



ADMINISTRATION

2018

**BUDGET PRESENTATION
TO CITY COUNCIL**

(Version 2: Updated 9/07/2017)

SEPTEMBER 13, 2017

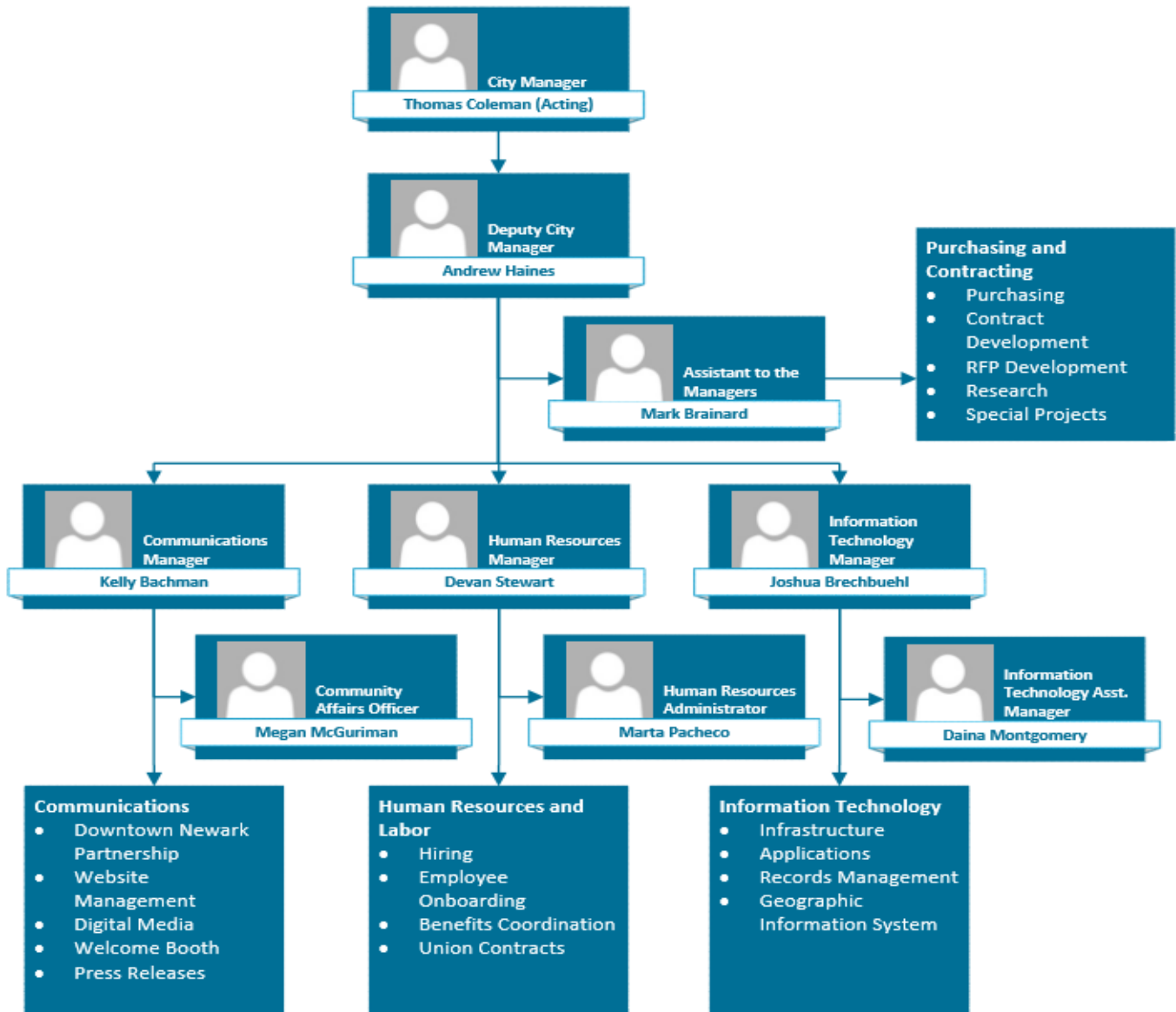
**ADMINISTRATION DEPARTMENT
DOCUMENT VERSION CONTROL**

Version	Date Submitted	Description of Change(s):																																																																											
N/A	7/25/2017	Initial Submission (For Information Technology Division only - to be presented on 7/31/2017)																																																																											
N/A	7/28/2017	Version 2 Submission (For Information Technology Division only - to be presented on 7/31/2017)																																																																											
1	9/6/2017	Initial Submission (For full Administration Department - ADMIN, IT and DNP)																																																																											
2	9/7/2017	<p>Version 2 Submission</p> <p>Added Version Control detail below to reflect the changes that were made to the Information Technology Division since the initial presentation on 7/31/2017.</p> <p>The following updates were made to the pages and data listed below:</p> <p>Description of Change(s):</p> <table border="1"> <thead> <tr> <th>Page Number:</th> <th>Sheet:</th> <th>Division:</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>Position Detail</td> <td>IT</td> </tr> <tr> <td colspan="3" style="text-align: center;">Updated the pay grade for position "IT Application Support Admin"</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Grade: 16</td> <td style="text-align: center;">New Grade: 18</td> </tr> </tbody> </table> <p>Description of Change(s):</p> <p>The below operating expenses have been updated. Please note that these changes will also impact the cumulative total sheets for the Information Technology Division found on pages 29 and 30.</p> <table border="1"> <thead> <tr> <th>Page Number:</th> <th>Code:</th> <th>Division:</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>7130</td> <td>IT</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Amount:</td> <td style="text-align: center;">New Amount:</td> </tr> <tr> <td colspan="2" style="text-align: center;">\$ 54,500</td> <td style="text-align: center;">\$ 74,500</td> </tr> <tr> <td>33</td> <td>7150</td> <td>IT</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Amount:</td> <td style="text-align: center;">New Amount:</td> </tr> <tr> <td colspan="2" style="text-align: center;">\$ 11,000</td> <td style="text-align: center;">\$ 11,840</td> </tr> <tr> <td>34</td> <td>8137</td> <td>IT</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Amount:</td> <td style="text-align: center;">New Amount:</td> </tr> <tr> <td colspan="2" style="text-align: center;">\$ 187,282</td> <td style="text-align: center;">\$ 175,670</td> </tr> <tr> <td>34</td> <td>8550</td> <td>IT</td> </tr> <tr> <td colspan="3" style="text-align: center;">Description summary at the top of page 34 was modified due to below change, removed detail of "Desktop Refresh Deployment Augmentation (\$25,000)".</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Amount:</td> <td style="text-align: center;">New Amount:</td> </tr> <tr> <td colspan="2" style="text-align: center;">\$ 152,000</td> <td style="text-align: center;">\$ 127,000</td> </tr> <tr> <td>37</td> <td>N/A (Inter-Dept. Charges)</td> <td>IT</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prior Amount:</td> <td style="text-align: center;">New Amount:</td> </tr> <tr> <td>Billings and Accounting</td> <td style="text-align: center;">\$ 26,527</td> <td style="text-align: center;">\$ 37,293</td> </tr> <tr> <td>Buildings and Grounds</td> <td style="text-align: center;">\$ 10,061</td> <td style="text-align: center;">\$ 8,633</td> </tr> <tr> <td>Electricity Used</td> <td style="text-align: center;">\$ 2,593</td> <td style="text-align: center;">\$ 2,592</td> </tr> <tr> <td>Information Technology</td> <td style="text-align: center;">\$ (2,151,310)</td> <td style="text-align: center;">\$ (2,256,425)</td> </tr> <tr> <td>Printing and Reproduction</td> <td style="text-align: center;">\$ (111,370)</td> <td style="text-align: center;">\$ 180</td> </tr> </tbody> </table>	Page Number:	Sheet:	Division:	32	Position Detail	IT	Updated the pay grade for position "IT Application Support Admin"			Prior Grade: 16		New Grade: 18	Page Number:	Code:	Division:	33	7130	IT	Prior Amount:		New Amount:	\$ 54,500		\$ 74,500	33	7150	IT	Prior Amount:		New Amount:	\$ 11,000		\$ 11,840	34	8137	IT	Prior Amount:		New Amount:	\$ 187,282		\$ 175,670	34	8550	IT	Description summary at the top of page 34 was modified due to below change, removed detail of "Desktop Refresh Deployment Augmentation (\$25,000)".			Prior Amount:		New Amount:	\$ 152,000		\$ 127,000	37	N/A (Inter-Dept. Charges)	IT	Prior Amount:		New Amount:	Billings and Accounting	\$ 26,527	\$ 37,293	Buildings and Grounds	\$ 10,061	\$ 8,633	Electricity Used	\$ 2,593	\$ 2,592	Information Technology	\$ (2,151,310)	\$ (2,256,425)	Printing and Reproduction	\$ (111,370)	\$ 180
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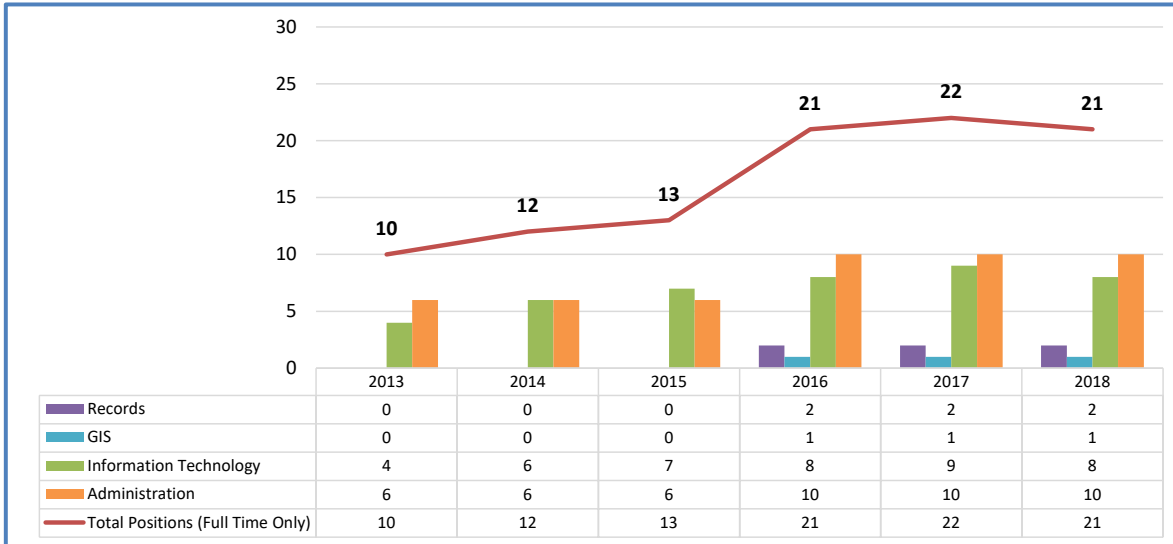
**ADMINISTRATION DEPARTMENT
DOCUMENT VERSION CONTROL**

Version	Date Submitted	Description of Change(s):
2 (continued)		<p>Description of Change(s):</p> <p>For the following CIP sheets, the below changes have been made. Please note that these changes will also impact the cumulative CIP total sheet for the Information Technology Division found on page 39.</p> <hr/> <p>Page Number: 41 Project: I1603 Division: IT</p> <p>Per Council direction, updated the "Division" cell from Parking to Police.</p> <hr/> <p>Page Number: 44 Project: I1705 Division: IT</p> <p>This project was cancelled on 8/1/2017 and has been moved to Information Technology's 8137 (Contractual Lease) line item.</p>

**ADMINISTRATION DEPARTMENT
FY2018 ORGANIZATIONAL CHART**



ADMINISTRATION DEPARTMENT
Full Time History/Vacancies as of July 1, 2017



FULL TIME VACANCIES (Included Above)			
Division	Title	#	Reason for Vacancy (date)
Administration	City Manager	1.0	Retirement
Information Technology	IT Systems Admin I	1.0	
Total		2.0	

HISTORICAL CHANGES FOR ADMINISTRATION DIVISION (CITY MANAGER'S OFFICE) FROM 2013-2018			
Division	Title	Change (+/-)	Reason for Adjustment
Administration	Welcome Center Receptionist	1.0	New 2017; expanded PTE position from Finance
(Historical Tracking)	HR Manager	1.0	New 2016; approved 2015 budget
	Communications Manager	1.0	New 2016; approved 2015 budget
	Graphic Designer/Web Specialist	1.0	New 2015; retitled with CWA
Total		4.0	

COMMENTS			
Division	Title	Change (+/-)	Reason for Adjustment
Administration	Purchasing Admin	(1.0)	Reclassification of Position
	Assistant to the Managers	1.0	Reclassification of Position
Information Technology	IT Systems Admin I	1.0	
	IT Application Support Analyst	1.0	Swapped for Call Attendant
	Network Admin I	(1.0)	
	IT Application Support Admin	(1.0)	Moved to Electric and retitled as an Electrician
	Call Attendant	(1.0)	Incumbant retired and position was reclassified to IT Application Support Analyst
Total		(1.0)	

*Please refer to page 64, APPENDIX B, for Part Time totals from 2017-2018

ADMINISTRATION DEPARTMENT PROGRAM NARRATIVE

Under the direction of the City Manager and Deputy City Manager, the Administration Department oversees all operating departments and employees of the City, while working to coordinate a positive relationship with our community, including the state, University of Delaware, local businesses, non-profit groups, and neighborhood organizations.

Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other City employees to address challenges or provide project assistance. This Department continually evaluates staffing and services in an effort to ensure the optimal use of resources and appropriate levels of staff deployment. This Department assists in the formulation of City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to all areas of the organization and Newark's Mayor and Council.

A detailed breakdown of the Department functions, as well as highlights from the previous fiscal year are provided as follows:

Personnel Administration:

The Personnel Administration division is responsible for the personnel and human resource functions, including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration. The Division also oversees and manages the self-insured Worker's Compensation fund; managing daily claims, case investigations and operates as the in-house TPA (Third Party Administrator).

The Personnel Administration division oversees, in partnership with the Department within which the vacancy exists, the hiring of new employees as well as in house promotions and transfers. During 2016, the division was involved in the recruitment of thirty-eight (38) regular full-time and part-time positions, of which thirty (30) were full time and eight (8) part-time. The promotion, upgrade and reclassification of fifty-six (56) city employees occurred, and the hiring of fifty-six (56) temporary employees or interns was completed as well. Additionally, the division coordinated with the Police Department Administration to complete a new recruitment for police officers and create a new employment list. Of the thirty (30) full-time employees noted above, six (6) were recruited and hired officers.

Labor Relations are also handled within the Personnel Administration division and includes the administration of labor relations involving three collective bargaining groups covering approximately 240 full and part-time employees. This includes contract negotiations, the administration of collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The division is responsible for providing management employees with assistance and advice in the interpretation of contract provisions and grievance administration. All three union agreements expired in 2016. CWA accepted the one-year agreement extension that expires December 31, 2017. Both AFSCME and FOP agreements had full negotiations; both settled before the expiration and without any mediation or arbitration. AFSCME's agreement is a three (3) year deal, while the FOP agreement is a two (2) year deal, with year two (2017) possessing an economic reopener.

ADMINISTRATION DEPARTMENT PROGRAM NARRATIVE

Information Technology:

The IT division is responsible for providing the technology infrastructure, line-of-business application management, and daily support services for all City of Newark buildings, departments, and users. IT is also responsible for: general workstation and end-user support; servers and group services; web applications; researching new and innovative technologies; networking and communications support; security; computer operations and facilities; training and education; Geographic Information System (GIS); and digital records management.

The team is comprised of 10 staff and in 2016, accomplished many projects to improve City IT resources. These projects included the implementation of a new work order management system to help improve accountability, decision making and resource allocation. Along with the work order management system, upgrades to the server virtualization environment, internal network systems, data security and process improvement across all departments were completed.

IT's primary role is to ensure all City Staff are able to work quickly and efficiently and the IT Department did so by addressing over 2,200 IT related helpdesk tickets and by building a new Digital Records Management Center with staff and software used to scan and organize documents.

Purchasing:

The Purchasing division, in partnership with requesting Departments, handles purchases, contracts, and negotiations for the acquisition of materials, supplies, equipment, and services for the City. This includes the development and/or review of contract and request for proposal (RFP) documents and the resulting evaluation of bids and proposals. The Administration Department makes recommendations to Mayor and Council regarding the award of all bids and proposals. The Purchasing Division also provides oversight and support to other Departments for large scale projects and programs. In 2016, 1,067 purchase orders were issued by the Department. For purchases exceeding \$25,000, there were 14 contracts totaling \$4,569,346.

Communications:

The Communications division is responsible for the design, review, and approval of nearly all communications produced by the City of Newark for distribution to the public. They use a variety of mediums: print, video, and electronic (including web and social media) to share information proactively and also serve as a liaison with the media and members of the public to field and respond to questions or concerns. Live Stream of Council meetings started in 2017, is managed by this team, and is awaiting grant funding to procure a more permanent production solution. The team consists of three members: the Communications Manager, Community Affairs Officer, and Creative Designer/Web Specialist.

Increasing communication with the public was a primary goal during 2016 and was achieved with great success. In-house video production has increased and increased the number of videos released by the City and airing on Newark TV 22. In addition, the City's social media presence continues to grow. The City Facebook page is "liked" by more than 5,600 individuals, an increase of more than 3,000 in one year; and the City's Twitter feed is followed by more than 7,000 individuals.

ADMINISTRATION DEPARTMENT PROGRAM NARRATIVE

The Communications division also maintains the City’s website, which was recently redesigned and upgraded through CivicPlus – efforts that were recognized on the national level by the City-County Communications & Marketing Association.

Communications staff continue to maximize the value of the “InformMe” citizen notification system. In addition to urgent emergency messaging, the system allows the public to sign up for a variety of messages, and to set preferences for how they would prefer to be notified. The Communications team continues outreach efforts to encourage all residents to sign up for this service.

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

Other Activities:

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

Committee Liaison:

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

Inter Departmental Relations:

Bi-weekly staff meetings are held with the administration staff and Department Directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Weekly reports are prepared and provided to Council summarizing progress on important projects and initiatives by each Department. Members of staff also attend City Council meetings as necessary to address Council on projects or services they are responsible for.

ADMINISTRATION DEPARTMENT FY2017 ACCOMPLISHMENTS

Key accomplishments in 2017 include:

The City Manager's Office effectively worked with all impacted departments with the large spike in retirements due to the successful Early Retirement Incentive Program. This included transition plans for key staff, recruitment and onboarding of many new employees, and when relevant, the promotion of existing staff to backfill vacancies due to the ERIP. Year to date, forty-two (42) full-time recruitments have occurred, plus regular part-time and seasonal employment efforts.

HR team relaunched the Employee Safety Committee, having direct buyin from the employees as stakeholders in daily safety. The team continues to manage the \$23,000 wellness grant from DVHT. Annual Wellness Fair, Biometric Screenings continue to educate and engage employees, as well as other wellness initiatives to expand a culture of wellness to positively impact claims.

Purchasing has completed year-to-date over 900 Purchase Orders, with vendor management for procurement and payments; twelve (12) contracts have been developed and executed for City needs; 4 RFP's have been written, soliciated, reviewed and administered, with four (4) additional RFP's in process. The team took on additional centralized administrative support to the IT Division for organization-wide purchases and ensures departments are following purchasing guidelines.

Communications launched a new City website with a cleaner address (newarkde.gov) that received national recognition from 3CMA (City-County Communications & Marketing Association). LiveStream video for City Council meetings started, as the Comcast Franchise agreement was negotiated, which will provide a one-time grant to be used in EG Channel enhancements. These funds (\$31,520) will be used to procure permanent video solutions for meeting video streaming. The team has also expanded video content on the City's YouTube channel (84 videos) and started in August Newark News Brief, a 2-2:30 minute bi-weekly news update of current City events and news. A monthly newsletter was developed in August and started in September as an insert to utilities bills.

Each division (HR/IT/Communications/Purchasing) all supported the City Manager in their goal to provide an earlier budget process to Mayor and Council, with the Finance Department. This expanded effort was completed in parallel to existing departmental service operations with positive involvement and constructive feedback to continue to improve future efforts.

Listed separately in the IT Division are its accomplishments, as a division of the Administration Department.

**ADMINISTRATION DEPARTMENT
FY2018 GOALS**

Goals for 2018 include:

Successfully assist Council in the selection of a new City Manager

Union negotiations (FOP); agreement to expire 12/31/18

Successful implementation of Stormwater utility (pending Council approval)

Successful completion of Rodney purchase referendum (pending Council approval)

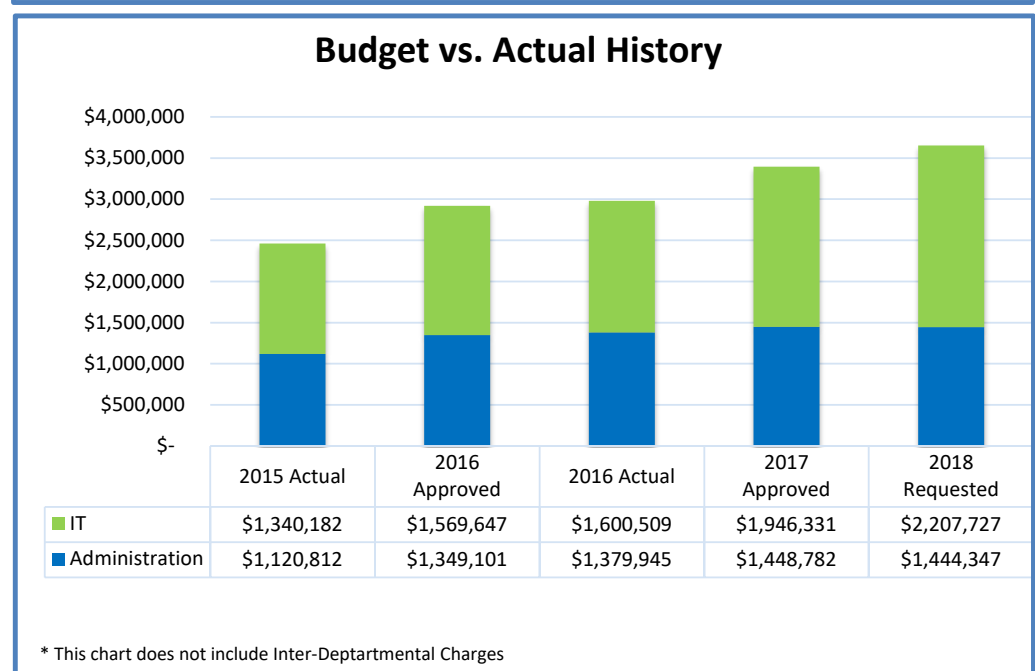
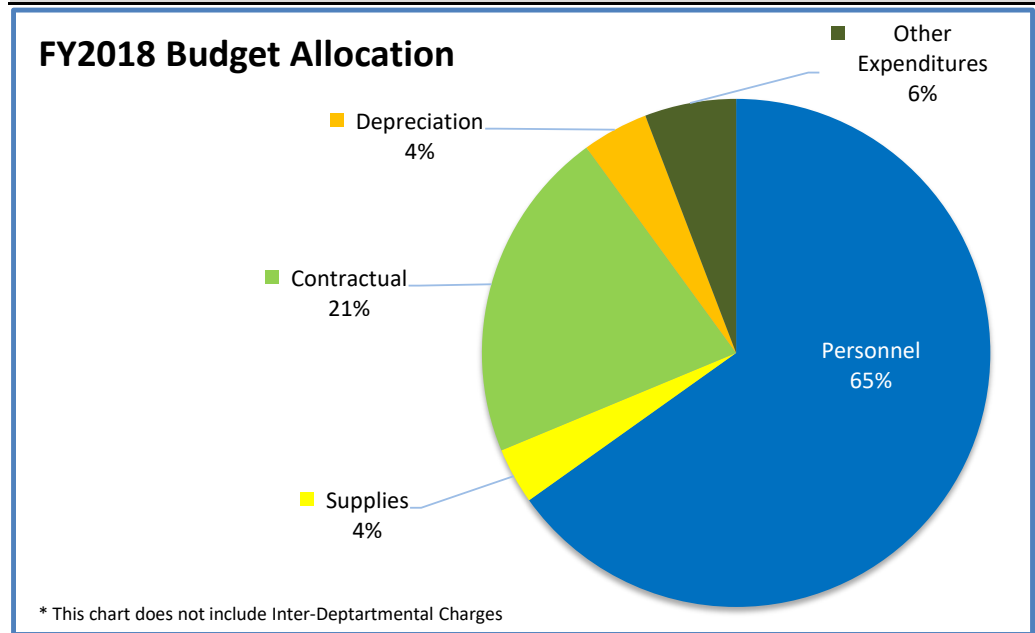
Expand Employee Self Service (ESS) for broader HR access, comprehensive Open Enrollment and additional digital ESS features

Successfully facilitate a referendum for water infrastructure

Support the divisional goals of the Administrative Department, which are HR/Labor, IT, Communications, Purchasing and temporarily assigned Parking Division and Facilities Maintenance

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
DEPARTMENT LEVEL OVERVIEW**

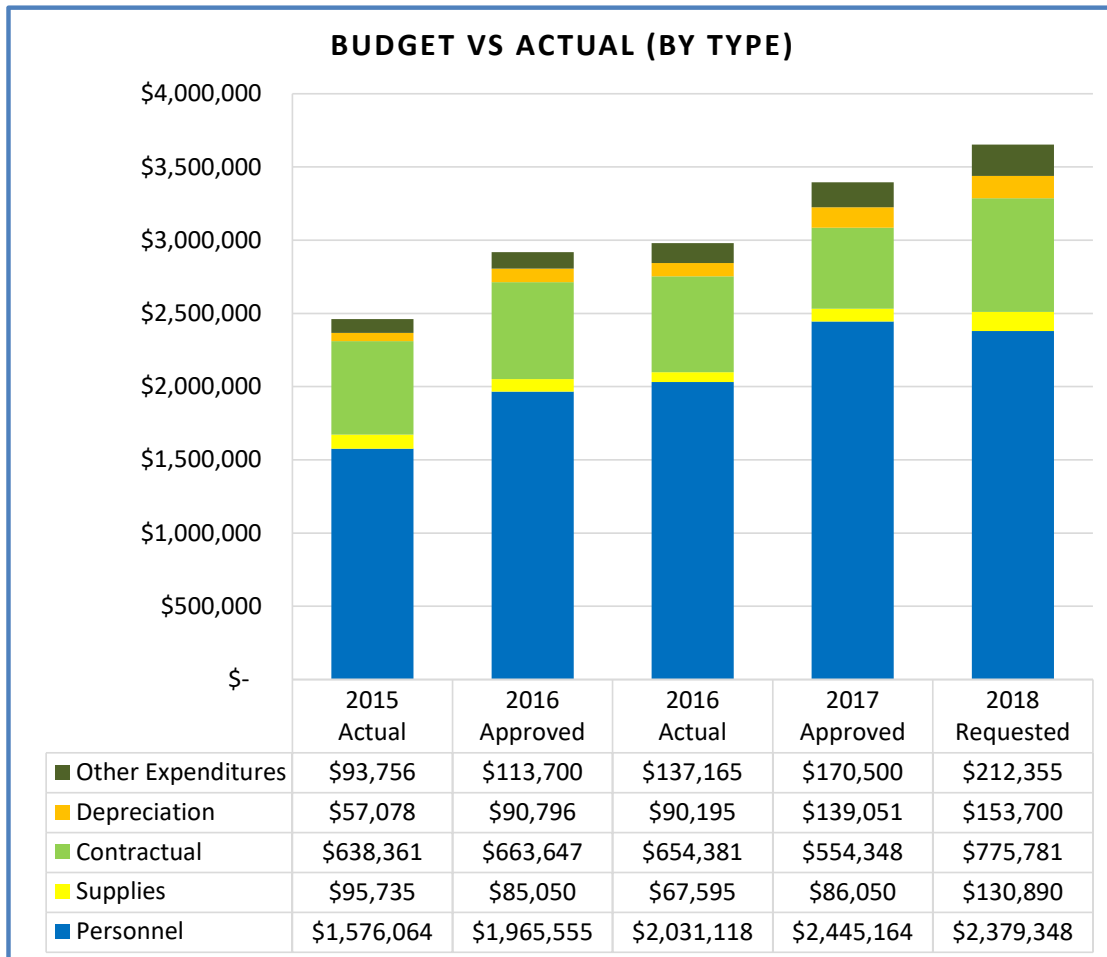
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$2,445,164	\$2,379,348	(\$65,816)	-2.69%
Materials and Supplies	\$86,050	\$130,890	\$44,840	52.11%
Contractual Services	\$554,348	\$775,781	\$221,433	39.94%
Depreciation	\$139,051	\$153,700	\$14,649	10.53%
Other Expenditures	\$170,500	\$212,355	\$41,855	24.55%
Sub-total:	\$3,395,113	\$3,652,074	\$256,961	7.57%
Inter-Dept Charges	(\$2,190,452)	(\$2,348,314)	(\$157,862)	7.21%
Total:	\$1,204,661	\$1,303,760	\$99,099	8.23%



**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
DEPARTMENT LEVEL OVERVIEW**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 1,576,064	\$ 1,965,555	\$ 2,031,118	\$ 2,445,164	\$ 2,379,348
Materials and Supplies	\$ 95,735	\$ 85,050	\$ 67,595	\$ 86,050	\$ 130,890
Contractual Services	\$ 638,361	\$ 663,647	\$ 654,381	\$ 554,348	\$ 775,781
Depreciation	\$ 57,078	\$ 90,796	\$ 90,195	\$ 139,051	\$ 153,700
Other Expenditures	\$ 93,756	\$ 113,700	\$ 137,165	\$ 170,500	\$ 212,355
Sub-Total:	\$ 2,460,994	\$ 2,918,748	\$ 2,980,454	\$ 3,395,113	\$ 3,652,074
Inter-Dept Charges	\$ (1,549,664)	\$ (1,852,023)	\$ (1,801,673)	\$ (2,190,452)	\$ (2,348,314)
Total:	\$ 911,330	\$ 1,066,725	\$ 1,178,781	\$ 1,204,661	\$ 1,303,760

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	64.0%	67.3%	172.3%	72.0%	65.2%
Materials and Supplies	3.9%	2.9%	5.7%	2.5%	3.6%
Contractual Services	25.9%	22.7%	55.5%	16.3%	21.2%
Depreciation	2.3%	3.1%	7.7%	4.1%	4.2%
Other Expenditures	3.8%	3.9%	11.6%	5.0%	5.8%
Total:	100.0%	100.0%	252.8%	100.0%	100.0%

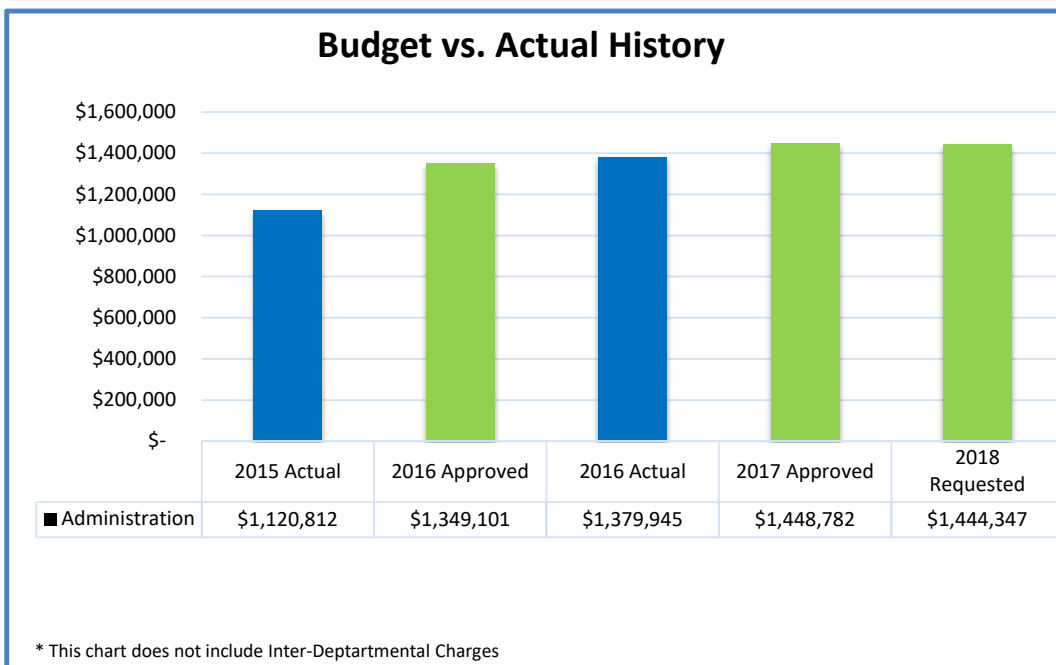
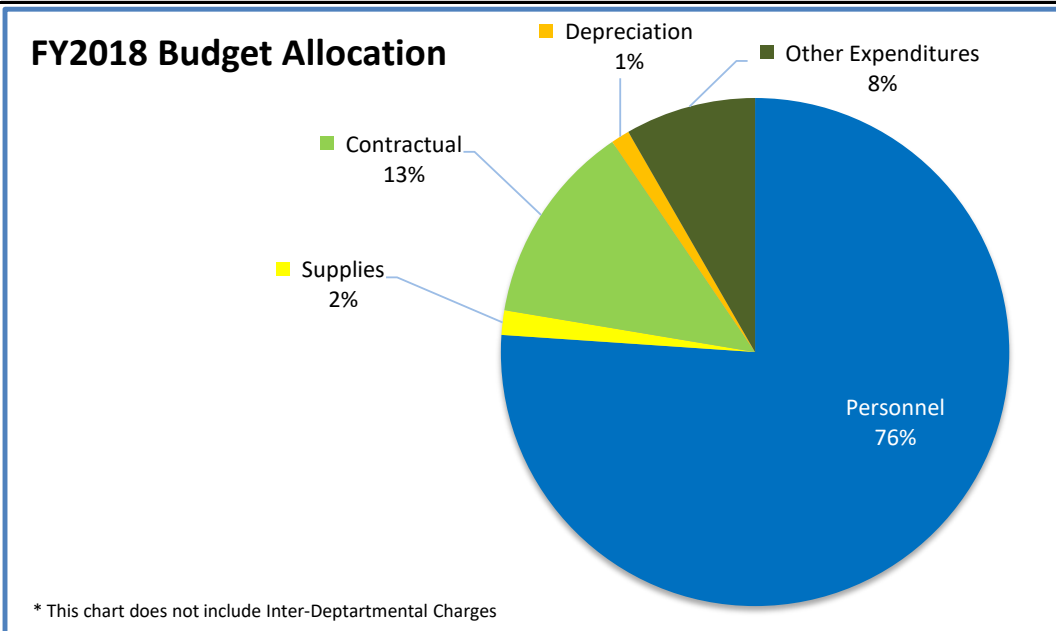


*The above chart does not include Inter-Departmental Charges

CITY MANAGER'S OFFICE

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
CITY MANAGER'S OFFICE**

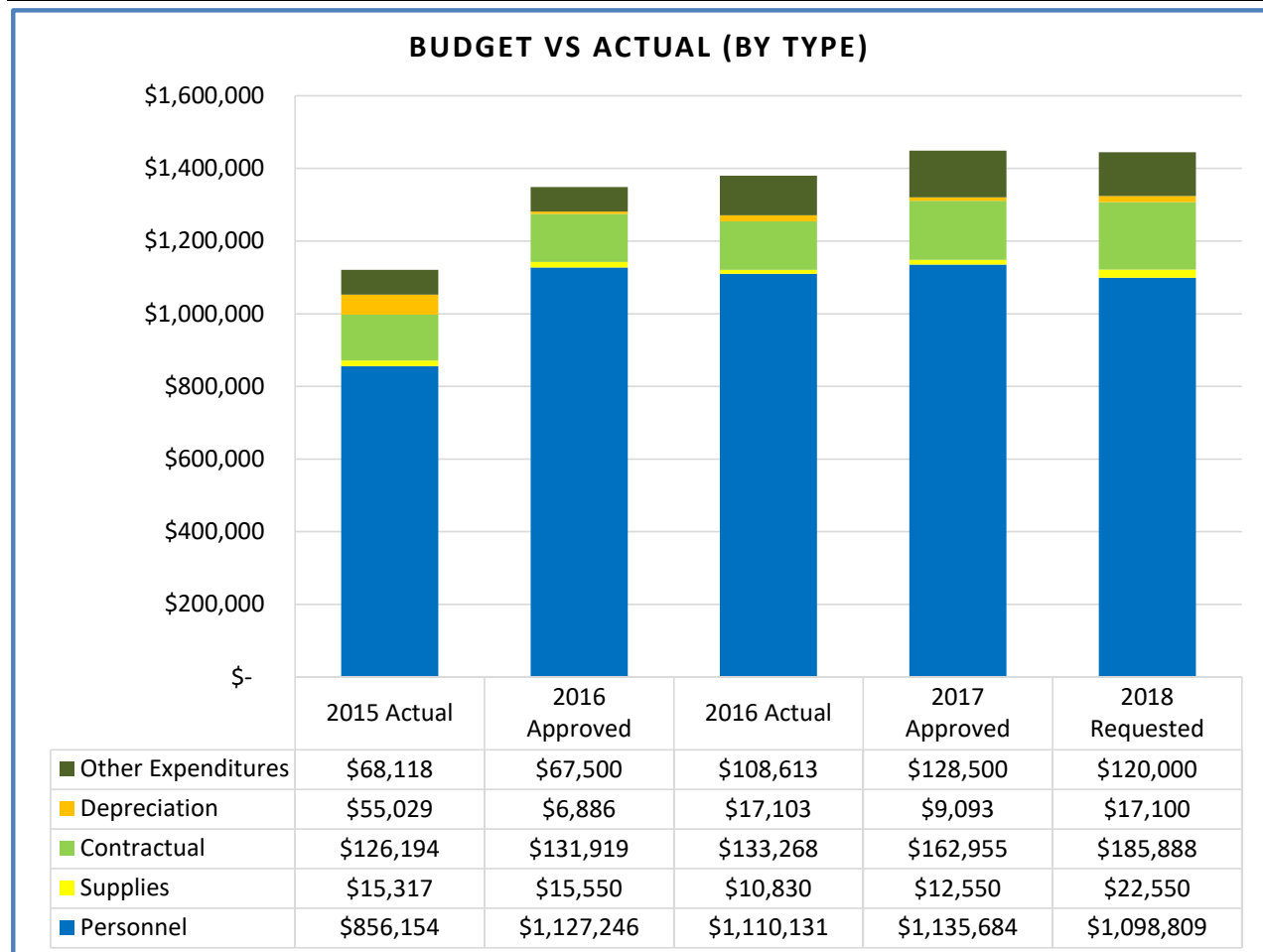
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,135,684	\$1,098,809	(\$36,875)	-3.25%
Materials and Supplies	\$12,550	\$22,550	\$10,000	79.68%
Contractual Services	\$162,955	\$185,888	\$22,933	14.07%
Depreciation	\$9,093	\$17,100	\$8,007	88.06%
Other Expenditures	\$128,500	\$120,000	(\$8,500)	-6.61%
Sub-Total:	\$1,448,782	\$1,444,347	(\$4,435)	-0.31%
Inter-Dept Charges	(\$244,121)	(\$140,587)	\$103,534.00	-42.41%
Total:	\$1,204,661	\$1,303,760	\$99,099.00	8.23%



**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
CITY MANAGER'S OFFICE**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 856,154	\$ 1,127,246	\$ 1,110,131	\$ 1,135,684	\$ 1,098,809
Materials and Supplies	\$ 15,317	\$ 15,550	\$ 10,830	\$ 12,550	\$ 22,550
Contractual Services	\$ 126,194	\$ 131,919	\$ 133,268	\$ 162,955	\$ 185,888
Depreciation	\$ 55,029	\$ 6,886	\$ 17,103	\$ 9,093	\$ 17,100
Other Expenditures	\$ 68,118	\$ 67,500	\$ 108,613	\$ 128,500	\$ 120,000
Sub-Total:	\$ 1,120,812	\$ 1,349,101	\$ 1,379,945	\$ 1,448,782	\$ 1,444,347
Inter-Dept Charges	\$ (209,482)	\$ (282,376)	\$ (201,164)	\$ (244,121)	\$ (140,587)
Total:	\$ 911,330	\$ 1,066,725	\$ 1,178,781	\$ 1,204,661	\$ 1,303,760

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	76.4%	83.6%	80.4%	78.4%	76.1%
Materials and Supplies	1.4%	1.2%	0.8%	0.9%	1.6%
Contractual Services	11.3%	9.8%	9.7%	11.2%	12.9%
Depreciation	4.9%	0.5%	1.2%	0.6%	1.2%
Other Expenditures	6.1%	5.0%	7.9%	8.9%	8.3%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



*The above chart does not include Inter-Departmental Charges

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$1,098,809	(\$36,875)	-3.25%
Wages:	\$780,271	(\$1,131)	-0.14%
Benefits:	\$318,538	(\$35,744)	-11.22%
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: 0111122)

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 479,755	\$ 547,687	\$ 67,932	14.2%
6030 Engineering/Technical	\$ 106,121	\$ 44,959	\$ (61,162)	-57.6%
6080 Clerical	\$ 160,091	\$ 162,881	\$ 2,790	1.7%
6580 Service Award	\$ 13,637	\$ 7,006	\$ (6,631)	-48.6%
6590 Sick Pay	\$ 6,798	\$ 2,738	\$ (4,060)	-59.7%
6615 Interns	\$ 10,000	\$ 10,000	\$ -	0.0%
6620 Overtime	\$ 5,000	\$ 5,000	\$ -	0.0%
6920 Unemployment Comp. Ins.	\$ 4,614	\$ 2,835	\$ (1,779)	-38.6%
6930 Social Security Taxes	\$ 57,521	\$ 57,123	\$ (398)	-0.7%
6940 City Pension Plan	\$ 75,793	\$ 35,121	\$ (40,672)	-53.7%
6941 Defined Contribution 401(a) Plan	\$ 28,798	\$ 45,262	\$ 16,464	57.2%
6950 Term Life Insurance	\$ 3,236	\$ 3,384	\$ 148	4.6%
6960 Group Hospitalization Ins.	\$ 150,794	\$ 142,035	\$ (8,759)	-5.8%
6961 Long-Term Disability Ins.	\$ 1,333	\$ 1,701	\$ 368	27.6%
6962 Dental Insurance	\$ 9,317	\$ 8,106	\$ (1,211)	-13.0%
6963 Flexible Spending Account	\$ 468	\$ 234	\$ (234)	-50.0%
6964 Health Savings Account	\$ 1,500	\$ 1,500	\$ -	0.0%
6965 Post-Employment Benefits	\$ 10,809	\$ 8,457	\$ (2,352)	-21.8%
6966 Retirement Health Savings Account	\$ 8,156	\$ 11,040	\$ 2,884	35.4%
6967 Emergency Room Reimbursements	\$ 1,450	\$ 1,305	\$ (145)	-10.0%
6968 Vision Insurance Premiums	\$ 493	\$ 435	\$ (58)	-11.8%
Personnel Services Total	\$ 1,135,684	\$ 1,098,809	\$ (36,875)	-3.2%

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - CITY MANAGER'S OFFICE**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
City Manager	Appt	1.0	\$ 148,836	1.0	\$ 147,836	0.0	\$ (1,000)	-0.7%
Deputy City Manager	34	1.0	\$ 122,237	1.0	\$ 131,466	0.0	\$ 9,229	7.6%
Communications Manager	23	1.0	\$ 86,994	1.0	\$ 86,994	0.0	\$ -	0.0%
Human Resource Manager	18	1.0	\$ 65,544	1.0	\$ 68,401	0.0	\$ 2,857	4.4%
Community Affairs Officer	17	1.0	\$ 56,144	1.0	\$ 58,545	0.0	\$ 2,401	4.3%
HR Administrator	15	1.0	\$ 64,565	1.0	\$ 64,566	0.0	\$ 1	0.0%
Purchasing Admin	15	1.0	\$ 63,640		\$ -	(1.0)	\$ (63,640)	-100.0%
Assistant to the Managers	15		\$ -	1.0	\$ 54,445	1.0	\$ 54,445	#DIV/0!
Purchasing Assistant	13	1.0	\$ 61,508	1.0	\$ 62,665	0.0	\$ 1,157	1.9%
Creative Designer & Web Spec.	9	1.0	\$ 42,481	1.0	\$ 44,959	0.0	\$ 2,478	5.8%
Receptionist (Welcome Cntr)	4	1.0	\$ 34,018	1.0	\$ 35,650	0.0	\$ 1,632	4.8%
Total Full-Time Positions		10.0	\$ 745,967	10.0	\$ 755,527	0.0	\$ 9,560	1.3%
PART-TIME FUNDING								
Intern			\$ 10,000		\$ 10,000		\$ -	0.0%
Total Part-Time Funding			\$ 10,000		\$ 10,000		\$ -	0.0%
OTHER								
Overtime			\$ 5,000		\$ 5,000		\$ -	0.0%
Sick Pay			\$ 6,798		\$ 2,738		\$ (4,060)	-59.7%
Service Award			\$ 13,637		\$ 7,006		\$ (6,631)	-48.6%
Total Other			\$ 25,435		\$ 14,744		\$ (10,691)	-42.0%
Total All		10.0	\$ 781,402	10.0	\$ 780,271	0.0	\$ (1,131)	0%

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$22,550	\$10,000	79.68%
Materials and Supplies for the HR/Labor, Purchasing and Communication divisions for Administration are perfunctory elements for filing, recruitments, administering contracts, etc., with future 'paperless' operations hopefully to replace physical operations. Communications will start managing the City "store" that transferred from City Secretary's Office.			

Materials/Supplies (Org: 0111123)

Object Line	2017	2018	\$ Difference	% Difference
7130 Tools,Field Sup.,Small Equip.	\$ 1,000	\$ 1,000	\$ -	0.0%
7131 Information Technology Supplies	\$ 6,500	\$ 14,000	\$ 7,500	115.4%
7150 Office Supplies	\$ 4,000	\$ 4,000	\$ -	0.0%
7160 Books, Periodicals, Etc.	\$ 500	\$ 500	\$ -	0.0%
7170 Postage	\$ 50	\$ 50	\$ -	0.0%
7550 Miscellaneous Supplies	\$ 500	\$ 500	\$ -	0.0%
7570 Merchandise for Resale	\$ -	\$ 2,500	\$ 2,500	#DIV/0!
Materials/Supplies Total	\$ 12,550	\$ 22,550	\$ 10,000	79.7%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7130 Tools,Field Sup., Small Equip.	\$ 1,000	No change vs FY2017
7131 Information Technology Supplies	\$ 14,000	Licensing increase with additional surveillance cameras
7150 Office Supplies	\$ 4,000	No change vs FY2017
7160 Books, Periodicals, Etc.	\$ 500	No change vs FY2017
7170 Postage	\$ 50	No change vs FY2017
7550 Miscellaneous Supplies	\$ 500	No change vs FY2017
7570 Merchandise for Resale	\$ 2,500	New: merchandise for City store
Total	\$ 22,550	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$185,888	\$22,933	14.07%
Website hosting, personnel legal counsel services, pre-employment and random testing are expenses for daily services. Casualty insurance is expensed proportionate, along with 8131 IT expenses. The full or proportionate cost for building security is applied to the Administration Department, along with the full cost of Everbridge, the application for InformMe.			

Contractual Services (Org: 0111124)

Object Line	2017	2018	\$ Difference	% Difference
8030 Casualty Insurance	\$ 35,172	\$ 35,524	\$ 352	1.0%
8032 Insurance - Auto	\$ 2,151	\$ 2,173	\$ 22	1.0%
8033 Insurance - Broker	\$ 3,677	\$ 3,714	\$ 37	1.0%
8050 Phone/Communications	\$ 4,500	\$ 4,500	\$ -	0.0%
8131 Information Technology Cont'l	\$ 49,455	\$ 73,477	\$ 24,022	48.6%
8162 Legal/Consulting Services	\$ 35,000	\$ 35,000	\$ -	0.0%
8300 Mach. & Equip. Maintenance	\$ 100	\$ 100	\$ -	0.0%
8550 Misc. Contracted Svc.	\$ 1,400	\$ 1,400	\$ -	0.0%
8560 Employee Testing Svc.	\$ 3,000	\$ 5,000	\$ 2,000	66.7%
8570 Public Relations/Media Outreach	\$ 28,500	\$ 25,000	\$ (3,500)	-12.3%
Contractual Services Total	\$ 162,955	\$ 185,888	\$ 22,933	14.1%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 35,524	Allocation provided by Finance
8032 Insurance - Auto	\$ 2,173	Allocation provided by Finance
8033 Insurance - Broker	\$ 3,714	Allocation provided by Finance
8050 Phone/Communications	\$ 4,500	Landline, Cell Phone Stipend and Fax Services
8131 Information Technology Cont'l	\$ 73,477	Department's share of IT costs, please see Appendix A
8162 Legal/Consulting Services	\$ 35,000	Personnel Legal Counsel
8300 Mach. & Equip. Maintenance	\$ 100	For equipment repair not under warranty
8550 Misc. Contracted Svc.	\$ 1,400	Unforeseen needs, such as use of staffing services
8560 Employee Testing Svc.	\$ 5,000	Drug Screening/Criminal Background Checks
8570 Public Relations/Media Outreach	\$ 25,000	City Website annual fee; media software subscriptions
Total	\$ 185,888	

**ADMINISTRATION DEPARTMENT
 FY2018 RECOMMENDED BUDGET
 DEPRECIATION - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$17,100	\$8,007	88.06%
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: 0111125) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 9,093	\$ 17,100	\$ 8,007	88.1%
Other Charges Total *	\$ 9,093	\$ 17,100	\$ 8,007	88.1%

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$120,000	(\$8,500)	-6.61%
The majority of Other Charges budget is the 9030/Recruitment and Retention line item and its corresponding expenses to ongoing employment recruitment and hiring. The 9070/Training line has been reduced for projected 2018, but still includes funding levels to support a city manager to attend professional conferences.			

Other Charges (Org: 0111125) - *Excluding Depreciation Expense

Object Line	2017	2018	\$ Difference	% Difference
9020 Mileage & Small Bus. Exp.	\$ 2,500	\$ 2,500	\$ -	0.0%
9030 Recruitment & Retention Expenses	\$ 75,000	\$ 75,000	\$ -	0.0%
9070 Training	\$ 28,500	\$ 20,000	\$ (8,500)	-29.8%
9090 Other Special Programs	\$ 12,500	\$ 12,500	\$ -	0.0%
9099 Contingencies	\$ 10,000	\$ 10,000	\$ -	0.0%
Other Charges Total *	\$ 128,500	\$ 120,000	\$ (8,500)	-6.6%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Exp.	\$ 2,500	No change vs FY2017
9030 Recruitment & Retention Expenses	\$ 75,000	No change vs FY2017
9070 Training	\$ 20,000	Funding to support the city manager to attend professional conferences.
9090 Other Special Programs	\$ 12,500	No change vs FY2017
9099 Contingencies	\$ 10,000	No change vs FY2017
Total	\$ 120,000	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - CITY MANAGER'S OFFICE**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	(\$140,587)	\$103,534	-42.41%
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p> <p>Service to Utility Funds: Allocation of staff time spent related to utilities</p> <p>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.</p>			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Billings & Accounting	\$ 25,096	\$ 36,848	\$ 11,752	46.8%
Buildings and Grounds	\$ 15,843	\$ 24,038	\$ 8,195	51.7%
Electricity	\$ 6,990	\$ 7,218	\$ 228	3.3%
Information Technology	\$ 47,991	\$ 69,164	\$ 21,173	44.1%
Printing and Reproduction	\$ 669	\$ 573	\$ (96)	-14.3%
Services to Utility Funds	\$ (344,740)	\$ (283,881)	\$ 60,859	-17.7%
Vehicles and Equipment	\$ 4,030	\$ 5,453	\$ 1,423	35.3%
Inter-Dept. Charges Total	\$ (244,121)	\$ (140,587)	\$ 103,534	-42.4%

**CITY MANAGER'S OFFICE
CAPITAL IMPROVEMENT
PROJECTS**

ADMINISTRATION DEPARTMENT
 FY2018 BUDGET RECOMMENDATION
 CIP - CITY MANAGER'S OFFICE

PROJECT #/PROJECT NAME/JUSTIFICATION CODE/FUND			2017	Balance as of 6/30/2017*	CAPITAL IMPROVEMENTS PROGRAM REQUESTED FUNDING					TOTAL	
					2018	2019	2020	2021	2022		
Project #	Dept	Priority	Description	2017 Budget	Balance as of 6/30/2017	2018	2019	2020	2021	2022	Total CIP Request
A1601		1	919 Rockmoss; Building Demolition		\$22,000	\$0	\$0	\$0	\$0	\$0	\$0
				\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	ADMINISTRATION	DIVISION:	DIV, IF APPLICABLE
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
A1601	919 ROCKMOSS; BUILDING DEMOLITION	919 ROCKMOSS AVENUE	
PROJECT STATUS (SELECT FROM DROP DOWN):			New Project
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 City was the winning bidder at a sheriff's sale to acquire 919 Rockmoss Avenue, a condemned piece of property for which taxes and various other liens are owed. The City has "equitable" title to 919 Rockmoss Avenue during the one year period of redemption, after which we will acquire legal title by virtue of the sheriff's deed (assuming no one comes forward and pays all outstanding taxes within the next 12 months). The period of redemption ends August 11, 2016. If no one comes forward after one year, the City intends to demolish the residence, backfill excavated areas with clean, compactable fill, and grade the site to meet the surrounding elevations.

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program		CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date		Labor		
Est. Useful Life (in years)		Materials		
Est. Total Cost	22,000	Other Contracts		\$ 22,000
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost		\$ 22,000
Balance to be funded ¹	22,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES	22,000						22,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	22,000	-	-	-	-	-	22,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**INFORMATION
TECHNOLOGY
DIVISION**

**ADMINISTRATION DEPARTMENT
INFORMATION TECHNOLOGY
PROGRAM NARRATIVE**

Information Technology:

The City of Newark Information Technology (IT) Division is a Division of the Administration Department and is lead by the IT Manager, who reports directly to the Deputy City Manager.

The IT Division is made up of four Teams; Infrastructure, Applications, GIS and Records Management.

These four Teams are tasked with providing the City of Newark Staff with IT services ranging from Desktop Support to Utility Billing Payment Services. Along with serving the Newark Police Department, this Division is responsible for technology throughout the organization.

**ADMINISTRATION DEPARTMENT
INFORMATION TECHNOLOGY
FY2017 ACCOMPLISHMENTS**

Accomplishments achieved by the Information Technology in 2017 are:

Munis Work Order Management

Munis Permitting and Taxes

Records Management

Police Department Domain, User and Cloud Migration

Server and Data Migration to the Cloud

Wide Area Fiber Network

Surveillance Cameras

Network Security Improvements

**ADMINISTRATION DEPARTMENT
INFORMATION TECHNOLOGY
FY2018 GOALS**

Goals of Information Technology for 2018 are:

Upgrade server infrastructure to Windows Server 2016

Complete IT Infrastructure for SCADA projects for:

Water (CIP W9302)

Sewer (CIP S1602)

Electric (CIP E0503)

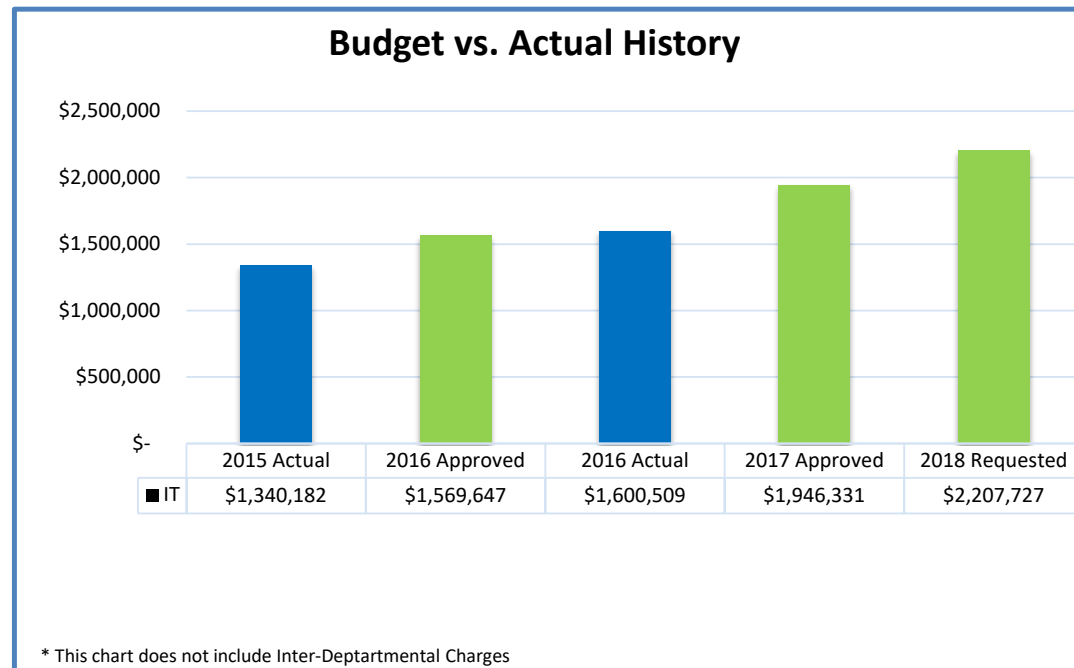
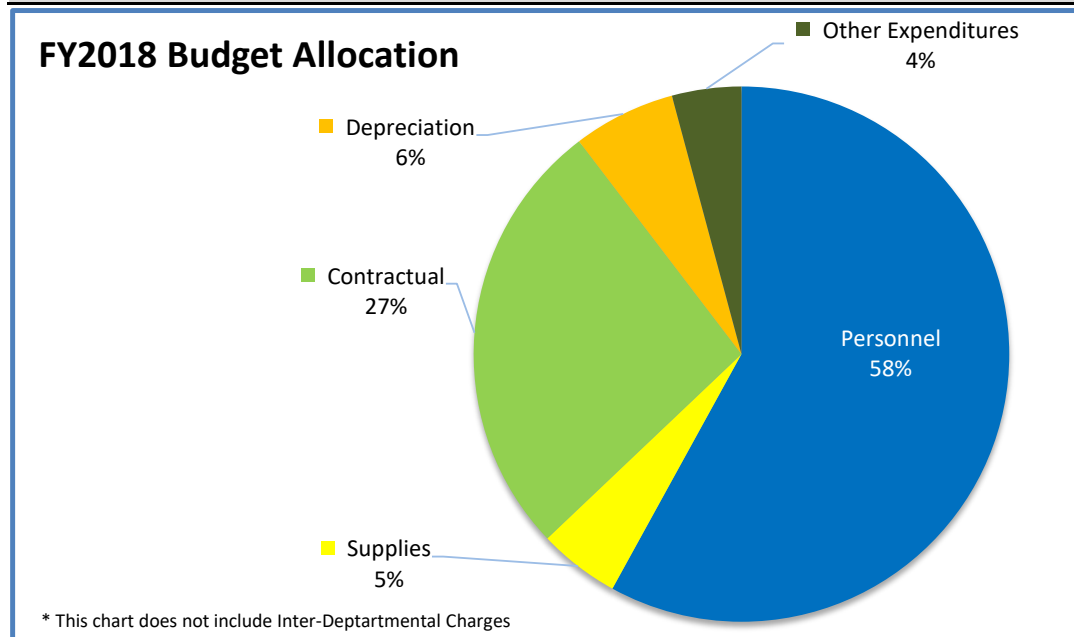
Complete Camera Projects (CIP V1601 Parking Lots) and (CIP I1603 Main Street)

Deploy 120+ computers, upgrade NPD vehicles (CIP I1806)

Implement Recreation Software solution (I1703)

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
INFORMATION TECHNOLOGY**

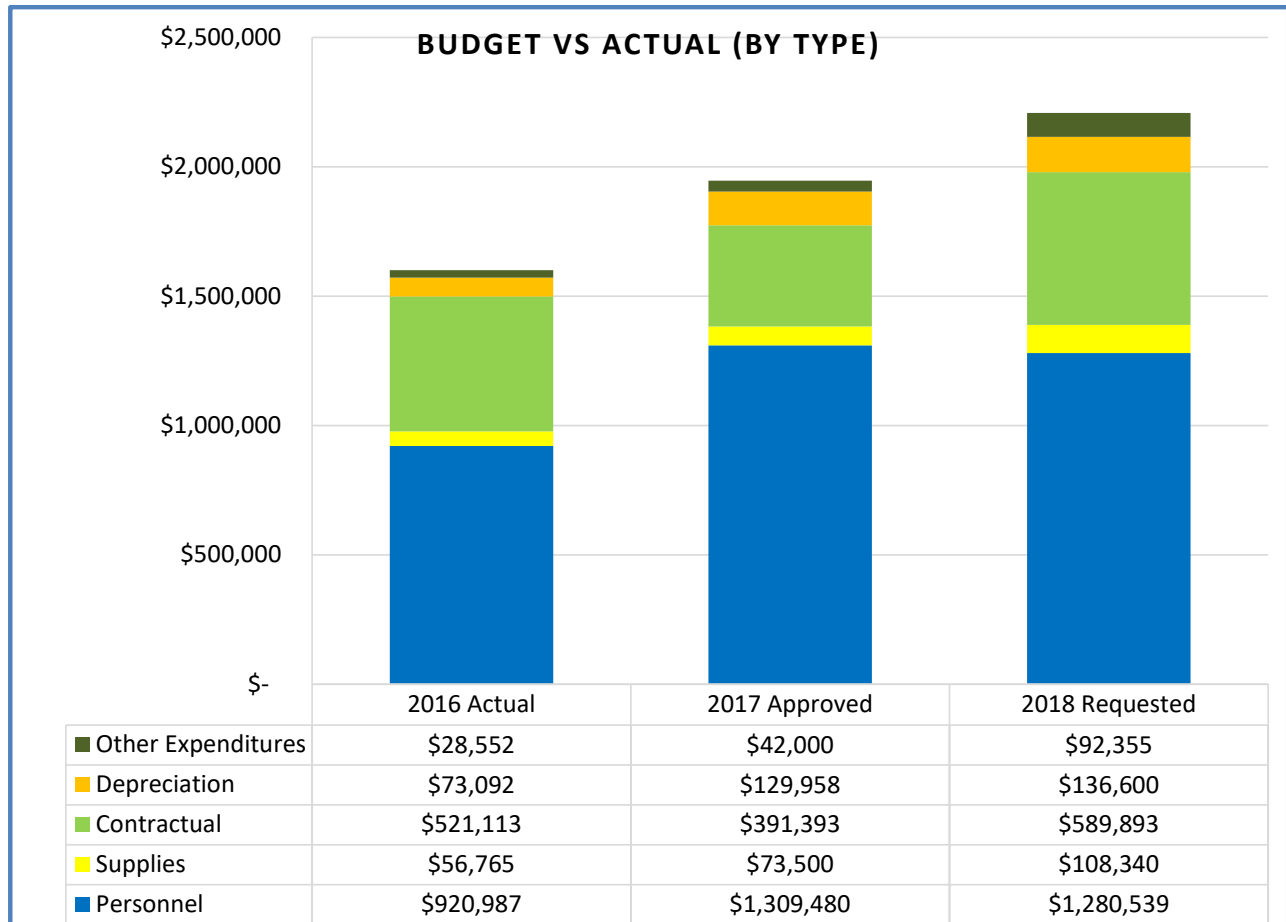
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$1,309,480	\$1,280,539	(\$28,941)	-2.21%
Materials and Supplies	\$73,500	\$108,340	\$34,840	47.40%
Contractual Services	\$391,393	\$589,893	\$198,500	50.72%
Depreciation	\$129,958	\$136,600	\$6,642	5.11%
Other Expenditures	\$42,000	\$92,355	\$50,355	119.89%
Sub-Total:	\$1,946,331	\$2,207,727	\$261,396	13.43%
Inter-Dept Charges	(\$1,946,331)	(\$2,207,727)	(\$261,396)	13.43%
Total:	\$0	\$0	\$0	#DIV/0!



**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
INFORMATION TECHNOLOGY**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	\$ 719,910	\$ 838,309	\$ 920,987	\$ 1,309,480	\$ 1,280,539
Materials and Supplies	\$ 80,418	\$ 69,500	\$ 56,765	\$ 73,500	\$ 108,340
Contractual Services	\$ 512,167	\$ 531,728	\$ 521,113	\$ 391,393	\$ 589,893
Depreciation	\$ 2,049	\$ 83,910	\$ 73,092	\$ 129,958	\$ 136,600
Other Expenditures	\$ 25,638	\$ 46,200	\$ 28,552	\$ 42,000	\$ 92,355
Sub-Total:	\$ 1,340,182	\$ 1,569,647	\$ 1,600,509	\$ 1,946,331	\$ 2,207,727
Inter-Dept Charges	\$ (1,340,182)	\$ (1,569,647)	\$ (1,600,509)	\$ (1,946,331)	\$ (2,207,727)
Total:	\$ -	\$ -	\$ -	\$ -	\$ -

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Personnel Services	53.7%	53.4%	57.5%	67.3%	58.0%
Materials and Supplies	6.0%	4.4%	3.5%	3.8%	4.9%
Contractual Services	38.2%	33.9%	32.6%	20.1%	26.7%
Depreciation	0.2%	5.3%	4.6%	6.7%	6.2%
Other Expenditures	1.9%	2.9%	1.8%	2.2%	4.2%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



*The above chart does not include Inter-Departmental Charges

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
PERSONNEL SERVICES - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$1,280,539	(\$28,941)	-2.21%
Wages:	\$858,195	(\$2,609)	-0.30%
Benefits:	\$422,344	(\$26,332)	-6.23%
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: 0111162)

Object Line	2017	2018	\$ Difference	% Difference
6020 Supervisory	\$ 179,336	\$ 184,798	\$ 5,462	3.0%
6050 Information Technology	\$ 595,651	\$ 496,591	\$ (99,060)	-16.6%
6080 Clerical	\$ 55,630	\$ -	\$ (55,630)	-100.0%
6090 Digital Records Employees	\$ -	\$ 131,477	\$ 131,477	#DIV/0!
6580 Service Award	\$ 7,542	\$ 9,500	\$ 1,958	26.0%
6590 Sick Pay	\$ 2,645	\$ 3,829	\$ 1,184	44.8%
6619 Stand By Pay	\$ -	\$ 20,000	\$ 20,000	#DIV/0!
6620 Overtime	\$ 20,000	\$ 12,000	\$ (8,000)	-40.0%
6920 Unemployment Comp. Ins.	\$ 5,223	\$ 3,780	\$ (1,443)	-27.6%
6930 Social Security Taxes	\$ 65,852	\$ 63,570	\$ (2,282)	-3.5%
6940 City Pension Plan	\$ 81,887	\$ 87,176	\$ 5,289	6.5%
6941 Defined Contribution 401(a) Plan	\$ 35,806	\$ 35,474	\$ (332)	-0.9%
6950 Term Life Insurance	\$ 4,217	\$ 3,501	\$ (716)	-17.0%
6960 Group Hospitalization Ins.	\$ 213,687	\$ 179,788	\$ (33,899)	-15.9%
6961 Long-Term Disability Ins.	\$ 1,666	\$ 1,706	\$ 40	2.4%
6962 Dental Insurance	\$ 14,099	\$ 11,385	\$ (2,714)	-19.2%
6963 Flexible Spending Account	\$ 156	\$ 156	\$ -	0.0%
6964 Health Savings Account	\$ 1,500	\$ 3,000	\$ 1,500	100.0%
6965 Post-Employment Benefits	\$ 11,678	\$ 20,992	\$ 9,314	79.8%
6966 Retirement Health Savings Account	\$ 10,195	\$ 9,660	\$ (535)	-5.2%
6967 Emergency Room Reimbursements	\$ 2,030	\$ 1,595	\$ (435)	-21.4%
6968 Vision Insurance Premiums	\$ 680	\$ 561	\$ (119)	-17.5%
Personnel Services Total	\$ 1,309,480	\$ 1,280,539	\$ (28,941)	-2.2%

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
POSITION DETAIL - INFORMATION TECHNOLOGY**

Title	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS								
IT Manager	28	1.0	\$ 105,844	1.0	\$ 105,845	0.0	\$ 1	0.0%
IT Network Admin III *	23	1.0	\$ 53,048	1.0	\$ 90,647	0.0	\$ 37,599	70.9%
Assistant IT Manager	21	1.0	\$ 73,492	1.0	\$ 78,953	0.0	\$ 5,461	7.4%
IT Network Admin II	21	1.0	\$ 79,057	1.0	\$ 84,281	0.0	\$ 5,224	6.6%
IT Systems Admin I	21	1.0	\$ 82,740	2.0	\$ 149,610	1.0	\$ 66,870	80.8%
Network Admin I	19	1.0	\$ 76,498		\$ -	(1.0)	\$ (76,498)	-100.0%
IT Application Support Admin	18	1.0	\$ 74,856		\$ -	(1.0)	\$ (74,856)	-100.0%
IT Application Support Analyst	16		\$ -	1.0	\$ 69,340	1.0	\$ 69,340	#DIV/0!
Digital Records Mgmt Coord	16	1.0	\$ 62,466	1.0	\$ 66,215	0.0	\$ 3,749	6.0%
GIS Technician	14	1.0	\$ 50,170	1.0	\$ 53,133	0.0	\$ 2,963	5.9%
Desktop Support Lead	12	1.0	\$ 48,575	1.0	\$ 49,580	0.0	\$ 1,005	2.1%
Call Attendant	10	1.0	\$ 55,630		\$ -	(1.0)	\$ (55,630)	-100.0%
Digital Scanner/Records Asst II	8	1.0	\$ 43,044	1.0	\$ 45,584	0.0	\$ 2,540	5.9%
Total Full-Time Positions		12.0	\$ 805,420	11.0	\$ 793,188	(1.0)	\$ (12,232)	-1.5%
PART-TIME FUNDING								
Clerk Typist P/T			\$ 25,197		\$ 19,678		\$ (5,519)	-21.9%
Total Part-Time Funding			\$ 25,197		\$ 19,678		\$ (5,519)	-21.9%
OTHER								
Overtime			\$ 20,000		\$ 12,000		\$ (8,000)	-40.0%
Sick Pay			\$ 2,645		\$ 3,829		\$ 1,184	44.8%
Service Award			\$ 7,542		\$ 9,500		\$ 1,958	26.0%
Standby Pay			\$ -		\$ 20,000		\$ 20,000	#DIV/0!
Total Other			\$ 30,187		\$ 45,329		\$ 15,142	50.2%
Total All		12.0	\$ 860,804	11.0	\$ 858,195	(1.0)	\$ (2,609)	0%

*Please note that the budgeted amount for (IT Network Admin III) in 2017 was for 3/4 of the year.

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$108,340	\$34,840	47.40%
Purchase of additional physical server for Data Center and additional costs for storage boxes for Records Retention.			

Materials/Supplies (Org: 0111163)

Object Line	2017	2018	\$ Difference	% Difference
7130 Tools,Field Sup.,Small Equip.	\$ 44,500	\$ 74,500	\$ 30,000	67.4%
7136 Software	\$ 20,000	\$ 20,000	\$ -	0.0%
7150 Office Supplies	\$ 7,000	\$ 11,840	\$ 4,840	69.1%
7550 Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -	0.0%
Materials/Supplies Total	\$ 73,500	\$ 108,340	\$ 34,840	47.4%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7130 Tools,Field Sup.,Small Equip.	\$ 74,500	Hardware, Cabling, Servers, Data Storage, Equipment Warranties
7136 Software	\$ 20,000	Software Purchases that are not subscription or contract based
7150 Office Supplies	\$ 11,840	Office Supplies for IT, Records, Building Security, Storage Container Rental
7550 Miscellaneous Supplies	\$ 2,000	Shipping Costs for equipment returns, repair, upgrade
Total	\$ 108,340	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$589,893	\$198,500	50.72%
<ul style="list-style-type: none"> - Municipal and Police Department Computer Lease Refresh (\$71,000) - Storage Solution for increasing storage needs (\$30,000) - Desktop Support Staff Augmentation (\$80,000) - Munis Permitting and Tax Module Support, SecureWorks, Azure Cloud Hosting, GIS Consulting 			

Contractual Services (Org: 0111164)

Object Line	2017	2018	\$ Difference	% Difference
8030 Casualty Insurance	\$ 2,795	\$ 2,823	\$ 28	1.0%
8033 Insurance - Broker	\$ 305	\$ 309	\$ 4	1.3%
8050 Phone/Communications	\$ 6,600	\$ 5,400	\$ (1,200)	-18.2%
8130 Bldg. & Equip. Rental	\$ 2,500	\$ 2,000	\$ (500)	-20.0%
8136 Subscription Services (Software or SAAS)	\$ 211,599	\$ 276,691	\$ 65,092	30.8%
8137 Leased Equipment (Contractual)	\$ 82,621	\$ 175,670	\$ 93,049	112.6%
8550 Misc. Contracted Svc.	\$ 84,973	\$ 127,000	\$ 42,027	49.5%
Contractual Services Total	\$ 391,393	\$ 589,893	\$ 198,500	50.7%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8030 Casualty Insurance	\$ 2,823	Allocation provided by Finance
8033 Insurance - Broker	\$ 309	Allocation provided by Finance
8050 Phone/Communications	\$ 5,400	Landline, Cell Phone Stipend and Fax Services
8130 Bldg. & Equip. Rental	\$ 2,000	Verticle lift rental for indoor areas of high reach
8136 Subscription Services (Software or SAAS)	\$ 276,691	Disaster Recovery Solutions, Building Security, Remote Access, Cloud Services, VOIP
8137 Leased Equipment (Contractual)	\$ 175,670	Computers for organization
8550 Misc. Contracted Svc.	\$ 127,000	Desktop Support, GIS Support, Document Shredding, IT Project Contractual
Total	\$ 589,893	

**ADMINISTRATION DEPARTMENT
 FY2018 RECOMMENDED BUDGET
 DEPRECIATION - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation Expense:	\$136,600	\$6,642	5.11%
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: 0111165) - *Depreciation Expense Only

Object Line	2017	2018	\$ Difference	% Difference
9060 Depreciation Expense	\$ 129,958	\$ 136,600	\$ 6,642	5.1%
Other Charges Total *	\$ 129,958	\$ 136,600	\$ 6,642	5.1%

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$92,355	\$50,355	119.89%
City-wide Fiber Network Lease Payments			

Other Charges (Org: 0111165) - *Excluding Depreciation Expense

Object Line	2017	2018	\$ Difference	% Difference
9031 Information Technology Training	\$ 10,000	\$ 10,000	\$ -	0.0%
9070 Training	\$ 32,000	\$ 33,100	\$ 1,100	3.4%
9101 Lease Principal - Fiber	\$ -	\$ 38,251	\$ 38,251	#DIV/0!
9102 Lease Interest - Fiber	\$ -	\$ 11,004	\$ 11,004	#DIV/0!
Other Charges Total *	\$ 42,000	\$ 92,355	\$ 50,355	119.9%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9031 Information Technology Training	\$ 10,000	IT Staff Continuing Education and Certification Training
9070 Training	\$ 33,100	User Training Conferences
9101 Lease Principal - Fiber	\$ 38,251	Fiber Payment (Principal)
9102 Lease Interest - Fiber	\$ 11,004	Fiber Payment (Interest)
Total	\$ 92,355	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - INFORMATION TECHNOLOGY**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Inter-Dept. Charges:	(\$2,207,727)	(\$261,396)	13.43%
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p>			

Inter-Dept. Charges

Object Line	2017	2018	\$ Difference	% Difference
Billings & Accounting	\$ 28,867	\$ 37,293	\$ 8,426	29.2%
Buildings and Grounds	\$ 5,690	\$ 8,633	\$ 2,943	51.7%
Electricity Used	\$ 2,510	\$ 2,592	\$ 82	3.3%
Information Technology	\$ (1,983,608)	\$ (2,256,425)	\$ (272,817)	13.8%
Printing and Reproduction	\$ 210	\$ 180	\$ (30)	-14.3%
Inter-Dept. Charges Total	\$ (1,946,331)	\$ (2,207,727)	\$ (261,396)	13.4%

**INFORMATION
TECHNOLOGY
CAPITAL IMPROVEMENT
PROJECTS**

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
CIP - INFORMATION TECHNOLOGY**

PROJECT #/PROJECT NAME/JUSTIFICATION CODE/FUND						2017	Balance as of 6/30/2017*	CAPITAL IMPROVEMENTS PROGRAM REQUESTED FUNDING					TOTAL
								2018	2019	2020	2021	2022	
Project #	Department	Dept	Priority	Description	2017 Budget	Balance as of 6/30/2017	2018	2019	2020	2021	2022	Total CIP Request	
I1601		3		Virtual Environment Host Replacement		n/a	\$0	\$0	\$75,000	\$0	\$0	\$75,000	
I1603		3		Surveillance Camera Refresh	\$65,000	\$45,948	\$65,000	\$65,000	\$0	\$0	\$0	\$130,000	
I1606		3		Disaster Recovery and Planning		n/a	\$0	\$0	\$75,000	\$0	\$0	\$75,000	
I1703	Parks	3		Recreation Management Software		n/a	\$80,000	\$0	\$0	\$0	\$0	\$80,000	
I1705 *		3		Server Storage Replacement		n/a	\$0	\$0	\$0	\$0	\$0	\$0	
I1801		4		Citywide Fiber Phase II		n/a	\$0	\$140,000	\$0	\$0	\$0	\$140,000	
I1802		5		Smart City Real-Time Parking Map		n/a	\$0	\$80,000	\$0	\$0	\$0	\$80,000	
I1803		5		Wifi in Parks Phase I		n/a	\$0	\$35,000	\$0	\$0	\$0	\$35,000	
I1804		5		Harris Automation Platform		n/a	\$0	\$0	\$150,000	\$0	\$0	\$150,000	
I1805		4		Utility Billing Infrastructure Assessment		n/a	\$0	\$80,000	\$80,000	\$0	\$0	\$160,000	
I1806	Police	2		Police Car Retrofit		n/a	\$120,000	\$0	\$0	\$0	\$0	\$120,000	
I1807		4		Building Security Upgrades (SWF, Water Plant, Reservoir)		n/a	\$50,000	\$0	\$0	\$0	\$0	\$50,000	
V1601	Parking	3		Parking Lot Surveillance Cameras	\$130,000	n/a	\$37,500	\$0	\$0	\$0	\$0	\$37,500	
					\$195,000	\$45,948	\$352,500	\$400,000	\$380,000	\$0	\$0	\$1,132,500	

*Please be advised that the above CIP Project (I1705) has been cancelled and moved to contractual lease 8137.

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1601	PROJECT TITLE: Virtual Environment Host Replacement		PROJECT LOCATION: City Municipal Building
PROJECT STATUS (SELECT FROM DROP DOWN):			In Prior Program
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:			
<p>Long range forecast cost for replacement of Microsoft Hyper-V Virtualization Host (Server) Replacement. The City's virtualization environment is critical to maintaining 100+ physical and virtual servers running throughout the organization. These servers host applications such as Utility Billing and Smart Meter Applications, as well as file services, print services, document management and retention services and a myriad of other applications that impact operations.</p> <p>Currently scheduled for 2020 (\$75,000) Replacement for equipment purchased in 2016 (4 year replacement) Server and Storage for IT Datacenters</p> <p>This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.</p>			

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2020	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2020	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	75,000	Other Contracts	3063006.9622	\$ 75,000
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost		\$ 75,000
Balance to be funded ¹	75,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES				75,000			75,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	-	75,000	-	-	75,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	Administration	DIVISION:	Police
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
I1603	Surveillance Camera Refresh	City-Wide	
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:
 IMPACTED DEPARTMENT/DIVISION: Newark Police Department

The City of Newark surveillance cameras and network are showing their age. Most of the cameras are at least 8 years old and we are starting to see them fail with regularity. It is IT's recommendation that the cameras be replaced over a period of 3 years to ensure optimum functionality and savings on repair.

Project began in 2017 and expected completion in 2019 (\$65,000/yr)
 Replacing 10 traffic cameras per year

Axis Q6045-C PTZ Dome 60Hz Network Camera
 30 Cameras - \$123,000.00
 Installation - \$60,000.00
 OnSSI Licensing - \$12,000.00

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2016	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2019	Labor		
Est. Useful Life (in years)	10	Materials		
Est. Total Cost	195,000	Other Contracts	3063006.9622	\$ 130,000
Est. Spend @ 12/31 (if underway) ¹	65,000	Total Project Cost		\$ 130,000
Balance to be funded ¹	130,000	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)	30%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		65,000	65,000				130,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	65,000	65,000	-	-	-	130,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1606	PROJECT TITLE: Disaster Recovery and Planning		PROJECT LOCATION: City Municipal Building
PROJECT STATUS (SELECT FROM DROP DOWN):			In Prior Program
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:			
<p>Long range forecast cost for replacement of Disaster Planning, Recovery and Availability hardware within two City-owned data centers. These services are critical for ensuring resiliency in the event of a cyber attack, data loss, hardware failure or environmental or man-made disaster.</p> <p>Currently scheduled for 2020 (\$75,000) Replacement for equipment purchased in 2016 (4 year replacement) Server and Storage for IT Datacenters</p> <p>This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.</p>			

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2020	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2020	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	75,000	Other Contracts	3063006.9622	\$ 75,000
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost		\$ 75,000
Balance to be funded ¹	75,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES				75,000			75,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	-	75,000	-	-	75,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1703	PROJECT TITLE: Recreation Management Software		PROJECT LOCATION: City Municipal Building
PROJECT STATUS (SELECT FROM DROP DOWN):			In Prior Program
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:			
<p>The City's Recreation Management Software is due for replacement. The current system, implemented in the late 2000's has become antiquated and is no longer efficient for managing our complex recreation programs and services to Newark residents. These services include summer camps, sports, after-school care and other recreation events across the City. This software replacement is anticipated to further merge our internal operations along the Tyler Technologies Munis platform, allowing for shared database information, cashiering and reporting.</p> <p>Currently scheduled for 2018 (\$80,000) Replacement for legacy software that is no longer supported Software responsible for Before/After School Care, Sports Activities and GWC Programs 3 Solutions being considered Will provide online portal for residents</p>			

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor	3063006.9622	
Est. Useful Life (in years)	10	Materials	3063006.9622	
Est. Total Cost	80,000	Other Contracts	3063006.9622	\$ 80,000
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost		\$ 80,000
Balance to be funded ¹	80,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		80,000					80,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	80,000	-	-	-	-	80,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	Administration	DIVISION:	Parking
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
11705	Server Storage Replacement	City Municipal Building	
PROJECT STATUS (SELECT FROM DROP DOWN):		In Prior Program	
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 City of Newark operates a complex and large virtualization infrastructure allowing for resiliency and redundancy for more than 100 physical and virtual servers. Included in this is our large data warehouse of surveillance camera footage, file storage, scanned documents and other data needs. This replacement is due to ensure compatibility and availability of these critical services across our organization. Anticipated cost for this solution is shown below based on previously purchased storage and estimates provided by the vendor.

CANCELED 8/1/17 - Moved to contractual lease 8137

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	4	Materials		
Est. Total Cost	60,000	Other Contracts		\$ 60,000
Est. Spend @ 12/31 (if underway) ¹	-	Total Project Cost		\$ 60,000
Balance to be funded ¹	60,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.		
% Complete (if underway)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		60,000					60,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	60,000	-	-	-	-	60,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1801	PROJECT TITLE: Fiber Network Phase II		PROJECT LOCATION: City-Wide
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:			Healthy & Active Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The 2017 Fiber Installation Project was a major success. Our surveillance cameras, SCADA systems, Buildings and other networked connections are now running on the Phase I network that has been installed. This project signals a continuation of the build-out to install Fiber to areas such as South College Avenue near I95, to the South Well Field Water Plant and to the George Wilson Center. While fiber to these areas are recommended for additional Police surveillance needs, there are a multitude of other solutions that are possible with these extensions, including but not limited to SCADA integration, WiFi and parking management. There would be minimal offset cost as currently two of these areas are currently utilizing Comcast services to provide access. Currently scheduled for 2019 (\$140,000). Extension of existing fiber network to 3 main areas:

South College Avenue towards I95 interchange
In reviewing crime data, Newark PD has investigated (73) robberies since January 2015 to June 2017; (20) robberies have occurred on S. College Ave. The PD has installed a LPR in the vicinity which has proven valuable and the PD submits cameras in the vicinity would compliment investigative and preventive efforts – as there are no City controlled surveillance camera assets along the corridor. Currently, investigators rely on private entities for video evidence which is often limited to the interior of their business or property and provides limited coverage and investigative leads. Sourced: Capt. Michael Van Campen

South Well Field for SCADA

New London Road (George Wilson Center) for additional cameras and to connect facility to core network

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	10	Materials		
Est. Total Cost	140,000	Other Contracts	3063006.9622	\$ 140,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 140,000
Balance to be funded ¹	140,000	¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.		
% Complete (if underway)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES			140,000				140,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	140,000	-	-	-	140,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1802	PROJECT TITLE: Smart City - Real Time Parking Maps		PROJECT LOCATION: City-Wide
PROJECT STATUS (SELECT FROM DROP DOWN):			New Project
PRIORITY: 5 - Low	This project is a NEED and not a WANT, but it can start in year two of this CIP or later		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:			Inclusive Community
Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:			
<p>As a Smart-City Initiative, IT is proposing the creation of a Smart-Phone (Android/iOS) application that can be installed by residents and visitors to find information regarding events, parking, shopping, etc. We have continuously heard that parking in the City could stand to be improved. IT's effort to digitize data, already gathered as part of our existing parking solutions, and provide real time information via this application to those seeking parking is a creative and technologically advanced solution some of the parking issues in the City. Visitors would be able to identify, in close to real-time, how much parking is available in metered spaces as well as the parking lots themselves.</p> <p>Currently scheduled for 2019 (\$80,000) Feedback from City Council prompted technology based solution for improving parking in downtown Leverages current GIS infrastructure and parking enforcement solution Gathers data from Smart Parking Meters Combination of data would be used to display available parking on map. Accessible via smart phones and other computer devices. Would be "rolled into" future City Smartphone Application</p>			

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	10	Materials		
Est. Total Cost	80,000	Other Contracts	3063006.9622	\$ 80,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 80,000
Balance to be funded ¹	80,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES			80,000				80,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	80,000	-	-	-	80,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	Administration	DIVISION:	Parking
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
11803	Wifi in the Parks	City-Wide	

PROJECT STATUS (SELECT FROM DROP DOWN): **New Project**

PRIORITY: 5 - Low This project is a NEED and not a WANT, but it can start in year two of this CIP or later

COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Healthy & Active Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Continuing our efforts to provide the residents and visitors of Newark with an exceptional experience, the thought of providing no-cost internet access for some of our more widely used parks has been identified as a twenty-first century benefit that would provide additional incentive to utilize our park system for recreation or relaxation. The City already pays a large fee each month for bandwidth that is mostly utilized during business hours. Offering this bandwidth to park visitors during evenings and weekends would likely not increase the City's bandwidth needs so the cost to implement is just for new hardware in the parks. It should be noted that the chosen parks must be located near the City's new Fiber network that was installed in 2017.

Considered parks:

- Casho Mill Park
- Peter Marshall Park
- Phillips Park
- Curtis Mill Park
- Olan Thomas Park

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	10	Materials		
Est. Total Cost	35,000	Other Contracts	3063006.9622	\$ 35,000
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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES			35,000				35,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	35,000	-	-	-	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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1804	PROJECT TITLE: Harris Automation Platform		PROJECT LOCATION: City Municipal Building
PROJECT STATUS (SELECT FROM DROP DOWN):			New Project
PRIORITY: 5 - Low	This project is a NEED and not a WANT, but it can start in year two of this CIP or later		
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:			Not Applicable

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Harris NorthStart (and associated applications) are used for Utility Billing and Smart-Meter Utility Management. It has been recommended by the vendor, and vetted by staff, that implementing an automation platform would substantially improve efficiency in processing utility billing. This would eliminate much of the manual efforts that our Payments and Utility Billing Team handle daily.

Placeholder Project based on feedback from Utility Billing Vendor (Harris Computer Corporation)

Would be used to automate many tasks currently performed manually, such as:

- Billing Improvements including Validation Procedures and Processes
- Credit Control – Late Payment Penalties and Disconnect Notices
- Preauthorized Payments (PAP)

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2020	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	150,000	Other Contracts	3063006.9622	\$ 150,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 150,000
Balance to be funded ¹	150,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES				150,000			150,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	-	150,000	-	-	150,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1805	PROJECT TITLE: Utility Billing Infrastructure Assessment		PROJECT LOCATION: City 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:			
<p>Based on feedback from Council and Residents, regarding dissatisfaction with our current Harris Northstar Utility Billing system, the staff would like to hire a firm to help in assessing our current processes, current software and provide impartial, experience driven recommendations on either keeping, and improving, the current software and processes, or change to an alternative software provider. This project should be approved and completed PRIOR to approving and implementing I1804</p> <p>2019 would be evaluation of existing system 2020 would be planning for replacement (if direction from Council is given) 2021 would be used to implement the new system (not part of this project)</p> <p>IT CIP I1805 should be completed prior to CIP I1804 approval Project I1804 would cease if evaluation in 2019 determined to replace Harris Platform Project I1804 would continue if evaluation in 2019 determined to keep Harris Platform</p>			

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2019	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2020	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	160,000	Other Contracts	3063006.9622	\$ 160,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 160,000
Balance to be funded ¹	160,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES			80,000	80,000			160,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	-	80,000	80,000	-	-	160,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT: Administration		DIVISION: Parking	
PROJECT NO: I1806	PROJECT TITLE: Police Car Retrofit		PROJECT LOCATION: City Municipal Building
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:			
<p>The City of Newark is scheduled to refresh most of its computers throughout the organization. This includes our Police Department. DE, PA and MD State and County Police are moving towards tablet computers in the vehicles. Newark is expected to follow-suit. Tablets will be assigned to all officers within NPD.</p> <p>At present, 25 NPD vehicles have legacy, laptop mounts that are becoming difficult to maintain. Moving forward, with the new tablets and new class of computer models from vendors, new mounts are required to be installed to connect new computers to the charging station and printer. This cost is only to retrofit the vehicles with new mounts and docking devices. This cost does NOT include the computers that are part of our OpEx.</p> <p>Computer lease refresh of rugged tablets is causing this retrofit (upgrade) to be required DE, PA and MD State Police moving to rugged tablets</p> <p>25 NPD vehicles have legacy mounts and no cellular antennas - New cellular antennas required for compatibility and bandwidth requirements - Systems can be migrated to new cars in the future. Likely full replacement in 8 years.</p> <p>Must be completed or computers will not function in NPD vehicles</p>			

		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	120,000	Other Contracts	3063006.9622	\$ 120,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 120,000
Balance to be funded ¹	120,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		120,000					120,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	120,000	-	-	-	-	120,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	Administration	DIVISION:	Parking
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
11807	Building Security Upgrades	City-Wide	
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 is to improve security to the South Well Field Water Plant, the Paper Mill Road Water Plant and the Reservoir Pump House. Currently those locations are secured by standard door locks with key entry. This project would be to retrofit these buildings with card readers to control and track building entry by City personnel. This cost includes wiring, card reader devices, and additional cameras inside those locations.

§ 806.1(3) SUMMARY OF PROJECT DATA		PROJECT COST BY CATEGORY		
First Year in Program	2018	CLASSIFICATION	ACCOUNT NUMBERS	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	5	Materials		
Est. Total Cost	50,000	Other Contracts	3063006.9622	\$ 50,000
Est. Spend @ 12/31 (if underway) ¹		Total Project Cost		\$ 50,000
Balance to be funded ¹	50,000	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)	0%			

PROJECT FINANCING BY PLAN YEAR							
§ 806.1(3) SOURCE OF FUNDS	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		50,000					50,000
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	50,000	-	-	-	-	50,000

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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)							

**CITY OF NEWARK, DELAWARE
CAPITAL BUDGET - PROJECT DETAIL**

DEPARTMENT:	Planning & Development	DIVISION:	Parking
PROJECT NO:	PROJECT TITLE:	PROJECT LOCATION:	
V1601	Parking Lot Surveillance Cameras	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	AMOUNT
Est. Completion Date	2018	Labor		
Est. Useful Life (in years)	10	Materials		
Est. Total Cost	167,500	Other Contracts	5495406.9622	\$ 37,500
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	PRIOR ²	2018	2019	2020	2021	2022	TOTAL
CURRENT RESOURCES		37,500					37,500
CAPITAL RESERVES							-
EQUIPMENT REPLACEMENT							-
BOND ISSUES							-
GRANTS (Specify)							-
OTHER (Specify)							-
OTHER (Specify)							-
TOTAL	-	37,500	-	-	-	-	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	2021	2022	TOTAL	
INCREMENTAL COSTS (NET SAVINGS)						-	

DOWNTOWN NEWARK PARTNERSHIP

**ADMINISTRATION DEPARTMENT
DOWNTOWN NEWARK PARTNERSHIP
PROGRAM NARRATIVE**

Downtown Newark Partnership (DNP):

A community is only as strong as its core. Since the Downtown Newark Partnership (DNP) was initiated nearly two decades ago, it has provided a unique environment in which the City, its residents and business community, along with the University of Delaware work together in the ongoing revitalization of the downtown district. The DNP brings Main Street businesses and organizations together to create a cohesive voice and mission for Main Street. The Partnership hosts events intended to draw people from the surrounding area to experience Newark's unique atmosphere and highlight the various businesses that keep the downtown area thriving.

**ADMINISTRATION DEPARTMENT
DOWNTOWN NEWARK PARTNERSHIP
FY2017 ACCOMPLISHMENTS**

Accomplishments achieved by Downtown Newark Partnership in 2017 are:

Creation and approval of the Interim Strategic Plan

Reduction of Board members to 9, and appointment of new Board members in the positions of business owner – retail, business owner – restaurant, commercial landlord, cultural arts representative and resident

Revitalization of Merchants Committee and Economic Enhancement Committee

Successful launch of the Five and Wine 5-Mile Race

Successful Restaurant Week, Wine and Dine, New Night and Food and Brew

**ADMINISTRATION DEPARTMENT
DOWNTOWN NEWARK PARTNERSHIP
FY2018 GOALS**

Goals of Downtown Newark Partnership for 2018 are:

Retain the mission and vision of the DNP in line with the goals and objectives of the Main Street America organization

At the approval of Council, add a member of the Parking Committee to the Board

Have each committee meet on a regular basis and work off an approved work plan

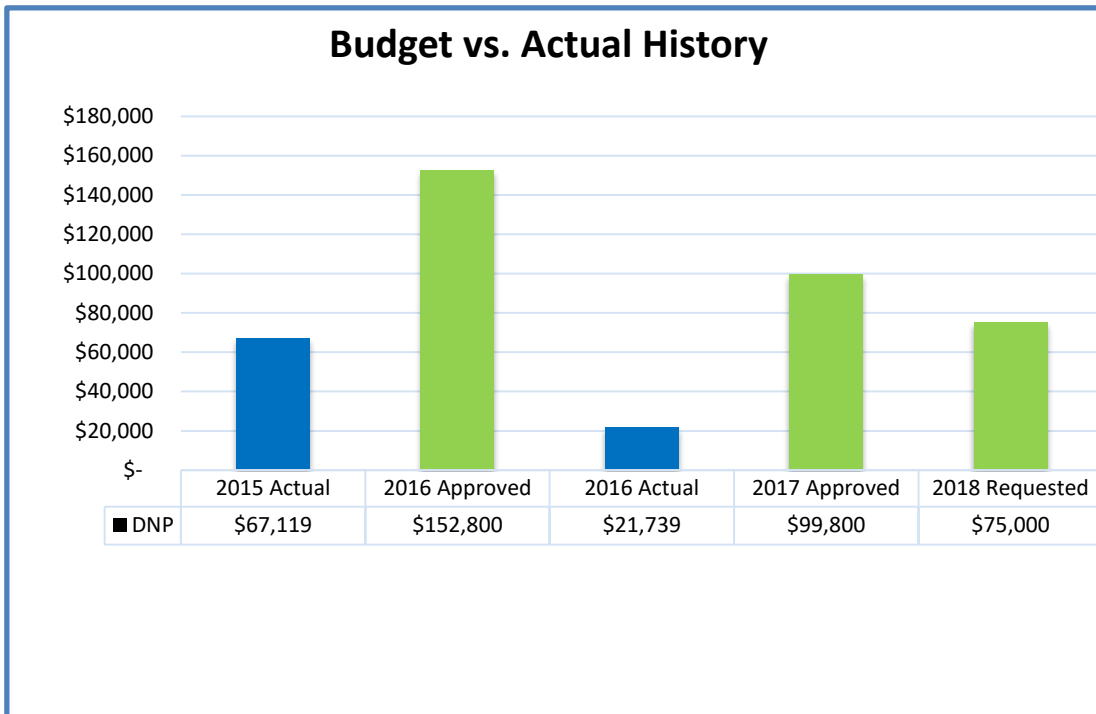
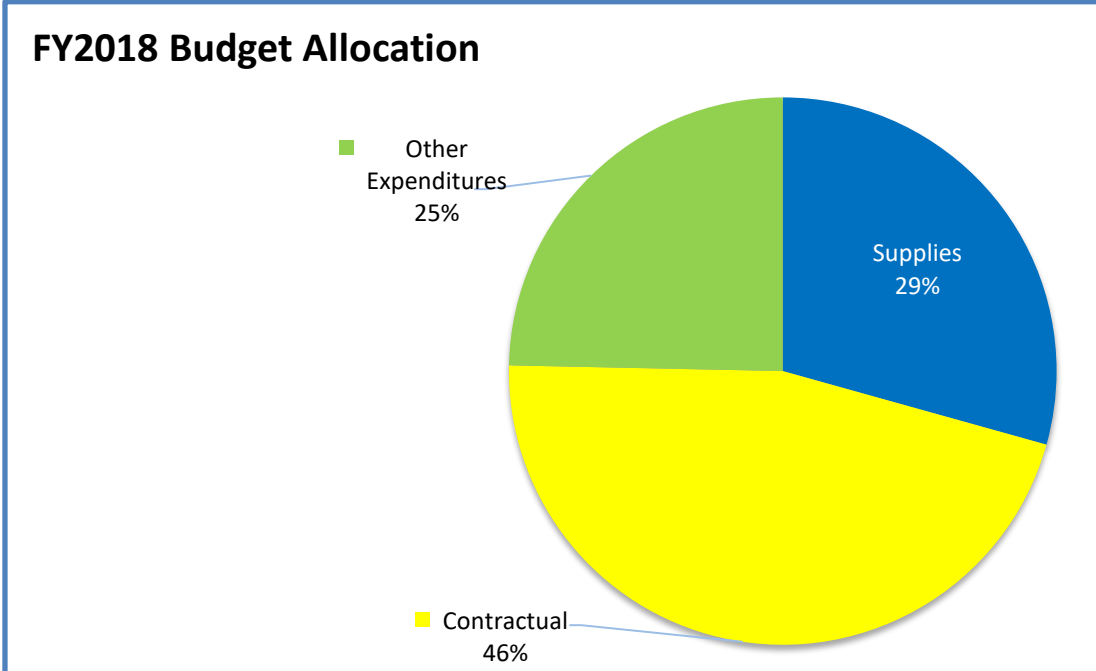
Recruit a strong volunteer group to assist with events

Broaden range of DNP hosted events

Continue fundraising and construction of the Art Park/Sculpture Garden

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
DOWNTOWN NEWARK PARTNERSHIP**

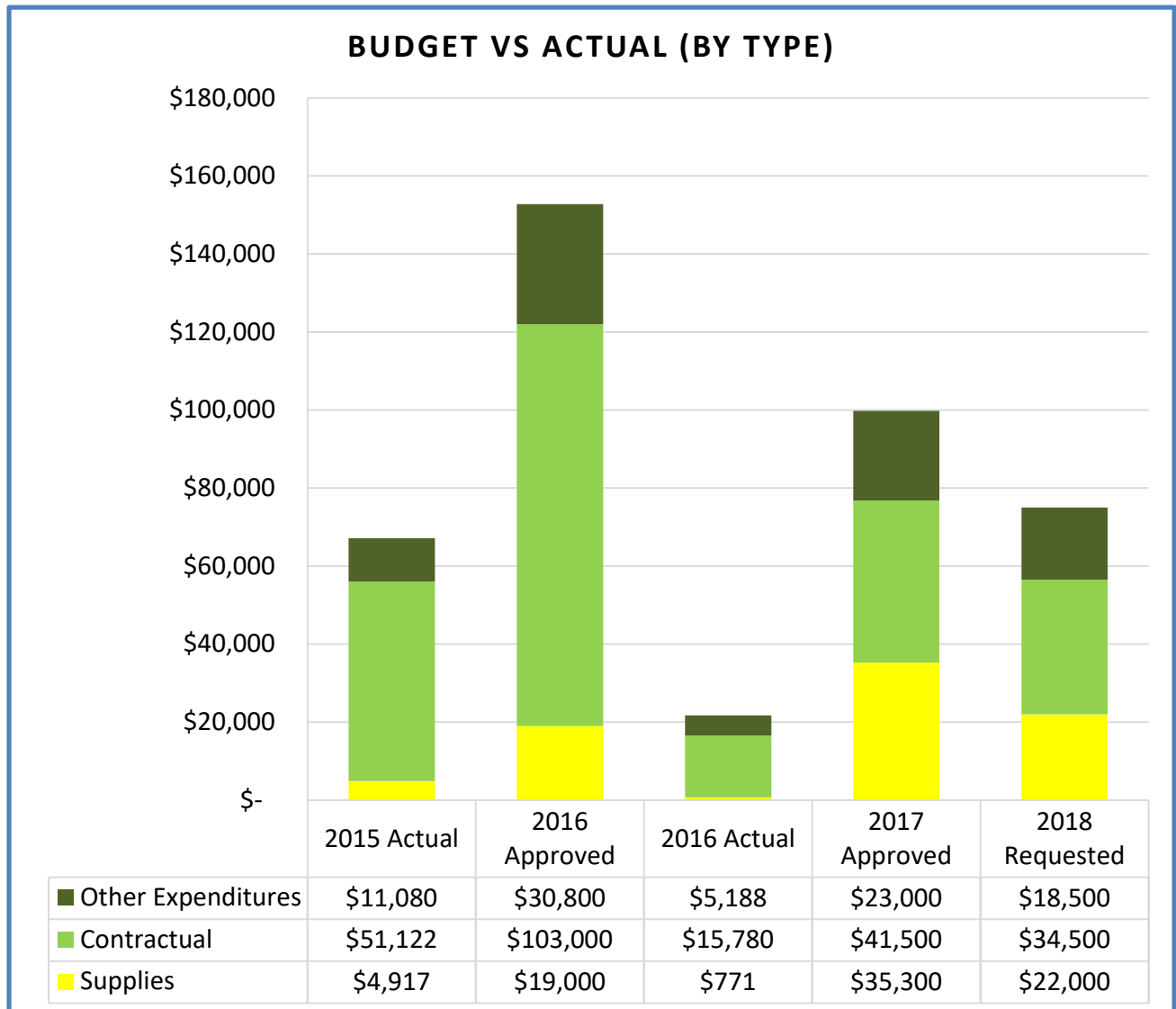
Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Materials and Supplies	\$35,300	\$22,000	(\$13,300)	-37.68%
Contractual Services	\$41,500	\$34,500	(\$7,000)	-16.87%
Other Expenditures	\$23,000	\$18,500	(\$4,500)	-19.57%
Total:	\$99,800	\$75,000	(\$24,800)	-24.85%



**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
DOWNTOWN NEWARK PARTNERSHIP**

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Materials and Supplies	\$ 4,917	\$ 19,000	\$ 771	\$ 35,300	\$ 22,000
Contractual Services	\$ 51,122	\$ 103,000	\$ 15,780	\$ 41,500	\$ 34,500
Other Expenditures	\$ 11,080	\$ 30,800	\$ 5,188	\$ 23,000	\$ 18,500
Total:	\$ 67,119	\$ 152,800	\$ 21,739	\$ 99,800	\$ 75,000

Object Level	2015 Actual	2016 Approved	2016 Actual	2017 Approved	2018 Requested
Materials and Supplies	7.3%	12.4%	3.5%	35.4%	29.3%
Contractual Services	76.2%	67.4%	72.6%	41.6%	46.0%
Other Expenditures	16.5%	20.2%	23.9%	23.0%	24.7%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - DOWNTOWN NEWARK PARTNERSHIP**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials/Supplies:	\$22,000	(\$13,300)	-37.68%
Purchase of supplies for annual events and projects such as the Art Park/ Sculpture Garden.			

Materials/Supplies (Org: 1491403)

Object Line	2017	2018	\$ Difference	% Difference
7130 Tools,Field Sup.,Small Equip.	\$ 200	\$ -	\$ (200)	-100.0%
7670 Downtown Newark Partnership Supplies	\$ 12,000	\$ 8,000	\$ (4,000)	-33.3%
7671 Design Supplies	\$ 6,000	\$ 2,000	\$ (4,000)	-66.7%
7694 Special Events Supplies	\$ 17,100	\$ 12,000	\$ (5,100)	-29.8%
Materials/Supplies Total	\$ 35,300	\$ 22,000	\$ (13,300)	-37.7%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7670 Downtown Newark Partnership Supplies	\$ 8,000	Supplies needed for general DNP items including: Banners, Event Calendars, Magnets and other promotional items
7671 Design Supplies	\$ 2,000	Supplies needed for Mural related projects
7694 Special Events Supplies	\$ 12,000	Supplies needed for special events including: New Night Downtown, Food and Brew, Wine and Dine, DNP Restaurant Week and Five (5k) and Wine
Total	\$ 22,000	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - DOWNTOWN NEWARK PARTNERSHIP**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$34,500	(\$7,000)	-16.87%
These services include advertising for events, website and Constant Contact hosting fees, and event contracts such as live music.			

Contractual Services (Org: 1491404)

Object Line	2017	2018	\$ Difference	% Difference
8020 Advertising	\$ 10,000	\$ 7,500	\$ (2,500)	-25.0%
8550 Misc. Contracted Svc.	\$ 2,000	\$ 2,000	\$ -	0.0%
8670 Downtown Newark Partnership Contracted Svc.	\$ 10,000	\$ 8,000	\$ (2,000)	-20.0%
8694 Special Events Contracted Svc.	\$ 19,500	\$ 17,000	\$ (2,500)	-12.8%
Contractual Services Total	\$ 41,500	\$ 34,500	\$ (7,000)	-16.9%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
8020 Advertising	\$ 7,500	Media related services; Out and About Magazine, Today Media Inc., APG Media of Chesapeake LLC, etc.
8550 Misc. Contracted Svc.	\$ 2,000	No change vs FY2017
8670 Downtown Newark Partnership Contracted Svc.	\$ 8,000	DNP related services; Website Server Hosting, Knowhost Server Hosting, etc.
8694 Special Events Contracted Svc.	\$ 17,000	Contractual services related to special events including: New Night Downtown, Food and Brew, Wine and Dine, DNP Restaurant Week and Five (5k) and Wine
Total	\$ 34,500	

**ADMINISTRATION DEPARTMENT
FY2018 RECOMMENDED BUDGET
OTHER CHARGES - DOWNTOWN NEWARK PARTNERSHIP**

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Charges:	\$18,500	(\$4,500)	-19.57%
Other charges include the annual Main Street Conference and other training opportunities, as well as the DNP gift card program.			

Other Charges (Org: 1491405) - *Excluding Depreciation Expense

Object Line	2017	2018	\$ Difference	% Difference
9040 Dues and Conference Fees	\$ 3,000	\$ -	\$ (3,000)	-100.0%
9070 Training	\$ 1,000	\$ 4,000	\$ 3,000	300.0%
9081 Business Recruitment and Retainment	\$ 2,000	\$ -	\$ (2,000)	-100.0%
9082 Gift Card Program	\$ 17,000	\$ 14,500	\$ (2,500)	-14.7%
Other Charges Total *	\$ 23,000	\$ 18,500	\$ (4,500)	-19.6%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9070 Training	\$ 4,000	General staff training, no change vs FY2017. (Line items 9040 and 9070 in 2017)
9082 Gift Card Program	\$ 14,500	Card supplies and promotional giveaways
Total	\$ 18,500	

APPENDICES

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX A - (DETAIL FOR BUDGET CODES 7131 AND 8131)**

ADMINISTRATION - BUDGET CODE 7131

7131 - Information Technology Supplies	Charge Back	Description
Building Cameras (10)	\$ 8,000	10 new buiding cameras for internal hallways and secured areas
Building Cameras - Licensing (10)	\$ 6,000	Licensing costs for 10 new cameras
Total	\$ 14,000	

ADMINISTRATION - BUDGET CODE 8131

8131 - Information Technology Contractual	Charge Back	Description
Adobe Creative Suite Annual Maintenance - Allocated (2)	\$ 1,800	Web and Graphic Design Software
Advantech/Feenics - Allocated	\$ 12,800	Building Security Cloud System - Including Merge of NPD/Mun Buildings (\$1850/mo)
Barracuda Sign Now	\$ 1,000	Electronic signatures for website forms
CTS Language Link - Interpreter Services	\$ 1,500	Interpreter Services
Everbridge - Maintenance - Inform Me	\$ 14,000	Everbridge "InformMe" Community Communication System
Informer	\$ 3,000	Phone System Professional Voice Recording
Passagepoint	\$ 10,000	Municipal Building Visitor Management Software
Prowatch Annual Maintenance	\$ 4,000	Municipal and Utility Gate Access Management Software
Provisio - Allocated	\$ 750	Customer Service Kiosks
Robin Software	\$ 600	iPad Conference Room Management Software
Tyler Technologies Munis Annual Maintenance - Allocated	\$ 7,614	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
Verizon - Cellular/Data - Allocated	\$ 1,800	Computer Mobile Internet Connectivity
Verizon - Cellular/Data - Allocated	\$ 1,200	Computer Mobile Internet Connectivity
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 2,647	VOIP Phone System
VOIP Networks - Cloud9 VOIP Subscription - Allocated	\$ 1,324	VOIP Phone System
Canon Financial - Copier Lease - Allocated	\$ 4,442	Canon Copier Leases
Advantech Hardware Maintenance	\$ 5,000	Responsive Hardware Support for Card Readers
Total	\$ 73,477	

**ADMINISTRATION DEPARTMENT
 FY2018 BUDGET RECOMMENDATION
 APPENDIX B - PART TIME HISTORY (2017-2018)**

INFORMATION TECHNOLOGY

Position Descriptions	2017 Positions*	2017 Budget	2018 Positions*	2018 Budget	# Difference	\$ Difference
Intern		\$ -	TBD	\$ 10,000	TBD	\$ 10,000
Total (Part Time Only)	0	\$ -	TBD	\$ 10,000	TBD	\$ 10,000

INFORMATION TECHNOLOGY

Position Descriptions	2017 Positions*	2017 Budget	2018 Positions*	2018 Budget	# Difference	\$ Difference
Intern	1	\$ 24,000		\$ -	(1)	\$ (24,000)
Clerk Typist		\$ -	1	\$ 25,197	1	\$ 25,197
Total (Part Time Only)	1	\$ 24,000	1	\$ 25,197	0	\$ 1,197

*Please note that the above position figures are for Part-Time employees, therefore 1 FTE does not equal 1 Part Time position.

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX C - INFORMATION TECHNOLOGY (OPERATIONAL EXPENSES)**

Object Code - 7130: Small Equipment, Tools, Field Supplies (Hardware)

Amount	Item	Description
\$ 25,000	Computer Hardware Accessories (Non-Leased)	End user devices such as monitors, keyboards, docking stations, unanticipated replacements
\$ 1,500	Network Cabling	Network cabling
\$ 10,000	Dell Server FX2 Blade	Server
\$ 20,000	Dell MD Storage (Camera Data Storage)	Data Storage Appliance
\$ 18,000	Dell Server Warranty Extensions	Server warranty extensions for existing servers
\$ 74,500	TOTAL	

Object Code - 7136: Software

Amount	Item	Description
\$ 20,000	Computer Software Miscellaneous (Non-Subscription)	Unanticipated software expenses for necessary software upgrades or to add new functionality
\$ 20,000	TOTAL	

Object Code - 7150: Office Supplies

Amount	Item	Description
\$ 6,000	Office Supplies	Office supplies such as labeling, ID Tags, chairs, storage boxes, equipment disposal, ergonomic improvements
\$ 840	Brooks Container Rental	Storage container for document management (shredding)
\$ 3,500	Records Center Supplies	Acid free boxes, carts, shelving, labels, desk supplies
\$ 1,500	Building Security Supplies	Security badges, lanyards, printer supplies, gas key fobs
\$ 11,840	TOTAL	

Object Code - 7550: Miscellaneous Supplies

Amount	Item	Description
\$ 2,000	Miscellaneous Supplies	Shipping costs for out of warranty repair items (such as cameras)
\$ 2,000	TOTAL	

Object Code - 8050: Telephone Maintenance

Amount	Item	Description
\$ 4,200	Cell Phone Reimbursement	6x\$50 (Josh, Daina, MM, DH, OS, KC) + John's Phone & Hotspot (\$50)
\$ 1,200	Long Distance Fax	IT Covers \$100/mo, Police pays remainder
\$ 5,400	TOTAL	

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX C - INFORMATION TECHNOLOGY (OPERATIONAL EXPENSES)**

Object Code - 8130: Building and Equipment Rental

Amount	Item	Description
\$ 2,000	Equipment Rental	Internal lift equipment for special projects
\$ 2,000	TOTAL	

Object Code - 8136: Subscription Services (Software or SAAS)

Amount	Item	Description
\$ 900	Adobe Creative Suite Annual Maintenance - Allocated (1)	Web and Graphic Design Software
\$ 1,800	Aerohive Support Renewal	Municipal and Police Building Wireless Licensing
\$ 4,375	Barracuda - Cloud Backup	SharePoint Online Backup (250 Users @ 17.50/user)
\$ 4,000	Barracuda Message Archiver Maintenance	Email Message Archiver (FOIA Requirement) - Onsite
\$ 3,500	Barracuda Message Archiver Cloud	Email Message Archiver (FOIA Requirement) - Offsite
\$ 3,800	Bomgar Annual Maintenance	Remote Access for Software Vendors, and internal IT
\$ 4,000	Dell Kace Virtual Appliances (K1000 & K2000)	Internal PC, Server, Patching, Inventory, Helpdesk and Asset Management
\$ 60,000	Dell Rapid Recovery - Disaster Recovery	Backup Software - Onsite
\$ 20,000	Dell Rapid Recovery - Disaster Recovery - Cloud	Backup Software - Offsite
\$ 35,000	Dell SecureWorks Intrusion Prevention, Protection and Response	Intrusion Prevention Appliance, Software and Service
\$ 6,000	Dell Sonicwall T100 License Renewal	Firewall, VPN Appliances (remote locations)
\$ 2,500	Dell Sonicwall CFS Client License Renewal (300)	Internet Browsing Content Filter Software
\$ 2,500	Esri Small Government ELA - Allocated	GIS Server, Client, Cloud Licensing
\$ 1,500	GoDaddy Certificate, Hosting, DNS Renewal	Internet hosting and security
\$ 2,400	Kemp Load Balancer Annual Maintenance	Network Load Balancer for Web Services
\$ 400	Macrium Reflect Tablet Imager	IT Tool for Tablet Operating System Deployment
\$ 20,000	Microsoft Azure	Microsoft Cloud Hosted Services
\$ 5,000	Microsoft Enterprise Agreement Annual True-Up 2017	Microsoft Enterprise Agreement Annual True-Up
\$ 76,000	Microsoft Enterprise Agreement	Microsoft Enterprise Agreement (Windows, Office Email, SharePoint, Servers)
\$ 525	Nervepoint Access Manager Subscription	Password Reset and Unlock Software for Police (24x7 Access Control)
\$ 1,140	Neustar DNS	Public DNS for Web Services
\$ 5,000	Paessler Network Monitor (PRTG)	Network and Server Monitoring Tool
\$ 4,000	Symantec - End Point Antivirus Definitions and Updates	Symantec Antivirus Software
\$ 2,000	Thycotic Secret Server Subscription	IT Tool for Password Management
\$ 3,775	Tyler Technologies PACE - Allocated	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
\$ 400	Tyler Technologies Zipcode	Tyler Technologies Annual Import of National ZipCodes
\$ 6,176	VOIP Networks - Cloud9 VOIP Subscription - Allocated	VOIP Phone System
\$ 276,691	TOTAL	

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX C - INFORMATION TECHNOLOGY (OPERATIONAL EXPENSES)**

Object Code - 8137: Leased Equipment - Contractual

Amount	Item	Description
\$ 5,205	Dell Aerohive	Replace aging 100 MB Building WiFi with 1 GB WiFi
\$ 7,320	Dell Optiplex Precision and Latitude (25)	Computer Lease
\$ 997	673029973 - Dell Latitude 7450 (2) -Total Cost \$3,989.94 (2016)	Computer Lease
\$ 328	Dell Latitude 5570 (1) - Total Cost \$1313.36 (2016)	Computer Lease
\$ 1,263	Dell Precision 5510 (1) - Total Cost \$1263.35 (2017)	Computer Lease
\$ 1,749	Dell Precision 5510 (3) - Total Cost \$6731.28 (2017)	Computer Lease
\$ 17,572	Dell Latitude Tablet (Municipal Field) (20)	Computer Lease
\$ 71,000	Dell Optiplex Precision and Latitude Tablet (Mun & PD Refresh)	Computer Lease
\$ 30,000	Dell High Speed Data Storage Solution (Virtualization Environment)	Data Storage Appliance Lease
\$ 7,836	Canon Financial - Copier Lease - Allocated	Canon Copier Leases
\$ 24,000	Leased Fiber - City Hall to Parking (Lighttower T/A Yankee Metro Parent)	Leased Fiber between City Hall and Parking Office (DR) and Internet Connectivity for City Hall
\$ 8,400	Dell Lease Extension (replaces Desktop Deployment)	Requested by Council to offset cost of hiring temp staff for rapid deployment in Q1
\$ 175,670	TOTAL	

Object Code - 8550: Miscellaneous - Contractual

Amount	Item	Description
\$ 20,000	IT Emergency Consulting Services	Emergency IT Consulting Services
\$ 8,000	Document Shredding	Records Management Document Shredding
\$ 4,000	Microsoft Emergency Support	Microsoft Emergency Response
\$ 15,000	GIS Administration Consulting	GIS Administration Consulting Services
\$ 80,000	Desktop Support Staff Augmentation	Full-Time Desktop Support Technician Augmentation Services
\$ 127,000	TOTAL	

Object Code - 9031: Information Technology Other

Amount	Item	Description
\$ 6,000	CBT Nuggets	IT Continuing Education and Certification Training
\$ 4,000	IT Training Room Incidentals	Supplies for Training Room
\$ 10,000	TOTAL	

**ADMINISTRATION DEPARTMENT
FY2018 BUDGET RECOMMENDATION
APPENDIX C - INFORMATION TECHNOLOGY (OPERATIONAL EXPENSES)**

Object Code - 9060: Depreciation Expense

Amount	Item	Description
\$ 136,600	Depreciation Expense	
\$ 136,600	TOTAL	

Object Code - 9070: Information Technology Training & Conferences

Amount	Item	Description
\$ 10,000	Conference	Microsoft Ignite (x2)
\$ 3,500	Conference	ESRI User Conference (x1)
\$ 5,600	Conference	Tyler Technologies (x2)
\$ 1,000	Conference	Dell Technology Conference (x2)
\$ 13,000	Certification and Professional Training	GIS Training, Training Materials, ITIL Foundation Certification, Certification Reimbursement
\$ 33,100	TOTAL	

Object Code - 9101: Lease Principal (Fiber)

Amount	Item	Description
\$ 38,251	Citywide Fiber Debt Service (Fulton)	Principal Payment for CityWide Fiber Debt Service
\$ 38,251	TOTAL	

Object Code - 9102: Lease Interest (Fiber)

Amount	Item	Description
\$ 11,004	Citywide Fiber Debt Service (Fulton)	Interest Payment for CityWide Fiber Debt Service
\$ 11,004	TOTAL	