



FINANCE DEPARTMENT

2021

BUDGET PRESENTATION TO CITY COUNCIL

**AS PRESENTED ON:
SEPTEMBER 8, 2020**

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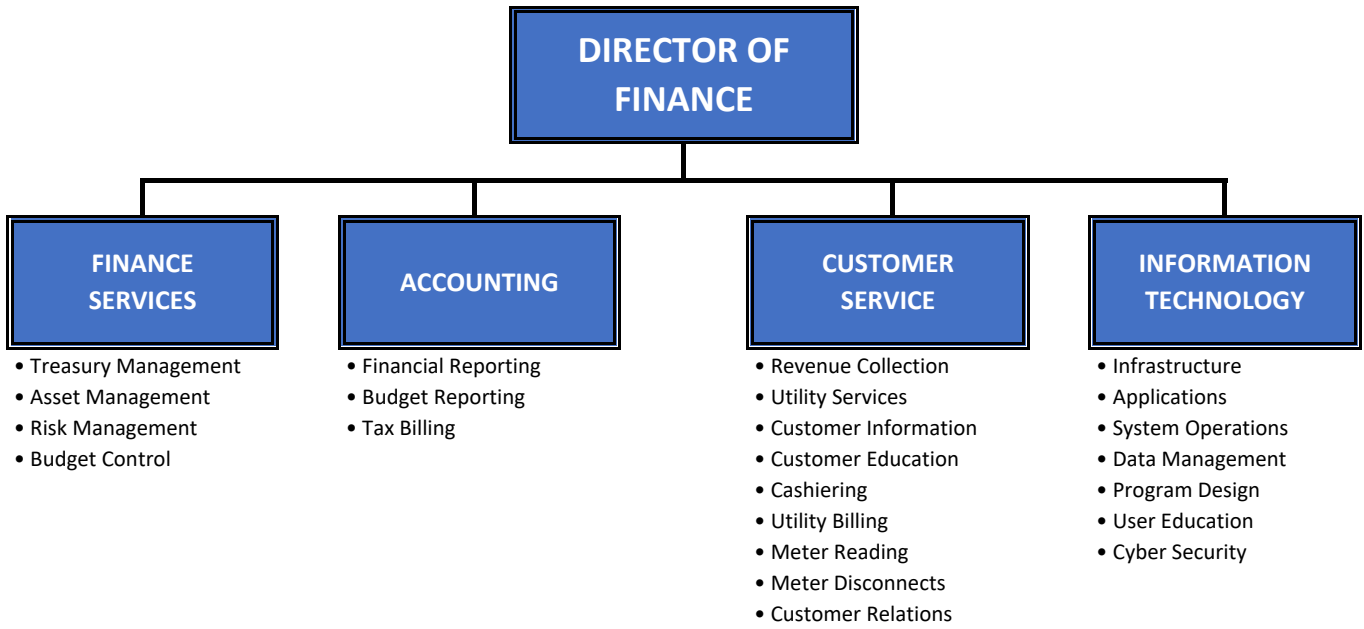
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**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2021 DEPARTMENTAL NARRATIVE**

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

Accounting:

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

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2019 budget for all funds totals \$94.5 million including a \$3.9 million net capital budget.
- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2021 DEPARTMENTAL NARRATIVE**

Payments and Utility Billing (PUB):

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

Information Technology (IT):

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

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2020 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2020 include:

Accounting:

- Awarded the “Certificate of Achievement for Excellence in Financial Reporting” by the Government Officers Association (GFOA) for the 2018 Comprehensive Annual Financial Report.
- Submitted the Comprehensive Annual Financial Report for 2019 to the GFOA for consideration of the “Certificate of Achievement for Excellence in Financial Reporting”.
- Received an unmodified audit opinion and no material weaknesses based on the audit of the City’s financial statements for the year ended December 31, 2019 by CliftonLarsonAllen LLP.
- Partnered with Information Technology to implement Munis workflow approval for check requests that were previously entered manually. Expanded the use of this workflow process to all invoices in order to achieve the City’s accounts payable function while staff were working remotely during the COVID pandemic.
- Assisted the Parks and Recreation Department with their transition to new CivicRec software application.

Budget:

- Worked with PWWR and the City Manager to develop and incorporate customer charges for water and sewer service in order to cover the cost of annual debt service payments as part of the 2020 Approved Operating Budget. Continuing review of utility customer charges in order to ensure revenue requirements are met going forward.
- Worked with the City Manager on the Local Service Task Force, to ensure that all Newark taxpayers were not billed twice for fire service grants provided to Aetna Hose Hook and Ladder by New Castle County and the City of Newark.
- Provided multiple and in-depth reviews of the Coronavirus impact on the City of Newark. Worked with state, county and federal stakeholders to ensure the City of Newark is kept relevant in all conversations.
- Worked with IT and Communications to create a landing page for all online payments to the City of Newark.
- Worked with IT and the Alderman Court to provide two payment kiosks in City Hall to promote contactless payments due to COVID issues.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Payments and Utility Billing (PUB):

- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.
- Introduced new relationship between Catholic Charities and Efficiency Smart mandating energy education from Efficiency Smart prior to releasing City funds. This transitioned from Hudson State Service Center.
- Increased deposits in electric accounts to a minimum of \$300 in order to reduce the amount of closed electric accounts with outstanding balances.
- Worked with Information Technology to significantly upgrade the City's utility account portal from Customer Connect 2 to Customer Connect 6.
- Partnered with Professional Recovery Consultants (PRC) to take over the collection of the City's closed, outstanding balances on electric accounts.
- Transitioned away from "Pink Notices" and planned revision of utility statements.
- Worked with our utility customers to create payment arrangements to help our residents and commercial customers impacted by COVID to get back on their feet financially.

Information Technology (IT):

- Prepared and provided laptops and either desk phones, mobile phones or soft phones depending on the specific needs of the user to office-based staff. This effort allowed most of staff to continue to fulfill their duties from home once City Hall had to close due to the Covid-19 pandemic.
- Developed the data cabling plan and worked with the Electric department to cable the new Parking office space in preparation for their move.
- AeroHive wireless access points have been replaced throughout City Hall enhancing the reliability and speed of the connected devices that utilize the City's Wi-Fi network.
- A new knowledge base published on the intranet allowing IT to share instructions and common troubleshooting tips with city employees.
- Migrated the city intranet site to SharePoint enabling more granular permissions and making it easier to publish information.
- James Hall Trail camera installation and configuration was completed.
- Document migration to SharePoint is in progress providing version control, collaboration capabilities and more granular permissions.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Information Technology (IT) - Continued:

- Currently working with the Electric Department to install and configure its new SCADA system.
- Worked with the Police Department on the implantation of the Axon body cameras, within the police fleet, and interview room installations.
- Upgraded ARC GIS to the Enterprise version.
- Implemented online payments for Permits.
- Upgraded Tyler Platform to version 2019.1, which includes Munis, Content Manager, Cashiering (July 11th).
- Upgraded Harris mCare Platform to version 6 (July 20th).
- Upgraded Harris Customer Connect Platform to version 6.4, increasing security by enabling TLS 1.2 (In Progress).
- Upgraded firmware on all smart meters and gatekeepers (In Progress).
- Converted from Authorize.net to Paymentus for Tyler applications (In Progress).
- Implemented invoice workflow, saving time and eliminating paper (September).
- Implemented FieldSense application for Electric and Water field staff (Q4)
- Implemented Manager Self Service, allowing Managers to be more self-reliant and providing enhancements for recruitment processes.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2021 DEPARTMENTAL GOALS**

Goals for 2021 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2019 Comprehensive Annual Financial Report.
- Become the first municipality in the state to prepare a Popular Annual Financial Report (PAFR). The GFOA established the PAFR Program in 1991 to encourage and assist state and local governments to extract information from their comprehensive annual financial report to produce high-quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.
- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.
- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.
- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.
- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.
- Ensure a skilled, responsive and innovative Finance and Information Technology team that keeps current with evolving business-critical technologies, while providing high quality customer service.



FINANCE DEPARTMENT

EXECUTIVE SUMMARY

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
FINANCE DEPARTMENT**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	960,831	991,919	31,088	3.24%	*Step increases and advancements
Part-time Wages	61,323	29,117	(32,206)	-52.52%	*Decrease is largely due to removal of the part-time "Meter Reader" position in 2021. This position was budgeted at \$29,318 in 2020.
Other Wages	39,696	41,611	1,915	4.82%	*Increase of \$1,915 in 2021 is due to smaller increases of \$1,116 to line item 6580 (Service Award) and \$799 to item 6590 (Sick Pay).
Benefits	658,604	617,347	(41,257)	-6.26%	*Benefits decreased overall by \$41,257 in 2021. This decrease is related to a number of factors including retirements/employee turnover, changes to employees plans/designations and also the removal of the part-time Meter Reader position. Larger decreases of \$32,594 to line item 6940 (City Pension Plan) and \$15,128 to item 6960 (Group Hospitalization Ins.) directly resulted from the department's recent retirement.
Personnel Services	\$ 1,720,454	\$ 1,679,994	(40,460)	-2.35%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 41,300	\$ 24,550	(16,750)	-40.56%	*Overall decrease of \$16,750 is largely due to reductions of \$9,300 to line item 7131 (IT Supplies), \$5,000 to item 7180 (Billing & Collec. Supplies) and \$1,500 to item 7150 (Office Supplies).
Contractual Services	\$ 206,035	\$ 255,960	49,925	24.23%	*Increase is largely due City-Wide changes to our insurance coverage. Insurance lines increased by a total of \$52,243 in 2021. Additional our item 8170 (Auditing Fees) increased by \$3,000 while our item 8550 (Misc. Contracted Services) decreased by \$5,000.
Depreciation	\$ 68,172	\$ 61,584	(6,588)	-9.66%	*Finance Calculation
Other Expenditures	\$ 16,500	\$ 15,800	(700)	-4.24%	*Decrease in 2021 is due to reduction of \$700 to our line item 9070 (Training).
Subtotal:	\$ 2,052,461	\$ 2,037,888	\$ (14,573)	-0.71%	
Inter-Dept. Charges	\$ (1,777,615)	\$ (1,770,416)	7,199	-0.40%	*Reflects the cost share of City overhead which includes: Finance and Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing.
Total Operating Expenses:	\$ 274,846	\$ 267,472	\$ (7,374)	-2.68%	
Full-time Positions	13	13	0		*No change in FTE from FY2020 to FY2021. Removed part-time Meter Reader in 2021.

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
Ongoing projects FEQSF	Equipment Replacement Program	Perpetual Project



FINANCE DEPARTMENT

2021 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department

Summary:

FINANCE DEPARTMENT - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 1,264,662	\$ 1,377,380	\$ 1,541,637	\$ 1,633,541	\$ 1,720,454	\$ 1,679,994	\$ (40,460)	-2.4%
Materials and Supplies	132,151	144,657	147,513	22,593	41,300	24,550	(16,750)	-40.6%
Contractual Services	232,305	197,343	386,465	176,773	206,035	255,960	49,925	24.2%
Other Charges	106,426	286,078	130,432	55,692	84,672	77,384	(7,288)	-8.6%
Subtotal	\$ 1,735,544	\$ 2,005,458	\$ 2,206,047	\$ 1,888,599	\$ 2,052,461	\$ 2,037,888	\$ (14,573)	-0.7%
Inter-Dept. Charges	(1,475,967)	(1,703,370)	(1,887,687)	(1,781,339)	(1,777,615)	(1,770,416)	7,199	-0.4%
Total Operating Expenses	\$ 259,577	\$ 302,088	\$ 318,360	\$ 107,260	\$ 274,846	\$ 267,472	\$ (7,374)	-2.7%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

PERSONNEL SERVICES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111102	6020 Supervisory	\$ 217,457	\$ 204,209	\$ 222,394	\$ 235,287	\$ 245,868	\$ 250,858	\$ 4,990	2.0%
0111102	6040 Accounting	223,248	267,078	266,942	286,339	270,752	285,057	14,305	5.3%
0111102	6050 Information Technology	26,116	57,841	61,760	65,096	69,283	74,507	5,224	7.5%
0111102	6060 Customer Service	338,795	333,804	342,592	357,148	374,928	381,497	6,569	1.8%
0111102	6270 Meter Readers	-	-	-	-	29,318	-	(29,318)	-100.0%
0111102	6580 Service Award	9,882	8,874	9,706	12,236	13,502	14,618	1,116	8.3%
0111102	6590 Sick Pay	6,281	6,956	6,410	12,245	6,894	7,693	799	11.6%
0111102	6600 Part-Time	22,350	11,552	38,516	6,990	32,005	29,117	(2,888)	-9.0%
0111102	6620 Overtime	6,004	3,461	16,132	20,634	17,500	17,500	-	0.0%
0111102	6880 Uniform Allowance	180	120	-	-	-	-	-	0.0%
0111102	6885 Device Reimbursement	-	-	1,800	1,800	1,800	1,800	-	0.0%
0111102	6920 Unemployment Comp. Ins.	5,586	4,775	3,979	4,092	4,486	4,156	(330)	-7.4%
0111102	6930 Social Security Taxes	62,797	65,939	70,420	71,755	76,667	77,662	995	1.3%
0111102	6940 City Pension Plan	103,592	114,739	145,076	166,190	189,579	156,985	(32,594)	-17.2%
0111102	6941 Defined Contribution 401(a) Plan	18,417	24,055	26,929	31,230	34,237	34,863	626	1.8%
0111102	6950 Term Life Insurance	2,820	3,688	3,929	4,864	4,068	7,737	3,669	90.2%
0111102	6960 Group Hospitalization Ins.	180,291	206,801	238,876	265,212	279,199	264,071	(15,128)	-5.4%
0111102	6961 Long-Term Disability Ins.	1,194	1,454	1,548	2,034	2,101	3,682	1,581	75.2%
0111102	6962 Dental Insurance	11,727	13,041	12,567	13,292	14,015	12,825	(1,190)	-8.5%
0111102	6963 Flexible Spending Account	242	420	630	662	629	567	(62)	-9.9%
0111102	6964 Health Savings Account	1,500	-	-	-	-	-	-	0.0%
0111102	6965 Post-Employment Benefits	20,893	40,848	61,954	65,744	42,413	43,534	1,121	2.6%
0111102	6966 Retirement Health Savings Account	4,275	6,221	6,896	7,916	8,526	8,658	132	1.5%
0111102	6967 Emergency Room Reimbursements	400	800	1,837	2,000	1,884	1,884	-	0.0%
0111102	6968 Vision Insurance Premiums	615	704	744	775	800	723	(77)	-9.6%
TOTAL PERSONNEL SERVICES		\$ 1,264,662	\$ 1,377,380	\$ 1,541,637	\$ 1,633,541	\$ 1,720,454	\$ 1,679,994	\$ (40,460)	-2.4%

**FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2021**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Finance	MGMT	33	1.0	\$ 135,879	1.0	\$ 136,402	0.0	\$ 523	0.4%
Deputy Director of Finance	MGMT	29	1.0	\$ 109,989	1.0	\$ 114,456	0.0	\$ 4,467	4.1%
Payments & Utility Billing Manager	MGMT	21	1.0	\$ 83,085	1.0	\$ 83,370	0.0	\$ 285	0.3%
Accountant II	CWA F/T	18	2.0	\$ 162,828	2.0	\$ 170,107	0.0	\$ 7,279	4.5%
PUB System Support Analyst	CWA F/T	18	1.0	\$ 69,283	1.0	\$ 74,507	0.0	\$ 5,224	7.5%
Financial Analyst	CWA F/T	14	1.0	\$ 57,125	1.0	\$ 60,844	0.0	\$ 3,719	6.5%
Finance Assistant	CWA F/T	13	1.0	\$ 50,799	1.0	\$ 54,106	0.0	\$ 3,307	6.5%
Utility Billing Technician	CWA F/T	13	1.0	\$ 67,869	1.0	\$ 70,678	0.0	\$ 2,809	4.1%
Customer Service Clerk II	CWA F/T	11	1.0	\$ 62,701	1.0	\$ 65,444	0.0	\$ 2,743	4.4%
Customer Service Clerk I	CWA F/T	10	3.0	\$ 161,273	3.0	\$ 162,005	0.0	\$ 732	0.5%
Total Full-Time Positions			13.0	\$ 960,831	13.0	\$ 991,919	0.0	\$ 31,088	3.2%
PART-TIME FUNDING									
Finance Assistant	CWA P/T			\$ 32,005		\$ 29,117		\$ (2,888)	-9.0%
Meter Reader P/T	CWA P/T			\$ 29,318		\$ -		\$ (29,318)	-100.0%
Total Part-Time Funding				\$ 61,323		\$ 29,117		\$ (32,206)	-52.5%
OTHER									
Service Award				\$ 13,502		\$ 14,618		\$ 1,116	8.3%
Sick Pay				\$ 6,894		\$ 7,693		\$ 799	11.6%
Overtime				\$ 17,500		\$ 17,500		\$ -	0.0%
Device Reimbursements				\$ 1,800		\$ 1,800		\$ -	0.0%
Total Other				\$ 39,696		\$ 41,611		\$ 1,915	4.8%
Total All			13.0	\$ 1,061,850	13.0	\$ 1,062,647	0.0	\$ 797	0.1%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

MATERIALS AND SUPPLIES							\$ DIFFERENCE	% DIFFERENCE
	2016	2017	2018	2019	2020 BUDGET	2021	FROM 2020-21	FROM 2020-21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET		
0111103 7110 Safety Shoes & Supplies	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ (750)	-100.0%
0111103 7130 Tools,Field Sup.,Small Equip.	6,817	254	449	373	-	-	-	0.0%
0111103 7131 Information Technology Supplies	1,284	2,087	127	-	10,550	1,250	(9,300)	-88.2%
0111103 7150 Office Supplies	3,741	4,675	5,574	5,413	9,500	8,000	(1,500)	-15.8%
0111103 7160 Books, Periodicals, Etc.	-	-	-	190	500	300	(200)	-40.0%
0111103 7170 Postage	99,200	113,419	121,954	-	-	-	-	0.0%
0111103 7180 Billing & Collec. Supplies	17,867	18,439	14,603	16,586	20,000	15,000	(5,000)	-25.0%
0111103 7200 Copying Supplies	3,020	5,174	4,806	-	-	-	-	0.0%
0111103 7550 Miscellaneous Supplies	222	609	-	31	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES	\$ 132,151	\$ 144,657	\$ 147,513	\$ 22,593	\$ 41,300	\$ 24,550	\$ (16,750)	-40.6%

CONTRACTUAL SERVICES							\$ DIFFERENCE	% DIFFERENCE
	2016	2017	2018	2019	2020 BUDGET	2021	FROM 2020-21	FROM 2020-21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET		
0111104 8020 Advertising	\$ 332	\$ 430	\$ -	\$ 556	\$ -	\$ -	\$ -	0.0%
0111104 8030 Casualty Insurance	7,565	6,496	5,664	5,395	6,000	14,790	8,790	146.5%
0111104 8032 Insurance - Auto	-	535	1,030	995	1,055	1,433	378	35.8%
0111104 8033 Insurance - Broker	-	476	631	650	640	3,287	2,647	413.6%
0111104 8035 Insurance - Worker's Compensation	-	-	-	1,846	2,550	42,978	40,428	1585.4%
0111104 8040 Merchant Fees and Discounts	10,358	12,630	14,118	22,128	12,000	12,000	-	0.0%
0111104 8050 Phone/Communications	2,163	2,757	926	848	-	-	-	0.0%
0111104 8131 Information Technology Cont'l	132,043	54,964	51,604	36,111	33,809	32,819	(990)	-2.9%
0111104 8170 Auditing Fees	65,005	59,500	53,305	54,489	59,000	62,000	3,000	5.1%
0111104 8300 Mach. & Equip. Maintenance	5,819	9,653	5,935	-	-	-	-	0.0%
0111104 8312 Fleet & Facilities Services	-	26,467	241,174	36,702	45,981	46,653	672	1.5%
0111104 8550 Misc. Contracted Svc.	9,020	23,435	12,078	17,053	45,000	40,000	(5,000)	-11.1%
TOTAL CONTRACTUAL SERVICES	\$ 232,305	\$ 197,343	\$ 386,465	\$ 176,773	\$ 206,035	\$ 255,960	\$ 49,925	24.2%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111105	9010 Bad Debt Expense	\$ -	\$ 130,271	\$ 3,413	\$ -	\$ -	\$ -	\$ -	0.0%
0111105	9020 Mileage & Small Bus. Exp.	835	1,005	636	682	800	800	-	0.0%
0111105	9040 Dues & Professional Organizations	2,279	-	-	-	-	-	-	0.0%
0111105	9060 Depreciation Expense	102,090	133,457	106,260	36,538	68,172	61,584	(6,588)	-9.7%
0111105	9070 Training & Continuing Educ/Conf	1,222	21,345	20,123	18,472	15,700	15,000	(700)	-4.5%
TOTAL OTHER CHARGES		\$ 106,426	\$ 286,078	\$ 130,432	\$ 55,692	\$ 84,672	\$ 77,384	\$ (7,288)	-8.6%

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Finance	\$ (541,471)	\$ (506,611)	\$ (566,797)	\$ (552,122)	\$ (541,412)	\$ (790,408)	\$ (248,996)	46.0%
	Buildings and Grounds	24,919	-	-	-	-	-	-	0.0%
	Electricity Used	15,911	11,152	11,411	-	9,855	11,448	1,593	16.2%
	Information Technology	41,363	75,807	80,352	70,423	85,368	82,024	(3,344)	-3.9%
	Mailroom and Postage	-	-	8	1,422	1,448	1,651	203	14.0%
	Printing and Reproduction	6,671	(4,681)	(4,348)	427	667	477	(190)	-28.5%
	Records	-	-	1,810	1,852	1,962	2,017	55	2.8%
	Utility Billing	(1,024,056)	(1,279,037)	(1,410,123)	(1,303,341)	(1,335,503)	(1,077,625)	257,878	-19.3%
	Vehicles and Equipment	696	-	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES		\$ (1,475,967)	\$ (1,703,370)	\$ (1,887,687)	\$ (1,781,339)	\$ (1,777,615)	\$ (1,770,416)	\$ 7,199	-0.4%

OPERATING EXPENSES - FINANCE DEPARTMENT		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ 259,577	\$ 302,088	\$ 318,360	\$ 107,260	\$ 274,846	\$ 267,472	\$ (7,374)	-2.7%



FINANCE DEPARTMENT

2021-2025 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2021-2025
(with current year amended budget)

GENERAL FUND - FINANCE DEPARTMENT

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2021	2022	2023	2024	2025	TOTAL
FEQSF	Equipment Replacement Program	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Total General Fund - Finance Department			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>
PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
LESS: USE OF RESERVES			-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT			-	-	-	-	-	(12,369)	-	-	(12,369)
GRANTS			-	-	-	-	-	-	-	-	-
BOND ISSUES			-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,631</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,631</u>

* Justification Codes:
A - Return on Investment
B - Public Safety
C - Community Health
D - Efficiency/Other



PROJECT NO: FEQS
PROJECT TITLE: Equipment Replacement Program
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Finance
FUND:	General
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2021-2025).

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 35,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 35,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	0111106.9623	\$ 35,000
TOTAL PROJECT COST		\$ 35,000

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."

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	22,631	-	-	\$ 22,631
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	12,369	-	-	\$ 12,369
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2021-2025
OTHER DEPARTMENTS**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS				
										2021	2022	2023	2024	2025
CODE ENFORCEMENT DIVISION:														
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2022	20,545		25,000			
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043					
827	2000 Ford Crown Victoria Sedan	a. 08/11/00	19,851	48,954	65,000	12	2012	2020	19,851					
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043					
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779					
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2022	12,369		25,000			
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION										-	50,000	-	-	-
FINANCE DEPARTMENT:														
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369			35,000		
TOTAL FINANCE DEPARTMENT										-	-	35,000	-	-
UNICITY TRANSPORTATION FUND:														
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-				150,000	
1304	2020 Int'l Mini-Bus	b. --	--	--	--	7	2019	2026	-					
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-	130,000				
	Less: Unicity Transportation Grant Funding									(114,073)			(114,073)	
TOTAL UNICITY TRANSPORTATION FUND										15,927	-	-	35,927	-
TOTAL OTHER DEPARTMENTS														
										GROSS ACQUISITION COST				
										\$ 130,000	\$ 50,000	\$ 35,000	\$ 150,000	\$ -
										LESS: USE OF CAPITAL RESERVES				
										(15,927)	-	-	(35,927)	-
										LESS: USE OF GRANT FUNDING				
										(114,073)	-	-	(114,073)	-
										LESS: USE OF CURRENT RESOURCES				
										-	(17,086)	(22,631)	-	-
										NET EQUIPMENT SINKING FUND TOTAL				
										\$ -	\$ 32,914	\$ 12,369	\$ -	\$ -

a. This vehicle is scheduled to be replaced in 2020.

b. This vehicle was recently replaced in 2020. Details to be provided.



**FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

EXECUTIVE SUMMARY

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	626,459	659,394	32,935	5.26%	*Step increases and advancements
Other Wages	46,866	25,912	(20,954)	-44.71%	*Decrease is largely due to removal of Standby Pay in 2021. This was budgeted at \$18,200 in 2020. Additionally line item 6620 (Overtime) was also reduced by \$4,000 in 2021.
Benefits	376,136	380,043	3,907	1.04%	*Generally flat, roughly 1% increase from FY2020 to FY2021
Personnel Services	\$ 1,049,461	\$ 1,065,349	15,888	1.51%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 36,000	\$ 32,000	(4,000)	-11.11%	*Decrease of \$4,000 in 2021 is due to reductions of \$2,000 to line item 7150 (Office Supplies), \$1,500 to item 7136 (Software) and \$500 to item 7550 (Misc. Supplies).
Contractual Services	\$ 577,383	\$ 551,532	(25,851)	-4.48%	*Overall decrease of \$25,851 is largely due to reductions of \$35,181 to item 8137 (Leased Equipment - Contractual), \$12,415 to item 8136 (Subscription Services - Software or SAAS) and \$10,000 to item 8550 (Misc. Contracted Services). These decreases are partially offset by increases related to City-Wide changes to our insurance coverage. Insurance lines increased by a total of \$31,460 in 2021.
Depreciation	\$ 100,647	\$ 82,466	(18,181)	-18.06%	*Finance Calculation
Other Expenditures	\$ 28,000	\$ 5,000	(23,000)	-82.14%	*Decrease in 2021 is due to reduction of \$23,000 to line item 9070 (Training).
Subtotal:	\$ 1,791,491	\$ 1,736,347	\$ (55,144)	-3.08%	
Inter-Dept. Charges	\$ (1,791,491)	\$ (1,736,347)	55,144	-3.08%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, Other Indirect Charges and Printing and Reproduction.
Total Operating Expenses:	\$ -	\$ -	\$ -	0.00%	
Full-time Positions	8	8	0		*No change in FTE from FY2020 to FY2021

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing projects</u>		
I1902	Tyler Technologies Contracts, Bid Module and Cash Management Module	Project listed in 2021-2025 CIP - (Est. Completion Date: 2022)
I1801	Citywide Fiber (Phase II)	Project listed in 2021-2025 CIP - (Est. Completion Date: 2021)
I1804	Harris Automation Platform	Project listed in 2021-2025 CIP - (Est. Completion Date: 2022)
I1601	Virtual Environment Host Replacement	Project listed in 2021-2025 CIP - (Est. Completion Date: 2021)
I1603	Surveillance Camera Refresh	Projected to be completed by EOY 2020
I1606	Disaster Recovery and Planning	Project listed in 2021-2025 CIP - (Est. Completion Date: 2021)



**FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

2021 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Summary:

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 920,987	\$ 1,206,088	\$ 982,275	\$ 844,320	\$ 1,049,461	\$ 1,065,349	\$ 15,888	1.5%
Materials and Supplies	56,765	45,807	29,901	25,803	36,000	32,000	(4,000)	-11.1%
Contractual Services	521,114	372,480	532,849	388,003	577,383	551,532	(25,851)	-4.5%
Other Charges	63,717	83,389	114,784	151,244	128,647	87,466	(41,181)	-32.0%
Subtotal	\$ 1,562,583	\$ 1,707,764	\$ 1,659,809	\$ 1,409,370	\$ 1,791,491	\$ 1,736,347	\$ (55,144)	-3.1%
Inter-Dept. Charges	(1,562,583)	(1,707,764)	(1,659,809)	(1,409,370)	(1,791,491)	(1,736,347)	55,144	-3.1%
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures:

PERSONNEL SERVICES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111162	6020 Supervisory	\$ 175,933	\$ 183,526	\$ 142,353	\$ 146,638	\$ 197,439	\$ 201,630	\$ 4,191	2.1%
0111162	6050 Information Technology	384,778	598,626	469,438	371,678	429,020	457,764	28,744	6.7%
0111162	6080 Clerical	-	27,429	-	-	-	-	-	0.0%
0111162	6580 Service Award	5,197	9,092	6,636	7,191	8,068	8,851	783	9.7%
0111162	6590 Sick Pay	572	1,567	2,436	1,757	3,798	3,661	(137)	-3.6%
0111162	6615 Interns	37,344	1,456	-	-	-	-	-	0.0%
0111162	6619 Standby Pay	-	-	-	-	18,200	-	(18,200)	-100.0%
0111162	6620 Overtime	11,923	9,232	5,744	11,275	12,000	8,000	(4,000)	-33.3%
0111162	6621 Shift Differential	-	-	-	77	-	-	-	0.0%
0111162	6880 Uniform Allowance	-	545	-	-	-	-	-	0.0%
0111162	6885 Device Reimbursement	-	-	4,400	4,600	4,800	5,400	600	12.5%
0111162	6920 Unemployment Comp. Ins.	3,791	4,733	2,509	2,333	2,570	2,378	(192)	-7.5%
0111162	6930 Social Security Taxes	45,303	61,617	45,530	39,012	48,517	49,240	723	1.5%
0111162	6940 City Pension Plan	83,148	81,887	87,176	77,260	98,451	82,686	(15,765)	-16.0%
0111162	6941 Defined Contribution 401(a) Plan	15,184	27,424	24,997	18,954	26,787	28,634	1,847	6.9%
0111162	6950 Term Life Insurance	1,995	2,988	3,164	3,315	2,354	4,881	2,527	107.3%
0111162	6960 Group Hospitalization Ins.	125,552	145,021	129,695	113,247	153,493	165,982	12,489	8.1%
0111162	6961 Long-Term Disability Ins.	1,073	1,189	1,120	1,150	1,291	2,547	1,256	97.3%
0111162	6962 Dental Insurance	8,399	9,862	7,993	6,280	8,659	8,540	(119)	-1.4%
0111162	6963 Flexible Spending Account	126	163	284	252	253	315	62	24.5%
0111162	6964 Health Savings Account	1,536	2,625	4,500	3,000	3,000	3,000	-	0.0%
0111162	6965 Post-Employment Benefits	14,778	28,482	36,958	30,320	22,025	23,003	978	4.4%
0111162	6966 Retirement Health Savings Account	3,966	7,736	6,511	5,224	7,105	7,215	110	1.5%
0111162	6967 Emergency Room Reimbursements	-	400	400	400	1,161	1,161	-	0.0%
0111162	6968 Vision Insurance Premiums	389	488	431	357	470	461	(9)	-1.9%
TOTAL PERSONNEL SERVICES		\$ 920,987	\$ 1,206,088	\$ 982,275	\$ 844,320	\$ 1,049,461	\$ 1,065,349	\$ 15,888	1.5%

**FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2021
INFORMATION TECHNOLOGY DIVISION**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
IT Infrastructure Manager	MGMT	28	1.0	\$ 111,684	1.0	\$ 112,114	0.0	\$ 430	0.4%
IT Applications Manager	MGMT	23	1.0	\$ 85,755	1.0	\$ 89,516	0.0	\$ 3,761	4.4%
IT Network Admin II	CWA F/T	21	1.0	\$ 89,374	1.0	\$ 94,346	0.0	\$ 4,972	5.6%
IT Systems Admin I	CWA F/T	21	2.0	\$ 173,522	2.0	\$ 183,559	0.0	\$ 10,037	5.8%
IT System and Security Admin	CWA F/T	19		\$ -	1.0	\$ 77,860	1.0	\$ 77,860	100.0%
IT Application Support Analyst	CWA F/T	16	1.0	\$ 67,599	1.0	\$ 54,509	0.0	\$ (13,090)	-19.4%
Desktop Support Lead	CWA F/T	12	2.0	\$ 98,525	1.0	\$ 47,490	(1.0)	\$ (51,035)	-51.8%
Total Full-Time Positions			8.0	\$ 626,459	8.0	\$ 659,394	0.0	\$ 32,935	5.3%
OTHER									
Service Award				\$ 8,068		\$ 8,851		\$ 783	9.7%
Sick Pay				\$ 3,798		\$ 3,661		\$ (137)	-3.6%
Standby Pay				\$ 18,200		\$ -		\$ (18,200)	-100.0%
Overtime				\$ 12,000		\$ 8,000		\$ (4,000)	-33.3%
Device Reimbursements				\$ 4,800		\$ 5,400		\$ 600	12.5%
Total Other				\$ 46,866		\$ 25,912		\$ (20,954)	-44.7%
Total All			8.0	\$ 673,325	8.0	\$ 685,306	0.0	\$ 11,981	1.8%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures:

MATERIALS AND SUPPLIES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
			2016	2017	2018	2019	2020 BUDGET	2021			
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET			
0111163	7130	Tools,Field Sup.,Small Equip.	\$ 32,605	\$ 29,625	\$ 23,311	\$ 23,174	\$ 27,000	\$ 27,000	\$ -	0.0%	
0111163	7136	Software	17,229	8,668	2,782	141	3,000	1,500	(1,500)	-50.0%	
0111163	7150	Office Supplies	5,621	6,843	3,741	2,411	5,000	3,000	(2,000)	-40.0%	
0111163	7550	Miscellaneous Supplies	1,310	671	67	77	1,000	500	(500)	-50.0%	
TOTAL MATERIALS & SUPPLIES			\$ 56,765	\$ 45,807	\$ 29,901	\$ 25,803	\$ 36,000	\$ 32,000	\$ (4,000)	-11.1%	

CONTRACTUAL SERVICES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
			2016	2017	2018	2019	2020 BUDGET	2021			
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET			
0111164	8020	Advertising	\$ -	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
0111164	8030	Casualty Insurance	3,004	3,503	2,758	2,428	2,700	8,764	6,064	224.6%	
0111164	8033	Insurance - Broker	-	238	315	325	320	1,948	1,628	508.8%	
0111164	8035	Insurance - Worker's Compensation	-	-	-	1,231	1,700	25,468	23,768	1398.1%	
0111164	8050	Phone/Communications	6,463	5,219	2,636	1,990	2,904	2,904	-	0.0%	
0111164	8130	Bldg. & Equip. Rental	50	-	-	-	-	-	-	0.0%	
0111164	8136	Subscription Services (Software or SAAS)	366,848	190,401	207,357	190,056	277,885	265,470	(12,415)	-4.5%	
0111164	8137	Leased Equipment (Contractual)	116,892	77,270	176,489	118,192	168,361	133,180	(35,181)	-20.9%	
0111164	8300	Mach. & Equip. Maintenance	8,045	-	1,292	-	-	-	-	0.0%	
0111164	8312	Fleet & Facilities Services	-	13,178	111,020	16,337	19,513	19,798	285	1.5%	
0111164	8550	Misc. Contracted Svc.	19,812	81,951	30,982	57,444	104,000	94,000	(10,000)	-9.6%	
TOTAL CONTRACTUAL SERVICES			\$ 521,114	\$ 372,480	\$ 532,849	\$ 388,003	\$ 577,383	\$ 551,532	\$ (25,851)	-4.5%	

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Finance Department - Information Technology Division

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111165	9020 Mileage & Small Bus. Exp.	\$ 398	\$ 233	\$ 59	\$ -	\$ -	\$ -	\$ -	0.0%
0111165	9031 Information Technology Training	5,673	299	1,678	-	-	-	-	0.0%
0111165	9040 Dues & Professional Organizations	16,478	-	-	-	-	-	-	0.0%
0111165	9060 Depreciation Expense	35,165	48,121	95,760	127,728	100,647	82,466	(18,181)	-18.1%
0111165	9070 Training & Continuing Educ/Conf	6,003	34,736	17,287	23,516	28,000	5,000	(23,000)	-82.1%
TOTAL OTHER CHARGES		\$ 63,717	\$ 83,389	\$ 114,784	\$ 151,244	\$ 128,647	\$ 87,466	\$ (41,181)	-32.0%

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Billings and Accounting	\$ 21,606	\$ 23,424	\$ 25,954	\$ 4,215	\$ 24,603	\$ 25,460	\$ 857	3.5%
	Buildings and Grounds	4,406	-	-	-	-	-	-	0.0%
	Electric Used	2,905	6,426	5,496	-	4,746	5,514	768	16.2%
	Information Technology	(1,495,877)	(1,737,769)	(1,727,792)	(1,443,968)	(1,826,050)	(1,772,471)	48,211	-2.6%
	Other Indirect Charges	-	-	36,389	30,249	5,000	5,000	-	0.0%
	Printing and Reproduction	(95,623)	155	144	134	210	150	(60)	-28.6%
TOTAL INTER-DEPT. CHARGES		\$ (1,562,583)	\$ (1,707,764)	\$ (1,659,809)	\$ (1,409,370)	\$ (1,791,491)	\$ (1,736,347)	\$ 55,144	-3.1%

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%



**FINANCE DEPARTMENT
INFORMATION TECHNOLOGY DIVISION**

2021-2025 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2021-2025
(with current year amended budget)

GENERAL FUND - FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 365,000	\$ 86,500	\$ -	\$ -	\$ -	\$ 451,500
*Prior Authorized Balance:	\$ 17,700	\$ -	\$ -	\$ -	\$ -	\$ 17,700
2021-2025 Funding:	\$ 382,700	\$ 86,500	\$ -	\$ -	\$ -	\$ 469,200

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021-----		2021	2022	2023	2024	2025	TOTAL
				RESERVES AND OTHER FUNDING	CURRENT FUNDING						
I1902	Tyler Technologies Modules (Contracts, Bid and Cash)	D	\$ -	\$ 17,700	\$ -	\$ 17,700	\$ 11,500	\$ -	\$ -	\$ -	\$ 29,200
I1801	Citywide Fiber (Phase II)	B	-	-	140,000	140,000	-	-	-	-	140,000
I1804	Harris Automation Platform	D	-	-	75,000	75,000	75,000	-	-	-	150,000
I1601	Virtual Environment Host Replacement	D	-	67,000	8,000	75,000	-	-	-	-	75,000
I1603	Surveillance Camera Refresh	B	32,500	-	-	-	-	-	-	-	-
I1606	Disaster Recovery and Planning	B	-	50,000	25,000	75,000	-	-	-	-	75,000
Total General Fund - Information Technology Division			\$ 32,500	\$ 134,700	\$ 248,000	\$ 382,700	\$ 86,500	\$ -	\$ -	\$ -	\$ 469,200

PLANNED FINANCING SOURCES											
			\$ 32,500	\$ 134,700	\$ 248,000	\$ 382,700	\$ 86,500	\$ -	\$ -	\$ -	\$ 469,200
GROSS CAPITAL IMPROVEMENTS			-	-	-	-	-	-	-	-	-
LESS: USE OF RESERVES			-	(17,700)	-	(17,700)	-	-	-	-	(17,700)
VEHICLE & EQUIPMENT REPLACEMENT			-	(117,000)	-	(117,000)	-	-	-	-	(117,000)
GRANTS			-	-	-	-	-	-	-	-	-
BOND ISSUES			-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS			\$ 32,500	\$ -	\$ 248,000	\$ 248,000	\$ 86,500	\$ -	\$ -	\$ -	\$ 334,500

* Justification Codes:
A - Return on Investment
B - Public Safety
C - Community Health
D - Efficiency/Other



PROJECT NO: I1902
PROJECT TITLE: Tyler Technologies Modules
 (Contracts, Bid and Cash)
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ 11,500
*Prior Authorized Balance:	\$ 17,700	\$ -	\$ -	\$ -	\$ -	\$ 17,700
2021-2025 Funding:	\$ 17,700	\$ 11,500	\$ -	\$ -	\$ -	\$ 29,200

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
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:	2019
Est. Completion Date:	2022
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 46,900
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ 17,700
% Complete (if underway):	37.7%
Balance to be funded ¹ :	\$ 29,200

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:	3063006.9622	\$ 29,200
TOTAL PROJECT COST		\$ 29,200

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:	
Tyler Technologies Contracts Module supports the entire lifecycle of a contract from initiation to expiration. This program allows users to create and approve both annual and multi-year contracts for purchases and optionally encumber the appropriate funds in advance. Users are able to allocate contracts by account or account segment, as well as define milestones and key dates that trigger an optional Munis Dashboard alert that notifies the appropriate staff. Contract Management is fully integrated with general ledger, purchasing and accounts payable which allows users to track and withhold contract sliding scale retainage based off percentage complete and also provides the ability to track pending payments, open requisitions, purchase orders and contract change orders.	
2022 Estimate: \$11,500.00 *This module was advanced from 2019 to 2022.	
Tyler Technologies Cash Management Module will provide the Finance department with:	
<ul style="list-style-type: none"> • Disbursement and check reconciliation functions from accounts payable and payroll • A separate file for recording bank account transactions including pooled cash, investment detail files and debt detail files • A tool for cash flow forecasting for any cash account or date range, which provides the option to integrate with accounting system transactions to provide a budget vs. actual cash flow file • Bank Reconciliation, which reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance) 	
2021 Estimate: \$17,700.00	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	11,500	-	-	-	\$ 11,500
CAPITAL RESERVES	17,700	-	-	\$ 17,700	17,700	-	-	-	-	\$ 17,700
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 17,700	\$ -	\$ -	\$ 17,700	\$ 17,700	\$ 11,500	\$ -	\$ -	\$ -	\$ 29,200
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					TOTAL
					2021	2022	2023	2024	2025	\$ 18,009
					1,845	4,041	4,041	4,041	4,041	



PROJECT NO: I1801
PROJECT TITLE: Citywide Fiber (Phase II)
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	City-Wide
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:	Healthy & Active Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2021
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 140,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 140,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 140,000
TOTAL PROJECT COST		\$ 140,000

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 2017 Fiber Installation Project was a major success. Our surveillance cameras, SCADA systems, Buildings and other networked connections are now running on the Phase I network that has been installed. This project signals a continuation of the build-out to install Fiber to areas such as South College Avenue near I95, to the South Well Field Water Plant and to the George Wilson Center. While fiber to these areas is recommended for additional Police surveillance needs, there are a multitude of other solutions that are possible with these extensions, including but not limited to SCADA integration, WiFi and parking management. There would be minimal offset cost as currently two of these areas are utilizing Comcast services to provide access.</p> <p>Currently scheduled for 2021 (\$140,000) - Extension of existing fiber network to 3 main areas: South College Avenue towards I95 interchange - In reviewing crime data, Newark PD has investigated (107) robberies from January 2015 to July 2018; (25) robberies have occurred on S. College Ave. The PD has installed a LPR in the vicinity which has proven valuable and the PD submits cameras in the vicinity would complement investigative and preventive efforts – as there are no City controlled surveillance camera assets along the corridor. Currently, investigators rely on private entities for video evidence which is often limited to the interior of their business or property and provides limited coverage and investigative leads. Sourced: Capt. Michael Van Campen</p> <p>South Well Field for SCADA New London Road (George Wilson Center) for additional cameras and to connect facility to core network.</p>

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	140,000	-	-	-	-	\$ 140,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	-
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	-
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	-
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: I1804
PROJECT TITLE: Harris Automation Platform
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
PROJECT PRIORITY:	5 - Low
<small>This project is a NEED and not a WANT, but it can start in year two of this CIP or later</small>	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2022
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 150,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 150,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 150,000
TOTAL PROJECT COST		\$ 150,000

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:	
Harris NorthStar (and associated applications) is used for Utility Billing and Smart-Meter Utility Management. It has been recommended by the vendor, and vetted by staff, that implementing an automation platform would substantially improve efficiency in processing utility billing. This would eliminate much of the manual efforts that our Payments and Utility Billing Team handle daily.	
Would be used to automate many tasks currently performed manually, such as:	
- Billing Improvements including Validation Procedures and Processes	
- Credit Control – Late Payment Penalties and Disconnect Notices	
- Preauthorized Payments (PAP)	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	75,000	75,000	-	-	-	\$ 150,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

I1804: Harris Automation Platform
Supporting Documentation - Page 1
 5 Year Cost of Ownership for Newark

Subscription VS Perpetual Cost Difference

Subscription	\$ 105,000.00	
Perpetual	\$ 79,504.43	
	\$ 25,495.57	Total Savings Over 5 Years

Expired 2017 Subscription Pricing for AP CORE

Professional Services	\$ 20,000.00	
Year 1 Subscription	\$ 15,000.00	
Year 2 Subscription	\$ 15,525.00	
Year 3 Subscription	\$ 16,068.00	
Year 4 Subscription	\$ 16,631.00	
Year 5 Subscription	\$ 17,213.00	
	\$ 100,437.00	Total Cost

Current Subscription Pricing for AP Core

Year 1 Subscription	\$ 21,000.00	
Year 2 Subscription	\$ 21,000.00	
Year 3 Subscription	\$ 21,000.00	
Year 4 Subscription	\$ 21,000.00	
Year 5 Subscription	\$ 21,000.00	
	\$ 105,000.00	Total Cost

Current Perpetual Pricing for AP Core

License & Services	\$ 45,000.00	
Year 1 Maintenance	\$ 6,000.00	
Year 2 Maintenance	\$ 6,420.00	
Year 3 Maintenance	\$ 6,869.40	
Year 4 Maintenance	\$ 7,350.26	
Year 5 Maintenance	\$ 7,864.78	
	\$ 79,504.43	Total Cost

*7% increase to maintenance applied as an example.



PROJECT NO: I1601
PROJECT TITLE: Virtual Environment Host Replacement
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
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:	2016
Est. Completion Date:	2021
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 75,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 75,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	3063006.9622	\$ 8,000
Other Contracts:	3063026.9622	\$ 67,000
TOTAL PROJECT COST		\$ 75,000

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:
Long range forecast cost for replacement of Microsoft Hyper-V Virtualization Host (Server) Replacement. The City's virtualization environment is critical to maintaining 100+ physical and virtual servers running throughout the organization. These servers host applications such as Utility Billing and Smart Meter Applications, as well as file services, print services, document management and retention services and a myriad of other applications that impact operations.
Currently scheduled for 2021 (\$75,000) Replacement for equipment purchased in 2016 (4 year replacement) Server and Storage for IT Datacenters
This is an estimated cost and will be formally quoted during annual budget preparation in late 2019.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	8,000	-	-	-	-	\$ 8,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	67,000	-	-	-	-	\$ 67,000
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: I1606
PROJECT TITLE: Disaster Recovery and Planning
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Finance
DIVISION:	Information Technology
FUND:	General
PROJECT LOCATION:	Municipal Building
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:	2016
Est. Completion Date:	2021
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 75,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 75,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	3063006.9622	\$ 25,000
Other Contracts:	3063026.9622	\$ 50,000
TOTAL PROJECT COST		\$ 75,000

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:
Long range forecast cost for replacement of Disaster Planning, Recovery and Availability hardware within two City-owned data centers. These services are critical for ensuring resiliency in the event of a cyber attack, data loss, hardware failure or environmental or man-made disaster.
Currently scheduled for 2021 (\$75,000)
Replacement for equipment purchased in 2016 (4 year replacement)
Server and Storage for IT Datacenters

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	25,000	-	-	-	-	\$ 25,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	50,000	-	-	-	-	\$ 50,000
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



FINANCE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2020 AND 2021 BUDGET COMPARISON)

FINANCE DEPARTMENT

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
7131	Printer Maintenance - Allocated	Annual	1,250.00	1,250.00	-	Printer Maintenance
7131	Payment Kiosk*	One-Time	9,300.00	-	(9,300.00)	*2020 Operating Budget Amendment - Approved 5/1/20
8131	Printer Maintenance - Allocated	Annual	1,250.00	1,250.00	-	Printer Maintenance
8131	Crystal Reports Server Annual Maintenance - Allocated	Annual	1,500.00	800.00	(700.00)	Report Generation Software (Utility Billing)
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	18,696.46	18,696.46	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Tyler Technologies PACE - Allocated	Annual	4,995.00	4,995.00	-	Tyler Technologies Module and Feature Upgrade Guidance and Orientation
8131	Verizon - Cellular/Data - Allocated	Monthly	770.00	480.00	(290.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	6,597.22	6,597.22	-	VOIP Phone System
<i>7131 and 8131 Subtotals:</i>			<i>44,358.68</i>	<i>34,068.68</i>	<i>(10,290.00)</i>	
			\$ 44,359.00	\$ 34,069.00	\$ (10,290.00)	
<i>7131 Subtotal:</i>			<i>10,550.00</i>	<i>1,250.00</i>	<i>(9,300.00)</i>	
<i>8131 Subtotal:</i>			<i>33,809.00</i>	<i>32,819.00</i>	<i>(990.00)</i>	