



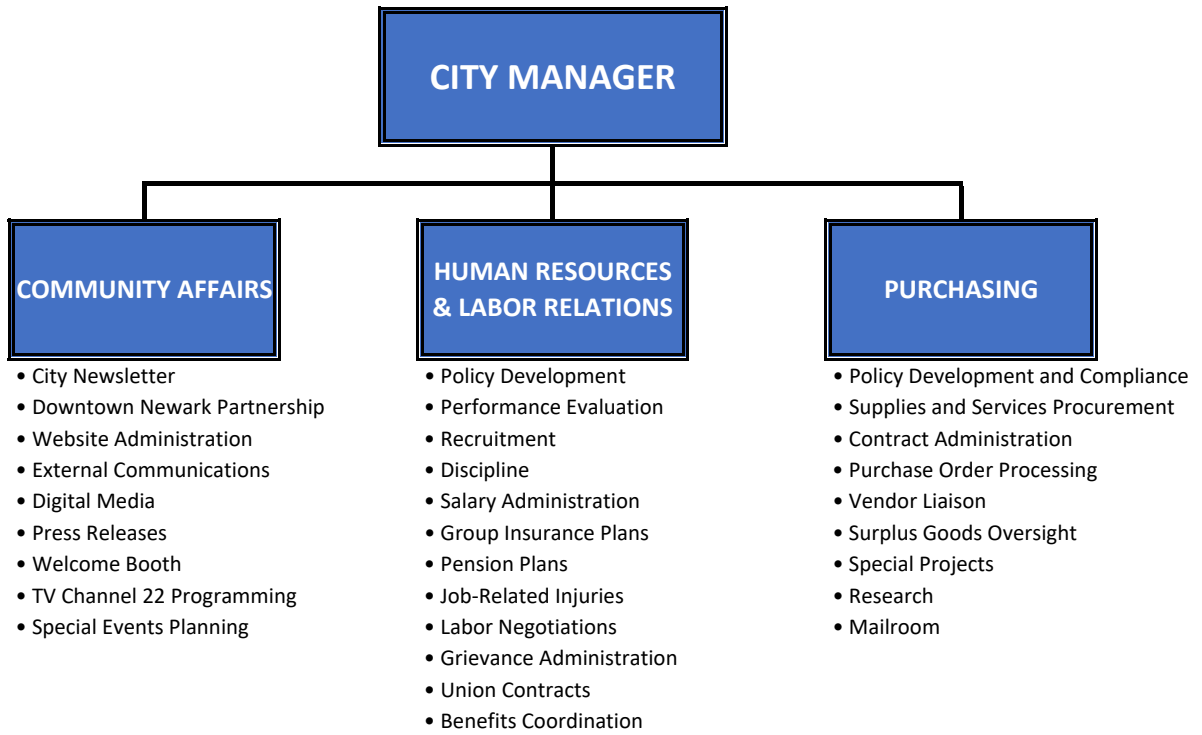
ADMINISTRATION DEPARTMENT

2019 BUDGET PRESENTATION TO CITY COUNCIL

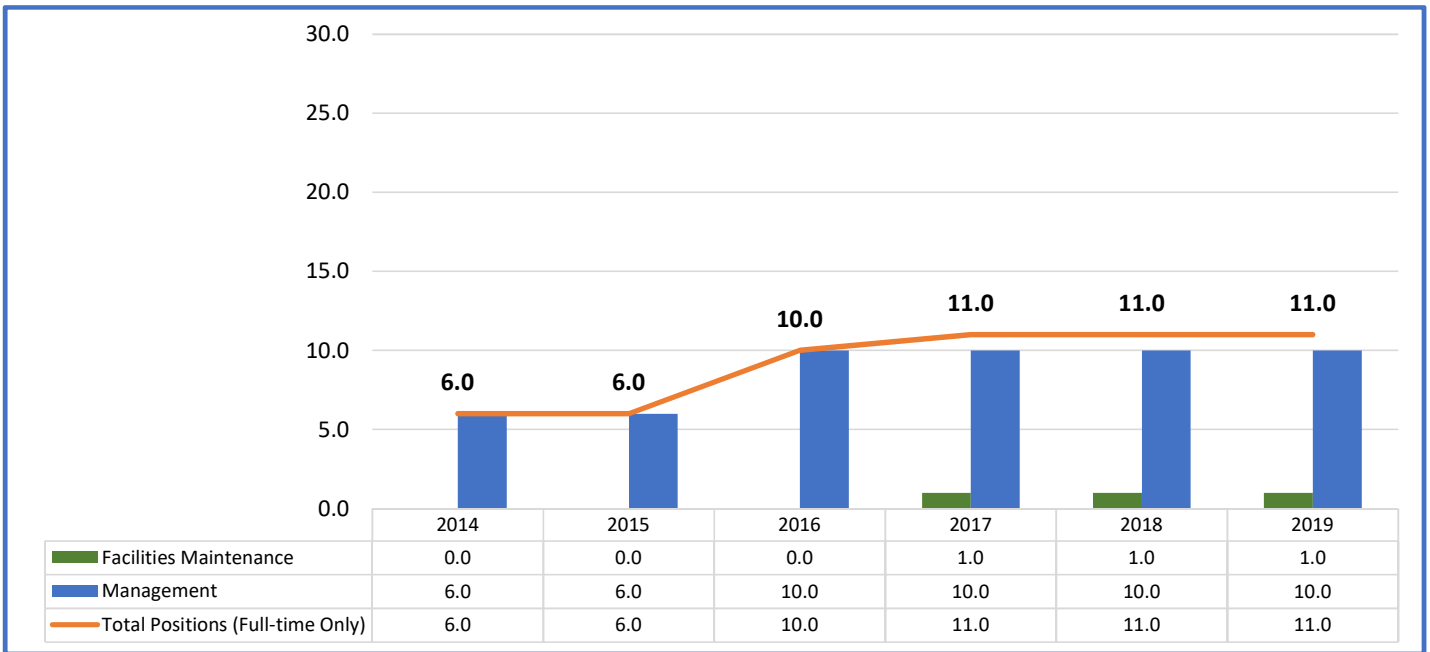
AUGUST 27, 2018

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



**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
Full Time History/Vacancies as of August 17, 2018**



FULL TIME VACANCIES (Included Above)

| Division | Title | # | Reason for Vacancy |
|------------------------|---------------------|------------|----------------------|
| Management | City Manager | 1.0 | Retirement |
| | Deputy City Manager | 1.0 | Resignation |
| Facilities Maintenance | N/A | 0.0 | No Current Vacancies |
| Total | | 2.0 | |

COMMENTS

| Division | Title | Change (+/-) | Reason for Adjustment |
|------------------------|------------------------------|--------------|----------------------------------|
| Management | W/C Communications Assistant | 1.0 | Reclassification |
| | Receptionist (Welcome Cntr) | (1.0) | Reclassification |
| Facilities Maintenance | N/A | 0.0 | No Position and/or Title Changes |
| Total | | 0.0 | |

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
FY2019 PROGRAM NARRATIVE**

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

Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other City employees to address challenges or provide project assistance. This Department continually evaluates staffing and services to efficiently use resources and provide 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 Third-Party Administrator (TPA).

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 2017, the division was involved in the recruitment of forty-eight (48) regular, full-time and part-time positions, of which twenty-nine (29) were full-time and nineteen (19) part-time. The promotion, upgrade and reclassification of thirty-nine (39) city employees occurred, and the hiring of twenty-one (21) 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 twenty-nine (29) full-time employees noted above, three (3) 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. CWA's existing contract expired on December 31, 2017 so Personnel staff worked with CWA during the fall of 2017 to negotiate a new two-year extension which will expire on December 31st, 2019. AFSCME's contract was most recently negotiated during 2016 and is also effective through December 31st, 2019. The existing FOP agreement included a year-2 economic reopener, so we worked with the FOP during the early months of 2018 to develop a two-year extension. Their new contract is also valid through December 31st, 2020.

Information Technology:

The IT division was transferred back to the Finance Department during 2018, in accordance with City Code. The intent of this realignment was to align the division with Code until such time that a decision can be made as to whether it should be permanently relocated into the Administration Department.

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
FY2019 PROGRAM NARRATIVE**

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, in coordination with the requesting departments, make 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 2017, 1,163 purchase orders were processed by the purchasing team which represents an increase of 9% from 2016. For purchases exceeding \$25,000, there were 18 contracts totaling \$5,370,998, a 29% increase in number and 18% increase in total value from 2016.

Communications:

Led by the Communications Manager, the team consists of three additional members: Community Affairs Officer, Creative Designer/Web Specialist, and Welcome Center Receptionist. Together, the 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 serve as liaisons with the media and members of the public to field and respond to questions or concerns. The team also works in partnership with other City Departments to craft messaging, distribute information, develop marketing materials, and respond to critical communication needs, when appropriate. This includes utilizing strategic communication tactics and working with various state, county and municipal agencies, as well as community partners, to respond to topics of interest, and ensure messaging is clear, concise and consistent, while also being shared with the public in a timely manner.

Since the division was formalized in 2016, a primary focus of the team is open government and greater access. This has been achieved in a variety of ways, including the addition of live streamed City Council meetings and recorded town hall forums, which are shared online via the City website and social media accounts. Live streaming and digital recording will be enhanced in the coming year, as a recent approval of grant funding will allow the team to procure and utilize a more permanent, professional production solution for Council meetings and other digital communication needs.

Another focus of the division is increased and enhanced communication with the public. In-house video production has increased, allowing for more dynamic content both on Newark TV22 and the City's social media accounts, which continue to grow. The City Facebook page is "liked" by more than 7,600 people, an increase of more than 2,000 in the past two years and nearly 5,000 since the team was formalized; and the City's Twitter feed is followed by nearly 9,000 individuals. In addition to the City-run accounts, the Communication division supports both the Newark Police Department and Parks and Recreation Department in administering and developing content for their social media accounts.

Recognizing not all residents have access to online content, the Communication team began mailing a monthly newsletter as part of residential utility bills. The two-page newsletter is forward thinking – sharing timely information regarding upcoming events and opportunities for the public to engage on topics of importance to them. The newsletter has also sparked partnerships with organizations such as the Newark Historical Society, Aetna Hose, Hook & Ladder and the University of Delaware to help distribute community information not specific to municipal government. This provides more robust content and highlights some of the community partnerships within the City.

With no dedicated television news outlet in the area, the Communication team produces and distributes a bi-monthly news program, which airs on TV22 and is available on the City website and various social media accounts. This program highlights important topics discussed within the previous two weeks and alerts residents to upcoming events or meetings that may be of interest to viewers.

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
FY2019 PROGRAM NARRATIVE**

The Communications division also maintains the City's website, which was redesigned and upgraded in 2017 – 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.

In addition, 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, purchasing, and public relations, the Administration Department is also involved in the following activities:

Committee Liaison:

The Administration Department continues to provide staff support to the Downtown Newark Partnership Board, the Traffic Committee, 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.

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
FY2018 ACCOMPLISHMENTS**

Key accomplishments in 2018 include:

- The City held its first referendum since the Reservoir in June of this year which was successful, with all four questions receiving broad support from our residents. Critical to this effort was the education and outreach plan developed by the communications team which included articles in various editions of the City's monthly newsletter, segments in various editions of the City's digital Newark News Briefs, a series of informational videos produced and distributed online and via TV22, press releases, community presentations, nine town hall events, taped interviews with The Delaware Way and Comcast Newsmakers, a dedicated web page on the City's website, a 16-page, full color magazine mailed to the home of every registered voter in the City, yard signs placed throughout the City, advertisements on the Big Belly solar compactors on E. Main Street, an OpEd in the News Journal, and extensive media coverage. With voter turnout at nearly 15% and an overwhelming majority of the voters voting in favor of debt financing, it's clear the efforts were successful.
- The City successfully implemented the stormwater utility which was approved in fall of 2017.
- The Manager's office and Finance Department worked with our lobbyist and state delegation to successfully pass a charter amendment which gives Newark the ability to charge a lodging tax of up to 3% on hotels and motels within City limits. This will provide a crucial revenue stream that is not directly tied to the weather like our utility revenue. Tax revenue will also grow with inflation.
- The City Manager's Office continues to recruit for vacant positions. This effort includes transition plans for key staff, recruitment and onboarding of many new employees, and when relevant, the promotion of existing staff to backfill vacancies. Year to date, eight (8) full-time recruitments have occurred, plus regular part-time and seasonal employment efforts.
- HR team continued development of the Safety Manual which was developed in coordination with the Employee Safety Committee. The annual Wellness Fair and 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 600 Purchase Orders, with vendor management for procurement and payments; twelve (5) contracts have been developed and executed for City needs; 1 RFP has been written, solicited, reviewed and administered, with an additional RFP 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.
- Each division (HR/Communications/Purchasing) all supported the City Manager with the goal to provide an earlier budget process to Mayor and Council in coordination 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.

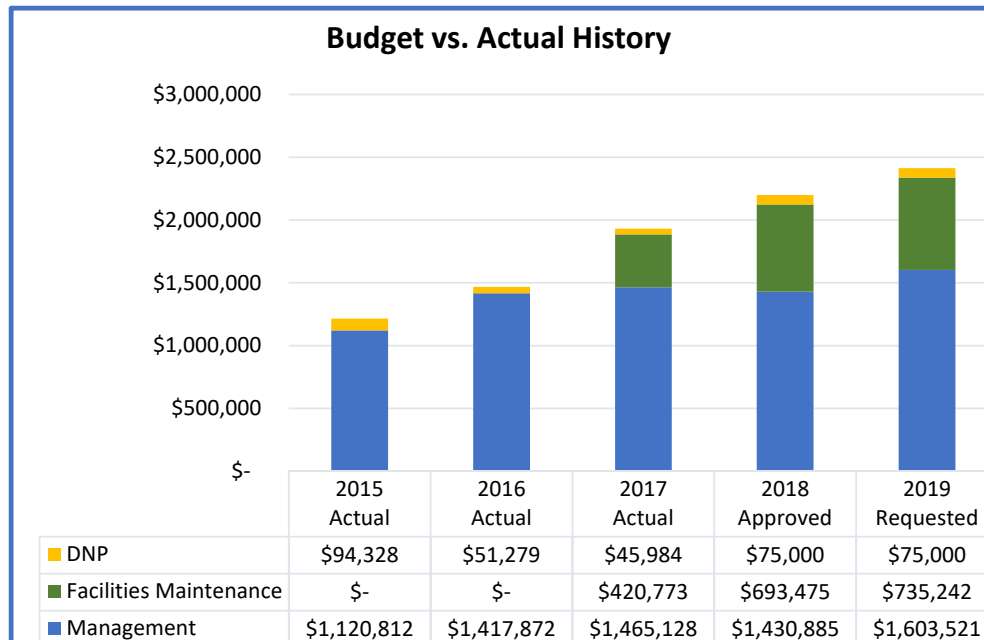
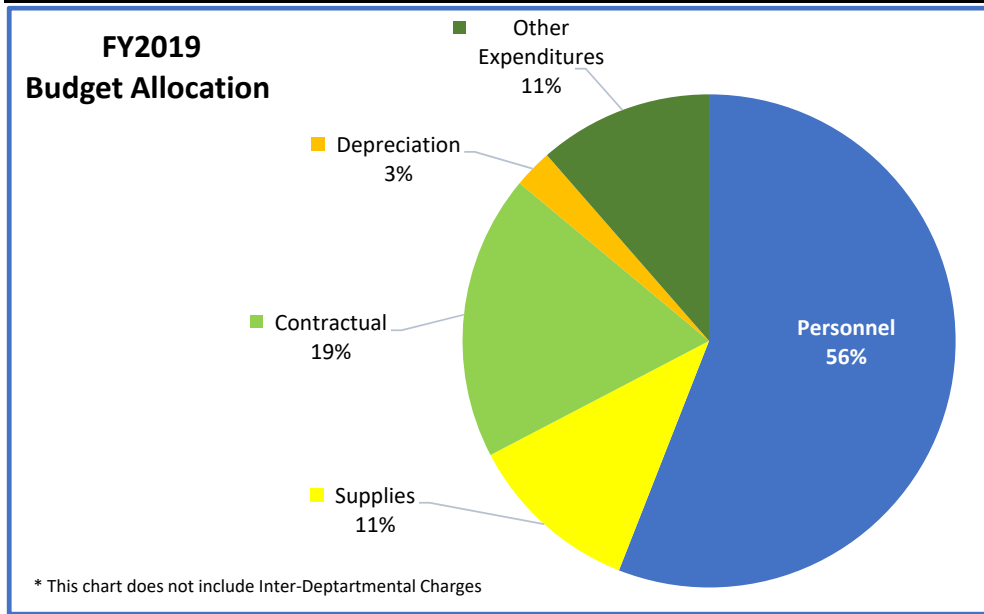
**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
FY2019 GOALS**

Goals for 2019 include:

- Successfully assist Council in the selection of a new City Manager.
- Provide support to operating departments for successful implementation of projects that were included in the 2018 capital referendum.
- Expand Employee Self Service (ESS) for broader HR access, comprehensive Open Enrollment and additional digital ESS features.
- Improve recruitment and retention efforts city wide with an emphasis on improving results for the Police Department.
- Support the divisional goals of the Administrative Department, which are HR/Labor, Communications, Purchasing and Facilities Maintenance.

**ADMINISTRATION DEPARTMENT
FY2019 BUDGET RECOMMENDATION
DEPARTMENT LEVEL OVERVIEW**

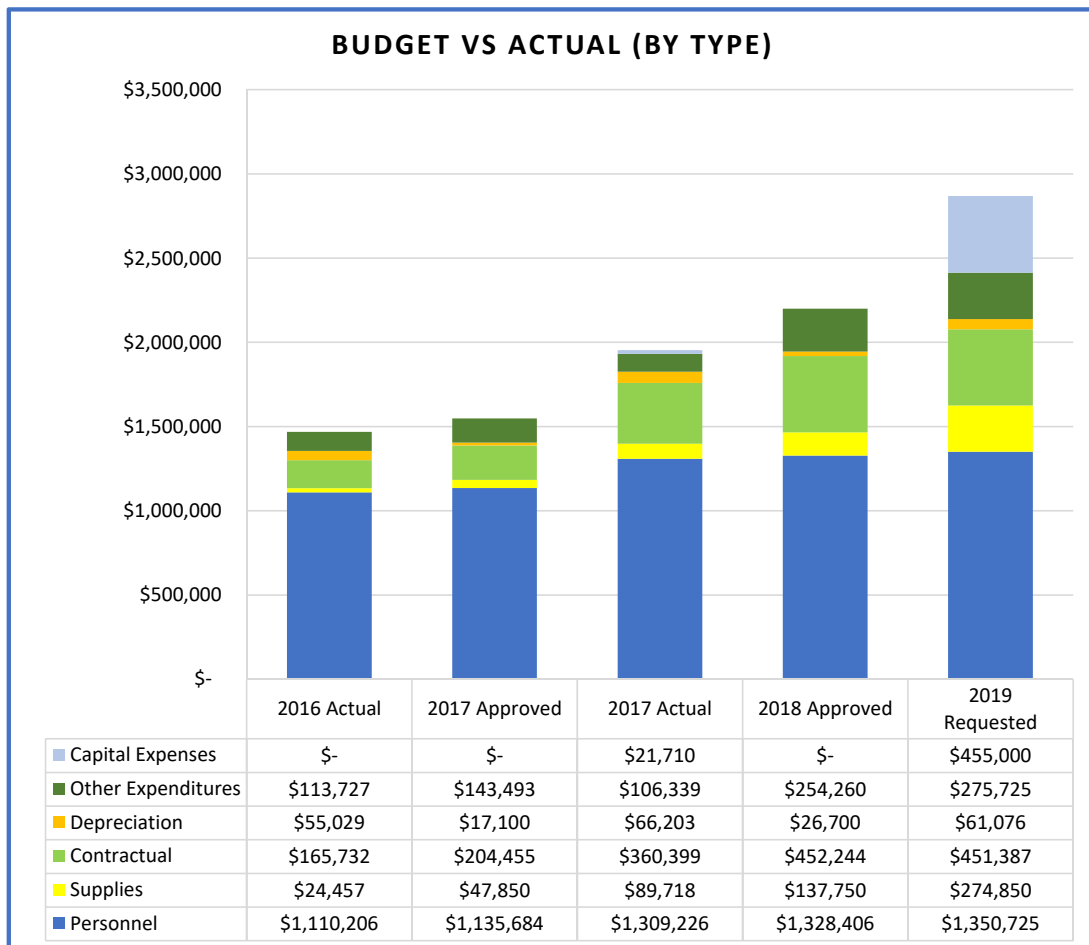
| Object Level | FY2018 Approved | FY2019 Recommended | FY2018 Approved vs. FY2019 Recomm'd | % Incr (Decr) over FY2018 Approved |
|------------------------|---------------------|---------------------|-------------------------------------|------------------------------------|
| Personnel Services | \$ 1,328,406 | \$ 1,350,725 | \$ 22,319 | 1.7% |
| Materials and Supplies | \$ 137,750 | \$ 274,850 | \$ 137,100 | 99.5% |
| Contractual Services | \$ 452,244 | \$ 451,387 | \$ (857) | -0.2% |
| Depreciation | \$ 26,700 | \$ 61,076 | \$ 34,376 | 128.7% |
| Other Expenditures | \$ 254,260 | \$ 275,725 | \$ 21,465 | 8.4% |
| Sub-total: | \$ 2,199,360 | \$ 2,413,763 | \$ 214,403 | 9.7% |
| Inter-Dept Charges | \$ (288,000) | \$ (328,616) | \$ (40,616) | 14.1% |
| Total: | \$ 1,911,360 | \$ 2,085,147 | \$ 173,787 | 9.1% |



**ADMINISTRATION DEPARTMENT
FY2019 BUDGET RECOMMENDATION
DEPARTMENT LEVEL OVERVIEW**

| Object Level (\$) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 1,110,206 | \$ 1,135,684 | \$ 1,309,226 | \$ 1,328,406 | \$ 1,350,725 |
| Materials and Supplies | \$ 24,457 | \$ 47,850 | \$ 89,718 | \$ 137,750 | \$ 274,850 |
| Contractual Services | \$ 165,732 | \$ 204,455 | \$ 360,399 | \$ 452,244 | \$ 451,387 |
| Depreciation | \$ 55,029 | \$ 17,100 | \$ 66,203 | \$ 26,700 | \$ 61,076 |
| Other Expenditures | \$ 113,727 | \$ 143,493 | \$ 106,339 | \$ 254,260 | \$ 275,725 |
| Capital Expenses | \$ - | \$ - | \$ 21,710 | \$ - | \$ 455,000 |
| Sub-Total: | \$ 1,469,151 | \$ 1,548,582 | \$ 1,953,595 | \$ 2,199,360 | \$ 2,868,763 |
| Inter-Dept Charges | \$ (239,091) | \$ (244,121) | \$ (258,587) | \$ (288,000) | \$ (328,616) |
| Total: | \$ 1,230,060 | \$ 1,304,461 | \$ 1,695,008 | \$ 1,911,360 | \$ 2,540,147 |

| Object Level (%) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|----------------|------------------|----------------|------------------|-------------------|
| Personnel Services | 75.6% | 73.3% | 67.0% | 60.4% | 47.1% |
| Materials and Supplies | 1.7% | 3.1% | 4.6% | 6.3% | 9.6% |
| Contractual Services | 11.3% | 13.2% | 18.4% | 20.6% | 15.7% |
| Depreciation | 3.7% | 1.1% | 3.4% | 1.2% | 2.1% |
| Other Expenditures | 7.7% | 9.3% | 5.4% | 11.6% | 9.6% |
| Capital Expenses | 0.0% | 0.0% | 1.1% | 0.0% | 15.9% |
| Total: | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |



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CITY MANAGER'S OFFICE

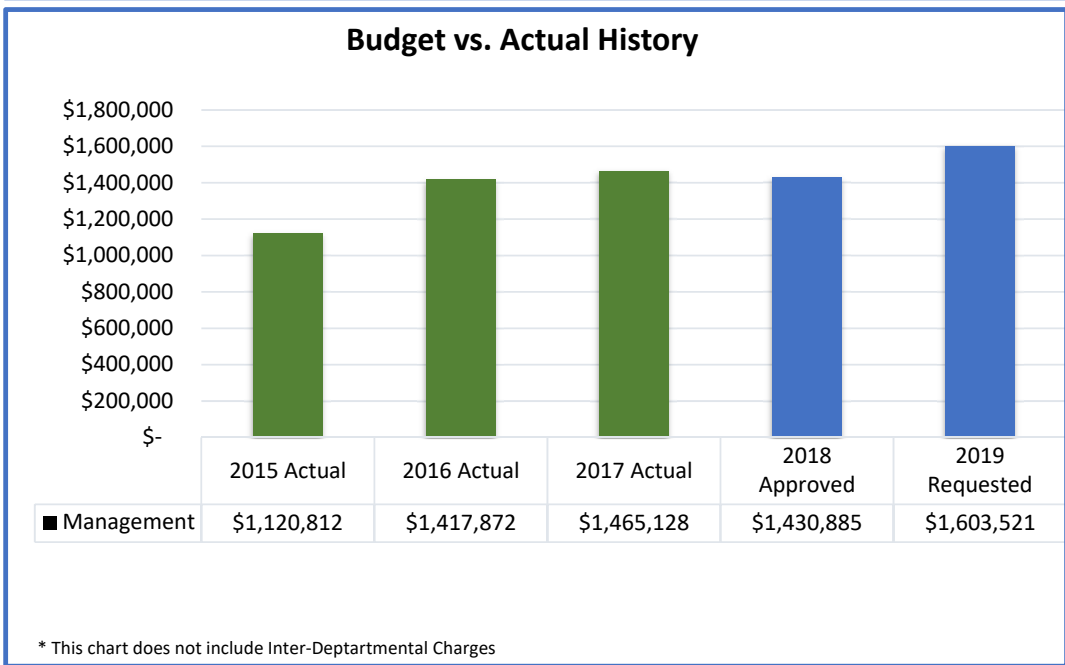
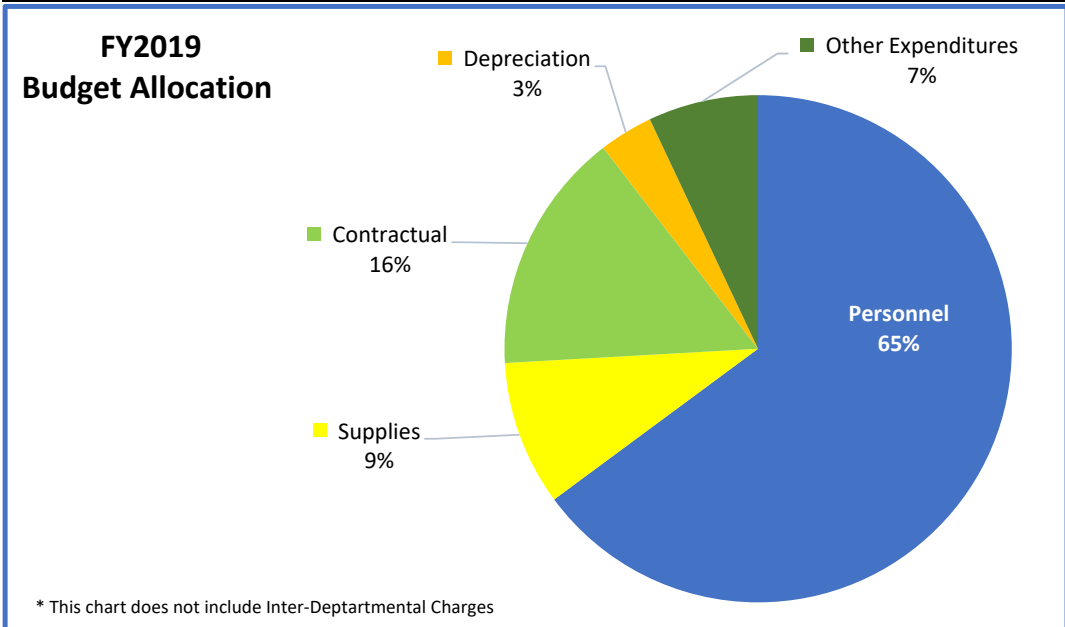
**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - CITY MANAGER'S OFFICE
EXECUTIVE SUMMARY**

| EXPENDITURE BUDGET | | | | | |
|----------------------------------|----------------------|---------------------|--------------------------------------|---------------------------------|---|
| Object Level Detail: | FY2018 Appr'd | FY2019 Rec'd | FY2018 App'd vs. FY2019 Rec'd | % +/- over FY2018 Appr'd | Comments |
| <i>Full-time Wages</i> | \$705,060 | \$674,162 | -\$30,898 | -4.38% | <i>Reflects funding for the City Manager for nine months, Deputy City Manager for seven months. Funding for applicable merit increases.</i> |
| <i>Part-time Wages</i> | \$0 | \$21,365 | \$21,365 | #DIV/0! | <i>Transfer of Mailroom Aide from Finance to Administration = \$21,365.</i> |
| <i>Other Wages</i> | \$14,744 | \$35,983 | \$21,239 | 144.05% | <i>Transition wages for CM, DCM, and PWWR Director</i> |
| <i>Benefits</i> | \$301,173 | \$308,755 | \$7,582 | 2.52% | |
| Personnel Services | \$1,020,977 | \$1,040,265 | \$19,288 | 1.89% | *Sum of above listed wages and benefits |
| Materials and Supplies | \$14,550 | \$148,050 | \$133,500 | 917.53% | Transfer of Mailroom from Finance to Administration = \$139,500 (postage and copying supplies) |
| Contractual Services | \$263,258 | \$247,630 | -\$15,628 | -5.94% | Reduction of \$24,000 for grant writer. |
| Depreciation | \$17,100 | \$55,076 | \$37,976 | 222.08% | *Finance Calculation |
| Other Expenditures | \$115,000 | \$112,500 | -\$2,500 | -2.17% | |
| Sub-Total: | \$1,430,885 | \$1,603,521 | \$172,636 | 12.06% | |
| Inter-Dept. Charges | -\$330,919 | -\$376,574 | (\$45,655) | 13.80% | Change primarily due to the movement of the Mailroom from Finance to the City Manager's office. |
| Total Operating Expenses: | \$1,099,966 | \$1,226,947 | \$126,981 | 11.54% | |
| Full-time Positions | 10 | 10 | 0 | | No change in total full-time positions from FY2018. |

| CAPITAL IMPROVEMENT PLAN (CIP) | | |
|---------------------------------------|-------------------------------------|--|
| Project ID: | Project Description: | Comments |
| <u>New projects</u> | | |
| N/A | | |
| <u>Ongoing projects</u> | | |
| A1801 | Government Access Channel Equipment | Projected to be completed by EOY 2018. |
| A1601 | Building Demolition | Projected to be completed by EOY 2018. |

**CITY OF NEWARK, DELAWARE
CITY MANAGER'S OFFICE
FY2019 BUDGET RECOMMENDATION**

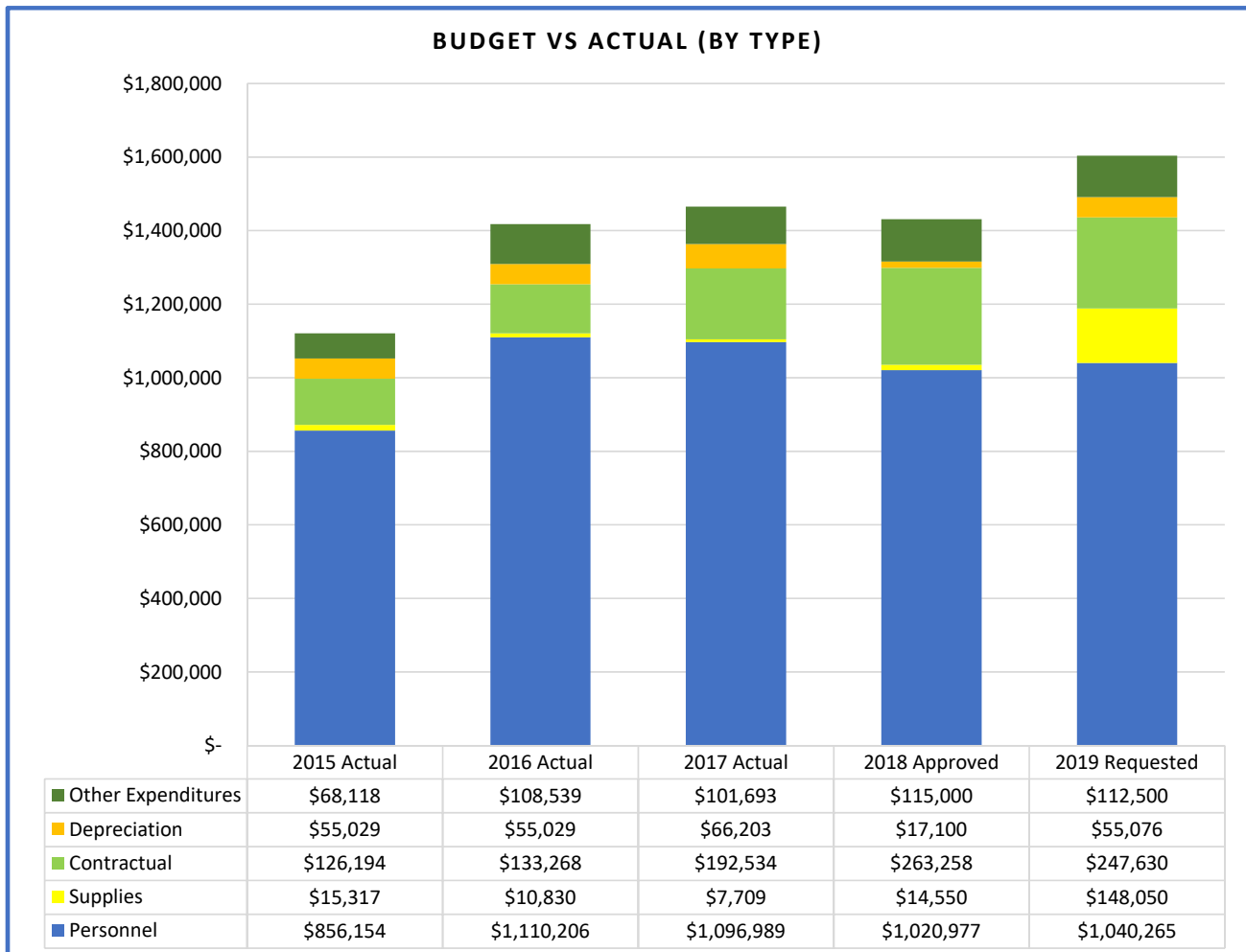
| Object Level | FY2018 Approved | FY2019 Recommended | FY2018 Approved vs. FY2019 Recomm'd | % Incr (Decr) over FY2018 Approved |
|------------------------|---------------------|---------------------|-------------------------------------|------------------------------------|
| Personnel Services | \$ 1,020,977 | \$ 1,040,265 | \$ 19,288 | 1.9% |
| Materials and Supplies | \$ 14,550 | \$ 148,050 | \$ 133,500 | 917.5% |
| Contractual Services | \$ 263,258 | \$ 247,630 | \$ (15,628) | -5.9% |
| Depreciation | \$ 17,100 | \$ 55,076 | \$ 37,976 | 222.1% |
| Other Expenditures | \$ 115,000 | \$ 112,500 | \$ (2,500) | -2.2% |
| Sub-Total: | \$ 1,430,885 | \$ 1,603,521 | \$ 172,636 | 12.1% |
| Inter-Dept Charges | \$ (330,919) | \$ (376,574) | \$ (45,655) | 13.8% |
| Total: | \$ 1,099,966 | \$ 1,226,947 | \$ 126,981 | 11.5% |



**CITY OF NEWARK, DELAWARE
CITY MANAGER'S OFFICE
FY2019 BUDGET RECOMMENDATION**

| Object Level (\$) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 1,110,206 | \$ 1,135,684 | \$ 1,096,989 | \$ 1,020,977 | \$ 1,040,265 |
| Materials and Supplies | \$ 10,830 | \$ 12,550 | \$ 7,709 | \$ 14,550 | \$ 148,050 |
| Contractual Services | \$ 133,268 | \$ 162,955 | \$ 192,534 | \$ 263,258 | \$ 247,630 |
| Depreciation | \$ 55,029 | \$ 17,100 | \$ 66,203 | \$ 17,100 | \$ 55,076 |
| Other Expenditures | \$ 108,539 | \$ 120,493 | \$ 101,693 | \$ 115,000 | \$ 112,500 |
| Sub-Total: | \$ 1,417,872 | \$ 1,448,782 | \$ 1,465,128 | \$ 1,430,885 | \$ 1,603,521 |
| Inter-Dept Charges | \$ (239,091) | \$ (244,121) | \$ (303,204) | \$ (330,919) | \$ (376,574) |
| Total: | \$ 1,178,781 | \$ 1,204,661 | \$ 1,161,924 | \$ 1,099,966 | \$ 1,226,947 |

| Object Level (%) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|----------------|------------------|----------------|------------------|-------------------|
| Personnel Services | 78.3% | 78.4% | 74.9% | 71.4% | 64.9% |
| Materials and Supplies | 0.8% | 0.9% | 0.5% | 1.0% | 9.2% |
| Contractual Services | 9.4% | 11.2% | 13.1% | 18.4% | 15.4% |
| Depreciation | 3.9% | 1.2% | 4.5% | 1.2% | 3.4% |
| Other Expenditures | 7.7% | 8.3% | 6.9% | 8.0% | 7.0% |
| Total: | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |



*The above chart does not include Inter-Departmental Charges

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
PERSONNEL SERVICES - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|--|-----------------------|--------------------------|-------------|
| Personnel Services: | \$1,040,265 | \$19,288 | 1.9% |
| Wages: | \$731,510 | \$11,706 | 1.60% |
| Benefits: | \$308,755 | \$7,582 | 2.46% |
| Health insurance assumes an increase of 8% for 2019, which is equal to the increase experienced by the City in 2018. Salary assumptions include anticipated step increases when due per contract, applicable cost of living adjustments for CWA employees. Reflects funding for the City Manager for nine months, the Deputy City Manager for seven months, and the stipend for the acting CM, DCM, and PWWRD. | | | |

Personnel Services (Org: 0111122)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|--|---------------------|---------------------|------------------|--------------|
| 6020 Supervisory | \$ 500,292 | \$ 478,622 | \$ (21,670) | -4.3% |
| 6030 Engineering/Technical | \$ 44,294 | \$ 46,577 | \$ 2,283 | 5.2% |
| 6080 Clerical | \$ 160,474 | \$ 169,963 | \$ 9,489 | 5.9% |
| 6580 Service Award | \$ 7,006 | \$ 5,534 | \$ (1,472) | -21.0% |
| 6590 Sick Pay | \$ 2,738 | \$ 2,649 | \$ (89) | -3.3% |
| 6600 Part-Time *Mailroom Aide from Finance | \$ - | \$ 21,365 | \$ 21,365 | #DIV/0! |
| 6620 Overtime | \$ 5,000 | \$ 5,000 | \$ - | 0.0% |
| 6885 Device Reimbursement | \$ - | \$ 1,800 | \$ 1,800 | #DIV/0! |
| 6920 Unemployment Comp. Ins. | \$ 2,835 | \$ 2,805 | \$ (30) | -1.1% |
| 6930 Social Security Taxes | \$ 54,633 | \$ 51,855 | \$ (2,778) | -5.1% |
| 6940 City Pension Plan | \$ 35,121 | \$ 40,490 | \$ 5,369 | 15.3% |
| 6941 Defined Contribution 401(a) Plan | \$ 42,490 | \$ 39,281 | \$ (3,209) | -7.6% |
| 6950 Term Life Insurance | \$ 3,189 | \$ 2,782 | \$ (407) | -12.8% |
| 6960 Group Hospitalization Ins. | \$ 130,952 | \$ 141,404 | \$ 10,452 | 8.0% |
| 6961 Long-Term Disability Ins. | \$ 1,588 | \$ 1,127 | \$ (461) | -29.0% |
| 6962 Dental Insurance | \$ 7,755 | \$ 7,751 | \$ (4) | -0.1% |
| 6963 Flexible Spending Account | \$ 234 | \$ 189 | \$ (45) | -19.2% |
| 6964 Health Savings Account | \$ 1,500 | \$ - | \$ (1,500) | -100.0% |
| 6965 Post-Employment Benefits | \$ 8,457 | \$ 9,000 | \$ 543 | 6.4% |
| 6966 Retirement Health Savings Account | \$ 10,695 | \$ 10,262 | \$ (433) | -4.0% |
| 6967 Emergency Room Reimbursements | \$ 1,305 | \$ 1,353 | \$ 48 | 3.7% |
| 6968 Vision Insurance Premiums | \$ 419 | \$ 456 | \$ 37 | 8.8% |
| Personnel Services Total | \$ 1,020,977 | \$ 1,040,265 | \$ 19,288 | 1.9% |

**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2019
CITY MANAGER'S OFFICE**

| Title | Union Affiliation | Grade | 2018 # of Positions | 2018 Approved | 2019 # of Positions | 2019 Requested | Position Difference | \$ Difference | % Change |
|---|-------------------|-------|---------------------|-------------------|---------------------|-------------------|---------------------|--------------------|----------------|
| FULL TIME POSITIONS | | | | | | | | | |
| City Manager (9 months) | E & A | Appt | 1.0 | \$ 110,877 | 1.0 | \$ 112,500 | 0.0 | \$ 1,623 | 1.5% |
| Deputy City Manager (7 months) | MGMT | 33 | 1.0 | \$ 124,997 | 1.0 | \$ 70,000 | 0.0 | \$ (54,997) | -44.0% |
| Communications Manager | MGMT | 23 | 1.0 | \$ 85,708 | 1.0 | \$ 89,983 | 0.0 | \$ 4,275 | 5.0% |
| Human Resource Manager | MGMT | 18 | 1.0 | \$ 67,390 | 1.0 | \$ 69,815 | 0.0 | \$ 2,425 | 3.6% |
| Community Affairs Officer | MGMT | 17 | 1.0 | \$ 57,680 | 1.0 | \$ 59,755 | 0.0 | \$ 2,075 | 3.6% |
| HR Administrator | MGMT | 15 | 1.0 | \$ 63,612 | 1.0 | \$ 66,498 | 0.0 | \$ 2,886 | 4.5% |
| Assistant to the Managers | MGMT | 15 | 1.0 | \$ 53,640 | 1.0 | \$ 55,569 | 0.0 | \$ 1,929 | 3.6% |
| Purchasing Assistant | CWA F/T | 13 | 1.0 | \$ 61,739 | 1.0 | \$ 65,119 | 0.0 | \$ 3,380 | 5.5% |
| Creative Designer & Web Spec. | CWA F/T | 9 | 1.0 | \$ 44,294 | 1.0 | \$ 46,577 | 0.0 | \$ 2,283 | 5.2% |
| W/C Communications Assistant | CWA F/T | 8 | | \$ - | 1.0 | \$ 38,346 | 1.0 | \$ 38,346 | #DIV/0! |
| Receptionist (Welcome Cntr) | CWA F/T | 4 | 1.0 | \$ 35,123 | | \$ - | (1.0) | \$ (35,123) | -100.0% |
| Total Full-Time Positions | | | 10.0 | \$ 705,060 | 10.0 | \$ 674,162 | 0.0 | \$ (30,898) | -4.4% |
| PART-TIME FUNDING | | | | | | | | | |
| Equipment Technician/Mailroom Aide *(from Finance) | CWA F/T | | | \$ - | | \$ 21,365 | | \$ 21,365 | #DIV/0! |
| Total Part-Time Funding | | | | \$ - | | \$ 21,365 | | \$ 21,365 | #DIV/0! |
| OTHER | | | | | | | | | |
| Service Award | | | | \$ 7,006 | | \$ 5,534 | | \$ (1,472) | -21.0% |
| Sick Pay | | | | \$ 2,738 | | \$ 2,649 | | \$ (89) | -3.3% |
| Overtime | | | | \$ 5,000 | | \$ 5,000 | | \$ - | 0.0% |
| Transitional Wages *(stipends CM, DCM, PWWR-Dir) | | | | \$ - | | \$ 21,000 | | \$ 21,000 | #DIV/0! |
| Device Reimbursements | | | | \$ - | | \$ 1,800 | | \$ 1,800 | #DIV/0! |
| Total Other | | | | \$ 14,744 | | \$ 35,983 | | \$ 21,239 | 144.1% |
| Total All | | | 10.0 | \$ 719,804 | 10.0 | \$ 731,510 | 0.0 | \$ 11,706 | 2% |

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|--|-----------------------|--------------------------|---------------|
| Materials/Supplies: | \$148,050 | \$133,500 | 917.5% |
| Materials and Supplies for the HR/Labor, Purchasing and Communication divisions for Administration are perfunctory elements for filing, recruitments, administering contracts, etc. Communications manages the City "store". <u>Reflects the transfer of the Mailroom from Finance to the City Manager's Office (\$139,500).</u> | | | |

Materials/Supplies (Org: 0111123)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|---|------------------|-------------------|-------------------|---------------|
| 7130 Tools,Field Sup.,Small Equip. | \$ 1,000 | \$ 1,000 | \$ - | 0.0% |
| 7131 Information Technology Supplies | \$ 6,000 | \$ - | \$ (6,000) | -100.0% |
| 7150 Office Supplies | \$ 4,000 | \$ 4,000 | \$ - | 0.0% |
| 7160 Books, Periodicals, Etc. | \$ 500 | \$ 500 | \$ - | 0.0% |
| 7170 Postage *From Finance Mailroom | \$ 50 | \$ 132,550 | \$ 132,500 | 265000.0% |
| 7200 Copying Supplies *From Finance Mailroom | \$ - | \$ 7,000 | \$ 7,000 | #DIV/0! |
| 7550 Miscellaneous Supplies | \$ 500 | \$ 500 | \$ - | 0.0% |
| 7570 Merchandise for Resale | \$ 2,500 | \$ 2,500 | \$ - | 0.0% |
| Materials/Supplies Total | \$ 14,550 | \$ 148,050 | \$ 133,500 | 917.5% |

MATERIALS AND SUPPLIES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|-------------------------------------|---------------------|---|
| 7130 Tools,Field Sup.,Small Equip. | \$ 1,000 | No change vs FY2018 |
| 7150 Office Supplies | \$ 4,000 | No change vs FY2018 |
| 7160 Books, Periodicals, Etc. | \$ 500 | No change vs FY2018 |
| 7170 Postage *From Finance | \$ 132,550 | Transfer of Mailroom from Finance (\$132,500) |
| 7200 Copying Supplies *From Finance | \$ 7,000 | Transfer of Mailroom from Finance (\$7,000) |
| 7550 Miscellaneous Supplies | \$ 500 | No change vs FY2018 |
| 7570 Merchandise for Resale | \$ 2,500 | City store merchandise |
| Total | \$ 148,050 | |

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|--------------|
| Contractual Services: | \$247,630 | -\$15,628 | -5.9% |
| Website hosting, personnel legal counsel services, pre-employment and random testing are expenses for daily services. Casualty insurance is expensed proportionate, along with 8131 IT expenses. The full or proportionate cost for building security is applied to the Administration Department, along with the full cost of Everbridge (the application for InformMe) and CivicPlus. | | | |

Contractual Services (Org: 0111124)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|--------------------------------------|-------------------|-------------------|--------------------|--------------|
| 8030 Casualty Insurance | \$ 35,524 | \$ 35,525 | \$ 1 | 0.0% |
| 8032 Insurance - Auto | \$ 2,173 | \$ 2,175 | \$ 2 | 0.1% |
| 8033 Insurance - Broker | \$ 3,714 | \$ 3,715 | \$ 1 | 0.0% |
| 8050 Phone/Communications | \$ 4,500 | \$ 2,700 | \$ (1,800) | -40.0% |
| 8131 Information Technology Cont'l | \$ 48,235 | \$ 72,602 | \$ 24,367 | 50.5% |
| 8162 Legal/Consulting Services | \$ 35,000 | \$ 35,000 | \$ - | 0.0% |
| 8300 Mach. & Equip. Maintenance | \$ 100 | \$ 10,100 | \$ 10,000 | 10000.0% |
| 8312 Fleet & Facilities Services | \$ 42,612 | \$ 44,413 | \$ 1,801 | 4.2% |
| 8550 Misc. Contracted Svc. | \$ 61,400 | \$ 25,400 | \$ (36,000) | -58.6% |
| 8560 Employee Testing Svc. | \$ 5,000 | \$ 5,000 | \$ - | 0.0% |
| 8570 Public Relations/Media Outreach | \$ 25,000 | \$ 11,000 | \$ (14,000) | -56.0% |
| Contractual Services Total | \$ 263,258 | \$ 247,630 | \$ (15,628) | -5.9% |

CONTRACTUAL SERVICES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|--------------------------------------|---------------------|---|
| 8030 Casualty Insurance | \$ 35,525 | Allocation provided by Finance |
| 8032 Insurance - Auto | \$ 2,175 | Allocation provided by Finance |
| 8033 Insurance - Broker | \$ 3,715 | Allocation provided by Finance |
| 8050 Phone/Communications | \$ 2,700 | Landline and Fax Services |
| 8131 Information Technology Cont'l | \$ 72,602 | Department's share of IT costs, please see Appendix A |
| 8162 Legal/Consulting Services | \$ 35,000 | Personnel Legal Counsel |
| 8300 Mach. & Equip. Maintenance | \$ 10,100 | Lease for Mailroom equipment (\$3000 increase over 2018) |
| 8312 Fleet & Facilities Services | \$ 44,413 | Direct charges for Fleet and Facilities internal services |
| 8550 Misc. Contracted Svc. | \$ 25,400 | Grant writer - \$24,000 |
| 8560 Employee Testing Svc. | \$ 5,000 | Drug Screening/Criminal Background Checks |
| 8570 Public Relations/Media Outreach | \$ 11,000 | City Website annual fee; media software subscriptions. Site Improv and Civic Plus were moved to line 8131 (\$14,000). |
| Total | \$ 247,630 | |

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
DEPRECIATION - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|--|-----------------------|--------------------------|---------------|
| Depreciation Expense: | \$55,076 | \$37,976 | 222.1% |
| Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets. | | | |

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

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|------------------------------|------------------|------------------|------------------|---------------|
| 9060 Depreciation Expense | \$ 17,100 | \$ 55,076 | \$ 37,976 | 222.1% |
| Other Charges Total * | \$ 17,100 | \$ 55,076 | \$ 37,976 | 222.1% |

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
OTHER CHARGES - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|--------------|
| Other Charges: | \$112,500 | -\$2,500 | -2.2% |
| <p>The majority of Other Charges budget is the 9030/Recruitment and Retention line item and its corresponding expenses to ongoing employment recruitment and hiring. The 9070/Training line includes funding levels to support a city manager to attend professional conferences.</p> | | | |

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

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|---------------------------------------|-------------------|-------------------|-------------------|--------------|
| 9020 Mileage & Small Bus. Exp. | \$ 2,500 | \$ 2,500 | \$ - | 0.0% |
| 9030 Recruitment & Retention Expenses | \$ 75,000 | \$ 70,000 | \$ (5,000) | -6.7% |
| 9070 Training | \$ 15,000 | \$ 20,000 | \$ 5,000 | 33.3% |
| 9090 Other Special Programs | \$ 12,500 | \$ 10,000 | \$ (2,500) | -20.0% |
| 9099 Contingencies | \$ 10,000 | \$ 10,000 | \$ - | 0.0% |
| Other Charges Total * | \$ 115,000 | \$ 112,500 | \$ (2,500) | -2.2% |

OTHER CHARGES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|---------------------------------------|---------------------|---|
| 9020 Mileage & Small Bus. Exp. | \$ 2,500 | No change vs FY2018 |
| 9030 Recruitment & Retention Expenses | \$ 70,000 | Reduction of \$5,000 |
| 9070 Training | \$ 20,000 | Funding to support the city manager to attend professional conferences. |
| 9090 Other Special Programs | \$ 10,000 | Reduction of \$2,500 |
| 9099 Contingencies | \$ 10,000 | No change vs FY2018 |
| Total | \$ 112,500 | |

**ADMINISTRATION DEPARTMENT
FY2019 RECOMMENDED BUDGET
INTER-DEPT. CHARGES - CITY MANAGER'S OFFICE**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|--------------|
| Inter-Dept. Charges: | -\$376,574 | -\$45,655 | 13.8% |
| <p>Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> <p>Mailroom and Postage: Costs associated with maintaining and operating the City's postal services are allocated based on previously observed percentages of usage by each department.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p> <p>Records: Allocation of Records related tasks are based on departmental determination of assigned departments, divisions, and responsibilities.</p> <p>Other Indirect Charges: Includes charges for work done by other divisions to benefit the receiving division offset by credits for work done by this division for other divisions. Example: For Parks, the Electric, Street, and Refuse crews performing work for Community Day.</p> | | | |

Inter-Dept. Charges

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|----------------------------------|---------------------|---------------------|--------------------|--------------|
| Billings and Accounting | \$ 23,683 | \$ (100,572) | \$ (124,255) | -524.7% |
| Electricity | \$ 12,060 | \$ 11,048 | \$ (1,012) | -8.4% |
| Information Technology | \$ 51,415 | \$ 58,743 | \$ 7,328 | 14.3% |
| Mailroom and Postage | \$ - | \$ (20,849) | \$ (20,849) | #DIV/0! |
| Printing and Reproduction | \$ 669 | \$ (6,332) | \$ (7,001) | -1046.5% |
| Records | \$ - | \$ 1,355 | \$ 1,355 | #DIV/0! |
| Other Indirect Charges | \$ (418,746) | \$ (319,967) | \$ 98,779 | -23.6% |
| Inter-Dept. Charges Total | \$ (330,919) | \$ (376,574) | \$ (45,655) | 13.8% |

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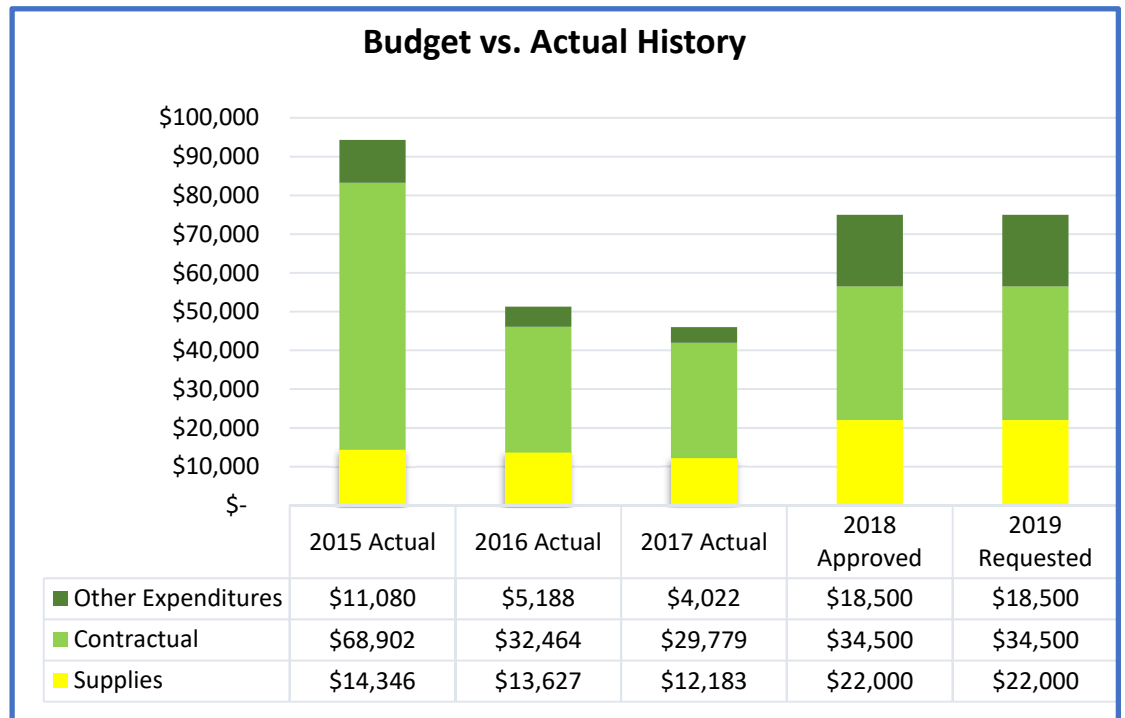
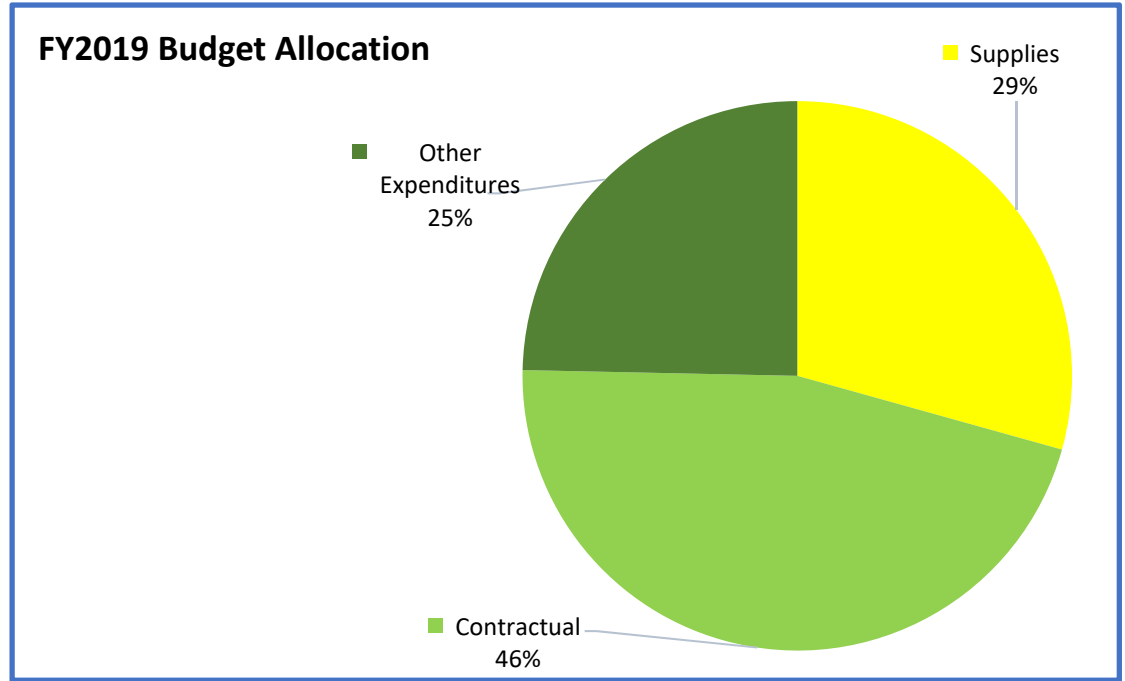
DOWNTOWN NEWARK PARTNERSHIP

**CITY OF NEWARK, DELAWARE
 ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
 EXECUTIVE SUMMARY**

| EXPENDITURE BUDGET | | | | | |
|----------------------------------|--------------------------|-------------------------|--|-------------------------------------|---------------------------------|
| Object Level Detail: | FY2018 Appr'd | FY2019 Rec'd | FY2018 App'd vs. FY2019 Rec'd | % +/- over FY2018 Appr'd | Comments |
| Materials and Supplies | \$22,000 | \$22,000 | \$0 | 0.00% | No change from FY2018 Request |
| Contractual Services | \$34,500 | \$34,500 | \$0 | 0.00% | No change from FY2018 Request |
| Other Expenditures | \$18,500 | \$18,500 | \$0 | 0.00% | No change from FY2018 Request |
| Total Operating Expenses: | \$75,000 | \$75,000 | \$0 | 0.00% | |
| Full-time Positions | 0 | 0 | 0 | | No permanent full-time position |

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
FY2019 BUDGET RECOMMENDATION**

| Object Level | FY2018 Approved | FY2019 Recommended | FY2018 Approved vs. FY2019 Recomm'd | % Incr (Decr) over FY2018 Approved |
|------------------------|------------------|--------------------|-------------------------------------|------------------------------------|
| Materials and Supplies | \$ 22,000 | \$ 22,000 | \$ - | 0.0% |
| Contractual Services | \$ 34,500 | \$ 34,500 | \$ - | 0.0% |
| Other Expenditures | \$ 18,500 | \$ 18,500 | \$ - | 0.0% |
| Total: | \$ 75,000 | \$ 75,000 | \$ - | 0.0% |

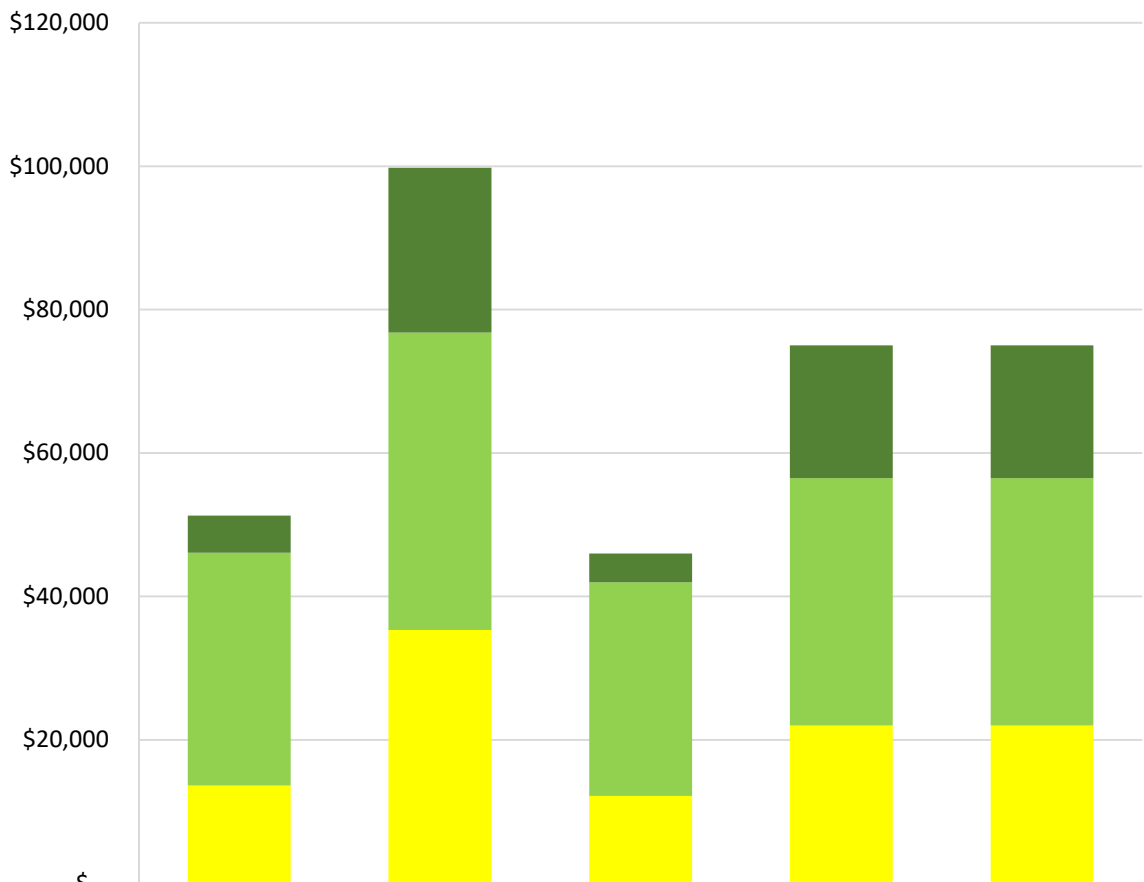


CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
FY2019 BUDGET RECOMMENDATION

| Object Level (\$) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|------------------|------------------|------------------|------------------|-------------------|
| Materials and Supplies | \$ 13,627 | \$ 35,300 | \$ 12,183 | \$ 22,000 | \$ 22,000 |
| Contractual Services | \$ 32,464 | \$ 41,500 | \$ 29,779 | \$ 34,500 | \$ 34,500 |
| Other Expenditures | \$ 5,188 | \$ 23,000 | \$ 4,022 | \$ 18,500 | \$ 18,500 |
| Total: | \$ 51,279 | \$ 99,800 | \$ 45,984 | \$ 75,000 | \$ 75,000 |

| Object Level (%) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|----------------|------------------|----------------|------------------|-------------------|
| Materials and Supplies | 26.6% | 35.4% | 26.5% | 29.3% | 29.3% |
| Contractual Services | 63.3% | 41.6% | 64.8% | 46.0% | 46.0% |
| Other Expenditures | 10.1% | 23.0% | 8.7% | 24.7% | 24.7% |
| Total: | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

BUDGET VS ACTUAL (BY TYPE)



| | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|--------------------|-------------|---------------|-------------|---------------|----------------|
| Other Expenditures | \$5,188 | \$23,000 | \$4,022 | \$18,500 | \$18,500 |
| Contractual | \$32,464 | \$41,500 | \$29,779 | \$34,500 | \$34,500 |
| Supplies | \$13,627 | \$35,300 | \$12,183 | \$22,000 | \$22,000 |

**ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|-------------|
| Materials/Supplies: | \$22,000 | \$0 | 0.0% |
| Purchase of supplies for annual events and projects such as the Art Park/ Sculpture Garden. | | | |

Materials/Supplies (Org: 1491403)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|---|------------------|------------------|---------------|--------------|
| 7670 Downtown Newark Partnership Supplies | \$ 8,000 | \$ 8,000 | \$ - | 0.0% |
| 7671 Design Supplies | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |
| 7694 Special Events Supplies | \$ 12,000 | \$ 12,000 | \$ - | 0.0% |
| Materials/Supplies Total | \$ 22,000 | \$ 22,000 | \$ - | 0.0% |

MATERIALS AND SUPPLIES DETAIL

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

**ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-------------------------------|----------------------------------|-----------------|
| Contractual Services: | \$34,500 | \$0 | 0.0% |
| These services include advertising for events, website and Constant Contact hosting fees, and event contracts such as live music. | | | |

Contractual Services (Org: 1491404)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|--|------------------|------------------|----------------------|---------------------|
| 8020 Advertising | \$ 7,500 | \$ 7,500 | \$ - | 0.0% |
| 8550 Misc. Contracted Svc. | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |
| 8670 Downtown Newark Partnership Contracted Svc. | \$ 8,000 | \$ 8,000 | \$ - | 0.0% |
| 8694 Special Events Contracted Svc. | \$ 17,000 | \$ 17,000 | \$ - | 0.0% |
| Contractual Services Total | \$ 34,500 | \$ 34,500 | \$ - | 0.0% |

CONTRACTUAL SERVICES DETAIL

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

**ADMINISTRATION DEPARTMENT - DOWNTOWN NEWARK PARTNERSHIP
FY2019 RECOMMENDED BUDGET
OTHER CHARGES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|-------------|
| Other Charges: | \$18,500 | \$0 | 0.0% |
| Other charges include the annual Main Street Conference and other training opportunities, as well as the DNP gift card program. | | | |

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

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|------------------------------|------------------|------------------|---------------|--------------|
| 9070 Training | \$ 4,000 | \$ 4,000 | \$ - | 0.0% |
| 9082 Gift Card Program | \$ 14,500 | \$ 14,500 | \$ - | 0.0% |
| Other Charges Total * | \$ 18,500 | \$ 18,500 | \$ - | 0.0% |

OTHER CHARGES DETAIL

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

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FACILITIES MAINTENANCE DIVISION

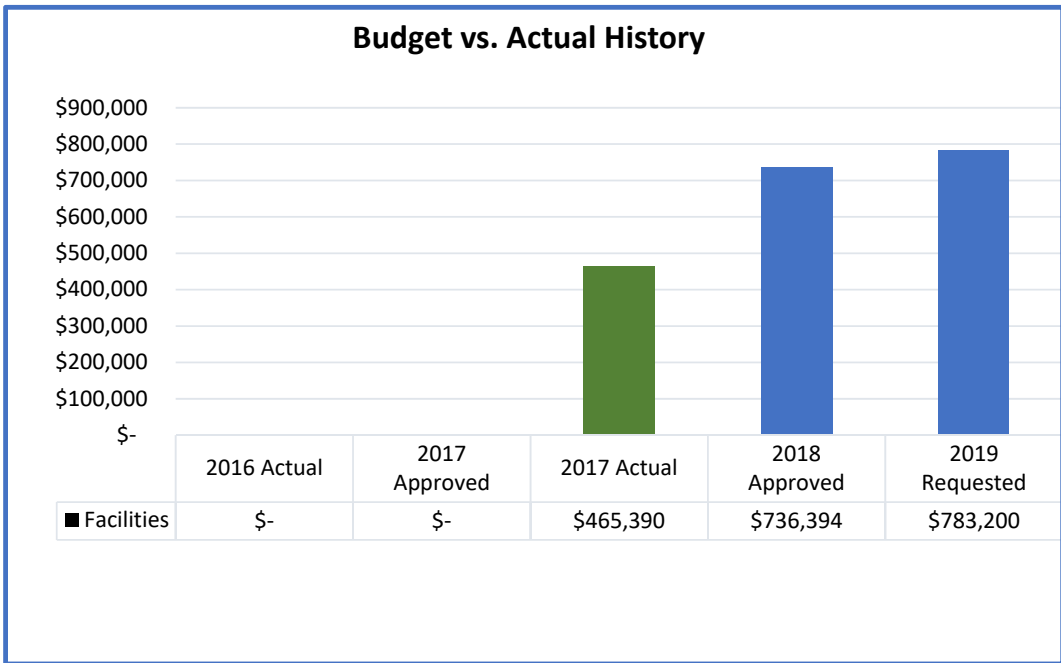
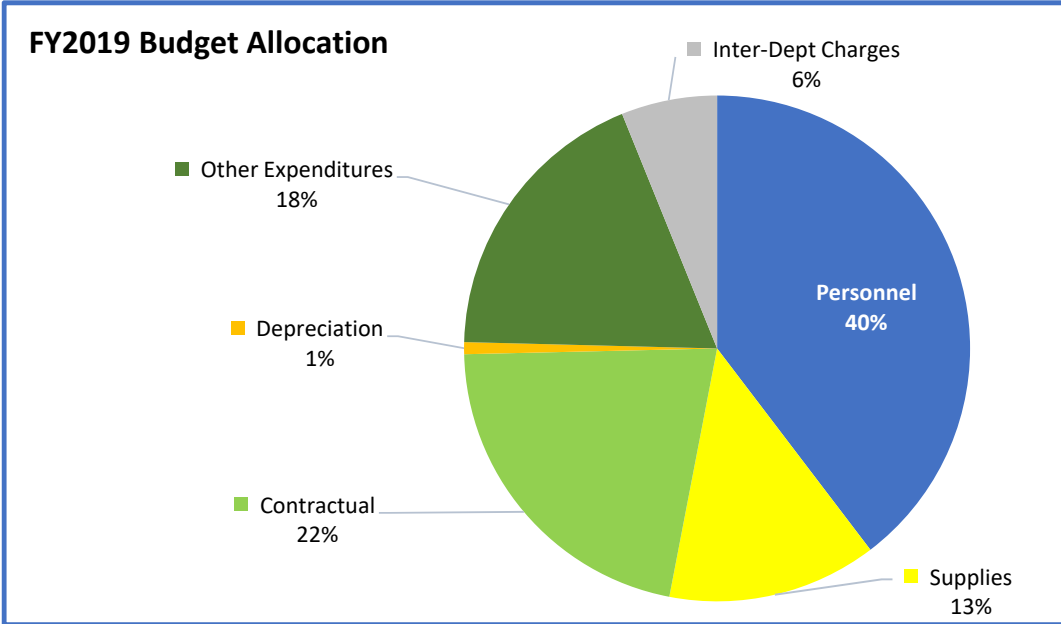
**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
EXECUTIVE SUMMARY**

| EXPENDITURE BUDGET | | | | | |
|----------------------------------|---------------------|---------------------|--------------------------------------|--------------------------------|---|
| Object Level Detail: | FY2018 App'd | FY2019 Rec'd | FY2018 App'd vs. FY2019 Rec'd | % +/- over FY2018 App'd | Comments |
| <i>Full-time Wages</i> | \$59,484 | \$62,554 | \$3,070 | 5.16% | <i>No change in total full-time positions from FY2018</i> |
| <i>Part-time Wages</i> | \$189,285 | \$192,446 | \$3,161 | 1.67% | |
| <i>Other Wages</i> | \$5,180 | \$7,940 | \$2,760 | 53.28% | <i>Movement of cell phone stipend from contractual services to personnel costs (\$2700)</i> |
| <i>Benefits</i> | \$53,480 | \$47,520 | -\$5,960 | -11.14% | |
| Personnel Services | \$307,429 | \$310,460 | \$3,031 | 0.99% | *Sum of above listed wages and benefits |
| Materials and Supplies | \$101,200 | \$104,800 | \$3,600 | 3.56% | Increase due to maintenance and upkeep of the City's facilities. |
| Contractual Services | \$154,486 | \$169,257 | \$14,771 | 9.56% | Increase due to maintenance and upkeep of the City's facilities. |
| Depreciation | \$9,600 | \$6,000 | -\$3,600 | -37.50% | *Finance Calculation |
| Other Expenditures | \$120,760 | \$144,725 | \$23,965 | 19.85% | Includes funding for the City's annual stormwater bill. Added \$24,000 to account for pending stormwater rate adjustment. |
| Sub-Total: | \$693,475 | \$735,242 | \$41,767 | 6.02% | |
| Inter-Dept. Charges | \$42,919 | \$47,958 | \$5,039 | 11.74% | Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity, and Information Technology |
| Total Operating Expenses: | \$736,394 | \$783,200 | \$46,806 | 6.36% | |
| Full-time Positions | 1 | 1 | 0 | | No change in total full-time positions from FY2018 |

| CAPITAL IMPROVEMENT PLAN (CIP) | | |
|---------------------------------------|----------------------------------|-----------------|
| Project ID: | Project Description: | Comments |
| <u>New projects:</u> N1901 | City Hall - HVAC System Upgrades | New Project |

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
FY2019 BUDGET RECOMMENDATION**

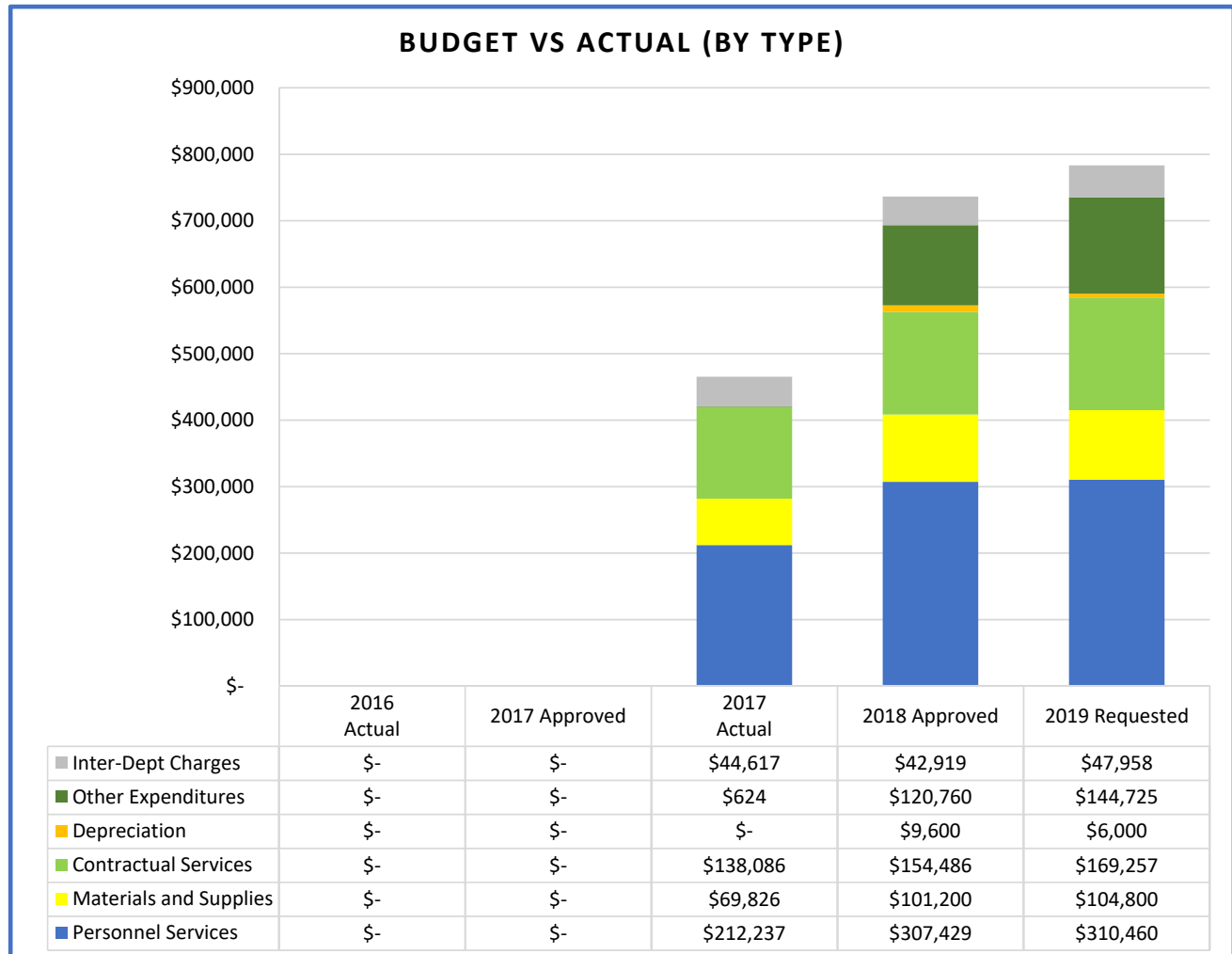
| Object Level | FY2018 Approved | FY2019 Recommended | FY2018 Approved vs. FY2019 Recomm'd | % Incr (Decr) over FY2018 Approved |
|------------------------|-------------------|--------------------|-------------------------------------|------------------------------------|
| Personnel Services | \$ 307,429 | \$ 310,460 | \$ 3,031 | 1.0% |
| Materials and Supplies | \$ 101,200 | \$ 104,800 | \$ 3,600 | 3.6% |
| Contractual Services | \$ 154,486 | \$ 169,257 | \$ 14,771 | 9.6% |
| Depreciation | \$ 9,600 | \$ 6,000 | \$ (3,600) | -37.5% |
| Other Expenditures | \$ 120,760 | \$ 144,725 | \$ 23,965 | 19.8% |
| Subtotal: | \$ 693,475 | \$ 735,242 | \$ 41,767 | 6.0% |
| Inter-Dept Charges | \$ 42,919 | \$ 47,958 | \$ 5,039 | 11.7% |
| Total: | \$ 736,394 | \$ 783,200 | \$ 46,806 | 6.4% |



CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
FY2019 BUDGET RECOMMENDATION

| Object Level (\$) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|----------------|------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ - | \$ - | \$ 212,237 | \$ 307,429 | \$ 310,460 |
| Materials and Supplies | \$ - | \$ - | \$ 69,826 | \$ 101,200 | \$ 104,800 |
| Contractual Services | \$ - | \$ - | \$ 138,086 | \$ 154,486 | \$ 169,257 |
| Depreciation | \$ - | \$ - | \$ - | \$ 9,600 | \$ 6,000 |
| Other Expenditures | \$ - | \$ - | \$ 624 | \$ 120,760 | \$ 144,725 |
| Total: | \$ - | \$ - | \$ 420,773 | \$ 693,475 | \$ 735,242 |
| Inter-Dept Charges | \$ - | \$ - | \$ 44,617 | \$ 42,919 | \$ 47,958 |
| Total: | \$ - | \$ - | \$ 465,390 | \$ 736,394 | \$ 783,200 |

| Object Level (%) | 2016 Actual | 2017 Approved | 2017 Actual | 2018 Approved | 2019 Requested |
|------------------------|----------------|------------------|----------------|------------------|-------------------|
| Personnel Services | 0.0% | 0.0% | 45.6% | 41.7% | 39.6% |
| Materials and Supplies | 0.0% | 0.0% | 15.0% | 13.7% | 13.4% |
| Contractual Services | 0.0% | 0.0% | 29.7% | 21.0% | 21.6% |
| Depreciation | 0.0% | 0.0% | 0.0% | 1.3% | 0.8% |
| Other Expenditures | 0.0% | 0.0% | 0.1% | 16.4% | 18.5% |
| Inter-Dept Charges | 0.0% | 0.0% | 9.6% | 5.8% | 6.1% |
| Total: | 0.0% | 0.0% | 100.0% | 100.0% | 100.0% |



**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
FY2019 RECOMMENDED BUDGET
PERSONNEL SERVICES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|--|-----------------------|--------------------------|-------------|
| Personnel Services: | \$310,460 | \$3,031 | 1.0% |
| Wages: | \$262,940 | \$8,991 | 3.54% |
| Benefits: | \$47,520 | -\$5,960 | -11.14% |
| Health insurance assumes an increase of 8% for 2019. Salary assumptions include anticipated step increases and cost of living adjustments when due per contract. Device reimbursement of \$2700 was moved from the Phone/Communications (8050) line in 2018. | | | |

Personnel Services (Org: 6006012)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|---------------------------------------|-------------------|-------------------|-----------------|--------------|
| 6230 Maintenance Workers | \$ 248,769 | \$ 255,000 | \$ 6,231 | 2.5% |
| 6620 Overtime | \$ 5,000 | \$ 5,000 | \$ - | 0.0% |
| 6880 Uniform Allowances | \$ 180 | \$ 240 | \$ 60 | 33.3% |
| 6885 Device Reimbursements | \$ - | \$ 2,700 | \$ 2,700 | #DIV/0! |
| 6920 Unemployment Comp. Ins. | \$ 2,476 | \$ 2,901 | \$ 425 | 17.2% |
| 6930 Social Security Taxes | \$ 28,605 | \$ 20,981 | \$ (7,624) | -26.7% |
| 6941 Defined Contribution 401(a) Plan | \$ 4,076 | \$ 4,222 | \$ 146 | 3.6% |
| 6950 Term Life Insurance | \$ 293 | \$ 302 | \$ 9 | 3.1% |
| 6960 Group Hospitalization Ins. | \$ 15,367 | \$ 16,491 | \$ 1,124 | 7.3% |
| 6961 Long-Term Disability Ins. | \$ 131 | \$ 114 | \$ (17) | -13.0% |
| 6962 Dental Insurance | \$ 944 | \$ 901 | \$ (43) | -4.6% |
| 6966 Retirement Health Savings Acct | \$ 1,380 | \$ 1,400 | \$ 20 | 1.4% |
| 6967 Emergency Room Reimbursements | \$ 145 | \$ 145 | \$ - | 0.0% |
| 6968 Vision Insurance Premiums | \$ 63 | \$ 63 | \$ - | 0.0% |
| Personnel Services Total | \$ 307,429 | \$ 310,460 | \$ 3,031 | 1.0% |

**ADMINISTRATION DEPARTMENT
WAGE AND SALARY BUDGET - 2019
FACILITIES MAINTENANCE DIVISION**

| Title | Union Affiliation | Grade | 2018 # of Positions | 2018 Approved | 2019 # of Positions | 2019 Requested | Position Difference | \$ Difference | % Change |
|-------------------------------------|--------------------------|-------|------------------------|-------------------|------------------------|-------------------|------------------------|------------------|--------------|
| FULL TIME POSITIONS | | | | | | | | | |
| Facilities Maintenance Supervisor | CWA F/T | 15 | 1.0 | \$ 59,484 | 1.0 | \$ 62,554 | 0.0 | \$ 3,070 | 5.2% |
| Total Full-Time Positions | | | 1.0 | \$ 59,484 | 1.0 | \$ 62,554 | 0.0 | \$ 3,070 | 5.2% |
| PART-TIME FUNDING | | | | | | | | | |
| Lead Facilities Maintenance Laborer | AFSCME LOCAL 1670 P/T | | | \$ 16,703 | | \$ 16,740 | | \$ 37 | 0.2% |
| Facilities Maintenance Laborer | AFSCME LOCAL 1670 P/T | | | \$ 95,011 | | \$ 96,814 | | \$ 1,803 | 1.9% |
| Facilities Carpenter P/T | AFSCME LOCAL 1670 P/T | | | \$ 77,571 | | \$ 78,892 | | \$ 1,321 | 1.7% |
| Total Part-Time Funding | | | | \$ 189,285 | | \$ 192,446 | | \$ 3,161 | 1.7% |
| OTHER | | | | | | | | | |
| Overtime | | | | \$ 5,000 | | \$ 5,000 | | \$ - | 0.0% |
| Uniform Allowance | | | | \$ 180 | | \$ 240 | | \$ 60 | 33.3% |
| Device Reimbursements | | | | \$ - | | \$ 2,700 | | \$ 2,700 | #DIV/0! |
| Total Other | | | | \$ 5,180 | | \$ 7,940 | | \$ 2,760 | 53.3% |
| Total All | | | 1.0 | \$ 253,949 | 1.0 | \$ 262,940 | 0.0 | \$ 8,991 | 4% |

**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|-------------|
| Materials/Supplies: | \$104,800 | \$3,600 | 3.6% |
| Increase is due to the growing need for repairs within City Hall. | | | |

Materials/Supplies (Org: 6006013)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|-------------------------------------|-------------------|-------------------|-----------------|--------------|
| 7020 Heating Fuel | \$ 13,500 | \$ 13,500 | \$ - | 0.0% |
| 7110 Safety Shoes & Supplies | \$ 4,900 | \$ 3,500 | \$ (1,400) | -28.6% |
| 7130 Tools, Field Sup., & Small Eq. | \$ 8,900 | \$ 5,000 | \$ (3,900) | -43.8% |
| 7150 Office Supplies | \$ 500 | \$ 500 | \$ - | 0.0% |
| 7230 Janitorial Supplies | \$ 23,000 | \$ 23,000 | \$ - | 0.0% |
| 7250 Buildings and Grounds Maint. | \$ 50,400 | \$ 59,300 | \$ 8,900 | 17.7% |
| Materials/Supplies Total | \$ 101,200 | \$ 104,800 | \$ 3,600 | 3.6% |

MATERIALS AND SUPPLIES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|-------------------------------------|---------------------|---|
| 7020 Heating Fuel | \$ 13,500 | Heating Fuel for FOC (Yard) buildings |
| 7110 Safety Shoes & Supplies | \$ 3,500 | Safety Shoes, Respirators, Safety Glasses, Gloves, First Aid Supplies |
| 7130 Tools, Field Sup., & Small Eq. | \$ 5,000 | Carpet Cleaner, Floor Polisher, Vacuums, Other Tools |
| 7150 Office Supplies | \$ 500 | Pens, Markers and Post-Its, etc. |
| 7230 Janitorial Supplies | \$ 23,000 | Paper and Cleaning Products, Sharps Needle Disposal |
| 7250 Buildings and Grounds Maint. | \$ 59,300 | Anticipated facilities repair costs including plumbing, lighting, paint, electrical |
| Total | \$ 104,800 | |

**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|-------------|
| Contractual Services: | \$169,257 | \$14,771 | 9.6% |
| Increase is due to the growing needs for the upkeep of the City's facilities. | | | |

Contractual Services (Org: 6006014)

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|------------------------------------|-------------------|-------------------|------------------|--------------|
| 8050 Phone/Communications | \$ 3,540 | \$ 840 | \$ (2,700) | -76.3% |
| 8131 Information Technology Cont'l | \$ 7,404 | \$ 7,683 | \$ 279 | 3.8% |
| 8230 Janitorial Service | \$ 13,840 | \$ - | \$ (13,840) | -100.0% |
| 8250 Buildings and Grounds Maint. | \$ 125,725 | \$ 155,265 | \$ 29,540 | 23.5% |
| 8312 Fleet & Facilities Services | \$ 3,977 | \$ 5,469 | \$ 1,492 | 37.5% |
| Contractual Services Total | \$ 154,486 | \$ 169,257 | \$ 14,771 | 9.6% |

CONTRACTUAL SERVICES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|------------------------------------|---------------------|---|
| 8050 Phone/Communications | \$ 840 | Landline and Fax Services |
| 8131 Information Technology Cont'l | \$ 7,683 | Department's share of IT costs, please see Appendix A |
| 8250 Buildings and Grounds Maint. | \$ 155,265 | Pest Control, HVAC Maintenance, Elevator Maintenance, Fire, Sprinkler and Security Alarm Maintenance, Fuel Tank and Generator Testing, Fire Extinguisher Maintenance, Professional Plumbing Repair Services |
| 8312 Fleet & Facilities Services | \$ 5,469 | Direct charges for Fleet and Facilities internal services. |
| Total | \$ 169,257 | |

**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
 FY2019 RECOMMENDED BUDGET
 DEPRECIATION**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|------------------------------|-----------------------|--------------------------|---------------|
| Depreciation Expense: | \$6,000 | -\$3,600 | -37.5% |

Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will fluctuate depending on asset additions and retirements, cost of assets and useful life of the assets.

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

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|------------------------------|-----------------|-----------------|-------------------|---------------|
| 9060 Depreciation Expense | \$ 9,600 | \$ 6,000 | \$ (3,600) | -37.5% |
| Other Charges Total * | \$ 9,600 | \$ 6,000 | \$ (3,600) | -37.5% |

**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
 FY2019 RECOMMENDED BUDGET
 OTHER CHARGES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|---|-----------------------|--------------------------|--------------|
| Other Charges: | \$144,725 | \$23,965 | 19.8% |
| Includes: Annual stormwater bill for City-owned property, International Code Council (ICC) Certification Training and Membership Dues and training. Increased stormwater fee for estimated rate adjustment (TBD). | | | |

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

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|------------------------------|-------------------|-------------------|------------------|--------------|
| 9070 Training Expense | \$ 760 | \$ 725 | \$ (35) | -4.6% |
| 9083 Stormwater Fees | \$ 120,000 | \$ 144,000 | \$ 24,000 | 20.0% |
| Other Charges Total * | \$ 120,760 | \$ 144,725 | \$ 23,965 | 19.8% |

OTHER CHARGES DETAIL

| Object Code - Description | Amount Requested | Use of Funds (Description) |
|---------------------------|---------------------|---|
| 9070 Training Expense | \$ 725 | Training and ICC Certification |
| 9083 Stormwater Fees | \$ 144,000 | City of Newark properties stormwater charge |
| Total | \$ 144,725 | |

**ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION
 FY2019 RECOMMENDED BUDGET
 INTER-DEPT. CHARGES**

| Object Level | FY2019 Recommended | \$ Change over FY2018 | % Change |
|--|-----------------------|--------------------------|--------------|
| Inter-Dept. Charges: | \$47,958 | \$5,039 | 11.7% |
| <p>Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> | | | |

Inter-Dept. Charges

| Object Line | 2018 | 2019 | \$ Difference | % Difference |
|----------------------------------|------------------|------------------|-----------------|--------------|
| Billings and Accounting | \$ 9,659 | \$ 10,504 | \$ 845 | 8.7% |
| Electricity | \$ 2,411 | \$ 2,208 | \$ (203) | -8.4% |
| Information Technology | \$ 30,849 | \$ 35,246 | \$ 4,397 | 14.3% |
| Inter-Dept. Charges Total | \$ 42,919 | \$ 47,958 | \$ 5,039 | 11.7% |

ADMINISTRATION DEPARTMENT - MANAGEMENT DIVISION

CAPITAL IMPROVEMENT PROJECTS

(2019 - 2023)

CITY OF NEWARK
CAPITAL IMPROVEMENTS PROGRAM 2019-2023
ADMINISTRATION DEPARTMENT - CITY MANAGER'S OFFICE - GENERAL FUND

| Project Number | Project Name | 2018 Budget | 2019 | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
|----------------|-------------------------------------|-----------------|--------------------------|-----------------|------------|------------|------------|------------|------------|------------|
| | | | Reserves & Other Funding | Current Funding | | | | | | |
| A1801 | Government Access Channel Equipment | \$31,520 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| A1601 | Building Demolition | 27,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | <u>\$59,320</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| | GROSS CAPITAL IMPROVEMENTS | \$59,320 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | LESS: USE OF RESERVES | (20,589) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | VEHICLE/EQUIPMENT REPLACEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | GRANTS | (31,520) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | BOND ISSUES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | OTHER FINANCING SOURCES | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | NET CAPITAL IMPROVEMENTS | <u>\$7,211</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |

ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION

CAPITAL IMPROVEMENT PROJECTS

(2019 - 2023)

**CITY OF NEWARK
CAPITAL IMPROVEMENTS PROGRAM 2019-2023
ADMINISTRATION DEPARTMENT - FACILITIES MAINTENANCE DIVISION - GENERAL FUND**

| Project Number | Project Name | 2018 Budget | 2019 | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
|----------------|--|------------------|--------------------------|------------------|------------------|------------------|------------|------------|------------|--------------------|
| | | | Reserves & Other Funding | Current Funding | | | | | | |
| N1901 | City Hall - HVAC System Upgrades | \$0 | \$0 | \$400,000 | \$400,000 | \$600,000 | \$0 | \$0 | \$0 | \$1,000,000 |
| N1801 | Rear Concrete Deck and Stairs | 50,000 | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| N1803 | Exterior Paint and Powerwash | 0 | 0 | 0 | 0 | 33,000 | 0 | 0 | 0 | 33,000 |
| N1805 | Lower Level Bathroom | 0 | 0 | 0 | 0 | 30,000 | 0 | 0 | 0 | 30,000 |
| N1806 | FOC - Master Plan | 123,000 | 225,000 | 0 | 225,000 | 0 | 0 | 0 | 0 | 225,000 |
| N1808 | FOC - Buildings 1 and 2, Security Improvements | 0 | 0 | 0 | 0 | 31,000 | 0 | 0 | 0 | 31,000 |
| N1809 | TRN - New Windows | 0 | 0 | 55,000 | 55,000 | 0 | 0 | 0 | 0 | 55,000 |
| N1701 | Men's Locker Room Expansion | 20,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| N1702 | Council Chamber Renovations | 0 | 0 | 0 | 0 | 25,000 | 0 | 0 | 0 | 25,000 |
| N1603 | GWC - HVAC System Upgrades | 105,000 | 105,000 | 0 | 105,000 | 0 | 0 | 0 | 0 | 105,000 |
| NEQSF | Equipment Replacement Program | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | <u>\$328,000</u> | <u>\$380,000</u> | <u>\$455,000</u> | <u>\$835,000</u> | <u>\$719,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$1,554,000</u> |
| | GROSS CAPITAL IMPROVEMENTS | \$328,000 | \$380,000 | \$455,000 | \$835,000 | \$719,000 | \$0 | \$0 | \$0 | \$1,554,000 |
| | LESS: USE OF RESERVES | (20,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | VEHICLE/EQUIPMENT REPLACEMENT | (30,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | GRANTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | BOND ISSUES | (120,000) | (275,000) | 0 | (275,000) | 0 | 0 | 0 | 0 | (275,000) |
| | OTHER FINANCING SOURCES | <u>(105,000)</u> | <u>(105,000)</u> | <u>0</u> | <u>(105,000)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>(105,000)</u> |
| | NET CAPITAL IMPROVEMENTS | <u>\$53,000</u> | <u>\$0</u> | <u>\$455,000</u> | <u>\$455,000</u> | <u>\$719,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$1,174,000</u> |



PROJECT NO: N1901
PROJECT TITLE: City Hall - HVAC System Upgrades
PROJECT STATUS: New Project

FUNDING SUMMARY:
 NEW FUNDING: \$ 1,000,000
 CARRYOVER FUNDING: \$ -
 TOTAL FUNDING: \$ 1,000,000

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|---|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Municipal Building |
| PROJECT PRIORITY: | 2 - High Priority Level |
| | <i>Critical need to remediate failing service, prevent failure, or generate savings</i> |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Healthy & Active Community |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|--------------|
| First Year in Program: | 2019 |
| Est. Completion Date: | 2020 |
| Est. Useful Life (in years): | 20 |
| Est. Total Cost: | \$ 1,000,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 1,000,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|--------------------------|----------------|--------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 1,000,000 |
| TOTAL PROJECT COST | | \$ 1,000,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|--|
| This project covers the replacement of the existing HVAC system at the City Municipal Building and Newark Police Department Buildings. These units are very inefficient and currently require a substantial amount of routine maintenance. |
| It is anticipated that this upgrade will result in ongoing operational savings, which will be determined during a future CIP budget cycle. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|---------------------------------|------------|------|------|------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | 400,000 | 600,000 | | | | \$ 1,000,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ 400,000 | \$ 600,000 | \$ - | \$ - | \$ - | \$ 1,000,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | | | | | | \$ - |
| | | | | | OPERATING IMPACT: | | | | | |
| | | | | | INCREMENTAL COSTS (NET SAVINGS) | | | | | |



PROJECT NO: N1801
PROJECT TITLE: Rear Concrete Deck and Stairs
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ - |
| CARRYOVER FUNDING: | \$ 50,000 |
| TOTAL FUNDING: | \$ 50,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|---|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Newark Police Station |
| PROJECT PRIORITY: | 2 - High Priority Level |
| | <i>Critical need to remediate failing service, prevent failure, or generate savings</i> |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2019 |
| Est. Useful Life (in years): | 10 |
| Est. Total Cost: | \$ 50,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ² : | \$ 50,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 50,000 |
| TOTAL PROJECT COST | | \$ 50,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|--|
| <p>The rear concrete stairs at City Hall/NPD are in need of replacement. The concrete has deteriorated and employees have suffered injuries due to the unevenness of the stairs. Also, the metal support structure beneath the concrete catwalk has disintegrated due to rust. Currently nothing is supporting the concrete, which could cause the structure to crumble and fall. This project would repair and replace the impacted areas. This is a project to improve safety.</p> <p>Project spun out of CIP N1601 that included multiple building repairs, including the concrete stairs. This has been broken out for transparency and project tracking purposes.</p> |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|------------------|-------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | | | | | \$ - |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | 50,000 | | | \$ 50,000 | 50,000 | | | | | \$ 50,000 |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ 50,000 | \$ - | \$ - | \$ 50,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | OPERATING IMPACT: | | | | | | |
| | | | | INCREMENTAL COSTS (NET SAVINGS) | | | | | | \$ - |



PROJECT NO: N1803
PROJECT TITLE: Exterior Paint and Powerwash
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ 33,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 33,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|---|---------------------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Municipal Building and Police Station |
| PROJECT PRIORITY: | 3 - Medium-High |
| The City would be taking a calculated risk in the deferral of this item | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2020 |
| Est. Useful Life (in years): | 10 |
| Est. Total Cost: | \$ 33,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ² : | \$ 33,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 33,000 |
| TOTAL PROJECT COST | | \$ 33,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|---|
| City Hall and NPD buildings are in need of a thorough cleaning and painting of the metal cornice surround at the top of each building. These projects constitute a need to maintain our existing building, and are not considered upgrades or cosmetic improvements. In years past, these types of projects were disregarded due to cost and budget, however time has caught up with us and the brick is in need of a cleaning and rusted metal is in need of protective paint. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|-------------|------------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | 33,000 | | | | \$ 33,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 33,000 | \$ - | \$ - | \$ - | \$ 33,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | | | | | | \$ - |



PROJECT NO: N1805
PROJECT TITLE: Lower Level Bathroom
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ 30,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 30,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Municipal Building |
| PROJECT PRIORITY: | 4 - Medium |
| <small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small> | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2020 |
| Est. Useful Life (in years): | 10 |
| Est. Total Cost: | \$ 30,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 30,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 30,000 |
| TOTAL PROJECT COST | | \$ 30,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|--|
| Currently a single stall bathroom is available in the lower level. It is recommended to install a second bathroom on that level due to increased staffing after having migrated multiple City employees to the lower level. Recent use of the Training Room by City staff, along with staff from other State and Private Agencies has highlighted the issue with a single stall restroom. This project funding would be used to create a second restroom in place of an existing janitors closet to provide male and female restrooms on the lower level. It should also be noted that a new restroom, and a minor upgrade to the existing restroom would allow the City to be ADA compliant on the lower level. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|-------------|------------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | 30,000 | | | | \$ 30,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ - | \$ - | \$ - | \$ 30,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | | | | | | \$ - |



PROJECT NO: N1806
PROJECT TITLE: FOC - Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|-------------------|
| NEW FUNDING: | \$ 225,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 225,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|---|--------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Field Operations Complex |
| PROJECT PRIORITY: | 4 - Medium |
| This project is a NEED and not a WANT, but no significant risk in the deferral of this item | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|------------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2019 |
| Est. Useful Life (in years): | 20 |
| Est. Total Cost: | \$ 348,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ 123,000 |
| % Complete (if underway): | 35.3% |
| Balance to be funded ¹ : | \$ 225,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|-------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 225,000 |
| TOTAL PROJECT COST | | \$ 225,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|---|
| This project was previously identified as M1101 (PWWR - Maintenance) and has now been moved and renumbered to Facilities Division. |
| Phase 1: Needs Assessment and Master Planning (Completed 2016) |
| Phase 2: Salt Shed Construction (Completed 2017) |
| Phase 3: Demolition of Building #3 (2018) - Estimate \$30,000, and Additional Electric Utility Storage in Building #2 (2018) - Estimate \$70,000 |
| Phase 4: New Parking Area (2019) - Estimate \$80,000 |
| Phase 5: Construction of Expanded Building #3 (2019) - Estimate \$95,000 |
| The Old Warehouse at the Facilities Operations Complex (Yard) is becoming a safety risk due to its condition. This building houses items such as: Vehicles, Electric Utility, Public Works Pumps and Filtering Media, Pipes and Hydrants, Police Impound. New Building Design is currently being evaluated. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | 53,000 | | 53,000 | \$ - | | | | | | \$ - |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | 70,000 | | 70,000 | \$ - | 225,000 | | | | | \$ 225,000 |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ 123,000 | \$ - | \$ 123,000 | \$ - | \$ 225,000 | \$ - | \$ - | \$ - | \$ - | \$ 225,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | | | | | | \$ - |



PROJECT NO: N1808
PROJECT TITLE: FOC - Buildings 1 and 2, Security Improvements
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ 31,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 31,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|--------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Field Operations Complex |
| PROJECT PRIORITY: | 4 - Medium |
| <small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small> | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2020 |
| Est. Useful Life (in years): | 10 |
| Est. Total Cost: | \$ 31,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 31,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 31,000 |
| TOTAL PROJECT COST | | \$ 31,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|---|
| Buildings 1 and 2 at the Field Operation Complex (Yard) require additional security on doors throughout. Doors do not close properly, garage doors are dented and susceptible to being opened without keys. This project would be used to remedy these items. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|-------------|------------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | 31,000 | | | | \$ 31,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 31,000 | \$ - | \$ - | \$ - | \$ 31,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | OPERATING IMPACT: | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | INCREMENTAL COSTS (NET SAVINGS) | | | | | | | \$ - |



PROJECT NO: N1809
PROJECT TITLE: TRN - New Windows
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ 55,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 55,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Newark Train Station |
| PROJECT PRIORITY: | 4 - Medium |
| <small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small> | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2018 |
| Est. Completion Date: | 2019 |
| Est. Useful Life (in years): | 10 |
| Est. Total Cost: | \$ 55,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 55,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 55,000 |
| TOTAL PROJECT COST | | \$ 55,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|--|
| Train Station windows are in desperate need of replacement. They are falling apart due to age. This is a safety issue as they have the potential to actually fall out of the wall. Beyond this, they are energy inefficient year round and do not open properly when used. Looking to secure grant-funding for this project during 2018. |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|------------------|-------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | 55,000 | | | | | \$ 55,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ 55,000 | \$ - | \$ - | \$ - | \$ - | \$ 55,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | OPERATING IMPACT: | | | | | | |
| | | | | INCREMENTAL COSTS (NET SAVINGS) | | | | | | \$ - |



PROJECT NO: N1702
PROJECT TITLE: Council Chamber Renovations
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|------------------|
| NEW FUNDING: | \$ 25,000 |
| CARRYOVER FUNDING: | \$ - |
| TOTAL FUNDING: | \$ 25,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | Municipal Building |
| PROJECT PRIORITY: | 4 - Medium |
| <small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small> | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Not Applicable |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|-----------|
| First Year in Program: | 2017 |
| Est. Completion Date: | 2020 |
| Est. Useful Life (in years): | 20 |
| Est. Total Cost: | \$ 25,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 25,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | | \$ - |
| Materials: | | \$ - |
| Other Contracts: | 6006016.9621 | \$ 25,000 |
| TOTAL PROJECT COST | | \$ 25,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|---|
| Based on feedback from City Council during Budget Hearings, the City staff has identified the following improvements to the Council Chamber to make it more functional for Mayor and Council, City staff and visitors. The requested modifications to the Council Chamber include replacing the existing hard seated chairs with cushioned chairs for visitors and staff, adding paneling to the front of the dais to improve its appearance both in person and on camera, relocating the large paintings behind the dais to a more appropriate historical location and to paint the brick to brighten the room and enhance quality of the online/tv feed. Additionally, the orange Formica countertops would be replaced with a more neutral color. Lastly, new lighting and projector would be added to the room to make it more inviting and to provide better presentation quality. |
| \$4,500.00 - Padded/Stackable Chairs |
| \$1,000.00 - Paint and supplies |
| \$3,000.00 - Wood Paneling |
| \$8,000.00 - Formica Countertops |
| \$1,300.00 - Lighting |
| \$5,000.00 - Projector (brighter so lights do not need to be turned off) |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|---------------------------------|------------------|-------------|-------------|-------------|------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | 25,000 | | | | \$ 25,000 |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER (SPECIFY) | | | | \$ - | | | | | | \$ - |
| TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ 25,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | OPERATING IMPACT: | | | | | |
| | | | | | INCREMENTAL COSTS (NET SAVINGS) | | | | | \$ - |



PROJECT NO: N1603
PROJECT TITLE: GWC - HVAC System Upgrades
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

| | |
|-----------------------|-------------------|
| NEW FUNDING: | \$ - |
| CARRYOVER FUNDING: | \$ 105,000 |
| TOTAL FUNDING: | \$ 105,000 |

| CAPITAL BUDGET - PROJECT DETAIL | |
|--|------------------------|
| DEPARTMENT: | Administration |
| DIVISION: | Facilities Maintenance |
| FUND: | Maintenance |
| PROJECT LOCATION: | George Wilson Center |
| PROJECT PRIORITY: | 4 - Medium |
| <small>This project is a NEED and not a WANT, but no significant risk in the deferral of this item</small> | |
| COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: | Sustainable Community |

| § 806.1(3) SUMMARY OF PROJECT DATA | |
|--|------------|
| First Year in Program: | 2016 |
| Est. Completion Date: | 2019 |
| Est. Useful Life (in years): | 20 |
| Est. Total Cost: | \$ 105,000 |
| Est. Spend @ 12/31/2018 (if underway) ¹ : | \$ - |
| % Complete (if underway): | 0.0% |
| Balance to be funded ¹ : | \$ 105,000 |

¹ For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

| PROJECT COST BY CATEGORY | | |
|---------------------------|----------------|-------------------|
| CLASSIFICATION | ACCOUNT NUMBER | AMOUNT |
| Labor: | 6006016.9621 | \$ 2,500 |
| Materials: | 6006016.9621 | \$ 1,500 |
| Other Contracts: | 6006016.9621 | \$ 101,000 |
| TOTAL PROJECT COST | | \$ 105,000 |

² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

| Charter § 806.1(2) DESCRIPTION & JUSTIFICATION: |
|--|
| <p>The existing HVAC system at the George Wilson Center utilizes electric baseboard heat and individual wall unit air conditioners. The air conditioners are old and leak, and need to be shut off at night to minimize damage from leakage. Facilities Management staff brought in several different HVAC contractors to assess the situation and all agree that upgrading to a combined single heat and air conditioning system will provide greatly improved efficiency and reduce overall heating and air conditioning costs for the Center, as well as improve the overall appearance of the building. Estimated costs include a combined heat and air conditioning system, (heat pump option at \$89,400), filling in 7 A/C holes currently cut into the building (\$5,480); and painting (\$2,000) and site work/trash disposal (\$2,000) which will be done in house.</p> <p>It is anticipated that this upgrade will result in ongoing operational savings, which will be determined during a future CIP budget cycle.</p> <p>Increased costs (\$6,120) due to vendor contract quote increases in 2017.</p> |

| PROJECT FINANCING BY PLAN YEAR | | | | | | | | | | |
|--|-------------------------------|--------------------------------------|--|--|-------------------|-------------|-------------|-------------|-------------|-------------------|
| § 806.1(3) SOURCE OF FUNDS: | Prior Authorized ² | Actual Funds Utilized as of 03/31/18 | Estimated Expenditures 03/31/18 - 12/31/18 | Estimated Authorized Balance ² 12/31/18 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL 5 Year CIP |
| CURRENT RESOURCES | | | | \$ - | | | | | | \$ - |
| CAPITAL RESERVES | | | | \$ - | | | | | | \$ - |
| EQUIPMENT REPLACEMENT | | | | \$ - | | | | | | \$ - |
| GRANTS (SPECIFY) | | | | \$ - | | | | | | \$ - |
| BOND ISSUES | | | | \$ - | | | | | | \$ - |
| STATE REVOLVING LOAN | | | | \$ - | | | | | | \$ - |
| OTHER DEMEC/CAC | 105,000 | | | \$ 105,000 | 105,000 | | | | | \$ 105,000 |
| TOTAL: | \$ 105,000 | \$ - | \$ - | \$ 105,000 | \$ 105,000 | \$ - | \$ - | \$ - | \$ - | \$ 105,000 |
| § 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | TOTAL |
| | | | | | | | | | | \$ - |

APPENDICES

**CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
APPENDIX A - OBJECT CODES 7131 AND 8131 - (2018 & 2019 BUDGET COMPARISON)**

CITY MANAGER'S OFFICE

| Code | 2019 IT Annual Operating Expenses | 2018 Budget | 2019 Budget | Over/Under | Description |
|-------------|-----------------------------------|--------------------|-------------|----------------------|------------------------------------|
| 7131 | Building Cameras - Licensing (10) | \$ 6,000.00 | \$ - | \$ (6,000.00) | Licensing costs for 10 new cameras |
| | 7131 Subtotal: | \$ 6,000.00 | \$ - | \$ (6,000.00) | |
| 7131 | Actual Budgeted Numbers | \$ 6,000.00 | \$ - | \$ (6,000.00) | |

| Code | 2019 IT Annual Operating Expenses | 2018 Budget | 2019 Budget | Over/Under | Description |
|-------------|---|---------------------|---------------------|---------------------|---|
| 8131 | Adobe Creative Suite Annual Maintenance - Allocated (2) | \$ 1,800.00 | \$ 2,000.00 | \$ 200.00 | Web and Graphic Design Software |
| 8131 | Barracuda Sign Now | \$ 1,000.00 | \$ 200.00 | \$ (800.00) | Electronic signatures for website forms |
| 8131 | CivicPlus | \$ - | \$ 10,000.00 | \$ 10,000.00 | |
| 8131 | CTS Language Link - Interpreter Services | \$ 1,500.00 | \$ 1,500.00 | \$ - | Interpreter Services |
| 8131 | Everbridge - Maintenance - Inform Me | \$ 14,000.00 | \$ 14,000.00 | \$ - | Everbridge "InformMe" Community Communication System |
| 8131 | Leightronics | \$ - | \$ 1,000.00 | \$ 1,000.00 | |
| 8131 | Messages on Hold | \$ 3,000.00 | \$ 3,000.00 | \$ - | Phone System Professional Voice Recording |
| 8131 | Passagepoint | \$ 5,000.00 | \$ 5,000.00 | \$ - | Municipal Building Visitor Management Software |
| 8131 | Prowatch Annual Maintenance | \$ 4,000.00 | \$ 3,500.00 | \$ (500.00) | Municipal and Utility Gate Access Management Software |
| 8131 | Provisio - Allocated | \$ 750.00 | \$ 750.00 | \$ - | Customer Service Kiosks |
| 8131 | Robin Software | \$ 600.00 | \$ - | \$ (600.00) | iPad Conference Room Management Software |
| 8131 | Sitelmprov | \$ - | \$ 4,000.00 | \$ 4,000.00 | |
| 8131 | Tyler Technologies Munis Annual Maintenance - Allocated | \$ 7,614.39 | \$ 8,743.54 | \$ 1,129.15 | Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management |
| 8131 | Verizon - Cellular/Data - Allocated | \$ 1,800.00 | \$ 1,000.00 | \$ (800.00) | Computer Mobile Internet Connectivity |
| 8131 | Verizon - Cellular/Data - Allocated | \$ 1,200.00 | \$ 1,500.00 | \$ 300.00 | Computer Mobile Internet Connectivity |
| 8131 | VOIP Networks - Cloud9 VOIP Subscription - Allocated | \$ 2,647.06 | \$ 4,861.11 | \$ 2,214.05 | VOIP Phone System |
| 8131 | VOIP Networks - Cloud9 VOIP Subscription - Allocated | \$ 1,323.53 | \$ 2,777.78 | \$ 1,454.25 | VOIP Phone System |
| 8131 | Canon Financial - Copier Lease - Allocated | \$ - | \$ 6,769.92 | \$ 6,769.92 | Canon Copier Leases |
| 8131 | Advantech Hardware Maintenance | \$ 2,000.00 | \$ 2,000.00 | \$ - | Responsive Hardware Support for Card Readers |
| | 8131 Subtotal: | \$ 48,234.98 | \$ 72,602.35 | \$ 24,367.37 | |
| 8131 | Actual Budgeted Numbers | \$ 48,235.00 | \$ 72,602.00 | \$ 24,367.00 | |

FACILITIES MAINTENANCE DIVISION

| Code | 2019 IT Annual Operating Expenses | 2018 Budget | 2019 Budget | Over/Under | Description |
|-------------|--|--------------------|--------------------|------------------|---|
| 8131 | Advanced Power Control (Ongoing Support and Maintenance) | \$ 2,200.00 | \$ 2,200.00 | \$ - | Alerton HVAC Software Maintenance |
| 8131 | Advantech | \$ 1,200.00 | \$ 1,200.00 | \$ - | Building Security Cloud System - Including Merge of NPD/Mun Buildings (\$1850/mo) |
| 8131 | Gasboy Annual Maintenance | \$ 1,500.00 | \$ 1,500.00 | \$ - | Gas Pump Software Annual Maintenance |
| 8131 | Provisio | \$ - | \$ 250.00 | \$ 250.00 | Customer Service Kiosks |
| 8131 | Tyler Technologies Munis Annual Maintenance - Allocated | \$ 1,903.60 | \$ 2,185.88 | \$ 282.28 | Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management |
| 8131 | Verizon - Cellular/Data - Allocated | \$ 600.00 | \$ - | \$ (600.00) | Computer Mobile Internet Connectivity |
| 8131 | VOIP Networks - Cloud9 VOIP Subscription - Allocated | \$ - | \$ 347.22 | \$ 347.22 | VOIP Phone System |
| | 8131 Subtotal: | \$ 7,403.60 | \$ 7,683.10 | \$ 279.50 | |
| 8131 | Actual Budgeted Numbers | \$ 7,404.00 | \$ 7,683.00 | \$ 280.00 | |

CITY OF NEWARK, DELAWARE
ADMINISTRATION DEPARTMENT
DOCUMENT VERSION CONTROL

| Date: | Version: | Description of Change(s): |
|---------|----------|--------------------------------|
| 8/20/18 | 1 | Initial Submission (Version 1) |