725	11.8%
Engineering Division	1,077,064	1,084,719	594,022	654,544	880,981	898,902	2.0%
Code Enforcement Division	1,122,729	1,119,116	1,116,452	1,198,344	1,220,161	1,272,923	4.3%
Police Department	10,197,195	10,179,436	10,934,721	11,911,420	11,862,776	12,422,778	4.7%
Finance Department	306,084	275,257	430,476	280,040	201,689	228,614	13.3%
Planning Department	899,759	858,932	1,015,091	1,190,002	834,518	800,078	-4.1%
Municipal Parking	796,075	791,014	853,964	1,058,423	1,671,278	1,739,459	4.1%
Administration Department	720,894	696,041	718,206	787,043	890,763	1,149,297	29.0%
Legislative Department	1,179,999	1,528,161	1,096,439	1,426,828	1,241,030	1,344,723	8.4%
Alderman's Court	417,243	431,407	416,785	428,326	495,411	529,202	6.8%
Parks and Recreation	2,724,762	2,760,622	2,778,292	2,950,736	2,930,976	3,086,794	5.3%
Community Development	320,754	151,413	219,428	178,484	244,966	205,000	-16.3%
Law Enforcement Fund	286,167	404,697	444,519	332,629	302,725	264,683	-12.6%
Debt Service Fund	22,189	4,500	-	-	-	-	0.0%
Special Parks Fund	10,741	8,899	16,498	18,934	15,074	24,774	64.3%
Downtown Newark Partnership Fund	-	-	-	-	137,526	152,800	11.1%
Self Insurance Fund	169,014	89,253	172,023	306,650	321,626	205,000	-36.3%
OPEB Fund Expenses	280,330	303,198	361,894	370,568	425,371	451,919	6.2%
Less: Inter-Dept. Electric Sales	(832,000)	(832,000)	(721,800)	(703,500)	(701,000)	(733,800)	4.7%
TOTAL OPERATING EXPENDITURES	\$33,213,912	\$33,100,785	\$33,862,504	\$36,532,749	\$38,434,812	\$39,808,163	3.6%

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2016	<u>\$ 4,156,939</u>	<u>\$ 4,726,380</u>	<u>\$ 62,125,018</u>	<u>\$ 1,824,267</u>	<u>\$ 72,832,604</u>
Revenue					
Utility Sales	\$ -	\$ -	\$ 72,675,171	\$ -	\$ 72,675,171
Utility Purchases	-	-	(42,280,340)	-	(42,280,340)
Utility Gross Margin	\$ -	\$ -	\$ 30,394,831	\$ -	\$ 30,394,831
Utility Other Service Revenue	-	-	376,610	-	376,610
Utilities Contributions	\$ -	\$ -	\$ 30,771,441	\$ -	\$ 30,771,441
Tax Revenue & Emergency Communication Fees	8,042,560	-	-	-	8,042,560
Fees for Service	4,729,442	7,000	2,922,805	-	7,659,247
Intergovernmental Revenue	782,140	705,890	-	-	1,488,030
Other Revenue	436,548	70,940	399,030	11,440	917,958
Total Operating Revenue	<u>\$ 13,990,690</u>	<u>\$ 783,830</u>	<u>\$ 34,093,276</u>	<u>\$ 11,440</u>	<u>\$ 48,879,236</u>
Expenditures					
Personnel Services	\$ 19,630,344	\$ 1,137,697	\$ 6,598,643	\$ 885,975	\$ 28,252,659
Materials and Supplies	692,986	191,007	606,755	756,050	2,246,798
Contractual Services	3,743,224	407,663	2,678,331	408,186	7,237,404
Equipment Depreciation	799,937	176,205	470,033	38,424	1,484,599
Other Expenses	310,890	44,400	227,313	4,100	586,703
Inter-Dept Charges	(1,343,150)	778,010	2,000,956	(1,435,816)	-
Total Operating Expenses	<u>\$ 23,834,231</u>	<u>\$ 2,734,982</u>	<u>\$ 12,582,031</u>	<u>\$ 656,919</u>	<u>\$ 39,808,163</u>
Capital Improvements					
Gross Capital Improvements	\$ -	\$ 4,676,902	\$ 7,100,049	\$ 350,000	\$ 12,126,951
Less: Addition (Use) of Reserves	-	(741,319)	(2,410,317)	(221,647)	(3,373,283)
Equipment Replacement	-	(1,652,788)	(662,500)	-	(2,315,288)
Grants	-	(1,065,000)	(50,000)	-	(1,115,000)
Other Sources	-	-	(459,759)	-	(459,759)
Net Capital Improvements	<u>\$ -</u>	<u>\$ 1,217,795</u>	<u>\$ 3,517,473</u>	<u>\$ 128,353</u>	<u>\$ 4,863,621</u>
Debt Service	\$ -	\$ 224,047	\$ 2,381,314	\$ -	\$ 2,605,361
Partial Reversal of Non-cash Expenditures	-	-	1,150,309	-	1,150,309
Net Transfers	9,853,667	3,488,501	(14,116,000)	773,832	-
Net Current Surplus	10,126	95,507	346,149	-	451,782
Total Expenditures and Surplus	<u>\$ 23,844,357</u>	<u>\$ 4,272,331</u>	<u>\$ 19,977,276</u>	<u>\$ 785,272</u>	<u>\$ 48,879,236</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ (2,394,107)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,394,107)</u>
Budgeted Fund Balance - December 31, 2016	<u>\$ 4,167,065</u>	<u>\$ 2,427,780</u>	<u>\$ 62,471,167</u>	<u>\$ 1,824,267</u>	<u>\$ 70,890,279</u>
Projected Cash Balance - January 1, 2016	\$ 5,880,501	\$ 6,880,509	\$ 14,370,464	\$ 1,825,227	\$ 28,956,701
Net Current Surplus	10,126	95,507	346,149	-	451,782
Real Estate Tax Collections	88,420	-	-	-	88,420
Capital Projects Paid From Reserves	-	(2,394,107)	(3,072,817)	(221,647)	(5,688,571)
Non-Cash Items:					
Depreciation	799,937	176,205	1,620,342	38,424	2,634,908
Budgeted Cash Balance - December 31, 2016	<u>\$ 6,778,984</u>	<u>\$ 4,758,114</u>	<u>\$ 13,264,138</u>	<u>\$ 1,642,004</u>	<u>\$ 26,443,240</u>

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CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	STREET FUND	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND
Projected Fund Balance - January 1, 2016	<u>\$ 128,153</u>	<u>\$ -</u>	<u>\$ 347,047</u>
Revenue			
Utility Sales	\$ -	\$ -	\$ -
Utility Purchases	<u>-</u>	<u>-</u>	<u>-</u>
Utility Gross Margin	\$ -	\$ -	\$ -
Utility Other Service Revenue	<u>-</u>	<u>-</u>	<u>-</u>
Utilities Contributions	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	-	205,000	332,970
Other Revenue	<u>600</u>	<u>-</u>	<u>-</u>
Total Operating Revenue	<u>\$ 600</u>	<u>\$ 205,000</u>	<u>\$ 332,970</u>
Expenditures			
Personnel Services	\$ 924,448	\$ 33,019	\$ 178,831
Materials and Supplies	141,800	-	16,232
Contractual Services	65,362	171,981	59,620
Equipment Depreciation	176,205	-	-
Other Expenses	1,900	-	10,000
Inter-Dept Charges	<u>778,010</u>	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>\$ 2,087,725</u>	<u>\$ 205,000</u>	<u>\$ 264,683</u>
Capital Improvements			
Gross Capital Improvements	\$ -	\$ 30,000	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	-	(30,000)	-
Other Sources	<u>-</u>	<u>-</u>	<u>-</u>
Net Capital Improvements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -
Partial Reversal of Non-cash Expenditures	-	-	-
Net Transfers	2,090,000	-	-
Net Current Surplus	<u>2,875</u>	<u>-</u>	<u>68,287</u>
Total Expenditures and Surplus	<u>\$ 2,090,600</u>	<u>\$ 205,000</u>	<u>\$ 332,970</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2016	<u>\$ 131,028</u>	<u>\$ -</u>	<u>\$ 415,334</u>
Projected Cash Balance - January 1, 2016	\$ 159,409	\$ 63	\$ 378,083
Net Current Surplus	2,875	-	68,287
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	<u>176,205</u>	<u>-</u>	<u>-</u>
Budgeted Cash Balance - December 31, 2016	<u>\$ 338,489</u>	<u>\$ 63</u>	<u>\$ 446,370</u>

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

PARKS SPECIAL FUND	DNP SPECIAL FUND	DEBT SERVICE FUND	CAPITAL FUND	TOTALS
<u>\$ 235,259</u>	<u>\$ 1,200</u>	<u>\$ 46,340</u>	<u>\$ 3,968,381</u>	<u>\$ 4,726,380</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	7,000	-	-	7,000
22,120	145,800	-	-	705,890
-	-	-	70,340	70,940
<u>\$ 22,120</u>	<u>\$ 152,800</u>	<u>\$ -</u>	<u>\$ 70,340</u>	<u>\$ 783,830</u>
\$ 1,399	\$ -	\$ -	\$ -	\$ 1,137,697
13,975	19,000	-	-	191,007
7,700	103,000	-	-	407,663
-	-	-	-	176,205
1,700	30,800	-	-	44,400
-	-	-	-	778,010
<u>\$ 24,774</u>	<u>\$ 152,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,734,982</u>
\$ -	\$ -	\$ -	\$ 4,646,902	\$ 4,676,902
-	-	-	(741,319)	(741,319)
-	-	-	(1,652,788)	(1,652,788)
-	-	-	(1,035,000)	(1,065,000)
-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,217,795</u>	<u>\$ 1,217,795</u>
\$ -	\$ -	\$ 224,047	\$ -	\$ 224,047
-	-	-	-	-
2,654	-	224,047	1,171,800	3,488,501
-	-	-	24,345	95,507
<u>\$ 24,774</u>	<u>\$ 152,800</u>	<u>\$ 224,047</u>	<u>\$ 1,242,140</u>	<u>\$ 4,272,331</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,394,107)</u>	<u>\$ (2,394,107)</u>
<u>\$ 235,259</u>	<u>\$ 1,200</u>	<u>\$ 46,340</u>	<u>\$ 1,598,619</u>	<u>\$ 2,427,780</u>
\$ 232,674	\$ 1,200	\$ 46,340	\$ 6,062,740	\$ 6,880,509
-	-	-	24,345	95,507
-	-	-	(2,394,107)	(2,394,107)
-	-	-	-	176,205
<u>\$ 232,674</u>	<u>\$ 1,200</u>	<u>\$ 46,340</u>	<u>\$ 3,692,978</u>	<u>\$ 4,758,114</u>

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2016	<u>\$ 22,810,184</u>	<u>\$ 25,085,512</u>	<u>\$ 10,277,283</u>	<u>\$ 3,952,039</u>	<u>\$ 62,125,018</u>
Revenue					
Utility Sales	\$ 55,512,759	\$ 9,640,025	\$ 7,522,387	\$ -	\$ 72,675,171
Utility Purchases	(37,555,549)	-	(4,724,791)	-	(42,280,340)
Utility Gross Margin	\$ 17,957,210	\$ 9,640,025	\$ 2,797,596	\$ -	\$ 30,394,831
Utility Other Service Revenue	292,940	62,670	21,000	-	376,610
Utilities Contributions	\$ 18,250,150	\$ 9,702,695	\$ 2,818,596	\$ -	\$ 30,771,441
Tax Revenue & Emergency Communication Fees	-	-	-	-	-
Fees for Service	-	9,000	-	2,913,805	2,922,805
Intergovernmental Revenue	-	-	-	-	-
Other Revenue	139,521	184,750	26,660	48,099	399,030
Total Operating Revenue	<u>\$ 18,389,671</u>	<u>\$ 9,896,445</u>	<u>\$ 2,845,256</u>	<u>\$ 2,961,904</u>	<u>\$ 34,093,276</u>
Expenditures					
Personnel Services	\$ 2,811,780	\$ 2,472,794	\$ 308,038	\$ 1,006,031	\$ 6,598,643
Materials and Supplies	240,930	312,600	23,100	30,125	606,755
Contractual Services	1,103,325	960,529	257,615	356,862	2,678,331
Equipment Depreciation	181,356	178,908	40,086	69,683	470,033
Other Expenses	159,381	52,375	4,557	11,000	227,313
Inter-Dept Charges	558,171	824,256	352,771	265,758	2,000,956
Total Operating Expenses	<u>\$ 5,054,943</u>	<u>\$ 4,801,462</u>	<u>\$ 986,167</u>	<u>\$ 1,739,459</u>	<u>\$ 12,582,031</u>
Capital Improvements					
Gross Capital Improvements	\$ 2,314,419	\$ 3,376,552	\$ 1,135,000	\$ 274,078	\$ 7,100,049
Less: Use of Reserves	(91,660)	(1,265,945)	(871,134)	(181,578)	(2,410,317)
Equipment Replacement	(360,000)	(275,000)	-	(27,500)	(662,500)
Grants	-	-	(50,000)	-	(50,000)
Other Sources	(459,759)	-	-	-	(459,759)
Net Capital Improvements	<u>\$ 1,403,000</u>	<u>\$ 1,835,607</u>	<u>\$ 213,866</u>	<u>\$ 65,000</u>	<u>\$ 3,517,473</u>
Debt Service	\$ 620,649	\$ 1,723,131	\$ -	\$ 37,534	\$ 2,381,314
Partial Reversal of Non-cash Expenditures	1,150,309	-	-	-	1,150,309
Net Transfers	(10,016,000)	(1,435,000)	(1,550,000)	(1,115,000)	(14,116,000)
Net Current Surplus	144,770	101,245	95,223	4,911	346,149
Total Expenditures and Surplus	<u>\$ 8,373,671</u>	<u>\$ 8,461,445</u>	<u>\$ 1,295,256</u>	<u>\$ 1,846,904</u>	<u>\$ 19,977,276</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2016	<u>\$ 22,954,954</u>	<u>\$ 25,186,757</u>	<u>\$ 10,372,506</u>	<u>\$ 3,956,950</u>	<u>\$ 62,471,167</u>
Projected Cash Balance - January 1, 2016	\$ 7,279,037	\$ 3,275,338	\$ 3,475,375	\$ 340,714	\$ 14,370,464
Net Current Surplus	144,770	101,245	95,223	4,911	346,149
Capital Projects Paid From Reserves	(451,660)	(1,540,945)	(871,134)	(209,078)	(3,072,817)
Non-Cash Items:					
Depreciation	1,331,665	178,908	40,086	69,683	1,620,342
Budgeted Cash Balance - December 31, 2016	<u>\$ 8,303,812</u>	<u>\$ 2,014,546</u>	<u>\$ 2,739,550</u>	<u>\$ 206,230</u>	<u>\$ 13,264,138</u>

CITY OF NEWARK, DELAWARE
2016 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

	INTERNAL SERVICE FUND	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2016	<u>\$ 1,067,419</u>	<u>\$ 756,848</u>	<u>\$ -</u>	<u>\$ 1,824,267</u>
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Purchases	-	-	-	-
Utility Gross Margin	\$ -	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	11,440	-	11,440
Total Operating Revenue	<u>\$ -</u>	<u>\$ 11,440</u>	<u>\$ -</u>	<u>\$ 11,440</u>
Expenditures				
Personnel Services	\$ 440,197	\$ -	\$ 445,778	\$ 885,975
Materials and Supplies	756,050	-	-	756,050
Contractual Services	197,045	205,000	6,141	408,186
Equipment Depreciation	38,424	-	-	38,424
Other Expenses	4,100	-	-	4,100
Inter-Dept Charges	(1,435,816)	-	-	(1,435,816)
Total Operating Expenses	<u>\$ -</u>	<u>\$ 205,000</u>	<u>\$ 451,919</u>	<u>\$ 656,919</u>
Capital Improvements				
Gross Capital Improvements	\$ 350,000	\$ -	\$ -	\$ 350,000
Less: Use of Reserves	(221,647)	-	-	(221,647)
Equipment Replacement	-	-	-	-
Grants	-	-	-	-
Other Sources	-	-	-	-
Net Capital Improvements	<u>\$ 128,353</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 128,353</u>
Debt Service	\$ -	\$ -	\$ -	\$ -
Partial Reversal of Non-cash Expenditures	-	-	-	-
Net Transfers	128,353	193,560	451,919	773,832
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	<u>\$ 128,353</u>	<u>\$ 205,000</u>	<u>\$ 451,919</u>	<u>\$ 785,272</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2016	<u>\$ 1,067,419</u>	<u>\$ 756,848</u>	<u>\$ -</u>	<u>\$ 1,824,267</u>
Projected Cash Balance - January 1, 2016	\$ 796,296	\$ 1,028,931	\$ -	\$ 1,825,227
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	(221,647)	-	-	(221,647)
Non-Cash Items:				
Depreciation	38,424	-	-	38,424
Budgeted Cash Balance - December 31, 2016	<u>\$ 613,073</u>	<u>\$ 1,028,931</u>	<u>\$ -</u>	<u>\$ 1,642,004</u>

**CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET - 2016**

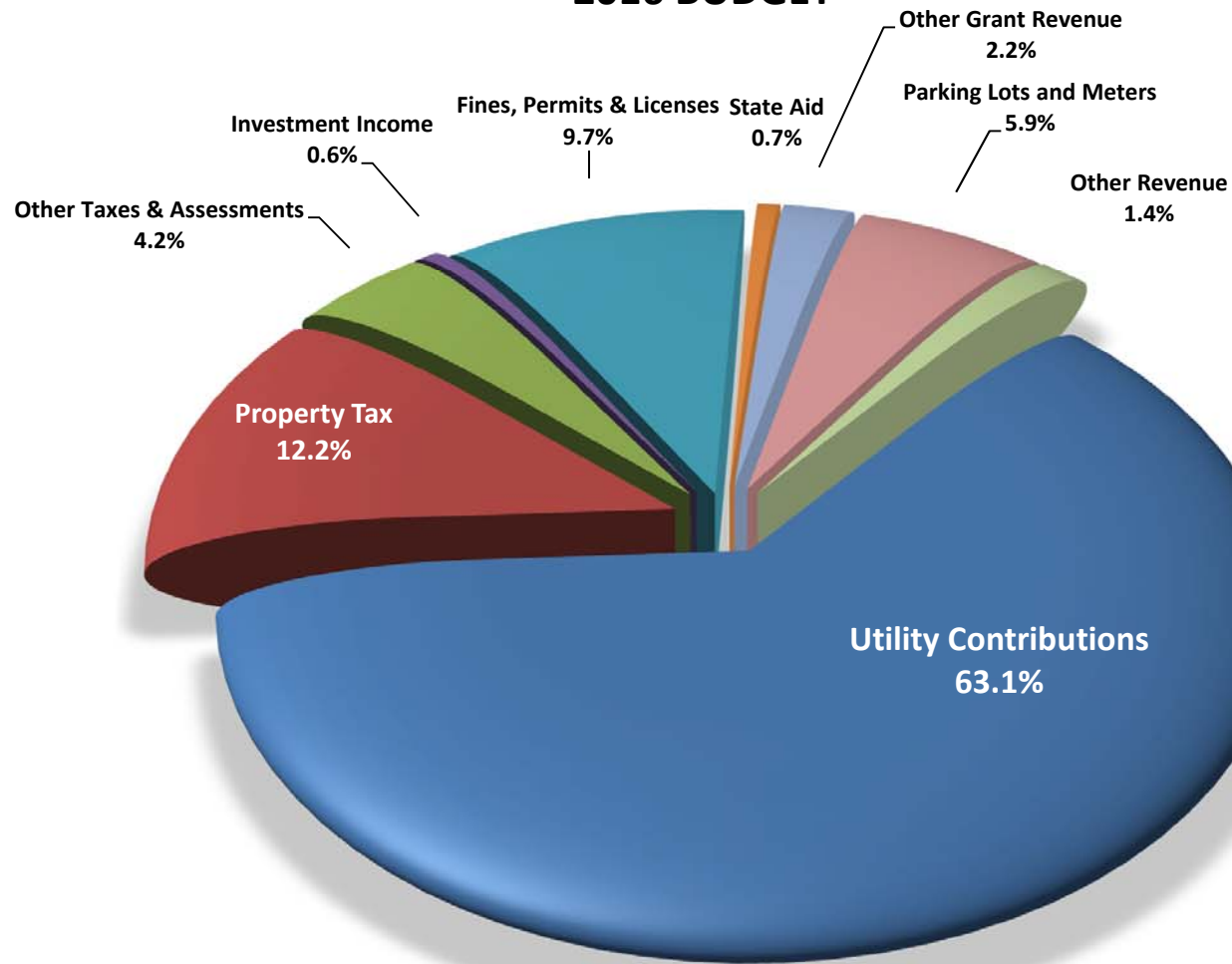
BUDGET AT A GLANCE

<u>WHERE IT COMES FROM</u>	<u>ACTUAL 2014</u>	<u>BUDGET 2015</u>	<u>BUDGET 2016</u>
Utility Contributions	59.7%	61.7%	63.1%
Property Tax	12.7%	12.6%	12.2%
Other Taxes and Assessments	5.3%	3.9%	4.2%
Investment Income	0.7%	0.6%	0.6%
Fines, Permits & Licenses	10.8%	10.4%	9.7%
State Aid	0.8%	0.9%	0.7%
Other Grant Revenue	2.9%	2.4%	2.2%
Parking Lots and Meters	5.2%	6.2%	5.9%
Other Revenue	1.9%	1.3%	1.4%
TOTAL	100.0%	100.0%	100.0%

WHERE IT GOES

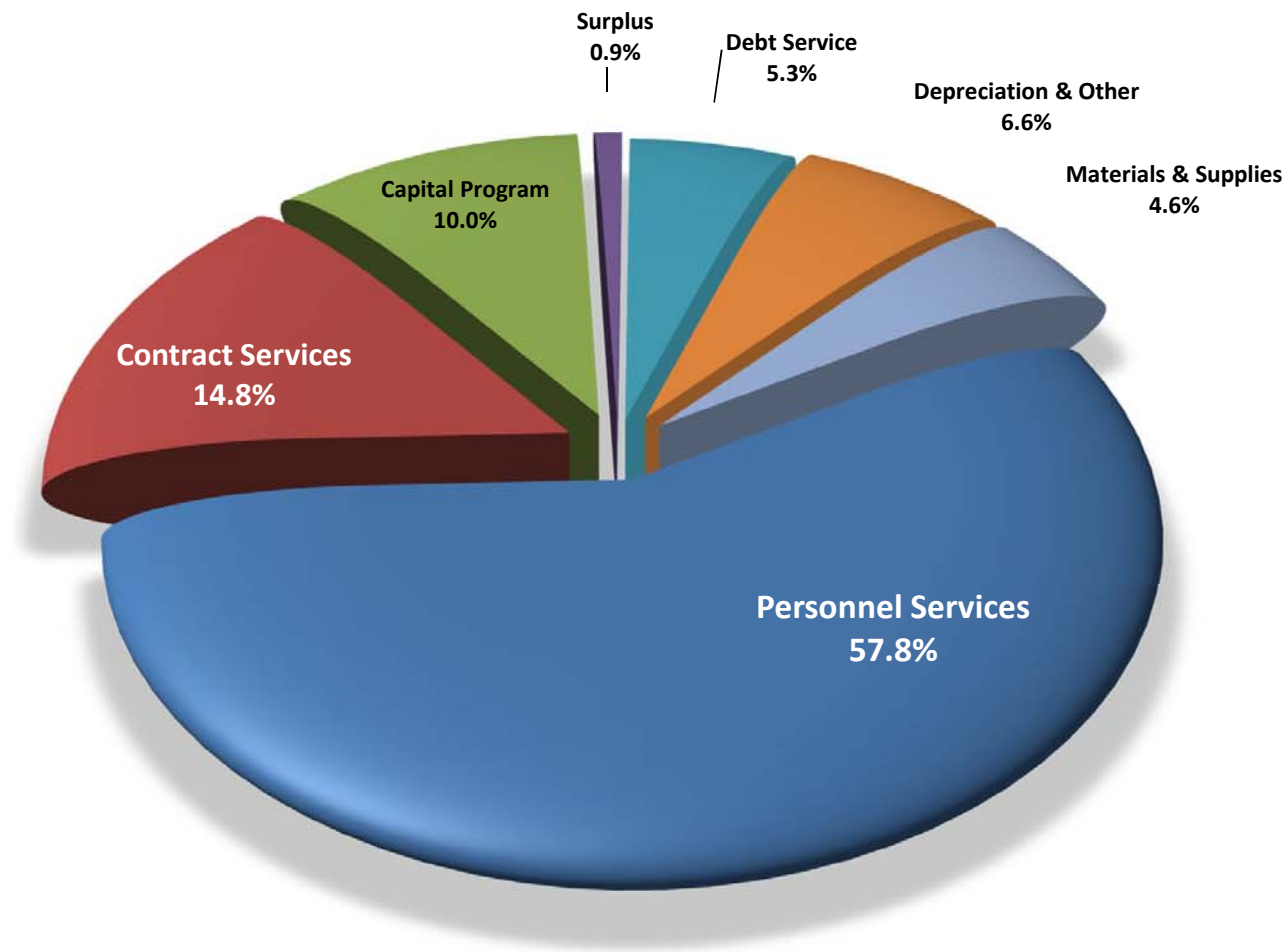
Personnel Services	60.9%	59.2%	57.8%
Contractual Services	14.3%	16.0%	14.8%
Materials & Supplies	4.8%	4.8%	4.6%
Capital Program	6.4%	11.0%	10.0%
Net Surplus	4.0%	1.3%	0.9%
Debt Service	6.2%	5.7%	5.3%
Equipment Depreciation & Other	3.4%	2.0%	6.6%
TOTAL	100.0%	100.0%	100.0%

REVENUES BY TYPE 2016 BUDGET



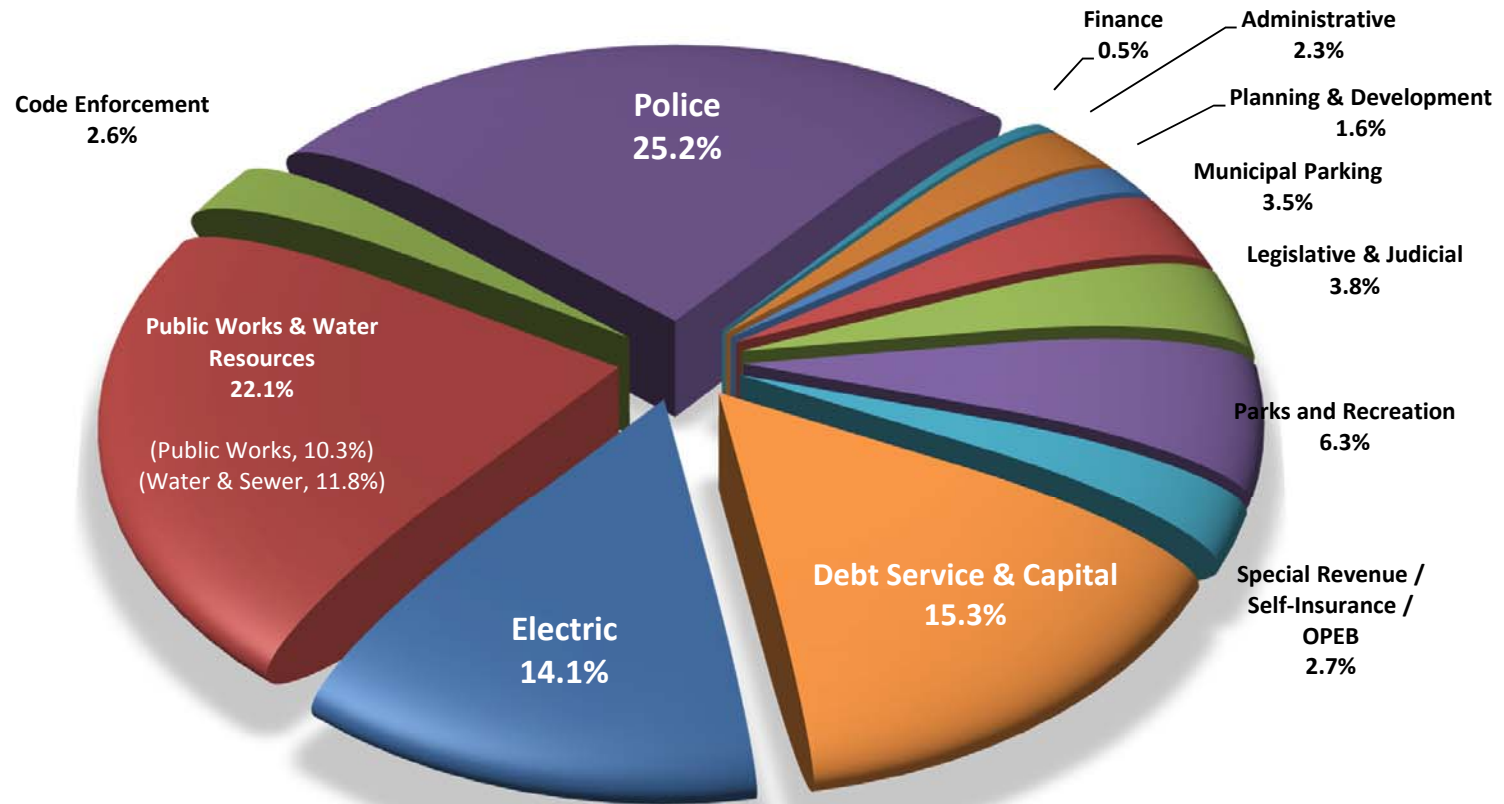
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EXPENDITURES BY FUNCTION 2016 BUDGET



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EXPENDITURES BY DEPARTMENT 2016 BUDGET



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CITY OF NEWARK, DELAWARE

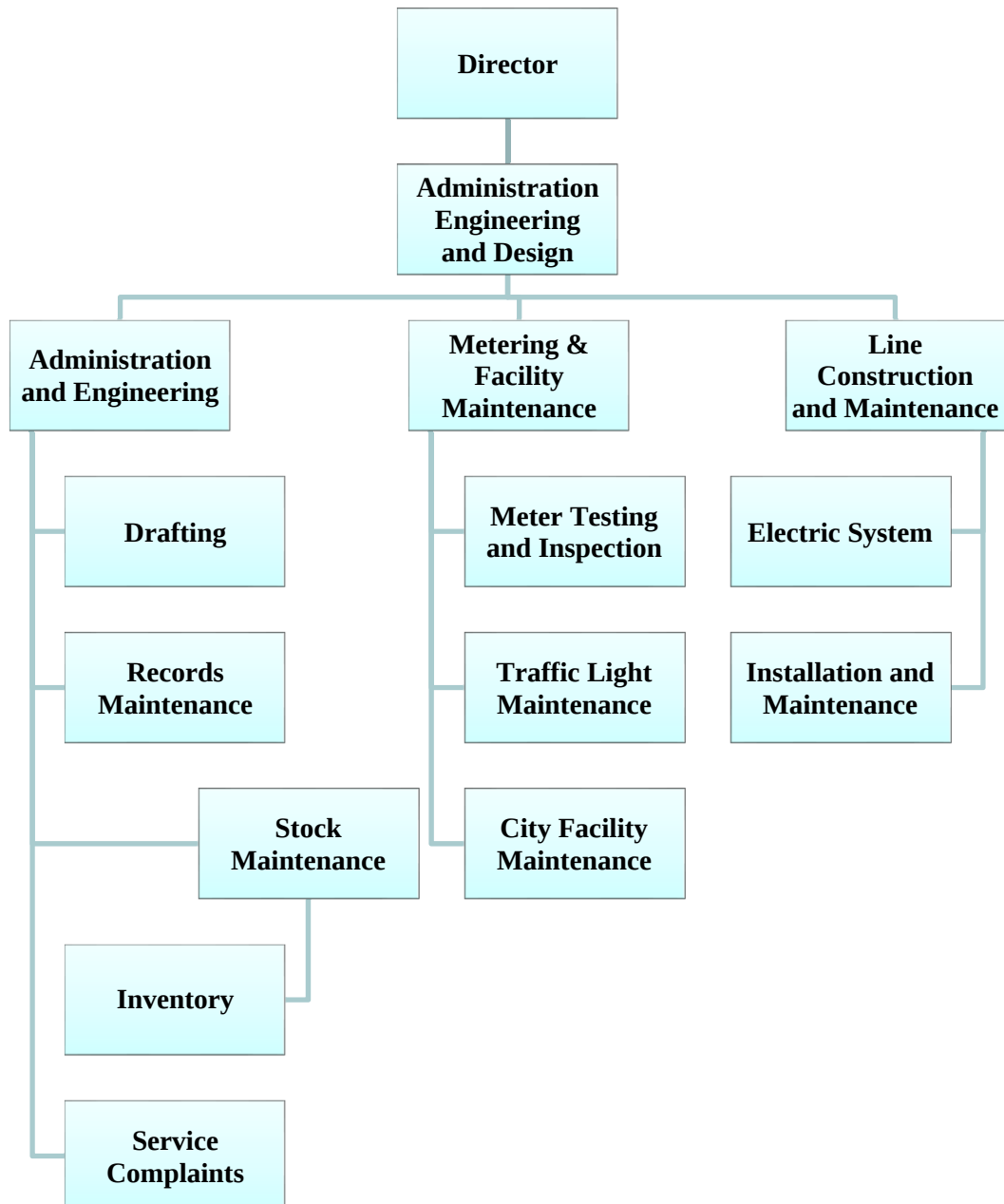
HISTORICAL PERSONNEL COUNT

	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016	
	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT
Electric	21	-	21	-	21	-	22	-	22	-	22	-	23	-	22	-	22	-	23	-
Water	19	-	19	-	19	-	17	-	17	-	17	-	21	0.5	23	1.0	22	1.0	22	1.0
Sewer	-	-	-	-	-	-	2	-	2	-	2	-	2	-	2	-	2	-	4	-
Refuse	15	-	14	-	13	-	13	-	12	-	12	-	11	-	10	-	9	-	10	-
Street	12	0.5	12	0.5	12	0.5	12	0.5	11	0.5	11	0.5	9	0.5	9	-	9	-	9	-
Maintenance	6	-	6	-	6	-	5	-	5	-	5	-	4	-	4	-	4	-	4	-
Engineering	11	-	11	-	10	0.5	10	0.5	10	-	10	-	8	-	5	-	7	-	7	-
Code Enforcement	11	1.5	11	1.5	11	1.0	10	1.0	10	1.0	9	1.0	9	1.0	9	1.0	10	4.0	12	3.0
Police	81	5.5	81	6.0	86	5.0	83	4.0	86	3.5	86	3.5	84	4.0	85	4.0	87	1.5	88	2.0
Finance	18	1.5	18	1.5	18	1.5	17	1.5	17	1.5	17	1.0	17	1.5	11	0.5	10	2.0	10	2.5
Planning	6	-	6	-	6	-	4	0.5	4	-	4	-	5	-	4	0.5	4	-	4	-
Parking	3	0.5	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	5	-	7	2.5	7	3.0
Administration	5	0.5	6	0.5	6	0.5	6	-	6	-	6	-	6	-	11	1.5	9	-	10	-
Information Tech	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	-	7	-
Legislative	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	1.0	3	1.0	3	1.0
Judicial	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.0	3	1.0	3	1.0	3	1.0
Parks & Recreation	16	3.5	16	4.0	16	4.0	17	3.0	17	2.5	17	2.5	17	2.5	17	2.5	16	3.0	15	3.0
Total	230	16.0	231	16.5	234	15.5	228	13.5	229	11.5	228	11.0	225	12.0	223	13.0	231	16.0	238	16.5

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CITY OF NEWARK, DELAWARE

ELECTRIC DEPARTMENT



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 sub transmission switching and sectionalizing.

Key accomplishments in 2015 include a high voltage upgrade on Park Place, parts of Main Street and Cleveland Avenue east of North College Avenue and installation of a 10MVA transformer at the East Main Street Substation.

In 2016, a new 10MVA substation transformer will be installed at the West Main Street Substation. A voltage upgrade will be completed on Nottingham Road and in parts of Nottingham Green. Approximately 1,800 streetlights will be replaced with LED lights and an auto transfer system will be installed on part of the 34.5KV sub transmission system to improve system reliability.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

Electric Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
REVENUES						
Sale of Electricity	\$55,788,636	\$53,094,738	\$50,618,455	\$50,110,111	\$49,635,913	\$55,512,759
No. of K.W.H.'s (Thousands)	401,980	402,465	402,020	404,815	401,749	422,542
Inter-Dept. Charges	832,000	832,000	721,800	703,500	701,000	733,800
Penalties	162,582	131,794	131,609	61,352	148,200	75,000
Service Fees	65,026	52,021	86,261	53,890	58,790	67,000
New Services	89,840	67,147	55,776	65,949	66,940	66,940
Application Fees	0	0	107,430	106,230	84,000	84,000
Solar Revenues	0	0	0	3,842	35,207	35,207
Other Revenues	131,057	106,660	299,656	263,226	43,124	43,124
Interest Revenue	26,582	47,860	49,272	62,456	61,190	61,190
Franchise Fees	0	2,733	244	0	2,300	0
Total	\$57,095,723	\$54,334,953	\$52,070,503	\$51,430,556	\$50,836,664	\$56,679,020
Less: Elec. Purchased	40,313,836	37,327,221	34,557,650	34,492,434	33,674,603	37,555,549
No. of K.W.H.'s (Thousands)	425,205	425,405	428,453	428,573	440,864	465,242
Gross Operating Revenue	<u>\$16,781,887</u>	<u>\$17,007,732</u>	<u>\$17,512,853</u>	<u>\$16,938,122</u>	<u>\$17,162,061</u>	<u>\$19,123,471</u>
OPERATING EXPENSES						
Personnel Services	\$2,338,206	\$2,285,936	\$2,446,004	\$2,478,921	\$2,616,690	\$2,811,780
Materials and Supplies	180,136	161,889	183,069	167,200	225,930	240,930
Contractual Services	1,018,679	807,219	901,459	986,237	1,096,553	1,103,325
Other Charges	215,682	264,608	413,753	966,191	981,983	961,386
Subtotal	\$3,752,703	\$3,519,652	\$3,944,285	\$4,598,549	\$4,921,156	\$5,117,421
Inter-Dept. Charges (net of Inter-Dept Sales)	1,181,512	1,295,598	1,249,651	1,120,815	1,400,992	1,291,971
Total Operating Expenses	<u>\$4,934,215</u>	<u>\$4,815,250</u>	<u>\$5,193,936</u>	<u>\$5,719,364</u>	<u>\$6,322,148</u>	<u>\$6,409,392</u>
Net Operating Margin (Before Capital Costs)	<u><u>\$11,847,672</u></u>	<u><u>\$12,192,482</u></u>	<u><u>\$12,318,917</u></u>	<u><u>\$11,218,758</u></u>	<u><u>\$10,839,913</u></u>	<u><u>\$12,714,079</u></u>

**ELECTRIC DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT	2015				TOTAL SALARY RATE AT 12/31/2015	2016							
			GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
					REGULAR RATE	SERVICE AWARD		TOTAL AMOUNT			FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF ELECTRIC	6020	31- I	114,883	5,504	120,387	1.0	114,883	31- I	118,296	5,669	123,965	1.0			
DEPUTY DIRECTOR OF ELECTRIC	6020	26- I	94,203	2,340	96,543	1.0	94,253	26- I	97,058	2,571	99,629	1.0			
DEPUTY DIRECTOR OF ELECTRIC	6020							26- D	85,000	0	85,000	1.0			
ELECTRIC SUPERVISOR	6200	21- I	77,935	5,514	83,449	1.0	81,003	22 I	83,409	4,258	87,667	1.0			
ENGINEERING TECH	6030	14- G	59,674	989	60,663	1.0	60,002	14- G	61,799	1,120	62,919	1.0			
PURCHASING ASST	6080	13 G	57,218	3,221	60,439	1.0	56,848	13 G	60,001	3,383	63,384	1.0			
SENIOR LINEMAN	6200	19- 5	77,505	3,810	81,315	1.0	77,511	19- 5	79,798	3,925	83,723	1.0			
ELECTRIC MTR. TECH.	6030	17- 5	74,463	3,536	77,999	1.0	74,454	17- 5	76,648	3,642	80,290	1.0			
ELECTRICIAN	6030	17- 5	65,456	0	65,456	1.0	70,262	17- 5	74,533	0	74,533	1.0			
ELECTRICIAN	6030	17- 5	73,663	1,463	75,126	1.0	73,653	17- 5	75,848	1,633	77,481	1.0			
LINEMAN 1ST CLASS	6200	17- 5	74,463	3,536	77,999	1.0	70,262	17- 5	74,638	1,238	75,876	1.0			
LINEMAN 1ST CLASS	6200	17- 5	74,463	3,170	77,633	1.0	74,454	17- 5	76,648	3,391	80,039	1.0			
LINEMAN 1ST CLASS	6200	17- 5	74,113	2,195	76,308	1.0	74,102	17- 5	76,298	2,386	78,684	1.0			
LINEMAN 1ST CLASS	6200	17- 5	73,663	1,219	74,882	1.0	73,653	17- 5	75,848	1,381	77,229	1.0			
LINEMAN 1ST CLASS	6200	17- 5	73,663	1,585	75,248	1.0	73,653	17- 5	75,848	1,758	77,606	1.0			
LINEMAN 1ST CLASS	6200	17- 5	73,163	0	73,163	1.0	73,154	17- 5	75,348	0	75,348	1.0			
LINEMAN 2ND CLASS	6200	14- 5	63,351	0	63,351	1.0	57,346	14 4	63,086	0	63,086	1.0			
LINEMAN 2ND CLASS	6200	14- 5	63,351	0	63,351	1.0	63,357	14- 5	65,758	1,088	66,846	1.0			
JUNIOR LINEMAN	6200	10- 5	57,352	0	57,352	1.0	48,048	10- 1	50,485	0	50,485	1.0			
JUNIOR LINEMAN	6200	10- 5	56,511	0	56,511	1.0									
JUNIOR LINEMAN	6200	10- 3	52,257	0	52,257	1.0	55,411	10- 5	58,592	0	58,592	1.0			
JUNIOR LINEMAN	6200	10- 3	52,257	0	52,257	1.0	55,411	10- 5	58,592	0	58,592	1.0			
GROUNDHAND	6200						43,722	5- 4	46,552	0	46,552	1.0			
STOREKEEPER	6040	8- 5	53,098	1,312	54,410	1.0	53,394	8- 5	54,981	1,441	56,422	1.0			
FULL TIME SUBTOTALS			1,536,705	39,394	1,576,099	22.0	1,518,834		1,665,065	38,884	1,703,949	23.0			
TRANSITIONAL WAGES															
STANDBY PAY	6619	32,000				32,000		36,000				36,000			
OVERTIME	6620	90,000				90,000		94,000				94,000			
OTHER SUBTOTALS			122,000	0	122,000	0.0	0		130,000	0	130,000	0.0			
ELECTRIC DEPARTMENT TOTALS			1,658,705	39,394	1,698,099	22.0	1,518,834	*	1,795,065	38,884	1,833,949	23.0			

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
PERSONNEL SERVICES						
5195102.6020 Supervisory	\$209,279	\$214,209	\$199,816	\$205,771	\$209,086	\$300,354
5195102.6030 Engineering/Technical	246,785	266,644	276,338	263,389	273,256	288,828
5195102.6040 Warehousing	47,119	48,859	49,816	50,895	53,098	54,981
5195102.6080 Clerical	46,718	47,639	48,799	51,520	57,218	60,001
5195102.6200 Line Maintenance	680,309	622,924	667,741	711,609	944,047	960,901
5195102.6210 Inspectors	0	0	43,765	0	0	0
5195102.6580 Service Award	34,209	33,915	37,886	35,834	39,394	38,884
5195102.6590 Sick Pay	17,260	20,752	20,856	21,828	25,686	24,720
5195102.6619 Standby Pay	29,437	34,882	35,563	37,363	32,000	36,000
5195102.6620 Overtime	112,445	91,726	100,665	109,801	90,000	94,000
5195102.6880 Uniform Allowances	0	0	0	3,955	5,460	5,460
5195102.6920 Unemployment Comp. Ins.	7,934	8,231	7,521	11,060	11,704	10,862
5195102.6930 Social Security Taxes	106,388	103,439	111,286	111,054	131,753	142,578
5195102.6940 City Pension Plan	309,659	331,505	330,245	336,486	346,707	360,985
5295202.6941 Defined Contribution 401(a) Plan	0	0	0	0	0	9,866
5195102.6950 Term Life Insurance	7,060	6,898	7,700	7,176	7,771	8,284
5195102.6960 Group Hospitalization Ins.	313,024	285,755	343,831	360,595	356,446	377,036
5195102.6961 Long-Term Disability Ins.	2,086	2,681	2,988	2,870	3,035	3,284
5195102.6962 Dental Insurance	21,549	19,228	22,540	21,474	22,710	26,416
5195102.6963 Flexible Spending Account	312	156	39	0	234	312
5195102.6964 Health Savings Account	0	1,500	1,875	2,250	3,750	750
5195102.6965 Post-Employment Benefits	146,633	144,993	136,734	133,991	0	0
5195102.6966 Retirement Health Savings Account	0	0	0	0	0	2,679
5195102.6967 Emergency Room Reimbursements	0	0	0	0	3,335	3,335
5195102.6968 Vision Insurance Premiums	0	0	0	0	0	1,264
TOTAL PERSONNEL SERVICES	\$2,338,206	\$2,285,936	\$2,446,004	\$2,478,921	\$2,616,690	\$2,811,780

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

Expenditures:

Electric Department

MATERIALS AND SUPPLIES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5195103.7110 Safety Shoes and Supplies	\$3,961	\$3,477	\$4,554	\$2,155	\$3,600	\$3,600
5195103.7130 Tools, Field Sup., & Small Eq.	18,604	24,551	23,350	26,601	44,650	44,650
5195103.7131 Information Technology Supplies	0	0	0	847	0	0
5195103.7140 Uniforms	7,305	12,532	13,711	17,544	22,800	25,800
5195103.7150 Office Supplies	2,836	1,802	2,035	1,124	3,500	3,500
5195103.7160 Books, Periodicals, Etc	742	293	768	413	680	680
5195103.7260 Line Maintenance	120,236	85,414	107,930	110,928	88,000	100,000
5195103.7270 Station Maintenance	17,332	19,938	18,189	21,745	23,000	23,000
5195103.7300 Machinery & Equip. Maintenance	84	34	7	0	500	500
5195103.7330 Meter Testing & Repairs	15	503	533	673	2,000	2,000
5195103.7350 Traffic Signal Maintenance	0	0	124	0	950	950
5195103.7370 Street Light Maintenance	12,600	16,086	19,819	14,016	18,000	18,000
5195103.7430 House Service Maintenance	1,114	0	1,563	22,781	16,500	16,500
5195103.7480 Communication Equip. Maint.	151	190	23	95	500	500
5195103.7540 Inventory Adjustment	(5,994)	(3,968)	(35,148)	(52,775)	0	0
5195103.7550 Miscellaneous Supplies	1,150	1,037	25,611	1,053	1,250	1,250
TOTAL MATERIALS & SUPPLIES	\$180,136	\$161,889	\$183,069	\$167,200	\$225,930	\$240,930

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

Expenditures:

Electric Department

CONTRACTUAL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5195104.8010 Freight	\$232	\$315	\$359	\$355	\$950	\$950
5195104.8020 Advertising	232	301	1,105	380	390	390
5195104.8030 Casualty Insurance	82,770	89,254	94,862	109,396	99,101	92,032
5195104.8040 Merchant Fees and Discounts	620,531	385,183	453,296	440,805	450,000	440,000
5195104.8050 Phone/Communications	7,057	7,684	8,075	8,060	14,984	14,728
5195104.8120 Outside Engineering (1)	63,476	93,006	37,230	70,066	81,000	81,000
5195104.8130 Building & Equipment Rental	9,440	9,777	9,747	9,951	15,000	14,000
5195104.8131 Information Technology Cont'l	0	0	0	16,113	72,900	84,000
5195104.8190 Refuse Disposal	2,134	2,466	2,682	3,488	2,400	2,400
5195104.8260 Line Maintenance	24,398	23,018	51,653	61,915	39,200	53,200
5195104.8270 Station Maintenance	35,088	23,136	42,526	58,856	88,750	88,750
5195104.8300 Machinery & Equip. Maintenance	4,994	6,259	6,499	5,143	8,120	8,120
5195104.8350 Traffic Signal Maintenance	0	0	0	0	1,995	1,995
5195104.8420 Tree Removal	167,188	156,909	193,042	195,573	200,000	200,000
5195104.8480 Communication Equip. Maint.	0	0	0	210	1,060	1,060
5195104.8550 Misc. Contracted Services	1,139	9,911	383	5,926	5,000	5,000
5195104.8570 Public Relations	0	0	0	0	14,000	14,000
5195104.8899 Facilities Mowing	0	0	0	0	1,703	1,700
TOTAL CONTRACTUAL SERVICES	\$1,018,679	\$807,219	\$901,459	\$986,237	\$1,096,553	\$1,103,325
(1) Includes additional funding for 2016 rate study.						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
5195105.9010 Bad Debt Expense	\$84,678	\$82,940	\$90,265	\$91,324	\$76,480	\$111,314
5195105.9020 Mileage & Small Bus. Expense	11	46	13	0	140	140
5195105.9040 Dues & Conference Expense	300	2,966	318	8,990	3,200	3,600
5195105.9050 Customer Deposits Interest	24,031	14,948	3,739	0	0	0
5195105.9055 Amortization of Lease Acquisition Costs	0	49	0	0	0	0
5195105.9056 Debt Service Principal-Smart Meters	0	0	33,306	566,880	505,520	511,447
5195105.9057 Debt Service Interest-Smart Meters	0	22,614	128,411	124,969	115,142	109,202
5195105.9060 Depreciation Expense	104,844	132,485	154,040	151,454	235,974	181,356
5195105.9070 Training	1,818	8,560	3,661	7,667	11,000	11,000
5195105.9091 Solar Rebate	0	0	0	65	2,400	1,200
5195105.9092 Notional Solar Cost	0	0	0	3,842	22,127	22,127
5195105.9099 Contingencies	0	0	0	11,000	10,000	10,000
TOTAL OTHER CHARGES	\$215,682	\$264,608	\$413,753	\$966,191	\$981,983	\$961,386

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Street Lights & Traffic Signals	(\$319,819)	(\$285,355)	(\$268,655)	(\$266,590)	(\$275,545)	(\$287,835)
Vehicles and Equipment	133,029	138,478	161,445	116,332	163,138	120,862
Buildings and Grounds	31,775	37,004	44,678	29,995	41,482	46,294
Billings & Accounting	519,608	521,687	560,194	329,121	433,707	452,335
Information Technology	0	0	0	240,264	325,328	130,448
Printing and Reproduction	1,113	1,233	1,213	1,369	1,313	1,534
Warehousing	(15,491)	(16,551)	(17,147)	(20,736)	(20,197)	(15,633)
Electricity	(628,457)	(566,363)	(541,201)	(452,362)	(449,072)	(461,676)
Administrative Overhead	645,726	657,913	602,950	466,448	503,638	594,843
Other Indirect Charges	(17,972)	(24,448)	(15,626)	(26,526)	(23,800)	(23,001)
TOTAL INTER-DEPT. CHARGES	\$349,512	\$463,598	\$527,851	\$417,315	\$699,992	\$558,171

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

ELECTRIC FUND

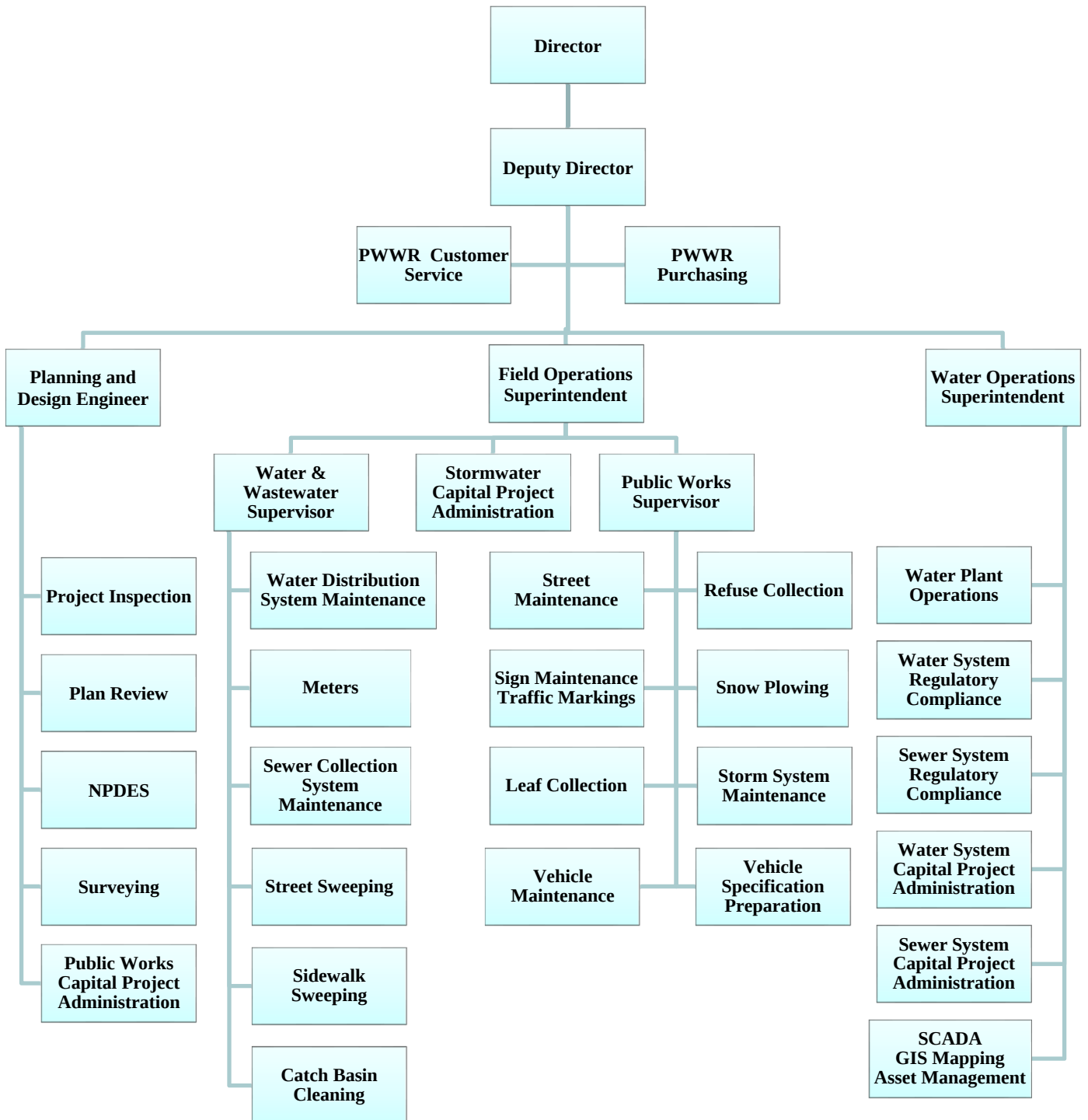
Electric Department

CAPITAL PROJECTS BUDGET	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5195106.9621 Building & Structures	\$1,954	\$5,339	\$266,390	\$452,098	\$0	\$0
5195106.9622 Machinery & Equipment	0	69,425	4,841	22,775	0	0
5195106.9623 Autos & Trucks	6,185	247,799	0	176,500	0	0
5195106.9730 CIP - Stations Material	587,590	508,420	63,575	672,747	500,000	506,000
5195106.9760 CIP - Lines Material	209,193	269,232	443,226	647,512	126,580	689,500
5195106.9830 CIP - Stations Labor	8,658	139,130	0	59,792	0	100,000
5195106.9860 CIP - Lines Labor	102,912	34,868	85,057	50,302	46,000	107,500
TOTAL CAPITAL PROJECTS BUDGET	\$916,492	\$1,274,213	\$863,089	\$2,081,726	\$672,580	\$1,403,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CAPITAL RESERVES</u>	<u>OTHER SOURCES</u>	<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>		
E1601 New Lines & Services	\$0	\$0	\$125,000	\$0		
E1504 LED Streetlight Installation	0	459,759	0	0		
E1402 12 KV Line Extension	42,765	0	0	0		
E1403 Conductor Upgrades	0	0	190,000	0		
E1105 New Transformers & Circuit Breakers	0	0	606,000	0		
E0903 12kV Changeover	29,895	0	0	0		
E0503 SCADA & Automatic Switching	19,000	0	482,000	0		
EEQSF Vehicle Replacement Program	0	0	0	360,000		
TOTAL ELECTRIC FUND	\$91,660	\$459,759	\$1,403,000	\$360,000		

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CITY OF NEWARK, DELAWARE

PUBLIC WORKS AND WATER RESOURCES



PUBLIC WORKS AND WATER RESOURCES DEPARTMENT PROFILE

The Public Works and Water Resources Department is responsible for potable water treatment and delivery, sanitary sewage collection and transmission services, refuse collection, vehicle and equipment maintenance, engineering, surveying, street maintenance and stormwater management through its program divisions described below:

Engineering

The Engineering Division is responsible for the engineering review of new subdivisions and construction plans, sediment and stormwater program implementation per the DNREC delegated agency program, construction inspection, public works 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 the State of Delaware 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 and has been moved to the water division due to its close alignment with source water protection. The review of stormwater plans and calculations is included in the review of new subdivision construction improvement plans. In 2014, one of the most busy construction years in recent memory, we issued 27 permits. Through the first 9 months of 2015 we have already issued 28 permits with an additional 15 plans currently at some stage in the review process, meaning 2015 has been even busier than the very busy 2014. In regards to subdivision inspection services, inspection continued on numerous subdivisions, commercial projects, U of D sites and new single family home construction sites.

Each year, the division inspects one seventh of the City's area for sidewalk compliance with ADA requirements and sends out notifications to residents for repairs. The nineteenth year of the Sidewalk Maintenance Program was implemented. This program provides protection to both the residents and the City from liability associated with trip and fall lawsuits and other ADA complaints which can and have resulted in civil awards of hundreds of thousands of dollars apiece.

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 criteria. Starting in 2010 we engaged a consulting engineer to utilize an optimization software program to determine the most cost effective road restoration

program. Due to budget considerations, starting in 2013 and through 2015 we reverted to a combination of optimization information remaining from 2012 and observational analysis to determine which roads would be repaired and how we would split our available funds between preventative, functional, or structural maintenance. We plan to restore the computer optimization program for 2016 so that we can more effectively utilize our funding, increase our overall street rating and reduce the dollar value of our backlog of streets needing repair. As we build out our GIS system over the next couple of years we will be looking at new software packages to assist with this process and long term forecasting.

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. In 2015 we were able to complete 47 ramps including those completed under the street contract.

This year we upgraded our survey equipment to a one-man GPS system that has allowed us to convert our second survey person to an engineering technician that will enter data into and maintain our GIS databases for all Public Works and Water Resources asset classes. Having this person on staff will dramatically improve our ability to keep our asset data up to date and will maintain our investment and allow us to leverage it for advanced analysis and mobile data collection. This role will still assist the chief surveyor when necessary for safety.

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, and Main Street Big Belly Compactor collection. The Green Wednesday yard waste collection program was implemented in 2009 and this year we began the transition to fully automated collection via a city-wide yard waste cart distribution project. This program has been very well received and feedback from our drivers has been very positive. We anticipate that the initial carts purchased as part of the capital project will cover most of the demand but we have included some money over the next two years to address those that decide to participate late.

The differential disposal rate agreement with DSWA for refuse tipping fees is set to expire in 2016 so we have been working with DSWA to get a new agreement in place. Net tipping fees (the price paid per ton for disposal) are set to drop close to \$20 per ton under the new agreement, equal to roughly a 25% reduction. One consequence of this price reduction is that the premium paid to dump at the Pine Tree Corners Transfer Station is increasing from \$4 per ton to \$10 per ton, meaning it would now cost significantly more to continue using the transfer station so we will be transitioning to dumping at the landfill. A side effect of going to the landfill versus the transfer station is that we will now be exposed to significantly more vehicle damage potential and we will have to implement a truck washing program which washes the trucks weekly at a minimum in order to clear landfill cover material from the trucks which is corrosive and

creates a hard cake on the undercarriage making vehicle repairs take much more time. Ultimately, the cost of washes will be more than offset by the reduced tipping fees so we will still end up ahead over the course of the year.

We continue to experience significant diversion of recyclable materials via the curbside single stream program. Our current differential disposal rate agreement with DSWA expires in 2016 and we are working with ReCommunity, DSWA's contractor for the single stream processing facility, to develop a new Differential Disposal agreement for the coming term. In the past we have been able to contract directly with DSWA which allowed for a low risk agreement where we were never charged for recyclables but we also had no opportunity to be paid for recyclables when commodities prices were high. DSWA is no longer providing this service so we will now have to contract directly with ReCommunity meaning we will now be exposed to budget risk from commodity price variability. Commodity prices have been very low for more than 18 months and do not show signs of improving, at least in the short term. We expect this will result in us having to pay to dispose of recyclables in 2016 but the reduced refuse tip fee should offset this cost, even after taking into account the cost of increased truck washing.

In 2015 we continued hauling directly to the Pine Tree Corners transfer station and successfully completed the process of official DNREC closure of transfer station which we stopped using back in late 2013. This required preparation and implementation of a "Closure Plan" that was required to be approved by DNREC and included required soil sampling, mapping, and other activities prior to decommissioning the facility fully. We worked in conjunction with UD on the closure plan and are planning on converting the facility into a jointly operated yard waste processing facility which will allow us to convert Iron Glen back to its originally desired use of a park. We performed many of the closure activities in-house, resulting in a savings to the City of over \$170,000.

During 2015 we prepared a RFP to potentially outsource refuse operations. Republic Services was the preferred contractor with projected savings over the 7 year contract term of \$4.9 million dollars. At the time of writing, the proposal is in front of Council for consideration.

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 City's yard waste processing areas, the application of traffic control road markings and placement of traffic control signs, leaf collection, and snow plowing. In addition to the several tasks listed, this division routinely helps other departments and Public Works divisions, especially refuse, as required.

Since the combination of Public Works and Water Resources, the Street Division has taken over street repairs (when on City streets and occasionally on State streets) and sidewalk repairs to areas damaged during water and sewer maintenance activities.

This has been an extremely effective utilization of this in-house capability and has sped the pace of repairs as we maintain the water and sewer system while simultaneously reducing costs.

The 2014-2015 winter snow season was a harsh one, the second in a row following two abnormally light winters, resulting in abnormally high overtime and salt costs for the second year in a row. We prepared a "Snow Plan" in fall 2014 which was successfully implemented with positive results. We are making minor revisions to the plan for the 2015-2016 season as part of the annual revision process based on experience and feedback. We are working on a master plan project for the maintenance yard that will allow us to address the lack of adequate salt storage volume that has become apparent during salt shortages over the past two winter seasons. Progress was delayed this year while we worked through the possible refuse outsourcing process but we plan to construct a new salt shed in accordance with the snow plan recommendation during 2016.

During the fall 2014 and spring 2015 leaf collection season we continued the same programmatic changes to leaf and Christmas tree collection that resulted in dramatic reductions of overtime when implemented in fall of 2013.

Maintenance Division

It is the task of this division to maintain all 225 vehicles and pieces of motorized equipment. We implemented changes to the structure of vehicle maintenance staff in 2014 that provided for an increased ability to service vehicles at less cost to the City. We have also included the mechanics more directly in vehicle selection and specification process in an effort to ensure vehicle purchases are done in a manner that reduces parts inventory requirements and vehicle down time.

Water Division

Functional areas of responsibility include maintaining regulatory compliance, oversight of day to day system operations, engineering and design of facilities, supervision and inspection of construction projects, and planning capital improvements. Water construction specifications are prepared for bidding under this program. The program staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.

In addition to overseeing operations, the program staff manage and update departmental records, computer programs, and water and wastewater 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 2015 include:

- Participated as a founding member of the Brandywine Christina Healthy Water Fund steering committee. The purpose of this fund is to create a pooled funding

resource from stakeholders in the watershed that can be leveraged to attract external funding sources to tackle projects identified by the fund as the most cost effective for improving the water quality and protection within the watershed. This is a great opportunity to work with PA stakeholders as any improvements made upstream from Newark will benefit us both in recreational uses in the stream as well as reducing risk and treatment costs at our surface water treatment plant on the White Clay Creek.

- Replacement of approximately 4325 feet of 6" water main and 434 feet of 8" water main in Prospect Avenue, Wilbur Street, North Street, Courtney Street, and Darwin Drive.
- Completed development of replacement SCADA system for subsurface leak monitoring at the Reservoir
- Completed installation of a variable frequency drive and improved control logic at Well 17 to improve electrical efficiency and maximize production.
- Completed installation of a variable frequency drive on the Reservoir recirculation pump to improve electrical efficiency and allow for the elimination of the failing aluminum pipe around the perimeter of the wetland bench.
- Completed construction of a replacement booster station in Arbour Park. The new pump included fire protection pumps and control logic that will vary the speed of the pumps to maintain optimal pressure and minimize electrical use.
- Completed a project to repair the failing dome roof and repaint the Paper Mill Road concrete water storage tank.
- Drained, cleaned, and inspected the Arbour Park, Nottingham Road, and Dallam Road tanks. We hope to possibly have the Louviers and New London tanks completed in 2015 as well but they may fall to early 2016.
- Installed tank mixers to improve finished water quality in the Paper Mill Road, Arbour Park, Windy Hills, Nottingham Road, and Dallam Road Tanks. Additionally, the Louviers and New London Road tanks have been made ready to accept mixers in late 2015 or early 2016.
- Installed upgrades to the Reservoir solar mixer that allow the mixer to operate 24 hours per day, 365 days per year, improving water quality.
- Completed plans and put out to bid a project that will daylight Jenny's Run near the Paper Mill Road bridge over the White Clay Creek which will begin to address road closures due to flooding once construction is complete over the winter Bog Turtle construction window.
- Completed plans and put out to bid a project that will rehabilitate the South Well Field Water Treatment Plant filters and instrumentation when construction is complete over the winter months.
- Completed plans for a water main crossing of the White Clay Creek from Windy Hills to Red Mill Road which will provide a redundant supply to areas currently served by a failure critical main in Capitol Trail once construction is complete in 2016.
- Completed field survey and GIS database creation of the storm sewer system which will be used for advanced asset management, maintenance recordkeeping, and stormwater conveyance/treatment retrofit optimization.
- Completed field survey and GIS database creation of the water system which will

be used for capacity modeling, advanced asset management, and maintenance recordkeeping.

In 2016 we plan to accomplish the following:

- Prepare engineering plans to convert from gaseous chlorine to bulk sodium hypochlorite for disinfection at the Curtis Water Treatment Plant. This is the same system in place at South Well Field and will reduce the significant hazards that are associated with having anywhere from 2000-4000 lbs. of gaseous chlorine on site at any one time. Construction is scheduled for 2017.
- Rehabilitate and redevelop Well 11. We are also investigating Wells 18 and 19, 20, 21, 22, and 23 to see if they can be brought back online.
- Modify the lime injection system at South Well Field used for pH adjustment
- Construct a new water main across the White Clay Creek from Windy Hills to Red Mill Road, providing a redundant connection to customers east of the White Clay.
- Complete the GIS mapping project for the water system and the accompanying water system hydraulic model.
- Complete the South Well Field filter re-bedding project.
- Complete the construction plans and specification for the new air stripper for South Well Field.
- Perform an alternatives analysis to determine the most effective manner of establishing a higher pressure district to serve the higher elevations of Roseville Park and Delaplane Manor.
- Repaint the Louviers water tank
- Continue installation of SCADA equipment on water facilities
- Replace or reline approximately 1 mile of water main.

The water division field staff manages the operation and maintenance of all equipment and facilities at eleven well sites, the Curtis Water Treatment Plant, the South Well Field Treatment Plant, nine water storage tanks, and six Potable Water Pump stations. The Curtis Water Treatment Plant can treat up to 4.3 million gallons per day while the South Well Field Treatment Plant can treat up to 3 million gallons per day (we are currently limited to 1.5 million gallons per day by current well productivity due to contamination in Wells 14 and 16). During 2015, approximately 60% of our water was produced at the Curtis Water Treatment Plant, and 40% was produced at our South Well Field Treatment Plant.

The water distribution system provides water services to approximately 35,000 customers including 31,454 Newark residents as of the 2010 census. On an annual basis more than 1.3 billion gallons of water is pumped through over 150 miles of pipe to serve approximately 8,750 residential water service accounts. In addition, the City services approximately 1,250 commercial and industrial accounts.

Water distribution staff 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 as necessary to ensure delivery of high quality treated water to all residents and customers at adequate volumes and pressures.

Significant operations and maintenance accomplishments in 2015 include:

- Maintained treatment plant equipment so that we could consistently produce a high quality drinking water.
- Performed system testing and sampling to ensure compliance with State and Federal regulations
- Performed routine maintenance on pumps, motors, and associated equipment instruments.
- Troubleshoot and remedy problems as they develop.
- Recommend to the Water Operations Superintendent general maintenance and capital improvements to improve system operation.
- Participated in development of the SCADA system.
- Replaced approximately 300 meters that weren't changed out during the smart meter project. Approximately 300 remain.
- Performed routine and unplanned flushing of the water system to restore and maintain finished water quality throughout the water system.
- Repaired 18 water main breaks through the second week of October, 2015.
- Utilized the Street Department Crews to quickly repair sidewalks and perform other maintenance tasks beyond our ability in lieu of using contractors 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 2016 we plan to accomplish the following:

- Continue to operate the treatment plants in an exemplary manner.
- Improve preventative maintenance activities at the treatment plants and remote facilities
- The operators will assist with the installation and integration of the SCADA system into the daily operation of the water system and provide input on design of the human-machine interface (HMI).
- With the operator's assistance, we will identify system improvements that can be implemented through the Capital or Operating budget process.
- Leverage new water GIS database to prepare a flushing plan that will optimize our flushing operations and reduce lost water and effort.
- Maintain and test the new water meters as necessary to maintain the system warranty and effectiveness.

- Improve frequency of maintenance on the valves and fire hydrants on the system.

Sanitary Sewer Division

Administration and Engineering are responsible for the overall management and supervision of sanitary sewer operations. Functional areas of responsibility include maintaining regulatory compliance, engineering and design of wastewater facilities, supervision and inspection of construction projects, and planning capital improvements. Wastewater construction specifications are prepared for bidding under this program. The program staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.

In addition to overseeing operations, the program staff manage and update departmental records, computer programs, and wastewater base maps. Data on wastewater operations is also collected and analyzed under this program.

More than 2.2 billion gallons of sewage is conveyed annually through the City's 95 miles of sewer gravity collection lines and 2382 manholes. The sanitary sewer system operates primarily by gravity. We maintain three sanitary sewer pump stations located on Bellevue Road, Cooches Bridge road and off West Chestnut Hill Road near Silverbrook, to pump sewage from the lowest areas of the city back to our gravity system. Sewage that originates in the City flows to and through the New Castle County system and is delivered to the Wilmington Regional Wastewater Treatment Facility.

The wastewater program is responsible for maintaining the sanitary sewer system and collection 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. Over the last two years we have identified the need to add two new sewer positions that will operate the old sewer jet truck in coordination with the current crew that will operate the new sewer jet truck once it arrives. Our current crew works an 8 week schedule addressing known problems and does not have time to do proactive preventative maintenance or asset inspections. By adding a second crew we will be able to jet every main in our system at least once every 5 years while at the same time performing routine manhole inspections and grease trap inspections at commercial food establishments, reducing the amount of grease that will make it to our system.

The goals of the waste water program are to provide superior sewage collection, sustainably manage and maintain Newark's sanitary sewer mains and laterals, prevent blockages and sewer overflows through preventive maintenance activities, and reduce inflow and infiltration.

Significant accomplishments in 2015 include:

- Completed field survey, flow monitoring, and GIS database creation of the sanitary sewer system which will be used for capacity modeling, advanced asset management, and maintenance recordkeeping.
- As part of the sewer system master plan we reviewed the 8-week schedule of

tasks performed regularly by our sewer crew and eliminated items that were no longer relevant and prepared preliminary solutions to others when possible.

- As part of the sewer system master plan we prepared emergency action plans for the City's three sewer pump stations
- Repaired a major sewer collapse in a large diameter main along the White Clay Creek
- The identification and removal of several grease and root influenced blockages.
- Repair of defective sewer laterals which have caused property damage through sewage backups.
- Developed and implemented a manhole inspection program and performed inspections of 240 manholes using engineering interns from the University of Delaware. Problems identified will be ranked, prioritized and repaired.

In 2016 we plan to accomplish the following:

- Begin a proactive sewer flushing program to eventually be able to flush every main in the city every 5 years in accordance with accepted best management practices
- Improve manhole inspection procedures to visit and inspect every manhole every 5 years in accordance with accepted best management practices
- Finalize the sewer system master plan and creation of the sewer capacity model to assist with asset management, maintenance recordkeeping, capital project optimization and mobile workforce applications.
- Purchase a spare sewer pump for each of the City's three pump stations that can be used to maintain redundancy when we need to perform routine maintenance on a pump. We currently need to rent a backup pump when routine maintenance has to be performed which can quickly add up to an amount near the cost of a pump.
- Using the sewer capacity model, identify mains at or near capacity. This will eliminate the current conflict of interest for developers who have to determine whether or not our system has adequate capacity for their project before we can approve it. We will also be able to designate locations as lacking capacity proactively so there isn't any appearance of retaliation or impartiality on the City's part toward certain developers.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

WATER FUND

Public Works and Water Resources - Water Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
REVENUES						
Sale of Water	\$6,101,325	\$7,142,597	\$7,041,009	\$8,187,663	\$9,399,034	\$ 9,584,195
No. of Gallons (Thousands)	1,029,332	1,059,896	1,003,483	1,215,020	1,152,310	1,143,662
Penalties	26,121	21,633	24,070	11,988	24,630	27,951
Service Fees	43,771	21,285	65,108	38,696	38,040	43,719
Other Revenues	198,814	162,244	158,634	216,911	175,860	166,860
Interest Revenue	26,940	27,182	28,807	31,270	30,250	30,250
Total	\$6,396,971	\$7,374,941	\$7,317,628	\$8,486,528	\$9,667,814	\$9,852,975
Less: Water Purchased	30	18	16	131,389	0	0
No. of Gallons (Thousands)	0	0	0	36,478	0	0
Gross Operating Revenue	\$6,396,941	\$7,374,923	\$7,317,612	\$8,355,139	\$9,667,814	\$9,852,975
OPERATING EXPENSES						
Personnel Services	\$1,748,241	\$1,787,101	\$2,158,229	\$2,559,336	\$2,394,011	\$2,472,794
Materials & Supplies	275,629	269,969	265,723	245,863	300,750	312,600
Contractual Services	567,552	479,117	527,892	589,316	898,650	960,529
Other Charges	1,347,864	1,451,925	1,528,043	1,971,496	1,852,343	1,954,414
Subtotal	\$3,939,286	\$3,988,112	\$4,479,887	\$5,366,011	\$5,445,754	\$5,700,337
Inter-Dept. Charges	761,099	777,615	756,866	805,467	971,726	824,256
Total Operating Expenses	\$4,700,385	\$4,765,727	\$5,236,753	\$6,171,478	\$6,417,480	\$6,524,593
Net Operating Margin (Before Capital Costs)	\$1,696,556	\$2,609,196	\$2,080,859	\$2,183,661	\$3,250,334	\$3,328,382
A Fire Protection Surcharge fee will be added to all water bills in 2016.						

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
WATER DIVISION**

POSITION	BUDGET ACCT	GRADE STEP	2015				TOTAL	GRADE STEP	2016			
							SALARY RATE AT 12/31/2015					
			ANNUAL						ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR PW & WR	6020	31- D	103,868	0	103,868	1.0	105,560	31- D	112,347	0	112,347	1.0
DEP DIRECTOR PW & WR	6020	26- D	80,760	0	80,760	1.0	81,281	26- D	86,503	0	86,503	1.0
WATER OPERATIONS SUP	6020	22- D	76,243	0	76,243	1.0	75,476	22- D	80,089	0	80,089	1.0
PW-WR SUPERVISOR	6020	17- I	66,765	2,411	69,176	1.0	66,765	19- I	71,506	2,703	74,209	1.0
STORM. PROG. COORD.	6030	17- G	67,431	1,446	68,877	1.0	67,431	17- G	69,431	1,604	71,035	1.0
WATER AND SEWER INSP	6210	16- F	63,696	2,365	66,061	1.0	63,696	16- F	65,549	2,542	68,091	1.0
SECRETARY I	6080	10- G	52,010	1,775	53,785	1.0	52,010	10- G	53,541	1,567	55,108	1.0
HEAVY EQ. OPER/MECH	6200	10- 5	57,852	1,147	58,999	1.0	57,845	10- 5	59,566	1,280	60,846	1.0
SEN WATER PLANT OP	6220	16- 1	62,058	2,329	64,387	1.0	70,034	16- 5	73,999	2,908	76,907	1.0
WATER MTR TECH	6200	10- 5	58,652	2,581	61,233	1.0	58,646	10- 5	60,366	2,756	63,122	1.0
WATER PLANT OPERATOR	6220	14- 3	59,245	1,273	60,518	1.0	63,856	14- 5	65,758	1,523	67,281	1.0
WATER PLANT OPERATOR	6220	14- 3	58,745	0	58,745	1.0	63,357	14- 5	65,258	0	65,258	1.0
WATER PLANT OPERATOR	6220	14- 3	57,017	0	57,017	1.0	61,256	14- 5	64,778	0	64,778	1.0
MAINTENANCE IV	6230	8- 5	53,767	2,536	56,303	1.0	53,758	8- 5	55,331	2,702	58,033	1.0
MAINTENANCE IV	6200	8- 5	53,505	1,749	55,254	1.0	53,758	8- 5	55,344	1,891	57,235	1.0
MAINTENANCE I	6230	1- 3	40,970	0	40,970	1.0	41,912	1- 5	49,504	0	49,504	1.0
SWEEPER OPERATOR	6240	7- 5	51,404	1,430	52,834	1.0	51,409	7- 5	52,925	1,559	54,484	1.0
MAINTENANCE III	6200	6- 5	49,904	1,387	51,291	1.0	49,912	6- 5	51,382	1,513	52,895	1.0
EQUIPMENT OPERATOR	6230	3- 5	47,233	1,990	49,223	1.0	47,226	3- 5	48,604	2,129	50,733	1.0
EQUIPMENT OPERATOR	6200	3- 5	46,433	919	47,352	1.0	46,426	3- 5	47,854	1,025	48,879	1.0
EQUIPMENT OPERATOR	6200	3- 5	45,933	0	45,933	1.0	45,926	3- 5	47,304	0	47,304	1.0
EQUIPMENT OPERATOR	6200	3- 5	45,933	0	45,933	1.0		3- 3	47,320	0	47,320	1.0
FULL TIME SUBTOTALS			1,299,424	25,338	1,324,762	22.0	1,277,538		1,384,259	27,702	1,411,961	22.0
MAINTENANCE WORKER	6230	E	29,701		29,701	0.5		E	30,591	346	30,937	0.5
CLERK TYPIST	6080	F	24,310		24,310	0.5						
INTERN	6615								6,000		6,000	
PT ARCHIVIST	6080								20,000		20,000	0.5
SEASONAL	6610		6,000		6,000				12,000		12,000	
OVERTIME	6620		165,000		165,000				190,000		190,000	
SHIFT DIFFERENTIAL	6621		2,500		2,500				2,575		2,575	
HOLIDAY PREMIUM	6622		12,500		12,500				13,000		13,000	
WEEKEND PREMIUM	6623		35,000		35,000				500		500	
OTHER SUBTOTALS			275,011	0	275,011	1.0	0		274,666	346	275,012	1.0
WATER DEPARTMENT TOTALS			1,574,435	25,338	1,599,773	23.0	1,277,538 *		1,658,925	28,048	1,686,973	23.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016
WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5295202.6020 Supervisory ¹	\$214,069	\$260,381	\$323,579	\$334,742	\$327,636	\$350,445
5295202.6030 Engineering/Technical ²	0	0	63,250	116,339	67,431	69,431
5295202.6080 Clerical	46,068	47,001	50,002	75,635	76,320	73,541
5295202.6200 Line Maintenance	383,166	373,795	267,505	324,382	358,212	369,136
5295202.6210 Inspectors ³	54,133	54,536	56,860	121,085	63,696	65,549
5295202.6220 Plant Operators	197,246	200,844	159,374	210,986	237,065	269,793
5295202.6230 Maintenance Workers	0	0	152,820	217,196	171,671	184,030
5295202.6240 Sweeper Operator	0	0	48,197	49,057	51,404	52,925
5295202.6580 Service Award	21,177	17,708	23,238	23,665	25,338	28,048
5295202.6590 Sick Pay	8,170	10,373	11,323	11,989	11,590	11,737
5295202.6600 Part-Time	0	0	19,156	0	0	0
5295202.6610 Seasonal	0	0	0	0	6,000	12,000
5295202.6615 Interns	0	0	0	3,185	0	6,000
5295202.6620 Overtime	158,199	126,216	163,531	164,218	165,000	190,000
5295202.6621 Shift Differential	853	460	208	4,287	2,500	2,575
5295202.6622 Holiday Premium	10,231	9,125	7,656	9,833	12,500	13,000
5295202.6623 Weekend Premium	23,100	39,413	31,574	9,923	35,000	500
5295202.6880 Uniform Allowances	0	0	1,864	4,988	5,400	5,400
5295202.6920 Unemployment Comp. Ins.	6,263	5,941	6,892	13,951	12,321	11,843
5295202.6930 Social Security Taxes	82,047	87,526	101,058	121,995	117,751	130,365
5295202.6940 City Pension Plan	203,455	216,815	256,365	266,438	302,329	263,828
5295202.6941 Defined Contribution 401(a) Plan	0	0	0	11,740	14,233	19,478
5295202.6950 Term Life Insurance	4,614	4,661	5,668	6,302	6,671	6,812
5295202.6960 Group Hospitalization Ins.	223,927	218,892	278,376	322,119	294,811	303,095
5295202.6961 Long-Term Disability Ins.	1,540	1,806	2,198	2,518	2,583	2,659
5295202.6962 Dental Insurance	13,566	13,271	16,869	19,283	17,454	19,209
5295202.6963 Flexible Spending Account	78	78	26	0	156	312
5295202.6964 Health Savings Account	0	3,000	4,500	1,125	1,500	1,500
5295202.6965 Post-Employment Benefits	96,339	95,259	106,140	106,248	0	0
5295202.6966 Retirement Health Savings Account	0	0	0	3,387	3,959	5,357
5295202.6967 Emergency Room Reimbursements	0	0	0	2,720	3,480	3,190
5295202.6968 Vision Insurance Premiums	0	0	0	0	0	1,036
TOTAL PERSONNEL SERVICES	\$1,748,241	\$1,787,101	\$2,158,229	\$2,559,336	\$2,394,011	\$2,472,794

¹In 2011, Supervisory employees included the Water Director, Asst. Water Director, and Water Quality Engineer. The 2016 budget includes the Director of PWWR, Deputy Director PWWR, Water Operations Supervisor and PWWR Supervisor

²The 2014 budget includes Stormwater Program Coordinator and Survey Instrument Technician. Starting with 2015, the budget only includes Stormwater Program Coordinator.

³For the 2015 budget the Chief Surveyor and Survey Instrument Technician are reclassified to Engineering Division.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

MATERIALS AND SUPPLIES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5295203.7080 Pumping Station Electric	\$39,982	\$40,669	\$35,155	\$39,473	\$37,500	\$37,500
5295203.7090 Treatment Plant Chemicals	107,796	103,689	89,495	81,855	123,500	123,500
5295203.7110 Safety Shoes and Supplies	2,594	2,089	5,174	5,267	5,400	6,750
5295203.7130 Tools, Field Sup., & Small Eq.	7,487	9,036	12,136	9,298	17,950	10,950
5295203.7131 Information Technology Supplies	0	0	0	0	0	7,500
5295203.7140 Uniforms	0	504	1,129	63	0	0
5295203.7150 Office Supplies	2,055	3,840	2,788	2,652	3,000	3,000
5295203.7260 Line Maintenance	51,520	41,342	61,753	56,027	50,000	60,000
5295203.7270 Station and Well Maintenance	3,069	2,525	2,343	1,711	3,000	3,500
5295203.7275 Reservoir Maintenance	4,562	3,006	685	2,960	5,000	5,000
5295203.7280 Treatment Plant Maintenance	10,948	18,715	29,273	26,354	25,000	25,000
5295203.7300 Machinery & Equipment Maint.	37	89	147	1,653	0	0
5295203.7330 Water Meters	45,834	52,317	13,243	9,961	20,000	20,000
5295203.7401 Stormwater Program Supplies	0	0	4,899	2,955	7,900	7,900
5295203.7440 Conservation Program	0	1,540	0	0	2,500	2,000
5295203.7540 Inventory Adjustment	(988)	(9,659)	6,967	5,068	0	0
5295203.7550 Miscellaneous Supplies	733	267	536	566	0	0
TOTAL MATERIALS & SUPPLIES	\$275,629	\$269,969	\$265,723	\$245,863	\$300,750	\$312,600

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

WATER FUND

Expenditures:

Water Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
5295204.8020 Advertising	\$5,657	\$6,626	\$6,691	\$1,613	\$4,000	\$3,500
5295204.8030 Casualty Insurance	90,468	101,576	117,704	137,052	137,177	150,584
5295204.8040 Merchant Fees and Discounts	67,691	50,849	62,650	71,306	60,000	80,000
5295204.8050 Phone/Communications	5,216	5,699	7,003	7,837	5,460	7,176
5295204.8120 Outside Engineering (1)	88,102	75,352	50,790	111,108	92,500	195,000
5295204.8130 Building & Equipment Rental	260	2,399	3,802	5,416	3,500	3,500
5295204.8131 Information Technology Cont'l	0	0	0	624	22,638	47,969
5295204.8150 Water Service Contracts	0	0	0	0	83,425	84,900
5295204.8260 Line Maintenance	156,709	115,316	78,430	84,450	155,000	145,000
5295204.8270 Station Maintenance	9,402	6,433	6,369	24,721	11,500	11,500
5295204.8275 Reservoir Maintenance	91,861	35,001	51,601	33,636	43,000	45,000
5295204.8280 Treatment Plant Maintenance	43,554	59,617	82,130	52,572	65,000	75,000
5295204.8300 Machinery & Equip. Maint.	367	401	0	707	0	0
5295204.8310 Vehicle Maintenance	0	0	0	2,085	0	0
5295204.8320 Well Maintenance	3,896	11,830	28,025	5,814	20,000	20,000
5295204.8325 Tank Cleaning and Inspection	0	0	0	0	20,000	10,000
5295204.8330 Meter Testing and Repairs	445	0	0	780	5,000	5,000
5295204.8401 Stormwater Program Contractual	0	0	23,481	13,820	35,800	35,900
5295204.8440 Conservation Program	0	3,078	200	800	5,000	5,000
5295204.8460 Street Sweeping Contract	0	0	0	0	100,000	0
5295204.8480 Communication Equip. Maint.	50	0	0	65	0	0
5295204.8550 Misc. Contracted Services	3,874	4,940	9,016	34,910	4,650	10,000
5295204.8899 Mowing Contract	0	0	0	0	25,000	25,500
TOTAL CONTRACTUAL SERVICES	\$567,552	\$479,117	\$527,892	\$589,316	\$898,650	\$960,529
(1) Includes additional funding for 2016 rate study.						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
5295205.9010 Bad Debt Expense	\$2,899	\$2,188	\$2,213	\$1,702	\$0	\$2,782
5295205.9020 Mileage & Small Bus. Expense	102	38	52	119	150	150
5295205.9040 Dues & Conference Expense	3,010	2,141	1,815	6,214	6,000	6,500
5295205.9051 Debt Service Principal	840,000	990,000	985,000	1,005,000	1,020,000	1,040,000
5295205.9052 Debt Service Interest	419,408	316,366	274,404	254,588	240,350	219,950
5295205.9053 Bond Costs	8,203	14,720	0	0	0	0
5295205.9054 Amortization of Refinance Loss	0	34,443	34,443	34,443	0	34,443
5295205.9055 Amortization of Lease Acquisition Costs	0	441	0	0	0	0
5295205.9056 Debt Service Principal-Smart Meters	0	0	0	425,527	320,675	320,685
5295205.9057 Debt Service Interest-Smart Meters	0	3,580	118,796	111,758	104,852	104,855
5295205.9058 Debt Service Principal-ECM	0	0	27,388	31,563	32,515	33,167
5295205.9059 Debt Service Interest-ECM	0	5,517	6,236	5,606	5,126	4,474
5295205.9060 Depreciation Expense	71,607	82,491	76,381	93,310	114,175	178,908
5295205.9070 Training	2,635	0	1,315	1,666	2,500	2,500
5295205.9099 Contingencies	0	0	0	0	6,000	6,000
TOTAL OTHER CHARGES	\$1,347,864	\$1,451,925	\$1,528,043	\$1,971,496	\$1,852,343	\$1,954,414

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$118,928	\$109,502	\$138,587	\$163,439	\$137,227	\$171,129
Buildings and Grounds	9,397	10,944	13,213	7,434	10,281	11,474
Billings & Accounting	79,613	79,828	85,175	92,721	96,019	82,309
Information Technology	0	0	0	199,373	274,833	129,381
Printing and Reproduction	1,104	1,224	1,204	1,358	1,303	1,522
Warehousing	9,583	10,238	11,297	16,741	16,306	11,003
Electricity	255,693	250,746	237,428	218,015	238,008	236,032
Administrative Overhead	284,081	292,887	296,685	285,675	333,461	365,809
Other Indirect Charges	2,700	22,246	(26,723)	(179,289)	(135,712)	(184,403)
TOTAL INTER-DEPT. CHARGES	\$761,099	\$777,615	\$756,866	\$805,467	\$971,726	\$824,256

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

WATER FUND

Public Works and Water Resources - Water Division

		ACTUAL	ACTUAL	ACTUAL	ACTUAL	2015 BUDGET	BUDGET
CAPITAL PROJECTS BUDGET		2011	2012	2013	2014	AS AMENDED	2016
5295206.9580	Consulting Fees	\$2,288	\$328,898	\$0	\$7,201	\$110,000	\$0
5295206.9622	Machinery & Equipment	154,261	15,805	0	448,548	51,817	0
5295206.9623	Autos & Trucks	0	112,766	0	25,410	0	0
5295206.9720	CIP - Storm Sewers Material	0	0	150	150	26,640	0
5295206.9730	CIP - Station Material	8,496	0	0	0	0	0
5295206.9740	CIP - Water Treat. Plant Mat'l	70,235	143,798	152,190	660	160,000	285,000
5295206.9760	CIP - Lines Material	15,939	0	0	89,017	115,386	1,530,607
5295206.9840	CIP - Water Treat. Plant Labor	0	2,258	0	340	35,000	20,000
5295206.9860	CIP - Lines Labor	0	0	0	1,149	0	0
5295206.9960	CIP - Lines Contractual	118,693	982,219	200,498	1,343,465	1,326,522	0
TOTAL CAPITAL PROJECTS BUDGET		\$369,912	\$1,585,744	\$352,838	\$1,915,940	\$1,825,365	\$1,835,607
				CAPITAL RESERVES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT	
CAPITAL PROJECT NUMBER & DESCRIPTION							
W1602	Roseville Park Pressure District			\$0	\$25,000	\$0	
W1501	Reservior Upgrades			50,000	0	0	
W1503	Academy Street Interconnection Station			42,500	0	0	
W1401	Re-Bed Filters 1 and 2			223,250	40,000	0	
W1402	Air Stripper Replacement/Storage Tank Config.			75,000	75,000	0	
W1302	Abandon Old Wells			0	40,000	0	
W1303	Water System Master Plan			52,150	0	0	
W1304	Eliminate Tank Overflows			67,660	0	0	
W1201	Water Main: Windy Hills to Red Mill			19,850	309,500	0	
W1101	Curtis Plant Intake Replacement			172,440	0	0	
W1102	Lime Silo/Delivery Rehabilitation			13,650	0	0	
W1104	Finish Water Mixer			0	30,001	0	
W0503	Well Restoration			25,551	0	0	
W0002	Alternative Disinfection Equipment			60,000	190,000	0	
W9302	SCADA System			0	75,000	0	
W9308	Water Main Renovation Program			423,894	576,106	0	
W8605	Water Tank Maintenance			0	475,000	0	
T0101	NPDES Phase II Stormwater Quality			40,000	0	0	
WEQSF	Vehicle Replacement Program			0	0	275,000	
TOTAL WATER FUND				\$1,265,945	\$1,835,607	\$275,000	

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SEWER FUND

Public Works and Water Resources - Sewer Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
REVENUES						
Sewer Service Charge	\$5,603,530	\$5,976,694	\$5,965,656	\$6,673,718	\$7,009,055	\$ 7,522,387
No. of Gallons (Thousands)	760,850	794,166	769,711	912,999	1,000,790	990,782
Penalties	25,632	22,975	21,244	12,804	25,790	15,000
Service Fees	(150)	(50)	2,186	5,271	1,100	6,000
Other Revenues	617,958	26,021	0	20	0	0
Interest Revenue	28,665	26,001	19,414	29,660	26,660	26,660
Total	\$6,275,635	\$6,051,641	\$6,008,500	\$6,721,473	\$7,062,605	\$7,570,047
Less: County Sewer Charge	3,657,106	4,019,672	4,362,661	4,522,287	4,772,516	4,724,791
No. of Gallons (Thousands)	845,952	863,120	810,236	923,834	898,005	990,782
Gross Operating Revenue	\$2,618,529	\$2,031,969	\$1,645,839	\$2,199,186	\$2,290,089	\$2,845,256
OPERATING EXPENSES						
Personnel Services	\$146,917	\$157,525	\$172,354	\$136,950	\$167,255	\$308,038
Materials & Supplies	(5,431)	18,694	22,852	29,327	28,900	23,100
Contractual Services	182,756	132,340	148,851	169,684	263,444	257,615
Other Charges	4,238	4,465	4,414	5,364	64,286	44,643
Subtotal	\$328,480	\$313,024	\$348,471	\$341,325	\$523,885	\$633,396
Inter-Dept. Charges	223,926	219,125	226,377	422,602	490,909	352,771
Total Operating Expenses	\$552,406	\$532,149	\$574,848	\$763,927	\$1,014,794	\$986,167
Net Operating Margin (Before Capital Costs)	\$2,066,123	\$1,499,820	\$1,070,991	\$1,435,259	\$1,275,295	\$1,859,089

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
SEWER DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		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	52,967	1,224	54,191	1.0	52,957	8- 5	54,831	1,351	56,182	1.0
MAINTENANCE I	6200	1- 3	40,970	0	40,970	1.0						
EQUIP OPERATOR	6200							3- 2	42,609	0	42,609	1.0
MAINTENANCE III	6200							6- 5	50,419	0	50,419	1.0
EQUIP OPERATOR	6200							3- 5	47,320	0	47,320	1.0
FULL TIME SUBTOTALS			93,937	1,224	95,161	2.0	52,957		195,179	1,351	196,530	4.0
OVERTIME	6620		8,500		8,500				8,500		8,500	
INTERN	6615		6,000		6,000				6,000		6,000	
SHIFT DIFFERENTIAL	6621		50		50				0		0	
OTHER SUBTOTALS			14,550	0	14,550	0.0	0		14,500	0	14,500	0.0
SEWER DEPARTMENT TOTALS			108,487	1,224	109,711	2.0	52,957 *		209,679	1,351	211,030	4.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5395302.6200 Line Maintenance	\$80,492	\$86,959	\$91,539	\$62,994	\$93,937	\$152,570
5395302.6580 Service Award	792	889	989	1,103	1,224	1,351
5395302.6590 Sick Pay	244	611	1,150	990	1,154	1,265
5395302.6610 Seasonal	0	0	0	0	6,000	6,000
5395302.6620 Overtime	8,067	6,270	12,933	3,636	8,500	8,500
5395302.6621 Shift Differential	26	0	54	98	50	0
5395302.6622 Holiday Premium	0	0	0	324	0	0
5395302.6623 Weekend Premium	0	0	729	1,628	0	0
5395302.6880 Uniform Allowances	0	0	0	225	600	1,200
5395302.6920 Unemployment Comp. Ins.	548	977	588	818	1,064	2,072
5395302.6930 Social Security Taxes	6,783	7,770	8,032	5,210	8,022	16,332
5395302.6940 City Pension Plan	19,091	20,435	19,757	21,413	11,950	12,907
5395302.6941 Defined Contribution 401(a) Plan	0	0	0	0	2,458	10,526
5395302.6950 Term Life Insurance	398	457	495	470	496	1,031
5395302.6960 Group Hospitalization Ins.	19,056	23,979	27,727	29,364	29,510	83,201
5395302.6961 Long-Term Disability Ins.	151	173	178	186	188	391
5395302.6962 Dental Insurance	108	0	0	0	492	5,606
5395302.6963 Flexible Spending Account	0	0	0	0	0	234
5395302.6965 Post-Employment Benefits	11,161	9,005	8,183	8,491	0	0
5395302.6966 Retirement Health Savings Account	0	0	0	0	1,320	4,018
5395302.6967 Emergency Room Reimbursements	0	0	0	0	290	580
5395302.6968 Vision Insurance Premiums	0	0	0	0	0	254
TOTAL PERSONNEL SERVICES	\$146,917	\$157,525	\$172,354	\$136,950	\$167,255	\$308,038

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
5395303.7110 Safety Shoes and Supplies	\$220	\$221	\$51	\$270	\$400	\$600
5395303.7130 Tools, Field Sup., & Small Eq.	842	1,187	5,288	11,428	12,000	5,000
5395303.7140 Uniforms	0	0	0	0	0	0
5395303.7260 Line Maintenance	6,620	16,923	13,936	16,133	15,000	16,000
5395303.7270 Station Maintenance	848	466	975	1,242	1,500	1,500
5395303.7540 Inventory Adjustment	(13,961)	(103)	1,651	254	0	0
5395303.7550 Miscellaneous Supplies	0	0	951	0	0	0
TOTAL MATERIALS & SUPPLIES	(\$5,431)	\$18,694	\$22,852	\$29,327	\$28,900	\$23,100

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
5395304.8030 Casualty Insurance	\$1,201	\$2,471	\$805	\$1,092	\$1,084	\$4,115
5395304.8040 Merchant Fees and Discounts	54,439	42,678	50,414	59,657	45,000	59,500
5395304.8050 Phone/Communications	585	340	279	288	360	0
5395304.8120 Outside Engineering	26,890	26,260	40,770	26,695	37,500	37,500
5395304.8131 Information Technology Cont'l	0	0	0	0	21,500	21,500
5395304.8260 Line Maintenance	92,638	55,451	49,641	54,026	143,000	100,000
5395304.8265 Easement Clearing	0	0	0	0	0	20,000
5395304.8270 Station Maintenance	6,841	5,140	6,942	27,926	15,000	15,000
5395304.8330 Meter Testing and Repairs	162	0	0	0	0	0
5395304.8550 Misc. Contracted Services	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$182,756	\$132,340	\$148,851	\$169,684	\$263,444	\$257,615

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
5395305.9010 Bad Debt Expense	\$1,632	\$1,879	\$1,829	\$529	\$0	\$2,857
5395305.9060 Depreciation Expense	2,586	2,586	2,585	2,585	62,586	40,086
5395305.9070 Training	20	0	0	250	200	200
5395305.9099 Contingencies	0	0	0	2,000	1,500	1,500
TOTAL OTHER CHARGES	<u>\$4,238</u>	<u>\$4,465</u>	<u>\$4,414</u>	<u>\$5,364</u>	<u>\$64,286</u>	<u>\$44,643</u>

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$302	\$463	\$717	\$290	\$711	\$307
Buildings and Grounds	4,181	4,869	5,878	2,510	3,472	3,874
Billings & Accounting	77,521	77,709	82,802	75,611	69,738	64,673
Information Technology	0	0	0	199,373	274,833	129,381
Warehousing	2,713	2,898	3,115	1,909	1,860	1,986
Electricity	15,693	10,746	11,628	12,715	10,308	13,832
Administrative Overhead	119,732	126,985	132,889	107,167	99,387	113,317
Other Indirect Charges	3,784	(4,545)	(10,652)	23,027	30,600	25,401
TOTAL INTER-DEPT. CHARGES	<u>\$223,926</u>	<u>\$219,125</u>	<u>\$226,377</u>	<u>\$422,602</u>	<u>\$490,909</u>	<u>\$352,771</u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SEWER FUND

Public Works and Water Resources - Sewer Division

CAPITAL PROJECTS BUDGET	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5395306.9580 Consulting Fees	\$730,879	\$105,774	\$43,799	\$180,780	\$150,000	\$0
5395306.9622 Machinery & Equipment	0	0	0	0	0	25,000
5395306.9760 CIP - Lines Material	211,775	365,656	10,960	11,185	257,249	188,866
5395306.9860 CIP - Lines Labor	7,768	882	0	0	150,000	0
5395306.9960 CIP - Lines & Streets Contractual	63,093	13,068	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$1,013,515	\$485,380	\$54,759	\$191,965	\$557,249	\$213,866
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>GRANTS</u>	<u>CAPITAL RESERVES</u>	<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>		
S1601 Spare Sewer Pumps	\$0	\$0	\$60,000	\$0		
S1602 Sewer SCADA	0	0	25,000	0		
S1501 Sewer System Master Plan	50,000	165,288	34,712	0		
S1201 Sewer Jet Truck 243 Replacement	0	300,000	0	0		
S0904 Sanitary Sewer Study	0	405,846	94,154	0		
SEQSF Equipment Replacement Program	0	0	0	0		
TOTAL SEWER FUND	\$50,000	\$871,134	\$213,866	\$0		

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Public Works and Water Resources - Refuse Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$1,140,152	\$1,132,563	\$985,737	\$949,419	\$790,843	\$836,252
Materials and Supplies	19,431	29,361	18,078	22,624	19,000	\$27,200
Contractual Services	690,924	630,507	585,102	524,266	563,809	\$569,690
Other Charges	<u>288,545</u>	<u>274,013</u>	<u>186,767</u>	<u>134,593</u>	<u>289,733</u>	<u>\$118,627</u>
Subtotal	\$2,139,052	\$2,066,444	\$1,775,684	\$1,630,902	\$1,663,385	\$1,551,769
Inter-Dept. Charges	<u>531,258</u>	<u>564,025</u>	<u>516,503</u>	<u>502,109</u>	<u>518,661</u>	<u>549,151</u>
Total Operating Expenses	<u><u>\$2,670,310</u></u>	<u><u>\$2,630,469</u></u>	<u><u>\$2,292,187</u></u>	<u><u>\$2,133,011</u></u>	<u><u>\$2,182,046</u></u>	<u><u>\$2,100,920</u></u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
REFUSE DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
REFUSE DRIVER II	6240	8- 5	53,417	1,574	54,991	1.0	53,406	8- 5	54,981	1,711	56,692	1.0
DRIVER/COLLECTOR	6240	8- 5	53,767	2,448	56,215	1.0	53,758	8- 5	55,331	2,611	57,942	1.0
DRIVER/COLLECTOR	6240	8- 5	53,767	2,186	55,953	1.0	53,758	8- 5	55,331	2,341	57,672	1.0
DRIVER/COLLECTOR	6240	8- 5	53,767	2,186	55,953	1.0	53,758	8- 5	55,331	2,341	57,672	1.0
DRIVER/COLLECTOR	6240	8- 5	53,767	2,011	55,778	1.0	53,758	8- 5	55,331	2,161	57,492	1.0
DRIVER/COLLECTOR	6240	8- 5	53,505	1,749	55,254	1.0	53,768	8- 5	55,331	1,891	57,222	1.0
REFUSE COLLECTOR	6240	3- 5	46,433	995	47,428	1.0	46,426	3- 5	47,804	1,104	48,908	1.0
REFUSE COLLECTOR	6240	3- 4	44,237	0	44,237	1.0	45,926	3- 5	47,304	0	47,304	1.0
REFUSE COLLECTOR	6240							3- 1	10,514	0	10,514	1.0
MAINTENANCE I	6240	2- 2	40,977	0	40,977	1.0		1- 2	42,058	0	42,058	1.0
FULL TIME SUBTOTALS			453,637	13,149	466,786	9.0	414,556		479,316	14,160	493,476	10.0
OVERTIME	6620											
OTHER SUBTOTALS			15,000	0	15,000	0.0	0		20,000	0	20,000	0.0
REFUSE DEPARTMENT TOTALS			468,637	13,149	481,786	9.0	414,556	*	499,316	14,160	513,476	10.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0141042.6240 Refuse Workers	\$567,820	\$571,878	\$530,562	\$492,257	\$453,637	\$468,802
0141042.6580 Service Award	16,039	17,944	18,907	17,043	13,149	\$14,160
0141042.6590 Sick Pay	2,920	3,039	3,731	2,871	3,255	\$3,683
0141042.6610 Seasonal	26,463	26,832	22,210	0	0	\$0
0141042.6615 Interns	0	0	0	7,062	0	\$0
0141042.6620 Overtime	35,751	31,675	19,457	33,705	15,000	\$20,000
0141042.6880 Uniform Allowance	0	0	328	2,238	3,000	\$3,000
0141042.6920 Unemployment Comp. Ins.	4,837	4,862	4,076	5,525	5,555	\$4,543
0141042.6930 Social Security Taxes	48,634	53,120	44,118	41,081	37,335	\$39,792
0141042.6940 City Pension Plan	140,980	147,979	102,547	129,720	104,442	\$100,455
0141042.6941 Defined Contribution 401(a) Plan	0	0	0	974	3,073	\$3,943
0141042.6950 Term Life Insurance	2,980	3,034	2,528	2,251	2,395	\$2,488
0141042.6960 Group Hospitalization Ins.	201,090	194,392	179,170	155,514	137,036	\$158,122
0141042.6961 Long-Term Disability Ins.	1,123	1,151	1,027	955	909	\$961
0141042.6962 Dental Insurance	13,419	13,591	12,547	10,472	9,287	\$10,725
0141042.6963 Flexible Spending Account	0	0	0	0	0	\$96
0131072.6964 Health Savings Account	0	0	0	250	0	\$1,700
0141042.6965 Post-Employment Benefits	78,096	63,066	44,529	46,551	0	\$0
0141042.6966 Retirement Health Savings Account	0	0	0	550	1,320	\$1,875
0141042.6967 Emergency Room Reimbursements	0	0	0	400	1,450	\$1,450
0141042.6968 Vision Insurance Premiums	0	0	0	0	0	\$457
TOTAL PERSONNEL SERVICES	\$1,140,152	\$1,132,563	\$985,737	\$949,419	\$790,843	\$836,252

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0141043.7110 Safety Shoes and Supplies	\$2,159	\$2,134	\$1,214	\$1,040	\$2,500	\$2,100
0141043.7130 Tools, Field Sup., & Small Eq.	992	30	4,026	1,192	400	400
0141043.7132 Refuse Collection Carts	14,796	20,246	10,566	19,117	7,700	8,000
0141043.7140 Uniforms	1,439	340	320	55	0	0
0141043.7191 Yard Waste	0	0	0	0	0	8,000
0141043.7270 Station Maintenance	1,375	3,225	1,296	0	500	500
0141043.7460 Street Cleaning	978	2,599	0	0	0	0
0141043.7462 Recycling Supplies	19	0	578	843	7,700	8,000
0141043.7540 Inventory Adjustment	(3,018)	532	(57)	106	0	0
0141043.7550 Miscellaneous Supplies	691	255	135	271	200	200
TOTAL MATERIALS & SUPPLIES	\$19,431	\$29,361	\$18,078	\$22,624	\$19,000	\$27,200

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0141044.8030 Casualty Insurance	\$36,492	\$34,940	\$34,630	\$35,730	\$27,009	\$28,390
0141044.8050 Phone/Communications	238	194	140	144	0	0
0141044.8190 Refuse Disposal-Landfill	630,433	575,863	518,428	485,532	515,000	515,000
0141044.8191 Yard Waste	0	0	0	0	15,000	20,000
0141044.8200 Printing & Reproduction	0	0	0	0	2,500	2,500
0141044.8250 Building & Grounds Maintenance	0	0	672	0	0	0
0141044.8270 Station Maintenance (Pest Control)	15,674	11,573	807	0	1,000	500
0141044.8480 Communication Equip. Maint.	0	0	0	0	300	300
0141044.8550 Misc. Contracted Services	8,087	7,937	30,425	2,860	3,000	3,000
TOTAL CONTRACTUAL SERVICES	\$690,924	\$630,507	\$585,102	\$524,266	\$563,809	\$569,690

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0141045.9060 Depreciation Expense	\$288,305	\$274,013	\$185,957	\$131,293	\$287,933	\$116,827
0141045.9070 Training	240	0	810	300	300	300
0141045.9099 Contingencies	0	0	0	3,000	1,500	1,500
TOTAL OTHER CHARGES	\$288,545	\$274,013	\$186,767	\$134,593	\$289,733	\$118,627

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$409,514	\$428,949	\$422,773	\$423,658	\$437,457	\$442,542
Buildings and Grounds	2,583	3,008	3,632	2,439	3,372	3,764
Billings & Accounting	50,494	54,035	61,241	23,572	24,466	24,547
Information Technology	0	0	0	12,824	20,690	40,535
Printing and Reproduction	937	1,039	1,022	1,153	1,106	1,292
Warehousing	1,158	1,237	465	325	317	932
Electric Used - Transfer Station	7,436	5,602	3,283	2,550	3,297	2,687
Other Indirect Charges	59,136	70,155	24,087	35,588	27,956	32,852
TOTAL INTER-DEPT. CHARGES	\$531,258	\$564,025	\$516,503	\$502,109	\$518,661	\$549,151

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Public Works and Water Resources - Engineering Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$1,050,304	\$1,050,290	\$551,168	\$554,983	\$706,676	\$759,111
Materials and Supplies	13,592	10,268	2,784	4,373	7,150	6,200
Contractual Services	41,256	52,649	37,227	35,799	89,321	36,173
Other Charges	<u>7,778</u>	<u>9,161</u>	<u>8,354</u>	<u>14,433</u>	<u>12,611</u>	<u>24,207</u>
Subtotal	\$1,112,930	\$1,122,368	\$599,533	\$609,588	\$815,758	\$825,691
Inter-Dept. Charges	<u>(35,866)</u>	<u>(37,649)</u>	<u>(5,511)</u>	<u>44,956</u>	<u>65,223</u>	<u>73,211</u>
Total Operating Expenses	<u><u>\$1,077,064</u></u>	<u><u>\$1,084,719</u></u>	<u><u>\$594,022</u></u>	<u><u>\$654,544</u></u>	<u><u>\$880,981</u></u>	<u><u>\$898,902</u></u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
ENGINEERING DIVISION**

POSITION		BUDGET ACCT	2015				TOTAL SALARY RATE AT 12/31/2015	2016					
			GRADE STEP	ANNUAL				GRADE STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT			FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
FIELD OPERATIONS SUPT.		6020	22- D	79,263	0	79,263	1.0	78,220	22- I	82,412	0	82,412	1.0
PLANNING & DESIGN ENGIN		6030	18- I	68,396	0	68,396	1.0	71,131	22- D	74,478	0	74,478	1.0
SPEC PROJ COORD.		6030	17- G	68,731	4,782	73,513	1.0	68,731	17- G	70,731	5,040	75,771	1.0
CHIEF SURVEYOR		6210	15- G	62,696	1,542	64,238	1.0	63,005	15- G	64,849	1,695	66,544	1.0
UTILITY INSPECTOR II		6210	16- G	64,709	2,613	67,322	1.0	63,696	16- G	67,869	2,854	70,723	1.0
UTILITY INSPECTOR		6210	14- G	60,624	1,780	62,404	1.0	60,623	14- G	62,399	1,935	64,334	1.0
ENGINEERING TECH		6030						53,438	14- D	55,021	996	56,017	1.0
SURVEY INST. TECH		6030	11- G	53,205	879	54,084	1.0						
FULL TIME SUBTOTALS				457,624	11,596	469,220	7.0	458,843		477,759	12,520	490,279	7.0
INTERNS		6615	12,000						18,000				
OVERTIME		6620	7,500						12,500				
OTHER SUBTOTALS				19,500	0	19,500	0.0	0		30,500	0	30,500	0.0
ENGINEERING DEPARTMENT TOTALS				477,124	11,596	488,720	7.0	458,843	*	508,259	12,520	520,779	7.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0131072.6020 Supervisory	\$180,595	\$184,239	\$56,250	\$59,341	\$79,263	\$82,412
0131072.6030 Engineering/Technical	229,233	233,780	130,322	144,708	190,332	200,230
0131072.6080 Clerical	45,718	39,609	0	0	0	0
0131072.6210 Inspectors	168,536	172,972	128,283	117,728	188,029	195,117
0131072.6580 Service Award	18,925	20,108	10,550	12,066	11,596	12,520
0131072.6590 Sick Pay	10,307	9,863	6,175	6,595	5,138	5,835
0131072.6615 Interns	0	0	0	0	12,000	18,000
0131072.6620 Overtime	17,684	17,264	10,354	6,932	7,500	12,500
0131072.6880 Uniform Allowance	0	0	466	734	1,080	1,080
0131072.6920 Unemployment Comp. Ins.	3,496	3,498	2,308	3,002	3,192	3,767
0131072.6930 Social Security Taxes	50,557	52,476	37,850	26,512	36,862	40,369
0131072.6940 City Pension Plan	143,994	151,138	69,765	80,165	58,680	75,532
0131072.6941 Defined Contribution 401(a) Plan	0	0	4,125	6,289	11,074	11,767
0131072.6950 Term Life Insurance	2,953	2,954	1,914	1,908	2,394	2,482
0131072.6960 Group Hospitalization Ins.	89,809	89,092	55,576	53,211	88,286	86,046
0131072.6961 Long-Term Disability Ins.	951	1,219	817	678	914	956
0131072.6962 Dental Insurance	7,692	7,587	5,333	4,422	6,972	5,772
0131072.6963 Flexible Spending Account	78	78	13	0	0	0
0131072.6964 Health Savings Account	0	0	0	250	0	750
0131072.6965 Post-Employment Benefits	79,776	64,413	30,285	28,934	0	0
0131072.6966 Retirement Health Savings Account	0	0	782	1,508	2,639	2,679
0131072.6967 Emergency Room Reimbursements	0	0	0	0	725	1,015
0131072.6968 Vision Insurance Premiums	0	0	0	0	0	282
TOTAL PERSONNEL SERVICES	\$1,050,304	\$1,050,290	\$551,168	\$554,983	\$706,676	\$759,111

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0131073.7110 Safety Shoes & Supplies	\$470	\$465	\$616	\$400	\$800	\$1,200
0131073.7130 Tools, Field Sup., & Small Eq.	759	1,688	579	1,710	3,850	2,500
0131073.7140 Uniforms	463	38	520	111	0	0
0131073.7150 Office Supplies	1,968	2,597	1,069	2,121	2,500	2,500
0131073.7401 Stormwater Program (1)	9,808	5,466	0	31	0	0
0131073.7550 Miscellaneous Supplies	124	14	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$13,592	\$10,268	\$2,784	\$4,373	\$7,150	\$6,200
(1) Program moved to the Water Fund						

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0131074.8020 Advertising	\$1,344	\$1,676	\$1,033	\$1,656	\$1,100	\$1,100
0131074.8030 Casualty Insurance	15,955	14,276	13,506	15,085	9,906	11,521
0131074.8050 Phone/Communications	4,850	5,090	4,659	4,316	2,980	3,552
0131074.8120 Outside Engineering	12,773	24,576	18,025	14,727	63,935	20,000
0131074.8131 Information Technology Cont'l	0	0	0	0	11,400	0
0131074.8401 Stormwater Program (1)	5,788	7,019	0	0	0	0
0131074.8550 Misc. Contracted Services	546	12	4	15	0	0
TOTAL CONTRACTUAL SERVICES	\$41,256	\$52,649	\$37,227	\$35,799	\$89,321	\$36,173
(1) Program moved to the Water Fund						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

OTHER CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0131075.9020 Mileage & Small Bus. Expense	\$48	\$21	\$3	\$216	\$50	\$50
0131075.9040 Dues & Conference Expense	1,810	2,555	852	1,017	1,000	3,000
0131075.9060 Depreciation Expense	5,110	6,516	7,290	10,014	9,661	19,257
0131075.9070 Training	810	69	209	186	400	400
0131075.9099 Contingencies	0	0	0	3,000	1,500	1,500
TOTAL OTHER CHARGES	\$7,778	\$9,161	\$8,354	\$14,433	\$12,611	\$24,207

INTER-DEPT. CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
Vehicles and Equipment	\$23,838	\$20,750	\$26,648	\$14,319	\$26,518	\$14,871
Buildings and Grounds	1,695	1,973	2,383	1,600	2,212	2,469
Billings & Accounting	29,981	33,028	27,425	14,834	15,399	16,758
Information Technology	0	0	0	11,400	18,391	36,034
Printing and Reproduction	937	1,039	1,022	1,153	1,106	1,292
Electricity Used	2,036	1,602	1,583	1,650	1,597	1,787
Other Indirect Expenses	(94,353)	(96,041)	(64,572)	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$35,866)	(\$37,649)	(\$5,511)	\$44,956	\$65,223	\$73,211

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

STREET FUND

Public Works and Water Resources - Street Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$1,041,534	\$1,038,045	\$845,732	\$871,374	\$877,402	\$924,448
Materials and Supplies	152,673	104,124	106,060	146,682	135,300	141,800
Contractual Services	48,929	56,727	69,186	58,287	53,179	65,362
Other Charges	59,055	71,980	109,049	130,722	178,557	178,105
Subtotal	\$1,302,191	\$1,270,876	\$1,130,027	\$1,207,065	\$1,244,438	\$1,309,715
Inter-Dept. Charges	610,336	569,726	561,284	674,324	622,215	778,010
Total Operating Expenses	<u>\$1,912,527</u>	<u>\$1,840,602</u>	<u>\$1,691,311</u>	<u>\$1,881,389</u>	<u>\$1,866,653</u>	<u>\$2,087,725</u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
STREETS DIVISION**

POSITION		BUDGET ACCT		2015					TOTAL SALARY RATE AT 12/31/2015	2016						
				GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
						REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PW & WATER SUPERVISOR		6020		17- I	60,133	2,164	62,297	1.0	66,765	19- I	71,506	2,938	74,444	1.0		
HVY.EQUIP.MECH./OPER.		6230		10- 5	55,059	1,380	56,439	1.0	58,294	10- 5	60,016	1,772	61,788	1.0		
MAINTENANCE IV		6230		8- 5	50,462	1,896	52,358	1.0	53,758	8- 5	55,331	2,251	57,582	1.0		
MAINTENANCE IV		6230		8- 5	50,462	1,814	52,276	1.0	53,758	8- 5	55,331	2,161	57,492	1.0		
MAINTENANCE IV		6230		8- 5	50,462	1,814	52,276	1.0	53,758	8- 5	55,331	2,161	57,492	1.0		
MAINTENANCE IV		6230		8- 5	50,112	1,566	51,678	1.0	53,758	8- 5	55,331	1,891	57,222	1.0		
EQUIPMENT OPERATOR		6230		3- 5	44,013	1,010	45,023	1.0	46,875	3- 5	48,254	1,261	49,515	1.0		
EQUIPMENT OPERATOR		6230		3- 5	44,013	866	44,879	1.0	46,426	3- 5	47,804	1,104	48,908	1.0		
EQUIPMENT OPERATOR		6230							43,514	3- 5	46,025	0	46,025	1.0		
MAINTENANCE I		6230		3- 2	39,160	0	39,160	1.0								
FULL TIME SUBTOTALS					443,876	12,510	456,386	9.0	476,904		494,929	15,539	510,468	9.0		
TRANSITIONAL WAGES		6230		3,784				3,784								
SEASONAL		6610		14,000				14,000		40,000						
OVERTIME		6620		32,000				32,000		50,000						
OTHER SUBTOTALS					49,784	0	49,784	0.0	0		90,000	0	90,000	0.0		
STREET DEPARTMENT TOTALS					493,660	12,510	506,170	9.0	476,904 *		584,929	15,539	600,468	9.0		

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
1031172.6020 Supervisory	\$62,674	\$67,117	\$69,224	\$60,350	\$64,885	\$71,506
1031172.6230 Maintenance Workers	489,645	499,272	396,975	375,057	406,148	423,423
1031172.6580 Service Award	15,235	17,058	10,991	11,689	14,164	15,539
1031172.6590 Sick Pay	3,288	2,451	1,998	2,576	4,032	5,107
1031172.6610 Seasonal	38,756	29,161	10,657	0	40,000	40,000
1031172.6615 Interns	0	0	0	6,045	0	0
1031172.6620 Overtime	26,583	20,934	40,763	62,810	40,000	50,000
1031172.6880 Uniform Allowances	0	0	0	1,880	2,880	2,880
1031172.6920 Unemployment Comp. Ins.	5,037	4,995	3,738	4,536	4,788	5,430
1031172.6930 Social Security Taxes	45,980	49,180	39,242	38,337	43,546	46,547
1031172.6940 City Pension Plan	131,753	138,285	92,107	117,755	97,060	105,672
1031172.6941 Defined Contribution 401(a) Plan	0	0	0	1,218	3,063	3,452
1031172.6950 Term Life Insurance	2,770	2,823	2,217	2,296	2,488	2,612
1031172.6960 Group Hospitalization Ins.	136,529	137,617	127,583	133,562	140,626	139,153
1031172.6961 Long-Term Disability Ins.	1,008	1,069	840	880	945	992
1031172.6962 Dental Insurance	9,278	9,149	8,660	9,003	10,152	9,017
1031172.6964 Health Savings Account	0	0	750	562	0	0
1031172.6965 Post-Employment Benefits	72,998	58,934	39,987	42,268	0	0
1031172.6966 Retirement Health Savings Account	0	0	0	550	1,320	1,339
1031172.6967 Emergency Room Reimbursements	0	0	0	0	1,305	1,305
1031172.6968 Vision Insurance Premiums	0	0	0	0	0	474
TOTAL PERSONNEL SERVICES	\$1,041,534	\$1,038,045	\$845,732	\$871,374	\$877,402	\$924,448

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
1031173.7110 Safety Shoes & Supplies	\$2,452	\$1,987	\$2,946	\$1,538	\$3,000	\$3,500
1031173.7130 Tools, Field Sup., & Small Eq.	3,766	4,213	4,768	1,512	7,000	3,000
1031173.7140 Uniforms	1,099	372	0	0	0	0
1031173.7340 Street Signs and Roadway Markings	28,571	25,753	20,331	31,496	25,000	25,000
1031173.7380 Street Maintenance	29,147	24,225	32,759	23,253	25,000	25,000
1031173.7400 Storm Sewer Maintenance	20,672	13,642	629	7,775	8,000	8,000
1031173.7450 Salt, Sand, & Snow Removal	46,768	16,299	25,162	61,653	50,000	60,000
1031173.7470 Curb & Gutter Maintenance	13,004	17,847	19,654	16,204	16,000	16,000
1031173.7540 Inventory Adjustment	5,481	(2,473)	(1,433)	2,040	0	0
1031173.7550 Miscellaneous Supplies	1,713	2,259	1,244	1,211	1,300	1,300
TOTAL MATERIALS & SUPPLIES	\$152,673	\$104,124	\$106,060	\$146,682	\$135,300	\$141,800

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
1031174.8030 Casualty Insurance	\$39,927	\$44,388	\$46,982	\$51,700	\$39,679	\$43,182
1031174.8050 Phone/Communications	315	242	163	168	0	180
1031174.8130 Building & Equipment Rental	63	2,500	16,500	4,500	4,000	5,000
1031174.8380 Street and Stormwater Maintenance	8,074	2,657	2,875	964	7,500	15,000
1031174.8420 Tree Removal	0	0	0	648	1,000	1,000
1031174.8550 Misc. Contracted Services	550	6,940	2,666	307	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$48,929	\$56,727	\$69,186	\$58,287	\$53,179	\$65,362

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

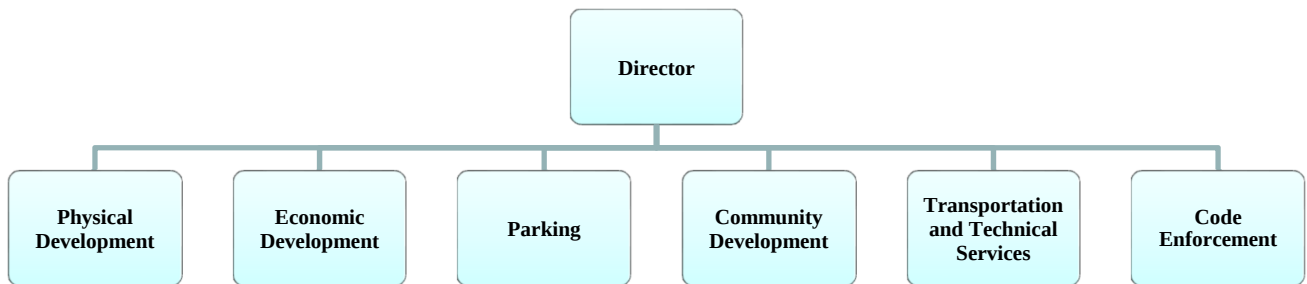
	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
1031175.9010 Bad Debts	\$57	\$0	\$0	\$296	\$0	\$0
1031175.9020 Mileage & Small Bus. Exp.	4	0	0	0	0	0
1031175.9060 Depreciation Expense	58,584	71,980	107,880	127,526	176,657	176,205
1031175.9070 Training	410	0	1,169	400	400	400
1031175.9099 Contingencies	0	0	0	2,500	1,500	1,500
TOTAL OTHER CHARGES	\$59,055	\$71,980	\$109,049	\$130,722	\$178,557	\$178,105

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Street Lights and Traffic Signals	\$319,819	\$285,355	\$268,655	\$266,590	\$275,545	\$287,835
Buildings and Grounds	13,973	16,273	19,648	13,191	18,242	20,359
Vehicles & Equipment	185,727	192,576	147,416	190,643	156,472	199,349
Billings & Accounting	40,275	43,813	49,427	31,685	32,902	33,853
Information Technology	0	0	0	27,074	43,680	85,573
Printing and Reproduction	937	1,039	1,022	1,153	1,106	1,292
Warehousing	2,038	2,177	2,270	1,760	1,715	1,711
Electricity Used	2,036	1,602	1,583	1,650	1,597	1,787
Other Indirect Charges	45,531	26,891	71,263	140,578	90,956	146,251
TOTAL INTER-DEPT. CHARGES	\$610,336	\$569,726	\$561,284	\$674,324	\$622,215	\$778,010

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CITY OF NEWARK, DELAWARE

PLANNING & DEVELOPMENT DEPARTMENT



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 (Land Use and Planning, Economic Development, Parking, and Code Enforcement) described below:

Planning and Development

Land Use and Planning

This 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 and certificates of occupancy and economic hardship applications for zoning compliance; and administering the Federal Flood Insurance Program.

A key division accomplishment in 2015 was the continued public discussion on the draft of the City's Comprehensive Development Plan V. The draft Plan was recommended for adoption by the Planning Commission on July 2, 2014 and presented to Council on July 11, 2014. Subsequently, Council held a series of public workshop sessions to revise the draft Plan and on October 5, 2015, referred the document back to Planning Commission for reconsideration. The Commission will consider the revised draft of the Comp Plan this fall, with the Public Hearing and Council action to follow. The process, which began in 2012, has benefitted from significant public participation and review including 44 public meetings and contributions from more than 400 unique individuals. Other key accomplishments include amendments to the Zoning Code regarding "no impact" home based businesses; floodplains and flood hazard zones; and the definitions of "Accessory Use" and "Neighborhood." In addition, the Commission considered two Comp Plan Amendments, five Rezoning, five Major Subdivisions, one Minor Subdivision, one Administrative Subdivision, one Parking Waiver and one Request for Extension of a Major Subdivision Expiration Date in 2015..

In addition, based on unprecedented growth in rental housing development, City Council awarded a contract to Urban Partners to study rental housing needs in Newark, which the Division facilitated. The study kicked off on June 26, 2014 and completed Phase One in the spring of this year. Phase Two kicks off on October 21, 2015 and the Division will continue to participate and help facilitate this process and anticipates

completion by the beginning of 2016. In addition, the Newark Resident Survey, which is done every 5 years is scheduled to be conducted later this fall.

Finally, the division provides technical assistance to other City departments, Planning Commission and Council. 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.

In 2016, in addition to its land use responsibilities, the division will work on the implementation of the recommendations of Phase Two of the Rental Housing Needs Assessment Study and Comprehensive Development Plan V, as well as analyze the results of the Newark Resident Survey and share these results with other operating departments and the community.

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 40th year (July 1, 2014 to June 30, 2015), the City allocated CDBG \$250,000 in funds to 13 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

This 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 directly manages the Home Improvement. In addition, the Division also administers the City-funded Promoting Owner-Occupancy of Homes (POOH) and the Home Buyer's Assistance Programs. 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.

The City-funded Revenue Sharing Program is also managed by the Division. In 2015, \$63,284 in City funds were allocated and distributed to 12 different programs under the Revenue Sharing program.

In 2015, 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 Newark residents. In 2016, the division will be working to continue the effective operation of both programs.

Transportation and Technical Services

The Land Use and Planning division also 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, which provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.

This division spent considerable time in 2015, 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, and worked with interest groups to implement the Newark Bicycle Plan. The division also revised the Unicity Bus schedule to make it easier to read and, with minor route changes, serve more residents.

In 2016, we will continue with implementing recommendations from the Newark Transportation Study and Newark Bicycle Plan participating in the management and related activities associated with the Newark Regional Transportation Center, as well as operating UNICITY.

Economic Development

This division supplements private sector initiatives to strengthen Newark's commercial and industrial well-being. 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 Small Business Administration and the Small Business Development Center. This division is responsible for developing and modifying long range economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials. A major 2015 accomplishment was the opening of SevOne on the STAR campus.

Previously, this division provided staff to the Downtown Newark Partnership (DNP) and its committees, and focused on the incorporation of businesses along South Main Street into the Downtown Newark Partnership, and encourage the redevelopment of underutilized properties in the downtown zone. Mid-year, the responsibilities for the DNP were transferred to the Administration Department.

In 2016, the division will focus resources on business recruitment and retention Citywide.

Parking

This 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. In 2015, for the first time, the division became responsible for parking enforcement. The division completed the successful transition of Parking Enforcement Officers to Parking Ambassadors, as we focus on improving customer service and promoting Newark as a friendly and inviting place to visit and live. Also in 2015, the division facilitated the transition of our current and outdated parking enforcement software, billing and reporting systems to the T2 system, which provides a platform not only for enforcement but for court purposes as well. The system is currently being installed and should provide a seamless service for all aspects of parking enforcement.

Regarding off-street parking improvements, in 2015 the division oversaw the successful expansion of municipal parking lot #2, adding significantly to the parking inventory and improving vehicular and pedestrian safety in the area. In addition, City Council recently approved the purchase of Parking Soft fee collection equipment for all pay to park lots and the division is coordinating for its successful installation, implementation and public education programs, which we anticipate will take the rest of the calendar year. Also regarding off-street lot improvements, this year the division assisted in the acquisition of a parcel in Municipal Lot #1, we envision will be used to increase inventory in our busiest municipal lot.

As part of the responsibility for 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 and Water Resources 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 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 2016, the division will continue to plan for successful parking enforcement strategies, work to increase parking lot space inventory, complete the successful installation of parking lot fee collection equipment and explore all reporting opportunities available with the new enforcement and fee collection equipment, as well as conduct parking enforcement activities and manage all on and off street parking functions.

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 key 2015 accomplishments were the continued implementation of the Cityview Software system and initiating improvements necessary to make the software work effectively for Newark, and managing the responsibilities of municipal facilities management and cleaning services transferred from Parks and Recreation, Public Works and Water Resources and Administration in 2014. The consolidated facilities management strategy has significantly improved service and reduced costs.

The division's principal goals for 2016 will be to continue to streamline services to the community, update the permitting, licensing and Code Enforcement processes, maintain municipal facilities, and assisting in the implementation the recommendations of the Newark Rental Housing Needs Assessment Study Phase II results as they become available.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Planning & Development Department-Planning Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$478,948	\$468,719	\$428,642	\$481,112	\$449,496	\$450,067
Materials and Supplies	49,424	43,309	59,208	54,663	16,250	5,500
Contractual Services	286,184	264,246	394,442	524,444	237,412	205,907
Other Charges	<u>6,007</u>	<u>3,261</u>	<u>53,548</u>	<u>57,204</u>	<u>59,439</u>	<u>49,311</u>
Subtotal	\$820,563	\$779,535	\$935,840	\$1,117,423	\$762,597	\$710,785
Inter-Dept. Charges	<u>79,196</u>	<u>79,397</u>	<u>79,251</u>	<u>72,579</u>	<u>71,921</u>	<u>89,293</u>
Total Operating Expenses	<u><u>\$899,759</u></u>	<u><u>\$858,932</u></u>	<u><u>\$1,015,091</u></u>	<u><u>\$1,190,002</u></u>	<u><u>\$834,518</u></u>	<u><u>\$800,078</u></u>

**PLANNING & DEVELOPMENT DEPARTMENT
2016 WAGE AND SALARY BUDGET
PLANNING DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		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	31- D	112,302	5,565	117,867	1.0	113,021	31- I	118,299	6,060	124,359	1.0
DEVELOP MNGR/PRIN PLANNER	6020	22- D	76,792	1,656	78,448	1.0	77,285	22- D	82,218	1,910	84,128	1.0
PLANNER *	6030	17- D	46,884	0	46,884	1.0	46,884	12- D	49,903	0	49,903	1.0
SECRETARY I	6080	10- G	51,410	930	52,340	1.0	51,410	10- G	52,941	1,045	53,986	1.0
FULL TIME SUBTOTALS			287,388	8,151	295,539	4.0	288,600		303,361	9,015	312,376	4.0
GRADUATE INTERN	6615	12,000						12,000				
TRANSITIONAL WAGES	6080	2,000						2,000				
OVERTIME	6620	2,500						2,500				
OTHER SUBTOTALS			16,500	0	16,500	0.0	0		16,500	0	16,500	0.0
PLANNING AND DEVELOPMENT DEPT		303,888 8,151 312,039 4.0					288,600 #	319,861 9,015 328,876 4.0				

* FUNDED 50% THRU COMMUNITY DEVELOPMENT

Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning & Development Department-Planning Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111112.6020 Supervisory	\$201,894	\$181,591	\$161,073	\$176,843	\$189,094	\$200,517
0111112.6030 Engineering/Technical	31,265	35,277	58,611	60,854	23,442	24,952
0111112.6080 Clerical	45,718	46,632	48,946	49,502	53,410	54,941
0111112.6580 Service Award	9,678	7,811	5,866	7,407	8,151	9,015
0111112.6590 Sick Pay	4,288	4,253	3,491	4,095	5,132	5,771
0111112.6615 Interns	8,841	12,926	8,131	7,320	12,000	12,000
0111112.6620 Overtime	4,392	1,628	3,019	4,124	2,500	2,500
0111112.6860 Other Wages	0	6,204	0	0	0	0
0111112.6920 Unemployment Comp. Ins.	1,687	2,140	1,464	2,143	2,337	1,979
0111112.6930 Social Security Taxes	21,841	22,080	21,691	23,336	22,470	23,633
0111112.6940 City Pension Plan	72,652	76,263	49,460	64,677	54,516	59,663
0111112.6941 Defined Contribution 401(a) Plan	0	264	2,236	4,002	3,516	1,872
0111112.6950 Term Life Insurance	1,033	1,019	990	1,058	1,420	1,204
0111112.6960 Group Hospitalization Ins.	32,874	35,038	37,128	46,208	63,415	45,676
0111112.6961 Long-Term Disability Ins.	284	418	406	592	543	512
0111112.6962 Dental Insurance	2,098	2,134	2,203	2,839	3,704	2,848
0111112.6963 Flexible Spending Account	156	156	39	0	156	78
0111112.6964 Health Savings Account	0	0	1,875	1,125	1,500	1,500
0111112.6965 Post-Employment Benefits	40,247	32,493	21,474	23,513	0	0
0111112.6966 Retirement Health Savings Account	0	392	539	1,474	1,320	669
0111112.6967 Emergency Room Reimbursements	0	0	0	0	870	580
0111112.6968 Vision Insurance Premiums	0	0	0	0	0	157
TOTAL PERSONNEL SERVICES	\$478,948	\$468,719	\$428,642	\$481,112	\$449,496	\$450,067

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning & Development Department-Planning Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0111113.7131 Information Technology Supplies	\$0	\$0	\$0	\$382	\$0	\$0
0111113.7150 Office Supplies	\$1,721	\$896	\$1,396	\$1,660	\$2,000	\$2,000
0111113.7160 Books, Periodicals, Etc.	441	170	204	167	1,000	500
0111113.7200 Copying Supplies	49	638	1,309	862	2,000	2,000
0111113.7550 Miscellaneous Supplies	174	149	5,588	757	1,250	1,000
0111113.7670 Downtown Newark Partnership (1)	47,039	41,456	50,711	49,393	0	0
0111113.7697 New Night in Downtown Newark	0	0	0	1,442	10,000	0
TOTAL MATERIALS & SUPPLIES	\$49,424	\$43,309	\$59,208	\$54,663	\$16,250	\$5,500
(1) Moved to DNP Special Revenue Fund						

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0111114.8020 Advertising	\$853	\$739	\$1,364	\$1,245	\$1,150	\$1,150
0111114.8030 Casualty Insurance	2,804	7,509	5,661	6,983	6,037	6,532
0111114.8040 Merchant Fees and Discounts	0	0	404	26,896	7,000	0
0111114.8050 Phone/Communications	990	971	865	1,080	780	780
0111114.8131 Information Technology Cont'l	0	0	0	216	20,000	0
0111114.8180 Consulting Fees (1)	104,985	75,940	202,440	207,070	50,000	50,000
0111114.8550 Misc. Contracted Services	12	880	5,552	10,387	4,065	4,065
0111114.8670 Downtown Newark Partnership (2)	56,466	44,688	60,592	109,798	0	0
0111114.8697 New Night in Downtown Newark	0	0	0	2,480	5,000	0
0111114.8800 Unicity Bus (3)	120,074	133,519	117,564	158,289	143,380	143,380
TOTAL CONTRACTUAL SERVICES	\$286,184	\$264,246	\$394,442	\$524,444	\$237,412	\$205,907
(1) 2015 Expenditures reduced by \$75,000 for the TIGER IV grant and another \$75,000 for the GNEDP funding						
(2) Moved to DNP Special Revenue Fund						
(3) Expenditures reimbursable by the Delaware Transit Corporation						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning & Development Department-Planning Division

OTHER CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111115.9020 Mileage & Small Bus. Exp.	\$0	\$43	\$87	\$483	\$750	\$500
0111115.9040 Dues/Conference Expenses	5,947	3,058	2,365	3,318	4,500	4,500
0111115.9060 Depreciation Expense (1)	0	0	50,794	51,383	52,189	42,311
0111115.9070 Training	60	160	302	20	500	500
0111115.9099 Contingencies	0	0	0	2,000	1,500	1,500
TOTAL OTHER CHARGES	\$6,007	\$3,261	\$53,548	\$57,204	\$59,439	\$49,311
(1) Includes Unicity Bus Assets						

INTER-DEPT. CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
Unicity Bus	\$61,717	\$60,684	\$51,220	\$54,296	\$51,666	\$56,293
Buildings and Grounds	6,397	7,449	8,994	6,038	8,351	9,320
Billings & Accounting	17,497	18,416	25,534	14,083	14,616	11,678
Information Technology	0	0	0	6,412	10,345	20,268
Electricity Used	7,687	6,046	5,977	6,227	6,028	6,745
Services to Utility Funds	(18,009)	(17,529)	(16,733)	(19,283)	(23,694)	(20,398)
Printing and Reproduction	3,907	4,331	4,259	4,806	4,609	5,387
TOTAL INTER-DEPT. CHARGES	\$79,196	\$79,397	\$79,251	\$72,579	\$71,921	\$89,293

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Planning Department - Code Enforcement Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$1,003,753	\$990,550	\$992,484	\$1,121,543	\$1,216,455	\$1,281,661
Materials and Supplies	5,564	8,332	5,271	4,539	54,350	59,750
Contractual Services	34,929	41,805	38,867	43,718	188,519	175,673
Other Charges	11,423	4,623	4,553	5,288	9,600	17,320
Subtotal	\$1,055,669	\$1,045,310	\$1,041,175	\$1,175,088	\$1,468,924	\$1,534,404
Inter-Dept. Charges	67,060	73,806	75,277	23,256	(248,763)	(261,481)
Total Operating Expenses	<u>\$1,122,729</u>	<u>\$1,119,116</u>	<u>\$1,116,452</u>	<u>\$1,198,344</u>	<u>\$1,220,161</u>	<u>\$1,272,923</u>

**PLANNING & DEVELOPMENT DEPARTMENT
2016 WAGE AND SALARY BUDGET
CODE ENFORCEMENT DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016					
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL				
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
CODE ENF. MANAGER	6020	22- D	74,976	3,082	78,058	1.0	68,031	22- D	75,000	0	75,000	1.0	
CODE ENF. OFFICER	6260	17- G	68,031	2,002	70,033	1.0		17- G	70,031	2,176	72,207	1.0	
CODE ENF. OFFICER	6260	17- G	68,031	2,002	70,033	1.0		17- G	70,031	2,176	72,207	1.0	
CODE ENF. OFFICER	6260	17- G	66,731	0	66,731	1.0		17- G	69,139	1,146	70,285	1.0	
CODE ENF. OFFICER	6260	17- G	68,731	2,780	71,511	1.0		17- G	70,731	3,093	73,824	1.0	
FIRE MARSHALL	6260	17- G	66,385	2,683	69,068	1.0		50,710	14- B	48,554	0	48,554	1.0
FIRE PROTECTION SPECIALIST	6260	15- B	49,721	0	49,721	1.0			15- C	53,274	0	53,274	1.0
FACILITIES MAINT SUPER.	6230								14- G	60,916	1,977	62,893	1.0
PROP. MAINT. INSPECTOR II	6260	14- G	59,468	982	60,450	1.0			14- G	63,099	2,138	65,237	1.0
PROP. MAINT. INSPECTOR II	6260	10- G	50,710	0	50,710	1.0			14- G	61,799	1,120	62,919	1.0
PROP. MAINT. INSPECTOR I	6260						12- B		45,541	0	45,541	1.0	
CLERK TYPIST II	6080						8- D		42,111	1,173	43,284	1.0	
SECRETARY I	6080						10- G		52,241	0	52,241	1.0	
FULL TIME SUBTOTALS			633,700	15,508	649,208	10.0	494,273		721,551	13,022	734,573	12.0	
PART-TIME CLERK	6080	G	16,671		16,671	0.5							
PART-TIME CLERK	6080	G	20,904	514	21,418	0.5							
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
MAINTENANCE WORKERS	6230		13,395		13,395								
OVERTIME	6620		27,700		27,700								
SHIFT DIFFERENTIAL	6629		300		300								
OTHER SUBTOTALS			145,945	514	146,459	1.0	0		115,944	0	115,944	3.0	
CODE ENFORCEMENT DIVISION TOTALS			779,645	16,022	795,667	11.0	494,273	*	837,495	13,022	850,517	15.0	

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0121082.6020 Supervisory	\$70,373	\$71,805	\$71,760	\$73,883	\$74,976	\$75,000
0121082.6080 Clerical	80,219	83,990	87,534	85,617	88,285	94,352
0121082.6230 Maintenance Workers	0	0	0	33,031	130,091	141,518
0121082.6260 Code Enforcement	408,005	405,295	419,256	436,047	458,293	498,925
0121082.6580 Service Award	9,646	10,401	11,171	16,235	16,022	13,022
0121082.6590 Sick Pay	4,810	5,708	5,787	5,680	6,817	5,636
0121082.6620 Overtime	24,874	19,847	28,171	42,925	27,700	27,700
0121082.6621 Shift Differential	566	412	540	36	300	0
0121082.6880 Uniform Allowance	0	0	74	1,349	2,520	2,520
0121082.6920 Unemployment Comp. Ins.	4,147	3,823	3,484	5,851	8,642	7,989
0121082.6930 Social Security Taxes	44,561	45,611	46,446	51,534	59,465	65,689
0121082.6940 City Pension Plan	127,055	133,345	111,134	145,042	136,251	117,505
0121082.6941 Defined Contribution 401(a) Plan	0	0	0	1,302	3,729	16,279
0121082.6950 Term Life Insurance	2,718	2,667	2,757	2,860	3,347	3,808
0121082.6960 Group Hospitalization Ins.	145,572	140,027	145,071	154,949	183,881	189,285
0121082.6961 Long-Term Disability Ins.	872	1,010	1,045	1,149	1,266	1,442
0121082.6962 Dental Insurance	9,809	9,630	9,964	10,080	11,788	12,764
0121082.6963 Flexible Spending Account	156	156	39	0	312	468
0121082.6965 Post-Employment Benefits	70,370	56,823	48,251	52,059	0	0
0121082.6966 Retirement Health Savings Account	0	0	0	550	1,320	5,357
0121082.6967 Emergency Room Reimbursements	0	0	0	1,364	1,450	1,740
0121082.6968 Vision Insurance Premiums	0	0	0	0	0	662
TOTAL PERSONNEL SERVICES	\$1,003,753	\$990,550	\$992,484	\$1,121,543	\$1,216,455	\$1,281,661

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0121083.7110 Safety Shoes & Supplies	\$475	\$590	\$475	\$1,410	\$2,600	\$2,600
0121083.7130 Tools, Field Sup., & Small Eq.	273	217	163	440	2,000	2,000
0121083.7140 Uniforms	0	10	62	9	0	0
0121083.7150 Office Supplies	2,955	2,816	2,469	1,847	4,000	4,000
0121083.7160 Books, Periodicals, Etc.	1,829	4,609	2,102	818	5,000	5,000
0121083.7230 Janitorial Supplies	0	0	0	0	25,000	12,000
0121083.7250 Building & Grounds Maint, Supplies	0	0	0	0	15,700	34,100
0121083.7550 Miscellaneous Supplies	32	90	0	15	50	50
TOTAL MATERIALS & SUPPLIES	\$5,564	\$8,332	\$5,271	\$4,539	\$54,350	\$59,750

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0121084.8020 Advertising	\$0	\$0	\$0	\$48	\$0	\$0
0121084.8030 Casualty Insurance	19,315	17,410	16,216	19,207	16,213	18,859
0121084.8040 Merchant Fees and Discounts	9,988	12,710	16,988	4,229	12,000	8,000
0121084.8050 Phone/Communications	5,584	5,243	4,876	5,219	6,040	7,724
0121084.8120 Outside Consulting	0	0	517	0	500	500
0121084.8131 Information Technology Cont'l	0	0	0	10,225	33,016	20,140
0121084.8162 Legal consulting Services	0	0	0	3,080	0	0
0121084.8230 Janitorial Services	0	0	0	0	15,000	8,000
0121084.8250 Building & Grounds Maintenance (1)	0	6,383	242	1,022	105,700	112,400
0121084.8550 Misc. Contracted Services	42	59	28	688	50	50
TOTAL CONTRACTUAL SERVICES	\$34,929	\$41,805	\$38,867	\$43,718	\$188,519	\$175,673

(1) Maintenance Division budget for Railroad Station Maintenance was moved here in 2016.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

OTHER CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0121085.9020 Mileage & Small Bus. Expense	\$6	\$26	\$6	\$0	\$50	\$50
0121085.9040 Dues & Conference Expense	4,374	1,310	1,515	3,003	4,850	5,000
0121085.9060 Depreciation Expense	6,823	3,287	2,474	0	2,700	10,020
0121085.9070 Training	220	0	558	285	500	750
0121085.9099 Contingencies	0	0	0	2,000	1,500	1,500
TOTAL OTHER CHARGES	\$11,423	\$4,623	\$4,553	\$5,288	\$9,600	\$17,320

INTER-DEPT. CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
Vehicles and Equipment	\$23,109	\$27,378	\$19,459	\$22,484	\$18,799	\$23,497
Buildings and Grounds	5,439	6,334	7,648	(47,485)	(326,033)	(370,853)
Billings & Accounting	29,143	31,813	40,000	23,803	24,714	26,692
Information Technology	0	0	0	15,674	25,289	49,542
Printing and Reproduction	2,833	3,140	3,088	3,485	3,342	3,906
Electricity Used	6,536	5,141	5,082	5,295	5,126	5,735
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$67,060	\$73,806	\$75,277	\$23,256	(\$248,763)	(\$261,481)

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

PARKING FUND

Planning Department - Parking Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
REVENUE						
Parking Lot Revenues	\$1,379,655	\$1,377,054	\$1,390,188	\$1,354,762	\$1,388,820	\$1,388,820
Parking Meter Revenues	0	0	0	0	1,440,000	1,440,000
Other Revenues	4,113	4,094	32,224	147,007	10,819	10,819
Interest Revenue	15,474	17,966	15,793	20,167	19,380	19,380
Total	\$1,399,242	\$1,399,114	\$1,438,205	\$1,521,936	\$2,859,019	\$2,859,019
OPERATING EXPENSES						
Personnel Services	\$518,122	\$531,185	\$568,489	\$686,769	\$952,879	\$1,006,031
Materials and Supplies	39,220	37,589	29,788	26,859	26,610	\$30,125
Contractual Services	146,120	142,714	174,044	184,729	417,378	\$356,862
Other Charges	33,400	12,585	6,880	23,849	98,414	\$118,217
Subtotal	\$736,862	\$724,073	\$779,201	\$922,206	\$1,495,281	\$1,511,235
Inter-Dept. Charges	59,213	66,941	74,763	136,217	175,997	\$265,758
Total Operating Expenses	\$796,075	\$791,014	\$853,964	\$1,058,423	\$1,671,278	\$1,776,993

**PLANNING & DEVELOPMENT DEPARTMENT
2016 WAGE AND SALARY BUDGET
PARKING DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PARKING MANAGER	6020	22- D	71,086	0	71,086	1.0	73,203	22- D	76,160	0	76,160	1.0
PARKING SUPERVISOR	6020	15- D	52,668	0	52,668	1.0	54,055	15- D	57,528	0	57,528	1.0
CUSTOMER SERV CLK I	6040	10- C	41,145	0	41,145	1.0	43,329	10- D	44,921	0	44,921	1.0
MAINTENANCE IV	6230	8- 5	52,717	874	53,591	1.0	52,957	8- 5	54,531	991	55,522	1.0
MAINTENANCE III	6230	6- 4	48,567	1,654	50,221	1.0	49,358	6- 5	50,789	1,815	52,604	1.0
PARKING AMBASSADOR	6072	7- G	47,081	2,029	49,110	1.0	47,081	7- G	48,437	2,090	50,527	1.0
PARKING AMBASSADOR	6072	7- G	45,881	1,127	47,008	1.0	46,391	7- G	47,737	1,238	48,975	1.0
FULL TIME SUBTOTALS			359,145	5,684	364,829	7.0	366,374		380,103	6,134	386,237	7.0
PARKING AMBASSADOR	6072	C	23,617		23,617	0.5		C	25,133		25,133	0.5
PARKING AMBASSADOR	6072	G	27,652		27,652	0.5		G	28,477		28,477	0.5
PARKING AMBASSADOR	6072	F	25,537		25,537	0.5		G	28,465		28,465	0.5
PARKING AMBASSADOR	6072	G	26,587		26,587	0.5		G	28,489		28,489	0.5
PARKING AMBASSADOR	6072							A	22,509		22,509	0.5
PARKING ATTENDANTS	6600		226,000		226,000				226,000		226,000	
PART-TIME CLERICAL	6080		16,000		16,000			C	19,968		19,968	0.5
OVERTIME	6620		1,600		1,600				1,600		1,600	
SHIFT DIFFERENTIAL	6621		1,600		1,600				1,600		1,600	
OTHER SUBTOTALS			348,593	0	348,593	2.0	0		382,241	0	382,241	3.0
PARKING DIVISION TOTALS			707,738	5,684	713,422	9.0	366,374 *		762,344	6,134	768,478	10.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

PARKING FUND

Expenditures:

Planning Department - Parking Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5495402.6020 Supervisory	\$89,938	\$96,502	\$106,452	\$117,940	\$123,754	\$133,688
5495402.6040 Accounting	41,335	37,534	38,027	38,909	41,145	44,921
5495402.6072 Parking Enforcement	0	0	0	0	196,355	229,247
5495402.6080 Clerical	0	0	0	0	16,000	19,968
5495402.6230 Maintenance Workers	72,733	74,017	75,516	106,621	101,284	105,320
5495402.6580 Service Award	718	404	444	1,500	5,684	6,134
5495402.6590 Sick Pay	969	560	947	3,428	5,349	3,936
5495402.6600 Part-Time	177,025	185,968	201,647	233,079	226,000	226,000
5495402.6620 Overtime	6,834	3,687	3,363	3,164	1,600	1,600
5495402.6621 Shift Differential	0	0	0	3,832	1,600	1,600
5495402.6880 Uniform Allowances	0	0	0	450	1,680	600
5495402.6920 Unemployment Comp. Ins.	6,608	6,839	6,529	8,611	12,814	7,709
5495402.6930 Social Security Taxes	29,688	31,654	32,467	38,757	54,864	51,302
5495402.6940 City Pension Plan	40,149	42,983	43,354	59,038	81,030	89,476
5495402.6950 Term Life Insurance	892	937	977	1,209	1,895	2,001
5495402.6960 Group Hospitalization Ins.	28,855	27,593	36,220	42,697	73,531	73,429
5495402.6961 Long-Term Disability Ins.	323	352	370	478	717	760
5495402.6962 Dental Insurance	3,052	3,356	3,476	3,553	6,102	6,230
5495402.6964 Health Savings Account	0	0	750	0	750	750
5495402.6965 Post-Employment Benefits	19,003	18,799	17,950	23,503	0	0
5495402.6967 Emergency Room Reimbursements	0	0	0	0	725	1,015
5495402.6968 Vision Insurance Premiums	0	0	0	0	0	345
TOTAL PERSONNEL SERVICES	\$518,122	\$531,185	\$568,489	\$686,769	\$952,879	\$1,006,031

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

PARKING FUND

Expenditures:

Planning Department-Parking Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
5495403.7110 Safety Shoes and Supplies	\$180	\$90	\$372	\$100	\$960	\$400
5495403.7130 Tools, Field Supplies, Small Equip	3,528	3,488	11,826	6,061	8,000	4,000
5495403.7140 Uniforms	540	0	0	0	1,500	3,025
5495403.7150 Office Supplies	2,947	2,627	2,930	2,216	2,425	3,500
5495403.7180 Billing & Collection Supplies	16,035	15,623	8,693	13,270	10,000	14,000
5495403.7250 Building & Grounds Maintenance	3,752	2,638	4,171	4,185	2,525	3,700
5495403.7300 Mach & Equip Maintenance	11,627	12,238	796	967	500	1,000
5495403.7550 Miscellaneous Supplies	611	885	1,000	60	700	500
TOTAL MATERIALS & SUPPLIES	\$39,220	\$37,589	\$29,788	\$26,859	\$26,610	\$30,125

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
5495404.8020 Advertising/Signage	\$570	\$0	\$217	\$495	\$1,000	\$10,000
5495404.8030 Casualty Insurance	6,512	7,539	7,225	8,568	7,507	12,573
5495404.8040 Merchant Fees and Discounts	33,896	35,680	50,651	80,248	174,500	156,000
5495404.8050 Phone/Communications	2,707	2,642	2,416	2,716	2,292	3,488
5495404.8130 Building & Equipment Rental	54,892	56,389	64,352	63,947	86,396	66,925
5495404.8131 Information Technology Cont'l	0	0	0	293	44,183	44,376
5495404.8230 Janitorial Service	3,270	4,172	5,450	4,150	0	0
5495404.8250 Building & Grounds	158	843	845	525	1,500	1,500
5495404.8300 Mach. & Equip. Maint.	38,009	33,840	29,362	19,616	96,000	56,000
5495404.8550 Misc. Contracted Services	6,106	1,609	13,526	4,171	4,000	6,000
TOTAL CONTRACTUAL SERVICES	\$146,120	\$142,714	\$174,044	\$184,729	\$417,378	\$356,862

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

PARKING FUND

Expenditures:

Planning Department - Parking Division

OTHER CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5495405.9040 Dues & Conference Expense	\$2,315	\$2,847	\$2,851	\$2,430	\$3,000	\$3,000
5495405.9051 Debt Service Principal	0	0	0	0	0	32,453
5495405.9052 Debt Service Interest	0	0	0	0	0	5,081
5495405.9060 Depreciation Expense	30,976	9,738	3,849	14,344	89,714	69,683
5495405.9070 Training	109	0	180	75	200	2,500
5495405.9099 Contingencies	0	0	0	7,000	5,500	5,500
TOTAL OTHER CHARGES	\$33,400	\$12,585	\$6,880	\$23,849	\$98,414	\$118,217

INTER-DEPT. CHARGES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
Vehicles and Equipment	\$6,517	\$9,462	\$5,014	\$7,045	\$4,772	\$7,314
Buildings and Grounds	4,780	5,567	6,721	4,513	6,241	6,965
Billings & Accounting	30,616	33,670	42,795	53,256	55,322	58,727
Information Technology	0	0	0	55,572	89,662	175,652
Electricity	17,300	18,100	19,800	15,800	20,000	17,100
Other Indirect Expenses	0	142	433	31	0	0
TOTAL INTER-DEPT. CHARGES	\$59,213	\$66,941	\$74,763	\$136,217	\$175,997	\$265,758

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

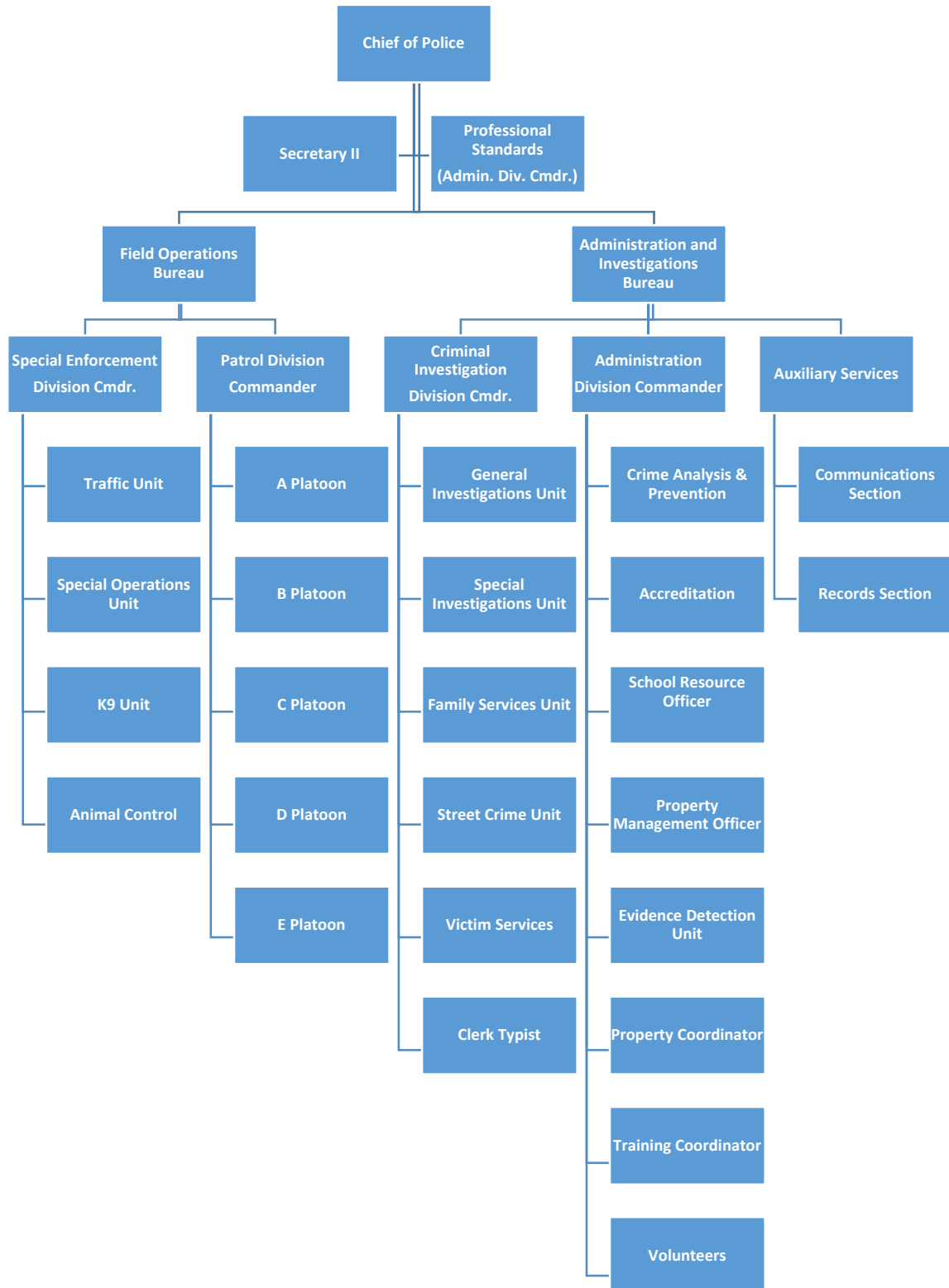
PARKING FUND

Planning Department - Parking Division

CAPITAL PROJECTS BUDGET	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
5495406.9620 Land & Land Improvement	\$13,237	\$0	\$19,137	\$200,477	\$39,825	\$0
5495406.9621 Building & Structures	0	8,852	0	0	0	0
5495406.9622 Machinery & Equipment	0	10,975	0	312,010	155,250	65,000
5495406.9623 Autos and Trucks	0	0	0	24,457	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$13,237	\$19,827	\$19,137	\$536,944	\$195,075	\$65,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CAPITAL RESERVES</u>	<u>CURRENT SOURCES</u>	<u>OTHER SOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>		
V1601 Parking Lot Surveillance Cameras	\$0	\$65,000	\$0	\$0		
V1403 Site Preparation for Lot #1 Parking Garage	155,328	0	0	0		
V1001 Parking Lot Surface Maintenance	26,250	0	0	0		
VEQSF Equipment Replacement Program	0	0	0	27,500		
TOTAL PARKING FUND	\$181,578	\$65,000	\$0	\$27,500		

CITY OF NEWARK, DELAWARE

POLICE DEPARTMENT



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 Department's force of 93 employees is dedicated to serving citizens through the bureaus, divisions and units described below. During 2014 and 2015, city management and the police department planned and implemented an organizational restructuring. This included the formation of a management team consisting of the Chief of Police and two Deputy Chiefs of Police. Additional supervisory positions were created as the size of the sworn force has grown over the last twenty years, but supervision had not increased. Also during this time period the police department hired 12 officers to fill vacancies created by retirements and increasing the size of the force to 71 sworn officers.

Field Operations Bureau

The Field Operations Bureau is broken down into two main components: The Patrol Division and the Special Enforcement 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 in the city. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2014, the police department logged 39,260 calls for service in the Computer Aided Dispatch System.

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 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 44.4%. 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.

Special Enforcement Division

Traffic Unit

The Traffic Unit is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions. This unit also oversees the Animal Control function. The Animal Control officer is responsible for enforcing animal violations and public education regarding animal issues. In

2015, the Parking Enforcement Officers were reassigned from the Police Department and are now assigned to the Parking Division.

Special Operations Unit

The Special Operations Unit was created in 2012 with the assistance of a COPS Hiring Grant. The Special Operations Unit (SOU) consists of a Sergeant and three police officers. The primary responsibility of the SOU is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community. The SOU operates in a uniformed capacity and adheres to community oriented policing and problem solving principles.

K-9 Unit

The K-9 Unit consists of three officers and their K9 partners. A trained law enforcement K9 is a valuable supplement to police manpower due to the K9's superior sense of smell and hearing. The primary function of the K9 Unit is to perform searches, tracking and evidence detection. The K9 Unit is supported by donations through numerous community activities such as the Main Street Mile. In 2015 two new K9 handlers were trained and one new dog was deployed. The K9 teams are currently assigned to Patrol shifts due to manpower shortages.

Administration and Investigations Bureau

The Administration and Investigations Bureau is broken down into three main components: The Administration Division, the Criminal Investigations Division and Auxiliary Services.

Criminal Investigations Division

The Criminal Investigations Commander is responsible for the supervision of the 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.

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.

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.

Administration Division

The Administration Division Commander supervises the Administration Unit and is also the departments Professional Standards Officer. The Professional Standards Officer is responsible for investigating allegations of improper conduct on the part of the Police Department or its employees.

The Administration Unit consists of a Sergeant, Master Corporal, sworn officers and civilian employees who perform the below listed department functions.

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 social media accounts, overseeing 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 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 Accreditation Manager also prepares the police department for its on-site assessment and inspection conducted by CALEA.

The School Resource Officer is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the police 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 public elementary and charter schools.

The Property Management 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 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.

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 Property Coordinator is responsible for assisting the Property Management Officer and others within the agency for the purchasing, distribution, storage and maintenance of departmental property.

The Auxiliary Services Commander is responsible for information technology projects, grants, Communications and Police Records.

The Communications Section is the City of Newark's 911 center. Thirteen full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 45,000 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.

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Performance Indicators:			
Service / Arrest Statistics			
Calls For Service	44,115	41,725	39,260
Adult Criminal Charges	3,826	4,063	2,893
Juvenile Criminal Charges	320	240	344
 Part I Crime Statistics			
Homicide (attempts)	0(0)	0(0)	1(1)
Rape	10	8	3
Unlawful Sexual Contact	10	2	8
Robbery	45	29	35
Aggravated Assault	20	19	11
Burglary	148	95	83
Theft	874	763	604
Theft / Auto	33	35	42
Arson	2	0	5
All Other	11	74	82
Part I Crime Statistics Total	1,156	1,027	876
Part II Crime Statistics Total	3,146	2,877	2,551
 Public Order Incidents (included in above Part II crimes)			
Alcohol	437	431	360
Noise	579	627	682
Disorderly	625	342	179
Misdemeanor Assaults	548	275	274
 Traffic Statistics			
Motor Vehicle Arrests	12,679	13,687	9,887
DUI Arrests	283	252	192
Accidents	1,330	1,422	1,386
Fatalities	1	1	2
Injury Accidents	204	217	220

2015 Accomplishments

The Newark Police Department received its 7th CALEA Reaccreditation with a Meritorious Designation.

Training:

Civil Disobedience and Riot Control Training

- Force on Force Scenario Training
- Operation Night Train: Newark Mass Casualty Table Top Exercise
- Supervisory and Executive Leadership Training
 - F.B.I. LEEDA
 - Command and Leadership Program
 - F.B.I National Academy

Community Events and Social Media Outreach:

- National Night Out
- Citizens Police Academy
- Newark Police Explorer Post
- “Hug A Cop” Viral Video
- “Shop with a Cop”
- “Operation Rolling Role Model”
- “No Shave November” Delaware Food Bank Initiative

Technology:

- Police Activity Tracking System
- Cover Your Assets Overtime Tracking System
- Power DMS for Accreditation
- Emergency Operations Center

Equipment Upgrades:

- Patrol Rifle Project
- NARCAN Program
- Evidence Detection Unit Transition

2016 Goals

- Implementation of “Newark Hub” (collaborative intervention model)
- Active Shooter Training
- Officer De-escalation Training
- Executive Leadership and Supervisory Training
- Transition to New Statewide Computer Aided Dispatch (CAD) and Records Management System
- Implement recruitment plan in order to increase the effectiveness of our recruiting efforts in order to increase the number of minority applicants.
- Blue Team and IA Pro Software implementation

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Police Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$8,565,712	\$8,514,186	\$9,230,456	\$10,174,898	\$9,980,301	\$10,273,441
Materials and Supplies	118,549	138,690	116,224	167,453	168,480	206,176
Contractual Services	329,162	293,219	276,461	365,215	406,140	440,448
Other Charges	361,396	364,177	394,364	391,896	378,340	348,755
Subtotal	\$9,374,819	\$9,310,272	\$10,017,505	\$11,099,462	\$10,933,261	\$11,268,820
Inter-Dept. Charges	822,376	869,164	917,216	811,958	929,515	1,153,958
Total Operating Expenses	<u>\$10,197,195</u>	<u>\$10,179,436</u>	<u>\$10,934,721</u>	<u>\$11,911,420</u>	<u>\$11,862,776</u>	<u>\$12,422,778</u>

**POLICE DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016						
		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		113,883	0	113,883	1.0	113,883	31- I		117,296	0	117,296	1.0
DEPUTY CHIEF OF POLICE	6020	28- I		102,738	0	102,738	1.0	106,290	29- D		109,439	3,795	113,234	1.0
DEPUTY CHIEF OF POLICE	6020	28- I		102,738	0	102,738	1.0	105,940	29- D		109,089	3,434	112,523	1.0
CAPTAIN	6020	1070	15	98,522	6,076	104,598	1.0	98,522	1070	15	101,239	6,243	107,482	1.0
CAPTAIN	6020													
LIEUTENANT	6020	870	15	90,220	3,007	93,227	1.0							
LIEUTENANT	6020	870	15	90,220	2,707	92,927	1.0							
LIEUTENANT	6020	870	15	90,220	3,910	94,130	1.0	90,220	870	15	92,712	4,172	96,884	1.0
LIEUTENANT	6020	870	15	90,220	4,361	94,581	1.0							
LIEUTENANT	6020								860	15	88,715	2,366	91,081	1.0
LIEUTENANT	6020								860	15	88,715	2,514	91,229	1.0
LIEUTENANT	6020								860	15	88,715	2,661	91,376	1.0
SERGEANT	6020	570	15	82,618	3,718	86,336	1.0	82,618	570	15	84,890	3,962	88,852	1.0
SERGEANT	6020	570	15	82,618	3,718	86,336	1.0	82,618	570	15	84,890	3,679	88,569	1.0
SERGEANT	6020	570	15	82,618	2,479	85,097	1.0	82,618	570	15	84,890	2,688	87,578	1.0
SERGEANT	6020	570	15	82,618	2,479	85,097	1.0	82,618	570	15	84,890	2,688	87,578	1.0
SERGEANT	6020	570	15	82,618	2,341	84,959	1.0	82,618	570	15	84,890	2,547	87,437	1.0
SERGEANT	6020	570	15	82,618	2,341	84,959	1.0	86,334						
SERGEANT	6020	570	15	82,615	2,203	84,818	1.0	86,334						
SERGEANT	6020							79,060	560	15	81,235	2,437	83,672	1.0
SERGEANT	6020							76,757	560	12	78,863	1,709	80,572	1.0
SERGEANT	6020							79,060	560	15	81,235	3,520	84,755	1.0
SERGEANT	6020							75,252	560	8	77,324	1,289	78,613	1.0
SERGEANT	6020							79,060	560	15	81,235	2,437	83,672	1.0
MASTER CORPORAL	6070	400	8	72,012	0	72,012	1.0							
MASTER CORPORAL	6070	400	15	75,655	3,278	78,933	1.0							
MASTER CORPORAL	6070	400	15	75,655	3,152	78,807	1.0							
MASTER CORPORAL	6070	400	12	72,612	1,452	74,064	1.0							
MASTER CORPORAL	6070	400	15	75,655	2,270	77,925	1.0	75,655	400	15	77,730	2,461	80,191	1.0
MASTER CORPORAL	6070	400	15	75,655	2,144	77,799	1.0							
MASTER CORPORAL	6070	400	15	75,655	2,144	77,799	1.0							
MASTER CORPORAL	6070	400	15	75,655	2,144	77,799	1.0							
MASTER CORPORAL	6070	400	15	75,288	1,882	77,170	1.0	86,334						
MASTER CORPORAL	6070								400	15	77,730	2,073	79,803	1.0
MASTER CORPORAL	6070								400	15	77,730	2,202	79,932	1.0
MASTER CORPORAL	6070								400	12	75,464	1,761	77,225	1.0
MASTER CORPORAL	6070								400	8	73,990	1,480	75,470	1.0
MASTER CORPORAL	6070								400	15	77,730	2,332	80,062	1.0
CORPORAL	6070	300	15	71,875	2,875	74,750	1.0							
CORPORAL	6070	300	15	71,875	2,516	74,391	1.0							
CORPORAL	6070	300	15	71,875	2,516	74,391	1.0	71,875	300	15	73,862	2,585	76,447	1.0
CORPORAL	6070	300	15	71,875	2,156	74,031	1.0	71,875	300	15	73,862	2,339	76,201	1.0
CORPORAL	6070	300	15	71,875	2,156	74,031	1.0	71,875			0		0	
CORPORAL	6070	300	15	71,875	2,036	73,911	1.0	75,655						
CORPORAL	6070	300	15	71,859	1,916	73,775	1.0	75,655						
CORPORAL	6070	300	15	71,527	1,788	73,315	1.0	75,655						
CORPORAL	6070	300	12	69,782	1,628	71,410	1.0	69,782	300	15	73,492	1,837	75,329	1.0

**POLICE DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015						TOTAL SALARY RATE AT 12/31/2015	2016					
		GRADE	STEP	ANNUAL					GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CORPORAL	6070	300	12	69,782	1,628	71,410	1.0	69,782	300	15	73,492	1,837	75,329	1.0
CORPORAL	6070	300	12	69,779	1,512	71,291	1.0	69,782	300	12	71,703	1,673	73,376	1.0
CORPORAL	6070	300	12	69,779	1,512	71,291	1.0	73,452						
CORPORAL	6070	300	12	69,554	1,507	71,061	1.0	69,782	300	12	71,703	1,673	73,376	1.0
CORPORAL	6070	300	12	69,668	1,509	71,177	1.0	69,782	300	12	71,703	1,673	73,376	1.0
CORPORAL	6070	300	6	64,178	0	64,178	1.0	67,072	300	7	68,903	0	68,903	1.0
CORPORAL	6070	300	12	68,983	1,380	70,363	1.0	69,782	300	12	71,682	1,553	73,235	1.0
CORPORAL	6070	300	8	68,413	1,254	69,667	1.0	68,414	300	8	70,293	1,406	71,699	1.0
CORPORAL	6070	300	8	68,413	1,254	69,667	1.0	72,012						
CORPORAL	6070	300	4	61,419	0	61,419	1.0	67,072	300	7	68,925	0	68,925	1.0
CORPORAL	6070	300	8	68,413	1,140	69,553	1.0	68,414	300	8	70,293	1,289	71,582	1.0
CORPORAL	6070	300	8	68,413	0	68,413	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	8	68,413	0	68,413	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	8	69,779	0	69,779	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	8	68,413	0	68,413	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	8	68,413	0	68,413	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	8	68,413	0	68,413	1.0	68,414	300	8	70,293	1,172	71,465	1.0
CORPORAL	6070	300	5	63,032	0	63,032	1.0	64,184	300	6	67,680	0	67,680	1.0
CORPORAL	6070	300	8	68,422	0	68,422	1.0	68,414	300	8	70,293	0	70,293	1.0
CORPORAL	6070	300	8	68,190	0	68,190	1.0	68,414	300	8	70,293	0	70,293	1.0
CORPORAL	6070	300	8	67,967	0	67,967	1.0	68,414	300	8	70,293	0	70,293	1.0
CORPORAL	6070	300	5	64,183	0	64,183	1.0	67,072	300	8	69,840	0	69,840	1.0
CORPORAL	6070	300	6	64,178	0	64,178	1.0							
CORPORAL	6070								300	5	65,233	0	65,233	1.0
CORPORAL	6070	300	6	64,178	0	64,178	1.0	67,072	300	7	68,903	0	68,903	1.0
CORPORAL	6070								300	5	65,233	0	65,233	1.0
CORPORAL	6070								300	5	65,233	0	65,233	1.0
CORPORAL	6070								300	5	65,233	0	65,233	1.0
POLICE OFFICER	6070	100	4	57,164	0	57,164	1.0	61,419						
POLICE OFFICER	6070	100	4	57,164	0	57,164	1.0	61,419						
POLICE OFFICER	6070	100	4	57,164	0	57,164	1.0	61,419						
POLICE OFFICER	6070	100	4	57,164	0	57,164	1.0	61,419						
POLICE OFFICER	6070								100	1	51,856	0	51,856	1.0
POLICE OFFICER	6070	100	3	55,098	0	55,098	1.0	55,297	100	4	58,950	0	58,950	1.0
POLICE OFFICER	6070	100	3	54,503	0	54,503	1.0	55,297	100	4	58,534	0	58,534	1.0
POLICE OFFICER	6070	100	2	52,727	0	52,727	1.0	52,915	100	3	56,617	0	56,617	1.0
POLICE OFFICER	6070	100	2	52,727	0	52,727	1.0	52,915	100	3	56,617	0	56,617	1.0
POLICE OFFICER	6070	100	2	52,727	0	52,727	1.0	52,915	100	3	56,617	0	56,617	1.0
POLICE OFFICER	6070	100	2	50,621	0	50,621	1.0	50,637	100	2	54,162	0	54,162	1.0
POLICE OFFICER	6070	100	1	50,455	0	50,455	1.0	50,637	100	2	53,975	0	53,975	1.0
POLICE OFFICER	6070	100	1	35,505	0	35,505	1.0	48,456	100	1	51,856	0	51,856	1.0
POLICE OFFICER	6070								100	1	51,086	0	51,086	1.0
POLICE OFFICER	6070	100	1	35,505	0	35,505	1.0	48,456	100	1	51,856	0	51,856	1.0
POLICE OFFICER	6070								100	1	51,086	0	51,086	1.0
POLICE OFFICER	6070								100	1	51,669	0	51,669	1.0
POLICE OFFICER	6070								100	1	51,669	0	51,669	1.0
POLICE OFFICER	6070								100	2	52,810	0	52,810	1.0
POLICE OFFICER	6070								100	1	51,086	0	51,086	1.0

**POLICE DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
POLICE OFFICER	6070	100	1	35,505	0	35,505	1.0	48,456	100	1	51,669	0	51,669	1.0
POLICE OFFICER	6070								100	1	37,342	0	37,342	1.0
POLICE OFFICER	6070								100	1	37,342	0	37,342	1.0
POLICE OFFICER	6070								100	1	37,342	0	37,342	1.0
SWORN F-T SUBTOTALS				4,999,748	90,089	5,089,837	71.0	4,505,220			5,013,013	89,347	5,102,360	71.0
COMMUNICATIONS SUPRVR.	6020	17-	I	66,415	1,863	68,278	1.0	66,415	17-	I	68,397	1,807	70,204	1.0
SECRETARY II	6080	13-	G	57,420	951	58,371	1.0	57,720	13-	G	59,449	1,077	60,526	1.0
COMMUNICATIONS OFFICER	6073	10A-	G	52,710	2,197	54,907	1.0	56,090	12A-	E	54,221	2,350	56,571	1.0
COMMUNICATIONS OFFICER	6073	10A-	G	52,010	1,521	53,531	1.0	55,390	12A-	F	55,608	1,720	57,328	1.0
COMMUNICATIONS OFFICER	6073	10A-	G	51,410	1,099	52,509	1.0	54,790	12A-	F	55,008	1,267	56,275	1.0
COMMUNICATIONS OFFICER	6073	10A-	C	41,746	0	41,746	1.0	48,090	12A-	C	47,373	0	47,373	1.0
COMMUNICATIONS OFFICER	6073	10A-	G	50,710	0	50,710	1.0	54,090	12A-	F	54,658	905	55,563	1.0
COMMUNICATIONS OFFICER	6073	10A-	F	47,275	0	47,275	1.0	52,010	12A-	E	51,890	0	51,890	1.0
COMMUNICATIONS OFFICER	6073	10A-	F	48,526	0	48,526	1.0	52,010	12A-	E	51,890	0	51,890	1.0
COMMUNICATIONS OFFICER	6073	10A-	D	43,560	0	43,560	1.0	48,086	12A-	C	46,749	0	46,749	1.0
COMMUNICATIONS OFFICER	6073							46,237	12A-	B	45,994	920	46,914	1.0
COMMUNICATIONS OFFICER	6073							48,086	12A-	C	46,905	0	46,905	1.0
COMMUNICATIONS OFFICER	6073	10A-	E	45,371	0	45,371	1.0	50,003	12A-	D	48,616	0	48,616	1.0
COMMUNICATIONS OFFICER	6073	10A-	C	42,371	0	42,371	1.0	48,086	12A-	C	48,133	0	48,133	1.0
VICTIM SERVICES SPEC.	6030	9-	G	48,759	0	48,759	1.0	41,680	9-	4	44,209	0	44,209	1.0
CLERK TYPIST II	6080	8-	G	19,918	514	20,432	1.0							
CLERK TYPIST II	6080	8-	F	44,792	0	44,792	1.0	45,081	8-	G	47,977	0	47,977	1.0
ANIMAL CONTROL OFFICER	6074	8-	G	48,885	2,110	50,995	1.0	48,884	8-	G	50,284	2,173	52,457	1.0
NON-SWORN F-T SUBTOTALS				761,878	10,255	772,133	16.0	872,748			877,361	12,219	889,580	17.0
PROPERTY TECHNICIAN	6600	G		27,560	582	28,142	0.5		G		38,295	643	38,938	0.5
TRAINING COORDINATOR	6600	G		23,930		23,930	0.5		G		32,201		32,201	0.5
CLERK TYPIST	6080	D		17,566		17,566	0.5		E		26,927		26,927	0.5
CLERK TYPIST	6080								G		28,729		28,729	0.5
STANDBY PAY	6619			20,000		20,000					20,465		20,465	
OVERTIME	6620			270,000		270,000					319,693		319,693	
REIMBURSABLE OVERTIME	6629			170,000		170,000					245,100		245,100	
SHIFT DIFFERENTIAL	6621			64,000		64,000					66,553		66,553	
HOLIDAY PREMIUM	6622			82,400		82,400					93,159		93,159	
UNIFORM ALLOWANCE	6880			30,000		30,000					27,710		27,710	
NON-SWORN P-T SUBTOTALS				705,456	582	706,038	1.5	0			898,832	643	899,475	2.0
POLICE DEPARTMENT TOTALS				6,467,082	100,926	6,568,008	88.5	5,377,968 *			6,789,206	102,209	6,891,415	90.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Police Department

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0121092.6020 Supervisory	\$893,137	\$1,125,674	\$1,236,897	\$1,277,001	\$1,423,499	\$1,688,659
0121092.6030 Engineering/Technical	0	0	0	5,493	48,759	44,209
0121092.6050 Information Technology	55,972	58,341	0	0	0	0
0121092.6070 Police Officers	3,378,321	3,237,872	3,231,289	3,427,803	3,607,159	3,392,751
0121092.6072 Parking Enforcement	175,686	171,233	185,301	185,639	0	0
0121092.6073 Communications	356,673	359,377	361,308	422,117	475,689	607,045
0121092.6074 Animal Control	43,268	44,133	45,193	46,519	48,885	50,284
0121092.6080 Clerical	172,461	176,538	173,360	146,364	139,696	163,082
0121092.6580 Service Award	87,160	89,774	97,807	100,637	100,926	102,209
0121092.6590 Sick Pay	65,659	67,414	72,717	69,064	59,813	88,686
0121092.6600 Part-Time	58,245	52,462	48,466	49,695	51,490	70,496
0121092.6619 Standby Pay	10,644	16,531	19,893	19,917	20,000	20,465
0121092.6620 Overtime	364,798	345,436	281,923	372,853	270,000	319,693
0121092.6621 Shift Differential	66,124	66,553	65,612	62,684	64,000	66,553
0121092.6622 Holiday Premium	80,591	78,741	82,532	90,666	82,400	93,159
0121092.6629 Reimbursable Overtime	144,604	189,049	167,296	224,673	170,000	245,100
0121092.6880 Uniform Allowance	23,747	22,670	24,452	27,710	30,000	27,710
0121092.6920 Unemployment Comp. Ins.	31,372	31,835	28,144	44,492	47,321	43,447
0121092.6930 Social Security Taxes	445,968	452,985	456,897	488,178	504,319	521,270
0121092.6940 City Pension Plan	517,663	509,997	948,344	1,266,125	1,415,556	1,331,839
0121092.6941 Defined Contribution 401(a) Plan	0	0	0	4,408	5,365	15,671
0121092.6950 Term Life Insurance	25,651	25,448	25,964	26,234	28,982	29,466
0121092.6960 Group Hospitalization Ins.	1,083,212	1,073,158	1,123,063	1,203,057	1,269,145	1,209,459
0121092.6961 Long-Term Disability Ins.	7,735	9,731	9,967	10,640	11,381	11,673
0121092.6962 Dental Insurance	66,180	64,718	68,229	71,615	77,957	82,248
0121092.6963 Flexible Spending Account	1,294	1,268	299	0	858	1,038
0121092.6964 Health Savings Account	0	2,000	6,188	2,812	5,250	7,500
0121092.6965 Post-Employment Benefits	409,547	241,248	469,315	517,277	0	0
0121092.6966 Retirement Health Savings Account	0	0	0	3,600	9,236	23,025
0121092.6967 Emergency Room Reimbursements	0	0	0	7,625	12,615	12,760
0121092.6968 Vision Insurance Premiums	0	0	0	0	0	3,944
TOTAL PERSONNEL SERVICES	\$8,565,712	\$8,514,186	\$9,230,456	\$10,174,898	\$9,980,301	\$10,273,441

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Police Department

MATERIALS AND SUPPLIES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0121093.7040 Ammunition	\$14,429	\$17,090	\$17,141	\$66,696	\$28,700	\$65,546
0121093.7130 Tools and Small Equipment	19,199	21,430	17,862	15,339	25,000	28,300
0121093.7131 Information Technology Supplies	0	0	0	2,949	0	0
0121093.7135 Forensic/Photography Supplies	7,299	11,355	7,185	7,348	7,100	7,100
0121093.7140 Uniforms	52,322	62,220	50,064	48,478	81,500	80,000
0121093.7141 Uniform Allowance	278	930	816	648	0	0
0121093.7150 Office Supplies	13,109	12,099	13,684	12,823	13,500	12,500
0121093.7160 Books, Periodicals, Etc.	1,593	0	698	491	1,500	1,500
0121093.7200 Copying Supplies	4,131	5,964	2,859	6,925	5,700	5,700
0121093.7230 Janitorial Supplies	134	0	0	0	0	0
0121093.7250 Buildings & Grounds Maint.	4,911	4,644	3,796	3,457	4,100	4,100
0121093.7300 Mach. & Equip. Maintenance	63	258	506	179	180	180
0121093.7530 Prisoners' Expenses	243	195	168	364	200	250
0121093.7550 Misc. Supplies	838	2,505	1,445	1,756	1,000	1,000
TOTAL MATERIALS & SUPPLIES	\$118,549	\$138,690	\$116,224	\$167,453	\$168,480	\$206,176

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Police Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0121094.8020 Advertising	\$314	\$24	\$624	\$438	\$400	\$400
0121094.8030 Casualty Insurance	207,082	190,517	169,416	214,347	200,070	195,746
0121094.8050 Phone/Communications	42,540	41,516	40,542	46,855	39,436	60,342
0121094.8130 Building & Equipment Rental (1)	4,500	4,500	4,500	4,500	4,500	4,500
0121094.8131 Information Technology Cont'l	0	0	0	4,367	80,209	85,635
0121094.8180 Consulting Fees	4,363	3,024	4,065	4,065	5,200	5,000
0121094.8250 Building & Grounds Maint.	99	386	0	125	500	0
0121094.8300 Mach. & Equip. Maintenance	61,460	41,543	42,819	77,889	67,825	67,825
0121094.8480 Communication Equip. Maint.	201	621	981	450	1,500	1,500
0121094.8550 Misc. Contracted Svc.	8,166	11,088	13,514	12,179	6,000	12,000
0121094.8570 Annual Reports & Pub. Rel.	437	0	0	0	500	7,500
TOTAL CONTRACTUAL SERVICES	\$329,162	\$293,219	\$276,461	\$365,215	\$406,140	\$440,448
(1) Includes Alcohol Beverage Control Program						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

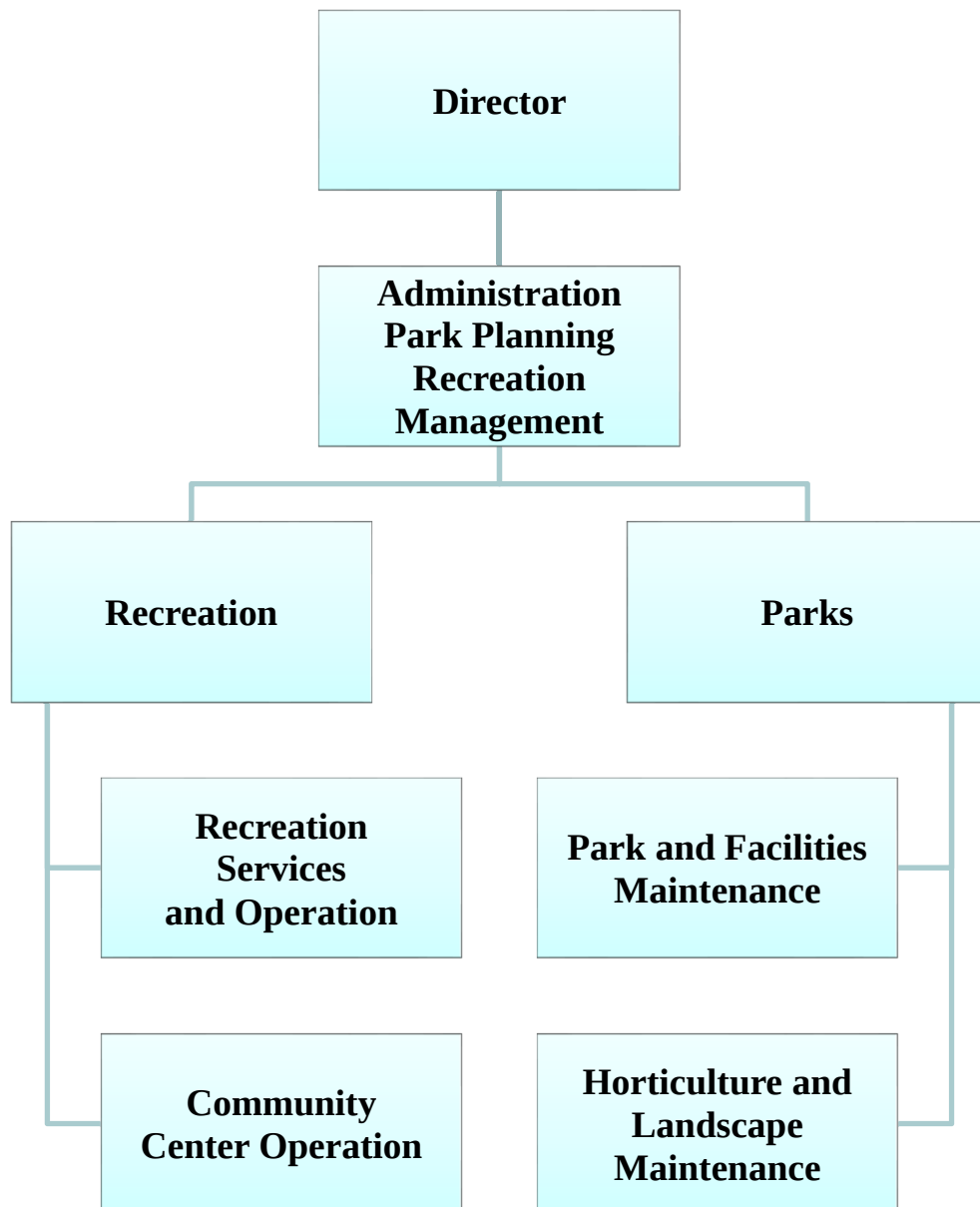
Police Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0121095.9020 Mileage & Small Bus. Exp.	\$2,906	\$3,468	\$2,451	\$3,177	\$3,000	\$3,000
0121095.9040 Dues/Conference Expenses	3,137	3,212	3,005	8,900	4,500	4,500
0121095.9060 Depreciation Expense	341,576	341,410	382,097	357,883	337,040	307,455
0121095.9070 Training	13,777	16,087	6,811	18,436	30,000	30,000
0121095.9099 Contingencies	0	0	0	3,500	3,800	3,800
TOTAL OTHER CHARGES	\$361,396	\$364,177	\$394,364	\$391,896	\$378,340	\$348,755

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$373,292	\$395,972	\$346,470	\$331,730	\$342,864	\$342,773
Buildings & Grounds	72,463	84,389	101,889	68,404	94,600	105,574
Billings & Accounting	263,855	288,645	376,442	186,087	193,190	204,915
Information Technology	0	0	0	126,108	203,461	398,596
Electricity	107,600	95,200	91,700	91,500	92,400	99,100
Other Indirect Expenses	5,166	4,958	715	8,129	3,000	3,000
TOTAL INTER-DEPT. CHARGES	\$822,376	\$869,164	\$917,216	\$811,958	\$929,515	\$1,153,958

CITY OF NEWARK, DELAWARE

PARKS & RECREATION



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 and Planning

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 2015:

- Began modifying park access ways to be ADA compliant. In 2015 we completed these sites: Fairfield, Ridgewood Glen, Elan and Rahway.
- Completed hard surface court repairs for ten tennis courts and one street hockey court.
- Created a Community Garden program at Fairfield Park.
- Advertised and awarded a contract to complete a tree inventory on City owned property.

In 2016 the Division will:

- Pending budget approval, acquire a new activity registration software program which is PCI compliant.
- Pending budget approval, continue with our program to make more park facilities ADA compliant.
- Pending budget approval replace old playground equipment at Rittenhouse, Phillips and Stafford parks.
- Pending budget approval and easement/ROW acquisition complete the design, engineering and construction for a small parking lot and site improvements at Kershaw Park.
- Pending budget approval purchase and install additional Fitness Stations along the Hall Trail.

Parks and Horticulture

Key Division accomplishments in 2015:

- Install Fitness Stations along the James F. Hall Trail.
- Prepared the site and renovated the storage building at Fairfield Park for the new Community Garden program.
- Installation of a concrete pad under the large double shelter at Dickey Park with assistance from Public Works.
- Started eradication of bamboo along the Christina Creek behind Quail Lane and continued eradication of bamboo stands at Coleman and Karpinski Parks.
- Change over irrigation systems on South Main Street/ Elkton Road from a pop-up sprinkler head type system to a drip system.
- Designed and installed raised planting beds at the Casho Mill road underpass.
- With assistance from Public Works, installed a slit drain across the Hall Trail at South Chapel Street trailhead.

In 2016 the Division will:

- Complete landscape installations along the Hall Trail where bamboo was eradicated.
- Install a concrete pad under the upper picnic shelter at Phillips Park.
- Continue the eradication of bamboo at Coleman and Karpinski Parks as well along Christina Creek behind Quail Lane.
- Pending budget approval, scrape and repaint the bicycle and pedestrian trail bridge which crosses the Christina Creek at Rittenhouse Park.
- It is anticipated that treatment will begin on several Ash trees at various park sites to protect against Emerald Ash Borer.
- To install new post, bottom rails, and fencing fabric at three park sites: Handloff, Kells, and Fairfield Parks; where existing fencing is in poor condition.
- Pending budget approval, purchase a salt spreader unit for our Ventrac tractor for sidewalk and hard surface trail snow and ice control.
- Pending budget approval, replant certain traffic medians on South Main Street.

Recreation Services

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

Key Division accomplishments in 2015:

- Successfully organized a CDBG funded half day camp at Dickey Park which attracted more than 30 area children.
- Restructured the Recreation Specialist position to focus more on coordinating our volunteer program. This position has expanded our volunteer efforts considerably and in a more organized fashion.
- We coordinated three new events this year that were met with good success. They included the Mayor's Family Fun Bike Ride, a new dog event (Newark Palooza) and Newark's Got Talent show for area youth and teens.
- In conjunction with creating the Community Gardens, we also incorporated basic gardening and integrated pest management classes coordinated through the University of Delaware Cooperative Extension office.

In 2016 the Division will:

- Pending budget approval, implement a new online registration software system that will better serve our needs and be PCI compliant.
- Redesign the recreation web page to make it more user friendly and informative to its visitors.
- Offer Pickle Ball lessons on a regular basis to take advantage of our new pickle ball court markings on several of our tennis courts.
- Develop a fall adult sports league to fill a void of adult recreation during the fall season.

Registrant Totals for Fall 2014-Summer 2015

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,849	698	1,151
Trips	31	17	14
Preschool Activities	256	142	114
Youth/Teen Activities	2,723	1,355	1,368
Adult Activities	734	275	459
George Wilson Center Rentals	178	52	126
Grand Totals	5,771	2,539	3,232

Registrant Totals for Fall 2013-Summer 2014

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,783	650	1,133
Trips	41	24	17
Preschool Activities	510	236	274
Youth/Teen Activities	2,307	1,200	1,107
Adult Activities	1,047	445	602
George Wilson Center Rentals	182	30	152
Grand Totals	5,870	2,585	3,285

Registrant Totals for Fall 2012-Summer 2013

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,739	632	1,117
Trips	83	34	49
Preschool Activities	517	260	257
Youth/Teen Activities	2,101	970	1,131
Adult Activities	1,288	476	812
George Wilson Center Rentals	191	59	132
Grand Totals	5,919	2,431	3,498

CITY OF NEWARK, DELAWARE
Activities Measurements - Parks & Recreation

Performance Indicators:	2013 (Fall'12-Sum'13)	2014 (Fall'13-Sum'14)	2015 (Fall'14-Sum'15)
Revenue			
Community Events	\$76,328	\$57,937	\$50,179
Trips	\$6,099	\$2,199	\$1,659
Preschool Activities	\$33,229	\$28,537	\$13,486
Youth/Teen Activities	\$373,739	\$378,270	\$432,799
Adult Activities	\$63,923	\$49,915	\$49,559
Community Pools	\$690	\$660	\$810
George Wilson Center	\$39,688	\$45,602	\$50,532
Total	\$593,696	\$563,120	\$599,024
Program Cost			
Community Events	\$63,152	\$57,285	\$60,687
Trips	\$3,354	\$1,333	\$1,401
Preschool Activities	\$17,786	\$15,487	\$6,604
Youth/Teen Activities	\$200,452	\$210,474	\$246,632
Adult Activities	\$48,050	\$36,392	\$35,293
Community Pools	\$12,890	\$13,611	\$11,973
George Wilson Center	\$13,050	\$19,301	\$21,445
Total	\$358,734	\$353,883	\$384,035
Volunteer Hours			
Community Events	1,358	1,392	1,583
Youth/Teen Activities	2,556	3,361	3,870
Parks & Other	0	0	395
Total	3,914	4,753	5,848

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Parks & Recreation Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$2,032,756	\$2,073,456	\$2,097,703	\$2,187,324	\$2,088,298	\$2,038,783
Materials and Supplies	91,511	102,395	107,366	125,885	101,250	109,450
Contractual Services	324,699	309,768	254,455	284,928	312,303	351,018
Other Charges	<u>25,913</u>	<u>32,196</u>	<u>67,263</u>	<u>77,047</u>	<u>64,268</u>	<u>117,605</u>
Subtotal	\$2,474,879	\$2,517,815	\$2,526,787	\$2,675,184	\$2,566,119	\$2,616,856
Inter-Dept. Charges	249,883	242,807	251,505	275,552	364,857	469,938
Special Revenue Accounts	<u>10,741</u>	<u>8,899</u>	<u>16,498</u>	<u>18,934</u>	<u>15,074</u>	<u>24,774</u>
Total Operating Expenses	<u><u>\$2,735,503</u></u>	<u><u>\$2,769,521</u></u>	<u><u>\$2,794,790</u></u>	<u><u>\$2,969,670</u></u>	<u><u>\$2,946,050</u></u>	<u><u>\$3,111,568</u></u>

**PARKS & RECREATION DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION		BUDGET ACCT	2015				TOTAL SALARY RATE AT 12/31/2015	2016							
			GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
					REGULAR RATE	SERVICE AWARD		TOTAL AMOUNT			FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF PARKS & REC.	6020	28- I	102,242	5,906	108,148	1.0	102,242	30- D	105,281	2,641	107,922	1.0			
RECREATION SUPT. (1)	6020	21- I	77,585	2,436	80,021	1.0	77,585	21- D	19,809	0	19,809	1.0			
PARKS SUPT.	6020	21- I	77,935	3,077	81,012	1.0	77,935	21- I	80,235	3,301	83,536	1.0			
PARKS SUPERVISOR	6020	17- I	66,765	2,850	69,615	1.0	66,765	17- I	68,747	3,049	71,796	1.0			
RECREATION SUPERVISOR	6020	18- G	70,700	1,851	72,551	1.0	70,700	18- G	72,783	2,025	74,808	1.0			
RECREATION SUPERVISOR	6020	18- G	70,700	1,851	72,551	1.0	70,700	18- G	72,783	2,025	74,808	1.0			
RECREATION SUPERVISOR	6020	18- G	70,100	1,272	71,372	1.0	70,100	18- G	72,183	1,430	73,613	1.0			
SECRETARY I	6080	10- G	52,010	1,606	53,616	1.0									
CUSTOMER SERVICE CLERK I	6080	10- G	51,760	1,521	53,281	1.0	46,884	10- F	49,415	0	49,415	1.0			
MAINTENANCE IV	6230	8- 5	52,967	1,137	54,104	1.0	52,957	8- 5	54,531	1,261	55,792	1.0			
MAINTENANCE IV	6230	8- 2	47,647		47,647	1.0	52,458	8- 2	54,031	0	54,031	1.0			
MAINTENANCE IV	6230	8- 5	53,767	1,836	55,603	1.0	53,758	8- 5	55,331	1,981	57,312	1.0			
MAINTENANCE IV	6230	8- 5	52,967	1,049	54,016	1.0	52,957	8- 5	54,531	1,171	55,702	1.0			
MAINTENANCE III	6230	6- 5	49,454	979	50,433	1.0	49,462	6- 5	50,932	1,093	52,025	1.0			
EQUIPMENT OPERATOR	6230	3- 5	46,433	995	47,428	1.0	46,426	3- 5	47,804	1,104	48,908	1.0			
EQUIPMENT OPERATOR	6230	3- 5	45,933	0	45,933	1.0	45,926	3- 5	47,304	0	47,304	1.0			
FULL TIME SUBTOTALS				988,965	28,366	1,017,331	16.0	936,854		905,700	21,081	926,781	15.0		
TEMPORARY MAINTENANCE				124,900		124,900				129,300		129,300			
OVERTIME	6620		27,000		27,000				31,000		31,000				
DAY CAMP	6680		46,500		46,500				46,500		46,500				
SELF SUPPORTING PROGM.	6690		171,000		171,000				171,000		171,000				
LIFE GUARDS	6750		12,600		12,600				12,600		12,600				
CLERK TYPIST PART TIME	6080	A	18,860		18,860	0.5		B	24,731		24,731	0.5			
REC. SPEC. - SPEC. EVENTS	6770	A	18,860		18,860	0.5		C	31,421		31,421	0.5			
COMM. CTR. ATTENDANT	6850	C	6,406		6,406	0.5		D	6,809		6,809	0.5			
COMM. CTR. ATTENDANT	6850	D	8,126		8,126	0.5		C	8,105		8,105	0.5			
COMM. CTR. ATTENDANT	6850	A	7,112		7,112	0.5		D	7,971		7,971	0.5			
COMM. CTR. ATTENDANT	6850	G	8,179		8,179	0.5		G	8,672		8,672	0.5			
OTHER SUBTOTALS				449,543	0	449,543	3.0	0		478,109	0	478,109	3.0		
PARKS & REC. DEPARTMENT TOTALS				1,438,508	28,366	1,466,874	19.0	936,854 *		1,383,809	21,081	1,404,890	18.0		

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

(1) Position pro-rated based upon expected hire date.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Parks & Recreation Department

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0151142.6020 Supervisory	\$492,887	\$502,989	\$507,525	\$522,919	\$536,027	\$491,821
0151142.6080 Clerical	92,136	94,233	96,598	99,466	103,770	74,146
0151142.6230 Maintenance Workers	359,109	368,830	376,745	344,516	349,168	364,464
0151142.6580 Service Award	19,432	22,404	25,465	26,734	28,366	21,081
0151142.6590 Sick Pay	12,788	15,596	16,672	17,392	18,151	17,028
0151142.6610 Seasonal	112,743	111,930	106,997	127,300	124,900	129,300
0151142.6620 Overtime	33,294	21,227	28,967	37,270	27,000	31,000
0151142.6680 Day Camp	42,657	44,675	44,164	43,728	46,500	46,500
0151142.6690 Self-Supporting Programs	107,855	128,285	167,048	164,744	171,000	171,000
0151142.6750 Life Guards	11,736	11,045	11,900	11,787	12,600	12,600
0151142.6770 Comm Events - Rec Specialist	14,743	17,565	15,607	15,256	18,860	31,421
0151142.6850 Center Attendants	27,651	28,137	31,618	29,867	29,823	31,557
0151142.6880 Uniform Allowances	0	0	144	1,912	2,760	2,760
0151142.6920 Unemployment Comp. Ins.	14,961	15,511	15,315	14,617	20,116	16,451
0151142.6930 Social Security Taxes	98,634	112,643	106,979	107,438	112,164	108,552
0151142.6940 City Pension Plan	220,975	231,938	202,875	264,924	223,125	227,425
0151142.6941 Defined Contribution 401(a) Plan	0	0	0	0	0	1,486
0151142.6950 Term Life Insurance	4,860	4,922	4,979	4,741	5,050	4,548
0151142.6960 Group Hospitalization Ins.	225,135	223,696	230,171	239,379	237,804	234,234
0151142.6961 Long-Term Disability Ins.	1,569	1,892	1,929	1,897	1,966	1,778
0151142.6962 Dental Insurance	16,722	16,640	17,810	15,545	16,215	15,943
0151142.6963 Flexible Spending Account	450	450	112	0	468	312
0151142.6965 Post-Employment Benefits	122,419	98,848	88,083	95,092	0	0
0151142.6966 Retirement Health Savings Account	0	0	0	0	0	361
0151142.6967 Emergency Room Reimbursements	0	0	0	800	2,465	2,175
0151142.6968 Vision Insurance Premiums	0	0	0	0	0	840
TOTAL PERSONNEL SERVICES	\$2,032,756	\$2,073,456	\$2,097,703	\$2,187,324	\$2,088,298	\$2,038,783

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Parks & Recreation Department

MATERIALS AND SUPPLIES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0151143.7020 Heating Fuel	\$4,004	\$4,324	\$4,390	\$4,466	\$4,500	\$4,500
0151143.7021 Advertising Supplies	0	0	0	0	1,250	1,250
0151143.7110 Safety Shoes & Supplies	1,346	1,434	2,394	2,221	1,800	2,200
0151143.7130 Tools,Field Sup.,Small Equip.	3,523	3,815	8,011	2,984	5,350	8,800
0151143.7131 Information Technology Supplies	0	0	0	0	1,500	0
0151143.7140 Uniforms	237	7	83	19	0	0
0151143.7150 Office Supplies	1,732	904	1,632	1,597	1,750	1,700
0151143.7160 Books, Periodicals, Etc.	24	81	27	0	100	100
0151143.7170 Postage	0	85	0	0	0	0
0151143.7250 Bldg. & Grounds Maintenance	15,512	16,362	13,721	33,683	1,700	1,700
0151143.7300 Mach. & Equip. Maintenance	1,976	2,559	3,616	2,413	2,000	2,000
0151143.7450 Salt, Sand & Snow Removal	308	0	0	1,406	1,500	1,500
0151143.7500 Parks Maintenance	24,046	36,001	35,545	39,302	40,700	46,500
0151143.7501 Island Beautification	5,051	4,687	5,468	8,107	5,500	5,700
0151143.7550 Miscellaneous Supplies	968	494	212	240	800	700
0151143.7680 Day Camp	1,288	1,514	1,435	1,283	1,400	1,400
0151143.7690 Self-Supporting Programs	21,849	20,326	20,586	20,974	22,000	22,000
0151143.7691 Community Day	1,490	1,389	2,138	2,444	1,700	1,700
0151143.7692 Liberty Day Fireworks	786	527	384	166	500	500
0151143.7693 Halloween Parade/Trick or Treat	246	124	46	217	400	400
0151143.7694 Other Special Events	2,714	3,010	2,520	3,166	4,300	4,300
0151143.7695 Newark Nite	1,761	2,973	2,119	0	0	0
0151143.7850 George Wilson Center	2,650	1,779	3,039	1,197	2,500	2,500
TOTAL MATERIALS & SUPPLIES	\$91,511	\$102,395	\$107,366	\$125,885	\$101,250	\$109,450

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Parks & Recreation Department

CONTRACTUAL SERVICES		ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0151144.8020	Advertising	\$1,110	\$1,306	\$2,447	\$729	\$1,250	\$1,250
0151144.8030	Casualty Insurance	39,400	43,493	41,684	50,717	43,905	45,260
0151144.8040	Merchant Fees and Discounts	6,723	7,023	8,295	9,997	11,000	17,000
0151144.8050	Phone/Communications	16,584	20,673	23,962	25,131	15,910	23,974
0151144.8130	Bldg. & Equip. Rental	3,497	1,655	1,843	1,733	2,500	2,500
0151144.8131	Information Technology Cont'l	0	0	0	6,436	28,638	43,934
0151144.8250	Bldg. & Grounds Maint.	5,683	166	380	497	500	500
0151144.8300	Mach. & Equip. Maintenance	617	160	343	20	700	700
0151144.8410	Creek Maintenance	15,875	12,960	5,289	9,699	11,000	15,000
0151144.8420	Tree Removal	39,500	23,285	12,844	25,028	27,000	27,000
0151144.8500	Parks Maintenance	17,243	20,368	21,849	22,689	20,000	22,500
0151144.8550	Misc. Contracted Services	86	9,037	6,868	3,410	500	500
0151144.8680	Day Camp	5,305	5,300	5,906	6,151	7,500	7,500
0151144.8690	Self-Supporting Programs	87,503	96,674	60,447	63,954	73,000	70,000
0151144.8691	Community Day	3,660	3,170	2,892	3,998	3,800	3,800
0151144.8692	Liberty Day/Fireworks	29,481	30,995	30,597	28,477	33,900	39,100
0151144.8693	Halloween Parade/Trick or Treat	440	300	803	960	800	800
0151144.8694	Other Special Events	5,355	3,708	5,590	6,443	6,500	6,500
0151144.8695	Newark Nite	8,236	8,624	7,606	297	0	0
0151144.8696	Memorial Day Parade	10,000	6,000	0	0	3,300	2,000
0151144.8850	George Wilson Center	13,901	371	310	451	1,000	1,000
0151144.8899	Retention Basin Mowing	14,500	14,500	14,500	18,111	19,600	20,200
TOTAL CONTRACTUAL SERVICES		\$324,699	\$309,768	\$254,455	\$284,928	\$312,303	\$351,018

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0151145.9020 Mileage & Small Bus. Exp.	\$33	\$16	\$114	\$2	\$50	\$50
0151145.9040 Dues/Conferences Expenses	1,140	445	1,416	2,669	2,400	2,400
0151145.9060 Depreciation Expense	22,532	30,290	64,489	68,451	55,118	108,455
0151145.9070 Training	2,208	1,445	1,244	2,925	2,900	2,900
0151145.9099 Contingencies	0	0	0	3,000	3,800	3,800
TOTAL OTHER CHARGES	\$25,913	\$32,196	\$67,263	\$77,047	\$64,268	\$117,605

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$89,699	\$111,191	\$88,323	\$86,934	\$87,361	\$90,740
Buildings and Grounds	20,443	(23,363)	(8,717)	14,910	67,812	75,678
Billings & Accounting	90,258	100,307	122,109	62,059	64,447	68,254
Information Technology	0	0	0	54,860	88,514	173,399
Printing and Reproduction	19,527	21,645	21,287	24,021	23,037	26,922
Electricity	25,542	23,704	20,531	20,596	20,686	22,245
Other Indirect Expenses	4,414	9,323	7,972	12,172	13,000	12,700
TOTAL INTER-DEPT. CHARGES	\$249,883	\$242,807	\$251,505	\$275,552	\$364,857	\$469,938

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

SPECIAL PARKS FUND

Expenditures:

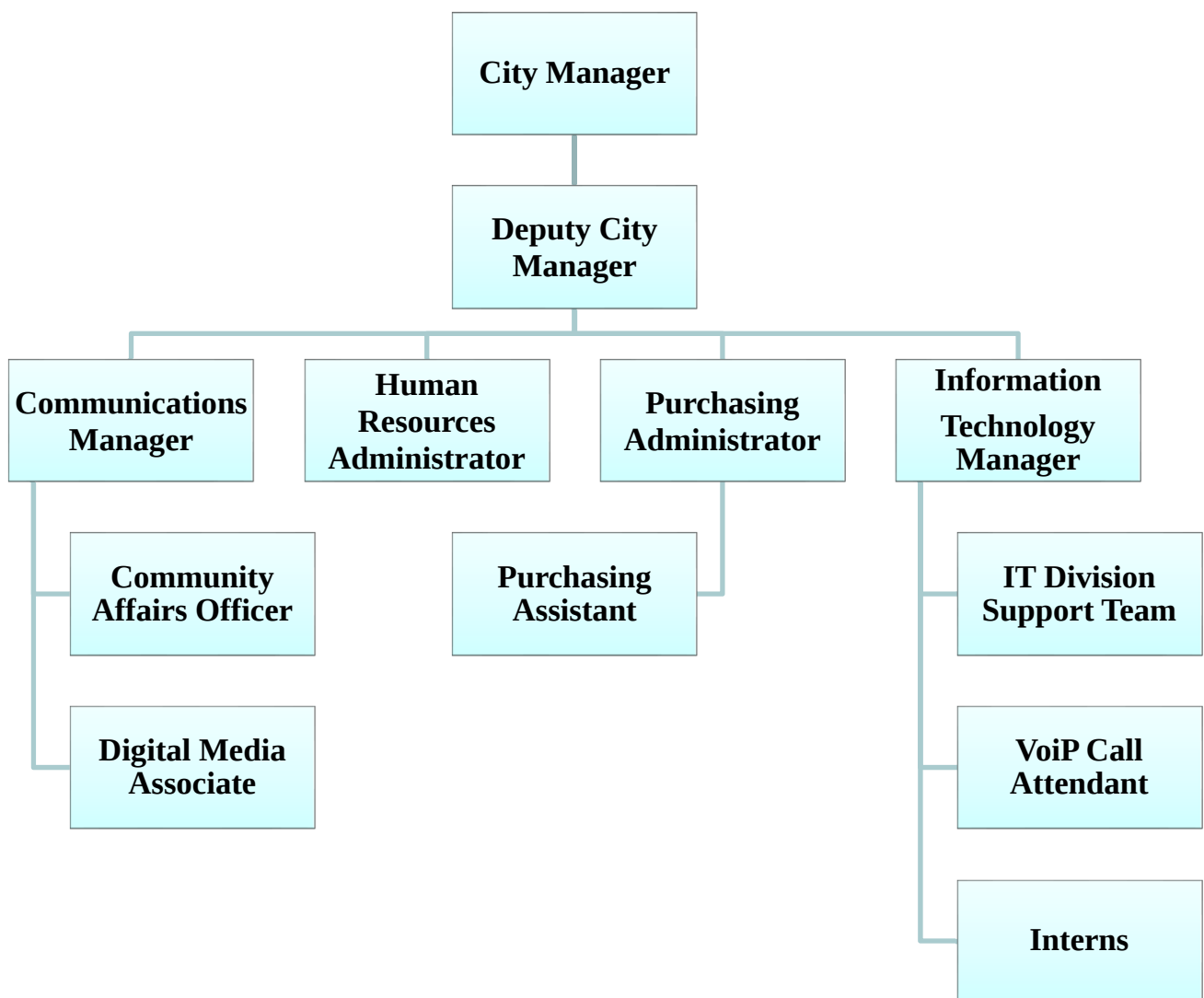
Parks & Recreation Department

SPECIAL REVENUE ACCTS.	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
FRIENDS OF SAFETY TOWN (1141)						
1351302.6690 Self-Supporting Programs	\$0	\$0	\$2,679	\$2,167	\$1,300	\$1,300
1351302.6930 Social Security Taxes	0	0	205	166	99	99
1351303.7690 Self-Supporting Programs	1,331	1,267	1,204	1,198	2,500	2,500
1351304.8690 Self-Supporting Programs	400	400	460	240	500	500
COMMUNITY DONATIONS FOR PARKS (1142)						
1351303.7500 Parks Maintenance	625	0	0	0	0	0
BEAUTIFICATION (1143)						
1351303.7501 Island Beautification	6,490	6,482	11,091	9,377	7,275	10,775
1351304.8130 Building & Equipment Rental	1,295	0	0	0	1,200	1,200
1351304.8550 Misc. Contracted Services	0	0	0	1,375	0	0
CASH IN LIEU OF PARKLAND (1144)						
1351304.8500 Parks Maintenance	0	0	0	0	0	6,000
COMMUNITY DONATIONS FOR RECREATION (1145)						
1351305.9070 Training	600	750	859	1,610	1,700	1,700
COMMUNITY GARDEN (1150)						
1351303.7550 Miscellaneous Supplies	0	0	0	2,801	500	700
TOTAL PARKS SPECIAL REVENUE ACCOUNTS	\$10,741	\$8,899	\$16,498	\$18,934	\$15,074	\$24,774

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CITY OF NEWARK, DELAWARE

ADMINISTRATIVE DEPARTMENT



ADMINISTRATION DEPARTMENT PROFILE

General Administration

Under the direction of the City Manager and Deputy City Manager, the Administration Department closely oversees all operating departments and employees 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 provide project assistance. This Department continually evaluates departmental staffing and services in an effort to ensure the optimal use of resources and appropriate levels of staff deployment. This Department assists in the formulation of City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to all areas of the organization and Newark's Mayor and Council.

The Administration Department works closely with all City departments to coordinate a positive relationship with our community, including the state, University of Delaware, local businesses, community groups, and neighborhood organizations. 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 division of the City Manager's Office, led by the Deputy City Manager, is responsible for the personnel and human resource functions, 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 2014, the Department was involved in the recruitment of twenty-four (24) regular full-time and part-time positions, of which eleven (11) were full-time and thirteen (13) part-time. The promotion, upgrade and reclassification of twenty-nine (29) city employees occurred, and the hiring of forty-three (43) temporary employees or interns was completed as well. Additionally, the division coordinated with the Police Department Administration to complete a new recruitment for police officers and create a new employment list. At least four (4) candidates were targeted from this list to enroll in the March 2015 State Academy.

Labor Relations

This division of personnel is responsible for the administration of labor relations involving three (3) collective bargaining groups covering approximately 235 employees. This includes contract negotiations, the administration of collective bargaining

agreements and the resolution of grievances and disputes submitted by employees. The division is responsible to provide management employees with assistance and advice in the interpretation of contract provisions and grievance administration. No contract agreements expired in 2014, therefore no negotiations occurred or substantive changes among the labor groups.

Information Technology Division

The Information Technology (IT) Division is responsible for providing the technology infrastructure, line-of-business application management and daily support services for all City of Newark buildings, departments and users. IT is also responsible for:

- General Workstation and End-User Support
- Servers and Group Services
- Web Applications
- Researching New and Innovative Technologies
- Networking and Communications Support
- Security
- Computer Operations and Facilities
- Training and Education
- Management and Oversight

The Team is comprised of 6 staff (including IT Manager) and in 2014, accomplished many projects to improve City IT resources. These projects included the implementation of a new server virtualization environment called Microsoft Hyper-V, deployment of 220 computer workstations, and a new Wide Area Network (WAN) linking all City offices together. A new Voice Over IP (VOIP) phone system was installed along with multiple new line-of-business applications for the City's Smart Meter project.

IT's primary role is to ensure that all City Staff are able to work quickly and efficiently and the IT Department did so by addressing over 1,800 IT related helpdesk tickets and by building a new IT Training Facility in the Municipal Center.

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 2014, 1,060 purchase orders were issued by the Department. For purchases exceeding \$25,000, there were 10 contracts totaling \$3,231,087.

Communications Division

The Communications Division handles the majority of the communication between the City of Newark and the public, through all traditional means as well as through electronic and social media. Communications Division staff are the primary contact for media inquiries, and maintain relationships with local media outlets. The Communications Division team consists of three staff; the Communications Manager, Community Affairs Officer and Digital Media Assistant.

Maintaining our website and social media presence, in order to provide timely, accurate information constantly and consistently to the general public, is a primary focus of the Communications Division. As our website was most recently renovated in 2012, staff have focused on incremental changes and are in the preparation stages for another major redesign in 2016.

We continue to grow our presence on social media. Our Facebook page is “liked” by nearly 2,400 individuals (an increase of over 100% since 2013) and our Twitter feed is followed by nearly 6,000 individuals. We find that regularly interacting through social media allows us to build strong, positive relationships with citizens, as well as disseminate information quickly when needed.

Communications Division staff continue to maximize the value of our “InformMe” citizen notification system. In addition to urgent emergency messaging, the system allows the public to sign up for a variety of types of messages, and to set preferences for how they would prefer to be notified, including phone, text message and email, of different message types, such as changes to refuse schedules, meeting notifications, and traffic alerts. We will continue our efforts to encourage all residents to sign up for this service.

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.

Communication Division staff work with staff from all other City departments to

produce and distribute a variety of informational materials, and maintains a variety of e-mail distribution lists. The Division also periodically designs and distributes informational flyers via utility bill stuffers, which has been found to be particularly effective.

The Division takes the lead in planning, marketing and executing several major events, including Restaurant Week, Wine and Dine, New Night Downtown, Food and Brew Fest and Taste of Newark, as well as several smaller events throughout the year. Division staff also assist with events organized by other Departments, particularly to promote them.

We continue to have a successful partnership with the Newark Free Library in distributing City-related information at that site to make it more accessible to residents.

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 Parking Committee, the Traffic Committee, and the Newark Area Welfare Committee. 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 address Council on projects or services they are responsible for.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Administrative Department-Management Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$765,097	\$712,175	\$779,860	\$1,463,466	\$919,482	\$1,127,246
Materials and Supplies	2,363	3,103	4,094	97,694	10,110	15,550
Contractual Services	85,977	76,031	64,783	358,227	106,861	131,919
Other Charges	<u>40,720</u>	<u>68,054</u>	<u>36,302</u>	<u>99,074</u>	<u>63,826</u>	<u>146,386</u>
Subtotal	\$894,157	\$859,363	\$885,039	\$2,018,461	\$1,100,279	\$1,421,101
Inter-Dept. Charges	<u>(173,263)</u>	<u>(163,322)</u>	<u>(166,833)</u>	<u>(1,231,418)</u>	<u>(209,516)</u>	<u>(271,804)</u>
Total Operating Expenses	<u><u>\$720,894</u></u>	<u><u>\$696,041</u></u>	<u><u>\$718,206</u></u>	<u><u>\$787,043</u></u>	<u><u>\$890,763</u></u>	<u><u>\$1,149,297</u></u>

**ADMINISTRATION DEPARTMENT
2016 WAGE AND SALARY BUDGET
MANAGEMENT DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		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		142,136	5,881	148,017	1.0	143,150		143,155	6,160	149,315	1.0
DEPUTY CITY MANAGER	6020	31- I	113,883	0	113,883	1.0	113,883	31- I	117,296	0	117,296	1.0
DIR OF ECON DEV & COMM @	6020	27- D	66,850	0	66,850	1.0						
HUMAN RESOURCE MANAGER	3020							18- D	60,000	0	60,000	1.0
COMMUNICATIONS MANAGER	6020							23- D	72,105	0	72,105	1.0
PUB RELATIONS/DNP ASSOC @	6020	17- D	38,280	0	38,280	1.0						
RESEARCH AIDE	6030	9- C	40,604	0	40,604	1.0						
MEDIA/CONTENT SPEC. @	6030	7- D	26,400	0	26,400	1.0	40,077	9- C	42,659	0	42,659	1.0
COMMUNITY AFFAIRS OFC	6020							17- D	63,249	0	63,249	1.0
HR ADMINISTRATOR	6080	15- I	61,802	3,040	64,842	1.0	61,802	15- I	63,625	2,923	66,548	1.0
PURCHASING ADMIN	6030	15- I	61,802	2,533	64,335	1.0	61,796	15- I	63,625	2,296	65,921	1.0
CALL ATTENDANT	6080							10- 7	53,541	1,654	55,195	1.0
PURCHASING ASSISTANT	6080	13- G	57,741	1,616	59,357	1.0	57,742	13- G	59,449	1,371	60,820	1.0
FULL TIME SUBTOTALS			609,498	13,070	622,568	9.0	478,450		738,704	14,404	753,108	10.0
OVERTIME		1,500						1,500				
OTHER SUBTOTALS			1,500	0	1,500	0.0	0		1,500	0	1,500	0.0
ADMINISTRATION DEPARTMENT TOTALS			610,998	13,070	624,068	9.0	478,450 *		740,204	14,404	754,608	10.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

@ Salary rates are pro-rated to expected hire date.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Administrative Department-Management Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111122.6020 Supervisory	\$374,018	\$300,113	\$329,427	\$301,276	\$361,149	\$455,805
0111122.6030 Engineering/Technical	52,076	56,476	55,203	76,004	128,806	106,284
0111122.6050 Information Technology	0	0	0	410,222	0	0
0111122.6080 Clerical	58,019	66,663	109,220	116,373	119,543	176,615
0111122.6580 Service Award	11,147	14,608	11,895	15,360	13,070	14,404
0111122.6590 Sick Pay	5,957	5,723	8,171	6,399	7,213	6,775
0111122.6600 Part-Time	0	6,939	0	0	0	0
0111122.6615 Interns	0	0	0	7,842	0	0
0111122.6620 Overtime	0	0	1,198	13,970	1,500	1,500
0111122.6875 Vehicle Allowance	6,000	1,000	0	0	0	0
0111122.6920 Unemployment Comp. Ins.	2,088	2,274	2,489	6,847	3,990	4,723
0111122.6930 Social Security Taxes	35,543	33,496	35,803	68,342	46,463	56,279
0111122.6940 City Pension Plan	120,646	117,700	95,317	172,395	88,129	90,250
0111122.6941 Defined Contribution 401(a) Plan	0	0	6,646	15,666	19,988	25,768
0111122.6950 Term Life Insurance	2,060	1,827	2,007	3,810	2,657	3,318
0111122.6960 Group Hospitalization Ins.	40,488	52,533	69,044	167,787	109,135	161,468
0111122.6961 Long-Term Disability Ins.	576	658	846	1,611	1,092	1,339
0111122.6962 Dental Insurance	3,397	3,537	4,786	11,394	7,897	11,318
0111122.6963 Flexible Spending Account	390	306	78	1,548	234	468
0111122.6964 Health Savings Account	0	0	5,500	1,125	2,250	2,250
0111122.6965 Post-Employment Benefits	52,692	48,322	41,378	61,875	0	0
0111122.6966 Retirement Health Savings Account	0	0	852	3,069	5,278	6,696
0111122.6967 Emergency Room Reimbursements	0	0	0	551	1,088	1,450
0111122.6968 Vision Insurance Premiums	0	0	0	0	0	536
TOTAL PERSONNEL SERVICES	\$765,097	\$712,175	\$779,860	\$1,463,466	\$919,482	\$1,127,246

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Administrative Department-Management Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0111123.7130 Tools,Field Sup.,Small Equip.	\$0	\$0	\$140	\$27,732	\$0	\$11,000
0111123.7131 Information Technology Supplies	0	0	0	66,249	6,610	0
0111123.7150 Office Supplies	1,888	2,362	3,522	2,590	2,750	3,500
0111123.7160 Books, Periodicals, Etc.	427	474	458	370	650	500
0111123.7170 Postage	0	59	9	52	100	50
0111123.7550 Miscellaneous Supplies	48	208	(35)	701	0	500
TOTAL MATERIALS & SUPPLIES	\$2,363	\$3,103	\$4,094	\$97,694	\$10,110	\$15,550

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0111124.8020 Advertising	\$0	\$0	\$286	\$0	\$0	\$0
0111124.8030 Casualty Insurance	32,881	29,365	28,699	39,713	38,028	40,979
0111124.8050 Phone/Communications	3,074	2,131	2,108	7,996	7,140	3,940
0111124.8131 Information Technology Cont'l	0	0	30	223,932	32,793	47,500
0111124.8162 Legal/Consulting Services	47,455	30,358	31,004	70,275	25,000	35,000
0111124.8300 Mach. & Equip. Maintenance	0	125	0	151	0	100
0111124.8550 Misc. Contracted Svc.	0	9,954	258	13,346	1,400	1,400
0111124.8560 Employee Testing Svc.	2,006	3,136	2,398	2,814	2,500	3,000
0111124.8570 Annual Reports & Pub. Rel.	561	962	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$85,977	\$76,031	\$64,783	\$358,227	\$106,861	\$131,919

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

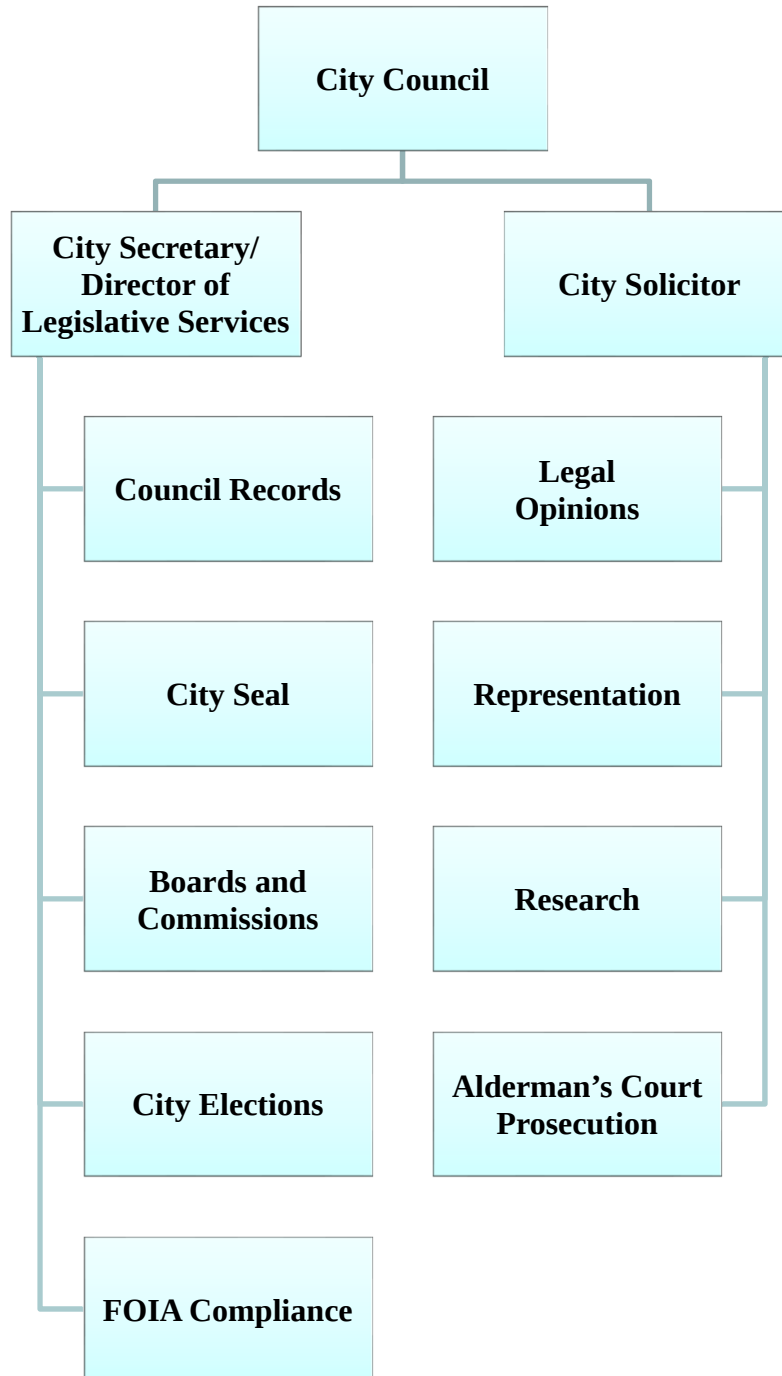
Administrative Department-Management Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0111125.9020 Mileage & Small Bus. Exp.	\$4	\$1,515	\$2,380	\$2,552	\$2,250	\$2,500
0111125.9030 Recruitment & Retention Expenses	11,303	38,857	18,959	30,003	20,000	100,000
0111125.9031 Information Technology Training	0	0	0	7,903	0	0
0111125.9040 Dues/Conference Expenses	7,557	796	4,551	11,320	10,000	10,000
0111125.9060 Depreciation Expense	4,958	98	3,805	31,349	16,576	6,886
0111125.9070 Training	332	125	588	3,831	1,500	1,500
0111125.9090 Other Special Programs	16,566	26,663	6,019	7,924	9,500	21,500
0111125.9099 Contingencies	0	0	0	4,192	4,000	4,000
TOTAL OTHER CHARGES	\$40,720	\$68,054	\$36,302	\$99,074	\$63,826	\$146,386

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$0	\$0	\$0	\$3,953	\$9,718	\$4,182
Buildings and Grounds	8,473	9,867	11,914	10,871	11,061	12,344
Billings & Accounting	21,307	22,744	29,015	37,392	18,258	22,203
Information Technology	0	0	0	(995,954)	18,391	36,034
Printing and Reproduction	5,371	5,953	5,855	(38,390)	4,821	5,635
Electricity Used	10,181	8,008	7,916	11,210	7,985	8,934
Services to Utility Funds	(218,595)	(209,894)	(221,533)	(260,500)	(279,750)	(361,136)
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$173,263)	(\$163,322)	(\$166,833)	(\$1,231,418)	(\$209,516)	(\$271,804)

CITY OF NEWARK, DELAWARE

LEGISLATIVE DEPARTMENT



LEGISLATIVE DEPARTMENT PROFILE

Departmental Overview

The Legislative Department provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor. The office is staffed by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, a Secretary II, Secretary I and two part-time clerk-typists.

The department serves as a liaison between citizens and City Council. It oversees agenda preparation for 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, Board of Adjustment, Election Board and Boards and Commissions Review Committee. The City Secretary also serves as the FOIA Coordinator for the City of Newark and works with the various departments to fulfill citizen requests in a timely fashion.

This department is the City's record keeper and is leading the effort to digitize the City's numerous paper records to create an electronic archive to better serve the citizens and staff of the City of Newark. Archival records, including the Charter, Code of the City of Newark, contracts, deeds, agreements, ordinances, resolutions, escrows and minutes of City Council and committee meetings, as well as other routine administrative records are managed by this office. This department is also responsible for the official recording of numerous documents with the New Castle County Recorder of Deeds. The City Secretary serves as the complaint officer charged with resolving cable television issues covered by the City's franchise agreements with providers.

This department 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.

In addition, this department conducts the final review and approval of applications for peddler/vendor licenses, solicitation registrations and lien certificates. Special activities, such as the annual employees' recognition luncheon, are headquartered in this office. Promotional items embossed with the City logo are also displayed and sold in the City Secretary's Office.

Program Goals and Objectives

The primary goals of the Legislative Department are to maintain the records of the City, ensure adherence to all legal requirements including FOIA and open meeting requirements, provide accurate, timely information to the public, meet the needs of the Mayor and Council, be knowledgeable of the City Code, the City Charter and state

statutes affecting municipalities, and provide assistance to the City Solicitor and Deputy City Solicitor with their responsibilities.

Major Accomplishments in 2015

- Continued implementation of an electronic document management and records retention system to streamline the City's archival process and better protect the records of the City. As of October 9, 2015, 19,814 documents containing 138,388 pages have been scanned or imported into the system.
- Continued partnering with the Networks program in the Christina School District to provide opportunities for developmentally disabled students to receive job skills training. Students are assisting with the document preparation portion of the electronic document management project, which provides additional help at no cost to the City.
- Completed the departmental and legal review portion of the process of recodification of the Code of the City of Newark, which has not been completed since 1970. This project is scheduled to be completed in 2016.

Objectives for 2016

- Implementation of agenda management software and paperless packets for Mayor and Council.
- Complete conversion of City records housed within the City Secretary's Office to electronic documents and assist with expansion of the conversion of paper records to electronic documents City-wide as well as continuing coordination of records retention with State of Delaware and City departments.
- Complete the recodification process for City Code.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Legislative Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$338,043	\$345,817	\$363,895	\$389,321	\$398,482	\$406,854
Materials and Supplies	6,144	5,460	6,923	7,342	7,168	14,050
Contractual Services	795,421	1,131,120	742,575	1,051,450	880,532	958,679
Other Charges	<u>48,703</u>	<u>64,560</u>	<u>12,872</u>	<u>23,593</u>	<u>26,216</u>	<u>48,965</u>
Subtotal	\$1,188,311	\$1,546,957	\$1,126,265	\$1,471,706	\$1,312,398	\$1,428,548
Inter-Dept. Charges	<u>(8,312)</u>	<u>(18,796)</u>	<u>(29,826)</u>	<u>(44,878)</u>	<u>(71,368)</u>	<u>(83,825)</u>
Total Operating Expenses	<u><u>\$1,179,999</u></u>	<u><u>\$1,528,161</u></u>	<u><u>\$1,096,439</u></u>	<u><u>\$1,426,828</u></u>	<u><u>\$1,241,030</u></u>	<u><u>\$1,344,723</u></u>

**LEGISLATIVE DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR LEGISLATIVE SERV	6020		86,275	0	86,275	1.0	85,000		85,000	0	85,000	1.0
SECRETARY II	6080	13- G	57,391	951	58,342	1.0	57,042	13- G	58,749	1,077	59,826	1.0
SECRETARY I	6080	10- G	50,715	0	50,715	1.0	50,710	10- G	52,241	0	52,241	1.0
FULL TIME SUBTOTALS			194,381	951	195,332	3.0	192,752		195,990	1,077	197,067	3.0
MAYOR AND COUNCIL	6400		50,400		50,400				50,400		50,400	
CLERK TYPIST	6080	G	23,119	411	23,530	0.5		G	23,810	391	24,201	0.5
CLERK TYPIST	6080	A	16,234		16,234	0.5		B	17,118		17,118	0.5
INTERN	6615								2,000		2,000	
OVERTIME	6620		6,000		6,000				6,500		6,500	
OTHER SUBTOTALS			95,753	411	96,164	1.0	0		99,828	391	100,219	1.0
LEGISLATIVE DEPARTMENT TOTALS			290,134	1,362	291,496	4.0	192,752 *		295,818	1,468	297,286	4.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Legislative Department

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111132.6020 Supervisory	\$68,600	\$70,118	\$79,923	\$80,961	\$85,000	\$85,000
0111132.6080 Clerical	109,700	115,351	120,598	136,854	147,459	151,918
0111132.6400 Mayor & Council	50,400	50,400	48,914	49,323	50,400	50,400
0111132.6580 Service Award	3,605	3,792	1,601	338	1,362	1,468
0111132.6590 Sick Pay	176	1,407	1,624	1,106	1,305	1,356
0111132.6615 Interns	0	0	0	1,083	0	2,000
0111132.6620 Overtime	1,539	1,996	4,732	7,544	7,471	6,500
0111132.6920 Unemployment Comp. Ins.	2,956	2,957	2,935	6,476	4,045	3,867
0111132.6930 Social Security Taxes	17,642	18,449	19,094	20,641	22,204	22,846
0111132.6940 City Pension Plan	35,006	36,741	34,322	26,688	24,390	26,126
0111132.6941 Defined Contribution 401(a) Plan	0	0	3,692	6,072	6,471	6,375
0111132.6950 Term Life Insurance	801	818	860	822	571	982
0111132.6960 Group Hospitalization Ins.	26,097	26,033	27,810	37,463	42,870	42,641
0111132.6961 Long-Term Disability Ins.	262	297	326	364	216	391
0111132.6962 Dental Insurance	1,718	1,718	1,829	2,359	2,807	2,864
0111132.6963 Flexible Spending Account	156	78	26	0	156	156
0111132.6965 Post-Employment Benefits	19,385	15,662	14,898	9,578	0	0
0111132.6966 Retirement Health Savings Account	0	0	711	1,249	1,320	1,339
0111132.6967 Emergency Room Reimbursements	0	0	0	400	435	435
0111132.6968 Vision Insurance Premiums	0	0	0	0	0	190
TOTAL PERSONNEL SERVICES	\$338,043	\$345,817	\$363,895	\$389,321	\$398,482	\$406,854

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Legislative Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0111133.7131 Information Technology Supplies	\$0	\$0	\$0	\$0	\$0	\$6,500
0111133.7150 Office Supplies	1,349	1,198	1,776	1,743	2,000	2,000
0111133.7160 Books, Periodicals, Etc.	3,891	3,287	4,083	4,286	3,818	4,000
0111133.7210 Election Expenses	60	42	193	420	200	400
0111133.7550 Miscellaneous Supplies	0	111	101	143	400	400
0111133.7570 Merchandise For Resale	594	822	770	750	750	750
0111133.7770 Town & Gown Committee Supplies	250	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$6,144	\$5,460	\$6,923	\$7,342	\$7,168	\$14,050

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0111134.8020 Advertising	\$7,303	\$9,999	\$12,256	\$12,270	\$12,500	\$12,500
0111134.8030 Casualty Insurance	16,656	11,413	9,174	12,243	12,480	12,036
0111134.8050 Phone/Communications	630	339	324	336	360	6,360
0111134.8060 DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000
0111134.8070 Aetna Hose, Hook & Ladder (1)	50,000	53,000	53,000	62,000	62,000	0
0111134.8071 Newark Ambulance	3,000	3,000	3,000	3,000	3,000	3,000
0111134.8073 Newark Senior Center	50,860	50,860	50,860	50,000	0	0
0111134.8131 Information Technology Cont'l	0	0	0	2,637	4,617	14,583
0111134.8160 City Solicitor & Deputy	186,188	240,786	269,051	278,097	290,000	330,000
0111134.8161 Lobbyist	12,000	12,000	12,000	5,500	30,000	53,200
0111134.8162 Legal/Consulting Services	392,127	687,410	250,002	495,055	371,075	415,000
0111134.8163 Codification of Ordinance	5,245	5,662	4,302	12,194	16,000	5,000
0111134.8210 Election Expenses	2,154	2,724	10,680	3,230	6,000	26,000
0111134.8220 Community Groups	59,502	43,965	55,013	47,098	60,000	60,000
0111134.8550 Misc. Contracted Svc.	100	0	0	55,290	0	8,500
0111134.8741 Special Council Events	3,656	3,962	6,913	6,500	6,500	6,500
TOTAL CONTRACTUAL SERVICES	\$795,421	\$1,131,120	\$742,575	\$1,051,450	\$880,532	\$958,679

(1) Annual City Subvention replaced by Water Billing Fire Protection Surcharge in 2016.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

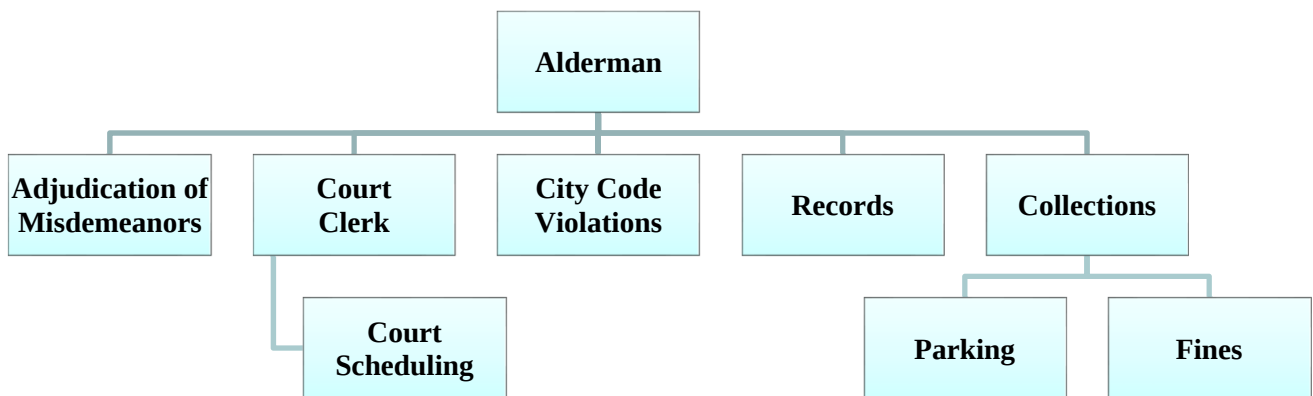
Legislative Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0111135.9020 Mileage & Small Bus. Exp.	\$973	\$140	\$879	\$968	\$750	\$1,000
0111135.9040 Dues/Conferences Expenses	3,331	9,696	2,261	7,163	12,500	35,000
0111135.9060 Depreciation Expense	44,166	54,639	8,803	11,825	10,466	10,465
0111135.9070 Training	233	85	929	0	1,000	1,000
0111135.9099 Contingencies	0	0	0	3,637	1,500	1,500
TOTAL OTHER CHARGES	\$48,703	\$64,560	\$12,872	\$23,593	\$26,216	\$48,965

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Building & Grounds	\$16,675	\$19,420	\$23,447	\$15,741	\$21,769	\$24,295
Billings & Accounting	29,041	37,412	37,590	23,220	24,106	25,726
Information Technology	0	0	0	15,674	25,289	49,542
Printing and Reproduction	1,220	1,352	1,330	1,500	1,439	1,682
Electricity Used	46,414	41,371	37,652	36,987	11,142	11,883
Services to Utility Funds	(101,662)	(119,263)	(129,845)	(138,000)	(155,113)	(196,953)
Other Indirect Expenses	0	912	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$8,312)	(\$18,796)	(\$29,826)	(\$44,878)	(\$71,368)	(\$83,825)

CITY OF NEWARK, DELAWARE

JUDICIAL DEPARTMENT



Alderman' Court

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 two 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 2013 a total of 12,164 cases were filed in the City of Newark Alderman's Court and \$1,248,525.00 was collected in court fines. Parking ticket collection was \$612,708.00 and \$7,450.00 in Civil Citation, totaling \$1,868,683.00

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.

In 2010, the Alderman's Court worked with the State of Delaware and the City of Newark IT division to provide on-line payments for all traffic and criminal fines imposed. We have added a State of Delaware Criminal Justice computer for the presiding judge's use in reviewing records. The court is promoting a program of for Probation before judgment by mail. The Alderman's Court has worked with the City Secretary's Office and Delaware Public Archives to coordinate records retention and destruction of unnecessary records. The Court has coordinated a system with Newark Parking Division for parking protests at specific court sessions. We have completed the installation of on-line payments for parking tickets.

In 2015 we have implemented the installation of video connection in the court for providing the ability to view videos of incidents on film. We have upgraded our security to include bullet resistant glass, walls and have a bailiff overseeing the operations of the court sessions and as always maintaining a professional and courteous attitude toward our defendants and customers.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Alderman's Court

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$374,653	\$388,277	\$362,862	\$370,881	\$374,505	\$382,752
Materials and Supplies	3,344	3,533	4,216	4,747	5,050	5,550
Contractual Services	9,234	8,950	14,840	22,364	75,014	84,905
Other Charges	<u>1,261</u>	<u>417</u>	<u>1,896</u>	<u>224</u>	<u>3,346</u>	<u>2,906</u>
Subtotal	\$388,492	\$401,177	\$383,814	\$398,216	\$457,915	\$476,113
Inter-Dept. Charges	<u>28,751</u>	<u>30,230</u>	<u>32,971</u>	<u>30,110</u>	<u>37,496</u>	<u>53,089</u>
Total Operating Expenses	<u><u>\$417,243</u></u>	<u><u>\$431,407</u></u>	<u><u>\$416,785</u></u>	<u><u>\$428,326</u></u>	<u><u>\$495,411</u></u>	<u><u>\$529,202</u></u>

**ALDERMANS COURT DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		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	66,765	3,617	70,382	1.0	66,765	17- I	68,747	3,839	72,586	1.0
CUSTOMER SERVICE CLERK II	6060	10- G	51,410	930	52,340	1.0	53,438	11- G	55,030	1,087	56,117	1.0
CUSTOMER SERVICE CLERK I	6060	10- D	43,777	0	43,777	1.0	45,081	10- E	46,905	0	46,905	1.0
FULL TIME SUBTOTALS			161,952	4,547	166,499	3.0	165,284		170,682	4,926	175,608	3.0
ALDERMAN	6410		36,342		36,342			B	36,342		36,342	
DEPUTY ALDERMAN	6410		20,000		20,000				20,000			
CLERK TYPIST	6060	G	20,550	569	21,119	0.5		G	17,056		17,056	0.5
CLERK TYPIST	6060	G	20,550		20,550	0.5			21,164		21,164	0.5
INTERN	6060		3,200		3,200							
TRANSITIONAL WAGES	6060		2,085		2,085				3,600		3,600	
OVERTIME	6620		1,000		1,000				1,000		1,000	
OTHER SUBTOTALS			103,727	569	104,296	1.0	0		99,162	0	99,162	1.0
ALDERMAN'S COURT TOTALS			265,679	5,116	270,795	4.0	165,284	*	269,844	4,926	274,770	4.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
PERSONNEL SERVICES						
0111152.6020 Supervisory	\$62,378	\$63,934	\$63,906	\$65,793	\$66,765	\$68,747
0111152.6060 Customer Service	141,198	150,531	132,142	125,615	141,572	140,155
0111152.6410 Aldermen	55,576	57,515	53,844	53,265	56,342	59,942
0111152.6580 Service Award	3,327	3,582	3,727	4,798	5,116	4,926
0111152.6590 Sick Pay	1,421	1,446	1,475	1,518	2,228	2,715
0111152.6615 Interns	0	0	0	2,502	0	0
0111152.6620 Overtime	696	99	352	199	1,000	1,000
0111152.6920 Unemployment Comp. Ins.	2,705	2,992	2,396	3,301	3,816	3,273
0111152.6930 Social Security Taxes	19,911	20,062	18,666	19,035	20,887	21,228
0111152.6940 City Pension Plan	34,624	36,347	31,007	41,246	36,539	40,178
0111152.6950 Term Life Insurance	789	788	781	782	855	902
0111152.6960 Group Hospitalization Ins.	30,309	32,782	38,157	35,025	36,111	35,716
0111152.6961 Long-Term Disability Ins.	272	298	295	311	325	341
0111152.6962 Dental Insurance	2,110	2,210	2,615	2,142	2,358	2,848
0111152.6963 Flexible Spending Account	156	156	39	0	156	156
0111152.6965 Post-Employment Benefits	19,181	15,483	13,460	14,949	0	0
0111152.6967 Emergency Room Reimbursements	0	0	0	400	435	435
0111152.6968 Vision Insurance Premiums	0	0	0	0	0	190
TOTAL PERSONNEL SERVICES	\$374,653	\$388,277	\$362,862	\$370,881	\$374,505	\$382,752

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0111153.7130 Tools/Small Equipment	\$36	\$11	\$20	\$0	\$200	\$0
0111153.7150 Office Supplies	3,059	3,212	3,977	4,491	4,500	5,550
0111153.7160 Books, Periodicals, Etc.	249	300	219	203	300	0
0111153.7550 Miscellaneous Supplies	0	10	0	53	50	0
TOTAL MATERIALS & SUPPLIES	\$3,344	\$3,533	\$4,216	\$4,747	\$5,050	\$5,550

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0111154.8030 Casualty Insurance	\$2,779	\$2,303	\$1,811	\$2,247	\$2,167	\$2,058
0111154.8040 Merchant Fees and Discounts	4,931	5,136	12,356	11,720	15,000	25,000
0111154.8050 Phone/Communications	522	485	360	373	180	180
0111154.8131 Information Technology Cont'l	0	0	0	0	41,667	41,667
0111154.8162 Legal/Consulting Services	715	977	253	240	1,000	1,000
0111154.8300 Mach. & Equip. Maintenance	239	0	0	0	0	0
0111154.8550 Misc. Contracted Svc.	48	49	60	7,784	15,000	15,000
TOTAL CONTRACTUAL SERVICES	\$9,234	\$8,950	\$14,840	\$22,364	\$75,014	\$84,905

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

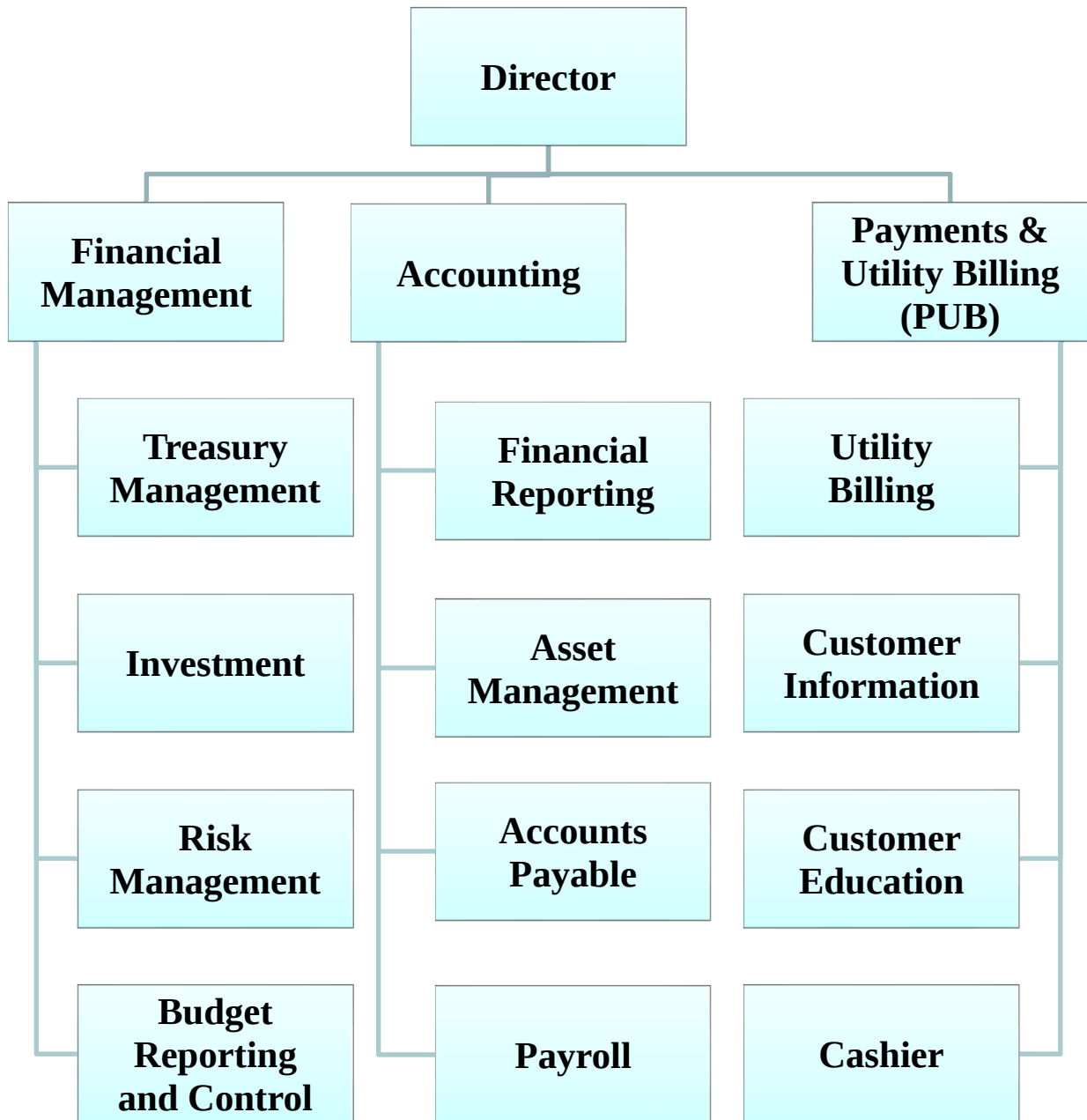
Alderman's Court

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0111155.9020 Mileage	\$0	\$0	\$0	\$106	\$0	\$100
0111155.9060 Depreciation Expense	1,161	299	1,862	0	1,646	1,106
0111155.9070 Training	100	118	34	118	200	200
0111155.9099 Contingencies	0	0	0	0	1,500	1,500
TOTAL OTHER CHARGES	\$1,261	\$417	\$1,896	\$224	\$3,346	\$2,906

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Building & Grounds	\$5,439	\$6,334	\$7,648	\$5,134	\$7,101	\$7,924
Billings & Accounting	15,946	17,835	19,336	10,111	10,498	11,261
Information Technology	0	0	0	8,549	13,792	27,024
Printing and Reproduction	830	920	905	1,021	979	1,145
Electricity Used	6,536	5,141	5,082	5,295	5,126	5,735
Other Indirect Expenses	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$28,751	\$30,230	\$32,971	\$30,110	\$37,496	\$53,089

CITY OF NEWARK, DELAWARE

FINANCE DEPARTMENT



FINANCE DEPARTMENT PROFILE

Accounting

The accounting program is responsible for financial accountability and reporting, asset and liability management, revenue recognition and billing, and the disbursement of funds.

Financial accountability duties include accurately recording information and reporting data in understandable formats for internal and external purposes. Asset management provides for the security, control and accounting of cash, receivables, operating inventory, buildings and property, equipment and pension funds. Liability management includes proper recording and reporting of all short- and long-term liabilities, such as accounts payable, encumbrances, debt and capital lease obligations. Primary activities include investment management, liability insurance and risk management, and accounting for all of the City's funds. Revenues billed through the accounting office include property taxes, business license fees and other miscellaneous charges. Disbursement of funds refers to the timely and accurate processing of accounts payable and payroll.

Program Goals and Objectives

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

Budgeting

The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2016 budget for all funds totals \$48.9 million including a \$4.9 million net capital budget.

The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the

responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

Program Goals and Objectives

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

Payments and Utility Billing (PUB)

The Payments and Utility Billing program is responsible for providing assistance to utility customers in establishing and terminating service, answering billing and service inquiries, executing the billing process for the City's electric, water and sewer utilities, processing customer payments, managing delinquent utility accounts receivable and providing customer education and information on city operations. Commercial and residential utility customers, including City residents and out-of-town water customers, receive monthly billing statements for usage metered by the City's new smart meter technology. The billing volume is managed efficiently by staggering cycles into daily workflow.

This group also undertakes mail responsibilities, such as sorting and delivering parcels within municipal locations, processing, folding and inserting outgoing mail, and preparing mail for presort and pickup. Miscellaneous duties include automated collection calls prior to disconnecting services for non-payment, bank deposits, interfacing with financial intermediaries to streamline payment posting processes, welcoming visitors at the City's welcome center, and posting non-utility payments such as tax and business license payments.

Program Goals and Objectives

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

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Finance Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$1,729,587	\$1,774,458	\$1,779,312	\$1,207,401	\$1,190,766	\$1,235,868
Materials and Supplies	175,899	163,671	225,960	112,560	167,935	184,560
Contractual Services	320,702	348,201	566,078	238,606	265,990	246,584
Other Charges	<u>106,889</u>	<u>112,130</u>	<u>106,057</u>	<u>106,550</u>	<u>109,869</u>	<u>106,635</u>
Subtotal	\$2,333,077	\$2,398,460	\$2,677,407	\$1,665,117	\$1,734,560	\$1,773,647
Inter-Dept. Charges	<u>(2,026,993)</u>	<u>(2,123,203)</u>	<u>(2,246,931)</u>	<u>(1,385,077)</u>	<u>(1,532,871)</u>	<u>(1,545,033)</u>
Total Operating Expenses	<u><u>\$306,084</u></u>	<u><u>\$275,257</u></u>	<u><u>\$430,476</u></u>	<u><u>\$280,040</u></u>	<u><u>\$201,689</u></u>	<u><u>\$228,614</u></u>

**FINANCE DEPARTMENT
2016 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		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	113,883	0	113,883	1.0	113,883	31- I	117,296	0	117,296	1.0
DEP. DIRECTOR OF FINANCE	6020	26- D	83,562	1,387	84,949	1.0	80,583	23- D	83,546	0	83,546	1.0
CUSTOMER SERV. MANAGER	6060	19- I	71,130	0	71,130	1.0	71,130	19- I	73,270	0	73,270	1.0
ACCOUNTANT	6040	18- G	71,400	2,660	74,060	1.0	71,400	18- G	73,483	2,859	76,342	1.0
ACCOUNTANT	6040	18- D	61,697	0	61,697	1.0	61,696	18- E	66,084	0	66,084	1.0
FINANCE ASSISTANT	6040	13- G	57,941	1,426	59,367	1.0	58,344	13- G	60,049	1,567	61,616	1.0
UTILITY BILLING TECHNICIAN	6060	13- G	57,041	1,521	58,562	1.0	57,042	13- G	59,216	1,665	60,881	1.0
CUSTOMER SERVICE CLERK II	6060	11- G	53,146	879	54,025	1.0	53,430	11- G	55,030	996	56,026	1.0
CUSTOMER SERVICE CLERK I	6060	10- G	50,710	0	50,710	1.0	50,710	10- G	52,941	871	53,812	1.0
CUSTOMER SERVICE CLERK I	6060							10- B	42,091	0	42,091	1.0
CUSTOMER SERVICE CLERK I	6060	10- E	46,133	0	46,133	1.0						
FULL TIME SUBTOTALS			666,643	7,873	674,516	10.0	618,218		683,006	7,958	690,964	10.0
CUSTOMER SERVICE ASST	6060	A	23,741		23,741	0.5		B	27,402		27,402	0.5
CUSTOMER SERVICE ASST	6060	A	19,173		19,173	0.5		B	27,402		27,402	0.5
CUSTOMER SERVICE ASST	6060							B	27,402		27,402	0.5
SECRETARY I PART TIME	6040	C	29,058		29,058	0.5		C	29,562		29,562	0.5
EQUIP TECH/MAILROOM AIDE	6600	C	22,945		22,945	0.5		C	23,283		23,283	0.5
OVERTIME	6610		10,000		10,000				10,000		10,000	
OTHER SUBTOTALS			104,917	0	104,917	2.0	0		145,051	0	145,051	2.5
FINANCE DEPARTMENT TOTALS			771,560	7,873	779,433	12.0	618,218 *		828,057	7,958	836,015	12.5

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Finance Department

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111102.6020 Supervisory	\$184,830	\$196,140	\$160,382	\$193,492	\$197,445	\$200,842
0111102.6040 Accounting	217,077	222,917	229,140	181,645	220,096	229,178
0111102.6050 Information Technology	197,598	213,049	251,229	0	0	0
0111102.6060 Customer Service	251,414	245,376	275,488	301,137	321,074	364,754
0111102.6270 Meter Readers	170,958	178,243	201,984	6,156	0	0
0111102.6580 Service Award	11,674	12,000	8,546	5,147	7,873	7,958
0111102.6590 Sick Pay	5,038	5,050	7,639	5,279	6,108	6,718
0111102.6600 Part-Time	0	0	0	34,315	22,945	23,283
0111102.6620 Overtime	2,969	6,483	9,320	17,594	10,000	10,000
0111102.6880 Uniform Allowance	0	0	218	135	180	180
0111102.6920 Unemployment Comp. Ins.	6,885	7,187	7,655	6,747	7,448	7,084
0111102.6930 Social Security Taxes	76,450	80,764	83,925	53,911	60,108	64,483
0111102.6940 City Pension Plan	227,384	238,675	189,382	155,777	124,711	103,592
0111102.6941 Defined Contribution 401(a) Plan	0	0	8,282	8,336	8,541	18,220
0111102.6950 Term Life Insurance	4,764	4,875	4,590	3,123	3,271	3,339
0111102.6960 Group Hospitalization Ins.	227,547	240,748	236,338	162,145	182,369	175,164
0111102.6961 Long-Term Disability Ins.	1,521	1,957	1,855	1,195	1,296	1,323
0111102.6962 Dental Insurance	16,852	17,237	16,525	10,990	12,407	11,776
0111102.6963 Flexible Spending Account	658	546	149	0	624	468
0111102.6964 Health Savings Account	0	1,500	3,437	1,125	1,500	1,500
0111102.6965 Post-Employment Benefits	125,968	101,711	82,198	55,903	0	0
0111102.6966 Retirement Health Savings Account	0	0	1,030	1,249	1,320	4,018
0111102.6967 Emergency Room Reimbursements	0	0	0	2,000	1,450	1,450
0111102.6968 Vision Insurance Premiums	0	0	0	0	0	538
TOTAL PERSONNEL SERVICES	\$1,729,587	\$1,774,458	\$1,779,312	\$1,207,401	\$1,190,766	\$1,235,868

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Finance Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
0111103.7110 Safety Shoes & Supplies	\$190	\$295	\$100	\$90	\$100	\$100
0111103.7130 Tools,Field Sup.,Small Equip.	1,969	336	811	1,488	780	20,280
0111103.7131 Information Technology Supplies	53,409	39,198	81,760	803	2,305	2,450
0111103.7140 Uniforms	108	12	18	0	0	0
0111103.7150 Office Supplies	6,226	8,872	7,122	5,855	7,500	9,290
0111103.7160 Books, Periodicals, Etc.	147	167	0	38	500	250
0111103.7170 Postage	85,228	87,547	110,079	79,494	123,450	123,460
0111103.7180 Billing & Collec. Supplies	20,425	16,882	18,034	16,826	21,800	17,530
0111103.7200 Copying Supplies	6,568	9,391	7,434	7,647	11,000	11,000
0111103.7330 Meter Testing & Repairs	0	318	367	0	0	0
0111103.7550 Miscellaneous Supplies	1,629	653	235	319	500	200
TOTAL MATERIALS & SUPPLIES	\$175,899	\$163,671	\$225,960	\$112,560	\$167,935	\$184,560

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
0111104.8020 Advertising	\$0	\$0	\$202	\$0	\$0	\$0
0111104.8030 Casualty Insurance	16,528	14,696	12,460	13,105	9,829	7,493
0111104.8040 Merchant Fees and Discounts	11,449	14,472	16,191	12,134	17,000	17,000
0111104.8050 Phone/Communications	4,338	3,573	4,683	3,656	1,500	2,500
0111104.8130 Bldg. & Equip. Rental	0	2,153	2,746	7,362	0	0
0111104.8131 Information Technology Cont'l	191,004	221,508	453,383	107,529	166,051	145,082
0111104.8170 Auditing Fees	68,047	55,500	62,300	59,900	62,900	66,045
0111104.8300 Mach. & Equip. Maintenance	772	0	0	65	7,810	6,914
0111104.8550 Misc. Contracted Svc.	28,564	36,299	14,113	34,855	900	1,550
TOTAL CONTRACTUAL SERVICES	\$320,702	\$348,201	\$566,078	\$238,606	\$265,990	\$246,584

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Finance Department

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0111105.9010 Bad Debts	\$1,774	\$688	\$0	\$939	\$0	\$0
0111105.9020 Mileage & Small Bus. Exp.	632	42	291	633	865	900
0111105.9031 Information Technology Training	7,077	10,712	15,849	0	0	0
0111105.9040 Dues/Conference Expenses	623	2,476	3,024	2,796	11,250	8,790
0111105.9060 Depreciation Expense	92,886	95,786	77,627	100,796	94,864	93,245
0111105.9070 Training	3,897	2,426	9,266	1,386	1,390	3,700
0111105.9099 Contingencies	0	0	0	0	1,500	0
TOTAL OTHER CHARGES	\$106,889	\$112,130	\$106,057	\$106,550	\$109,869	\$106,635

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$10,305	\$9,038	\$16,858	\$2,977	\$0	\$3,137
Buildings and Grounds	17,209	20,041	24,197	16,245	22,466	25,073
Utility Billing	(1,388,016)	(1,410,322)	(1,392,584)	(938,960)	(1,077,392)	(1,094,799)
Information Technology	0	0	0	17,098	27,588	54,045
Printing and Reproduction	(38,717)	(42,914)	(42,206)	(2,630)	(6,189)	(5,377)
Accounting	(647,803)	(714,799)	(868,769)	(496,033)	(515,052)	(544,688)
Electricity Used	20,029	15,753	15,573	16,226	15,708	17,576
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$2,026,993)	(\$2,123,203)	(\$2,246,931)	(\$1,385,077)	(\$1,532,871)	(\$1,545,033)

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016

DEBT SERVICE FUND

DEBT SERVICE	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
Cash Balance - January 1st	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620
Receipts						
Transfer from Other Funds	\$1,793,898	\$195,664	\$226,346	\$212,848	\$222,347	\$224,047
Proceeds from Notes Issued	0	0	0	0	0	0
Interest on Investments	0	0	0	0	0	0
Total Receipts	\$1,793,898	\$195,664	\$226,346	\$212,848	\$222,347	\$224,047
Disbursements						
Bond Issuance Costs	\$22,189	\$0	\$0	\$0	\$0	\$0
Lease Acquisition Costs	0	4,500	0	0	0	0
Interest on Issue No. 9 (GOB 2000)	101,709	0	0	0	0	0
Interest on GOB Series 2011	0	31,444	32,850	29,750	26,550	23,250
Interest on Energy Conservation Loan	0	4,514	9,616	3,489	4,194	3,660
Redemption of Bonds:						
Issue No. 8, 8A & 9	1,670,000	0	0	0	0	0
GOB Series 2011	0	160,000	155,000	160,000	165,000	170,000
Energy Conservation Loan	0	3,185	28,880	19,609	26,603	27,137
Total Disbursements	\$1,793,898	\$203,643	\$226,346	\$212,848	\$222,347	\$224,047
Cash Balance - End of Period	\$46,620	\$38,641	\$46,620	\$46,620	\$46,620	\$46,620
Bonds Outstanding - December 31st						
GOB Series 2011	1,530,000	1,370,000	1,215,000	1,055,000	890,000	720,000
TOTAL	\$1,530,000	\$1,370,000	\$1,215,000	\$1,055,000	\$890,000	\$720,000

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

CAPITAL PROJECTS FUND

CAPITAL IMPROVEMENTS	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
3063006.9580 Consulting Fees	\$10,815	\$259,804	\$0	\$0	\$77,564	\$0
3063006.9620 Land & Land Improvement	630,051	2,185,677	290,878	290,878	202,000	196,000
3063006.9621 Buildings & Structures	(7,687)	8,700	146,337	146,337	5,000	51,190
3063006.9622 Machinery & Equipment	139,085	235,993	327,705	327,705	458,042	399,872
3063006.9623 Autos & Trucks	0	55,855	0	0	30,000	0
3063006.9720 CIP - Storm Sewers Material	7,599	35,322	98,238	98,238	277,931	93,823
3063006.9730 CIP - Stations Material	0	2,167,363	0	0	0	0
3063006.9760 CIP - Streets Material	966,740	0	0	0	284,895	476,910
3063006.9770 CIP - Street Lights Material	59,140	0	0	0	0	0
3063006.9780 CIP - Street Signs Material	0	0	0	0	100,000	0
3063006.9870 CIP - Street Lights Labor	9,098	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS	\$1,814,841	\$4,948,714	\$863,158	\$863,158	\$1,435,432	\$1,217,795

EQUIPMENT REPLACEMENT	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
3063026.9622 Machinery & Equipment	\$0	\$223,154	\$0	\$0	\$0	\$38,288
3063026.9623 Autos & Trucks	493,160	439,049	621,619	621,619	136,500	1,614,500
TOTAL EQUIPMENT REPLACEMENT	\$493,160	\$662,203	\$621,619	\$621,619	\$136,500	\$1,652,788

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER	DESCRIPTION	GRANTS	CAPITAL RESERVES	OTHER SOURCES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT
PUBLIC WORKS DEPARTMENT						
R1501	Automated Yard Waste Carts	\$0	\$0	\$0	\$25,000	\$0
REQSF	Vehicle Replacement Program	0	0	0	0	1,078,000
H1601	Annual Street Program	515,000	155,849	0	329,151	0
H1602	ADA Handicap Ramp Transition Plan	30,000	0	0	90,000	0
H1603	Pot Hole Pitcher	0	0	0	70,000	0
H1503	Transportation Plan Implementation	304,000	18,241	0	57,759	0
H1403	Pedestrian Crossing Signalization	0	100,000	0	0	0
H1301	Storm Drainage Improvements	0	38,099	0	93,823	0
H0206	Municipal Parking Lot Improvements	0	0	0	30,000	0
HEQSF	Vehicle Replacement Program	0	0	0	0	330,000
TOTAL		\$849,000	\$312,189	\$0	\$695,733	\$1,408,000
POLICE DEPARTMENT						
C1601	Taser X26P Replacement	\$0	\$0	\$0	\$0	\$18,270
C1501	Leica Geosystems - Total Station	0	0	0	35,000	0
C1401	Ballistic Vests	0	0	0	6,177	20,018
CEQSF	Vehicle Replacement Program	0	0	0	0	176,500
TOTAL		\$0	\$0	\$0	\$41,177	\$214,788
PARKS & RECREATION DEPARTMENT						
K1601	Bicycle/Pedestrian Bridge-Curtis Mill/Kershaw	\$200,000	\$0	\$0	\$0	\$0
K1602	Picnic Shelter-Folk Park	0	0	0	45,000	0
K1603	Wood/Brush Chipper	0	0	0	41,000	0
K1604	Pool Resurfacing	0	0	0	25,000	0
K1605	Redd Park Trail Improvements	16,000	0	0	4,000	0
K1502	Fitness Stations	0	0	0	20,000	0
K1301	Hard Surface Facility Improvements	0	31,500	0	0	0
K1303	Facilities Accessibility	0	40,000	0	0	0
K1005	Rittenhouse Footbridge Rehabilitation	0	25,000	0	10,000	0
K0908	Play Equip Purch-Rittenhouse,Phillips, Stafford	0	0	0	60,000	0
KEQSF	Vehicle Replacement Program	0	0	0	0	30,000
TOTAL		\$216,000	\$96,500	\$0	\$205,000	\$30,000
INFORMATION TECHNOLOGY DIVISION						
I1602	Harris Utility Environment Upgrade	\$0	\$0	\$0	\$73,000	\$0
I1604	City-Leased Fiber Network	0	100,000	0	0	0
I1606	Disaster Recovery and Planning	0	0	0	56,000	0
I1607	Rugged Tablets for Electric and PWWR	0	0	0	32,000	0
I1608	Digital Records Management	0	140,000	0	0	0
I1508	Gasboy Pump Station Replacement	0	0	0	25,000	0
TOTAL		\$0	\$240,000	\$0	\$186,000	\$0
OTHER DEPARTMENTS						
A1601	Building Demolition	\$0	\$0	\$0	\$22,000	\$0
B1601	Municipal Building Improvements	0	57,380	0	13,190	0
B1602	Holding Cells' Ceilings	0	0	0	38,000	0
B1604	Garage Renovations	0	0	0	16,695	0
B1501	Fire Alarm Panel Replacements	0	35,250	0	0	0
TOTAL		\$0	\$92,630	\$0	\$89,885	\$0
TOTAL CAPITAL PROJECTS FUND		\$1,065,000	\$741,319	\$0	\$1,217,795	\$1,652,788

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

COMMUNITY DEVELOPMENT FUND

Expenditures:

Community Development Fund

COMMUNITY DEVELOPMENT	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
1191192.6030 Engineering/Technical	\$31,614	\$21,698	\$21,278	\$13,546	\$23,442	\$24,951
1191192.6610 Seasonal	5,644	6,753	5,689	5,319	0	0
1191192.6920 Unemployment Comp. Ins.	0	0	0	0	266	236
1191192.6930 Social Security Taxes	2,789	2,136	2,047	1,429	1,794	1,909
1191192.6941 Defined Contribution 401(a) Plan	0	166	1,596	969	0	1,871
1191192.6950 Term Life Insurance	326	284	262	262	0	131
1191192.6960 Group Hospitalization Ins.	12,498	7,910	5,294	5,762	2,880	3,871
1191192.6961 Long-Term Disability Ins.	96	107	99	107	0	50
1191192.6962 Dental Insurance	433	433	455	459	244	0
1191192.6964 Health Savings Account	0	1,500	937	563	750	0
1191192.6966 Retirement Health Savings Account	0	238	385	304	469	0
1191192.6968 Vision Insurance Premiums	0	0	0	0	0	0
1191193.7550 Miscellaneous Supplies	451	100	284	218	0	0
1191194.8500 Parks Maintenance	0	5,550	5,600	0	11,316	0
1191194.8810 CDBG - Housing	230,536	71,882	166,060	109,378	164,305	114,481
1191194.8811 CDBG - Social Services	34,052	31,906	7,670	25,978	37,500	57,500
1191194.8812 CDBG - Economic Development	1,740	0	1,600	14,000	2,000	0
1191195.9020 Mileage & Business Expense	575	525	172	0	0	0
1191195.9040 Dues/Conferences Expenses	0	225	0	190	0	0
1191196.9621 Buildings and Structures	50,265	4,698	0	0	45,000	30,000
TOTAL COMMUNITY DEVELOPMENT	\$371,019	\$156,111	\$219,428	\$178,484	\$289,966	\$235,000

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

COMMUNITY DEVELOPMENT FUND

Community Development

<u>ESTIMATED ACTIVITY ALLOCATION (41ST PROGRAM YEAR)</u>	<u>40TH YEAR 7/1/14-6/30/15</u>	<u>41ST YEAR 7/1/15-6/30/16</u>
Façade Improvement Program	\$ 2,000	\$ -
Home Improvement Program	73,650	32,500
Home Buyer Incentive Program	10,000	-
Newark Day Nursery Daycare	25,000	25,000
Newark Energy Watch Program	5,000	20,000
Senior Home Repair Program	25,000	40,000
Parks & Recreation Fee Assistance	1,000	1,000
Youth Beautification Corps	6,500	6,690
Program Administration	30,900	24,000
NHA - Independence Circle Rehab	15,000	35,000
Homeward Bound	5,000	-
Public Works ADA Ramps	45,000	30,000
Newark Senior Center Tilting Skillet	14,000	-
Dickey Park Programming	-	4,810
Staff Delivery Services	20,600	16,000
Park Equipment Replacement	11,316	-
TOTAL	<u><u>\$ 289,966</u></u>	<u><u>\$ 235,000</u></u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

LAW ENFORCEMENT FUND

Expenditures:

Law Enforcement Grants

LAW ENFORCEMENT GRANTS	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
1221202.6030 Engineering/Technical	\$11,209	\$44,828	\$45,960	\$45,518	\$0	\$0
1221202.6070 Police Officer	68,484	95,677	101,538	31,312	35,505	0
1221202.6600 Part-Time	0	0	0	0	0	0
1221202.6620 Overtime	82,123	53,918	68,369	63,542	116,182	163,123
1221202.6621 Shift Differential	0	465	1,294	1,352	1,000	3,000
1221202.6622 Holiday Premium	176	0	(176)	0	0	0
1221202.6920 Unemployment Comp. Ins.	651	976	882	1,203	532	0
1221202.6930 Social Security Taxes	12,287	14,705	16,394	10,169	11,681	12,708
1221202.6940 City Pension Plan	16,949	29,784	25,865	12,331	12,021	0
1221202.6950 Term Life Insurance	420	714	748	365	187	0
1221202.6960 Group Hospitalization Ins.	13,651	31,266	34,283	6,706	22,062	0
1221202.6961 Long-Term Disability Ins.	159	271	283	145	71	0
1221202.6962 Dental Insurance	1,065	2,528	2,630	1,281	1,374	0
1221202.6965 Post-Employment Benefits	0	0	9,507	0	0	0
1221202.6966 Retirement Health Savings Account	0	0	0	0	1,320	0
1221202.6968 Vision Insurance Premiums	0	0	0	0	0	0
1221203.7130 Small Equipment	3,932	19,607	48,543	44,861	23,700	16,232
1221203.7140 Uniforms	9,864	1,707	2,375	855	0	0
1221203.7150 Office Supplies	132	1,767	0	2,043	0	0
1221203.7550 Miscellaneous Supplies	1,566	7,312	15,080	9,361	4,590	0
1221204.8020 Advertising	0	706	220	0	0	0
1221204.8050 Phone/Communications	123	503	725	506	12,000	0
1221204.8130 Building & Equipment Rental	0	0	0	0	27,000	22,500
1221204.8300 Machinery & Equip Contract Maint	0	22,985	0	0	0	0
1221204.8480 Communication Equip. Maint.	19,517	14,517	14,394	11,928	5,000	12,120
1221204.8550 Misc. Contracted Services	2,366	5,549	3,946	57,821	16,000	0
1221205.9040 Dues/Conferences Expenses	11,232	21,137	23,313	4,863	10,000	10,000
1221205.9070 Training	7,667	2,495	3,566	1,687	0	0
1221206.9621 Buildings & Structures	0	140	0	0	0	0
1221206.9622 Machinery & Equipment	118,705	117,886	0	0	0	0
1221206.9623 Autos & Trucks	0	39,103	0	0	0	0
TOTAL LAW ENFORCEMENT GRANTS	\$382,278	\$530,546	\$419,739	\$307,849	\$300,225	\$239,683

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

LAW ENFORCEMENT FUND

Expenditures:

Federally Forfeited Property

FED. FORFEITED PROPERTY	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
1221294.8130 Building & Equipment Rental	\$18,000	\$22,500	\$22,500	\$22,500	\$0	\$0
1221294.8480 Communication Equipment Maint	1,958	6,500	0	0	0	0
1221294.8550 Miscellaneous Contracted Svc	2,636	2,280	2,280	2,280	2,500	25,000
TOTAL FED FORFEITED PROPERTY	\$22,594	\$31,280	\$24,780	\$24,780	\$2,500	\$25,000

<u>CURRENT GRANT PROGRAMS</u>	<u>PROJECTED AMOUNT AVAILABLE</u>
Drug Salle	\$9,200
D.A.T.E. Grant	20,000
V.C.F. Grant	58,452
SALLE	15,108
Occupant Protection	8,000
DEA Task Force	35,000
Impaired Driving	57,300
2014 Byrne Grant	25,123
Distracted Driving	1,800
Pedestrian Safety	9,700
Federal Forfeited Funds	25,000
TOTAL	* \$264,683

* Based on projected grant balance at 12/31/2015 and/or grant award amount for 2016

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$483,829	\$483,522	\$414,305	\$429,030	\$423,295	\$440,197
Materials and Supplies	781,901	855,785	823,123	830,328	793,000	756,050
Contractual Services	261,324	266,082	327,328	291,697	158,570	197,045
Other Charges	<u>11,122</u>	<u>8,075</u>	<u>6,007</u>	<u>4,017</u>	<u>31,274</u>	<u>42,524</u>
Subtotal	\$1,538,176	\$1,613,464	\$1,570,763	\$1,555,072	\$1,406,139	\$1,435,816
Inter-Dept. Charges	<u>(1,538,176)</u>	<u>(1,613,464)</u>	<u>(1,570,763)</u>	<u>(1,555,072)</u>	<u>(1,406,139)</u>	<u>(1,435,816)</u>
Total Operating Expenses	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2016 WAGE AND SALARY BUDGET
MAINTENANCE DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
SENIOR MECHANIC II	6250	15- 5	67,836	1,683	69,519	1.0	68,278	15- 5	70,299	1,849	72,148	1.0
SENIOR MECHANIC	6250	13- 5	63,237	3,407	66,644	1.0	63,242	13- 5	65,101	3,615	68,716	1.0
SENIOR MECHANIC	6250	13- 5	62,437	1,342	63,779	1.0	62,442	13- 5	64,301	1,489	65,790	1.0
MECHANIC II	6250	11- 5	59,023	0	59,023	1.0	59,030	11- 5	61,218	1,013	62,231	1.0
FULL TIME SUBTOTALS			252,533	6,432	258,965	4.0	252,993		260,919	7,966	268,885	4.0
OVERTIME		23,000						28,000				
OTHER SUBTOTALS			23,000	0	23,000	0.0	0		28,000	0	28,000	0.0
MAINTENANCE DEPARTMENT TOTALS			275,533	6,432	281,965	4.0	252,993 *		288,919	7,966	296,885	4.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
6006002.6020 Supervisory	\$62,673	\$63,949	\$63,906	\$0	\$0	\$0
6006002.6250 Mechanics	217,433	210,421	173,269	240,251	252,533	260,919
6006002.6580 Service Award	4,010	5,199	5,535	5,935	6,432	7,966
6006002.6590 Sick Pay	3,768	3,787	4,328	3,963	4,153	5,622
6006002.6620 Overtime	15,775	18,037	22,461	29,104	23,000	28,000
6006002.6880 Uniform Allowances	0	0	395	975	1,200	1,200
6006002.6881 Tool Allowance	450	1,000	750	1,000	1,000	1,000
6006002.6920 Unemployment Comp. Ins.	1,757	1,759	1,311	1,973	2,128	1,889
6006002.6930 Social Security Taxes	22,377	25,044	20,459	21,259	22,056	23,310
6006002.6940 City Pension Plan	61,213	65,530	51,674	52,854	56,976	61,420
6006002.6950 Term Life Insurance	1,476	1,475	1,219	1,219	1,334	1,378
6006002.6960 Group Hospitalization Ins.	60,057	54,840	43,776	46,418	47,857	43,078
6006002.6961 Long-Term Disability Ins.	480	559	462	423	505	522
6006002.6962 Dental Insurance	3,377	3,260	2,615	2,604	2,791	2,406
5495402.6964 Health Savings Account	0	0	750	0	750	750
6006002.6965 Post-Employment Benefits	28,983	28,662	21,395	21,052	0	0
6006002.6967 Emergency Room Reimbursements	0	0	0	0	580	580
6006002.6968 Vision Insurance Premiums	0	0	0	0	0	157
TOTAL PERSONNEL SERVICES	\$483,829	\$483,522	\$414,305	\$429,030	\$423,295	\$440,197

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
6006003.7020 Heating Fuel	\$6,733	\$6,901	\$7,683	\$6,641	\$9,000	\$9,000
6006003.7060 Tire & Tire Repair Expense	64,498	68,136	70,339	59,926	65,000	60,000
6006003.7070 Gasoline, Oil, Coolant, Etc.	520,294	545,075	523,275	487,579	500,000	475,000
6006003.7110 Safety Shoes & Supplies	992	1,211	803	660	800	800
6006003.7130 Tools, Field Sup., & Small Eq.	7,046	11,064	5,846	7,361	9,000	9,000
6006003.7131 Information Technology Supplies	0	0	0	811	7,000	0
6006003.7140 Uniforms	534	136	102	137	0	0
6006003.7150 Office Supplies	7	19	0	456	200	250
6006003.7230 Janitorial Supplies	16,133	19,581	21,493	19,136	0	0
6006003.7250 Buildings and Grounds Maint.	929	0	319	2,680	0	0
6006003.7300 Machinery & Equip. Maintenance	794	913	2,257	3,471	2,000	2,000
6006003.7310 Vehicle Maintenance	163,788	202,340	190,995	241,277	200,000	200,000
6006003.7550 Miscellaneous Supplies	153	409	11	193	0	0
TOTAL MATERIALS & SUPPLIES	\$781,901	\$855,785	\$823,123	\$830,328	\$793,000	\$756,050

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
CONTRACTUAL SERVICES						
6006004.8030 Casualty Insurance	\$44,216	\$46,741	\$51,337	\$53,122	\$54,208	\$61,781
6006004.8050 Phone/Communications	584	388	341	288	180	180
6006004.8131 Information Technology Cont'l	0	0	0	1,962	4,378	4,884
6006004.8230 Janitorial Service	64,884	65,026	65,026	56,067	0	0
6006004.8250 Buildings and Grounds Maint.	93,812	79,466	111,786	81,957	0	0
6006004.8300 Machinery & Equip. Maintenance	641	1,124	6,906	3,396	1,000	1,000
6006004.8310 Vehicle Maintenance	51,694	70,295	84,876	83,149	95,000	125,000
6006004.8311 Vehicle Accidents	5,458	3,042	3,012	5,293	3,000	4,200
6006004.8430 City Hall Maintenance	0	0	250	2,983	0	0
6006004.8550 Misc. Contracted Services	35	0	3,541	2,701	0	0
6006004.8870 Railroad Station Maintenance (1)	0	0	253	779	804	0
TOTAL CONTRACTUAL SERVICES	\$261,324	\$266,082	\$327,328	\$291,697	\$158,570	\$197,045
(1) Moved to Code Enforcement in 2016.						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
6006005.9010 Bad Debts	\$0	\$0	\$0	\$855	\$0	\$0
6006005.9020 Mileage & Small Bus. Expense	23	116	16	0	200	200
6006005.9060 Depreciation Expense	9,886	6,959	4,019	1,942	27,174	38,424
6006005.9070 Training	1,213	1,000	1,972	1,220	2,000	2,000
6006005.9099 Contingencies	0	0	0	0	1,900	1,900
TOTAL OTHER CHARGES	\$11,122	\$8,075	\$6,007	\$4,017	\$31,274	\$42,524

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Vehicles and Equipment	(\$1,435,975)	(\$1,504,442)	(\$1,424,930)	(\$1,418,101)	(\$1,436,572)	(1,476,996)
Buildings and Grounds	(220,922)	(210,111)	(273,174)	(151,540)	3,599	11,013
Electricity	97,736	77,601	76,383	6,650	7,197	7,287
Billings & Accounting	0	33,081	37,855	15,931	16,575	17,665
Information Technology	0	0	0	5,699	9,062	18,015
Other Indirect Charges	20,985	(9,593)	13,103	(13,711)	(6,000)	(12,800)
TOTAL INTER-DEPT. CHARGES	(\$1,538,176)	(\$1,613,464)	(\$1,570,763)	(\$1,555,072)	(\$1,406,139)	(\$1,435,816)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

CAPITAL PROJECTS BUDGET	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
6006006.9620 Land Improvements	\$0	\$0	\$0	\$0	\$0	\$128,353
6006006.9621 Buildings & Structures	0	8,700	0	19,990	200,000	0
6006006.9622 Machinery & Equipment	0	0	0	0	95,000	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$8,700	\$0	\$19,990	\$295,000	\$128,353
CAPITAL PROJECT NUMBER & DESCRIPTION			<u>CAPITAL RESERVES</u>	<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>	
M1101 Maint Yard Master Plan/Salt Shed			\$221,647	\$128,353	\$0	
MEQSF Equipment Replacement Program			0	0	0	
TOTAL MAINTENANCE FUND			\$221,647	\$128,353	\$0	

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

INSURANCE FUND

Expenditures:

Self Insurance

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
SELF INSURANCE						
6116104.8162 Legal/Consulting Service	\$0	\$0	\$0	\$0	\$10,000	\$10,000
6116104.8891 Claims - Medical	24,514	18,583	13,701	12,495	25,000	20,000
6116104.8893 Claims - Disability	0	0	0	0	111,626	0
6116104.8894 Claims - Liability	74,914	70,670	18,775	22,821	100,000	100,000
6116104.8895 Claims - Permanent Impairment	69,586	0	139,547	271,334	75,000	75,000
TOTAL SELF-INSURANCE	\$169,014	\$89,253	\$172,023	\$306,650	\$321,626	\$205,000

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

OTHER POST-EMPLOYMENT BENEFITS FUND

Expenditures:

Other Post-Employment Benefits

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
POST-EMPLOYMENT BENEFITS						
7307300.6991 Retiree Health Insurance	\$171,182	\$205,883	\$256,425	\$247,543	\$267,916	\$281,312
7307300.6992 Retiree/Spouse Health Insurance	64,317	69,784	80,677	95,708	123,935	130,132
7307300.6994 Retiree Dental Insurance	18,450	19,852	23,896	26,391	27,030	30,905
7307300.6995 Retiree Life Insurance	1,174	1,179	1,247	1,379	1,300	1,629
7307300.6996 Retiree Vision Insurance	0	0	0	0	0	1,800
7307300.8930 OPEB Administrative Expense	5,988	6,500	(351)	(453)	5,190	6,141
7307300.8980 Actuary Expenses	19,219	0	0	0	0	0
TOTAL POST-EMPLOYMENT BENEFITS	\$280,330	\$303,198	\$361,894	\$370,568	\$425,371	\$451,919

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Administrative Department-Information Technology Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OPERATING EXPENSES						
Personnel Services	\$0	\$0	\$0	\$0	\$743,310	\$838,309
Materials and Supplies	0	0	0	0	76,900	59,000
Contractual Services	0	0	0	0	540,309	542,228
Other Charges	0	0	0	0	119,336	130,110
Subtotal	\$0	\$0	\$0	\$0	\$1,479,855	\$1,569,647
Inter-Dept. Charges	0	0	0	0	(1,479,855)	(1,569,647)
Total Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0

**ADMINISTRATION DEPARTMENT
2016 WAGE AND SALARY BUDGET
INFORMATION TECHNOLOGY DIVISION**

POSITION	BUDGET ACCT	2015					TOTAL SALARY RATE AT 12/31/2015	2016				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
IT MANAGER	6020	28- D	101,135	0	101,135	1.0	101,242	28- I	104,281	0	104,281	1.0
ASSISTANT IT MANAGER	6020											
IT NETWORK ADMIN I	6050	19- G	73,256	1,805	75,061	1.0	73,476	19- G	75,635	1,982	77,617	1.0
IT APPLICATION SUPPORT ADMIN	6050	18- G	70,250	1,735	71,985	1.0	70,707	18- G	72,783	1,906	74,689	1.0
APPL SUPPORT ANALYST	6050	16- F	62,397	1,028	63,425	1.0	62,396	16- F	66,784	1,212	67,996	1.0
SYSTEMS ADMIN I	6050	21- G	78,070	0	78,070	1.0	78,065	21- G	80,400	0	80,400	1.0
DESKTOP SUPPORT LEAD	6050	12- F	51,053	0	51,053	1.0	52,738	12- B	45,260	0	45,260	1.0
GIS COORDINATOR	6050		0	0	0	1.0	0	18- B	57,623	0	57,623	1.0
FULL TIME SUBTOTALS			436,161	4,568	440,729	7.0	438,624		502,766	5,100	507,866	7.0
INTERN	6615	16,000						24,000				
TRANSITION WAGES	6020	16,000						24,000				
OVERTIME	6620	12,000						8,000				
OTHER SUBTOTALS			28,000	0	28,000	0.0			20,000		20,000	
INFORMATION TECHNOLOGY DIVISION TOTALS			464,161	4,568	468,729	7.0	438,624 *		502,766	5,100	559,866	7.0

* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Administrative Department-Information Technology Division

PERSONNEL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111162.6020 Supervisory	\$0	\$0	\$0	\$0	\$101,135	\$112,281
0111162.6050 Information Technology	0	0	0	0	378,026	398,485
0111162.6580 Service Award	0	0	0	0	4,568	5,100
0111162.6590 Sick Pay	0	0	0	0	1,450	1,350
0111162.6600 Part Time	0	0	0	0	16,000	24,000
0111162.6620 Overtime	0	0	0	0	12,000	20,000
0111162.6920 Unemployment Comp. Ins.	0	0	0	0	3,192	3,306
0111162.6930 Social Security Taxes	0	0	0	0	33,716	42,321
0111162.6940 City Pension Plan	0	0	0	0	75,588	83,148
0111162.6941 Defined Contribution 401(a) Plan	0	0	0	0	7,585	11,216
0111162.6950 Term Life Insurance	0	0	0	0	2,149	2,468
0111162.6960 Group Hospitalization Ins.	0	0	0	0	95,118	119,335
0111162.6961 Long-Term Disability Ins.	0	0	0	0	863	990
0111162.6962 Dental Insurance	0	0	0	0	6,496	8,470
0111162.6963 Flexible Spending Account	0	0	0	0	234	234
0111162.6964 Health Savings Account	0	0	0	0	3,000	1,500
0111162.6966 Retirement Health Savings Account	0	0	0	0	1,320	2,679
0111162.6967 Emergency Room Reimbursements	0	0	0	0	870	1,015
6006002.6968 Vision Insurance Premiums	0	0	0	0	0	411
TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$743,310	\$838,309

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Administrative Department-Information Technology Division

MATERIALS AND SUPPLIES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111163.7130 Tools,Field Sup.,Small Equip.	\$0	\$0	\$0	\$0	\$45,900	\$29,500
0111163.7136 Software	0	0	0	0	26,500	25,000
0111163.7150 Office Supplies	0	0	0	0	2,500	2,500
0111163.7160 Books, Periodicals, Etc.	0	0	0	0	0	0
0111163.7200 Copying Supplies	0	0	0	0	0	0
0111163.7550 Miscellaneous Supplies	0	0	0	0	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0	\$76,900	\$59,000

CONTRACTUAL SERVICES	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
0111164.8030 Casualty Insurance	\$0	\$0	\$0	\$0	\$3,251	\$3,087
0111164.8050 Phone/Communications	0	0	0	0	0	6,640
0111164.8130 Bldg. & Equip. Rental	0	0	0	0	1,000	1,000
0111164.8136 Subscription Services (Software or SAAS)	0	0	0	0	429,167	425,625
0111164.8137 Leased Equipment (Contractual)	0	0	0	0	78,891	87,876
0111164.8300 Mach. & Equip. Maintenance	0	0	0	0	1,000	1,000
0111164.8550 Misc. Contracted Svc.	0	0	0	0	27,000	17,000
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$540,309	\$542,228

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

GENERAL FUND

Expenditures:

Administrative Department-Information Technology Division

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
OTHER CHARGES						
0111165.9031 Information Technology Training	\$0	\$0	\$0	\$0	\$15,500	\$30,000
0111165.9040 Dues/Conference Expenses	0	0	0	0	5,000	14,700
0111165.9060 Depreciation Expense	0	0	0	0	97,336	83,910
0111165.9099 Contingencies	0	0	0	0	1,500	1,500
TOTAL OTHER CHARGES	\$0	\$0	\$0	\$0	\$119,336	\$130,110

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
INTER-DEPT. CHARGES						
Buildings and Grounds	\$0	\$0	\$0	\$0	\$3,973	\$4,433
Billings & Accounting	0	0	0	0	20,559	22,409
Information Technology	0	0	0	0	(1,469,284)	(1,553,468)
Printing and Reproduction	0	0	0	0	(37,971)	(46,230)
Electric Used	0	0	0	0	2,868	3,209
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$0	\$0	\$0	\$0	(\$1,479,855)	(\$1,569,647)

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2016**

DOWNTOWN NEWARK PARTNERSHIP FUND

Expenditures:

Administration Department-Special Revenue

	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	2015 BUDGET AS AMENDED	BUDGET 2016
MATERIALS AND SUPPLIES						
1491403.7130 Small Tools and Equipment	\$0	\$0	\$0	\$0	\$1,540	\$0
1491403.7670 Downtown Newark Partnership Supplies	0	0	0	0	3,000	4,500
1491403.7671 Mural and New Art Supplies	0	0	0	0	2,000	0
1491403.7694 Other Special Events Supplies	0	0	0	0	0	14,500
CONTRACTUAL SERVICES						
1491404.8020 Advertising	0	0	0	0	20,111	36,500
1491404.8550 Misc. Contracted Svc.	0	0	0	0	17,500	1,000
1491404.8670 Downtown Newark Partnership Cont'l	0	0	0	0	4,000	10,500
1491404.8694 Other Special Events Contractual	0	0	0	0	57,575	55,000
OTHER CHARGES						
1491405.9040 Dues/Conference Expenses	0	0	0	0	3,000	3,000
1491405.9070 Training	0	0	0	0	1,500	500
1491405.9081 Business Recruitment and Retention	0	0	0	0	8,300	8,300
1491405.9082 Gift Card Program	0	0	0	0	19,000	19,000
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	\$0	\$0	\$0	\$0	\$137,526	\$152,800

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