

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We are monitoring a potential snowstorm that is currently forecast to affect our area Sunday and early next week. We have proactively rescheduled refuse collection for Monday and Tuesday by sliding them back a day into Tuesday and Wednesday to allow for more staff to be available for snow removal efforts. Please pay attention to the City's social media accounts or sign up for the City's resident notification program, InformMe, for the latest updates.

This week was dominated by personnel issues, primarily work to ensure our police officers are able to receive their second dose of the COVID vaccine from the state following a no-notice change in policy early in the week. The State eventually reversed course and have now agreed to schedule our officers for their second doses Monday and Tuesday of next week. Considering the critical role our officers play in enforcing the Governor's COVID related executive orders and the increased risk of transmission from these efforts, we were very concerned that they wouldn't be adequately protected. Beyond this, we had a handful of other personnel items throughout the week that required attention.

Council approved the 100% renewable energy program ordinance Monday night and we began work on plans to implement the program and develop a communications and outreach strategy. Please stay tuned for more information in the coming weeks. Council also directed staff to bring back an official ordinance for the diversity commission that was presented conceptually on Monday. I anticipate that will be back to Council for second reading after the election. On Friday we held a meeting to discuss ways to improve our development plan review process to eliminate wasted effort and reduce incomplete or repeat submissions that negatively impact our efficiency. This is going to be a lengthy effort that will likely include several short- and long-term changes.

The remainder of the week was spent on general administrative and personnel related items.

There will be no administrative report next week and there will be a double report the week of the 8th.

Human Resources:

The HR team is working on job postings and setting up interviews. There are two current job postings that will close on Friday, January 29 including the Administrative Professional I in Police and a part-time Facilities Maintenance Carpenter. The Maintenance I in the Water Division of PW&WR will be closing on February 5, 2021. All of these postings are the result of vacancies due to retirements and resignations. CPPO Martindale will be sitting in on interviews for the majority of February for the previous that have been posted and since closed.

CHRO Hardin prepared a draft resolution for Council's consideration and approval at the February 8, 2021 Council meeting. This resolution authorizes the City to start the application process with

the Delaware State Office of Pensions. The current contract between the FOP Lodge #4 and the City states the City must make the application with an effective date of July 1, 2021. From the research CHRO Hardin has done the process through the State Pension Office is lengthy so getting the resolution passed is the first step in starting the application process.

The HR team has been working with the Finance Department on preparing for the City's annual audit of finances. Every year the auditors request documents and information contained in HR files that we are obligated to produce and our team assists in getting them these documents. CHRO Hardin has also been working with the Finance Department on finalizing and approving year-end time off accruals and carryovers for all employees.

The week of February 8 CHRO Hardin, Finance Director Del Grande and City Manager Tom Coleman will be meeting with the City actuary Milliman to get a demonstration of a software program that will assist in our pension reports and calculations for City employees. The current process in place requires a manual calculation and is extremely time consuming. This software is designed to streamline the process and provide more accurate up-to-date reports on demand. We are looking forward to seeing what they have for us.

Lastly, CHRO Hardin worked with Finance team to finalize the AFSCME 3919 MOU expenses due to the COVID-19 and State of Emergency which will be presented to Council as a budget amendment on February 8, 2021. The rest of the week was spent working on pension calculations, labor relations issues and other projects and assignments that came up throughout the week.

Chief Purchasing & Personnel Officer:

CPPO Jeff Martindale was off most of last week, so a good portion of his time was devoted to catching up on emails and other missed correspondences.

He also coordinated with Parks, Electric, and PW&WR on contract issues. The bid opening for Contract 20-13 (Newark Parks Signage) was held on Tuesday, 1/26. There were four bidders. He also assisted in the creation of Contract 21-02 (Purchase of Okonite EPR Wire) with Electric and RFP 21-01 (municipal engineering services) with PW&WR.

Mr. Martindale also helped onboard three new full-time employee - Prudence Brown (Payments and Utility Billing), Ann Luciano (Planning), and Tom Kulesza (PW&WR). Tom Kulesza has worked for the City of Newark since 2015 as a seasonal and part-time employee. This will be his fifth position with the City and his first full-time appointment. We are very proud for him and excited for him to achieve this goal!

Facilities Maintenance:

The FM team completed the following items since January 18th (no FM report last week):

- Assisted in the move of the Planning Department upstairs (moving/positioning furniture, installing acrylic shielding, etc.)
- Continued painting the public-facing side of the PUBs area
- Began building new police countertops
- Replaced various lightbulbs in the Electric Department area
- Moved furniture for CED

- Met with STES frequently
- Addressed plumbing issues in PD holding cell
- Continued building a water-resistant shelf for the PD locker room
- Completed normal disinfecting and cleaning duties

Communications:

- Coordinating a COVID-19 vaccine clinic for staff.
 - o Working with DPH to secure enough doses for staff.
 - o Completing registration with DelVAX.
 - o Working with a private healthcare vendor to administer shots and file information with CDC, DPH following vaccination events.
 - o Collecting acceptance/declination forms from staff.
 - o Creating a calendar/schedule for the day-of (date TBD).
- Pursuing a S. Main Street outdoor dining event with TNP. Contacting restaurants and retailers to gauge interest in participation.
- Assisted Bike Newark with promoting their video about bike safety and the use of sharrows.

Newark moving forward with diversity and inclusion committee:

https://www.newarkpostonline.com/news/newark-moving-forward-with-diversity-and-inclusion-committee/article_1255c89a-5b9b-58d7-b2d5-fabb0cb007f6.html

Newark offering residents the option to purchase 100 percent renewable electricity:

https://www.newarkpostonline.com/news/newark-offering-residents-the-option-to-purchase-100-percent-renewable-electricity/article_c1ae7e11-2f74-54a2-94a8-3cc9e9798b0d.html

Newark electric customers get a 100% renewable option:

<https://delawarebusinessnow.com/2021/01/newark-electric-customers-get-a-100-renewable-option/>

Graphic Design/Web Content:

- Created a PT AFSCME and FT CWA Applicant Sheet
- Created a CivicPlus account for Ann Luciano
- Created an Everbridge PUBS dispatch account for La-Scheie Taylor
- Posted the January 26 Steering Committee meeting and agenda to the City website
- Scheduled weekly public meeting notices via InformMe
- Updated electric rates on City website

Communications Assistant:

- Completed the webinar The End of the Pandemic: Successful Vaccine Distribution
- Assisting the Finance Department with incoming tax calls
- Answer and direct all incoming calls to correct departments
- Log Miss Utility tickets for Electric and PW&WR Departments
- Edit copy from various departments
- Began March newsletter
- Assisting the CCO with updating and streamlining the info on the website
- Adding/changing InformMe customer information
- Create and share content on Facebook and NextDoor
- Reviewing the website to identify outdated and/or irrelevant information for deletion or renewal

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Alderman's Court

Notable Notes:

Alderman's Court remained closed to the public from 1/21/21 - 1/27/21. The court will reopen to the public on 2/1/21. All arraignments and trials will resume as scheduled. Staff continued to monitor phone calls, process PBJ's, pleas in absentia and plea by mails. Parking Ambassadors continue to handle parking appeals online.

Terri participated remotely in a managers' meeting on 1/21/21.

The bailiffs will have taser recertification training on 2/1/21 and 2/22/21.

Activity or Project:

Parking and Criminal/Traffic Payments

Description:

From 1/21/21- 1/27/21 Alderman's Court collected a total of 235 parking payments of which 218 were paid online and 17 were paid at court. The court also collected criminal/traffic payments of which 44 were paid online and 4 were paid at court for a total of 48 criminal/traffic payments.

Status:

Completed

Expected Completion:

01-27-2021

Execution Status:

Completed

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

City Secretary and City Solicitor's Office

Notable Notes:

Paul was in the office on January 22.

Renee participated in the management staff meeting on January 21.

Renee attended a meeting hosted by the Smithsonian on the Delaware Project to Protect Cultural Heritage in her capacity as President of the Delaware Municipal Clerks Association on January 21. The Smithsonian is working to inventory cultural assets in all 50 states to be able to reach out to those in communities affected by disasters such as extreme weather events or pandemics to provide opportunities for assistance. DEMA is the local Delaware partner that co-hosted the meeting.

Paul, Renee and Nichol staffed the Board of Adjustment meeting on January 21. The Board approved a building height variance for 1089 Elkton Road by a vote of 5-0 and a parapet height variance for 287 East Main Street by a vote of 4-1.

Renee was interviewed by members of the League of Women Voters of Delaware on January 22 regarding Newark elections as part of their research on the feasibility of alternative voting methods in Delaware, such as ranked-choice voting.

Staff finalized and posted the February 1 Council agenda and packet on January 25.

Paul and Renee staffed the January 25 Council meeting. Item 2A (January 11 Council minutes) was forwarded to Council and posted on January 22. Follow up from the meeting was completed by staff throughout the week.

Renee staffed the January 26 Election Board organization meeting, which reviewed the upcoming election and provided updates on current candidates. The Board requested additional information be submitted for one candidate to determine their residency.

Danielle was featured on UD IPA's First State Insights podcast episode "What is a Municipal Clerk?" released this week as a recent participant in the Municipal Clerks Institute. The episode can be found here: <http://soundcloud.com/first-state-insights/what-is-a-municipal-clerk>.

Renee worked on items for upcoming Council meetings, including drafting the agenda for the February 8 Council meeting, drafting items for the February 1 and 8 Council packets, drafting and submitting advertising notices for upcoming meetings, and scheduling items for upcoming Council agendas.

Renee received comments from staff, revised the subdivision agreement, forwarded it to the developer for review and received comments from the developer for 132-136 East Main Street. Renee also drafted direct mail notices and Danielle completed the direct mailing for this project. This major subdivision with site plan approval, special use permit and parking waiver review is scheduled for public hearing at the February 8 City Council meeting.

Renee submitted the initial applications to the Department of Election for the upcoming Council election and spent time working to secure polling places. Additionally, Renee worked on behalf of the Election Board to obtain additional documentation from a candidate to determine compliance with the one year residency requirement. Candidate petitions were provided for two prospective candidates in District 2. Districts 1, 2 and 4 are up for the April 13, 2021 election and the filing deadline is February 8 at 5:00 p.m. To make arrangements to pick up or drop off Council petitions while the Municipal Building is closed, please email citysecretary@newark.de.us or call 302-366-7000 and ask to be connected to the City Secretary's Office.

Nichol spent time working with applicants for the February 18 Board of Adjustment meeting.

Renee and Tara spent extensive time working on building permit reviews and working with developers on outstanding materials.

Renee and Tara worked on research for several staff and Solicitor requested items.

Renee and Tara assisted in the training of new Administrative Professional Ann Luciano in the Planning and Development Department.

Tara spent time on several union issues.

Staff worked on FOIA-related items this week. The following actions were taken on FOIA requests:

- * Provided a response and closed a January 7 FOIA request for permits/active liens pertaining to 64 Welsh Tract Road Unit 208 from delaware@deretitle.com
- * Sent a follow up to staff for a January 11 FOIA request for all documents related to COs issued to 1000 and 3000 Fountainview Circle from Thaddeus J. Weaver, Esq.
- * Provided a response and closed a January 15 FOIA request for investigations/restoration of UST/solid hazardous waste/hazmat emergency responses pertaining to 410 Ogletown Road Aetna Hose, Hook and Ladder from Maser Consulting Inc.
- * Circulated to staff a January 16 FOIA request for violations/lienable items/open permits pertaining to 723 Bent Lane from Brian Frederick Funk, P.A.
- * Circulated to staff a January 25 FOIA request for a list of properties which have received

citations/violations for unkept/high grass from November 2020 through present from Ryan Yeasted

Regarding minutes, staff time was spent on the January 11 Council (Renee edited - complete), January 12 Conservation Advisory Commission (Nichol drafting) and January 25 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes, the January 21 Board of Adjustment and January 26 Election Board minutes are currently in the queue.

8 discovery requests were fulfilled for upcoming Alderman's Court cases. 17 discovery requests have been filled so far for 2021. The court calendar for February 5 was received and staff began processing. No pleas by mail were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 16 lien certificates were completed and sent to the requestor. 51 lien certificates have been processed for 2021.

Activity or Project:

Digital Records Project

Description:

Renee, Samantha and IT Applications staff met with Tyler on January 21 to review issues identified and compiled by the Records team with Tyler Content Management. IT has sent Tyler some sample documents that have been problematic to see if they can find a solution. We expect the solution will be part of the update scheduled for TCM in March.

Samantha and Ana worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned document numbers for January 21-27 are be low.

Status:	In-Progress
----------------	-------------

Expected Completion:	
-----------------------------	--

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Description:

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

Activity or Project:

Description:

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

City Manager's Weekly Report

Department:

Electric Department

Notable Notes:

The line crews framed the poles set last week for 304 South Chapel Street and set the transformer for the Park N Shop project. The line crews also switched and isolated a substation transformer for testing and returned to normal when done. They also isolated a faulted cable at Devon Drive and Leeds Lane and started searching for the location of the fault.

The electricians changed two pumps for the Water Division, assisted the line crews finding fault location on the underground cable at Devon Drive, and continued working at City Hall on rearranging lighting and receptacle circuits.

Engineering worked with SCADA developer on getting the new system started. Engineering, electricians, and a vendor's field crew met at South Chapel Substation to set up new communication equipment for field side of the SCADA system. Engineering continued collaborating with the consultant on the system evaluation.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:**

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

November financial report has been completed. See attachment for more details.

City received \$2.3 million in CARES Act funds from New Castle County. Budget amendment for 2020 will be discussed on the February 1 Council meeting. Link:
<https://newarkde.gov/DocumentCenter/View/14514/3C>.

Activity or Project:

Coronavirus Assistance

Description:

The City continues to reach out to our utility customers to help those in need of a payment arrangement and advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2. Residents and businesses may be eligible for financial assistance via the CARES Act if they have been impacted by COVID-19.

All obligations due to the City can be made online and then selecting the type of payment you choose to make. Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.
- Pay via kiosk at City Hall. There are two (one located in the lobby and the other located inside the Alderman's Court).

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:

Accounting

Description:

TS Isaias meeting
 3919 payout reviews/meetings
 Police grant close out reviews

Munis year end close – February 5th

- o Review open PO's
- o Review pending work flow – all 2020 must be finalized prior to close
- o Review all 2020 transactions – all PO change orders, etc. must be finalized prior to close
- o December month end close deadline February 3rd in prep for close

Year end payroll/ AP processing:

- o Process regular payroll
- o Process W-2's and submit electronic file to IRS
- o Process, print and mail 1099-Misc and 1099-NEC forms, transmit electronic file to IRS
- o Process Sick Leave payout payroll
- o Process FOP Educational stipend payroll
- o Process AFSCME safety award accruals
- o 4th quarter 941
- o Wilmington city tax return

Month end close – December

- o Team is working on all required journal entries and schedules to close month prior to Munis year end close on Friday, February 5th
- o December internal F/S – agenda date 3/15

December billings

- o Work order billings
- o Other misc billings
- o Pole attachment billings

Insurance renewal – inquiries from broker, Cyber application

Audit prep

- o Preliminary audit to begin Monday, February 8th
- o Gather info for auditors to select samples prior to February 8th
- o Preparation of confirmations
- o Staff working on required schedules
- o Communications with auditors re: scheduling fraud interviews, pending requests, engagement letter

Normal approvals – RFC, invoice, purchase reqs, PO's,

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

Activity or Project:

Payments & Utility Billing (PUB)

Description:

Stats for the week ending of 1/22: Call volume remained about the same from the previous week (302/309).

- Customer Calls/answered: 309/299
- Average call time: 3:36
- Longest hold: 3:59
- Payments processed: 3,590
- Pay by phone payments: 230
- Active Customer Connect Accounts: 8,533
- Customers signed up, not on pre-authorized payments: 5,824
- Budget Billing: 284

- Echeck/PAP Customers: 1,395 (includes budget billing)
- Credit Card PAP Customers: 1,314 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2021
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 70

Open Project Tickets from Previous Week - 18

Open Tickets with Vendor R&D from Previous Week - 64

Tickets Opened in the Last Two Weeks - 86

Tickets Closed in the Last Two Weeks - 138

Remaining Open Support Tickets - 64

Remaining Open Project Tickets - 16

Remaining Tickets with Vendor R&D - 20

1. Attended Tyler led A/R bank reconciliation assessment with Deputy Director Hollander and team on 1/15.
2. Attended Skype meeting with our Oracle resource team to discuss any needs the city may have on 1/21.
3. Attended GoToMeeting with Tyler's Software Support Manager, Product Manager, Senior Development Manager and Senior Architect, along with Director Bensley to discuss application issues on 1/21.
4. Attended Zoom meeting with our SAP Business Objects team to discuss upgrade options on 1/21.
5. Attended Teams meeting with Honeywell and Director Patel to discuss FieldSense project status on 1/21.
6. Attended GoToMeeting with Paymentus to discuss project status on 1/27.
7. Worked extensively with Tyler TCM group to continue troubleshooting and resolve issues pertaining to memory and application performance and determine best practices for optimization.
8. Worked with Harris technicians to resolve post upgrade issues.
9. Finalized firmware upgrade on all gatekeepers.
10. Worked on and resolved support tickets for end users.
11. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.

Infrastructure Team:

Open Support Tickets from Previous Week - 105

Open Project Tickets from Previous Week - 37

Tickets Opened in the Last Two Weeks - 171

Tickets Closed in the Last Two Weeks - 168

Remaining Open Support Tickets - 108

Remaining Open Project Tickets - 37

1. Testing web based Remote Desktop Services.
2. Configuring Nano Beams to replace the fiber that was knocked down at Academy and Main.
3. Developed training for MS OneDrive Sync.
4. NorthStar upgrade.
5. Troubleshooting connectivity for car 935 and 941.
6. One Drive and Teams Roll out in progress.
7. Reviewing desktop GPOs.
8. Patching Hyper-V servers.
9. Workstation patching and maintenance.
10. Server patching and vulnerability remediation.
11. Continued WFH support.
12. Worked on and resolved support tickets for end users.
13. Actively responded to and resolved Secureworks alerts.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status: On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Reviewed subdivision landscape plans and made comments accordingly; working through the permit process for the Reservoir Restroom installation; met with JMT and Kent

Construction about the playground and safety surface installation; met with parks staff about upcoming footbridge repairs; met with Paula about upcoming events, activities and COVID restrictions associated with conducting the programs; conducted a parks maintenance meeting to discuss upcoming projects and work orders; reviewed the snow plan with the parks staff in preparation for potential snow events; met with Chrissy and Paula about George Wilson Center reopening; reviewed the Rodney project lighting and playground equipment plan for approval.

Deputy Director: Completed the annual report from the Parks and Recreation Department; attended meeting at Rodney Park with Joe, Tom Z. and JMT representatives; worked with recreation staff to determine new plan for summer camp fair to be held outside; talked with State Parks regarding upcoming summer camps and regulations; worked on collecting COVID vaccinations forms from staff; worked with Kathy, Purchasing and Finance on change order for purchase request; put summer employment opportunities on websites for UD and Wilmington University students; confirmed with Joe, Jeff and Tom Coleman on plan for reopening the Wilson Center on Feb. 1; set up meeting for DRPS awards committee; held two conference calls with Joe, Tom Z. and representatives from JMT regarding play surface plans for the Rodney project; worked with Shelby and Melinda to update the website and Civic Rec with updated event information; worked with Jill on changing purchase orders to ensure there is no carry over into next fiscal year; asked Melinda to start checking all the sources we used last summer regarding camp policies on COVID to see if there are any updates/changes and ensure we are updating our manual accordingly; finalized financial information with Melinda and Sharon for the Arts Grant; worked with Sharon and Melinda on alternative plans for the Egg Hunt if unable to hold in person; worked with Sharon to get sign and sound bids out by Feb. 1; worked with Shelby on creating a camp fair flyer; worked with Sharon on updating the vendor and sponsorship packets; worked with Shelby on weekly Eblast.

Recreation Supervisor of Athletics: Our before and after care programs continued this week and are running well, working on February schedule and sent payment information for February out to parents; planning and working out details for summer camp programs, met with recreation staff regarding plans for our summer camp and program fair.

Recreation Supervisor of Community Events: Finalizing fall program reports; working on 2021 summer camps; establishing a plan (with the rest of the rec staff) for the 2021 Summer Camp Fair; Community Garden registration is ongoing with several new registrants this week, the gardening season will change over on March 1st; fitness sessions will begin the first two weeks of February (live and virtual), as well as Adult Dance classes.

Coordinator of GWC and Volunteers: Communicated with GWC Attendants on upcoming staff schedule, GWC reopening and COVID vaccination forms; spoke with the newest GWC Attendant scheduled to start in February; continued to communicate with instructors on winter/spring programming as they are approaching and summer camps; the School's Out Day scheduled for January 22 was canceled due to GWC still being closed; communicated with individual volunteers and groups of volunteers that will be completing service for the Newark Parks and Recreation Department in the upcoming weeks; processed timesheets for staff; went to the George Wilson Center on January 20 to flush the sinks/toilets; continued to speak with scheduled renters about rescheduling and/or canceling their events; continued to speak with potential renters and talking them through the online registration system for programs since we are not currently offering tours or sales in person at the George Wilson Center.

Recreation Specialist: Posted weekly round-up post on Facebook; continued to finalize budget worksheet for the Arts Grant; updated Spring Clean Out and Volunteer Fair on city website calendar/our website community pages; attended Camp Fair planning call with other recreation staff.

Parks Superintendent: Inspected three park areas and developed work orders as needed, met with resident concerning Bamboo issue, reviewed proposed landscape plan and commented as needed, met with our GPS Coordinator to start installing Arc GIS on my cell phone, met with representative from Davey Resource Group concerning upcoming utility line tree pruning within the City limits, attended two meetings along with Parks Director and Deputy Director concerning playground equipment installation and tree protection at the Rodney site with design firm, met with Public Works crew on location of concrete pad in Handloff Park and continued monitoring PR requests for upcoming purchases in 2021.

Parks Supervisor: Assigned field staff daily and assisted as needed, followed up on truck purchase to replace pick up #1430 and oversaw wood footbridge decking replacement on Hall Trail in Phillips Park; Parks staff replaced decking on wood footbridge on Hall Trail, did trash removal throughout park system, continued on work orders as assigned, did interior bed maintenance at City Hall and blew off several tennis court areas of leaves/debris and removed from site.

Public Works: Installed concrete pad in Handloff Park for future bench installation. Thank you for your help.

Activity or Project:

Lumbrook Park Tennis Court Fence Repairs

Description:

Lumbrook Park tennis court fence repairs have been completed and all courts are now open for play. The fence was damaged when a tree fell across the fence and onto the court in one of the November storms.

Status:	Started
Expected Completion:	01-25-2021
Execution Status:	On Track

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement

Property Maintenance

Complaints: 14

Violations: 3

Inspections: 17

Citations Issued: 2

- 90/92/94/96 E. Cleveland Ave.: Cabinets and vanities on backorder.
- 321 Hillside Rd. (townhomes): Framing 300, and 200 building, 400 building plumbing and roof completed.
- 227 W. Park: Framing/Plumbing/HVAC.
- 1364 Marrows Road: Honda Service – footings/piers.
- 280 The Green (UD Warner Hall): Handicap ramp under construction, first floor interior framing complete, exterior finish work in progress, ductwork inspections in progress and mechanical piping inspections in progress. Basement walls approved to close in.
- Thorn/Lehigh Flats: Buildings V and W finals in progress, Buildings 11 and 31 finals in progress, Buildings 21, 51, 61, A, and B approved to close in. Buildings E and F rough inspections are in progress.
- Newark Charter School: Loop road base course, paved parking and site work progressing. Site clearing for Junior high building - permit application reviewed for footing, foundation and structural steel, variance granted for building height, lines and grades revised and submission received.
- Newark Senior Living: Site work, underground plumbing and footings in progress.
- 321 Hillside Rd./The Rail Yard: Site work progressing, paving base in progress, Apartment Building A (#6000/#7000 units) slab complete, framing started. Building B permit approved footings in progress. Restrictions/conditions placed on site remain in place to limit community impact and mitigate ongoing violations and issues.
- UD Green Utility Projects: Steam and condensate connection to Memorial Hall complete. Restoration of green and pathways partially completed. Permit application for electric feeder project for Drake Hall. Brown Lab and Future Building review complete. Awaiting permit issuance and restoration inspection scheduled for central green.
- Rodney Storm Park Project: Weir wall constructed with additional site work progressing.
- Commons Building: Framing completed, walls approved to close in, rough plumbing, ductwork, and weatherproof exterior finishes.
- 211 S. Main St.: Interior drywall and trim work ongoing. Exterior wall finishes being applied.
- 325 Academy St. (UD Perkins Dining): Final inspection tentatively scheduled for first week of February.
- 625 S. College Ave. (UD Whitney): Pool area completed. A second temporary C.C. and C.O. were issued for the first floor.
- 401 Bellevue Road (SAFSTOR) – 2nd floor concrete has been poured and steel is progressing.
- Fintech, Star Campus: Structural steel shell and floor slabs on going. UG plumbing for storm

and sanitary installed and tested.

- 100 Station Way, Train Station: CO has been issued in conjunction with continuing SEPTA service to the site.
- College Square: Issuance imminent. Site work is continuing.
- 287 E. Main St.: Structural steel being erected. Height variance granted by BOA.
- 304 S. Chapel St.: Foundation block walls being installed. Structural steel being erected.
- B. Daring attended City of Newark Project meeting.
- B. Daring attended meeting with Kevin Lucas at the Whitney Athletic Complex.
- T. Pool attended a permit conditions meeting with the contractor for Newark Senior Living.
- T. Pool attended a meeting for site improvements and ADA requirements with the Newark Charter School.

Parking

- Continued weekly meetings regarding COVID-19 with Management, Planning, Parking and Enforcement teams.
- Continued to monitor front desk, Microsoft Teams, Outlook, emails, phone lines, radios, texts, and CivicPlus. Office currently on an alternating work-from-home/in-office schedule to reduce chances of community spread.
- Produced regular daily financial documentation for Finance Department and invoices for Purchasing. Completed new 2021 PR requests for annuals and rent. Reviewed aging report with staff.
- Review of parking permits in off-street parking lots, discussion on a first-come, first serve system versus a lottery system with staff.
- Continued handling residential and municipal permitting for residents. Continued to see increase in municipal and residential permits work due to changeover into the new year. Customers being scheduled for permit pickup to decrease risk of community spread of COVID-19.
- Parking Ambassadors continued giving out masks to patrons on-street, but the number is decreasing as this time of year sees fewer patrons. Nineteen (19) masks handed out since last report.
- Provided seasonal update to Passport mobile parking.
- Provided Parking in Parks rough draft to Parks and Recreation Department for review, giving several parking options for their parking lots.
- Worked with Planning Department and City Manager's Office regarding proposal for management of proposed garage at 141 East Main Street.
- Provided Finance Department with more information regarding when the Lot #4 parking booth was struck in August 2019.
- Provided GIS Technician Jay Hodny information and map updates to the Parking Lot Leasing GIS Map for use by City Council and City Manager's Office.
- Worked with Caffè Gelato to find new location for wood logs located in Lot #3 for safety reasons.
- Updates to Apple iPhones used by Parking Ambassadors after Apple discovered a security flaw in their coding. Had to perform two updates on six phones, then had to reconnect all phones to eight mobile citation printers.
- Fix to Lot Countdown signs reporting to GIS, connection reestablished.

Planning/Land Use

The following was completed:

- 12 Deed Transfer Affidavits

- 10 Building Permit Reviews
- 0 Certificates of Completion/Occupancy
- On Tuesday, January 26, Planner Mike Fortner staffed the Steering Committee for the Review of the Comprehensive Development Plan. The Committee reviewed Chapter 1: Introduction, Chapter 2: Community Profile, and Chapter 3: Vision. The Committee will host a series of virtual public outreach events in early March called “Coffee Breaks.” They will be held on different days and different times – and meant to be small focus groups to educate residents on Comprehensive Planning, and to listen to residents’ thoughts and comments.
- Planner Mike Fortner prepared the ordinance for the Planning Commission to create a new zoning called “RE – Residential Estates” and a farm use provision to the zoning code.
- Mike Fortner completed a design review for 141 East Main Street and 94 East Main Street based on the Design Guidelines for Downtown Newark (4th Edition).
- The Planning Commission will be meeting on February 2, 2021. The link to the agenda is <https://newarkde.gov/ArchiveCenter/ViewFile/Item/6816>.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Police Department

Notable Notes:

- Considerable time was spent this week dealing with the sudden decision by the State of Delaware not to administer the second COVID-19 vaccines to police officers that were due for their vaccination this week. Unfortunately, we were never notified of this decision and had to read about the cancellation in the newspaper. The State maintains the CDC says the time period

between the first and second dose can be extended beyond the recommended time. However, the FDA and the vaccine manufacturers state there is no scientific data to support the CDC claim. We expressed our concerns to the State about our officers not being able to socially distance and they encounter many individuals throughout the day. Additionally, with the return of UD students, we will be asking our officers to interact and disperse large groups of people who are unmasked and under the influence of alcohol. We received notice late on Thursday that they will now be scheduling our second doses early next week.

Special Enforcement Division:

- During the week of January 18th, the Traffic Unit conducted traffic enforcement on South College Avenue just south of Welsh Tract Road for complaints of motorists failing to stop for a stopped school bus that arrives at that location every morning at 6:35 a.m. Each time the traffic unit conducted enforcement at that location, they found motorists disregarding the stopped school bus. Numerous traffic citations have been issued and the unit has placed the large electronic sign board in the area reminding motorists of their duty to stop for school buses picking up children. The sign board will remain at that location and the unit will continue enforcement efforts until they observe compliance with the statute.
- The Traffic Unit also continues to conduct speed enforcement on Cullen Way in the Hunt at Louviers neighborhood. The unit is averaging ten or more citations each time enforcement is conducted and they will continue enforcement in this area until a decrease in violations is observed.
- During the week, the Special Operations Unit continued to coordinate with Bike Newark and the City's Chief Communication Officer on a new video created by Bike Newark to promote safe bicycle riding and educational awareness for the bike "Sharrows" on East Main Street.
- The unit continues working on police applicant background investigations and is continuing an investigation into graffiti on the James F. Hall Trail.
- During the week, Sgt. D'Elia will attend the Spring 2021 Command and Leadership program instructor orientation session and will provide a course of instruction at DSP Troop 3 for their Certified Instructors Course.

Patrol Division:

- On January 21, 2021, at approximately 1114 hours, the Newark Police Department was notified of an indecent exposure incident which occurred on the 600 block of Lehigh Road. The male, later identified through investigation, was reportedly masturbating within a motor vehicle. Warrants were obtained for the defendant, and he was charged with indecent exposure and lewdness. The defendant turned himself into the Newark Police Department on Wednesday, January 27, 2021 and was presented before Justice of the Peace Court #11.
- On January 22, 2021, at approximately 2350 hours, an officer conducted a traffic stop on a vehicle and found the driver to be intoxicated. Through further investigation, officers located a clear vial containing PCP. The motorist was charged with Possession of a Controlled Substance, Possession of Drug Paraphernalia, DUI Drugs, Driving without a Valid License, Operating an Unregistered Vehicle, No Proof of Insurance and Failure to Stop at a Red Light.

Auxiliary Services Division:

- PSAP Manager Cannon is preparing to interview candidates for the vacant Communications Officer position. This application process closed on January 22, 2021. A total of 165 applications were received.
- The Administrative Professional I job positing will be closing on Friday, January 29, 2021. Anyone interested in applying can find information at:

<https://selfserve.cityofnewarkde.us/ess/employmentopportunities/default.aspx>.

Administration Division:

- Administration officers are concluding the current round of applicant background investigations.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Public Works and Water Resources Department

Notable Notes:

Winter Weather Coming

Current forecast as of Friday morning is for a winter storm expected to begin sometime on Sunday. Crews have been applying brine to all City streets over the last few days in preparation for the storm. In conjunction with DelDOT crews, nearly all City roads have been treated. Brine treatment prevents or delays the chemical bond between the ice and street and allows crews to better focus on keeping primary routes clear before moving to secondary streets. It also significantly reduces the amount of salt that is applied prior to and at the beginning of each storm. Depending on the forecast, Snow Emergency Routes may also be activated. Crews are scheduled according to the latest forecast, and staffing levels are adjusted accordingly. Residents are reminded that City Code requires sidewalks be clear of snow and ice within 24 hours after the end of the storm. PW&WR will update social media and the Snow Central website with the storm end time and beginning of any potential enforcement. More info on winter weather and helpful tips can be found on our Snow Central page on the City website.

Staff has reached out to DelDOT to discuss coordination of potential Al Fresco dining events, as discussed at a recent Council meeting. Several construction projects are slated to begin around the City and early coordination with DelDOT and their contractors is key to successful events.

Water crews are seeing an uptick in water main breaks, mainly attributed to the colder weather. Three were repaired in the last seven days, and we have had 19 main breaks since November 1, 2020.

Christmas tree collection is now finished for the season. Yard waste may still be collected by scheduling a Wednesday collection by calling PW&WR at 302-366-7000.

Activity or Project:

South Well Field WTP Upgrades

Description:

Site stabilization on all non-paved areas has been completed. Electrical, HVAC, and communications work is underway inside the building. We expect the pumps to be installed over the next two weeks. City staff and our consultant are working on the start up sequence for getting the plant started on testing at the end of February.

Status:	Near Completion
----------------	-----------------

Expected Completion:	03-31-2021
-----------------------------	------------

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Christianstead Pedestrian Bridge

Description:

A pedestrian bridge over the Christina Creek near the Christianstead/West Branch developments was recently condemned by the City due to the stability of the approaches leading up to the bridge. City staff is working with DNREC and a consultant to identify deficiencies and stabilization of the bridge structure, due to it's importance to our sewer system. We will have recommendations on the stabilization and repairs, along with estimates to stabilize the structure and work with the adjacent residents and interested parties on the reconstruction of the footpath. We expect this work can be completed in calendar year 2021, depending on the consultant's recommendations.

Status:	Not Started
----------------	-------------

Expected Completion:	06-30-2021
-----------------------------	------------

Execution Status:	On Track
--------------------------	----------

Activity or Project:

Description:

Status:	
----------------	--

Expected Completion:	
-----------------------------	--

Execution Status:	
--------------------------	--

Digital Records Project New Documents Created – January 21-27

Name	# of Documents	# of Pages	Types
Samantha	74	97	PWWR property attachments; Working remotely on modifications
Sandy	53	8,952	City Manager correspondence; Daily Cash Reports and Deposit Slips
Fred	5	1,564	PWWR property attachments
Ana (PT)	1	2	Working remotely on modifications
Danielle	8	257	Current Legislative Department files
Total	141	10,872	

Monthly Year-Over-Year New Document Page Totals

Month	2020	2021	Change +/-
January	16,856		
February	27,202		
March	43,335		
April	50,618		
May	36,670		
June	38,184		
July	28,329		
August	27,620		
September	11,916		
October	19,708		
November	7,954		
December	11,750		
Totals	320,142		



Financial Update - Unaudited

For the Eleven Months Ended November 30, 2020



CITY OF NEWARK
DELAWARE

January 23, 2021

TO: Mayor and City Council

FROM: David A. Del Grande, Director of Finance *DD*

VIA: Thomas Coleman, City Manager *TC*

SUBJECT: November 2020 Monthly Financial Update

The November Monthly Financial Update is attached for your review.

Executive Summary

The City has experienced its financial highs and lows throughout 2020. While we started out the year strong, by mid-March everything had changed dramatically. Beginning with the April Financial Update, we had estimated that the City could have been facing a gross revenue loss of \$14 million in 2020. Over the past several months, through measures taken by Council via the RSA freeze (see link below), budgetary freezes by our directors, and the \$2.3 million CARES grant just received from New Castle County on January 22nd, we were able to eliminate that deficit, and reflect a projected net surplus of just over \$1.2 million (unaudited) on our November report. This surplus includes the estimated expense of \$650K to payout all accrued time earned by our Local 3919 members during the state of emergency (still a work in progress), and it also considers the additional expense of the 27th payroll (572K) not initially incorporated in the 2020 Approved Operating Budget. As a reminder, the 27th payroll issue occurs every eleven years (see link below).

The “2020 Estimated” column reflects our annualized revenue and expenditure projections based on today’s information and is subject to change. This memo itself provides an overall review, and greater detail is contained in the attachment.

Revenue:

Through November, we are estimating a potential annual revenue loss of just under \$8.4 million, with \$4.3 coming from our utilities, and the remaining shortfall of \$4.1 million comprised of taxes and fees (non-utilities). When compared to October, this marks an overall annualized revenue improvement of \$0.2 million as explained below:

- Utility Sales: -292K November variance from October (\$72.8M budget, \$68.5M estimated, \$4.3 million annual shortfall)** Utility sales fell a collective \$292K further under budget for the month, as electric, water and sewer utilities all saw declined performance due to warmer weather and low volumetric sales. The estimated annual impact on our utilities (actual data through November) can be seen on this table:

REVENUE	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	% Difference
Utility Revenue				
Electric	\$52,952,562	\$49,810,890	↓ -\$3,141,672	↓ -5.9%
Water	\$9,315,000	\$8,040,426	↓ -\$1,274,574	↓ -13.7%
Sewer	\$7,515,106	\$6,691,642	↓ -\$823,464	↓ -11.0%
Stormwater	\$2,350,000	\$2,346,443	↓ -\$3,557	↓ -0.2%
Penalties and Fees	\$391,840	\$319,322	↓ -\$72,518	↓ -18.5%
Contracted Services	\$250,000	\$1,250,000	↑ \$1,000,000	↑ 400.0%
Gross Utility Revenue	\$72,774,508	\$68,458,723	↓ -\$4,315,785	↓ -5.9%

- Tax Revenue: +\$264K November variance from October (\$10.4M budget, \$9.6M estimated, \$751K annual shortfall)** Tax revenue is comprised of real estate transfer taxes, real estate taxes, lodging tax and the cable tv franchise tax. Collectively, this group’s performance has improved by \$264K over October due to improved performance in real estate transfer taxes (+\$195K) and a revised estimate for the lodging tax (+\$55K). We also increased our performance assumption for property taxes due to the higher than expected collection rate (+\$35K). We reduced our assumptions for the cable tv franchise tax due to it’s declining performance over the

past few months (-\$21K). Total tax revenue sources were budgeted at \$10.4 million but are expected to realize \$9.6 million by the end of 2020.

- Other Revenue: +\$192K November variance from October (\$10.8M budget, \$7.5M estimated, \$3.3M annual shortfall)** Other revenue consists of the City’s fines, permits, business licenses, parking fees, etc. This group of revenue sources, next to utility sales, is our most volatile revenue stream. Fines, parks and recreation fees, and parking revenue have accounted for a collective \$3.2 million loss for the City in 2020. Fine revenue is down 49%, park and recreation fees declined 63% and parking revenue fell 61% this year. We are not estimating for some level of normalcy to return until July of 2021. Until that time, it’s anticipated that our fee-driven sources of revenue will be below our normal expectations. As a reminder, a steady and reliable source of revenue derived from fees for services are critical to maintain low tax rates within the City.

The impact of the non-utility sources (taxes and fees) of revenue are seen on the table below:

REVENUE	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	% Difference
Assessment Revenue				
Streets and Sidewalks	\$12,570	\$3,114 ↓	-\$9,456 ↓	-75.2%
Total Assessment Revenue	\$12,570	\$3,114 ↓	-\$9,456 ↓	-75.2%
Tax Revenue				
Real Estate Transfer Tax	\$1,600,000	\$1,304,005 ↓	-\$295,995 ↓	-18.5%
Property Taxes (net)	\$7,468,000	\$7,463,722 ↓	-\$4,278 ↓	-0.1%
Tax Penalties	\$36,000	\$52,110 ↑	\$16,110	44.8%
Emergency Communication Fees	\$66,287	\$66,287	\$0	0.0%
Lodging Tax	\$750,000	\$330,398 ↓	-\$419,602 ↓	-55.9%
Cable TV Franchise Tax	\$475,000	\$427,473 ↓	-\$47,527 ↓	-10.0%
Total Tax Revenue	\$10,395,287	\$9,643,995 ↓	-\$751,292 ↓	-7.2%
Other Revenue				
Fines	\$2,102,715	\$1,082,700 ↓	-\$1,020,015 ↓	-48.5%
Business Licenses	\$175,000	\$173,522 ↓	-\$1,478 ↓	-0.8%
Permits	\$2,261,835	\$1,997,338 ↓	-\$264,497 ↓	-11.7%
Interest Received	\$581,475	\$602,008 ↑	\$20,533	3.5%
Park & Recreation Fees	\$671,600	\$250,402 ↓	-\$421,198 ↓	-62.7%
Refuse Collection Fees	\$20,000	\$20,992 ↑	\$992	5.0%
Miscellaneous	\$515,375	\$611,092 ↑	\$95,717	18.6%
Reimbursable Overtime	\$244,500	\$201,975 ↓	-\$42,525 ↓	-17.4%
Subventions	\$525,575	\$525,575	\$0	0.0%
Parking	\$2,853,000	\$1,122,986 ↓	-\$1,730,014 ↓	-60.6%
Unicity Bus Grant	\$143,380	\$143,380	\$0	0.0%
Miscellaneous Grants & Donations	\$723,445	\$765,633 ↑	\$42,188	5.8%
Total Other Revenue	\$10,817,900	\$7,497,603 ↓	-\$3,320,297 ↓	-30.7%
Total Non-Utility Revenue	\$21,225,757	\$17,144,712	-\$4,081,045 ↓	-19.2%
TOTAL REVENUE	\$94,000,265	\$85,603,435 ↓	-\$8,396,830 ↓	-8.9%

Expenses:

- (\$94.6M budget, \$89.2M estimated, +\$5.4M estimated balance)** With four weeks go to until the end of 2020, City staff maintained its frugality to the best of their abilities, thereby achieving a means to help offset some of the revenue loss due to the Corona pandemic. The largest expenditure savings generated was due to the decreased need to purchase electric from DEMEC (\$4.1 million) and sewer services from New Castle County (\$834K). These two items alone account for \$5 million of the \$5.4 million in expenditure savings. Other line items reflected savings even with the incorporation of Covid-related purchases that were not included in the annual budget. Savings are projected in Materials and Supplies (\$236K), Other expenses (\$241K), Debt Service (\$75,000) and Net Capital Improvements (\$656K). There were \$228K in Covid-related expenses incorporated into these expenses (through November), which will be offset by the CARES Act grant, but nevertheless, are reducing the estimated 12/31 balance on the table below.

Two expenditure types are showing deficit spending. Contractual Services are showing an estimated negative balance of \$380K at the end of the year. This is solely due to reimbursable electric work performed by the Electric Department and is 100% reimbursable to the City by those who contract

our services, and there is an offsetting line of revenue for this expense. Most of the electric spending is coming from the Elkton Road project (\$863K through 11/30). In addition, Personnel Services are reflecting a \$374K projected shortfall at 12/31. Incorporated into these figures are a projected budget shortfall to cover the 27th payroll (\$572K) and to account for the projected payout of accrued leave for our 3919 employees due to the state of emergency (\$650K). The 27th Payroll and the 3919 state of emergency leave buy-out payments are offsetting the \$850K personnel services surplus created from the City’s hiring freeze.

EXPENDITURES	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	% Difference
BY TYPE:				
Personnel Services	\$35,225,799	\$35,599,846	-\$374,047	-1.1%
Utility Purchases	\$39,274,933	\$34,318,505	\$4,956,428	12.6%
Materials and Supplies	\$2,511,878	\$2,275,327	\$236,551	9.4%
Contractual Services	\$8,746,334	\$9,126,848	-\$380,514	-4.4%
Equipment Depreciation	\$1,524,265	\$1,524,265	\$0	0.0%
Other Expenses	\$1,227,061	\$985,559	\$241,502	19.7%
Debt Service	\$3,000,282	\$2,925,282	\$75,000	2.5%
Net Capital Improvements	\$3,088,560	\$2,432,160	\$656,400	21.3%
Total Net Expenses	\$94,599,112	\$89,187,792	\$5,411,320	5.7%

Summary:

Type	Amount
Revenue Shortfall	-\$8,396,830
Expenditure Balance	\$5,411,320
Gross Loss:	-\$2,985,510

Add Back:

CARES Act*	\$2,300,000
RSA Adjustment	\$2,500,000
Gross Surplus**:	\$1,814,490

*\$2.3 million grant for CARES-related expenses. Received 1/22/2021.

** Net surplus is \$1.2 million.

In total, the gross current operating loss (combination of revenue vs. expense) is just under \$3 million as shown on the table to the left. The total revenue shortfall of \$8.4 million is offset by the City’s \$5.4 million in expenditure savings. By adding back the CARES Act grant of \$2.3 million along with the funds retained from Electric’s RSA Adjustment of \$2.5 million, the gross loss becomes a gross surplus of \$1.8 million. This surplus is a result of activity that has occurred after the 2020 budget was approved. When you factor in the reserves initially utilized to balance the 2020 Approved Budget, our net surplus drops down to \$1.2 million. If the City were to reach all its budget estimates for the remainder of the year, there would not be additional reserves required to balance the budget.

New Castle County initially approved reimbursement to Newark for \$1.15 million for Covid-related expenses. This grant was increased to \$2.3 million, hence the reason for the change from October’s report. All CARES funds were officially received on January 22, 2021.

Cash Balances/RSA:

The cash balance at the end of November was \$41.3 million, which includes \$24.1 million in the City’s long-term cash account and \$17.2 million in operating cash, an increase of \$269K from October. Despite decreased electric sales in 2020, the electric regulatory liability carries a credit balance (over-collection) of \$700K. This regulatory liability, which, by design and pursuant to code, will be managed through the 2021 rate stabilization adjustment (RSA).

Attachments

Links:

2020 Revenue Stabilization Adjustment Due to Covid-19 Pandemic:
<https://newarkde.gov/DocumentCenter/View/13683/2B>

27th Pay Period Budget Amendment for Fiscal Year 2020:
<https://newarkde.gov/DocumentCenter/View/14500/5B>

CITY OF NEWARK, DELAWARE BUDGET VS. ACTUAL - SUMMARY (UNAUDITED) FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020												
91.67% = percent of year expired												
	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Revenue												
Total Operating Revenue	\$87,475,771	\$91,973,384	\$93,501,310	\$94,000,265	\$85,603,435	↓ -\$8,396,830	\$84,719,026	\$79,546,169		92.6%	84.6%	Refer to pages 5 & 6.
Less: RSA Adjustment					\$2,500,000	↑ \$2,500,000	\$0	\$2,500,000				May 18, 2020 Council meeting. RSA adjustment to \$0.0000 effective 6/1/2020.
Less: CARES Act Reimbursement					\$2,300,000	↑ \$2,300,000	\$0	\$2,300,000				Allocation via New Castle County. Expenditure reimbursement for Covid-19 related expenses.
Net Operating Revenue/Use of Other Funds:	\$87,475,771	\$91,973,384	\$93,501,310	\$94,000,265	\$90,403,435	↓ -\$3,596,830	\$84,719,026	\$84,346,169				
Operating Expenses												
Operating Expenses (Non-Util. Purchases)	\$40,713,124	\$43,984,810	\$45,190,655	\$49,235,337	\$49,511,845	↓ -\$276,508	\$41,708,161	\$42,654,163	\$227,845		86.6%	Refer to pages 7 through 14.
Utility Purchases	\$38,338,621	\$38,007,463	\$36,900,030	\$39,274,933	\$34,318,505	↑ \$4,956,428	\$34,034,745	\$31,232,658	\$0		79.5%	refer to pages 7 through 14.
Total Operating Expenses:	\$79,051,745	\$81,992,273	\$82,090,685	\$88,510,270	\$83,830,350	↑ \$4,679,920	\$75,742,906	\$73,886,821	\$227,845	90.4%	83.5%	All Operating
Net Operating Surplus/(Deficit):						\$1,083,090						
Debt Service	2,616,161	2,655,273	2,694,525	3,000,282	\$2,925,282	↑ \$75,000	\$1,969,961	\$2,107,799			70.3%	Per debt schedules.
Gross Capital Improvements	\$11,070,282	\$5,918,422	\$12,037,919	\$20,512,665	\$19,856,265	↑ \$656,400	\$12,098,506	\$15,079,795			73.5%	Spending in accordance with approved CIP. \$406K in deferred capital spending in 2020. Remove C2001 (\$250,000).
Less: Use of Reserves	-\$6,697,943	-\$3,730,045	-\$4,018,095	-\$654,726	-\$654,726	\$0	-\$4,016,711	-\$4,630,864			707.3%	Includes prior year approved projects
Equipment Replacement	-\$1,099,752	-\$837,241	-\$885,660	-\$730,778	-\$730,778	\$0	-\$881,713	-\$704,308			96.4%	
Grants	-\$830,593	-\$740,559	-\$691,685	-\$2,221,076	-\$2,221,076	\$0	-\$836,542	-\$301,257			13.6%	Grant funds.
Bond Issues	\$0	\$0	-\$460,566	-\$767,947	-\$767,947	\$0	-\$465,928	\$0			0.0%	
State Revolving Loan	\$0	\$0	-\$3,595,012	-\$11,360,048	-\$11,360,048	\$0	-\$3,562,046	-\$8,451,670			74.4%	
Other Sources	-\$17,494	-\$440,810	-\$393,658	-\$1,689,530	-\$1,689,530	\$0	-\$370,972	-\$98,488			5.8%	Neither City nor governmental funds.
Net Capital Improvements:	\$2,424,500	\$169,767	\$1,993,243	\$3,088,560	\$2,432,160	↑ \$656,400	\$1,964,594	\$893,208			28.9%	
Net Current Surplus/(Deficit)	\$3,383,365	\$7,156,071	\$6,722,857	-\$598,847	\$1,215,643	↑ \$1,814,490	Additional Net Operating surplus has been balanced as of November 2020. Includes \$2.3M in CARES Act funds and the RSA adjustment of \$2.5M. Includes \$400K PILOT. City started the year using reserves to balance the budget. This is in addition to reserves budgeted to approve the 2020 budget. Net surplus is estimated to be \$1.2M.					
Total Expenditures and Surplus	\$87,475,771	\$91,973,384	\$93,501,310	\$94,000,265	\$90,403,435							

* includes prior year encumbrances

↑ = positive variance projected.
 ↓ = negative variance projected.
 ◼ = negative monthly seasonally adjusted variance.
 ◼ = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
STATEMENT OF NET AVAILABLE FUNDS (UNAUDITED)
NOVEMBER 30, 2020

	GOVERNMENTAL FUND TYPES				PROPRIETARY FUND TYPES		
	GENERAL	SPEC. REV.	DEBT SVC.	CAP. PROJ.	ENTERPRISE	INTER.SVC.	TOTAL
CASH & SECURITIES - November 30, 2020	\$9,949,504	\$1,534,440	\$46,340	\$3,924,967	\$24,535,143	\$1,360,838	\$41,351,233
Current Accounts Receivable, Prepaids	\$3,031,857	\$56,444	\$0	\$403,760	\$11,859,757	\$37,761	\$15,389,579
Gross Available Resources	\$12,981,361	\$1,590,884	\$46,340	\$4,328,727	\$36,394,900	\$1,398,599	\$56,740,812
Regulatory Asset or Liability (RSA)	\$0	\$0	\$0	\$0	(\$709,945)	\$0	(\$709,945)
Current Liabilities	(\$4,269,842)	(\$122,626)	\$0	(\$76,375)	(\$5,818,380)	(\$103,377)	(\$10,390,600)
Encumbrances	(\$370,002)	(\$145,572)	\$0	(\$799,043)	(\$6,145,097)	(\$68,486)	(\$7,528,200)
Current Portion of Notes and Bonds	\$0	\$0	(\$350,752)	\$0	(\$2,649,530)	\$0	(\$3,000,282)
Capital Reserves	\$0	\$0	\$0	(\$2,098,922)	(\$6,706,477)	(\$421,052)	(\$9,226,451)
Future Project Capital Reserve	\$0	\$0	\$0	\$0	(\$2,000,000)	\$0	(\$2,000,000)
Rate Stabilization Reserve					(\$5,349,619)		(\$5,349,619)
Transfers for Debt Service	(\$350,752)	\$0	\$350,752	\$0	\$0	\$0	\$0
NET AVAILABLE FUNDS	\$7,990,765	\$1,322,686	\$46,340	\$1,354,387	\$7,015,852	\$805,684	\$18,535,715

CITY OF NEWARK, DELAWARE
REVENUE BUDGET VS. ACTUAL (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired

	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Utility Revenue											
Electric	\$51,727,908	\$51,034,763	\$51,944,374	\$52,952,562	\$49,810,890	↓ -\$3,141,672	\$46,556,903	\$46,612,009	93.8% 	88.0%	Estimating a 10% loss in December. \$233K reduction from October.
Water	\$9,382,030	\$9,347,665	\$9,102,939	\$9,315,000	\$8,040,426	↓ -\$1,274,574	\$8,709,814	\$7,571,680	93.7% 	81.3%	Estimating a 15% loss in December. \$64K reduction from October.
Sewer	\$7,036,090	\$7,194,805	\$7,371,745	\$7,515,106	\$6,691,642	↓ -\$823,464	\$7,013,935	\$6,164,125	92.9% 	82.0%	Estimating a 15% loss in December. \$104K reduction from October.
Stormwater	\$0	\$2,017,166	\$2,355,806	\$2,350,000	\$2,346,443	↓ -\$3,557	\$2,222,379	\$2,229,604	93.3% 	94.9%	Fixed fee. Not consumption based. \$113K improvement from October.
Penalties and Fees	\$461,100	\$369,201	\$538,398	\$391,840	\$319,322	↓ -\$72,518	\$603,434	\$333,997	82.5% 	85.2%	Freeze on penalties and fees while under state of emergency.
Contracted Services	\$0	\$853,486	\$437,110	\$250,000	\$1,250,000	↑ \$1,000,000	\$43,922	\$1,122,993	91.7% 	449.2%	Elkton Road reimburseable project. \$863K payment from DelDot. Will offset expenses in Electric Dept.
Gross Utility Revenue	\$68,607,128	\$70,817,086	\$71,750,372	\$72,774,508	\$68,458,723	↓ -\$4,315,785	\$65,150,387	\$64,034,408	93.2% 	88.0%	Overall utility revenue is down \$1.1M from 2019 YTD due to water/sewer sales.
Assessment Revenue											
Streets and Sidewalks	\$30,271	\$15,697	\$27,983	\$12,570	\$3,114	↓ -\$9,456	\$11,473	\$2,067	91.7% 	16.4%	
Total Assessment Revenue	\$30,271	\$15,697	\$27,983	\$12,570	\$3,114	↓ -\$9,456	\$11,473	\$2,067	91.7% 	16.4%	
Tax Revenue											
Real Estate Transfer Tax	\$1,584,426	\$2,365,285	\$2,646,573	\$1,600,000	\$1,304,005	↓ -\$295,995	\$2,445,347	\$1,028,522	89.0% 	64.3%	Through Octoberr. Fulton Bank (April \$1M), 401 Bellevue (June \$1.8M), Patriot Center (July \$3.5M). Large transfer in October (recognized in November) Rite Aid(\$3.6M). \$195K improvement from October.

↑ = positive variance projected. ↓ = negative variance projected.  = negative monthly seasonally adjusted variance.  = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
REVENUE BUDGET VS. ACTUAL (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired

	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Property Taxes (net)	\$6,554,728	\$6,629,314	\$6,705,035	\$7,468,000	\$7,463,722	↓ -\$4,278	\$6,135,454	\$6,883,835	91.2%	92.2%	Tax payments have a collection rate equal to prior years. \$35K improvement from October.
Tax Penalties	\$56,086	\$100,479	\$61,543	\$36,000	\$52,110	↑ \$16,110	\$55,965	\$48,930	77.3%	135.9%	Properties sold with outstanding taxes will drive tax penalty figure.
Emergency Communication Fees	\$66,287	\$66,287	\$66,287	\$66,287	\$66,287	\$0	\$60,763	\$60,763	91.7%	91.7%	Fixed annual payment
Lodging Tax	n/a	\$46,936	\$760,647	\$750,000	\$330,398	↓ -\$419,602	\$655,658	\$250,398	89.3%	33.4%	Some hotels are in arrears. Payment plans active. \$54K improvement from October.
Cable TV Franchise Tax	\$477,925	\$628,907	\$423,106	\$475,000	\$427,473	↓ -\$47,527	\$372,672	\$300,306	83.3%	63.2%	Assuming higher bad debt and less revenue from Verizon and Comcast. 10% reduction estimated. Reduction of \$21K from October.
Total Tax Revenue	\$8,739,452	\$9,837,208	\$10,663,191	\$10,395,287	\$9,643,995	↓ -\$751,292	\$9,725,859	\$8,572,754	90.3%	82.5%	
Other Revenue											
Fines	\$1,846,201	\$1,998,139	\$1,916,365	\$2,102,715	\$1,082,700	↓ -\$1,020,015	\$1,705,967	\$957,863	89.3%	45.6%	# of tickets written are down 61% through October compared to 2019. October is consistent with September performance. \$680K behind 2019 YTD. \$122K improvement from October.
Business Licenses	\$171,730	\$175,551	\$235,941	\$175,000	\$173,522	↓ -\$1,478	\$214,080	\$208,117	96.9%	118.9%	Some businesses will close. Write off of past-due accounts. May fall below 2019 after y/e adjustments.
Permits	\$2,073,689	\$2,841,492	\$2,063,928	\$2,261,835	\$1,997,338	↓ -\$264,497	\$2,017,627	\$1,894,196	95.4%	83.7%	Fin Tech Center - 6 story, 100K sq ft building (\$93K); Townhouses at Dickenson sight (2 permits \$37K); Various College Square parcels (\$58K in permits); 304 South Chapel \$10K permit. Permit activity has been steady. \$81K improvement from October.
Interest Received	\$343,792	\$316,310	\$666,368	\$581,475	\$602,008	↑ \$20,533	\$606,030	\$562,820	91.5%	96.8%	

↑ = positive variance projected. ↓ = negative variance projected. = negative monthly seasonally adjusted variance. = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
REVENUE BUDGET VS. ACTUAL (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired

	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget	2020 Estimated	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	Seasonalized Budget Benchmark	2020 % of Budget	Comments	
Park & Recreation Fees	\$661,108	\$706,672	\$764,304	\$671,600	\$250,402	↓ -\$421,198	\$682,145	\$247,031	93.4%	🔴	36.8%	Loss of programs, low/cancelled enrollment. Before/aftercare closings. Continued refunds. \$435K behind 2019.
Refuse Collection Fees	\$20,564	\$17,804	\$39,147	\$20,000	\$20,992	↑ \$992	\$35,863	\$19,313	91.6%	🟢	96.6%	
Miscellaneous	\$645,571	\$517,789	\$649,305	\$515,375	\$611,092	↑ \$95,717	\$527,814	\$601,726	84.6%	🟢	116.8%	Sediment and SWM inspections \$83K, Water tapping fees \$51K
Reimbursable Overtime	\$199,396	\$321,082	\$266,848	\$244,500	\$201,975	↓ -\$42,525	\$146,070	\$136,170	73.1%	🔴	55.7%	
Subventions	\$523,331	\$530,658	\$515,271	\$525,575	\$525,575	\$0	\$472,332	\$483,195	91.7%	🟢	92.0%	
Parking Meters	\$1,363,301	\$1,336,541	\$1,070,148	\$480,000	\$205,780	↓ -\$274,220	\$1,025,893	\$200,759	93.7%	🔴	41.8%	
Multi-Space Parking	\$0	\$0	\$0	\$1,760,000	\$601,442	↓ -\$1,158,558	\$0	\$541,745	90.9%	🔴	30.8%	Approximately \$1.5M has been lost in revenue comparing 2019 to 2020. Parking revenue was \$82K in November. Projecting a \$1.7M loss in 2020 . \$54K reduction from October.
Parking Lots	\$1,535,146	\$1,583,911	\$1,643,050	\$613,000	\$315,764	↓ -\$297,236	\$1,525,275	\$310,142	90.9%	🔴	50.6%	
Unicity Bus Grant	\$143,380	\$143,380	\$143,380	\$143,380	\$143,380	\$0	\$71,690	\$71,690	50.0%	🟢	50.0%	
Miscellaneous Grants & Donations	\$571,711	\$814,064	\$1,085,709	\$723,445	\$765,633	↑ \$42,188	\$800,521	\$702,173	91.2%	🟢	97.1%	\$400K PILOT check received 8/3/2020 (increase). \$250K in asset seizure funds not utilized (decrease)
Total Other Revenue	\$10,098,920	\$11,303,393	\$11,059,764	\$10,817,900	\$7,497,603	↓ -\$3,320,297	\$9,831,307	\$6,936,940	90.8%	🔴	64.1%	
TOTAL REVENUE	\$87,475,771	\$91,973,384	\$93,501,310	\$94,000,265	\$85,603,435	↓ -\$8,396,830	\$84,719,026	\$79,546,169	92.6%	🔴	84.6%	Total revenue through November is \$5.2M less than than 2019YTD.

↑ = positive variance projected. ↓ = negative variance projected. 🔴 = negative monthly seasonally adjusted variance. 🟢 = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - FUND/BY TYPE SUMMARY (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired													
	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments	
BY FUND:													
Governmental Funds:	\$27,612,064	\$28,471,334	\$29,750,746	\$32,706,833	\$32,139,050	⬆️	\$567,783	\$27,667,482	\$28,010,779	\$178,166	89.3%	85.6%	See following pages.
Enterprise Funds:	\$48,853,962	\$49,656,739	\$49,684,067	\$52,795,689	\$48,720,080	⬆️	\$4,075,609	\$45,639,160	\$43,455,937	\$11,420	91.3%	82.3%	See following pages.
Other Funds:	\$2,585,719	\$3,864,200	\$2,655,872	\$3,007,748	\$2,971,220	⬆️	\$36,528	\$2,436,264	\$2,420,105	\$38,259	86.1%	80.5%	See following pages.
Total Net Operating Expenses	\$79,051,745	\$81,992,273	\$82,090,685	\$88,510,270	\$83,830,350	⬆️	\$4,679,920	\$75,742,906	\$73,886,821	\$227,845	90.4%	83.5%	
* includes prior year encumbrances													
BY TYPE:													
Personnel Services	\$30,265,588	\$31,678,070	\$32,927,012	\$35,225,799	\$35,599,846	⬇️	-\$374,047	\$30,129,467	\$31,532,952	\$88,903	92.0%	89.5%	27th Pay (\$570K net impact). Assumes payout of 3919 accrued time (NTE \$655K).
Utility Purchases	\$38,338,621	\$38,007,463	\$36,900,030	\$39,274,933	\$34,318,505	⬆️	\$4,956,428	\$34,034,745	\$31,232,658	\$0	92.1%	79.5%	Savings from Sewer purchases from NCC (834K) and Electric purchases from DEMEC (\$4.1M).
Materials and Supplies	\$2,180,148	\$2,201,910	\$2,275,712	\$2,511,878	\$2,275,327	⬆️	\$236,551	\$2,106,831	\$1,886,901	\$65,474	86.1%	75.1%	See following pages.
Contractual Services	\$6,425,978	\$8,102,901	\$7,725,299	\$8,746,334	\$9,126,848	⬇️	-\$380,514	\$7,104,500	\$7,385,495	\$63,577	81.7%	84.4%	Overage from Electric work that is 100% reimburseable. Revenue offset expenditure.
Equipment Depreciation	\$1,390,082	\$1,353,935	\$1,353,420	\$1,524,265	\$1,524,265	⬆️	\$0	\$1,527,163	\$1,397,253	\$0	91.7%	91.7%	Based on depreciation schedules.
Other Expenses	\$451,328	\$647,994	\$909,212	\$1,227,061	\$985,559	⬆️	\$241,502	\$840,200	\$451,562	\$9,891	56.5%	36.8%	See following pages.
Total Net Operating Expenses	\$79,051,745	\$81,992,273	\$82,090,685	\$88,510,270	\$83,830,350	⬆️	\$4,679,920	\$75,742,906	\$73,886,821	\$227,845	90.4%	83.5%	

* includes prior year encumbrances

↑ = positive variance projected. ↓ = negative variance projected. = negative monthly seasonally adjusted variance. = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - BY DEPARTMENT (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired

	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Governmental Funds:												
Refuse Division	\$1,549,423	\$1,707,645	\$1,725,701	\$1,804,503	\$1,794,177	↑ 10,326	\$1,582,684	\$1,614,881	\$0	91.0%	89.5%	Cut seasonal staff \$6K
Engineering Division	\$945,552	\$992,024	\$975,437	\$1,034,055	\$1,043,184	↓ (9,129)	\$910,059	\$938,507	\$1,404	91.6%	90.8%	Cut interns, training, outside engineering \$16K. 27th payroll impact
Code Enforcement Division	\$1,252,227	\$1,386,288	\$1,331,109	\$1,506,441	\$1,508,018	↓ (1,577)	\$1,244,440	\$1,357,765	\$1,682	92.3%	90.1%	Cut training, tools, supplies \$9800. 27th payroll impact
Planning & Development Division	\$469,326	\$596,149	\$1,166,782	\$962,579	\$925,590	↑ 36,989	\$1,123,754	\$657,415	\$1,988	72.9%	68.3%	Cut consulting fees, intern, training \$29K
Police Department	\$12,145,972	\$12,871,324	\$13,616,728	\$14,523,288	\$14,678,686	↓ (155,398)	\$12,619,080	\$13,262,272	\$36,914	92.1%	91.2%	Cut firearm supplies, uniforms. 27th payroll impact
Finance Department	\$1,829,694	\$1,942,174	\$1,818,551	\$2,006,762	\$1,957,103	↑ 49,659	\$1,759,075	\$1,753,272	\$10,494	92.5%	87.4%	Cut p/t position, training, contractual services
Administration Department	\$1,361,548	\$1,070,630	\$1,274,089	\$1,631,933	\$1,552,944	↑ 78,989	\$1,200,739	\$1,313,773	\$25,091	91.5%	80.5%	
Information Technology Division	\$1,797,204	\$1,493,118	\$1,364,207	\$1,775,161	\$1,713,449	↑ 61,712	\$1,228,603	\$1,409,296	\$13,125	84.0%	79.4%	Cut contractual services, standby pay 1/2 year, training
Legislative Department	\$1,189,873	\$1,271,246	\$1,290,416	\$1,529,253	\$1,421,159	↑ 108,094	\$1,156,429	\$1,138,224	\$53,913	91.5%	74.4%	Reduce contractual services, training, supplies
Alderman's Court	\$442,946	\$461,593	\$445,601	\$484,545	\$480,327	↑ 4,218	\$415,207	\$437,396	\$22,257	93.2%	90.3%	Cut supplies, overtime, training and uniforms
Parks & Recreation Department	\$2,667,112	\$2,780,572	\$2,895,432	\$3,248,238	\$2,927,775	↑ 320,463	\$2,712,625	\$2,548,818	\$11,009	90.9%	78.5%	Cut fireworks, before and after care staff, Memorial Day parade, Spring concert series
Street Division	\$1,152,807	\$1,095,555	\$1,073,593	\$1,168,893	\$1,119,800	↑ 49,093	\$1,047,113	\$956,218	\$262	87.1%	81.8%	Cut seasonal staff, reduce training, reduce salt supplies
Community Development Fund	\$176,648	\$225,658	\$221,881	\$442,072	\$394,184	↑ 47,888	\$190,720	\$156,901	\$0	46.3%	35.5%	
Law Enforcement Fund	\$326,486	\$288,110	\$292,660	\$335,542	\$391,758	↓ (56,216)	\$263,425	\$378,852	\$27	96.2%	112.9%	Reimbursement police grants
Parks Special Revenue Fund	\$55,235	\$18,405	\$13,822	\$35,246	\$18,673	↑ 16,573	\$13,038	\$12,749	\$0	83.2%	36.2%	
Downtown Newark Partnership Fund	\$45,986	\$31,851	\$0	\$0	\$0	0	\$0	\$0	\$0			
Transportation Fund	\$204,025	\$238,992	\$244,737	\$218,322	\$212,223	↑ 6,099	\$200,491	\$74,440	\$0	36.9%	34.1%	Timing of purchases
Total Governmental Funds	\$27,612,064	\$28,471,334	\$29,750,746	\$32,706,833	\$32,139,050	↑ \$567,783	\$27,667,482	\$28,010,779	\$178,166	89.3% 	85.6%	Increase of \$343K over 2019YTD.
Enterprise Funds:												
Electric Fund	\$4,581,236	\$5,384,119	\$5,728,081	\$6,022,925	\$7,144,518	↓ (1,121,593)	\$5,028,300	\$6,113,517	\$3,927	91.8%	101.5%	See Expenditures by Type page.
Water Fund	\$3,156,305	\$3,325,973	\$3,721,704	\$3,980,165	\$4,089,828	↓ (109,663)	\$3,469,759	\$3,383,516	\$7,493	88.5%	85.0%	See Expenditures by Type page.
Sewer Fund	\$631,776	\$579,185	\$706,626	\$738,460	\$645,421	↑ 93,039	\$670,986	\$532,417	\$0	91.1%	72.1%	See Expenditures by Type page.
Utility Purchases	\$38,338,621	\$38,007,463	\$36,900,030	\$39,274,933	\$34,318,505	↑ 4,956,428	\$34,034,745	\$31,232,658	\$0	92.0%	79.5%	See Expenditures by Type page. \$287K improvement from October.
Stormwater Division	\$558,237	\$626,299	\$761,220	\$941,558	\$834,793	↑ 106,765	\$699,617	\$711,246	\$0	87.9%	75.5%	See Expenditures by Type page.
Parking Fund	\$1,587,787	\$1,733,700	\$1,866,406	\$1,837,648	\$1,687,015	↑ 150,633	\$1,735,753	\$1,482,583	\$0	90.2%	80.7%	See Expenditures by Type page.
Total Enterprise Funds	\$48,853,962	\$49,656,739	\$49,684,067	\$52,795,689	\$48,720,080	↑ \$4,075,609	\$45,639,160	\$43,455,937	\$11,420	91.3% 	82.3%	Decrease of \$2.2M from 2019YTD.

↑ = positive variance projected. ↓ = negative variance projected. = negative monthly seasonally adjusted variance. = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - BY DEPARTMENT (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired

	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020	2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Other Funds:												
Fleet Maintenance Division	\$1,180,723	\$1,317,998	\$1,242,523	\$1,332,491	\$1,403,365	↓ (70,874)	\$1,143,148	\$1,136,388	\$12,721	89.3%	85.3%	See Expenditures by Type page.
Facilities Maintenance Division	\$432,609	\$630,076	\$664,277	\$782,957	\$780,346	↑ 2,611	\$608,053	\$699,648	\$25,538	90.7%	89.4%	See Expenditures by Type page.
Self-Insurance Fund	\$372,050	\$1,272,429	\$123,438	\$230,000	\$157,891	↑ 72,109	\$120,683	\$9,643	\$0	35.5%	4.2%	See Expenditures by Type page.
OPEB Fund	\$600,337	\$643,697	\$625,634	\$662,300	\$629,618	↑ 32,682	\$564,380	\$574,426	\$0	91.7%	86.7%	See Expenditures by Type page.
Total Other Funds	\$2,585,719	\$3,864,200	\$2,655,872	\$3,007,748	\$2,971,220	↑ \$36,528	\$2,436,264	\$2,420,105	\$38,259	86.1%	80.5%	
Total Net Operating Expenses	\$79,051,745	\$81,992,273	\$82,090,685	\$88,510,270	\$83,830,350	↑ \$4,679,920	\$75,742,906	\$73,886,821	\$227,845	90.4%	83.5%	\$1.9M under 2019YTD overall.

* includes prior year encumbrances

↑ = positive variance projected. ↓ = negative variance projected. = negative monthly seasonally adjusted variance. = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - BY FUND/TYPE (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

							91.67% = percent of year expired						
	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020		2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments
Governmental Funds:													
Personnel Services	\$22,051,301	\$22,966,280	\$23,445,873	\$25,407,059	\$25,154,122	⬆️ 252,937		\$21,585,350	\$22,666,022	\$65,305	92.0% 🟢	89.2%	
Materials and Supplies	\$859,898	\$837,974	\$801,405	\$982,776	\$951,061	⬆️ 31,715		\$788,326	\$791,230	\$44,921	87.8% 🟢	80.5%	
Contractual Services	\$3,372,261	\$3,488,588	\$4,017,000	\$4,802,186	\$4,647,571	⬆️ 154,615		\$3,729,505	\$3,460,507	\$58,427	78.3% 🟢	72.1%	
Equipment Depreciation	\$997,835	\$941,018	\$898,424	\$1,034,631	\$1,034,631	0		\$1,021,757	\$948,420	\$0	91.7% 🟢	91.7%	
Other Expenses	\$330,769	\$237,474	\$588,044	\$480,181	\$351,665	⬆️ 128,516		\$542,544	\$144,600	\$9,513	56.9% 🟢	30.1%	
Total Governmental Funds	\$27,612,064	\$28,471,334	\$29,750,746	\$32,706,833	\$32,139,050	⬆️ \$567,783		\$27,667,482	\$28,010,779	\$178,166	89.3% 🟢	85.6%	
Electric Fund:													
Personnel Services	\$2,791,196	\$3,018,817	\$3,334,538	\$3,514,898	\$3,956,609	⬇️ (441,711)		\$2,890,723	\$3,295,157	\$3,311	92.1% 🟠	93.7%	OT YTD \$285K in 2020 vs \$211K YTD in 2019. 27th pay plus projected payout of 3919 time due to state of emergency
Utility Purchases	\$33,699,575	\$32,993,374	\$31,549,199	\$33,674,933	\$29,552,655	⬆️ 4,122,278		\$29,101,175	\$26,925,000	\$0	92.2% 🟢	80.0%	Electric purchases down due to State of Emergency
Materials and Supplies	\$242,877	\$214,488	\$293,618	\$305,078	\$238,390	⬆️ 66,688		\$253,832	\$207,073	\$238	89.7% 🟢	67.9%	
Contractual Services	\$1,285,747	\$1,727,952	\$1,758,309	\$1,557,171	\$2,352,764	⬇️ (795,593)		\$1,504,654	\$2,292,372	\$0	96.1% 🟠	147.2%	Reimburseable expenses. Elkton Road project. See Contracted Services under Revenue.
Equipment Depreciation	\$163,082	\$197,812	\$206,585	\$192,675	\$192,675	0		\$255,596	\$176,616	\$0	91.7% 🟢	91.7%	
Other Expenses	\$98,334	\$225,050	\$135,031	\$453,103	\$404,080	⬆️ 49,023		\$123,495	\$142,299	\$378	42.2% 🟢	31.4%	
Total Electric Fund	\$38,280,811	\$38,377,493	\$37,277,280	\$39,697,858	\$36,697,173	⬆️ \$3,000,685		\$34,129,475	\$33,038,517	\$3,927	91.8% 🟢	83.2%	
Water Fund:													
Personnel Services	\$2,210,230	\$2,255,028	\$2,491,419	\$2,585,948	\$2,754,776	⬇️ (168,828)		\$2,298,453	\$2,305,185	\$7,489	92.2% 🟢	89.1%	27th pay plus projected payout of 3919 time due to state of emergency
Utility Purchases	\$0	\$0	\$0	\$0	\$0	0		\$0	\$0				Should not need to purchase water unless under extreme drought conditions, or emergency situation.
Materials and Supplies	\$341,047	\$319,957	\$419,598	\$430,516	\$408,036	⬆️ 22,480		\$400,413	\$336,238	\$4	83.3% 🟢	78.1%	Reduce WTP chemicals (\$25K)
Contractual Services	\$519,871	\$620,569	\$735,268	\$826,818	\$794,004	⬆️ 32,814		\$689,506	\$653,534	\$0	83.0% 🟢	79.0%	Reduce contractual services
Equipment Depreciation	\$72,808	\$67,041	\$63,436	\$85,156	\$85,156	0		\$68,519	\$78,056	\$0	91.7% 🟢	91.7%	
Other Expenses	\$12,349	\$63,378	\$11,983	\$51,727	\$47,856	⬆️ 3,871		\$12,868	\$10,503	\$0	27.8% 🟢	20.3%	
Total Water Fund	\$3,156,305	\$3,325,973	\$3,721,704	\$3,980,165	\$4,089,828	⬇️ -\$109,663		\$3,469,759	\$3,383,516	\$7,493	88.5% 🟢	85.0%	

↑ = positive variance projected. ↓ = negative variance projected. 🔴 = negative monthly seasonally adjusted variance. 🟢 = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - BY FUND/TYPE (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

								91.67% = percent of year expired						
2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020			2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments	
Sewer Fund:														
Personnel Services	\$328,639	\$333,506	\$357,562	\$365,885	\$323,289	↑	42,596	\$313,962	\$287,906	\$0	92.2%	█	78.7%	Freeze Maintenance 1, cut intern
Utility Purchases	\$4,639,046	\$5,014,089	\$5,350,831	\$5,600,000	\$4,765,850	↑	834,150	\$4,933,570	\$4,307,658	\$0	91.8%	█	76.9%	Q4L 1.3M, Q1: \$1.2M, Q2: 1.0M
Materials and Supplies	\$21,512	\$24,638	\$21,329	\$28,663	\$21,777	↑	6,886	\$18,142	\$19,268	\$0	91.2%	█	67.2%	Timing of purchases
Contractual Services	\$247,521	\$181,818	\$287,628	\$300,236	\$257,289	↑	42,947	\$279,821	\$186,566	\$0	76.4%	█	62.1%	
Equipment Depreciation	\$32,586	\$36,379	\$37,423	\$35,086	\$35,086		0	\$56,760	\$32,164	\$0	91.7%	█	91.7%	
Other Expenses	\$1,518	\$2,844	\$2,684	\$8,590	\$7,980	↑	610	\$2,301	\$6,513	\$0	82.9%	█	75.8%	Aetna subvention not recorded monthly in PY until last quarter (\$1405 YTD 2019 vs \$5152 YTD 2020)
Total Sewer Fund	\$5,270,822	\$5,593,274	\$6,057,457	\$6,338,460	\$5,411,271	↑	\$927,189	\$5,604,556	\$4,840,075	\$0	91.1%	█	76.4%	
Parking Fund:														
Personnel Services	\$1,141,436	\$1,244,505	\$1,337,794	\$1,233,190	\$1,194,898	↑	38,292	\$1,249,444	\$1,074,510	\$0	92.2%	█	87.1%	Parking enforcement, part-time
Materials and Supplies	\$32,143	\$37,230	\$37,390	\$43,992	\$22,989	↑	21,003	\$34,596	\$22,042	\$0	97.8%	█	50.1%	Billing collection supplies, office supplies
Contractual Services	\$337,301	\$377,554	\$400,038	\$462,976	\$379,199	↑	83,777	\$381,369	\$303,289	\$0	83.6%	█	65.5%	Reduction in credit card fees \$64K YTD 2020 vs \$170K YTD 2019
Equipment Depreciation	\$71,705	\$70,445	\$86,137	\$86,255	\$86,255		0	\$65,296	\$79,068	\$0	91.7%	█	91.7%	
Other Expenses	\$5,202	\$3,966	\$5,047	\$11,235	\$3,674	↑	7,561	\$5,048	\$3,674	\$0	100.0%	█	32.7%	
Total Parking Fund	\$1,587,787	\$1,733,700	\$1,866,406	\$1,837,648	\$1,687,015	↑	\$150,633	\$1,735,753	\$1,482,583	\$0	90.2%	█	80.7%	
Stormwater Fund:														
Personnel Services	\$499,966	\$516,864	\$591,354	\$618,045	\$603,634	↑	14,411	\$543,938	\$544,994	\$0	92.1%	█	88.2%	
Materials and Supplies	\$16,017	\$16,780	\$20,019	\$27,100	\$14,686	↑	12,414	\$19,313	\$10,013	\$0	82.8%	█	36.9%	
Contractual Services	\$22,819	\$64,940	\$109,303	\$189,330	\$151,954	↑	37,376	\$114,528	\$102,558	\$0	73.9%	█	54.2%	
Equipment Depreciation	\$18,749	\$17,016	\$34,875	\$52,283	\$52,283		0	\$16,346	\$47,927	\$0	91.7%	█	91.7%	
Other Expenses	\$686	\$10,699	\$5,669	\$54,800	\$12,236	↑	42,564	\$5,492	\$5,754	\$0	88.2%	█	10.5%	
Total Stormwater Fund	\$558,237	\$626,299	\$761,220	\$941,558	\$834,793	↑	\$106,765	\$699,617	\$711,246	\$0	87.9%	█	75.5%	
Fleet Maintenance Division														
Personnel Services	\$415,926	\$447,492	\$461,351	\$518,453	\$631,302	↓	(112,849)	\$426,195	\$465,828	\$12,579	92.2%	█	89.8%	27th pay plus projected payout of 3919 time due to state of emergency
Materials and Supplies	\$593,832	\$655,746	\$606,210	\$586,150	\$528,743	↑	57,407	\$527,813	\$429,704	\$142	83.1%	█	73.3%	
Contractual Services	\$138,154	\$198,884	\$155,178	\$196,571	\$214,506	↓	(17,935)	\$148,942	\$214,506	\$0	100.0%	▬	109.1%	Vehicle maintenance YTD 2020 at \$102K vs YTD 2019 at \$73K
Equipment Depreciation	\$30,963	\$14,662	\$16,978	\$28,617	\$28,617		0	\$37,389	\$26,235	\$0	91.7%	█	91.7%	
Other Expenses	\$1,848	\$1,214	\$2,806	\$2,700	\$197	↑	2,503	\$2,809	\$115	\$0	97.0%	█	4.3%	

↑ = positive variance projected. ↓ = negative variance projected. ▬ = negative monthly seasonally adjusted variance. █ = positive monthly seasonally adjusted variance.

CITY OF NEWARK, DELAWARE
EXPENDITURE BUDGET VS. ACTUAL - BY FUND/TYPE (UNAUDITED)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

91.67% = percent of year expired														
	2017 Actual*	2018 Actual*	2019 Actual*	2020 Budget*	2020 Estimated*	Estimated Balance at 12/31/2020		2019 YTD Actual*	2020 YTD Actual*	2020 Covid-19 Expenses	Seasonalized Budget Benchmark	2020 % of Budget	Comments	
Total Internal Services Fund (Fleet)	\$1,180,723	\$1,317,998	\$1,242,523	\$1,332,491	\$1,403,365	⬇️	-\$70,874	\$1,143,148	\$1,136,388	\$12,721	89.3%	🟢	85.3%	
Facilities Maintenance Division														
Personnel Services	\$226,557	\$281,514	\$281,487	\$323,021	\$351,848	⬇️	(28,827)	\$257,022	\$318,924	\$219	92.2%	🔴	98.7%	\$24K OT
Materials and Supplies	\$72,822	\$95,097	\$76,143	\$107,603	\$89,645	⬆️	17,958	\$64,396	\$71,333	\$20,169	83.0%	🟢	66.3%	\$20K Covid supplies
Contractual Services	\$130,254	\$140,534	\$139,137	\$178,046	\$171,420	⬆️	6,626	\$135,492	\$162,520	\$5,150	95.0%	🟢	91.3%	\$42K encumbrance
Equipment Depreciation	\$2,354	\$9,562	\$9,562	\$9,562	\$9,562		0	\$5,500	\$8,767	\$0	91.7%	🟢	91.7%	
Other Expenses	\$622	\$103,369	\$157,948	\$164,725	\$157,871	⬆️	6,854	\$145,643	\$138,104	\$0	88.0%	🟢	83.8%	
Total Internal Services Fund (FM)	\$432,609	\$630,076	\$664,277	\$782,957	\$780,346	⬆️	\$2,611	\$608,053	\$699,648	\$25,538	90.7%	🟢	89.4%	
Self Insurance Fund														
Contractual Services	\$372,050	\$1,272,429	\$123,438	\$230,000	\$157,891	⬆️	72,109	\$120,683	\$9,643	\$0	35.5%	🟢	4.2%	
Total Self Insurance Fund	\$372,050	\$1,272,429	\$123,438	\$230,000	\$157,891	⬆️	\$72,109	\$120,683	\$9,643	\$0	35.5%	🟢	4.2%	
OPEB Fund														
Personnel Services	\$600,337	\$614,064	\$625,634	\$659,300	\$629,368	⬆️	29,932	\$564,380	\$574,426	\$0	91.7%	🟢	87.1%	
Contractual Services	\$0	\$29,633	\$0	\$3,000	\$250	⬆️	2,750	\$0	\$0	\$0	91.7%	🟢	0.0%	
Total OPEB Fund	\$600,337	\$643,697	\$625,634	\$662,300	\$629,618	⬆️	\$32,682	\$564,380	\$574,426	\$0	91.7%	🟢	86.7%	
Total Net Operating Expenses	\$79,051,745	\$81,992,273	\$82,090,685	\$88,510,270	\$83,830,350	⬆️	\$4,679,920	\$75,742,906	\$73,886,821	\$227,845	90.4%	🟢	83.5%	Overall expenses are \$1.9M under 2019 YTD.

* includes prior year encumbrances

⬆️ = positive variance projected. ⬇️ = negative variance projected. 🔴 = negative monthly seasonally adjusted variance. 🟢 = positive monthly seasonally adjusted variance.



Utility Update

For the Eleven Months Ended November 30, 2020

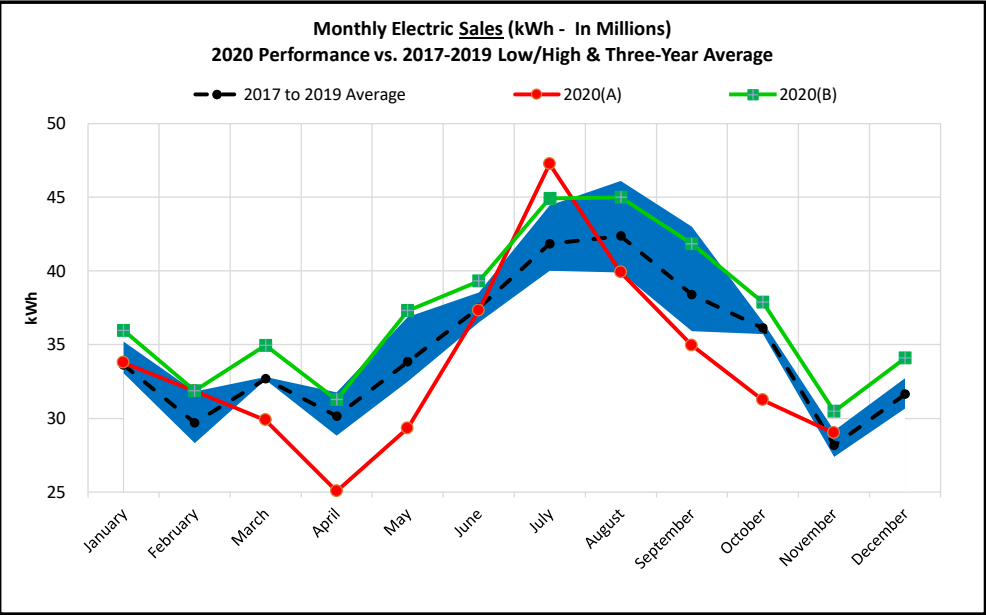
CITY OF NEWARK, DELAWARE
UTILITY ACTIVITY SUMMARY COMPARED TO BUDGET
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

ELECTRIC SUMMARY:	MONTH			YTD			COMMENTS
Electric Sales (kWh):	↓	(1,470,323)	↓ -4.8%	↓	(41,188,837)	↓ -9.3%	See following pages.
Electric Purchases from DEMEC (kWh):	↑	(3,624,058)	↑ -10.3%	↑	(42,393,196)	↑ -8.9%	Reduction in purchases reduce expensess, but also means revenue is declining.
Electric Revenue (\$):	↓	(\$308,544)	↓ -8.6%	↓	(\$2,791,671)	↓ -5.3%	See following pages.
Regulatory Asset (+) or Liability (-) = (RSA)		(\$449,350)			(\$709,945)		Y/E asset. An asset would result in an increased charge to the rate payers (+). Could reverse depending on summer/shoulder month sales.

WATER SUMMARY:	MONTH			YTD			COMMENTS
Water Sales (per 1,000 gallons):	↓	(23,545)	↓ -27.0%	↓	(121,180)	↓ -11.8%	See Water page.
Water Purchases (per 1,000 gallons):		N/A			N/A		Reservoir prevents the need for the City to purchase water unless under extreme drought conditions, or emergency purposes.
Water Revenue (\$):	↓	(\$122,950)	↓ -17.7%	↓	(\$1,194,574)	↓ -12.8%	See Water page.

SEWER SUMMARY:	MONTH			YTD			COMMENTS
Sewer Sales (per 1,000 gallons):	↓	(17,646)	↓ -24.0%	↓	(156,117)	↓ -18.3%	See Sewer page.
Sewer Purchases from NCC (per 1,000 gallons):		annual		↑	834,150	↑ 17.5%	Budgeted at \$5.6M. Est to be \$4.8M due to State of Emergency.
Sewer Revenue (\$):	↓	(\$171,618)	↓ -25.6%	↓	(\$733,464)	↓ -9.8%	See Sewer page.

CITY OF NEWARK, DELAWARE
ELECTRIC PURCHASES AND SALES SUMMARY (IN KWH)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

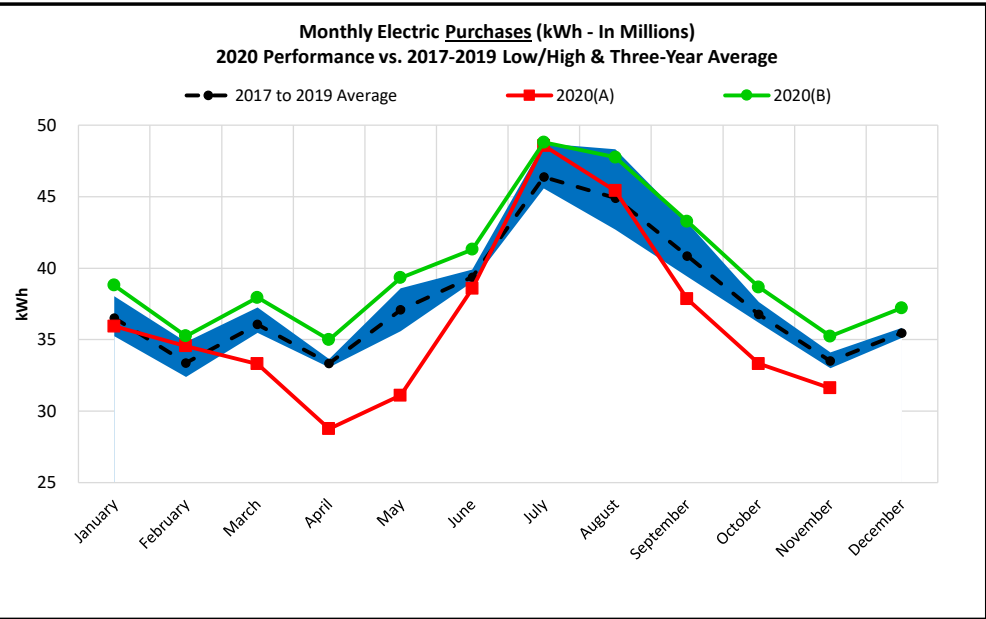


Electric Sales (kWh)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	33,062,330	35,203,728	33,155,719	35,967,000	33,773,146	(2,193,854)	-6%
February	28,314,313	30,305,353	31,830,248	31,874,000	31,857,102	(16,898)	0%
March	32,669,442	32,612,033	32,808,647	34,953,000	29,885,023	(5,067,977)	-14%
April	31,753,636	28,841,563	31,176,501	31,265,000	25,057,826	(6,207,174)	-20%
May	32,507,004	36,888,251	33,419,465	37,302,000	29,329,898	(7,972,102)	-21%
June	38,386,954	36,509,204	38,550,795	39,313,000	37,320,919	(1,992,081)	-5%
July	42,883,828	40,012,731	44,445,467	44,927,000	47,260,454	2,333,454	5%
August	39,912,572	46,110,896	43,530,310	44,993,000	39,908,348	(5,084,652)	-11%
September	35,927,887	43,006,470	38,729,353	41,839,000	34,955,379	(6,883,621)	-16%
October	35,710,598	36,547,981	36,507,666	37,871,000	31,237,391	(6,633,609)	-18%
November	29,174,561	28,749,957	27,382,245	30,473,000	29,002,677	(1,470,323)	-5%
December	32,727,100	30,664,451	32,492,676	34,085,659			
Total	413,030,225	425,452,618	424,029,092	444,862,659	369,588,163	(41,188,837)	-9.3%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.



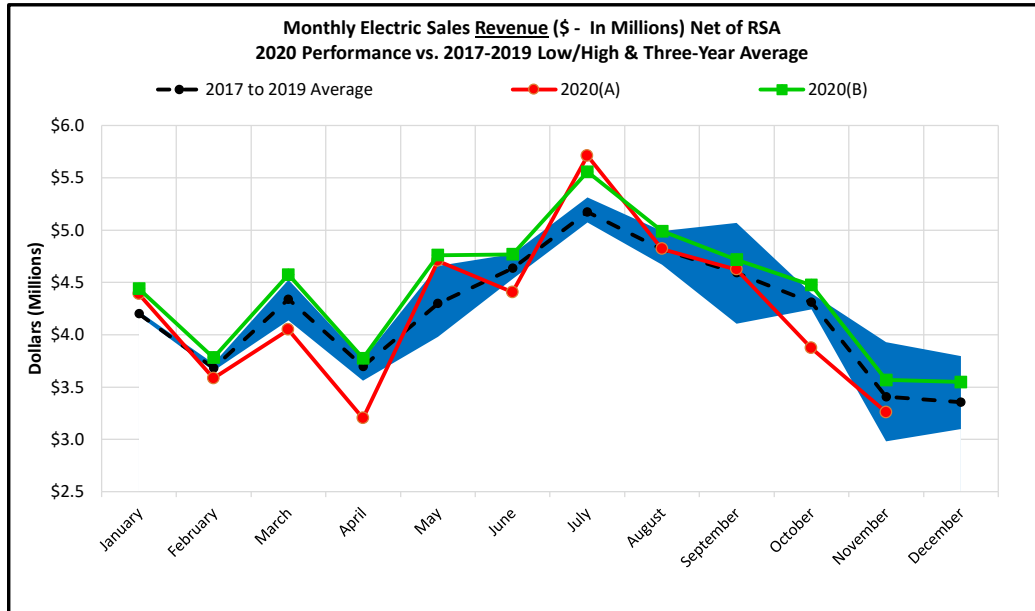
Electric Purchases (kWh)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	35,249,706	38,042,471	37,517,822	38,808,000	35,937,944	(2,870,056)	-7%
February	32,380,008	34,849,333	33,858,893	35,257,000	34,554,127	(702,873)	-2%
March	35,467,259	37,259,744	36,038,617	37,937,000	33,303,977	(4,633,023)	-12%
April	33,638,547	33,058,643	33,624,594	34,994,000	28,760,470	(6,233,530)	-18%
May	35,594,685	38,576,805	38,567,454	39,325,000	31,106,842	(8,218,158)	-21%
June	39,494,127	39,030,839	39,909,584	41,311,000	38,562,390	(2,748,610)	-7%
July	45,616,811	45,573,083	48,718,126	48,800,000	48,574,537	(225,463)	0%
August	42,681,908	48,302,415	45,931,764	47,757,000	45,407,409	(2,349,591)	-5%
September	39,397,416	43,195,192	41,452,060	43,268,000	37,841,011	(5,426,989)	-13%
October	37,077,811	37,623,221	36,174,822	38,674,000	33,313,155	(5,360,845)	-14%
November	32,999,319	34,095,093	33,924,644	35,233,000	31,608,942	(3,624,058)	-10%
December	35,820,597	35,133,806	35,764,335	37,212,849			
Total	445,418,194	464,740,645	461,482,715	478,576,849	398,970,804	(42,393,196)	-8.9%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.

CITY OF NEWARK, DELAWARE
ELECTRIC SALES REVENUE (IN DOLLARS)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020



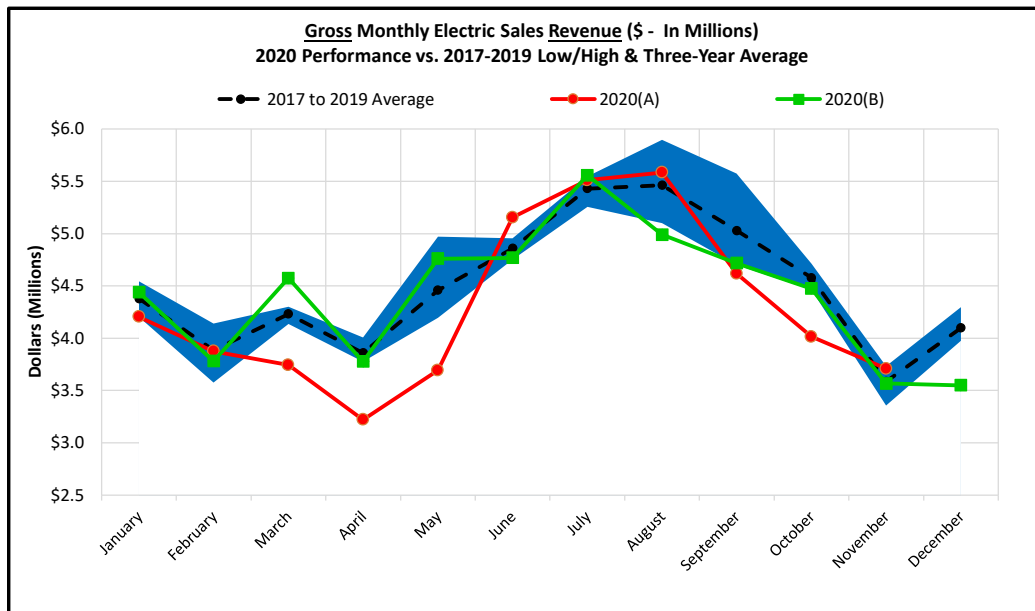
Net of RSA

Electric Sales (\$)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	\$4,201,468	\$4,221,106	\$4,178,972	\$4,438,484	\$4,387,997	-\$50,487	-1.1%
February	\$3,725,224	\$3,662,554	\$3,653,916	\$3,780,813	\$3,583,228	-\$197,585	-5.2%
March	\$4,353,022	\$4,525,748	\$4,136,336	\$4,574,042	\$4,047,381	-\$526,661	-11.5%
April	\$3,764,268	\$3,764,861	\$3,561,814	\$3,776,047	\$3,200,808	-\$575,239	-15.2%
May	\$3,978,945	\$4,656,498	\$4,257,628	\$4,760,965	\$4,705,112	-\$55,853	-1.2%
June	\$4,770,417	\$4,532,861	\$4,599,673	\$4,767,849	\$4,405,553	-\$362,296	-7.6%
July	\$5,134,788	\$5,312,602	\$5,072,801	\$5,557,371	\$5,710,415	\$153,044	2.8%
August	\$4,785,066	\$4,990,229	\$4,670,720	\$4,988,661	\$4,818,314	-\$170,347	-3.4%
September	\$5,067,620	\$4,105,103	\$4,603,251	\$4,718,073	\$4,622,398	-\$95,675	-2.0%
October	\$4,294,587	\$4,393,888	\$4,241,652	\$4,473,962	\$3,871,934	-\$602,028	-13.5%
November	\$3,929,564	\$3,310,158	\$2,980,291	\$3,567,414	\$3,258,870	-\$308,544	-8.6%
December	\$3,795,425	\$3,173,868	\$3,096,988	\$3,548,881			
Total	\$51,800,395	\$50,649,477	\$49,054,044	\$52,952,562	\$46,612,010	-\$2,791,671	-5.3%

Note: A = Actual, B = Budget

Red = highest months during year , Green = lowest months during the year

2020(A) reflects actual data for 2020.



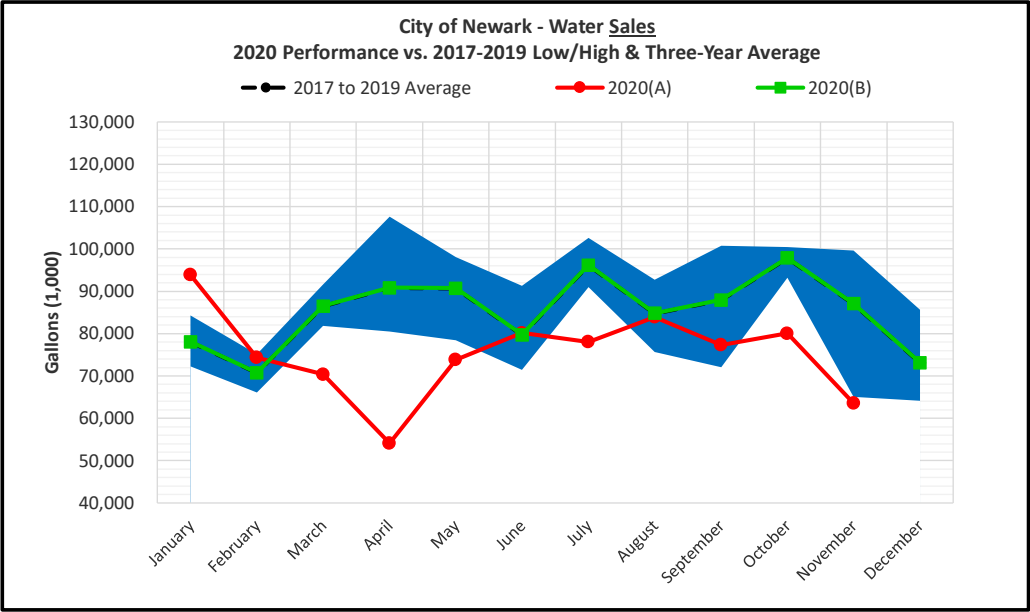
Gross Revenue (pre-RSA)

Electric Sales (\$)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	\$4,203,828	\$4,542,206	\$4,387,219	\$4,438,484	\$4,204,146	-\$234,338	-5.3%
February	\$3,576,053	\$3,944,335	\$4,140,146	\$3,780,813	\$3,875,373	\$94,560	2.5%
March	\$4,257,980	\$4,300,510	\$4,136,453	\$4,574,042	\$3,743,463	-\$830,579	-18.2%
April	\$4,005,221	\$3,796,309	\$3,775,885	\$3,776,047	\$3,220,334	-\$555,713	-14.7%
May	\$4,205,797	\$4,972,108	\$4,195,956	\$4,760,965	\$3,693,186	-\$1,067,779	-22.4%
June	\$4,954,283	\$4,865,528	\$4,753,200	\$4,767,849	\$5,153,636	\$385,787	8.1%
July	\$5,547,562	\$5,255,549	\$5,486,720	\$5,557,371	\$5,510,633	-\$46,738	-0.8%
August	\$5,098,997	\$5,896,150	\$5,391,402	\$4,988,661	\$5,583,279	\$594,618	11.9%
September	\$4,699,976	\$5,574,921	\$4,812,869	\$4,718,073	\$4,617,177	-\$100,896	-2.1%
October	\$4,560,133	\$4,713,241	\$4,462,285	\$4,473,962	\$4,014,200	-\$459,762	-10.3%
November	\$3,731,213	\$3,670,138	\$3,355,505	\$3,567,414	\$3,708,220	\$140,806	3.9%
December	\$4,296,075	\$3,975,979	\$4,022,308	\$3,548,881			
Total	\$53,137,119	\$55,506,975	\$52,919,950	\$52,952,562	\$47,323,647	-\$2,080,034	-3.9%

2020(A) reflects actual data for 2020.

Red = highest months during year , Green = lowest months during the year

CITY OF NEWARK, DELAWARE
WATER SALES (PER 1,000 GALLONS) & REVENUE SUMMARY
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

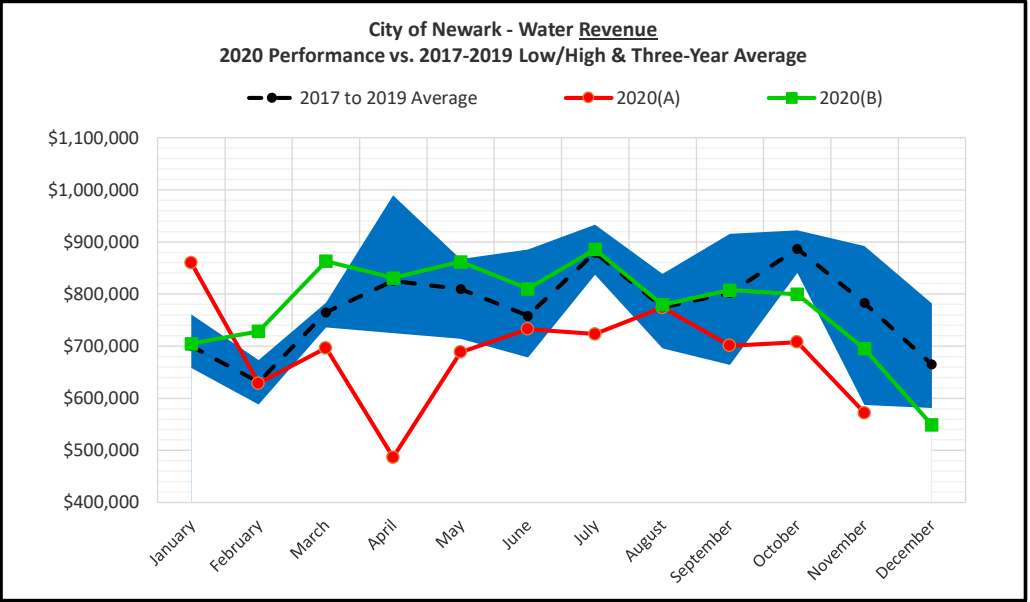


Water (1,000 Gallons)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	77,491	84,288	72,276	78,093	93,871	15,778	20%
February	66,048	70,905	75,164	70,774	74,365	3,591	5%
March	91,653	81,869	85,878	86,550	70,393	(16,157)	-19%
April	107,625	80,528	84,170	90,861	54,109	(36,752)	-40%
May	78,471	95,428	98,032	90,731	73,859	(16,872)	-19%
June	71,447	91,296	76,287	79,753	80,156	403	1%
July	102,643	94,828	90,939	96,229	78,031	(18,198)	-19%
August	75,687	92,690	85,829	84,817	83,911	(906)	-1%
September	90,799	72,102	100,759	87,971	77,308	(10,663)	-12%
October	93,198	99,775	100,446	97,900	80,041	(17,859)	-18%
November	96,331	99,651	65,093	87,109	63,564	(23,545)	-27%
December	85,660	64,092	69,477	73,146			
Total	1,037,055	1,027,452	1,004,350	1,023,934	829,608	(121,180)	-11.8%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.



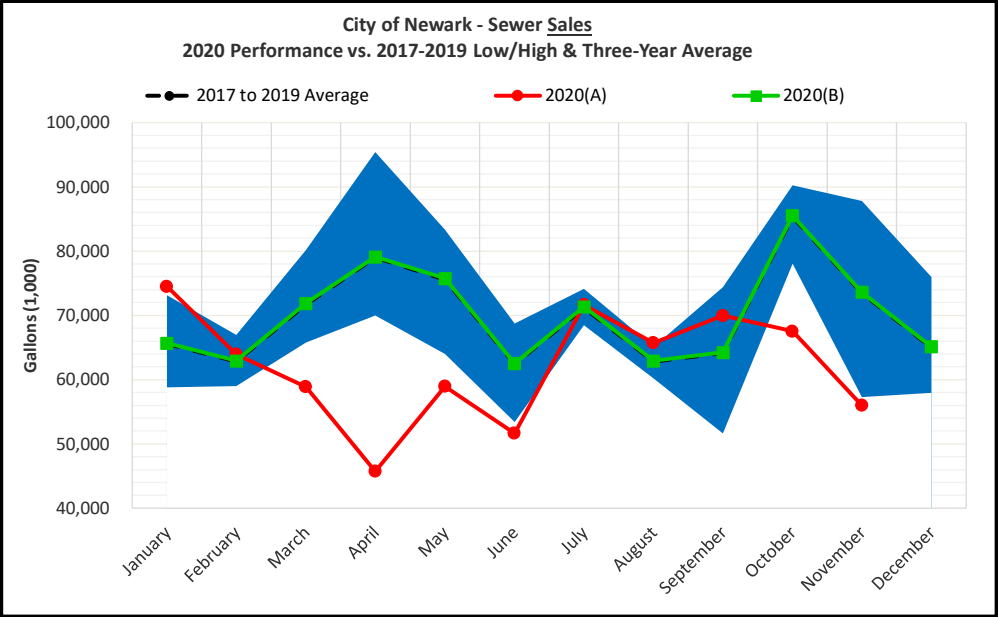
Water Revenue (\$)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	\$681,615	\$760,851	\$657,932	\$704,866	\$859,882	\$155,016	22%
February	\$587,875	\$632,363	\$673,041	\$728,526	\$628,629	-\$99,897	-14%
March	\$783,833	\$736,008	\$774,597	\$863,128	\$696,515	-\$166,613	-19%
April	\$989,334	\$725,146	\$761,382	\$830,898	\$486,815	-\$344,083	-41%
May	\$713,988	\$847,922	\$866,689	\$861,638	\$688,319	-\$173,319	-20%
June	\$678,633	\$885,481	\$711,163	\$810,126	\$732,961	-\$77,165	-10%
July	\$933,457	\$868,355	\$836,899	\$885,577	\$723,253	-\$162,324	-18%
August	\$695,615	\$838,285	\$788,794	\$779,479	\$774,286	-\$5,193	-1%
September	\$826,073	\$664,272	\$915,421	\$807,331	\$701,126	-\$106,205	-13%
October	\$840,625	\$922,502	\$897,419	\$799,693	\$707,852	-\$91,841	-11%
November	\$868,823	\$892,262	\$587,536	\$694,992	\$572,042	-\$122,950	-18%
December	\$782,158	\$581,204	\$632,066	\$548,746			
Total	\$9,382,030	\$9,354,650	\$9,102,939	\$9,315,000	\$7,571,680	-\$1,194,574	-12.8%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.

CITY OF NEWARK, DELAWARE
SEWER SALES (PER 1,000 GALLONS) & REVENUE SUMMARY
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

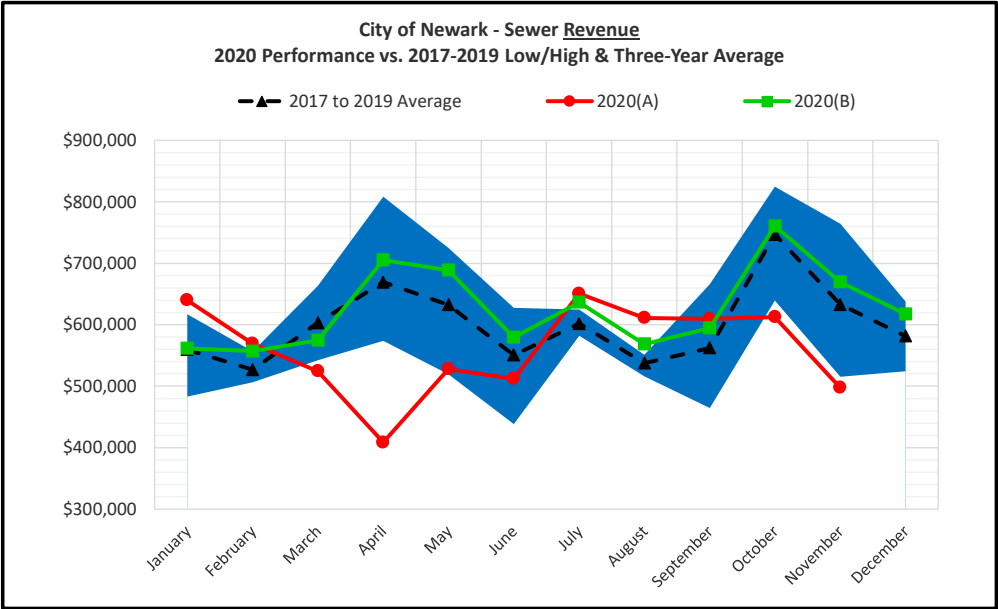


Sewer (1,000 Gallons)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	58,825	73,164	64,683	65,685	74,505	8,820	13.4%
February	66,953	62,451	58,992	62,921	63,957	1,036	1.6%
March	80,147	65,756	69,250	71,857	58,867	(12,990)	-18.1%
April	95,410	69,982	71,485	79,112	45,715	(33,397)	-42.2%
May	63,987	79,462	83,328	75,739	58,963	(16,776)	-22.1%
June	53,381	68,743	65,075	62,521	51,651	(10,870)	-17.4%
July	71,020	74,112	68,446	71,331	71,646	315	0.4%
August	65,081	60,207	63,173	62,942	65,731	2,789	4.4%
September	66,325	51,630	74,387	64,238	69,952	5,714	8.9%
October	78,044	90,251	87,737	85,509	67,533	(17,976)	-21.0%
November	75,338	87,833	57,288	73,629	55,983	(17,646)	-24.0%
December	75,938	57,920	61,171	65,136		(65,136)	-100.0%
Total	850,449	841,511	825,013	840,620	684,503	(156,117)	-18.3%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.



Sewer Revenue (\$)	2017(A)	2018(A)	2019(A)	2020(B)	2020(A)	Change from 2020(B)	% Diff
January	\$482,847	\$617,063	\$578,658	\$561,829	\$639,954	\$78,125	13.9%
February	\$556,493	\$517,574	\$506,463	\$557,245	\$569,145	\$11,900	2.1%
March	\$662,938	\$542,515	\$604,265	\$574,608	\$524,495	-\$50,113	-8.7%
April	\$808,337	\$573,644	\$626,075	\$705,480	\$408,795	-\$296,685	-42.1%
May	\$519,311	\$653,072	\$725,044	\$688,740	\$527,924	-\$160,816	-23.3%
June	\$438,540	\$627,184	\$586,700	\$579,470	\$512,077	-\$67,393	-11.6%
July	\$582,062	\$624,881	\$598,430	\$636,529	\$650,730	\$14,201	2.2%
August	\$515,801	\$546,401	\$550,859	\$568,593	\$611,041	\$42,448	7.5%
September	\$556,096	\$464,829	\$665,902	\$594,745	\$609,398	\$14,653	2.5%
October	\$639,371	\$777,312	\$824,638	\$760,829	\$612,663	-\$148,166	-19.5%
November	\$619,140	\$764,195	\$515,679	\$669,521	\$497,903	-\$171,618	-25.6%
December	\$637,928	\$524,374	\$582,582	\$617,517			
Total	\$7,018,863	\$7,233,046	\$7,365,296	\$7,515,106	\$6,164,125	-\$733,464	-9.8%

Note: A = Actual, B = Budget

Red = highest months during year, Green = lowest months during the year

2020(A) reflects actual data for 2020.

CITY OF NEWARK, DELAWARE
2020 BUDGET AMENDMENTS APPROVED BY COUNCIL (TO DATE)
FOR THE ELEVEN MONTHS ENDED NOVEMBER 30, 2020

Date	Capital/Grant/Operating	Revenue Amount	Revenue Account	Expenditure Amount	Expenditure Account	FTE Change	CIP #	Description	Agenda #	Link to Backup Information	Recipient Department
1/27/2020	Operating	\$ 30,000.00	540.4052	\$ 60,000.00	5495404.8130			Offsetting revenue and parking lot lease costs for temporary Lot #7-Haines Street	5C	https://newarkde.gov/DocumentCenter/View/13300/5C	Parking
1/27/2020	Operating	\$ 30,000.00	540.4053					Offsetting revenue and parking lot lease costs for temporary Lot #7-Haines Street	5C	https://newarkde.gov/DocumentCenter/View/13300/5C	Parking
2/24/2020	Operating	\$ 48,000.00		\$ 48,000.00		1		Increase sworn officer count for SRO. Add one police officer in 2020	5B	https://newarkde.gov/DocumentCenter/View/13417/5B	Police
3/2/2020	Operating	Funding from reserves		\$ 9,253.00	0111153.7131			Kiosk for the Alderman Court	2C	https://newarkde.gov/DocumentCenter/View/13436/2C	Alderman Court
3/9/2020	Capital			\$ (226,000.00)			N1806	HVAC Renovations for the George Wilson Center. Transfer funds from N1806 to N1603	6E	https://newarkde.gov/DocumentCenter/View/13479/6E	Administration
3/9/2020	Capital			\$ 226,000.00			N1603	HVAC Renovations for the George Wilson Center. Transfer funds from N1806 to N1603	6E	https://newarkde.gov/DocumentCenter/View/13479/6E	Administration
5/11/2020	Grant	\$ 168,782.00		\$ 168,782.00	01191194-8813 CDBG CARES			Community Development Block Grant - Covid-19	6E	https://newarkde.gov/DocumentCenter/View/13479/6E	Planning & Development
8/10/2020	Capital	\$ 20,000.00		\$ 20,000.00			K1705	Preston's Playground. Add \$20,000 from "Cash in Lieu of Parkland" Account	5B	https://newarkde.gov/DocumentCenter/View/13989/5B	Parks & Recreation
9/28/2020	Capital			\$ (46,932.00)			WEQSF, HEQSF	Lease Equipment payment for Lease/Purchase Pilot Program	5A	https://newarkde.gov/DocumentCenter/View/14185/5A	PWWR
9/28/2020	Operating			\$ 46,932.00				Lease Equipment payment for Lease/Purchase Pilot Program	5A	https://newarkde.gov/DocumentCenter/View/14185/5A	PWWR
10/12/2020	Grant	\$ 4,000.00		\$ 4,000.00				Pass-through grant to the Newark Day Nursery and Children's Center	5B	https://newarkde.gov/DocumentCenter/View/14220/5B	PWWR

McKEE'S SOLAR PARK FINANCING ANALYSIS

Period	Cost of mowing, tree trimming, data collection, and other operating expenses will be reflected here.				Cost of McKees community involvement will be reflected here.		Application of Project Attributes				
	Reserve for Future Green Energy Projects (\$)	Data Collection	Mowing, Tree Trimming, Other Op Ex	Cost of Energy Program (\$)	Application of Project Attributes (\$)	Green Energy Funding (\$)	Donations	SREC Revenue (\$)	Production (kWh)	Avoided cost of Power (\$)	
2014 Totals	\$ (90,981)			\$ (190)	\$ 38,837	\$ 34,445		\$ 550	44,797	\$ 3,842	
2015 Totals	\$ 19,839			\$ (1,109)	\$ 111,929	\$ 70,557		\$ 15,600	311,559	\$ 25,772	
2016 Totals	\$ 58,585	\$ (1,157)	\$ (1,235)	\$ (1,124)	\$ 42,261	\$ -		\$ 15,900	317,635	\$ 26,361	
2017 Totals	\$ 94,403	\$ (1,262)	\$ (1,000)	\$ (1,094)	\$ 39,174	\$ -		\$ 14,950	300,984	\$ 23,724	
2018 Totals	\$ 128,407	\$ (1,262)	\$ (1,000)	\$ (1,132)	\$ 37,398	\$ -	\$ 775	\$ 14,350	286,846	\$ 22,273	
2019 Totals	\$ 162,005	\$ (1,179)	\$ (1,000)	\$ (1,152)	\$ 36,929	\$ -	\$ -	\$ 15,250	303,600	\$ 21,679	
Jan, 2020	\$ 163,982	\$ -	\$ -	\$ (96)	\$ 2,073	\$ -		\$ 850	17,287	\$ 1,223	
Feb, 2020	\$ 166,075	\$ (107)	\$ -	\$ (96)	\$ 2,296	\$ -		\$ 950	19,025	\$ 1,346	
Mar, 2020	\$ 168,777	\$ (217)	\$ -	\$ (96)	\$ 3,015	\$ -		\$ 1,250	24,940	\$ 1,765	
Apr, 2020	\$ 171,966	\$ -	\$ -	\$ (96)	\$ 3,286	\$ -		\$ 1,350	27,355	\$ 1,936	
May, 2020	\$ 175,264	\$ (217)	\$ (250)	\$ (96)	\$ 3,861	\$ -		\$ 1,600	31,959	\$ 2,261	
Jun, 2020	\$ 178,964	\$ (109)	\$ -	\$ (96)	\$ 3,905	\$ -		\$ 1,600	32,278	\$ 2,305	
Jul, 2020	\$ 182,618		\$ (250)	\$ (96)	\$ 4,000	\$ -		\$ 1,650	32,905	\$ 2,350	
Aug, 2020	\$ 185,721	\$ (217)		\$ (96)	\$ 3,417	\$ -		\$ 1,400	28,248	\$ 2,017	
Sep, 2020	\$ 188,663			\$ (96)	\$ 3,038	\$ -		\$ 1,250	25,035	\$ 1,788	
Oct, 2020	\$ 190,774	\$ (217)		\$ (96)	\$ 2,425	\$ -		\$ 1,000	19,953	\$ 1,425	
Nov, 2020	\$ 193,079			\$ (96)	\$ 2,401	\$ -		\$ 1,000	19,615	\$ 1,401	

CITY OF NEWARK GREEN ENERGY FUND (FUNDS ARE HELD BY THE DELAWARE MUNICIPAL ELECTRIC CORPORATION ON THE CITY'S BEHALF)

Period	Opening Balance	Contributions (from Green Energy fee \$0.000356 per kwh)	Grant Pmts ²	LED Streetlight Payment ¹	Admin ³	Other ⁴	Ending Balance	BREAKDOWN OF ENDING BALANCE*		
								Account 1 (Grants)	Account 2 (Comm. Projects)	Account 3 (Comm. Efficiency)
Total 2016	\$37,874	\$163,209	-\$95,646	-\$41,734	-\$19,143	\$0	\$44,561			
Total 2017	\$44,561	\$159,277	-\$23,848	-\$41,733	-\$17,589	-\$23,450	\$97,217	\$39,198	\$40,346	\$17,673
Total 2018	\$97,217	\$151,410	-\$11,675	-\$45,211	-\$15,141	\$0	\$176,600	\$72,946	\$85,769	\$17,885
Total 2019	\$176,600	\$150,313	-\$86,069	-\$41,733	-\$15,389	\$0	\$183,722	\$28,136	\$130,863	\$24,723
Jan, 2020	\$183,722	\$12,483		-\$6,956	-\$1,248		\$188,001	\$31,880	\$134,608	\$21,512
Feb, 2020	\$188,001	\$11,481		-\$3,478	-\$1,148		\$194,856	\$35,325	\$138,052	\$21,479
Mar, 2020	\$194,856	\$11,204		-\$3,478	-\$1,120		\$201,462	\$38,686	\$141,413	\$21,362
Apr, 2020	\$201,462	\$0	-\$7,000	-\$3,478	\$0		\$190,984	\$31,686	\$141,413	\$17,884
May, 2020	\$190,984	\$11,597	-\$3,500	-\$3,478	-\$1,160		\$194,443	\$31,665	\$144,892	\$17,886
Jun, 2020	\$194,443	\$19,476		-\$3,478	-\$1,948		\$208,494	\$37,508	\$150,735	\$20,251
Jul, 2020	\$208,494	\$0		-\$3,478	\$0		\$205,016	\$37,508	\$150,735	\$16,773
Aug, 2020	\$205,016	\$24,431		-\$3,478	-\$2,443		\$223,526	\$44,837	\$158,065	\$20,625
Sep, 2020	\$223,526	\$13,937		-\$3,478	-\$1,394		\$232,592	\$49,018	\$162,246	\$21,328
Oct, 2020	\$232,592	\$15,528		-\$3,478	-\$1,553		\$243,089	\$53,677	\$166,904	\$22,508
Nov, 2020	\$243,089			-\$3,478	\$0		\$239,611	\$53,677	\$166,904	\$19,031

Account 1 = Includes funding for individual grants.

Account 2 = Includes funds for Community Renewable Energy Projects.

Account 3 = Holds funds for Community Energy Efficiency Projects (LED loan payments, DEMEC Admin fee, maintenance).

NOTES:

¹ LED Street light payment is \$3,478 monthly. Total borrowed was \$378,149 over ten years (1/2016-12/1/2025) at 1.99%.

² Grant payments made. \$3500 each for Bachman, Schauble and Boyer.

³ Energy Depot fee = \$911.68 and is paid quarterly (program ended March 2017). Also includes DEMEC Admin Fee which is 10% of the City's contribution (allowed per state law).

⁴ Repair for damaged module at McKees (\$5,600), Reservoir solar and batteries (\$17,850) approved by Council 10/9/17.

NEWARK POLICE DEPARTMENT

WEEK 01/17/21-01/23/21

INVESTIGATIONS

CRIMINAL CHARGES

	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2020 TO <u>DATE</u>	2021 TO <u>DATE</u>	THIS WEEK <u>2021</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	0	0	0	0	0	0
Rape	0	1	0	0	1	0
Unlaw. Sexual Contact	0	0	0	0	0	0
Robbery	1	1	0	0	0	0
- <i>Commercial Robberies</i>	0	0	0	0	0	0
- <i>Robberies with Known Suspects</i>	0	1	0	0	0	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	1	0	0	0	0	0
Assault/Aggravated	2	0	0	1	0	0
Burglary	3	1	0	8	1	1
- <i>Commercial Burglaries</i>	0	0	0	6	0	0
- <i>Residential Burglaries</i>	3	1	0	2	1	1
- <i>Other Burglaries</i>	33	0	0	0	0	0
Theft	0	44	20	22	11	8
Theft/Auto	7	5	0	0	1	0
Arson	0	0	0	0	0	0
All Other	16	0	0	5	2	0
TOTAL PART I	62	52	20	36	16	9
<u>PART II OFFENSES</u>						
Other Assaults	20	15	6	16	1	0
Rec. Stolen Property	0	0	0	0	0	0
Criminal Michief	8	11	5	13	1	1
Weapons	1	0	0	2	0	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	4	2	2	1	1	0
Drugs	6	5	2	10	8	0
Noise/Disorderly Premise	17	12	0	5	3	0
Ordinance Violation	0	3	0	0	0	0
Disorderly Conduct	8	8	6	7	4	0
Trespass	21	20	5	13	9	1
All Other	21	19	8	25	12	3
TOTAL PART II	106	95	34	92	39	5
<u>MISCELLANEOUS:</u>						
Alarm	6	25	10	0	0	0
Animal Control	40	32	7	15	0	0
Recovered Property	17	7	5	0	0	0
Service	2557	2073	697	0	0	0
Suspicious Per/Veh	29	34	5	0	0	0
TOTAL MISC.	2649	2171	724	15	0	0

	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2021</u>	2021 TO <u>DATE</u>
TOTAL CALLS	874	3,168	860	2,505



**Newark Police Department
Weekly Traffic Report**



01/17/21-01/23/21

TRAFFIC SUMMONSES	2020 YTD	2021 YTD	THIS WEEK 2020	THIS WEEK 2021
Moving/Non-Moving	737	691	282	214
DUI	3	6	1	3
TOTAL	740	697	283	217

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	0	0	0	0
Personal Injury	16	8	2	2
Property Damage (Reportable)	55	34	18	5
*Hit & Run	9	7	1	1
*Private Property	9	8	2	2
TOTAL	71	42	20	7

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.