



## **2017 GENERAL OPERATING BUDGET**

CITY COUNCIL PROPOSAL  
NOVEMBER 21, 2016

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**CITY MANAGER'S OFFICE**  
CITY OF NEWARK

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220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7035 · [www.cityofnewarkde.us](http://www.cityofnewarkde.us)

October 31, 2016

Newark City Council  
City of Newark, Delaware

**2017 GENERAL OPERATING BUDGET MESSAGE**

The Honorable Mayor and Members of City Council:

On behalf of the Administrative and Financial Departments of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2017 General Operating Budget for your consideration, and approval. As required, this document represents the City's financial plan for the next fiscal year, taking into account experience, forecasting efforts, and Council direction. We attempted to align responsibilities with opportunities to better position our community for the future. As such, the budget ensures the continued provision of high levels of service and identifies the anticipated revenue sources to support our operations. The 2017 budget was developed based on a prioritization of needs for a well-rounded, full service city, requiring consideration be given to competing initiatives and community interests. As with recent years, time was devoted in 2016 towards evaluating options for increased operational efficiencies and cost savings.

Primary goals of the 2017 General Operating Budget and the associated Capital Improvement Program include addressing the needs and expectations of our community, while positioning ourselves to take advantage of innovative and/or progressive efforts to move our community forward, while managing costs and identifying future challenges. Developing meaningful partnerships, embracing efforts for economic development and improving our use of technology and communication with our citizens continue to be a high priority. Additionally, commitments to increase revenue diversification, aligned with gradually reducing our reliance on enterprise fund transfers into the General Fund will result in a more sustainable financial future.

Efforts to control costs in recent years serve as the impetus to identify additional opportunities or revisit past considerations where financial benefit may be derived. To that end, since 2012, we will have realized \$4.9 million of avoided cost savings through the end of 2017 (compared to our financial position had they not been enacted) as a result of instituting pension and healthcare reforms and operational changes with the support of Council, management staff and our employee unions. While these avoided costs were

reallocated to other areas of our operations, the availability to do so eased taxing requirements and continues to provide long-term benefits.

More pointedly, these accomplishments prevented the need for the City to find additional funding to finance our employee pension program by over \$470,000 this coming year, and have cumulatively, since 2012 saved over \$860,000 on management employee pension costs alone, having been the first to accept these benefit changes. Likewise, the avoided costs from our health insurance premiums are over \$505,000 since making the change to the Delaware Valley Health Trust (DVHT) in 2015, with high approval ratings from our employees. Our 2017 health insurance premium increase of 8% is half of what other local communities are reporting. Finally, the departmental reorganization of 2013 and the transfer station closure of 2015 will represent cumulative cost avoidance savings of \$2.1 million and \$490,000 respectively through 2017. The success of these employee benefit and organizational changes are at the core of fiscal responsibility for local governments and some of the hardest win-wins (employee/organization) for communities to achieve.

Finally, with significant consideration and effort on the part of all departments we present the consolidated 2017 Operating Budget and 2017 thru 2021 Capital Improvement Program (CIP). In summary, the core action items include:

- Tax increase of 9.0% (contributes \$300,000 in 2017 revenue; \$600,000 long-term annual revenue)  
– **(requires Council approval)**
  - Tax increase due to:
    - General Fund expenses not met by current revenues or transfers
    - Modified from 4.5% tax increase, pending forthcoming contract ratifications with an effective date of January 1, 2017
  
- Revenue enhancements from
  - Land Development, Construction Plan Review, and Inspection & Testing Tasks - \$200,000  
– **(requires Council approval)**
    - Staff reviewed fees for Land Development, Construction Plan Review, and Inspection & Testing Tasks. Excludes impact fees
  - Parking Fee - \$100,000
    - Hold \$1.00/hour rate. Per Parking Committee recommendation, restructure off-street parking rate from \$.50/30 minutes to \$1.00/hour to cover increasing cost to run parking facilities. Maintain first 10 minutes for free
  - Emergency Services Fee - \$200,000 – **(requires Council approval)**
    - Building permit surcharge of 0.5% of the construction value as determined by the City of Newark
    - Additional revenue generated would fund public safety expenses and subvention to the Aetna Fire Department
  - Court Security Fee - \$45,000 – APPROVED BY COUNCIL
    - Fee increased from \$5 to \$10 per [Bill No. 16-27](#), and no longer has a sunset provision. Funding is to be used solely for the Alderman Court

- 4.5% Water rate increase necessary for 2017
  - The above noted increase does not reflect the outcome of stormwater utility discussions nor the final water/sewer rate study recommendations. However, the increase is necessary to fund 2017 budgeted operations. See stormwater utility presentation ([BV Study](#))
  - Contributes approximately \$440,000 in annual water revenue
  - The 2017 CIP provides for \$3,608,880 of Water Fund projects to be completed utilizing 2017 current year revenue totaling \$1,913,000
  
- No Electric rate adjustment for 2017
  - The 2017 CIP provides for \$1,765,500 of electric projects to be completed utilizing 2017 current year revenue totaling \$1,722,000 million
  
- 3% Sewer rate increase anticipated in 2017
  - The above noted increase does not reflect outcome of our stormwater utility discussions or the final water/sewer rate study recommendations. However, the increase is necessary to fund 2017 budgeted operations. See stormwater utility presentation ([BV Study](#))
  - Contributes approximately \$215,000 in annual sewer revenue
  - The 2017 CIP provides for \$1,013,675 of sewer projects to be completed utilizing 2017 current year revenue totaling \$720,000
  
- Responsible application of the \$4,355,000 in 2017 current resources toward capital improvements as follows:
  - Electric - \$1,722,000 – transformer & circuit replacement; new lines and services; Reconductor on Main Street; 12kv changeover; SCADA system; conductor upgrades; and vehicle replacement
  - Water - \$1,913,000
    - Water projects - \$1.5 million – water main, Windy Hills to Red Mill; alternative disinfection equipment; well restoration; water main renovation program; and water tank maintenance
    - Stormwater – \$440,000 - storm drainage improvements; NPDES Phase II stormwater quality
  - Sewer - \$720,000
    - Sewer projects - \$720,000 - sanitary sewer repairs; sewer system master plan; sewer pumps/pump station; SCADA system

## **2017 – Discussion of Challenges and Initiatives**

In developing the 2017 budget, a process that began last spring, staff and I had the opportunity to again discuss our organizational challenges and initiatives. Certainly, the effort to compile our annual budget has not become easier, however, our interest to align funding for initiatives and services, across departments where it can provide the most benefit, reduce future costs when possible, and positively impact the character and economic vitality of our community remains our priority.

While challenges are sure to emerge when managing competing needs and interests as required of local governments, how we respond to these challenges is what will set our community apart from others. One only needs to consider how Newark met both its water quantity and quality challenges between years 2003 and 2006 by constructing both a 317 million gallon pumped storage reservoir and water treatment plant, (two of the state's "A" list projects aimed at improving self-sufficiency during times of drought) to understand our community's acumen for meeting challenges.

Our organization's most valuable resource, our personnel, currently makes up 62% of our overall budget costs. Likewise, increased personnel costs, including salary and benefit provision adjustments, new positions, or to recruit and maintain suitably skilled staff, impacts the budget's bottom line and with the exception of our enterprise fund departments (Water, Sewer, Electric, Parking) will require regular General Fund revenue enhancements. The 2017 "all in" personnel increase, before fully knowing the outcome of union negotiations is \$2.6 million. This figure further amplifies the importance of the pension, healthcare and operational reforms noted above. Additionally, our revenues have remained relatively flat, while the cost of providing services and meeting the expectations of our community continue to increase.

In 2016, we were unable to obtain enough support for Newark to be included in the state's PILOT funding in consideration of our high level of tax exempt property, although there was a general understanding expressed of the merit of our lobbying efforts. Continued education on our behalf by our Lobbyist and staff, including outreach to our local legislators and the County Seat communities that currently receive these funds, will continue to be a focus in 2017.

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

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

Many communities are challenged by unfunded mandates, regulations that require a state or local government to perform actions with no money provided for fulfilling them. One arguably, community-improving example is that of stormwater regulations. Newark has implemented and funded, primarily through the water utility, an ever growing stormwater presence since 2002. To date, the costs associated with our stormwater-related projects have reached nearly \$800,000 with additional regulations expected

to increase this cost. Currently there is \$750,000 in the 2017 CIP and a total of \$2.7 million allotted for the five-year program. These costs, and our community's acknowledgement of the need to address improvements, led to our multiyear effort to establish stormwater as an equitable and standalone utility based on projected needs, impervious cover, and credit provisions for runoff improvements. We are hopeful that with the support of Mayor and Council, this effort will be successfully launched in 2017 with full implementation in 2018. While a stormwater utility will require residents and businesses to pay a fee, the funds will be allocated strictly to stormwater initiatives and once fully enacted, should have a positive impact on future water rates.

While some of the initiatives staff and I have introduced might best be described as opportunity knocking, others have followed more traditional paths. Recent decisions to consider opportunities or explore new projects have been met with mixed levels of community involvement and support. Some like the consideration of a parking garage in our core downtown have continued to engage councils, businesses and community over the course of 20 years. Other initiatives, such as our recent broadband study ramped up quickly and ultimately resulted in our making cautious investments. Additionally, there has been support this year for initiatives that required long term maintenance acceptance, such as Council's support for the development of Preston's Playground at the Newark Reservoir, and the pedestrian bridge over the White Clay Creek that will be named in honor of Charles Emerson, Newark's former Parks and Recreation Director. Lastly, our current engagement related to the potential purchase of the former Rodney dorm site is sure to command the attention of our community in the year ahead.

Newark has also taken smart/efficiency improving technology initiatives seriously by introducing five "smart city" service improvements to our community including: McKees Solar Park; smart water and electric utility meters; solar powered waste compactors in our downtown; credit enabled smart parking meters; and replacement of all of our city's cobra style street lights with LED lights! All of these projects have had beneficial impacts on our operations and community. Please see the link to our [Smart City Initiatives Update](#).

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

### The 2017 Budget in Summary

The proposed budget for 2017, including the five-year Capital Improvements Program, currently results in a surplus of \$467,928, which represents approximately 0.9% of total revenues. This estimated surplus is divided amongst seven funds, with the Enterprise Funds accounting for 61% of the balance (\$285,876). Assuming that the expenditure budget equals the revenue estimates in 2017 at year-end, these funds would revert back to their respective reserve accounts to help grow the City's cash balances.

Major components of the consolidated budget are reflected as follows:

	<b>2016</b>	<b>2017</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Operating Budget	39,797,290	42,488,555	2,691,265	6.8%
Capital Budget	5,351,121	4,355,000	(996,121)	(18.6%)
Debt Service	2,605,361	2,616,161	10,800	0.4%
Reversal of Non-Cash Items	1,150,309	-	(1,150,309)	N/A
Unappropriated Surplus	462,655	467,928	5,273	1.1%
<b>Total</b>	<b>49,366,736</b>	<b>49,927,644</b>	<b>560,908</b>	<b>1.1%</b>

Operating expenditures are expected to increase by 6.8%, while net capital expenditures and debt service combine for a decrease of \$1 million (-12.4%) when compared to the 2016 budget. Newark's core Operating, Capital and Debt Service spending (excluding the unappropriated surplus & reversal of non-cash items) is about 3.6% higher in 2017 versus the 2016 budget. The partial reversal of non-cash depreciation expenses in 2016, which was utilized in 2015 to defray vehicle and equipment spending is not necessary in 2017. If Council will recall, we had a tougher time balancing the 2015 budget. We were able to do so by pushing some equipment replacements back a year to 2016. Equipment replacements are funded through the capitalization of depreciation, or treating depreciation expenses like a cash expense and reserving these funds for future equipment purchases. Therefore, the 2016 reversal, allowed us to restore the required equipment depreciation levels associated with the 2015 decision.

### 2017 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be \$42.5 million for 2017, or an \$2.7 million increase over 2016. The table below highlights the City's 2017 budgeted operating expenses:

	2016	2017	Increase (Decrease)	% Increase (Decrease)
Personnel Services	28,245,586	30,880,184	2,634,598	9.3%
Materials & Supplies	2,257,298	2,277,493	20,195	0.9%
Contractual Services	7,295,104	7,386,252	91,148	1.2%
Equipment Depreciation	1,484,599	1,390,082	(94,517)	(6.4%)
Other Expenses	514,703	554,544	39,841	7.7%
<b>Total</b>	<b>39,797,290</b>	<b>42,488,555</b>	<b>2,691,265</b>	<b>6.8%</b>

**Personnel Services** - Personnel expenses are increasing by \$2.6 million, or 9.3% in 2017. Included in this increase are six new positions with staggered 2017 starting dates (\$535,000). These positions will be a part of the Communications Workers of America (CWA), and are: PWWR Engineer, IT Desktop Support & Network Administration, Financial Analyst, Records Technician (Police), GIS Technician and Evidence Custodian (Police). In addition, wage progression/contract negotiations (\$1,020,000), increased contribution to our OPEB escrow (\$400,000), increased medical coverage (\$562,400), and social security/other (\$117,600) are impacting our budget. We are in current contract negotiations with AFSCME and the FOP for contracts that commence in 2017, and the CWA exercised a clause in their contract to extend their contract through 2017 in exchange for a 2.9% COLA.

In addition, we are funding the pension plan for 2017 at the level recommended by our investment advisor of \$3 million, which is included in the \$30.9 million above.

**Materials & Supplies** - The materials and supplies lines have increased slightly versus 2016 across a number of funds and a broad mix of expense categories. Most notably, IT supplies have increased reflecting the continued initiatives to maintain appropriate functionality throughout the City's network. The Parks department is also budgeting an increase in island beautification supplies related to the sculpture garden project. These increases are partially offset by the Fleet maintenance division's reduction in materials and supplies attributable to reduced gasoline prices and the Finance department's reduction of the equipment account as the 2016 budget included \$19,000 for required furniture purchases.

**Contractual Services** - Contractual services lines have increased in the Electric Fund with an offsetting decrease in Finance as a result of reclassifying the Smart Meter platform to Electric. There was also a significant decrease to contractual subscription services in the Information Technology Department as their expenses were decentralized from IT and included in the applicable departments' budgets. Additionally, the Stormwater Division caused an increase to contractual services in the Water Fund as a result of \$150,000 required for the MS4 permit. This expense will occur even if the Stormwater utility plan is not approved.

**Equipment Depreciation** - Equipment depreciation (a non-cash, formula driven expense) decreased by about 6% versus 2016. For 2017, the useful lives of vehicles were adjusted resulting in a decrease in depreciation. This change was made to more closely estimate the actual useful lives of City vehicles based on our historical experience.

## Revenue Highlights

City wide operating revenues of \$49.9 million in 2017 are expected to exceed 2016 budgeted revenue by 1.1%. Property tax contributions are responsible for most (68%) of the gross increase, while net utility revenue, permits and licenses are offsetting our estimated decline in fines, intergovernmental and other revenue. Taxable assessments grew in 2016 primarily due to commercial growth, which, along with the recommended tax increase of 9.0%, is expected to push property tax receipts 11.5% higher than the 2016 budget. [Assessment Memo](#).

	2016	2017	Increase (Decrease)	% Increase (Decrease)
Net Utility Revenue	31,071,441	31,190,288	118,847	0.4%
Property Tax	6,170,630	6,877,185	706,555	11.5%
Realty Transfer Tax	1,600,000	1,600,000	-	0.0%
Other Taxes and Fees	597,970	625,000	27,030	4.5%
Fines	1,968,392	1,659,675	(308,717)	(15.7%)
Permits & Licenses	2,042,470	2,212,406	169,936	8.3%
Park Fees	587,500	597,600	10,100	1.7%
Commercial Refuse	8,540	8,200	(340)	(4.0%)
Parking	2,913,805	2,915,500	1,695	0.1%
Intergovernmental	966,264	829,890	(136,374)	(14.1%)
Subvention	521,766	523,331	1,565	0.3%
Other Revenue	917,958	888,569	(29,389)	(3.2%)
<b>Total Operating Revenue</b>	<b>49,366,736</b>	<b>49,927,644</b>	<b>560,908</b>	<b>1.1%</b>

Included within the 2017 budget are revenue enhancements which are necessary to insure diversification of our revenue sources. We are encouraging Council to approve our recommendation to adjust fees for Land Development, Construction Plan Review, and Inspection & Testing Tasks. Department directors have recommended fees that reflect actual costs, and that are balanced against fees charged by surrounding municipalities including New Castle County, and the cities of Wilmington and Dover. Some of these fees have not been adjusted in almost ten years and are estimated to add approximately \$200,000 in additional annual revenue.

The Parking Committee approved the recommendation to restructure the off-street parking rate by moving to the industry standard of \$1.00/hour. This adjustment will not impact the practice of not charging a fee for the first ten minutes. Moving away from the \$.50/30 minute rate will assist the City with covering credit card transaction fees (lots and meters), increased parking ambassadors to handle citizen engagement, staff to manage the more robust residential parking system, and to further our own revenue diversification efforts. This change would have a minimal impact on customers, employees, or our businesses and would generate approximately \$100,000 in revenue when implemented on January 1.

The cost to provide public safety services increases steadily year over year. Our staff has determined that by assessing a 0.5% surcharge on the assessed value of a building permit, it would generate approximately \$200,000 per year in additional revenue. These funds would be used to defease the cost of Newark's subvention payment to our local fire company, with the balance to be used for our own public safety

expenses. The Council has previously indicated that this fee should exclude residential upgrades (i.e – decks). Staff is currently reviewing the feasibility of carving out such an exclusion.

Additionally, your support of the Alderman Court by removing the sunset provision for the court security fee, and adjusting the fee from \$5 to \$10 is appreciated. The approval of [Bill No. 16-27](#) will generate another \$45,000 annually. This will continue to ensure the safety of our operation.

Advancements in technology, and the City's commitment to preserving our natural resources for our current and future residents, has presented challenges in the stability of the revenue needed to operate our utilities. In order to properly charge for electric, sewer and water services, we must begin to shift our fee structure from the antiquated consumption model to a fee structure that considers the fixed costs of each utility through the utilization of a customer charge. The City, similar to other utilities, must cover expenses for its infrastructure, but cannot consistently count on customer demand to cover its annual revenue requirements. Best practices in all three services that we provide suggest frequent reviews of our billing structure, and making adjustments as necessary to keep each utility financially stable. As we begin the RSA process for fiscal year 2016, we will include options to mitigate the financial impact to our utility and its customers.

**The 2017 through 2021 Capital Improvements Program**

The 2017 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of \$11.2 million. Reserve funding, grant funding, and vehicle equipment replacement funds are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2017 CIP is proposed on the table labeled “2017 CIP Funding Sources.” The Net Capital Improvement total of \$4,355,000 will be funded in 2017 through current year revenue, which includes property taxes, utility rates, and other current sources of revenues.

While borrowing is not included in the 2017 Capital Plan, it should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for “pay-as-you-go” financing of capital projects. That said, we reiterate the need to address a greater level of critical infrastructure projects than current resources in 2017 would permit; again as noted above that need may be met through the responsible, systematic utilization of funding in a way that strikes a balance between accomplishing immediate needs and encumbering future operating costs.

<b>2017 CIP Funding Sources</b>	
<b>Capital Improvements</b>	<b>11,244,546</b>
<i><b>Funding Sources:</b></i>	
Use of Reserves	(4,772,228)
Equipment Funding	(1,172,318)
Grants	(945,000)
Bond Issues	-
Other Sources	-
<b>CIP Funded Through Current Revenue:</b>	<b>4,355,000</b>

<b>Expenditures</b>	
Electric Fund	1,765,500
Water Fund	3,608,880
Sewer Fund	1,013,675
Public Works - General Fund	2,438,000
Public Works - Maintenance Fund	442,549
Police Department	381,818
Parks & Recreation Department	672,034
Parking Fund	309,590
Information Technology Division	562,500
Other Departments	50,000
<b>Gross Capital Expenditures</b>	<b>11,244,546</b>

The table “Expenditures” exhibits planned capital spending by department in 2017. As you can see, almost 80% of our gross capital expenditures consist of infrastructure; which are electric, water, sewer and street projects.

## **Fund by Fund Commentary**

### **General Fund**

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks and recreation, and public works functions. In addition, the Street Division has been moved into the General Fund in 2017, per the recommendation of our auditor, CliftonLarsonAllen LLP. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues make up only 13.7% of our operating revenues. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications must remain a priority. It is important to recognize that absent these transfers, the General Funds (including the Street Division), would experience operating deficits totaling nearly \$13.4 million in 2017. We should pay particular attention to our dependence on transfers, primarily from the electric fund, in relationship to the increased penetration of renewable resources in our utility system as well as the impact of conservation. Newark has already realized the impact of both on its utility margins. Dialing back on our dependency would provide future benefits.

### **Other Governmental Funds**

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

### **Enterprise Funds**

The Enterprise Funds are comprised of the Electric, Water, Sewer and Parking Funds. These funds are intended to be self-supporting and also contribute to the Governmental Funds via operating margin transfers.

The City's General Fund and other funds would be required to generate additional revenues in excess of \$13.7 million per year, as noted above, or require a tax increase of 209% in order to account for the total loss of margin transfers and maintain the current service levels.

The Electric Fund is projected to generate a \$11.8 million surplus before transfers in 2017. The 2017 projected transfer of \$10 million to the General Fund is roughly equal to the 2016 transfer, and is equal to the 2012 transfer pursuant to the MOU executed with the Governor's office in 2012. In 2012 through 2016, electric rates were adjusted downward and managed through the Revenue Stabilization Adjustment (RSA) in association with falling wholesale power supply costs. Wholesale power supply costs are expected to decline again in 2017, as the price of natural gas is favorably impacting what we pay for electric. However, some of this savings is being absorbed by rising transmission costs. The RSA adjustment is expected to continue to provide the opportunity to rebate customer accounts as a result of the projected 2016 over-collections.

The Water Fund is projected to achieve a margin of \$3.5 million in 2017, which will be sufficient to provide \$1.9 million in current funding, with the addition of reserves and equipment

depreciation for capital improvements in 2017 after meeting debt service requirements. This level of capital spending is considered the minimum required to continue with water main replacements, water tank improvements, filter, chemical and water quality improvements, and stormwater initiatives. The 2017 projected transfer of \$1.5 million to the General Fund is \$33,500 more than 2016.

The Sewer Fund operating margin is expected to reach \$2.1 million in 2017. New Castle County has advised that treatment rates will remain unchanged through July of 2017. The 2017 projected transfer of \$1.3 million to the General Fund is \$131,900 less than 2016.

Parking Fund revenue is expected to be about the same in 2017 with proposed revenue enhancements that require Council approval. We anticipate achieving an operating margin of \$0.9 million in the Parking Fund, of which \$850,000 is available to be transferred to the General Fund to support municipal services, as all of the capital projects in the Parking Fund are being met with existing reserves. The 2017 projected transfer to the General Fund is \$265,000 less than 2016.

### **Moving Forward**

Efforts to improve the opportunity for citizens to manage utility consumption and associated costs with smart technology, and to equitably align utility costs across users by conducting and adhering to the outcome of rate studies will be of great importance as we compete for new residents and businesses. Furthermore, it is our intent, with Council direction, and whenever feasible, future budget cycles will continue to feature inflation-indexed tax increases, fixed or reduced electric revenue transfers, and modest growth in utility consumption. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. It remains clear that our organization and community will continue to be challenged to balance our commitment to our existing service levels without the need for higher, more diversified revenues. With that said, staff and I expect to introduce additional long-term savings opportunities in the year ahead.

### **Budget Presentation**

The 2017 Budget document is developed to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division.

The following schedule for processing the 2017 Budget has been proposed to meet the requirements of the City Charter:

Presentation to Council:

- Budget Document and Budget Message – October 31, 2016
- Public Hearing/Possible Budget Adoption – November 21, 2016
- Public Hearing #2/Possible Budget Adoption – December 5, 2016

The preparation and compilation of the 2017 General Operating Budget and its accompanying Capital Program was the result of much hard work, research and prioritization of all of our departments. In particular, the Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, and Deborah Kupper worked diligently in coordinating the stages of this document's development. Likewise, I commend our Department Directors for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations. Additionally, Deputy City Manager Andrew Haines played a key role in preparing all personnel related detail and participating in all budget hearings with me and the remainder of our budget team this year including Planning and Development Director Maureen Feeney Roser, Information Technology Manager Josh Brechbuehl and Purchasing Administrator Cenise Wright.

As we near the end of another budget year, and prepare for the next, my staff and I look forward to discussing our recommendations and responding to your questions. Thank you for your continued dedication.

Respectfully submitted,



Carol S. Houck  
City Manager

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS**  
**SUMMARY OF REVENUE AND EXPENSES**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017	CHANGE FROM 2016 BUDGET
<b>Revenue</b>							
Utilities Contributions	\$25,183,923	\$25,198,477	\$26,181,562	\$28,182,751	\$31,071,441	\$31,190,288	0.4%
Property and Realty Taxes	6,841,073	7,365,286	7,878,425	8,331,220	8,230,060	8,955,185	8.8%
Fees for Service	7,212,419	7,702,721	7,017,961	6,324,791	7,659,247	7,540,381	-1.6%
Intergovernmental Revenue	1,223,233	1,887,674	1,683,158	1,402,529	1,488,030	1,353,221	-9.1%
Other Revenue	857,578	867,540	1,072,064	963,288	917,958	888,569	-3.2%
<b>Total Operating Revenue</b>	<b>\$41,318,226</b>	<b>\$43,021,698</b>	<b>\$43,833,170</b>	<b>\$45,204,579</b>	<b>\$49,366,736</b>	<b>\$49,927,644</b>	<b>1.1%</b>
<b>Expenditures</b>							
Personnel Services	\$24,346,860	\$24,887,980	\$26,638,726	\$26,955,861	\$28,245,586	\$30,880,184	9.3%
Materials and Supplies	1,994,414	2,059,316	2,118,853	2,078,695	2,257,298	2,277,493	0.9%
Contractual Services	5,321,726	5,520,717	6,281,170	6,531,300	7,295,104	7,386,252	1.2%
Equipment Depreciation	1,112,577	1,133,952	1,154,155	1,191,220	1,484,599	1,390,082	-6.4%
Other Expenses	325,208	260,539	339,845	603,294	514,703	554,544	7.7%
<b>Total Operating Expenses</b>	<b>\$33,100,785</b>	<b>\$33,862,504</b>	<b>\$36,532,749</b>	<b>\$37,360,370</b>	<b>\$39,797,290</b>	<b>\$42,488,555</b>	<b>6.8%</b>
<b>Capital Improvements</b>							
Gross Capital Improvements	\$10,650,063	\$19,638,970	\$12,999,559	\$10,404,345	\$12,614,451	\$11,287,992	-10.5%
Less: Use of Reserves	(4,233,575)	(1,645,558)	(5,601,041)	(2,779,553)	(3,373,283)	(4,555,674)	35.1%
Equipment Replacement	(599,318)	(588,175)	(921,883)	(714,607)	(2,315,288)	(1,432,318)	-38.1%
Grants	(3,833,045)	(1,528,147)	(3,754,029)	(1,450,610)	(1,115,000)	(945,000)	-15.2%
Bond Issues	-	(102,296)	-	-	-	-	0.0%
Other Sources	-	(11,755,924)	-	-	(459,759)	-	-100.0%
<b>Net Capital Improvements</b>	<b>\$1,984,125</b>	<b>\$4,018,870</b>	<b>\$2,722,606</b>	<b>\$5,459,575</b>	<b>\$5,351,121</b>	<b>\$4,355,000</b>	<b>-18.6%</b>
Debt Service	\$1,473,535	\$1,799,887	\$2,738,739	\$2,568,138	\$2,605,361	\$2,616,161	0.4%
Partial Reversal of Non-cash Expenditures	-	-	-	(1,150,309)	1,150,309	0	-100.0%
Net Current Surplus	4,759,781	3,340,437	1,839,076	966,805	462,655	467,928	1.1%
<b>TOTAL EXPENDITURES AND SURPLUS</b>	<b>\$41,318,226</b>	<b>\$43,021,698</b>	<b>\$43,833,170</b>	<b>\$45,204,579</b>	<b>\$49,366,736</b>	<b>\$49,927,644</b>	<b>1.1%</b>
Property Tax Rate	\$0.6858	\$0.6961	\$0.6961	\$0.7065	\$0.7737	\$0.8433	9.0%

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS**  
**OPERATING REVENUES**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017	CHANGE FROM 2016 BUDGET
Utility Revenue							
Electric	\$53,345,700	\$50,999,531	\$50,397,532	\$52,915,168	\$55,805,699	\$52,531,933	-5.9%
Water	7,185,515	7,130,187	8,238,347	8,847,751	10,002,695	10,293,607	2.9%
Sewer	5,999,619	5,989,086	6,691,793	6,709,485	7,543,387	7,391,886	-2.0%
Total Revenue	\$66,530,834	\$64,118,804	\$65,327,672	\$68,472,404	\$73,351,781	\$70,217,426	-4.3%
Less: Utilities Purchased	41,346,911	38,920,327	39,146,110	40,289,653	42,280,340	39,027,138	-7.7%
Total Utility Contributions	\$25,183,923	\$25,198,477	\$26,181,562	\$28,182,751	\$31,071,441	\$31,190,288	0.4%
Tax Revenue							
Realty Transfer Tax	\$1,162,016	\$1,424,534	\$1,821,278	\$2,074,082	\$1,600,000	\$1,600,000	0.0%
Property Tax	5,214,381	5,480,737	5,576,278	5,759,878	6,170,630	6,877,185	11.5%
Penalties	49,864	35,122	36,016	34,892	35,000	35,000	0.0%
Franchise Tax	414,812	424,893	444,853	462,368	424,430	443,000	4.4%
Total	\$6,841,073	\$7,365,286	\$7,878,425	\$8,331,220	\$8,230,060	\$8,955,185	8.8%
Fees for Service							
Fines	\$2,280,264	\$2,364,989	\$1,929,185	\$1,497,795	\$1,968,392	\$1,659,675	-15.7%
Business License Fees	143,079	138,820	135,377	124,791	138,540	147,000	6.1%
Permits and Licenses	1,818,569	2,203,994	2,068,762	1,405,038	2,042,470	2,212,406	8.3%
Park Fees	570,867	614,770	586,013	606,334	587,500	597,600	1.7%
Commercial Refuse & Transfer Sta.	183,323	109,744	7,253	7,613	8,540	8,200	-4.0%
Parking Lots	1,377,054	1,391,758	1,356,012	1,443,563	1,473,805	1,475,500	0.1%
Parking Meters	839,263	878,646	935,359	1,239,657	1,440,000	1,440,000	0.0%
Total	\$7,212,419	\$7,702,721	\$7,017,961	\$6,324,791	\$7,659,247	\$7,540,381	-1.6%
Intergovernmental Revenue							
Subventions	\$211,500	\$511,003	\$516,620	\$528,953	\$521,766	\$523,331	0.3%
Local School District	66,765	66,400	64,600	65,600	65,994	66,500	0.8%
Unicity Bus	143,380	143,430	143,430	143,380	143,380	143,380	0.0%
Community Development Block Grants *	150,939	269,019	200,963	302,728	205,000	220,000	7.3%
Law Enforcement Grants-Special Fund	413,776	581,186	420,715	300,117	332,970	301,450	-9.5%
Miscellaneous Grants and Contributions	236,873	316,636	336,830	61,751	218,920	98,560	-55.0%
Total	\$1,223,233	\$1,887,674	\$1,683,158	\$1,402,529	\$1,488,030	\$1,353,221	-9.1%
Other Revenue							
Interest Received	\$240,968	\$243,061	\$296,425	\$241,183	\$294,150	\$266,600	-9.4%
Miscellaneous	350,605	477,386	501,211	493,681	352,958	405,544	14.9%
Reimbursable Overtime	233,382	143,501	260,545	219,574	263,850	207,000	-21.5%
Assessments	32,623	3,592	13,883	8,850	7,000	9,425	34.6%
Total	\$857,578	\$867,540	\$1,072,064	\$963,288	\$917,958	\$888,569	-3.2%
<b>TOTAL OPERATING REVENUE</b>	<b>\$41,318,226</b>	<b>\$43,021,698</b>	<b>\$43,833,170</b>	<b>\$45,204,579</b>	<b>\$49,366,736</b>	<b>\$49,927,644</b>	<b>1.1%</b>

\* CDBG revenues do not include grants for capital costs.

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS**  
**OPERATING EXPENDITURES**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017	CHANGE FROM 2016 BUDGET
Electric Department	\$4,792,636	\$5,032,219	\$5,027,515	\$5,370,433	\$5,788,815	\$6,089,419	5.2%
Water Department	3,450,264	3,824,929	4,337,436	4,551,886	4,793,359	4,533,971	-5.4%
Stormwater Utility	0	0	0	0	0	730,588	100.0%
Sewer Department	532,149	574,848	763,927	832,198	1,007,979	1,039,585	3.1%
Refuse Division	2,630,469	2,292,187	2,133,011	1,953,651	2,100,465	2,074,177	-1.3%
Street Division	1,840,602	1,691,311	1,881,389	1,901,307	2,087,175	1,884,020	-9.7%
Engineering Division	1,084,719	594,022	654,544	815,885	898,646	1,014,610	12.9%
Code Enforcement Division	1,119,116	1,116,452	1,198,344	1,418,098	1,272,513	1,406,065	10.5%
Police Department	10,179,436	10,934,721	11,911,420	11,934,405	12,419,609	13,574,033	9.3%
Finance Department	275,257	430,476	280,040	242,960	225,762	248,499	10.1%
Planning Department	858,932	1,015,091	1,190,002	786,112	799,893	646,037	-19.2%
Municipal Parking	791,014	853,964	1,058,423	1,544,527	1,738,561	2,025,991	16.5%
Administration Department	696,041	718,206	787,043	911,330	1,066,725	1,216,078	14.0%
Legislative Department	1,528,161	1,096,439	1,426,828	1,285,065	1,412,640	1,446,795	2.4%
Alderman's Court	431,407	416,785	428,326	444,749	529,031	509,157	-3.8%
Parks and Recreation	2,760,622	2,778,292	2,950,736	2,881,154	3,085,741	3,199,353	3.7%
Community Development (Operating)	151,413	219,428	178,484	238,751	205,000	220,000	7.3%
Law Enforcement Fund	404,697	444,519	332,629	320,466	264,683	233,163	-11.9%
Debt Service Fund	4,500	0	0	0	0	0	0.0%
Special Parks Fund	8,899	16,498	18,934	15,783	24,774	38,774	56.5%
Downtown Newark Partnership Fund	0	0	0	94,328	152,800	99,800	-34.7%
Unicity Transportation Fund	0	0	0	0	0	211,921	100.0%
Self Insurance Fund	89,253	172,023	306,650	174,765	205,000	150,000	-26.8%
OPEB Fund Expenses	303,198	361,894	370,568	411,719	451,919	451,919	0.0%
Less: Inter-Dept. Electric Sales	(832,000)	(721,800)	(703,500)	(769,202)	(733,800)	(555,400)	-24.3%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$33,100,785</b>	<b>\$33,862,504</b>	<b>\$36,532,749</b>	<b>\$37,360,370</b>	<b>\$39,797,290</b>	<b>\$42,488,555</b>	<b>6.8%</b>

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY**  
**TOTALS FOR FUND TYPES**

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
<b>Projected Fund Balance - January 1, 2017</b>	\$ 3,983,483	\$ 4,460,486	\$ 61,694,554	\$ 1,748,415	\$ 71,886,938
<b>Revenue</b>					
Utility Sales	\$ -	\$ -	\$ 69,824,326	\$ -	\$ 69,824,326
Utility Purchases	-	-	(39,027,138)	-	(39,027,138)
Utility Gross Margin	\$ -	\$ -	\$ 30,797,188	\$ -	\$ 30,797,188
Utility Other Service Revenue	-	-	393,100	-	393,100
Utilities Contributions	\$ -	\$ -	\$ 31,190,288	\$ -	\$ 31,190,288
Tax Revenue & Emergency Communication Fees	8,955,185	-	-	-	8,955,185
Fees for Service	4,602,981	7,000	2,930,400	-	7,540,381
Intergovernmental Revenue	575,831	777,390	-	-	1,353,221
Other Revenue	431,358	8,000	440,211	9,000	888,569
<b>Total Operating Revenue</b>	<b>\$ 14,565,355</b>	<b>\$ 792,390</b>	<b>\$ 34,560,899</b>	<b>\$ 9,000</b>	<b>\$ 49,927,644</b>
<b>Expenditures</b>					
Personnel Services	\$ 22,256,995	\$ 191,898	\$ 7,276,913	\$ 1,154,378	\$ 30,880,184
Materials and Supplies	842,199	104,739	641,705	688,850	2,277,493
Contractual Services	3,482,128	439,780	3,005,646	458,698	7,386,252
Equipment Depreciation	965,294	32,541	358,930	33,317	1,390,082
Other Expenses	313,135	34,700	204,509	2,200	554,544
Inter-Dept Charges	(640,927)	-	2,376,451	(1,735,524)	-
<b>Total Operating Expenses</b>	<b>\$ 27,218,824</b>	<b>\$ 803,658</b>	<b>\$ 13,864,154</b>	<b>\$ 601,919</b>	<b>\$ 42,488,555</b>
<b>Capital Improvements</b>					
Gross Capital Improvements	\$ -	\$ 4,104,352	\$ 6,697,645	\$ 442,549	\$ 11,244,546
Less: Addition (Use) of Reserves	-	(2,305,534)	(2,024,145)	(442,549)	(4,772,228)
Equipment Replacement	-	(853,818)	(318,500)	-	(1,172,318)
Grants	-	(945,000)	-	-	(945,000)
Other Sources	-	-	-	-	-
<b>Net Capital Improvements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,355,000</b>	<b>\$ -</b>	<b>\$ 4,355,000</b>
Debt Service	\$ -	\$ 225,647	\$ 2,390,514	\$ -	\$ 2,616,161
Net Transfers	12,759,234	313,202	(13,665,355)	592,919	-
Net Current Surplus	105,765	76,287	285,876	-	467,928
<b>Total Expenditures and Surplus</b>	<b>\$ 27,324,589</b>	<b>\$ 1,105,592</b>	<b>\$ 20,895,544</b>	<b>\$ 601,919</b>	<b>\$ 49,927,644</b>
<b>Other Increase (Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ (3,159,352)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,159,352)</b>
<b>Budgeted Fund Balance - December 31, 2017</b>	<b>\$ 4,089,248</b>	<b>\$ 1,377,421</b>	<b>\$ 61,980,430</b>	<b>\$ 1,748,415</b>	<b>\$ 69,195,514</b>
<b>Projected Cash/Investments-January 1, 2017</b>	<b>\$ 5,882,710</b>	<b>\$ 7,022,281</b>	<b>\$ 13,099,386</b>	<b>\$ 1,791,513</b>	<b>\$ 27,795,890</b>
Net Current Surplus	105,765	76,287	285,876	-	467,928
Real Estate Tax Collections	250,000	-	-	-	250,000
Capital Projects Paid From Reserves	-	(3,159,352)	(2,342,645)	(442,549)	(5,944,546)
Non-Cash Items:					
Depreciation	965,294	32,541	358,930	33,317	1,390,082
<b>Budgeted Cash/Investments-December 31, 2017</b>	<b>\$ 7,203,769</b>	<b>\$ 3,971,757</b>	<b>\$ 11,401,547</b>	<b>\$ 1,382,281</b>	<b>\$ 23,959,354</b>

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**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY**  
**OTHER GOVERNMENTAL FUNDS**

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
<b>Projected Fund Balance - January 1, 2017</b>	\$ -	\$ 440,868	\$ 289,733
<b>Revenue</b>			
Utility Sales	\$ -	\$ -	\$ -
Utility Purchases	-	-	-
Utility Gross Margin	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	220,000	301,450	19,760
Other Revenue	-	-	-
<b>Total Operating Revenue</b>	<u>\$ 220,000</u>	<u>\$ 301,450</u>	<u>\$ 19,760</u>
<b>Expenditures</b>			
Personnel Services	\$ 35,561	\$ 154,938	\$ 1,399
Materials and Supplies	4,439	31,025	18,975
Contractual Services	180,000	37,200	16,700
Equipment Depreciation	-	-	-
Other Expenses	-	10,000	1,700
Inter-Dept Charges	-	-	-
<b>Total Operating Expenses</b>	<u>\$ 220,000</u>	<u>\$ 233,163</u>	<u>\$ 38,774</u>
<b>Capital Improvements</b>			
Gross Capital Improvements	\$ 30,000	\$ -	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(30,000)	-	-
Other Sources	-	-	-
<b>Net Capital Improvements</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -
Net Transfers	-	-	19,014
Net Current Surplus	-	68,287	-
<b>Total Expenditures and Surplus</b>	<u>\$ 220,000</u>	<u>\$ 301,450</u>	<u>\$ 38,774</u>
<b>Other Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Budgeted Fund Balance - December 31, 2017</b>	<u>\$ -</u>	<u>\$ 509,155</u>	<u>\$ 289,733</u>
<b>Projected Cash/Investments-January 1, 2017</b>	\$ 4,045	\$ 402,066	\$ 281,642
Net Current Surplus	-	68,287	-
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	-	-	-
<b>Budgeted Cash/Investments-December 31, 2017</b>	<u>\$ 4,045</u>	<u>\$ 470,353</u>	<u>\$ 281,642</u>

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY**  
**OTHER GOVERNMENTAL FUNDS - CONTINUED**

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL FUND	TOTALS
\$ 8,010	\$ -	\$ 46,340	\$ 3,675,535	\$ 4,460,486
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
7,000	-	-	-	7,000
92,800	143,380	-	-	777,390
-	-	-	8,000	8,000
<u>\$ 99,800</u>	<u>\$ 143,380</u>	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 792,390</u>
\$ -	\$ -	\$ -	\$ -	\$ 191,898
35,300	15,000	-	-	104,739
41,500	164,380	-	-	439,780
-	32,541	-	-	32,541
23,000	-	-	-	34,700
-	-	-	-	-
<u>\$ 99,800</u>	<u>\$ 211,921</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 803,658</u>
\$ -	\$ -	\$ -	\$ 4,074,352	\$ 4,104,352
-	-	-	(2,305,534)	(2,305,534)
-	-	-	(853,818)	(853,818)
-	-	-	(915,000)	(945,000)
-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ 225,647	\$ -	\$ 225,647
-	68,541	225,647	-	313,202
-	-	-	8,000	76,287
<u>\$ 99,800</u>	<u>\$ 211,921</u>	<u>\$ 225,647</u>	<u>\$ 8,000</u>	<u>\$ 1,105,592</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,159,352)</u>	<u>\$ (3,159,352)</u>
<u>\$ 8,010</u>	<u>\$ -</u>	<u>\$ 46,340</u>	<u>\$ 524,183</u>	<u>\$ 1,377,421</u>
\$ 8,261	\$ -	\$ 46,340	\$ 6,279,927	\$ 7,022,281
-	-	-	8,000	76,287
-	-	-	(3,159,352)	(3,159,352)
-	32,541	-	-	32,541
<u>\$ 8,261</u>	<u>\$ 32,541</u>	<u>\$ 46,340</u>	<u>\$ 3,128,575</u>	<u>\$ 3,971,757</u>

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY**  
**ENTERPRISE FUNDS**

	ELECTRIC FUND	WATER FUND *	SEWER FUND	PARKING FUND	TOTALS
<b>Projected Fund Balance - January 1, 2017</b>	<u>\$ 22,874,275</u>	<u>\$ 25,210,152</u>	<u>\$ 9,607,758</u>	<u>\$ 4,002,369</u>	<u>\$ 61,694,554</u>
<b>Revenue</b>					
Utility Sales	\$ 52,221,933	\$ 10,229,107	\$ 7,373,286	\$ -	\$ 69,824,326
Utility Purchases	(34,707,367)	-	(4,319,771)	-	(39,027,138)
Utility Gross Margin	\$ 17,514,566	\$ 10,229,107	\$ 3,053,515	\$ -	\$ 30,797,188
Utility Other Service Revenue	310,000	64,500	18,600	-	393,100
Utilities Contributions	\$ 17,824,566	\$ 10,293,607	\$ 3,072,115	\$ -	\$ 31,190,288
Tax Revenue & Emergency Communication Fees	-	-	-	-	-
Fees for Service	-	14,900	-	2,915,500	2,930,400
Intergovernmental Revenue	-	-	-	-	-
Other Revenue	161,730	212,681	25,800	40,000	440,211
<b>Total Operating Revenue</b>	<u>\$ 17,986,296</u>	<u>\$ 10,521,188</u>	<u>\$ 3,097,915</u>	<u>\$ 2,955,500</u>	<u>\$ 34,560,899</u>
<b>Expenditures</b>					
Personnel Services	\$ 2,929,417	\$ 2,838,883	\$ 335,822	\$ 1,172,791	\$ 7,276,913
Materials and Supplies	243,730	338,900	26,300	32,775	641,705
Contractual Services	1,259,942	1,061,772	307,585	376,347	3,005,646
Equipment Depreciation	163,082	91,557	32,586	71,705	358,930
Other Expenses	127,910	56,806	12,708	7,085	204,509
Inter-Dept Charges	809,938	876,641	324,584	365,288	2,376,451
<b>Total Operating Expenses</b>	<u>\$ 5,534,019</u>	<u>\$ 5,264,559</u>	<u>\$ 1,039,585</u>	<u>\$ 2,025,991</u>	<u>\$ 13,864,154</u>
<b>Capital Improvements</b>					
Gross Capital Improvements	\$ 1,765,500	\$ 3,608,880	\$ 1,013,675	\$ 309,590	\$ 6,697,645
Less: Use of Reserves	-	(1,445,880)	(293,675)	(284,590)	(2,024,145)
Equipment Replacement	(43,500)	(250,000)	-	(25,000)	(318,500)
Grants	-	-	-	-	-
Other Sources	-	-	-	-	-
<b>Net Capital Improvements</b>	<u>\$ 1,722,000</u>	<u>\$ 1,913,000</u>	<u>\$ 720,000</u>	<u>\$ -</u>	<u>\$ 4,355,000</u>
Debt Service	\$ 620,662	\$ 1,732,318	\$ -	\$ 37,534	\$ 2,390,514
Net Transfers	(10,016,255)	(1,468,500)	(1,330,600)	(850,000)	(13,665,355)
Net Current Surplus	93,360	142,811	7,730	41,975	285,876
<b>Total Expenditures and Surplus</b>	<u>\$ 7,970,041</u>	<u>\$ 9,052,688</u>	<u>\$ 1,767,315</u>	<u>\$ 2,105,500</u>	<u>\$ 20,895,544</u>
<b>Other Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Budgeted Fund Balance - December 31, 2017</b>	<u>\$ 22,967,635</u>	<u>\$ 25,352,963</u>	<u>\$ 9,615,488</u>	<u>\$ 4,044,344</u>	<u>\$ 61,980,430</u>
<b>Projected Cash/Investments-January 1, 2017</b>	\$ 7,674,035	\$ 2,195,891	\$ 2,936,366	\$ 293,094	\$ 13,099,386
Net Current Surplus	93,360	142,811	7,730	41,975	285,876
Capital Projects Paid From Reserves	(43,500)	(1,695,880)	(293,675)	(309,590)	(2,342,645)
Non-Cash Items:					
Depreciation	163,082	91,557	32,586	71,705	358,930
<b>Budgeted Cash/Investments-December 31, 2017</b>	<u>\$ 7,886,977</u>	<u>\$ 734,379</u>	<u>\$ 2,683,007</u>	<u>\$ 97,184</u>	<u>\$ 11,401,547</u>

\* Water Fund totals include the Water Division and the Stormwater Division.

**CITY OF NEWARK, DELAWARE**  
**2017 CONSOLIDATED BUDGET SUMMARY**  
**OTHER FUNDS**

	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
<b>Projected Fund Balance - January 1, 2017</b>	\$ 974,065	\$ 774,350	\$ -	\$ 1,748,415
<b>Revenue</b>				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Purchases	-	-	-	-
Utility Gross Margin	\$ -	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	9,000	-	9,000
<b>Total Operating Revenue</b>	<u>\$ -</u>	<u>\$ 9,000</u>	<u>\$ -</u>	<u>\$ 9,000</u>
<b>Expenditures</b>				
Personnel Services	\$ 708,600	\$ -	\$ 445,778	\$ 1,154,378
Materials and Supplies	688,850	-	-	688,850
Contractual Services	302,557	150,000	6,141	458,698
Equipment Depreciation	33,317	-	-	33,317
Other Expenses	2,200	-	-	2,200
Inter-Dept Charges	(1,735,524)	-	-	(1,735,524)
<b>Total Operating Expenses</b>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 451,919</u>	<u>\$ 601,919</u>
<b>Capital Improvements</b>				
Gross Capital Improvements	\$ 442,549	\$ -	\$ -	\$ 442,549
Less: Use of Reserves	(442,549)	-	-	(442,549)
Equipment Replacement	-	-	-	-
Grants	-	-	-	-
Other Sources	-	-	-	-
<b>Net Capital Improvements</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -	\$ -
Net Transfers	-	141,000	451,919	592,919
Net Current Surplus	-	-	-	-
<b>Total Expenditures and Surplus</b>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 451,919</u>	<u>\$ 601,919</u>
<b>Other Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Budgeted Fund Balance - December 31, 2017</b>	<u>\$ 974,065</u>	<u>\$ 774,350</u>	<u>\$ -</u>	<u>\$ 1,748,415</u>
<b>Projected Cash/Investments-January 1, 2017</b>	\$ 787,869	\$ 1,003,644	\$ -	\$ 1,791,513
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	(442,549)	-	-	(442,549)
Non-Cash Items:				
Depreciation	33,317	-	-	33,317
<b>Budgeted Cash/Investments-December 31, 2017</b>	<u>\$ 378,637</u>	<u>\$ 1,003,644</u>	<u>\$ -</u>	<u>\$ 1,382,281</u>

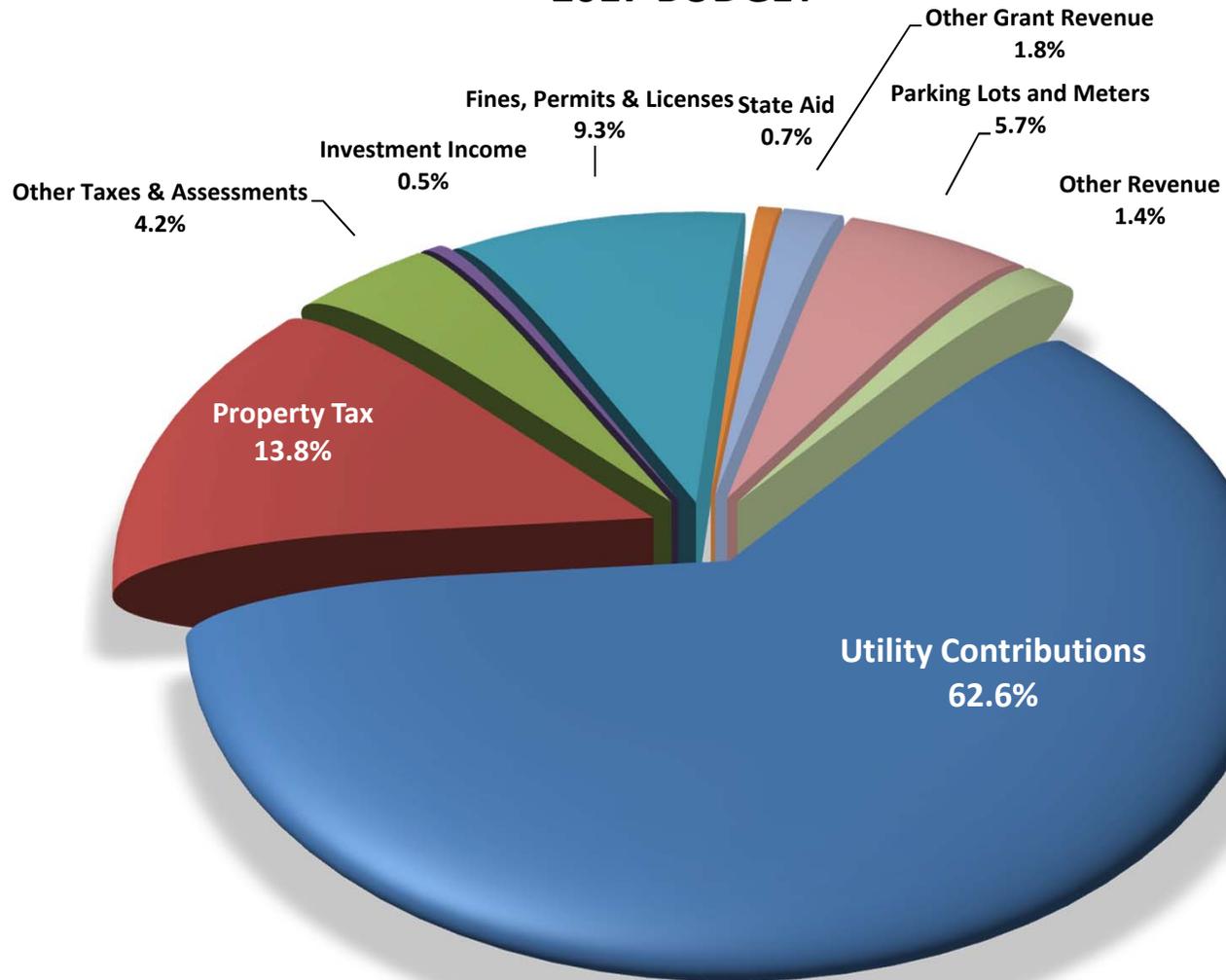
\* Internal Service Fund totals include the Fleet Maintenance Division and the Facilities Maintenance Division.

**CITY OF NEWARK, DELAWARE  
CONSOLIDATED BUDGET - 2017**

**BUDGET AT A GLANCE**

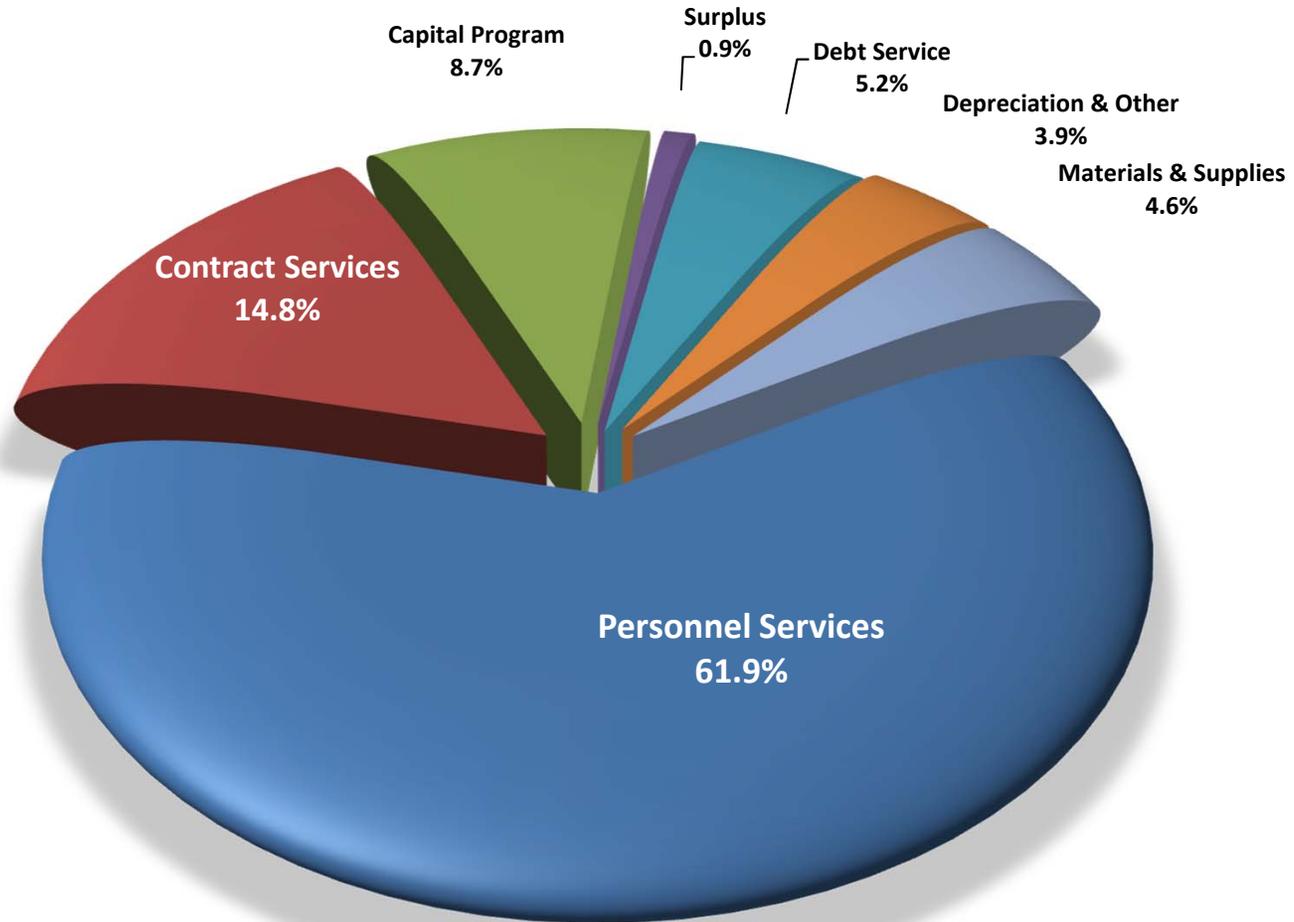
<u>WHERE IT COMES FROM</u>	<u>ACTUAL 2015</u>	<u>2016 BUDGET AS AMENDED</u>	<u>BUDGET 2017</u>
Utility Contributions	62.3%	62.8%	62.6%
Property Tax	12.7%	12.5%	13.8%
Other Taxes and Assessments	5.7%	4.2%	4.2%
Investment Income	0.5%	0.6%	0.5%
Fines, Permits & Licenses	8.1%	9.6%	9.3%
State Aid	1.0%	0.7%	0.7%
Other Grant Revenue	2.0%	2.2%	1.8%
Parking Lots and Meters	5.9%	5.9%	5.7%
Other Revenue	1.7%	1.4%	1.4%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<u>WHERE IT GOES</u>			
Personnel Services	59.7%	57.2%	61.9%
Contractual Services	14.4%	14.8%	14.8%
Materials & Supplies	4.6%	4.6%	4.6%
Capital Program	12.1%	10.8%	8.7%
Net Surplus	2.1%	0.9%	0.9%
Debt Service	5.7%	5.3%	5.2%
Equipment Depreciation & Other	1.4%	6.4%	3.9%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

## REVENUES BY TYPE 2017 BUDGET



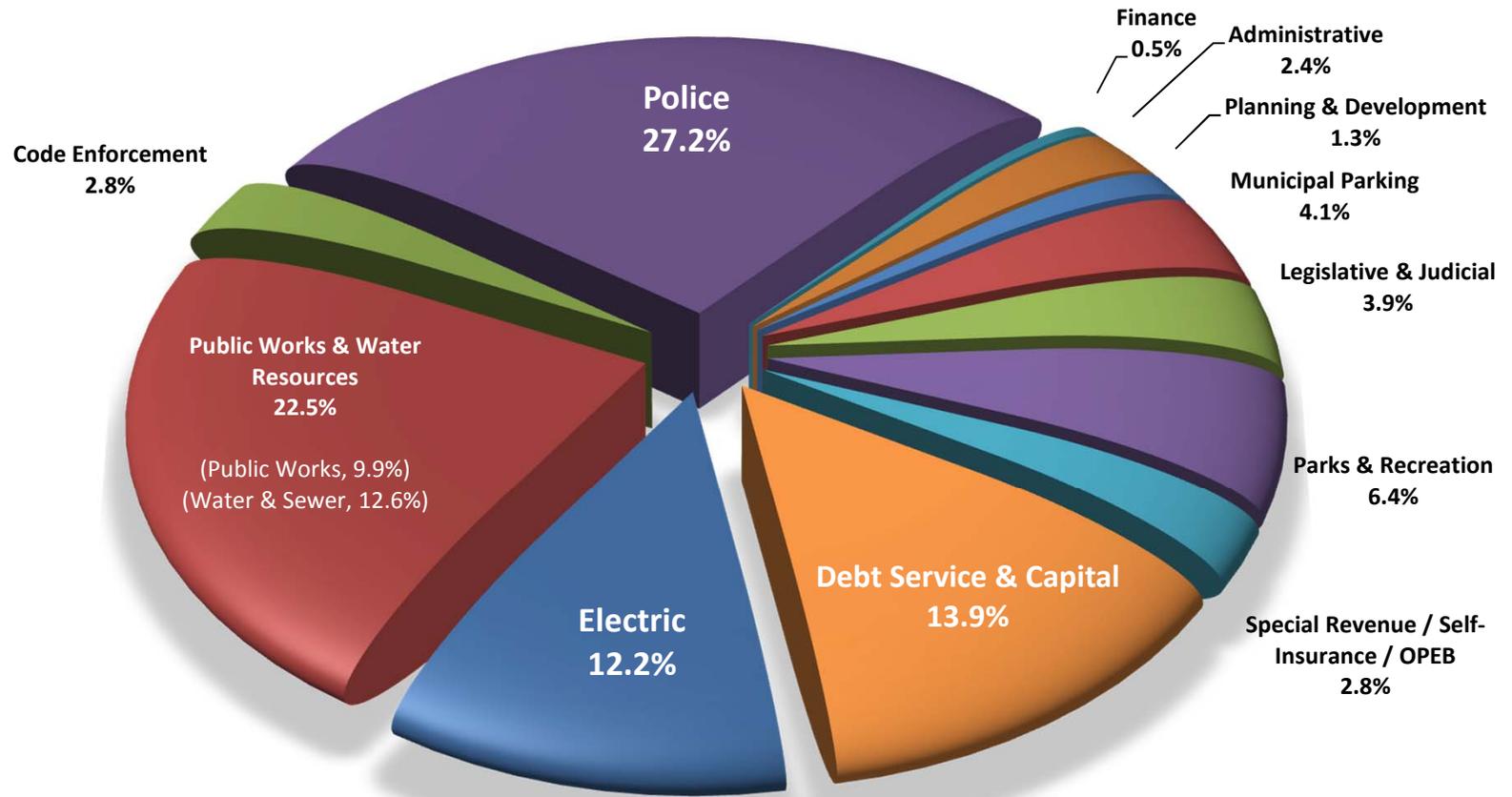
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## EXPENDITURES BY FUNCTION 2017 BUDGET



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## EXPENDITURES BY DEPARTMENT 2017 BUDGET



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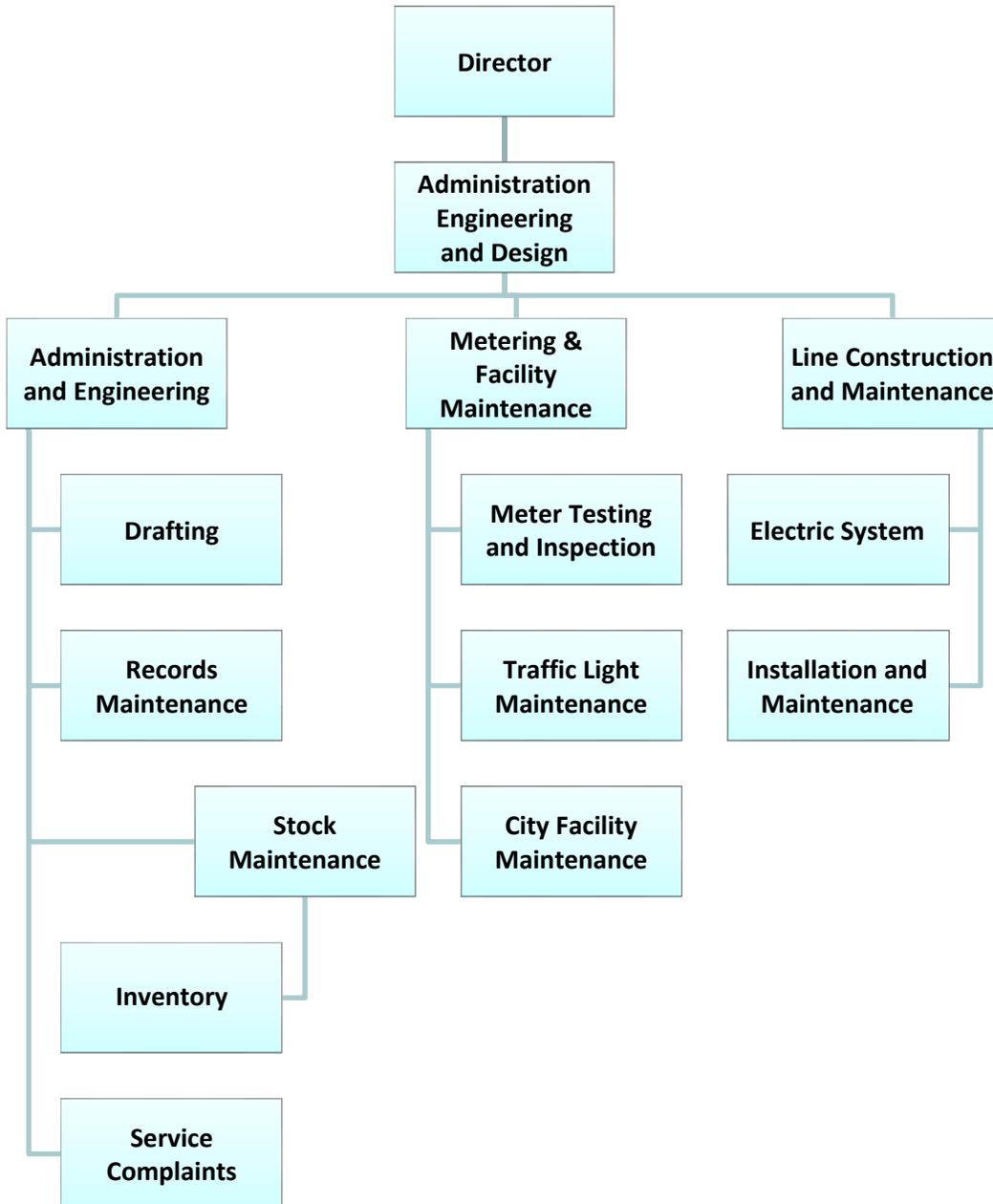
**CITY OF NEWARK, DELAWARE**  
**HISTORICAL PERSONNEL COUNT**

	2008		2009		2010		2011		2012		2013		2014		2015		2016		2017	
	FT	Equiv PT																		
Electric	21	-	21	-	22	-	22	-	22	-	23	-	22	-	22	-	23	-	23	-
Water	19	-	19	-	17	-	17	-	17	-	21	0.5	23	1.0	22	1.0	22	1.0	20	0.5
Stormwater	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	0.5
Sewer	-	-	-	-	2	-	2	-	2	-	2	-	2	-	2	-	4	-	4	-
Refuse	14	-	13	-	13	-	12	-	12	-	11	-	10	-	9	-	10	-	9	-
Street	12	0.5	12	0.5	12	0.5	11	0.5	11	0.5	9	0.5	9	-	9	-	9	-	8	-
Maintenance	6	-	6	-	5	-	5	-	5	-	4	-	4	-	4	-	4	-	4	-
Engineering	11	-	10	0.5	10	0.5	10	-	10	-	8	-	5	-	7	-	7	-	7	-
Code Enforcement	11	1.5	11	1.0	10	1.0	10	1.0	9	1.0	9	1.0	9	1.0	10	4.0	12	3.0	11	-
Facilities Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4.0
Police	81	6.0	86	5.0	83	4.0	86	3.5	86	3.5	84	4.0	85	4.0	87	1.5	88	2.0	90	2.0
Finance	18	1.5	18	1.5	17	1.5	17	1.5	17	1.0	17	1.5	11	0.5	10	2.0	10	2.5	13	1.0
Planning	6	-	6	-	4	0.5	4	-	4	-	5	-	4	0.5	4	-	4	-	4	-
Parking	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	4	0.5	5	-	7	2.5	7	3.0	8	5.0
Administration	6	0.5	6	0.5	6	-	6	-	6	-	6	-	11	1.5	9	-	10	-	10	-
Information Tech	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	-	7	-	14	0.5
Legislative	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	0.5	3	1.0	3	1.0	3	1.0	3	0.5
Judicial	3	1.5	3	1.5	3	1.5	3	1.5	3	1.5	3	1.0	3	1.0	3	1.0	3	1.0	3	1.0
Parks & Recreation	16	4.0	16	4.0	17	3.0	17	2.5	17	2.5	17	2.5	17	2.5	16	2.5	15	3.0	15	3.0
Total	231	16.5	234	15.5	228	13.5	229	11.5	228	11.0	225	12.0	223	13.0	231	15.5	238	16.5	252	18.0

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# CITY OF NEWARK, DELAWARE

## ELECTRIC DEPARTMENT



### City of Newark: Electric Department

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

- **Meter Relay and Electrical Maintenance Program:** responsible for installing and maintaining electrical systems in city buildings, water wells, water and waste water pumping stations, traffic lights and control systems, meters and other facilities.
- **Electrical Line Construction and Maintenance Program:** responsible for maintaining the City's electric lines, substation sites, substation units, circuit breakers, and transformers.

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

Key accomplishments in 2016 include the installation of more than 1900 LED streetlights, a voltage upgrade on Nottingham Road and Nottingham Green and the installation of a new 10MVA substation transformer at the West Main Street Substation to ensure a more reliable system.

In 2017, a new 10MVA substation transformer will be installed at the Chestnut Hill Road Substation to increase capacity and ensure greater reliability in the southern section of the City. Voltage upgrades will be completed on parts of Main Street, parts of Academy Street, Dallas Avenue and parts of Beverly Road and the 34.5KV auto transfer system installation will be completed to increase reliability and decrease the length of outages when they occur.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

**Electric Department**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>REVENUES</b>						
Sale of Electricity	\$53,094,738	\$50,618,455	\$50,110,111	\$52,620,711	\$55,512,759	\$52,221,933
No. of K.W.H.'s (Thousands)	402,465	402,020	404,815	416,744	422,542	429,200
Inter-Dept. Charges	832,000	721,800	703,500	769,202	733,800	555,400
Penalties	131,794	131,609	61,352	73,382	75,000	65,000
Service Fees	52,021	86,261	53,890	44,775	67,000	55,000
New Services	67,147	55,776	65,949	62,600	66,940	75,000
Application Fees	0	107,430	106,230	113,700	84,000	115,000
Solar Revenues	0	0	3,842	42,660	35,207	42,850
Other Revenues	106,660	299,656	263,226	79,291	43,124	53,880
Interest Revenue	47,860	49,272	62,456	58,394	61,190	65,000
Franchise Fees	2,733	244	0	0	0	0
<b>Total</b>	<b>\$54,334,953</b>	<b>\$52,070,503</b>	<b>\$51,430,556</b>	<b>\$53,864,715</b>	<b>\$56,679,020</b>	<b>\$53,249,063</b>
Less: Elec. Purchased	37,327,221	34,557,650	34,492,434	35,737,478	37,555,549	34,707,367
No. of K.W.H.'s (Thousands)	425,405	428,453	428,573	457,749	465,242	460,200
<b>Gross Operating Revenue</b>	<b>\$17,007,732</b>	<b>\$17,512,853</b>	<b>\$16,938,122</b>	<b>\$18,127,237</b>	<b>\$19,123,471</b>	<b>\$18,541,696</b>
<b>OPERATING EXPENSES</b>						
Personnel Services	\$2,285,936	\$2,446,004	\$2,478,921	\$2,496,723	\$2,811,780	\$2,929,417
Materials and Supplies	161,889	183,069	167,200	229,055	240,930	243,730
Contractual Services	807,219	901,459	986,237	981,816	1,103,325	1,259,942
Other Charges	264,608	413,753	966,191	1,105,905	961,386	911,654
<b>Subtotal</b>	<b>\$3,519,652</b>	<b>\$3,944,285</b>	<b>\$4,598,549</b>	<b>\$4,813,499</b>	<b>\$5,117,421</b>	<b>\$5,344,743</b>
Inter-Dept. Charges (net of Inter-Dept Sales)	1,295,598	1,249,651	1,120,815	1,177,089	1,292,043	1,365,338
<b>Total Operating Expenses</b>	<b>\$4,815,250</b>	<b>\$5,193,936</b>	<b>\$5,719,364</b>	<b>\$5,990,588</b>	<b>\$6,409,464</b>	<b>\$6,710,081</b>
<b>Net Operating Margin (Before Capital Costs)</b>	<b>\$12,192,482</b>	<b>\$12,318,917</b>	<b>\$11,218,758</b>	<b>\$12,136,649</b>	<b>\$12,714,007</b>	<b>\$11,831,615</b>

**ELECTRIC DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF ELECTRIC	6020	31-	I	118,296	5,669	123,965	1.0	118,299	34-	D	123,237	6,112	129,349	1.0
DEPUTY DIRECTOR OF ELECTRIC	6020	26-	I	97,058	2,571	99,629	1.0	97,061	31-	D	101,120	2,847	103,967	1.0
DEPUTY DIRECTOR OF ELECTRIC	6020	26-	D	85,000	0	85,000	1.0	93,625	31-	D	95,030	0	95,030	1.0
ELECTRIC SUPERVISOR	6200	22	I	83,409	4,258	87,667	1.0	83,413	22	I	84,649	4,461	89,110	1.0
ENGINEERING TECH	6030	14-	G	61,799	1,120	62,919	1.0	61,804	14-	G	63,576	1,258	64,834	1.0
PURCHASING ASST	6080	13	G	60,001	3,383	63,384	1.0	60,754	13	G	62,457	3,627	66,084	1.0
SENIOR LINEMAN	6200	19-	5	79,798	3,925	83,723	1.0	80,149	19-	5	81,327	4,117	85,444	1.0
ELECTRIC MTR. TECH.	6030	17-	5	76,648	3,642	80,290	1.0	77,008	17-	5	78,139	3,824	81,963	1.0
ELECTRICIAN	6030	17-	5	74,533	0	74,533	1.0	75,358	17-	5	76,489	0	76,489	1.0
ELECTRICIAN	6030	17-	5	75,848	1,633	77,481	1.0	76,009	17-	5	77,139	1,785	78,924	1.0
LINEMAN 1ST CLASS	6200	17-	5	74,638	1,238	75,876	1.0	76,003	17-	5	77,139	1,402	78,541	1.0
LINEMAN 1ST CLASS	6200	17-	5	76,648	3,391	80,039	1.0	77,008	17-	5	78,139	3,569	81,708	1.0
LINEMAN 1ST CLASS	6200	17-	5	76,298	2,386	78,684	1.0	76,459	17-	5	78,047	2,550	80,597	1.0
LINEMAN 1ST CLASS	6200	17-	5	75,848	1,381	77,229	1.0	76,009	17-	5	77,139	1,530	78,669	1.0
LINEMAN 1ST CLASS	6200	17-	5	75,848	1,758	77,606	1.0	76,009	17-	5	77,514	1,912	79,426	1.0
LINEMAN 1ST CLASS	6200	17-	5	75,348	0	75,348	1.0	75,358	17-	5	76,760	1,275	78,035	1.0
LINEMAN 2ND CLASS	6200	14	4	63,086	0	63,086	1.0	63,086	14-	5	65,946	0	65,946	1.0
LINEMAN 2ND CLASS	6200	14-	5	65,758	1,088	66,846	1.0	65,901	14-	5	66,878	1,214	68,092	1.0
JUNIOR LINEMAN	6200	10-	1	50,485	0	50,485	1.0	0						
JUNIOR LINEMAN	6200							59,072	10-	5	59,958	0	59,958	1.0
JUNIOR LINEMAN	6200	10-	5	58,592	0	58,592	1.0	51,480	10-	3	53,646	0	53,646	1.0
JUNIOR LINEMAN	6200							45,032	10-	1	48,536	0	48,536	1.0
JUNIOR LINEMAN	6200	10-	5	58,592	0	58,592	1.0	59,072	10-	5	59,958	0	59,958	1.0
GROUNDHAND	6200	5-	4	46,552	0	46,552	1.0	0						
STOREKEEPER	6040	8-	5	54,981	1,441	56,422	1.0	55,139	8-	5	55,949	1,554	57,503	1.0
<b>FULL TIME SUBTOTALS</b>				<b>1,665,065</b>	<b>38,884</b>	<b>1,703,949</b>	<b>23.0</b>	<b>1,679,109</b>			<b>1,718,772</b>	<b>43,037</b>	<b>1,761,809</b>	<b>23.0</b>
STANDBY PAY	6619			36,000		36,000					36,000		36,000	
OVERTIME	6620			94,000		94,000					100,000		100,000	
<b>OTHER SUBTOTALS</b>				<b>130,000</b>	<b>0</b>	<b>130,000</b>	<b>0.0</b>	<b>0</b>			<b>136,000</b>	<b>0</b>	<b>136,000</b>	<b>0.0</b>
<b>ELECTRIC DEPARTMENT TOTALS</b>				<b>1,795,065</b>	<b>38,884</b>	<b>1,833,949</b>	<b>23.0</b>	<b>1,679,109</b>	*		<b>1,854,772</b>	<b>43,037</b>	<b>1,897,809</b>	<b>23.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

**Expenditures:**

*Electric Department*

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5195102.6020 Supervisory	\$214,209	\$199,816	\$205,771	\$212,680	\$300,354	\$319,387
5195102.6030 Engineering/Technical	266,644	276,338	263,389	271,760	288,828	295,343
5195102.6040 Warehousing	48,859	49,816	50,895	52,051	54,981	55,949
5195102.6080 Clerical	47,639	48,799	51,520	54,814	60,001	62,457
5195102.6200 Line Maintenance	622,924	667,741	711,609	733,382	960,901	985,636
5195102.6210 Inspectors	0	43,765	0	0	0	0
5195102.6580 Service Award	33,915	37,886	35,834	35,609	38,884	43,037
5195102.6590 Sick Pay	20,752	20,856	21,828	22,915	24,720	26,209
5195102.6619 Standby Pay	34,882	35,563	37,363	34,739	36,000	36,000
5195102.6620 Overtime	91,726	100,665	109,801	81,013	94,000	100,000
5195102.6880 Uniform Allowances	0	0	3,955	4,910	5,460	5,280
5195102.6920 Unemployment Comp. Ins.	8,231	7,521	11,060	9,382	10,862	10,011
5195102.6930 Social Security Taxes	103,439	111,286	111,054	109,961	142,578	147,335
5195102.6940 City Pension Plan	331,505	330,245	336,486	346,707	360,985	340,641
5195102.6941 Defined Contribution 401(a) Plan	0	0	0	1,857	9,866	14,426
5195102.6950 Term Life Insurance	6,898	7,700	7,176	6,604	8,284	8,379
5195102.6960 Group Hospitalization Ins.	285,755	343,831	360,595	355,939	377,036	391,253
5195102.6961 Long-Term Disability Ins.	2,681	2,988	2,870	2,664	3,284	3,372
5195102.6962 Dental Insurance	19,228	22,540	21,474	24,890	26,416	25,016
5195102.6963 Flexible Spending Account	156	39	0	189	312	234
5195102.6964 Health Savings Account	1,500	1,875	2,250	750	750	2,250
5195102.6965 Post-Employment Benefits	144,993	136,734	133,991	129,450	0	48,582
5195102.6966 Retirement Health Savings Account	0	0	0	761	2,679	4,078
5195102.6967 Emergency Room Reimbursements	0	0	0	2,799	3,335	3,335
5195102.6968 Vision Insurance Premiums	0	0	0	897	1,264	1,207
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$2,285,936</b>	<b>\$2,446,004</b>	<b>\$2,478,921</b>	<b>\$2,496,723</b>	<b>\$2,811,780</b>	<b>\$2,929,417</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

**Expenditures:**

*Electric Department*

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5195103.7110 Safety Shoes and Supplies	\$3,477	\$4,554	\$2,155	\$3,697	\$3,600	\$4,200
5195103.7130 Tools, Field Sup., & Small Eq.	24,551	23,350	26,601	38,044	44,650	39,650
5195103.7131 Information Technology Supplies	0	0	847	0	0	0
5195103.7140 Uniforms	12,532	13,711	17,544	24,051	25,800	20,800
5195103.7150 Office Supplies	1,802	2,035	1,124	2,524	3,500	3,500
5195103.7160 Books, Periodicals, Etc	293	768	413	383	680	680
5195103.7260 Line Maintenance	85,414	107,930	110,928	112,740	100,000	100,000
5195103.7270 Station Maintenance	19,938	18,189	21,745	22,315	23,000	45,200
5195103.7300 Machinery & Equip. Maintenance	34	7	0	0	500	500
5195103.7330 Meter Testing & Repairs	503	533	673	299	2,000	2,000
5195103.7350 Traffic Signal Maintenance	0	124	0	0	950	950
5195103.7370 Street Light Maintenance	16,086	19,819	14,016	20,241	18,000	13,000
5195103.7430 House Service Maintenance	0	1,563	22,781	4,305	16,500	11,500
5195103.7480 Communication Equip. Maint.	190	23	95	1,095	500	500
5195103.7540 Inventory Adjustment	(3,968)	(35,148)	(52,775)	(2,358)	0	0
5195103.7550 Miscellaneous Supplies	1,037	25,611	1,053	1,719	1,250	1,250
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$161,889</b>	<b>\$183,069</b>	<b>\$167,200</b>	<b>\$229,055</b>	<b>\$240,930</b>	<b>\$243,730</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

**Expenditures:**

*Electric Department*

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5195104.8010 Freight	\$315	\$359	\$355	\$774	\$950	\$950
5195104.8020 Advertising	301	1,105	380	329	390	800
5195104.8030 Casualty Insurance	89,254	94,862	109,396	97,818	92,032	92,100
5195104.8040 Merchant Fees and Discounts	385,183	453,296	440,805	454,101	440,000	460,000
5195104.8050 Phone/Communications	7,684	8,075	8,060	7,946	14,728	13,400
5195104.8120 Outside Engineering (1)	93,006	37,230	70,066	52,960	81,000	81,000
5195104.8130 Building & Equipment Rental	9,777	9,747	9,951	9,970	14,000	14,000
5195104.8131 Information Technology Cont'l	0	0	16,113	63,615	84,000	186,467
5195104.8190 Refuse Disposal	2,466	2,682	3,488	2,638	2,400	2,400
5195104.8260 Line Maintenance	23,018	51,653	61,915	20,115	53,200	53,200
5195104.8270 Station Maintenance	23,136	42,526	58,856	60,737	88,750	103,750
5195104.8300 Machinery & Equip. Maintenance	6,259	6,499	5,143	6,625	8,120	8,120
5195104.8350 Traffic Signal Maintenance	0	0	0	0	1,995	1,995
5195104.8420 Tree Removal	156,909	193,042	195,573	200,054	200,000	220,000
5195104.8480 Communication Equip. Maint.	0	0	210	0	1,060	1,060
5195104.8550 Misc. Contracted Services	9,911	383	5,926	1,481	5,000	5,000
5195104.8570 Public Relations	0	0	0	950	14,000	14,000
5195104.8899 Facilities Mowing	0	0	0	1,703	1,700	1,700
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$807,219</b>	<b>\$901,459</b>	<b>\$986,237</b>	<b>\$981,816</b>	<b>\$1,103,325</b>	<b>\$1,259,942</b>

(1) Includes additional funding for 2017 rate study.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

**Expenditures:**

**Electric Department**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5195105.9010 Bad Debt Expense	\$82,940	\$90,265	\$91,324	\$303,034	\$111,314	\$72,470
5195105.9020 Mileage & Small Bus. Expense	46	13	0	0	140	140
5195105.9040 Dues & Professional Organizations	2,966	318	8,990	196	3,600	2,000
5195105.9050 Customer Deposits Interest	14,948	3,739	0	0	0	0
5195105.9055 Amortization of Lease Acquisition Costs	49	0	0	0	0	0
5195105.9056 Debt Service Principal-Smart Meters	0	33,306	566,880	505,520	511,447	522,120
5195105.9057 Debt Service Interest-Smart Meters	22,614	128,411	124,969	114,635	109,202	98,542
5195105.9060 Depreciation Expense	132,485	154,040	151,454	150,716	181,356	163,082
5195105.9070 Training & Continuing Educ/Conf	8,560	3,661	7,667	3,836	11,000	15,100
5195105.9091 Solar Rebate	0	0	65	1,458	1,200	1,200
5195105.9092 Notional Solar Cost	0	0	3,842	26,510	22,127	27,000
5195105.9099 Contingencies	0	0	11,000	0	10,000	10,000
<b>TOTAL OTHER CHARGES</b>	<b>\$264,608</b>	<b>\$413,753</b>	<b>\$966,191</b>	<b>\$1,105,905</b>	<b>\$961,386</b>	<b>\$911,654</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Street Lights & Traffic Signals	(\$285,355)	(\$268,655)	(\$266,590)	(\$308,682)	(\$287,835)	(\$177,835)
Vehicles and Equipment	138,478	161,445	116,332	103,425	120,840	99,414
Buildings and Grounds	37,004	44,678	29,995	13,402	46,294	59,413
Billings & Accounting	521,687	560,194	329,121	356,346	452,442	440,141
Information Technology	0	0	240,264	276,042	130,415	194,851
Printing and Reproduction	1,233	1,213	1,369	1,341	1,534	182
Warehousing	(16,551)	(17,147)	(20,736)	(22,961)	(15,633)	(16,806)
Electricity	(566,363)	(541,201)	(452,362)	(460,520)	(461,676)	(397,087)
Administrative Overhead	657,913	602,950	466,448	481,924	594,863	626,466
Other Indirect Charges	(24,448)	(15,626)	(26,526)	(32,430)	(23,001)	(18,801)
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$463,598</b>	<b>\$527,851</b>	<b>\$417,315</b>	<b>\$407,887</b>	<b>\$558,243</b>	<b>\$809,938</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**ELECTRIC FUND**

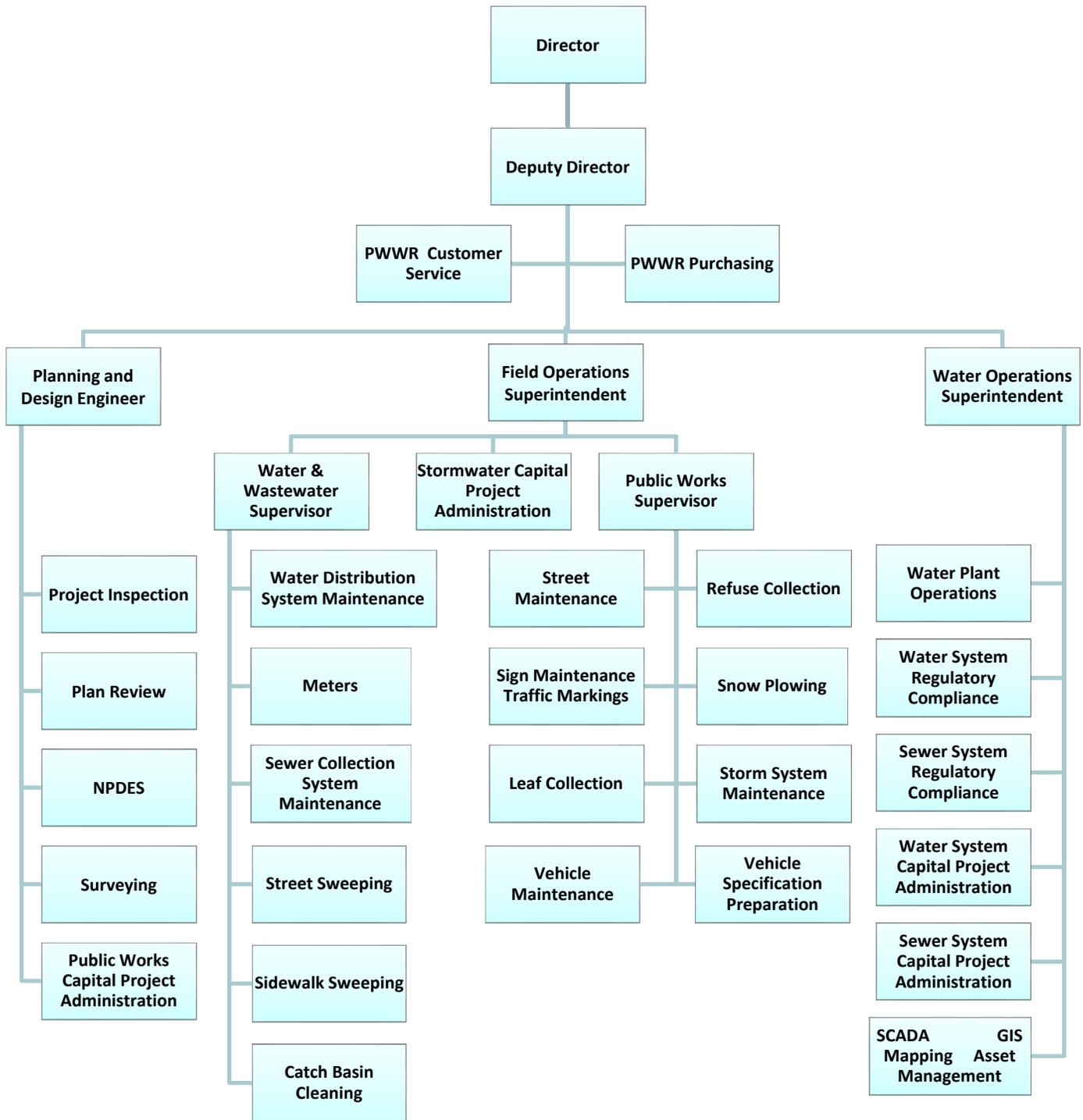
*Electric Department*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5195106.9621 Building & Structures	\$5,339	\$266,390	\$452,098	\$0	\$0	\$0
5195106.9622 Machinery & Equipment	69,425	4,841	22,775	0	0	0
5195106.9623 Autos & Trucks	247,799	0	176,500	0	0	0
5195106.9730 CIP - Stations Material	508,420	63,575	672,747	365,008	506,000	646,000
5195106.9760 CIP - Lines Material	269,232	443,226	647,512	93,535	689,500	347,500
5195106.9830 CIP - Stations Labor	139,130	0	59,792	143,557	100,000	92,000
5195106.9860 CIP - Lines Labor	34,868	850,557	50,302	82,862	107,500	146,500
5195106.9960 CIP - Lines Contractual	0	0	0	0	0	490,000
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<b><u>\$1,274,213</u></b>	<b><u>\$1,628,589</u></b>	<b><u>\$2,081,726</u></b>	<b><u>\$684,962</u></b>	<b><u>\$1,403,000</u></b>	<b><u>\$1,722,000</u></b>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>			<b><u>CURRENT RESOURCES</u></b>		<b><u>EQUIPMENT REPLACEMENT</u></b>	
E1701 New Lines & Services			\$125,000		\$0	
E1702 Reconductor-Main Street			85,000		0	
E1105 New Transformers & Circuit Breakers			653,000		0	
E0903 12kV Changeover			43,000		0	
E0503 SCADA & Automatic Switching			816,000		0	
EEQSF Vehicle Replacement Program			0		43,500	
<b>TOTAL ELECTRIC FUND</b>			<b><u>\$1,722,000</u></b>		<b><u>\$43,500</u></b>	

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# CITY OF NEWARK, DELAWARE

## PUBLIC WORKS AND WATER RESOURCES



### **City of Newark: Public Works and Water Resources Department**

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

- **Engineering Division:** responsible for the engineering review of new subdivisions and construction plans, sediment and stormwater program implementation, construction inspection, public works capital project development and administration, survey support, GIS database management, and administration of our annual Sidewalk Program. Engineering staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.
- **Refuse Division:** performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, yard waste collection, and Main Street Big Belly Compactor collection.
- **Street Division:** responsible for several operational tasks including minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the City's yard waste processing areas, the application of traffic control signage and striping, leaf collection, and snow plowing. In addition, this division routinely helps other departments and Public Works divisions as required.
- **Maintenance Division:** charged with maintaining the City's 225 vehicles and pieces of motorized equipment and focused on improving fleet standardization and minimizing life cycle costs, while reducing parts inventory requirements, maintenance burden, and vehicle down time.
- **Water Division:** responsible for maintaining regulatory compliance, GIS database management, oversight of day to day system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Water construction plans and specifications are prepared for bidding under this program. Water Division engineering staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.
- **Sewer Division:** The sewer division is responsible for maintaining regulatory compliance, oversight of day to day sanitary sewer system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Staff prepares reports and recommendations to the City Manager and City Council on asset, equipment and facility improvements and maintain an active liaison with engineering consultants as well as the general public.

Significant Departmental accomplishments in 2016 include:

- Continued involvement as a founding member of the Brandywine Christina Healthy Water Fund steering committee. The purpose of this fund is to create a pooled funding resource from stakeholders in the watershed that can be leveraged to attract external funding sources to tackle projects identified by the fund as the most cost effective for improving the water quality and protection within the watershed. This is a great opportunity to work with PA stakeholders as any improvements made upstream from Newark will benefit us both in recreational uses in the stream as well as reducing risk and treatment costs at our surface water treatment plant on the White Clay Creek. This year we also began detailed discussions with DNREC on a watershed approach to NPDES compliance via the water fund mechanism which could potentially save the City money while improving our impact to the water quality in the White Clay and Christina Creeks.
- Replacement of approximately 4863 feet of 6" and 8" water main located on Hillside Road, Center Street, Winslow Road, Beverly Road, and Ferncliff Road.
- Completed lead paint removal and repainting of the 300,000 gallon Windy Hills elevated water storage tank. Completed maintenance and painting of the 1,000,000 gallon Louviers elevated water storage tank.
- Completed construction of a project that removed failing culverts on Jenny's Run near the Paper Mill Road bridge over the White Clay Creek in an effort to begin to address road closures due to flooding. This project required the reservoir supply line to be relocated beneath the stream resulting in the reservoir being offline for approximately a month.
- Completed filter rehabilitation at the South Well Field Water Treatment Plant. This project re-bed the filters and upgraded instrumentation and metering along with other operational improvements.
- Continued GIS database development and maintenance of the water, sanitary sewer and storm sewer systems which will be used for advanced asset management, maintenance recordkeeping, and stormwater conveyance/treatment retrofit optimization. Developed a water model and began development of a sanitary sewer model which will be used for capacity analysis, advanced asset management, and maintenance recordkeeping.
- Performed a non-destructive investigation of over 12,000 linear feet of water mains including all rail crossings and areas with frequent discoloration complaints to determine estimated remaining service life for replacement and relining prioritization
- Performed inspection of all corrugated metal storm pipe in the City to allow for ranking and prioritization for replacement and rehabilitation.

In 2017, the Department plans to accomplish the following:

- Complete construction of gaseous chlorine to bulk sodium hypochlorite conversion project for disinfection at the Cutis Water Treatment Plant. This is the same system in place at South Well Field and will reduce the significant hazards that are associated with

having anywhere from 2000-4000 lbs. of gaseous chlorine on site at any one time. This project will also include building envelope maintenance (roof, siding, doors, and windows) along with removal of several interior dividing walls to allow for the conversion to take place.

- Continue work to shift more production to groundwater to improve drought resilience by rehabilitating and redeveloping Wells 12 and 23, investigating old South Well Field wells 18 and 19 to see if they can be re-drilled, and review water quality at Laird Tract wells 20, 21, 22, and 23 to see if they can be brought back online via a new treatment process at the Curtis Water Treatment Plant.
- Continue installation of SCADA equipment on water facilities
- Leverage new water GIS database to prepare a flushing plan that will optimize our flushing operations and reduce lost water and effort.
- Maintain and test the new water meters as necessary to maintain the system warranty and effectiveness.
- Modify yard waste collection schedule to allow one truck to pick up only yard waste, significantly reducing contamination that we currently experience due to the same trucks collecting refuse, yard waste, and recycling on different days of the week. This change
- Begin a proactive sewer flushing program to eventually be able to flush every main in the city every 5 years in accordance with accepted best management practices.
- Improve manhole inspection procedures to visit and inspect every manhole every 5 years in accordance with accepted best management practices.
- Finalize the sewer system master plan and creation of the sewer capacity model to assist with asset management, maintenance recordkeeping, capital project optimization and mobile workforce applications.
- Using the sewer capacity model, identify mains at or near capacity. This will eliminate the current conflict of interest for developers who have to determine whether or not our system has adequate capacity for their project before we can approve it. We will also be able to designate locations as lacking capacity proactively so there isn't any appearance of retaliation or impartiality on the City's part toward certain developers.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

*Public Works and Water Resources - Water Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>REVENUES</b>						
Sale of Water	\$7,142,597	\$7,041,009	\$8,187,663	\$8,801,385	\$9,940,025	\$10,229,107
No. of Gallons (Thousands)	1,059,896	1,003,483	1,215,020	1,066,416	1,143,662	1,200,599
Penalties	21,633	24,070	11,988	26,471	27,951	36,500
Service Fees	21,285	65,108	38,696	19,895	43,719	28,000
Other Revenues	162,244	158,634	216,911	209,516	166,860	197,281
Interest Revenue	27,182	28,807	31,270	29,265	30,250	30,300
<b>Total</b>	<b>\$7,374,941</b>	<b>\$7,317,628</b>	<b>\$8,486,528</b>	<b>\$9,086,532</b>	<b>\$10,208,805</b>	<b>\$10,521,188</b>
Less: Water Purchased	18	16	131,389	171	0	0
No. of Gallons (Thousands)	0	0	36,478	0	0	0
<b>Gross Operating Revenue</b>	<b>\$7,374,923</b>	<b>\$7,317,612</b>	<b>\$8,355,139</b>	<b>\$9,086,361</b>	<b>\$10,208,805</b>	<b>\$10,521,188</b>
<b>OPERATING EXPENSES</b>						
Personnel Services	\$1,787,101	\$2,158,229	\$2,559,336	\$2,484,471	\$2,472,794	\$2,335,344
Materials & Supplies	269,969	265,723	245,863	275,880	312,600	318,500
Contractual Services	479,117	527,892	589,316	767,095	938,689	875,872
Other Charges	1,451,925	1,528,043	1,971,496	1,845,649	1,954,414	1,859,932
<b>Subtotal</b>	<b>\$3,988,112</b>	<b>\$4,479,887</b>	<b>\$5,366,011</b>	<b>\$5,373,095</b>	<b>\$5,678,497</b>	<b>\$5,389,648</b>
Inter-Dept. Charges	777,615	756,866	805,467	904,427	837,993	876,641
<b>Total Operating Expenses</b>	<b>\$4,765,727</b>	<b>\$5,236,753</b>	<b>\$6,171,478</b>	<b>\$6,277,522</b>	<b>\$6,516,490</b>	<b>\$6,266,289</b>
<b>Net Operating Margin (Before Capital Costs)</b>	<b>\$2,609,196</b>	<b>\$2,080,859</b>	<b>\$2,183,661</b>	<b>\$2,808,839</b>	<b>\$3,692,315</b>	<b>\$4,254,899</b>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
WATER DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR PWWR	6020	31- D	112,347	0	112,347	1.0	115,337	31- I	119,058	0	119,058	1.0
DEPUTY DIRECTOR PWWR	6020	26- D	86,503	0	86,503	1.0	88,742	26- D	93,076	0	93,076	1.0
WATER OPERATIONS SUP	6020	22- D	80,089	0	80,089	1.0	80,850	22- I	83,649	0	83,649	1.0
PW-WR SUPERVISOR	6020	19- I	71,506	2,703	74,209	1.0	74,264	19- D	75,362	2,974	78,336	1.0
STORM. PROG. COORD. (1)	6030	17- G	69,431	1,604	71,035	1.0	69,433					
WATER AND SEWER INSP	6210	16- F	65,549	2,542	68,091	1.0	68,090	16- F	70,007	2,834	72,841	1.0
SECRETARY I	6080	10- G	53,541	1,567	55,108	1.0	53,532	10- G	55,047	1,702	56,749	1.0
ENGINEER I	6030							17- 1	55,883	0	55,883	1.0
HEAVY EQ. OPER/MECH	6200	10- 5	59,566	1,280	60,846	1.0	59,723	10- 5	60,608	1,399	62,007	1.0
SEN WATER PLANT OP	6220	16- 5	73,999	2,908	76,907	1.0	75,338	16- 5	76,450	3,117	79,567	1.0
WATER MTR TECH	6200	10- 5	60,366	2,756	63,122	1.0	60,721	10- 5	61,608	2,898	64,506	1.0
WATER PLANT OPERATOR	6220	14- 5	65,758	1,523	67,281	1.0	65,901	14- 5	67,066	1,656	68,722	1.0
WATER PLANT OPERATOR	6220	14- 5	65,258	0	65,258	1.0	65,250	14- 5	66,228	0	66,228	1.0
WATER PLANT OPERATOR	6220	14- 5	64,778	0	64,778	1.0	65,250	14- 5	66,228	0	66,228	1.0
MAINTENANCE IV (1)	6230	8- 5	55,331	2,702	58,033	1.0	55,688					
MAINTENANCE IV	6200	8- 5	55,344	1,891	57,235	1.0	55,688	8- 5	56,499	2,011	58,510	1.0
EQUIPMENT OPERATOR	6200	1- 5	49,504	0	49,504	1.0	46,051	3- 5	48,614	0	48,614	1.0
SWEEPER OPERATOR (1)	6240	7- 5	52,925	1,559	54,484	1.0	53,059					
MAINTENANCE III	6200	6- 5	51,382	1,513	52,895	1.0	51,520	6- 5	52,275	1,621	53,896	1.0
EQUIPMENT OPERATOR	6200	3- 5	48,604	2,129	50,733	1.0	48,969	3- 5	49,680	2,241	51,921	1.0
EQUIPMENT OPERATOR	6200	3- 5	47,854	1,025	48,879	1.0	47,971	3- 5	48,680	1,121	49,801	1.0
EQUIPMENT OPERATOR	6200	3- 5	47,304	0	47,304	1.0	47,320	3- 5	48,030	0	48,030	1.0
EQUIPMENT OPERATOR	6200	3- 3	47,320	0	47,320	1.0	47,320	3- 5	48,030	0	48,030	1.0
<b>FULL TIME SUBTOTALS</b>			<b>1,384,259</b>	<b>27,702</b>	<b>1,411,961</b>	<b>22.0</b>	<b>1,396,016</b>		<b>1,302,078</b>	<b>23,574</b>	<b>1,325,652</b>	<b>20.0</b>
MAINTENANCE WORKER	6230	E	30,591	346	30,937	0.5						
CLERK TYPIST	6080							C	26,400		26,400	0.5
INTERN	6615		6,000		6,000				6,500		6,500	
PT ARCHIVIST	6080		20,000		20,000	0.5						
SEASONAL	6610		12,000		12,000				14,400		14,400	
OVERTIME	6620		190,000		190,000				190,000		190,000	
SHIFT DIFFERENTIAL	6621		2,575		2,575				5,275		5,275	
HOLIDAY PREMIUM	6622		13,000		13,000				13,400		13,400	
WEEKEND PREMIUM	6623		500		500				500		500	
<b>OTHER SUBTOTALS</b>			<b>274,666</b>	<b>346</b>	<b>275,012</b>	<b>1.0</b>	<b>0</b>		<b>256,475</b>	<b>0</b>	<b>256,475</b>	<b>0.5</b>
<b>WATER DEPARTMENT TOTALS</b>			<b>1,658,925</b>	<b>28,048</b>	<b>1,686,973</b>	<b>23.0</b>	<b>1,396,016</b>	*	<b>1,558,553</b>	<b>23,574</b>	<b>1,582,127</b>	<b>20.5</b>

(1) This position was reclassified to the Stormwater Division for 2017.

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

**Expenditures:**

***Public Works and Water Resources - Water Division***

<b>PERSONNEL SERVICES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
5295202.6020 Supervisory	\$260,381	\$323,579	\$334,742	\$328,482	\$350,445	\$371,145
5295202.6030 Engineering/Technical <sup>1</sup>	0	63,250	116,339	67,431	69,431	55,883
5295202.6080 Clerical	47,001	50,002	75,635	65,008	73,541	81,447
5295202.6200 Line Maintenance	373,795	267,505	324,382	369,099	369,136	474,024
5295202.6210 Inspectors <sup>2</sup>	54,536	56,860	121,085	65,741	65,549	70,007
5295202.6220 Plant Operators	200,844	159,374	210,986	253,466	269,793	275,972
5295202.6230 Maintenance Workers	0	152,820	217,196	144,526	184,030	0
5295202.6240 Sweeper Operator	0	48,197	49,057	49,435	52,925	0
5295202.6580 Service Award	17,708	23,238	23,665	24,517	28,048	23,574
5295202.6590 Sick Pay	10,373	11,323	11,989	11,222	11,737	7,689
5295202.6600 Part-Time	0	19,156	0	0	0	0
5295202.6610 Seasonal	0	0	0	574	12,000	14,400
5295202.6615 Interns	0	0	3,185	0	6,000	6,500
5295202.6620 Overtime	126,216	163,531	164,218	187,563	190,000	190,000
5295202.6621 Shift Differential	460	208	4,287	5,928	2,575	5,275
5295202.6622 Holiday Premium	9,125	7,656	9,833	14,804	13,000	13,400
5295202.6623 Weekend Premium	39,413	31,574	9,923	589	500	500
5295202.6880 Uniform Allowances	0	1,864	4,988	4,945	5,400	4,440
5295202.6920 Unemployment Comp. Ins.	5,941	6,892	13,951	10,046	11,843	9,241
5295202.6930 Social Security Taxes	87,526	101,058	121,995	114,521	130,365	117,687
5295202.6940 City Pension Plan	216,815	256,365	266,438	302,329	263,828	228,545
5295202.6941 Defined Contribution 401(a) Plan	0	0	11,740	15,251	19,478	21,092
5295202.6950 Term Life Insurance	4,661	5,668	6,302	5,954	6,812	6,493
5295202.6960 Group Hospitalization Ins.	218,892	278,376	322,119	308,997	303,095	293,943
5295202.6961 Long-Term Disability Ins.	1,806	2,198	2,518	2,428	2,659	2,556
5295202.6962 Dental Insurance	13,271	16,869	19,283	19,818	19,209	17,847
5295202.6963 Flexible Spending Account	78	26	0	142	312	234
5295202.6964 Health Savings Account	3,000	4,500	1,125	1,500	1,500	1,500
5295202.6965 Post-Employment Benefits	95,259	106,140	106,248	102,719	0	32,595
5295202.6966 Retirement Health Savings Account	0	0	3,387	4,265	5,357	5,437
5295202.6967 Emergency Room Reimbursements	0	0	2,720	2,400	3,190	2,900
5295202.6968 Vision Insurance Premiums	0	0	0	771	1,036	1,018
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,787,101</b>	<b>\$2,158,229</b>	<b>\$2,559,336</b>	<b>\$2,484,471</b>	<b>\$2,472,794</b>	<b>\$2,335,344</b>

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

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

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

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

**Expenditures:**

**Public Works and Water Resources - Water Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5295203.7080 Pumping Station Electric	\$40,669	\$35,155	\$39,473	\$39,394	\$37,500	\$40,000
5295203.7090 Treatment Plant Chemicals	103,689	89,495	81,855	88,206	123,500	113,500
5295203.7110 Safety Shoes and Supplies	2,089	5,174	5,267	6,071	6,750	5,750
5295203.7130 Tools, Field Sup., & Small Eq.	9,036	12,136	9,298	18,011	10,950	10,500
5295203.7131 Information Technology Supplies	0	0	0	0	7,500	0
5295203.7140 Uniforms	504	1,129	63	0	0	0
5295203.7150 Office Supplies	3,840	2,788	2,652	2,240	3,000	3,250
5295203.7260 Line Maintenance	41,342	61,753	56,027	60,106	60,000	70,000
5295203.7270 Station and Well Maintenance	2,525	2,343	1,711	5,649	3,500	3,500
5295203.7275 Reservoir Maintenance	3,006	685	2,960	(477)	5,000	5,000
5295203.7280 Treatment Plant Maintenance	18,715	29,273	26,354	19,315	25,000	35,000
5295203.7300 Machinery & Equipment Maint.	89	147	1,653	0	0	0
5295203.7320 Well Maintenance	0	0	0	3,332	0	0
5295203.7330 Water Meters	52,317	13,243	9,961	23,006	20,000	30,000
5295203.7401 Stormwater Program Supplies	0	4,899	2,955	759	7,900	0
5295203.7440 Conservation Program	1,540	0	0	2,390	2,000	2,000
5295203.7540 Inventory Adjustment	(9,659)	6,967	5,068	7,027	0	0
5295203.7550 Miscellaneous Supplies	267	536	566	851	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$269,969</b>	<b>\$265,723</b>	<b>\$245,863</b>	<b>\$275,880</b>	<b>\$312,600</b>	<b>\$318,500</b>

## OPERATING BUDGET - 2017

## WATER FUND

## Expenditures:

Water Department

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	2016 BUDGET	BUDGET
CONTRACTUAL SERVICES	2012	2013	2014	2015	AS AMENDED	2017
5295204.8020 Advertising	\$6,626	\$6,691	\$1,613	\$1,826	\$3,500	\$3,500
5295204.8030 Casualty Insurance	101,576	117,704	137,052	137,470	150,584	150,000
5295204.8040 Merchant Fees and Discounts	50,849	62,650	71,306	88,234	80,000	90,000
5295204.8050 Phone/Communications	5,699	7,003	7,837	6,056	7,176	5,300
5295204.8120 Outside Engineering (1)	75,352	50,790	111,108	72,846	173,160	105,000
5295204.8130 Building & Equipment Rental	2,399	3,802	5,416	489	3,500	3,500
5295204.8131 Information Technology Cont'l	0	0	624	41,157	47,969	86,272
5295204.8150 Water Service Contracts	0	0	0	81,779	84,900	92,300
5295204.8260 Line Maintenance	115,316	78,430	84,450	81,426	145,000	135,000
5295204.8270 Station Maintenance	6,433	6,369	24,721	13,369	11,500	11,500
5295204.8275 Reservoir Maintenance	35,001	51,601	33,636	26,493	45,000	45,000
5295204.8280 Treatment Plant Maintenance	59,617	82,130	52,572	70,017	75,000	75,000
5295204.8300 Machinery & Equip. Maint.	401	0	707	364	0	0
5295204.8310 Vehicle Maintenance	0	0	2,085	0	0	0
5295204.8320 Well Maintenance	11,830	28,025	5,814	10,450	20,000	20,000
5295204.8325 Tank Cleaning and Inspection	0	0	0	0	10,000	10,000
5295204.8330 Meter Testing and Repairs	0	0	780	6	5,000	5,000
5295204.8401 Stormwater Program Contractual	0	23,481	13,820	18,109	35,900	0
5295204.8440 Conservation Program	3,078	200	800	0	5,000	3,000
5295204.8460 Street Sweeping Contract	0	0	0	1,205	0	0
5295204.8480 Communication Equip. Maint.	0	0	65	0	0	0
5295204.8550 Misc. Contracted Services	4,940	9,016	34,910	90,627	10,000	10,000
5295204.8899 Mowing Contract	0	0	0	25,172	25,500	25,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$479,117</b>	<b>\$527,892</b>	<b>\$589,316</b>	<b>\$767,095</b>	<b>\$938,689</b>	<b>\$875,872</b>

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

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

**Expenditures:**

***Public Works and Water Resources - Water Division***

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5295205.9010 Bad Debt Expense	\$2,188	\$2,213	\$1,702	\$736	\$2,782	\$1,613
5295205.9020 Mileage & Small Bus. Expense	38	52	119	0	150	150
5295205.9040 Dues & Professional Organizations	2,141	1,815	6,214	3,630	6,500	5,000
5295205.9051 Debt Service Principal	990,000	985,000	1,005,000	1,020,000	1,040,000	1,070,000
5295205.9052 Debt Service Interest	316,366	274,404	254,588	234,400	219,950	199,150
5295205.9053 Bond Costs	14,720	0	0	0	0	0
5295205.9054 Amortization of Refinance Loss	34,443	34,443	34,443	34,443	34,443	34,443
5295205.9055 Amortization of Lease Acquisition Costs	441	0	0	0	0	0
5295205.9056 Debt Service Principal-Smart Meters	0	0	425,527	320,675	320,685	327,730
5295205.9057 Debt Service Interest-Smart Meters	3,580	118,796	111,758	104,852	104,855	97,797
5295205.9058 Debt Service Principal-ECM	0	27,388	31,563	40,745	33,167	33,832
5295205.9059 Debt Service Interest-ECM	5,517	6,236	5,606	4,964	4,474	3,809
5295205.9060 Depreciation Expense	82,491	76,381	93,310	78,714	178,908	72,808
5295205.9070 Training & Continuing Educ/Conf	0	1,315	1,666	2,490	2,500	3,600
5295205.9099 Contingencies	0	0	0	0	6,000	10,000
<b>TOTAL OTHER CHARGES</b>	<b>\$1,451,925</b>	<b>\$1,528,043</b>	<b>\$1,971,496</b>	<b>\$1,845,649</b>	<b>\$1,954,414</b>	<b>\$1,859,932</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicle and Equipment	\$109,502	\$138,587	\$163,439	\$155,058	\$171,098	\$151,777
Buildings and Grounds	10,944	13,213	7,434	3,322	11,474	14,726
Billings & Accounting	79,828	85,175	92,721	100,394	82,328	79,824
Information Technology	0	0	199,373	224,542	129,348	159,591
Printing and Reproduction	1,224	1,204	1,358	1,330	1,522	181
Warehousing	10,238	11,297	16,741	16,764	11,003	11,829
Electricity	250,746	237,428	218,015	229,298	236,032	209,782
Administrative Overhead	292,887	296,685	285,675	302,604	379,591	362,807
Other Indirect Charges	22,246	(26,723)	(179,289)	(128,885)	(184,403)	(113,876)
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$777,615</b>	<b>\$756,866</b>	<b>\$805,467</b>	<b>\$904,427</b>	<b>\$837,993</b>	<b>\$876,641</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

*Public Works and Water Resources - Water Division*

<b>CAPITAL PROJECTS BUDGET</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
5295206.9580 Consulting Fees	\$328,898	\$0	\$7,201	\$59,418	\$0	\$0
5295206.9622 Machinery & Equipment	15,805	0	448,548	27,239	0	0
5295206.9623 Autos & Trucks	112,766	0	25,410	0	0	0
5295206.9720 CIP - Storm Sewers Material	0	150	150	0	0	0
5295206.9740 CIP - Water Treat. Plant Mat'l	143,798	152,190	660	0	285,000	400,000
5295206.9760 CIP - Lines Material	0	0	89,017	239,263	1,830,607	1,073,000
5295206.9840 CIP - Water Treat. Plant Labor	2,258	0	340	13,910	20,000	0
5295206.9860 CIP - Lines Labor	0	0	1,149	2,938	0	0
5295206.9960 CIP - Lines Contractual	982,219	200,498	1,343,465	1,008,887	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<b>\$1,585,744</b>	<b>\$352,838</b>	<b>\$1,915,940</b>	<b>\$1,351,655</b>	<b>\$2,135,607</b>	<b>\$1,473,000</b>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>		<b><u>CAPITAL RESERVES</u></b>	<b><u>CURRENT RESOURCES</u></b>		<b><u>EQUIPMENT REPLACEMENT</u></b>	
W1702 Source Water Protection		\$0	\$20,000		\$0	
W1501 Reservoir Upgrades		50,000	0		0	
W1503 Academy Street Interconnection Station		42,500	0		0	
W1402 Air Stripper Replacement/Storage Tank Config.		225,000	0		0	
W1303 Water System Master Plan		52,150	0		0	
W1304 Eliminate Tank Overflows		67,660	0		0	
W1201 Water Main: Windy Hills to Red Mill		329,350	100,000		0	
W1101 Curtis Plant Intake Replacement		86,220	0		0	
W1104 Finish Water Mixer		100,000	0		0	
W0503 Well Restoration		0	28,000		0	
W0002 Alternative Disinfection Equipment		243,000	400,000		0	
W9302 SCADA System		150,000	0		0	
W9308 Water Main Renovation Program		100,000	900,000		0	
W8605 Water Tank Maintenance		0	25,000		0	
WEQSF Vehicle Replacement Program		0	0		190,000	
<b>TOTAL WATER FUND</b>		<b>\$1,445,880</b>	<b>\$1,473,000</b>		<b>\$190,000</b>	

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**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
STORMWATER DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
STORMWATER COORDINATOR	6030		0	0	0		0	17- G	71,726	1,768	73,494	1.0
MAINTENANCE IV	6230		0	0	0		0	8- 5	56,499	2,834	59,333	1.0
MAINTENANCE IV	6230		0	0	0		0	8- 5	56,499	2,285	58,784	1.0
STREET SWEEPER OPERATOR	6230		0	0	0		0	7- 5	53,838	1,670	55,508	1.0
EQUIPMENT OPERATOR	6200		0	0	0		0	1- 4	45,320	0	45,320	1.0
<b>FULL TIME SUBTOTALS</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>		<b>283,882</b>	<b>8,557</b>	<b>292,439</b>	<b>5.0</b>
MAINTENANCE WORKER (PT)	6230		0		0			1	31,202		31,202	0.5
INTERN	6615		0		0				0		0	
OVERTIME	6620		0		0				0		0	
<b>OTHER SUBTOTALS</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>			<b>0</b>	<b>0</b>	<b>31,202</b>	<b>0.5</b>
<b>STORMWATER DIVISION TOTALS</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b> *		<b>283,882</b>	<b>8,557</b>	<b>323,641</b>	<b>5.5</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.





**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**WATER FUND**

*Public Works and Water Resources - Stormwater Division*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5595506.9720 CIP - Storm Sewers Material	\$0	\$0	\$0	\$0	\$0	\$440,000
5595506.9760 CIP - Lines Material	0	0	0	0	0	0
5595506.9860 CIP - Lines Labor	0	0	0	0	0	0
5595506.9960 CIP - Lines Contractual	0	0	0	0	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$440,000</u>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>			<u>CURRENT RESOURCES</u>		<u>EQUIPMENT REPLACEMENT</u>	
Q1301 Storm Drainage Improvements (H1301)			\$400,000		\$0	
Q0101 NPDES Phase II Stormwater Quality (T0101)			40,000		0	
NEQSF Equipment Replacement Program			0		60,000	
<b>TOTAL FACILITIES MANAGEMENT DIVISION</b>			<u>\$440,000</u>		<u>\$60,000</u>	

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SEWER FUND**

*Public Works and Water Resources - Sewer Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>REVENUES</b>						
Sewer Service Charge	\$5,976,694	\$5,965,656	\$6,673,718	\$6,693,431	\$7,522,387	\$7,373,286
No. of Gallons (Thousands)	794,166	769,711	912,999	906,246	990,782	913,681
Penalties	22,975	21,244	12,804	12,752	15,000	15,000
Service Fees	(50)	2,186	5,271	3,302	6,000	3,600
Other Revenues	26,021	0	20	99	0	0
Interest Revenue	26,001	19,414	29,660	28,310	26,660	25,800
<b>Total</b>	<b>\$6,051,641</b>	<b>\$6,008,500</b>	<b>\$6,721,473</b>	<b>\$6,737,894</b>	<b>\$7,570,047</b>	<b>\$7,417,686</b>
Less: County Sewer Charge	4,019,672	4,362,661	4,522,287	4,552,004	4,724,791	4,319,771
No. of Gallons (Thousands)	863,120	810,236	923,834	920,358	990,782	913,681
<b>Gross Operating Revenue</b>	<b>\$2,031,969</b>	<b>\$1,645,839</b>	<b>\$2,199,186</b>	<b>\$2,185,890</b>	<b>\$2,845,256</b>	<b>\$3,097,915</b>
<b>OPERATING EXPENSES</b>						
Personnel Services	\$157,525	\$172,354	\$136,950	\$145,450	\$308,038	\$335,822
Materials & Supplies	18,694	22,852	29,327	19,392	23,100	26,300
Contractual Services	132,340	148,851	169,684	221,938	279,455	307,585
Other Charges	4,465	4,414	5,364	3,304	44,643	45,294
<b>Subtotal</b>	<b>\$313,024</b>	<b>\$348,471</b>	<b>\$341,325</b>	<b>\$390,084</b>	<b>\$655,236</b>	<b>\$715,001</b>
Inter-Dept. Charges	219,125	226,377	422,602	442,114	352,743	324,584
<b>Total Operating Expenses</b>	<b>\$532,149</b>	<b>\$574,848</b>	<b>\$763,927</b>	<b>\$832,198</b>	<b>\$1,007,979</b>	<b>\$1,039,585</b>
<b>Net Operating Margin (Before Capital Costs)</b>	<b>\$1,499,820</b>	<b>\$1,070,991</b>	<b>\$1,435,259</b>	<b>\$1,353,692</b>	<b>\$1,837,277</b>	<b>\$2,058,330</b>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
SEWER DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
MAINTENANCE IV	6200	8- 5	54,831	1,351	56,182	1.0	55,120	8- 5	55,949	1,463	57,412	1.0
EQUIP OPERATOR	6200	3- 2	42,609	0	42,609	1.0	43,160	3- 4	43,701	0	43,701	1.0
MAINTENANCE III	6200	6- 5	50,419	0	50,419	1.0						
EQUIP OPERATOR	6200							3- 2	43,011	0	43,011	1.0
EQUIP OPERATOR	6200	3- 5	47,320	0	47,320	1.0	42,058	3- 2	43,011	0	43,011	1.0
<b>FULL TIME SUBTOTALS</b>			<b>195,179</b>	<b>1,351</b>	<b>196,530</b>	<b>4.0</b>	<b>140,338</b>		<b>185,672</b>	<b>1,463</b>	<b>187,135</b>	<b>4.0</b>
OVERTIME	6620		8,500		8,500				12,000		12,000	
INTERN	6615		6,000		6,000				6,500		6,500	
<b>OTHER SUBTOTALS</b>			<b>14,500</b>	<b>0</b>	<b>14,500</b>	<b>0.0</b>	<b>0</b>		<b>18,500</b>	<b>0</b>	<b>18,500</b>	<b>0.0</b>
<b>SEWER DEPARTMENT TOTALS</b>			<b>209,679</b>	<b>1,351</b>	<b>211,030</b>	<b>4.0</b>	<b>140,338</b> *		<b>204,172</b>	<b>1,463</b>	<b>205,635</b>	<b>4.0</b>

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SEWER FUND**

**Expenditures:**

**Public Works and Water Resources - Sewer Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5395302.6200 Line Maintenance	\$86,959	\$91,539	\$62,994	\$78,105	\$152,570	\$185,672
5395302.6580 Service Award	889	989	1,103	2,219	1,351	1,463
5395302.6590 Sick Pay	611	1,150	990	1,154	1,265	1,291
5395302.6615 Interns	0	0	0	4,254	6,000	6,500
5395302.6620 Overtime	6,270	12,933	3,636	4,184	8,500	12,000
5395302.6621 Shift Differential	0	54	98	0	0	0
5395302.6622 Holiday Premium	0	0	324	0	0	0
5395302.6623 Weekend Premium	0	729	1,628	0	0	0
5395302.6880 Uniform Allowances	0	0	225	550	1,200	1,200
5395302.6920 Unemployment Comp. Ins.	977	588	818	758	2,072	1,926
5395302.6930 Social Security Taxes	7,770	8,032	5,210	6,699	16,332	15,922
5395302.6940 City Pension Plan	20,435	19,757	21,413	11,950	12,907	12,526
5395302.6941 Defined Contribution 401(a) Plan	0	0	0	516	10,526	9,730
5395302.6950 Term Life Insurance	457	495	470	461	1,031	980
5395302.6960 Group Hospitalization Ins.	23,979	27,727	29,364	24,188	83,201	74,966
5395302.6961 Long-Term Disability Ins.	173	178	186	179	391	371
5395302.6962 Dental Insurance	0	0	0	1,620	5,606	4,615
5395302.6963 Flexible Spending Account	0	0	0	63	234	0
5395302.6965 Post-Employment Benefits	9,005	8,183	8,491	8,171	0	1,786
5395302.6966 Retirement Health Savings Account	0	0	0	302	4,018	4,078
5395302.6967 Emergency Room Reimbursements	0	0	0	0	580	580
5395302.6968 Vision Insurance Premiums	0	0	0	77	254	216
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$157,525</b>	<b>\$172,354</b>	<b>\$136,950</b>	<b>\$145,450</b>	<b>\$308,038</b>	<b>\$335,822</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SEWER FUND**

**Expenditures:**

**Public Works and Water Resources - Sewer Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5395303.7110 Safety Shoes and Supplies	\$221	\$51	\$270	\$29	\$600	\$800
5395303.7130 Tools, Field Sup., & Small Eq.	1,187	5,288	11,428	8,137	5,000	8,000
5395303.7260 Line Maintenance	16,923	13,936	16,133	11,366	16,000	16,000
5395303.7270 Station Maintenance	466	975	1,242	552	1,500	1,500
5395303.7540 Inventory Adjustment	(103)	1,651	254	(704)	0	0
5395303.7550 Miscellaneous Supplies	0	951	0	12	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$18,694</b>	<b>\$22,852</b>	<b>\$29,327</b>	<b>\$19,392</b>	<b>\$23,100</b>	<b>\$26,300</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5395304.8030 Casualty Insurance	\$2,471	\$805	\$1,092	\$1,069	\$4,115	\$4,900
5395304.8040 Merchant Fees and Discounts	42,678	50,414	59,657	65,613	59,500	70,000
5395304.8050 Phone/Communications	340	279	288	20	0	1,000
5395304.8120 Outside Engineering	26,260	40,770	26,695	29,263	59,340	37,500
5395304.8131 Information Technology Cont'l	0	0	0	18,423	21,500	59,185
5395304.8260 Line Maintenance	55,451	49,641	54,026	101,318	100,000	100,000
5395304.8265 Easement Clearing	0	0	0	0	20,000	20,000
5395304.8270 Station Maintenance	5,140	6,942	27,926	6,232	15,000	15,000
5395304.8550 Misc. Contracted Services	0	0	0	0	0	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$132,340</b>	<b>\$148,851</b>	<b>\$169,684</b>	<b>\$221,938</b>	<b>\$279,455</b>	<b>\$307,585</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SEWER FUND**

**Expenditures:**

**Public Works and Water Resources - Sewer Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5395305.9010 Bad Debt Expense	\$1,879	\$1,829	\$529	\$518	\$2,857	\$708
5395305.9060 Depreciation Expense	2,586	2,585	2,585	2,586	40,086	32,586
5395305.9070 Training & Continuing Educ/Conf	0	0	250	200	200	2,000
5395305.9099 Contingencies	0	0	2,000	0	1,500	10,000
<b>TOTAL OTHER CHARGES</b>	<b>\$4,465</b>	<b>\$4,414</b>	<b>\$5,364</b>	<b>\$3,304</b>	<b>\$44,643</b>	<b>\$45,294</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicle and Equipment	\$463	\$717	\$290	\$302	\$307	\$10,465
Buildings and Grounds	4,869	5,878	2,510	1,122	3,874	4,972
Billings & Accounting	77,709	82,802	75,611	81,919	64,688	62,716
Information Technology	0	0	199,373	224,542	129,348	130,866
Warehousing	2,898	3,115	1,909	1,543	1,986	2,135
Electricity	10,746	11,628	12,715	12,598	13,832	11,582
Administrative Overhead	126,985	132,889	107,167	114,083	113,307	138,547
Other Indirect Charges	(4,545)	(10,652)	23,027	6,005	25,401	(36,699)
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$219,125</b>	<b>\$226,377</b>	<b>\$422,602</b>	<b>\$442,114</b>	<b>\$352,743</b>	<b>\$324,584</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SEWER FUND**

*Public Works and Water Resources - Sewer Division*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5395306.9580 Consulting Fees	\$105,774	\$43,799	\$180,780	\$59,614	\$0	\$0
5395306.9622 Machinery & Equipment	0	0	0	0	25,000	0
5395306.9760 CIP - Lines Material	365,656	10,960	11,185	143,430	276,366	720,000
5395306.9860 CIP - Lines Labor	882	0	0	0	0	0
5395306.9960 CIP - Lines & Streets Contractual	13,068	0	0	149,528	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<b>\$485,380</b>	<b>\$54,759</b>	<b>\$191,965</b>	<b>\$352,572</b>	<b>\$301,366</b>	<b>\$720,000</b>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>		<b><u>CAPITAL RESERVES</u></b>		<b><u>CURRENT RESOURCES</u></b>		
S1701 Twin Lakes Pump Station		\$0		\$150,000		
Q1702 Storm System Start Up Costs		250,000		0		
S1602 Sewer SCADA		43,675		50,000		
S1501 Sewer System Master Plan		0		20,000		
S0904 Sanitary Sewer Study		0		500,000		
SEQSF Equipment Replacement Program		0		0		
<b>TOTAL SEWER FUND</b>		<b>\$293,675</b>		<b>\$720,000</b>		

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Public Works and Water Resources - Refuse Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$1,132,563	\$985,737	\$949,419	\$750,536	\$836,252	\$844,084
Materials and Supplies	29,361	18,078	22,624	14,830	27,200	27,400
Contractual Services	630,507	585,102	524,266	540,995	569,690	520,650
Other Charges	274,013	186,767	134,593	142,825	118,627	155,137
<b>Subtotal</b>	<u>\$2,066,444</u>	<u>\$1,775,684</u>	<u>\$1,630,902</u>	<u>\$1,449,186</u>	<u>\$1,551,769</u>	<u>\$1,547,271</u>
Inter-Dept. Charges	564,025	516,503	502,109	504,465	548,696	526,906
<b>Total Operating Expenses</b>	<u><u>\$2,630,469</u></u>	<u><u>\$2,292,187</u></u>	<u><u>\$2,133,011</u></u>	<u><u>\$1,953,651</u></u>	<u><u>\$2,100,465</u></u>	<u><u>\$2,074,177</u></u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
REFUSE DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				FT POS	GRADE	STEP	ANNUAL			FT POS
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	
REFUSE DRIVER II	6240	8- 5	54,981	1,711	56,692	1.0	55,139	8- 5	56,316	1,828	58,144	1.0		
DRIVER/COLLECTOR	6240	8- 5	55,331	2,611	57,942	1.0	55,688	8- 5	56,499	2,742	59,241	1.0		
DRIVER/COLLECTOR	6240	8- 5	55,331	2,341	57,672	1.0	55,688	8- 5	56,499	2,468	58,967	1.0		
DRIVER/COLLECTOR	6240	8- 5	55,331	2,341	57,672	1.0	55,688	8- 5	56,499	2,468	58,967	1.0		
DRIVER/COLLECTOR	6240	8- 5	55,331	2,161	57,492	1.0	55,688	8- 3	50,350	0	50,350	1.0		
DRIVER/COLLECTOR	6240	8- 5	55,331	1,891	57,222	1.0	55,688	8- 5	56,499	2,011	58,510	1.0		
REFUSE COLLECTOR	6240	3- 5	47,804	1,104	48,908	1.0	47,971	3- 5	49,018	1,201	50,219	1.0		
REFUSE COLLECTOR	6240	3- 5	47,304	0	47,304	1.0	53,373							
REFUSE COLLECTOR	6240	3- 1	10,514	0	10,514	1.0								
REFUSE COORDINATOR	6240			0	0			10- 4	55,444	0	55,444	1.0		
REFUSE COLLECTOR	6240	1- 2	42,058	0	42,058	1.0	42,058	3 3	43,265	0	43,265	1.0		
<b>FULL TIME SUBTOTALS</b>			<b>479,316</b>	<b>14,160</b>	<b>493,476</b>	<b>10.0</b>	<b>476,979</b>		<b>480,389</b>	<b>12,718</b>	<b>493,107</b>	<b>9.0</b>		
OVERTIME	6620		20,000		20,000				20,000		20,000			
<b>OTHER SUBTOTALS</b>			<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0</b>	<b>0</b>		<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0</b>		
<b>REFUSE DEPARTMENT TOTALS</b>			<b>499,316</b>	<b>14,160</b>	<b>513,476</b>	<b>10.0</b>	<b>476,979</b>		<b>500,389</b>	<b>12,718</b>	<b>513,107</b>	<b>9.0</b>		

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Refuse Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0141042.6240 Refuse Workers	\$571,878	\$530,562	\$492,257	\$412,797	\$468,802	\$480,389
0141042.6580 Service Award	17,944	18,907	17,043	13,582	14,160	12,718
0141042.6590 Sick Pay	3,039	3,731	2,871	2,600	3,683	3,299
0141042.6610 Seasonal	26,832	22,210	0	0	0	0
0141042.6615 Interns	0	0	7,062	0	0	0
0141042.6620 Overtime	31,675	19,457	33,705	19,554	20,000	20,000
0141042.6880 Uniform Allowance	0	328	2,238	2,350	3,000	2,700
0141042.6920 Unemployment Comp. Ins.	4,862	4,076	5,525	3,653	4,543	3,917
0141042.6930 Social Security Taxes	53,120	44,118	41,081	33,198	39,792	39,712
0141042.6940 City Pension Plan	147,979	102,547	129,720	104,442	100,455	86,591
0141042.6941 Defined Contribution 401(a) Plan	0	0	974	420	3,943	6,696
0141042.6950 Term Life Insurance	3,034	2,528	2,251	1,868	2,488	2,535
0141042.6960 Group Hospitalization Ins.	194,392	179,170	155,514	129,704	158,122	158,021
0141042.6961 Long-Term Disability Ins.	1,151	1,027	955	800	961	962
0141042.6962 Dental Insurance	13,591	12,547	10,472	8,789	10,725	9,738
0141042.6963 Flexible Spending Account	0	0	0	0	96	0
0141042.6964 Health Savings Account	0	0	250	750	1,700	0
0141042.6965 Post-Employment Benefits	63,066	44,529	46,551	15,148	0	12,349
0141042.6966 Retirement Health Savings Account	0	0	550	203	1,875	2,719
0141042.6967 Emergency Room Reimbursements	0	0	400	400	1,450	1,305
0141042.6968 Vision Insurance Premiums	0	0	0	278	457	433
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,132,563</b>	<b>\$985,737</b>	<b>\$949,419</b>	<b>\$750,536</b>	<b>\$836,252</b>	<b>\$844,084</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Refuse Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0141043.7110 Safety Shoes and Supplies	\$2,134	\$1,214	\$1,040	\$1,565	\$2,100	\$2,500
0141043.7130 Tools, Field Sup., & Small Eq.	30	4,026	1,192	58	400	400
0141043.7132 Collection Carts	20,246	10,566	19,117	8,250	8,000	24,000
0141043.7140 Uniforms	340	320	55	0	0	0
0141043.7191 Yard Waste	0	0	0	0	8,000	0
0141043.7270 Station Maintenance	3,225	1,296	0	289	500	500
0141043.7460 Street Cleaning	2,599	0	0	0	0	0
0141043.7462 Recycling Supplies	0	578	843	4,456	8,000	0
0141043.7540 Inventory Adjustment	532	(57)	106	0	0	0
0141043.7550 Miscellaneous Supplies	255	135	271	212	200	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$29,361</b>	<b>\$18,078</b>	<b>\$22,624</b>	<b>\$14,830</b>	<b>\$27,200</b>	<b>\$27,400</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0141044.8030 Casualty Insurance	\$34,940	\$34,630	\$35,730	\$22,949	\$28,390	\$29,600
0141044.8050 Phone/Communications	194	140	144	10	0	300
0141044.8131 Information Technology	0	0	0	0	0	1,250
0141044.8190 Refuse Disposal-Landfill	575,863	518,428	485,532	502,103	515,000	445,000
0141044.8191 Yard Waste	0	0	0	15,000	20,000	40,000
0141044.8200 Printing & Reproduction	0	0	0	380	2,500	2,000
0141044.8250 Building & Grounds Maintenance	0	672	0	0	0	2,000
0141044.8270 Station Maintenance (Pest Control)	11,573	807	0	0	500	500
0141044.8480 Communication Equip. Maint.	0	0	0	0	300	0
0141044.8550 Misc. Contracted Services	7,937	30,425	2,860	553	3,000	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$630,507</b>	<b>\$585,102</b>	<b>\$524,266</b>	<b>\$540,995</b>	<b>\$569,690</b>	<b>\$520,650</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Refuse Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0141045.9060 Depreciation Expense	\$274,013	\$185,957	\$131,293	\$142,825	\$116,827	\$154,637
0141045.9070 Training & Continuing Educ/Conf	0	810	300	0	300	500
0141045.9099 Contingencies	0	0	3,000	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$274,013</b>	<b>\$186,767</b>	<b>\$134,593</b>	<b>\$142,825</b>	<b>\$118,627</b>	<b>\$155,137</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$428,949	\$422,773	\$423,658	\$394,202	\$442,458	\$389,543
Buildings and Grounds	3,008	3,632	2,439	1,090	3,764	4,830
Billings & Accounting	54,035	61,241	23,572	24,934	24,183	26,214
Information Technology	0	0	12,824	20,740	40,528	56,128
Printing and Reproduction	1,039	1,022	1,153	1,129	1,292	153
Warehousing	1,237	465	325	2,519	932	1,002
Electric Used - Transfer Station	5,602	3,283	2,550	2,026	2,687	1,798
Other Indirect Charges	70,155	24,087	35,588	57,825	32,852	47,238
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$564,025</b>	<b>\$516,503</b>	<b>\$502,109</b>	<b>\$504,465</b>	<b>\$548,696</b>	<b>\$526,906</b>

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Public Works and Water Resources - Street Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$1,038,045	\$845,732	\$871,374	\$900,788	\$924,448	\$853,303
Materials and Supplies	104,124	106,060	146,682	156,018	141,800	143,600
Contractual Services	56,727	69,186	58,287	43,273	65,362	86,924
Other Charges	71,980	109,049	130,722	132,187	178,105	171,643
<b>Subtotal</b>	<b>\$1,270,876</b>	<b>\$1,130,027</b>	<b>\$1,207,065</b>	<b>\$1,232,266</b>	<b>\$1,309,715</b>	<b>\$1,255,470</b>
Inter-Dept. Charges	569,726	561,284	674,324	669,041	777,460	628,550
<b>Total Operating Expenses</b>	<b>\$1,840,602</b>	<b>\$1,691,311</b>	<b>\$1,881,389</b>	<b>\$1,901,307</b>	<b>\$2,087,175</b>	<b>\$1,884,020</b>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
STREETS DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PW & WATER SUPERVISOR	6020	19-	1	71,506	2,938	74,444	1.0	74,264	19-	D	75,362	3,222	78,584	1.0
HVY.EQUIP.MECH./OPER.	6230	10-	5	60,016	1,772	61,788	1.0	60,174	10-	5	61,058	1,899	62,957	1.0
MAINTENANCE IV	6230	8-	5	55,331	2,251	57,582	1.0	55,688	8-	5	56,499	2,377	58,876	1.0
MAINTENANCE IV	6230	8-	5	55,331	2,161	57,492	1.0	55,682						
MAINTENANCE IV (1)	6230	8-	5	55,331	2,161	57,492	1.0	55,688						
MAINTENANCE IV	6230	8-	5	55,331	1,891	57,222	1.0	55,688	8-	5	56,499	2,011	58,510	1.0
EQUIPMENT OPERATOR	6230	3-	5	48,254	1,261	49,515	1.0	48,420	3-	5	49,130	1,361	50,491	1.0
EQUIPMENT OPERATOR	6230	3-	5	47,804	1,104	48,908	1.0	47,971	3-	5	49,093	1,201	50,294	1.0
EQUIPMENT OPERATOR	6230	3-	5	46,025	0	46,025	1.0	47,320	3-	5	48,030	0	48,030	1.0
EQUIPMENT OPERATOR	6230	3-	2						3-	2	45,674	0	45,674	1.0
<b>FULL TIME SUBTOTALS</b>				<b>494,929</b>	<b>15,539</b>	<b>510,468</b>	<b>9.0</b>	<b>500,895</b>			<b>441,345</b>	<b>12,071</b>	<b>453,416</b>	<b>8.0</b>
SEASONAL	6610			40,000		40,000					48,000		48,000	
OVERTIME	6620			50,000		50,000					51,500		51,500	
<b>OTHER SUBTOTALS</b>				<b>90,000</b>	<b>0</b>	<b>90,000</b>	<b>0.0</b>	<b>0</b>			<b>99,500</b>	<b>0</b>	<b>99,500</b>	<b>0.0</b>
<b>STREET DEPARTMENT TOTALS</b>				<b>584,929</b>	<b>15,539</b>	<b>600,468</b>	<b>9.0</b>	<b>500,895</b>	*		<b>540,845</b>	<b>12,071</b>	<b>552,916</b>	<b>8.0</b>

(1) This position was reclassified to the Stormwater Division for 2017.

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Street Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131052.6020 Supervisory	\$67,117	\$69,224	\$60,350	\$67,675	\$71,506	\$75,362
0131052.6230 Maintenance Workers	499,272	396,975	375,057	406,618	423,423	365,983
0131052.6580 Service Award	17,058	10,991	11,689	14,206	15,539	12,071
0131052.6590 Sick Pay	2,451	1,998	2,576	3,297	5,107	4,068
0131052.6610 Seasonal	29,161	10,657	0	32,417	40,000	48,000
0131052.6615 Interns	0	0	6,045	3,900	0	0
0131052.6620 Overtime	20,934	40,763	62,810	59,837	50,000	51,500
0131052.6880 Uniform Allowances	0	0	1,880	2,580	2,880	2,280
0131052.6920 Unemployment Comp. Ins.	4,995	3,738	4,536	3,952	5,430	4,582
0131052.6930 Social Security Taxes	49,180	39,242	38,337	40,624	46,547	42,784
0131052.6940 City Pension Plan	138,285	92,107	117,755	97,060	105,672	77,828
0131052.6941 Defined Contribution 401(a) Plan	0	0	1,218	3,103	3,452	7,028
0131052.6950 Term Life Insurance	2,823	2,217	2,296	2,317	2,612	2,327
0131052.6960 Group Hospitalization Ins.	137,617	127,583	133,562	136,539	139,153	135,342
0131052.6961 Long-Term Disability Ins.	1,069	840	880	847	992	882
0131052.6962 Dental Insurance	9,149	8,660	9,003	8,787	9,017	7,915
0131052.6964 Health Savings Account	0	750	562	0	0	0
0131052.6965 Post-Employment Benefits	58,934	39,987	42,268	13,764	0	11,099
0131052.6966 Retirement Health Savings Account	0	0	550	1,320	1,339	2,719
0131052.6967 Emergency Room Reimbursements	0	0	0	1,601	1,305	1,160
0131052.6968 Vision Insurance Premiums	0	0	0	344	474	373
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,038,045</b>	<b>\$845,732</b>	<b>\$871,374</b>	<b>\$900,788</b>	<b>\$924,448</b>	<b>\$853,303</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Street Division**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
0131053.7110 Safety Shoes & Supplies	\$1,987	\$2,946	\$1,538	\$3,838	\$3,500	\$3,300
0131053.7130 Tools, Field Sup., & Small Eq.	4,213	4,768	1,512	6,342	3,000	3,200
0131053.7140 Uniforms	372	0	0	78	0	0
0131053.7340 Street Signs and Roadway Markings	25,753	20,331	31,496	14,109	25,000	26,000
0131053.7380 Street Maintenance	24,225	32,759	23,253	29,533	25,000	30,000
0131053.7400 Storm Sewer Maintenance	13,642	629	7,775	10,128	8,000	0
0131053.7450 Salt, Sand, & Snow Removal	16,299	25,162	61,653	75,194	60,000	61,800
0131053.7470 Curb & Gutter Maintenance	17,847	19,654	16,204	12,548	16,000	18,000
0131053.7540 Inventory Adjustment	(2,473)	(1,433)	2,040	2,970	0	0
0131053.7550 Miscellaneous Supplies	2,259	1,244	1,211	1,278	1,300	1,300
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$104,124</b>	<b>\$106,060</b>	<b>\$146,682</b>	<b>\$156,018</b>	<b>\$141,800</b>	<b>\$143,600</b>

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>CONTRACTUAL SERVICES</b>						
0131054.8030 Casualty Insurance	\$44,388	\$46,982	\$51,700	\$34,605	\$43,182	\$41,800
0131054.8050 Phone/Communications	242	163	168	163	180	550
0131054.8130 Building & Equipment Rental	2,500	16,500	4,500	0	5,000	5,000
0131054.8131 Information Technology	0	0	0	0	0	2,574
0131054.8380 Street and Stormwater Maintenance	2,657	2,875	964	7,912	15,000	15,000
0131054.8420 Tree Removal	0	0	648	0	1,000	0
0131054.8450 Salt, Sand & Snow Removal	0	0	0	0	0	20,000
0131054.8550 Misc. Contracted Services	6,940	2,666	307	593	1,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$56,727</b>	<b>\$69,186</b>	<b>\$58,287</b>	<b>\$43,273</b>	<b>\$65,362</b>	<b>\$86,924</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Street Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131055.9010 Bad Debts	\$0	\$0	\$296	\$0	\$0	\$0
0131055.9060 Depreciation Expense	71,980	107,880	127,526	132,067	176,205	171,243
0131055.9070 Training & Continuing Educ/Conf	0	1,169	400	120	400	400
0131055.9099 Contingencies	0	0	2,500	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$71,980</b>	<b>\$109,049</b>	<b>\$130,722</b>	<b>\$132,187</b>	<b>\$178,105</b>	<b>\$171,643</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Street Lights and Traffic Signals	\$285,355	\$268,655	\$266,590	\$308,682	\$287,835	\$177,835
Buildings and Grounds	16,273	19,648	13,191	5,894	20,359	26,128
Vehicles & Equipment	192,576	147,416	190,643	178,933	199,314	150,283
Billings & Accounting	43,813	49,427	31,685	33,698	33,355	35,782
Information Technology	0	0	27,074	43,787	85,556	118,494
Printing and Reproduction	1,039	1,022	1,153	1,129	1,292	153
Warehousing	2,177	2,270	1,760	2,136	1,711	1,839
Electricity Used	1,602	1,583	1,650	1,526	1,787	1,398
Other Indirect Charges	26,891	71,263	140,578	93,256	146,251	116,638
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$569,726</b>	<b>\$561,284</b>	<b>\$674,324</b>	<b>\$669,041</b>	<b>\$777,460</b>	<b>\$628,550</b>

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Public Works and Water Resources - Engineering Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$1,050,290	\$551,168	\$554,983	\$667,242	\$759,111	\$804,988
Materials and Supplies	10,268	2,784	4,373	3,240	6,200	5,700
Contractual Services	52,649	37,227	35,799	82,527	36,173	92,233
Other Charges	9,161	8,354	14,433	12,633	24,207	19,970
<b>Subtotal</b>	<b>\$1,122,368</b>	<b>\$599,533</b>	<b>\$609,588</b>	<b>\$765,642</b>	<b>\$825,691</b>	<b>\$922,891</b>
Inter-Dept. Charges	(37,649)	(5,511)	44,956	50,243	72,955	91,719
<b>Total Operating Expenses</b>	<b>\$1,084,719</b>	<b>\$594,022</b>	<b>\$654,544</b>	<b>\$815,885</b>	<b>\$898,646</b>	<b>\$1,014,610</b>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
ENGINEERING DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
FIELD OPERATIONS SUPT.	6020	22- I	82,412	0	82,412	1.0	82,413	22- I	83,649	0	83,649	1.0
PLANNING & DESIGN ENGIN	6030	22- D	74,478	0	74,478	1.0						
PLANNING & DESIGN ENGIN	6030						73,500	22- D	77,099	0	77,099	1.0
SPEC PROJ COORD.	6030	17- G	70,731	5,040	75,771	1.0	70,733	17- G	72,726	5,304	78,030	1.0
CHIEF SURVEYOR	6210	15- G	64,849	1,695	66,544	1.0	64,848	15- G	66,691	1,853	68,544	1.0
UTILITY INSPECTOR I	6210							14- 2	51,349	0	51,349	1.0
UTILITY INSPECTOR II	6210	16- G	67,869	2,854	70,723	1.0	63,696					
UTILITY INSPECTOR	6210	14- G	62,399	1,935	64,334	1.0	60,623	14- G	64,426	2,096	66,522	1.0
ENGINEERING TECH	6030	14- D	55,021	996	56,017	1.0	59,454	14- G	61,762	1,221	62,983	1.0
<b>FULL TIME SUBTOTALS</b>			<b>477,759</b>	<b>12,520</b>	<b>490,279</b>	<b>7.0</b>	<b>475,267</b>		<b>477,702</b>	<b>10,474</b>	<b>488,176</b>	<b>7.0</b>
INTERNS	6615		18,000		18,000				19,500		19,500	
TRANSITIONAL WAGES	6030								40,713		40,713	
OVERTIME	6620		12,500		12,500				15,000		15,000	
<b>OTHER SUBTOTALS</b>			<b>30,500</b>	<b>0</b>	<b>30,500</b>	<b>0.0</b>	<b>0</b>		<b>75,213</b>	<b>0</b>	<b>75,213</b>	<b>0.0</b>
<b>ENGINEERING DEPARTMENT TOTALS</b>			<b>508,259</b>	<b>12,520</b>	<b>520,779</b>	<b>7.0</b>	<b>475,267</b>	*	<b>552,915</b>	<b>10,474</b>	<b>563,389</b>	<b>7.0</b>

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Engineering Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131072.6020 Supervisory	\$184,239	\$56,250	\$59,341	\$77,642	\$82,412	\$83,649
0131072.6030 Engineering/Technical	233,780	130,322	144,708	191,861	200,230	252,300
0131072.6080 Clerical	39,609	0	0	0	0	0
0131072.6210 Inspectors	172,972	128,283	117,728	187,274	195,117	182,466
0131072.6580 Service Award	20,108	10,550	12,066	11,692	12,520	10,474
0131072.6590 Sick Pay	9,863	6,175	6,595	4,980	5,835	4,506
0131072.6615 Interns	0	0	0	8,076	18,000	19,500
0131072.6620 Overtime	17,264	10,354	6,932	14,772	12,500	15,000
0131072.6880 Uniform Allowance	0	466	734	1,080	1,080	1,080
0131072.6920 Unemployment Comp. Ins.	3,498	2,308	3,002	3,062	3,767	3,482
0131072.6930 Social Security Taxes	52,476	37,850	26,512	37,487	40,369	40,412
0131072.6940 City Pension Plan	151,138	69,765	80,165	58,680	75,532	59,462
0131072.6941 Defined Contribution 401(a) Plan	0	4,125	6,289	11,032	11,767	15,907
0131072.6950 Term Life Insurance	2,954	1,914	1,908	1,637	2,482	2,465
0131072.6960 Group Hospitalization Ins.	89,092	55,576	53,211	41,381	86,046	93,281
0131072.6961 Long-Term Disability Ins.	1,219	817	678	610	956	955
0131072.6962 Dental Insurance	7,587	5,333	4,422	3,792	5,772	6,092
0131072.6963 Flexible Spending Account	78	13	0	0	0	78
0131072.6964 Health Savings Account	0	0	250	0	750	0
0131072.6965 Post-Employment Benefits	64,413	30,285	28,934	9,407	0	8,480
0131072.6966 Retirement Health Savings Account	0	782	1,508	2,639	2,679	4,078
0131072.6967 Emergency Room Reimbursements	0	0	0	0	1,015	1,015
0131072.6968 Vision Insurance Premiums	0	0	0	138	282	306
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,050,290</b>	<b>\$551,168</b>	<b>\$554,983</b>	<b>\$667,242</b>	<b>\$759,111</b>	<b>\$804,988</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Public Works and Water Resources - Engineering Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131073.7110 Safety Shoes & Supplies	\$465	\$616	\$400	\$546	\$1,200	\$1,200
0131073.7130 Tools, Field Sup., & Small Eq.	1,688	579	1,710	1,737	2,500	2,000
0131073.7140 Uniforms	38	520	111	0	0	0
0131073.7150 Office Supplies	2,597	1,069	2,121	957	2,500	2,500
0131073.7401 Stormwater Program	5,466	0	31	0	0	0
0131073.7550 Miscellaneous Supplies	14	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$10,268</b>	<b>\$2,784</b>	<b>\$4,373</b>	<b>\$3,240</b>	<b>\$6,200</b>	<b>\$5,700</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131074.8020 Advertising	\$1,676	\$1,033	\$1,656	\$1,189	\$1,100	\$1,100
0131074.8030 Casualty Insurance	14,276	13,506	15,085	8,732	11,521	19,300
0131074.8050 Phone/Communications	5,090	4,659	4,316	2,939	3,552	5,000
0131074.8120 Outside Engineering	24,576	18,025	14,727	68,400	20,000	44,000
0131074.8131 Information Technology Cont'l	0	0	0	1,266	0	22,833
0131074.8401 Stormwater Program	7,019	0	0	0	0	0
0131074.8550 Misc. Contracted Services	12	4	15	1	0	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$52,649</b>	<b>\$37,227</b>	<b>\$35,799</b>	<b>\$82,527</b>	<b>\$36,173</b>	<b>\$92,233</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

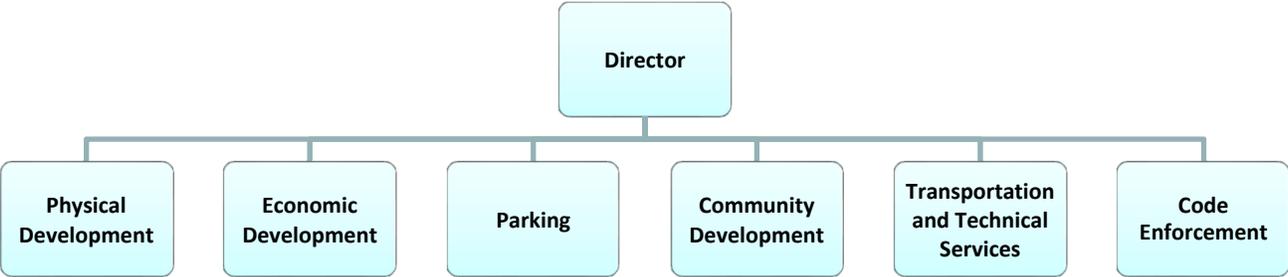
**Public Works and Water Resources - Engineering Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0131075.9020 Mileage & Small Bus. Expense	\$21	\$3	\$216	\$0	\$50	\$0
0131075.9040 Dues & Professional Organizations	2,555	852	1,017	1,338	3,000	0
0131075.9060 Depreciation Expense	6,516	7,290	10,014	10,557	19,257	11,870
0131075.9070 Training & Continuing Educ/Conf	69	209	186	738	400	8,100
0131075.9099 Contingencies	0	0	3,000	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$9,161</b>	<b>\$8,354</b>	<b>\$14,433</b>	<b>\$12,633</b>	<b>\$24,207</b>	<b>\$19,970</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$20,750	\$26,648	\$14,319	\$12,687	\$14,868	\$18,206
Buildings and Grounds	1,973	2,383	1,600	715	2,469	3,169
Billings & Accounting	33,028	27,425	14,834	15,750	16,512	18,901
Information Technology	0	0	11,400	18,436	36,027	49,892
Printing and Reproduction	1,039	1,022	1,153	1,129	1,292	153
Electricity Used	1,602	1,583	1,650	1,526	1,787	1,398
Other Indirect Expenses	(96,041)	(64,572)	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>(\$37,649)</b>	<b>(\$5,511)</b>	<b>\$44,956</b>	<b>\$50,243</b>	<b>\$72,955</b>	<b>\$91,719</b>

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



### **City of Newark: Planning and Development Department**

The Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its Program Divisions (Land Use and Planning, Economic Development, Parking, and Code Enforcement) described below:

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

Key division accomplishments for 2016 include amendments to the Zoning Code regarding building height and setback exceptions, alcohol sales in movie theaters, and density rounding practices. In addition, the division assisted the Planning Commission in the consideration of three annexations, three Comp Plan Amendments, six Rezonings, six Major Subdivisions, and three Minor Subdivisions. Another key activity in 2016 was the continued public discussion on the draft of the City's Comprehensive Development Plan V. The draft Plan was originally recommended for adoption by the Planning Commission on July 2, 2014 and presented to Council on July 11, 2014. Subsequently, Council held a series of public workshop sessions to revise the draft Plan and referred the document back to Planning Commission for reconsideration. The Commission considered the revised draft at two meetings, and recommended adoption of the revised Comp Plan in August of this year, with the Public Hearing and Council action to follow. The process, which began in 2012, benefitted from significant public participation and review including 48 public meetings and contributions from more than 400 unique individuals.

In addition, in 2014, based on unprecedented growth in rental housing development, City Council awarded a contract to Urban Partners to study rental housing needs in Newark, which the Division helped facilitate. The study's Phase One was completed in the spring of 2015. Phase Two kicked off on October 21, 2015 and the Division participated and helped facilitate this process, and anticipates completion by the end of 2016.

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

In 2017, in addition to its land use responsibilities, the division will work on the implementation of the recommendations of Phase Two of the Rental Housing Needs Assessment Study and Comprehensive Development Plan V.

**Community Development and Housing:** The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark. In the 41<sup>st</sup> year (July 1, 2015 to June 30, 2016), the City allocated \$250,000 in CDBG funds to 10 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

This division administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors programs for contract compliance; and directly manages the Home Improvement. In addition, the Division also administers the City-funded Promoting Owner-Occupancy of Homes and the Home Buyer's Assistance Programs. Although these latter programs do not fall under the CDBG Program, they are intended to expand homeownership and to help provide social services within the City, complementing the mission of the CDBG Program.

The City-funded Revenue Sharing Program is also managed by the Division. In 2016, \$63,284 in City funds were allocated and distributed to 12 different programs under the Revenue Sharing program.

In 2016, the division's goal was to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents. In 2017, the division will be working to continue the effective operation of both programs.

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

This division spent time in 2016 working with the University, WILMAPCO, DelDOT and other jurisdictions on the Newark Regional Transportation Center, which is anticipated to begin construction in late 2017, and worked with interest groups to implement the Newark Bicycle Plan. The division also revised the Unicity Bus schedule to make it easier to read and, with minor route changes, serve more residents, including an expansion to serve the Fairfield area with the cancelation of DART Route 16 in June. Finally, the division participated in the Cleveland Avenue Street Improvements Task Force of the Newark Traffic Committee in anticipation of 2018 reconstruction of Cleveland Avenue, with an eye to improving safety and flow for vehicles, bicycles and pedestrians along this very busy corridor.

In 2017, the division will embark on an effort with DART, the University of Delaware, Cecil Transit and UD's Institute for Public Administration to help coordinate transit systems in

Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study and Newark Bicycle Plan, participating in the management and related activities associated with the Newark Regional Transportation Center, as well as operating UNICITY.

**Economic Development:** This division supplements private sector initiatives to strengthen Newark's commercial and industrial well-being. It is responsible for developing and modifying long range economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials.

In 2017, the division will focus resources on business recruitment and retention Citywide.

**Parking:** This division is responsible for the oversight, management, and supervision of off-street parking services and facilities downtown and the maintenance and operation of all on-street parking meters throughout Newark. In 2015, the division became responsible for parking enforcement. Since then, the division completed the successful transition of Parking Enforcement Officers to Parking Ambassadors, and our focus on improving customer service and promoting Newark as a friendly and inviting place to visit and live. At the same time, the division facilitated the transition of our current and outdated parking enforcement software, billing and reporting systems to the T2 system, which provides a platform not only for enforcement but for court purposes as well. The system is now operational and provides a seamless service for all aspects of parking enforcement.

Regarding off-street parking improvements, in 2016 the division began operating in the expanded section of municipal parking lot #2, adding significantly to the parking inventory and improving vehicular and pedestrian safety in the area. In addition, City Council managed the project to install Parking Soft fee collection equipment for all pay to park lots and the division coordinated public education about the new equipment and how to use it. The new system provides accurate information regarding lot usage and inventory, so we can consider additional lot improvements to make customer aware of available spaces.

As part of the responsibility for parking management, the Parking Division handles supervision of personnel, facility maintenance and construction, lease negotiations, customer and business relations, and marketing. In addition, the division works with the Public Works and Water Resources Department regarding maintenance and repairs; the Electric Department for the construction and maintenance of lighting, ticket spitter and booth construction; the Finance Department for accounting and bookkeeping; the Police Department for crime prevention; and the Parks and Recreation Department for landscape maintenance and snow removal. The division also works closely with the Downtown Newark Partnership's Parking Committee to develop plans for future parking improvements.

In 2017, the division is slated to take over the residential parking permit program currently managed by the Newark Police Department. The Division is currently reviewing options with the T2 software to ensure that the transition is a seamless one. The Division will continue to work to increase parking lot space inventory, improve customer service for off street parking, as

well as conduct parking enforcement activities and manage all on and off street parking functions.

**Code Enforcement:** This division is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code. The Division issues permits for rental units, signs, elevators, and construction, and also coordinates building permit review with other City departments. In addition, the division is responsible for State and City Fire Code compliance for new and existing construction.

The division's key 2016 accomplishments include consideration of Code amendments to increase compliance with residential rental permit inspections, making the existing Cityview Software system work effectively for Newark, reviewing other software options to improve services, and managing the responsibilities of municipal facilities management and cleaning services.

The division's principal goals for 2017 will be to continue to streamline services to the community, update the permitting, licensing and Code Enforcement processes, maintain municipal facilities, and assist in the implementation the recommendations of the Newark Rental Housing Needs Assessment Study Phase II results as they become available.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Planning & Development Department-Planning Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$468,719	\$428,642	\$481,112	\$446,521	\$450,067	\$466,384
Materials and Supplies	43,309	59,208	54,663	2,960	5,500	4,950
Contractual Services	264,246	394,442	524,444	206,321	205,907	75,399
Other Charges	3,261	53,548	57,204	63,656	49,311	5,175
<b>Subtotal</b>	<b>\$779,535</b>	<b>\$935,840</b>	<b>\$1,117,423</b>	<b>\$719,458</b>	<b>\$710,785</b>	<b>\$551,908</b>
Inter-Dept. Charges	79,397	79,251	72,579	66,654	89,108	94,129
<b>Total Operating Expenses</b>	<b>\$858,932</b>	<b>\$1,015,091</b>	<b>\$1,190,002</b>	<b>\$786,112</b>	<b>\$799,893</b>	<b>\$646,037</b>

**PLANNING & DEVELOPMENT DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
PLANNING DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL			FT POS		GRADE STEP	ANNUAL			FT POS
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	
DIRECTOR OF P & D	6020	31- I	118,299	6,060	124,359	1.0	118,299	31- I	120,058	6,350	126,408	1.0
DEVELOP MNGR/PRIN PLANNER	6020	22- D	82,218	1,910	84,128	1.0	81,568	22- I	84,299	2,091	86,390	1.0
PLANNER *	6030	12- D	49,903	0	49,903	1.0	50,223	12- E	53,239	0	53,239	1.0
SECRETARY I	6080	10- G	52,941	1,045	53,986	1.0	42,931	10- C	44,633	0	44,633	1.0
<b>FULL TIME SUBTOTALS</b>			<b>303,361</b>	<b>9,015</b>	<b>312,376</b>	<b>4.0</b>	<b>293,021</b>		<b>302,229</b>	<b>8,441</b>	<b>310,670</b>	<b>4.0</b>
GRADUATE INTERN	6615		12,000		12,000				12,000		12,000	
TRANSITIONAL WAGES	6080		2,000		2,000							
OVERTIME	6620		2,500		2,500				2,200		2,200	
<b>OTHER SUBTOTALS</b>			<b>16,500</b>	<b>0</b>	<b>16,500</b>	<b>0.0</b>	<b>0</b>		<b>14,200</b>	<b>0</b>	<b>14,200</b>	<b>0.0</b>
<b>PLANNING AND DEVELOPMENT DEPT</b>			<b>319,861</b>	<b>9,015</b>	<b>328,876</b>	<b>4.0</b>	<b>293,021 #</b>		<b>316,429</b>	<b>8,441</b>	<b>324,870</b>	<b>4.0</b>

\* FUNDED 40% THRU COMMUNITY DEVELOPMENT

# Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Planning & Development Department-Planning Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111112.6020 Supervisory	\$181,591	\$161,073	\$176,843	\$188,795	\$200,517	\$204,357
0111112.6030 Engineering/Technical	35,277	58,611	60,854	33,115	24,952	31,943
0111112.6080 Clerical	46,632	48,946	49,502	64,221	54,941	44,633
0111112.6580 Service Award	7,811	5,866	7,407	7,965	9,015	8,441
0111112.6590 Sick Pay	4,253	3,491	4,095	4,211	5,771	4,751
0111112.6600 Part-Time	0	0	0	3,395	0	0
0111112.6615 Interns	12,926	8,131	7,320	3,634	12,000	12,000
0111112.6620 Overtime	1,628	3,019	4,124	2,640	2,500	2,200
0111112.6860 Other Wages	6,204	0	0	0	0	0
0111112.6920 Unemployment Comp. Ins.	2,140	1,464	2,143	1,958	1,979	1,869
0111112.6930 Social Security Taxes	22,080	21,691	23,336	23,375	23,633	23,556
0111112.6940 City Pension Plan	76,263	49,460	64,677	54,516	59,663	55,742
0111112.6941 Defined Contribution 401(a) Plan	264	2,236	4,002	3,096	1,872	2,396
0111112.6950 Term Life Insurance	1,019	990	1,058	1,192	1,204	1,197
0111112.6960 Group Hospitalization Ins.	35,038	37,128	46,208	39,723	45,676	57,478
0111112.6961 Long-Term Disability Ins.	418	406	592	509	512	334
0111112.6962 Dental Insurance	2,134	2,203	2,839	2,792	2,848	3,616
0111112.6963 Flexible Spending Account	156	39	0	63	78	0
0111112.6964 Health Savings Account	0	1,875	1,125	2,250	1,500	2,400
0111112.6965 Post-Employment Benefits	32,493	21,474	23,513	7,656	0	6,525
0111112.6966 Retirement Health Savings Account	392	539	1,474	1,144	669	2,175
0111112.6967 Emergency Room Reimbursements	0	0	0	0	580	580
0111112.6968 Vision Insurance Premiums	0	0	0	271	157	191
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$468,719</b>	<b>\$428,642</b>	<b>\$481,112</b>	<b>\$446,521</b>	<b>\$450,067</b>	<b>\$466,384</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Planning & Development Department-Planning Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111113.7131 Information Technology Supplies	\$0	\$0	\$382	\$0	\$0	\$0
0111113.7150 Office Supplies	896	1,396	1,660	1,444	2,000	1,800
0111113.7160 Books, Periodicals, Etc.	170	204	167	180	500	450
0111113.7200 Copying Supplies	638	1,309	862	1,137	2,000	1,800
0111113.7550 Miscellaneous Supplies	149	5,588	757	199	1,000	900
0111113.7670 Downtown Newark Partnership (1)	41,456	50,711	49,393	0	0	0
0111113.7697 New Night in Downtown Newark	0	0	1,442	0	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$43,309</b>	<b>\$59,208</b>	<b>\$54,663</b>	<b>\$2,960</b>	<b>\$5,500</b>	<b>\$4,950</b>
(1) Moved to DNP Special Revenue Fund						

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111114.8020 Advertising	\$739	\$1,364	\$1,245	\$1,223	\$1,150	\$1,350
0111114.8030 Casualty Insurance	7,509	5,661	6,983	5,278	6,532	6,600
0111114.8040 Merchant Fees and Discounts	0	404	26,896	0	0	0
0111114.8050 Phone/Communications	971	865	1,080	870	780	1,200
0111114.8131 Information Technology Cont'l	0	0	216	17,380	0	12,249
0111114.8180 Consulting Fees (1)	75,940	202,440	207,070	35,061	50,000	50,000
0111114.8550 Misc. Contracted Services	880	5,552	10,387	1,300	4,065	4,000
0111114.8670 Downtown Newark Partnership (2)	44,688	60,592	109,798	1,050	0	0
0111114.8697 New Night in Downtown Newark	0	0	2,480	0	0	0
0111114.8800 Unicity Bus (3)	133,519	117,564	158,289	144,159	143,380	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$264,246</b>	<b>\$394,442</b>	<b>\$524,444</b>	<b>\$206,321</b>	<b>\$205,907</b>	<b>\$75,399</b>
(1) 2015 Expenditures reduced by \$75,000 for the TIGER IV grant and another \$75,000 for the GNEDP funding						
(2) Moved to DNP Special Revenue Fund						
(3) Expenditures reimbursable by the Delaware Transit Corporation. Budget moved to Unicity Transportation Fund in 2017.						

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Planning & Development Department-Planning Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111115.9020 Mileage & Small Bus. Exp.	\$43	\$87	\$483	\$131	\$500	\$450
0111115.9040 Dues & Professional Organizations	3,058	2,365	3,318	1,915	4,500	900
0111115.9060 Depreciation Expense (1)	0	50,794	51,383	52,540	42,311	0
0111115.9070 Training & Continuing Educ/Conf	160	302	20	9,070	500	3,825
0111115.9099 Contingencies	0	0	2,000	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$3,261</b>	<b>\$53,548</b>	<b>\$57,204</b>	<b>\$63,656</b>	<b>\$49,311</b>	<b>\$5,175</b>
(1) Includes Unicity Bus Assets. Budget moved to Unicity Transportation Fund in 2017.						

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Unicity Bus	\$60,684	\$51,220	\$54,296	\$47,410	\$56,283	\$59,409
Buildings and Grounds	7,449	8,994	6,038	2,698	9,320	11,961
Billings & Accounting	18,416	25,534	14,083	14,874	11,507	10,949
Information Technology	0	0	6,412	10,371	20,264	28,064
Electricity Used	6,046	5,977	6,227	5,761	6,745	5,277
Services to Utility Funds	(17,529)	(16,733)	(19,283)	(19,168)	(20,398)	(22,170)
Printing and Reproduction	4,331	4,259	4,806	4,708	5,387	639
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$79,397</b>	<b>\$79,251</b>	<b>\$72,579</b>	<b>\$66,654</b>	<b>\$89,108</b>	<b>\$94,129</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Planning Department - Code Enforcement Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$990,550	\$992,484	\$1,121,543	\$1,235,079	\$1,281,661	\$1,165,085
Materials and Supplies	8,332	5,271	4,539	66,944	59,750	9,540
Contractual Services	41,805	38,867	43,718	154,859	175,673	88,696
Other Charges	4,623	4,553	5,288	4,611	17,320	8,571
<b>Subtotal</b>	<b>\$1,045,310</b>	<b>\$1,041,175</b>	<b>\$1,175,088</b>	<b>\$1,461,493</b>	<b>\$1,534,404</b>	<b>\$1,271,892</b>
Inter-Dept. Charges	73,806	75,277	23,256	(43,395)	(261,891)	134,173
<b>Total Operating Expenses</b>	<b>\$1,119,116</b>	<b>\$1,116,452</b>	<b>\$1,198,344</b>	<b>\$1,418,098</b>	<b>\$1,272,513</b>	<b>\$1,406,065</b>

**PLANNING & DEVELOPMENT DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
CODE ENFORCEMENT DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CODE ENF. MANAGER	6020	22- D	75,000	0	75,000	1.0	74,984	22- D	76,863	0	76,863	1.0
CODE ENF. OFFICER	6260	17- G	70,031	2,176	72,207	1.0	70,033	17- G	72,609	2,358	74,967	1.0
CODE ENF. OFFICER	6260	17- G	70,031	2,176	72,207	1.0	70,033	17- G	72,434	2,358	74,792	1.0
CODE ENF. OFFICER	6260	17- G	69,139	1,146	70,285	1.0	69,433	17- G	71,426	1,297	72,723	1.0
CODE ENF. OFFICER	6260	17- G	70,731	3,093	73,824	1.0	70,733	17- G	72,726	3,301	76,027	1.0
FIRE PROTECTION SPECIALIST	6260	14- B	48,554	0	48,554	1.0	56,494	14- F	58,325	0	58,325	1.0
FACILITIES MAINT SUPER.	6230	15- C	53,274	0	53,274	1.0						
PROP. MAINT. INSPECTOR II	6260	14- G	63,099	2,138	65,237	1.0	63,104	14- G	64,876	2,305	67,181	1.0
PROP. MAINT. INSPECTOR II	6260	14- G	61,799	1,120	62,919	1.0	61,804	14- G	63,576	1,258	64,834	1.0
PROP. MAINT. INSPECTOR I	6260	12- B	45,541	0	45,541	1.0	44,648	12- B	47,776	0	47,776	1.0
CLERK TYPIST II	6080	8- D	42,111	1,173	43,284	1.0	44,231	8- E	47,251	1,379	48,630	1.0
SECRETARY I	6080	10- G	52,241	0	52,241	1.0	52,232	10- G	54,389	896	55,285	1.0
<b>FULL TIME SUBTOTALS</b>			<b>721,551</b>	<b>13,022</b>	<b>734,573</b>	<b>12.0</b>	<b>677,729</b>		<b>702,251</b>	<b>15,152</b>	<b>717,403</b>	<b>11.0</b>
MAINTENANCE WORKERS	6230	5	14,966		14,966	0.5						
MAINTENANCE WORKERS	6230	4	14,778		14,778	0.5						
MAINTENANCE WORKERS	6230	4	14,778		14,778	0.5						
MAINTENANCE WORKERS	6230	5	14,966		14,966	0.5						
MAINTENANCE WORKERS	6230	5	14,966		14,966	0.5						
MAINTENANCE WORKERS	6230	1	13,790		13,790	0.5						
OVERTIME	6620		27,700		27,700				28,000		28,000	
SHIFT DIFFERENTIAL	6629		0		0				0		0	
<b>OTHER SUBTOTALS</b>			<b>115,944</b>	<b>0</b>	<b>115,944</b>	<b>3.0</b>	<b>0</b>		<b>28,000</b>	<b>0</b>	<b>28,000</b>	<b>0.0</b>
<b>CODE ENFORCEMENT DIVISION TOTALS</b>			<b>837,495</b>	<b>13,022</b>	<b>850,517</b>	<b>15.0</b>	<b>677,729</b>	*	<b>730,251</b>	<b>15,152</b>	<b>745,403</b>	<b>11.0</b>

NOTE: Facilities Maintenance Supervisor and the Maintenance Workers are assigned to the Maintenance Fund Facilities Maintenance Division in 2017.

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Planning Department - Code Enforcement Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121082.6020 Supervisory	\$71,805	\$71,760	\$73,883	\$60,385	\$75,000	\$76,863
0121082.6080 Clerical	83,990	87,534	85,617	90,214	94,352	101,640
0121082.6230 Maintenance Workers	0	0	33,031	134,481	141,518	0
0121082.6260 Code Enforcement	405,295	419,256	436,047	464,301	498,925	523,748
0121082.6580 Service Award	10,401	11,171	16,235	14,584	13,022	15,152
0121082.6590 Sick Pay	5,708	5,787	5,680	3,538	5,636	5,539
0121082.6615 Interns	0	0	0	12,159	0	0
0121082.6620 Overtime	19,847	28,171	42,925	45,067	27,700	28,000
0121082.6621 Shift Differential	412	540	36	0	0	0
0121082.6880 Uniform Allowance	0	74	1,349	1,380	2,520	1,440
0121082.6920 Unemployment Comp. Ins.	3,823	3,484	5,851	7,298	7,989	4,788
0121082.6930 Social Security Taxes	45,611	46,446	51,534	61,617	65,689	57,557
0121082.6940 City Pension Plan	133,345	111,134	145,042	136,251	117,505	116,255
0121082.6941 Defined Contribution 401(a) Plan	0	0	1,302	5,551	16,279	13,722
0121082.6950 Term Life Insurance	2,667	2,757	2,860	2,777	3,808	3,697
0121082.6960 Group Hospitalization Ins.	140,027	145,071	154,949	163,033	189,285	180,394
0121082.6961 Long-Term Disability Ins.	1,010	1,045	1,149	1,124	1,442	1,406
0121082.6962 Dental Insurance	9,630	9,964	10,080	10,995	12,764	10,215
0121082.6963 Flexible Spending Account	156	39	0	315	468	390
0121082.6964 Health Savings Account	0	0	0	0	0	1,500
0121082.6965 Post-Employment Benefits	56,823	48,251	52,059	16,940	0	16,581
0121082.6966 Retirement Health Savings Account	0	0	550	2,081	5,357	4,078
0121082.6967 Emergency Room Reimbursements	0	0	1,364	547	1,740	1,595
0121082.6968 Vision Insurance Premiums	0	0	0	441	662	525
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$990,550</b>	<b>\$992,484</b>	<b>\$1,121,543</b>	<b>\$1,235,079</b>	<b>\$1,281,661</b>	<b>\$1,165,085</b>

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

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Planning Department - Code Enforcement Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121083.7110 Safety Shoes & Supplies	\$590	\$475	\$1,410	\$3,238	\$2,600	\$2,340
0121083.7130 Tools, Field Sup., & Small Eq.	217	163	440	743	2,000	1,800
0121083.7140 Uniforms	10	62	9	0	0	0
0121083.7150 Office Supplies	2,816	2,469	1,847	3,002	4,000	3,600
0121083.7160 Books, Periodicals, Etc.	4,609	2,102	818	1,362	5,000	1,800
0121083.7230 Janitorial Supplies	0	0	0	19,727	12,000	0
0121083.7250 Building & Grounds Maint, Supplies	0	0	0	38,872	34,100	0
0121083.7550 Miscellaneous Supplies	90	0	15	0	50	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$8,332</b>	<b>\$5,271</b>	<b>\$4,539</b>	<b>\$66,944</b>	<b>\$59,750</b>	<b>\$9,540</b>
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.						

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121084.8020 Advertising	\$0	\$0	\$48	\$0	\$0	\$1,500
0121084.8030 Casualty Insurance	17,410	16,216	19,207	14,097	18,859	18,900
0121084.8040 Merchant Fees and Discounts	12,710	16,988	4,229	7,237	8,000	8,000
0121084.8050 Phone/Communications	5,243	4,876	5,219	5,723	7,724	9,200
0121084.8120 Outside Consulting	0	517	0	0	500	1,000
0121084.8131 Information Technology Cont'l	0	0	10,225	19,638	20,140	49,596
0121084.8162 Legal consulting Services	0	0	3,080	0	0	0
0121084.8230 Janitorial Services	0	0	0	0	8,000	0
0121084.8250 Building & Grounds Maintenance (1)	6,383	242	1,022	108,020	112,400	0
0121084.8550 Misc. Contracted Services	59	28	688	144	50	500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$41,805</b>	<b>\$38,867</b>	<b>\$43,718</b>	<b>\$154,859</b>	<b>\$175,673</b>	<b>\$88,696</b>
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.						

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

***Planning Department - Code Enforcement Division***

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OTHER CHARGES</b>						
0121085.9020 Mileage & Small Bus. Expense	\$26	\$6	\$0	\$2,401	\$50	\$45
0121085.9040 Dues & Professional Organizations	1,310	1,515	3,003	1,485	5,000	900
0121085.9060 Depreciation Expense	3,287	2,474	0	0	10,020	3,126
0121085.9070 Training & Continuing Educ/Conf	0	558	285	725	750	4,500
0121085.9099 Contingencies	0	0	2,000	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$4,623</b>	<b>\$4,553</b>	<b>\$5,288</b>	<b>\$4,611</b>	<b>\$17,320</b>	<b>\$8,571</b>
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.						

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>INTER-DEPT. CHARGES</b>						
Vehicles and Equipment	\$27,378	\$19,459	\$22,484	\$21,004	\$23,493	\$24,435
Buildings and Grounds	6,334	7,648	(47,485)	(123,295)	(370,853)	10,170
Billings & Accounting	31,813	40,000	23,803	25,234	26,296	26,016
Information Technology	0	0	15,674	25,350	49,532	68,602
Printing and Reproduction	3,140	3,088	3,485	3,414	3,906	463
Electricity Used	5,141	5,082	5,295	4,898	5,735	4,487
Other Indirect Charges	0	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$73,806</b>	<b>\$75,277</b>	<b>\$23,256</b>	<b>(\$43,395)</b>	<b>(\$261,891)</b>	<b>\$134,173</b>
In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.						

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**PARKING FUND**

*Planning Department - Parking Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>REVENUE</b>						
Parking Lot Revenues	\$1,377,054	\$1,390,188	\$1,354,762	\$1,443,288	\$1,473,805	\$1,474,000
Parking Meter Revenues	0	0	0	1,239,657	1,440,000	1,440,000
Other Revenues	4,094	32,224	147,007	29,528	28,719	26,500
Interest Revenue	17,966	15,793	20,167	8,267	19,380	15,000
<b>Total</b>	<u>\$1,399,114</u>	<u>\$1,438,205</u>	<u>\$1,521,936</u>	<u>\$2,720,740</u>	<u>\$2,961,904</u>	<u>\$2,955,500</u>
<b>OPERATING EXPENSES</b>						
Personnel Services	\$531,185	\$568,489	\$686,769	\$941,146	\$1,006,031	\$1,172,791
Materials and Supplies	37,589	29,788	26,859	20,025	30,125	32,775
Contractual Services	142,714	174,044	184,729	340,614	356,862	376,347
Other Charges	12,585	6,880	23,849	69,824	118,217	116,324
<b>Subtotal</b>	<u>\$724,073</u>	<u>\$779,201</u>	<u>\$922,206</u>	<u>\$1,371,609</u>	<u>\$1,511,235</u>	<u>\$1,698,237</u>
Inter-Dept. Charges	66,941	74,763	136,217	172,918	264,860	365,288
<b>Total Operating Expenses</b>	<u>\$791,014</u>	<u>\$853,964</u>	<u>\$1,058,423</u>	<u>\$1,544,527</u>	<u>\$1,776,095</u>	<u>\$2,063,525</u>

**PLANNING & DEVELOPMENT DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
PARKING DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PARKING MANAGER	6020	22- D	76,160	0	76,160	1.0	78,414	22- D	77,377	1,288	78,665	1.0
PARKING SUPERVISOR	6020	15- D	57,528	0	57,528	1.0	57,904	15- D	59,544	0	59,544	1.0
CUSTOMER SERV CLK I	6040	10- D	44,921	0	44,921	1.0	46,434	10- E	48,088	0	48,088	1.0
CLERK TYPIST (NEW FT)	6040							3- C	34,894	0	34,894	1.0
MAINTENANCE IV	6230	8- 5	54,531	991	55,522	1.0	54,689	8- 5	55,499	1,097	56,596	1.0
MAINTENANCE III	6230	6- 5	50,789	1,815	52,604	1.0	52,069	6- 5	52,825	1,962	54,787	1.0
PARKING AMBASSADOR	6072	7- G	48,437	2,090	50,527	1.0	48,434	7- G	49,781	2,230	52,011	1.0
PARKING AMBASSADOR	6072	7- G	47,737	1,238	48,975	1.0	47,734	7- G	49,081	1,354	50,435	1.0
<b>FULL TIME SUBTOTALS</b>			<b>380,103</b>	<b>6,134</b>	<b>386,237</b>	<b>7.0</b>	<b>385,678</b>		<b>427,089</b>	<b>7,931</b>	<b>435,020</b>	<b>8.0</b>
PARKING AMBASSADOR	6072	C	25,133		25,133	0.5						
PARKING AMBASSADOR	6072	G	28,477		28,477	0.5		G	25,480		25,480	0.5
PARKING AMBASSADOR	6072	G	28,465		28,465	0.5		G	25,480		25,480	0.5
PARKING AMBASSADOR	6072	G	28,489		28,489	0.5		C	21,154		21,154	0.5
PARKING AMBASSADOR	6072	A	22,509		22,509	0.5		C	21,154		21,154	0.5
PARKING AMBASSADOR	6072							B	20,550		20,550	0.5
PARKING AMBASSADOR	6072							B	20,550		20,550	0.5
PARKING AMBASSADOR	6072							A	20,353		20,353	0.5
PARKING AMBASSADOR	6072							A	20,353		20,353	0.5
PARKING AMBASSADOR	6072							A	20,353		20,353	0.5
PARKING AMBASSADOR	6072							A	20,353		20,353	0.5
PARKING ATTENDANTS	6600		226,000		226,000				237,300		237,300	
PART-TIME CLERICAL	6080	C	19,968		19,968	0.5						
OVERTIME	6620		1,600		1,600				1,600		1,600	
SHIFT DIFFERENTIAL	6621		1,600		1,600				1,600		1,600	
<b>OTHER SUBTOTALS</b>			<b>382,241</b>	<b>0</b>	<b>382,241</b>	<b>3.0</b>	<b>0</b>		<b>456,280</b>	<b>0</b>	<b>456,280</b>	<b>5.0</b>
<b>PARKING DIVISION TOTALS</b>			<b>762,344</b>	<b>6,134</b>	<b>768,478</b>	<b>10.0</b>	<b>385,678 *</b>		<b>883,369</b>	<b>7,931</b>	<b>891,300</b>	<b>13.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**PARKING FUND**

**Expenditures:**

***Planning Department - Parking Division***

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5495402.6020 Supervisory	\$96,502	\$106,452	\$117,940	\$124,948	\$133,688	\$136,921
5495402.6040 Accounting	37,534	38,027	38,909	42,048	44,921	82,982
5495402.6072 Parking Enforcement	0	0	0	189,411	229,247	314,642
5495402.6080 Clerical	0	0	0	12,504	19,968	0
5495402.6230 Maintenance Workers	74,017	75,516	106,621	111,317	105,320	108,324
5495402.6580 Service Award	404	444	1,500	5,744	6,134	7,931
5495402.6590 Sick Pay	560	947	3,428	5,191	3,936	4,753
5495402.6600 Part-Time	185,968	201,647	233,079	222,311	226,000	237,300
5495402.6620 Overtime	3,687	3,363	3,164	4,769	1,600	1,600
5495402.6621 Shift Differential	0	0	3,832	3,096	1,600	1,600
5495402.6880 Uniform Allowances	0	0	450	1,800	600	600
5495402.6920 Unemployment Comp. Ins.	6,839	6,529	8,611	9,552	7,709	9,365
5495402.6930 Social Security Taxes	31,654	32,467	38,757	53,462	51,302	60,079
5495402.6940 City Pension Plan	42,983	43,354	59,038	81,030	89,476	87,803
5495402.6950 Term Life Insurance	937	977	1,209	1,292	2,001	2,242
5495402.6960 Group Hospitalization Ins.	27,593	36,220	42,697	44,180	73,429	93,162
5495402.6961 Long-Term Disability Ins.	352	370	478	477	760	855
5495402.6962 Dental Insurance	3,356	3,476	3,553	4,312	6,230	7,049
5495402.6964 Health Savings Account	0	750	0	750	750	1,500
5495402.6965 Post-Employment Benefits	18,799	17,950	23,503	22,762	0	12,522
5495402.6967 Emergency Room Reimbursements	0	0	0	0	1,015	1,160
5495402.6968 Vision Insurance Premiums	0	0	0	190	345	401
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$531,185</b>	<b>\$568,489</b>	<b>\$686,769</b>	<b>\$941,146</b>	<b>\$1,006,031</b>	<b>\$1,172,791</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**PARKING FUND**

**Expenditures:**

*Planning Department-Parking Division*

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5495403.7110 Safety Shoes and Supplies	\$90	\$372	\$100	\$200	\$400	\$2,400
5495403.7130 Tools, Field Supplies, Small Equip	3,488	11,826	6,061	1,190	4,000	3,000
5495403.7140 Uniforms	0	0	0	1,306	3,025	3,025
5495403.7150 Office Supplies	2,627	2,930	2,216	2,798	3,500	2,500
5495403.7180 Billing & Collection Supplies	15,623	8,693	13,270	7,860	14,000	16,000
5495403.7250 Building & Grounds Maintenance	2,638	4,171	4,185	4,754	3,700	4,750
5495403.7300 Mach & Equip Maintenance	12,238	796	967	1,894	1,000	1,000
5495403.7550 Miscellaneous Supplies	885	1,000	60	23	500	100
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$37,589</b>	<b>\$29,788</b>	<b>\$26,859</b>	<b>\$20,025</b>	<b>\$30,125</b>	<b>\$32,775</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5495404.8020 Advertising/Signage	\$0	\$217	\$495	\$161	\$10,000	\$2,500
5495404.8030 Casualty Insurance	7,539	7,225	8,568	6,471	12,573	12,600
5495404.8040 Merchant Fees and Discounts	35,680	50,651	80,248	223,713	156,000	217,116
5495404.8050 Phone/Communications	2,642	2,416	2,716	3,362	3,488	10,000
5495404.8130 Building & Equipment Rental	56,389	64,352	63,947	33,081	66,925	40,000
5495404.8131 Information Technology Cont'l	0	0	293	24,354	44,376	47,631
5495404.8230 Janitorial Service	4,172	5,450	4,150	0	0	0
5495404.8250 Building & Grounds	843	845	525	74	1,500	1,500
5495404.8300 Mach. & Equip. Maint.	33,840	29,362	19,616	32,817	56,000	25,000
5495404.8550 Misc. Contracted Services	1,609	13,526	4,171	16,581	6,000	20,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$142,714</b>	<b>\$174,044</b>	<b>\$184,729</b>	<b>\$340,614</b>	<b>\$356,862</b>	<b>\$376,347</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**PARKING FUND**

**Expenditures:**

*Planning Department - Parking Division*

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5495405.9040 Dues & Professional Organizations	\$2,847	\$2,851	\$2,430	\$2,390	\$3,000	\$650
5495405.9051 Debt Service Principal	0	0	0	0	32,453	32,453
5495405.9052 Debt Service Interest	0	0	0	0	5,081	5,081
5495405.9060 Depreciation Expense	9,738	3,849	14,344	67,434	69,683	71,705
5495405.9070 Training & Continuing Educ/Conf	0	180	75	0	2,500	5,200
5495405.9093 Subventions	0	0	0	0	0	1,235
5495405.9099 Contingencies	0	0	7,000	0	5,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$12,585</b>	<b>\$6,880</b>	<b>\$23,849</b>	<b>\$69,824</b>	<b>\$118,217</b>	<b>\$116,324</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$9,462	\$5,014	\$7,045	\$6,226	\$7,313	\$31,926
Buildings and Grounds	5,567	6,721	4,513	2,016	6,965	8,938
Billings & Accounting	33,670	42,795	53,256	56,829	57,865	64,897
Information Technology	0	0	55,572	89,877	175,617	243,227
Electricity	18,100	19,800	15,800	16,700	17,100	15,300
Other Indirect Expenses	142	433	31	1,270	0	1,000
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$66,941</b>	<b>\$74,763</b>	<b>\$136,217</b>	<b>\$172,918</b>	<b>\$264,860</b>	<b>\$365,288</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

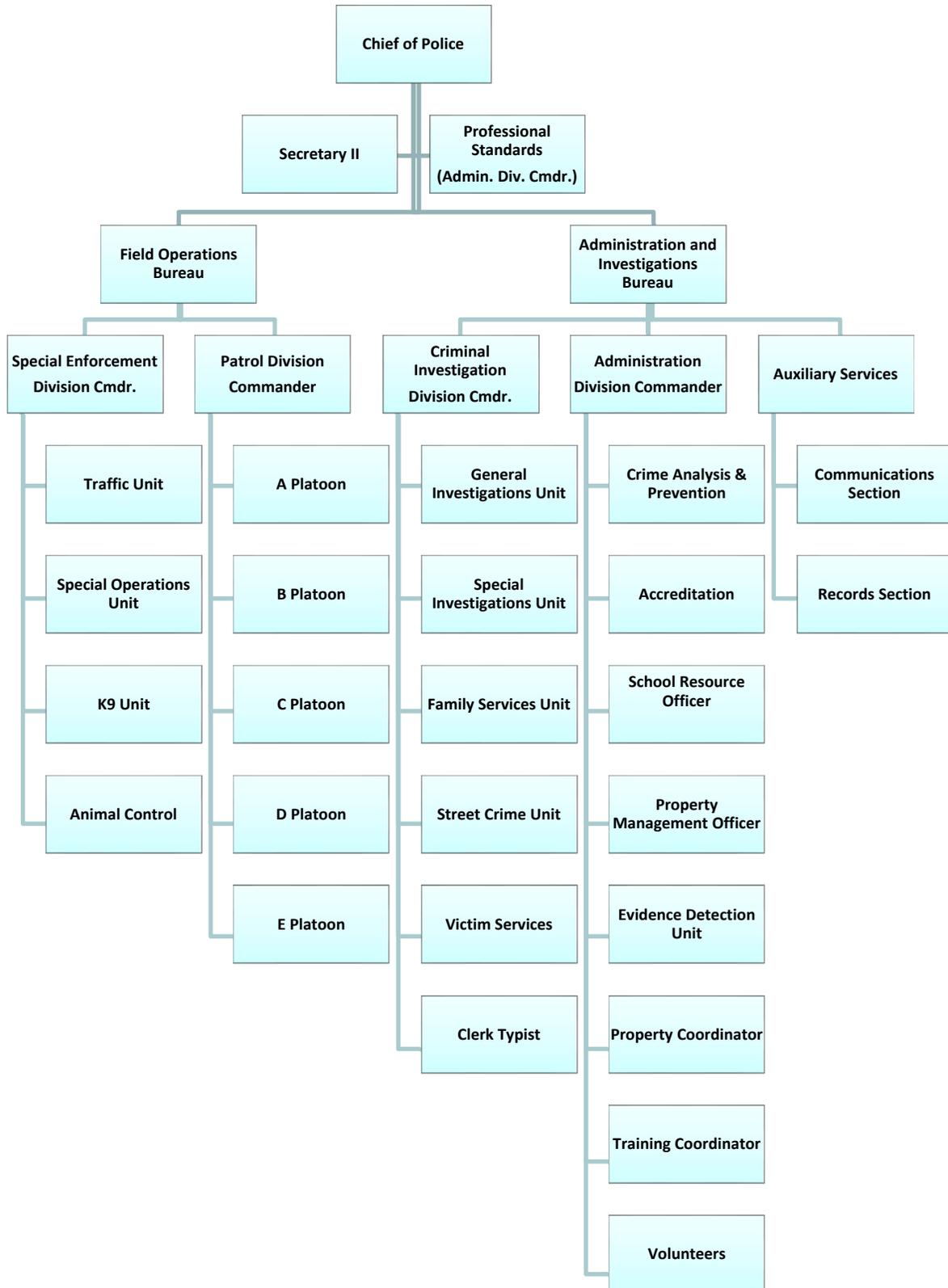
**PARKING FUND**

*Planning Department - Parking Division*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
5495406.9620 Land & Land Improvement	\$0	\$19,137	\$200,477	\$1,227,254	\$0	\$0
5495406.9621 Building & Structures	8,852	0	0	0	0	0
5495406.9622 Machinery & Equipment	10,975	0	312,010	167,700	65,000	0
5495406.9623 Autos and Trucks	0	0	24,457	0	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<b>\$19,827</b>	<b>\$19,137</b>	<b>\$536,944</b>	<b>\$1,394,954</b>	<b>\$65,000</b>	<b>\$0</b>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>			<b>CAPITAL RESERVES</b>		<b>EQUIPMENT REPLACEMENT</b>	
V1701 LPR's for Parking Ambassador Vehicles			\$47,850		\$0	
V1702 Additional Parking Meters			54,240		0	
V1703 Lot Full Signs			52,500		0	
V1601 Parking Lot Surveillance Cameras			130,000		0	
VEQSF Equipment Replacement Program			0		25,000	
<b>TOTAL PARKING FUND</b>			<b>\$284,590</b>		<b>\$25,000</b>	

# CITY OF NEWARK, DELAWARE

## POLICE DEPARTMENT



### City of Newark: Police Department

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

The Newark Police Department's force of 93 employees is dedicated to serving citizens through the bureaus, divisions and units described below. During 2015, city management and the police department implemented an organizational restructuring. This included the formation of a management team consisting of the Chief of Police and two Deputy Chiefs of Police. Additional supervisory positions were created as the size of the sworn force has grown over the last twenty years, but supervision had not increased.

**Field Operations Bureau:** The Field Operations Bureau is broken down into two main components:

- **Patrol Division:** The patrol division has the responsibility of being the first responders to all calls for police service in the city and is comprised of five patrol platoons each with seven officers assigned to it. In 2015, the police department logged 44,434 calls for service in the Computer Aided Dispatch System.

The continued reduction in the Part I crime rate can be attributed in part to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 48%. In addition, the patrol division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city, are directed to patrol specific areas based upon recent crime trends and citizen complaints.

- **Special Enforcement Division:** This division includes three units:
  - **Traffic Unit:** Responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions and oversees the Animal Control function. The Animal Control officer is responsible for enforcing animal violations and public education regarding animal issues.
  - **Special Operations Unit:** The primary responsibility of the Special Operations Unit (SOU) is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community. The SOU consists of a Sergeant and three police officers, operates in a uniformed capacity and adheres to community oriented policing and problem solving principles.

- **K-9 Unit:** The primary function of the K9 Unit is to perform searches, tracking and evidence detection. The K-9 Unit consists of two officers and their K9 partners and the unit is supported by donations through numerous community activities such as the Main Street Mile. In 2015 two new K9 handlers were trained and one new dog was deployed. The K9 teams are currently assigned to Patrol shifts due to manpower shortages.
- **Administration and Investigations Bureau:** The Administration and Investigations Bureau is broken down into three main components:
  - **Criminal Investigations Division:** The Criminal Investigations Division is broken down into several different units with specialized functions. They include the General Investigations Unit, responsible for the follow-up investigation of major crimes or crime involving long term or specialized investigative efforts; the Special Investigations Unit, responsible for drug, vice and organized crime investigations and for the collection, dissemination and security of criminal intelligence; the Family Services Unit, responsible for conducting follow-up investigations of domestic violence cases, cases involving juvenile victims and offenders including follow-up on juvenile runaway or missing persons, cases involving child abuse or neglect, and acts as the department liaison with family service organizations throughout the state; the Street Crimes Unit, responsible for combating street crime using proactive tactics, conducting surveillance on known suspects, investigating nuisance crimes and providing support services to the divisions within the Criminal Investigations Division and the Patrol Division. As crime trends and community concerns rise, the Street Crimes Unit is deployed to the specific areas of the City to combat the increase; and the Victim Services Unit, which provides social work services to victims and witnesses of violent crimes including but not limited to: crisis intervention, information and support for the court process and assistance in applying for Violent Crimes Compensation.
  - **Administration Division:** The Administration Division Commander supervises the Administration Unit and is also the departments Professional Standards Officer. The Professional Standards Officer is responsible for investigating allegations of improper conduct on the part of the Police Department or it employees. The division consists of a Sergeant, Master Corporal, sworn officers and civilian employees who perform the below listed department functions:
    - The Crime Prevention and Crime Analysis Unit is responsible for providing security surveys, organizing Neighborhood Watch programs, responding to the media, implementing crime prevention programs, managing social media accounts, overseeing the volunteer program and public relations functions. The Crime Analysis function of this unit is responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.
    - The Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable CALEA

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

- The School Resource Officer is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the police explorer program, and maintaining liaison with local schools. The School Resource Officer is assigned and works full time at Newark High School and maintains a presence at the public elementary and charter schools.
- The Property Management Officer is responsible for storing and accounting for all evidence and found property, for issuing and maintaining an inventory of all non-perishable police equipment, and for coordinating all building maintenance.
- The Evidence Detection Unit is responsible for coordinating the forensic processing of major crime scenes, for submitting evidence to laboratories, for coordinating the Field Evidence Technician program, and for maintaining all supplies required for processing evidence.
- The Training Coordinator is responsible for all department training, manages the Field Training Officer Program, maintains training files for all personnel and manages the Department's training budget.
- The Property Coordinator is responsible for assisting the Property Management Officer and others within the agency for the purchasing, distribution, storage and maintenance of departmental property.
- The Auxiliary Services Commander is responsible for information technology projects, grants, communications and police records.
- The Communications Section is the City of Newark's 911 center. Thirteen full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 45,000 calls for service.
- The Records Section maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department.

**CITY OF NEWARK, DELAWARE**  
**Activities Measurements --- Police Department**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Performance Indicators:</b>			
Service / Arrest Statistics			
Calls For Service	41,725	39,260	44,434
Adult Criminal Charges	4,063	2,893	2,095
Juvenile Criminal Charges	240	344	120
Part I Crime Statistics			
Homicide (attempts)	0(0)	1(1)	0(0)
Rape	8	3	8
Unlawful Sexual Contact	2	8	10
Robbery	29	35	32
Aggravated Assault	19	11	9
Burglary	95	83	61
Theft	763	604	571
Theft / Auto	35	42	39
Arson	0	5	4
All Other	74	82	82
Part I Crime Statistics Total	1,027	876	822
Part II Crime Statistics Total	2,877	2,551	2,269
Public Order Incidents (included in above Part II crimes)			
Alcohol	431	360	262
Noise	627	682	537
Disorderly Conduct	342	179	165
Misdemeanor Assaults	275	274	322
Traffic Statistics			
Motor Vehicle Arrests	13,687	9,887	9,376
DUI Arrests	252	192	201
Accidents	1,422	1,386	1,430
Fatalities	1	2	2
Injury Accidents	217	220	235

## 2016 Accomplishments

### **Training:**

- Force on Force Scenario Training
- Supervisory and Executive Leadership Training
  - F.B.I. LEEDA
  - Command and Leadership Program
  - F.B.I National Academy

### **Community Events and Social Media Outreach:**

- National Night Out
- Citizens Police Academy
- Newark Police Explorer Post
- Newark Nightlife Partnership
- “Shop with a Cop”
- Active Facebook & Twitter Accounts (Over 20,000 followers)
- Crime Prevention Video Series
- Special Operations Unit participation in Camp REAL
- “No Shave November” Delaware Food Bank Initiative

### **Technology:**

- New World CAD/Records Management System Upgrade
- Implementation of IA Pro/Blue Team Professional Standards Software

### **Equipment Upgrades:**

- LEICA Geosystems Total Station
- (3) 2016 Harley Davidson Police Motorcycles

## 2017 Goals

- Implementation of Laser Shot Firearms Training Simulator
- Active Shooter Training (ALERT)
- Officer De-escalation Training
- Fair & Impartial Policing Training
- Executive Leadership and Supervisory Training
- Implement recruitment plan in order to increase the effectiveness of our recruiting efforts in order to increase the number of minority applicants.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Police Department*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$8,514,186	\$9,230,456	\$10,174,898	\$10,247,597	\$10,273,441	\$11,270,872
Materials and Supplies	138,690	116,224	167,453	183,963	206,176	193,674
Contractual Services	293,219	276,461	365,215	336,737	440,448	487,078
Other Charges	364,177	394,364	391,896	352,030	348,755	327,381
<b>Subtotal</b>	<b>\$9,310,272</b>	<b>\$10,017,505</b>	<b>\$11,099,462</b>	<b>\$11,120,327</b>	<b>\$11,268,820</b>	<b>\$12,279,005</b>
Inter-Dept. Charges	869,164	917,216	811,958	814,078	1,150,789	1,295,028
<b>Total Operating Expenses</b>	<b>\$10,179,436</b>	<b>\$10,934,721</b>	<b>\$11,911,420</b>	<b>\$11,934,405</b>	<b>\$12,419,609</b>	<b>\$13,574,033</b>

**POLICE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CHIEF OF POLICE	6020	31- I		117,296	0	117,296	1.0	117,299	33- D		122,325	2,037	124,362	1.0
DEPUTY CHIEF OF POLICE	6020	29- D		109,439	3,795	113,234	1.0	109,449	31- D		114,020	4,144	118,164	1.0
DEPUTY CHIEF OF POLICE	6020	29- D		109,089	3,434	112,523	1.0	109,099	31- D		113,787	3,767	117,554	1.0
CAPTAIN	6020	1070	15	101,239	6,243	107,482	1.0							
CAPTAIN	6020							82,780	1007	7	85,706	0	85,706	1.0
LIEUTENANT	6020	870	15	92,712	4,172	96,884	1.0	92,701	870	15	95,019	4,434	99,453	1.0
LIEUTENANT	6020	860	15	88,715	2,366	91,081	1.0	92,701	870	15	95,019	2,692	97,711	1.0
LIEUTENANT	6020	860	15	88,715	2,514	91,229	1.0	92,701	870	15	95,019	2,851	97,870	1.0
LIEUTENANT	6020	860	15	88,715	2,661	91,376	1.0	92,701	870	15	95,019	3,009	98,028	1.0
SERGEANT	6020	570	15	84,890	3,962	88,852	1.0	84,890	570	15	87,012	4,206	91,218	1.0
SERGEANT	6020	570	15	84,890	3,679	88,569	1.0	84,890	570	15	87,012	3,916	90,928	1.0
SERGEANT	6020	570	15	84,890	2,688	87,578	1.0	84,890	570	15	87,012	2,900	89,912	1.0
SERGEANT	6020	570	15	84,890	2,688	87,578	1.0	84,890	570	15	87,012	2,900	89,912	1.0
SERGEANT	6020	570	15	84,890	2,547	87,437	1.0	84,890	570	15	87,012	2,755	89,767	1.0
SERGEANT	6020	560	15	81,235	2,437	83,672	1.0	84,890	570	15	87,012	2,755	89,767	1.0
SERGEANT	6020	560	12	78,863	1,709	80,572	1.0	82,418	570	12	84,478	1,971	86,449	1.0
SERGEANT	6020	560	15	81,235	3,520	84,755	1.0	84,890	570	15	87,012	3,916	90,928	1.0
SERGEANT	6020	560	8	77,324	1,289	78,613	1.0	80,802	570	8	82,822	1,518	84,340	1.0
SERGEANT	6020	560	15	81,235	2,437	83,672	1.0	84,890	570	15	87,012	2,755	89,767	1.0
MASTER CORPORAL	6070	400	15	77,730	2,461	80,191	1.0	77,736	400	15	79,679	2,656	82,335	1.0
MASTER CORPORAL	6070	400	15	77,730	2,073	79,803	1.0	77,736	400	15	79,679	2,258	81,937	1.0
MASTER CORPORAL	6070	400	15	77,730	2,202	79,932	1.0	77,736	400	15	79,679	2,390	82,069	1.0
MASTER CORPORAL	6070	400	12	75,464	1,761	77,225	1.0	75,472	400	15	77,546	1,939	79,485	1.0
MASTER CORPORAL	6070	400	8	73,990	1,480	75,470	1.0	73,992	400	12	77,111	1,671	78,782	1.0
MASTER CORPORAL	6070	400	15	77,730	2,332	80,062	1.0	77,736	400	15	79,679	2,523	82,202	1.0
MASTER CORPORAL	6070								400	15	79,679	2,125	81,804	1.0
MASTER CORPORAL	6070								400	15	78,316	1,958	80,274	1.0
MASTER CORPORAL	6070								400	8	75,842	1,390	77,232	1.0
MASTER CORPORAL	6070								400	8	75,842	1,390	77,232	1.0
CORPORAL	6070	300	15	73,862	2,585	76,447	1.0	73,852	300	15	75,698	2,776	78,474	1.0
CORPORAL	6070	300	15	73,862	2,339	76,201	1.0	73,852	300	15	75,698	2,523	78,221	1.0
CORPORAL	6070	300	15	73,492	1,837	75,329	1.0	77,736						

**POLICE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CORPORAL	6070	300	15	73,492	1,837	75,329	1.0	73,852	300	15	75,698	2,019	77,717	1.0
CORPORAL	6070	300	12	71,703	1,673	73,376	1.0	71,701	300	15	74,970	1,874	76,844	1.0
CORPORAL	6070	300	12	71,703	1,673	73,376	1.0	75,472						
CORPORAL	6070	300	12	71,703	1,673	73,376	1.0	71,701	300	15	74,409	1,860	76,269	1.0
CORPORAL	6070	300	7	68,903	0	68,903	1.0	68,917	300	8	71,701	0	71,701	1.0
CORPORAL	6070	300	12	71,682	1,553	73,235	1.0	71,701	300	12	73,493	1,715	75,208	1.0
CORPORAL	6070	300	8	70,293	1,406	71,699	1.0	70,295	300	12	73,259	1,587	74,846	1.0
CORPORAL	6070	300	7	68,925	0	68,925	1.0	68,917	300	8	71,701	0	71,701	1.0
CORPORAL	6070	300	8	70,293	1,289	71,582	1.0	70,295	300	12	72,531	1,451	73,982	1.0
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	73,992						
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	70,295	300	8	72,052	1,321	73,373	1.0
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	70,295	300	8	72,052	1,321	73,373	1.0
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	73,992						
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	70,295	300	8	72,052	1,321	73,373	1.0
CORPORAL	6070	300	8	70,293	1,172	71,465	1.0	70,295	300	8	72,052	1,321	73,373	1.0
CORPORAL	6070	300	6	67,680	0	67,680	1.0	68,917	300	8	70,862	0	70,862	1.0
CORPORAL	6070	300	8	70,293	0	70,293	1.0	70,295	300	8	72,052	1,201	73,253	1.0
CORPORAL	6070	300	8	70,293	0	70,293	1.0	70,295	300	8	72,052	1,201	73,253	1.0
CORPORAL	6070	300	8	70,293	0	70,293	1.0	70,295	300	8	72,052	1,201	73,253	1.0
CORPORAL	6070	300	8	69,840	0	69,840	1.0	70,295	300	8	72,052	0	72,052	1.0
CORPORAL	6070	300	5	65,233	0	65,233	1.0	65,949	300	6	69,886	0	69,886	1.0
CORPORAL	6070	300	7	68,903	0	68,903	1.0	68,917	300	8	71,576	0	71,576	1.0
CORPORAL	6070	300	5	65,233	0	65,233	1.0	65,949	300	6	69,886	0	69,886	1.0
CORPORAL	6070	300	5	65,233	0	65,233	1.0	65,949	300	6	69,886	0	69,886	1.0
CORPORAL	6070	300	5	65,233	0	65,233	1.0	65,949	300	6	69,886	0	69,886	1.0
CORPORAL	6070								300	5	66,850	0	66,850	1.0
CORPORAL	6070								300	5	66,621	0	66,621	1.0
POLICE OFFICER	6070	100	1	51,856	0	51,856	1.0	52,030	100	2	55,536	0	55,536	1.0
POLICE OFFICER	6070	100	4	58,950	0	58,950	1.0	63,109						
POLICE OFFICER	6070	100	4	58,534	0	58,534	1.0	63,109						
POLICE OFFICER	6070	100	3	56,617	0	56,617	1.0	56,818	100	4	60,631	0	60,631	1.0
POLICE OFFICER	6070	100	3	56,617	0	56,617	1.0	56,818	100	4	60,631	0	60,631	1.0
POLICE OFFICER	6070	100	3	56,617	0	56,617	1.0	56,818	100	4	60,631	0	60,631	1.0
POLICE OFFICER	6070	100	2	54,162	0	54,162	1.0	54,370	100	3	58,038	0	58,038	1.0
POLICE OFFICER	6070	100	2	53,975	0	53,975	1.0							
POLICE OFFICER	6070	100	1	51,856	0	51,856	1.0	52,030	100	2	55,536	0	55,536	1.0
POLICE OFFICER	6070	100	1	51,086	0	51,086	1.0	52,030	100	2	54,715	0	54,715	1.0

**POLICE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
POLICE OFFICER	6070	100	1	51,856	0	51,856	1.0	52,030	100	2	55,536	0	55,536	1.0
POLICE OFFICER	6070	100	1	51,086	0	51,086	1.0	52,030	100	2	54,715	0	54,715	1.0
POLICE OFFICER	6070	100	1	51,669	0	51,669	1.0	52,030	100	2	54,715	0	54,715	1.0
POLICE OFFICER	6070	100	2	52,810	0	52,810	1.0	54,370	100	3	56,562	0	56,562	1.0
POLICE OFFICER	6070	100	1	51,086	0	51,086	1.0	52,030	100	2	54,715	0	54,715	1.0
POLICE OFFICER	6070	100	1	51,669	0	51,669	1.0							
POLICE OFFICER	6070	100	1	37,342	0	37,342	1.0	52,030	100	2	54,112	0	54,112	1.0
POLICE OFFICER	6070	100	1	37,342	0	37,342	1.0	52,030	100	2	54,112	0	54,112	1.0
POLICE OFFICER	6070								100	1	51,616	0	51,616	1.0
POLICE OFFICER	6070								100	1	51,616	0	51,616	1.0
POLICE OFFICER	6070	100	1	37,342	0	37,342	1.0		100	1	51,616	0	51,616	1.0
<b>SWORN F-T SUBTOTALS</b>				<b>5,013,013</b>	<b>89,347</b>	<b>5,102,360</b>	<b>71.0</b>	<b>4,946,126</b>			<b>5,278,422</b>	<b>97,518</b>	<b>5,375,940</b>	<b>71.0</b>
COMMUNICATIONS SUPRVR.	6020	17-	I	68,397	1,807	70,204	1.0							
COMMUNICATIONS SUPRVR.	6020							57,943	17-	D	59,584	0	59,584	1.0
SECRETARY II	6080	13-	G	59,449	1,077	60,526	1.0	59,454	13-	G	61,158	1,207	62,365	1.0
COMMUNICATIONS OFFICER	6073	12A-	E	54,221	2,350	56,571	1.0	62,260	15A-	E	66,483	3,009	69,492	1.0
COMMUNICATIONS OFFICER	6073	12A-	F	55,608	1,720	57,328	1.0	59,242	14A-	E	63,314	2,067	65,381	1.0
COMMUNICATIONS OFFICER	6073	12A-	F	55,008	1,267	56,275	1.0	58,642	14A-	E	63,214	1,550	64,764	1.0
COMMUNICATIONS OFFICER	6073	12A-	C	47,373	0	47,373	1.0	51,511	14A-	B	55,126	0	55,126	1.0
COMMUNICATIONS OFFICER	6073	12A-	F	54,658	905	55,563	1.0	58,642	14A-	E	62,714	1,137	63,851	1.0
COMMUNICATIONS OFFICER	6073	12A-	E	51,890	0	51,890	1.0	57,942	15A-	D	62,014	0	62,014	1.0
COMMUNICATIONS OFFICER	6073	12A-	E	51,890	0	51,890	1.0	57,942	15A-	D	62,014	0	62,014	1.0
COMMUNICATIONS OFFICER	6073	12A-	C	46,749	0	46,749	1.0	51,511	14A-	B	55,126	0	55,126	1.0
COMMUNICATIONS OFFICER	6073	12A-	B	45,994	920	46,914	1.0	51,511	14A-	B	55,126	1,103	56,229	1.0
COMMUNICATIONS OFFICER	6073	12A-	C	46,905	0	46,905	1.0	51,511	14A-	B	51,681	0	51,681	1.0
COMMUNICATIONS OFFICER	6073	12A-	D	48,616	0	48,616	1.0	55,714						
COMMUNICATIONS OFFICER	6073	12A-	C	48,133	0	48,133	1.0	51,511	14A-	B	55,126	0	55,126	1.0
COMMUNICATIONS OFFICER	6073								14A-	C	55,116	0	55,116	1.0
RECORDS TECHNICIAN	6080								12-	A	34,448	0	34,448	1.0
VICTIM SERVICES SPEC.	6030	9-	D	44,209	0	44,209	1.0	44,648	9-	E	47,327	0	47,327	1.0
EVIDENCE TECHNICIAN	6080								13-	A	35,832	0	35,832	1.0
CLERK TYPIST II	6080	8-	G	47,977	0	47,977	1.0	48,291	8-	G	49,692	0	49,692	1.0
ANIMAL CONTROL OFFICER	6074	8-	G	50,284	2,173	52,457	1.0	50,291	8-	G	51,692	2,319	54,011	1.0
<b>NON-SWORN F-T SUBTOTALS</b>				<b>877,361</b>	<b>12,219</b>	<b>889,580</b>	<b>17.0</b>	<b>928,566</b>			<b>1,046,787</b>	<b>12,392</b>	<b>1,059,179</b>	<b>19.0</b>

**POLICE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PROPERTY TECHNICIAN	6600	G		38,295	643	38,938	0.5		G		39,411	705	40,116	0.5
TRAINING COORDINATOR	6600	G		32,201		32,201	0.5		G		33,137	408	33,545	0.5
CLERK TYPIST	6080	E		26,927		26,927	0.5		F		28,071		28,071	0.5
CLERK TYPIST	6080	G		28,729		28,729	0.5		G		29,944		29,944	0.5
STANDBY PAY	6619			20,465		20,465					20,976		20,976	
OVERTIME	6620			319,693		319,693					320,000		320,000	
TRANSITIONAL WAGES	6070			0		0					160,000		160,000	
REIMBURSABLE OVERTIME	6629			245,100		245,100					143,928		143,928	
SHIFT DIFFERENTIAL	6621			66,553		66,553					66,553		66,553	
HOLIDAY PREMIUM	6622			93,159		93,159					95,488		95,488	
UNIFORM ALLOWANCE	6880			27,710		27,710					27,710		27,710	
<b>NON-SWORN P-T SUBTOTALS</b>				<b>898,832</b>	<b>643</b>	<b>899,475</b>	<b>2.0</b>	<b>0</b>			<b>965,218</b>	<b>1,113</b>	<b>966,331</b>	<b>2.0</b>
<b>POLICE DEPARTMENT TOTALS</b>				<b>6,789,206</b>	<b>102,209</b>	<b>6,891,415</b>	<b>90.0</b>	<b>5,874,692 *</b>			<b>7,290,427</b>	<b>111,023</b>	<b>7,401,450</b>	<b>92.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Police Department**

<b>PERSONNEL SERVICES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
0121092.6020 Supervisory	\$1,125,674	\$1,236,897	\$1,277,001	\$1,275,093	\$1,688,659	\$1,738,894
0121092.6030 Engineering/Technical	0	0	5,493	30,539	44,209	47,327
0121092.6050 Information Technology	58,341	0	0	0	0	0
0121092.6070 Police Officers	3,237,872	3,231,289	3,427,803	3,659,997	3,392,751	3,759,112
0121092.6072 Parking Enforcement	171,233	185,301	185,639	0	0	0
0121092.6073 Communications	359,377	361,308	422,117	581,866	607,045	707,054
0121092.6074 Animal Control	44,133	45,193	46,519	48,884	50,284	51,692
0121092.6080 Clerical	176,538	173,360	146,364	152,151	163,082	239,145
0121092.6580 Service Award	89,774	97,807	100,637	95,224	102,209	111,023
0121092.6590 Sick Pay	67,414	72,717	69,064	71,108	88,686	83,169
0121092.6600 Part-Time	52,462	48,466	49,695	56,165	70,496	72,548
0121092.6619 Standby Pay	16,531	19,893	19,917	23,543	20,465	20,976
0121092.6620 Overtime	345,436	281,923	372,853	368,786	319,693	320,000
0121092.6621 Shift Differential	66,553	65,612	62,684	62,566	66,553	66,553
0121092.6622 Holiday Premium	78,741	82,532	90,666	95,458	93,159	95,488
0121092.6629 Reimbursable Overtime	189,049	167,296	224,673	183,270	245,100	143,928
0121092.6880 Uniform Allowance	22,670	24,452	27,710	21,000	27,710	27,710
0121092.6920 Unemployment Comp. Ins.	31,835	28,144	44,492	39,355	43,447	40,914
0121092.6930 Social Security Taxes	452,985	456,897	488,178	502,247	521,270	583,584
0121092.6940 City Pension Plan	509,997	948,344	1,266,125	1,427,577	1,331,839	1,345,933
0121092.6941 Defined Contribution 401(a) Plan	0	0	4,408	13,789	15,671	25,901
0121092.6950 Term Life Insurance	25,448	25,964	26,234	25,367	29,466	31,379
0121092.6960 Group Hospitalization Ins.	1,073,158	1,123,063	1,203,057	1,219,047	1,209,459	1,439,510
0121092.6961 Long-Term Disability Ins.	9,731	9,967	10,640	10,454	11,673	12,482
0121092.6962 Dental Insurance	64,718	68,229	71,615	80,670	82,248	89,899
0121092.6963 Flexible Spending Account	1,268	299	0	693	1,038	546
0121092.6964 Health Savings Account	2,000	6,188	2,812	9,175	7,500	9,750
0121092.6965 Post-Employment Benefits	241,248	469,315	517,277	168,259	0	162,674
0121092.6966 Retirement Health Savings Account	0	0	3,600	17,545	23,025	30,584
0121092.6967 Emergency Room Reimbursements	0	0	7,625	4,748	12,760	13,050
0121092.6968 Vision Insurance Premiums	0	0	0	3,021	3,944	47
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$8,514,186</b>	<b>\$9,230,456</b>	<b>\$10,174,898</b>	<b>\$10,247,597</b>	<b>\$10,273,441</b>	<b>\$11,270,872</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

***Police Department***

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121093.7040 Ammunition	\$17,090	\$17,141	\$66,696	\$29,459	\$65,546	\$60,044
0121093.7130 Tools and Small Equipment	21,430	17,862	15,339	24,211	28,300	25,200
0121093.7131 Information Technology Supplies	0	0	2,949	0	0	0
0121093.7135 Forensic/Photography Supplies	11,355	7,185	7,348	7,190	7,100	7,100
0121093.7140 Uniforms	62,220	50,064	48,478	98,958	80,000	80,000
0121093.7141 Uniform Allowance	930	816	648	0	0	0
0121093.7150 Office Supplies	12,099	13,684	12,823	11,461	12,500	12,500
0121093.7160 Books, Periodicals, Etc.	0	698	491	1,644	1,500	1,500
0121093.7200 Copying Supplies	5,964	2,859	6,925	6,055	5,700	5,700
0121093.7230 Janitorial Supplies	0	0	0	0	0	0
0121093.7250 Buildings & Grounds Maint.	4,644	3,796	3,457	3,462	4,100	0
0121093.7300 Mach. & Equip. Maintenance	258	506	179	0	180	180
0121093.7530 Prisoners' Expenses	195	168	364	318	250	250
0121093.7550 Misc. Supplies	2,505	1,445	1,756	1,205	1,000	1,200
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$138,690</b>	<b>\$116,224</b>	<b>\$167,453</b>	<b>\$183,963</b>	<b>\$206,176</b>	<b>\$193,674</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

***Police Department***

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121094.8020 Advertising	\$24	\$624	\$438	\$525	\$400	\$600
0121094.8030 Casualty Insurance	190,517	169,416	214,347	184,600	195,746	195,800
0121094.8050 Phone/Communications	41,516	40,542	46,855	43,536	60,342	61,926
0121094.8130 Building & Equipment Rental (1)	4,500	4,500	4,500	0	4,500	22,500
0121094.8131 Information Technology Cont'l	0	0	4,367	62,597	85,635	155,977
0121094.8180 Consulting Fees	3,024	4,065	4,065	4,065	5,000	5,000
0121094.8250 Building & Grounds Maint.	386	0	125	0	0	0
0121094.8300 Mach. & Equip. Maintenance	41,543	42,819	77,889	26,907	67,825	15,000
0121094.8480 Communication Equip. Maint.	621	981	450	3,113	1,500	1,500
0121094.8550 Misc. Contracted Svc.	11,088	13,514	12,179	11,394	12,000	21,275
0121094.8570 Annual Reports & Pub. Rel.	0	0	0	0	7,500	7,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$293,219</b>	<b>\$276,461</b>	<b>\$365,215</b>	<b>\$336,737</b>	<b>\$440,448</b>	<b>\$487,078</b>
(1) Includes Alcohol Beverage Control Program						

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

***Police Department***

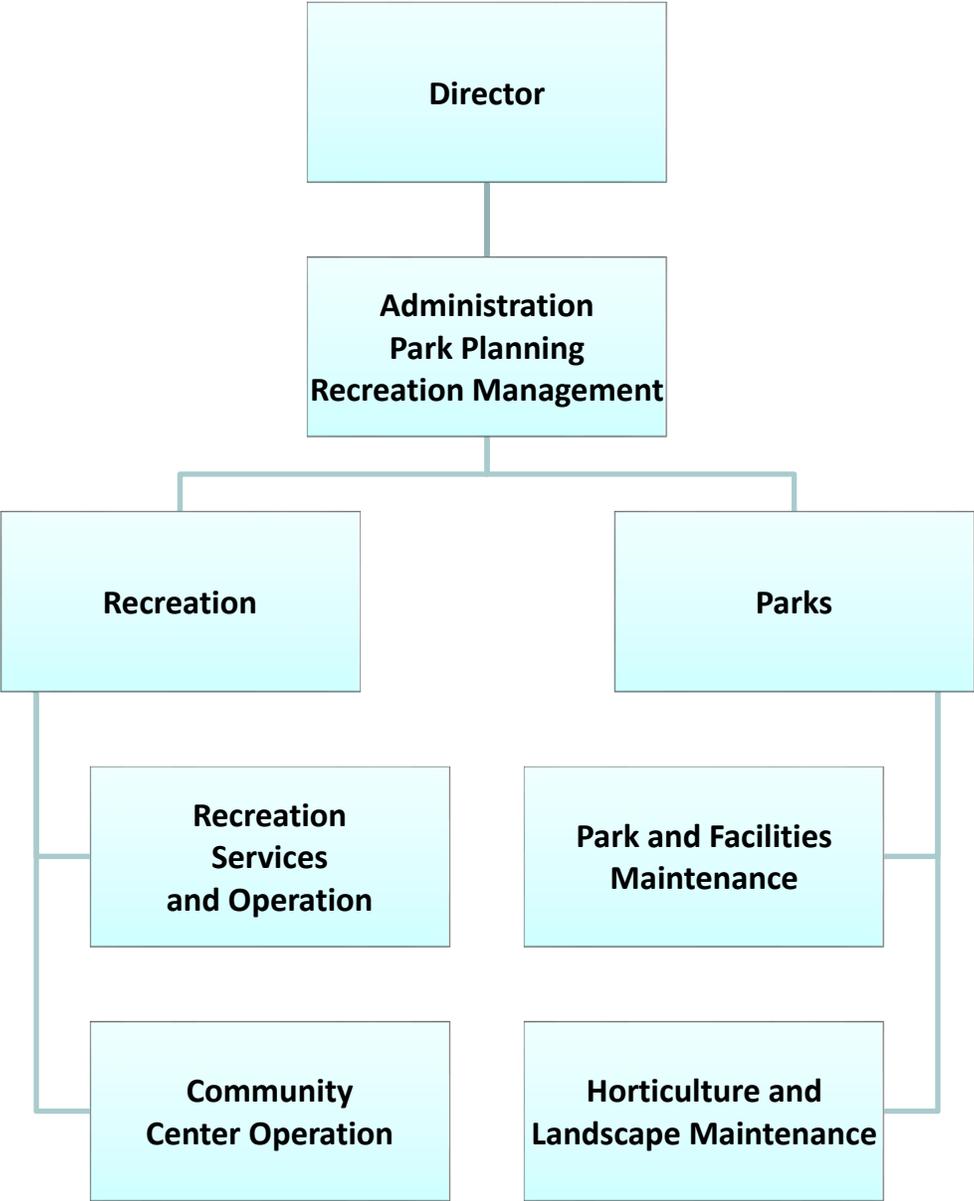
<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0121095.9020 Mileage & Small Bus. Exp.	\$3,468	\$2,451	\$3,177	\$1,898	\$3,000	\$3,000
0121095.9040 Dues & Professional Organizations	3,212	3,005	8,900	25,776	4,500	4,500
0121095.9060 Depreciation Expense	341,410	382,097	357,883	309,507	307,455	289,881
0121095.9070 Training & Continuing Educ/Conf	16,087	6,811	18,436	14,849	30,000	30,000
0121095.9099 Contingencies	0	0	3,500	0	3,800	0
<b>TOTAL OTHER CHARGES</b>	<b>\$364,177</b>	<b>\$394,364</b>	<b>\$391,896</b>	<b>\$352,030</b>	<b>\$348,755</b>	<b>\$327,381</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$395,972	\$346,470	\$331,730	\$281,119	\$342,709	\$289,090
Buildings & Grounds	84,389	101,889	68,404	30,564	105,574	135,492
Billings & Accounting	288,645	376,442	186,087	197,306	201,890	229,211
Information Technology	0	0	126,108	203,948	398,516	551,935
Electricity	95,200	91,700	91,500	91,000	99,100	83,300
Other Indirect Expenses	4,958	715	8,129	10,141	3,000	6,000
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$869,164</b>	<b>\$917,216</b>	<b>\$811,958</b>	<b>\$814,078</b>	<b>\$1,150,789</b>	<b>\$1,295,028</b>

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**CITY OF NEWARK, DELAWARE**

**PARKS & RECREATION**



### City of Newark: Parks and Recreation Department

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

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

Key Division accomplishments in 2016:

- Continued modifying park access ways to be ADA compliant.
- Completed hard surface court repairs on one tennis court and one street hockey court.
- Expanded the Community Garden program at Fairfield Park by adding 8 more garden plots.
- Implemented a new work order system to assist us in creating and tracking work orders for parks maintenance.
- Successfully transitioned the after school gymnastics program at Downes Elementary School from Girl Inc. We completed the first year with over 60 participants.

In 2017, the Division will:

- Pending budget approval, acquire a new activity registration software program to make the registration process more user friendly for our customers.
- Pending budget approval, continue with our ADA improvements in our parks to make the facilities more compliant.
- Redesign the recreation web page to make it more user friendly and informative for its visitors.
- Complete background checks for all of our part-time seasonal staff and volunteer coaches.
- Design and install new plantings at two traffic islands at McDonald's Circle and along 896.

**Parks and Horticulture:** The Division is responsible for the maintenance of 680 acres of parkland, which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2), shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek

blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Key Division accomplishments in 2016:

- Completed non-native plant species removal along the Hall Trail where bamboo was located.
- Continued the eradication of bamboo at Coleman and Karpinski as well as along the Christina Valley stream behind Timberline Drive.
- Completed bridge renovation project to metal footbridge in Rittenhouse Park over Christina Creek.
- Installed new fence fabric on fence line at Kells Park along the west end at Manuel Street.
- Designed and replanted traffic island #6 on South Main Street as well as renovating the planting beds in front of City Hall along South Main Street.
- Installed three, 2- to 5-year-old play units and swing by shelter in Rittenhouse Park. We also removed the existing play unit, graded and seeded that area.
- Utilizing volunteer labor started invasive plant species removal along the hall trail from Lewis Park west to Train station area.
- Contractually renovated both swimming pools at Dickey and Wilson Center Parks.

In 2017, the Division will:

- Continue ADA accessibility upgrades throughout the park system by installing more walkways to get to play units / swing units.
- Start replanting the area along the Hall Trail where the bamboo was located by Lewis Park.
- Design and install new plantings on McDonald's and Ground Round traffic islands.
- Install new fencing at both Handloff Park ballfields and Fairfield Park Ballfield around both player bench areas and other areas where needed.
- Pending budget approval overlay parking lots at Hill, Fairfield, Handloff and Kells Parks as well as multi-purpose courts at Handloff, and Fairfield parks.
- Continue bamboo eradication along the Christina Creek behind Timberline and Karpinski Park.

**Recreation Services:** The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events.

Key Division accomplishments in 2016:

- Successfully conducted a CDBG funded half day camp at Dickey Park which attracted more than 30 area children.
- We coordinated another successful Mayor's Family Fun Bike Ride with over 100 participants and \$12,000 in sponsorship raised by the Mayor.
- Offered Pickle Ball lessons on a regular basis to take advantage of our new pickle ball court markings on several of our tennis courts.
- Successfully transitioned the After School Gymnastics program from Girls Inc. at Downes Elementary School. We completed the first year with over 60 participants.
- Offered a Community Emergency Response (CERT) Training with 25 people attending and learning about hazard awareness and emergency disaster preparedness skills.
- Successfully conducted the Summer Camp and Program Fair at the University of Delaware Roselle Center for the Arts as a joint venture with the UD School of Music.

In 2017, the Division will:

- Pending budget approval, implement a new online registration software system that will better serve our needs and be PCI compliant.
- Redesign the recreation web page to make it more user friendly and informative to its visitors.
- Develop a volunteer year-end report including statistics and pictures that provides information on the value of the volunteers to our community.
- Complete background checks on not only the summer camp staff but also on any part-time seasonal staff and volunteer coaches who will be working with youth in our programs.
- Complete re-design and renovation of the George Wilson Center kitchen to bring it up to meet codes as an approved commercial kitchen for all City functions, programs and rentals pending budget approval.

### Registrant Totals for Fall 2015-Summer 2016

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

### Registrant Totals for Fall 2014-Summer 2015

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

### Registrant Totals for Fall 2013-Summer 2014

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

### Registrant Totals for Fall 2012-Summer 2013

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,739	632	1,117
Trips	83	34	49
Preschool Activities	517	260	257
Youth/Teen Activities	2,101	970	1,131
Adult Activities	1,288	476	812
George Wilson Center Rentals	191	59	132
<b>Grand Totals</b>	<b>5,919</b>	<b>2,431</b>	<b>3,498</b>

**CITY OF NEWARK, DELAWARE**  
**Activities Measurements - Parks & Recreation**

<b>Performance Indicators:</b>	<b>2014</b> <b>(Fall'13-Sum'14)</b>	<b>2015</b> <b>(Fall'14-Sum'15)</b>	<b>2016</b> <b>(Fall'15-Sum'16)</b>
<b>Revenue</b>			
Community Events	\$57,937	\$50,179	\$43,488
Trips	\$2,199	\$1,659	\$2,598
Preschool Activities	\$28,537	\$13,486	\$9,437
Youth/Teen Activities	\$378,270	\$432,799	\$483,727
Adult Activities	\$49,915	\$49,559	\$43,981
Community Pools	\$660	\$810	\$875
George Wilson Center	\$45,602	\$50,532	\$45,836
Total	<b>\$563,120</b>	<b>\$599,024</b>	<b>\$633,633</b>
<b>Program Cost</b>			
Community Events	\$57,285	\$60,687	\$57,859
Trips	\$1,333	\$1,401	\$1,495
Preschool Activities	\$15,487	\$6,604	\$5,053
Youth/Teen Activities	\$210,474	\$246,632	\$280,988
Adult Activities	\$36,392	\$35,293	\$32,253
Community Pools	\$13,611	\$11,973	\$13,178
George Wilson Center	\$19,301	\$21,445	\$19,380
Total	<b>\$353,883</b>	<b>\$384,035</b>	<b>\$410,206</b>
<b>Volunteer Hours</b>			
Community Events	1,392	1,583	1,323
Youth/Teen Activities	3,361	3,870	3,695
Parks/Other	-	395	888
Total	<b>4,753</b>	<b>5,848</b>	<b>5,906</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Parks & Recreation Department*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$2,073,456	\$2,097,703	\$2,187,324	\$2,117,476	\$2,038,783	\$2,139,010
Materials and Supplies	102,395	107,366	125,885	96,877	109,450	121,005
Contractual Services	309,768	254,455	284,928	283,134	351,018	357,905
Other Charges	32,196	67,263	77,047	67,845	117,605	67,265
<b>Subtotal</b>	<b>\$2,517,815</b>	<b>\$2,526,787</b>	<b>\$2,675,184</b>	<b>\$2,565,332</b>	<b>\$2,616,856</b>	<b>\$2,685,185</b>
Inter-Dept. Charges	242,807	251,505	275,552	315,822	468,885	514,168
Special Revenue Accounts	8,899	16,498	18,934	15,783	24,774	38,774
<b>Total Operating Expenses</b>	<b>\$2,769,521</b>	<b>\$2,794,790</b>	<b>\$2,969,670</b>	<b>\$2,896,937</b>	<b>\$3,110,515</b>	<b>\$3,238,127</b>

**PARKS & RECREATION DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF PARKS & REC.	6020	28- D	105,281	2,641	107,922	1.0		28- D	94,650	3,278	97,928	1.0
DIRECTOR OF PARKS & REC.	6020						90,000					
RECREATION SUPT.	6020	21- D	19,809	0	19,809	1.0						
RECREATION SUPT.	6020						75,344	23- D	78,848	2,346	81,194	1.0
PARKS SUPT.	6020	21- I	80,235	3,301	83,536	1.0	80,243	21- I	81,432	3,485	84,917	1.0
PARKS SUPERVISOR	6020	17- I	68,747	3,049	71,796	1.0	68,738	17- I	69,754	3,209	72,963	1.0
RECREATION SUPERVISOR	6020	18- G	72,783	2,025	74,808	1.0	72,783	18- G	74,856	2,207	77,063	1.0
RECREATION SUPERVISOR	6020	18- G	72,783	2,025	74,808	1.0						
RECREATION SUPERVISOR	6020						56,494	18- B	59,673	0	59,673	1.0
RECREATION SUPERVISOR	6020	18- G	72,183	1,430	73,613	1.0	72,183	18- G	74,256	1,594	75,850	1.0
CUSTOMER SERVICE CLERK I	6080	10- F	49,415	0	49,415	1.0						
CUSTOMER SERVICE CLERK I	6080						41,279	10- B	43,337	0	43,337	1.0
MAINTENANCE IV	6230	8- 5	54,531	1,261	55,792	1.0	54,689	8- 5	55,837	1,371	57,208	1.0
MAINTENANCE IV	6230	8- 2	54,031	0	54,031	1.0	54,038	8- 5	55,282	914	56,196	1.0
MAINTENANCE IV	6230	8- 5	55,331	1,981	57,312	1.0	55,688	8- 5	56,499	2,103	58,602	1.0
MAINTENANCE IV	6230	8- 5	54,531	1,171	55,702	1.0	54,689	8- 5	55,499	1,280	56,779	1.0
MAINTENANCE III	6230	6- 5	50,932	1,093	52,025	1.0	51,070	6- 5	51,825	1,194	53,019	1.0
EQUIPMENT OPERATOR	6230	3- 5	47,804	1,104	48,908	1.0	47,971	3- 5	49,093	1,201	50,294	1.0
EQUIPMENT OPERATOR	6230	3- 5	47,304	0	47,304	1.0	47,320	3- 5	48,030	0	48,030	1.0
<b>FULL TIME SUBTOTALS</b>			<b>905,700</b>	<b>21,081</b>	<b>926,781</b>	<b>15.0</b>	<b>922,530</b>		<b>948,871</b>	<b>24,182</b>	<b>973,053</b>	<b>15.0</b>
TEMPORARY MAINTENANCE	6610		129,300		129,300				137,300		137,300	
OVERTIME	6620		31,000		31,000				31,000		31,000	
DAY CAMP	6680		46,500		46,500				46,500		46,500	
SELF SUPPORTING PROGM.	6690		171,000		171,000				99,000		99,000	
BEFORE AND AFTER CARE									90,000		90,000	
LIFE GUARDS	6750		12,600		12,600				13,600		13,600	
CLERK TYPIST PART TIME	6080	B	24,731		24,731	0.5						
CREATIVE DESIGN/ADMIN SUPPORT	6030	B						B	32,659		32,659	0.5
REC. SPEC. - SPEC. EVENTS	6770	C	31,421		31,421	0.5						
REC. SPEC. - SPEC. EVENTS	6770							B	36,816		36,816	0.5
COMM. CTR. ATTENDANT	6850	D	6,809		6,809	0.5		E	7,291		7,291	0.5
COMM. CTR. ATTENDANT	6850	C	8,105		8,105	0.5		D	8,496		8,496	0.5
COMM. CTR. ATTENDANT	6850							C	7,652		7,652	0.5
COMM. CTR. ATTENDANT	6850	D	7,971		7,971	0.5		D	8,534		8,534	0.5
COMM. CTR. ATTENDANT	6850	G	8,672		8,672	0.5						
<b>OTHER SUBTOTALS</b>			<b>478,109</b>	<b>0</b>	<b>478,109</b>	<b>3.0</b>	<b>0</b>		<b>518,848</b>	<b>0</b>	<b>518,848</b>	<b>3.0</b>
<b>PARKS &amp; REC. DEPARTMENT TOTALS</b>			<b>1,383,809</b>	<b>21,081</b>	<b>1,404,890</b>	<b>18.0</b>	<b>922,530 *</b>		<b>1,467,719</b>	<b>24,182</b>	<b>1,491,901</b>	<b>18.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Parks & Recreation Department**

<b>PERSONNEL SERVICES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
0151142.6020 Supervisory	\$502,989	\$507,525	\$522,919	\$538,072	\$491,821	\$533,469
0151142.6030 Engineering/Technical	0	0	0	0	0	32,659
0151142.6080 Clerical	94,233	96,598	99,466	102,159	74,146	43,337
0151142.6230 Maintenance Workers	368,830	376,745	344,516	345,719	364,464	372,065
0151142.6580 Service Award	22,404	25,465	26,734	26,126	21,081	24,182
0151142.6590 Sick Pay	15,596	16,672	17,392	16,722	17,028	13,332
0151142.6610 Seasonal	111,930	106,997	127,300	100,489	129,300	137,300
0151142.6620 Overtime	21,227	28,967	37,270	44,040	31,000	31,000
0151142.6680 Day Camp	44,675	44,164	43,728	46,549	46,500	46,500
0151142.6685 Before and After Care	0	0	0	0	0	90,000
0151142.6690 Self-Supporting Programs	128,285	167,048	164,744	188,879	171,000	99,000
0151142.6750 Life Guards	11,045	11,900	11,787	11,089	12,600	13,600
0151142.6770 Comm Events - Rec Specialist	17,565	15,607	15,256	27,907	31,421	36,816
0151142.6850 Center Attendants	28,137	31,618	29,867	31,596	31,557	31,973
0151142.6880 Uniform Allowances	0	144	1,912	2,410	2,760	2,460
0151142.6920 Unemployment Comp. Ins.	15,511	15,315	14,617	15,509	16,451	15,813
0151142.6930 Social Security Taxes	112,643	106,979	107,438	110,370	108,552	114,474
0151142.6940 City Pension Plan	231,938	202,875	264,924	223,125	227,425	189,367
0151142.6941 Defined Contribution 401(a) Plan	0	0	0	0	1,486	7,725
0151142.6950 Term Life Insurance	4,922	4,979	4,741	4,551	4,548	4,852
0151142.6960 Group Hospitalization Ins.	223,696	230,171	239,379	231,306	234,234	247,440
0151142.6961 Long-Term Disability Ins.	1,892	1,929	1,897	1,840	1,778	1,900
0151142.6962 Dental Insurance	16,640	17,810	15,545	16,256	15,943	15,306
0151142.6963 Flexible Spending Account	450	112	0	378	312	234
0141142.6964 Health Savings Account	0	0	0	0	0	1,500
0151142.6965 Post-Employment Benefits	98,848	88,083	95,092	30,948	0	27,008
0151142.6966 Retirement Health Savings Account	0	0	0	0	361	2,719
0151142.6967 Emergency Room Reimbursements	0	0	800	800	2,175	2,175
0151142.6968 Vision Insurance Premiums	0	0	0	636	840	804
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$2,073,456</b>	<b>\$2,097,703</b>	<b>\$2,187,324</b>	<b>\$2,117,476</b>	<b>\$2,038,783</b>	<b>\$2,139,010</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Parks & Recreation Department**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0151143.7020 Heating Fuel	\$4,324	\$4,390	\$4,466	\$4,210	\$4,500	\$0
0151143.7021 Advertising Supplies	0	0	0	0	1,250	1,250
0151143.7110 Safety Shoes & Supplies	1,434	2,394	2,221	2,307	2,200	2,200
0151143.7130 Tools,Field Sup.,Small Equip.	3,815	8,011	2,984	5,332	8,800	6,800
0151143.7131 Information Technology Supplies	0	0	0	514	0	0
0151143.7140 Uniforms	7	83	19	0	0	0
0151143.7150 Office Supplies	904	1,632	1,597	1,280	1,700	1,700
0151143.7160 Books, Periodicals, Etc.	81	27	0	0	100	100
0151143.7170 Postage	85	0	0	0	0	0
0151143.7250 Bldg. & Grounds Maintenance	16,362	13,721	33,683	1,680	1,700	0
0151143.7300 Mach. & Equip. Maintenance	2,559	3,616	2,413	1,980	2,000	7,100
0151143.7450 Salt, Sand & Snow Removal	0	0	1,406	1,300	1,500	1,500
0151143.7500 Parks Maintenance	36,001	35,545	39,302	43,232	46,500	47,655
0151143.7501 Island Beautification	4,687	5,468	8,107	6,061	5,700	19,200
0151143.7550 Miscellaneous Supplies	494	212	240	688	700	700
0151143.7680 Day Camp	1,514	1,435	1,283	1,104	1,400	1,400
0151143.7685 Before and After Care	0	0	0	0	0	1,800
0151143.7690 Self-Supporting Programs	20,326	20,586	20,974	19,154	22,000	20,200
0151143.7691 Community Day	1,389	2,138	2,444	1,598	1,700	1,700
0151143.7692 Liberty Day Fireworks	527	384	166	248	500	500
0151143.7693 Halloween Parade/Trick or Treat	124	46	217	191	400	400
0151143.7694 Other Special Events	3,010	2,520	3,166	4,919	4,300	4,300
0151143.7695 Newark Nite	2,973	2,119	0	0	0	0
0151143.7850 George Wilson Center	1,779	3,039	1,197	1,079	2,500	2,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$102,395</b>	<b>\$107,366</b>	<b>\$125,885</b>	<b>\$96,877</b>	<b>\$109,450</b>	<b>\$121,005</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Parks & Recreation Department**

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0151144.8020 Advertising	\$1,306	\$2,447	\$729	\$1,374	\$1,250	\$1,250
0151144.8030 Casualty Insurance	43,493	41,684	50,717	38,885	45,260	45,300
0151144.8040 Merchant Fees and Discounts	7,023	8,295	9,997	11,722	17,000	13,000
0151144.8050 Phone/Communications	20,673	23,962	25,131	16,802	23,974	20,100
0151144.8130 Bldg. & Equip. Rental	1,655	1,843	1,733	995	2,500	2,500
0151144.8131 Information Technology Cont'l	0	0	6,436	32,360	43,934	41,615
0151144.8250 Bldg. & Grounds Maint.	166	380	497	0	500	0
0151144.8300 Mach. & Equip. Maintenance	160	343	20	25	700	700
0151144.8410 Creek Maintenance	12,960	5,289	9,699	3,709	15,000	15,000
0151144.8420 Tree Removal	23,285	12,844	25,028	25,371	27,000	30,400
0151144.8500 Parks Maintenance	20,368	21,849	22,689	18,608	22,500	22,500
0151144.8550 Misc. Contracted Services	9,037	6,868	3,410	16,762	500	500
0151144.8680 Day Camp	5,300	5,906	6,151	8,001	7,500	9,850
0151144.8685 Before and After Care	0	0	0	0	0	2,000
0151144.8690 Self-Supporting Programs	96,674	60,447	63,954	51,536	70,000	76,690
0151144.8691 Community Day	3,170	2,892	3,998	3,100	3,800	3,800
0151144.8692 Liberty Day/Fireworks	30,995	30,597	28,477	31,872	39,100	39,100
0151144.8693 Halloween Parade/Trick or Treat	300	803	960	800	800	800
0151144.8694 Other Special Events	3,708	5,590	6,443	4,540	6,500	6,500
0151144.8695 Newark Nite	8,624	7,606	297	302	0	0
0151144.8696 Memorial Day Parade	6,000	0	0	0	2,000	2,000
0151144.8850 George Wilson Center	371	310	451	621	1,000	1,000
0151144.8899 Retention Basin Mowing	14,500	14,500	18,111	15,749	20,200	23,300
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$309,768</b>	<b>\$254,455</b>	<b>\$284,928</b>	<b>\$283,134</b>	<b>\$351,018</b>	<b>\$357,905</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

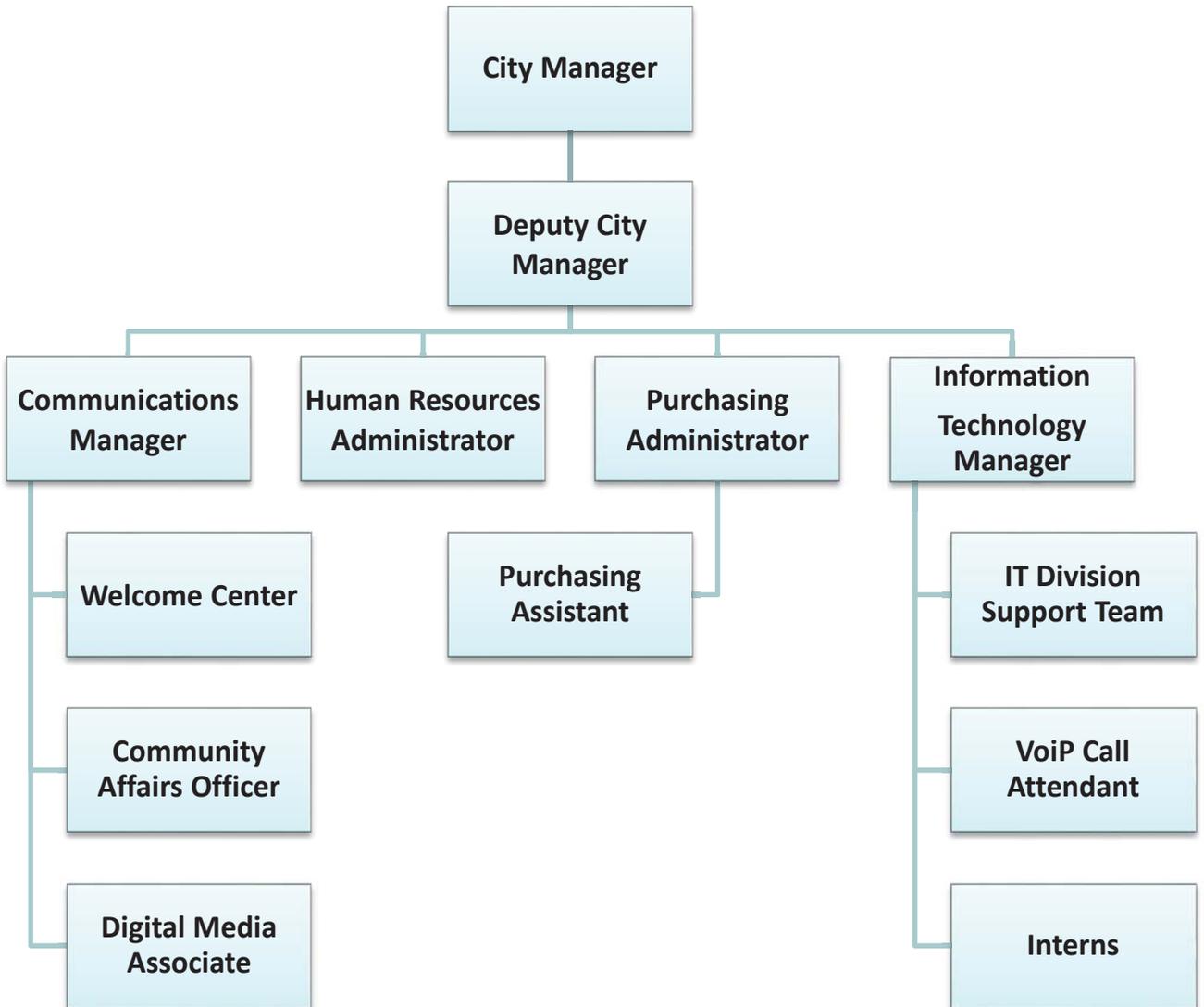
**Expenditures:**

**Parks & Recreation Department**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0151145.9020 Mileage & Small Bus. Exp.	\$16	\$114	\$2	\$21	\$50	\$50
0151145.9040 Dues/Conferences Expenses	445	1,416	2,669	2,687	2,400	2,400
0151145.9060 Depreciation Expense	30,290	64,489	68,451	60,961	108,455	59,750
0151145.9070 Training & Continuing Educ/Conf	1,445	1,244	2,925	526	2,900	5,065
0151145.9099 Contingencies	0	0	3,000	3,650	3,800	0
<b>TOTAL OTHER CHARGES</b>	<b>\$32,196</b>	<b>\$67,263</b>	<b>\$77,047</b>	<b>\$67,845</b>	<b>\$117,605</b>	<b>\$67,265</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$111,191	\$88,323	\$86,934	\$80,392	\$90,724	\$73,375
Buildings and Grounds	(23,363)	(8,717)	14,910	20,229	75,678	97,125
Billings & Accounting	100,307	122,109	62,059	66,038	67,252	73,877
Information Technology	0	0	54,860	88,724	173,364	240,107
Printing and Reproduction	21,645	21,287	24,021	23,531	26,922	3,194
Electricity	23,704	20,531	20,596	19,902	22,245	18,190
Other Indirect Expenses	9,323	7,972	12,172	17,006	12,700	8,300
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$242,807</b>	<b>\$251,505</b>	<b>\$275,552</b>	<b>\$315,822</b>	<b>\$468,885</b>	<b>\$514,168</b>

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



### **City of Newark: Administration Department**

Under the direction of the City Manager and Deputy City Manager, the Administration Department oversees all operating departments and employees of the City, while working to coordinate a positive relationship with our community, including the state, University of Delaware, local businesses, community 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 departmental staffing and services in an effort to ensure the optimal use of resources and appropriate levels of staff deployment. This Department assists in the formulation of City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to all areas of the organization and Newark's Mayor and Council.

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

**Personnel Administration:** This division, led by the Deputy City Manager, is responsible for the personnel and human resource functions, including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration.

In the area of recruitment and selection, the Administration Department handles the hiring of new employees as well as in-house promotions and transfers. During 2015, the Department was involved in the recruitment of fifty-four (54) regular full-time and part-time positions, of which twenty-one (21) were full-time and thirty-three (33) part-time. The promotion, upgrade and reclassification of fifty (50) city employees occurred, and the hiring of twenty-two (22) 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-one full-time employees noted above, twelve were recruited and hired officers.

**Labor Relations:** This division is responsible for the administration of labor relations involving three collective bargaining groups covering approximately 239 full-time 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 to provide management employees with assistance and advice in the interpretation of contract provisions and grievance administration. No contract agreements expired in 2015, however, all three agreements are up for expiration in 2016. The CWA agreement has an extension clause, while AFSCME and FOP each expire on December 31, 2016.

**Information Technology:** The Information Technology (IT) Division is responsible for providing the technology infrastructure, line-of-business application management and daily support services for all City of Newark buildings, departments and users. IT is also responsible for: general workstation and end-user support; servers and group services; web applications;

researching new and innovative technologies; networking and communications support; security; computer operations and facilities; training and education; Geographic Information System (GIS); and digital records management.

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

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

**Purchasing:** The Administration Department handles the purchasing, contracting and negotiating for the acquisition of materials, supplies, equipment and services used by all City departments. This includes the development and/or review of contract and request for proposal documents and the resulting evaluation of bids and proposals. The Administration Department makes recommendations to Mayor and Council regarding the award of all bids and proposals. The Department also provides oversight and support for all large scale projects and programs. In 2015, 1,160 purchase orders were issued by the Department. For purchases exceeding \$25,000, there were 17 contracts totaling \$5,498,047.

**Communications:** The Communications team is responsible for the design, review and approval of nearly all communications produced by the City of Newark for distribution to the public. They use a variety of mediums: print, video and electronic (including web and social media) to share information proactively and also serve as a liaison with the media and members of the public to field and respond to questions or concerns. The team consists of three members: the Communications Manager, Community Affairs Officer, and Creative Designer and Web Specialist.

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

The Communications team also maintains City's website, which is currently going through the redesign and upgrade process through CivicPlus. We hope to launch the new website in early 2017.

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

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

### **Other Activities**

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

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

**Inter-Departmental Relations:** Bi-weekly staff meetings are held with the administration staff and Department Directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Members of the staff also attend City Council meetings as necessary to address Council on projects or services they are responsible for.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Administrative Department-Management Division*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$712,175	\$779,860	\$1,463,466	\$856,154	\$1,127,246	\$1,140,684
Materials and Supplies	3,103	4,094	97,694	15,317	15,550	12,550
Contractual Services	76,031	64,783	358,227	126,194	131,919	162,955
Other Charges	68,054	36,302	99,074	123,147	74,386	147,593
<b>Subtotal</b>	\$859,363	\$885,039	\$2,018,461	\$1,120,812	\$1,349,101	\$1,463,782
Inter-Dept. Charges	(163,322)	(166,833)	(1,231,418)	(209,482)	(282,376)	(247,704)
<b>Total Operating Expenses</b>	<u>\$696,041</u>	<u>\$718,206</u>	<u>\$787,043</u>	<u>\$911,330</u>	<u>\$1,066,725</u>	<u>\$1,216,078</u>

**ADMINISTRATION DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
MANAGEMENT DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				FT POS	GRADE	STEP	ANNUAL			FT POS
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	
CITY MANAGER	6020			143,155	6,160	149,315	1.0			148,836	6,653	155,489	1.0	
DEPUTY CITY MANAGER	6020	31-	I	117,296	0	117,296	1.0	34-	D	122,237	0	122,237	1.0	
HUMAN RESOURCE MANAGER	6020	18-	D	60,000	0	60,000	1.0	18-	D	65,544	0	65,544	1.0	
COMMUNICATIONS MANAGER	6020	23-	D	72,105	0	72,105	1.0	23-	I	86,994	0	86,994	1.0	
MEDIA/CONTENT SPECIALIST	6030	9-	C	42,659	0	42,659	1.0							
CREATIVE DESIGNER & WEB SPEC.	6030							9-	B	42,481	0	42,481	1.0	
COMMUNITY AFFAIRS OFC	6020	17-	D	63,249	0	63,249	1.0							
COMMUNITY AFFAIRS OFC	6020							17-	D	56,144	0	56,144	1.0	
HR ADMINISTRATOR	6080	15-	I	63,625	2,923	66,548	1.0	15-	I	64,565	3,072	67,637	1.0	
PURCHASING ADMIN	6030	15-	I	63,625	2,296	65,921	1.0	15-	I	63,640	2,401	66,041	1.0	
CALL ATTENDANT	6080	10-	7	53,541	1,654	55,195	1.0							
PURCHASING ASSISTANT	6080	13-	G	59,449	1,371	60,820	1.0	13-	G	61,508	1,511	63,019	1.0	
RECEPTIONIST (WELCOME CNTR)	6080							4-	2	34,018	0	34,018	1.0	
<b>FULL TIME SUBTOTALS</b>				<b>738,704</b>	<b>14,404</b>	<b>753,108</b>	<b>10.0</b>			<b>745,967</b>	<b>13,637</b>	<b>759,604</b>	<b>10.0</b>	
INTERN	6615									10,000		10,000		
OVERTIME	6620			1,500		1,500				10,000		10,000		
<b>OTHER SUBTOTALS</b>				<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0</b>			<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0</b>	
<b>ADMINISTRATION DEPARTMENT TOTALS</b>				<b>740,204</b>	<b>14,404</b>	<b>754,608</b>	<b>10.0</b>			<b>765,967</b>	<b>13,637</b>	<b>779,604</b>	<b>10.0</b>	

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Administrative Department-Management Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111122.6020 Supervisory	\$300,113	\$329,427	\$301,276	\$304,763	\$455,805	\$479,755
0111122.6030 Engineering/Technical	56,476	55,203	76,004	91,070	106,284	106,121
0111122.6050 Information Technology	0	0	410,222	0	0	0
0111122.6080 Clerical	66,663	109,220	116,373	152,973	176,615	160,091
0111122.6580 Service Award	14,608	11,895	15,360	14,658	14,404	13,637
0111122.6590 Sick Pay	5,723	8,171	6,399	6,964	6,775	6,798
0111122.6600 Part-Time	6,939	0	0	0	0	0
0111122.6615 Interns	0	0	7,842	8,460	0	10,000
0111122.6620 Overtime	0	1,198	13,970	1,832	1,500	10,000
0111122.6875 Vehicle Allowance	1,000	0	0	0	0	0
0111122.6920 Unemployment Comp. Ins.	2,274	2,489	6,847	3,147	4,723	4,614
0111122.6930 Social Security Taxes	33,496	35,803	68,342	41,851	56,279	57,904
0111122.6940 City Pension Plan	117,700	95,317	172,395	88,129	90,250	75,793
0111122.6941 Defined Contribution 401(a) Plan	0	6,646	15,666	12,506	25,768	28,798
0111122.6950 Term Life Insurance	1,827	2,007	3,810	1,719	3,318	3,236
0111122.6960 Group Hospitalization Ins.	52,533	69,044	167,787	94,697	161,468	150,411
0111122.6961 Long-Term Disability Ins.	658	846	1,611	769	1,339	1,333
0111122.6962 Dental Insurance	3,537	4,786	11,394	6,361	11,318	9,317
0111122.6963 Flexible Spending Account	306	78	1,548	441	468	468
0111122.6964 Health Savings Account	0	5,500	1,125	1,500	2,250	1,500
0111122.6965 Post-Employment Benefits	48,322	41,378	61,875	20,116	0	10,809
0111122.6966 Retirement Health Savings Account	0	852	3,069	3,147	6,696	8,156
0111122.6967 Emergency Room Reimbursements	0	0	551	800	1,450	1,450
0111122.6968 Vision Insurance Premiums	0	0	0	251	536	493
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$712,175</b>	<b>\$779,860</b>	<b>\$1,463,466</b>	<b>\$856,154</b>	<b>\$1,127,246</b>	<b>\$1,140,684</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Administrative Department-Management Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111123.7130 Tools,Field Sup.,Small Equip.	\$0	\$140	\$27,732	\$4,928	\$11,000	\$1,000
0111123.7131 Information Technology Supplies	0	0	66,249	6,337	0	6,500
0111123.7150 Office Supplies	2,362	3,522	2,590	3,591	3,500	4,000
0111123.7160 Books, Periodicals, Etc.	474	458	370	389	500	500
0111123.7170 Postage	59	9	52	35	50	50
0111123.7550 Miscellaneous Supplies	208	(35)	701	37	500	500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$3,103</b>	<b>\$4,094</b>	<b>\$97,694</b>	<b>\$15,317</b>	<b>\$15,550</b>	<b>\$12,550</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111124.8020 Advertising	\$0	\$286	\$0	\$0	\$0	\$0
0111124.8030 Casualty Insurance	29,365	28,699	39,713	37,531	40,979	41,000
0111124.8050 Phone/Communications	2,131	2,108	7,996	5,344	3,940	4,500
0111124.8131 Information Technology Cont'l	0	30	223,932	49,434	47,500	49,455
0111124.8162 Legal/Consulting Services	30,358	31,004	70,275	24,857	35,000	35,000
0111124.8300 Mach. & Equip. Maintenance	125	0	151	0	100	100
0111124.8550 Misc. Contracted Svc.	9,954	258	13,346	6,126	1,400	1,400
0111124.8560 Employee Testing Svc.	3,136	2,398	2,814	2,902	3,000	3,000
0111124.8570 Annual Reports & Pub. Rel.	962	0	0	0	0	28,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$76,031</b>	<b>\$64,783</b>	<b>\$358,227</b>	<b>\$126,194</b>	<b>\$131,919</b>	<b>\$162,955</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Administrative Department-Management Division**

<b>OTHER CHARGES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
0111125.9020 Mileage & Small Bus. Exp.	\$1,515	\$2,380	\$2,552	\$3,065	\$2,500	\$2,500
0111125.9030 Recruitment & Retention Expenses	38,857	18,959	30,003	39,334	40,000	75,000
0111125.9031 Information Technology Training	0	0	7,903	0	0	0
0111125.9040 Dues & Professional Organizations	796	4,551	11,320	9,972	10,000	25,000
0111125.9060 Depreciation Expense	98	3,805	31,349	55,029	6,886	9,093
0111125.9070 Training & Continuing Educ/Conf	125	588	3,831	520	1,500	3,500
0111125.9090 Other Special Programs	26,663	6,019	7,924	15,227	9,500	12,500
0111125.9099 Contingencies	0	0	4,192	0	4,000	20,000
<b>TOTAL OTHER CHARGES</b>	<b>\$68,054</b>	<b>\$36,302</b>	<b>\$99,074</b>	<b>\$123,147</b>	<b>\$74,386</b>	<b>\$147,593</b>

<b>INTER-DEPT. CHARGES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
Vehicles and Equipment	\$0	\$0	\$3,953	\$4,065	\$4,182	\$4,031
Buildings and Grounds	9,867	11,914	10,871	3,574	12,344	15,843
Billings & Accounting	22,744	29,015	37,392	18,641	21,225	24,161
Information Technology	0	0	(995,954)	18,436	36,027	49,892
Printing and Reproduction	5,953	5,855	(38,390)	4,925	5,635	669
Electricity Used	8,008	7,916	11,210	7,630	8,934	6,990
Services to Utility Funds	(209,894)	(221,533)	(260,500)	(266,753)	(370,723)	(349,290)
Other Indirect Charges	0	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>(\$163,322)</b>	<b>(\$166,833)</b>	<b>(\$1,231,418)</b>	<b>(\$209,482)</b>	<b>(\$282,376)</b>	<b>(\$247,704)</b>

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**ADMINISTRATION DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
INFORMATION TECHNOLOGY DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
IT MANAGER	6020	28- I	104,281	0	104,281	1.0	104,280	28- I	105,844	0	105,844	1.0
ASSISTANT IT MANAGER	6020						71,694	21- D	73,492	1,463	74,955	1.0
IT NETWORK ADMIN II	6050	19- G	75,635	1,982	77,617	1.0	75,642	21- F	79,057	2,203	81,260	1.0
IT APPLICATION SUPPORT ADMIN	6050	18- G	72,783	1,906	74,689	1.0	72,783	18- G	74,856	2,084	76,940	1.0
APPL SUPPORT ANALYST	6050	16- F	66,784	1,212	67,996	1.0		21- G	82,740	0	82,740	1.0
SYSTEMS ADMIN I	6050	21- G	80,400	0	80,400	1.0	80,408	12- C	48,575	0	48,575	1.0
DESKTOP SUPPORT LEAD	6050	12- B	45,260	0	45,260	1.0	46,434	10- G	55,630	1,792	57,422	1.0
CALL ATTENDANT	6080							16- E	62,466	0	62,466	1.0
DIGITAL RECORDS MGMT COORD	6050							8- D	43,044	0	43,044	1.0
DIGITAL SCANNER/RECORDS ASST II	6050							23- A	53,048	0	53,048	1.0
IT NETWORK ADMIN III	6050							8- A	29,451	0	29,451	1.0
DESKTOP SUPPORT TECHNICIAN	6050							14- A	37,262	0	37,262	1.0
GIS TECHNICIAN	6050							14- B	50,170	0	50,170	1.0
GIS TECHNICIAN	6050							19- G	76,498	0	76,498	1.0
NETWORK ADMIN I	6050											
GIS COORDINATOR	6050	18- B	57,623	0	57,623	1.0	56,494					
<b>FULL TIME SUBTOTALS</b>			<b>502,766</b>	<b>5,100</b>	<b>507,866</b>	<b>7.0</b>	<b>507,735</b>		<b>872,133</b>	<b>7,542</b>	<b>879,675</b>	<b>14.0</b>
INTERN	6615		24,000		24,000							
DIGITAL RECORDS P/T	6050							3- B	25,197		25,197	0.5
TRANSITION WAGES	6020		8,000		8,000							
OVERTIME	6620		20,000		20,000				20,000		20,000	
<b>OTHER SUBTOTALS</b>			<b>0</b>	<b>0</b>	<b>52,000</b>	<b>0.0</b>			<b>45,197</b>	<b>0</b>	<b>45,197</b>	<b>0.5</b>
<b>INFORMATION TECHNOLOGY DIVISION TOTALS</b>			<b>502,766</b>	<b>5,100</b>	<b>559,866</b>	<b>7.0</b>	<b>507,735 *</b>		<b>917,330</b>	<b>7,542</b>	<b>924,872</b>	<b>14.5</b>

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

*Administrative Department-Information Technology Division*

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111162.6020 Supervisory	\$0	\$0	\$0	\$112,661	\$112,281	\$179,336
0111162.6050 Information Technology	0	0	0	337,872	398,485	662,364
0111162.6080 Clerical	0	0	0	0	0	55,630
0111162.6580 Service Award	0	0	0	4,548	5,100	7,542
0111162.6590 Sick Pay	0	0	0	1,147	1,350	2,645
0111162.6600 Part Time	0	0	0	0	24,000	0
0111162.6615 Interns	0	0	0	13,197	0	0
0111162.6620 Overtime	0	0	0	12,391	20,000	20,000
0111162.6920 Unemployment Comp. Ins.	0	0	0	2,777	3,306	6,094
0111162.6930 Social Security Taxes	0	0	0	35,216	42,321	70,955
0111162.6940 City Pension Plan	0	0	0	75,588	83,148	81,887
0111162.6941 Defined Contribution 401(a) Plan	0	0	0	8,637	11,216	37,977
0111162.6950 Term Life Insurance	0	0	0	1,686	2,468	4,297
0111162.6960 Group Hospitalization Ins.	0	0	0	102,294	119,335	238,150
0111162.6961 Long-Term Disability Ins.	0	0	0	711	990	1,693
0111162.6962 Dental Insurance	0	0	0	7,510	8,470	15,578
0111162.6963 Flexible Spending Account	0	0	0	126	234	156
0111162.6964 Health Savings Account	0	0	0	1,500	1,500	1,500
0111162.6965 Post-Employment Benefits	0	0	0	0	0	11,678
0111162.6966 Retirement Health Savings Account	0	0	0	1,776	2,679	11,214
0111162.6967 Emergency Room Reimbursements	0	0	0	0	1,015	2,030
0111162.6968 Vision Insurance Premiums	0	0	0	273	411	727
<b>TOTAL PERSONNEL SERVICES</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$719,910</u>	<u>\$838,309</u>	<u>\$1,411,453</u>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Administrative Department-Information Technology Division**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
0111163.7130 Tools,Field Sup.,Small Equip.	\$0	\$0	\$0	\$73,700	\$40,000	\$99,500
0111163.7136 Software	0	0	0	4,410	25,000	20,000
0111163.7150 Office Supplies	0	0	0	2,030	2,500	7,000
0111163.7160 Books, Periodicals, Etc.	0	0	0	0	0	0
0111163.7200 Copying Supplies	0	0	0	0	0	0
0111163.7550 Miscellaneous Supplies	0	0	0	278	2,000	2,000
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,418</b>	<b>\$69,500</b>	<b>\$128,500</b>

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>CONTRACTUAL SERVICES</b>						
0111164.8030 Casualty Insurance	\$0	\$0	\$0	\$2,499	\$3,087	\$3,100
0111164.8050 Phone/Communications	0	0	0	5,657	6,640	6,600
0111164.8130 Bldg. & Equip. Rental	0	0	0	99	1,000	2,500
0111164.8136 Subscription Services (Software or SAAS)	0	0	0	379,994	415,125	211,599
0111164.8137 Leased Equipment (Contractual)	0	0	0	93,343	87,876	82,621
0111164.8300 Mach. & Equip. Maintenance	0	0	0	3,401	1,000	0
0111164.8550 Misc. Contracted Svc.	0	0	0	27,174	17,000	42,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$512,167</b>	<b>\$531,728</b>	<b>\$348,420</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Administrative Department-Information Technology Division**

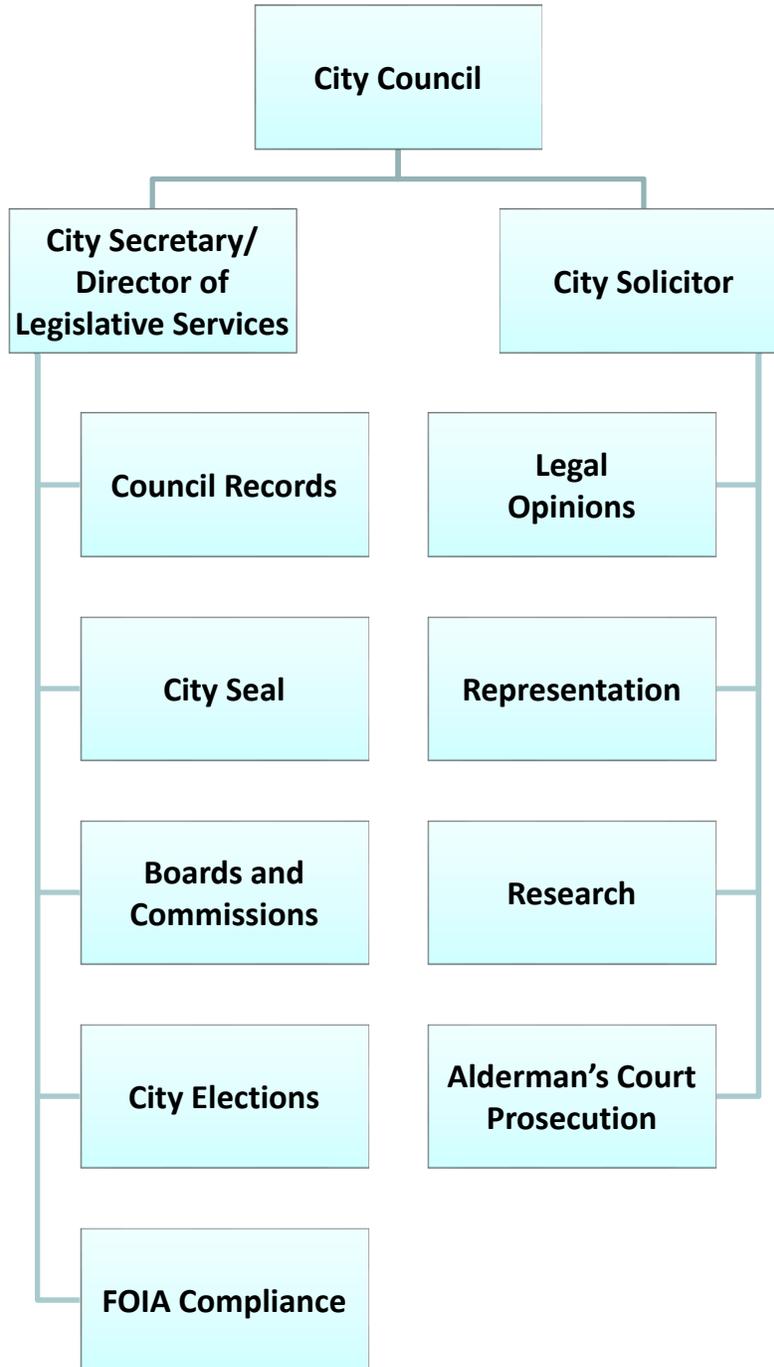
<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111165.9031 Information Technology Training	\$0	\$0	\$0	\$21,381	\$30,000	\$10,000
0111165.9040 Dues & Professional Organizations	0	0	0	4,257	14,700	0
0111165.9060 Depreciation Expense	0	0	0	2,049	83,910	129,958
0111165.9070 Training & Continuing Educ/Conf	0	0	0	0	0	32,000
0111165.9099 Contingencies	0	0	0	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,687</b>	<b>\$130,110</b>	<b>\$171,958</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Buildings and Grounds	\$0	\$0	\$0	\$1,284	\$4,433	\$5,690
Billings & Accounting	0	0	0	20,937	22,077	28,723
Information Technology	0	0	0	(1,320,842)	(1,553,136)	(2,097,464)
Printing and Reproduction	0	0	0	(44,301)	(46,230)	210
Electric Used	0	0	0	2,740	3,209	2,510
Other Indirect Charges	0	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,340,182)</b>	<b>(\$1,569,647)</b>	<b>(\$2,060,331)</b>

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# CITY OF NEWARK, DELAWARE

## LEGISLATIVE DEPARTMENT



### **City of Newark: Legislative Department**

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

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

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

This department also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor's Office, consisting of the City Solicitor and Deputy City Solicitor, rely on this office for research, drafting agreements, ordinances, resolutions and full clerical support.

In addition, this department conducts the final review and approval of applications for peddler/vendor licenses, solicitation registrations and lien certificates.

#### **Major Accomplishments in 2016**

- Continued implementation of an electronic document management and records retention system to streamline the City's archival process and better protect the records of the City. By mid-September 2016, more than 27,000 documents containing nearly 220,000 pages were scanned or imported into the system. The City records housed within the City Secretary's Office are expected to be converted to digital records by December 31, 2016.
- Continued partnership with the Networks program in the Christina School District to provide opportunities for developmentally disabled students to receive job skills training. Students are assisting with the document preparation portion of the electronic document management project, which provides additional help at no cost to the City. The relationship with Networks will continue through the transition of this project to the IT Division.

- Continued the proofing and verification of the legal review portion of the process of recodification of the Code of the City of Newark, which has not been completed since 1970. This project is scheduled to be completed in 2017.
- Facilitation of the Boards and Commissions Review Committee's review of all City boards and commissions and subsequent presentation of those reviews to Council.

**Objectives for 2017**

- Launch of agenda management software and paperless packets for Mayor and Council as of January 1, 2017.
- Completion of the recodification process for City Code.
- Completion of the work of the Boards and Commissions Review Committee.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Legislative Department*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$345,817	\$363,895	\$389,321	\$395,998	\$406,854	\$403,447
Materials and Supplies	5,460	6,923	7,342	6,112	14,050	16,100
Contractual Services	1,131,120	742,575	1,051,450	923,112	1,026,879	1,039,823
Other Charges	64,560	12,872	23,593	22,499	48,965	49,466
<b>Subtotal</b>	<b>\$1,546,957</b>	<b>\$1,126,265</b>	<b>\$1,471,706</b>	<b>\$1,347,721</b>	<b>\$1,496,748</b>	<b>\$1,508,836</b>
Inter-Dept. Charges	(18,796)	(29,826)	(44,878)	(62,656)	(84,108)	(62,041)
<b>Total Operating Expenses</b>	<b>\$1,528,161</b>	<b>\$1,096,439</b>	<b>\$1,426,828</b>	<b>\$1,285,065</b>	<b>\$1,412,640</b>	<b>\$1,446,795</b>

**LEGISLATIVE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017							
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL					
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
DIRECTOR LEGISLATIVE SERV	6020			85,000	0	85,000	1.0			85,850	0	85,850	1.0		
SECRETARY II	6080	13-	G	58,749	1,077	59,826	1.0	13-	G	60,983	1,209	62,192	1.0		
SECRETARY I	6080	10-	G	52,241	0	52,241	1.0	10-	G	53,747	0	53,747	1.0		
<b>FULL TIME SUBTOTALS</b>				<b>195,990</b>	<b>1,077</b>	<b>197,067</b>	<b>3.0</b>			<b>200,580</b>	<b>1,209</b>	<b>201,789</b>	<b>3.0</b>		
MAYOR AND COUNCIL	6400			50,400		50,400				50,400		50,400			
CLERK TYPIST	6080	G		23,810	391	24,201	0.5	G		29,944	436	30,380	0.5		
CLERK TYPIST	6080	B		17,118		17,118	0.5								
INTERN	6615			2,000		2,000									
OVERTIME	6620			6,500		6,500				6,000		6,000			
<b>OTHER SUBTOTALS</b>				<b>99,828</b>	<b>391</b>	<b>100,219</b>	<b>1.0</b>			<b>86,344</b>	<b>436</b>	<b>86,780</b>	<b>0.5</b>		
<b>LEGISLATIVE DEPARTMENT TOTALS</b>				<b>295,818</b>	<b>1,468</b>	<b>297,286</b>	<b>4.0</b>			<b>196,836</b>	<b>*</b>	<b>286,924</b>	<b>1,645</b>	<b>288,569</b>	<b>3.5</b>

\* Information puposes only. Total is not meaningful due to omiting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Legislative Department**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111132.6020 Supervisory	\$70,118	\$79,923	\$80,961	\$85,000	\$85,000	\$85,850
0111132.6080 Clerical	115,351	120,598	136,854	144,162	151,918	144,674
0111132.6400 Mayor & Council	50,400	48,914	49,323	50,400	50,400	50,400
0111132.6580 Service Award	3,792	1,601	338	1,330	1,468	1,645
0111132.6590 Sick Pay	1,407	1,624	1,106	1,272	1,356	1,385
0111132.6615 Interns	0	0	1,083	2,490	2,000	0
0111132.6620 Overtime	1,996	4,732	7,544	8,272	6,500	6,000
0111132.6920 Unemployment Comp. Ins.	2,957	2,935	6,476	2,936	3,867	3,177
0111132.6930 Social Security Taxes	18,449	19,094	20,641	21,819	22,846	22,181
0111132.6940 City Pension Plan	36,741	34,322	26,688	24,390	26,126	25,686
0111132.6941 Defined Contribution 401(a) Plan	0	3,692	6,072	6,375	6,375	6,439
0111132.6950 Term Life Insurance	818	860	822	787	982	1,002
0111132.6960 Group Hospitalization Ins.	26,033	27,810	37,463	38,368	42,641	46,000
0111132.6961 Long-Term Disability Ins.	297	326	364	358	391	401
0111132.6962 Dental Insurance	1,718	1,829	2,359	2,574	2,864	2,808
0111132.6963 Flexible Spending Account	78	26	0	126	156	156
0111132.6965 Post-Employment Benefits	15,662	14,898	9,578	3,095	0	3,663
0111132.6966 Retirement Health Savings Account	0	711	1,249	1,320	1,339	1,359
0111132.6967 Emergency Room Reimbursements	0	0	400	800	435	435
0111132.6968 Vision Insurance Premiums	0	0	0	124	190	186
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$345,817</b>	<b>\$363,895</b>	<b>\$389,321</b>	<b>\$395,998</b>	<b>\$406,854</b>	<b>\$403,447</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Legislative Department**

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
0111133.7131 Information Technology Supplies	\$0	\$0	\$0	\$0	\$6,500	\$6,500
0111133.7150 Office Supplies	1,198	1,776	1,743	1,683	2,000	2,000
0111133.7160 Books, Periodicals, Etc.	3,287	4,083	4,286	4,071	4,000	4,300
0111133.7210 Election Expenses	42	193	420	70	400	400
0111133.7550 Miscellaneous Supplies	111	101	143	288	400	400
0111133.7570 Merchandise For Resale	822	770	750	0	750	2,500
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$5,460</b>	<b>\$6,923</b>	<b>\$7,342</b>	<b>\$6,112</b>	<b>\$14,050</b>	<b>\$16,100</b>

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>CONTRACTUAL SERVICES</b>						
0111134.8020 Advertising	\$9,999	\$12,256	\$12,270	\$11,589	\$12,500	\$12,500
0111134.8030 Casualty Insurance	11,413	9,174	12,243	12,028	12,036	12,500
0111134.8050 Phone/Communications	339	324	336	516	6,360	6,360
0111134.8060 DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000
0111134.8070 Aetna Hose, Hook & Ladder	53,000	53,000	62,000	62,000	68,200	70,246
0111134.8071 Newark Ambulance	3,000	3,000	3,000	3,000	3,000	3,000
0111134.8073 Newark Senior Center	50,860	50,860	50,000	0	0	0
0111134.8131 Information Technology Cont'l	0	0	2,637	4,617	14,583	45,017
0111134.8160 City Solicitor & Deputy	240,786	269,051	278,097	312,578	330,000	375,000
0111134.8161 Lobbyist	12,000	12,000	5,500	39,587	53,200	53,200
0111134.8162 Legal/Consulting Services	687,410	250,002	495,055	379,169	415,000	350,000
0111134.8163 Codification of Ordinance	5,662	4,302	12,194	12,778	5,000	8,000
0111134.8210 Election Expenses	2,724	10,680	3,230	4,700	26,000	22,000
0111134.8220 Community Groups	43,965	55,013	47,098	63,956	60,000	60,000
0111134.8550 Misc. Contracted Svc.	0	0	55,290	4,413	8,500	8,500
0111134.8741 Special Council Events	3,962	6,913	6,500	6,181	6,500	7,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$1,131,120</b>	<b>\$742,575</b>	<b>\$1,051,450</b>	<b>\$923,112</b>	<b>\$1,026,879</b>	<b>\$1,039,823</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

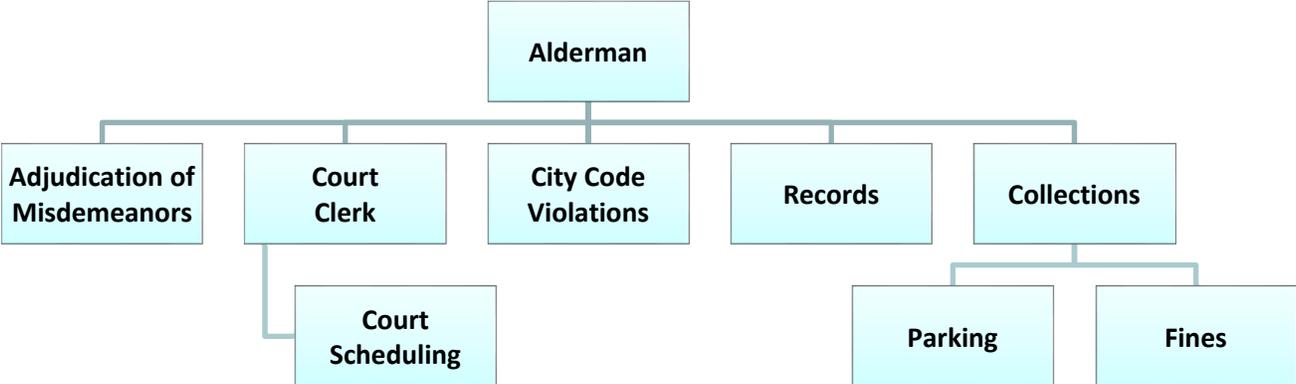
**Legislative Department**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111135.9020 Mileage & Small Bus. Exp.	\$140	\$879	\$968	\$1,312	\$1,000	\$3,000
0111135.9040 Dues/Conferences Expenses	9,696	2,261	7,163	9,721	35,000	35,000
0111135.9060 Depreciation Expense	54,639	8,803	11,825	10,466	10,465	10,466
0111135.9070 Training & Continuing Educ/Conf	85	929	0	1,000	1,000	1,000
0111135.9099 Contingencies	0	0	3,637	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<b>\$64,560</b>	<b>\$12,872</b>	<b>\$23,593</b>	<b>\$22,499</b>	<b>\$48,965</b>	<b>\$49,466</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Building & Grounds	\$19,420	\$23,447	\$15,741	\$7,033	\$24,295	\$31,180
Billings & Accounting	37,412	37,590	23,220	24,620	25,957	28,322
Information Technology	0	0	15,674	25,350	49,532	68,602
Printing and Reproduction	1,352	1,330	1,500	1,470	1,682	200
Electricity Used	41,371	37,652	36,987	36,778	11,883	9,340
Services to Utility Funds	(119,263)	(129,845)	(138,000)	(157,907)	(197,457)	(199,685)
Other Indirect Expenses	912	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>(\$18,796)</b>	<b>(\$29,826)</b>	<b>(\$44,878)</b>	<b>(\$62,656)</b>	<b>(\$84,108)</b>	<b>(\$62,041)</b>

# CITY OF NEWARK, DELAWARE

## JUDICIAL DEPARTMENT



### **City of Newark: Alderman's Court**

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

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

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

This office has a staff of five, including the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. The office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware. In 2105, a total of 11,184 cases were filed in the City of Newark Alderman's Court. Of those filed, 7,232 cases were finalized and \$813,722.51 was collected in court fines. In addition, the Court collected \$414,656.82 in parking fees, \$18,660.00 in civil citation, and \$40,484.86 in security fees, totaling \$1,314,464.19.

Many improvements have been made to the Court in the past several years to enhance customer service and increase security. Such measures include: on-line payments for all traffic and criminal fines imposed, including parking tickets; installation of video connection in the court, providing the ability to view videos of incidents on film; installation bullet resistant glass and walls; and the addition of a bailiff to oversee the operations of the court sessions. In 2016, a kiosk was installed in the Court lobby to allow the public to make payments by credit card.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Alderman's Court*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$388,277	\$362,862	\$370,881	\$358,589	\$382,752	\$370,699
Materials and Supplies	3,533	4,216	4,747	3,034	5,550	17,100
Contractual Services	8,950	14,840	22,364	48,633	84,905	53,694
Other Charges	417	1,896	224	1,722	2,906	3,678
<b>Subtotal</b>	<b>\$401,177</b>	<b>\$383,814</b>	<b>\$398,216</b>	<b>\$411,978</b>	<b>\$476,113</b>	<b>\$445,171</b>
Inter-Dept. Charges	30,230	32,971	30,110	32,771	52,918	63,986
<b>Total Operating Expenses</b>	<b>\$431,407</b>	<b>\$416,785</b>	<b>\$428,326</b>	<b>\$444,749</b>	<b>\$529,031</b>	<b>\$509,157</b>

**ALDERMANS COURT DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				FT POS	GRADE	STEP	ANNUAL			FT POS
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	
CLERK OF THE COURT	6020	17-	I	68,747	3,839	72,586	1.0	53,534	17-	D	54,877	0	54,877	1.0
CLERK OF THE COURT	6020								11-	G	56,596	1,211	57,807	1.0
CUSTOMER SERVICE CLERK II	6060	11-	G	55,030	1,087	56,117	1.0	55,021	10-	F	50,170	0	50,170	1.0
CUSTOMER SERVICE CLERK I	6060	10-	E	46,905	0	46,905	1.0	48,291						
<b>FULL TIME SUBTOTALS</b>				<b>170,682</b>	<b>4,926</b>	<b>175,608</b>	<b>3.0</b>	<b>156,846</b>			<b>161,643</b>	<b>1,211</b>	<b>162,854</b>	<b>3.0</b>
ALDERMAN	6410			36,342		36,342					38,704		38,704	
DEPUTY ALDERMAN	6410			20,000		20,000					21,300		21,300	
CLERK TYPIST	6060		B	17,056		17,056	0.5		B	17,555			17,555	0.5
CLERK TYPIST	6060		G	21,164		21,164	0.5		G	21,778	335		22,113	0.5
TRANSITIONAL WAGES	6060			3,600		3,600					1,000		1,000	
OVERTIME	6620			1,000		1,000		0						
<b>OTHER SUBTOTALS</b>				<b>99,162</b>	<b>0</b>	<b>99,162</b>	<b>1.0</b>	<b>0</b>			<b>100,337</b>	<b>335</b>	<b>100,672</b>	<b>1.0</b>
<b>ALDERMAN'S COURT TOTALS</b>				<b>269,844</b>	<b>4,926</b>	<b>274,770</b>	<b>4.0</b>	<b>156,846</b> *			<b>261,980</b>	<b>1,546</b>	<b>263,526</b>	<b>4.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

*Alderman's Court*

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111152.6020 Supervisory	\$63,934	\$63,906	\$65,793	\$66,765	\$68,747	\$54,877
0111152.6060 Customer Service	150,531	132,142	125,615	125,828	140,155	146,099
0111152.6410 Aldermen	57,515	53,844	53,265	56,342	59,942	60,004
0111152.6580 Service Award	3,582	3,727	4,798	4,584	4,926	1,546
0111152.6590 Sick Pay	1,446	1,475	1,518	1,981	2,715	1,132
0111152.6615 Interns	0	0	2,502	225	0	0
0111152.6620 Overtime	99	352	199	377	1,000	1,000
0111152.6920 Unemployment Comp. Ins.	2,992	2,396	3,301	2,630	3,273	3,027
0111152.6930 Social Security Taxes	20,062	18,666	19,035	19,247	21,228	20,246
0111152.6940 City Pension Plan	36,347	31,007	41,246	36,539	40,178	23,902
0111152.6941 Defined Contribution 401a Plan	0	0	0	0	0	4,116
0111152.6950 Term Life Insurance	788	781	782	748	902	854
0111152.6960 Group Hospitalization Ins.	32,782	38,157	35,025	35,064	35,716	44,881
0111152.6961 Long-Term Disability Ins.	298	295	311	300	341	323
0111152.6962 Dental Insurance	2,210	2,615	2,142	2,845	2,848	3,225
0111152.6963 Flexible Spending Account	156	39	0	126	156	78
0111152.6964 Retirement Health Savings Acct	0	0	0	0	0	1,359
0111152.6965 Post-Employment Benefits	15,483	13,460	14,949	4,846	0	3,409
0111152.6967 Emergency Room Reimbursements	0	0	400	0	435	435
0111152.6968 Vision Insurance Premiums	0	0	0	142	190	186
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$388,277</b>	<b>\$362,862</b>	<b>\$370,881</b>	<b>\$358,589</b>	<b>\$382,752</b>	<b>\$370,699</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

*Alderman's Court*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
0111153.7130 Tools/Small Equipment	\$11	\$20	\$0	\$18	\$0	\$1,000
0111153.7131 Information Technolgy Supplies	0	0	0	0	0	10,500
0111153.7150 Office Supplies	3,212	3,977	4,491	2,251	5,550	5,000
0111153.7160 Books, Periodicals, Etc.	300	219	203	527	0	500
0111153.7550 Miscellaneous Supplies	10	0	53	238	0	100
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$3,533</b>	<b>\$4,216</b>	<b>\$4,747</b>	<b>\$3,034</b>	<b>\$5,550</b>	<b>\$17,100</b>

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>CONTRACTUAL SERVICES</b>						
0111154.8030 Casualty Insurance	\$2,303	\$1,811	\$2,247	\$2,044	\$2,058	\$2,100
0111154.8040 Merchant Fees and Discounts	5,136	12,356	11,720	11,569	25,000	13,000
0111154.8050 Phone/Communications	485	360	373	3,903	180	180
0111154.8131 Information Technology Cont'l	0	0	0	21,646	41,667	22,414
0111154.8162 Legal/Consulting Services	977	253	240	0	1,000	1,000
0111154.8300 Mach. & Equip. Maintenance	0	0	0	0	0	0
0111154.8550 Misc. Contracted Svc.	49	60	7,784	9,471	15,000	15,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$8,950</b>	<b>\$14,840</b>	<b>\$22,364</b>	<b>\$48,633</b>	<b>\$84,905</b>	<b>\$53,694</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

*Alderman's Court*

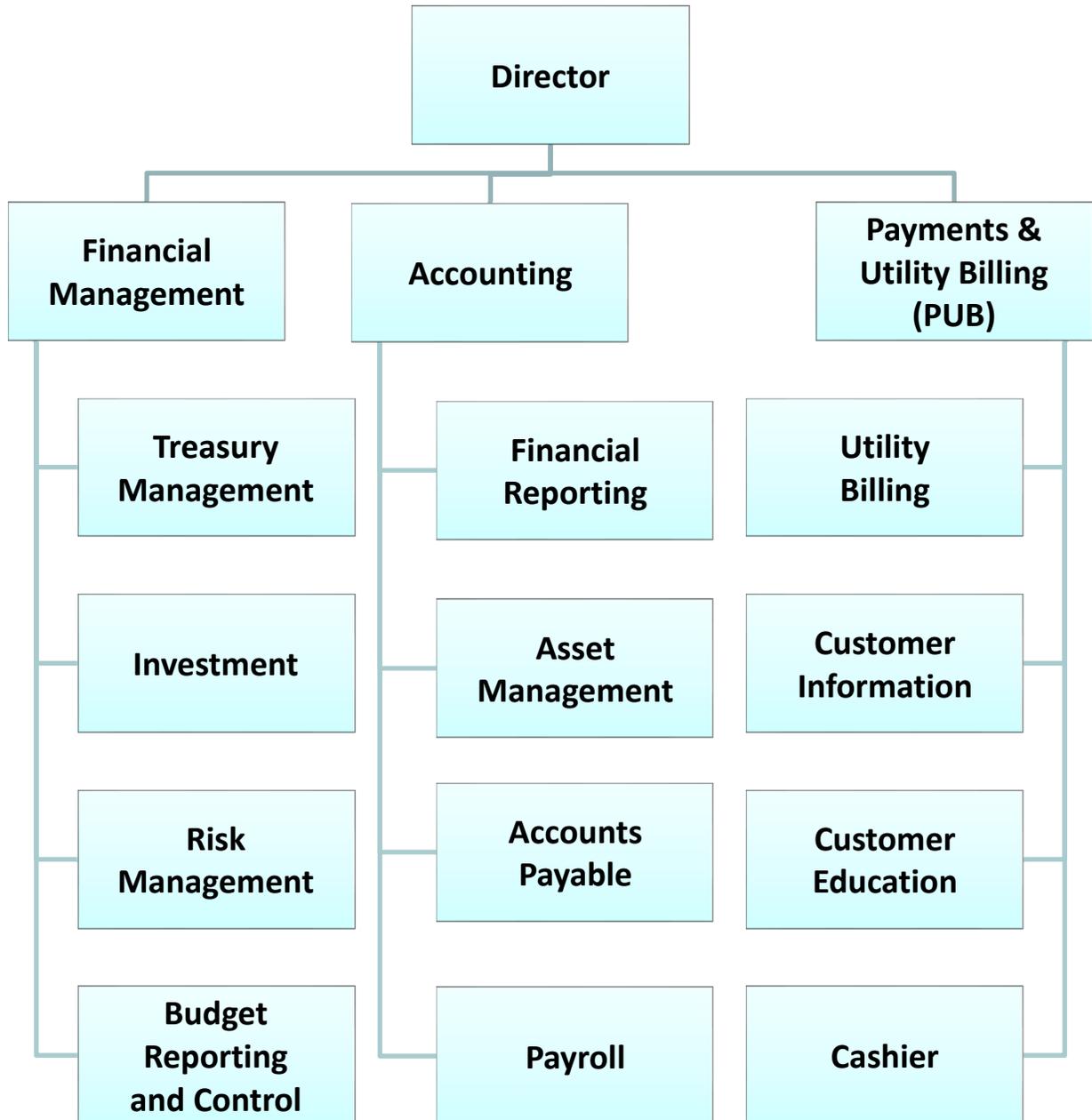
<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111155.9020 Mileage	\$0	\$0	\$106	\$109	\$100	\$0
0111155.9060 Depreciation Expense	299	1,862	0	1,613	1,106	678
0111155.9070 Training & Continuing Educ/Conf	118	34	118	0	200	3,000
0111155.9099 Contingencies	0	0	0	0	1,500	0
<b>TOTAL OTHER CHARGES</b>	<u>\$417</u>	<u>\$1,896</u>	<u>\$224</u>	<u>\$1,722</u>	<u>\$2,906</u>	<u>\$3,678</u>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Building & Grounds	\$6,334	\$7,648	\$5,134	\$2,294	\$7,924	\$10,170
Billings & Accounting	17,835	19,336	10,111	10,751	11,095	11,774
Information Technology	0	0	8,549	13,827	27,019	37,419
Printing and Reproduction	920	905	1,021	1,001	1,145	136
Electricity Used	5,141	5,082	5,295	4,898	5,735	4,487
Other Indirect Expenses	0	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<u>\$30,230</u>	<u>\$32,971</u>	<u>\$30,110</u>	<u>\$32,771</u>	<u>\$52,918</u>	<u>\$63,986</u>

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# CITY OF NEWARK, DELAWARE

## FINANCE DEPARTMENT



### City of Newark: Finance Department

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

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

**Budgeting:** The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2017 budget for all funds totals \$50.1 million including a \$4.4 million net capital budget.

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

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

This group also undertakes mail responsibilities, such as sorting and delivering parcels within municipal locations, processing, folding and inserting outgoing mail, and preparing mail for presort and pickup. Miscellaneous duties include automated collection calls prior to disconnecting services

for non-payment, bank deposits, interfacing with financial intermediaries to streamline payment posting processes, and posting non-utility payments such as tax and business license payments.

**Goals of the Finance Department for 2017 are:**

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2016 Comprehensive Annual Financial Report.
- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.
- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.
- Prepare an annual operating budget and a five-year capital improvement program to meet the Charter 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, to accurately capture utility consumption and revenue figures, record and account for income from utility sales, to build reliable statistics for use in utility budgeting and forecasting, and to provide responsive and courteous customer service in the pursuit of service excellence.

**Accomplishments achieved by the Finance Department in 2016 are:**

**Accounting:**

- Anticipation of receiving national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2015 Comprehensive Annual Financial Report.
- Received an unmodified opinion from CliftonLarsenAllen LLP, for the City of Newark's financial statements for year-ending December 31, 2015.
- Successfully implemented new accounting standard, GASB 68, which required all state and local governments to record their net pension liability on the statement of net position as of December 31, 2015.
- Revised the City's unified statement of investment policy objectives and guidelines for the Pension Plan and Retiree Health Insurance Trust or "OPEB Trust."
- Drafted a new investment policy for the City's cash reserves.

- Conducted a successful RFP for investment advisors for the City's cash reserves, Pension and OPEB plans.

#### **Payments and Utility Billing (PUB):**

- Performed a utilization review on the City's utility billing system to ensure that the utility billing software is fully utilized.
- Implementing "Summary Billing" where customers with multiple accounts will be able to consolidate their accounts onto one bill.
- Multiple system efficiencies were achieved, such as: inactive rental permit cleanup within our billing system, meter changes to minimize physical disconnects, mailing address updates for landlord/tenants utility bills, growing proficiency within MeterSense, and an Application Support Specialist dedicated directly to PUB operations.
- Welcomed 13,243 visitors and handled 30,236 phone calls during the period from September 30, 2015 to September 30, 2016.
- Reduced the amount of manually processed payments from 65,536 to 45,683 using the Lockbox Feature in NorthStar as an upload comparing the previous year to the period from September 30, 2015 to September 30, 2016.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

*Finance Department*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>OPERATING EXPENSES</b>						
Personnel Services	\$1,774,458	\$1,779,312	\$1,207,401	\$1,212,212	\$1,228,795	\$1,386,986
Materials and Supplies	163,671	225,960	112,560	147,252	184,560	162,080
Contractual Services	348,201	566,078	238,606	242,028	246,584	168,351
Other Charges	112,130	106,057	106,550	109,236	106,635	150,592
<b>Subtotal</b>	\$2,398,460	\$2,677,407	\$1,665,117	\$1,710,728	\$1,766,574	\$1,868,009
Inter-Dept. Charges	(2,123,203)	(2,246,931)	(1,385,077)	(1,467,768)	(1,540,812)	(1,619,510)
<b>Total Operating Expenses</b>	<u>\$275,257</u>	<u>\$430,476</u>	<u>\$280,040</u>	<u>\$242,960</u>	<u>\$225,762</u>	<u>\$248,499</u>

**FINANCE DEPARTMENT  
2017 WAGE AND SALARY BUDGET**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				FT POS	GRADE	STEP	ANNUAL			FT POS
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	
FINANCE DIRECTOR	6020	31- I		117,296	0	117,296	1.0	117,299	33- D		122,230	0	122,230	1.0
DEP. DIRECTOR OF FINANCE	6020	23- D		76,976	0	76,976	1.0	81,551	23- D		83,591	0	83,591	1.0
CUSTOMER SERV. MANAGER	6060	19- I		73,270	0	73,270	1.0	73,264	19- I		74,363	0	74,363	1.0
ACCOUNTANT	6040	18- G		73,483	2,859	76,342	1.0	73,483	18- G		75,556	3,065	78,621	1.0
ACCOUNTANT	6040	18- E		66,084	0	66,084	1.0	66,090	18- E		70,737	0	70,737	1.0
FINANCE ASSISTANT	6040	13- G		60,049	1,567	61,616	1.0	60,054	13- G		61,758	1,713	63,471	1.0
UTILITY BILLING TECHNICIAN	6060	13- G		59,216	1,665	60,881	1.0	59,454	13- G		61,158	1,108	62,266	1.0
APPL SUPPORT ANALYST	6050							52,232	16- B		54,983	0	54,983	1.0
CUSTOMER SERVICE CLERK II	6060	11- G		55,030	996	56,026	1.0	55,021	11- G		56,596	1,118	57,714	1.0
CUSTOMER SERVICE CLERK I	6060	10- G		52,941	871	53,812	1.0	52,932	10- G		54,447	985	55,432	1.0
CUSTOMER SERVICE CLERK I	6060	10- B		42,091	0	42,091	1.0	42,931	10- C		45,062	0	45,062	1.0
CUSTOMER SERVICE CLERK I	6060								10- B		42,751	0	42,751	1.0
FINANCE ANALYST (1/4 YEAR)	6060								14- A		12,421	0	12,421	1.0
<b>FULL TIME SUBTOTALS</b>				<b>676,436</b>	<b>7,958</b>	<b>684,394</b>	<b>10.0</b>	<b>734,311</b>			<b>815,653</b>	<b>7,989</b>	<b>823,642</b>	<b>13.0</b>
CUSTOMER SERVICE ASST	6060	B		27,402		27,402	0.5							
CUSTOMER SERVICE ASST	6060	B		27,402		27,402	0.5							
CUSTOMER SERVICE ASST	6060	B		27,402		27,402	0.5							
FINANCE ASST P/T	6040	C		29,562		29,562	0.5		B		29,341		29,341	0.5
EQUIP TECH/MAILROOM AIDE	6600	C		23,283		23,283	0.5		C		27,996		27,996	0.5
OVERTIME	6610			10,000		10,000					10,000		10,000	
<b>OTHER SUBTOTALS</b>				<b>145,051</b>	<b>0</b>	<b>145,051</b>	<b>2.5</b>	<b>0</b>			<b>67,337</b>	<b>0</b>	<b>67,337</b>	<b>1.0</b>
<b>FINANCE DEPARTMENT TOTALS</b>				<b>821,487</b>	<b>7,958</b>	<b>829,445</b>	<b>12.5</b>	<b>734,311</b> *			<b>882,990</b>	<b>7,989</b>	<b>890,979</b>	<b>14.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Finance Department**

<b>PERSONNEL SERVICES</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
0111102.6020 Supervisory	\$196,140	\$160,382	\$193,492	\$193,625	\$194,272	\$205,821
0111102.6040 Accounting	222,917	229,140	181,645	194,068	229,178	249,813
0111102.6050 Information Technology	213,049	251,229	0	0	0	54,983
0111102.6060 Customer Service	245,376	275,488	301,137	319,093	364,754	334,377
0111102.6270 Meter Readers	178,243	201,984	6,156	0	0	0
0111102.6580 Service Award	12,000	8,546	5,147	7,527	7,958	7,989
0111102.6590 Sick Pay	5,050	7,639	5,279	5,282	6,718	7,143
0111102.6600 Part-Time	0	0	34,315	51,056	23,283	27,996
0111102.6620 Overtime	6,483	9,320	17,594	19,681	10,000	10,000
0111102.6880 Uniform Allowance	0	218	135	150	180	180
0111102.6920 Unemployment Comp. Ins.	7,187	7,655	6,747	6,338	7,084	6,404
0111102.6930 Social Security Taxes	80,764	83,925	53,911	57,820	63,980	68,720
0111102.6940 City Pension Plan	238,675	189,382	155,777	124,711	103,592	114,739
0111102.6941 Defined Contribution 401(a) Plan	0	8,282	8,336	10,898	18,220	22,954
0111102.6950 Term Life Insurance	4,875	4,590	3,123	3,061	3,339	4,010
0111102.6960 Group Hospitalization Ins.	240,748	236,338	162,145	182,615	175,164	231,022
0111102.6961 Long-Term Disability Ins.	1,957	1,855	1,195	907	1,323	1,579
0111102.6962 Dental Insurance	17,237	16,525	10,990	12,335	11,776	14,204
0111102.6963 Flexible Spending Account	546	149	0	365	468	390
0111102.6964 Health Savings Account	1,500	3,437	1,125	1,500	1,500	0
0111102.6965 Post-Employment Benefits	101,711	82,198	55,903	18,162	0	16,271
0111102.6966 Retirement Health Savings Account	0	1,030	1,249	2,182	4,018	5,777
0111102.6967 Emergency Room Reimbursements	0	0	2,000	400	1,450	1,885
0111102.6968 Vision Insurance Premiums	0	0	0	436	538	729
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$1,774,458</b>	<b>\$1,779,312</b>	<b>\$1,207,401</b>	<b>\$1,212,212</b>	<b>\$1,228,795</b>	<b>\$1,386,986</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

***Finance Department***

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111103.7110 Safety Shoes & Supplies	\$295	\$100	\$90	\$100	\$100	\$100
0111103.7130 Tools,Field Sup.,Small Equip.	336	811	1,488	1,183	20,280	180
0111103.7131 Information Technology Supplies	39,198	81,760	803	3,003	2,450	2,800
0111103.7140 Uniforms	12	18	0	0	0	0
0111103.7150 Office Supplies	8,872	7,122	5,855	5,320	9,290	10,000
0111103.7160 Books, Periodicals, Etc.	167	0	38	6	250	500
0111103.7170 Postage	87,547	110,079	79,494	115,535	123,460	123,500
0111103.7180 Billing & Collec. Supplies	16,882	18,034	16,826	17,315	17,530	18,000
0111103.7200 Copying Supplies	9,391	7,434	7,647	4,653	11,000	7,000
0111103.7330 Meter Testing & Repairs	318	367	0	0	0	0
0111103.7550 Miscellaneous Supplies	653	235	319	137	200	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$163,671</b>	<b>\$225,960</b>	<b>\$112,560</b>	<b>\$147,252</b>	<b>\$184,560</b>	<b>\$162,080</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111104.8020 Advertising	\$0	\$202	\$0	\$175	\$0	\$0
0111104.8030 Casualty Insurance	14,696	12,460	13,105	9,067	7,493	7,500
0111104.8040 Merchant Fees and Discounts	14,472	16,191	12,134	9,437	17,000	17,000
0111104.8050 Phone/Communications	3,573	4,683	3,656	2,319	2,500	2,500
0111104.8130 Bldg. & Equip. Rental	2,153	2,746	7,362	0	0	0
0111104.8131 Information Technology Cont'l	221,508	453,383	107,529	118,422	145,082	60,307
0111104.8170 Auditing Fees	55,500	62,300	59,900	62,705	66,045	60,000
0111104.8300 Mach. & Equip. Maintenance	0	0	65	7,849	6,914	6,914
0111104.8550 Misc. Contracted Svc.	36,299	14,113	34,855	32,054	1,550	14,130
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$348,201</b>	<b>\$566,078</b>	<b>\$238,606</b>	<b>\$242,028</b>	<b>\$246,584</b>	<b>\$168,351</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**GENERAL FUND**

**Expenditures:**

**Finance Department**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
0111105.9010 Bad Debts	\$688	\$0	\$939	\$792	\$0	\$0
0111105.9020 Mileage & Small Bus. Exp.	42	291	633	530	900	200
0111105.9031 Information Technology Training	10,712	15,849	0	0	0	0
0111105.9040 Dues & Professional Organizations	2,476	3,024	2,796	9,941	8,790	800
0111105.9060 Depreciation Expense	95,786	77,627	100,796	97,498	93,245	124,592
0111105.9070 Training & Continuing Educ/Conf	2,426	9,266	1,386	475	3,700	25,000
<b>TOTAL OTHER CHARGES</b>	<b>\$112,130</b>	<b>\$106,057</b>	<b>\$106,550</b>	<b>\$109,236</b>	<b>\$106,635</b>	<b>\$150,592</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	\$9,038	\$16,858	\$2,977	\$2,971	\$3,136	\$1,360
Buildings and Grounds	20,041	24,197	16,245	7,259	25,073	32,178
Utility Billing	(1,410,322)	(1,392,584)	(938,960)	(993,442)	(1,098,641)	(1,139,356)
Information Technology	0	0	17,098	27,652	54,035	74,848
Printing and Reproduction	(42,914)	(42,206)	(2,630)	(806)	(5,377)	(6,333)
Accounting	(714,799)	(868,769)	(496,033)	(526,413)	(536,614)	(595,957)
Electricity Used	15,753	15,573	16,226	15,011	17,576	13,750
Other Indirect Charges	0	0	0	0	0	0
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>(\$2,123,203)</b>	<b>(\$2,246,931)</b>	<b>(\$1,385,077)</b>	<b>(\$1,467,768)</b>	<b>(\$1,540,812)</b>	<b>(\$1,619,510)</b>

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**DEBT SERVICE FUND**

<b>DEBT SERVICE</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
Cash Balance - January 1st	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620
Receipts						
Transfer from Other Funds	\$195,664	\$226,346	\$212,848	\$222,347	\$224,047	\$225,647
Proceeds from Notes Issued	0	0	0	0	0	0
Interest on Investments	0	0	0	0	0	0
<b>Total Receipts</b>	<b>\$195,664</b>	<b>\$226,346</b>	<b>\$212,848</b>	<b>\$222,347</b>	<b>\$224,047</b>	<b>\$225,647</b>
Disbursements						
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$0
Lease Acquisition Costs	4,500	0	0	0	0	0
Interest on Issue No. 9 (GOB 2000)	0	0	0	0	0	0
Interest on GOB Series 2011	31,444	32,850	29,750	26,550	23,250	19,850
Interest on Energy Conservation Loan	4,514	9,616	3,489	4,194	3,660	3,116
Redemption of Bonds:						
Issue No. 8, 8A & 9	0	0	0	0	0	0
GOB Series 2011	160,000	155,000	160,000	165,000	170,000	175,000
Energy Conservation Loan	3,185	28,880	19,609	26,603	27,137	27,681
<b>Total Disbursements</b>	<b>\$203,643</b>	<b>\$226,346</b>	<b>\$212,848</b>	<b>\$222,347</b>	<b>\$224,047</b>	<b>\$225,647</b>
Cash Balance - End of Period	\$38,641	\$46,620	\$46,620	\$46,620	\$46,620	\$46,620
Bonds Outstanding - December 31st						
GOB Series 2011	1,370,000	1,215,000	1,055,000	890,000	720,000	545,000
<b>TOTAL</b>	<b>\$1,370,000</b>	<b>\$1,215,000</b>	<b>\$1,055,000</b>	<b>\$890,000</b>	<b>\$720,000</b>	<b>\$545,000</b>

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**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**CAPITAL PROJECTS FUND**

<b>CAPITAL IMPROVEMENTS</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
3063006.9580 Consulting Fees	\$259,804	\$0	\$0	\$0	\$0	\$0
3063006.9620 Land & Land Improvement	2,185,677	290,878	290,878	290,878	196,000	0
3063006.9621 Buildings & Structures	8,700	146,337	146,337	146,337	51,190	0
3063006.9622 Machinery & Equipment	235,993	327,705	327,705	327,705	399,872	0
3063006.9623 Autos & Trucks	55,855	0	0	0	0	0
3063006.9720 CIP - Storm Sewers Material	35,322	98,238	98,238	98,238	93,823	0
3063006.9730 CIP - Stations Material	2,167,363	0	0	0	0	0
3063006.9760 CIP - Streets Material	0	0	0	0	576,910	0
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<u>\$4,948,714</u>	<u>\$863,158</u>	<u>\$863,158</u>	<u>\$863,158</u>	<u>\$1,317,795</u>	<u>\$0</u>

<b>EQUIPMENT REPLACEMENT</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
3063026.9622 Machinery & Equipment	\$223,154	\$0	\$0	\$0	\$38,288	\$18,818
3063026.9623 Autos & Trucks	439,049	621,619	621,619	679,219	1,614,500	835,000
<b>TOTAL EQUIPMENT REPLACEMENT</b>	<u>\$662,203</u>	<u>\$621,619</u>	<u>\$621,619</u>	<u>\$679,219</u>	<u>\$1,652,788</u>	<u>\$853,818</u>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**CAPITAL PROJECTS FUND**

CAPITAL PROJECT NUMBER	DESCRIPTION	CAPITAL RESERVES	OTHER SOURCES	GRANT RESOURCES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT
<b>PUBLIC WORKS DEPARTMENT</b>						
REQSF	Vehicle Replacement Program	\$0	\$0	\$0	\$0	\$200,000
H1601	Annual Street Program	1,000,000	0	515,000	0	0
H1602	ADA Handicap Ramp Transition Plan (CDBG provides the \$30,000 grant)	90,000	0	30,000	0	0
H1503	Transportation Plan Implementation	52,000	0	200,000	0	0
H1403	Pedestrian Crossing Signalization	110,000	0	0	0	0
HEQSF	Vehicle Replacement Program	0	0	0	0	220,000
TEQSF	Vehicle Replacement Program	0	0	0	0	21,000
<b>TOTAL</b>		<b>\$1,252,000</b>	<b>\$0</b>	<b>\$745,000</b>	<b>\$0</b>	<b>\$441,000</b>
<b>POLICE DEPARTMENT</b>						
C1701	Vehicle 940 Addition to Fleet	\$20,000	\$0	\$0	\$0	\$0
C1702	NPD/UDPD 911 Center Co-location Study	25,000	0	0	0	0
C1601	Taser X26P Replacement	0	0	0	0	18,818
C1401	Ballistic Vests	6,000	0	0	0	0
CEQSF	Vehicle Replacement Program	0	0	0	0	312,000
<b>TOTAL</b>		<b>\$51,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$330,818</b>
<b>PARKS &amp; RECREATION DEPARTMENT</b>						
K1701	GWC Kitchen Rehabilitation	\$70,000	\$0	\$0	\$0	\$0
K1702	Fence Repair and Construction	15,700	0	0	0	0
K1705	Preston's Playground Utility Lines	160,334	0	0	0	0
K1601	Bicycle/Pedestrian Bridge-Curtis Mill/Kershaw	0	0	200,000	0	0
K1301	Hard Surface Facility Improvements	194,000	0	0	0	0
KEQSF	Vehicle Replacement Program	0	0	0	0	32,000
<b>TOTAL</b>		<b>\$440,034</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$32,000</b>
<b>INFORMATION TECHNOLOGY DIVISION</b>						
I1702	Property Management Software	\$317,500	\$0	\$0	\$0	\$0
I1704	Water Plant and Reservoir Cameras	80,000	0	0	0	0
I1603	Surveillance Camera Refresh	65,000	0	0	0	0
I1604	City-Leased Fiber Network	100,000	0	0	0	0
<b>TOTAL</b>		<b>\$562,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER DEPARTMENTS</b>						
BEQSF	Vehicle Replacement Program	\$0	\$0	\$0	\$0	\$50,000
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
<b>TOTAL CDBG/CAPITAL PROJECTS FUNDS</b>		<b>\$2,305,534</b>	<b>\$0</b>	<b>\$945,000</b>	<b>\$0</b>	<b>\$853,818</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**COMMUNITY DEVELOPMENT FUND**

**Expenditures:**

**Community Development Fund**

<b>COMMUNITY DEVELOPMENT</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
1191192.6030 Engineering/Technical	\$21,698	\$21,278	\$13,546	\$16,016	\$24,951	\$21,296
1191192.6610 Seasonal	6,753	5,689	5,319	5,601	0	0
1191192.6920 Unemployment Comp. Ins.	0	0	0	0	236	174
1191192.6930 Social Security Taxes	2,136	2,047	1,429	1,643	1,909	1,629
1191192.6941 Defined Contribution 401(a) Plan	166	1,596	969	1,045	1,871	1,597
1191192.6950 Term Life Insurance	284	262	262	252	131	112
1191192.6960 Group Hospitalization Ins.	7,910	5,294	5,762	6,779	3,871	8,812
1191192.6961 Long-Term Disability Ins.	107	99	107	104	50	222
1191192.6962 Dental Insurance	433	455	459	756	0	550
1191192.6964 Health Savings Account	1,500	937	563	0	0	600
1191192.6966 Retirement Health Savings Account	238	385	304	378	0	544
1191192.6968 Vision Insurance Premiums	0	0	0	0	0	25
1191193.7550 Miscellaneous Supplies	100	284	218	313	0	4,439
1191194.8500 Parks Maintenance	5,550	5,600	0	0	0	12,750
1191194.8810 CDBG - Housing	71,882	166,060	109,378	168,454	114,481	127,750
1191194.8811 CDBG - Social Services	31,906	7,670	25,978	37,355	57,500	39,500
1191194.8812 CDBG - Economic Development	0	1,600	14,000	0	0	0
1191195.9020 Mileage & Business Expense	525	172	0	55	0	0
1191195.9040 Dues/Conferences Expenses	225	0	190	0	0	0
1191196.9621 Buildings and Structures (Capital)	4,698	0	0	0	30,000	30,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$156,111</b>	<b>\$219,428</b>	<b>\$178,484</b>	<b>\$238,751</b>	<b>\$235,000</b>	<b>\$250,000</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**COMMUNITY DEVELOPMENT FUND**

*Community Development*

<b><u>ESTIMATED ACTIVITY ALLOCATION (42ND PROGRAM YEAR)</u></b>	<b><u>42ND YEAR 7/1/16-6/30/17</u></b>
Home Improvement Program	\$35,000
Home Buyer Incentive Program	5,000
Newark Day Nursery Daycare	25,000
Newark Energy Watch Program	15,000
Senior Home Repair Program	25,000
Parks & Recreation Fee Assistance	1,300
Youth Beautification Corps	6,200
Program Administration	40,000
Public Works ADA Ramps	30,000
Dickey Park Programming	5,000
Early Memory Loss Program	2,000
NHA Housing Improvements	35,000
Pool Resurfacing-Wilson/Dickey	12,750
Habitat for Humanity-A Brush with Kindness	12,750
	<hr/>
TOTAL	<u><u>\$ 250,000</u></u>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**LAW ENFORCEMENT FUND**

**Expenditures:**

**Law Enforcement Grants**

<b>LAW ENFORCEMENT GRANTS</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ACTUAL 2014</b>	<b>ACTUAL 2015</b>	<b>2016 BUDGET AS AMENDED</b>	<b>BUDGET 2017</b>
1221202.6030 Engineering/Technical	\$44,828	\$45,960	\$45,518	\$0	\$0	\$0
1221202.6070 Police Officer	95,677	101,538	31,312	0	0	0
1221202.6620 Overtime	53,918	68,369	63,542	87,512	163,123	141,928
1221202.6621 Shift Differential	465	1,294	1,352	1,684	3,000	2,000
1221202.6622 Holiday Premium	0	(176)	0	0	0	0
1221202.6920 Unemployment Comp. Ins.	976	882	1,203	0	0	0
1221202.6930 Social Security Taxes	14,705	16,394	10,169	6,548	12,708	11,010
1221202.6940 City Pension Plan	29,784	25,865	12,331	0	0	0
1221202.6950 Term Life Insurance	714	748	365	0	0	0
1221202.6960 Group Hospitalization Ins.	31,266	34,283	6,706	0	0	0
1221202.6961 Long-Term Disability Ins.	271	283	145	0	0	0
1221202.6962 Dental Insurance	2,528	2,630	1,281	0	0	0
1221202.6965 Post-Employment Benefits	0	9,507	0	0	0	0
1221202.6966 Retirement Health Savings Account	0	0	0	14	0	0
1221203.7130 Small Equipment	19,607	48,543	44,861	79,876	16,232	31,025
1221203.7140 Uniforms	1,707	2,375	855	423	0	0
1221203.7150 Office Supplies	1,767	0	2,043	0	0	0
1221203.7550 Miscellaneous Supplies	7,312	15,080	9,361	14,199	0	0
1221204.8020 Advertising	706	220	0	0	0	0
1221204.8050 Phone/Communications	503	725	506	11	0	0
1221204.8130 Building & Equipment Rental	0	0	0	23,625	22,500	0
1221204.8300 Machinery & Equip Contract Maint	22,985	0	0	0	0	0
1221204.8480 Communication Equip. Maint.	14,517	14,394	11,928	13,013	12,120	12,200
1221204.8550 Misc. Contracted Services	5,549	3,946	57,821	65,348	0	0
1221205.9040 Dues/Conferences Expenses	21,137	23,313	4,863	23,568	10,000	10,000
1221205.9070 Training & Continuing Educ/Conf	2,495	3,566	1,687	2,365	0	0
1221206.9621 Buildings & Structures	140	0	0	0	0	0
1221206.9622 Machinery & Equipment	117,886	0	0	0	0	0
1221206.9623 Autos & Trucks	39,103	0	0	0	0	0
<b>TOTAL LAW ENFORCEMENT GRANTS</b>	<b>\$530,546</b>	<b>\$419,739</b>	<b>\$307,849</b>	<b>\$318,186</b>	<b>\$239,683</b>	<b>\$208,163</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**LAW ENFORCEMENT FUND**

**Expenditures:**

***Federally Forfeited Property***

<b>FEDERAL FORFEITED PROPERTY</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
1221294.8130 Building & Equipment Rental	\$22,500	\$22,500	\$22,500	\$0	\$0	\$4,500
1221294.8480 Communication Equipment Maint	6,500	0	0	0	0	0
1221294.8550 Miscellaneous Contracted Svc	2,280	2,280	2,280	2,280	25,000	20,500
<b>TOTAL FEDERAL FORFEITED PROPERTY</b>	<b>\$31,280</b>	<b>\$24,780</b>	<b>\$24,780</b>	<b>\$2,280</b>	<b>\$25,000</b>	<b>\$25,000</b>

<b><u>CURRENT GRANT PROGRAMS</u></b>	<b>PROJECTED AMOUNT AVAILABLE</b>
Drug Salle	\$11,004
V.C.F. Grant	49,721
SALLE	14,514
Occupant Protection	7,338
Recovery Act BJA Grant	13,950
DEA Task Force	35,000
Impaired Driving	19,795
2015 Byrne Grant	21,742
2016 Byrne Grant	21,952
Distracted Driving	2,466
Pedestrian Safety	10,681
Federal Forfeited Funds	25,000
<b>TOTAL</b>	<b>* \$233,163</b>

\* Based on projected grant balance at 12/31/2016 and/or grant award amount for 2017

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**SPECIAL PARKS FUND**

**Expenditures:**

**Parks & Recreation Department**

<b>SPECIAL REVENUE ACCTS.</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>FRIENDS OF SAFETY TOWN (1141)</b>						
1351302.6690 Self-Supporting Programs	\$0	\$2,679	\$2,167	\$0	\$1,300	\$1,300
1351302.6930 Social Security Taxes	0	205	166	0	99	99
1351303.7690 Self-Supporting Programs	1,267	1,204	1,198	615	2,500	2,500
1351304.8690 Self-Supporting Programs	400	460	240	1,971	500	500
<b>COMMUNITY DONATIONS FOR PARKS (1142)</b>						
1351303.7500 Parks Maintenance	0	0	0	0	0	2,000
1351304.8500 Parks Maintenance	0	0	0		0	15,000
<b>BEAUTIFICATION (1143)</b>						
1351303.7501 Island Beautification	6,482	11,091	9,377	8,809	10,775	13,775
1351304.8130 Building & Equipment Rental	0	0	0	0	1,200	1,200
1351304.8550 Misc. Contracted Services	0	0	1,375	0	0	0
<b>CASH IN LIEU OF PARKLAND (1144)</b>						
1351304.8500 Parks Maintenance	0	0	0	0	6,000	0
<b>COMMUNITY DONATIONS FOR RECREATION (1145)</b>						
1351305.9070 Training & Continuing Educ/Conf	750	859	1,610	660	1,700	1,700
<b>COMMUNITY GARDEN (1150)</b>						
1351303.7550 Miscellaneous Supplies	0	0	2,801	3,728	700	700
<b>TOTAL PARKS SPECIAL REVENUE ACCOUNTS</b>	<b>\$8,899</b>	<b>\$16,498</b>	<b>\$18,934</b>	<b>\$15,783</b>	<b>\$24,774</b>	<b>\$38,774</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**DOWNTOWN NEWARK PARTNERSHIP FUND**

**Revenue:***Administration Department-DNP Special Revenue*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
140.4212 DNP Fees	\$0	\$0	\$0	\$6,727	\$7,000	\$7,000
140.4430 DNP Donations	0	0	0	1,050	48,951	22,800
140.4451 Other Special Events	0	0	0	22,472	72,849	46,000
140.4811 UD Subvention	0	0	0	24,000	24,000	24,000
<b>TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,249</b>	<b>\$152,800</b>	<b>\$99,800</b>

**Expenditures:***Administration Department-DNP Special Revenue*

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
1491403.7130 Small Tools and Equipment	\$0	\$0	\$0	\$180	\$0	\$200
1491403.7670 Downtown Newark Partnership Supplies	0	0	0	4,737	4,500	12,000
1491403.7671 Mural and New Art Supplies	0	0	0	0	0	6,000
1491403.7694 Other Special Events Supplies	0	0	0	9,429	14,500	17,100
<b>CONTRACTUAL SERVICES</b>						
1491404.8020 Advertising	0	0	0	25,454	36,500	10,000
1491404.8550 Misc. Contracted Svc.	0	0	0	19,164	1,000	2,000
1491404.8670 Downtown Newark Partnership Cont'l	0	0	0	5,454	10,500	10,000
1491404.8694 Other Special Events Contractual	0	0	0	18,830	55,000	19,500
<b>OTHER CHARGES</b>						
1491405.9040 Dues & Professional Organizations	0	0	0	1,281	3,000	3,000
1491405.9070 Training & Continuing Educ/Conf	0	0	0	0	500	1,000
1491405.9081 Business Recruitment and Retention	0	0	0	0	8,300	2,000
1491405.9082 Gift Card Program	0	0	0	9,799	19,000	17,000
<b>TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$94,328</b>	<b>\$152,800</b>	<b>\$99,800</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**UNICITY TRANSPORTATION FUND**

**Revenue:**

***Planning & Development -Unicity Special Revenue***

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
150.4331 Unicity Grant Revenue	\$0	\$0	\$0	\$0	\$0	\$143,380
15T.4999 Transfer from General Fund	0	0	0	0	0	68,541
<hr/>						
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$211,921</u>

**Expenditures:**

***Planning & Development -Unicity Special Revenue***

	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
<b>MATERIALS AND SUPPLIES</b>						
1591503.7070 Fuel and Oil	\$0	\$0	\$0	\$0	\$0	\$15,000
<b>CONTRACTUAL SERVICES</b>						
1591504.8030 Casualty Insurance	0	0	0	0	0	4,000
1591504.8312 Repairs and Maintenance	0	0	0	0	0	17,000
1591504.8800 Unicity Bus Operators	0	0	0	0	0	143,380
<b>OTHER CHARGES</b>						
1591505.9060 Depreciation	0	0	0	0	0	32,541
<hr/>						
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$211,921</u>
Previously, the Unicity program was budgeted and accounted for in the Planning and Development Department on line item number 0111114.8800.						

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**PUBLIC WORKS & WATER RESOURCES DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
FLEET MAINTENANCE DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
SENIOR MECHANIC II	6250	15- 5	70,299	1,849	72,148	1.0	70,448	15- 5	71,487	1,994	73,481	1.0
SENIOR MECHANIC	6250	13- 5	65,101	3,615	68,716	1.0	49,608	11- 3	55,846	0	55,846	1.0
SENIOR MECHANIC	6250	13- 5	64,301	1,489	65,790	1.0	64,445	13- 5	65,776	1,619	67,395	1.0
MECHANIC II	6250	11- 5	61,218	1,013	62,231	1.0	61,449	11- 5	61,710	1,131	62,841	1.0
<b>FULL TIME SUBTOTALS</b>			<b>260,919</b>	<b>7,966</b>	<b>268,885</b>	<b>4.0</b>	<b>245,950</b>		<b>254,819</b>	<b>4,744</b>	<b>259,563</b>	<b>4.0</b>
OVERTIME	6620		28,000		28,000				35,000		35,000	
<b>OTHER SUBTOTALS</b>			<b>28,000</b>	<b>0</b>	<b>28,000</b>	<b>0.0</b>	<b>0</b>		<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>0.0</b>
<b>MAINTENANCE DEPARTMENT TOTALS</b>			<b>288,919</b>	<b>7,966</b>	<b>296,885</b>	<b>4.0</b>	<b>245,950</b> *		<b>289,819</b>	<b>4,744</b>	<b>294,563</b>	<b>4.0</b>

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**INTERNAL SERVICE FUND**

**Expenditures:**

**Public Works and Water Resources - Fleet Maintenance Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006002.6020 Supervisory	\$63,949	\$63,906	\$0	\$0	\$0	\$0
6006002.6250 Mechanics	210,421	173,269	240,251	253,320	260,919	254,819
6006002.6580 Service Award	5,199	5,535	5,935	6,432	7,966	4,744
6006002.6590 Sick Pay	3,787	4,328	3,963	3,563	5,622	4,444
6006002.6620 Overtime	18,037	22,461	29,104	26,269	28,000	35,000
6006002.6880 Uniform Allowances	0	395	975	1,200	1,200	1,200
6006002.6881 Tool Allowance	1,000	750	1,000	748	1,000	1,400
6006002.6920 Unemployment Comp. Ins.	1,759	1,311	1,973	1,684	1,889	1,741
6006002.6930 Social Security Taxes	25,044	20,459	21,259	22,245	23,310	23,073
6006002.6940 City Pension Plan	65,530	51,674	52,854	56,976	61,420	44,545
6006002.6941 Defined Contribution 401(a) Plan	0	0	0	0	0	4,188
6006002.6950 Term Life Insurance	1,475	1,219	1,219	1,167	1,378	1,345
6006002.6960 Group Hospitalization Ins.	54,840	43,776	46,418	41,142	43,078	52,519
6006002.6961 Long-Term Disability Ins.	559	462	423	444	522	510
6006002.6962 Dental Insurance	3,260	2,615	2,604	2,307	2,406	2,792
6006002.6964 Health Savings Account	0	750	0	1,500	750	0
6006002.6965 Post-Employment Benefits	28,662	21,395	21,052	20,310	0	6,352
6006002.6966 Retirement Health Savings Acct	0	0	0	0	0	1,359
6006002.6967 Emergency Room Reimbursements	0	0	0	0	580	580
6006002.6968 Vision Insurance Premiums	0	0	0	110	157	154
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$483,522</b>	<b>\$414,305</b>	<b>\$429,030</b>	<b>\$439,417</b>	<b>\$440,197</b>	<b>\$440,765</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**INTERNAL SERVICE FUND**

**Expenditures:**

**Public Works and Water Resources - Fleet Maintenance Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006003.7020 Heating Fuel	\$6,901	\$7,683	\$6,641	\$5,952	\$9,000	\$0
6006003.7060 Tire & Tire Repair Expense	68,136	70,339	59,926	69,464	60,000	60,000
6006003.7070 Gasoline, Oil, Coolant, Etc.	545,075	523,275	487,579	318,914	475,000	340,000
6006003.7110 Safety Shoes & Supplies	1,211	803	660	1,365	800	800
6006003.7130 Tools, Field Sup., & Small Eq.	11,064	5,846	7,361	5,789	9,000	8,100
6006003.7131 Information Technology Supplies	0	0	811	0	0	0
6006003.7140 Uniforms	136	102	137	0	0	0
6006003.7150 Office Supplies	19	0	456	3	250	250
6006003.7230 Janitorial Supplies	19,581	21,493	19,136	269	0	0
6006003.7250 Buildings and Grounds Maint.	0	319	2,680	227	0	0
6006003.7300 Machinery & Equip. Maintenance	913	2,257	3,471	489	2,000	2,000
6006003.7310 Vehicle Maintenance	202,340	190,995	241,277	232,597	200,000	190,000
6006003.7550 Miscellaneous Supplies	409	11	193	0	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$855,785</b>	<b>\$823,123</b>	<b>\$830,328</b>	<b>\$635,069</b>	<b>\$756,050</b>	<b>\$601,150</b>

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006004.8030 Casualty Insurance	\$46,741	\$51,337	\$53,122	\$56,620	\$61,781	\$63,000
6006004.8050 Phone/Communications	388	341	288	176	180	180
6006004.8131 Information Technology Cont'l	0	0	1,962	3,950	4,884	11,377
6006004.8230 Janitorial Service	65,026	65,026	56,067	0	0	0
6006004.8250 Buildings and Grounds Maint.	79,466	111,786	81,957	630	0	0
6006004.8300 Machinery & Equip. Maintenance	1,124	6,906	3,396	938	1,000	1,000
6006004.8310 Vehicle Maintenance	70,295	84,876	83,149	96,933	125,000	100,000
6006004.8311 Vehicle Accidents	3,042	3,012	5,293	4,636	4,200	4,500
6006004.8430 City Hall Maintenance	0	250	2,983	0	0	0
6006004.8550 Misc. Contracted Services	0	3,541	2,701	15	0	0
6006004.8870 Railroad Station Maintenance (1)	0	253	779	736	0	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$266,082</b>	<b>\$327,328</b>	<b>\$291,697</b>	<b>\$164,634</b>	<b>\$197,045</b>	<b>\$180,057</b>

(1) Reclassified to Facilities Maintenance

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**INTERNAL SERVICE FUND**

**Expenditures:**

**Public Works and Water Resources - Fleet Maintenance Division**

<b>OTHER CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006005.9010 Bad Debts	\$0	\$0	\$855	\$0	\$0	\$0
6006005.9020 Mileage & Small Bus. Expense	116	16	0	0	200	200
6006005.9060 Depreciation Expense	6,959	4,019	1,942	16,658	38,424	30,963
6006005.9070 Training & Continuing Educ/Conf	1,000	1,972	1,220	1,159	2,000	2,000
6006005.9099 Contingencies	0	0	0	0	1,900	0
<b>TOTAL OTHER CHARGES</b>	<b>\$8,075</b>	<b>\$6,007</b>	<b>\$4,017</b>	<b>\$17,817</b>	<b>\$42,524</b>	<b>\$33,163</b>

<b>INTER-DEPT. CHARGES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
Vehicles and Equipment	(\$1,504,442)	(\$1,424,930)	(\$1,418,101)	(\$1,287,794)	(\$1,476,727)	(\$1,303,312)
Buildings and Grounds	(210,111)	(273,174)	(151,540)	20,800	11,013	8,403
Electricity	77,601	76,383	6,650	8,226	7,287	7,498
Billings & Accounting	33,081	37,855	15,931	16,801	17,400	17,130
Information Technology	0	0	5,699	9,218	18,011	24,946
Other Indirect Charges	(9,593)	13,103	(13,711)	(24,188)	(12,800)	(9,800)
<b>TOTAL INTER-DEPT. CHARGES</b>	<b>(\$1,613,464)</b>	<b>(\$1,570,763)</b>	<b>(\$1,555,072)</b>	<b>(\$1,256,937)</b>	<b>(\$1,435,816)</b>	<b>(\$1,255,135)</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**INTERNAL SERVICE FUND**

*Public Works and Water Resources - Fleet Maintenance Division*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006006.9620 Land Improvements	\$0	\$0	\$0	\$0	\$128,353	\$0
6006006.9621 Buildings & Structures	8,700	0	19,990	18,773	0	0
6006006.9622 Machinery & Equipment	0	0	0	62,451	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<b>\$8,700</b>	<b>\$0</b>	<b>\$19,990</b>	<b>\$81,224</b>	<b>\$128,353</b>	<b>\$0</b>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>			<b><u>CAPITAL RESERVES</u></b>		<b><u>EQUIPMENT REPLACEMENT</u></b>	
M1401 Truck Lift Systems Improvements			\$102,549		\$0	
M1101 Maint Yard Master Plan/Salt Shed			250,000		0	
MEQSF Equipment Replacement Program			0		0	
<b>TOTAL MAINTENANCE FUND</b>			<b>\$352,549</b>		<b>\$0</b>	



**PLANNING & DEVELOPMENT DEPARTMENT  
2017 WAGE AND SALARY BUDGET  
FACILITIES MAINTENANCE DIVISION**

POSITION	BUDGET ACCT	2016					TOTAL SALARY RATE AT 12/31/2016	2017						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
FACILITIES MAINT SUPER.	6230						54,321	15-	D	57,014	0	57,014	1.0	
<b>FULL TIME SUBTOTALS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>54,321</b>			<b>57,014</b>	<b>0</b>	<b>57,014</b>	<b>1.0</b>	
MAINTENANCE WORKERS	6230							3		14,799	0	14,799	0.5	
MAINTENANCE WORKERS	6230							4		22,105	0	22,105	0.5	
MAINTENANCE WORKERS	6230							3		21,982	0	21,982	0.5	
MAINTENANCE WORKERS	6230							4		22,335	0	22,335	0.5	
MAINTENANCE WORKERS	6230							4		22,335	0	22,335	0.5	
MAINTENANCE WORKERS	6230							2		21,338	0	21,338	0.5	
MAINTENANCE WORKERS	6230							3		21,629	0	21,629	0.5	
MAINTENANCE WORKERS	6230							3		21,829	0	21,829	0.5	
<b>OTHER SUBTOTALS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>168,352</b>	<b>0</b>	<b>168,352</b>	<b>4.0</b>	
<b>FACILITIES MAINTENANCE DIVISION</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>54,321</b>			<b>225,366</b>	<b>0</b>	<b>225,366</b>	<b>5.0</b>	

\* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**MAINTENANCE FUND**

**Expenditures:**

**Planning & Development -Facilities Maintenance Division**

<b>PERSONNEL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006012.6230 Maintenance Workers	\$0	\$0	\$0	\$0	\$0	\$225,366
6006012.6880 Uniform Allowances	0	0	0	0	0	180
6006012.6920 Unemployment Comp. Ins.	0	0	0	0	0	3,841
6006012.6930 Social Security Taxes	0	0	0	0	0	17,254
6006012.6941 Defined Contribution 401(a) Plan	0	0	0	0	0	3,848
6006012.6950 Term Life Insurance	0	0	0	0	0	301
6006012.6960 Group Hospitalization Ins.	0	0	0	0	0	14,440
6006012.6961 Long-Term Disability Ins.	0	0	0	0	0	114
6006012.6962 Dental Insurance	0	0	0	0	0	925
6006012.6966 Retirement Health Savings Acct	0	0	0	0	0	1,359
6006012.6967 Emergency Room Reimbursements	0	0	0	0	0	145
6006012.6968 Vision Insurance Premiums	0	0	0	0	0	62
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$267,835</b>

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

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**MAINTENANCE FUND**

**Expenditures:**

**Planning & Development -Facilities Maintenance Division**

<b>MATERIALS AND SUPPLIES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006013.7020 Heating Fuel	\$0	\$0	\$0	\$0	\$0	\$13,500
6006013.7130 Tools, Field Sup., & Small Eq.	0	0	0	0	0	2,300
6006013.7150 Office Supplies	0	0	0	0	0	14,500
6006013.7230 Janitorial Supplies	0	0	0	0	0	15,000
6006013.7250 Buildings and Grounds Maint.	0	0	0	0	0	42,400
6006013.7550 Miscellaneous Supplies	0	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,700</b>
<p>In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.</p>						

<b>CONTRACTUAL SERVICES</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006014.8230 Janitorial Service	\$0	\$0	\$0	\$0	\$0	\$8,000
6006014.8250 Buildings and Grounds Maint.	0	0	0	0	0	114,500
6006014.8550 Misc. Contracted Services	0	0	0	0	0	0
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,500</b>
<p>In 2017, the Facilities Maintenance Supervisor, the team of Maintenance Workers, and related Supplies and Contractual budgets are assigned to the Facilities Maintenance Division, a portion of the Maintenance Internal Service Fund.</p>						



**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**MAINTENANCE FUND**

*Planning & Development -Facilities Maintenance Division*

<b>CAPITAL PROJECTS BUDGET</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6006016.9620 Land Improvements	\$0	\$0	\$0	\$0	\$0	\$0
6006016.9621 Buildings & Structures	0	0	0	0	0	0
6006016.9622 Machinery & Equipment	0	0	0	0	0	0
6006016.9623 Autos and Trucks	0	0	0	0	0	0
<b>TOTAL CAPITAL PROJECTS BUDGET</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>CAPITAL PROJECT NUMBER &amp; DESCRIPTION</b>			<u>CAPITAL RESERVES</u>		<u>EQUIPMENT REPLACEMENT</u>	
N1701 Men's Locker Room Expansion			\$20,000		\$0	
N1601 Municipal Building Improvements (B1601)			70,000		0	
NEQSF Equipment Replacement Program			0		0	
<b>TOTAL FACILITIES MANAGEMENT DIVISION</b>			<u>\$90,000</u>		<u>\$0</u>	

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**INSURANCE FUND**

**Expenditures:**

**Self Insurance**

<b>SELF INSURANCE</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
6116104.8162 Legal/Consulting Service	\$0	\$0	\$0	\$0	\$10,000	\$10,000
6116104.8891 Claims - Medical	18,583	13,701	12,495	61,870	20,000	20,000
6116104.8893 Claims - Disability	0	0	0	0	0	0
6116104.8894 Claims - Liability	70,670	18,775	22,821	96,560	100,000	70,000
6116104.8895 Claims - Permanent Impairment	0	139,547	271,334	16,335	75,000	50,000
<b>TOTAL SELF-INSURANCE</b>	<b>\$89,253</b>	<b>\$172,023</b>	<b>\$306,650</b>	<b>\$174,765</b>	<b>\$205,000</b>	<b>\$150,000</b>

**CITY OF NEWARK, DELAWARE  
OPERATING BUDGET - 2017**

**OTHER POST-EMPLOYMENT BENEFITS FUND**

**Expenditures:**

**Other Post-Employment Benefits**

<b>POST-EMPLOYMENT BENEFITS</b>	ACTUAL 2012	ACTUAL 2013	ACTUAL 2014	ACTUAL 2015	2016 BUDGET AS AMENDED	BUDGET 2017
7307300.6991 Retiree Health Insurance	\$205,883	\$256,425	\$247,543	\$244,269	\$281,312	\$281,312
7307300.6992 Retiree/Spouse Health Insurance	69,784	80,677	95,708	122,370	130,132	130,132
7307300.6993 Spouse Only Health Insurance	0	0	0	12,783	0	0
7307300.6994 Retiree Dental Insurance	19,852	23,896	26,391	30,181	30,905	30,905
7307300.6995 Retiree Life Insurance	1,179	1,247	1,379	1,294	1,629	1,629
7307300.6996 Retiree Vision Insurance	0	0	0	1,323	1,800	1,800
7307300.8930 OPEB Administrative Expense	6,500	(351)	(453)	(501)	6,141	6,141
7307300.8980 Actuary Expenses	0	0	0	0	0	0
<b>TOTAL POST-EMPLOYMENT BENEFITS</b>	<b>\$303,198</b>	<b>\$361,894</b>	<b>\$370,568</b>	<b>\$411,719</b>	<b>\$451,919</b>	<b>\$451,919</b>

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