



2018 GENERAL OPERATING BUDGET

BUDGET HEARING #2

DECEMBER 4, 2017

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AS SUBMITTED:

October 30, 2017

Newark City Council
City of Newark, Delaware

2018 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Departments of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2018 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. We aligned responsibilities with opportunities to better position our community for the future. As such, the budget ensures the continued provision of high levels of service and identifies the anticipated revenue sources to support our operations. The 2018 budget was developed based on a prioritization of needs for a well-rounded, full service city, requiring consideration be given to competing infrastructure and community interests. This budget also includes for the first time, a stormwater utility, which was approved by City Council on October 9, 2017. As with recent years, time was devoted in 2017 towards evaluating options for increased operational efficiencies and cost savings.

Primary goals of the 2018 General Operating Budget and the associated Capital Improvement Program include addressing the needs and expectations of our community, while positioning ourselves to take advantage of innovative and/or progressive efforts to move our community forward. Developing meaningful partnerships, embracing efforts for economic development and improving our use of technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification, look for ways to gradually reduce our reliance on enterprise fund transfers into the General Fund, and utilize the bond market and state revolving loan programs to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2018 Operating Budget and 2018 thru 2022 Capital Improvement Program (CIP). The CIP relies heavily on funding sources outside of the City's reserves and current revenue streams. Over seventy percent of the funding for the City's capital program is earmarked to be paid with non-City generated revenue. Leveraging grants funds where applicable, the bond market and the state revolving loan program are being considered as plausible means to fund our long-term projects. Capital projects have been reprioritized with a "fix it first" approach, as keeping our current infrastructure maintained and up to current standards is the backbone of our capital budget. Expanding assets' useful lives and the safety of

our community are highly regarded in the prioritization process as well, followed by the projects that would be considered as nice to haves.

In summary, the core action items of this budget includes:

- No Tax increase
 - Same service levels as provided in 2017
 - Increased transfer from the utilities to the governmental funds totaling \$1.45 million (\$15.5 million vs. \$14.1 million).
- No Water rate increase anticipated in 2018
 - City overall water consumption has been on the decline due to conservation and technology advancements, as new buildings today are much more efficient than the structures they have replaced. Weather is also impacting water sales. Its unpredictability makes accurate revenue forecasting difficult, resulting in revenue not meeting its annual requirement to fund water initiatives. This impact is amplified due to Newark's water rate structure which is solely based on consumption.
 - The 2018 CIP provides for \$3,953,500 of Water Fund projects to be completed utilizing \$771,000 in reserves and \$3,100,000 in state revolving loan funding. This total is higher than our historic average CIP funding and is driven by large maintenance projects proposed for each of our two water treatment plants. Additionally, we are planning to paint two water tanks at the South Well Field Water Treatment Plant that are best completed concurrently with the planned shutdown associated with the larger treatment plant maintenance project. The remaining \$82,500 in grant funding will be used specifically for backup electrical generation for the City's Northwest Booster Station (W1601), should the City be awarded the hazard mitigation grant, for which application has been made.
- New Stormwater utility effective January 1, 2018 ([Bill 17-43](#))
 - \$1.4 million annual program to cover the cost of the current stormwater program that was previously included in the water fund.
 - Includes a new monthly stormwater fee that will be between \$1.77 and \$5.31 per month for residential customers. Most residential customers will pay \$2.95 or less per month. Non-residential customers will pay \$2.95 per month per ESU (Equivalent Stormwater Unit). Estimated stormwater bills for all parcels can be found on the City's website here (Newarkde.gov/StormwaterBillEstimator).
 - The 2018 CIP provides for \$3,778,000 of stormwater projects, including the Rodney project of \$3,300,000. The Rodney project requires a successful referendum to move forward, and will be funded via a state revolving loan.

- No Electric rate adjustment for 2018
 - The 2018 CIP provides for \$1,706,500 of electric projects to be completed utilizing 2018 current year revenue \$825,000 and reserves, other funding and bond issuances totaling \$881,500.
- No Sewer rate increase anticipated in 2018
 - The 2018 CIP provides for \$1,336,701 of sewer projects to be completed utilizing 2018 reserves/other funding.

2018 – Discussion of Challenges and Initiatives

The 2018 budget process began this past spring, with staff discussing our organizational challenges and initiatives, and the Finance Department creating new presentation templates, along with the incorporation of a new budget module into the City's Munis system. Efforts to compile our annual budget has not become easier, however, the earlier start to the budget process and the involvement of City Council earlier in the process, has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process, will benefit all in the future years to come. Staff is challenged annually with aligning funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community.

Our organization's most valuable resource, our personnel, currently makes up 39% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff and the retention of our workforce, impacts the budget's bottom line and except for our enterprise fund departments (Water, Sewer, Electric, Stormwater & Parking) will require regular General Fund revenue enhancements. The 2018 "all in" personnel increase, before fully knowing the outcome of all union negotiations is \$1.3 million. This figure further amplifies the importance of pension, healthcare and operational reforms, both those already in place and anticipated in the future. Additionally, our revenues have remained relatively flat, while the cost of providing services and meeting the expectations of our community continue to increase.

Budget discussions of recent years have highlighted Newark's admirable utilization of the "pay-as-you-go" method of financing its capital projects. While paying cash for our projects has kept our debt service low, in turn, it has prevented us from adequately funding reserves to address our aging infrastructure. At a minimum, we have come to the crossroads where high-priority projects are competing against each other, thereby requiring critical projects to be deferred. The consideration of other opportunities, whether it be bond financing, state revolving loans, or a combination of both, along with incrementally building our cash reserves must now be part of our conversation and are included in our capital improvement plan for 2018 to 2022. Striking a balance between "pay-as-you go" and smart borrowing for projects with adequate lifecycle will work to preserve our highly respected AA+ bond rating.

Our tax base will not increase over the short-term at a level required to sufficiently fund our community's growing infrastructure needs. However, proper financing of our debt, accompanied with prudent planning, and sustainable development growth can ensure that both our current and future residents and business owners are paying for services at a rate that is comparable to our surrounding municipalities. The good news is Newark remains a great value!

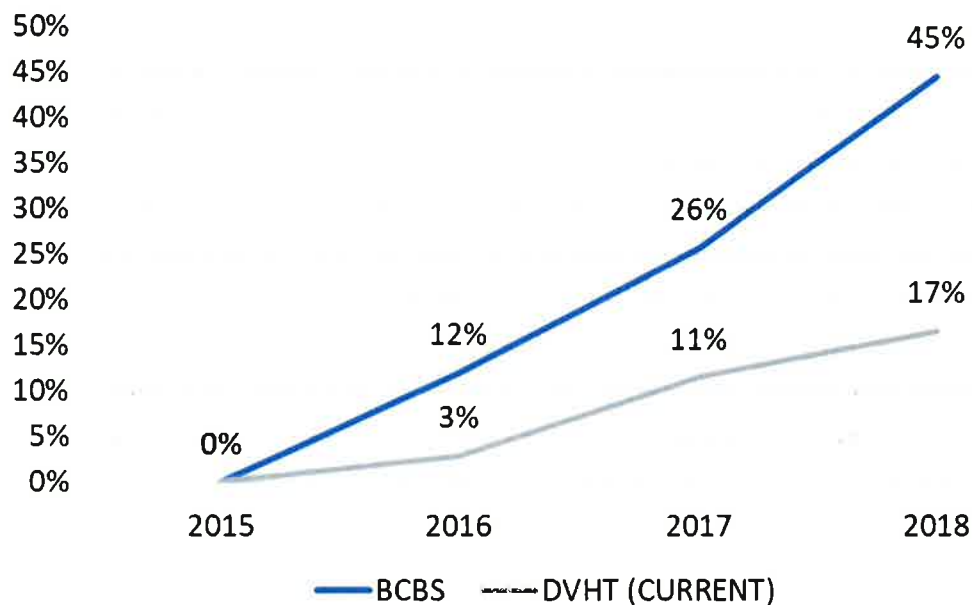
Current City resources now essentially permit departments to grasp opportunities where funding can be leveraged against outside City resources. Without outside financial assistance, opportunities to explore new projects have been met with mixed levels of community involvement and support. This is evident with the support for the development of Preston's Playground at the Newark Reservoir, and the pedestrian bridge over the White Clay Creek that will be named in honor of Charles Emerson, Newark's former Parks and Recreation Director. Lastly, our current engagement related to the potential purchase of the former Rodney dorm site is commanding the attention of our community, and will continue to do so.

Smart City initiatives of the past are generating long-term avoidance cost savings to the City. During 2015

and 2016, the City replaced nearly 2,000 street light fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed an analysis to determine the project's overall impact and cost-effectiveness (M&V Report). This report confirmed that the City's LED project will produce an annual cost avoidance of \$135,000 annually, and create an annual savings of 829,000 kwh. The total cost of the project was \$575,000, creating a payback on the City's outlay at just over four years. For every \$1 spent on this project, the City will save \$4.20 in avoidance costs. It is projects like this that help keep spending from climbing at a pace greater than inflation.

Controlling health care expenses is one of the biggest challenges facing both the public and private sector today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. While others have experienced a cumulative 45% rise in health care premiums since 2015, Newark was able to keep our cumulative increase at 17% over this period. This avoided cost amounts to more than \$1.6 million since 2015. 2018's savings is estimated to be \$600,000 alone!

Cumulative Premium Increase - Newark vs. BCBS



Managing our challenges, embracing opportunities, and implementing our visions as those noted above, will continue to require thoughtful preparation regarding what actions are in the best interest of the overall community, both next year and the years ahead.

The 2018 Budget in Summary

The proposed budget for 2018, including the five-year Capital Improvements Program, currently results in a surplus of \$822,772, which represents approximately 0.9% of total revenues. This estimated surplus is divided amongst all funds, with the Enterprise Funds accounting for 50% of the balance (\$414,418). If the expenditure budget equals the revenue estimates in 2018 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances.

	2017 Budget As Amended	2018 Budget	% Increase (Decrease)	Increase (Decrease)
Operating Budget	\$81,313,954	\$82,511,383	\$1,197,429	1.5%
Capital Budget	\$4,155,000	\$1,395,000	(\$2,760,000)	-66.4%
Debt Service	\$2,616,161	\$2,665,707	\$49,546	1.9%
Unappropriated Surplus	\$836,866	\$822,772	(\$14,094)	-1.7%
Total	\$88,921,981	\$87,394,862	(\$1,527,119)	-1.7%

Major components of the consolidated budget are reflected as follows:

Operating expenditures are expected to increase by 1.5%, while net capital expenditures and debt service combine for a decrease of \$2.8 million when compared to the 2017 budget. Newark's core Operating, Capital and Debt Service spending (excluding the unappropriated surplus) is about \$1.5 million, or 1.7% lower in 2018 versus the 2017 budget.

The decline in the net Capital Budget (\$2,760,000) reflects the reliance of the capital program on a bond issuance, the state revolving loan program, and other non-City dollars to primarily fund our infrastructure. The remaining \$1,395,000 net Capital Budget consists primarily of:

- Electric: \$825,000 – new lines and services (E1801); new transformers at: East Main Street, West Main Street, Chestnut Hill Road, and South Chapel Street to improve service/reliability (E1105).
- Stormwater: \$420,000 – for replacement or rehabilitation of all the known Corrugated Metal Pipe (CMP) throughout the City for storm drainage improvements. This is an ongoing, long-term project (Q1301).
- Information Technology: \$120,000 – for the replacement of all laptops within our police vehicles. Cost includes mounts, hardware, and new cellular antennas to meet bandwidth requirements (I1806).

2018 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be \$82.5 million for 2018, or an \$1.2 million increase over 2017. The table below highlights the City's 2018 budgeted operating expenses:

2018 Budgeted Operating Expenses by Function				
	2017 Budget As Amended	2018 Budget	% Increase (Decrease)	% Increase (Decrease)
Personnel Services	\$30,738,672	\$32,091,109	\$1,352,437	4.4%
Utility Purchases	\$39,027,138	\$38,266,885	(\$760,253)	-1.9%
Materials and Supplies	\$2,272,493	\$2,304,248	\$31,755	1.4%
Contractual Services	\$7,351,025	\$7,434,892	\$83,867	1.1%
Equipment Depreciation	\$1,390,082	\$1,745,300	\$355,218	25.6%
Other Expenses	\$534,544	\$668,949	\$134,405	25.1%
Total	\$81,313,954	\$82,511,383	\$1,197,429	1.5%

Personnel Services - Personnel expenses are increasing by \$1.4 million, or 4.4% in 2018. This growth reflects our increased obligation to fund our OPEB liability (\$400,000), covers the estimated cost to fund our annual pension contribution (\$480,000), and reflects increased health care expenses (\$140,000). The City has reached a tentative agreement with the FOP for 2018, and is in current labor negotiations with the CWA.

Included in the \$32.1 million in personnel services are funding for the City's pension plan (\$3.5 million). The Pension plan has been closed since 2014 to new hires, with the exception of the City's police officers.

Utility Purchases - Utility purchases include the cost of electric purchases from DEMEC, which are anticipated to decline by \$1.1 million to \$33.6 million. In addition, they also account for the annual sewer bill for sewage treatment from New Castle County. Our sewer service bill is expected to increase by \$400,000 to \$4.7 million in 2018 to reflect current sewer trends. Overall, net utility purchased decreased by \$760K due to these two factors.

Materials & Supplies - The materials and supplies lines have increased slightly versus 2017. One-half of the increase, or \$16,000 is due to billing supplies and postage increases.

Contractual Services - Contractual Services increased by \$84K, or 1.1%. Increase is due primarily to merchant fees, facilities maintenance, yard waste costs (\$20K), insurance premiums, and an increase of subvention to Aetna (\$4K).

Equipment Depreciation - Equipment depreciation (a non-cash, formula driven expense) increased by about 26% versus 2017. The replacement of four refuse trucks account for \$95K of this amount. This expense continues to funding our future large equipment purchases.

Other Expenses - Other Expenses increased \$134K. Included in this increase we are reflecting the annual \$100,000 budget for the CAC which was previously netted against revenue for budget purposes, and \$120,000 for the City's share of the stormwater fee. Without those two items, "other expenses" would have declined by \$86K.

Budget by Department/Division – The budget changes by department/division are reflected on the table below. Rising police costs are contributing towards 60% of our annual budget increase from 2017.

	2017 BUDGET AS AMENDED	BUDGET 2018	\$ CHANGE FROM 2017	% CHANGE FROM 2017
Police Department	\$13,507,900	\$14,221,405	\$713,505	5.3%
Stormwater Utility	\$730,588	\$1,151,400	\$420,812	57.6%
Electric Department	\$6,109,464	\$6,439,186	\$329,722	5.4%
Water Department	\$4,467,170	\$4,673,630	\$206,460	4.6%
Parks and Recreation	\$3,193,463	\$3,300,655	\$107,192	3.4%
Municipal Parking	\$2,019,571	\$2,114,377	\$94,806	4.7%
Code Enforcement Division	\$1,401,379	\$1,493,141	\$91,762	6.5%
Refuse Division	\$2,073,162	\$2,155,724	\$82,562	4.0%
OPEB Expense Funding	\$451,919	\$525,000	\$73,081	16.2%
Sewer Department	\$1,021,845	\$1,088,233	\$66,388	6.5%
Self Insurance Fund	\$150,000	\$210,000	\$60,000	40.0%
Alderman's Court	\$508,252	\$558,522	\$50,270	9.9%
Inter-Dept. Electric Sales	(\$555,400)	(\$508,100)	\$47,300	-8.5%
Community Development	\$220,000	\$257,455	\$37,455	17.0%
Unicity Transportation Fund	\$211,921	\$248,318	\$36,397	17.2%
Special Parks Fund	\$38,774	\$50,075	\$11,301	29.1%
Planning Department	\$645,450	\$652,330	\$6,880	1.1%
Street Division	\$1,881,066	\$1,884,815	\$3,749	0.2%
Maintenance Division-Fleet	\$0	\$0	\$0	n/a
Maintenance Division-Facilities	\$0	\$0	\$0	n/a
Information Technology Division	\$0	\$0	\$0	n/a
Law Enforcement Fund	\$233,163	\$232,520	(\$643)	-0.3%
Finance Department	\$280,756	\$272,035	(\$8,721)	-3.1%
Engineering Division	\$1,013,549	\$998,459	(\$15,090)	-1.5%
Downtown Newark Division	\$99,800	\$75,000	(\$24,800)	-24.8%
Administration Department	\$1,204,661	\$1,056,195	(\$148,466)	-12.3%
Legislative	\$1,378,363	\$1,094,123	(\$284,240)	-20.6%
Utility Purchases	\$39,027,138	\$38,266,885	(\$760,253)	-1.9%
TOTAL OPERATING EXPENDITURES	\$81,313,954	\$82,511,383	\$1,197,429	1.5%

Revenue Highlights

City wide operating revenues of \$87.4 million in 2018 are expected to fall below 2017 budgeted revenue by 1.7%. Utility sales, which consists of electric, water, sewer and stormwater fees are responsible for 85% of the net decrease. Declining consumption, along with unpredictable weather, has resulted in lower revenue forecasts for 2018. Taxable assessments grew in 2018 primarily due to commercial growth. Business license fees are estimated to drop by \$70K due to the City switching over to an annual billing cycle starting in 2018, which will result in a one-time reduction in revenue due to proration of the 2018 licenses. The realty transfer tax, which is collected at settlement from qualified real estate transactions, is estimated to be \$50K less than the 2017 budget due to the uncertainty of this revenue source. Parking revenue does not assume any change in fees at either the lots or at the meters, and is estimated to increase due to volume.

	2017 Budgeted	2018 Recommended	Increase (Decrease)	% Increase (Decrease)
Utility Sales	\$70,684,625	\$69,391,524	(\$1,293,101)	-1.8%
Property Tax	\$7,055,185	\$7,145,000	\$89,815	1.3%
Realty Transfer Tax	\$1,600,000	\$1,550,000	(\$50,000)	-3.1%
Fines	\$1,659,675	\$1,765,000	\$105,325	6.3%
Business License Fees	\$147,000	\$77,000	(\$70,000)	-47.6%
Permits and Licenses	\$2,012,406	\$1,537,600	(\$474,806)	-23.6%
Park Fees	\$597,600	\$611,600	\$14,000	2.3%
Commercial Refuse	\$8,200	\$8,000	(\$200)	-2.4%
Parking	\$2,915,500	\$2,985,165	\$69,665	2.4%
Subvention	\$523,331	\$530,658	\$7,327	1.4%
Intergovernmental	\$829,890	\$860,185	\$30,295	3.7%
Other Revenue	\$888,569	\$933,130	\$44,561	5.0%
	\$88,921,981	\$87,394,862	(\$1,527,119)	-1.7%

Advancements in technology, and the City's commitment to preserving our natural resources for our current and future residents, has presented challenges in the stability of the revenue needed to operate our utilities. To properly charge for electric, sewer and water services, we must begin to shift our fee structure from the antiquated consumption model to a fee structure that considers the fixed costs of each utility through the utilization of a customer charge. The City, like other utilities, must cover expenses for its infrastructure, but cannot consistently count on customer demand to cover its annual revenue requirements. Best practices in all three services that we provide suggest frequent reviews of our billing structure, and adjusting as necessary to keep each utility financially stable. The 2018 budget does not include customer service charges for water and sewer, nor does it include an adjustment to electric, but staff must continue to pay close attention to customer consumption and remain proactive to ensure that the City's fees for service are covering the costs to provide them equitably to all our customers.

The 2018 through 2022 Capital Improvements Program

The 2018 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of \$14.7 million. Reserve funding, grant funding, vehicle equipment replacement funds, a bond issue, state revolving loan, and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2018 CIP is proposed on the table labeled "2018 CIP Funding Sources." The Net Capital Improvement total of \$1,395,000 will be funded in 2018 through current year revenue, which includes property taxes, utility rates, stormwater fees and other current sources of revenues.

Unlike previous years, borrowing is included in the 2018 Capital Plan. It should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt

service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay-as-you-go" financing of capital projects. There is a need to address the greater level of critical infrastructure projects than current resources and reserves in 2018 will permit. This need can be met through the responsible, systematic utilization of funding in a way that strikes a balance between accomplishing immediate needs and encumbering future operating costs. Capital projects earmarked to be funded via the state revolving loan program or a bond issue, will not move forward unless a referendum is passed in 2018 to secure funding for these projects. One project in particular is the Rodney stormwater project, which reflects \$3.3 million of the \$14.7 million requested. A successful referendum will be required to move forward with securing bond and state revolving loan funding.

2018 CIP Funding Sources		
Capital Improvements		\$14,715,403
Funding Sources:	%	\$
Use of Reserves	13.1%	(\$1,931,500)
Equipment Funding	6.9%	(\$1,017,492)
Grants	10.2%	(\$1,504,721)
Bond Issues	6.4%	(\$937,690)
State Revolving Loan	46.5%	(\$6,850,000)
Other Sources	7.3%	(\$1,079,000)
Total Financing Sources	90.5%	(\$13,320,403)
CIP Funded Through	9.5%	\$1,395,000
Current Revenue:		

Expenditures		
Water Fund	26.9%	\$3,953,500
Stormwater Fund	25.7%	\$3,778,000
Electric Fund	11.6%	\$1,706,500
Public Works - General Fund	11.3%	\$1,655,671
Sewer Fund	9.1%	\$1,336,701
Park & Recreation Department	6.8%	\$1,004,000
Public Works - Maintenance Fund	3.1%	\$452,549
Police Department	2.2%	\$325,492
Parking Fund	1.7%	\$248,490
Information Technology Division	1.4%	\$202,500
Other Departments	0.4%	\$52,000
Gross Capital Expenditures	100%	\$14,715,403

The table "Expenditures" exhibits planned capital spending by department in 2018. As you can see, nearly 85% of our gross capital expenditures consist of infrastructure; which are electric, water, sewer, stormwater and street projects.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks and recreation, streets and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 8.2% of our operating revenues in 2018. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with then-Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over \$15 million in 2018, or require a tax increase of 230% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add over 30,000 new additional residences just to collect \$15.5 million in new tax revenue based on the City's median assessed value of a residential property.

We should focus on our dependence on transfers, primarily from the electric fund, in relationship to the increased penetration of renewable resources in our utility system as well as the impact of conservation. Newark has already realized the impact of both on its utility margins. Transfers from the water fund have been increasing in recent years, absorbing a substantial portion of the additional revenue raised by rate increases dating back to 2011. Dialing back on our dependency would provide future benefits.

Other Governmental Funds

Other governmental funds include the Capital Projects Fund, Debt Service Fund and the Special Revenue Funds. All capital projects associated with the General Fund are budgeted and accounted for in the Capital Projects Fund. The Debt Service Fund is used to account for debt associated with the General Fund. The Special Revenue Funds are supported mainly by grant funds.

Enterprise Funds

The Enterprise Funds are comprised of the Electric, Water, Sewer, Stormwater and Parking Funds. These funds are intended to be self-supporting and contribute to the Governmental Funds via operating margin transfers (except for Stormwater). City Council's passing of the Stormwater Utility mandates that no funds are to be transferred from it to support general fund operations. ([Bill 17-43](#))

The Electric Fund is projected to generate a \$12 million surplus before transfers and capital expenditures in 2018. The 2018 projected transfer of \$11.1 million is \$753K more than the 2017 transfer, and \$1 million more than the 2012 transfer pursuant to the MOU executed with the Governor's office in 2012. In 2012 through 2017, electric rates were adjusted downward and managed through the Revenue Stabilization Adjustment (RSA) in association with falling wholesale power supply costs. Wholesale power supply costs are expected to decline again in 2018, as the price of natural gas is favorably impacting what we pay for electric, in addition to lower-than-anticipated electric sales. However, some of these savings are being absorbed by rising transmission costs. The RSA adjustment in 2018 is expected to continue to provide the opportunity to rebate customer accounts as a result of the overall projected over-collection in 2017.

The Water Fund is projected to achieve a margin of \$3.1 million in 2018, which will be sufficient to provide \$3 million to be transferred to the governmental funds. Aside from the use of reserves of

\$771K, the majority of capital spending in 2018 is anticipated to be paid via a state revolving loan, and will require a successful referendum. Additional debt service requirements are not included as part of the 2018 budget due the anticipated timing of the debt.

The Sewer Fund operating margin is expected to reach \$1.1 million in 2018. New Castle County has advised that treatment rates will remain unchanged through July of 2018. The 2018 projected transfer of \$1.1 million to the General Fund is \$420K less than 2017.

The Parking Fund revenue is expected to be about \$62K higher without any proposed fee changes. We anticipate achieving an operating margin of \$866K in the Parking Fund, of which \$800,000 is available to be transferred to the General Fund to support municipal services. The 2018 projected transfer to the General Fund is \$50,000 less than 2017.

The newly created Stormwater Fund is anticipated to generate \$1.3 million from stormwater fees. All revenue from the utility will stay within the fund and be utilized to cover the costs to maintain the current stormwater program. The addition of the Rodney stormwater project, upon approval via referendum, will impact 2019 based on current timelines.

Moving Forward

Efforts to improve the opportunity for citizens to manage utility consumption and associated costs with smart technology, and to equitably align utility costs across users will be of great importance as we compete for new residents and businesses. Furthermore, it would be prudent whenever feasible, for future budget cycles to feature inflation-indexed tax increases, and fixed or reduced utility revenue transfers. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. It remains clear that our organization and community will continue to be challenged to balance our commitment to our existing service levels without the need for higher, more diversified revenues.

Budget Presentation

The 2018 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division. The following schedule for processing the 2018 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

- Budget Document and Budget Message – October 30, 2017
- Public Hearing/Possible Budget Adoption – November 6, 2017
- Contingency Date - Public Hearing/Possible Budget Adoption – November 20, 2017 (if needed)
- Budget Adoption – December 4, 2017 (if needed)

The preparation and compilation of the 2018 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, Trevor Miller and Deborah Kupper worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations. Deputy City Manager Andrew Haines played a key role in preparing all personnel related detail.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Thomas Coleman', is written over the printed name.

Thomas Coleman
Acting City Manager

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CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018	CHANGE FROM 2017 BUDGET
Revenue							
Utility Sales	\$25,198,477	\$26,181,562	\$28,182,751	\$69,435,839	\$70,684,625	\$69,391,524	-1.8%
Property and Realty Taxes	7,365,286	7,878,425	8,331,220	8,176,877	8,655,185	8,695,000	0.5%
Fees for Service	7,702,721	7,017,961	6,324,791	6,776,562	7,340,381	6,984,365	-4.9%
Intergovernmental Revenue	1,887,674	1,683,158	1,402,529	1,774,658	1,353,221	1,390,843	2.8%
Other Revenue	867,540	1,072,064	963,288	1,166,747	888,569	943,090	6.1%
Total Operating Revenue	\$43,021,698	\$43,833,170	\$45,204,579	\$87,330,683	\$88,921,981	\$87,404,822	-1.7%
Expenditures							
Personnel Services	\$24,887,980	\$26,638,726	\$26,955,861	\$28,923,301	\$30,738,672	\$31,941,215	3.9%
Utility Purchases	N/A	N/A	N/A	39,750,885	39,027,138	38,266,885	-1.9%
Materials and Supplies	2,059,316	2,118,853	2,078,695	1,878,221	2,272,493	2,304,248	1.4%
Contractual Services	5,520,717	6,281,170	6,531,300	6,398,871	7,351,025	7,453,892	1.4%
Equipment Depreciation	1,133,952	1,154,155	1,191,220	1,297,402	1,390,082	1,745,300	25.6%
Other Expenses	260,539	339,845	603,294	399,328	534,544	668,949	25.1%
Total Operating Expenses	\$33,862,504	\$36,532,749	\$37,360,370	\$78,648,008	\$81,313,954	\$82,380,489	1.3%
Capital Improvements							
Gross Capital Improvements	\$19,638,970	\$12,999,559	\$10,404,345	\$11,525,667	\$11,144,546	\$13,058,807	17.2%
Less: Use of Reserves	(1,645,558)	(5,601,041)	(2,779,553)	(4,609,575)	(4,722,228)	(1,978,173)	-58.1%
Equipment Replacement	(588,175)	(921,883)	(714,607)	(1,759,720)	(1,172,318)	(1,002,492)	-14.5%
Grants	(1,528,147)	(3,754,029)	(1,450,610)	(805,263)	(945,000)	(1,564,241)	65.5%
Bond Issues	(102,296)	-	-	-	-	(937,690)	100.0%
State Revolving Loan	-	-	-	-	-	(5,015,000)	100.0%
Other Sources	(11,755,924)	-	-	(642,599)	(150,000)	(1,079,000)	619.3%
Net Capital Improvements	\$4,018,870	\$2,722,606	\$5,459,575	\$3,708,510	\$4,155,000	\$1,482,211	-64.3%
Debt Service	\$1,799,887	\$2,738,739	\$2,568,138	\$2,598,488	\$2,616,161	\$2,665,707	1.9%
Net Current Surplus	3,340,437	1,839,076	(183,504)	2,375,677	836,866	876,415	4.7%
TOTAL EXPENDITURES AND SURPLUS	\$43,021,698	\$43,833,170	\$45,204,579	\$87,330,683	\$88,921,981	\$87,404,822	-1.7%
Property Tax Rate per \$100.00 of assessed value	\$0.6961	\$0.6961	\$0.7065	\$0.7737	\$0.7737	\$0.7737	0.0%

(1) Prior to 2016, the purchase of electricity, water and sewer treatment services was rolled into the utility sales revenue amount.

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018	CHANGE FROM 2017 BUDGET
Utility Revenue							
Electric	\$50,999,531	\$50,397,532	\$52,915,168	\$52,906,964	\$53,232,239	\$51,916,068	-2.5%
Water	7,130,187	8,238,347	8,847,751	9,355,106	10,060,500	9,267,471	-7.9%
Stormwater	0	0	0	0	0	1,315,600	100.0%
Sewer	5,989,086	6,691,793	6,709,485	7,173,769	7,391,886	6,892,385	-6.8%
Total Revenue	\$64,118,804	\$65,327,672	\$68,472,404	\$69,435,839	\$70,684,625	\$69,391,524	-1.8%
Less: Utilities Purchased	38,920,327	39,146,110	40,289,653	N/A	N/A	N/A	0.0%
Total Gross Utility Margin	\$25,198,477	\$26,181,562	\$28,182,751	\$69,435,839	\$70,684,625	\$69,391,524	-1.8%
Tax Revenue							
Realty Transfer Tax	\$1,424,534	\$1,821,278	\$2,074,082	\$1,430,654	\$1,600,000	\$1,550,000	-3.1%
Property Tax	5,480,737	5,576,278	5,759,878	6,217,952	6,577,185	6,650,000	1.1%
Penalties	35,122	36,016	34,892	46,053	35,000	35,000	0.0%
Franchise Tax	424,893	444,853	462,368	482,218	443,000	460,000	3.8%
Total	\$7,365,286	\$7,878,425	\$8,331,220	\$8,176,877	\$8,655,185	\$8,695,000	0.5%
Fees for Service							
Fines	\$2,364,989	\$1,929,185	\$1,497,795	\$1,706,239	\$1,659,675	\$1,765,000	6.3%
Business License Fees	138,820	135,377	124,791	123,908	147,000	77,000	-47.6%
Permits and Licenses	2,203,994	2,068,762	1,405,038	1,547,981	2,012,406	1,537,600	-23.6%
Park Fees	614,770	586,013	606,334	647,170	597,600	611,600	2.3%
Commercial Refuse & Transfer Sta.	109,744	7,253	7,613	8,687	8,200	8,000	-2.4%
Parking Lots	1,391,758	1,356,012	1,443,563	1,423,184	1,475,500	1,545,165	4.7%
Parking Meters	878,646	935,359	1,239,657	1,319,393	1,440,000	1,440,000	0.0%
Total	\$7,702,721	\$7,017,961	\$6,324,791	\$6,776,562	\$7,340,381	\$6,984,365	-4.9%
Intergovernmental Revenue							
Subventions	\$511,003	\$516,620	\$528,953	\$516,149	\$523,331	\$530,658	1.4%
Local School District	66,400	64,600	65,600	68,050	66,500	71,900	8.1%
Unicity Bus	143,430	143,430	143,380	143,380	143,380	143,380	0.0%
Community Development Block Grants *	269,019	200,963	302,728	198,938	220,000	257,455	17.0%
Law Enforcement Grants - Special Fund	581,186	420,715	300,117	603,058	301,450	301,450	0.0%
Miscellaneous Grants and Donations	316,636	336,830	61,751	245,083	98,560	86,000	-12.7%
Total	\$1,887,674	\$1,683,158	\$1,402,529	\$1,774,658	\$1,353,221	\$1,390,843	2.8%
Other Revenue							
Interest Received	\$243,061	\$296,425	\$241,183	\$340,179	\$266,600	\$284,265	6.6%
Miscellaneous	477,386	501,211	493,681	606,017	405,544	419,305	3.4%
Reimbursable Overtime	143,501	260,545	219,574	213,271	207,000	231,130	11.7%
Assessments	3,592	13,883	8,850	7,280	9,425	8,390	-11.0%
Total	\$867,540	\$1,072,064	\$963,288	\$1,166,747	\$888,569	\$943,090	6.1%
TOTAL OPERATING REVENUE	\$43,021,698	\$43,833,170	\$45,204,579	\$87,330,683	\$88,921,981	\$87,404,822	-1.7%

* CDBG revenues do not include grants for capital costs.

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018	CHANGE FROM 2017 BUDGET
Electric Department	\$5,032,219	\$5,027,515	\$5,370,433	\$5,530,395	\$6,109,464	\$6,422,495	5.1%
Water Department	3,824,929	4,337,436	4,551,886	4,830,030	4,467,170	4,663,159	4.4%
Sewer Department	574,848	763,927	832,198	908,721	1,021,845	1,086,601	6.3%
Stormwater Utility	0	0	0	0	730,588	1,148,373	57.2%
Utility Purchases	N/A	N/A	N/A	39,750,885	39,027,138	38,266,885	-1.9%
Refuse Division	2,292,187	2,133,011	1,953,651	1,939,656	2,073,162	2,129,647	2.7%
Street Division	1,691,311	1,881,389	1,901,307	1,842,638	1,881,066	1,880,317	0.0%
Engineering Division	594,022	654,544	815,885	870,650	1,013,549	993,558	-2.0%
Code Enforcement Division	1,116,452	1,198,344	1,418,098	1,287,776	1,401,379	1,485,964	6.0%
Police Department	10,934,721	11,911,420	11,934,405	12,461,083	13,507,900	14,142,678	4.7%
Finance Department	430,476	280,040	242,960	259,577	280,756	251,459	-10.4%
Planning Department	1,015,091	1,190,002	786,112	751,973	645,450	649,726	0.7%
Municipal Parking	853,964	1,058,423	1,544,527	1,682,511	2,019,571	2,110,308	4.5%
Administrative Department	718,206	787,043	911,330	1,178,781	1,204,661	1,106,249	-8.2%
Legislative Department	1,096,439	1,426,828	1,285,065	1,275,867	1,378,363	1,080,575	-21.6%
Alderman's Court	416,785	428,326	444,749	492,287	508,252	557,280	9.6%
Parks and Recreation	2,778,292	2,950,736	2,881,154	3,005,116	3,193,463	3,290,791	3.0%
Community Development (Operating)	219,428	178,484	238,751	204,936	220,000	257,237	16.9%
Law Enforcement Fund	444,519	332,629	320,466	297,524	233,163	232,520	-0.3%
Special Parks Fund	16,498	18,934	15,783	21,846	38,774	50,075	29.1%
Downtown Newark Partnership Fund	0	0	94,328	51,279	99,800	75,000	-24.8%
Unicity Transportation Fund	0	0	0	0	211,921	248,318	17.2%
Self Insurance Fund	172,023	306,650	174,765	226,402	150,000	210,000	40.0%
OPEB Fund Expenses	361,894	370,568	411,719	511,875	451,919	525,000	16.2%
Less: Inter-Dept. Electric Sales	(721,800)	(703,500)	(769,202)	(733,800)	(555,400)	(508,100)	-8.5%
TOTAL OPERATING EXPENDITURES	\$33,862,504	\$36,532,749	\$37,360,370	\$78,648,008	\$81,313,954	\$82,380,489	1.3%

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2018	<u>\$ 3,570,688</u>	<u>\$ 2,301,779</u>	<u>\$ 65,746,139</u>	<u>\$ 1,039,523</u>	<u>\$ 72,658,129</u>
Revenue					
Utility Sales	\$ -	\$ -	\$ 67,701,068	\$ -	\$ 67,701,068
Utility Other Service Revenue	-	-	1,690,456	-	1,690,456
Utilities Contributions	\$ -	\$ -	\$ 69,391,524	\$ -	\$ 69,391,524
Tax Revenue & Emergency Communication Fees	8,695,000	-	-	-	8,695,000
Fees for Service	3,986,300	7,000	2,991,065	-	6,984,365
Intergovernmental Revenue	588,558	802,285	-	-	1,390,843
Other Revenue	424,885	61,915	446,745	9,545	943,090
Total Operating Revenue	<u>\$ 13,694,743</u>	<u>\$ 871,200</u>	<u>\$ 72,829,334</u>	<u>\$ 9,545</u>	<u>\$ 87,404,822</u>
Expenditures					
Personnel Services	\$ 22,836,135	\$ 201,793	\$ 7,610,994	\$ 1,292,293	\$ 31,941,215
Utility Purchases	-	-	38,266,885	-	38,266,885
Materials and Supplies	746,779	118,114	751,605	687,750	2,304,248
Contractual Services	3,498,673	429,346	2,992,981	532,892	7,453,892
Equipment Depreciation	1,181,600	32,500	483,200	48,000	1,745,300
Other Expenses	279,410	45,000	221,579	122,960	668,949
Inter-Dept Charges	(947,896)	36,397	2,862,477	(1,950,978)	-
Total Operating Expenses	<u>\$ 27,594,701</u>	<u>\$ 863,150</u>	<u>\$ 53,189,721</u>	<u>\$ 732,917</u>	<u>\$ 82,380,489</u>
Capital Improvements					
Gross Capital Improvements	\$ -	\$ 3,208,067	\$ 9,398,191	\$ 452,549	\$ 13,058,807
Less: Addition (Use) of Reserves	-	(66,673)	(1,788,951)	(122,549)	(1,978,173)
Equipment Replacement	-	(614,492)	(358,000)	(30,000)	(1,002,492)
Grants	-	(1,271,741)	(292,500)	-	(1,564,241)
Bond Issues	-	(213,950)	(558,740)	(165,000)	(937,690)
State Revolving Loans	-	-	(5,015,000)	-	(5,015,000)
Other Sources	-	(854,000)	(120,000)	(105,000)	(1,079,000)
Net Capital Improvements	<u>\$ -</u>	<u>\$ 187,211</u>	<u>\$ 1,265,000</u>	<u>\$ 30,000</u>	<u>\$ 1,482,211</u>
Debt Service	\$ -	\$ 271,402	\$ 2,394,305	\$ -	\$ 2,665,707
Net Transfers	14,050,130	744,415	(15,550,000)	755,455	-
Net Current Surplus	<u>150,172</u>	<u>293,634</u>	<u>430,308</u>	<u>2,083</u>	<u>876,197</u>
Total Expenditures and Surplus	<u>\$ 27,744,873</u>	<u>\$ 1,615,397</u>	<u>\$ 57,279,334</u>	<u>\$ 765,000</u>	<u>\$ 87,404,604</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ (681,165)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (681,165)</u>
Budgeted Fund Balance - December 31, 2018	<u>\$ 3,720,860</u>	<u>\$ 1,914,248</u>	<u>\$ 66,176,447</u>	<u>\$ 1,041,606</u>	<u>\$ 72,853,161</u>
Projected Cash/Investments-January 1, 2018	\$ 7,701,636	\$ 6,066,526	\$ 16,118,022	\$ 1,507,191	\$ 31,393,375
Net Current Surplus	150,172	293,634	430,308	2,083	876,197
Capital Projects Paid From Reserves	-	(895,115)	(2,705,691)	(317,549)	(3,918,355)
Non-Cash Items:					
Depreciation	<u>1,181,600</u>	<u>32,500</u>	<u>483,200</u>	<u>48,000</u>	<u>1,745,300</u>
Budgeted Cash/Investments-December 31, 2018	<u>\$ 9,033,408</u>	<u>\$ 5,497,545</u>	<u>\$ 14,325,839</u>	<u>\$ 1,239,725</u>	<u>\$ 30,096,517</u>

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CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
Projected Fund Balance - January 1, 2018	<u>\$ -</u>	<u>\$ 569,864</u>	<u>\$ 264,528</u>
Revenue			
Utility Sales	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	257,455	301,450	32,000
Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Revenue	<u>\$ 257,455</u>	<u>\$ 301,450</u>	<u>\$ 32,000</u>
Expenditures			
Personnel Services	\$ 41,273	\$ 159,120	\$ 1,400
Utility Purchases	-	-	-
Materials and Supplies	4,439	34,700	41,975
Contractual Services	211,525	12,200	6,700
Equipment Depreciation	-	-	-
Other Expenses	-	26,500	-
Inter-Dept Charges	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>\$ 257,237</u>	<u>\$ 232,520</u>	<u>\$ 50,075</u>
Capital Improvements			
Gross Capital Improvements	\$ 28,550	\$ -	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(28,550)	-	-
Bond Issues	-	-	-
State Revolving Loans	-	-	-
Other Sources	<u>-</u>	<u>-</u>	<u>-</u>
Net Capital Improvements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -
Net Transfers	-	-	18,075
Net Current Surplus	<u>-</u>	<u>68,930</u>	<u>-</u>
Total Expenditures and Surplus	<u>\$ 257,237</u>	<u>\$ 301,450</u>	<u>\$ 50,075</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2018	<u>\$ -</u>	<u>\$ 638,794</u>	<u>\$ 264,528</u>
Projected Cash/Investments-January 1, 2018	\$ 2,128	\$ 659,479	\$ 256,281
Net Current Surplus	-	68,930	-
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	<u>-</u>	<u>-</u>	<u>-</u>
Budgeted Cash/Investments-December 31, 2018	<u>\$ 2,128</u>	<u>\$ 728,409</u>	<u>\$ 256,281</u>

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL FUND	TOTALS
<u>\$ 94,867</u>	<u>\$ -</u>	<u>\$ 46,340</u>	<u>\$ 1,326,180</u>	<u>\$ 2,301,779</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
-	-	-	-	-
7,000	-	-	-	7,000
68,000	143,380	-	-	802,285
-	-	-	61,915	61,915
<u>\$ 75,000</u>	<u>\$ 143,380</u>	<u>\$ -</u>	<u>\$ 61,915</u>	<u>\$ 871,200</u>
\$ -	\$ -	\$ -	\$ -	\$ 201,793
-	-	-	-	-
22,000	15,000	-	-	118,114
34,500	164,421	-	-	429,346
-	32,500	-	-	32,500
18,500	-	-	-	45,000
-	36,397	-	-	36,397
<u>\$ 75,000</u>	<u>\$ 248,318</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 863,150</u>
\$ -	\$ -	\$ -	\$ 3,179,517	\$ 3,208,067
-	-	-	(66,673)	(66,673)
-	-	-	(614,492)	(614,492)
-	-	-	(1,243,191)	(1,271,741)
-	-	-	(213,950)	(213,950)
-	-	-	-	-
-	-	-	(854,000)	(854,000)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 187,211</u>	<u>\$ 187,211</u>
\$ -	\$ -	\$ 271,402	\$ -	\$ 271,402
-	104,938	271,402	350,000	744,415
-	-	-	224,704	293,634
<u>\$ 75,000</u>	<u>\$ 248,318</u>	<u>\$ 271,402</u>	<u>\$ 411,915</u>	<u>\$ 1,615,397</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (681,165)</u>	<u>\$ (681,165)</u>
<u>\$ 94,867</u>	<u>\$ -</u>	<u>\$ 46,340</u>	<u>\$ 869,719</u>	<u>\$ 1,914,248</u>
\$ 80,189	\$ -	\$ 46,340	\$ 5,022,109	\$ 6,066,526
-	-	-	224,704	293,634
-	-	-	(895,115)	(895,115)
-	32,500	-	-	32,500
<u>\$ 80,189</u>	<u>\$ 32,500</u>	<u>\$ 46,340</u>	<u>\$ 4,351,698</u>	<u>\$ 5,497,545</u>

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2018	<u>\$ 25,166,823</u>	<u>\$ 25,836,095</u>	<u>\$ 9,751,539</u>	<u>\$ -</u>	<u>\$ 4,991,682</u>	<u>\$ 65,746,139</u>
Revenue						
Utility Sales	\$ 51,626,068	\$ 9,200,000	\$ 6,875,000	\$ -	\$ -	\$ 67,701,068
Utility Other Service Revenue	290,000	67,471	17,385	1,315,600	-	1,690,456
Utilities Contributions	<u>\$ 51,916,068</u>	<u>\$ 9,267,471</u>	<u>\$ 6,892,385</u>	<u>\$ 1,315,600</u>	<u>\$ -</u>	<u>\$ 69,391,524</u>
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-
Fees for Service	-	5,900	-	-	2,985,165	2,991,065
Intergovernmental Revenue	-	-	-	-	-	-
Other Revenue	153,500	231,145	29,100	-	33,000	446,745
Total Operating Revenue	<u>\$ 52,069,568</u>	<u>\$ 9,504,516</u>	<u>\$ 6,921,485</u>	<u>\$ 1,315,600</u>	<u>\$ 3,018,165</u>	<u>\$ 72,829,334</u>
Expenditures						
Personnel Services	\$ 3,289,888	\$2,247,925	\$ 321,287	\$551,423	\$ 1,200,471	\$ 7,610,994
Utility Purchases	33,547,114	-	4,719,771	-	-	38,266,885
Materials and Supplies	297,830	370,500	26,700	20,800	35,775	751,605
Contractual Services	1,359,191	776,538	320,402	152,302	384,548	2,992,981
Equipment Depreciation	201,500	119,700	36,400	7,500	118,100	483,200
Other Expenses	144,250	54,352	13,392	2,500	7,085	221,579
Inter-Dept Charges	621,736	1,094,144	368,420	413,848	364,329	2,862,477
Total Operating Expenses	<u>\$ 39,461,509</u>	<u>\$ 4,663,159</u>	<u>\$ 5,806,372</u>	<u>\$ 1,148,373</u>	<u>\$ 2,110,308</u>	<u>\$ 53,189,721</u>
Capital Improvements						
Gross Capital Improvements	\$ 1,706,500	\$ 4,003,500	\$ 1,336,701	\$ 2,103,000	\$ 248,490	\$ 9,398,191
Less: Use of Reserves	(40,500)	(751,000)	(836,701)	(40,000)	(120,750)	(1,788,951)
Equipment Replacement	(340,000)	-	-	(18,000)	-	(358,000)
Grants	-	(82,500)	-	(210,000)	-	(292,500)
Bond Issues	(381,000)	(50,000)	-	-	(127,740)	(558,740)
State Revolving Loans	-	(3,100,000)	(500,000)	(1,415,000)	-	(5,015,000)
Other Sources	(120,000)	-	-	-	-	(120,000)
Net Capital Improvements	<u>\$ 825,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 420,000</u>	<u>\$ -</u>	<u>\$ 1,265,000</u>
Debt Service	\$ 620,662	\$ 1,735,918	\$ -	\$ -	\$ 37,725	\$ 2,394,305
Net Transfers	(11,050,000)	(2,990,000)	(1,060,000)	350,000	(800,000)	(15,550,000)
Net Current Surplus	112,397	95,439	55,113	97,227	70,132	430,308
Total Expenditures and Surplus	<u>\$ 41,019,568</u>	<u>\$ 6,514,516</u>	<u>\$ 5,861,485</u>	<u>\$ 1,665,600</u>	<u>\$ 2,218,165</u>	<u>\$ 57,279,334</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2018	<u>\$ 25,279,220</u>	<u>\$ 25,931,534</u>	<u>\$ 9,806,652</u>	<u>\$ 97,227</u>	<u>\$ 5,061,814</u>	<u>\$ 66,176,447</u>
Projected Cash/Investments-January 1, 2018	\$ 11,297,641	\$ 1,185,789	\$ 2,724,870	\$ -	\$ 909,722	\$ 16,118,022
Net Current Surplus	112,397	95,439	55,113	97,227	70,132	430,308
Capital Projects Paid From Reserves	(761,500)	(801,000)	(836,701)	(58,000)	(248,490)	(2,705,691)
Non-Cash Items:						
Depreciation	201,500	119,700	36,400	7,500	118,100	483,200
Budgeted Cash/Investments-December 31, 2018	<u>\$ 10,850,038</u>	<u>\$ 599,928</u>	<u>\$ 1,979,682</u>	<u>\$ 46,727</u>	<u>\$ 849,464</u>	<u>\$ 14,325,839</u>

CITY OF NEWARK, DELAWARE
2018 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

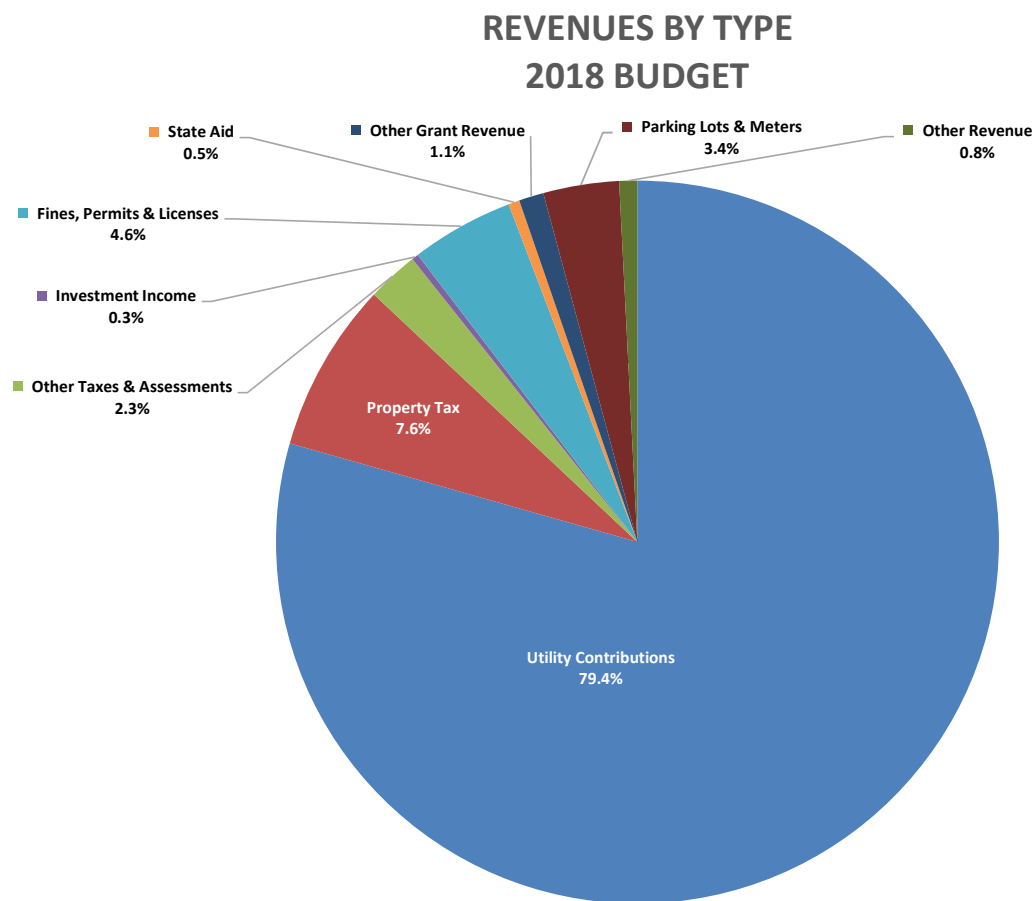
	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2018	<u>\$ 483,465</u>	<u>\$ 556,058</u>	<u>\$ -</u>	<u>\$ 1,039,523</u>
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	9,545	-	9,545
Total Operating Revenue	<u>\$ -</u>	<u>\$ 9,545</u>	<u>\$ -</u>	<u>\$ 9,545</u>
Expenditures				
Personnel Services	\$ 770,293	\$ -	\$ 522,000	\$ 1,292,293
Utility Purchases	-	-	-	-
Materials and Supplies	687,750	-	-	687,750
Contractual Services	319,892	210,000	3,000	532,892
Equipment Depreciation	48,000	-	-	48,000
Other Expenses	122,960	-	-	122,960
Inter-Dept Charges	(1,950,978)	-	-	(1,950,978)
Total Operating Expenses	<u>\$ (2,083)</u>	<u>\$ 210,000</u>	<u>\$ 525,000</u>	<u>\$ 732,917</u>
Capital Improvements				
Gross Capital Improvements	\$ 452,549	\$ -	\$ -	\$ 452,549
Less: Use of Reserves	(122,549)	-	-	(122,549)
Equipment Replacement	(30,000)	-	-	(30,000)
Grants	-	-	-	-
Bond Issues	(165,000)	-	-	(165,000)
State Revolving Loans	-	-	-	-
Other Sources	(105,000)	-	-	(105,000)
Net Capital Improvements	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>
Debt Service	\$ -	\$ -	\$ -	\$ -
Net Transfers	30,000	200,455	525,000	755,455
Net Current Surplus	<u>2,083</u>	<u>-</u>	<u>-</u>	<u>2,083</u>
Total Expenditures and Surplus	<u>\$ 30,000</u>	<u>\$ 210,000</u>	<u>\$ 525,000</u>	<u>\$ 765,000</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2018	<u>\$ 485,548</u>	<u>\$ 556,058</u>	<u>\$ -</u>	<u>\$ 1,041,606</u>
Projected Cash/Investments-January 1, 2018	\$ 695,790	\$ 811,401	\$ -	\$ 1,507,191
Net Current Surplus	2,083	-	-	2,083
Capital Projects Paid From Reserves	(317,549)	-	-	(317,549)
Non-Cash Items:				
Depreciation	48,000	-	-	48,000
Budgeted Cash/Investments-December 31, 2018	<u>\$ 428,324</u>	<u>\$ 811,401</u>	<u>\$ -</u>	<u>\$ 1,239,725</u>

* Internal Service Fund totals include the Fleet Maintenance Division and the Facilities Maintenance Division.

**CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET - 2018**

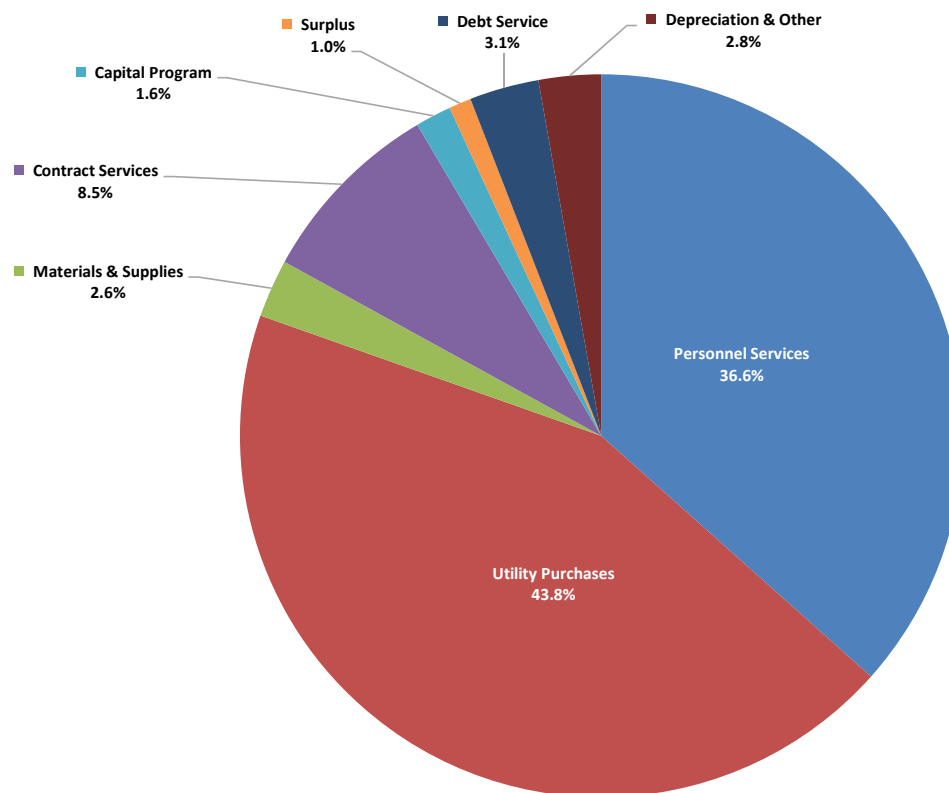
BUDGET AT A GLANCE

	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
<u>WHERE IT COMES FROM</u>			
Utility Contributions	79.5%	79.5%	79.4%
Property Tax	7.1%	7.4%	7.6%
Other Taxes and Assessments	2.2%	2.3%	2.3%
Investment Income	0.4%	0.3%	0.3%
Fines, Permits & Licenses	4.6%	5.0%	4.6%
State Aid	0.4%	0.4%	0.5%
Other Grant Revenue	1.6%	1.0%	1.1%
Parking Lots and Meters	3.1%	3.3%	3.4%
Other Revenue	1.0%	0.8%	0.8%
TOTAL	100.0%	100.0%	100.0%
<u>WHERE IT GOES</u>			
Personnel Services	33.1%	34.5%	36.6%
Utility Purchases	45.5%	43.9%	43.8%
Materials & Supplies	2.2%	2.6%	2.6%
Contractual Services	7.3%	8.3%	8.5%
Capital Program	6.1%	4.7%	1.6%
Net Surplus	0.8%	0.9%	1.1%
Debt Service	3.0%	2.9%	3.0%
Equipment Depreciation & Other	1.9%	2.2%	2.8%
TOTAL	99.9%	100.0%	100.0%



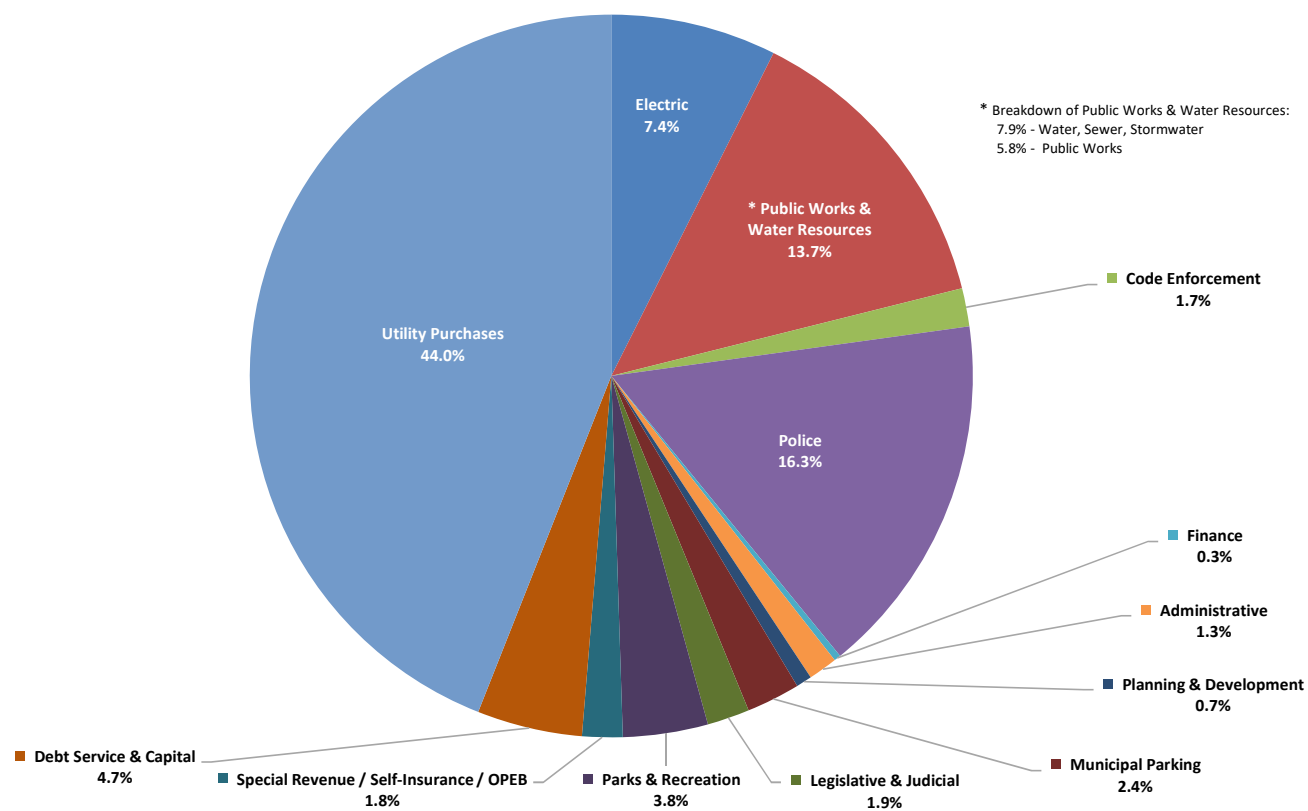
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EXPENDITURES BY FUNCTION 2018 BUDGET



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EXPENDITURES BY DEPARTMENT 2018 BUDGET



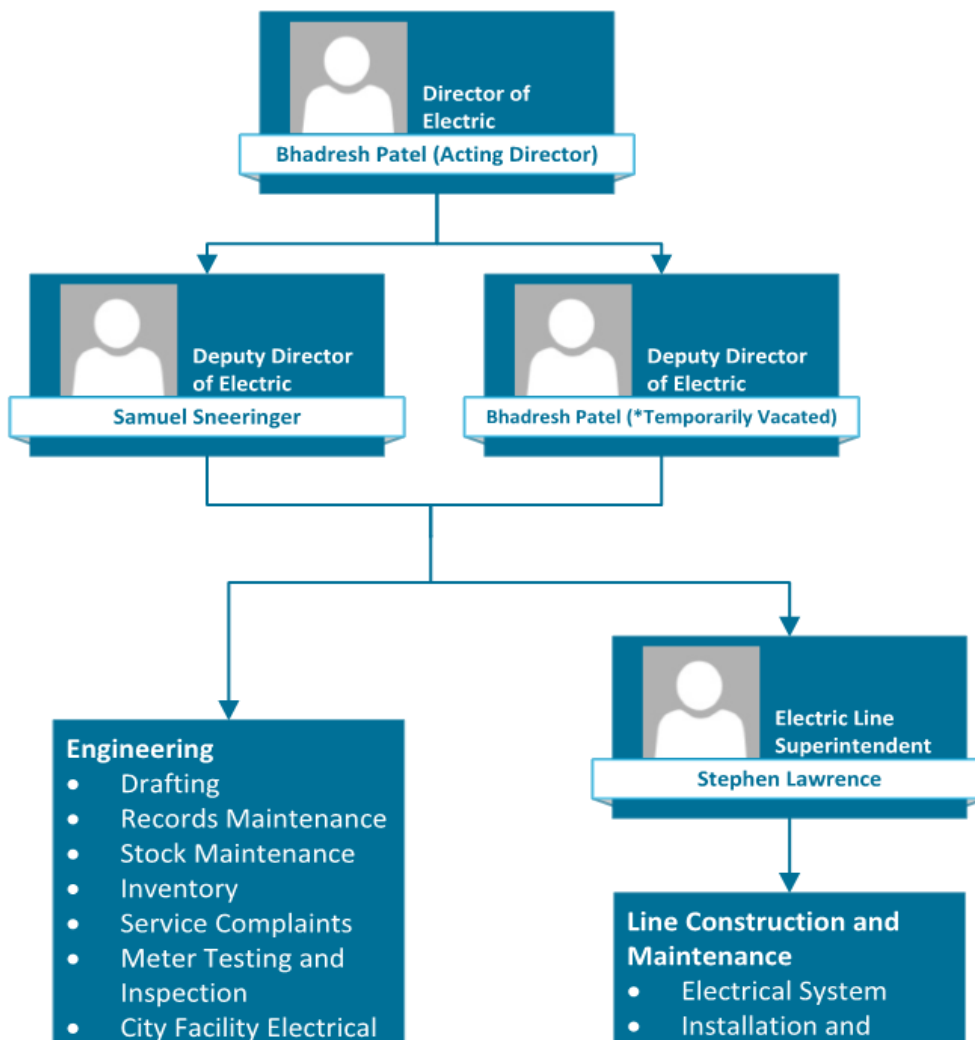
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CITY OF NEWARK, DELAWARE
HISTORICAL PERSONNEL COUNT

	2009 Equiv		2010 Equiv		2011 Equiv		2012 Equiv		2013 Equiv		2014 Equiv		2015 Equiv		2016 Equiv		2017 Equiv		2018 Equiv	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Electric	21	-	22	-	22	-	22	-	23	-	22	-	22	-	23	-	23	-	24	-
Water	19	-	17	-	17	-	17	-	21	0.5	23	1.0	22	1.0	22	1.0	20	0.5	19	0.5
Sewer	-	-	2	-	2	-	2	-	2	-	2	-	2	-	4	-	4	-	4	-
Stormwater	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	0.5	5	0.5
Refuse	13	-	13	-	12	-	12	-	11	-	10	-	9	-	10	-	9	-	9	-
Street	12	0.5	12	0.5	11	0.5	11	0.5	9	0.5	9	-	9	-	9	-	8	-	8	-
Engineering	10	0.5	10	0.5	10	-	10	-	8	-	5	-	7	-	7	-	7	-	8	-
Planning	6	-	4	0.5	4	-	4	-	5	-	4	0.5	4	-	4	-	4	-	4	-
Code Enforcement	11	1.0	10	1.0	10	1.0	9	1.0	9	1.0	9	1.0	10	4.0	12	3.0	11	-	11	-
Parking	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	5	-	7	2.5	7	3.0	8	5.0	8	5.0
Police	86	5.0	83	4.0	86	3.5	86	3.5	84	4.0	85	4.0	87	1.5	88	2.0	89	2.0	89	1.5
Parks & Recreation	16	4.0	17	3.0	17	2.5	17	2.5	17	2.5	17	2.5	16	2.5	15	3.0	15	3.0	15	3.0
Administration	6	0.5	6	-	6	-	6	-	6	-	11	1.5	9	-	10	-	10	-	10	-
Information Tech	-	-	-	-	-	-	-	-	-	-	-	-	7	-	7	-	12	0.5	11	-
Legislative	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	1.0	3	1.0	3	1.0	3	0.5	3	1.0
Judicial	3	1.5	3	1.5	3	1.5	3	1.5	3	1.0	3	1.0	3	1.0	3	1.0	3	1.0	3	2.0
Finance	18	1.5	17	1.5	17	1.5	17	1.0	17	1.5	11	0.5	10	2.0	10	2.5	13	1.0	13	1.0
Maintenance	6	-	5	-	5	-	5	-	4	-	4	-	4	-	4	-	4	-	4	-
Facilities Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4.0	1	5.0
Total	234	15.5	228	13.5	229	11.5	228	11.0	225	12.0	223	13.0	231	15.5	238	16.5	249	18.0	249	19.5

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



CITY OF NEWARK: ELECTRIC DEPARTMENT

The City of Newark operates its own electric utility to provide electric services to 12,800 meters, supporting commercial and residential customers within city limits. Power is purchased on the wholesale power market and delivered by the City. The electric department is responsible for maintaining 175 miles of electric lines and coordinates its services through several programs. They include:

Meter Relay and Electrical Maintenance Program:

Responsible for installing and maintaining electrical systems in city buildings, water wells, water and waste water pumping stations, traffic lights and control systems, meters and other facilities.

Electrical Line Construction and Maintenance Program:

Responsible for maintaining the City's electric lines, substation sites, substation units, circuit breakers, and transformers.

In addition to maintaining the City's electrical distribution system, new power lines, substations and underground electric utilities are constructed and installed to expand services to new customers. Additional departmental responsibilities include maintaining and installing street lights and traffic signals, trimming trees along electric right-of-way, and providing distribution and sub transmission switching and sectionalizing. Staff are also responsible for plans review, drawings and engineering analysis for construction work.

Key accomplishments in 2017 include:

- The installation of a new 10MVA substation transformer at the Chestnut Hill Road Substation. This transformer will provide additional capacity to the Star Camus and provide backup capacity to the southern end of the city. The project is in progress and we are on track to complete this project by end of this year.
- A voltage upgrade from 4160 volts and 12470 volts was completed on Dallas Avenue, parts of Beverly Road, West Park Place, South Main Street and parts of Main Street. Larger aerial conductors were installed on Main Street from Chapel Street to South Main Street.
- 34.5kV and 12. kV aerial circuits needed to be relocated at the Newark Commuter Rail Station in order to allow the new station and tracks to be constructed. The project is in progress and we are on track to complete this project by end of this year.
- The 34.5kV auto transfer system installation. This project will increase reliability and decrease the length of outages when they occur by isolating the faulted section of the circuit and transferring customers to an unfaulted circuit if certain system criteria are met. The project is in progress and we are on track to complete this project by end of this year.

Goals for 2018 include:

- In 2018, transformer 11 at South Chapel Street Substation will be replaced with a 10MVA substation transformer in order to increase capacity and ensure greater reliability in the southern section of the City.
- The existing aerial spacer cable along the railroad from Apple Road to Forest Lane will be replaced. Over time, the covering has cracked and the wires have burned down and caused outages during lightning storms.
- Utilizing our existing Yukon Feeder Automation software, the 34.5kV auto transfer system will be expanded to the 12.47kV circuits that feed the Delaware Technology Park and Bellevue Road by installing 8 reclosers on utility poles on circuits feeding the 2 locations. Substation and circuit outages will be minimized increasing reliability.
- Investigate feasibility of creating an impact fee for new electric customers and possibly an electric rate study.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

ELECTRIC FUND

Electric Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
REVENUES						
Sale of Electricity	\$50,618,455	\$50,110,111	\$52,620,711	\$52,629,055	\$52,922,239	\$51,626,068
No. of K.W.H.'s (Thousands)	402,020	404,815	416,744	417,837	429,200	425,918
Inter-Dept. Charges	721,800	703,500	769,202	733,800	555,400	508,100
Penalties	131,609	61,352	73,382	75,000	65,000	80,000
Service Fees	86,261	53,890	44,775	67,000	55,000	55,000
New Services	55,776	65,949	62,600	66,940	75,000	40,000
Application Fees	107,430	106,230	113,700	84,000	115,000	115,000
Solar Revenues	0	3,842	42,660	35,207	42,850	41,500
Other Revenues	299,656	263,226	79,291	43,124	53,880	47,000
Interest Revenue	49,272	62,456	58,394	61,190	65,000	65,000
Franchise Fees	244	0	0	0	0	0
Total	\$52,070,503	\$51,430,556	\$53,864,715	\$53,795,316	\$53,949,369	\$52,577,668
Less: Elec. Purchased	34,557,650	34,492,434	35,737,478	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	428,453	428,573	457,749	453,550	460,200	456,650
Gross Operating Revenue	\$17,512,853	\$16,938,122	\$18,127,237	\$53,795,316	\$53,949,369	\$52,577,668
OPERATING EXPENSES						
Personnel Services	\$2,446,004	\$2,478,921	\$2,496,723	\$2,715,030	\$2,929,417	\$3,289,888
Utility Purchases	N/A	N/A	N/A	35,141,018	34,707,367	33,547,114
Materials and Supplies	183,069	167,200	229,055	176,388	293,730	297,830
Contractual Services	901,459	986,237	981,816	1,040,980	1,259,942	1,359,191
Other Charges	413,753	966,191	1,105,905	906,670	911,654	966,412
Subtotal	\$3,944,285	\$4,598,549	\$4,813,499	\$39,980,086	\$40,102,110	\$39,460,435
Inter-Dept. Charges (net of Inter-Dept Sales)	1,249,651	1,120,815	1,177,089	1,311,472	1,335,383	1,129,836
Total Operating Expenses	\$5,193,936	\$5,719,364	\$5,990,588	\$41,291,558	\$41,437,493	\$40,590,271
Net Operating Margin (Before Capital Costs)	\$12,318,917	\$11,218,758	\$12,136,649	\$12,503,758	\$12,511,876	\$11,987,397

**ELECTRIC DEPARTMENT
WAGE AND SALARY BUDGET - 2018**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director Of Electric	MGMT	34	1.0	\$ 123,237	1.0	\$ 123,750	0.0	\$ 513	0.4%
Deputy Director Of Electric	MGMT	31	2.0	\$ 196,150	2.0	\$ 202,391	0.0	\$ 6,241	3.2%
Electric Superintendent	MGMT	22	1.0	\$ 84,649	1.0	\$ 88,157	0.0	\$ 3,508	4.1%
Engineering Tech	CWA F/T	14	1.0	\$ 63,576	1.0	\$ 63,566	0.0	\$ (10)	0.0%
Purchasing Asst	CWA F/T	13	1.0	\$ 62,457	1.0	\$ 62,429	0.0	\$ (28)	0.0%
Senior Lineman	AFSCME F/T	19	1.0	\$ 81,327	1.0	\$ 85,537	0.0	\$ 4,210	5.2%
Electric Mtr. Tech.	AFSCME F/T	17	1.0	\$ 78,139	1.0	\$ 81,110	0.0	\$ 2,971	3.8%
Electrician	AFSCME F/T	17	2.0	\$ 153,628	3.0	\$ 230,644	1.0	\$ 77,016	50.1%
Lineman 1st Class	AFSCME F/T	17	6.0	\$ 464,738	6.0	\$ 489,991	0.0	\$ 25,253	5.4%
Lineman 2nd Class	AFSCME F/T	14	2.0	\$ 132,824	2.0	\$ 139,668	0.0	\$ 6,844	5.2%
Junior Lineman	AFSCME F/T	10	4.0	\$ 222,098	2.0	\$ 119,251	(2.0)	\$ (102,847)	-46.3%
Electric Groundhand	AFSCME F/T	5		\$ -	2.0	\$ 93,554	2.0	\$ 93,554	#DIV/0!
Storekeeper	AFSCME F/T	8	1.0	\$ 55,949	1.0	\$ 58,451	0.0	\$ 2,502	4.5%
Total Full-Time Positions			23.0	\$ 1,718,772	24.0	\$ 1,838,499	1.0	\$ 119,727	7.0%
OTHER									
Standby Pay				\$ 36,000		\$ 36,000		\$ -	0.0%
Sick Pay				\$ 26,209		\$ 25,664		\$ (545)	-2.1%
Service Award				\$ 43,037		\$ 48,635		\$ 5,598	13.0%
Overtime				\$ 100,000		\$ 115,000		\$ 15,000	15.0%
Transitional Wages				\$ -		\$ 14,770		\$ 14,770	#DIV/0!
Uniform Allowance				\$ 5,280		\$ 10,980		\$ 5,700	108.0%
Total Other				\$ 210,526		\$ 251,049		\$ 40,523	19.2%
Total All			23.0	\$ 1,929,298	24.0	\$ 2,089,548	1.0	\$ 160,250	8%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

ELECTRIC FUND

Expenditures:

Electric Department

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5195102.6020 Supervisory	\$199,816	\$205,771	\$212,680	\$234,376	\$319,387	\$326,141
5195102.6030 Engineering/Technical	276,338	263,389	271,760	263,830	295,343	296,989
5195102.6040 Warehousing	49,816	50,895	52,051	55,140	55,949	58,451
5195102.6080 Clerical	48,799	51,520	54,814	59,885	62,457	62,429
5195102.6200 Line Maintenance	667,741	711,609	733,382	693,547	985,636	1,109,259
5195102.6210 Inspectors	43,765	0	0	0	0	0
5195102.6580 Service Award	37,886	35,834	35,609	39,367	43,037	48,635
5195102.6590 Sick Pay	20,856	21,828	22,915	21,624	26,209	25,664
5195102.6619 Standby Pay	35,563	37,363	34,739	33,524	36,000	36,000
5195102.6620 Overtime	100,665	109,801	81,013	117,524	100,000	115,000
5195102.6622 Holiday Premium	0	0	0	642	0	0
5195102.6880 Uniform Allowances	0	3,955	4,910	4,750	5,280	10,980
5195102.6920 Unemployment Comp. Ins.	7,521	11,060	9,382	8,580	10,011	7,560
5195102.6930 Social Security Taxes	111,286	111,054	109,961	113,136	147,335	155,222
5195102.6940 City Pension Plan	330,245	336,486	346,707	516,487	340,641	420,132
5195102.6941 Defined Contribution 401(a) Plan	0	0	1,857	7,335	14,426	23,623
5195102.6950 Term Life Insurance	7,700	7,176	6,604	6,659	8,379	7,992
5195102.6960 Group Hospitalization Ins.	343,831	360,595	355,939	353,905	391,253	441,941
5195102.6961 Long-Term Disability Ins.	2,988	2,870	2,664	2,681	3,372	3,916
5195102.6962 Dental Insurance	22,540	21,474	24,890	23,999	25,016	26,931
5195102.6963 Flexible Spending Account	39	0	189	168	234	156
5195102.6964 Health Savings Account	1,875	2,250	750	1,438	2,250	0
5195102.6965 Post-Employment Benefits	136,734	133,991	129,450	151,300	48,582	101,170
5195102.6966 Retirement Health Savings Account	0	0	761	2,782	4,078	6,900
5195102.6967 Emergency Room Reimbursements	0	0	2,799	1,180	3,335	3,480
5195102.6968 Vision Insurance Premiums	0	0	897	1,171	1,207	1,317
TOTAL PERSONNEL SERVICES	\$2,446,004	\$2,478,921	\$2,496,723	\$2,715,030	\$2,929,417	\$3,289,888

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
5195103.7110 Safety Shoes and Supplies	\$4,554	\$2,155	\$3,697	\$4,250	\$4,200	\$6,300
5195103.7130 Tools, Field Sup., & Small Eq.	23,350	26,601	38,044	29,843	39,650	39,650
5195103.7131 Information Technology Supplies	0	847	0	0	50,000	30,000
5195103.7140 Uniforms	13,711	17,544	24,051	15,522	20,800	20,800
5195103.7150 Office Supplies	2,035	1,124	2,524	2,228	3,500	3,500
5195103.7160 Books, Periodicals, Etc	768	413	383	716	680	680
5195103.7260 Line Maintenance	107,930	110,928	112,740	80,403	100,000	110,000
5195103.7270 Station Maintenance	18,189	21,745	22,315	24,322	45,200	45,200
5195103.7300 Machinery & Equip. Maintenance	7	0	0	0	500	500
5195103.7330 Meter Testing & Repairs	533	673	299	209	2,000	2,000
5195103.7350 Traffic Signal Maintenance	124	0	0	0	950	950
5195103.7370 Street Light Maintenance	19,819	14,016	20,241	10,393	13,000	13,000
5195103.7430 House Service Maintenance	1,563	22,781	4,305	6,647	11,500	23,500
5195103.7480 Communication Equip. Maint.	23	95	1,095	240	500	500
5195103.7540 Inventory Adjustment	(35,148)	(52,775)	(2,358)	603	0	0
5195103.7550 Miscellaneous Supplies	25,611	1,053	1,719	1,012	1,250	1,250
TOTAL MATERIALS & SUPPLIES	\$183,069	\$167,200	\$229,055	\$176,388	\$293,730	\$297,830

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2017 BUDGET	BUDGET
CONTRACTUAL SERVICES	2013	2014	2015	2016	AS AMENDED	2018
5195104.8010 Freight	\$359	\$355	\$774	\$202	\$950	\$950
5195104.8020 Advertising	1,105	380	329	1,418	800	800
5195104.8030 Casualty Insurance	94,862	109,396	97,818	93,522	20,457	20,662
5195104.8031 Insurance - Property	0	0	0	0	39,053	39,444
5195104.8032 Insurance - Auto	0	0	0	0	24,742	24,990
5195104.8033 Insurance - Broker	0	0	0	0	7,848	7,927
5195104.8040 Merchant Fees and Discounts	453,296	440,805	454,101	465,655	460,000	530,000
5195104.8050 Phone/Communications	8,075	8,060	7,946	8,613	13,400	12,000
5195104.8120 Outside Engineering (1)	37,230	70,066	52,960	67,232	81,000	81,000
5195104.8130 Building & Equipment Rental	9,747	9,951	9,970	10,079	14,000	14,000
5195104.8131 Information Technology Cont'l	0	16,113	63,615	78,984	186,467	211,954
5195104.8190 Refuse Disposal	2,682	3,488	2,638	3,425	2,400	2,400
5195104.8260 Line Maintenance	51,653	61,915	20,115	27,710	53,200	53,200
5195104.8270 Station Maintenance	42,526	58,856	60,737	66,975	103,750	103,750
5195104.8300 Machinery & Equip. Maintenance	6,499	5,143	6,625	5,772	8,120	8,120
5195104.8350 Traffic Signal Maintenance	0	0	0	0	1,995	0
5195104.8420 Tree Removal	193,042	195,573	200,054	197,123	220,000	225,000
5195104.8480 Communication Equip. Maint.	0	210	0	0	1,060	1,060
5195104.8550 Misc. Contracted Services	383	5,926	1,481	13,036	5,000	5,000
5195104.8570 Public Relations	0	0	950	0	14,000	14,000
5195104.8899 Facilities Mowing	0	0	1,703	1,234	1,700	2,934
TOTAL CONTRACTUAL SERVICES	\$901,459	\$986,237	\$981,816	\$1,040,980	\$1,259,942	\$1,359,191
(1) Includes additional funding for 2017 rate study.						

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

ELECTRIC FUND

Expenditures:

Electric Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
5195105.9010 Bad Debt Expense	\$90,265	\$91,324	\$303,034	\$12,385	\$72,470	\$93,010
5195105.9020 Mileage & Small Bus. Expense	13	0	0	82	140	140
5195105.9040 Dues & Professional Organizations	318	8,990	196	3,562	2,000	0
5195105.9050 Customer Deposits Interest	3,739	0	0	0	0	0
5195105.9055 Amortization of Lease Acquisition Costs	0	0	0	0	0	0
5195105.9056 Debt Service Principal-Smart Meters	33,306	566,880	505,520	516,064	522,120	533,006
5195105.9057 Debt Service Interest-Smart Meters	128,411	124,969	114,635	104,081	98,542	87,656
5195105.9060 Depreciation Expense	154,040	151,454	150,716	178,349	163,082	201,500
5195105.9070 Training & Continuing Educ/Conf	3,661	7,667	3,836	3,392	15,100	15,100
5195105.9091 Solar Rebate	0	65	1,458	1,597	1,200	0
5195105.9092 Notional Solar Cost	0	3,842	26,510	26,452	27,000	26,000
5195105.9093 Subvention Expense	0	0	0	60,000	0	0
5195105.9099 Contingencies	0	11,000	0	706	10,000	10,000
TOTAL OTHER CHARGES	\$413,753	\$966,191	\$1,105,905	\$906,670	\$911,654	\$966,412

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Street Lights & Traffic Signals	(\$268,655)	(\$266,590)	(\$308,682)	(\$192,973)	(\$177,835)	(\$176,473)
Vehicles and Equipment	161,445	116,332	103,425	125,256	99,401	135,631
Buildings and Grounds	44,678	29,995	13,402	46,011	59,413	84,722
Billings & Accounting	560,194	329,121	356,346	364,211	439,500	298,862
Information Technology	0	240,264	276,042	244,142	178,208	160,221
Printing and Reproduction	1,213	1,369	1,341	2,644	182	182
Warehousing	(17,147)	(20,736)	(22,961)	(39,664)	(16,806)	(20,846)
Electricity	(541,201)	(452,362)	(460,520)	(449,229)	(397,087)	(400,720)
Administrative Overhead	602,950	466,448	481,924	494,824	613,808	557,707
Other Indirect Charges	(15,626)	(26,526)	(32,430)	(17,550)	(18,801)	(17,550)
TOTAL INTER-DEPT. CHARGES	\$527,851	\$417,315	\$407,887	\$577,672	\$779,983	\$621,736

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

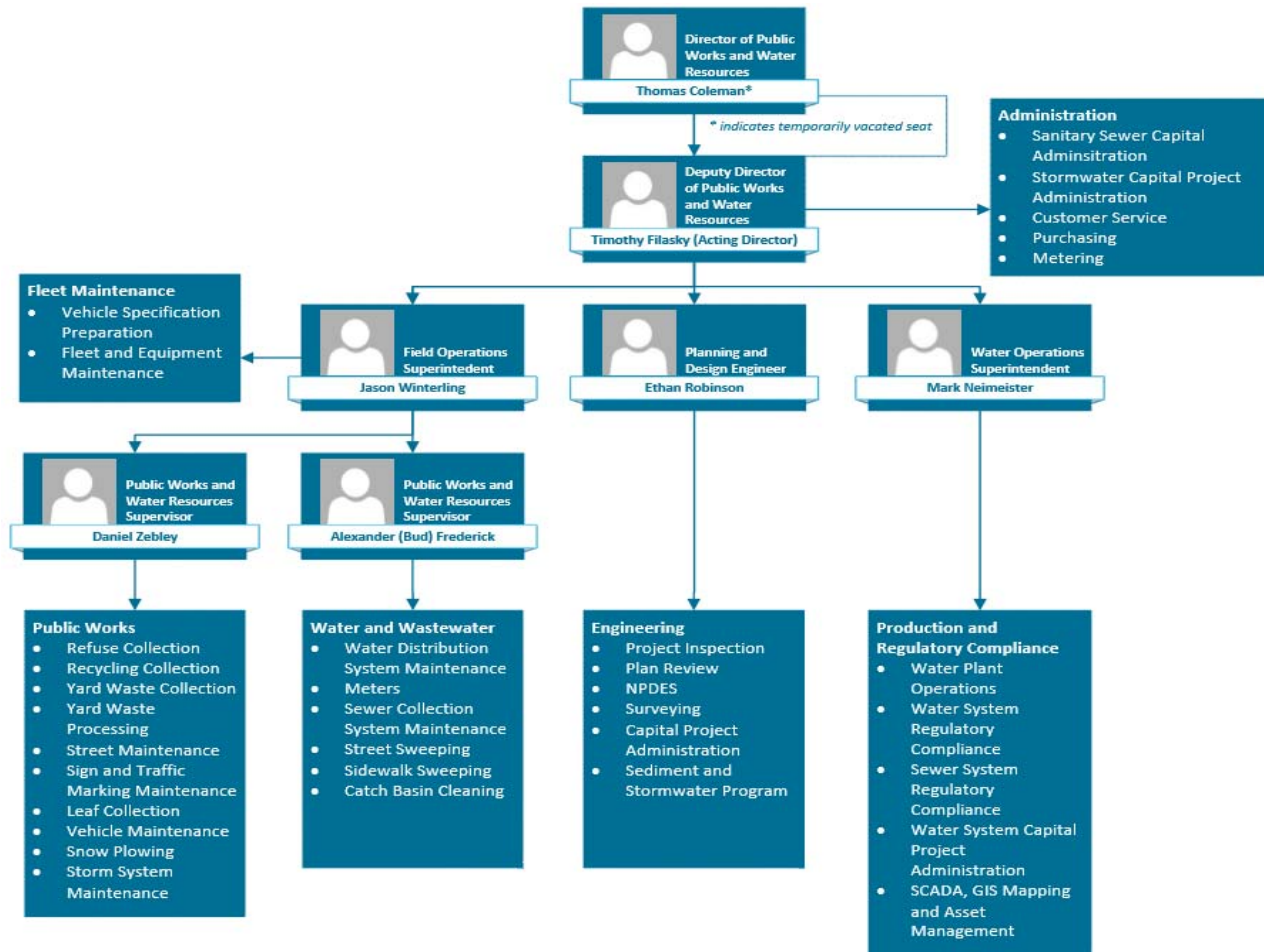
ELECTRIC FUND

Electric Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
5195106.9621 Building & Structures	\$266,390	\$452,098	\$0	\$0	\$0	\$0
5195106.9622 Machinery & Equipment	4,841	22,775	0	0	0	0
5195106.9623 Autos & Trucks	0	176,500	0	0	0	0
5195106.9730 CIP - Stations Material	63,575	672,747	365,008	535,491	646,000	0
5195106.9760 CIP - Lines Material	443,226	647,512	93,535	181,686	347,500	639,500
5195106.9770 CIP - Street Lights Material	0	0	0	3,798	0	0
5195106.9830 CIP - Stations Labor	0	59,792	143,557	41,087	92,000	128,000
5195106.9860 CIP - Lines Labor	850,557	50,302	82,862	86,041	146,500	57,500
5195106.9870 CIP - Street Lights Labor	850,557	50,302	82,862	118,202	0	0
5195106.9960 CIP - Lines Contractual	0	0	0	0	490,000	0
TOTAL CAPITAL PROJECTS BUDGET	\$2,479,146	\$2,132,028	\$767,824	\$966,305	\$1,722,000	\$825,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>	<u>CAPITAL RESERVES</u>	<u>EQUIPMENT REPLACEMENT</u>	<u>BOND ISSUES</u>	<u>OTHER FINANCING</u>	
E1801 New Lines and Services	\$125,000	\$0	\$0	\$0	\$0	
E1804 Spacer Cable Replacement	0	0	0	81,000	0	
E1502 Star Campus Underground Distribution	0	0	0	0	120,000	
E1203 CAD Software	0	40,500	0	0	0	
E1105 New Transformers & Circuit Breakers	700,000	0	0	0	0	
E0503 SCADA & Automatic Switching	0	0	0	300,000	0	
EEQSF Vehicle Replacement Program	0	0	340,000	0	0	
TOTAL ELECTRIC FUND	\$825,000	\$40,500	\$340,000	\$381,000	\$120,000	

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**CITY OF NEWARK, DELAWARE
PUBLIC WORKS & WATER RESOURCES DEPARTMENT
ORGANIZATIONAL CHART**



CITY OF NEWARK: PUBLIC WORKS & WATER RESOURCES DEPARTMENT

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

- **Engineering Division:** Responsible for the engineering review of new subdivisions and construction improvement plans, sediment and stormwater program implementation, construction inspection, public works capital project development and administration, survey support, GIS database management, and administration of our annual Street and Sidewalk Programs. Staff also responds to resident complaints regarding drainage, erosion, and other related issues. Engineering staff prepare reports and recommendations to the City Manager and City Council on various improvements throughout the City and maintain an active liaison with engineering consultants.
- **Refuse Division:** Performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, yard waste collection, and Main Street Big Belly Compactor collection. The Refuse Division also assists various operating departments for trash collection at special events throughout the year.
- **Street Division:** Responsible for minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the City's yard waste processing areas, the application of traffic control signage and striping, leaf collection, and snow plowing. In addition, this division routinely assists other departments and PWWR divisions as required.
- **Fleet Maintenance Division:** Responsible for maintaining the City's 225 vehicles and pieces of motorized equipment and focused on improving fleet standardization and minimizing life cycle costs, while reducing parts inventory requirements, maintenance burden, and vehicle down time. The Fleet Maintenance Division also assists with vehicle specifications for new purchases.
- **Water Division:** Responsible for maintaining regulatory compliance, GIS database management, oversight of day to day water system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Water construction plans and specifications are prepared for bidding under this program. Water Division engineering staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.
- **Sewer Division:** The sewer division is responsible for maintaining regulatory compliance, oversight of day to day sanitary sewer system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Staff prepares reports and recommendations to the City Manager and City Council on asset, equipment and facility improvements and maintain an active liaison with engineering consultants as well as the general public.
- **Stormwater Division:** Responsible for maintaining NPDES Phase II Permit compliance, GIS database management, oversight of day to day system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Stormwater staff prepare reports and recommendations to the City Manager and City Council on facility improvements. Will be responsible for the administration of the Stormwater Utility, if adopted.

CITY OF NEWARK: PUBLIC WORKS & WATER RESOURCES DEPARTMENT

Key accomplishments in 2017 include:

- Took delivery of a new sewer jet truck and brought our four sewer employees up to speed on it's operation and capabilities. We contracted with a sewer maintenance expert to come in and train our staff for 2 days on the proper tool usage, spray patterns, and flow regulation for our specific type of sewer system and equipment. Began a proactive sewer flushing program to eventually be able to flush every main in the city every 5 years in accordance with accepted best management practices.
- Finalized the GIS based sewer system master plan and creation of the sewer capacity model to assist with asset management, maintenance recordkeeping, capital project optimization and mobile workforce applications. Using the sewer capacity model, identify mains at or near capacity. This will eliminate the current conflict of interest for developers who have to determine whether or not our system has adequate capacity for their project before we can approve it. We will also be able to designate locations as lacking capacity proactively so there isn't any appearance of retaliation or impartiality on the City's part toward developers.
- Replacement of approximately 2543 feet of 6" and 8" water main located on East Park Place and Dallam Road. Areas were identified as deficient using a non-destructive testing technology by Echologics which yields an estimated service life remaining on the tested segments of pipe. Many segments tested were beyond their expected service life and will likely be part of our replacement or rehabilitation program over the next 5 years.
- Completed a secondary water feed across the White Clay Creek in Windy Hills to Mary Ella Drive. Project goal is to increase flow and reliability to nearly all of our customers east of the City limits, south of Capital Trail. Upon completion, further review of this pressure zone for future planning can be completed using the water model in GIS.
- Water System Planning per AECOM.
- Hired and onboarded new PWWR Engineering Technician and Water/Wastewater Inspector. We are extremely happy with the hiring decisions we have made to replace our longtime inspector and fill the new PWWR Engineer position. Both employees were able to hit the ground running and have been an asset to the department since their hire.
- Continued GIS database development and maintenance of the water, sanitary sewer and storm sewer systems which will be used for advanced asset management, maintenance recordkeeping, and stormwater conveyance/treatment retrofit optimization. Leveraged this new GIS database to prepare a pilot area water main flushing plan to optimize our flushing operations and reduce lost water and effort.
- Completed inspection of all corrugated metal storm pipe in the City and created a ranking and prioritization for replacement and rehabilitation for inclusion in the proposed Stormwater Utility and guiding our Storm System Capital spending for the next 10 years.
- Completed construction on a new Salt Shed at the Field Operations Complex. As part of a Master Plan for the complex, the old salt shed was undersized and not structurally sound for continued use as a salt shed, however, it will continue to be used for covered storage of vehicles and equipment while the old warehouses are demolished and replaced.
- Had another successful year of our Annual Intern Program. Five University of Delaware Students spent there summer working with our Field Operations Superintendent, Water Operations Superintendent and our Engineering Technician on Sewer manhole inspections, street sign inventories, street sweeper route optimizations and database updates.

CITY OF NEWARK: PUBLIC WORKS & WATER RESOURCES DEPARTMENT**Goals for 2018 include:**

- Ramp up our use of the water and sewer SCADA systems through Water Plant Operator training and mobile tablet use.
- Utilize GIS data and tablets by our field crews to document and optimize our sewer maintenance schedules.
- Continue work to shift more production to groundwater to improve drought resilience by rehabilitating and redeveloping Wells 12 and 23, investigating old South Well Field wells 18 and 19 to see if they can be re-drilled, and review water quality at Laird Tract Wells 20, 21, 22, and 23 to see if they can be brought back online via a new treatment process at the Curtis Water Treatment Plant.
- Stormwater Utility Implementation. If approved by Council, we anticipate the Utility would begin operation on January 1, 2018. PWWR would expect 2018 to include many of the appeals and credits applications to be submitted by property owners. Application review and processing will require a time commitment from staff to keep up with the expected number of initial applications.
- We expect to have the final version of our NPDES MS4 stormwater permit in late 2017. This permit will require staff to draft and implement a new stormwater pollution prevention plan, while continuing the requirements of previous plans, including the annual reporting of stormwater quality initiatives.
- Utilize our in-house staff in order to update the City's Standards and Specifications for Construction, last updated in 2001.
- Create Standard Operating Procedures for each Division within the Department.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Public Works & Water Resources Department - Water Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
REVENUES						
Sale of Water	\$7,041,009	\$8,187,663	\$8,801,385	\$9,275,827	\$9,996,000	\$9,200,000
No. of Gallons (Thousands)	1,003,483	1,215,020	1,066,416	1,052,379	1,200,599	1,040,000
Penalties	24,070	11,988	26,471	27,951	36,500	35,000
Service Fees	65,108	38,696	19,895	43,719	28,000	32,471
Other Revenues	158,634	216,911	209,516	166,860	197,281	207,045
Interest Revenue	28,807	31,270	29,265	30,250	30,300	30,000
Total	\$7,317,628	\$8,486,528	\$9,086,532	\$9,544,607	\$10,288,081	\$9,504,516
Less: Water Purchased	16	131,389	171	N/A	N/A	N/A
No. of Gallons (Thousands)	0	36,478	0	0	0	0
Gross Operating Revenue	\$7,317,612	\$8,355,139	\$9,086,361	\$9,544,607	\$10,288,081	\$9,504,516
OPERATING EXPENSES						
Personnel Services	\$2,158,229	\$2,559,336	\$2,484,471	\$2,700,713	\$2,295,164	\$2,247,925
Utility Purchases	N/A	N/A	N/A	0	0	0
Materials & Supplies	265,723	245,863	275,880	297,038	318,500	370,500
Contractual Services	527,892	589,316	767,095	757,278	875,872	776,538
Other Charges	1,528,043	1,971,496	1,845,649	1,840,073	1,859,932	1,909,970
Subtotal	\$4,479,887	\$5,366,011	\$5,373,095	\$5,595,102	\$5,349,468	\$5,304,933
Inter-Dept. Charges	756,866	805,467	904,427	950,799	850,020	1,094,144
Total Operating Expenses	\$5,236,753	\$6,171,478	\$6,277,522	\$6,545,901	\$6,199,488	\$6,399,077
Net Operating Margin (Before Capital Costs)	\$2,080,859	\$2,183,661	\$2,808,839	\$2,998,706	\$4,088,593	\$3,105,439

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
WATER DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of PWWR	MGMT	31	1.0	\$ 119,058	1.0	\$ 117,299	0.0	\$ (1,759)	-1.5%
Deputy Director of PWWR	MGMT	26	1.0	\$ 93,076	1.0	\$ 95,927	0.0	\$ 2,851	3.1%
Water Operations Supt.	MGMT	22	1.0	\$ 83,649	1.0	\$ 82,413	0.0	\$ (1,236)	-1.5%
PWWR Supervisor	MGMT	19	1.0	\$ 75,362	1.0	\$ 74,250	0.0	\$ (1,112)	-1.5%
Water & Sewer Inspector	CWA F/T	16	1.0	\$ 70,007	1.0	\$ 58,013	0.0	\$ (11,994)	-17.1%
Secretary I	CWA F/T	10	1.0	\$ 55,047	1.0	\$ 55,929	0.0	\$ 882	1.6%
Engineering Technician II	AFSCME F/T	17	1.0	\$ 27,942		\$ -	(1.0)	\$ (27,942)	-100.0%
Heavy Equipment Op/Mech	AFSCME F/T	10	1.0	\$ 60,608	1.0	\$ 64,355	0.0	\$ 3,747	6.2%
Senior Water Plant OP	AFSCME F/T	16	1.0	\$ 76,450	1.0	\$ 80,530	0.0	\$ 4,080	5.3%
Water Plant Operator	AFSCME F/T	14	3.0	\$ 199,522	3.0	\$ 209,636	0.0	\$ 10,114	5.1%
Maintenance IV	AFSCME F/T	8	1.0	\$ 56,499	1.0	\$ 59,753	0.0	\$ 3,254	5.8%
Equipment Operator *	AFSCME F/T	3	5.0	\$ 243,034	5.0	\$ 203,080	0.0	\$ (39,954)	-16.4%
Maintenance III	AFSCME F/T	6	1.0	\$ 52,275	1.0	\$ 45,032	0.0	\$ (7,243)	-13.9%
Water Meter Technician	AFSCME F/T	10	1.0	\$ 61,608	1.0	\$ 65,180	0.0	\$ 3,572	5.8%
Total Full-Time Positions			20.0	\$ 1,274,137	19.0	\$ 1,211,397	(1.0)	\$ (62,740)	-4.9%
PART-TIME FUNDING									
Clerk Typist	CWA P/T			\$ 26,400		\$ 29,235		\$ 2,835	10.7%
Intern				\$ 6,500		\$ 6,500		\$ -	0.0%
Seasonal				\$ 14,400		\$ 14,400		\$ -	0.0%
Total Part-Time Funding				\$ 47,300		\$ 50,135		\$ 2,835	6.0%
OTHER									
Overtime				\$ 190,000		\$ 165,000		\$ (25,000)	-13.2%
Sick Pay				\$ 7,689		\$ 7,930		\$ 241	3.1%
Service Award				\$ 23,574		\$ 20,791		\$ (2,783)	-11.8%
Shift Differential				\$ 5,275		\$ 6,000		\$ 725	13.7%
Holiday Premium				\$ 13,400		\$ 16,400		\$ 3,000	22.4%
Weekend Premium				\$ 500		\$ 2,150		\$ 1,650	330.0%
Total Other				\$ 240,438		\$ 218,271		\$ (22,167)	-9.2%
Total All			20.0	\$ 1,561,875	19.0	\$ 1,479,803	(1.0)	\$ (82,072)	-5%

* 2018 total funding for Equipment Operator postions includes 1 FTE that is currently unfunded.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Expenditures:

Public Works & Water Resources Department - Water Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5295202.6020 Supervisory	\$323,579	\$334,742	\$328,482	\$352,194	\$371,145	\$369,889
5295202.6030 Engineering/Technical ¹	63,250	116,339	67,431	69,433	27,942	0
5295202.6080 Clerical	50,002	75,635	65,008	77,158	81,447	85,164
5295202.6200 Line Maintenance	267,505	324,382	369,099	375,186	474,024	373,045
5295202.6210 Inspectors ²	56,860	121,085	65,741	68,091	70,007	58,013
5295202.6220 Plant Operators	159,374	210,986	253,466	270,781	275,972	290,166
5295202.6230 Maintenance Workers	152,820	217,196	144,526	168,899	0	64,355
5295202.6240 Sweeper Operator	48,197	49,057	49,435	53,156	0	0
5295202.6580 Service Award	23,238	23,665	24,517	26,738	23,574	20,791
5295202.6590 Sick Pay	11,323	11,989	11,222	9,755	7,689	7,930
5295202.6600 Part-Time	19,156	0	0	0	0	0
5295202.6610 Seasonal	0	0	574	11,086	14,400	14,400
5295202.6615 Interns	0	3,185	0	5,964	6,500	6,500
5295202.6620 Overtime	163,531	164,218	187,563	190,007	190,000	165,000
5295202.6621 Shift Differential	208	4,287	5,928	5,680	5,275	6,000
5295202.6622 Holiday Premium	7,656	9,833	14,804	13,625	13,400	16,400
5295202.6623 Weekend Premium	31,574	9,923	589	1,763	500	2,150
5295202.6880 Uniform Allowances	1,864	4,988	4,945	5,220	4,440	7,740
5295202.6920 Unemployment Comp. Ins.	6,892	13,951	10,046	9,151	9,677	5,985
5295202.6930 Social Security Taxes	101,058	121,995	114,521	124,026	119,824	109,165
5295202.6940 City Pension Plan	256,365	266,438	302,329	377,537	228,545	243,880
5295202.6941 Defined Contribution 401(a) Plan	0	11,740	15,251	15,945	18,996	24,914
5295202.6950 Term Life Insurance	5,668	6,302	5,954	5,744	6,345	5,494
5295202.6960 Group Hospitalization Ins.	278,376	322,119	308,997	310,917	282,829	277,241
5295202.6961 Long-Term Disability Ins.	2,198	2,518	2,428	2,341	2,500	2,603
5295202.6962 Dental Insurance	16,869	19,283	19,818	19,175	17,160	16,738
5295202.6963 Flexible Spending Account	26	0	142	215	234	234
5295202.6964 Health Savings Account	4,500	1,125	1,500	1,500	1,500	1,500
5295202.6965 Post-Employment Benefits	106,140	106,248	102,719	122,776	31,915	62,182
5295202.6966 Retirement Health Savings Account	0	3,387	4,265	4,018	5,437	6,900
5295202.6967 Emergency Room Reimbursements	0	2,720	2,400	1,600	2,900	2,610
5295202.6968 Vision Insurance Premiums	0	0	771	1,032	987	936
TOTAL PERSONNEL SERVICES	\$2,158,229	\$2,559,336	\$2,484,471	\$2,700,713	\$2,295,164	\$2,247,925

¹The 2014 total includes Stormwater Program Coordinator and Survey Instrument Technician. Starting with 2015, the total only includes Stormwater Program Coordinator.

²For the 2015 budget the Chief Surveyor and Survey Instrument Technician are reclassified to Engineering Division.

In 2017, several staff were transferred to the Stormwater Division.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Expenditures:

Public Works & Water Resources Department - Water Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
5295203.7080 Pumping Station Electric	\$35,155	\$39,473	\$39,394	\$35,483	\$40,000	\$40,000
5295203.7090 Treatment Plant Chemicals	89,495	81,855	88,206	89,237	113,500	123,500
5295203.7110 Safety Shoes and Supplies	5,174	5,267	6,071	3,774	5,750	5,750
5295203.7130 Tools, Field Sup., & Small Eq.	12,136	9,298	18,011	14,398	10,500	10,000
5295203.7131 Information Technology Supplies	0	0	0	7,640	0	0
5295203.7140 Uniforms	1,129	63	0	0	0	0
5295203.7150 Office Supplies	2,788	2,652	2,240	2,059	3,250	3,250
5295203.7260 Line Maintenance	61,753	56,027	60,106	67,960	70,000	110,000
5295203.7270 Station and Well Maintenance	2,343	1,711	5,649	94	3,500	3,500
5295203.7275 Reservoir Maintenance	685	2,960	(477)	6,524	5,000	7,500
5295203.7280 Treatment Plant Maintenance	29,273	26,354	19,315	24,724	35,000	35,000
5295203.7300 Machinery & Equipment Maint.	147	1,653	0	109	0	0
5295203.7320 Well Maintenance	0	0	3,332	23	0	0
5295203.7330 Water Meters	13,243	9,961	23,006	57,346	30,000	30,000
5295203.7401 Stormwater Program Supplies	4,899	2,955	759	3,465	0	0
5295203.7440 Conservation Program	0	0	2,390	1,580	2,000	2,000
5295203.7540 Inventory Adjustment	6,967	5,068	7,027	(17,498)	0	0
5295203.7550 Miscellaneous Supplies	536	566	851	120	0	0
TOTAL MATERIALS & SUPPLIES	\$265,723	\$245,863	\$275,880	\$297,038	\$318,500	\$370,500

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Expenditures:

Public Works & Water Resources Department - Water Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
5295204.8020 Advertising	\$6,691	\$1,613	\$1,826	\$1,745	\$3,500	\$3,500
5295204.8030 Casualty Insurance	117,704	137,052	137,470	151,457	28,040	28,321
5295204.8031 Insurance - Property	0	0	0	0	82,315	83,139
5295204.8032 Insurance - Auto	0	0	0	0	26,894	27,163
5295204.8033 Insurance - Broker	0	0	0	0	12,751	12,879
5295204.8040 Merchant Fees and Discounts	62,650	71,306	88,234	86,537	90,000	100,000
5295204.8050 Phone/Communications	7,003	7,837	6,056	5,775	5,300	10,000
5295204.8120 Outside Engineering (1)	50,790	111,108	72,846	137,810	105,000	125,000
5295204.8130 Building & Equipment Rental	3,802	5,416	489	655	3,500	3,500
5295204.8131 Information Technology Cont'l	0	624	41,157	24,110	86,272	66,036
5295204.8150 Water Service Contracts	0	0	81,779	73,914	92,300	76,000
5295204.8260 Line Maintenance	78,430	84,450	81,426	31,321	135,000	65,000
5295204.8270 Station Maintenance	6,369	24,721	13,369	5,884	11,500	7,500
5295204.8275 Reservoir Maintenance	51,601	33,636	26,493	38,635	45,000	30,000
5295204.8280 Treatment Plant Maintenance	82,130	52,572	70,017	94,370	75,000	65,000
5295204.8300 Machinery & Equip. Maint.	0	707	364	0	0	0
5295204.8310 Vehicle Maintenance	0	2,085	0	0	0	0
5295204.8320 Well Maintenance	28,025	5,814	10,450	5,975	20,000	20,000
5295204.8325 Tank Cleaning and Inspection	0	0	0	28,195	10,000	10,000
5295204.8330 Meter Testing and Repairs	0	780	6	1,262	5,000	5,000
5295204.8401 Stormwater Program Contractual	23,481	13,820	18,109	10,878	0	0
5295204.8440 Conservation Program	200	800	0	0	3,000	3,000
5295204.8460 Street Sweeping Contract	0	0	1,205	0	0	0
5295204.8480 Communication Equip. Maint.	0	65	0	0	0	0
5295204.8550 Misc. Contracted Services	9,016	34,910	90,627	33,686	10,000	10,000
5295204.8899 Mowing Contract	0	0	25,172	25,069	25,500	25,500
TOTAL CONTRACTUAL SERVICES	\$527,892	\$589,316	\$767,095	\$757,278	\$875,872	\$776,538

(1) 2016 includes additional funding for a rate study.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Expenditures:

Public Works & Water Resources Department - Water Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
5295205.9010 Bad Debt Expense	\$2,213	\$1,702	\$736	\$1,287	\$1,613	\$1,309
5295205.9020 Mileage & Small Bus. Expense	52	119	0	8	150	0
5295205.9040 Dues & Professional Organizations	1,815	6,214	3,630	4,025	5,000	0
5295205.9051 Debt Service Principal	985,000	1,005,000	1,020,000	1,040,000	1,070,000	1,095,000
5295205.9052 Debt Service Interest	274,404	254,588	234,400	213,883	199,150	177,750
5295205.9053 Bond Costs	0	0	0	0	0	0
5295205.9054 Amortization of Refinance Loss	34,443	34,443	34,443	34,443	34,443	34,443
5295205.9055 Amortization of Lease Acquisition Costs	0	0	0	0	0	0
5295205.9056 Debt Service Principal-Smart Meters	0	425,527	320,675	327,730	327,730	334,940
5295205.9057 Debt Service Interest-Smart Meters	118,796	111,758	104,852	97,797	97,797	90,587
5295205.9058 Debt Service Principal-ECM	27,388	31,563	40,745	33,167	33,832	34,510
5295205.9059 Debt Service Interest-ECM	6,236	5,606	4,964	3,294	3,809	3,131
5295205.9060 Depreciation Expense	76,381	93,310	78,714	81,335	72,808	119,700
5295205.9070 Training & Continuing Educ/Conf	1,315	1,666	2,490	2,398	3,600	8,600
5295205.9099 Contingencies	0	0	0	706	10,000	10,000
TOTAL OTHER CHARGES	\$1,528,043	\$1,971,496	\$1,845,649	\$1,840,073	\$1,859,932	\$1,909,970

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$138,587	\$163,439	\$155,058	\$144,011	151,757.00	157,051.00
Buildings and Grounds	13,213	7,434	3,322	11,404	14,726	22,599
Billings & Accounting	85,175	92,721	100,394	109,688	79,708	123,765
Information Technology	0	199,373	224,542	199,366	137,419	115,987
Printing and Reproduction	1,204	1,358	1,330	2,624	181	146
Warehousing	11,297	16,741	16,764	31,595	11,829	16,604
Electricity	237,428	218,015	229,298	240,710	209,782	215,445
Administrative Overhead	296,685	285,675	302,604	327,177	358,494	620,015
Other Indirect Charges	(26,723)	(179,289)	(128,885)	(115,776)	(113,876)	(177,468)
TOTAL INTER-DEPT. CHARGES	\$756,866	\$805,467	\$904,427	\$950,799	\$850,020	\$1,094,144

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

WATER FUND

Public Works & Water Resources Department - Water Division

CAPITAL PROJECTS BUDGET	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5295206.9580 Consulting Fees	\$0	\$7,201	\$59,418	\$0	\$0	\$0
5295206.9622 Machinery & Equipment	0	448,548	27,239	87,011	0	0
5295206.9623 Autos & Trucks	0	25,410	0	0	0	0
5295206.9720 CIP - Storm Sewers Material	150	150	0	0	0	0
5295206.9740 CIP - Water Treat. Plant Mat'l	152,190	660	0	14,355	400,000	0
5295206.9760 CIP - Lines Material	0	89,017	239,263	1,308,373	1,073,000	20,000
5295206.9840 CIP - Water Treat. Plant Labor	0	340	13,910	6,930	0	0
5295206.9860 CIP - Lines Labor	0	1,149	2,938	10,542	0	0
5295206.9960 CIP - Lines Contractual	200,498	1,343,465	1,008,887	977	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$352,838	\$1,915,940	\$1,351,655	\$1,428,188	\$1,473,000	\$20,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>	<u>CAPITAL RESERVES</u>	<u>GRANTS</u>	<u>BOND ISSUES</u>	<u>OTHER FINANCING</u>	
I1807 Building Security Upgrades (SWF, Water Plant, Reservoir)	\$0	\$0	\$0	\$50,000	\$0	
W1702 Source Water Protection	20,000	0	0	0	0	
W1601 Backup Generation at Remote Wells	0	0	82,500	0	0	
W1402 Air Stripper Replacement/Storage Tank Config.	0	0	0	0	1,700,000	
W1303 Water System Master Plan	0	50,000	0	0	0	
W0503 Well Restoration	0	28,000	0	0	0	
W0002 Alternative Disinfection Equipment	0	673,000	0	0	0	
W9302 SCADA System	0	0	0	0	200,000	
W9308 Water Main Renovation Program	0	0	0	0	500,000	
W8605 Water Tank Maintenance	0	0	0	0	700,000	
TOTAL WATER FUND	\$20,000	\$751,000	\$82,500	\$50,000	\$3,100,000	

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SEWER FUND

Public Works & Water Resources Department - Sewer Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
REVENUES						
Sewer Service Charge	\$5,965,656	\$6,673,718	\$6,693,431	\$7,149,429	\$7,373,286	\$6,875,000
No. of Gallons (Thousands)	769,711	912,999	906,246	815,758	913,681	837,400
Penalties	21,244	12,804	12,752	15,000	15,000	16,385
Service Fees	2,186	5,271	3,302	6,000	3,600	1,000
Other Revenues	0	20	99	0	0	0
Interest Revenue	19,414	29,660	28,310	26,660	25,800	29,100
Total	\$6,008,500	\$6,721,473	\$6,737,894	\$7,197,089	\$7,417,686	\$6,921,485
Less: County Sewer Charge	4,362,661	4,522,287	4,552,004	N/A	N/A	N/A
No. of Gallons (Thousands)	810,236	923,834	920,358	815,758	913,681	837,400
Gross Operating Revenue	\$1,645,839	\$2,199,186	\$2,185,890	\$7,197,089	\$7,417,686	\$6,921,485
OPERATING EXPENSES						
Personnel Services	\$172,354	\$136,950	\$145,450	\$285,547	\$335,822	\$321,287
Utility Purchases	N/A	N/A	N/A	4,609,867	4,319,771	4,719,771
Materials & Supplies	22,852	29,327	19,392	12,713	26,300	26,700
Contractual Services	148,851	169,684	221,938	196,195	307,585	320,402
Other Charges	4,414	5,364	3,304	21,419	45,294	49,792
Subtotal	\$348,471	\$341,325	\$390,084	\$5,125,741	\$5,034,772	\$5,437,952
Inter-Dept. Charges	226,377	422,602	442,114	392,847	306,844	368,420
Total Operating Expenses	\$574,848	\$763,927	\$832,198	\$5,518,588	\$5,341,616	\$5,806,372
Net Operating Margin (Before Capital Costs)	\$1,070,991	\$1,435,259	\$1,353,692	\$1,678,501	\$2,076,070	\$1,115,113

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
SEWER DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Maintenance IV	AFSCME F/T	8	1.0	\$ 55,949	2.0	\$ 108,972	1.0	\$ 53,023	94.8%
Maintenance I	AFSCME F/T	1		\$ -	1.0	\$ 41,929	1.0	\$ 41,929	#DIV/0!
Equipment Operator	AFSCME F/T	3	3.0	\$ 129,723	1.0	\$ 44,137	(2.0)	\$ (85,586)	-66.0%
Total Full-Time Positions			4.0	\$ 185,672	4.0	\$ 195,038	0.0	\$ 9,366	5.0%
PART-TIME FUNDING									
Intern				\$ 6,500		\$ 6,500		\$ -	0.0%
Total Part-Time Funding				\$ 6,500		\$ 6,500		\$ -	0.0%
OTHER									
Overtime				\$ 12,000		\$ 15,000		\$ 3,000	25.0%
Sick Pay				\$ 1,291		\$ 1,186		\$ (105)	-8.1%
Service Award				\$ 1,463		\$ 1,413		\$ (50)	-3.4%
Uniform Allowance				\$ 1,200		\$ 2,400		\$ 1,200	100.0%
Total Other				\$ 15,954		\$ 19,999		\$ 4,045	25.4%
Total All			4.0	\$ 208,126	4.0	\$ 221,537	0.0	\$ 13,411	6%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SEWER FUND

Expenditures:

Public Works & Water Resources Department - Sewer Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5395302.6200 Line Maintenance	\$91,539	\$62,994	\$78,105	\$168,187	\$185,672	\$195,038
5395302.6580 Service Award	989	1,103	2,219	1,351	1,463	1,413
5395302.6590 Sick Pay	1,150	990	1,154	1,262	1,291	1,186
5395302.6615 Interns	0	0	4,254	3,960	6,500	6,500
5395302.6620 Overtime	12,933	3,636	4,184	13,254	12,000	15,000
5395302.6621 Shift Differential	54	98	0	0	0	0
5395302.6622 Holiday Premium	0	324	0	0	0	0
5395302.6623 Weekend Premium	729	1,628	0	0	0	0
5395302.6880 Uniform Allowances	0	225	550	1,075	1,200	2,400
5395302.6920 Unemployment Comp. Ins.	588	818	758	1,792	1,926	1,260
5395302.6930 Social Security Taxes	8,032	5,210	6,699	14,192	15,922	16,491
5395302.6940 City Pension Plan	19,757	21,413	11,950	18,470	12,526	15,926
5395302.6941 Defined Contribution 401(a) Plan	0	0	516	7,524	9,730	10,302
5395302.6950 Term Life Insurance	495	470	461	933	980	947
5395302.6960 Group Hospitalization Ins.	27,727	29,364	24,188	41,801	74,966	43,221
5395302.6961 Long-Term Disability Ins.	178	186	179	360	371	425
5395302.6962 Dental Insurance	0	0	1,620	2,687	4,615	2,470
5395302.6963 Flexible Spending Account	0	0	63	42	0	0
5395302.6965 Post-Employment Benefits	8,183	8,491	8,171	4,961	1,786	3,835
5395302.6966 Retirement Health Savings Account	0	0	302	3,554	4,078	4,140
5395302.6967 Emergency Room Reimbursements	0	0	0	0	580	580
5395302.6968 Vision Insurance Premiums	0	0	77	142	216	153
TOTAL PERSONNEL SERVICES	\$172,354	\$136,950	\$145,450	\$285,547	\$335,822	\$321,287

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SEWER FUND

Expenditures:

Public Works & Water Resources Department - Sewer Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
5395303.7110 Safety Shoes and Supplies	\$51	\$270	\$29	\$790	\$800	\$1,200
5395303.7130 Tools, Field Sup., & Small Eq.	5,288	11,428	8,137	2,215	8,000	8,000
5395303.7260 Line Maintenance	13,936	16,133	11,366	9,641	16,000	16,000
5395303.7270 Station Maintenance	975	1,242	552	187	1,500	1,500
5395303.7540 Inventory Adjustment	1,651	254	(704)	(120)	0	0
5395303.7550 Miscellaneous Supplies	951	0	12	0	0	0
TOTAL MATERIALS & SUPPLIES	\$22,852	\$29,327	\$19,392	\$12,713	\$26,300	\$26,700

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
5395304.8030 Casualty Insurance	\$805	\$1,092	\$1,069	\$3,764	\$2,091	\$2,112
5395304.8031 Insurance - Property	0	0	0	0	2,394	2,418
5395304.8033 Insurance - Broker	0	0	0	0	415	420
5395304.8040 Merchant Fees and Discounts	50,414	59,657	65,613	65,261	70,000	75,000
5395304.8050 Phone/Communications	279	288	20	0	1,000	1,300
5395304.8120 Outside Engineering	40,770	26,695	29,263	49,001	37,500	40,000
5395304.8131 Information Technology Cont'l	0	0	18,423	17,667	59,185	54,152
5395304.8260 Line Maintenance	49,641	54,026	101,318	42,164	100,000	115,000
5395304.8265 Easement Clearing	0	0	0	15,386	20,000	15,000
5395304.8270 Station Maintenance	6,942	27,926	6,232	2,952	15,000	15,000
5395304.8550 Misc. Contracted Services	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$148,851	\$169,684	\$221,938	\$196,195	\$307,585	\$320,402

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SEWER FUND

Expenditures:

Public Works & Water Resources Department - Sewer Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
5395305.9010 Bad Debt Expense	\$1,829	\$529	\$518	\$876	\$708	\$892
5395305.9060 Depreciation Expense	2,585	2,585	2,586	19,482	32,586	36,400
5395305.9070 Training & Continuing Educ/Conf	0	250	200	355	2,000	2,500
5395305.9099 Contingencies	0	2,000	0	706	10,000	10,000
TOTAL OTHER CHARGES	\$4,414	\$5,364	\$3,304	\$21,419	\$45,294	\$49,792

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicle and Equipment	\$717	\$290	\$302	\$4,440	\$10,464	\$5,552
Buildings and Grounds	5,878	2,510	1,122	3,851	4,972	8,779
Billings & Accounting	82,802	75,611	81,919	89,924	62,626	89,073
Information Technology	0	199,373	224,542	199,366	117,286	80,821
Warehousing	3,115	1,909	1,543	2,916	2,135	1,533
Electricity	11,628	12,715	12,598	12,810	11,582	11,945
Administrative Overhead	132,889	107,167	114,083	122,005	134,478	160,987
Other Indirect Charges	(10,652)	23,027	6,005	(42,465)	(36,699)	9,730
TOTAL INTER-DEPT. CHARGES	\$226,377	\$422,602	\$442,114	\$392,847	\$306,844	\$368,420

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SEWER FUND

Public Works & Water Resources Department - Sewer Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
5395306.9580 Consulting Fees	\$43,799	\$180,780	\$59,614	\$58,884	\$0	\$0
5395306.9622 Machinery & Equipment	0	0	0	0	0	0
5395306.9760 CIP - Lines Material	10,960	11,185	143,430	38,248	570,000	0
5395306.9860 CIP - Lines Labor	0	0	0	0	0	0
5395306.9960 CIP - Lines & Streets Contractual	0	0	149,528	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$54,759	\$191,965	\$352,572	\$97,132	\$570,000	\$0
CAPITAL PROJECT NUMBER & DESCRIPTION		<u>CAPITAL RESERVES</u>	<u>OTHER SOURCES</u>			
S1602 Sewer SCADA		\$75,000	\$0			
S0904 Sanitary Sewer Study		761,701	500,000			
TOTAL SEWER FUND		\$836,701	\$500,000			

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

STORMWATER FUND

Public Works & Water Resources Department - Stormwater Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	BUDGET AS AMENDED	BUDGET 2018
REVENUES						
Stormwater Service Fees	\$0	\$0	\$0	\$0	\$0	\$1,315,600
Gross Operating Revenue	\$0	\$0	\$0	\$0	\$0	\$1,315,600
OPERATING EXPENSES						
Personnel Services	\$0	\$0	\$0	\$0	\$503,539	\$551,423
Materials and Supplies	0	0	0	0	20,400	20,800
Contractual Services	0	0	0	0	185,900	152,302
Other Charges	0	0	0	0	20,749	10,000
Subtotal	\$0	\$0	\$0	\$0	\$730,588	\$734,525
Inter-Dept. Charges	0	0	0	0	0	413,848
Total Operating Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$730,588</u>	<u>\$1,148,373</u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
STORMWATER DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Environmental Program Coordinator	CWA F/T	18		\$ -	1.0	\$ 73,556	1.0	\$ 73,556	100.0%
Stormwater Coordinator	CWA F/T	17	1.0	\$ 71,726		\$ -	(1.0)	\$ (71,726)	-100.0%
Maintenance IV	AFSCME F/T	8	2.0	\$ 112,998	2.0	\$ 118,570	0.0	\$ 5,572	4.9%
Street Sweeper Operator	AFSCME F/T	7	1.0	\$ 53,838	1.0	\$ 57,394	0.0	\$ 3,556	6.6%
Equipment Operator	AFSCME F/T	1	1.0	\$ 45,320	1.0	\$ 45,186	0.0	\$ (134)	-0.3%
Total Full-Time Positions			5.0	\$ 283,882	5.0	\$ 294,706	0.0	\$ 10,824	3.8%
PART-TIME FUNDING									
Maintenance Worker (PT)	AFSCME LOCAL 1670 P/T			\$ 31,202		\$ 30,867		\$ (335)	-1.1%
Total Part-Time Funding				\$ 31,202		\$ 30,867		\$ (335)	-1.1%
OTHER									
Overtime				\$ -		\$ 7,171		\$ 7,171	100.0%
Sick Pay				\$ 2,710		\$ 1,425		\$ (1,285)	-47.4%
Service Award				\$ 8,557		\$ 9,371		\$ 814	9.5%
Uniform Allowance				\$ 2,280		\$ 2,580		\$ 300	13.2%
Total Other				\$ 13,547		\$ 20,547		\$ 7,000	51.7%
Total All			5.0	\$ 328,631	5.0	\$ 346,120	0.0	\$ 17,489	5%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

STORMWATER FUND

Expenditures:

Public Works & Water Resources Department - Stormwater Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5595502.6030 Engineering/Technical	\$0	\$0	\$0	\$0	\$71,726	\$74,837
5595502.6200 Line Maintenance	0	0	0	0	45,320	45,186
5595502.6230 Maintenance Workers	0	0	0	0	198,038	206,831
5595502.6580 Service Award	0	0	0	0	8,557	9,371
5595502.6590 Sick Pay	0	0	0	0	2,710	1,425
5595502.6620 Overtime	0	0	0	0	0	7,171
5595592.6880 Uniform Allowance	0	0	0	0	2,280	2,580
5595502.6920 Unemployment Comp. Ins.	0	0	0	0	2,612	1,890
5595502.6930 Social Security Taxes	0	0	0	0	25,140	25,331
5595502.6940 City Pension Plan	0	0	0	0	53,409	68,748
5595502.6941 Defined Contribution 401(a) Plan	0	0	0	0	2,719	2,712
5595502.6950 Term Life Insurance	0	0	0	0	1,498	1,432
5595502.6960 Group Hospitalization Ins.	0	0	0	0	75,332	80,159
5595502.6961 Long-Term Disability Ins.	0	0	0	0	568	641
5595502.6962 Dental Insurance	0	0	0	0	3,777	4,296
5595502.6965 Post-Employment Benefits	0	0	0	0	7,617	16,555
5595502.6966 Retirement Health Savings Account	0	0	0	0	1,359	1,380
5595502.6967 Emergency Room Reimbursements	0	0	0	0	725	725
5595502.6968 Vision Insurance Premiums	0	0	0	0	152	153
TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$503,539	\$551,423

MATERIALS AND SUPPLIES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5595503.7110 Safety Shoes and Supplies	\$0	\$0	\$0	\$0	\$1,200	\$1,500
5595503.7130 Tools,Field Sup.,Small Equip.	0	0	0	0	1,300	1,300
5595503.7400 Storm Sewer Maintenance	0	0	0	0	10,000	10,000
5595503.7401 Stormwater Program Supplies	0	0	0	0	7,900	8,000
5595503.7550 Miscellaneous Supplies	0	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0	\$20,400	\$20,800

INTER-DEPT. CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Vehicles and Equipment	\$0	\$0	\$0	\$0	\$0	\$64,533
Buildings and Grounds	0	0	0	0	0	2,317
Billings & Accounting	0	0	0	0	0	77,431
Information Technology	0	0	0	0	0	80,821
Printing and Reproduction	0	0	0	0	0	35
Administrative Overhead	0	0	0	0	0	147,065
Electric Used	0	0	0	0	0	745
Other Indirect Charges	0	0	0	0	0	40,901
TOTAL INTER-DEPT. CHARGES	\$0	\$0	\$0	\$0	\$0	\$413,848

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

STORMWATER FUND

Public Works & Water Resources Department - Stormwater Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
5595506.9720 CIP - Storm Sewers Material	\$0	\$0	\$0	\$0	\$390,000	\$420,000
5595506.9760 CIP - Lines Material	0	0	0	0	0	0
5595506.9860 CIP - Lines Labor	0	0	0	0	0	0
5595506.9960 CIP - Lines Contractual	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$0	\$0	\$0	\$390,000	\$420,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>	<u>CAPITAL RESERVES</u>	<u>EQUIPMENT REPLACEMENT</u>	<u>GRANTS</u>	<u>OTHER FINANCING</u>	
Q1802 Rodney Regional Stormwater Park	\$0	\$0	\$0	\$210,000	\$1,415,000	
Q1301 Storm Drainage Improvements (H1301)	420,000	0	0	0	0	
Q0101 NPDES Phase II Stormwater Quality (T0101)	0	40,000	0	0	0	
QEVSF Equipment Replacement Program	0	0	18,000	0	0	
TOTAL STORMWATER DIVISION	\$420,000	\$40,000	\$18,000	\$210,000	\$1,415,000	

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Public Works & Water Resources Department - Refuse Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$985,737	\$949,419	\$750,536	\$835,614	\$844,084	\$891,611
Materials and Supplies	18,078	22,624	14,830	6,181	27,400	24,700
Contractual Services	585,102	524,266	540,995	494,726	520,650	528,997
Other Charges	186,767	134,593	142,825	180,526	155,137	249,050
Subtotal	\$1,775,684	\$1,630,902	\$1,449,186	\$1,517,047	\$1,547,271	\$1,694,358
Inter-Dept. Charges	516,503	502,109	504,465	422,609	525,891	435,289
Total Operating Expenses	<u>\$2,292,187</u>	<u>\$2,133,011</u>	<u>\$1,953,651</u>	<u>\$1,939,656</u>	<u>\$2,073,162</u>	<u>\$2,129,647</u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
REFUSE DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Refuse Coordinator	AFSCME F/T	10	1.0	\$ 55,444	1.0	\$ 56,311	0.0	\$ 867	1.6%
Refuse Driver/Collector	AFSCME F/T	8	5.0	\$ 276,346	4.0	\$ 238,135	(1.0)	\$ (38,211)	-13.8%
Refuse Driver II	AFSCME F/T	8	1.0	\$ 56,316	1.0	\$ 59,704	0.0	\$ 3,388	6.0%
Refuse Driver I	AFSCME F/T	6		\$ -	1.0	\$ 55,275	1.0	\$ 55,275	#DIV/0!
Refuse Collector	AFSCME F/T	3	2.0	\$ 92,283	1.0	\$ 44,649	(1.0)	\$ (47,634)	-51.6%
Maintenance I	AFSCME F/T	1		\$ -	1.0	\$ 41,929	1.0	\$ 41,929	#DIV/0!
Total Full-Time Positions			9.0	\$ 480,389	9.0	\$ 496,003	0.0	\$ 15,614	3.3%
OTHER									
Overtime				\$ 20,000		\$ 15,000		\$ (5,000)	-25.0%
Sick Pay				\$ 3,299		\$ 3,693		\$ 394	11.9%
Service Award				\$ 12,718		\$ 14,087		\$ 1,369	10.8%
Uniform Allowance				\$ 2,700		\$ 5,400		\$ 2,700	100.0%
Total Other				\$ 38,717		\$ 38,180		\$ (537)	-1.4%
Total All			9.0	\$ 519,106	9.0	\$ 534,183	0.0	\$ 15,077	3%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Refuse Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0141042.6240 Refuse Workers	\$530,562	\$492,257	\$412,797	\$484,401	\$480,389	\$496,003
0141042.6580 Service Award	18,907	17,043	13,582	15,795	12,718	14,087
0141042.6590 Sick Pay	3,731	2,871	2,600	2,082	3,299	3,693
0141042.6610 Seasonal	22,210	0	0	0	0	0
0141042.6615 Interns	0	7,062	0	0	0	0
0141042.6620 Overtime	19,457	33,705	19,554	17,276	20,000	15,000
0141042.6880 Uniform Allowance	328	2,238	2,350	2,725	2,700	5,400
0141042.6920 Unemployment Comp. Ins.	4,076	5,525	3,653	3,874	3,917	2,835
0141042.6930 Social Security Taxes	44,118	41,081	33,198	34,721	39,712	39,774
0141042.6940 City Pension Plan	102,547	129,720	104,442	100,455	86,591	97,473
0141042.6941 Defined Contribution 401(a) Plan	0	974	420	3,182	6,696	10,383
0141042.6950 Term Life Insurance	2,528	2,251	1,868	1,945	2,535	2,406
0141042.6960 Group Hospitalization Ins.	179,170	155,514	129,704	140,650	158,021	160,896
0141042.6961 Long-Term Disability Ins.	1,027	955	800	824	962	1,083
0141042.6962 Dental Insurance	12,547	10,472	8,789	8,907	9,738	9,480
0141042.6963 Flexible Spending Account	0	0	0	0	0	0
0141042.6964 Health Savings Account	0	250	750	750	0	0
0141042.6965 Post-Employment Benefits	44,529	46,551	15,148	15,797	12,349	27,215
0141042.6966 Retirement Health Savings Account	0	550	203	1,442	2,719	4,140
0141042.6967 Emergency Room Reimbursements	0	400	400	400	1,305	1,305
0141042.6968 Vision Insurance Premiums	0	0	278	388	433	438
TOTAL PERSONNEL SERVICES	\$985,737	\$949,419	\$750,536	\$835,614	\$844,084	\$891,611

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Refuse Division

MATERIALS AND SUPPLIES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0141043.7110 Safety Shoes and Supplies	\$1,214	\$1,040	\$1,565	\$966	\$2,500	\$2,700
0141043.7130 Tools, Field Sup., & Small Eq.	4,026	1,192	58	429	400	500
0141043.7132 Collection Carts	10,566	19,117	8,250	2,738	24,000	21,000
0141043.7140 Uniforms	320	55	0	0	0	0
0141043.7191 Yard Waste	0	0	0	313	0	0
0141043.7270 Station Maintenance	1,296	0	289	0	500	500
0141043.7460 Street Cleaning	0	0	0	0	0	0
0141043.7462 Recycling Supplies	578	843	4,456	688	0	0
0141043.7540 Inventory Adjustment	(57)	106	0	1,047	0	0
0141043.7550 Miscellaneous Supplies	135	271	212	0	0	0
TOTAL MATERIALS & SUPPLIES	\$18,078	\$22,624	\$14,830	\$6,181	\$27,400	\$24,700

CONTRACTUAL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0141044.8030 Casualty Insurance	\$34,630	\$35,730	\$22,949	\$25,947	\$6,669	\$6,736
0141044.8032 Insurance - Auto	0	0	0	0	20,439	20,644
0141044.8033 Insurance - Broker	0	0	0	0	2,492	2,517
0141044.8050 Phone/Communications	140	144	10	123	300	3,000
0141044.8131 Information Technology	0	0	0	0	1,250	600
0141044.8190 Refuse Disposal-Landfill	518,428	485,532	502,103	468,656	445,000	452,000
0141044.8191 Yard Waste	0	0	15,000	0	40,000	40,000
0141044.8200 Printing & Reproduction	0	0	380	0	2,000	1,000
0141044.8250 Building & Grounds Maintenance	672	0	0	0	2,000	2,000
0141044.8270 Station Maintenance (Pest Control)	807	0	0	0	500	500
0141044.8480 Communication Equip. Maint.	0	0	0	0	0	0
0141044.8550 Misc. Contracted Services	30,425	2,860	553	0	0	0
TOTAL CONTRACTUAL SERVICES	\$585,102	\$524,266	\$540,995	\$494,726	\$520,650	\$528,997

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Refuse Division

OTHER CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0141045.9060 Depreciation Expense	\$185,957	\$131,293	\$142,825	\$179,520	\$154,637	\$248,300
0141045.9070 Training & Continuing Educ/Conf	810	300	0	300	500	750
0141045.9099 Contingencies	0	3,000	0	706	0	0
TOTAL OTHER CHARGES	\$186,767	\$134,593	\$142,825	\$180,526	\$155,137	\$249,050

INTER-DEPT. CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Vehicles and Equipment	\$422,773	\$423,658	\$394,202	\$306,732	389,489	330,953
Buildings and Grounds	3,632	2,439	1,090	3,741	4,830	4,672
Billings & Accounting	61,241	23,572	24,934	25,714	27,393	18,738
Information Technology	0	12,824	20,740	31,019	53,988	55,746
Printing and Reproduction	1,022	1,153	1,129	2,227	153	153
Warehousing	465	325	2,519	2,197	1,002	1,154
Electric Used - Transfer Station	3,283	2,550	2,026	1,618	1,798	745
Other Indirect Charges	24,087	35,588	57,825	49,361	47,238	23,128
TOTAL INTER-DEPT. CHARGES	\$516,503	\$502,109	\$504,465	\$422,609	\$525,891	\$435,289

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Public Works & Water Resources Department - Street Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$845,732	\$871,374	\$900,788	\$905,813	\$853,303	\$847,203
Materials and Supplies	106,060	146,682	156,018	111,075	143,600	119,800
Contractual Services	69,186	58,287	43,273	62,207	86,924	91,351
Other Charges	109,049	130,722	132,187	142,774	171,643	164,700
Subtotal	\$1,130,027	\$1,207,065	\$1,232,266	\$1,221,869	\$1,255,470	\$1,223,054
Inter-Dept. Charges	561,284	674,324	669,041	620,769	625,596	657,263
Total Operating Expenses	\$1,691,311	\$1,881,389	\$1,901,307	\$1,842,638	\$1,881,066	\$1,880,317

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
STREET DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
PW & Water Supervisor	MGMT	19	1.0	\$ 75,362	1.0	\$ 60,217	0.0	\$ (15,145)	-20.1%
Heavy Equipment Mech/Operator	AFSCME F/T	10	1.0	\$ 61,058	1.0	\$ 54,482	0.0	\$ (6,576)	-10.8%
Maintenance IV	AFSCME F/T	8	2.0	\$ 112,998	2.0	\$ 119,130	0.0	\$ 6,132	5.4%
Equipment Operator	AFSCME F/T	3	4.0	\$ 191,927	4.0	\$ 207,120	0.0	\$ 15,193	7.9%
Total Full-Time Positions			8.0	\$ 441,345	8.0	\$ 440,949	0.0	\$ (396)	-0.1%
PART-TIME FUNDING									
Seasonal				\$ 48,000		\$ 48,000		\$ -	0.0%
Total Part-Time Funding				\$ 48,000		\$ 48,000		\$ -	0.0%
OTHER									
Overtime				\$ 51,500		\$ 40,000		\$ (11,500)	-22.3%
Sick Pay				\$ 4,068		\$ 2,991		\$ (1,077)	-26.5%
Service Award				\$ 12,071		\$ 9,389		\$ (2,682)	-22.2%
Uniform Allowance				\$ 2,280		\$ 4,380		\$ 2,100	92.1%
Total Other				\$ 69,919		\$ 56,760		\$ (13,159)	-18.8%
Total All			8.0	\$ 559,264	8.0	\$ 545,709	0.0	\$ (13,555)	-2%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Street Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
PERSONNEL SERVICES						
0131052.6020 Supervisory	\$69,224	\$60,350	\$67,675	\$73,527	\$75,362	\$60,217
0131052.6230 Maintenance Workers	396,975	375,057	406,618	417,597	365,983	380,732
0131052.6580 Service Award	10,991	11,689	14,206	14,647	12,071	9,389
0131052.6590 Sick Pay	1,998	2,576	3,297	4,097	4,068	2,991
0131052.6610 Seasonal	10,657	0	32,417	19,983	48,000	48,000
0131052.6615 Interns	0	6,045	3,900	0	0	0
0131052.6620 Overtime	40,763	62,810	59,837	47,810	51,500	40,000
0131052.6880 Uniform Allowances	0	1,880	2,580	2,555	2,280	4,380
0131052.6920 Unemployment Comp. Ins.	3,738	4,536	3,952	3,857	4,582	2,520
0131052.6930 Social Security Taxes	39,242	38,337	40,624	42,177	42,784	41,745
0131052.6940 City Pension Plan	92,107	117,755	97,060	105,672	77,828	92,937
0131052.6941 Defined Contribution 401(a) Plan	0	1,218	3,103	4,259	7,028	7,480
0131052.6950 Term Life Insurance	2,217	2,296	2,317	2,301	2,327	2,143
0131052.6960 Group Hospitalization Ins.	127,583	133,562	136,539	139,264	135,342	119,091
0131052.6961 Long-Term Disability Ins.	840	880	847	840	882	961
0131052.6962 Dental Insurance	8,660	9,003	8,787	8,691	7,915	7,162
0131052.6964 Health Savings Account	750	562	0	0	0	750
0131052.6965 Post-Employment Benefits	39,987	42,268	13,764	14,268	11,099	22,380
0131052.6966 Retirement Health Savings Account	0	550	1,320	1,803	2,719	2,760
0131052.6967 Emergency Room Reimbursements	0	0	1,601	2,000	1,160	1,160
0131052.6968 Vision Insurance Premiums	0	0	344	465	373	405
TOTAL PERSONNEL SERVICES	\$845,732	\$871,374	\$900,788	\$905,813	\$853,303	\$847,203

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Street Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0131053.7110 Safety Shoes & Supplies	\$2,946	\$1,538	\$3,838	\$3,614	\$3,300	\$3,300
0131053.7130 Tools, Field Sup., & Small Eq.	4,768	1,512	6,342	1,247	3,200	3,200
0131053.7140 Uniforms	0	0	78	0	0	0
0131053.7340 Street Signs and Roadway Markings	20,331	31,496	14,109	20,692	26,000	24,000
0131053.7380 Street Maintenance	32,759	23,253	29,533	37,858	30,000	30,000
0131053.7400 Storm Sewer Maintenance	629	7,775	10,128	6,770	0	0
0131053.7450 Salt, Sand, & Snow Removal	25,162	61,653	75,194	25,004	61,800	40,000
0131053.7470 Curb & Gutter Maintenance	19,654	16,204	12,548	11,623	18,000	18,000
0131053.7540 Inventory Adjustment	(1,433)	2,040	2,970	1,893	0	0
0131053.7550 Miscellaneous Supplies	1,244	1,211	1,278	2,374	1,300	1,300
TOTAL MATERIALS & SUPPLIES	\$106,060	\$146,682	\$156,018	\$111,075	\$143,600	\$119,800

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
0131054.8030 Casualty Insurance	\$46,982	\$51,700	\$34,605	\$39,974	\$7,202	\$7,275
0131054.8031 Insurance - Property	0	0	0	0	4,186	4,228
0131054.8032 Insurance - Auto	0	0	0	0	26,894	27,163
0131054.8033 Insurance - Broker	0	0	0	0	3,518	3,554
0131054.8050 Phone/Communications	163	168	163	142	550	3,000
0131054.8130 Building & Equipment Rental	16,500	4,500	0	0	5,000	5,000
0131054.8131 Information Technology	0	0	0	0	2,574	5,131
0131054.8380 Street and Stormwater Maintenance	2,875	964	7,912	14,362	15,000	15,000
0131054.8420 Tree Removal	0	648	0	0	0	0
0131054.8450 Salt, Sand & Snow Removal	0	0	0	0	20,000	20,000
0131054.8550 Misc. Contracted Services	2,666	307	593	7,729	2,000	1,000
TOTAL CONTRACTUAL SERVICES	\$69,186	\$58,287	\$43,273	\$62,207	\$86,924	\$91,351

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Street Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0131055.9010 Bad Debts	\$0	\$296	\$0	\$0	\$0	\$0
0131055.9060 Depreciation Expense	107,880	127,526	132,067	140,868	171,243	162,200
0131055.9070 Training & Continuing Educ/Conf	1,169	400	120	1,200	400	2,500
0131055.9099 Contingencies	0	2,500	0	706	0	0
TOTAL OTHER CHARGES	\$109,049	\$130,722	\$132,187	\$142,774	\$171,643	\$164,700

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Street Lights and Traffic Signals	\$268,655	\$266,590	\$308,682	\$192,973	\$177,835	\$176,473
Buildings and Grounds	19,648	13,191	5,894	20,234	26,128	34,869
Vehicles & Equipment	147,416	190,643	178,933	177,628	150,263	189,155
Billings & Accounting	49,427	31,685	33,698	34,597	37,365	24,719
Information Technology	0	27,074	43,787	65,484	113,977	111,493
Printing and Reproduction	1,022	1,153	1,129	2,227	153	153
Warehousing	2,270	1,760	2,136	2,959	1,839	1,555
Electricity Used	1,583	1,650	1,526	1,618	1,398	751
Other Indirect Charges	71,263	140,578	93,256	123,049	116,638	118,095
TOTAL INTER-DEPT. CHARGES	\$561,284	\$674,324	\$669,041	\$620,769	\$625,596	\$657,263

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Public Works & Water Resources Department - Engineering Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$551,168	\$554,983	\$667,242	\$750,556	\$804,988	\$817,950
Materials and Supplies	2,784	4,373	3,240	2,708	5,700	6,500
Contractual Services	37,227	35,799	82,527	43,576	92,233	86,376
Other Charges	8,354	14,433	12,633	13,191	19,970	27,900
Subtotal	\$599,533	\$609,588	\$765,642	\$810,031	\$922,891	\$938,726
Inter-Dept. Charges	(5,511)	44,956	50,243	60,619	90,658	54,832
Total Operating Expenses	<u>\$594,022</u>	<u>\$654,544</u>	<u>\$815,885</u>	<u>\$870,650</u>	<u>\$1,013,549</u>	<u>\$993,558</u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
ENGINEERING DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Field Operations Supt.	MGMT	22	1.0	\$ 83,649	1.0	\$ 82,413	0.0	\$ (1,236)	-1.5%
Planning & Design Engineer	MGMT	22	1.0	\$ 77,099	1.0	\$ 79,251	0.0	\$ 2,152	2.8%
Special Project Coordinator	CWA F/T	17	1.0	\$ 72,726		\$ -	(1.0)	\$ (72,726)	-100.0%
Chief Surveyor	CWA F/T	15	1.0	\$ 66,691	1.0	\$ 66,672	0.0	\$ (19)	0.0%
Utility Inspector I	CWA F/T	14	2.0	\$ 115,775	3.0	\$ 168,080	1.0	\$ 52,305	45.2%
Engineering Technician	CWA F/T	14	1.0	\$ 61,762	1.0	\$ 63,566	0.0	\$ 1,804	2.9%
Engineering Technician II *	CWA F/T	17		\$ -	1.0	\$ 28,355	1.0	\$ 28,355	#DIV/0!
Total Full-Time Positions			7.0	\$ 477,702	8.0	\$ 488,337	1.0	\$ 10,635	2.2%
PART-TIME FUNDING									
Interns				\$ 19,500		\$ 19,500		\$ -	0.0%
Total Part-Time Funding				\$ 19,500		\$ 19,500		\$ -	0.0%
OTHER									
Overtime				\$ 15,000		\$ 20,000		\$ 5,000	33.3%
Sick Pay				\$ 4,506		\$ 2,992		\$ (1,514)	-33.6%
Service Award				\$ 10,474		\$ 5,609		\$ (4,865)	-46.4%
Transitional Wages				\$ 40,713		\$ -		\$ (40,713)	-100.0%
Uniform Allowance				\$ 1,080		\$ 1,080		\$ -	0.0%
Total Other				\$ 71,773		\$ 29,681		\$ (42,092)	-58.6%
Total All			7.0	\$ 568,975	8.0	\$ 537,518	1.0	\$ (31,457)	-6%

*Please be advised that the Engineering Technician II position will be partially funded through Capital in 2018.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Engineering Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0131072.6020 Supervisory	\$56,250	\$59,341	\$77,642	\$81,897	\$83,649	\$82,413
0131072.6030 Engineering/Technical	130,322	144,708	191,861	192,972	252,300	171,172
0131072.6080 Clerical	0	0	0	0	0	0
0131072.6210 Inspectors	128,283	117,728	187,274	189,994	182,466	234,752
0131072.6580 Service Award	10,550	12,066	11,692	10,940	10,474	5,609
0131072.6590 Sick Pay	6,175	6,595	4,980	5,263	4,506	2,992
0131072.6615 Interns	0	0	8,076	14,316	19,500	19,500
0131072.6620 Overtime	10,354	6,932	14,772	19,698	15,000	20,000
0131072.6880 Uniform Allowance	466	734	1,080	1,110	1,080	1,080
0131072.6920 Unemployment Comp. Ins.	2,308	3,002	3,062	3,428	3,482	2,520
0131072.6930 Social Security Taxes	37,850	26,512	37,487	38,529	40,412	39,311
0131072.6940 City Pension Plan	69,765	80,165	58,680	75,532	59,462	54,659
0131072.6941 Defined Contribution 401(a) Plan	4,125	6,289	11,032	13,796	15,907	22,107
0131072.6950 Term Life Insurance	1,914	1,908	1,637	1,393	2,465	2,469
0131072.6960 Group Hospitalization Ins.	55,576	53,211	41,381	79,961	93,281	129,751
0131072.6961 Long-Term Disability Ins.	817	678	610	592	955	1,144
0131072.6962 Dental Insurance	5,333	4,422	3,792	5,773	6,092	6,721
0131072.6963 Flexible Spending Account	13	0	0	63	78	156
0131072.6964 Health Savings Account	0	250	0	750	0	0
0131072.6965 Post-Employment Benefits	30,285	28,934	9,407	10,701	8,480	13,162
0131072.6966 Retirement Health Savings Account	782	1,508	2,639	3,554	4,078	6,900
0131072.6967 Emergency Room Reimbursements	0	0	0	0	1,015	1,160
0131072.6968 Vision Insurance Premiums	0	0	138	294	306	372
TOTAL PERSONNEL SERVICES	\$551,168	\$554,983	\$667,242	\$750,556	\$804,988	\$817,950

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Public Works & Water Resources Department - Engineering Division

MATERIALS AND SUPPLIES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0131073.7110 Safety Shoes & Supplies	\$616	\$400	\$546	\$767	\$1,200	\$1,500
0131073.7130 Tools, Field Sup., & Small Eq.	579	1,710	1,737	466	2,000	2,000
0131073.7140 Uniforms	520	111	0	0	0	0
0131073.7150 Office Supplies	1,069	2,121	957	1,439	2,500	3,000
0131073.7160 Books, Periodicals, Etc.	0	0	0	36	0	0
0131073.7401 Stormwater Program	0	31	0	0	0	0
0131073.7550 Miscellaneous Supplies	0	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$2,784	\$4,373	\$3,240	\$2,708	\$5,700	\$6,500

CONTRACTUAL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0131074.8020 Advertising	\$1,033	\$1,656	\$1,189	\$712	\$1,100	\$1,100
0131074.8030 Casualty Insurance	13,506	15,085	8,732	10,414	11,892	12,011
0131074.8032 Insurance - Auto	0	0	0	0	6,454	6,519
0131074.8033 Insurance - Broker	0	0	0	0	954	964
0131074.8050 Phone/Communications	4,659	4,316	2,939	2,926	5,000	2,000
0131074.8120 Outside Engineering	18,025	14,727	68,400	29,524	44,000	47,600
0131074.8131 Information Technology Cont'l	0	0	1,266	0	22,833	16,182
0131074.8401 Stormwater Program	0	0	0	0	0	0
0131074.8550 Misc. Contracted Services	4	15	1	0	0	0
TOTAL CONTRACTUAL SERVICES	\$37,227	\$35,799	\$82,527	\$43,576	\$92,233	\$86,376

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

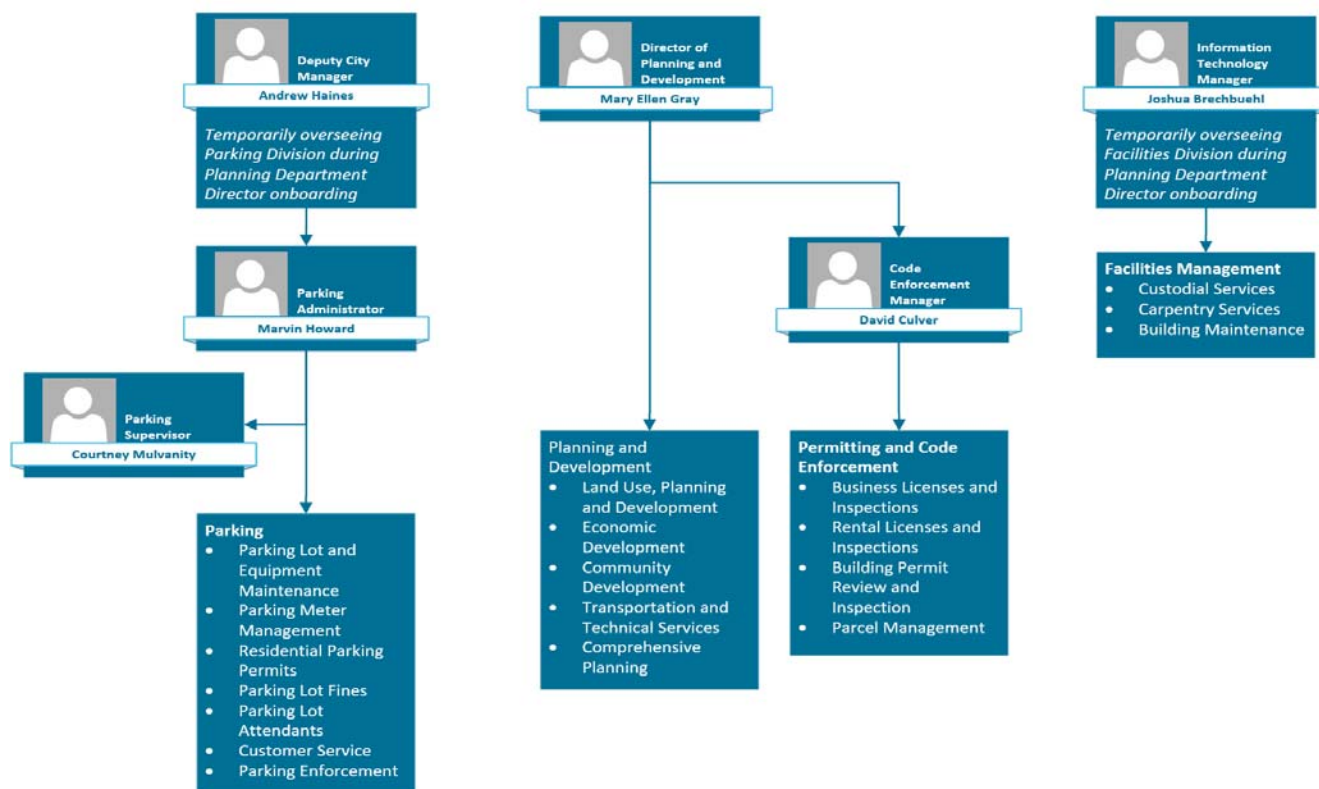
Public Works & Water Resources Department - Engineering Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0131075.9020 Mileage & Small Bus. Expense	\$3	\$216	\$0	\$0	\$0	\$0
0131075.9040 Dues & Professional Organizations	852	1,017	1,338	2,634	0	0
0131075.9060 Depreciation Expense	7,290	10,014	10,557	10,557	11,870	19,800
0131075.9070 Training & Continuing Educ/Conf	209	186	738	0	8,100	8,100
0131075.9099 Contingencies	0	3,000	0	0	0	0
TOTAL OTHER CHARGES	\$8,354	\$14,433	\$12,633	\$13,191	\$19,970	\$27,900

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$26,648	\$14,319	\$12,687	\$10,558	\$18,204	\$12,044
Buildings and Grounds	2,383	1,600	715	2,454	3,169	2,317
Billings & Accounting	27,425	14,834	15,750	16,191	19,743	13,263
Information Technology	0	11,400	18,436	27,571	47,991	49,551
Printing and Reproduction	1,022	1,153	1,129	2,227	153	153
Electricity Used	1,583	1,650	1,526	1,618	1,398	745
Other Indirect Expenses	(64,572)	0	0	0	0	(23,241)
TOTAL INTER-DEPT. CHARGES	(\$5,511)	\$44,956	\$50,243	\$60,619	\$90,658	\$54,832

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**CITY OF NEWARK, DELAWARE
PLANNING & DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART**



CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

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

- ***Land Use and Planning Division:*** This division advises and makes recommendations to the City Manager, Planning Commission and City Council regarding physical development and the implementation of the City's Comprehensive Development Plan. This division is responsible for updating long-range planning documents; administering and reviewing plans and procedures for annexations, rezonings, subdivisions, parking waivers, the preservation of historic buildings, and special use permits; recommending zoning and subdivision regulation revisions; reviewing building permit and certificates of occupancy and economic hardship applications for zoning compliance; and administering the Federal Flood Insurance Program. The division also serves as staff to the Planning Commission and the Board of Adjustment. In addition, the Land Use and Planning Division also includes Economic Development, Transportation and Technical Services, and the Community Development which are further described below.

Staff

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

2017 Accomplishments

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

In addition, in 2014, based on unprecedented growth in rental housing development, City Council awarded a contract to Urban Partners to study rental housing needs in Newark, which the Division helped facilitate. The study's Phase One was completed in the spring of 2015, and Phase Two was completed and presented to City Council on March 28, 2017.

Finally, the division continued to provide technical assistance to other City departments, Planning Commission and Council. Technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City library, and preparing maps, charts and visual aids.

Planning Commission Activities:

Annexations

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

Code Amendments

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

Rezonings

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

CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

Administrative Subdivisions

1. 550 South College Avenue (Approved April 2017)

Special Use Permits

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

Plans Received in 2017

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

Developing Rules of Procedure

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

Transportation

1. Planning Commission WILMAPCO information session (August 2017)

Rental Housing Needs Assessment Study

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

2018 Work Plan

1. Planning Commission discussion (July 2017)

Parking

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

Parking discussions from 2016:

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

Capital Improvements Plan

1. September 2016

Planning Commission

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

CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

Permitting Activities:	<u>2016</u>	<u>2017 YTD</u>
Deed Transfer Affidavits	402	232
Building Permit Reviews	1,733	990
Certificates of Completion/Occupancy	39	34
Total	2,174	1,256

Goals

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

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

Accomplishments

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

Goals

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

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

Goals

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

- **Code Enforcement:** This division is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code. The division issues permits for rental units, signs, elevators, and construction, and coordinates building permit review with other City departments. A good portion of this division's time is spent out in the field conducting building and property management inspections as well as responding and investigating building and property management complaints. In addition, the division is responsible for State and City Fire Code compliance for new and existing construction.

CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

Staff

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

Accomplishments

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

Goals

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

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

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

- **Community Development Block Grant (CDBG):** The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark.

The Planning Department administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors programs for contract compliance; and directly manages the Home Improvement.

Accomplishments

In the 42nd year (July 1, 2016 to June 30, 2017), the City allocated \$250,000 in CDBG funds to 14 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

Goals

In 2018, the division's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents

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

CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

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

Staff

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

Accomplishments

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

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

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

Goals

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

CITY OF NEWARK: PLANNING & DEVELOPMENT DEPARTMENT

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

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

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

Staff

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

Goals

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

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Planning & Development Department - Planning Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$428,642	\$481,112	\$446,521	\$453,201	\$466,384	\$392,811
Materials and Supplies	59,208	54,663	2,960	1,271	4,950	6,250
Contractual Services	394,442	524,444	206,321	166,745	75,399	210,929
Other Charges	<u>53,548</u>	<u>57,204</u>	<u>63,656</u>	<u>47,405</u>	<u>5,175</u>	<u>20,280</u>
Subtotal	\$935,840	\$1,117,423	\$719,458	\$668,622	\$551,908	\$630,270
Inter-Dept. Charges	<u>79,251</u>	<u>72,579</u>	<u>66,654</u>	<u>83,351</u>	<u>93,542</u>	<u>19,456</u>
Total Operating Expenses	<u><u>\$1,015,091</u></u>	<u><u>\$1,190,002</u></u>	<u><u>\$786,112</u></u>	<u><u>\$751,973</u></u>	<u><u>\$645,450</u></u>	<u><u>\$649,726</u></u>

**PLANNING & DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2018
PLANNING DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Planning & Development	MGMT	31	1.0	\$ 120,058	1.0	\$ 95,870	0.0	\$ (24,188)	-20.1%
Development Manager/Planner	CWA F/T	22	1.0	\$ 84,299		\$ -	(1.0)	\$ (84,299)	-100.0%
Planner II	CWA F/T	14	1.0	\$ 53,239	2.0	\$ 96,003	1.0	\$ 42,764	80.3%
Secretary I	CWA F/T	10	1.0	\$ 44,633	1.0	\$ 46,523	0.0	\$ 1,890	4.2%
Total Full-Time Positions			4.0	\$ 302,229	4.0	\$ 238,396	0.0	\$ (63,833)	-21.1%
PART-TIME FUNDING									
Graduate Intern				\$ 12,000		\$ 12,000		\$ -	0.0%
Total Part-Time Funding				\$ 12,000		\$ 12,000		\$ -	0.0%
OTHER									
Overtime				\$ 2,200		\$ 2,200		\$ -	0.0%
Sick Pay				\$ 4,751		\$ 902		\$ (3,849)	-81.0%
Service Award				\$ 8,441		\$ 1,022		\$ (7,419)	-87.9%
Total Other				\$ 15,392		\$ 4,124		\$ (11,268)	-73.2%
Total All			4.0	\$ 329,621	4.0	\$ 254,520	0.0	\$ (75,101)	-23%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Planning & Development Department - Planning Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111112.6020 Supervisory	\$161,073	\$176,843	\$188,795	\$197,107	\$204,357	\$95,870
0111112.6030 Engineering/Technical	58,611	60,854	33,115	35,712	31,943	96,003
0111112.6080 Clerical	48,946	49,502	64,221	41,597	44,633	46,523
0111112.6580 Service Award	5,866	7,407	7,965	7,883	8,441	1,022
0111112.6590 Sick Pay	3,491	4,095	4,211	4,402	4,751	902
0111112.6600 Part-Time	0	0	3,395	0	0	0
0111112.6615 Interns	8,131	7,320	3,634	3,709	12,000	12,000
0111112.6620 Overtime	3,019	4,124	2,640	1,729	2,200	2,200
0111112.6860 Other Wages	0	0	0	0	0	0
0111112.6920 Unemployment Comp. Ins.	1,464	2,143	1,958	1,539	1,869	1,134
0111112.6930 Social Security Taxes	21,691	23,336	23,375	21,490	23,556	19,165
0111112.6940 City Pension Plan	49,460	64,677	54,516	59,663	55,742	17,975
0111112.6941 Defined Contribution 401(a) Plan	2,236	4,002	3,096	5,793	2,396	15,247
0111112.6950 Term Life Insurance	990	1,058	1,192	1,133	1,197	1,065
0111112.6960 Group Hospitalization Ins.	37,128	46,208	39,723	53,096	57,478	68,944
0111112.6961 Long-Term Disability Ins.	406	592	509	499	334	526
0111112.6962 Dental Insurance	2,203	2,839	2,792	4,139	3,616	4,149
0111112.6963 Flexible Spending Account	39	0	63	16	0	0
0111112.6964 Health Savings Account	1,875	1,125	2,250	3,000	2,400	901
0111112.6965 Post-Employment Benefits	21,474	23,513	7,656	8,153	6,525	4,329
0111112.6966 Retirement Health Savings Account	539	1,474	1,144	2,291	2,175	4,140
0111112.6967 Emergency Room Reimbursements	0	0	0	0	580	522
0111112.6968 Vision Insurance Premiums	0	0	271	250	191	194
TOTAL PERSONNEL SERVICES	\$428,642	\$481,112	\$446,521	\$453,201	\$466,384	\$392,811

		ACTUAL	ACTUAL	ACTUAL	ACTUAL	2017 BUDGET	BUDGET
CONTRACTUAL SERVICES		2013	2014	2015	2016	AS AMENDED	2018
0111114.8020	Advertising	\$1,364	\$1,245	\$1,223	\$1,787	\$1,350	\$1,350
0111114.8030	Casualty Insurance	5,661	6,983	5,278	6,029	6,101	6,163
0111114.8033	Insurance - Broker	0	0	0	0	499	504
0111114.8040	Merchant Fees and Discounts	404	26,896	0	0	0	0
0111114.8050	Phone/Communications	865	1,080	870	600	1,200	1,200
0111114.8070	Aetna Hose, Hook & Ladder	0	0	0	0	0	74,246
0111114.8071	Newark Ambulance	0	0	0	0	0	3,000
0111114.8131	Information Technology Cont'l	0	216	17,380	1,037	12,249	16,766
0111114.8180	Consulting Fees (1)	202,440	207,070	35,061	9,490	50,000	43,700
0111114.8220	Revenue Sharing Program	0	0	0	0	0	60,000
0111114.8550	Misc. Contracted Services	5,552	10,387	1,300	5,247	4,000	4,000
0111114.8670	Downtown Newark Partnership (2)	60,592	109,798	1,050	0	0	0
0111114.8697	New Night in Downtown Newark	0	2,480	0	0	0	0
0111114.8800	Unicity Bus (3)	117,564	158,289	144,159	142,555	0	0
TOTAL CONTRACTUAL SERVICES		<u>\$394,442</u>	<u>\$524,444</u>	<u>\$206,321</u>	<u>\$166,745</u>	<u>\$75,399</u>	<u>\$210,929</u>
(1) 2015 Expenditures reduced by \$75,000 for the TIGER IV grant and another \$75,000 for the GNEDP funding							
(2) Moved to DNP Special Revenue Fund							
(3) Expenditures reimbursable by the Delaware Transit Corporation. Budget moved to Unicity TransportationFund in 2017.							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Planning & Development Department - Planning Division

OTHER CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
011115.9020 Mileage & Small Bus. Exp.	\$87	\$483	\$131	\$31	\$450	\$450
011115.9040 Dues & Professional Organizations	2,365	3,318	1,915	4,210	900	0
011115.9060 Depreciation Expense (1)	50,794	51,383	52,540	43,014	0	10,080
011115.9070 Training & Continuing Educ/Conf	302	20	9,070	150	3,825	9,750
011115.9099 Contingencies	0	2,000	0	0	0	0
TOTAL OTHER CHARGES	\$53,548	\$57,204	\$63,656	\$47,405	\$5,175	\$20,280
(1) Includes Unicity Bus Assets. Budget moved to Unicity Transportation Fund in 2017.						

INTER-DEPT. CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Unicity Bus	\$51,220	\$54,296	\$47,410	\$48,898	59,401	0
Buildings and Grounds	8,994	6,038	2,698	9,263	11,961	3,899
Billings & Accounting	25,534	14,083	14,874	15,357	11,441	8,985
Information Technology	0	6,412	10,371	15,509	26,993	24,776
Electricity Used	5,977	6,227	5,761	6,106	5,277	1,254
Services to Utility Funds	(16,733)	(19,283)	(19,168)	(21,067)	(22,170)	(20,097)
Printing and Reproduction	4,259	4,806	4,708	9,285	639	639
TOTAL INTER-DEPT. CHARGES	\$79,251	\$72,579	\$66,654	\$83,351	\$93,542	\$19,456

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Planning & Development Department - Code Enforcement Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$992,484	\$1,121,543	\$1,235,079	\$1,287,520	\$1,165,085	\$1,239,935
Materials and Supplies	5,271	4,539	66,944	54,573	9,540	11,240
Contractual Services	38,867	43,718	154,859	203,228	85,496	83,324
Other Charges	<u>4,553</u>	<u>5,288</u>	<u>4,611</u>	<u>8,372</u>	<u>8,571</u>	<u>40,585</u>
Subtotal	\$1,041,175	\$1,175,088	\$1,461,493	\$1,553,693	\$1,268,692	\$1,375,084
Inter-Dept. Charges	<u>75,277</u>	<u>23,256</u>	<u>(43,395)</u>	<u>(265,917)</u>	<u>132,687</u>	<u>110,880</u>
Total Operating Expenses	<u><u>\$1,116,452</u></u>	<u><u>\$1,198,344</u></u>	<u><u>\$1,418,098</u></u>	<u><u>\$1,287,776</u></u>	<u><u>\$1,401,379</u></u>	<u><u>\$1,485,964</u></u>

**PLANNING & DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2018
CODE ENFORCEMENT DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Code Enforcement Manager	MGMT	22	1.0	\$ 76,863	1.0	\$ 78,968	0.0	\$ 2,105	2.7%
Lead Code Officer	CWA F/T	19		\$ -	1.0	\$ 76,499	1.0	\$ 76,499	100.0%
Code Enforcement Officer	CWA F/T	17	4.0	\$ 289,195	3.0	\$ 213,011	(1.0)	\$ (76,184)	-26.3%
Fire Protection Specialist	CWA F/T	14	1.0	\$ 58,325	1.0	\$ 60,849	0.0	\$ 2,524	4.3%
Property Maintenance Inspector II	CWA F/T	14	2.0	\$ 128,452	3.0	\$ 182,302	1.0	\$ 53,850	41.9%
Property Maintenance Inspector I	CWA F/T	12	1.0	\$ 47,776		\$ -	(1.0)	\$ (47,776)	-100.0%
Secretary I	CWA F/T	10	1.0	\$ 54,389	1.0	\$ 54,437	0.0	\$ 48	0.1%
Clerk Typist II	CWA F/T	8	1.0	\$ 47,251	1.0	\$ 49,230	0.0	\$ 1,979	4.2%
Total Full-Time Positions			11.0	\$ 702,251	11.0	\$ 715,296	0.0	\$ 13,045	1.9%
OTHER									
Overtime				\$ 28,000		\$ 28,000		\$ -	0.0%
Sick Pay				\$ 5,539		\$ 7,322		\$ 1,783	32.2%
Service Award				\$ 15,152		\$ 16,419		\$ 1,267	8.4%
Uniform Allowance				\$ 1,440		\$ 1,440		\$ -	0.0%
Total Other				\$ 50,131		\$ 53,181		\$ 3,050	6.1%
Total All			11.0	\$ 752,382	11.0	\$ 768,477	0.0	\$ 16,095	2%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Planning & Development Department - Code Enforcement Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0121082.6020 Supervisory	\$71,760	\$73,883	\$60,385	\$73,817	\$76,863	\$78,968
0121082.6080 Clerical	87,534	85,617	90,214	94,655	101,640	103,667
0121082.6230 Maintenance Workers	0	33,031	134,481	145,382	0	0
0121082.6260 Code Enforcement	419,256	436,047	464,301	502,433	523,748	532,661
0121082.6580 Service Award	11,171	16,235	14,584	13,181	15,152	16,419
0121082.6590 Sick Pay	5,787	5,680	3,538	4,329	5,539	7,322
0121082.6615 Interns	0	0	12,159	1,081	0	0
0121082.6620 Overtime	28,171	42,925	45,067	18,290	28,000	28,000
0121082.6621 Shift Differential	540	36	0	0	0	0
0121082.6880 Uniform Allowance	74	1,349	1,380	1,605	1,440	1,440
0121082.6920 Unemployment Comp. Ins.	3,484	5,851	7,298	6,552	4,788	3,465
0121082.6930 Social Security Taxes	46,446	51,534	61,617	63,918	57,557	57,767
0121082.6940 City Pension Plan	111,134	145,042	136,251	117,505	116,255	146,139
0121082.6941 Defined Contribution 401(a) Plan	0	1,302	5,551	16,001	13,722	14,748
0121082.6950 Term Life Insurance	2,757	2,860	2,777	3,131	3,697	3,479
0121082.6960 Group Hospitalization Ins.	145,071	154,949	163,033	183,472	180,394	190,017
0121082.6961 Long-Term Disability Ins.	1,045	1,149	1,124	1,282	1,406	1,584
0121082.6962 Dental Insurance	9,964	10,080	10,995	11,114	10,215	10,927
0121082.6963 Flexible Spending Account	39	0	315	289	390	312
0121082.6964 Health Savings Account	0	0	0	1,500	1,500	1,500
0121082.6965 Post-Employment Benefits	48,251	52,059	16,940	21,403	16,581	35,191
0121082.6966 Retirement Health Savings Account	0	550	2,081	5,194	4,078	4,140
0121082.6967 Emergency Room Reimbursements	0	1,364	547	800	1,595	1,595
0121082.6968 Vision Insurance Premiums	0	0	441	586	525	594
TOTAL PERSONNEL SERVICES	\$992,484	\$1,121,543	\$1,235,079	\$1,287,520	\$1,165,085	\$1,239,935

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

Planning & Development Department - Code Enforcement Division

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Planning & Development Department - Code Enforcement Division

OTHER CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0121085.9020 Mileage & Small Bus. Expense	\$6	\$0	\$2,401	\$0	\$45	\$45
0121085.9040 Dues & Professional Organizations	1,515	3,003	1,485	1,074	900	900
0121085.9060 Depreciation Expense	2,474	0	0	4,781	3,126	35,140
0121085.9070 Training & Continuing Educ/Conf	558	285	725	1,812	4,500	4,500
0121085.9099 Contingencies	0	2,000	0	705	0	0
TOTAL OTHER CHARGES	\$4,553	\$5,288	\$4,611	\$8,372	\$8,571	\$40,585

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

INTER-DEPT. CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Vehicles and Equipment	\$19,459	\$22,484	\$21,004	\$24,200	\$24,432	\$26,810
Buildings and Grounds	7,648	(47,485)	(123,295)	(365,932)	10,170	3,033
Billings & Accounting	40,000	23,803	25,234	25,978	27,147	17,660
Information Technology	0	15,674	25,350	37,913	65,988	61,939
Printing and Reproduction	3,088	3,485	3,414	6,732	463	463
Electricity Used	5,082	5,295	4,898	5,192	4,487	975
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$75,277	\$23,256	(\$43,395)	(\$265,917)	\$132,687	\$110,880

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

PARKING FUND

Planning & Development Department - Parking Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
REVENUE						
Parking Lot Revenues	\$1,390,188	\$1,354,762	\$1,443,288	\$1,473,805	\$1,474,000	\$1,543,165
Parking Meter Revenues	0	0	1,239,657	1,440,000	1,440,000	1,440,000
Other Revenues	32,224	147,007	29,528	28,719	26,500	27,000
Interest Revenue	15,793	20,167	8,267	19,380	15,000	8,000
Total	\$1,438,205	\$1,521,936	\$2,720,740	\$2,961,904	\$2,955,500	\$3,018,165
OPERATING EXPENSES						
Personnel Services	\$568,489	\$686,769	\$941,146	\$1,059,391	\$1,172,791	\$1,200,471
Materials and Supplies	29,788	26,859	20,025	27,916	32,775	35,775
Contractual Services	174,044	184,729	340,614	302,012	376,347	384,548
Other Charges	6,880	23,849	69,824	99,191	116,324	162,910
Subtotal	\$779,201	\$922,206	\$1,371,609	\$1,488,510	\$1,698,237	\$1,783,704
Inter-Dept. Charges	74,763	136,217	172,918	232,426	358,868	364,329
Total Operating Expenses	\$853,964	\$1,058,423	\$1,544,527	\$1,720,936	\$2,057,105	\$2,148,033

PLANNING & DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2018
PARKING DIVISION

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Parking Administrator	MGMT	22	1.0	\$ 77,377	1.0	\$ 81,896	0.0	\$ 4,519	5.8%
Parking Supervisor	MGMT	15	1.0	\$ 59,544	1.0	\$ 60,220	0.0	\$ 676	1.1%
Customer Service Clerk I	CWA F/T	10	1.0	\$ 48,088	1.0	\$ 44,209	0.0	\$ (3,879)	-8.1%
Maintenance IV	AFSCME F/T	8	1.0	\$ 55,499	1.0	\$ 52,929	0.0	\$ (2,570)	-4.6%
Parking Ambassador	CWA F/T	7	2.0	\$ 98,862	2.0	\$ 88,957	0.0	\$ (9,905)	-10.0%
Maintenance III	AFSCME F/T	6	1.0	\$ 52,825	1.0	\$ 55,711	0.0	\$ 2,886	5.5%
Clerk Typist	CWA F/T	3	1.0	\$ 34,894	1.0	\$ 33,963	0.0	\$ (931)	-2.7%
Total Full-Time Positions			8.0	\$ 427,089	8.0	\$ 417,885	0.0	\$ (9,204)	-2.2%
PART-TIME FUNDING									
Parking Ambassador	CWA P/T			\$ 215,780		\$ 224,743		\$ 8,963	4.2%
P/T Attendant				\$ 237,300		\$ 237,300		\$ -	0.0%
Total Part-Time Funding				\$ 453,080		\$ 462,043		\$ 8,963	2.0%
OTHER									
Overtime				\$ 1,600		\$ 1,600		\$ -	0.0%
Sick Pay				\$ 4,753		\$ 3,827		\$ (926)	-19.5%
Service Award				\$ 7,931		\$ 5,135		\$ (2,796)	-35.3%
Shift Differential				\$ 1,600		\$ 1,600		\$ -	0.0%
Uniform Allowance				\$ 600		\$ 1,200		\$ 600	100.0%
Total Other				\$ 16,484		\$ 13,362		\$ (3,122)	-18.9%
Total All			8.0	\$ 896,653	8.0	\$ 893,290	0.0	\$ (3,363)	0%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

PARKING FUND

Expenditures:

Planning & Development Department - Parking Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
5495402.6020 Supervisory	\$106,452	\$117,940	\$124,948	\$132,481	\$136,921	\$142,116
5495402.6040 Accounting	38,027	38,909	42,048	44,923	82,982	0
5495402.6072 Parking Enforcement	0	0	189,411	213,341	314,642	313,700
5495402.6080 Clerical	0	0	12,504	9,692	0	78,172
5495402.6230 Maintenance Workers	75,516	106,621	111,317	106,760	108,324	108,640
5495402.6580 Service Award	444	1,500	5,744	7,190	7,931	5,135
5495402.6590 Sick Pay	947	3,428	5,191	3,311	4,753	3,827
5495402.6600 Part-Time	201,647	233,079	222,311	219,433	237,300	237,300
5495402.6620 Overtime	3,363	3,164	4,769	4,046	1,600	1,600
5495402.6621 Shift Differential	0	3,832	3,096	2,804	1,600	1,600
5495402.6880 Uniform Allowances	0	450	1,800	1,800	600	1,200
5495402.6920 Unemployment Comp. Ins.	6,529	8,611	9,552	8,752	9,365	9,615
5495402.6930 Social Security Taxes	32,467	38,757	53,462	56,682	60,079	61,281
5495402.6940 City Pension Plan	43,354	59,038	81,030	128,012	87,803	83,553
5495402.6941 Defined Contribution 401a Plan	0	0	0	635	0	8,990
5495402.6950 Term Life Insurance	977	1,209	1,292	1,554	2,242	2,003
5495402.6960 Group Hospitalization Ins.	36,220	42,697	44,180	72,478	93,162	107,737
5495402.6961 Long-Term Disability Ins.	370	478	477	617	855	920
5495402.6962 Dental Insurance	3,476	3,553	4,312	5,027	7,049	7,179
5495402.6963 Flexible Spending Account	0	0	0	0	0	78
5495402.6964 Health Savings Account	750	0	750	750	1,500	0
5495402.6965 Post-Employment Benefits	17,950	23,503	22,762	38,445	12,522	20,120
5495402.6966 Retirement Health Savings Account	0	0	0	309	0	4,140
5495402.6967 Emergency Room Reimbursements	0	0	0	0	1,160	1,160
5495402.6968 Vision Insurance Premiums	0	0	190	349	401	405
TOTAL PERSONNEL SERVICES	\$568,489	\$686,769	\$941,146	\$1,059,391	\$1,172,791	\$1,200,471

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

PARKING FUND

Expenditures:

Planning & Development Department - Parking Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
5495403.7110 Safety Shoes and Supplies	\$372	\$100	\$200	\$1,029	\$2,400	\$600
5495403.7130 Tools, Field Supplies, Small Equip	11,826	6,061	1,190	1,412	3,000	3,000
5495403.7140 Uniforms	0	0	1,306	2,593	3,025	4,825
5495403.7150 Office Supplies	2,930	2,216	2,798	2,330	2,500	2,500
5495403.7180 Billing & Collection Supplies	8,693	13,270	7,860	16,957	16,000	19,000
5495403.7250 Building & Grounds Maintenance	4,171	4,185	4,754	3,595	4,750	4,750
5495403.7300 Mach & Equip Maintenance	796	967	1,894	0	1,000	1,000
5495403.7550 Miscellaneous Supplies	1,000	60	23	0	100	100
TOTAL MATERIALS & SUPPLIES	\$29,788	\$26,859	\$20,025	\$27,916	\$32,775	\$35,775

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
5495404.8020 Advertising/Signage	\$217	\$495	\$161	\$2,577	\$2,500	\$5,000
5495404.8030 Casualty Insurance	7,225	8,568	6,471	10,675	5,039	5,090
5495404.8031 Insurance - Property	0	0	0	0	20	21
5495404.8032 Insurance - Auto	0	0	0	0	6,454	6,519
5495404.8033 Insurance - Broker	0	0	0	0	1,087	1,098
5495404.8040 Merchant Fees and Discounts	50,651	80,248	223,713	196,656	217,116	200,000
5495404.8050 Phone/Communications	2,416	2,716	3,362	6,891	10,000	9,500
5495404.8130 Building & Equipment Rental	64,352	63,947	33,081	33,611	40,000	42,000
5495404.8131 Information Technology Cont'l	0	293	24,354	12,843	47,631	68,820
5495404.8230 Janitorial Service	5,450	4,150	0	0	0	0
5495404.8250 Building & Grounds	845	525	74	475	1,500	1,500
5495404.8300 Mach. & Equip. Maint.	29,362	19,616	32,817	36,366	25,000	25,000
5495404.8550 Misc. Contracted Services	13,526	4,171	16,581	1,918	20,000	20,000
TOTAL CONTRACTUAL SERVICES	\$174,044	\$184,729	\$340,614	\$302,012	\$376,347	\$384,548

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

PARKING FUND

Expenditures:

Planning & Development Department - Parking Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
5495405.9040 Dues & Professional Organizations	\$2,851	\$2,430	\$2,390	\$3,273	\$650	\$0
5495405.9051 Debt Service Principal	0	0	0	32,453	32,453	35,166
5495405.9052 Debt Service Interest	0	0	0	5,972	5,081	2,559
5495405.9060 Depreciation Expense	3,849	14,344	67,434	55,827	71,705	118,100
5495405.9070 Training & Continuing Educ/Conf	180	75	0	125	5,200	5,850
5495405.9093 Subventions	0	0	0	835	1,235	1,235
5495405.9099 Contingencies	0	7,000	0	706	0	0
TOTAL OTHER CHARGES	\$6,880	\$23,849	\$69,824	\$99,191	\$116,324	\$162,910

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$5,014	\$7,045	\$6,226	\$16,122	\$31,922	\$18,142
Buildings and Grounds	6,721	4,513	2,016	6,922	8,938	12,665
Billings & Accounting	42,795	53,256	56,829	58,193	67,752	52,104
Information Technology	0	55,572	89,877	134,414	233,956	266,343
Electricity	19,800	15,800	16,700	15,200	15,300	13,500
Other Indirect Expenses	433	31	1,270	1,575	1,000	1,575
TOTAL INTER-DEPT. CHARGES	\$74,763	\$136,217	\$172,918	\$232,426	\$358,868	\$364,329

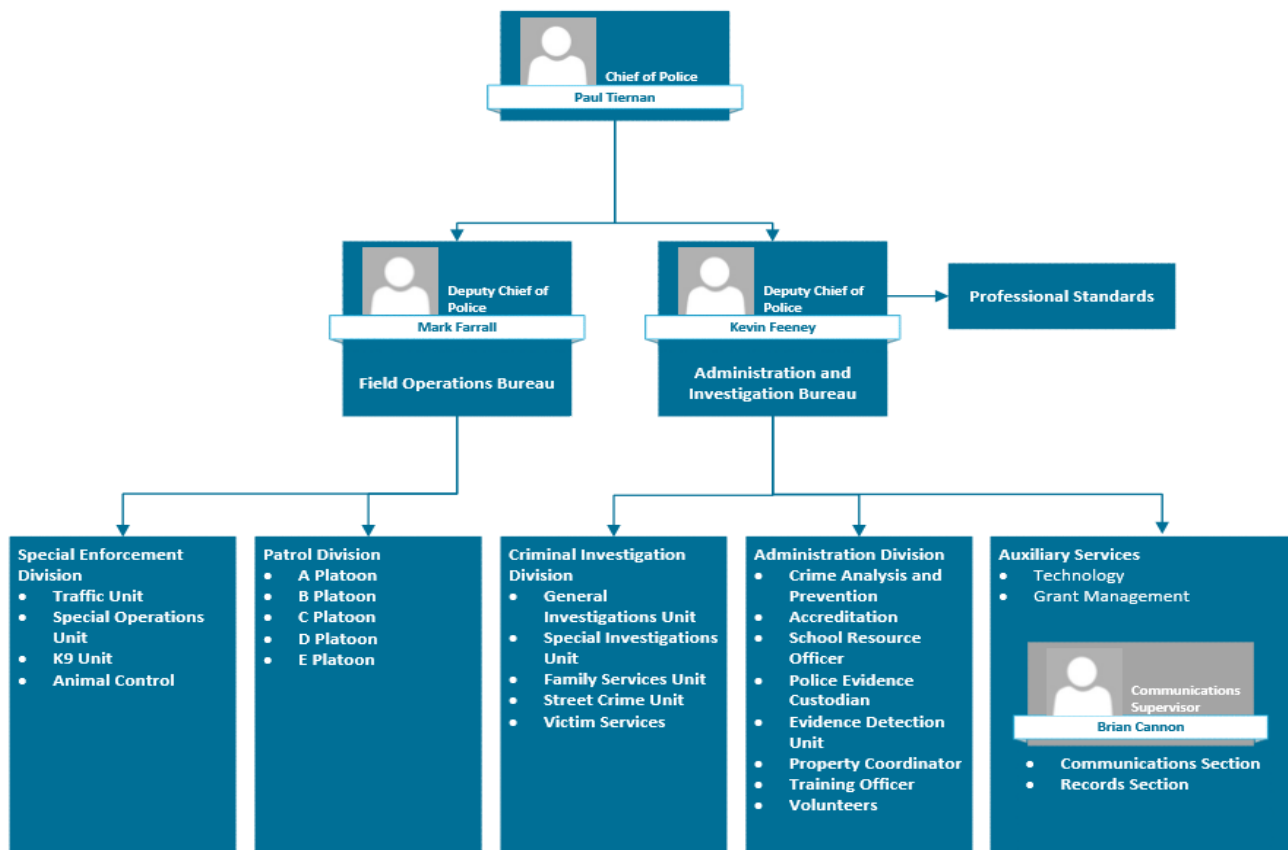
**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

PARKING FUND

Planning & Development Department - Parking Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
5495406.9620 Land & Land Improvement	\$19,137	\$200,477	\$1,227,254	\$0	\$0	\$0
5495406.9621 Building & Structures	0	0	0	0	0	0
5495406.9622 Machinery & Equipment	0	312,010	167,700	33,705	0	0
5495406.9623 Autos and Trucks	0	24,457	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	<u>\$19,137</u>	<u>\$536,944</u>	<u>\$1,394,954</u>	<u>\$33,705</u>	<u>\$0</u>	<u>\$0</u>
CAPITAL PROJECT NUMBER & DESCRIPTION		CAPITAL <u>RESERVES</u>	BOND <u>ISSUES</u>			
V1801 Parking Lot Surface Maintenance		\$0	\$127,740			
V1702 Additional Parking Meters		68,250	0			
V1703 Lot Full Signs		52,500	0			
TOTAL PARKING FUND		<u>\$120,750</u>	<u>\$127,740</u>			

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



CITY OF NEWARK: POLICE DEPARTMENT

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

The Newark Police Department's force of 92 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

- **Field Operations Bureau:** The Field Operations Bureau is broken down into two main components: The Patrol Division and the Special Enforcement Division. Oversight of the bureau is provided by the Deputy Chief of Field Operations.

Patrol Division:

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2016, the police department logged 48,019 calls for service in the Computer Aided Dispatch System.

The continued reduction in the Part I crime rate (please reference chart on page 8) can be attributed, in part, to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 34%. In addition, the Patrol Division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city, are directed to patrol specific areas based upon recent crime trends and citizen complaints.

Special Enforcement Division:

The Special Enforcement Division is comprised of several units including the Traffic Unit, Special Operations Unit, K9 Unit and Animal Control. Oversight of the division is maintained by the Special Enforcement Division Lieutenant.

Traffic Unit - The Traffic Unit is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions.

Special Operations Unit - The Special Operations Unit was re-established in 2012 with the assistance of a COPS hiring grant. The primary responsibility of the SOU is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community along with developing and participating in community outreach programs. SOU operates in a uniformed capacity and adheres to community oriented policing and problem solving principles.

K9 Unit - The K9 Unit consists of two officers and their K9 partners. A trained law enforcement K9 is a valuable supplement to police manpower due to the K9's superior sense of smell and hearing. The primary function of the K9 Unit is to perform searches, tracking and evidence detection. The K9 Unit is partially supported by fundraising activities by the Friends of Newark K9 program.

Animal Control - The Animal Control Officer is responsible for enforcing animal violations and public education regarding animal issues.

CITY OF NEWARK: POLICE DEPARTMENT

- **Administration and Investigations Bureau:** The Administration and Investigations Bureau is broken down into three main components: The Administration Division, the Criminal Investigations Division and Auxiliary Services. Oversight of the bureau is provided by the Deputy Chief of Administration and Investigations.

Criminal Investigations Division:

The Criminal Investigations Division is broken down into several different units including the General Investigations Unit, Special Investigations Unit, Family Services Unit, Street Crimes Unit, and Victim Services Unit. Oversight for the Division is provided by the Criminal Division Lieutenant.

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

Special Investigations Unit - The Special Investigations Unit is responsible for drug, vice and organized crime investigations and for the collection, dissemination and security of criminal intelligence. The members of this unit are assigned to the DEA Task Force.

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

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

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

Administration Division:

The Administration Division is staffed by both sworn officers and civilian employees who serve in a variety of support functions including Crime Prevention & Analysis, Accreditation, School Resource Officer, Property & Evidence Custodian, Evidence Detection, Training Officer, and Property Coordinator. Oversight for the division is provided by the Administration Unit Lieutenant who also serves as the Professional Standards Officer and Public Information Officer.

Crime Prevention and Crime Analysis (CP/CA) - The CP/CA officer is responsible for providing security surveys, organizing Neighborhood Watch programs, implementing crime prevention programs, managing social media accounts, overseeing the volunteer program and public relations functions. The CP/CA Officer is also responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.

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

CITY OF NEWARK: POLICE DEPARTMENT

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

Property & Evidence Custodian - The civilian Property & Evidence Custodian is responsible for storing and accounting for all evidence and recovered property, and for coordinating all building maintenance.

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

Training Officer - The Training Officer is responsible for all aspects department training, including ensuring compliance with the Commission on Accreditation of Law Enforcement Agencies (CALEA) and the Council on Police Training (COPT) mandates, managing the Field Training Officer Program, maintaining training files and managing the Department's training budget.

Property Coordinator - The civilian Property Coordinator is responsible for assisting the Property & Evidence Custodian and others within the agency for the purchasing, distribution, storage and maintenance of departmental property.

Auxiliary Services:

Auxiliary Services are comprised of both the 911 Communications Center and Police Records. Oversight is provided by the Captain of Auxiliary Services who also serves as the liaison with the City IT Department on police information technology projects. This Captain also serves as the grant management coordinator.

Communications Center - The communications section is the City of Newark's 911 center. Twelve full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 48,000 calls for service.

Records - The records section maintains a centralized records pool, sends the required reports to other agencies,

CITY OF NEWARK: POLICE DEPARTMENT**Activities Measurements --- Police Department**

Performance Indicators:	2014	2015	2016
Service / Arrest Statistics:			
Calls for Service	39,260	44,434	48,019
Adult Criminal Charges	2,893	2,095	2,057
Juvenile Criminal Charges	344	120	106
Part I Crime Statistics:			
Homicide (attempts)	1(1)	0(0)	0(0)
Kidnap	1	6	8
Rape	3	8	4
Unlawful Sexual Contact	8	10	6
Robbery	35	32	41
Aggravated Assault	11	9	29
Burglary	83	61	78
Theft	604	571	684
Theft / Auto	42	39	53
Arson	5	4	2
All Other	82	82	129
Part I Crime Statistics Total:	876	822	1,034
Part II Crime Statistics Total:	2,551	2,269	2,403
Public Order Incidents:			
(Included in above Part II Crimes)			
Alcohol	360	262	234
Noise	682	537	679
Disorderly Conduct	179	165	158
Misdemeanor Assaults	274	322	316
Traffic Statistics:			
Motor Vehicle Arrests	9,887	9,376	10,460
DUI Arrests	192	201	192
Accidents	1,386	1,430	1,470
Fatalities	2	2	0
Injury Accidents	220	235	227

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Police Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$9,230,456	\$10,174,898	\$10,247,597	\$10,624,966	\$11,216,104	\$11,794,447
Materials and Supplies	116,224	167,453	183,963	209,225	193,674	193,494
Contractual Services	276,461	365,215	336,737	304,054	487,078	452,060
Other Charges	394,364	391,896	352,030	320,083	327,381	369,800
Subtotal	\$10,017,505	\$11,099,462	\$11,120,327	\$11,458,328	\$12,224,237	\$12,809,801
Inter-Dept. Charges	917,216	811,958	814,078	1,002,755	1,283,663	1,332,877
Total Operating Expenses	\$10,934,721	\$11,911,420	\$11,934,405	\$12,461,083	\$13,507,900	\$14,142,678

**POLICE DEPARTMENT
WAGE AND SALARY BUDGET - 2018
SWORN PERSONNEL**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Chief of Police	MGMT	33	1.0	\$ 122,325	1.0	\$ 124,233	0.0	\$ 1,908	1.6%
Deputy Chief of Police	MGMT	31	2.0	\$ 227,807	2.0	\$ 232,861	0.0	\$ 5,054	2.2%
Captain	FOP	6	1.0	\$ 85,706	1.0	\$ 106,282	0.0	\$ 20,576	24.0%
Lieutenant	FOP	5	4.0	\$ 380,076	4.0	\$ 392,375	0.0	\$ 12,299	3.2%
Sergeant	FOP	4	10.0	\$ 863,396	11.0	\$ 1,014,152	1.0	\$ 150,756	17.5%
Master Corporal	FOP	3	10.0	\$ 783,052	10.0	\$ 820,014	0.0	\$ 36,962	4.7%
Corporal	FOP	2	26.0	\$ 1,871,027	24.0	\$ 1,803,124	(2.0)	\$ (67,903)	-3.6%
Police Officer	FOP	1	17.0	\$ 945,033	18.0	\$ 1,003,861	1.0	\$ 58,828	6.2%
Total Full-Time Positions			71.0	\$ 5,278,422	71.0	\$ 5,496,902	0.0	\$ 218,480	4.1%
OTHER									
Standby Pay				\$ 14,938		\$ 23,501		\$ 8,563	57.3%
Sick Pay				\$ 80,397		\$ 81,064		\$ 667	0.8%
Service Award				\$ 97,518		\$ 107,092		\$ 9,574	9.8%
Overtime				\$ 296,326		\$ 296,326		\$ -	0.0%
Transitional Wages				\$ 160,000		\$ -		\$ (160,000)	-100.0%
Reimbursable Overtime				\$ 143,928		\$ 159,120		\$ 15,192	10.6%
Shift Differential				\$ 53,820		\$ 55,437		\$ 1,617	3.0%
Holiday Premium				\$ 75,221		\$ 82,714		\$ 7,493	10.0%
Uniform Allowance				\$ 25,610		\$ 25,610		\$ -	0.0%
Total Other				\$ 947,758		\$ 830,864		\$ (116,894)	-12.3%
Total All			71.0	\$ 6,226,180	71.0	\$ 6,327,766	0.0	\$ 101,586	2%

**POLICE DEPARTMENT
WAGE AND SALARY BUDGET - 2018
NON-SWORN PERSONNEL/CIVILIAN POSITIONS**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Communications Supervisor	MGMT	17	1.0	\$ 59,584	1.0	\$ 60,873	0.0	\$ 1,289	2.2%
Secretary II	CWA F/T	13	1.0	\$ 61,158	1.0	\$ 61,148	0.0	\$ (10)	0.0%
Evidence Technician	CWA F/T	13	1.0	\$ 35,832	1.0	\$ 49,714	0.0	\$ 13,882	38.7%
Communications Officer II	CWA F/T	15A		\$ -	4.0	\$ 267,006	4.0	\$ 267,006	#DIV/0!
Communications Officer	CWA F/T	14A	12.0	\$ 707,054	8.0	\$ 487,267	(4.0)	\$ (219,787)	-31.1%
Secretary I	CWA F/T	10		\$ -	1.0	\$ 51,680	1.0	\$ 51,680	#DIV/0!
Victim Services Coordinator	CWA F/T	9	1.0	\$ 47,327	1.0	\$ 49,413	0.0	\$ 2,086	4.4%
Clerk Typist II	CWA F/T	8	1.0	\$ 49,692		\$ -	(1.0)	\$ (49,692)	-100.0%
Animal Control Officer	CWA F/T	8	1.0	\$ 51,692	1.0	\$ 51,663	0.0	\$ (29)	-0.1%
Total Full-Time Positions			18.0	\$ 1,012,339	18.0	\$ 1,078,764	0.0	\$ 66,425	6.6%
PART-TIME FUNDING									
Property Coordinator	CWA P/T			\$ 40,116		\$ 39,397		\$ (719)	-1.8%
Training Coordinator				\$ 33,545		\$ -		\$ (33,545)	-100.0%
Clerk Typist	CWA P/T			\$ 58,015		\$ 56,559		\$ (1,456)	-2.5%
Total Part-Time Funding				\$ 131,676		\$ 95,956		\$ (35,720)	-27.1%
OTHER									
Standby Pay				\$ 6,038		\$ 7,511		\$ 1,473	24.4%
Sick Pay				\$ 2,772		\$ 2,795		\$ 23	0.8%
Service Award				\$ 12,392		\$ 13,435		\$ 1,043	8.4%
Overtime				\$ 23,674		\$ 23,674		\$ -	0.0%
Shift Differential				\$ 12,733		\$ 13,116		\$ 383	3.0%
Holiday Premium				\$ 20,267		\$ 22,286		\$ 2,019	10.0%
Uniform Allowance				\$ 2,100		\$ 2,100		\$ -	0.0%
Total Other				\$ 79,976		\$ 84,917		\$ 4,941	6.2%
Total All			18.0	\$ 1,223,991	18.0	\$ 1,259,637	0.0	\$ 35,646	3%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Police Department

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0121092.6020 Supervisory	\$1,236,897	\$1,277,001	\$1,275,093	\$1,717,884	\$1,738,894	\$1,930,776
0121092.6030 Engineering/Technical	0	5,493	30,539	40,411	47,327	49,413
0121092.6050 Information Technology	0	0	0	0	0	0
0121092.6070 Police Officers	3,231,289	3,427,803	3,659,997	3,426,038	3,759,112	3,626,999
0121092.6072 Parking Enforcement	185,301	185,639	0	0	0	0
0121092.6073 Communications	361,308	422,117	581,866	679,771	707,054	754,273
0121092.6074 Animal Control	45,193	46,519	48,884	50,292	51,692	51,663
0121092.6080 Clerical	173,360	146,364	152,151	170,075	204,697	219,101
0121092.6580 Service Award	97,807	100,637	95,224	102,707	111,023	120,527
0121092.6590 Sick Pay	72,717	69,064	71,108	73,634	83,169	83,859
0121092.6600 Part-Time	48,466	49,695	56,165	69,359	72,548	39,397
0121092.6619 Standby Pay	19,893	19,917	23,543	29,481	20,976	31,012
0121092.6620 Overtime	281,923	372,853	368,786	366,714	320,000	320,000
0121092.6621 Shift Differential	65,612	62,684	62,566	65,074	66,553	68,553
0121092.6622 Holiday Premium	82,532	90,666	95,458	98,938	95,488	105,000
0121092.6629 Reimbursable Overtime	167,296	224,673	183,270	186,361	143,928	159,120
0121092.6880 Uniform Allowance	24,452	27,710	21,000	24,485	27,710	27,710
0121092.6920 Unemployment Comp. Ins.	28,144	44,492	39,355	35,721	40,478	28,980
0121092.6930 Social Security Taxes	456,897	488,178	502,247	526,230	580,949	549,799
0121092.6940 City Pension Plan	948,344	1,266,125	1,427,577	1,331,839	1,345,933	1,643,806
0121092.6941 Defined Contribution 401(a) Plan	0	4,408	13,789	17,441	23,963	27,694
0121092.6942 Deferred Compensation Employer	0	0	0	1,899	0	0
0121092.6950 Term Life Insurance	25,964	26,234	25,367	24,176	31,242	29,033
0121092.6960 Group Hospitalization Ins.	1,123,063	1,203,057	1,219,047	1,238,430	1,422,338	1,422,528
0121092.6961 Long-Term Disability Ins.	9,967	10,640	10,454	9,698	12,430	14,155
0121092.6962 Dental Insurance	68,229	71,615	80,670	81,213	88,868	85,228
0121092.6963 Flexible Spending Account	299	0	693	599	546	702
0121092.6964 Health Savings Account	6,188	2,812	9,175	10,600	9,750	7,500
0121092.6965 Post-Employment Benefits	469,315	517,277	168,259	207,401	162,674	345,822
0121092.6966 Retirement Health Savings Account	0	3,600	17,545	24,032	29,565	34,500
0121092.6967 Emergency Room Reimbursements	0	7,625	4,748	10,466	12,905	12,905
0121092.6968 Vision Insurance Premiums	0	0	3,021	3,997	4,292	4,392
TOTAL PERSONNEL SERVICES	\$9,230,456	\$10,174,898	\$10,247,597	\$10,624,966	\$11,216,104	\$11,794,447

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Police Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0121093.7040 Ammunition	\$17,141	\$66,696	\$29,459	\$63,919	\$60,044	\$60,044
0121093.7130 Tools and Small Equipment	17,862	15,339	24,211	32,850	25,200	25,200
0121093.7131 Information Technology Supplies	0	2,949	0	0	0	0
0121093.7135 Forensic/Photography Supplies	7,185	7,348	7,190	6,254	7,100	7,100
0121093.7140 Uniforms	50,064	48,478	98,958	89,375	80,000	80,000
0121093.7141 Uniform Allowance	816	648	0	0	0	0
0121093.7150 Office Supplies	13,684	12,823	11,461	9,883	12,500	12,500
0121093.7160 Books, Periodicals, Etc.	698	491	1,644	501	1,500	1,500
0121093.7200 Copying Supplies	2,859	6,925	6,055	4,101	5,700	5,700
0121093.7230 Janitorial Supplies	0	0	0	0	0	0
0121093.7250 Buildings & Grounds Maint.	3,796	3,457	3,462	373	0	0
0121093.7300 Mach. & Equip. Maintenance	506	179	0	0	180	0
0121093.7530 Prisoners' Expenses	168	364	318	276	250	250
0121093.7550 Misc. Supplies	1,445	1,756	1,205	1,693	1,200	1,200
TOTAL MATERIALS & SUPPLIES	\$116,224	\$167,453	\$183,963	\$209,225	\$193,674	\$193,494

CONTRACTUAL SERVICES		ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0121094.8020	Advertising	\$624	\$438	\$525	\$782	\$600	\$600
0121094.8030	Casualty Insurance	169,416	214,347	184,600	184,546	125,944	127,204
0121094.8031	Insurance - Property	0	0	0	0	2,451	2,476
0121094.8032	Insurance - Auto	0	0	0	0	50,560	51,066
0121094.8033	Insurance - Broker	0	0	0	0	16,845	17,014
0121094.8050	Phone/Communications	40,542	46,855	43,536	42,371	61,926	15,000
0121094.8130	Building & Equipment Rental (1)	4,500	4,500	0	0	22,500	22,500
0121094.8131	Information Technology Cont'l	0	4,367	62,597	28,001	155,977	170,925
0121094.8180	Consulting Fees	4,065	4,065	4,065	4,065	5,000	5,000
0121094.8250	Building & Grounds Maint.	0	125	0	4,859	0	0
0121094.8300	Mach. & Equip. Maintenance	42,819	77,889	26,907	14,451	15,000	10,000
0121094.8480	Communication Equip. Maint.	981	450	3,113	896	1,500	1,500
0121094.8550	Misc. Contracted Svc.	13,514	12,179	11,394	16,473	21,275	21,275
0121094.8570	Annual Reports & Pub. Rel.	0	0	0	7,610	7,500	7,500
TOTAL CONTRACTUAL SERVICES		<u>\$276,461</u>	<u>\$365,215</u>	<u>\$336,737</u>	<u>\$304,054</u>	<u>\$487,078</u>	<u>\$452,060</u>
(1) Includes Alcohol Beverage Control Program							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

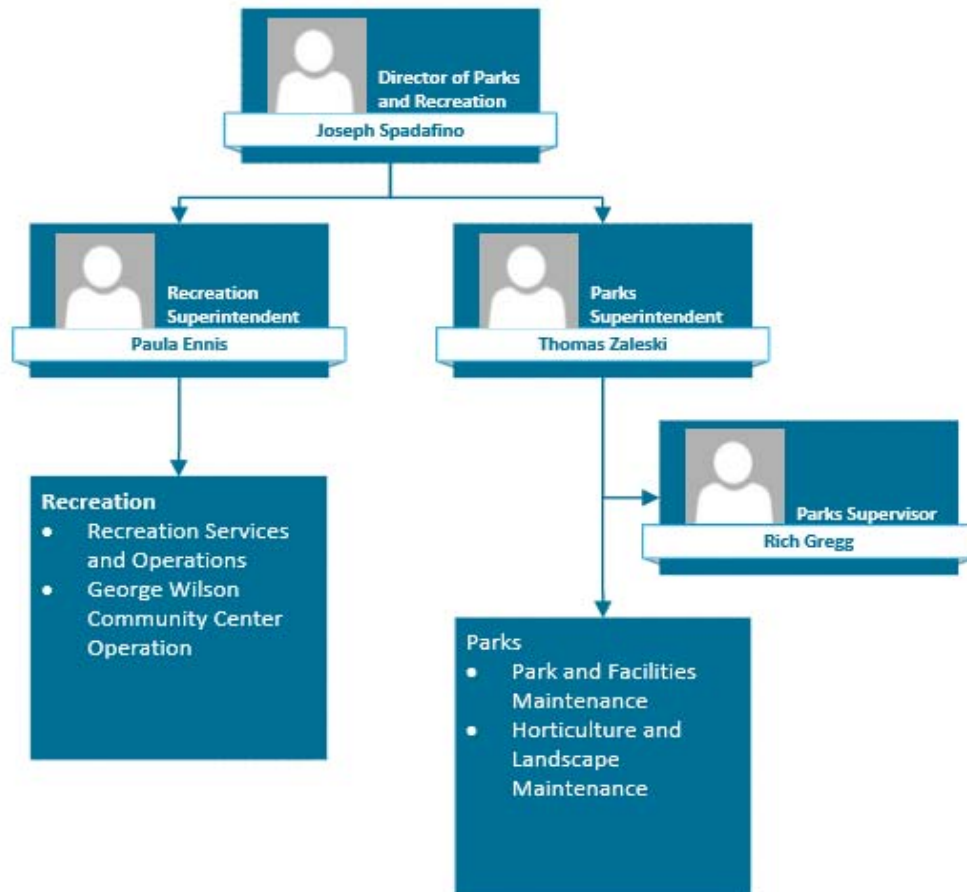
Expenditures:

Police Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0121095.9020 Mileage & Small Bus. Exp.	\$2,451	\$3,177	\$1,898	\$2,309	\$3,000	\$3,000
0121095.9040 Dues & Professional Organizations	3,005	8,900	25,776	26,828	4,500	0
0121095.9060 Depreciation Expense	382,097	357,883	309,507	281,124	289,881	332,300
0121095.9070 Training & Continuing Educ/Conf	6,811	18,436	14,849	9,822	30,000	34,500
0121095.9099 Contingencies	0	3,500	0	0	0	0
TOTAL OTHER CHARGES	\$394,364	\$391,896	\$352,030	\$320,083	\$327,381	\$369,800

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$346,470	\$331,730	\$281,119	\$295,376	\$289,052	\$331,167
Buildings & Grounds	101,889	68,404	30,564	104,930	135,492	191,993
Billings & Accounting	376,442	186,087	197,306	203,083	238,925	164,309
Information Technology	0	126,108	203,948	305,017	530,894	560,559
Electricity	91,700	91,500	91,000	88,700	83,300	79,200
Other Indirect Expenses	715	8,129	10,141	5,649	6,000	5,649
TOTAL INTER-DEPT. CHARGES	\$917,216	\$811,958	\$814,078	\$1,002,755	\$1,283,663	\$1,332,877

**CITY OF NEWARK, DELAWARE
PARKS & RECREATION DEPARTMENT
ORGANIZATIONAL CHART**



CITY OF NEWARK: PARKS & RECREATION DEPARTMENT

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

- **Administration and Planning:**

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

- **Parks and Horticulture:**

The Division is responsible for the maintenance of 680 acres of parkland, which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2), shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

- **Recreation Services:**

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 7,000 registrations were received in 2016 for the various programs and events with a total of over 75,000 participants throughout the year.

Key accomplishments in 2017 include:

PARKS:

- Constructed a new pavilion at Folk Park that included an ADA accessible walkway to the pavilion.
- Completed bridge rehabilitation project to metal footbridge in Rittenhouse Park over Christina Creek.
- Designed and installed new plant material at McDonald's Circle and the Rte. 896 and West Chestnut Hill intersection traffic islands.
- Installed a new 30' fiberglass footbridge along the Redd Park Trail replacing the old temporary bridge across Jenny's Run. The project was partially funded through the Delaware Department of Natural Resources Recreation Trails Program.
- Construction of permanent restrooms at the Newark reservoir as part of the fundraising efforts of Preston's Playground.
- Introduced pilot program of planters on Main Street due to increased vandalism of trees and to introduce new landscaping on Main Street.

RECREATION:

- Initiated annual background checks for all of our part-time seasonal staff, counselors and volunteer coaches.
- Completed re-design and renovation of the George Wilson Center kitchen to bring it up to meet codes as an approved commercial kitchen for all City functions, programs and rentals.
- The volunteer program continues to excel with over 7,400 volunteer hours completed in 2016 and more hours anticipated by the end of 2017. Some of the 2017 volunteer initiatives include improvements at the George Wilson Center Park. Volunteers also painted the main floor of the George Wilson Center and added wood carpet to play units throughout our Park system.
- Created new event to replace the Mayor's Masquerade Run that took place in fall. The Mayors Fall Harvest Festival was held at Olan Thomas Park. Proceeds from the event will go towards park improvements throughout the City.
- Increased marketing efforts by introducing weekly E-blasts highlighting upcoming programs and events and creating an Instagram account.

CITY OF NEWARK: PARKS & RECREATION DEPARTMENT

Goals for 2018 include:

- Pending budget approval, construct a parking lot at Old Paper Mill Park to help create more parking for the Newark Reservoir Park and the construction of Preston's Playground. The parking lot will be incorporated into the design of Old Paper Mill Park when it is completed.
- Pending budget approval, make improvements to the Fairfield Crest to Creek Road connector that would include paving the road and improved lighting.
- Redesign and install new plant material at the Paper Mill Road and Elkton Road traffic islands.
- Completion of Preston's Playground, the all-inclusive Playground and only the second of its kind in Delaware.
- Park design of Rodney Complex should referendum pass.
- Celebrate the 50th Anniversary of the Parks and Recreation Department in Newark highlighting 50 Days of Fun throughout the year.
- Develop a parks maintenance standards manual and reorganize the inspection procedures.
- Work with the University of Delaware to develop a new recommended tree list for developers due to the new diseases and infestations of the Emerald Ash Borer and broaden the list of recommended native trees.
- Pending budget approval, implement a new online registration software system that will better serve our needs and be PCI compliant.

Registrant Totals for Fall 2016-Summer 2017

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	2,044	896	1,148
Trips	52	24	28
Preschool Activities	100	41	59
Youth/Teen Activities	3,360	1,618	1,742
Adult Activities	1,211	507	704
George Wilson Center Rentals	182	90	92
Grand Totals	6,949	3,176	3,773

Registrant Totals for Fall 2015-Summer 2016

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,821	513	1,308
Trips	46	18	28
Preschool Activities	126	60	66
Youth/Teen Activities	3,536	1,741	1,795
Adult Activities	735	351	384
George Wilson Center Rentals	174	49	125
Grand Totals	6,438	2,732	3,706

Registrant Totals for Fall 2014-Summer 2015

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

Registrant Totals for Fall 2013-Summer 2014

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

CITY OF NEWARK, DELAWARE
Activities Measurements - Parks & Recreation

Performance Indicators:	2014 (Fall'13-Sum'14)	2015 (Fall'14-Sum'15)	2016 (Fall'15-Sum'16)	2017 (Fall'16-Sum'17)
Revenue				
Community Events	\$57,937	\$50,179	\$43,488	\$49,394
Trips	\$2,199	\$1,659	\$2,598	\$2,867
Preschool Activities	\$28,537	\$13,486	\$9,437	\$6,590
Youth/Teen Activities	\$378,270	\$432,799	\$483,727	\$497,183
Adult Activities	\$49,915	\$49,559	\$43,981	\$48,367
Community Pools	\$660	\$810	\$875	\$760
George Wilson Center	\$45,602	\$50,532	\$45,836	\$53,310
Total	\$563,120	\$599,024	\$633,633	\$658,471
Program Cost				
Community Events	\$57,285	\$60,687	\$57,859	\$65,438
Trips	\$1,333	\$1,401	\$1,495	\$1,520
Preschool Activities	\$15,487	\$6,604	\$5,053	\$3,326
Youth/Teen Activities	\$210,474	\$246,632	\$280,988	\$290,352
Adult Activities	\$36,392	\$35,293	\$32,253	\$33,438
Community Pools	\$13,611	\$11,973	\$13,178	\$13,491
George Wilson Center	\$19,301	\$21,445	\$19,380	\$20,356
Total	\$353,883	\$384,035	\$410,206	\$427,921
Volunteer Hours				
Community Events	1,392	1,583	1,323	2,296
Youth/Teen Activities	3,361	3,870	3,695	3,716
Parks/Other	-	395	888	904
Total	4,753	5,848	5,906	6,916

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Parks & Recreation Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$2,097,703	\$2,187,324	\$2,117,476	\$2,108,207	\$2,139,010	\$2,302,122
Materials and Supplies	107,366	125,885	96,877	82,138	121,005	122,905
Contractual Services	254,455	284,928	283,134	300,487	357,905	385,003
Other Charges	67,263	77,047	67,845	87,747	67,265	84,915
Subtotal	\$2,526,787	\$2,675,184	\$2,565,332	\$2,578,579	\$2,685,185	\$2,894,945
Inter-Dept. Charges	251,505	275,552	315,822	426,537	508,278	395,846
Special Revenue Accounts	16,498	18,934	15,783	24,953	38,774	50,075
Total Operating Expenses	\$2,794,790	\$2,969,670	\$2,896,937	\$3,030,069	\$3,232,237	\$3,340,866

**PARKS & RECREATION DEPARTMENT
WAGE AND SALARY BUDGET - 2018**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Parks & Recreation	MGMT	28	1.0	\$ 94,650	1.0	\$ 97,480	0.0	\$ 2,830	3.0%
Recreation Superintendent	MGMT	21	1.0	\$ 78,848	1.0	\$ 78,687	0.0	\$ (161)	-0.2%
Parks Superintendent	MGMT	21	1.0	\$ 81,432	1.0	\$ 80,229	0.0	\$ (1,203)	-1.5%
Parks Supervisor	MGMT	17	1.0	\$ 69,754	1.0	\$ 68,724	0.0	\$ (1,030)	-1.5%
Recreation Supervisor	CWA F/T	18	3.0	\$ 208,785	3.0	\$ 212,694	0.0	\$ 3,909	1.9%
Customer Service Clerk I	CWA F/T	10	1.0	\$ 43,337	1.0	\$ 45,291	0.0	\$ 1,954	4.5%
Maintenance IV	AFSCME F/T	8	4.0	\$ 223,117	4.0	\$ 236,121	0.0	\$ 13,004	5.8%
Maintenance III	AFSCME F/T	6	1.0	\$ 51,825	1.0	\$ 55,475	0.0	\$ 3,650	7.0%
Equipment Operator	AFSCME F/T	3	2.0	\$ 97,123	2.0	\$ 103,312	0.0	\$ 6,189	6.4%
Total Full-Time Positions			15.0	\$ 948,871	15.0	\$ 978,013	0.0	\$ 29,142	3.1%
PART-TIME FUNDING									
Temporary Maintenance (Seasonal)				\$ 137,300		\$ 137,300		\$ -	0.0%
Total Part-Time Funding				\$ 137,300		\$ 137,300		\$ -	0.0%
OTHER									
Overtime				\$ 31,000		\$ 31,000		\$ -	0.0%
Sick Pay				\$ 13,332		\$ 13,588		\$ 256	1.9%
Service Awards				\$ 24,182		\$ 27,064		\$ 2,882	11.9%
Day Camp				\$ 46,500		\$ 46,500		\$ -	0.0%
Self Supporting Program				\$ 99,000		\$ 114,000		\$ 15,000	15.2%
Before & After Care				\$ 90,000		\$ 100,000		\$ 10,000	11.1%
Life Guards				\$ 13,600		\$ 13,600		\$ -	0.0%
Creative Designer/Admin Support	CWA P/T			\$ 32,659		\$ 34,703		\$ 2,044	6.3%
Recreation Specialist - Special Events	CWA P/T			\$ 36,816		\$ 38,377		\$ 1,561	4.2%
Community Center Aide	CWA P/T			\$ 31,973		\$ 35,122		\$ 3,149	9.8%
Uniform Allowance				\$ 2,460		\$ 4,560		\$ 2,100	85.4%
Total Other				\$ 421,522		\$ 458,514		\$ 36,992	8.8%
Total All			15.0	\$ 1,507,693	15.0	\$ 1,573,827	0.0	\$ 66,134	4%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Parks & Recreation Department

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0151142.6020 Supervisory	\$507,525	\$522,919	\$538,072	\$521,023	\$533,469	\$537,814
0151142.6030 Engineering/Technical	0	0	0	11,755	32,659	34,703
0151142.6080 Clerical	96,598	99,466	102,159	55,412	43,337	45,291
0151142.6230 Maintenance Workers	376,745	344,516	345,719	366,196	372,065	394,908
0151142.6580 Service Award	25,465	26,734	26,126	22,551	24,182	27,064
0151142.6590 Sick Pay	16,672	17,392	16,722	14,277	13,332	13,588
0151142.6610 Seasonal	106,997	127,300	100,489	117,005	137,300	137,300
0151142.6615 Interns	0	0	0	100	0	0
0151142.6620 Overtime	28,967	37,270	44,040	34,233	31,000	31,000
0151142.6622 Holiday Premium	0	0	0	2,762	0	0
0151142.6680 Day Camp	44,164	43,728	46,549	44,747	46,500	46,500
0151142.6685 Before and After Care	0	0	0	0	90,000	100,000
0151142.6690 Self-Supporting Programs	167,048	164,744	188,879	215,188	99,000	114,000
0151142.6750 Life Guards	11,900	11,787	11,089	12,243	13,600	13,600
0151142.6770 Comm Events - Rec Specialist	15,607	15,256	27,907	9,802	36,816	38,377
0151142.6850 Center Attendants	31,618	29,867	31,596	32,391	31,973	35,122
0151142.6880 Uniform Allowances	144	1,912	2,410	2,460	2,460	4,560
0151142.6920 Unemployment Comp. Ins.	15,315	14,617	15,509	14,871	15,813	12,889
0151142.6930 Social Security Taxes	106,979	107,438	110,370	108,487	114,474	115,983
0151142.6940 City Pension Plan	202,875	264,924	223,125	227,425	189,367	241,871
0151142.6941 Defined Contribution 401(a) Plan	0	0	0	3,972	7,725	8,291
0151142.6950 Term Life Insurance	4,979	4,741	4,551	4,444	4,852	4,591
0151142.6960 Group Hospitalization Ins.	230,171	239,379	231,306	229,350	247,440	261,153
0151142.6961 Long-Term Disability Ins.	1,929	1,897	1,840	1,731	1,900	2,140
0151142.6962 Dental Insurance	17,810	15,545	16,256	15,065	15,306	15,619
0151142.6963 Flexible Spending Account	112	0	378	331	234	234
0141142.6964 Health Savings Account	0	0	0	1,500	1,500	1,500
0151142.6965 Post-Employment Benefits	88,083	95,092	30,948	34,652	27,008	58,243
0151142.6966 Retirement Health Savings Account	0	0	0	1,442	2,719	2,760
0151142.6967 Emergency Room Reimbursements	0	800	800	2,000	2,175	2,175
0151142.6968 Vision Insurance Premiums	0	0	636	792	804	846
TOTAL PERSONNEL SERVICES	\$2,097,703	\$2,187,324	\$2,117,476	\$2,108,207	\$2,139,010	\$2,302,122

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0151143.7020 Heating Fuel	\$4,390	\$4,466	\$4,210	\$2,679	\$0	\$0
0151143.7021 Advertising Supplies	0	0	0	1,103	1,250	1,250
0151143.7110 Safety Shoes & Supplies	2,394	2,221	2,307	2,712	2,200	2,200
0151143.7130 Tools,Field Sup.,Small Equip.	8,011	2,984	5,332	9,223	6,800	6,800
0151143.7131 Information Technology Supplies	0	0	514	0	0	0
0151143.7140 Uniforms	83	19	0	0	0	0
0151143.7150 Office Supplies	1,632	1,597	1,280	1,302	1,700	1,700
0151143.7160 Books, Periodicals, Etc.	27	0	0	0	100	100
0151143.7170 Postage	0	0	0	0	0	0
0151143.7250 Bldg. & Grounds Maintenance	13,721	33,683	1,680	861	0	0
0151143.7300 Mach. & Equip. Maintenance	3,616	2,413	1,980	2,626	7,100	2,000
0151143.7450 Salt, Sand & Snow Removal	0	1,406	1,300	733	1,500	1,500
0151143.7500 Parks Maintenance	35,545	39,302	43,232	34,154	47,655	49,655
0151143.7501 Island Beautification	5,468	8,107	6,061	6,955	19,200	19,500
0151143.7550 Miscellaneous Supplies	212	240	688	349	700	0
0151143.7680 Day Camp	1,435	1,283	1,104	1,447	1,400	1,400
0151143.7685 Before and After Care	0	0	0	20	1,800	1,800
0151143.7690 Self-Supporting Programs	20,586	20,974	19,154	11,169	20,200	20,200
0151143.7691 Community Day	2,138	2,444	1,598	1,098	1,700	1,700
0151143.7692 Liberty Day Fireworks	384	166	248	290	500	2,400
0151143.7693 Halloween Parade/Trick or Treat	46	217	191	135	400	2,300
0151143.7694 Other Special Events	2,520	3,166	4,919	3,722	4,300	4,300
0151143.7695 Newark Nite	2,119	0	0	0	0	0
0151143.7850 George Wilson Center	3,039	1,197	1,079	1,560	2,500	4,100
TOTAL MATERIALS & SUPPLIES	\$107,366	\$125,885	\$96,877	\$82,138	\$121,005	\$122,905

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
0151144.8020 Advertising	\$2,447	\$729	\$1,374	\$2,472	\$1,250	\$4,750
0151144.8030 Casualty Insurance	41,684	50,717	38,885	42,753	8,662	8,749
0151144.8031 Insurance - Property	0	0	0	0	6,759	6,827
0151144.8032 Insurance - Auto	0	0	0	0	25,818	26,077
0151144.8033 Insurance - Broker	0	0	0	0	4,061	4,102
0151144.8040 Merchant Fees and Discounts	8,295	9,997	11,722	15,021	13,000	18,000
0151144.8050 Phone/Communications	23,962	25,131	16,802	16,758	20,100	20,500
0151144.8130 Bldg. & Equip. Rental	1,843	1,733	995	673	2,500	7,500
0151144.8131 Information Technology Cont'l	0	6,436	32,360	21,297	41,615	37,369
0151144.8250 Bldg. & Grounds Maint.	380	497	0	0	0	0
0151144.8300 Mach. & Equip. Maintenance	343	20	25	94	700	700
0151144.8410 Creek Maintenance	5,289	9,699	3,709	16,087	15,000	20,000
0151144.8420 Tree Removal	12,844	25,028	25,371	24,585	30,400	35,400
0151144.8500 Parks Maintenance	21,849	22,689	18,608	16,584	22,500	24,694
0151144.8550 Misc. Contracted Services	6,868	3,410	16,762	262	500	0
0151144.8680 Day Camp	5,906	6,151	8,001	8,347	9,850	9,850
0151144.8685 Before and After Care	0	0	0	0	2,000	2,000
0151144.8690 Self-Supporting Programs	60,447	63,954	51,536	69,050	76,690	76,690
0151144.8691 Community Day	2,892	3,998	3,100	3,686	3,800	3,800
0151144.8692 Liberty Day/Fireworks	30,597	28,477	31,872	36,854	39,100	39,100
0151144.8693 Halloween Parade/Trick or Treat	803	960	800	800	800	800
0151144.8694 Other Special Events	5,590	6,443	4,540	4,430	6,500	6,500
0151144.8695 Newark Nite	7,606	297	302	0	0	0
0151144.8696 Memorial Day Parade	0	0	0	2,423	2,000	3,900
0151144.8850 George Wilson Center	310	451	621	552	1,000	1,000
0151144.8899 Retention Basin Mowing	14,500	18,111	15,749	17,759	23,300	26,695
TOTAL CONTRACTUAL SERVICES	\$254,455	\$284,928	\$283,134	\$300,487	\$357,905	\$385,003

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

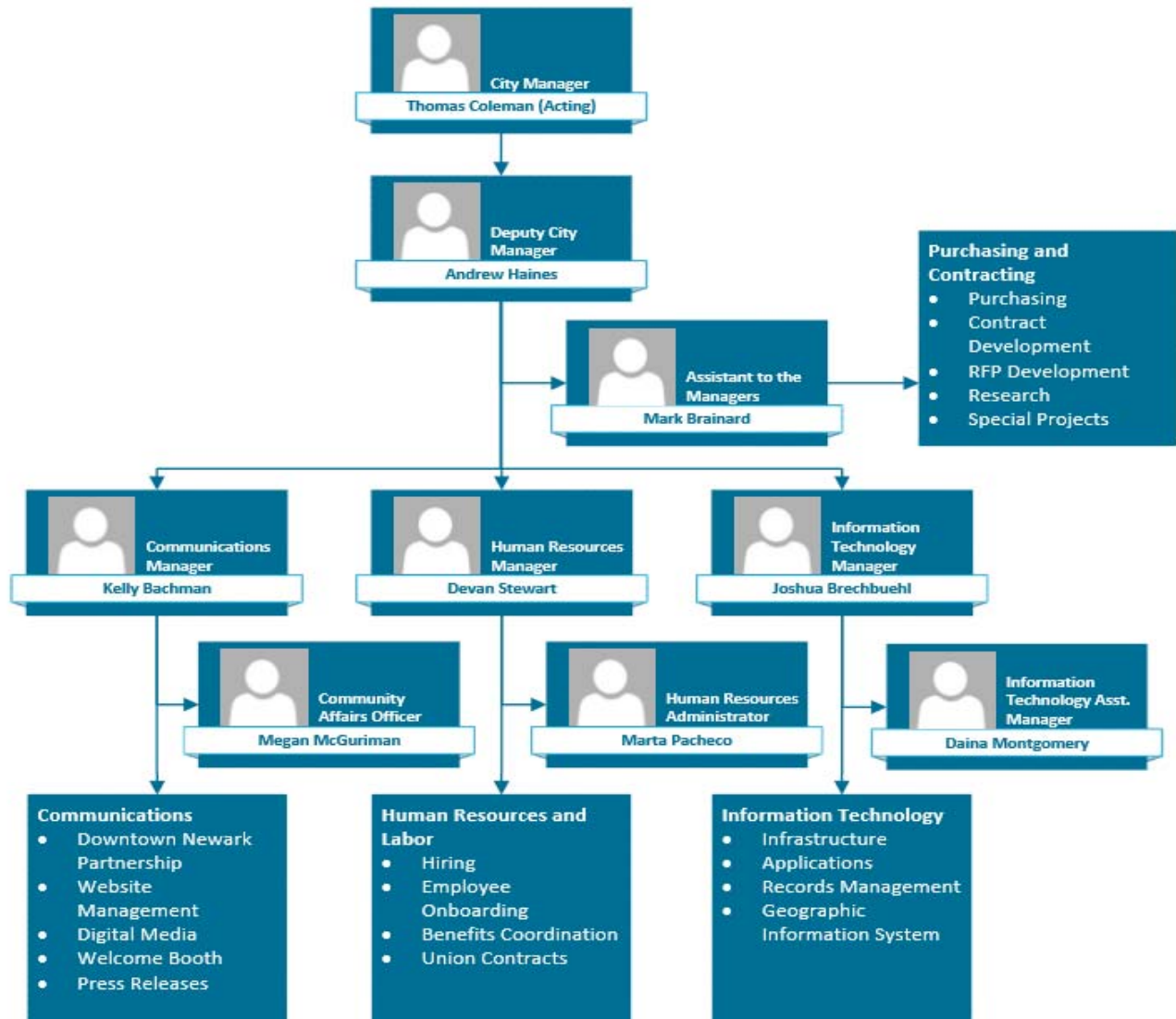
Parks & Recreation Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0151145.9020 Mileage & Small Bus. Exp.	\$114	\$2	\$21	\$29	\$50	\$50
0151145.9040 Dues/Conferences Expenses	1,416	2,669	2,687	3,697	2,400	0
0151145.9060 Depreciation Expense	64,489	68,451	60,961	82,952	59,750	77,400
0151145.9070 Training & Continuing Educ/Conf	1,244	2,925	526	364	5,065	7,465
0151145.9099 Contingencies	0	3,000	3,650	705	0	0
TOTAL OTHER CHARGES	\$67,263	\$77,047	\$67,845	\$87,747	\$67,265	\$84,915

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$88,323	\$86,934	\$80,392	\$76,925	\$73,366	\$83,567
Buildings and Grounds	(8,717)	14,910	20,229	74,356	97,125	136,942
Billings & Accounting	122,109	62,059	66,038	67,775	77,149	34,678
Information Technology	0	54,860	88,724	132,691	230,954	111,493
Printing and Reproduction	21,287	24,021	23,531	46,403	3,194	3,194
Electricity	20,531	20,596	19,902	20,368	18,190	17,953
Other Indirect Expenses	7,972	12,172	17,006	8,019	8,300	8,019
TOTAL INTER-DEPT. CHARGES	\$251,505	\$275,552	\$315,822	\$426,537	\$508,278	\$395,846

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



CITY OF NEWARK: ADMINISTRATIVE DEPARTMENT

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.

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.

CITY OF NEWARK: ADMINISTRATIVE DEPARTMENT

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.

Key accomplishments in 2017 include:

- 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

Goals for 2018 include:

- 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)

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.

CITY OF NEWARK: ADMINISTRATIVE DEPARTMENT

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.

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, solicited, 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.

CITY OF NEWARK: ADMINISTRATIVE DEPARTMENT**Key accomplishments in 2017 (continued):**

- 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.

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

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Administrative Department - Management Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$779,860	\$1,463,466	\$856,154	\$1,110,206	\$1,135,684	\$1,020,977
Materials and Supplies	4,094	97,694	15,317	10,830	12,550	14,550
Contractual Services	64,783	358,227	126,194	133,268	162,955	220,646
Other Charges	<u>36,302</u>	<u>99,074</u>	<u>123,147</u>	<u>125,641</u>	<u>137,593</u>	<u>132,100</u>
Subtotal	\$885,039	\$2,018,461	\$1,120,812	\$1,379,945	\$1,448,782	\$1,388,273
Inter-Dept. Charges	<u>(166,833)</u>	<u>(1,231,418)</u>	<u>(209,482)</u>	<u>(201,164)</u>	<u>(244,121)</u>	<u>(282,024)</u>
Total Operating Expenses	<u><u>\$718,206</u></u>	<u><u>\$787,043</u></u>	<u><u>\$911,330</u></u>	<u><u>\$1,178,781</u></u>	<u><u>\$1,204,661</u></u>	<u><u>\$1,106,249</u></u>

**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2018
MANAGEMENT DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
City Manager	E & A	Appt	1.0	\$ 148,836	1.0	\$ 110,877	0.0	\$ (37,959)	-25.5%
Deputy City Manager	MGMT	33	1.0	\$ 122,237	1.0	\$ 124,997	0.0	\$ 2,760	2.3%
Communications Manager	MGMT	23	1.0	\$ 86,994	1.0	\$ 85,708	0.0	\$ (1,286)	-1.5%
Human Resource Manager	MGMT	18	1.0	\$ 65,544	1.0	\$ 67,390	0.0	\$ 1,846	2.8%
Community Affairs Officer	MGMT	17	1.0	\$ 56,144	1.0	\$ 57,680	0.0	\$ 1,536	2.7%
HR Administrator	MGMT	15	1.0	\$ 64,565	1.0	\$ 63,612	0.0	\$ (953)	-1.5%
Purchasing Admin	MGMT	15	1.0	\$ 63,640		\$ -	(1.0)	\$ (63,640)	-100.0%
Assistant to the Managers	MGMT	15		\$ -	1.0	\$ 53,640	1.0	\$ 53,640	#DIV/0!
Purchasing Assistant	CWA F/T	13	1.0	\$ 61,508	1.0	\$ 61,739	0.0	\$ 231	0.4%
Creative Designer & Web Spec.	CWA F/T	9	1.0	\$ 42,481	1.0	\$ 44,294	0.0	\$ 1,813	4.3%
Receptionist (Welcome Cntr)	CWA F/T	4	1.0	\$ 34,018	1.0	\$ 35,123	0.0	\$ 1,105	3.2%
Total Full-Time Positions			10.0	\$ 745,967	10.0	\$ 705,060	0.0	\$ (40,907)	-5.5%
PART-TIME FUNDING									
Intern				\$ 10,000		\$ -		\$ (10,000)	-100.0%
Total Part-Time Funding				\$ 10,000		\$ -		\$ (10,000)	-100.0%
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	\$ 719,804	0.0	\$ (61,598)	-8%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Administrative Department - Management Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111122.6020 Supervisory	\$329,427	\$301,276	\$304,763	\$457,363	\$479,755	\$500,292
0111122.6030 Engineering/Technical	55,203	76,004	91,070	111,830	106,121	44,294
0111122.6050 Information Technology	0	410,222	0	0	0	0
0111122.6080 Clerical	109,220	116,373	152,973	181,820	160,091	160,474
0111122.6580 Service Award	11,895	15,360	14,658	15,820	13,637	7,006
0111122.6590 Sick Pay	8,171	6,399	6,964	6,131	6,798	2,738
0111122.6600 Part-Time	0	0	0	0	0	0
0111122.6615 Interns	0	7,842	8,460	924	10,000	0
0111122.6620 Overtime	1,198	13,970	1,832	1,821	5,000	5,000
0111122.6875 Vehicle Allowance	0	0	0	0	0	0
0111122.6920 Unemployment Comp. Ins.	2,489	6,847	3,147	4,109	4,614	2,835
0111122.6930 Social Security Taxes	35,803	68,342	41,851	55,810	57,521	54,633
0111122.6940 City Pension Plan	95,317	172,395	88,129	90,250	75,793	35,121
0111122.6941 Defined Contribution 401(a) Plan	6,646	15,666	12,506	24,276	28,798	42,490
0111122.6950 Term Life Insurance	2,007	3,810	1,719	2,754	3,236	3,189
0111122.6960 Group Hospitalization Ins.	69,044	167,787	94,697	124,292	150,794	130,952
0111122.6961 Long-Term Disability Ins.	846	1,611	769	1,079	1,333	1,588
0111122.6962 Dental Insurance	4,786	11,394	6,361	8,586	9,317	7,755
0111122.6963 Flexible Spending Account	78	1,548	441	347	468	234
0111122.6964 Health Savings Account	5,500	1,125	1,500	2,250	1,500	1,500
0111122.6965 Post-Employment Benefits	41,378	61,875	20,116	13,759	10,809	8,457
0111122.6966 Retirement Health Savings Account	852	3,069	3,147	6,542	8,156	10,695
0111122.6967 Emergency Room Reimbursements	0	551	800	0	1,450	1,305
0111122.6968 Vision Insurance Premiums	0	0	251	443	493	419
TOTAL PERSONNEL SERVICES	\$779,860	\$1,463,466	\$856,154	\$1,110,206	\$1,135,684	\$1,020,977

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Administrative Department - Management Division

MATERIALS AND SUPPLIES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111123.7130 Tools,Field Sup.,Small Equip.	\$140	\$27,732	\$4,928	\$7,052	\$1,000	\$1,000
0111123.7131 Information Technology Supplies	0	66,249	6,337	0	6,500	6,000
0111123.7150 Office Supplies	3,522	2,590	3,591	3,573	4,000	4,000
0111123.7160 Books, Periodicals, Etc.	458	370	389	190	500	500
0111123.7170 Postage	9	52	35	15	50	50
0111123.7550 Miscellaneous Supplies	(35)	701	37	0	500	500
0111123.7570 Merchandise for Resale	0	0	0	0	0	2,500
TOTAL MATERIALS & SUPPLIES	\$4,094	\$97,694	\$15,317	\$10,830	\$12,550	\$14,550

CONTRACTUAL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111124.8020 Advertising	\$286	\$0	\$0	\$0	\$0	\$0
0111124.8030 Casualty Insurance	28,699	39,713	37,531	38,939	35,172	35,524
0111124.8032 Insurance - Auto	0	0	0	0	2,151	2,173
0111124.8033 Insurance - Broker	0	0	0	0	3,677	3,714
0111124.8050 Phone/Communications	2,108	7,996	5,344	4,606	4,500	4,500
0111124.8131 Information Technology Cont'l	30	223,932	49,434	36,005	49,455	48,235
0111124.8162 Legal/Consulting Services	31,004	70,275	24,857	46,178	35,000	35,000
0111124.8300 Mach. & Equip. Maintenance	0	151	0	0	100	100
0111124.8550 Misc. Contracted Svc.	258	13,346	6,126	4,746	1,400	61,400
0111124.8560 Employee Testing Svc.	2,398	2,814	2,902	2,794	3,000	5,000
0111124.8570 Annual Reports & Pub. Rel.	0	0	0	0	28,500	25,000
TOTAL CONTRACTUAL SERVICES	\$64,783	\$358,227	\$126,194	\$133,268	\$162,955	\$220,646

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Administrative Department - Management Division

OTHER CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111125.9020 Mileage & Small Bus. Exp.	\$2,380	\$2,552	\$3,065	\$4,110	\$2,500	\$2,500
0111125.9030 Recruitment & Retention Expenses	18,959	30,003	39,334	73,659	75,000	75,000
0111125.9031 Information Technology Training	0	7,903	0	0	0	0
0111125.9040 Dues & Professional Organizations	4,551	11,320	9,972	12,133	25,000	0
0111125.9060 Depreciation Expense	3,805	31,349	55,029	17,102	9,093	17,100
0111125.9070 Training & Continuing Educ/Conf	588	3,831	520	2,519	3,500	15,000
0111125.9090 Other Special Programs	6,019	7,924	15,227	16,118	12,500	12,500
0111125.9099 Contingencies	0	4,192	0	0	10,000	10,000
TOTAL OTHER CHARGES	\$36,302	\$99,074	\$123,147	\$125,641	\$137,593	\$132,100

INTER-DEPT. CHARGES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Vehicles and Equipment	\$0	\$3,953	\$4,065	\$5,212	\$4,030	\$5,408
Buildings and Grounds	11,914	10,871	3,574	12,269	15,843	37,495
Billings & Accounting	29,015	37,392	18,641	19,190	25,096	23,991
Information Technology	0	(995,954)	18,436	27,571	47,991	61,939
Printing and Reproduction	5,855	(38,390)	4,925	9,712	669	669
Electricity Used	7,916	11,210	7,630	8,088	6,990	12,057
Services to Utility Funds	(221,533)	(260,500)	(266,753)	(283,206)	(344,740)	(423,583)
Other Indirect Charges	0	0	0		0	0
TOTAL INTER-DEPT. CHARGES	(\$166,833)	(\$1,231,418)	(\$209,482)	(\$201,164)	(\$244,121)	(\$282,024)

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018

GENERAL FUND

Administrative Department - Information Technology Division

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**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2018
INFORMATION TECHNOLOGY DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
IT Manager	MGMT	28	1.0	\$ 105,844	1.0	\$ 104,280	0.0	\$ (1,564)	-1.5%
IT Network Admin III *	CWA F/T	23	1.0	\$ 53,048	1.0	\$ 89,308	0.0	\$ 36,260	68.4%
Assistant IT Manager	MGMT	21	1.0	\$ 73,492	1.0	\$ 77,787	0.0	\$ 4,295	5.8%
IT Network Admin II	CWA F/T	21	1.0	\$ 79,057	1.0	\$ 83,036	0.0	\$ 3,979	5.0%
IT Systems Admin I	CWA F/T	21	1.0	\$ 82,740	2.0	\$ 147,398	1.0	\$ 64,658	78.1%
Network Admin I	CWA F/T	19	1.0	\$ 76,498		\$ -	(1.0)	\$ (76,498)	-100.0%
IT Application Support Admin	CWA F/T	18	1.0	\$ 74,856		\$ -	(1.0)	\$ (74,856)	-100.0%
IT Application Support Analyst	CWA F/T	16		\$ -	1.0	\$ 68,315	1.0	\$ 68,315	#DIV/0!
Digital Records Mgmt Coord	CWA F/T	16	1.0	\$ 62,466	1.0	\$ 65,237	0.0	\$ 2,771	4.4%
GIS Technician	CWA F/T	14	1.0	\$ 50,170	1.0	\$ 52,348	0.0	\$ 2,178	4.3%
Desktop Support Lead	CWA F/T	12	1.0	\$ 48,575	1.0	\$ 48,847	0.0	\$ 272	0.6%
Call Attendant	CWA F/T	10	1.0	\$ 55,630		\$ -	(1.0)	\$ (55,630)	-100.0%
Digital Scanner/Records Asst II	CWA F/T	8	1.0	\$ 43,044	1.0	\$ 44,910	0.0	\$ 1,866	4.3%
Total Full-Time Positions			12.0	\$ 805,420	11.0	\$ 781,466	(1.0)	\$ (23,954)	-3.0%
PART-TIME FUNDING									
Clerk Typist P/T	CWA P/T			\$ 25,197		\$ -		\$ (25,197)	-100.0%
Total Part-Time Funding				\$ 25,197		\$ -		\$ (25,197)	-100.0%
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%
Total Other				\$ 30,187		\$ 25,329		\$ (4,858)	-16.1%
Total All			12.0	\$ 860,804	11.0	\$ 806,795	(1.0)	\$ (54,009)	-6%

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

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Administrative Department - Information Technology Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
PERSONNEL SERVICES						
0111162.6020 Supervisory	\$0	\$0	\$112,661	\$175,933	\$179,336	\$182,067
0111162.6050 Information Technology	0	0	337,872	384,778	595,651	489,252
0111162.6080 Clerical	0	0	0	0	55,630	0
0111162.6090 Digital Records Employees	0	0	0	0	0	110,147
0111162.6580 Service Award	0	0	4,548	5,197	7,542	9,500
0111162.6590 Sick Pay	0	0	1,147	572	2,645	3,829
0111162.6600 Part Time	0	0	0	0	0	0
0111162.6615 Interns	0	0	13,197	37,344	0	0
0111162.6619 Standby Pay	0	0	0	0	0	0
0111162.6620 Overtime	0	0	12,391	11,923	20,000	12,000
0111162.6920 Unemployment Comp. Ins.	0	0	2,777	3,791	5,223	3,780
0111162.6930 Social Security Taxes	0	0	35,216	45,303	65,852	63,570
0111162.6940 City Pension Plan	0	0	75,588	83,148	81,887	87,176
0111162.6941 Defined Contribution 401(a) Plan	0	0	8,637	15,184	35,806	35,474
0111162.6950 Term Life Insurance	0	0	1,686	1,995	4,217	3,501
0111162.6960 Group Hospitalization Ins.	0	0	102,294	125,552	213,687	173,245
0111162.6961 Long-Term Disability Ins.	0	0	711	1,073	1,666	1,706
0111162.6962 Dental Insurance	0	0	7,510	8,399	14,099	11,385
0111162.6963 Flexible Spending Account	0	0	126	126	156	156
0111162.6964 Health Savings Account	0	0	1,500	1,536	1,500	3,000
0111162.6965 Post-Employment Benefits	0	0	0	14,778	11,678	20,992
0111162.6966 Retirement Health Savings Account	0	0	1,776	3,966	10,195	9,660
0111162.6967 Emergency Room Reimbursements	0	0	0	0	2,030	1,595
0111162.6968 Vision Insurance Premiums	0	0	273	389	680	561
TOTAL PERSONNEL SERVICES	\$0	\$0	\$719,910	\$920,987	\$1,309,480	\$1,222,596

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Administrative Department - Information Technology Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0111163.7130 Tools,Field Sup.,Small Equip.	\$0	\$0	\$73,700	\$32,605	\$44,500	\$39,000
0111163.7136 Software	0	0	4,410	17,229	20,000	5,000
0111163.7150 Office Supplies	0	0	2,030	5,621	7,000	11,840
0111163.7160 Books, Periodicals, Etc.	0	0	0	0	0	0
0111163.7200 Copying Supplies	0	0	0	0	0	0
0111163.7550 Miscellaneous Supplies	0	0	278	1,310	2,000	2,000
TOTAL MATERIALS & SUPPLIES	\$0	\$0	\$80,418	\$56,765	\$73,500	\$57,840

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
0111164.8030 Casualty Insurance	\$0	\$0	\$2,499	\$3,004	\$2,795	\$2,823
0111164.8033 Insurance - Broker	0	0	0	0	305	309
0111164.8050 Phone/Communications	0	0	5,657	6,463	6,600	5,400
0111164.8130 Bldg. & Equip. Rental	0	0	99	50	2,500	2,000
0111164.8136 Subscription Services (Software or SAAS)	0	0	379,994	366,848	211,599	252,916
0111164.8137 Leased Equipment (Contractual)	0	0	93,343	116,892	82,621	170,470
0111164.8300 Mach. & Equip. Maintenance	0	0	3,401	8,045	0	0
0111164.8550 Misc. Contracted Svc.	0	0	27,174	19,812	84,973	72,000
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$512,167	\$521,114	\$391,393	\$505,918

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

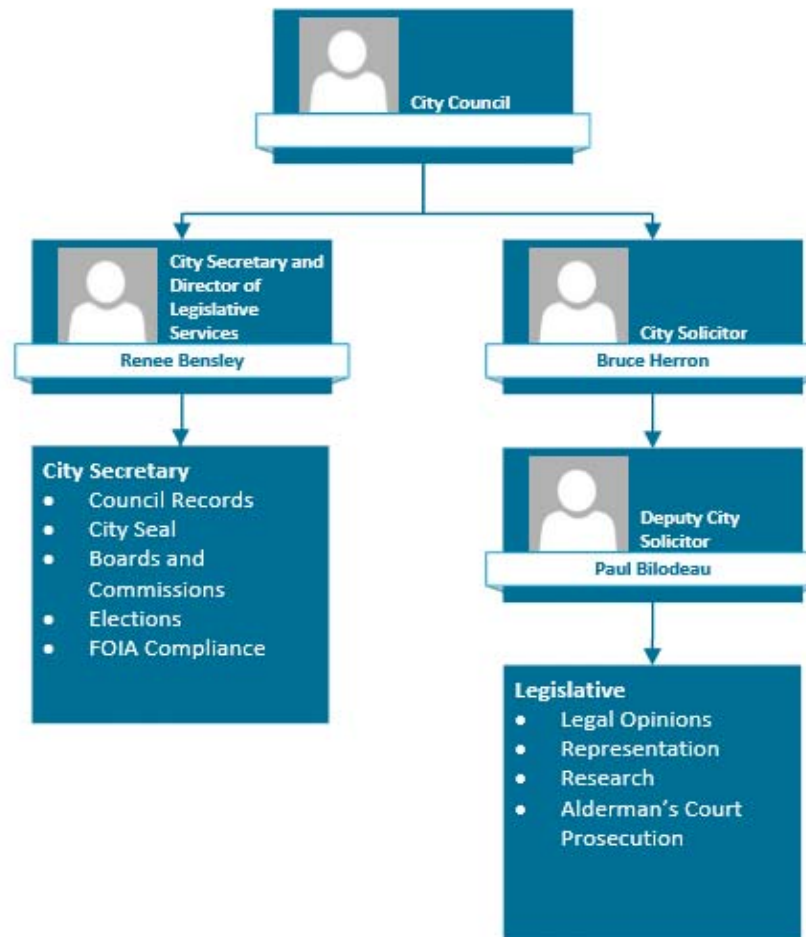
Administrative Department - Information Technology Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0111165.9020 Mileage & Small Bus. Exp.	\$0	\$0	\$0	\$398	\$0	\$0
0111165.9031 Information Technology Training	0	0	21,381	5,673	10,000	6,000
0111165.9040 Dues & Professional Organizations	0	0	4,257	16,478	0	0
0111165.9060 Depreciation Expense	0	0	2,049	73,092	129,958	136,600
0111165.9070 Training & Continuing Educ/Conf	0	0	0	6,003	32,000	28,100
0111165.9099 Contingencies	0	0	0	0	0	0
0111165.9101 Lease Principal - Fiber	0	0	0	0	0	0
0111165.9102 Lease Interest - Fiber	0	0	0	0	0	0
TOTAL OTHER CHARGES	\$0	\$0	\$27,687	\$101,644	\$171,958	\$170,700

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Buildings and Grounds	\$0	\$0	\$1,284	\$4,406	\$5,690	\$20,948
Billings & Accounting	0	0	20,937	21,606	28,867	23,962
Information Technology	0	0	(1,320,842)	(1,533,804)	(1,983,608)	(1,982,453)
Printing and Reproduction	0	0	(44,301)	(95,623)	210	210
Electric Used	0	0	2,740	2,905	2,510	6,736
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$0	\$0	(\$1,340,182)	(\$1,600,510)	(\$1,946,331)	(\$1,930,597)

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



CITY OF NEWARK: LEGISLATIVE DEPARTMENT

The Legislative Department provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor. The office is staffed by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, along with three support staff members.

The department serves as a liaison between citizens and City Council. It oversees agenda preparation for Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings, including, but not limited to, the Conservation Advisory Commission, Board of Adjustment and Election Board. The City Secretary also serves as the FOIA Coordinator for the City of Newark and works with the various departments to fulfill citizen requests in a timely fashion.

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

This department also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor's Office, consisting of the City Solicitor and Deputy City Solicitor, rely on this office for research, drafting agreements, ordinances, resolutions, preparing case files and full clerical support. In addition, this department conducts the final review and approval of applications for peddler/vendor licenses, solicitation registrations and lien certificates.

Key accomplishments in 2017 include:

- Completion of the Boards and Commissions Review Committee reviews of all 14 City boards and commissions with all recommendations presented to and considered by Council.
- Completion of the proofing of the legal review of the City Code for the recodification process.
- Realignment of duties in the Legislative Department to distribute them more efficiently and effectively.
- Cross training of all staff members in the Legislative Department to serve as backups while individuals are out of the office to ensure more effective service to internal and external customers.
- Anticipate staffing 66 Council and committee meetings in 2017, including 39 Council meetings, 9 Board of Adjustment meetings, 3 Boards and Commissions Review Committee meetings, 11 Conservation Advisory Commission meetings and 4 Election Board meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Successfully executed 2017 City Council election with significant Board turnover before and during the election cycle, including training of new members, consolidation of worker training and utilization of new polling places.

Goals for 2018 include:

- Completion of the recodification process for City Code.
- Completion of the implementation of agenda management software and electronic packets if approved by Council.
- Successful execution of the 2018 Council elections and an anticipated referendum.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Legislative Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$363,895	\$389,321	\$395,998	\$408,200	\$401,447	\$395,598
Materials and Supplies	6,923	7,342	6,112	5,932	16,100	7,100
Contractual Services	742,575	1,051,450	923,112	908,932	964,823	722,290
Other Charges	<u>12,872</u>	<u>23,593</u>	<u>22,499</u>	<u>31,326</u>	<u>39,466</u>	<u>43,500</u>
Subtotal	\$1,126,265	\$1,471,706	\$1,347,721	\$1,354,390	\$1,421,836	\$1,168,488
Inter-Dept. Charges	<u>(29,826)</u>	<u>(44,878)</u>	<u>(62,656)</u>	<u>(78,523)</u>	<u>(43,473)</u>	<u>(87,913)</u>
Total Operating Expenses	<u><u>\$1,096,439</u></u>	<u><u>\$1,426,828</u></u>	<u><u>\$1,285,065</u></u>	<u><u>\$1,275,867</u></u>	<u><u>\$1,378,363</u></u>	<u><u>\$1,080,575</u></u>

**LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2018**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Legislative Services	E & A	Appt	1.0	\$ 85,850	1.0	\$ 85,850	0.0	\$ -	0.0%
Secretary II	CWA F/T	13	1.0	\$ 60,983	1.0	\$ 59,538	0.0	\$ (1,445)	-2.4%
Secretary I	CWA F/T	10	1.0	\$ 53,747	1.0	\$ 44,268	0.0	\$ (9,479)	-17.6%
Total Full-Time Positions			3.0	\$ 200,580	3.0	\$ 189,656	0.0	\$ (10,924)	-5.4%
PART-TIME FUNDING									
Mayor and Council	E & A			\$ 50,400		\$ 50,400		\$ -	0.0%
Clerk Typist	CWA P/T			\$ 29,944		\$ 50,421		\$ 20,477	68.4%
Total Part-Time Funding				\$ 80,344		\$ 100,821		\$ 20,477	25.5%
OTHER									
Overtime				\$ 4,000		\$ 6,000		\$ 2,000	50.0%
Sick Pay				\$ 1,385		\$ -		\$ (1,385)	-100.0%
Service Award				\$ 1,645		\$ 1,534		\$ (111)	-6.7%
Total Other				\$ 7,030		\$ 7,534		\$ 504	7.2%
Total All			3.0	\$ 287,954	3.0	\$ 298,011	0.0	\$ 10,057	3%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Legislative Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
PERSONNEL SERVICES						
0111132.6020 Supervisory	\$79,923	\$80,961	\$85,000	\$85,819	\$85,850	\$85,850
0111132.6080 Clerical	120,598	136,854	144,162	153,004	144,674	154,227
0111132.6400 Mayor & Council	48,914	49,323	50,400	50,400	50,400	50,400
0111132.6580 Service Award	1,601	338	1,330	1,500	1,645	1,534
0111132.6590 Sick Pay	1,624	1,106	1,272	1,356	1,385	0
0111132.6615 Interns	0	1,083	2,490	0	0	0
0111132.6620 Overtime	4,732	7,544	8,272	5,140	4,000	6,000
0111132.6920 Unemployment Comp. Ins.	2,935	6,476	2,936	2,696	3,177	1,260
0111132.6930 Social Security Taxes	19,094	20,641	21,819	22,133	22,028	17,086
0111132.6940 City Pension Plan	34,322	26,688	24,390	26,126	25,686	16,681
0111132.6941 Defined Contribution 401(a) Plan	3,692	6,072	6,375	6,434	6,439	9,809
0111132.6950 Term Life Insurance	860	822	787	780	1,002	1,289
0111132.6960 Group Hospitalization Ins.	27,810	37,463	38,368	43,412	46,153	40,974
0111132.6961 Long-Term Disability Ins.	326	364	358	355	401	634
0111132.6962 Dental Insurance	1,829	2,359	2,574	2,808	2,808	2,408
0111132.6963 Flexible Spending Account	26	0	126	126	156	78
0111132.6965 Post-Employment Benefits	14,898	9,578	3,095	4,586	3,663	4,017
0111132.6966 Retirement Health Savings Account	711	1,249	1,320	1,339	1,359	2,760
0111132.6967 Emergency Room Reimbursements	0	400	800	0	435	435
0111132.6968 Vision Insurance Premiums	0	0	124	186	186	156
TOTAL PERSONNEL SERVICES	\$363,895	\$389,321	\$395,998	\$408,200	\$401,447	\$395,598

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Legislative Department

MATERIALS AND SUPPLIES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111133.7131 Information Technology Supplies	\$0	\$0	\$0	\$0	\$6,500	\$0
0111133.7150 Office Supplies	1,776	1,743	1,683	1,167	2,000	2,000
0111133.7160 Books, Periodicals, Etc.	4,083	4,286	4,071	4,017	4,300	4,300
0111133.7210 Election Expenses	193	420	70	102	400	400
0111133.7550 Miscellaneous Supplies	101	143	288	52	400	400
0111133.7570 Merchandise For Resale	770	750	0	594	2,500	0
TOTAL MATERIALS & SUPPLIES	\$6,923	\$7,342	\$6,112	\$5,932	\$16,100	\$7,100

CONTRACTUAL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111134.8020 Advertising	\$12,256	\$12,270	\$11,589	\$11,144	\$12,500	\$12,500
0111134.8030 Casualty Insurance	9,174	12,243	12,028	11,615	11,436	11,551
0111134.8033 Insurance - Broker	0	0	0	0	1,064	1,075
0111134.8050 Phone/Communications	324	336	516	283	6,360	300
0111134.8060 DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000
0111134.8070 Aetna Hose, Hook & Ladder	53,000	62,000	62,000	68,200	70,246	0
0111134.8071 Newark Ambulance	3,000	3,000	3,000	3,000	3,000	0
0111134.8073 Newark Senior Center	50,860	50,000	0	0	0	0
0111134.8131 Information Technology Cont'l	0	2,637	4,617	5,376	45,017	13,664
0111134.8160 City Solicitor & Deputy	269,051	278,097	312,578	366,171	300,000	325,000
0111134.8161 Lobbyist	12,000	5,500	39,587	53,200	53,200	53,200
0111134.8162 Legal/Consulting Services	250,002	495,055	379,169	293,877	350,000	250,000
0111134.8163 Codification of Ordinance	4,302	12,194	12,778	9,098	8,000	8,000
0111134.8210 Election Expenses	10,680	3,230	4,700	3,833	22,000	25,000
0111134.8220 Community Groups	55,013	47,098	63,956	62,073	60,000	0
0111134.8550 Misc. Contracted Svc.	0	55,290	4,413	8,271	8,500	8,500
0111134.8741 Special Council Events	6,913	6,500	6,181	6,791	7,500	7,500
TOTAL CONTRACTUAL SERVICES	\$742,575	\$1,051,450	\$923,112	\$908,932	\$964,823	\$722,290

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

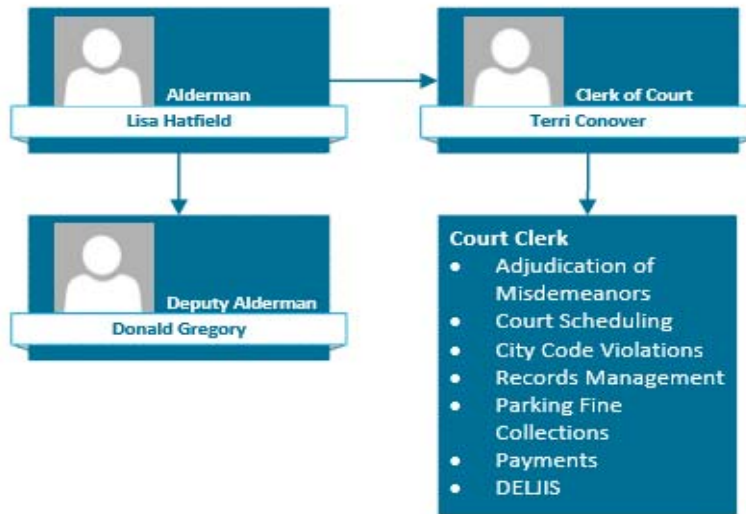
Legislative Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0111135.9020 Mileage & Small Bus. Exp.	\$879	\$968	\$1,312	\$1,490	\$3,000	\$3,000
0111135.9040 Dues & Professional Organizations	2,261	7,163	9,721	19,015	25,000	0
0111135.9060 Depreciation Expense	8,803	11,825	10,466	10,466	10,466	10,500
0111135.9070 Training & Continuing Educ/Conf	929	0	1,000	355	1,000	30,000
0111135.9099 Contingencies	0	3,637	0	0	0	0
TOTAL OTHER CHARGES	\$12,872	\$23,593	\$22,499	\$31,326	\$39,466	\$43,500

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Building & Grounds	\$23,447	\$15,741	\$7,033	\$24,147	\$31,180	\$42,763
Billings & Accounting	37,590	23,220	24,620	25,342	28,704	18,131
Information Technology	0	15,674	25,350	37,913	65,988	68,134
Printing and Reproduction	1,330	1,500	1,470	2,898	200	199
Electricity Used	37,652	36,987	36,778	10,677	9,340	9,084
Services to Utility Funds	(129,845)	(138,000)	(157,907)	(179,500)	(178,885)	(226,224)
Other Indirect Expenses	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$29,826)	(\$44,878)	(\$62,656)	(\$78,523)	(\$43,473)	(\$87,913)

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



CITY OF NEWARK: JUDICIAL DEPARTMENT

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

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

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

This office has a staff of five, including the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. The office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware. In 2016, a total of 12,607 cases were filed in the City of Newark Alderman's Court and the Court collected \$820,542.86 in fines. In addition, the Court collected \$654,086.23 in parking fees, \$36,245.00 in civil citations, and \$50,888.32 in security fees, totaling \$1,561,762.41.

Key accomplishments in 2017 include:

- Alderman's Court continues to make improvements to enhance customer service and increase security. Such measures include: installation of security cameras in the courtroom and the lobby as well as a TV monitor in the lobby.
- Language Link was established to provide interpreters for trials and arraignments and for translation for incoming phone calls.
- The court has added 2 part-time bailiff positions to oversee the daily operations of court sessions, to assist customers in the lobby with questions or payments at the kiosk, and to provide security to the Court. The kiosk was installed in 2016 which has helped allow the public to make payments by credit card. The court security fee was increased to \$10 on each traffic and criminal citation issued to pay for the upgraded security.

Goals for 2018 include:

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

- Continue to submit timely reports to the City of Newark and State of Delaware reflecting the collection of all parking, criminal and traffic revenue.
- Adjudicate most misdemeanors within 90 days of offense unless the trial calendar, City Solicitor or the attorney's schedule dictates differently.
- Continue to promote the Probation before Judgment program to offenders for their first offense.
- Hold at least 2 training sessions for staff in T2, Deljis and the microsoft office suite to promote increased productivity.
- Continue to work with the records management team to comply with appropriate destruction practices for records with the State of Delaware.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Alderman's Court

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$362,862	\$370,881	\$358,589	\$370,780	\$370,699	\$424,417
Materials and Supplies	4,216	4,747	3,034	4,717	17,100	10,900
Contractual Services	14,840	22,364	48,633	69,008	53,694	48,781
Other Charges	1,896	224	1,722	1,021	3,678	1,900
Subtotal	\$383,814	\$398,216	\$411,978	\$445,526	\$445,171	\$485,998
Inter-Dept. Charges	32,971	30,110	32,771	46,761	63,081	71,282
Total Operating Expenses	<u>\$416,785</u>	<u>\$428,326</u>	<u>\$444,749</u>	<u>\$492,287</u>	<u>\$508,252</u>	<u>\$557,280</u>

**JUDICIAL DEPARTMENT
WAGE AND SALARY BUDGET - 2018
ALDERMAN'S COURT**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Clerk of the Court	MGMT	17	1.0	\$ 54,877	1.0	\$ 57,983	0.0	\$ 3,106	5.7%
Customer Service Clerk II	CWA F/T	11	1.0	\$ 56,596	1.0	\$ 56,587	0.0	\$ (9)	0.0%
Customer Service Clerk I	CWA F/T	10	1.0	\$ 50,170	1.0	\$ 52,444	0.0	\$ 2,274	4.5%
Total Full-Time Positions			3.0	\$ 161,643	3.0	\$ 167,014	0.0	\$ 5,371	3.3%
PART-TIME FUNDING									
Alderman				\$ 38,704		\$ 39,285		\$ 581	1.5%
Deputy Alderman				\$ 21,300		\$ 21,620		\$ 320	1.5%
Bailiff	CWA P/T			\$ -		\$ 43,566		\$ 43,566	#DIV/0!
Clerk Typist	CWA P/T			\$ 39,333		\$ 42,467		\$ 3,134	8.0%
Total Part-Time Funding				\$ 99,337		\$ 146,938		\$ 47,601	47.9%
OTHER									
Overtime				\$ 1,000		\$ 1,000		\$ -	0.0%
Sick Pay				\$ 1,132		\$ 1,179		\$ 47	4.2%
Service Award				\$ 1,546		\$ 1,699		\$ 153	9.9%
Total Other				\$ 3,678		\$ 3,878		\$ 200	5.4%
Total All			3.0	\$ 264,658	3.0	\$ 317,830	0.0	\$ 53,172	20%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
PERSONNEL SERVICES						
0111152.6020 Supervisory	\$63,906	\$65,793	\$66,765	\$65,128	\$54,877	\$57,983
0111152.6060 Customer Service	132,142	125,615	125,828	136,185	146,099	151,498
0111152.6410 Alderman	53,844	53,265	56,342	56,342	60,004	60,905
0111152.6420 Bailiffs	0	0	0	0	0	43,566
0111152.6580 Service Award	3,727	4,798	4,584	3,645	1,546	1,699
0111152.6590 Sick Pay	1,475	1,518	1,981	2,644	1,132	1,179
0111152.6615 Interns	0	2,502	225	0	0	0
0111152.6620 Overtime	352	199	377	931	1,000	1,000
0111152.6920 Unemployment Comp. Ins.	2,396	3,301	2,630	2,690	3,027	2,205
0111152.6930 Social Security Taxes	18,666	19,035	19,247	19,950	20,246	24,425
0111152.6940 City Pension Plan	31,007	41,246	36,539	40,178	23,902	30,548
0111152.6941 Defined Contribution 401a Plan	0	0	0	508	4,116	3,532
0111152.6950 Term Life Insurance	781	782	748	706	854	823
0111152.6960 Group Hospitalization Ins.	38,157	35,025	35,064	33,863	44,881	32,889
0111152.6961 Long-Term Disability Ins.	295	311	300	282	323	369
0111152.6962 Dental Insurance	2,615	2,142	2,845	2,639	3,225	2,391
0111152.6963 Flexible Spending Account	39	0	126	121	78	78
0111152.6965 Post-Employment Benefits	13,460	14,949	4,846	4,586	3,409	7,356
0111152.6966 Retirement Health Savings Acct	0	0	0	206	1,359	1,380
0111152.6967 Emergency Room Reimbursements	0	400	0	0	435	435
0111152.6968 Vision Insurance Premiums	0	0	142	176	186	156
TOTAL PERSONNEL SERVICES	\$362,862	\$370,881	\$358,589	\$370,780	\$370,699	\$424,417

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0111153.7040 Ammunition	\$0	\$0	\$0	\$0	\$0	\$400
0111153.7130 Tools/Small Equipment	20	0	18	0	1,000	0
0111153.7131 Information Technolgy Supplies	0	0	0	0	10,500	0
0111153.7150 Office Supplies	3,977	4,491	2,251	4,332	5,000	10,000
0111153.7160 Books, Periodicals, Etc.	219	203	527	170	500	500
0111153.7550 Miscellaneous Supplies	0	53	238	215	100	0
	<u>0</u>	<u>53</u>	<u>238</u>	<u>215</u>	<u>100</u>	<u>0</u>
TOTAL MATERIALS & SUPPLIES	<u><u>\$4,216</u></u>	<u><u>\$4,747</u></u>	<u><u>\$3,034</u></u>	<u><u>\$4,717</u></u>	<u><u>\$17,100</u></u>	<u><u>\$10,900</u></u>

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
0111154.8030 Casualty Insurance	\$1,811	\$2,247	\$2,044	\$1,995	\$1,926	\$1,946
0111154.8033 Insurance - Broker	0	0	0	0	174	176
0111154.8040 Merchant Fees and Discounts	12,356	11,720	11,569	15,765	13,000	20,000
0111154.8050 Phone/Communications	360	373	3,903	142	180	180
0111154.8131 Information Technology Cont'l	0	0	21,646	42,053	22,414	24,479
0111154.8162 Legal/Consulting Services	253	240	0	0	1,000	1,000
0111154.8300 Mach. & Equip. Maintenance	0	0	0	0	0	0
0111154.8550 Misc. Contracted Svc.	60	7,784	9,471	9,053	15,000	1,000
	<u>60</u>	<u>7,784</u>	<u>9,471</u>	<u>9,053</u>	<u>15,000</u>	<u>1,000</u>
TOTAL CONTRACTUAL SERVICES	<u><u>\$14,840</u></u>	<u><u>\$22,364</u></u>	<u><u>\$48,633</u></u>	<u><u>\$69,008</u></u>	<u><u>\$53,694</u></u>	<u><u>\$48,781</u></u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

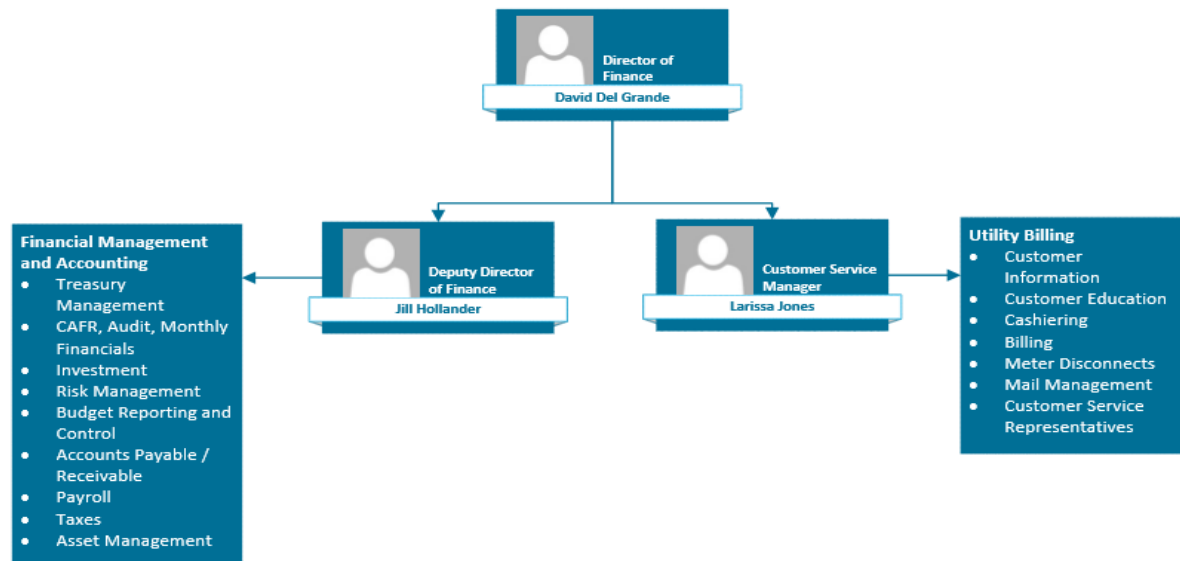
Alderman's Court

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0111155.9020 Mileage	\$0	\$106	\$109	\$0	\$0	\$0
0111155.9060 Depreciation Expense	1,862	0	1,613	1,021	678	700
0111155.9070 Training & Continuing Educ/Conf	34	118	0	0	3,000	1,200
0111155.9099 Contingencies	0	0	0	0	0	0
TOTAL OTHER CHARGES	\$1,896	\$224	\$1,722	\$1,021	\$3,678	\$1,900

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Building & Grounds	\$7,648	\$5,134	\$2,294	\$7,876	\$10,170	\$13,714
Billings & Accounting	19,336	10,111	10,751	11,041	12,295	9,663
Information Technology	0	8,549	13,827	20,679	35,993	43,359
Printing and Reproduction	905	1,021	1,001	1,973	136	136
Electricity Used	5,082	5,295	4,898	5,192	4,487	4,410
Other Indirect Expenses	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$32,971	\$30,110	\$32,771	\$46,761	\$63,081	\$71,282

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



CITY OF NEWARK: FINANCE DEPARTMENT

The City of Newark Finance Department is the centralized financial reporting and service organization comprised of Financial Management, Accounting, Budgeting and Payments & Utility Billing (PUB). Our function is to provide support to both our internal and external customers.

Accounting:

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

Budgeting:

The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2017 budget for all funds totals \$49.9 million including a \$4.2 million net capital budget.

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

Payments and Utility Billing (PUB):

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

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

CITY OF NEWARK: FINANCE DEPARTMENT

Key accomplishments in 2017 include:

Accounting:

- Anticipation of receiving national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2016 Comprehensive Annual Financial Report.
- Received an unmodified opinion from CliftonLarsenAllen LLP, for the City of Newark's financial statements for year-ending December 31, 2016.
- The monthly financial report was reformatted to provide Council and our residents with a more user-friendly report that focuses on budgetary performance and expectations.
- Working with Information Technology to move the City's tax billing and business license platform from CityView to Munis. This change will result in departmental efficiencies and cost savings.

Budget:

- Multiple steps were taken to improve the City's budget process. Staff implemented the "Budget" module of Munis to integrate the budget process into the current Munis platform. Additional Council Budget Workshops were added to the budget process to involve Council earlier in the annual process. New budget presentations were created to provide more detail of the individual departmental budgets.

Payments and Utility Billing (PUB):

- The PUB office now offers Summary billing to customers with more than one account. This service allows customers to receive a summary of all their bills, and subsequently breaks down the bill by individual customer number. The first roll out was to the University of Delaware.
- Bill cycles were consolidated to free up time for PUB. Cycles were reduced from 28 to 14. While the consolidation has proven to save time for the billing technician, we are still measuring the impact it has created on the mailroom.
- Energy Conservation Efforts – After meeting offsite with Community Energy Center, we connected with their sister organization, First State Community Action Agency. This agency provides energy counseling; resources to help anyone in need of utility, food, and clothing assistance; as well as grant-funded resources, i.e. air conditions, heater replacement, etc. PUB has an onsite representative available a weekly basis. Since April 20, the agency has served as a third-party vendor to over 60 customers and residents have been extremely receptive to this service. In addition the City's first Energy Efficiency Workshop was held on August 23rd, and provided valuable conservation information to another 60 individuals.

Goals for 2018 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2016 Comprehensive Annual Financial Report.
- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.
- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.
- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.
- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Finance Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$1,779,312	\$1,207,401	\$1,212,212	\$1,264,662	\$1,449,395	\$1,486,468
Materials and Supplies	225,960	112,560	147,252	132,151	162,080	171,500
Contractual Services	566,078	238,606	242,028	232,305	168,351	162,998
Other Charges	<u>106,057</u>	<u>106,550</u>	<u>109,236</u>	<u>106,426</u>	<u>150,592</u>	<u>155,580</u>
Subtotal	\$2,677,407	\$1,665,117	\$1,710,728	\$1,735,544	\$1,930,418	\$1,976,546
Inter-Dept. Charges	<u>(2,246,931)</u>	<u>(1,385,077)</u>	<u>(1,467,768)</u>	<u>(1,475,967)</u>	<u>(1,649,662)</u>	<u>(1,725,087)</u>
Total Operating Expenses	<u><u>\$430,476</u></u>	<u><u>\$280,040</u></u>	<u><u>\$242,960</u></u>	<u><u>\$259,577</u></u>	<u><u>\$280,756</u></u>	<u><u>\$251,459</u></u>

**FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2018**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Finance	MGMT	33	1.0	\$ 122,230	1.0	\$ 124,337	0.0	\$ 2,107	1.7%
Deputy Director of Finance	MGMT	23	1.0	\$ 83,591	1.0	\$ 84,814	0.0	\$ 1,223	1.5%
Customer Service Manager	MGMT	19	1.0	\$ 74,363	1.0	\$ 73,264	0.0	\$ (1,099)	-1.5%
Accountant II	CWA F/T	18	2.0	\$ 146,293	2.0	\$ 149,301	0.0	\$ 3,008	2.1%
PUB System Support Analyst	CWA F/T	18		\$ -	1.0	\$ 61,323	1.0	\$ 61,323	#DIV/0!
Application Support Analyst	CWA F/T	16	1.0	\$ 54,983		\$ -	(1.0)	\$ (54,983)	-100.0%
Financial Analyst	CWA F/T	14	1.0	\$ 49,682	1.0	\$ 51,221	0.0	\$ 1,539	3.1%
Finance Assistant	CWA F/T	13	1.0	\$ 61,758	1.0	\$ 61,739	0.0	\$ (19)	0.0%
Utility Billing Technician	CWA F/T	13	1.0	\$ 61,158	1.0	\$ 61,148	0.0	\$ (10)	0.0%
Customer Service Clerk II	CWA F/T	11	1.0	\$ 56,596	1.0	\$ 56,586	0.0	\$ (10)	0.0%
Customer Service Clerk I	CWA F/T	10	3.0	\$ 142,260	3.0	\$ 146,514	0.0	\$ 4,254	3.0%
Total Full-Time Positions			13.0	\$ 852,914	13.0	\$ 870,247	0.0	\$ 17,333	2.0%
PART-TIME FUNDING									
Finance Assistant	CWA P/T			\$ 29,341		\$ 30,652		\$ 1,311	4.5%
Equipment Technician/Mailroom Aide	CWA P/T			\$ 27,996		\$ 23,408		\$ (4,588)	-16.4%
Total Part-Time Funding				\$ 57,337		\$ 54,060		\$ (3,277)	-5.7%
OTHER									
Overtime				\$ 10,000		\$ 7,500		\$ (2,500)	-25.0%
Sick Pay				\$ 7,143		\$ 6,937		\$ (206)	-2.9%
Service Award				\$ 7,989		\$ 8,627		\$ 638	8.0%
Uniform Allowance				\$ 180		\$ 180		\$ -	0.0%
Total Other				\$ 25,312		\$ 23,244		\$ (2,068)	-8.2%
Total All			13.0	\$ 935,563	13.0	\$ 947,551	0.0	\$ 11,988	1%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Finance Department

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
0111102.6020 Supervisory	\$160,382	\$193,492	\$193,625	\$217,457	\$205,821	\$209,151
0111102.6040 Accounting	229,140	181,645	194,068	223,248	287,074	292,913
0111102.6050 Information Technology	251,229	0	0	26,116	54,983	61,323
0111102.6060 Customer Service	275,488	301,137	319,093	338,795	334,377	337,512
0111102.6270 Meter Readers	201,984	6,156	0	0	0	0
0111102.6580 Service Award	8,546	5,147	7,527	9,882	7,989	8,627
0111102.6590 Sick Pay	7,639	5,279	5,282	6,281	7,143	6,937
0111102.6600 Part-Time	0	34,315	51,056	22,350	27,996	23,408
0111102.6620 Overtime	9,320	17,594	19,681	6,004	10,000	7,500
0111102.6880 Uniform Allowance	218	135	150	180	180	180
0111102.6920 Unemployment Comp. Ins.	7,655	6,747	6,338	5,586	6,529	4,725
0111102.6930 Social Security Taxes	83,925	53,911	57,820	62,797	71,571	70,783
0111102.6940 City Pension Plan	189,382	155,777	124,711	103,592	114,739	145,076
0111102.6941 Defined Contribution 401(a) Plan	8,282	8,336	10,898	18,417	26,213	26,833
0111102.6950 Term Life Insurance	4,590	3,123	3,061	2,820	4,239	3,959
0111102.6960 Group Hospitalization Ins.	236,338	162,145	182,615	180,291	247,522	227,075
0111102.6961 Long-Term Disability Ins.	1,855	1,195	907	1,194	1,666	1,857
0111102.6962 Dental Insurance	16,525	10,990	12,335	11,727	15,235	13,747
0111102.6963 Flexible Spending Account	149	0	365	242	390	390
0111102.6964 Health Savings Account	3,437	1,125	1,500	1,500	0	0
0111102.6965 Post-Employment Benefits	82,198	55,903	18,162	20,893	16,271	34,935
0111102.6966 Retirement Health Savings Account	1,030	1,249	2,182	4,275	6,796	6,900
0111102.6967 Emergency Room Reimbursements	0	2,000	400	400	1,885	1,885
0111102.6968 Vision Insurance Premiums	0	0	436	615	776	752
TOTAL PERSONNEL SERVICES	\$1,779,312	\$1,207,401	\$1,212,212	\$1,264,662	\$1,449,395	\$1,486,468

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Finance Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
0111103.7110 Safety Shoes & Supplies	\$100	\$90	\$100	\$0	\$100	\$0
0111103.7130 Tools,Field Sup.,Small Equip.	811	1,488	1,183	6,817	180	0
0111103.7131 Information Technology Supplies	81,760	803	3,003	1,284	2,800	0
0111103.7140 Uniforms	18	0	0	0	0	0
0111103.7150 Office Supplies	7,122	5,855	5,320	3,741	10,000	10,000
0111103.7160 Books, Periodicals, Etc.	0	38	6	0	500	0
0111103.7170 Postage	110,079	79,494	115,535	99,200	123,500	132,500
0111103.7180 Billing & Collec. Supplies	18,034	16,826	17,315	17,867	18,000	22,000
0111103.7200 Copying Supplies	7,434	7,647	4,653	3,020	7,000	7,000
0111103.7330 Meter Testing & Repairs	367	0	0	0	0	0
0111103.7550 Miscellaneous Supplies	235	319	137	222	0	0
TOTAL MATERIALS & SUPPLIES	\$225,960	\$112,560	\$147,252	\$132,151	\$162,080	\$171,500

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
0111104.8020 Advertising	\$202	\$0	\$175	\$332	\$0	\$0
0111104.8030 Casualty Insurance	12,460	13,105	9,067	7,565	5,771	5,829
0111104.8032 Insurance - Auto	0	0	0	0	1,076	1,087
0111104.8033 Insurance - Broker	0	0	0	0	653	660
0111104.8040 Merchant Fees and Discounts	16,191	12,134	9,437	10,358	17,000	12,000
0111104.8050 Phone/Communications	4,683	3,656	2,319	2,163	2,500	2,800
0111104.8130 Bldg. & Equip. Rental	2,746	7,362	0	0	0	0
0111104.8131 Information Technology Cont'l	453,383	107,529	118,422	132,043	60,307	59,022
0111104.8170 Auditing Fees	62,300	59,900	62,705	65,005	60,000	60,000
0111104.8300 Mach. & Equip. Maintenance	0	65	7,849	5,819	6,914	7,000
0111104.8550 Misc. Contracted Svc.	14,113	34,855	32,054	9,020	14,130	14,600
TOTAL CONTRACTUAL SERVICES	\$566,078	\$238,606	\$242,028	\$232,305	\$168,351	\$162,998

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

GENERAL FUND

Expenditures:

Finance Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
0111105.9010 Bad Debts	\$0	\$939	\$792	\$0	\$0	\$0
0111105.9020 Mileage & Small Bus. Exp.	291	633	530	835	200	600
0111105.9031 Information Technology Training	15,849	0	0	0	0	0
0111105.9040 Dues & Professional Organizations	3,024	2,796	9,941	2,279	800	0
0111105.9060 Depreciation Expense	77,627	100,796	97,498	102,090	124,592	131,480
0111105.9070 Training & Continuing Educ/Conf	9,266	1,386	475	1,222	25,000	23,500
TOTAL OTHER CHARGES	\$106,057	\$106,550	\$109,236	\$106,426	\$150,592	\$155,580

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$16,858	\$2,977	\$2,971	\$696	\$1,360	\$806
Buildings and Grounds	24,197	16,245	7,259	24,919	32,178	37,784
Utility Billing	(1,392,584)	(938,960)	(993,442)	(1,024,056)	(1,142,819)	(1,405,001)
Information Technology	0	17,098	27,652	41,363	71,988	67,331
Printing and Reproduction	(42,206)	(2,630)	(806)	6,671	(6,333)	(6,333)
Accounting	(868,769)	(496,033)	(526,413)	(541,471)	(619,786)	(431,364)
Electricity Used	15,573	16,226	15,011	15,911	13,750	11,690
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$2,246,931)	(\$1,385,077)	(\$1,467,768)	(\$1,475,967)	(\$1,649,662)	(\$1,725,087)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

DEBT SERVICE FUND

DEBT SERVICE	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
Cash Balance - January 1st	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620
Receipts						
Transfer from Other Funds	\$226,346	\$212,848	\$222,347	\$224,047	\$225,647	\$271,402
Proceeds from Notes Issued	0	0	0	0	0	0
Interest on Investments	0	0	0	0	0	0
Total Receipts	\$226,346	\$212,848	\$222,347	\$224,047	\$225,647	\$271,402
Disbursements						
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$0
Lease Acquisition Costs	0	0	0	0	0	0
Interest on Issue No. 9 (GOB 2000)	0	0	0	0	0	0
Interest on GOB Series 2011	32,850	29,750	26,550	23,250	19,850	16,350
Interest on Energy Conservation Loan	9,616	3,489	4,194	3,660	3,116	2,561
Interest on Fiber Lease	0	0	0	0	0	11,004
Principal Payments						
Issue No. 8, 8A & 9	0	0	0	0	0	0
GOB Series 2011	155,000	160,000	165,000	170,000	175,000	175,000
Energy Conservation Loan	28,880	19,609	26,603	27,137	27,681	28,236
Fiber Lease	0	0	0	0	0	38,251
Total Disbursements	\$226,346	\$212,848	\$222,347	\$224,047	\$225,647	\$271,402
Cash Balance - End of Period	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620
Bonds Outstanding - December 31st						
GOB Series 2011	1,215,000	1,055,000	890,000	720,000	545,000	370,000
TOTAL	\$1,215,000	\$1,055,000	\$890,000	\$720,000	\$545,000	\$370,000

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

CAPITAL PROJECTS FUND

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL IMPROVEMENTS						
3063006.9580 Consulting Fees	\$0	\$0	\$0	\$6,176	\$0	\$0
3063006.9620 Land & Land Improvement	290,878	290,878	290,878	105,790	0	0
3063006.9621 Buildings & Structures	146,337	146,337	146,337	71,219	0	0
3063006.9622 Machinery & Equipment	327,705	327,705	327,705	467,565	0	187,211
3063006.9623 Autos & Trucks	0	0	0	121,744	0	0
3063006.9720 CIP - Storm Sewers Material	98,238	98,238	98,238	0	0	0
3063006.9730 CIP - Stations Material	0	0	0	0	0	0
3063006.9760 CIP - Streets Material	0	0	0	410,686	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>410,686</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL IMPROVEMENTS	<u><u>\$863,158</u></u>	<u><u>\$863,158</u></u>	<u><u>\$863,158</u></u>	<u><u>\$1,183,180</u></u>	<u><u>\$0</u></u>	<u><u>\$187,211</u></u>

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
EQUIPMENT REPLACEMENT						
3063026.9622 Machinery & Equipment	\$0	\$0	\$0	\$38,288	\$18,818	\$141,492
3063026.9623 Autos & Trucks	621,619	621,619	679,219	1,614,500	835,000	488,000
	<u>621,619</u>	<u>621,619</u>	<u>679,219</u>	<u>1,614,500</u>	<u>835,000</u>	<u>488,000</u>
TOTAL EQUIPMENT REPLACEMENT	<u><u>\$621,619</u></u>	<u><u>\$621,619</u></u>	<u><u>\$679,219</u></u>	<u><u>\$1,652,788</u></u>	<u><u>\$853,818</u></u>	<u><u>\$629,492</u></u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER	DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	OTHER SOURCES
PUBLIC WORKS DEPARTMENT							
H1801	Annual Street Program	\$0	\$0	\$0	\$491,671	\$0	\$150,000
H1802	ADA Handicap Ramp Transition Plan (CDBG provides the \$25,000 grant)	0	0	0	25,000	95,000	0
H1503	Transportation Plan Implementation	0	0	0	0	0	704,000
HEQSF	Vehicle Replacement Program	0	0	200,000	0	0	0
TOTAL		<u>\$0</u>	<u>\$0</u>	<u>\$200,000</u>	<u>\$516,671</u>	<u>\$95,000</u>	<u>\$854,000</u>
POLICE DEPARTMENT							
I1806	Police Car Retrofit	\$120,000	\$0	\$0	\$0	\$0	\$0
C1801	Motorola Vehicle Radio Upgrade	0	0	108,603	0	0	0
C1802	Police Office Chair Replacement Project	0	0	9,500	0	0	0
C1601	Taser X26P Replacement	0	0	20,389	0	0	0
C1401	Ballistic Vests	0	0	3,000	0	0	0
CEQSF	Vehicle Replacement Program	0	0	184,000	0	0	0
TOTAL		<u>\$120,000</u>	<u>\$0</u>	<u>\$325,492</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
PARKS & RECREATION DEPARTMENT							
K1705	Preston's Playground Utility Lines	\$0	\$46,084	\$0	\$78,000	\$0	\$0
K1601	Charles Emerson Bicycle/Pedestrian Bridge	0	0	0	500,000	0	0
K1605	Redd Park Trail Improvements	0	0	0	32,000	0	0
K1502	Fitness Stations	0	0	0	20,000	0	0
K1301	Hard Surface Facility Improvements	0	0	0	0	50,000	0
K1303	Facilities Accessibility	0	0	0	0	20,000	0
K1305	Pomeroy Trail Connector	60,000	0	0	90,000	0	0
K0908	Children's Play Equipment (CDBG provides the \$3,550 grant)	0	0	0	3,550	16,450	0
KEQSF	Vehicle Replacement Program	0	0	62,000	0	0	0
TOTAL		<u>\$60,000</u>	<u>\$46,084</u>	<u>\$62,000</u>	<u>\$723,550</u>	<u>\$86,450</u>	<u>\$0</u>
INFORMATION TECHNOLOGY DIVISION							
I1603	Surveillance Camera Refresh	\$0	\$0	\$0	\$0	\$32,500	\$0
TOTAL		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$32,500</u>	<u>\$0</u>
OTHER DEPARTMENTS							
A1801	Government Access Channel Equipment	\$0	\$0	\$0	\$31,520	\$0	\$0
A1601	Building Demolition	7,211	20,589	0	0	0	0
BEQSF	Vehicle Replacement Program	0	0	27,000	0	0	0
TOTAL		<u>\$7,211</u>	<u>\$20,589</u>	<u>\$27,000</u>	<u>\$31,520</u>	<u>\$0</u>	<u>\$0</u>
TOTAL CDBG/CAPITAL PROJECTS FUNDS		<u>\$187,211</u>	<u>\$66,673</u>	<u>\$614,492</u>	<u>\$1,271,741</u>	<u>\$213,950</u>	<u>\$854,000</u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

COMMUNITY DEVELOPMENT FUND

Expenditures:

Community Development Fund

COMMUNITY DEVELOPMENT	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
1191192.6030 Engineering/Technical	\$21,278	\$13,546	\$16,016	\$14,066	\$21,296	\$27,331
1191192.6610 Seasonal	5,689	5,319	5,601	4,492	0	0
1191192.6920 Unemployment Comp. Ins.	0	0	0	0	174	232
1191192.6930 Social Security Taxes	2,047	1,429	1,643	1,395	1,629	2,086
1191192.6941 Defined Contribution 401(a) Plan	1,596	969	1,045	1,060	1,597	1,620
1191192.6950 Term Life Insurance	262	262	252	40	112	127
1191192.6960 Group Hospitalization Ins.	5,294	5,762	6,779	9,464	8,812	8,578
1191192.6961 Long-Term Disability Ins.	99	107	104	(3)	222	57
1191192.6962 Dental Insurance	455	459	756	27	550	560
1191192.6964 Health Savings Account	937	563	0	0	600	599
1191192.6966 Retirement Health Savings Account	385	304	378	387	544	0
1191192.6967 Reimbursement - Emergency Room	0	0	0	0	0	58
1191192.6968 Vision Insurance Premiums	0	0	0	(34)	25	25
1191193.7550 Miscellaneous Supplies	284	218	313	680	4,439	4,439
1191194.8500 Parks Maintenance	5,600	0	0	0	12,750	12,500
1191194.8810 CDBG - Housing	166,060	109,378	168,454	120,183	127,750	176,225
1191194.8811 CDBG - Social Services	7,670	25,978	37,355	51,284	39,500	22,800
1191194.8812 CDBG - Economic Development	1,600	14,000	0	1,950	0	0
1191195.9020 Mileage & Business Expense	172	0	55	(55)	0	0
1191195.9040 Dues/Conferences Expenses	0	190	0	0	0	0
1191196.9621 Buildings and Structures (Capital)	0	0	0	0	30,000	28,550
TOTAL COMMUNITY DEVELOPMENT	\$219,428	\$178,484	\$238,751	\$204,936	\$250,000	\$285,787

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

COMMUNITY DEVELOPMENT FUND

Community Development

<u>ESTIMATED ACTIVITY ALLOCATION (43RD PROGRAM YEAR)</u>	<u>43RD YEAR 7/1/17-6/30/18</u>	<u>44TH YEAR 7/1/18-6/30/19</u>
Home Improvement Program	\$64,437	\$70,000
Home Buyer Incentive Program	5,000	10,000
Newark Day Nursery Day Care	22,800	22,800
Newark Energy Watch Program	15,000	0
Senior Home Repair Program & Weatherization	27,500	40,000
Parks & Recreation Fee Assistance	1,500	1,500
Youth Beautification Corps	4,600	4,600
Program Administration	40,000	40,000
Public Works ADA Ramps	25,000	25,000
Dickey Park Programming	6,400	6,400
NHA Housing Improvements	45,000	0
Dickey Park Playground Improvements	0	3,550
George Wilson Center Fence	0	8,000
NHA Property Acquisition	0	15,536
TOTAL	<u>\$257,237</u>	<u>\$247,386</u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

LAW ENFORCEMENT FUND

Expenditures:

Law Enforcement Grants

LAW ENFORCEMENT GRANTS	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
1221202.6030 Engineering/Technical	\$45,960	\$45,518	\$0	\$0	\$0	\$0
1221202.6070 Police Officer	101,538	31,312	0	0	0	0
1221202.6619 Standby	0	0	0	423	0	0
1221202.6620 Overtime	68,369	63,542	87,512	96,277	141,928	145,570
1221202.6621 Shift Differential	1,294	1,352	1,684	2,121	2,000	2,242
1221202.6622 Holiday Premium	(176)	0	0	0	0	0
1221202.6920 Unemployment Comp. Ins.	882	1,203	0	0	0	0
1221202.6930 Social Security Taxes	16,394	10,169	6,548	7,392	11,010	11,308
1221202.6940 City Pension Plan	25,865	12,331	0	0	0	0
1221202.6950 Term Life Insurance	748	365	0	0	0	0
1221202.6960 Group Hospitalization Ins.	34,283	6,706	0	0	0	0
1221202.6961 Long-Term Disability Ins.	283	145	0	0	0	0
1221202.6962 Dental Insurance	2,630	1,281	0	0	0	0
1221202.6965 Post-Employment Benefits	9,507	0	0	0	0	0
1221202.6966 Retirement Health Savings Account	0	0	14	126	0	0
1221203.7130 Small Equipment	48,543	44,861	79,876	99,401	31,025	34,700
1221203.7140 Uniforms	2,375	855	423	7,525	0	0
1221203.7150 Office Supplies	0	2,043	0	1,780	0	0
1221203.7550 Miscellaneous Supplies	15,080	9,361	14,199	7,887	0	0
1221204.8020 Advertising	220	0	0	0	0	0
1221204.8050 Phone/Communications	725	506	11	0	0	0
1221204.8130 Building & Equipment Rental	0	0	23,625	22,500	0	0
1221204.8480 Communication Equip. Maint.	14,394	11,928	13,013	11,931	12,200	12,200
1221204.8550 Misc. Contracted Services	3,946	57,821	65,348	23,534	0	0
1221205.9020 Mileage & Business Expenses	0	0	0	415	0	0
1221205.9040 Dues/Conferences Expenses	23,313	4,863	23,568	9,848	10,000	26,500
1221205.9070 Training & Continuing Educ/Conf	3,566	1,687	2,365	4,084	0	0
TOTAL LAW ENFORCEMENT GRANTS	\$419,739	\$307,849	\$318,186	\$295,244	\$208,163	\$232,520

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

LAW ENFORCEMENT FUND

Expenditures:

Federally Forfeited Property

FEDERAL FORFEITED PROPERTY	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
1221294.8130 Building & Equipment Rental	\$22,500	\$22,500	\$0	\$0	\$4,500	\$0
1221294.8480 Communication Equipment Maint	0	0	0	0	0	0
1221294.8550 Miscellaneous Contracted Svc	2,280	2,280	2,280	2,280	20,500	0
TOTAL FEDERAL FORFEITED PROPERTY	\$24,780	\$24,780	\$2,280	\$2,280	\$25,000	\$0

<u>CURRENT GRANT PROGRAMS</u>	<u>PROJECTED AMOUNT AVAILABLE</u>
EIDE	\$9,150
V.C.F. Grant	70,400
SALLE	15,000
Occupant Protection	6,580
DEA Task Force	35,000
Impaired Driving	20,300
Byrne JAG Grant	14,700
Byrne Grant	22,000
Distracted Driving	3,920
Pedestrian Safety	18,270
Federal Forfeited Funds	5,000
911 Emergency Fee	66,287
TOTAL	* \$286,607
* Based on projected grant balance at 12/31/2017 and/or grant award amount for 2018	

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

SPECIAL PARKS FUND

Expenditures:

Parks & Recreation Department

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
SPECIAL REVENUE ACCTS.						
FRIENDS OF SAFETY TOWN (1141)						
1351302.6690 Self-Supporting Programs	\$2,679	\$2,167	\$0	\$0	\$1,300	\$1,300
1351302.6930 Social Security Taxes	205	166	0	0	99	100
1351303.7690 Self-Supporting Programs	1,204	1,198	615	45	2,500	2,500
1351304.8690 Self-Supporting Programs	460	240	1,971	145	500	500
COMMUNITY DONATIONS FOR PARKS (1142)						
1351303.7500 Parks Maintenance	0	0	0	4,122	2,000	25,000
1351303.8070 Subvention	0	0	0	3,090	0	0
1351304.8500 Parks Maintenance	0	0	0	2,063	15,000	5,000
BEAUTIFICATION (1143)						
1351303.7501 Island Beautification	11,091	9,377	8,809	8,707	13,775	13,775
1351304.8130 Building & Equipment Rental	0	0	0	0	1,200	1,200
1351304.8550 Misc. Contracted Services	0	1,375	0	0	0	0
CASH IN LIEU OF PARKLAND (1144)						
1351304.8500 Parks Maintenance	0	0	0	6,000	0	0
COMMUNITY DONATIONS FOR RECREATION (1145)						
1351305.9070 Training & Continuing Educ/Conf	859	1,610	660	133	1,700	0
COMMUNITY GARDEN (1150)						
1351303.7550 Miscellaneous Supplies	0	2,801	3,728	631	700	700
MEMORIAL DAY (1151)						
1351303.7072 Memorial Day Supplies	0	0	0	17	0	0
TOTAL PARKS SPECIAL REVENUE ACCOUNTS	<u>\$16,498</u>	<u>\$18,934</u>	<u>\$15,783</u>	<u>\$24,953</u>	<u>\$38,774</u>	<u>\$50,075</u>

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

DOWNTOWN NEWARK PARTNERSHIP FUND

Revenue:

Administrative Department - DNP Special Revenue

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
140.4212 DNP Fees	\$0	\$0	\$6,727	\$6,346	\$7,000	\$7,000
140.4430 DNP Donations	0	0	1,050	0	22,800	0
140.4451 Other Special Events	0	0	22,472	42,927	46,000	24,000
140.4811 UD Subvention	0	0	24,000	24,000	24,000	44,000
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	<u>\$0</u>	<u>\$0</u>	<u>\$54,249</u>	<u>\$73,273</u>	<u>\$99,800</u>	<u>\$75,000</u>

Expenditures:

Administrative Department - DNP Special Revenue

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
1491403.7130 Small Tools and Equipment	\$0	\$0	\$180	\$0	\$200	\$0
1491403.7670 Downtown Newark Partnership Supplies	0	0	4,737	701	12,000	8,000
1491403.7671 Mural and New Art Supplies	0	0	0	0	6,000	2,000
1491403.7694 Other Special Events Supplies	0	0	9,429	12,926	17,100	12,000
CONTRACTUAL SERVICES						
1491404.8020 Advertising	0	0	25,454	13,967	10,000	7,500
1491404.8550 Misc. Contracted Svc.	0	0	19,164	2,571	2,000	2,000
1491404.8670 Downtown Newark Partnership Cont'l	0	0	5,454	4,866	10,000	8,000
1491404.8694 Other Special Events Contractual	0	0	18,830	11,060	19,500	17,000
OTHER CHARGES						
1491405.9040 Dues & Professional Organizations	0	0	1,281	1,458	3,000	0
1491405.9070 Training & Continuing Educ/Conf	0	0	0	0	1,000	4,000
1491405.9081 Business Recruitment and Retention	0	0	0	0	2,000	0
1491405.9082 Gift Card Program	0	0	9,799	3,730	17,000	14,500
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS	<u>\$0</u>	<u>\$0</u>	<u>\$94,328</u>	<u>\$51,279</u>	<u>\$99,800</u>	<u>\$75,000</u>

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018

UNICITY TRANSPORTATION FUND**Revenue:**

Planning & Development Department - Unicity Special Revenue

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
150.4331 Unicity Grant Revenue	\$0	\$0	\$0	\$0	\$143,380	\$143,380
15T.4999 Transfer from General Fund	0	0	0	0	68,541	104,938
TOTAL UNICITY TRANSPORTATION FUND						
SPECIAL REVENUE ACCOUNTS	\$0	\$0	\$0	\$0	\$211,921	\$248,318

Expenditures:

Planning & Development Department - Unicity Special Revenue

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
1591503.7070 Fuel and Oil	\$0	\$0	\$0	\$0	\$15,000	\$15,000
CONTRACTUAL SERVICES						
1591504.8030 Casualty Insurance	0	0	0	0	773	781
1591504.8032 Insurance - Auto	0	0	0	0	3,227	3,260
1591504.8312 Repairs and Maintenance	0	0	0	0	17,000	17,000
1591504.8800 Unicity Bus Operators	0	0	0	0	143,380	143,380
OTHER CHARGES						
1591505.9060 Depreciation	0	0	0	0	32,541	32,500
INTER-DEPT. CHARGES						
Vehicles and Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,397</u>
TOTAL UNICITY TRANSPORTATION FUND						
SPECIAL REVENUE ACCOUNTS	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$211,921</u></u>	<u><u>\$248,318</u></u>
Previously, the Unicity program was budgeted and accounted for in the Planning and Development Department on line item number 0111114.8800.						

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INTERNAL SERVICE FUND

Public Works & Water Resources Department - Fleet Maintenance Division

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**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2018
FLEET MAINTENANCE DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Senior Mechanic II	AFSCME F/T	15	1.0	\$ 71,487	1.0	\$ 75,590	0.0	\$ 4,103	5.7%
Senior Mechanic	AFSCME F/T	13	2.0	\$ 121,622	1.0	\$ 69,708	(1.0)	\$ (51,914)	-42.7%
Mechanic II	AFSCME F/T	11	1.0	\$ 61,710	2.0	\$ 121,856	1.0	\$ 60,146	97.5%
Total Full-Time Positions			4.0	\$ 254,819	4.0	\$ 267,154	0.0	\$ 12,335	4.8%
OTHER									
Overtime				\$ 35,000		\$ 32,000		\$ (3,000)	-8.6%
Sick Pay				\$ 4,444		\$ 4,805		\$ 361	8.1%
Service Award				\$ 4,744		\$ 5,357		\$ 613	12.9%
Total Other				\$ 44,188		\$ 42,162		\$ (2,026)	-4.6%
Total All			4.0	\$ 299,007	4.0	\$ 309,316	0.0	\$ 10,309	3%

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INTERNAL SERVICE FUND

Expenditures:

Public Works & Water Resources Department - Fleet Maintenance Division

PERSONNEL SERVICES	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
6006002.6020 Supervisory	\$63,906	\$0	\$0	\$0	\$0	\$0
6006002.6250 Mechanics	173,269	240,251	253,320	254,621	254,819	267,154
6006002.6580 Service Award	5,535	5,935	6,432	6,460	4,744	5,357
6006002.6590 Sick Pay	4,328	3,963	3,563	4,915	4,444	4,805
6006002.6620 Overtime	22,461	29,104	26,269	30,509	35,000	32,000
6006002.6880 Uniform Allowances	395	975	1,200	1,175	1,200	2,400
6006002.6881 Tool Allowance	750	1,000	748	1,080	1,400	1,400
6006002.6920 Unemployment Comp. Ins.	1,311	1,973	1,684	1,813	1,741	1,260
6006002.6930 Social Security Taxes	20,459	21,259	22,245	22,405	23,073	24,218
6006002.6940 City Pension Plan	51,674	52,854	56,976	87,744	44,545	58,299
6006002.6941 Defined Contribution 401(a) Plan	0	0	0	1,216	4,188	4,197
6006002.6950 Term Life Insurance	1,219	1,219	1,167	1,130	1,345	1,282
6006002.6960 Group Hospitalization Ins.	43,776	46,418	41,142	37,557	52,519	39,802
6006002.6961 Long-Term Disability Ins.	462	423	444	432	510	585
6006002.6962 Dental Insurance	2,615	2,604	2,307	2,000	2,792	2,453
6006002.6964 Health Savings Account	750	0	1,500	1,500	0	1,500
6006002.6965 Post-Employment Benefits	21,395	21,052	20,310	19,843	6,352	14,039
6006002.6966 Retirement Health Savings Acct	0	0	0	464	1,359	1,380
6006002.6967 Emergency Room Reimbursements	0	0	0	0	580	580
6006002.6968 Vision Insurance Premiums	0	0	110	128	154	153
TOTAL PERSONNEL SERVICES	\$414,305	\$429,030	\$439,417	\$474,992	\$440,765	\$462,864

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INTERNAL SERVICE FUND

Expenditures:

Public Works & Water Resources Department - Fleet Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
MATERIALS AND SUPPLIES						
6006003.7020 Heating Fuel	\$7,683	\$6,641	\$5,952	\$4,457	\$0	\$0
6006003.7060 Tire & Tire Repair Expense	70,339	59,926	69,464	71,485	60,000	60,000
6006003.7070 Gasoline, Oil, Coolant, Etc.	523,275	487,579	318,914	257,327	340,000	340,000
6006003.7110 Safety Shoes & Supplies	803	660	1,365	826	800	1,200
6006003.7130 Tools, Field Sup., & Small Eq.	5,846	7,361	5,789	5,222	8,100	8,100
6006003.7131 Information Technology Supplies	0	811	0	0	0	0
6006003.7140 Uniforms	102	137	0	0	0	0
6006003.7150 Office Supplies	0	456	3	35	250	250
6006003.7230 Janitorial Supplies	21,493	19,136	269	0	0	0
6006003.7250 Buildings and Grounds Maint.	319	2,680	227	842	0	0
6006003.7300 Machinery & Equip. Maintenance	2,257	3,471	489	6,299	2,000	2,000
6006003.7310 Vehicle Maintenance	190,995	241,277	232,597	195,702	190,000	175,000
6006003.7550 Miscellaneous Supplies	11	193	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$823,123	\$830,328	\$635,069	\$542,195	\$601,150	\$586,550

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CONTRACTUAL SERVICES						
6006004.8030 Casualty Insurance	\$51,337	\$53,122	\$56,620	\$63,504	\$7,917	\$7,997
6006004.8031 Insurance - Property	0	0	0	0	46,493	46,958
6006004.8032 Insurance - Auto	0	0	0	0	3,227	3,260
6006004.8033 Insurance - Broker	0	0	0	0	5,363	5,417
6006004.8050 Phone/Communications	341	288	176	146	180	2,100
6006004.8131 Information Technology Cont'l	0	1,962	3,950	4,653	11,377	8,151
6006004.8230 Janitorial Service	65,026	56,067	0	0	0	0
6006004.8250 Buildings and Grounds Maint.	111,786	81,957	630	252	0	0
6006004.8300 Machinery & Equip. Maintenance	6,906	3,396	938	0	1,000	1,000
6006004.8310 Vehicle Maintenance	84,876	83,149	96,933	87,307	100,000	90,000
6006004.8311 Vehicle Accidents	3,012	5,293	4,636	3,945	4,500	4,500
6006004.8430 City Hall Maintenance	250	2,983	0	0	0	0
6006004.8550 Misc. Contracted Services	3,541	2,701	15	21	0	0
6006004.8870 Railroad Station Maintenance (1)	253	779	736	0	0	0
TOTAL CONTRACTUAL SERVICES	\$327,328	\$291,697	\$164,634	\$159,828	\$180,057	\$169,383

(1) Reclassified to Facilities Maintenance

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INTERNAL SERVICE FUND

Expenditures:

Public Works & Water Resources Department - Fleet Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
6006005.9010 Bad Debts	\$0	\$855	\$0	\$0	\$0	\$0
6006005.9020 Mileage & Small Bus. Expense	16	0	0	0	200	200
6006005.9060 Depreciation Expense	4,019	1,942	16,658	15,822	30,963	38,400
6006005.9070 Training & Continuing Educ/Conf	1,972	1,220	1,159	1,521	2,000	2,000
6006005.9099 Contingencies	0	0	0	706	0	0
TOTAL OTHER CHARGES	\$6,007	\$4,017	\$17,817	\$18,049	\$33,163	\$40,600

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	(\$1,424,930)	(\$1,418,101)	(\$1,287,794)	(\$1,236,061)	(\$1,303,139)	(\$1,399,916)
Buildings and Grounds	(273,174)	(151,540)	20,800	9,148	8,403	73,519
Electricity	76,383	6,650	8,226	12,518	7,498	11,073
Billings & Accounting	37,855	15,931	16,801	17,404	17,909	12,290
Information Technology	0	5,699	9,218	13,786	23,994	30,970
Other Indirect Charges	13,103	(13,711)	(24,188)	(11,859)	(9,800)	11,164
TOTAL INTER-DEPT. CHARGES	(\$1,570,763)	(\$1,555,072)	(\$1,256,937)	(\$1,195,064)	(\$1,255,135)	(\$1,260,900)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INTERNAL SERVICE FUND

Public Works & Water Resources Department - Fleet Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
6006006.9620 Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0
6006006.9621 Buildings & Structures	0	19,990	18,773	0	0	0
6006006.9622 Machinery & Equipment	0	0	62,451	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$19,990	\$81,224	\$0	\$0	\$0
 CAPITAL PROJECT NUMBER & DESCRIPTION		<u>CAPITAL RESERVES</u>	<u>BOND ISSUES</u>			
M1401 Truck Lift Systems Improvements		\$79,549	\$45,000			
 TOTAL MAINTENANCE FUND		\$79,549	\$45,000			

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

MAINTENANCE FUND

Planning & Development Department - Facilities Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OPERATING EXPENSES						
Personnel Services	\$0	\$0	\$0	\$0	\$267,835	\$307,429
Materials and Supplies	0	0	0	0	87,700	101,200
Contractual Services	0	0	0	0	122,500	150,509
Other Charges	0	0	0	0	2,354	130,360
Subtotal	\$0	\$0	\$0	\$0	\$480,389	\$689,498
Inter-Dept. Charges	0	0	0	0	(480,389)	(690,078)
Total Operating Expenses	\$0	\$0	\$0	\$0	\$0	(\$580)

**PLANNING & DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2018
FACILITIES MAINTENANCE DIVISION**

Title	Union Affiliation	Grade	2017 # of Positions	2017 Approved	2018 # of Positions	2018 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Facilities Maintenance Supervisor	CWA F/T	15	1.0	\$ 57,014	1.0	\$ 59,484	0.0	\$ 2,470	4.3%
Total Full-Time Positions			1.0	\$ 57,014	1.0	\$ 59,484	0.0	\$ 2,470	4.3%
PART-TIME FUNDING									
Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ 168,352		\$ 95,011		\$ (73,341)	-43.6%
Lead Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ -		\$ 16,703		\$ 16,703	#DIV/0!
Facilities Carpenter P/T	AFSCME LOCAL 1670 P/T			\$ -		\$ 77,571		\$ 77,571	#DIV/0!
Total Part-Time Funding				\$ 168,352		\$ 189,285		\$ 20,933	12.4%
OTHER									
Overtime				\$ -		\$ 5,000		\$ 5,000	#DIV/0!
Uniform Allowance				\$ 180		\$ 180		\$ -	0.0%
Total Other				\$ 180		\$ 5,180		\$ 5,000	
Total All			1.0	\$ 225,546	1.0	\$ 253,949	0.0	\$ 28,403	13%

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018

MAINTENANCE FUND

Expenditures:

Planning & Development Department - Facilities Maintenance Division

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2017 BUDGET	BUDGET
PERSONNEL SERVICES	2013	2014	2015	2016	AS AMENDED	2018
6006012.6230 Maintenance Workers	\$0	\$0	\$0	\$0	\$225,366	\$248,769
6006012.6620 Overtime	0	0	0	0	0	5,000
6006012.6880 Uniform Allowances	0	0	0	0	180	180
6006012.6920 Unemployment Comp. Ins.	0	0	0	0	3,841	2,476
6006012.6930 Social Security Taxes	0	0	0	0	17,254	28,605
6006012.6941 Defined Contribution 401(a) Plan	0	0	0	0	3,848	4,076
6006012.6950 Term Life Insurance	0	0	0	0	301	293
6006012.6960 Group Hospitalization Ins.	0	0	0	0	14,440	15,367
6006012.6961 Long-Term Disability Ins.	0	0	0	0	114	131
6006012.6962 Dental Insurance	0	0	0	0	925	944
6006012.6966 Retirement Health Savings Acct	0	0	0	0	1,359	1,380
6006012.6967 Emergency Room Reimbursements	0	0	0	0	145	145
6006012.6968 Vision Insurance Premiums	0	0	0	0	62	63
TOTAL PERSONNEL SERVICES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$267,835</u>	<u>\$307,429</u>

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018

MAINTENANCE FUND

Expenditures:

Planning & Development Department - Facilities Maintenance Division

		ACTUAL	ACTUAL	ACTUAL	ACTUAL	2017 BUDGET	BUDGET
MATERIALS AND SUPPLIES		2013	2014	2015	2016	AS AMENDED	2018
6006013.7020	Heating Fuel	\$0	\$0	\$0	\$0	\$13,500	\$13,500
6006013.7110	Safety Shoes & Supplies	0	0	0	0	0	4,900
6006013.7130	Tools, Field Sup., & Small Eq.	0	0	0	0	2,300	8,900
6006013.7150	Office Supplies	0	0	0	0	14,500	500
6006013.7230	Janitorial Supplies	0	0	0	0	15,000	23,000
6006013.7250	Buildings and Grounds Maint.	0	0	0	0	42,400	50,400
6006013.7550	Miscellaneous Supplies	0	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$87,700</u>	<u>\$101,200</u>

In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.

		ACTUAL	ACTUAL	ACTUAL	ACTUAL	2017 BUDGET	BUDGET
CONTRACTUAL SERVICES		2013	2014	2015	2016	AS AMENDED	2018
6006014.8050	Phone/Communications	\$0	\$0	\$0	\$0	\$0	\$3,540
6006014.8131	Information Technology Cont'l	0	0	0	0	0	7,404
6006014.8230	Janitorial Service	0	0	0	0	8,000	13,840
6006014.8250	Buildings and Grounds Maint.	0	0	0	0	114,500	125,725
6006014.8550	Misc. Contracted Services	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$122,500</u>	<u>\$150,509</u>
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

MAINTENANCE FUND

Expenditures:

Planning & Development Department - Facilities Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
OTHER CHARGES						
6006015.9060 Depreciation Expense	\$0	\$0	\$0	\$0	\$2,354	\$9,600
6006015.9070 Training & Continuing Educ/Conf	0	0	0	0	0	760
6006015.9083 Stormwater Fees	0	0	0	0	0	120,000
TOTAL OTHER CHARGES	\$0	\$0	\$0	\$0	\$2,354	\$130,360

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
INTER-DEPT. CHARGES						
Vehicles and Equipment	\$0	\$0	\$0	\$0	\$0	\$2,701
Buildings and Grounds	0	0	0	0	(480,389)	(735,031)
Electricity	0	0	0	0	0	2,411
Billings & Accounting	0	0	0	0	0	8,871
Information Technology	0	0	0	0	0	30,970
Other Indirect Charges	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$0	\$0	\$0	\$0	(\$480,389)	(\$690,078)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

MAINTENANCE FUND

Planning & Development Department - Facilities Maintenance Division

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
CAPITAL PROJECTS BUDGET						
6006016.9620 Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0
6006016.9621 Buildings & Structures	0	0	0	0	0	30,000
6006016.9622 Machinery & Equipment	0	0	0	0	0	0
6006016.9623 Autos and Trucks	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$0	\$0	\$0	\$0	\$30,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT RESOURCES</u>	<u>CAPITAL RESERVES</u>	<u>EQUIPMENT REPLACEMENT</u>	<u>BOND ISSUES</u>	<u>OTHER FINANCING</u>	
N1801 NPD - Rear Concrete Deck and Stairs	\$0	\$0	\$0	\$50,000	\$0	
N1806 FOC - Master Plan	30,000	23,000	0	70,000	0	
N1701 Men's Locker Room Expansion	0	20,000	0	0	0	
N1603 GWCC - HVAC System Upgrades	0	0	0	0	105,000	
NEQSF Equipment Replacement Program	0	0	30,000	0	0	
TOTAL FACILITIES MAINTENANCE DIVISION	\$30,000	\$43,000	\$30,000	\$120,000	\$105,000	

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

INSURANCE FUND

Expenditures:

Self-Insurance

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
SELF INSURANCE						
6116103.7110 Safety	\$0	\$0	\$0	\$1,593	\$0	\$0
6116104.8162 Legal/Consulting Service	0	0	0	0	10,000	10,000
6116104.8891 Claims - Medical	13,701	12,495	61,870	137,483	20,000	95,000
6116104.8893 Claims - Disability	0	0	0	0	0	0
6116104.8894 Claims - Liability	18,775	22,821	96,560	59,810	70,000	70,000
6116104.8895 Claims - Permanent Impairment	139,547	271,334	16,335	29,109	50,000	35,000
TOTAL SELF-INSURANCE	\$172,023	\$306,650	\$174,765	\$227,995	\$150,000	\$210,000

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018**

OTHER POST-EMPLOYMENT BENEFITS FUND

Expenditures:

Other Post-Employment Benefits

	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	ACTUAL 2016	2017 BUDGET AS AMENDED	BUDGET 2018
POST-EMPLOYMENT BENEFITS						
7307300.6991 Retiree Health Insurance	\$256,425	\$247,543	\$244,269	\$375,580	\$281,312	\$371,000
7307300.6992 Retiree/Spouse Health Insurance	80,677	95,708	122,370	88,007	130,132	100,000
7307300.6993 Spouse Only Health Insurance	0	0	12,783	0	0	0
7307300.6994 Retiree Dental Insurance	23,896	26,391	30,181	36,429	30,905	40,000
7307300.6995 Retiree Life Insurance	1,247	1,379	1,294	7,644	1,629	8,500
7307300.6996 Retiree Vision Insurance	0	0	1,323	2,023	1,800	2,500
7307300.8930 OPEB Administrative Expense	(351)	(453)	(501)	2,192	6,141	3,000
7307300.8980 Actuary Expenses	0	0	0	0	0	0
TOTAL POST-EMPLOYMENT BENEFITS	\$361,894	\$370,568	\$411,719	\$511,875	\$451,919	\$525,000

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**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2018
DOCUMENT VERSION CONTROL**

Date:	Description of Change(s):		
10/30/2017	Version: Budget Hearing #1 - Version 1	Detail: Initial Submission of Budget Hearing #1 - Operating Expenses	
11/2/2017	Version: Budget Hearing #1 - Version 2	Detail: The following updates were made to the pages and data listed below:	
Description of Change(s):			
Page Numbers:	TOC, 185	Sheet: (TOC) Table of Contents and (185) Document Version Control	Division: City-Wide Summary
Added Document Version Control (beginning on page number 185) to track changes made to the Budget Hearing #1 - Version 1, initial submission. Updated Table of Contents to include this change as well.			
Page Numbers:	31, 32	Sheet: Public Works & Water Resources Department - Narrative	Department: PWWR
Reorganized the narrative section for PWWR. Updated title information, previously the department's 2017 Accomplishments as well as their 2018 Goals were listed under the opposite header.			
Page Number:	34	Sheet: Public Works & Water Resources Department - Water Division - Position Listing	Division: Water
Updated the "2018 # of Positions" figures for Equipment Operators (No change to funding as the additional position is currently unfunded for 2018):			
Position Title: Equipment Operator		Previous # of 2018 Positions:	4
		Updated # of 2018 Positions:	5
		Previous Division Total of Water Positions for 2018:	18
		Updated Division Total of Water Positions for 2018:	19
Page Number:	84	Sheet: Planning & Development Department - Code Enforcement Division - Position Listing	Division: Code Enforcement
Updated the "2018 # of Positions" figures for Code Enforcement Officers (No change to funding as allocation amount was previously corrected):			
Position Title: Code Enforcement Officer		Previous # of 2018 Positions:	4
		Updated # of 2018 Positions:	3
		Previous Division Total of Water Positions for 2018:	12
		Updated Division Total of Water Positions for 2018:	11

11/2/2017 (Continued)

Page Number: 17

Sheet: City of Newark, DE - Historical Personnel Count

Division: City-Wide Summary

Due to the previous changes made on page numbers 34 and 84, the totals on page 17 have been updated as well:

Division: Water	Previous # of 2018 Positions:	18
	Updated # of 2018 Positions:	19
Division: Code Enforcement	Previous # of 2018 Positions:	12
	Updated # of 2018 Positions:	11
* 2018 City Total:	Previous # of 2018 Positions:	249
	Updated # of 2018 Positions:	249

* Please note that the "2018 FT Positions" for the City was not affected due to the stated changes

11/22/2017

Version: Budget Hearing #2 - Version 1

Detail: The following updates were made to the pages and data listed below:

Description of Change(s):**MADE TO "PERSONNEL SERVICES" LINE ITEMS:**

Divisions: Multiple

Object: 6960

Group Hospitalization Ins.

The following line items were reduced due to the original budgeted estimates for Health Care (6960 - Group Hospitalization Ins.) at 8%, renewal came in at 4.55%.

Division:	Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
Electric	5195102	6960	\$ 458,632.00	\$ (16,691.00)	\$ 441,941.00	23
Water	5295202	6960	287,712.00	(10,471.00)	277,241.00	35
Sewer	5395302	6960	44,853.00	(1,632.00)	43,221.00	43
Stormwater	5595502	6960	83,186.00	(3,027.00)	80,159.00	49
Refuse	0141042	6960	166,973.00	(6,077.00)	160,896.00	55
Street	0131052	6960	123,589.00	(4,498.00)	119,091.00	61
Engineering	0131072	6960	134,652.00	(4,901.00)	129,751.00	67
Planning	0111112	6960	71,548.00	(2,604.00)	68,944.00	80
Code	0121082	6960	197,194.00	(7,177.00)	190,017.00	85
Parking	5495402	6960	111,806.00	(4,069.00)	107,737.00	91
Police	0121092	6960	1,476,255.00	(53,727.00)	1,422,528.00	103
Parks	0151142	6960	271,017.00	(9,864.00)	261,153.00	114
Management	0111122	6960	135,898.00	(4,946.00)	130,952.00	126
Information Technology	0111162	6960	179,788.00	(6,543.00)	173,245.00	131
Legislative	0111132	6960	42,522.00	(1,548.00)	40,974.00	139
Alderman	0111152	6960	34,131.00	(1,242.00)	32,889.00	147
Finance	0111102	6960	235,651.00	(8,576.00)	227,075.00	156
CDBG	1191192	6960	8,902.00	(324.00)	8,578.00	163
Fleet Maintenance	6006002	6960	41,305.00	(1,503.00)	39,802.00	173
Facilities Maintenance	6006012	6960	15,947.00	(580.00)	15,367.00	179
			\$	(150,000.00)	Total Decrease	

11/22/2017 (Continued)

Division: CDBG Object: 6920 Unemployment Comp. Ins.

The following line item was increased due to a calculation correction made to (6920 - Unemployment Comp. Ins.):

Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
1191192	6920	\$ 126.00	\$ 106.00	\$ 232.00	163
			\$ 106.00	Total Increase	

\$ (149,894.00)	Net affect on City-Wide Personnel Services
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Description of Change(s):

MADE TO "CONTRACTUAL SERVICES" LINE ITEMS:

Division: Refuse Object: 8191 Yard Waste

Per departmental direction, the following line item (8191 - Yard Waste) was reduced by \$20,000.00:

Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
0141043	8191	\$ 60,000.00	\$ (20,000.00)	\$ 40,000.00	56
			\$ (20,000.00)		

Division: Management Object: 8550 Misc. Contracted Services

The following line item (8550 - Misc. Contracted Services) was increased due to added funding for a "Grant Writer":

Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
0111124	8550	\$ -	\$ 60,000.00	\$ 60,000.00	127
			\$ 60,000.00		

Division: Information Tech. Object: 8550 Misc. Contracted Services

Per departmental direction, the following line item (8550 - Misc. Contracted Services) was reduced by \$9,000.00:

Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
0111164	8550	\$ 81,000.00	\$ (9,000.00)	\$ 72,000.00	132
			\$ (9,000.00)		

Division: Legislative Object: 8131 Information Technology Cont'l

The following line item (8131 - Information Technology Cont'l) was decreased due to the removal of "FRESHDESK" per council direction:

Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
0111134	8131	\$ 25,664.00	\$ (12,000.00)	\$ 13,664.00	140
			\$ (12,000.00)		

11/22/2017 (Continued)

Divisions: Multiple Objects: 8131, 8136 (8131) Information Technology Cont'l and (8136) Subscription Services (Software or SAAS)

Please note that the following changes result in a net impact of \$0 for the City. Redistribution of budgeted line item amounts per Information Technology request:

Division:	Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
Information Technology	0111164	8136	\$ 210,916.00	\$ 42,000.00	\$ 252,916.00	132
				\$ 42,000.00		

Division:	Org:	Object:	Previous Amt:	Change +/-:	Updated Amt:	Page Number:
Management	0111124	8131	\$ 53,235.00	\$ (5,000.00)	\$ 48,235.00	127
Finance	0111104	8131	71,022.00	(12,000.00)	59,022.00	157
Police	0121094	8131	195,925.00	(25,000.00)	170,925.00	105
				\$ (42,000.00)		

\$ 19,000.00	Net affect on City-Wide Contractual Services
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MADE TO "REVENUE" LINE ITEMS:

Fund: General Account Number: 010.4891 Account Description: Miscellaneous Revenue

The above line item was increased due to the implementation of a DEMEC Administration Fee in the amount of \$9,960.00

Account Number:	Previous Amt:	Change +/-:	Updated Amt:
010.4891	\$ 70,000.00	\$ 9,960.00	\$ 79,960.00
		\$ 9,960.00	

\$ 9,960.00	Net affect on City-Wide Revenue
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Divisions: City-Wide Summary

Sheets: City-Wide Summary

Due to the above 11/22/2017 changes made, the totals found on any corresponding city-wide summary pages have also been updated by the same.

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Due to the above 11/22/2017 changes made, the totals found on any corresponding <u>department/division summary pages</u> have also been updated by the same.			
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11/22/2017 (Continued)

Divisions: City-Wide Summary

Sheets: City-Wide Summary

To increase transparency, funding sources for Capital projects for (Water, Sewer and Stormwater) have been broken down further to now display "State Revolving Loans". The following pages and corresponding summary pages have all been adjusted due to this change:

Sheet:	Page Number:
Summary of Revenue and Expenses	1
Totals for Fund Types	4
Other Governmental Funds	6
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