



PLANNING & DEVELOPMENT

2018

BUDGET PRESENTATION TO CITY COUNCIL

(Version 2)

AUGUST 16, 2017

PLANNING & DEVELOPMENT

DOCUMENT VERSION CONTROL

Version	Date Submitted	Description of Change(s):																																																																																																								
1	8/9/2017	Initial Submission																																																																																																								
2	8/10/2017	The following updates were made to the pages and data listed below: Description of Change(s): Inter-Dept. Charges were updated on the following pages: <table><tr><td>Page Number:</td><td>18</td><td>Division:</td><td>Planning</td></tr><tr><td>Billing and Accounting:</td><td></td><td>Before:</td><td>\$ 18,855</td><td>After:</td><td>\$ 18,756</td></tr><tr><td>Buildings and Grounds:</td><td></td><td>Before:</td><td>\$ 21,149</td><td>After:</td><td>\$ 17,271</td></tr><tr><td>Information Technology:</td><td></td><td>Before:</td><td>\$ 18,871</td><td>After:</td><td>\$ 18,854</td></tr><tr><td>Services to Utility Funds:</td><td></td><td>Before:</td><td>\$ (17,043)</td><td>After:</td><td>\$ (16,889)</td></tr></table> <table><tr><td>Page Number:</td><td>29</td><td>Division:</td><td>Code Enforcement</td></tr><tr><td>Billing and Accounting:</td><td></td><td>Before:</td><td>\$ 31,907</td><td>After:</td><td>\$ 31,740</td></tr><tr><td>Buildings and Grounds:</td><td></td><td>Before:</td><td>\$ 17,982</td><td>After:</td><td>\$ 14,686</td></tr><tr><td>Information Technology:</td><td></td><td>Before:</td><td>\$ 46,130</td><td>After:</td><td>\$ 46,090</td></tr><tr><td>Vehicles and Equipment:</td><td></td><td>Before:</td><td>\$ 26,485</td><td>After:</td><td>\$ 26,483</td></tr></table> <table><tr><td>Page Number:</td><td>40</td><td>Division:</td><td>Unicity</td></tr><tr><td>Vehicles and Equipment:</td><td></td><td>Before:</td><td>\$ 53,978</td><td>After:</td><td>\$ 53,973</td></tr></table> <table><tr><td>Page Number:</td><td>60</td><td>Division:</td><td>Parking</td></tr><tr><td>Billing and Accounting:</td><td></td><td>Before:</td><td>\$ 71,514</td><td>After:</td><td>\$ 71,145</td></tr><tr><td>Buildings and Grounds:</td><td></td><td>Before:</td><td>\$ 15,804</td><td>After:</td><td>\$ 12,907</td></tr><tr><td>Information Technology:</td><td></td><td>Before:</td><td>\$ 163,547</td><td>After:</td><td>\$ 163,407</td></tr><tr><td>Vehicles and Equipment:</td><td></td><td>Before:</td><td>\$ 17,897</td><td>After:</td><td>\$ 17,895</td></tr></table> Description of Change(s): CIP sheet V1702 updated font size for "Description and Justification" <table><tr><td>Page Number:</td><td>64</td><td>Division:</td><td>Parking</td></tr><tr><td colspan="6">Font size changed from 11 to 10 to fit window size</td></tr></table>	Page Number:	18	Division:	Planning	Billing and Accounting:		Before:	\$ 18,855	After:	\$ 18,756	Buildings and Grounds:		Before:	\$ 21,149	After:	\$ 17,271	Information Technology:		Before:	\$ 18,871	After:	\$ 18,854	Services to Utility Funds:		Before:	\$ (17,043)	After:	\$ (16,889)	Page Number:	29	Division:	Code Enforcement	Billing and Accounting:		Before:	\$ 31,907	After:	\$ 31,740	Buildings and Grounds:		Before:	\$ 17,982	After:	\$ 14,686	Information Technology:		Before:	\$ 46,130	After:	\$ 46,090	Vehicles and Equipment:		Before:	\$ 26,485	After:	\$ 26,483	Page Number:	40	Division:	Unicity	Vehicles and Equipment:		Before:	\$ 53,978	After:	\$ 53,973	Page Number:	60	Division:	Parking	Billing and Accounting:		Before:	\$ 71,514	After:	\$ 71,145	Buildings and Grounds:		Before:	\$ 15,804	After:	\$ 12,907	Information Technology:		Before:	\$ 163,547	After:	\$ 163,407	Vehicles and Equipment:		Before:	\$ 17,897	After:	\$ 17,895	Page Number:	64	Division:	Parking	Font size changed from 11 to 10 to fit window size					
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**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
DEPARTMENT LEVEL SUMMARY**

Planning and Development Department

Division Description

The Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its program divisions including Land Use and Planning, Code Enforcement, Parking, and Facilities Management.

Land Use and Planning Division:

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

Code Enforcement:

This division is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code.

UNICITY Bus:

The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.

Community Development Block Grant (CDBG):

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 and the Planning Department is responsible for administering this program.

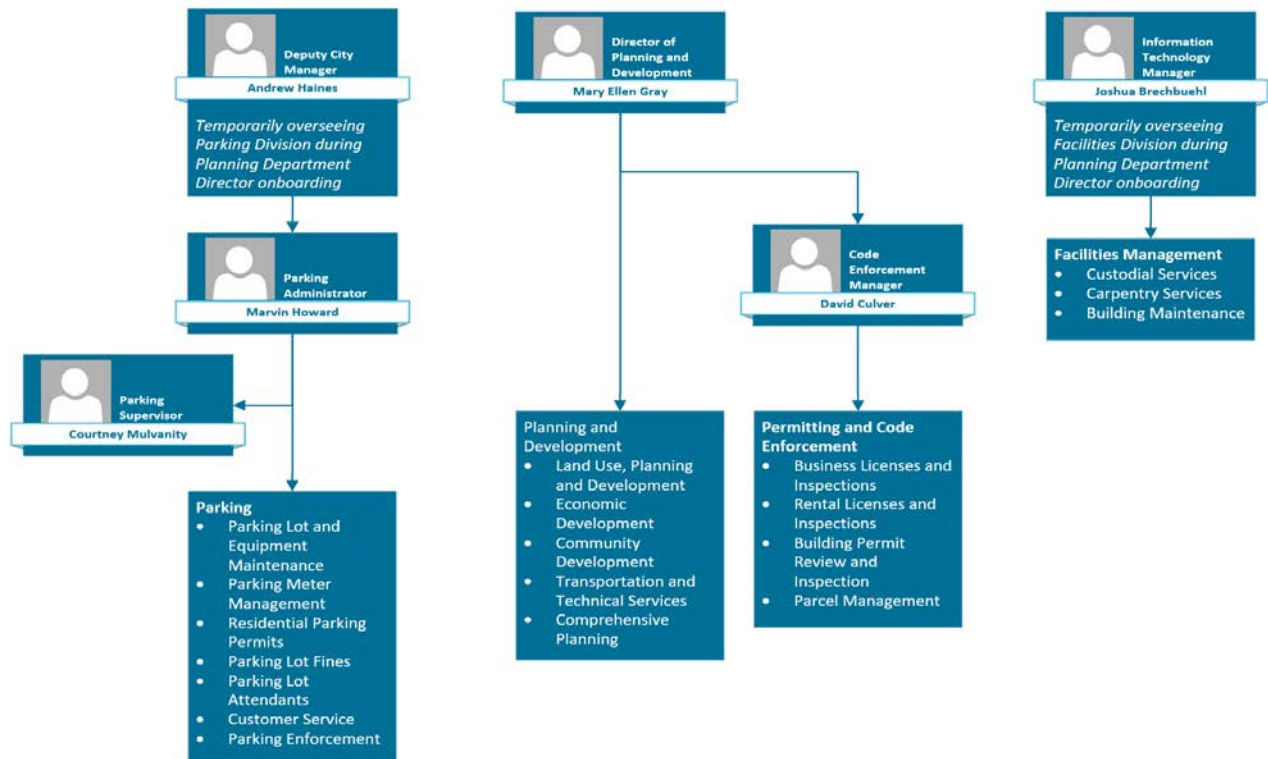
Parking:

This division is responsible for all municipal parking within the City limits including on-street parking meters, off-street parking, and residential parking enforcement.

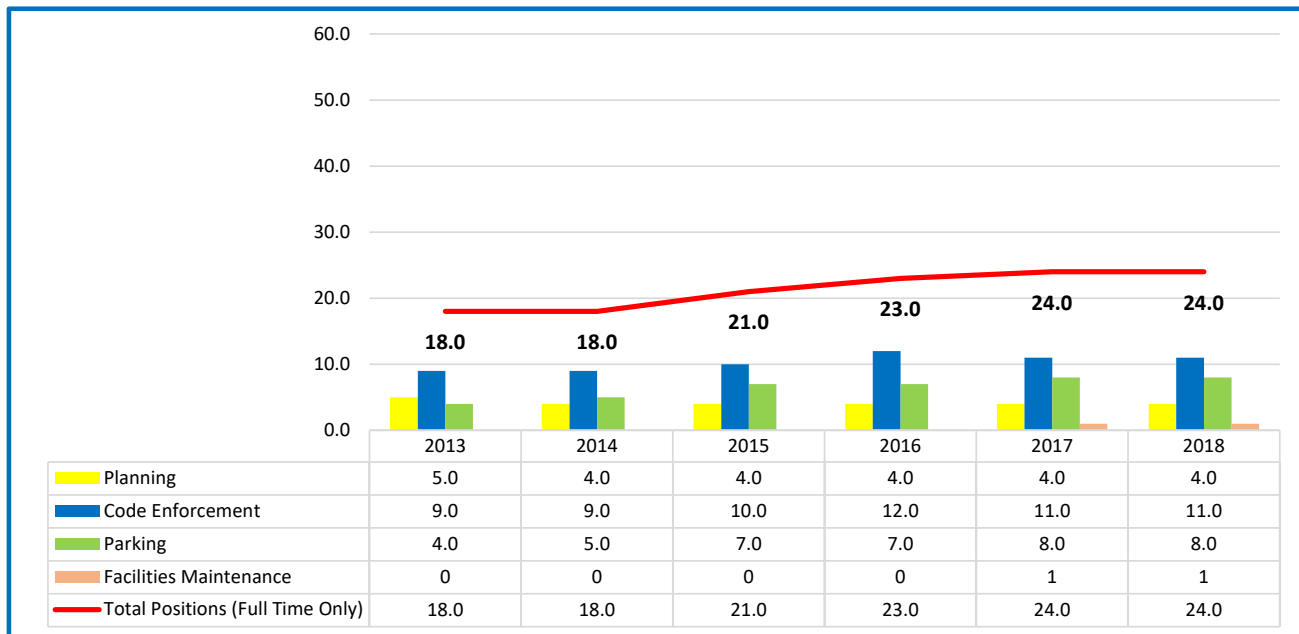
Facilities Management:

This division is responsible for all building maintenance for all City owned buildings, including City Hall and Police Station, as well as the Field Operations Complex (Yard), George Wilson Center, and many other locations.

PLANNING & DEVELOPMENT FY2017 ORGANIZATIONAL CHART



PLANNING & DEVELOPMENT
Full Time History/Vacancies as of July 1, 2017
DEPARTMENT LEVEL SUMMARY



FULL TIME VACANCIES (Included Above)			
Division	Title	#	Reason for Vacancy (date)
Planning	None	0.0	
Code Enforcement	None	0.0	
Parking	None	0.0	
Facilities	None	0.0	
Total		0.0	

COMMENTS			
Division	Title	Change (+/-)	Reason for Adjustment
Planning	Development Manager/Planner	(1.0)	Position was realigned to a Planner II
	Planner II	1.0	See above description
Code Enforcement	Property Maintenance Inspector I	(1.0)	Promotion to Property Maintenance Inspector II
	Property Maintenance Inspector II	1.0	See above description
Parking	None	0.0	
Facilities	None	0.0	
Total		0.0	

PLANNING DIVISION

PLANNING & DEVELOPMENT PROGRAM NARRATIVE PLANNING

Land Use and Planning Division:

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. 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. The division also serves as staff to the Planning Commission and the Board of Adjustment. In addition, the Land Use and Planning Division also includes Economic Development, Transportation and Technical Services, and the Community Development which are further described below.

Staff

The Land Use and Planning Division is comprised of four (4) staff. One (1) Director, two (2) Planner II, and one (1) Administrative Assistant.

2017 Accomplishments

Key division accomplishments for 2017 include a review and update of the development related fees articulated in the Zoning and Subdivision Code Chapters. These updated fees reflect a comprehensive review of our fee structure and more accurately reflect the actual cost related to these activities. Also, the City Council adopted the City's Comprehensive Development Plan V on September 26, 2016 and was certified by the State on January 5, 2017. Another activity in 2017 was the completion of a Parking Needs Assessment and a public discussion through public workshops of the parking needs and regulation in the downtown. Further, in May, the Planning Commission established a Parking Subcommittee to review the Parking Code requirements.

In addition, in 2014, 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 helped facilitate. The study's Phase One was completed in the spring of 2015, and Phase Two was completed and presented to City Council on March 28, 2017.

Finally, the division continued to provide 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.

Planning Commission Activities:

Annexations

1. 139 East Chestnut Hill Road (February 2017)
2. 4 Georgian Circle (August 2017)

Code Amendments

1. Chapters 27, 32 Building Inspector/Conditions for Subdivision Approval (January 2017)
2. Chapter 32 Wireless Regulations (February 2017)
3. Chapters 27, 32 Liens added to property tax billings (April 2017)
4. Chapter 32 Wireless Regulations (August 2017)

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
PLANNING**

Rezoning

1. 139 East Chestnut Hill Road (February 2017)
2. 4 Georgian Circle (August 2017)

Administrative Subdivisions

1. 550 South College Avenue (Approved April 2017)

Special Use Permits

1. 1002 South College Avenue for Dunkin Donuts drive-thru (January 2017)
2. 211 Edjil Drive for in home daycare (January 2017)
3. 83 East Main Street for AT&T Mobility (June 2017)
4. 400 Ogletown Road for increase in # of rooms for hotel (July 2017)
5. 83 East Main Street for Verizon Wireless (July 2017)

Plans Received in 2017

1. 118, 126, 130 New London Road – proposed minor subdivision with site plan approval
2. 36 Benny Street – Comp Plan amendment, rezoning, major subdivision with site plan approval
3. 100 & 400 block North Twin Lakes Blvd. – major subdivision
4. 18 North Street – minor subdivision
5. 65 South Chapel Street – sketch plan
6. 263 South Main Street (Park N Shop) – sketch

Developing Rules of Procedure

1. Planning Commission discussion (February 2017)
2. 1st draft presented to Planning Commission (July 2017)
3. 2nd draft presented to Planning Commission (August 2017)

Transportation

1. Planning Commission WILMAPCO information session (August 2017)

Rental Housing Needs Assessment Study

1. Planning Commission discussion regarding Phase II findings (June 2017)
2. Planning Commission follow up to recommendations (July 2017)

2018 Work Plan

1. Planning Commission discussion (July 2017)

Parking

1. Planning Commission discussion (January 2017)
2. Parking Workshop (March 2017)
3. Planning Commission recommendation of subcommittee (May 2017)
4. Subcommittee work plan presented at Planning Commission (June 2017)

Parking discussions from 2016:

1. April 5 – Planning Commission
2. May 3 – Planning Commission
3. September 19 – Parking Workshop

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
PLANNING**

Capital Improvements Plan

1. September 2016

Planning Commission

1. New commissioner orientation for Stacy McNatt (January 2017)

Permitting Activities:

	<u>2016</u>	<u>2017 YTD</u>
Deed Transfer Affidavits	402	232
Building Permit Reviews	1,733	990
Certificates of Completion/Occupancy	39	34
Total	2.174	1,256

Goals

In 2018, in addition to its land use responsibilities, the goals of division include: the implementation of the Comprehensive Development Plan V, reviewing and seeking to implement as appropriate the recommendations of Phase Two of the Rental Housing Needs Assessment Study; working with the Planning Commission on the review of the Parking Code requirements and becoming proficient in the MUNIS system.

Transportation and Technical Services:

The Land Use and Planning section 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.

Accomplishments

This division spent time in 2017 working with the University, WILMAPCO, DeIDOT and other jurisdictions on the Newark Regional Transportation Center, where construction has recently commenced, and worked with interest groups to implement the Newark Bicycle Plan. The division is also coordinating with DART, the University of Delaware, WILMAPCO and Cecil transit on Newark Transit Improvement Partnership (TRiP) to better coordinate the existing transit services of UNICTY, University of Delaware, Cecil County and DART. Finally, the division participated in the Cleveland Avenue Street Improvements Task Force of the Newark Traffic Committee in anticipation of 2018 reconstruction of Cleveland Avenue, with an eye to improving safety and flow for vehicles, bicycles and pedestrians along this very busy corridor.

Goals

In 2018, the division will continue the TRiP effort in coordination with UD's Institute for Public Administration to help coordinate transit systems in Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V, and Newark Bicycle Plan, participating in the management and related activities associated with the Newark Regional Transportation Center, as well as operating UNICITY.

PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
PLANNING

Economic Development:

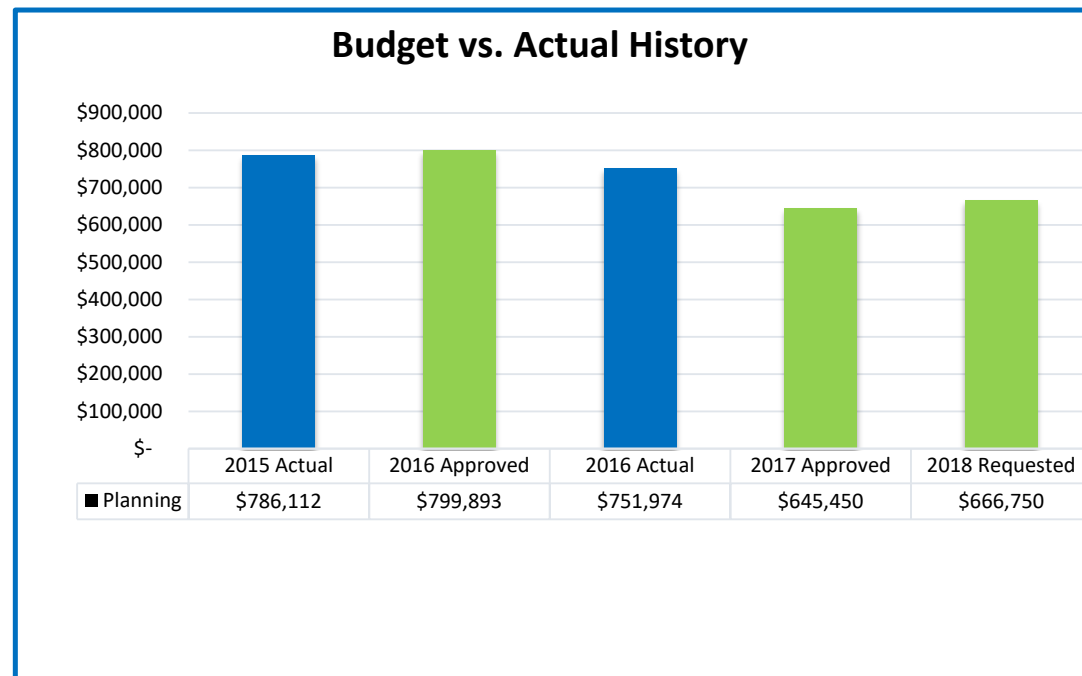
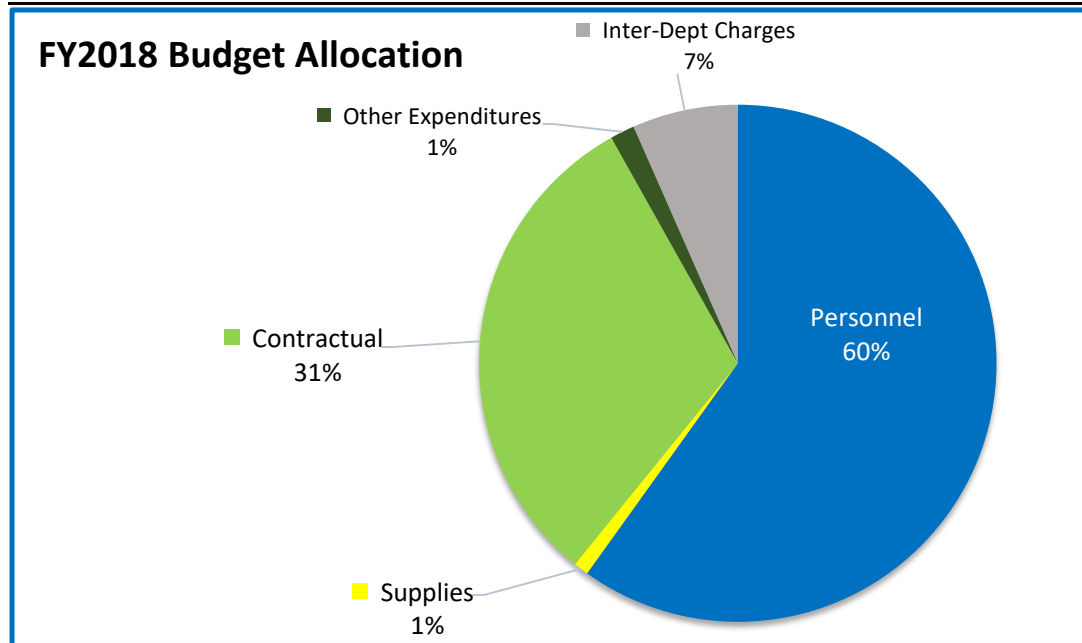
The Land Use and Planning Division also includes economic development. Economic development activities supplement private sector initiatives to strengthen Newark's commercial and industrial well-being. It is responsible for developing and modifying long range economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials.

Goals

In 2018, the division goals are to review and assess Newark's Economic Development Strategy and Action Plan and set a path for proactive economic development.

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
PLANNING**

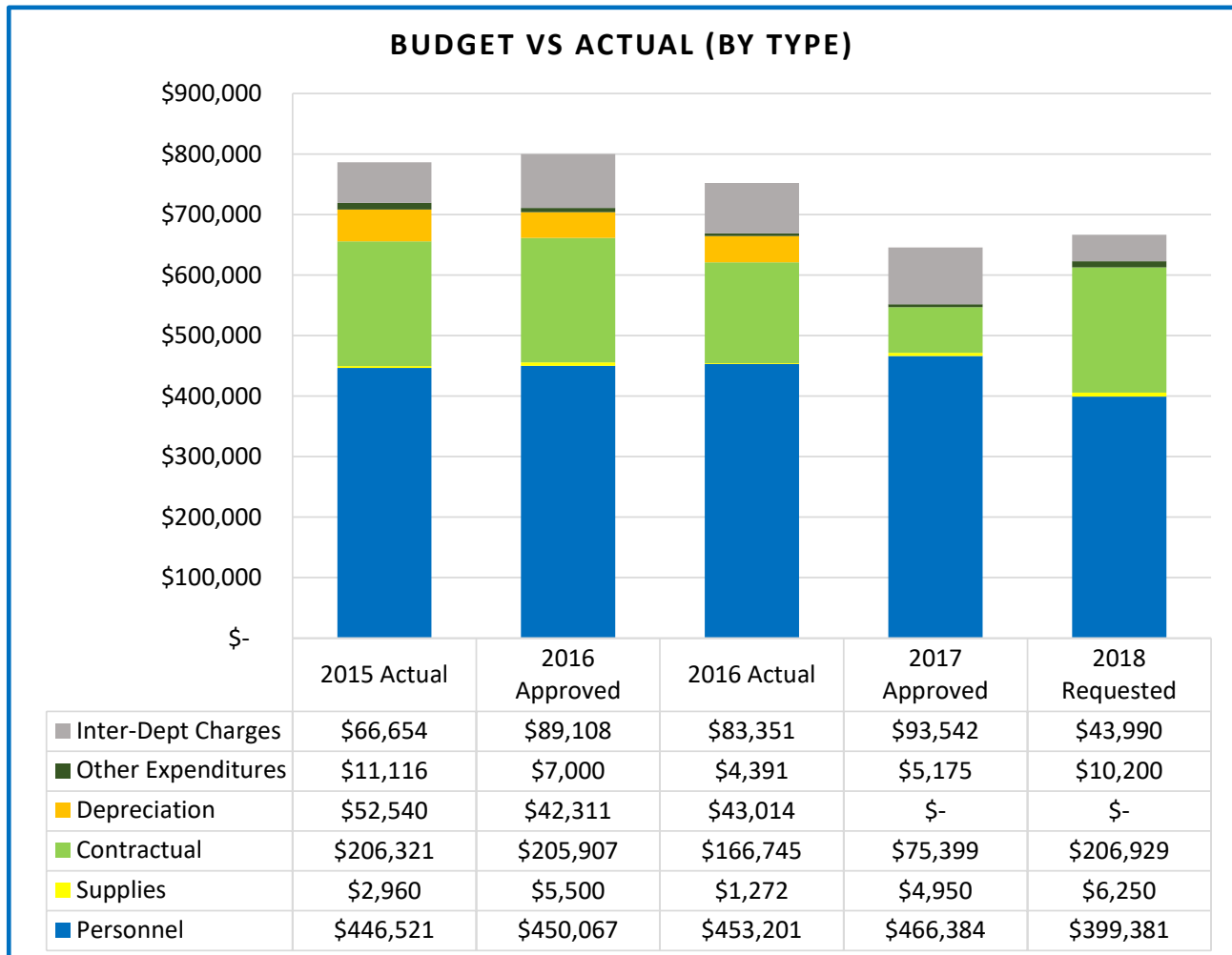
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$466,384	\$399,381	(\$67,003)	-14.37%
Materials and Supplies	\$4,950	\$6,250	\$1,300	26.26%
Contractual Services	\$75,399	\$206,929	\$131,530	174.45%
Other Expenditures	\$5,175	\$10,200	\$5,025	97.10%
Inter-Dept Charges	\$93,542	\$43,990	(\$49,552)	-52.97%
Total:	\$645,450	\$666,750	\$21,300	3.30%



**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
PLANNING**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 446,521	\$ 450,067	\$ 453,201	\$ 466,384	\$ 399,381
Materials and Supplies	\$ 2,960	\$ 5,500	\$ 1,272	\$ 4,950	\$ 6,250
Contractual Services	\$ 206,321	\$ 205,907	\$ 166,745	\$ 75,399	\$ 206,929
Depreciation	\$ 52,540	\$ 42,311	\$ 43,014	\$ -	\$ -
Other Expenditures	\$ 11,116	\$ 7,000	\$ 4,391	\$ 5,175	\$ 10,200
Inter-Dept Charges	\$ 66,654	\$ 89,108	\$ 83,351	\$ 93,542	\$ 43,990
Total:	\$786,112	\$799,893	\$751,974	\$645,450	\$666,750

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	56.8%	56.3%	60.3%	72.3%	59.9%
Materials and Supplies	0.4%	0.7%	0.2%	0.8%	0.9%
Contractual Services	26.2%	25.7%	22.2%	11.7%	31.0%
Depreciation	6.7%	5.3%	5.7%	0.0%	0.0%
Other Expenditures	1.4%	0.9%	0.6%	0.8%	1.5%
Inter-Dept Charges	8.5%	11.1%	11.1%	14.5%	6.6%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - PLANNING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$399,381	(\$67,003)	-14.37%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees.			

Personnel Services (Org: 0111112)

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 204,357	\$ 97,308	\$ (107,049)	-52.4%
6030 Engineering/Technical	\$ 31,943	\$ 97,833	\$ 65,890	206.3%
6080 Clerical	\$ 44,633	\$ 47,221	\$ 2,588	5.8%
6580 Service Award	\$ 8,441	\$ 1,022	\$ (7,419)	-87.9%
6590 Sick Pay	\$ 4,751	\$ 902	\$ (3,849)	-81.0%
6615 Interns	\$ 12,000	\$ 12,000	\$ -	0.0%
6620 Overtime	\$ 2,200	\$ 2,200	\$ -	0.0%
6920 Unemployment Comp. Ins.	\$ 1,869	\$ 1,134	\$ (735)	-39.3%
6930 Social Security Taxes	\$ 23,556	\$ 19,165	\$ (4,391)	-18.6%
6940 City Pension Plan	\$ 55,742	\$ 17,975	\$ (37,767)	-67.8%
6941 Defined Contribution 401(a) Plan	\$ 2,396	\$ 15,247	\$ 12,851	536.4%
6950 Term Life Insurance	\$ 1,197	\$ 1,065	\$ (132)	-11.0%
6960 Group Hospitalization Ins.	\$ 57,478	\$ 71,548	\$ 14,070	24.5%
6961 Long-Term Disability Ins.	\$ 334	\$ 526	\$ 192	57.5%
6962 Dental Insurance	\$ 3,616	\$ 4,149	\$ 533	14.7%
6964 Health Savings Account	\$ 2,400	\$ 901	\$ (1,499)	-62.5%
6965 Post-Employment Benefits	\$ 6,525	\$ 4,329	\$ (2,196)	-33.7%
6966 Retirement Health Savings Account	\$ 2,175	\$ 4,140	\$ 1,965	90.3%
6967 Emergency Room Reimbursements	\$ 580	\$ 522	\$ (58)	-10.0%
6968 Vision Insurance Premiums	\$ 191	\$ 194	\$ 3	1.6%
Personnel Services Total	\$ 466,384	\$ 399,381	\$ (67,003)	-14.4%

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - PLANNING**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
Director of Planning & Development	31	1.0	\$ 120,058	1.0	\$ 97,308	0.0	\$ (22,750)	-18.9%
Development Manager/Planner	22	1.0	\$ 84,299			(1.0)	\$ (84,299)	-100.0%
Planner II	14	1.0	\$ 53,239	2.0	\$ 112,339	1.0	\$ 59,100	111.0%
Secretary I	10	1.0	\$ 44,633	1.0	\$ 47,220	0.0	\$ 2,587	5.8%
Total Full-Time Positions		4.0	\$ 302,229	4.0	\$ 256,867	0.0	\$ (45,362)	-15.0%
PART-TIME POSITIONS								
Graduate Intern			\$ 12,000		\$ 12,000		\$ -	0.0%
Total Part-Time Funding			\$ 12,000		\$ 12,000		\$ -	0.0%
OTHER								
Overtime			\$ 2,200		\$ 2,200		\$ -	0.0%
Sick Pay			\$ 4,751		\$ 902		\$ (3,849)	-81.0%
Service Award			\$ 8,441		\$ 1,022		\$ (7,419)	-87.9%
Total Other			\$ 15,392		\$ 4,124		\$ (11,268)	-73.2%
Total All		4.0	\$ 329,621	4.0	\$ 272,991	0.0	\$ (56,630)	-17%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - PLANNING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$6,250	\$1,300	26.26%
Office equipment: file cabinet, cubical panels, and meeting table and chairs			

Materials/Supplies (Org: 0111113)

Object Line	2017	2018	\$ Difference	% Difference
7150 Office Supplies	\$ 1,800	\$ 1,800	\$ -	0.0%
7160 Books, Periodicals, Etc.	\$ 450	\$ 450	\$ -	0.0%
7200 Copying Supplies	\$ 1,800	\$ 1,800	\$ -	0.0%
7550 Miscellaneous Supplies	\$ 900	\$ 2,200	\$ 1,300	144.4%
Materials/Supplies Total	\$ 4,950	\$ 6,250	\$ 1,300	26.3%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7150 Office Supplies	\$ 1,800	Office supplies
7160 Books, Periodicals, Etc.	\$ 450	Planning related books and periodicals
7200 Copying Supplies	\$ 1,800	Copying supplies
7550 Miscellaneous Supplies	\$ 2,200	Office equipment, file cabinet, cubical panels, and meeting table and chairs
Total	\$ 6,250	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - PLANNING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$206,929	\$131,530	174.45%
Revenue sharing program, AETNA and Newark ambulance funding has been transferred from the City Secretary's Office to Planning.			

Contractual Services (Org: 0111114)

Object Line	2017	2018	\$ Difference	% Difference
8020 Advertising	\$ 1,350	\$ 1,350	\$ -	0.0%
8030 Casualty Insurance	\$ 6,101	\$ 6,163	\$ 62	1.0%
8033 Insurance - Broker	\$ 499	\$ 504	\$ 5	1.0%
8050 Phone/Communications	\$ 1,200	\$ 1,200	\$ -	0.0%
8070 Aetna Hose, Hook & Ladder	\$ -	\$ 70,246	\$ 70,246	n/a
8071 Newark Ambulance	\$ -	\$ 3,000	\$ 3,000	n/a
8131 Information Technology Cont'l	\$ 12,249	\$ 16,766	\$ 4,517	36.9%
8180 Consulting Fees	\$ 50,000	\$ 43,700	\$ (6,300)	-12.6%
8220 Revenue Sharing Program	\$ -	\$ 60,000	\$ 60,000	n/a
8550 Miscellaneous Contracted SVC	\$ 4,000	\$ 4,000	\$ -	0.0%
Contractual Services Total	\$ 75,399	\$ 206,929	\$ 131,530	174.4%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8020 Advertising	\$ 1,350	Legal advertisements
8030 Casualty Insurance	\$ 6,163	Allocation of insurance premium per Finance
8033 Insurance - Broker	\$ 504	Allocation of insurance premium per Finance
8050 Phone/Communications	\$ 1,200	Landline, Cell Phone Stipend and Fax Services
8070 Aetna Hose, Hook & Ladder	\$ 70,246	Transferred from City Secretary's Office
8071 Newark Ambulance	\$ 3,000	Transferred from City Secretary's Office
8131 Information Technology Cont'l	\$ 16,766	Department's share of IT costs, please see Appendix A
8180 Consulting Fees	\$ 43,700	Planning studies/work needed to be outsourced
8220 Revenue Sharing Program	\$ 60,000	Revenue sharing program for CDBG eligible entities
8550 Miscellaneous Contracted SVC	\$ 4,000	Move related work by third party vendors, potential studies
Total	\$ 206,929	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - PLANNING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$10,200	\$5,025	97.10%
Planetizen (on-line training); Delaware Chapter of American Planning Association training; Regional Conference; attendance to APA National Conference by one staff member and other potential training opportunities. Professional certifications and dues to DE Chapter of APA, National APA , American Institute of Certified Planners, Registration fee for APA National Conference.			

Other Charges (Org: 0111115)

Object Line	2017	2018	\$ Difference	% Difference
9020 Mileage & Small Bus. Exp.	\$ 450	\$ 450	\$ -	0.0%
9070 Training	\$ 4,725	\$ 9,750	\$ 5,025	106.3%
Other Charges Total	\$ 5,175	\$ 10,200	\$ 5,025	97.1%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Exp.	\$ 450	local training opportunities and training
9070 Training	\$ 9,750	Training, professional dues, local and national conferences
Total	\$ 10,200	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - PLANNING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	\$43,990	(\$49,552)	-52.97%
Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios. Buildings and Grounds: Costs of the Facilities Maintenance Division are allocated to other operating divisions by the square footage of the department offices and other buildings compared to the total city facility buildings square footage. Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate. Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network. Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department. Service to Utility Funds: Allocation of staff time spent related to utilities (Economic Development, Ordinance Reviews, Planning Commission, CIP). Unicity Bus: Moved to separate division in 2018.			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Billings & Accounting*	\$ 11,441	\$ 18,756	\$ 7,315	63.9%
Buildings and Grounds*	\$ 11,961	\$ 17,271	\$ 5,310	44.4%
Electricity Used	\$ 5,277	\$ 5,450	\$ 173	3.3%
Information Technology*	\$ 26,993	\$ 18,854	\$ (8,139)	-30.2%
Printing and Reproduction	\$ 639	\$ 548	\$ (91)	-14.2%
Services to Utility Funds*	\$ (22,170)	\$ (16,889)	\$ 5,281	-23.8%
Unicity Bus	\$ 59,401	\$ -	\$ (59,401)	-100.0%
Inter-Dept. Charges Total	\$ 93,542	\$ 43,990	\$ (49,552)	-53.0%

CODE ENFORCEMENT DIVISION

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
CODE ENFORCEMENT**

Code Enforcement:

This division 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, and coordinates building permit review with other City departments. A good portion of this division's time is spent out in the field conducting building and property management inspections as well as responding and investigating building and property management complaints. In addition, the division is responsible for State and City Fire Code compliance for new and existing construction.

Staff

The Code Enforcement staff includes: The Code Enforcement Manager, three (3) Property Maintenance Inspectors, four (4) Code Enforcement Officers, One (1) Fire Protection Specialist and two (2) Administrative Assistants.

Accomplishments

The division's key 2017 accomplishments include consideration of Code amendments to increase compliance with residential rental permit inspections, and assisting with verification of historical data in anticipation of migrating data to the new MUNIS systems.

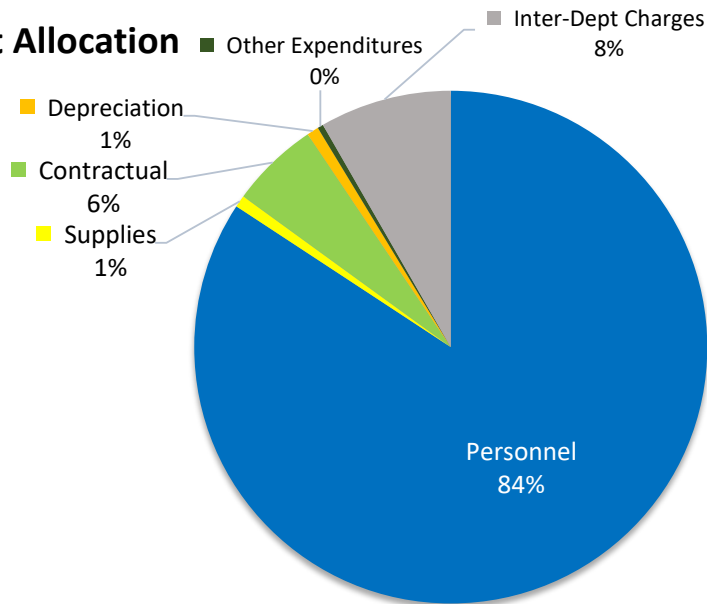
Goals

The division's principal goals for 2018 include updating the building code to the 2018 International Building Code, continue to streamline services to the community, update the permitting, licensing and Code Enforcement processes, continue to verify historical data, become proficient in the MUNIS system, maintain municipal facilities, and assist in the implementation of the recommendations of the Newark Rental Housing Needs Assessment Study Phase II results as they become available.

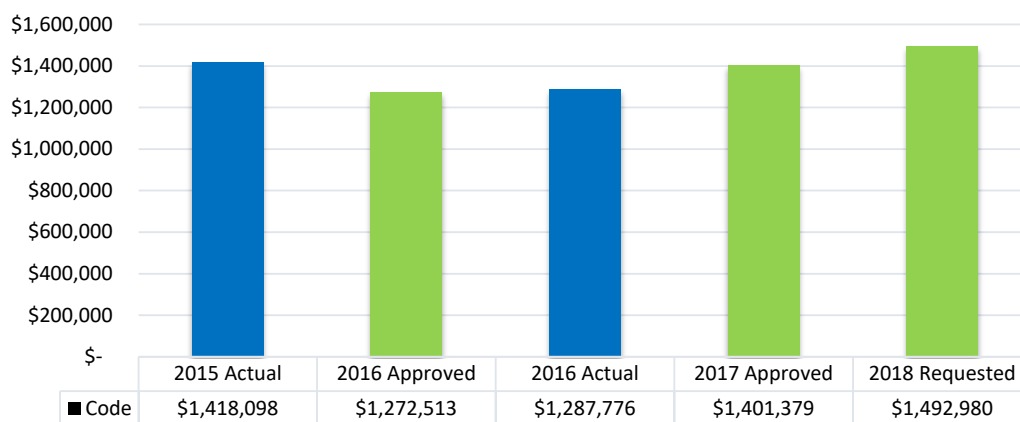
**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
CODE ENFORCEMENT**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,165,085	\$1,257,841	\$92,756	7.96%
Materials and Supplies	\$9,540	\$11,240	\$1,700	17.82%
Contractual Services	\$85,496	\$83,324	-\$2,172	-2.54%
Depreciation	\$3,126	\$11,100	\$7,974	255.09%
Other Expenditures	\$5,445	\$5,445	\$0	0.00%
Inter-Dept Charges	\$132,687	\$124,030	-\$8,657	-6.52%
Total:	\$1,401,379	\$1,492,980	\$91,601	6.54%

FY2018 Budget Allocation



Budget vs. Actual History

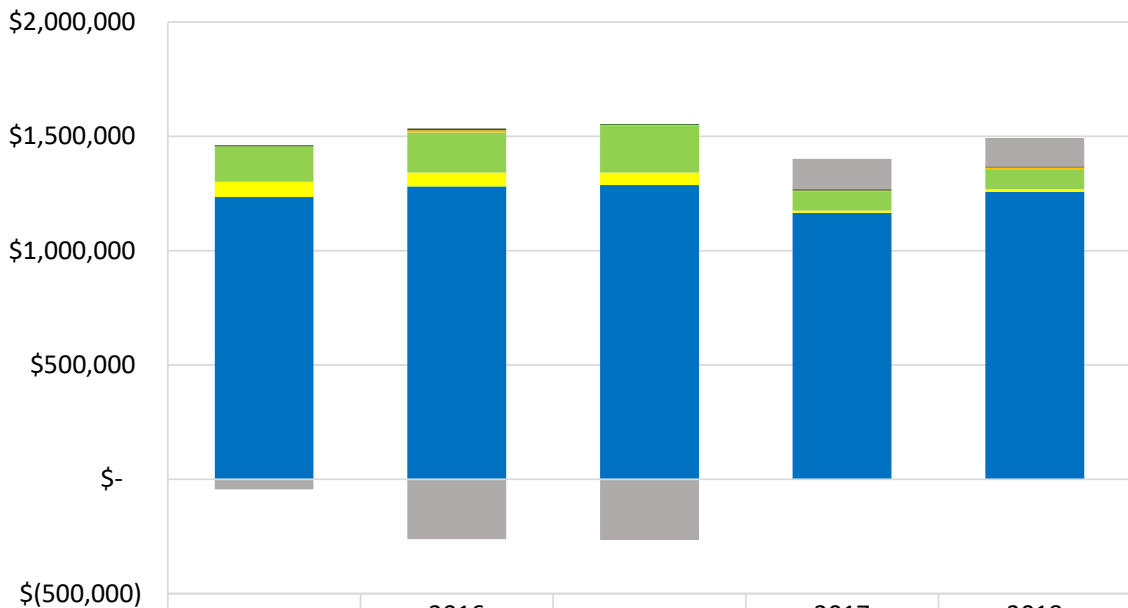


**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
CODE ENFORCEMENT**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 1,235,079	\$ 1,281,661	\$ 1,287,520	\$ 1,165,085	\$ 1,257,841
Materials and Supplies	\$ 66,944	\$ 59,750	\$ 54,573	\$ 9,540	\$ 11,240
Contractual Services	\$ 154,859	\$ 175,673	\$ 203,228	\$ 85,496	\$ 83,324
Depreciation	\$ -	\$ 10,020	\$ 4,781	\$ 3,126	\$ 11,100
Other Expenditures	\$ 4,611	\$ 7,300	\$ 3,591	\$ 5,445	\$ 5,445
Inter-Dept Charges	\$ (43,395)	\$ (261,891)	\$ (265,917)	\$ 132,687	\$ 124,030
Total:	\$1,418,098	\$1,272,513	\$1,287,776	\$1,401,379	\$1,492,980

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	87.1%	100.7%	100.0%	83.1%	84.3%
Materials and Supplies	4.7%	4.7%	4.2%	0.7%	0.8%
Contractual Services	10.9%	13.8%	15.8%	6.1%	5.6%
Depreciation	0.0%	0.8%	0.4%	0.2%	0.7%
Other Expenditures	0.3%	0.6%	0.3%	0.4%	0.4%
Inter-Dept Charges	-3.1%	-20.6%	-20.6%	9.5%	8.3%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%

BUDGET VS ACTUAL (BY TYPE)



	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Inter-Dept Charges	\$(43,395)	\$(261,891)	\$(265,917)	\$132,687	\$124,030
Other Expenditures	\$4,611	\$7,300	\$3,591	\$5,445	\$5,445
Depreciation	\$-	\$10,020	\$4,781	\$3,126	\$11,100
Contractual	\$154,859	\$175,673	\$203,228	\$85,496	\$83,324
Supplies	\$66,944	\$59,750	\$54,573	\$9,540	\$11,240
Personnel	\$1,235,079	\$1,281,661	\$1,287,520	\$1,165,085	\$1,257,841

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$1,257,841	\$92,756	7.96%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees.			

Personnel Services (Org: 0121082)

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 76,863	\$ 80,152	\$ 3,289	4.3%
6080 Clerical	\$ 101,640	\$ 105,222	\$ 3,582	3.5%
6260 Code Enforcement	\$ 523,748	\$ 540,651	\$ 16,903	3.2%
6580 Service Award	\$ 15,152	\$ 16,419	\$ 1,267	8.4%
6590 Sick Pay	\$ 5,539	\$ 7,322	\$ 1,783	32.2%
6620 Overtime	\$ 28,000	\$ 28,000	\$ -	0.0%
6880 Uniform Allowance	\$ 1,440	\$ 1,440	\$ -	0.0%
6920 Unemployment Comp. Ins.	\$ 4,788	\$ 3,465	\$ (1,323)	-27.6%
6930 Social Security Taxes	\$ 57,557	\$ 57,767	\$ 210	0.4%
6940 City Pension Plan	\$ 116,255	\$ 146,139	\$ 29,884	25.7%
6941 Defined Contribution 401(a) Plan	\$ 13,722	\$ 14,748	\$ 1,026	7.5%
6950 Term Life Insurance	\$ 3,697	\$ 3,479	\$ (218)	-5.9%
6960 Group Hospitalization Ins.	\$ 180,394	\$ 197,194	\$ 16,800	9.3%
6961 Long-Term Disability Ins.	\$ 1,406	\$ 1,584	\$ 178	12.7%
6962 Dental Insurance	\$ 10,215	\$ 10,927	\$ 712	7.0%
6963 Flexible Spending Account	\$ 390	\$ 312	\$ (78)	-20.0%
6964 Health Savings Account	\$ 1,500	\$ 1,500	\$ -	0.0%
6965 Post-Employment Benefits	\$ 16,581	\$ 35,191	\$ 18,610	112.2%
6966 Retirement Health Savings Account	\$ 4,078	\$ 4,140	\$ 62	1.5%
6967 Emergency Room Reimbursements	\$ 1,595	\$ 1,595	\$ -	0.0%
6968 Vision Insurance Premiums	\$ 525	\$ 594	\$ 69	13.1%
Personnel Services Total	\$ 1,165,085	\$ 1,257,841	\$ 92,756	8.0%

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - CODE ENFORCEMENT**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
Code Enforcement Manager	22	1.0	\$ 76,863	1.0	\$ 80,152	0.0	\$ 3,289	4.3%
Code Enforcement Officer	17	4.0	\$ 289,195	4.0	\$ 293,852	0.0	\$ 4,657	1.6%
Fire Protection Specialist	14	1.0	\$ 58,325	1.0	\$ 61,762	0.0	\$ 3,437	5.9%
Property Maintenance Inspector II	14	2.0	\$ 128,452	3.0	\$ 185,037	1.0	\$ 56,585	44.1%
Property Maintenance Inspector I	12	1.0	\$ 47,776			(1.0)	\$ (47,776)	-100.0%
Secretary I	10	1.0	\$ 54,389	1.0	\$ 55,253	0.0	\$ 864	1.6%
Clerk Typist II	8	1.0	\$ 47,251	1.0	\$ 49,969	0.0	\$ 2,718	5.8%
Total Full-Time Positions		11.0	\$ 702,251	11.0	\$ 726,025	0.0	\$ 23,774	3.4%
OTHER								
Overtime			\$ 28,000		\$ 28,000		\$ -	0.0%
Sick Pay			\$ 5,539		\$ 7,322		\$ 1,783	32.2%
Service Award			\$ 15,152		\$ 16,419		\$ 1,267	8.4%
Total Other			\$ 48,691		\$ 51,741		\$ 3,050	6.3%
Total All		11.0	\$ 750,942	11.0	\$ 777,766	0.0	\$ 26,824	4%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$11,240	\$1,700	17.82%
Purchase of 2018 ICC code books due to anticipated Code update			

Materials/Supplies (Org: 0121083)

Object Line	2017	2018	\$ Difference	% Difference
7110 Safety Shoes & Supplies	\$ 2,340	\$ 2,340	\$ -	0.0%
7130 Tools, Field Sup., & Small Eq.	\$ 1,800	\$ 1,800	\$ -	0.0%
7150 Office Supplies	\$ 3,600	\$ 3,600	\$ -	0.0%
7160 Books, Periodicals, Etc.	\$ 1,800	\$ 3,500	\$ 1,700	94.4%
Materials/Supplies Total	\$ 9,540	\$ 11,240	\$ 1,700	17.8%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7110 Safety Shoes & Supplies	\$ 2,340	Safety shoes and supplies
7130 Tools, Field Sup., & Small Eq.	\$ 1,800	Tools, field supplies and small equipment
7150 Office Supplies	\$ 3,600	Office supplies
7160 Books, Periodicals, Etc.	\$ 3,500	Books, periodicals, and 2018 building code books
Total	\$ 11,240	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$83,324	-\$2,172	-2.54%
An anticipated reduction in merchant fees (credit card use).			

Contractual Services (Org: 0121084)

Object Line	2017	2018	\$ Difference	% Difference
8020 Advertising	\$ 1,500	\$ 1,500	\$ -	0.0%
8030 Casualty Insurance	\$ 7,590	\$ 7,666	\$ 76	1.0%
8032 Insurance - Auto	\$ 9,682	\$ 9,779	\$ 97	1.0%
8033 Insurance - Broker	\$ 1,628	\$ 1,645	\$ 17	1.0%
8040 Merchant Fees and Discounts	\$ 8,000	\$ 5,000	\$ (3,000)	-37.5%
8050 Phone/Communications	\$ 9,200	\$ 9,200	\$ -	0.0%
8120 Outside Consulting	\$ 1,000	\$ 1,000	\$ -	0.0%
8131 Information Technology Cont'l	\$ 46,396	\$ 47,034	\$ 638	1.4%
8550 Misc. Contracted Services	\$ 500	\$ 500	\$ -	0.0%
Contractual Services Total	\$ 85,496	\$ 83,324	\$ (2,172)	-2.5%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8020 Advertising	\$ 1,500	Legal advertising
8030 Casualty Insurance	\$ 7,666	Allocation of insurance premium per Finance
8032 Insurance - Auto	\$ 9,779	Allocation of insurance premium per Finance
8033 Insurance - Broker	\$ 1,645	Allocation of insurance premium per Finance
8040 Merchant Fees and Discounts	\$ 5,000	Merchant fees and discounts
8050 Phone/Communications	\$ 9,200	Landline, Cell Phone Stipend and Fax Services
8120 Outside Consulting	\$ 1,000	Potential third party consulting
8131 Information Technology Cont'l	\$ 47,034	Department's share of IT costs, please see Appendix A
8550 Misc. Contracted Services	\$ 500	Move related third party contractor and misc. contractors
Total	\$ 83,324	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
DEPRECIATION - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$11,100	\$7,974	255.09%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 0121085) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 3,126	\$ 11,100	\$ 7,974	255.1%
Other Charges Total *	\$ 3,126	\$ 11,100	\$ 7,974	255.1%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$5,445	\$0	0.00%
Professional Certifications and training.			

Other Charges (Org: 0121085) - *Excluding Depreciation Expense

Object Line	2017	2018	\$ Difference	% Difference
9020 Mileage & Small Bus. Exp.	\$ 45	\$ 45	\$ -	0.0%
9040 Dues & Professional Organizations	\$ 900	\$ 900	\$ -	0.0%
9070 Training	\$ 4,500	\$ 4,500	\$ -	0.0%
Other Charges Total *	\$ 5,445	\$ 5,445	\$ -	0.0%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Exp.	\$ 45	Mileage for attendance to local training
9040 Dues & Professional Organizations	\$ 900	Dues and professional organizations
9070 Training	\$ 4,500	Training and attendance at conferences
Total	\$ 5,445	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - CODE ENFORCEMENT**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	\$124,030	-\$8,657	-6.52%
Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios. Buildings and Grounds: Costs of the Facilities Maintenance Division are allocated to other operating divisions by the square footage of the department offices and other buildings compared to the total city facility buildings square footage. Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate. Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network. Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department. Vehicles and Equipment: Includes direct charges of vehicle maintenance and repair performed by the Fleet Maintenance crew and an allocation of indirect Fleet Maintenance costs allocated to each division by the percentage of direct costs for the individual division to the direct costs for all divisions.			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Billings & Accounting*	\$ 27,147	\$ 31,740	\$ 4,593	16.9%
Buildings and Grounds*	\$ 10,170	\$ 14,686	\$ 4,516	44.4%
Electricity Used	\$ 4,487	\$ 4,634	\$ 147	3.3%
Information Technology*	\$ 65,988	\$ 46,090	\$ (19,898)	-30.2%
Printing and Reproduction	\$ 463	\$ 397	\$ (66)	-14.3%
Vehicles and Equipment*	\$ 24,432	\$ 26,483	\$ 2,051	8.4%
Inter-Dept. Charges Total	\$ 132,687	\$ 124,030	\$ (8,657)	-6.5%

*Please refer to Version Control on Page 2
for description of updates made to Version 2.

CODE ENFORCEMENT CAPITAL IMPROVEMENT PROJECTS

PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
CIP - CODE ENFORCEMENT

Project #	Dept Priority	Description	2017 Budget	Balance as of 6/30/2017	CAPITAL IMPROVEMENTS PROGRAM REQUESTED FUNDING					Total CIP Request
					2018	2019	2020	2021	2022	
BEQSF	4	Vehicle Replacement Program	\$50,000	\$32,221	\$52,000					\$52,000
Total			\$50,000	\$32,221	\$52,000	\$0	\$0	\$0	\$0	\$52,000

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: PLANNING & DEVELOPMENT		DIVISION: CED - FACILITIES MAINTENANCE	
PROJECT NO: BEQSF	PROJECT TITLE: EQUIPMENT REPLACEMENT PROGRAM		PROJECT LOCATION:
PROJECT STATUS (SELECT FROM DROP DOWN):			
PRIORITY: 1 - Highest Priority Level		Project underway and must be completed	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Sustainable Community	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: PLANNING ADVANCE FUNDING ACCUMULATED THROUGH DEPRECIATION TO REPLACE ESSENTIAL EQUIPMENT WHEN NECESSARY. Vehicles to be replaced: #839 - Small sport utility (Jeep Liberty) - \$25,000 #836 - Small sport utility (Jeep Cherokee) - \$27,000			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	ONGOING	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	ONGOING	Labor	
Est. Useful Life (in years)	VARIOUS	Materials	\$ 52,000
Est. Total Cost	52,000	Other Contracts	
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 52,000
Balance to be funded ¹	52,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES			
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT	52,000		
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	52,000	-	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

UNICITY TRANSPORTATION DIVISION

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
UNICITY**

UNICITY Bus Special Revenue Fund:

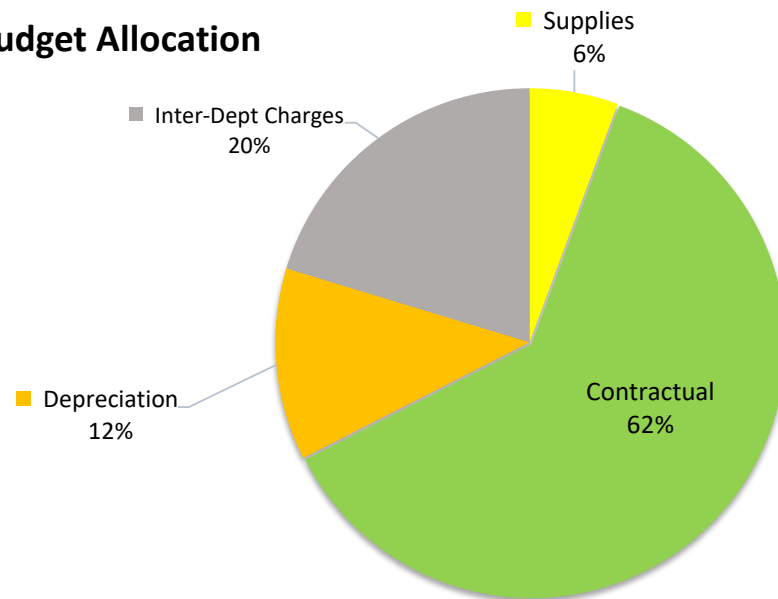
The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.

Three buses are utilized to provide these free services. The City is responsible for the maintenance of the buses and the reporting requirements to the Delaware Transit Corporation. The University of Delaware is responsible for the operation of the buses.

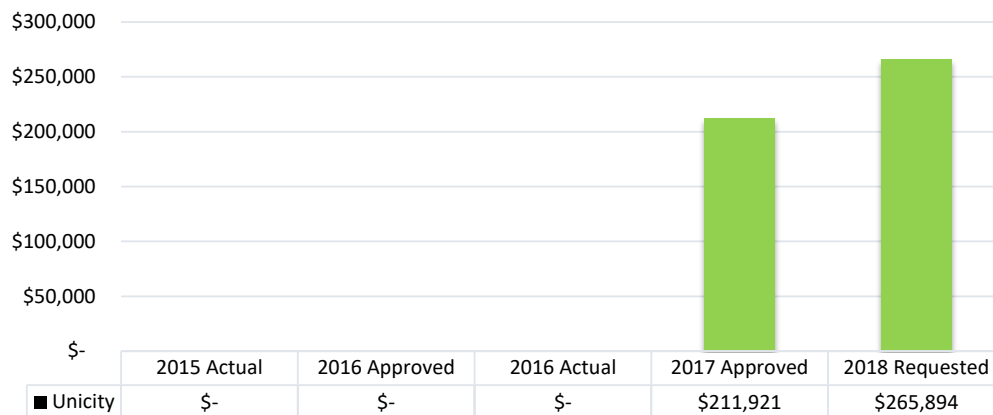
**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
UNICITY**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Materials and Supplies	\$15,000	\$15,000	\$0	0.00%
Contractual Services	\$164,380	\$164,421	\$41	0.02%
Depreciation	\$32,541	\$32,500	(\$41)	-0.13%
Inter-Dept. Charges	\$0	\$53,973	\$53,973	n/a
Total:	\$211,921	\$265,894	\$53,973	25.47%

FY2018 Budget Allocation



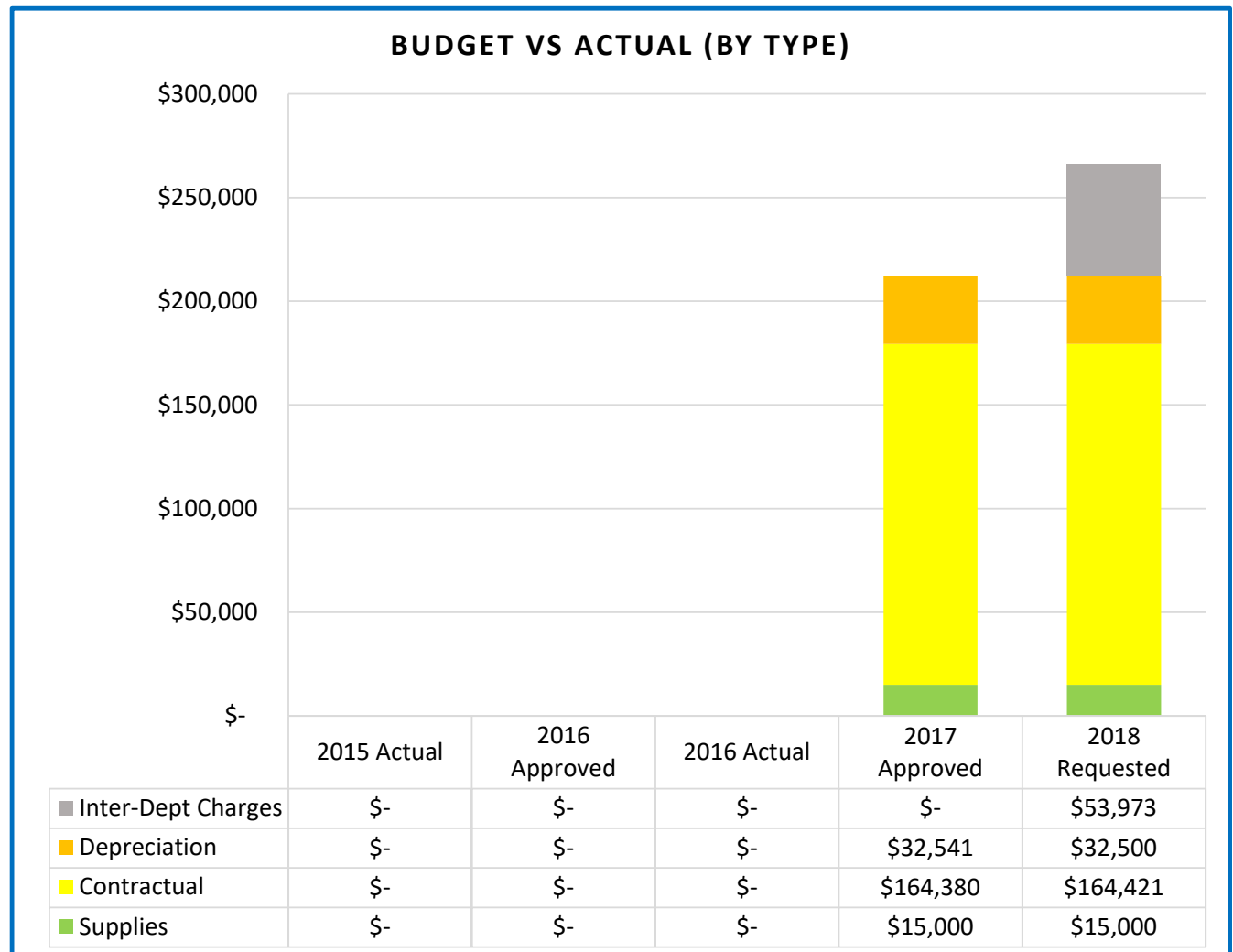
Budget vs. Actual History



**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
UNICITY**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Materials and Supplies	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Contractual Services	\$ -	\$ -	\$ -	\$ 164,380	\$ 164,421
Depreciation	\$ -	\$ -	\$ -	\$ 32,541	\$ 32,500
Inter-Dept. Charges	\$ -	\$ -	\$ -	\$ -	\$ 53,973
Total:	\$0	\$0	\$0	\$211,921	\$265,894

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Materials and Supplies	0%	0%	0%	7.1%	5.6%
Contractual Services	0%	0%	0%	77.6%	61.8%
Depreciation	0%	0%	0%	15.4%	12.2%
Inter-Dept. Charges	0%	0%	0%	0.0%	20.3%
Total:	0%	0%	0%	100.0%	100.0%



**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - UNICITY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$15,000	\$0	0.00%
Fuel and Oil costs to support UniCity Buses			

Materials/Supplies (Org: 1591503)

Object Line	2017	2018	\$ Difference	% Difference
7070 Fuel and Oil	\$ 15,000	\$ 15,000	\$ -	0.0%
Materials/Supplies Total	\$ 15,000	\$ 15,000	\$ -	0.0%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7070 Fuel and Oil	\$ 15,000	Fuel and Oil costs to support UniCity Buses
Total	\$ 15,000	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - UNICITY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$164,421	\$41	0.02%
Insurance increase. Majority of funds are allocated for Unicity bus operators			

Contractual Services (Org: 1591504)

Object Line	2017	2018	\$ Difference	% Difference
8030 Casualty Insurance	\$ 773	\$ 781	\$ 8	1.0%
8032 Insurance - Auto	\$ 3,227	\$ 3,260	\$ 33	1.0%
8312 Repairs and Maintenance	\$ 17,000	\$ 17,000	\$ -	0.0%
8800 Unicity Bus Operators	\$ 143,380	\$ 143,380	\$ -	0.0%
Contractual Services Total	\$ 164,380	\$ 164,421	\$ 41	0.0%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 781	Allocation of insurance premium per Finance
8032 Insurance - Auto	\$ 3,260	Allocation of insurance premium per Finance
8312 Repairs and Maintenance	\$ 17,000	Repairs and maintenance of Unicity buses
8800 Unicity Bus Operators	\$ 143,380	Unicity bus operators
Total	\$ 164,421	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
DEPRECIATION - UNICITY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$32,500	(\$41)	-0.13%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 1591505) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 32,541	\$ 32,500	\$ (41)	-0.1%
Other Charges Total *	\$ 32,541	\$ 32,500	\$ (41)	-0.1%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - UNICITY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	\$53,973	\$53,973	n/a
Vehicles and Equipment: Includes direct charges of vehicle maintenance and repair performed by the Fleet Maintenance crew and an allocation of indirect Fleet Maintenance costs allocated to each division by the percentage of direct costs for the individual division to the direct costs for all divisions.			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Vehicles and Equipment*	\$ -	\$ 53,973	\$ (53,973)	n/a
Inter-Dept. Charges Total	\$ -	\$ 53,973	\$ (53,973)	n/a

COMMUNITY DEVELOPMENT BLOCK GRANT DIVISION

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

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.

The Planning Department 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.

Accomplishments

In the 42nd year (July 1, 2016 to June 30, 2017), the City allocated \$250,000 in CDBG funds to 14 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.

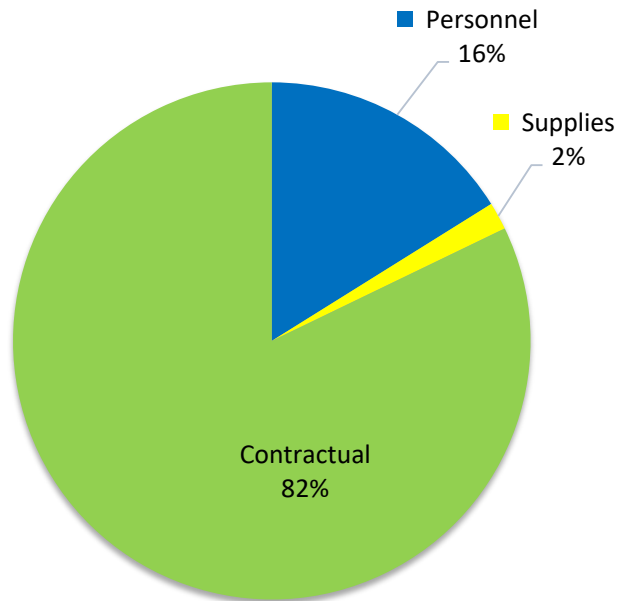
Goals

In 2018, the division's goal is 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

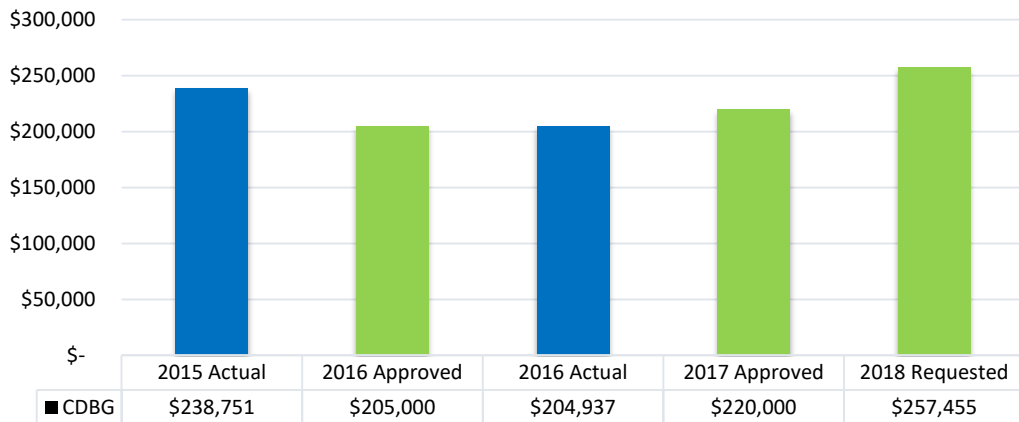
**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$35,561	\$41,491	\$5,930	16.68%
Materials and Supplies	\$4,439	\$4,439	\$0	0.00%
Contractual Services	\$180,000	\$211,525	\$31,525	17.51%
Total:	\$220,000	\$257,455	\$37,455	17.03%

FY2018 Budget Allocation



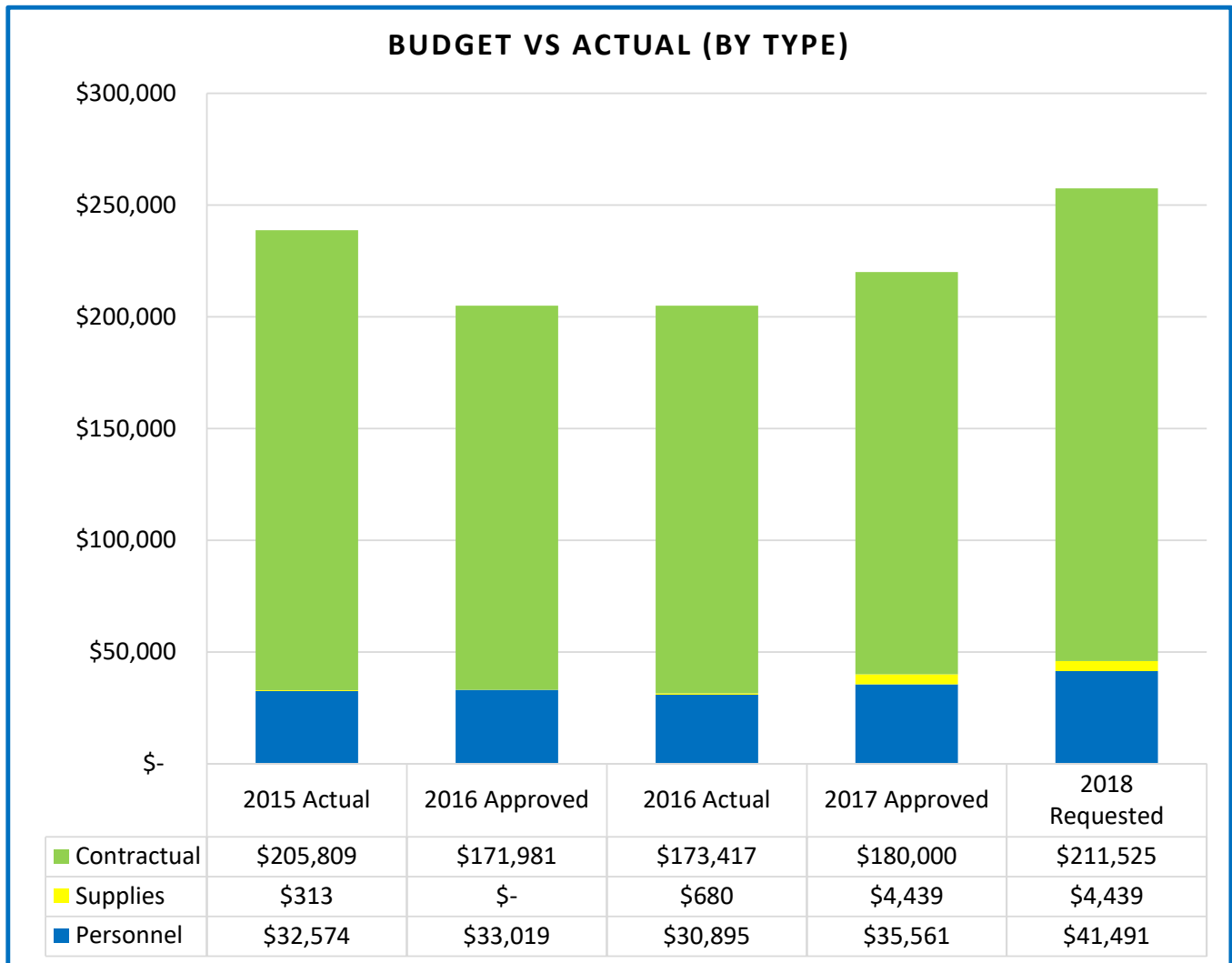
Budget vs. Actual History



**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 32,574	\$ 33,019	\$ 30,895	\$ 35,561	\$ 41,491
Materials and Supplies	\$ 313	\$ -	\$ 680	\$ 4,439	\$ 4,439
Contractual Services	\$ 205,809	\$ 171,981	\$ 173,417	\$ 180,000	\$ 211,525
Total:	\$238,696	\$205,000	\$204,992	\$220,000	\$257,455

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	13.6%	16.1%	15.1%	16.2%	16.1%
Materials and Supplies	0.1%	0.0%	0.3%	2.0%	1.7%
Contractual Services	86.2%	83.9%	84.6%	81.8%	82.2%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$41,491	\$5,930	16.68%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees.			

Personnel Services (Org: 1191192)

Object Line	2017	2018	\$ Difference	% Difference
6030 Engineering/Technical	\$ 21,296	\$ 27,331	\$ 6,035	28.3%
6920 Unemployment Comp. Ins.	\$ 174	\$ 126	\$ (48)	-27.6%
6930 Social Security Taxes	\$ 1,629	\$ 2,086	\$ 457	28.1%
6941 Defined Contribution 401(a) Plan	\$ 1,597	\$ 1,620	\$ 23	1.4%
6950 Term Life Insurance	\$ 112	\$ 127	\$ 15	13.4%
6960 Group Hospitalization Ins.	\$ 8,812	\$ 8,902	\$ 90	1.0%
6961 Long-Term Disability Ins.	\$ 222	\$ 57	\$ (165)	-74.3%
6962 Dental Insurance	\$ 550	\$ 560	\$ 10	1.8%
6964 Health Savings Account	\$ 600	\$ 599	\$ (1)	-0.2%
6966 Retirement Health Savings Account	\$ 544	\$ -	\$ (544)	-100.0%
6967 Reimbursement - Emergency Room	\$ -	\$ 58	\$ 58	n/a
6968 Vision Insurance Premiums	\$ 25	\$ 25	\$ -	0.0%
Personnel Services Total	\$ 35,561	\$ 41,491	\$ 5,930	16.7%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$4,439	\$0	0.00%
Materials and building supplies.			

Materials/Supplies (Org: 1191193)

Object Line	2017	2018	\$ Difference	% Difference
7550 Miscellaneous Supplies	\$ 4,439	\$ 4,439	\$ -	0.0%
Materials/Supplies Total	\$ 4,439	\$ 4,439	\$ -	0.0%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7550 Miscellaneous Supplies	\$ 4,439	Miscellaneous supplies
Total	\$ 4,439	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$211,525	\$31,525	17.51%
Parks Maintenance: Parks and Rec Fee Assistance, Youth Beautification Program, Dickey Park Program. Housing: Staff Program Delivery, Senior Home Repair Program, Newark Energy Watch, ADA ramps, NHA Housing Improvements, Home Buyer Incentive, Home Improvement Program. Social Services: Newark Day Nursery.			

Contractual Services (Org: 1191194)

Object Line	2017	2018	\$ Difference	% Difference
8500 Parks Maintenance	\$ 12,750	\$ 12,500	\$ (250)	-2.0%
8810 CDBG - Housing	\$ 127,750	\$ 176,225	\$ 48,475	37.9%
8811 CDBG - Social Services	\$ 39,500	\$ 22,800	\$ (16,700)	-42.3%
Contractual Services Total	\$ 180,000	\$ 211,525	\$ 31,525	17.5%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8500 Parks Maintenance	\$ 12,500	Youth beautification,Dickey park programs,fee assistance
8810 CDBG - Housing	\$ 176,225	Housing programs
8811 CDBG - Social Services	\$ 22,800	Newark Day Nursery
Total	\$ 211,525	

PARKING DIVISION

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
PARKING**

Parking Division:

This division is responsible for the oversight, management, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking meters, and residential parking, permitting, and enforcement throughout Newark. In 2017, the Division became responsible for Newark's 18 residential parking permit zones. Inter-department cooperation occurs on a daily/weekly basis, which includes the Public Works and Water Resources Department regarding maintenance and repairs; Electric for the construction and maintenance of lighting, Finance for accounting and bookkeeping of parking services; Police Department for crime prevention and community policing; Parks and Recreation Department for landscape maintenance and snow removal; and the Downtown Newark Partnership to help City events and ensure parking is available for events.

The division also handles quarterly financial reporting, with assistance from the Finance Department, so that the division can provide a better understanding of incoming parking revenue and how changes to the municipal Code could affect parking revenue streams coming into the City. The division also handles quarterly occupancy reports for on-street meters in the central business district of Newark, reporting open spaces and percentage of spaces occupied by vehicles. The reports are posted on the City's website and assist with greater transparency of the Division's fiscal impact and operations.

Staff

The two Parking Division management employees oversee and lead a team of 40 individuals, ensure proper facility maintenance and construction for six parking lots and on-street meters, and other facets of managing a 24/7 parking operation. A new member was recently added to account for the incoming Residential Parking Permit program acquired from the Police Department, handling residents who come in for their residential permit and to find ways to improve upon the existing system.

Accomplishments

In 2017 the Division completed the successful transition of residential parking from the Police Department, and is focused on improving the program's customer service to the community. The division also facilitated the addition of five new part-time Parking Ambassadors to properly staff and effectively handle the increasing demands in the Central Business District, with on-street metered parking districts near the University of Delaware campus, as well as to handle increasing residential parking concerns in a quicker manner.

Regarding infrastructure and safety improvements, in 2017 the division worked with the Police Department to provide parking for the Newark Community Policing Center (CPC), creating a space in Lot #4 for an officer to park their vehicle, while in the center, and to be able to quickly leave in the event of an emergency requiring police attention. The division also assisted with aesthetic improvements to the CPC to enhance its public façade.

The quarterly reporting for both on-street parking meter occupancy has been maintained in 2017, as well as adding a holistic financial reporting with the approved rate changes for 2017. The goal of the quarterly meter occupancy report is to give a better understanding of when and where patrons are parking their vehicles and to supply reliable statistics that can be used in making parking decisions in sections of the Central Business District.

PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
PARKING

Goals

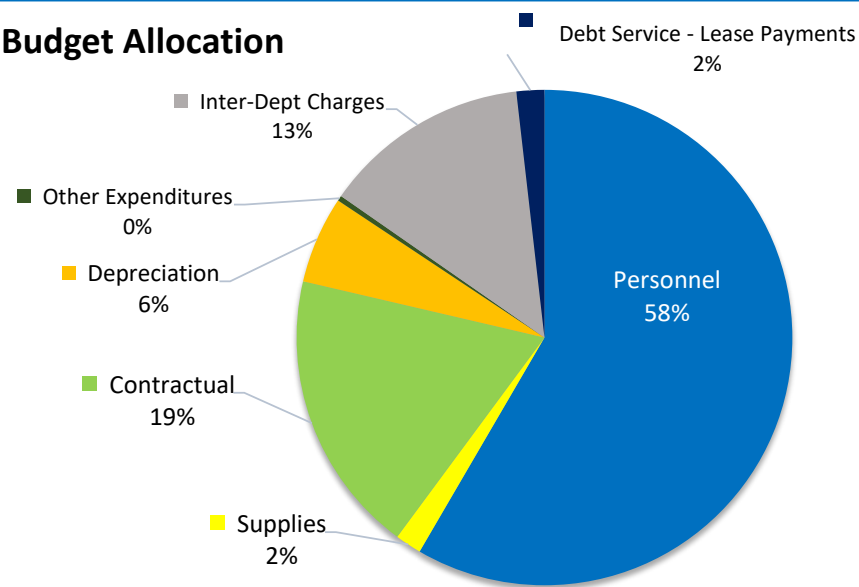
The division hopes to increase reporting to Mayor and City Council in 2018. Current capital projects include the completion of the parking meter sensor project, which would allow accurate reporting of occupancy at all municipal parking meters throughout the City. This completion would allow the quarterly Meter Occupancy Report to include all meters through the City, rather than just the Central Business District as it does now. Return-on-investment for these sensors would be approximately one year before generating additional revenue for the City. Current projects also include a project to add countdown signage to the municipal off-street lots. These signs would not only allow patrons to identify which parking lots have the most available parking, but would also be able to keep a history of off-street parking occupancy through each day, thereby allowing the division to include occupancy information in the reports it provides to Mayor and Council on meters. In combination with complete parking sensor coverage, countdown signs would allow the division to provide complete occupancy reports for paid parking around the entire City. By allowing the Parking Division to do complete occupancy and revenue reports, Mayor and City Council can direct employees on statistics they are looking for. Comparative analysis can be done before and after decisions are made, so that all can better understand the cause and effect of those decisions. This, along with quarterly reports, would also make the division more transparent and give greater access to parking information to the public.

The Parking Division took over responsibility of the Residential Parking Permit Program from the Newark Police Department in June 2017, bringing all parking projects under the Parking Division at its downtown office, while freeing up resources for the Newark Police Department. The division wants to make obtaining parking permits easier for residents through possible online registration, option to mail permits to resident's addresses, or permit renewal options that do not require a resident to receive a new residential pass at all, but rather renew the permit already on the vehicle. The Parking Division has also been tasked with curbing abuse of the program, where some residents have chosen to use guest passes in a permanent fashion, leading to overcrowding on residential streets. The division has begun research on barcoded permits and guest passes for vehicle verification of residential status. This would help to prevent activities that go against the spirit of the residential parking program. Barcodes would also make it easier and quicker for Parking Ambassadors to do "spot checks" of certain streets to ensure vehicles with stickers are actually registered with the City. Finally, the Parking Division wishes to take a deeper look at the residential parking guidelines in City code and recommend changes to help to curb overcrowding on certain streets or zones and to clarify some of the rules associated with residential parking.

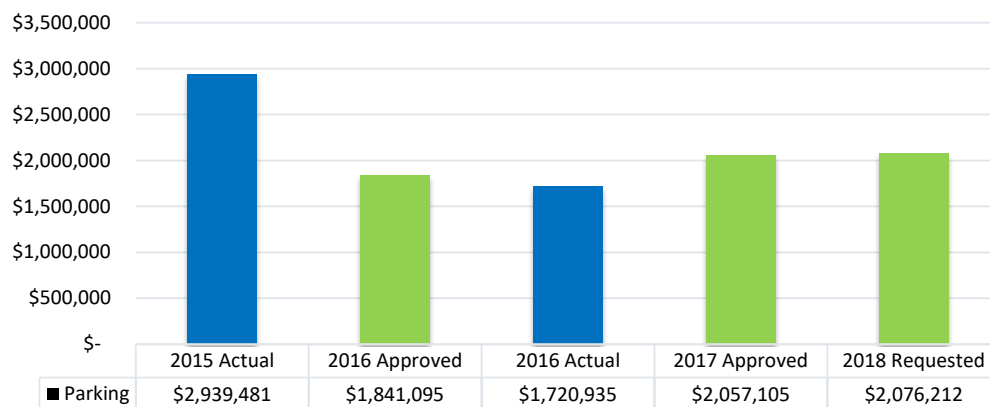
**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
PARKING**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,172,791	\$1,212,550	\$39,759	3.39%
Materials and Supplies	\$32,775	\$35,775	\$3,000	9.15%
Contractual Services	\$376,347	\$384,548	\$8,201	2.18%
Depreciation	\$71,705	\$118,100	\$46,395	64.70%
Other Expenditures	\$7,085	\$7,085	\$0	0.00%
Inter-Dept Charges	\$358,868	\$280,429	(\$78,439)	-21.86%
Debt Service - Lease Payments	\$37,534	\$37,725	\$191	0.51%
Total:	\$2,057,105	\$2,076,212	\$19,107	0.93%

FY2018 Budget Allocation



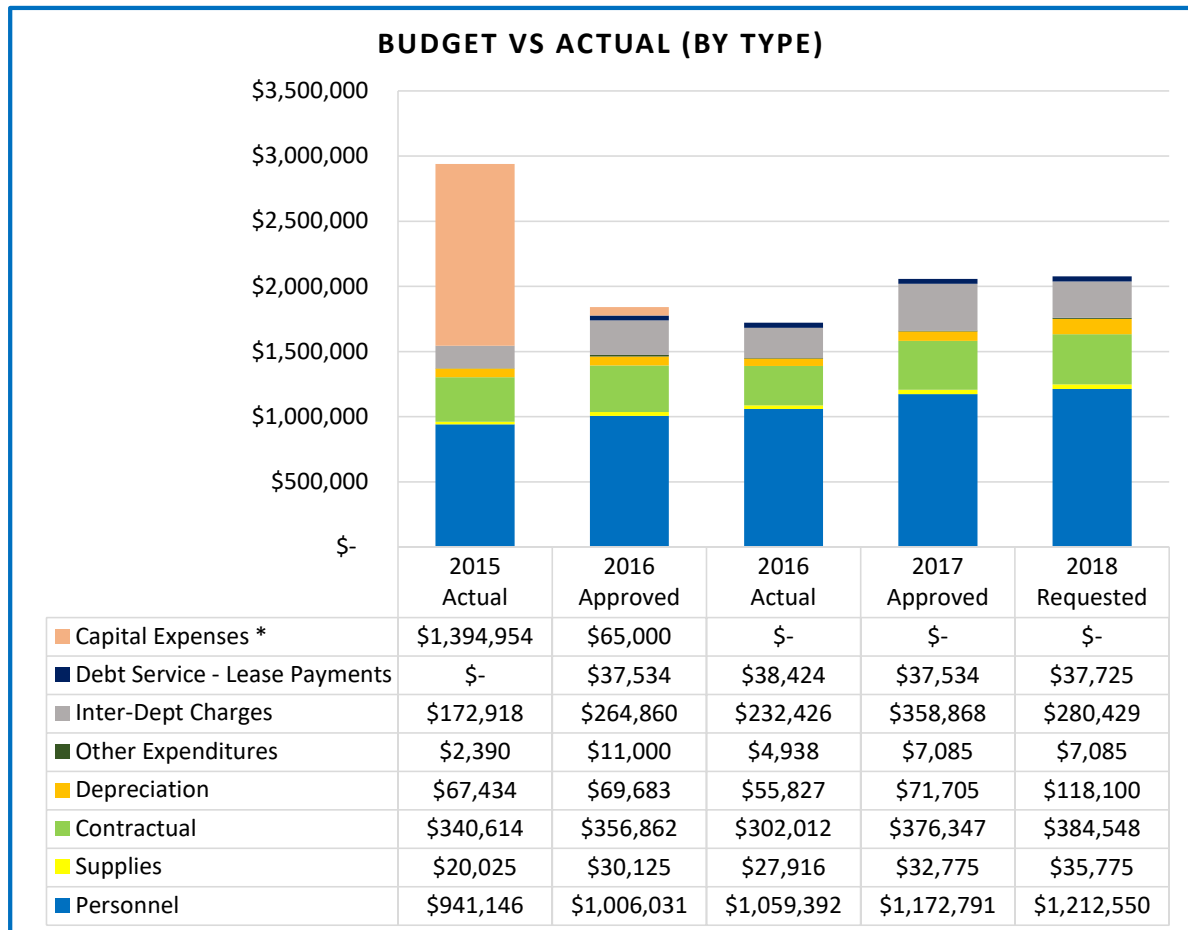
Budget vs. Actual History



**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
PARKING**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 941,146	\$ 1,006,031	\$ 1,059,392	\$ 1,172,791	\$ 1,212,550
Materials and Supplies	\$ 20,025	\$ 30,125	\$ 27,916	\$ 32,775	\$ 35,775
Contractual Services	\$ 340,614	\$ 356,862	\$ 302,012	\$ 376,347	\$ 384,548
Depreciation	\$ 67,434	\$ 69,683	\$ 55,827	\$ 71,705	\$ 118,100
Debt Service - Lease Payments	\$ -	\$ 37,534	\$ 38,424	\$ 37,534	\$ 37,725
Other Expenditures	\$ 2,390	\$ 11,000	\$ 4,938	\$ 7,085	\$ 7,085
Inter-Dept Charges	\$ 172,918	\$ 264,860	\$ 232,426	\$ 358,868	\$ 280,429
Capital Expenses *	\$ 1,394,954	\$ 65,000	\$ -	\$ -	\$ -
Total:	\$2,939,481	\$1,841,095	\$1,720,935	\$2,057,105	\$2,076,212

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	32.0%	54.6%	61.6%	57.0%	58.4%
Materials and Supplies	0.7%	1.6%	1.6%	1.6%	1.7%
Contractual Services	11.6%	19.4%	17.5%	18.3%	18.5%
Depreciation	2.3%	3.8%	3.2%	3.5%	5.7%
Debt Service - Lease Payments	0.0%	2.0%	2.2%	1.8%	1.8%
Other Expenditures	0.1%	0.6%	0.3%	0.3%	0.3%
Inter-Dept Charges	5.9%	14.4%	13.5%	17.4%	13.5%
Capital Expenses *	47.5%	3.5%	0.0%	0.0%	0.0%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



* The allocation of capital expenses between current resources and reserve funding will be determined based on revenue projections.

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$1,212,550	\$39,759	3.39%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees.			
No change in number of personnel. Slight increases in Supervisory, Maintenance, and Parking Enforcement due to step increases. Reclassification of two employees from Accounting to Clerical, slight decrease due to new employees at the beginning of their step program. Increase to uniform allowances to account for Parking Ambassadors hired in 2017.			

Personnel Services (Org: 5495402)

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 136,921	\$ 144,248	\$ 7,327	5.4%
6040 Accounting	\$ 82,982	\$ -	\$ (82,982)	-100.0%
6072 Parking Enforcement	\$ 314,642	\$ 318,404	\$ 3,762	1.2%
6080 Clerical	\$ -	\$ 79,346	\$ 79,346	n/a
6230 Maintenance Workers	\$ 108,324	\$ 108,640	\$ 316	0.3%
6580 Service Award	\$ 7,931	\$ 5,135	\$ (2,796)	-35.3%
6590 Sick Pay	\$ 4,753	\$ 3,827	\$ (926)	-19.5%
6600 Part-time	\$ 237,300	\$ 237,300	\$ -	0.0%
6620 Overtime	\$ 1,600	\$ 1,600	\$ -	0.0%
6621 Shift Differential	\$ 1,600	\$ 1,600	\$ -	0.0%
6880 Uniform Allowances	\$ 600	\$ 1,200	\$ 600	100.0%
6920 Unemployment Comp. Ins.	\$ 9,365	\$ 9,615	\$ 250	2.7%
6930 Social Security Taxes	\$ 60,079	\$ 61,281	\$ 1,202	2.0%
6940 City Pension Plan	\$ 87,803	\$ 83,553	\$ (4,250)	-4.8%
6941 Defined Contribution 401a Plan	\$ -	\$ 8,990	\$ 8,990	n/a
6950 Term Life Insurance	\$ 2,242	\$ 2,003	\$ (239)	-10.7%
6960 Group Hospitalization Ins.	\$ 93,162	\$ 111,806	\$ 18,644	20.0%
6961 Long-Term Disability Ins.	\$ 855	\$ 920	\$ 65	7.6%
6962 Dental Insurance	\$ 7,049	\$ 7,179	\$ 130	1.8%
6963 Flexible Spending Account	\$ -	\$ 78	\$ 78	n/a
6964 Health Savings Account	\$ 1,500	\$ -	\$ (1,500)	-100.0%
6965 Post-Employment Benefits	\$ 12,522	\$ 20,120	\$ 7,598	60.7%
6966 Retirement Health Savings Account	\$ -	\$ 4,140	\$ 4,140	n/a
6967 Emergency Room Reimbursements	\$ 1,160	\$ 1,160	\$ -	0.0%
6968 Vision Insurance Premiums	\$ 401	\$ 405	\$ 4	1.0%
Personnel Services Total	\$ 1,172,791	\$ 1,212,550	\$ 39,759	3.4%

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - PARKING**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
Parking Administrator	22	1.0	\$ 77,377	1.0	\$ 83,124	0.0	\$ 5,747	7.4%
Parking Supervisor	15	1.0	\$ 59,544	1.0	\$ 61,124	0.0	\$ 1,580	2.7%
Customer Service Clerk I	10	1.0	\$ 48,088	1.0	\$ 44,873	0.0	\$ (3,215)	-6.7%
Maintenance IV	8	1.0	\$ 55,499	1.0	\$ 52,929	0.0	\$ (2,570)	-4.6%
Parking Ambassador	7	2.0	\$ 98,862	2.0	\$ 90,291	0.0	\$ (8,571)	-8.7%
Maintenance III	6	1.0	\$ 52,825	1.0	\$ 55,711	0.0	\$ 2,886	5.5%
Clerk Typist	3	1.0	\$ 34,894	1.0	\$ 34,473	0.0	\$ (421)	-1.2%
Total Full-Time Positions		8.0	\$ 427,089	8.0	\$ 422,525	0.0	\$ (4,564)	-1.1%
PART-TIME POSITIONS								
Parking Ambassador			\$ 215,780		\$ 228,113		\$ 12,333	5.7%
P/T Attendant			\$ 237,300		\$ 237,300		\$ -	0.0%
Total Part-Time Funding			\$ 453,080		\$ 465,413		\$ 12,333	2.7%
OTHER								
Overtime			\$ 1,600		\$ 1,600	0.0	\$ -	0.0%
Sick Pay			\$ 4,753		\$ 3,827	0.0	\$ (926)	-19.5%
Service Award			\$ 7,931		\$ 5,135	0.0	\$ (2,796)	-35.3%
Shift Differential			\$ 1,600		\$ 1,600	0.0	\$ -	0.0%
Total Other			\$ 15,884		\$ 12,162		\$ (3,722)	-23.4%
Total All		8.0	\$ 896,053	8.0	\$ 900,100	0.0	\$ 4,047	0%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$35,775	\$3,000	9.15%
Billing & Collections increased \$3000 to account for move of Residential Parking Permit Program from Police to Parking. Supplies include permanent parking stickers and guest hang tags. Reclassification of \$1,800, moved from Safety Shoes to Uniforms, to account for Parking Ambassador uniformed footwear.			

Materials/Supplies (Org: 5495403)

Object Line	2017	2018	\$ Difference	% Difference
7110 Safety Shoes and Supplies	\$ 2,400	\$ 600	\$ (1,800)	-75.0%
7130 Tools, Field Supplies, Small Equip	\$ 3,000	\$ 3,000	\$ -	0.0%
7140 Uniforms	\$ 3,025	\$ 4,825	\$ 1,800	59.5%
7150 Office Supplies	\$ 2,500	\$ 2,500	\$ -	0.0%
7180 Billing & Collection Supplies	\$ 16,000	\$ 19,000	\$ 3,000	18.8%
7250 Building & Grounds Maintenance	\$ 4,750	\$ 4,750	\$ -	0.0%
7300 Mach & Equip Maintenance	\$ 1,000	\$ 1,000	\$ -	0.0%
7550 Miscellaneous Supplies	\$ 100	\$ 100	\$ -	0.0%
Materials/Supplies Total	\$ 32,775	\$ 35,775	\$ 3,000	9.2%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7110 Safety Shoes and Supplies	\$ 600	Maintenance workers steel-toed shoes
7130 Tools, Field Supplies, Small Equip	\$ 3,000	Maintenance workers field tools, Home Depot handhelds
7140 Uniforms	\$ 4,825	Parking Ambassador shirts, pants, hats, shoes, raingear
7150 Office Supplies	\$ 2,500	Office Depot, chairs, desk items, in-office supplies
7180 Billing & Collection Supplies	\$ 19,000	Enforcement Tickets, Lot Entrance Tickets, Residential Tags
7250 Building & Grounds Maintenance	\$ 4,750	Home Depot, paint, stencils, powerwash detergents
7300 Mach & Equip Maintenance	\$ 1,000	Parking gates, surface lot machine and meter repairs
7550 Miscellaneous Supplies	\$ 100	Misc. supplies not covered by above accounts
Total	\$ 35,775	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$384,548	\$8,201	2.18%
Increase in advertising/signage for more wayfinding signage through the City to help vehicles off roadways and into parking areas with available parking. Decrease in costs of merchant credit card fees overall leading to reduction in 8040 account. 5% increase in lot rents. 44.5% increase in IT for cameras in Lot #5 and connectivity, as well as costs for T2 Solutions.			

Contractual Services (Org: 5495404)

Object Line	2017	2018	\$ Difference	% Difference
8020 Advertising/Signage	\$ 2,500	\$ 5,000	\$ 2,500	100.0%
8030 Casualty Insurance	\$ 5,039	\$ 5,090	\$ 51	1.0%
8031 Insurance - Property	\$ 20	\$ 21	\$ 1	5.0%
8032 Insurance - Auto	\$ 6,454	\$ 6,519	\$ 65	1.0%
8033 Insurance - Broker	\$ 1,087	\$ 1,098	\$ 11	1.0%
8040 Merchant Fees and Discounts	\$ 217,116	\$ 200,000	\$ (17,116)	-7.9%
8050 Phone/Communications	\$ 10,000	\$ 9,500	\$ (500)	-5.0%
8130 Building & Equipment Rental	\$ 40,000	\$ 42,000	\$ 2,000	5.0%
8131 Information Technology Cont'l	\$ 47,631	\$ 68,820	\$ 21,189	44.5%
8250 Building & Grounds	\$ 1,500	\$ 1,500	\$ -	0.0%
8300 Mach. & Equip. Maint.	\$ 25,000	\$ 25,000	\$ -	0.0%
8550 Misc. Contracted Services	\$ 20,000	\$ 20,000	\$ -	0.0%
Contractual Services Total	\$ 376,347	\$ 384,548	\$ 8,201	2.2%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8020 Advertising/Signage	\$ 5,000	Promote parking opportunities within Newark
8030 Casualty Insurance	\$ 5,090	Allocation of insurance premium per Finance
8031 Insurance - Property	\$ 21	Allocation of insurance premium per Finance
8032 Insurance - Auto	\$ 6,519	Allocation of insurance premium per Finance
8033 Insurance - Broker	\$ 1,098	Allocation of insurance premium per Finance
8040 Merchant Fees and Discounts	\$ 200,000	Parking meter gateway fees, credit card transaction fees
8050 Phone/Communications	\$ 9,500	Landline, Cell Phone Stipend and Fax Services
8130 Building & Equipment Rental	\$ 42,000	Parking lot rents, parking office rent
8131 Information Technology Cont'l	\$ 68,820	Department's share of IT costs, please see Appendix A
8250 Building & Grounds	\$ 1,500	ParkingSoft, IPS (not under warranty)
8300 Mach. & Equip. Maint.	\$ 25,000	Department's share of IT costs, as provided by Information
8550 Misc. Contracted Services	\$ 20,000	Pest control (Ehrlich), vehicle wash, towing, etc.
Total	\$ 384,548	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
DEPRECIATION - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$118,100	\$46,395	64.70%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 5495405) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 71,705	\$ 118,100	\$ 46,395	64.7%
Other Charges Total *	\$ 71,705	\$ 118,100	\$ 46,395	64.7%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
DEBT SERVICE - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Debt Service:	\$37,725	\$191	0.51%
T2 enforcement application subscription.			

Other Charges (Org: 5495405) - *Debt Service Only

Object Line	2017	2018	\$ Difference	% Difference
9051 Debt Service Principal	\$ 32,453	\$ 35,166	\$ 2,713	8.4%
9052 Debt Service Interest	\$ 5,081	\$ 2,559	\$ (2,522)	-49.6%
Other Charges Total *	\$ 37,534	\$ 37,725	\$ 191	0.5%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$7,085	\$0	0.00%
Dues and Professional Organizations account reclassified under Training account. \$650 decrease in 9040, \$650 increase in 9070 to account for reclassification. Other charges mainly consist of training/education fees and costs of webinars and conferences. Parking Division pays for lot lighting under Kate's Place building.			

Other Charges (Org: 5495405) - *Excluding Depreciation Expense and Debt Service (Principal/Interest)

Object Line	2017	2018	\$ Difference	% Difference
9040 Dues & Professional Organizations	\$ 650	\$ -	\$ (650)	-100.0%
9070 Training	\$ 5,200	\$ 5,850	\$ 650	12.5%
9093 Subventions	\$ 1,235	\$ 1,235	\$ -	0.0%
Other Charges Total *	\$ 7,085	\$ 7,085	\$ -	0.0%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9070 Training	\$ 5,850	Employee Dues and Professional Organization Conferences
9093 Subventions	\$ 1,235	Grant for lighting under Kate's Place in Lot 4
Total	\$ 7,085	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - PARKING**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	\$280,429	(\$78,439)	-21.86%
Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios. Buildings and Grounds: Costs of the Facilities Maintenance Division are allocated to other operating divisions by the square footage of the department offices and other buildings compared to the total city facility buildings square footage. Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate. Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network. Other Indirect Expenses: Includes charges for work done by other divisions to benefit the receiving division offset by credits for work done by this division for other division. Example: For Parks, the Electric, Street, and Refuse crews performing work for Community Day. Vehicles and Equipment: Includes direct charges of vehicle maintenance and repair performed by the Fleet Maintenance crew and an allocation of indirect Fleet Maintenance costs allocated to each division by the percentage of direct costs for the individual division to the direct costs for all divisions.			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Billings & Accounting*	\$ 67,752	\$ 71,145	\$ 3,393	5.0%
Buildings and Grounds*	\$ 8,938	\$ 12,907	\$ 3,969	44.4%
Electricity	\$ 15,300	\$ 13,500	\$ (1,800)	-11.8%
Information Technology*	\$ 233,956	\$ 163,407	\$ (70,549)	-30.2%
Other Indirect Expenses	\$ 1,000	\$ 1,575	\$ 575	57.5%
Vehicles and Equipment*	\$ 31,922	\$ 17,895	\$ (14,027)	-43.9%
Inter-Dept. Charges Total	\$ 358,868	\$ 280,429	\$ (78,439)	-21.9%

*Please refer to Version Control on Page 2
for description of updates made to Version 2.

PARKING CAPITAL IMPROVEMENT PROJECTS

PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
CIP - PARKING

Project #	Dept Priority	Description	2017 Budget	Balance as of 6/30/2017	CAPITAL IMPROVEMENTS PROGRAM REQUESTED FUNDING					Total CIP Request
					2018	2019	2020	2021	2022	
V1601	3	Parking Lot Surveillance Cameras	\$130,000	\$103,437	\$37,500					\$37,500
V1702	4	Additional Parking Meters	\$54,240	\$54,240	\$14,010					\$14,010
V1703	1	Lot Countdown Signs	\$52,500	\$52,500						\$0
V1801	2	Parking Lot Surface Maintenance	\$0	n/a	\$127,740	\$0	\$0	\$105,000		\$232,740
Total			\$236,740	\$210,177	\$179,250	\$0	\$0	\$105,000	\$0	\$284,250

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Planning & Development		DIVISION: Parking	
PROJECT NO: V1601	PROJECT TITLE: Parking Lot Surveillance Cameras	PROJECT LOCATION: Municipal Lots	
PROJECT STATUS (SELECT FROM DROP DOWN):		In Progress	
PRIORITY: 3 - Medium-High	The City would be taking a calculated risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Healthy & Active Community	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: The City of Newark parking lot surveillance system has not been refreshed in more than 10 years. The system is failing and does not provide adequate camera coverage for Lot #1, while no cameras are installed in any of the other lots. This project proposes to upgrade the system with the goal of full coverage in Municipal Lots 1, 2, 3, 4 and 5 over a 3 year period. If this project is approved, efforts will be made to acquire and install the equipment in the most efficient and cost effective manner, but at this point we propose that in the first year we will build the network necessary to support the surveillance system and provide basic coverage in hourly Lots 1, 3 and 4; the second year will add cameras to provide more detailed coverage for Lots 1, 3 and 4 and install basic coverage in monthly Lot 2; and in the third year build the network and install full coverage for monthly Lot 5. The budgeted amounts are based on vendor estimates and include hardware, installation and license fees. Once the cameras are operational, funding will need to be added to the Operating Budget to provide proactive maintenance of the surveillance system.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2016	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	167,500	Other Contracts	5495406.9622
Est. Spend @ 12/31 (if underway) ¹	130,000	Total Project Cost	\$ 37,500
Balance to be funded ¹	37,500	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)	78%		
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		37,500	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	37,500	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: PLANNING & DEVELOPMENT		DIVISION: PARKING	
PROJECT NO: V1702	PROJECT TITLE: ADDITIONAL PARKING SENSORS		PROJECT LOCATION: Citywide
PROJECT STATUS (SELECT FROM DROP DOWN): In Prior Program			
PRIORITY: 4 - Medium	This project is a NEED and not a WANT , but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Inclusive Community	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Originally titled 'V1702 - Parking Meters and Sensors', the Parking Division has revised this project, aiming to pair all current meters to sensors. The division has researched additional parking sensor location opportunities and indicates that there are locations where approximately 200 sensors can be installed throughout the City. For the 457 meters currently in the system, only 268 of them have sensors. By adding sensors to all on-street parking meters that currently do not have sensors, the division will be able to report occupancy information to Mayor and Council on a city-wide basis. IPS Smart Meters has also developed a new pole-mounted sensor, that does not need to be drilled into the ground, which the division believes will eliminate paving/plowing issues that could affect in-ground sensors. Estimated cost per new sensor is approximately \$300 per sensor. Therefore, the new sensor request is for \$60,000 to complete all City meters. Return-on-invest for these sensors are one year. Current in-ground sensors on Main Street would be moved to peripheral areas of the City, while the new pole-mounted sensors would be put throughout the Central Business District. The division recommends putting the newest equipment in the busiest section of town. It is also recommended that the pole-mounted sensors be placed on Main Street, as DELDOT has discussed a repaving project through Main Street, which would require a uninstall/reinstall of in-ground sensors. Cost to do this, at any time, will now cost the Division approximately \$55 per sensor, and with 150 sensors, total cost for reinstallation would be \$8,250. The Parking Division is requesting \$14,010, in addition to the prior 2017 amount of \$54,240, to pair all on-street meters with sensors. New project costs = \$68,250			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2017	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	68,250	Other Contracts	
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost	\$ 68,250
Balance to be funded ¹	68,250	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)	0%		
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES	54,240	14,010	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	54,240	14,010	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: PLANNING & DEVELOPMENT		DIVISION: PARKING	
PROJECT NO: V1703	PROJECT TITLE: LOT COUNTDOWN SIGNS		PROJECT LOCATION: Hourly Off-Street Lots
PROJECT STATUS (SELECT FROM DROP DOWN):			In Progress
PRIORITY: 1 - Highest Priority Level	Project underway and must be completed		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:			Sustainable Community
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Lot countdown signs are possible in Lots 1, 3, and 4, and for the efficiency and customer convenience would be beneficial to install. There are seven entrances where lot full signs will be useful -- two entrances to Lot 1, three entrances to Lot 3, and two entrances to Lot 4. These signs will count the number of available spaces in the lot and allow the patron to make an educated decision in which parking lot they enter to find parking. The Parking Division, with advice from City Council, sees the benefit in investing in countdown signage, as providing signage will allow the customer to recognize that the system is keeping an accurate count of available spaces in parking lots. In addition, providing signage could make it possible to provide the amount of available spaces to patrons via mobile app, and allow the division to report off-street parking occupancy reports to Mayor and Council with software designed to keep track and display occupancy figures in each lot. Upon recommendation to install countdown signage at all municipal lot entrances, the division requests \$6,500 for each countdown sign, being seven total, with an addition \$1,000 for each entrance for trenching and connections associated with installation, for a total price of \$52,500. Amount originally approved for 2017, with the continued goal to be complete by end of 2017. \$500 per year for subscriptions are first two years.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2017	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	52,500	Other Contracts	5495406.962
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost	\$ 52,500
Balance to be funded ¹	52,500	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)	0%		
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES			
CAPITAL RESERVES	52,500		
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	52,500	-	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			500
			500
			500
			1,500

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: PLANNING & DEVELOPMENT		DIVISION: PARKING	
PROJECT NO: V1801	PROJECT TITLE: PARKING LOT SURFACE MAINTENANCE		PROJECT LOCATION: MUNICIPAL LOTS
PROJECT STATUS (SELECT FROM DROP DOWN): In Progress			
PRIORITY: 2 - High Priority Level	Critical need to remediate failing service, prevent failure, or generate savings		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Sustainable Community	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Originally, based on cost and useful life estimates provided by PWWR, a program was established for municipal parking lot surface maintenance for each facility on an estimated ten year cycle, subject to inspection and recommendation by PWWR. This is an on-going effort, and is needed to remediate failing parking lot surfaces. This has been reclassified to V1801, but used to be under V1001 previously. Lot #1: This lot is scheduled to be repaved in 2021, as it was last done in 2011. \$105,000 is provided in under 2021 was was also on "V1001 - Parking Lot Surface Maintenance" in 2017. Lot #2: This lot was surface was redone when 58 East Main Street was completed and multiple properties that were leased over to the City of Newark were combined with the original Lot 2 footprint. This lot does not need maintenance at this time due to recent construction. Lot #3 and #4: These lots should be partially repaved in 2018 (drive aisles, entrance/exits, and specific lot sections), not including the new Center Street Lot #3 entrance and exit and immediate surrounding areas. Due to numerous private projects and other variables, the division has decided against trenching in the lots at this time. In Lot #4, the area of the lot that was redone during Kate's Place construction also does not need to be redone, reducing total cost further. Cost to repave drive lanes and entrance exits in both lots would cost \$127,740 in 2018. Lot #5: As this lot was completed in 2013, this lot is scheduled to be repaved in 2023. Lot #6: This lot was constructed in 2015, so this lot is scheduled to be repaved in 2025. Total 2018 Project Cost: \$127,740 for Lots 3 & 4 drive lanes, entrance/exits, and select spots.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2010	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2022+	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	232,740	Other Contracts	5495406.962
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost	\$ 232,740
Balance to be funded ¹	232,740	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)	0%		
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		127,740	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	127,740	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

FACILITIES MAINTENANCE DIVISION

**PLANNING & DEVELOPMENT
PROGRAM NARRATIVE
FACILITIES MAINTENANCE**

Facilities Maintenance:

This division is responsible for all building maintenance for all City owned buildings, including City Hall and Police Station, as well as the Field Operations Complex (Yard), George Wilson Center, and many other locations.

Along with performing responsive maintenance to these facilities, this team of skilled workers perform proactive maintenance such as painting, filter replacements, and carpentry work. This team also is responsible for managing vendor relationships with HVAC and Plumbing companies to ensure systems are operating efficiently. Building custodial services are also managed by this team and service all buildings on seven day rotating shifts.

Staff

The Facilities Division is comprised of a Facilities Supervisor, seven (7) custodians, and three (3) carpenters.

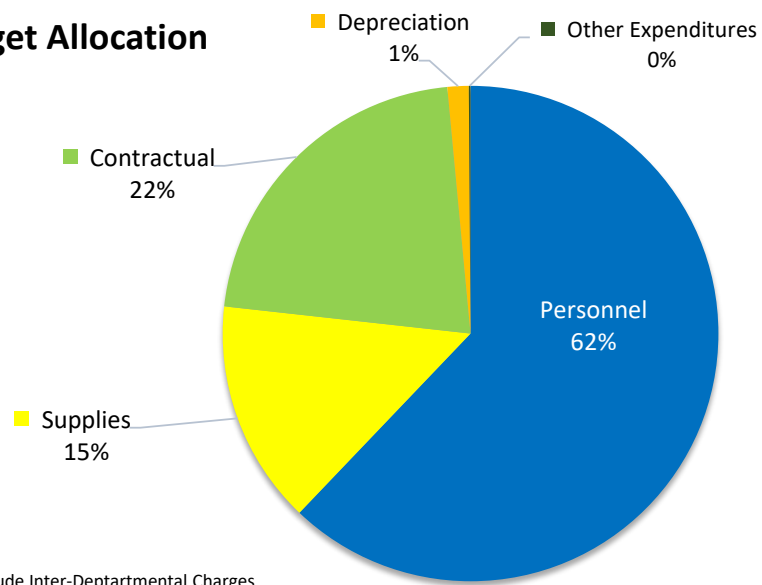
Goals

Going in 2018, the Facilities Management team will continue to perform proactive maintenance of the City's facilities and manage vendor relationships to ensure systems are operating efficiently, as well as respond in a timely manner to property management related issues as they arise.

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
FACILITIES MAINTENANCE**

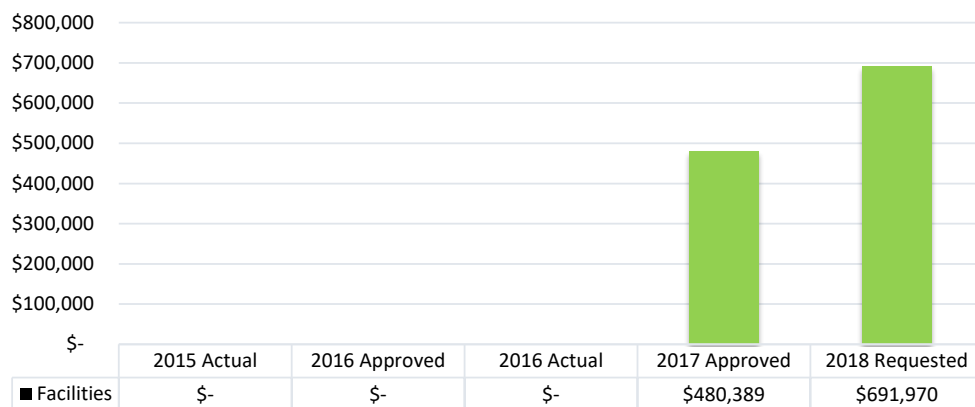
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$267,835	\$429,901	\$162,066	60.51%
Materials and Supplies	\$87,700	\$101,200	\$13,500	15.39%
Contractual Services	\$122,500	\$150,509	\$28,009	22.86%
Depreciation	\$2,354	\$9,600	\$7,246	307.82%
Other Expenditures	\$0	\$760	\$760	n/a
Inter-Dept Charges	(\$480,389)	(\$691,970)	(\$211,581)	44.04%
Capital Expenses	\$0	\$0	\$0	n/a
Total:	\$0	\$0	\$0	n/a

FY2018 Budget Allocation



* This chart does not include Inter-Departmental Charges

Budget vs. Actual History

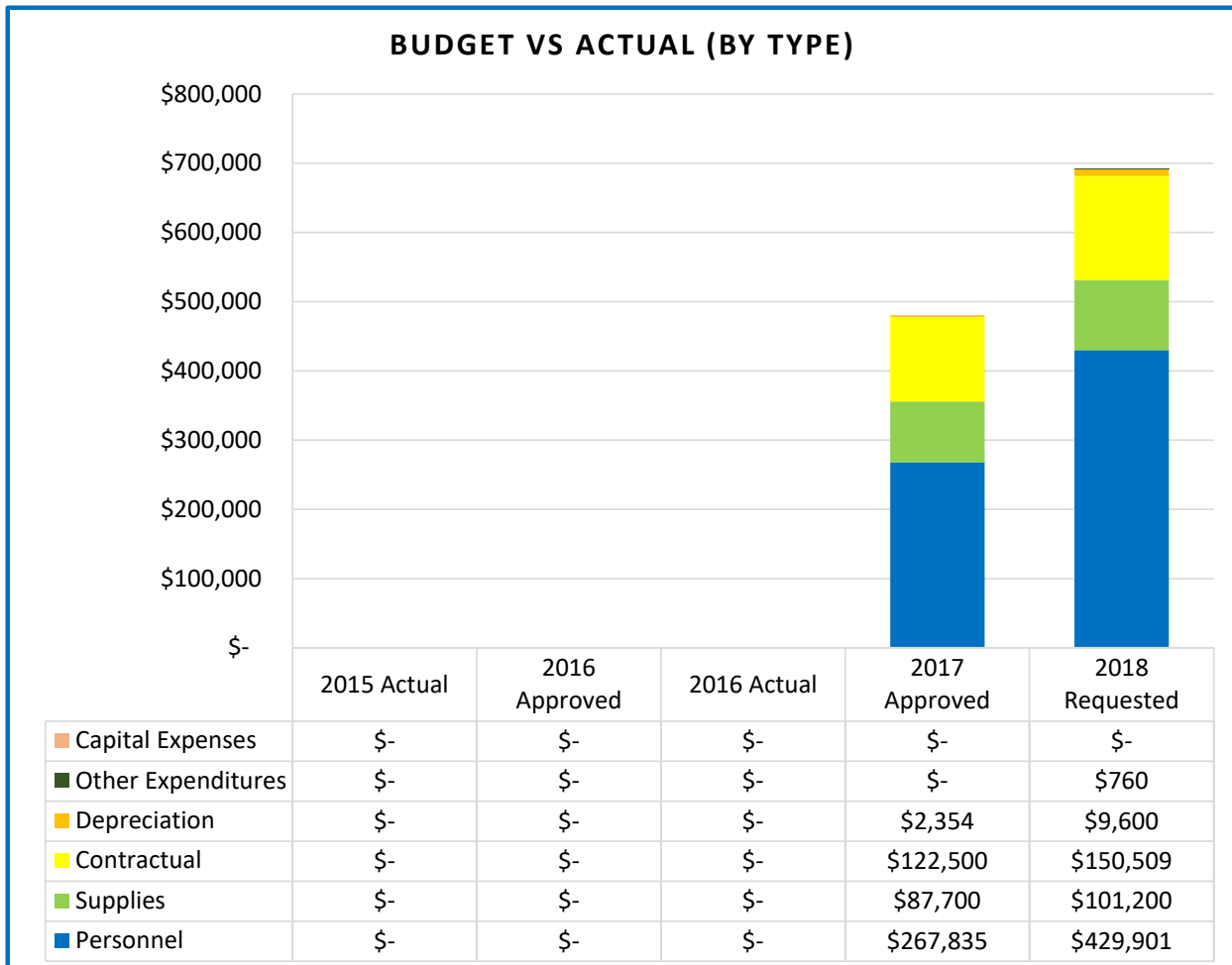


* This chart does not include Inter-Departmental Charges

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
FACILITIES MAINTENANCE**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ -	\$ -	\$ -	\$ 267,835	\$ 429,901
Materials and Supplies	\$ -	\$ -	\$ -	\$ 87,700	\$ 101,200
Contractual Services	\$ -	\$ -	\$ -	\$ 122,500	\$ 150,509
Depreciation	\$ -	\$ -	\$ -	\$ 2,354	\$ 9,600
Other Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 760
Inter-Dept Charges	\$ -	\$ -	\$ -	\$ (480,389)	\$ (691,970)
Capital Expenses *	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$0	\$0	\$0	\$0	\$0

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	0%	0%	0%	55.8%	50.9%
Materials and Supplies	0%	0%	0%	18.3%	12.0%
Contractual Services	0%	0%	0%	25.5%	17.8%
Depreciation	0%	0%	0%	0.5%	1.1%
Other Expenditures	0%	0%	0%	0.0%	0.1%
Capital Expenses *	0%	0%	0%	0.0%	0.0%
Total:	0%	0%	0%	100.0%	81.9%



* The allocation of capital expenses between current resources and reserve funding will be determined based on revenue projections.

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$429,901	\$162,066	60.51%
Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for CWA employees. This increase is attributed to anticipated desire to outsource custodial and carpentry work if employee retention issues remain a challenge for the City. Employee hiring and retention challenges have created significant issues in coverage and work being completed. Recently a move to day-shift was implemented to try to improve employee retention.			

Personnel Services (Org: 6006012)

Object Line	2017	2018	\$ Difference	% Difference
6230 Maintenance Workers	\$ 225,366	\$ 370,661	\$ 145,295	64.5%
6620 Overtime	\$ -	\$ 5,000	\$ 5,000	n/a
6880 Uniform Allowances	\$ 180	\$ 180	\$ -	0.0%
6920 Unemployment Comp. Ins.	\$ 3,841	\$ 2,476	\$ (1,365)	-35.5%
6930 Social Security Taxes	\$ 17,254	\$ 28,605	\$ 11,351	65.8%
6941 Defined Contribution 401(a) Plan	\$ 3,848	\$ 4,076	\$ 228	5.9%
6950 Term Life Insurance	\$ 301	\$ 293	\$ (8)	-2.7%
6960 Group Hospitalization Ins.	\$ 14,440	\$ 15,947	\$ 1,507	10.4%
6961 Long-Term Disability Ins.	\$ 114	\$ 131	\$ 17	14.9%
6962 Dental Insurance	\$ 925	\$ 944	\$ 19	2.1%
6966 Retirement Health Savings Acct	\$ 1,359	\$ 1,380	\$ 21	1.5%
6967 Emergency Room Reimbursements	\$ 145	\$ 145	\$ -	0.0%
6968 Vision Insurance Premiums	\$ 62	\$ 63	\$ 1	1.6%
Personnel Services Total	\$ 267,835	\$ 429,901	\$ 162,066	60.5%

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - FACILITIES MAINTENANCE**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
Facilities Maintenance Supervisor	15	1.0	\$ 57,014	1.0	\$ 60,376	0.0	\$ 3,362	5.9%
Total Full-Time Positions		1.0	\$ 57,014	1.0	\$ 60,376	0.0	\$ 3,362	5.9%
PART-TIME POSITIONS								
Facilities Maintenance Laborer			\$ 168,352		\$ 95,011		\$ (73,341)	-43.6%
Lead Facilities Maintenance Laborer			\$ -		\$ 16,703		\$ 16,703	
Facilities Carpenter P/T			\$ -		\$ 77,571		\$ 77,571	
Total Part-Time Funding			\$ 168,352		\$ 189,285		\$ 20,933	12.4%
OTHER								
Overtime			\$ -		\$ 5,000		\$ 5,000	
Transitional Wages			\$ -		\$ 121,000		\$ 121,000	
Total Other			\$ -		\$ 126,000		\$ 126,000	
Total All		1.0	\$ 225,366	1.0	\$ 375,661	0.0	\$ 150,295	67%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$101,200	\$13,500	15.39%
The increase of ~12% in this line is due to more accurate accounting of expenses from previous years. Previously, materials were not fully accounted for in proper lines. This year, we are working to correct this and show true cost of providing the following:			
- Safety Shoes - First Aid Supplies - Tools and Equipment - Cleaning Supplies - Toiletries - Needle Disposal Program - Repair parts for lighting, electrical, plumbing and doors - Heating fuel for facilities			

Materials/Supplies (Org: 6006013)

Object Line	2017	2018	\$ Difference	% Difference
7020 Heating Fuel	\$ 13,500	\$ 13,500	\$ -	0.0%
7110 Safety Shoes & Supplies	\$ -	\$ 4,900	\$ 4,900	n/a
7130 Tools, Field Sup., & Small Eq.	\$ 2,300	\$ 8,900	\$ 6,600	287.0%
7150 Office Supplies	\$ 14,500	\$ 500	\$ (14,000)	-96.6%
7230 Janitorial Supplies	\$ 15,000	\$ 23,000	\$ 8,000	53.3%
7250 Buildings and Grounds Maint.	\$ 42,400	\$ 50,400	\$ 8,000	18.9%
Materials/Supplies Total	\$ 87,700	\$ 101,200	\$ 13,500	15.4%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7020 Heating Fuel	\$ 13,500	Heating Fuel for FOC (Yard) buildings
7110 Safety Shoes & Supplies	\$ 4,900	Safety Shoes, Respirators, Safety Glasses, Gloves, First Aid Supplies
7130 Tools, Field Sup., & Small Eq.	\$ 8,900	Carpet Cleaner, Floor Polisher, Vacuums, Other Tools
7150 Office Supplies	\$ 500	Pens, Markers and Post-Its, etc.
7230 Janitorial Supplies	\$ 23,000	Paper and Cleaning Products, Sharps Needle Disposal
7250 Buildings and Grounds Maint.	\$ 50,400	Anticipated facilities repair costs including plumbing, lighting, doors, paint, electrical
Total	\$ 101,200	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$150,509	\$28,009	22.86%
The increase of ~23% in this line is also due to more accurate accounting of expenses from previous years. Previously, contractual services were not fully accounted for in proper lines. This year, we are working to correct this and show true cost of providing the following:			
- Powerwashing and Window Cleaning			
- Medical Waste Pick-up			
- Pest Control			
- HVAC Maintenance			
- Elevator Maintenance			
- Fire, Sprinkler and Security Alarm Maintenance			
- Fuel Tank and Generator Testing			
- Fire Extinguisher Maintenance			
- Professional Plumbing Repair Services			
- Project: Replace GWCC Door (\$8,000)			
- Project: Municipal Building Basement Heaters (\$12,500)			

Contractual Services (Org: 6006014)

Object Line	2017	2018	\$ Difference	% Difference
8050 Phone/Communications	\$ -	\$ 3,540	\$ 3,540	n/a
8131 Information Technology Cont'l	\$ -	\$ 7,404	\$ 7,404	n/a
8230 Janitorial Service	\$ 8,000	\$ 13,840	\$ 5,840	73.0%
8250 Buildings and Grounds Maint.	\$ 114,500	\$ 125,725	\$ 11,225	9.8%
Contractual Services Total	\$ 122,500	\$ 150,509	\$ 28,009	22.9%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8050 Phone/Communications	\$ 3,540	Landline, Cell Phone Stipend and Fax Services
8131 Information Technology Cont'l	\$ 7,404	Department's share of IT costs, please see Appendix A
8230 Janitorial Service	\$ 13,840	Powerwashing and Window Cleaning, Medical Waste Pick-up
		Pest Control, HVAC Maintenance, Elevator Maintenance,
		Fire, Sprinkler and Security Alarm Maintenance, Fuel Tank
		and Generator Testing, Fire Extinguisher Maintenance,
8250 Buildings and Grounds Maint.	\$ 125,725	Professional Plumbing Repair Services, Project: Replace
		GWCC Door (\$8,000), Project: Municipal Building Basement
		Heaters (\$12,500)
Total	\$ 150,509	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
DEPRECIATION - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$9,600	\$7,246	307.82%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.			

Other Charges (Org: 6006015) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 2,354	\$ 9,600	\$ 7,246	307.8%
Other Charges Total *	\$ 2,354	\$ 9,600	\$ 7,246	307.8%

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$760	\$760	n/a
Includes: - International Code Council (ICC) Certification Training and Membership Dues - Blood Borne Pathogens Training			

Other Charges (Org: 6006015) - *Excluding Depreciation Expense

Object Line	2017	2018	\$ Difference	% Difference
9070 Training Expense	\$ -	\$ 760	\$ 760	n/a
Other Charges Total *	\$ -	\$ 760	\$ 760	n/a

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9070 Training Expense	\$ 760	Training and ICC Certification
Total	\$ 760	

**PLANNING & DEVELOPMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - FACILITIES MAINTENANCE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	(\$691,970)	(\$211,581)	44.04%
Buildings and Grounds: Costs of the Facilities Maintenance Division are allocated to other operating divisions by the square footage of the department offices and other buildings compared to the total city facility buildings square footage.			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Buildings and Grounds	\$ (480,389)	\$ (691,970)	\$ (211,581)	44.0%
Inter-Dept. Charges Total	\$ (480,389)	\$ (691,970)	\$ (211,581)	44.0%

FACILITIES MAINTENANCE CAPITAL IMPROVEMENT PROJECTS

PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
CIP - FACILITIES MAINTENANCE

Project #	Dept Priority	Description	2017	Balance as of	CAPITAL IMPROVEMENTS PROGRAM REQUESTED FUNDING					Total CIP Request
			Budget	6/30/2017	2018	2019	2020	2021	2022	
N1603	4	GWCC - HVAC System Upgrades	\$0	n/a	\$105,000					\$105,000
N1701	1	Men's Locker Room Expansion	\$20,000	\$15,266						\$0
N1702	4	Council Chamber Renovations	\$0	n/a	\$93,500					\$93,500
N1801	2	NPD - Rear Concrete Deck and Stairs	\$0	n/a	\$45,000					\$45,000
N1802	3	MUN/NPD - HVAC Design and Longevity Assessment	\$0	n/a	\$20,000					\$20,000
N1803	3	MUN/NPD - Exterior Paint/Powerwash	\$0	n/a	\$33,000					\$33,000
N1805	4	MUN - Lower Level Bathroom	\$0	n/a	\$30,000					\$30,000
N1806	4	FOC - Master Plan	\$0	n/a	\$180,000	\$95,000				\$275,000
N1808	4	FOC - Buildings 1 & 2 Security Improvements	\$0	n/a	\$31,000					\$31,000
N1809	4	TRN - New Windows	\$0	n/a	\$55,000					\$55,000
NEQSF	4	Vehicle Replacement Program	\$0	n/a	\$35,000					\$35,000
Total			\$20,000	\$15,266	\$627,500	\$95,000	\$0	\$0	\$0	\$722,500

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1603	PROJECT TITLE: GWCC - HVAC System Upgrades	PROJECT LOCATION: George Wilson Center	
PROJECT STATUS (SELECT FROM DROP DOWN):		In Prior Program	
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Sustainable Community	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: The existing HVAC system at the George Wilson Center utilizes electric baseboard heat and individual wall unit air conditioners. The air conditioners are old and leak, and need to be shut off at night to minimize damage from leakage. Facilities Management staff brought in several different HVAC contractors to assess the situation and all agree that upgrading to a combined single heat and air conditioning system will provide greatly improved efficiency and reduce overall heating and air conditioning costs for the Center, as well as improve the overall appearance of the building. Estimated costs include a combined heat and air conditioning system, (heat pump option at \$89,400), filling in 7 A/C holes currently cut into the building (\$5,480); and painting (\$2,000) and site work/trash disposal (\$2,000) which will be done in house. It is anticipated that this upgrade will result in ongoing operational savings, which will be determined during a future CIP budget cycle. Increased costs (\$6,120) due to vendor contract quote increases in 2017			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2016	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	3063006.9621
Est. Useful Life (in years)	20	Materials	3063006.9621
Est. Total Cost	105,000	Other Contracts	3063006.9621
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 105,000
Balance to be funded ¹	105,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		105,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	105,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1701	PROJECT TITLE: Mens Locker Room Expansion	PROJECT LOCATION: Police Station	
PROJECT STATUS (SELECT FROM DROP DOWN):		In Prior Program	
PRIORITY: 1 - Highest Priority Level	Project underway and must be completed		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: The mens locker room is currently at capacity and there are no available lockers for new hires. This project would expand the current locker room into the adjacent lower level conference room. The project cost includes estimates for construction, flooring, lighting, lockers, and benches. Completed in 2017			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2017	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2017	Labor	
Est. Useful Life (in years)	10	Materials	6006006.9621
Est. Total Cost	20,000	Other Contracts	
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 20,000
Balance to be funded ¹	20,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES			
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	-	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)	496	496	496

CITY OF NEWARK, DELAWARE

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management			
PROJECT NO: N1702	PROJECT TITLE: Council Chamber Renovations	PROJECT LOCATION: Council Chamber - Municipal Building			
PROJECT STATUS (SELECT FROM DROP DOWN): In Prior Program					
PRIORITY: 4 - Medium		This project is a NEED and not a WANT, but no significant risk in the deferral of this item			
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Not Applicable					
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: City staff has identified the need for renovations to the Council Chamber to make it more functional for Mayor and Council, City staff and visitors. The needed modifications to the Council Chamber include replacing the Formica dais to include electrical outlets, widening of the counter along the walkway to provide adequate seating for City staff at Council meetings, and the creation of an opening with stairs from the counter to allow City staff easy access to the floor and podium. This opening will also make the back fire exit more accessible. • Design & Construction of Additional Entrance/Exit \$45,000 • Exterior Landscape Improvements (required) \$5,000 While the needed renovations mentioned above are being completed, this would also be an opportune time to make cosmetic changes to the Council Chamber as well. <table style="width: 100%;"> <tr> <td> • Bulletin board & Whiteboard \$500 • Paneling the front of the dais \$12,000 (includes \$5K for architectural design) • Painting of walls and railings \$500 • New seating for visitors \$10,000 </td> <td> • New tables for press & overflow staff \$1,000 • Repurpose Paintings \$4,500 • Additional steps on far end of dais \$3,000 • HVAC Unit \$12,000 </td> </tr> </table>				• Bulletin board & Whiteboard \$500 • Paneling the front of the dais \$12,000 (includes \$5K for architectural design) • Painting of walls and railings \$500 • New seating for visitors \$10,000	• New tables for press & overflow staff \$1,000 • Repurpose Paintings \$4,500 • Additional steps on far end of dais \$3,000 • HVAC Unit \$12,000
• Bulletin board & Whiteboard \$500 • Paneling the front of the dais \$12,000 (includes \$5K for architectural design) • Painting of walls and railings \$500 • New seating for visitors \$10,000	• New tables for press & overflow staff \$1,000 • Repurpose Paintings \$4,500 • Additional steps on far end of dais \$3,000 • HVAC Unit \$12,000				
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY			
First Year in Program	2017	CLASSIFICATION	ACCOUNT NUMBERS		
Est. Completion Date	2018	Labor			
Est. Useful Life (in years)	20	Materials			
Est. Total Cost	93,500	Other Contracts	6006006.9620 \$ 93,500		
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 93,500		
Balance to be funded ¹	93,500	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.			
% Complete (if underway)					
PROJECT FINANCING BY PLAN YEAR					
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019		
CURRENT RESOURCES		93,500			
CAPITAL RESERVES					
EQUIPMENT REPLACEMENT					
BOND ISSUES					
GRANTS (Specify)					
OTHER (Specify)					
OTHER (Specify)					
TOTAL	-	93,500	-		
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."					
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					
OPERATING IMPACT	2018	2019	2020		
INCREMENTAL COSTS (NET SAVINGS)					

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1801	PROJECT TITLE: NPD - Rear Concrete Deck and Stairs	PROJECT LOCATION: Police Department	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 2 - High Priority Level	Critical need to remediate failing service, prevent failure, or generate savings		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: The rear concrete stairs at City Hall/NPD are in need of replacement. The concrete has deteriorated and employees have suffered injuries due to the unevenness of the stairs. Also, the metal support structure beneath the concrete catwalk has disintegrated due to rust. Currently nothing is supporting the concrete, which could cause the structure to crumble and fall. This project would repair and replace the impacted areas. This is a project to improve safety. Project spun out of CIP N1601 that included multiple building repairs, including the concrete stairs. This has been broken out for transparency and project tracking purposes.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	45,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 45,000
Balance to be funded ¹	45,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		45,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	45,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1802	PROJECT TITLE: MUN/NPD - HVAC Design and Longevity Assessment	PROJECT LOCATION: Municipal Building & Police Department	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 3 - Medium-High	The City would be taking a calculated risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: The HVAC system at City Hall and NPD are in need of long term repair. Multiple contractors have provided information that due to the age of the internal systems, the changes to walls and functionality inside the building and the overall efficiency of the system, that a replacement is long past due. For instance, some parts of the building are ten degrees warmer than other parts of the building in the warmer months as well as being significantly cooler in the colder months. Knowing that the cost to replace the HVAC system in both buildings is expected to be a very large expense, this project is designed to provide a thorough and detailed longevity assessment and report to Staff and City Council to aid in planning for the HVAC overhaul in years future years. The goal of this project is provide an accurate, independent assessment of the buildings HVAC system and to offer remediation options.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	5	Materials	
Est. Total Cost	20,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 20,000
Balance to be funded ¹	20,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		20,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	20,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1803	PROJECT TITLE: MUN/NPD - Exterior Paint and Powerwash	PROJECT LOCATION: Municipal Building	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 3 - Medium-High	The City would be taking a calculated risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: City Hall and NPD buildings are in need of a thorough cleaning and painting of the metal cornice surround at the top of each building. These projects constitute a need to maintain our existing building, and are not considered upgrades or cosmetic improvements. In years past, these types of projects were disregarded due to cost and budget, however time has caught up with us and the brick is in need of a cleaning and rusted metal is in need of protective paint.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	33,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 33,000
Balance to be funded ¹	33,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		33,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	33,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1805	PROJECT TITLE: MUN - Lower Level Bathroom	PROJECT LOCATION: Municipal Building	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Currently a single stall bathroom is available in the lower level. It is recommended to install a second bathroom on that level due to increased staffing after having migrated multiple City employees to the lower level. Recent use of the Training Room by City staff, along with staff from other State and Private Agencies has highlighted the issue with a single stall restroom. This project funding would be used to create a second restroom in place of an existing janitors closet to provide male and female restrooms on the lower level. It should also be noted that a new restroom, and a minor upgrade to the existing restroom would allow the City to be ADA compliant on the lower level.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	30,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 30,000
Balance to be funded ¹	30,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019
CURRENT RESOURCES		30,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	30,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1806	PROJECT TITLE: FOC - Master Plan	PROJECT LOCATION: Field Operations Complex	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: This project was previously identified as M1101 (PWW - Maintenance) and has now been moved and renumbered to Facilities Division. Phase 1: Needs Assessment and Master Planning (Completed 2016) Phase 2: Salt Shed Construction (Completed 2017) Phase 3: New Parking Area and Additional Electric Utility Storage in Building #2 (2018) - Estimate \$150,000 Phase 4: Demolition of Building #3 (2018) - Estimate \$30,000 Phase 5: Construction of Expanded Building #3 (2019) - Estimate \$95,000 The Old Warehouse at the Facilities Operations Complex (Yard) is becoming a safety risk due to its condition. This building houses items such as: Vehicles, Electric Utility, Public Works Pumps and Filtering Media, Pipes and Hydrants, Police Impound. New Building Design is currently being evaluated.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2020	Labor	
Est. Useful Life (in years)	20	Materials	
Est. Total Cost	275,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 275,000
Balance to be funded ¹	275,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		180,000	95,000
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	180,000	95,000
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1808	PROJECT TITLE: FOC - Buildings 1 & 2 Security Improvements	PROJECT LOCATION: Field Operations Complex	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Buildings 1 and 2 at the Field Operation Complex (Yard) require additional security on doors throughout. Doors do not close properly, garage doors are dented and susceptible to being opened without keys. This project would be used to remedy these items.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	31,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 31,000
Balance to be funded ¹	31,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019
CURRENT RESOURCES		31,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	31,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: N1809	PROJECT TITLE: TRN - New Windows	PROJECT LOCATION: Newark Train Station	
PROJECT STATUS (SELECT FROM DROP DOWN):		New Project	
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:		Not Applicable	
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Train Station windows are in desperate need of replacement. They are falling apart due to age. This is a safety issue as they have the potential to actually fall out of the wall. Beyond this, they are energy inefficient year round and do not open properly when used.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	55,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 55,000
Balance to be funded ¹	55,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR²	2018	2019
CURRENT RESOURCES		55,000	
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT			
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	55,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

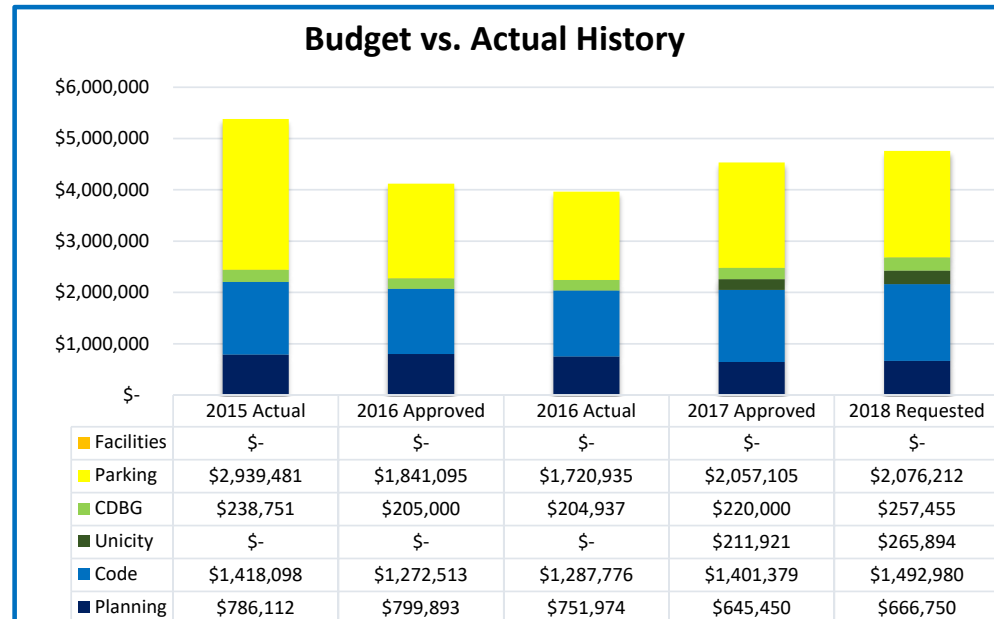
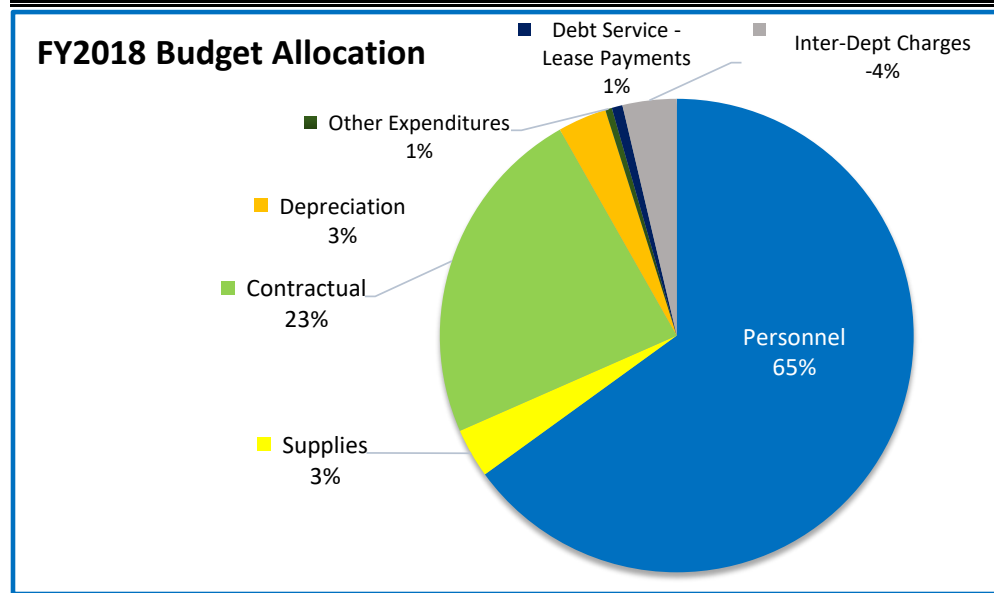
CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT: Administration		DIVISION: Facilities Management	
PROJECT NO: NEQSF	PROJECT TITLE: Vehicle Replacement Program		PROJECT LOCATION:
PROJECT STATUS (SELECT FROM DROP DOWN):			New Project
PRIORITY: 4 - Medium	This project is a NEED and not a WANT, but no significant risk in the deferral of this item		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:			Not Applicable
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: Facilities Vehicle Replacement (Van) - This van is used by custodial crews and carepenters for hauling equipment between varius locations. Van is rusting and is in need of replacement. This cost has increased from \$25,000 to \$35,000 due to recent cost increases in van prices (8/2017) Planned purchase/replacement in annual vehicle and equipment sinking fund.			
§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY	
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS
Est. Completion Date	2018	Labor	
Est. Useful Life (in years)	10	Materials	
Est. Total Cost	35,000	Other Contracts	6006006.9620
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost	\$ 35,000
Balance to be funded ¹	35,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.	
% Complete (if underway)			
PROJECT FINANCING BY PLAN YEAR			
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019
CURRENT RESOURCES			
CAPITAL RESERVES			
EQUIPMENT REPLACEMENT		35,000	
BOND ISSUES			
GRANTS (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL	-	35,000	-
²"Prior" refers to that portion of project funding that was authorized in a prior year but which is not expected to be spent through 12/31 of the current year. Accordingly, Council is not required to authorize budget year funding for that portion, but that portion of the project will indeed represent a cash outflow in the budget year and/or "out years."			
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			
OPERATING IMPACT	2018	2019	2020
INCREMENTAL COSTS (NET SAVINGS)			

DEPARTMENT LEVEL SUMMARY

**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
DEPARTMENT LEVEL SUMMARY**

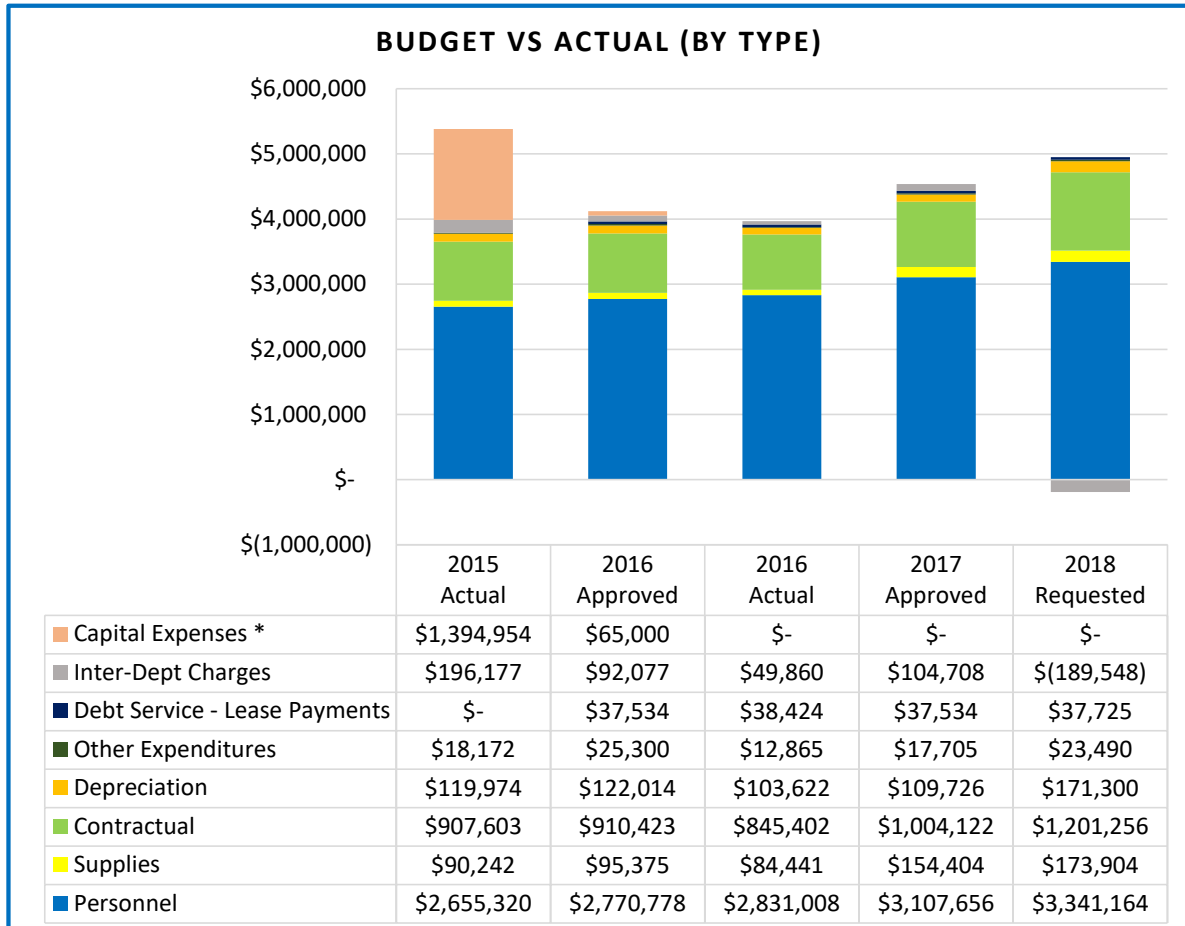
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$3,107,656	\$3,341,164	\$233,508	7.51%
Materials and Supplies	\$154,404	\$173,904	\$19,500	12.63%
Contractual Services	\$1,004,122	\$1,201,256	\$197,134	19.63%
Depreciation	\$109,726	\$171,300	\$61,574	56.12%
Other Expenditures	\$17,705	\$23,490	\$5,785	32.67%
Inter-Dept Charges	\$104,708	(\$189,548)	(\$294,256)	-281.03%
Debt Service - Lease Payments	\$37,534	\$37,725	\$191	0.51%
Total:	\$4,535,855	\$4,759,291	\$223,436	4.93%



**PLANNING & DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
DEPARTMENT LEVEL SUMMARY**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 2,655,320	\$ 2,770,778	\$ 2,831,008	\$ 3,107,656	\$ 3,341,164
Materials and Supplies	\$ 90,242	\$ 95,375	\$ 84,441	\$ 154,404	\$ 173,904
Contractual Services	\$ 907,603	\$ 910,423	\$ 845,402	\$ 1,004,122	\$ 1,201,256
Depreciation	\$ 119,974	\$ 122,014	\$ 103,622	\$ 109,726	\$ 171,300
Inter-Dept Charges	\$ 196,177	\$ 92,077	\$ 49,860	\$ 104,708	\$ (189,548)
Other Expenditures	\$ 18,172	\$ 25,300	\$ 12,865	\$ 17,705	\$ 23,490
Debt Service - Lease Payments	\$ -	\$ 37,534	\$ 38,424	\$ 37,534	\$ 37,725
Capital Expenses *	\$ 1,394,954	\$ 65,000	\$ -	\$ -	\$ -
Total:	\$5,382,442	\$4,118,501	\$3,965,622	\$4,535,855	\$4,759,291

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	49.3%	67.3%	71.4%	68.5%	70.2%
Materials and Supplies	1.7%	2.3%	2.1%	3.4%	3.7%
Contractual Services	16.9%	22.1%	21.3%	22.1%	25.2%
Depreciation	2.2%	3.0%	2.6%	2.4%	3.6%
Inter-Dept Charges	3.6%	2.2%	1.3%	2.3%	-4.0%
Other Expenditures	0.3%	0.6%	0.3%	0.4%	0.5%
Debt Service - Lease Payments	0.0%	0.9%	1.0%	0.8%	0.8%
Capital Expenses *	25.9%	1.6%	0.0%	0.0%	0.0%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



* The allocation of capital expenses between current resources and reserve funding will be determined based on revenue projections.

**PLANNING AND DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX A - BUDGET CODE 8131**

PLANNING DIVISION

8131 - Information Technology Contractual	Charge Back	Description
Esri Small Government ELA - Allocated	\$ 5,000	GIS Server, Client, Cloud Licensing
Tyler Technologies Munis Annual Maintenance - Allocated	\$ 3,807	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 2,024	VOIP Phone System
Canon Financial - Copier Lease - Allocated	\$ 4,637	Canon Copier Leases
HP T2530PS - Plotter (48 month) - Allocated	\$ 1,298	Wide Format Plotter and Scanner
Total	\$ 16,766	

CODE ENFORCEMENT

8131 - Information Technology Contractual	Charge Back	Description
Esri Small Government ELA - Allocated	\$ 5,000	GIS Server, Client, Cloud Licensing
Harris - CityView Annual Maintenance - Allocated	\$ 20,000	Business License, Permitting, Code Enforcement, Taxes and Leins, Rental Housing Software (sunsetting 2018)
Tyler Technologies Munis Annual Maintenance - Allocated	\$ 7,614	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
Verizon - Cellular/Data - Allocated	\$ 5,400	Computer Mobile Internet Connectivity
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 4,858	VOIP Phone System
Canon Financial - Copier Lease - Allocated	\$ 4,162	Canon Copier Leases
Total	\$ 47,034	

**PLANNING AND DEVELOPMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX A - BUDGET CODE 8131**

PARKING DIVISION

8131 - Information Technology Contractual	Charge Back	Description
ONSSI Camera License Contract - Allocated	\$ 4,000	Camera Management and Recording Software
Parkingsoft Off-Street Parking Management Software	\$ 26,000	Parking Division Parking Management Software (Parking Lots, not Street Meters)
T2 Ticketing Hosted Service - Allocated	\$ 26,667	T2 Parking Enforcement and Administration Cloud Hosted Service
T2 Handheld Ticketing Services	\$ 6,780	T2 Handheld Tickets Services License
Verizon - Cellular/Data - Allocated	\$ 1,380	Computer Mobile Internet Connectivity
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 2,206	VOIP Phone System
Canon Financial - Copier Lease - Allocated	\$ 1,787	Canon Copier Leases
Total	\$ 68,820	

FACILITIES MAINTENANCE DIVISION

8131 - Information Technology Contractual	Charge Back	Description
Advanced Power Control (Ongoing Support and Maintenance)	\$ 2,200	Alerton HVAC Software Maintenance
Advantech/Feenics - Allocated	\$ 1,200	Building Security Cloud System - Including Merge of NPD/Mun Buildings (\$1850/mo)
Gasboy Annual Maintenance	\$ 1,500	Gas Pump Software Annual Maintenance
Tyler Technologies Munis Annual Maintenance - Allocated	\$ 1,904	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
Verizon - Cellular/Data - Allocated	\$ 600	Computer Mobile Internet Connectivity
Total	\$ 7,404	