



PLANNING AND DEVELOPMENT DEPARTMENT

2020

**BUDGET PRESENTATION
TO CITY COUNCIL**

SEPTEMBER 23, 2019

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION
EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
<i>Full-time Wages</i>	253,522	267,322	13,800	5.44%	<i>*Step increases and advancements</i>
<i>Part-time Wages</i>	12,000	12,000	-	0.00%	<i>*No change from FY2019 to FY2020</i>
<i>Other Wages</i>	17,865	52,732	34,867	195.17%	<i>*2020 increases of \$24,800 to 6620 (OT) and \$8,400 to 6860 (Other Wages)</i>
<i>Benefits</i>	146,666	161,843	15,177	10.35%	<i>*City Pension, Defined Contribution, Group Hospitalization increases and OPEB.</i>
Personnel Services	\$ 430,053	\$ 493,897	63,844	14.85%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 4,950	\$ 2,950	(2,000)	-40.40%	*2020 reductions of \$200 to 7150 (Office Supplies) and \$1,800 to 7200 (Copying Supplies)
Contractual Services	\$ 275,297	\$ 316,089	40,792	14.82%	*Increase of \$40,792 is largely due to additional budgeted funds of \$42,932 being added to line item 8180 (Consulting Fees).
Depreciation	\$ 703	\$ -	(703)	-100.00%	*Finance Calculation
Other Expenditures	\$ 339,546	\$ 340,996	1,450	0.43%	*Increase of \$1,450 is for 9070 (Training).
Subtotal:	\$ 1,050,549	\$ 1,153,932	\$ 103,383	9.84%	
Inter-Dept. Charges	\$ 23,744	\$ 19,042	(4,702)	-19.80%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 1,074,293	\$ 1,172,974	\$ 98,681	9.19%	
Full-time Positions	4	4	0		No change in FTE from FY2019 to FY2020

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION
EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
<i>Full-time Wages</i>	735,546	766,753	31,207	4.24%	<i>*Staffing/Personnel changes as well as step increases and advancements.</i>
<i>Other Wages</i>	52,209	55,083	2,874	5.50%	<i>*Increase largely due to Sick Pay, Service Award and Device Reimbursement lines.</i>
<i>Benefits</i>	497,058	567,648	70,590	14.20%	<i>*City Pension, Defined Contribution, Group Hospitalization increases and OPEB.</i>
Personnel Services	\$ 1,284,813	\$ 1,389,484	104,671	8.15%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 11,240	\$ 11,740	500	4.45%	*Increase of \$500 in 2020 is for new editions of books/manuals.
Contractual Services	\$ 88,282	\$ 112,468	24,186	27.40%	*Increase largely due to a new line being added City-Wide in 2020, 8035 (Worker's Compensation) budgeted at \$34,850 as well as a decrease of \$9,200 for line item 8050 (Phone/Communications) now being shown within IT's budget.
Depreciation	\$ 25,631	\$ 10,287	(15,344)	-59.87%	*Finance Calculation
Other Expenditures	\$ 5,445	\$ 6,545	1,100	20.20%	*Increase of \$1,100 is due to increases for 9070 (Training) which was increased \$2,000 while 9040 (Dues/Conference Expenses) decreased \$900. **Please note. these lines have been combined into 9070 moving forward.
Subtotal:	\$ 1,415,411	\$ 1,530,524	\$ 115,113	8.13%	
Inter-Dept. Charges	\$ 92,235	\$ 89,609	(2,626)	-2.85%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 1,507,646	\$ 1,620,133	\$ 112,487	7.46%	
Full-time Positions	11	11	0		No change in FTE from FY2019 to FY2020

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing projects</u> BEQSF	Equipment Replacement Program	Perpetual Project

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION
EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
<i>Full-time Wages</i>	437,047	456,496	19,449	4.45%	<i>*Step increases and advancements</i>
<i>Part-time Wages</i>	468,606	362,497	(106,109)	-22.64%	<i>*Staffing/Personnel changes to the PT Parking Attendants</i>
<i>Other Wages</i>	19,906	19,857	(49)	-0.25%	
<i>Benefits</i>	349,242	394,340	45,098	12.91%	<i>*City Pension, Defined Contribution, Group Hospitalization increases and OPEB.</i>
Personnel Services	\$ 1,274,801	\$ 1,233,190	(41,611)	-3.26%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 38,950	\$ 43,850	4,900	12.58%	*Increase of \$4,900 is due to increases of \$4,500 for 7140 (Uniforms) and \$400 for 7550 (Misc. Supplies).
Contractual Services	\$ 411,357	\$ 454,772	43,415	10.55%	*Increase largely due to a new line being added City-Wide in 2020, 8035 (Worker's Compensation) budgeted at \$40,800.
Debt Service	\$ 37,534	\$ -	(37,534)	-100.00%	*Finance Calculation
Depreciation	\$ 71,232	\$ 86,255	15,023	21.09%	*Finance Calculation
Other Expenditures	\$ 253,235	\$ 11,235	(242,000)	-95.56%	*Removal of Parking Validation Program (\$245,000) in 2020.
Subtotal:	\$ 2,087,109	\$ 1,829,302	\$ (257,807)	-12.35%	
Inter-Dept. Charges	\$ 301,494	\$ 292,769	(8,725)	-2.89%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 2,388,603	\$ 2,122,071	\$ (266,532)	-11.16%	
Full-time Positions	8	8	0		No change in FTE from FY2019 to FY2020

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>New projects:</u>		
V2002	Campus District Kiosk Installation	New Project
<u>Ongoing projects</u>		
V1901	Parking Lot Surface Maintenance	Perpetual Project
V1904	Parking Ambassador Radios	Projected to be completed by EOY 2019
V1905	Newark Parking Kiosk Program	Project listed in 2019-2023 CIP
V1802	Lot #1 Expansion	Project listed in 2019-2023 CIP
V1701	LPR's for Parking Ambassador Vehicles	Project listed in 2019-2023 CIP
V1702	Additional Parking Sensors	Projected to be completed by EOY 2019
V1703	Lot Countdown Signs	Project listed in 2019-2023 CIP
VEQSF	Equipment Replacement Program	Perpetual Project

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT - COMMUNITY DEVELOPMENT BLOCK GRANT FUND
EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
<i>Full-time Wages</i>	27,034	27,600	566	2.09%	<i>*Step increases and advancements</i>
<i>Other Wages</i>	1,376	-	(1,376)	-100.00%	<i>*Reallocated these line items back to the Planning Division in 2020.</i>
<i>Benefits</i>	12,544	12,954	410	3.27%	<i>*Step increases and advancements</i>
Personnel Services	\$ 40,954	\$ 40,554	(400)	-0.98%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 4,400	\$ 4,400	-	0.00%	*No change from FY2019 to FY2020
Contractual Services	\$ 203,194	\$ 203,194	-	0.00%	*No change from FY2019 to FY2020
Total Operating Expenses:	\$ 248,548	\$ 248,148	\$ (400)	-0.16%	

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND
EXECUTIVE SUMMARY

EXPENDITURE BUDGET						
Object Level Detail:	FY2019 Appr'd	FY2020 Rec'd	FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments	
Materials and Supplies	\$ 15,000	\$ 15,000	-	0.00%	*No change from FY2019 to FY2020	
Contractual Services	\$ 208,820	\$ 246,013	37,193	17.81%	*Increase largely due to additional funds of \$36,620 needed for line item 8800 (Unicity Bus Operators)	
Depreciation	\$ 40,269	\$ 19,256	(21,013)	-52.18%	*Finance Calculation	
Total Operating Expenses:	\$ 264,089	\$ 280,269	\$ 16,180	6.13%		

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing project</u> UEQSF	Equipment Replacement Program	Perpetual Project

THIS PAGE IS LEFT INTENTIONALLY BLANK

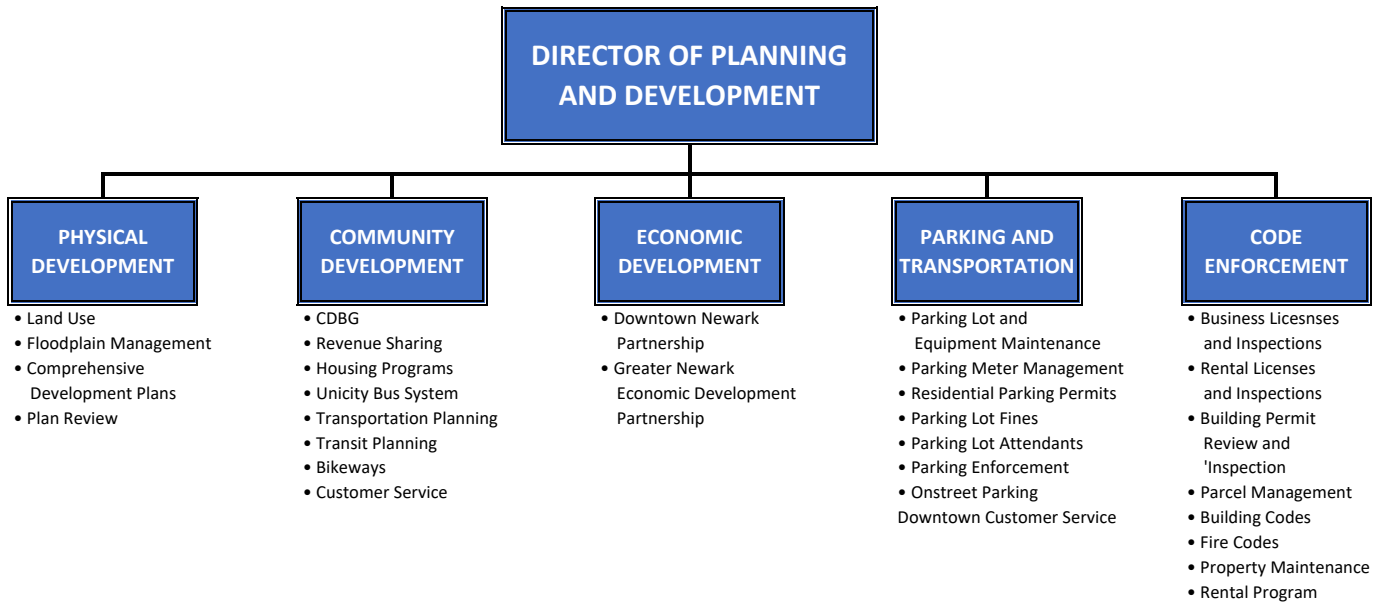
Table of Contents

Department Organizational Chart	1
Department Narrative	2-4
Department 2019 Accomplishments	5-9
Department 2020 Goals	10-13
General Operating Budget - Planning & Development Department - Planning Division	14
Summary	15
Personnel Services	16
Position Detail	17
Materials and Supplies Contractual Services	18
Other Charges Inter-Dept. Charges Department Totals.....	19
General Operating Budget - Planning & Development Department - Code Enforcement Division	20
Summary	21
Personnel Services	22
Position Detail	23
Materials and Supplies Contractual Services	24
Other Charges Inter-Dept. Charges Department Totals.....	25
Capital Improvements Program (2020-2024) - Planning & Development Department - Code Enforcement Division	26
2020-2024 CIP Summary	27
BEQSF	28
BEQSF (Supporting Documentation).....	29
General Operating Budget - Planning & Development Department - Parking Division	30
Summary	31
Personnel Services	32
Position Detail	33
Materials and Supplies Contractual Services	34
Other Charges Inter-Dept. Charges Department Totals.....	35
Capital Improvements Program (2020-2024) - Planning & Development Department - Parking Division	36
2020-2024 CIP Summary	37
V2002	38
V1901	39

Table of Contents

V1905	40
V1703	41
VEQSF	42
VEQSF (Supporting Documentation).....	43
General Operating Budget - Community Development Fund - Community Development Block Grant	44
Summary	45
Position Detail	46
45 th Program Year Detail	47
General Operating Budget - Transportation Fund - Unicity Special Revenue	48
Summary	49
Capital Improvements Program (2020-2024) - Transportation Fund - Unicity Special Revenue	50
2020-2024 CIP Summary	51
UEQSF	52
UEQSF (Supporting Documentation)	53
Appendices	54
Appendix A: 8131 - Planning & Development Department - Planning Division	55
Appendix A: 8131 - Planning & Development Department - Code Enforcement Division	56
Appendix A: 8131 - Planning & Development Department - Parking Division	57

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



**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

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

Land Use and Planning Division:

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

Staff

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

Transportation and Technical Services:

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

Economic Development:

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

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

Code Enforcement Division:

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

Staff

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

Parking Division:

- This division is responsible for the oversight, management, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking meters, and residential parking, permitting, and enforcement throughout Newark. In 2017, the Division became responsible for Newark's 18 residential parking permit zones. Inter-department cooperation occurs on a daily/weekly basis, which includes the Public Works and Water Resources Department regarding maintenance and repairs; Electric for the construction and maintenance of lighting, Finance for accounting and bookkeeping of parking services; Police Department for crime prevention and community policing; and Parks and Recreation Department for landscape maintenance and snow removal.
- The division also handles quarterly financial reporting, with assistance from the Finance Department, so that the division can provide a better understanding of incoming parking revenue and how changes to the municipal Code could affect parking revenue streams coming into the City. The division also handles quarterly occupancy reports for on-street meters in the central business district of Newark, reporting open spaces and percentage of spaces occupied by vehicles. The reports are posted on the City's website and assist with greater transparency of the Division's fiscal impact and operations.

Staff

The two Parking Division management employees oversee and lead a team of 40 individuals, ensure proper facility maintenance and construction for six parking lots and on-street meters, and other facets of managing a 24/7 parking operation.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL NARRATIVE**

UNICITY Bus:

- The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.
- Three buses are utilized to provide these free services. The City is responsible for the maintenance of the buses and the reporting requirements to the Delaware Transit Corporation. The University of Delaware is responsible for the operation of the buses.

Community Development Block Grant (CDBG):

- The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark. The Planning Department administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors programs for contract compliance; and directly manages the Home Improvement.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include:

Land Use and Planning Division:

As indicated in the Planning Commission Activities below, there has been a significant increase in land use applications which has taken a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

- In September 2017, the City of Newark received \$80,000 from DNREC's Division of Energy and Climate to develop, through a collaborative process, a broad, long-term, and integrated community sustainability plan – Sustainable Newark – to implement the City's vision, goals, and action items contained in its [Comprehensive Development Plan V](#). A steering committee was established to bring together a diverse range of government agencies, City departments, community groups, and residents to coordinate a comprehensive and integrated sustainability plan. A consultant, AECOM was selected by the Steering Committee in June, 2018 through a competitive process. AECOM is working collaboratively with Planning Staff and the Steering Committee on moving this project forward. A website was created for this project for the public to access up-to-date information <https://newarkde.gov/1067/Newark-Community-Sustainability-Plan>. A draft plan has been crafted and will soon be presented to Council.
- The Planning Commission established a Parking Subcommittee in May 2018 to review the Parking Code requirements. The Parking Subcommittee was represented by members from the Planning Commission, development community, non-profit community, the University of Delaware, a University of Delaware student, and the downtown merchants. They met for seven (7) months and put together a downtown Parking Strategy that was presented to City Council on June, 25, 2018 where Council approved the recommendations in the Parking Strategy and directed Planning Staff to put together a work plan to bring back to City Council for their review and approval. Planning staff conducted a technical analysis of the Parking Subcommittee findings and compiled a workplan that included a prioritized implementation plan, cost-analysis and timeline. This report, titled *A Bold New Future for Newark: A Comprehensive Parking Solution* and workplan *Parking Policy Matrix: Timeline and Costs*, was presented to the Planning Commission on December 5, 2018 and City Council on March 26, 2019 for their review and comment, where it was approved by Council. The approved workplan included the City hiring a consultant to do take on tasks described in Phase I and II of the workplan. An RFP was advertised, and bids were received on Tuesday June 17, 2019. A review team scored the responses and made a recommendation to Council on September 9, 2019 where Council approved the award to Kimley-Horn and Associates. Staff is processing the contract and looks forward to getting started on this project. A website was created for this effort <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

- Planning Staff is working with WILMAPCO on the Newark Area Transit Study Project Management Committee. This study was the next step in the process in trying to better coordinate the four agencies that provide public transportation in Newark. These agencies include: The University of Delaware, Cecil Transit, Unicity, and DART.
- Planning Staff worked with DelDOT to start the process of developing a Transportation Improvement District (TID) for the City of Newark. Staff worked with Council to establish a TID Steering Committee (Committee) to provide guidance throughout the TID development process whereby Council approved the Committee September 24, 2018. The City hired AECOM to provide technical and administrative assistance on this effort. The first meeting of the TID Steering Committee was held on May 8, 2019. The TID Steering Committee has been meeting monthly. The Committee developed a draft facility boundary at their last series of monthly meetings from July through September. The next step for the TID Steering Committee is to start working on the land use analysis. The next step for Staff is to work with DelDOT on a TID agreement. It is anticipated that this process will take between eighteen (18) months to two (2) years. A website has been developed for this effort.
<https://newarkde.gov/1127/Transportation-Improvement-District-Comm>
- Planning Staff worked with the Planning Commission on establishing a Green Building workgroup to make proposed recommended revisions to the LEED provisions of the Code. The Green Building workgroup started meeting in November 2018 and have been meeting monthly. It is expected that this workgroup will have proposed revisions to begin to discuss with the public in the fall of this year.
- Planning staff is continuing to work with the GIS and related staff to portray land use development information in a parcel-based format.
- The division continued to provide technical assistance to other City departments, Planning Commission and Council. Technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City library, and preparing maps, charts and visual aids.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

Code Enforcement Division:

- Working on evaluating department processes and procedures to ensure maximum efficiency
- Completed updating building code to the 2018 International Building Code with adoption expected by end of year.
- Working on a procedure for business licensing process

**PERMITTING ACTIVITIES
2018**

Rentals:

Number of Rental Licenses:	1,891	
	Billed	Paid
2018 Rental Billings:	\$ 442,702.68	\$ 402,700.06

Business Licenses:

Number of Business Licenses:	821	
	Billed	Paid
2018 Business License Bills	\$ 221,913.87	\$ 193,966.73

Code Violation Cases:	910
Number of Violations:	1,225
Citation Billings:	\$ 34,568.00

2018 Permits:

Totals:	Billed	# of Applications
Total Fees:	\$ 2,089,482.26	1,710
	Billed	Paid
Contractors	\$ 44,584.01	\$ 38,559.44

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

Parking Division:

In 2019, the Parking Division made improvements to special residential parking zones, giving residents additional access to underutilized parking areas by physically going through all zones and mapping all areas, ensuring that residents were aware of the areas that they were allowed to park. The division was receptive to public feedback on their residential parking zones, ensuring that it kept misuse to a minimum and that residents were satisfied with their parking experience. The division streamlined the special residential parking application process by allowing renewals to submit their information via digital methods and without having to physically come to the office if they possessed required information and permits. By doing this, the division has cut down on usage of supplies and wastes, resulting in financial savings and satisfied residents.

The on-street parking supply was substantially increased in 2019 with the addition of Lovett Avenue, and the extensions of Haines Street, Center Street, and North Chapel Street. Off-street access and inventory also increased, with the addition of Lot #2 from a parking permit only lot to a hybrid lot that allows public parking on nights and weekends. Lot #1 is in the process of being expanded and is due to have the new parking inventory available near the end of the year. As parking occupancy during the school year is often high and other select times, we believe these areas will be more utilized as time moves forward and during the more intrusive construction projects planned between 2019-2020, specifically to the central business district. The division continues to work with DelDOT and developers throughout the City to ensure that parking inventory that is removed and/or temporarily blocked gets replaced in other areas for public use. Additions to inventory and more public access to parking was made possible at a modest cost with the addition of multi-space kiosks. These kiosks, slated to replace the current on-street smart parking meter inventory over the next year, allow for more control and options for the Parking Division's current parking inventory. More options allow for more public access to parking spaces, increasing the overall availability of parking and spreading out the parking foot print to alleviate some vehicle congestion and stress the central business district experiences during select times. The multi-space kiosks also don't force patrons to return to their parking meters to make payments like single-space meters do, as multi-space meters are unified and allow patrons to pay at any space with their license plate number. The multi-space kiosks also made pay-by-app parking more feasible. Pay-by-app parking allows users to use their mobile smart phones to pay for parking without ever going to a physical kiosk. An app user can easily keep track of their parking expenses, refresh their parking duration, and gets notices when their parking time is about to run out. The division believes that these new options make parking easier for patrons and makes the City more inviting to visit, a benefit for all businesses and the City as a whole.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2019 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2019 include (continued):

Transportation and Technical Services:

The division continues to coordinate with DART, the University of Delaware, WILMAPCO and Cecil transit on Newark Transit Improvement Partnership (TRiP) to better coordinate the existing transit services of UNICTY, University of Delaware, Cecil County and DART. The division also continues to oversee the Unicity Bus system and provide customer service.

Community Development Block Grant (CDBG):

In the 44rd year (July 1, 2018 to June 30, 2019), the City allocated \$245,814.53 in CDBG funds to 11 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include:

Land Use and Planning Division:

During 2020, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity takes priority.

Boards, Committees, and Meetings

- Planning Commission
- City Council
- Board of Adjustment
- Design Committee
- Community Development/Revenue Sharing Committee
- Newark Partnership Economic Enhancement Committee

Land Use and Land Development Activities

- Implementation and maintenance of Comprehensive Development Plan V
- Interaction with the development community and city residents in dealing with zoning and land development codes
- Code Amendments
- Process Code-mandated responsibilities:
 - Annexations
 - Rezoning
 - Comprehensive Plan Amendments
 - Major Subdivisions
 - Minor Subdivisions
 - Site Plan Approval Plans
 - Special Use Permits
 - Parking Waivers
 - Requests for Extensions
- Other Code-mandated responsibilities
 - Subdivision Advisory Committee (SAC) administration
 - Building permit review
 - Flood plain review
 - Construction Improvement plan review
 - Review of variance applications

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include (continued):

Planning Related Major Initiatives

- Start on implementing the *Newark Sustainability Plan*.
- Continue to work with WILMAPCO on the *Newark Area Transit Study Project*.
- Provide staff support and guidance to the *Transportation Improvement District* Subcommittee for the City of Newark.
- Provide staff support and other assistance as appropriate to the *Rental Subcommittee* to examine the issue of rental housing in the larger context of the growth of the University of Delaware and its impact on the City. Draft policy recommendations for consideration by the Planning Commission and City Council.
- Provide staff support and guidance to the Green Building Work Group to revise the LEED provisions in the Code.
- Participate in the Delaware State Housing Authority Analysis of Impediments to Fair Housing.
- Continue to work with the GIS program and related GIS staff to portray land use development information in a parcel-based format.
- Work with the consultant to review and make recommendations on proposed organizational changes to Chapter 32 Zoning.
- Review the Code and make recommended revisions to areas including but not limited to: industrial zoning, patio ordinance, alcohol code clarification for consideration by the Planning Commission and City Council.
- Continue to work on developing policy recommendations to address the student housing issue for consideration by the Planning Commission and City Council.

Other Regular Duties

- Continue to implement the *Community Development Block Grant Program*.
- Participation in WILMAPCO Technical Advisory Committee (TAC)
- Participation in WILMAPCO Public Advisory Committee (PAC)
- Participation in Bike Newark
- Managing Unicity Bus system
- Community Rating Service
- Buyer's Affidavit
- Zoning verification letters
- Responding to zoning and related planning inquiries (phone and walk-in)

Planning Commission Support

- Preparation of support material, background reports and information packets
- Public notification and posting requirements
- Administrative and secretarial support (Code-required)
- Transcription services
- Applicant interface
- Commission requests for data and information
- Continue to provide exemplary assistance to other City departments, Planning Commission and City Council.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include (continued):

Code Enforcement Division:

- Work with IT to utilize GIS as a tool for permitting and Code Enforcement
- Create a recommendation for Code change to include Air B&B's
- Create a comprehensive process for issuing Business Licenses
- Conduct an inventory of business signs in the city
- Provide additional training opportunities for Administrative staff so that they can provide more support to Code Enforcement Inspectors
- Continue to work with IT to improve the permitting process
- Review department policies and procedures and make revisions in order to streamline processes for maximum efficiency

Parking Division:

The Parking Division hopes to continue expanding parking inventory and services provided to residents, patrons, employees, students, and visitors alike. With new parking equipment and services, the division hopes to provide better services to those parking customers and residents that live within the City of Newark. As we continue our commitment to service excellence, we want those that use the public parking inventory to have a good experience within the City, ensuring that they want to return and patronize its businesses, parks, and other amenities it provides. The division plans on doing this by continuing its expansion of multi-space parking system in 2020 and possibly beyond 2020, pending public feedback on the new system and the services provided by it. The division hopes to have more dialogue with the University of Delaware, an important partner in the success of the City, to ensure that all persons that visit the City have good experiences through parking wayfinding and are aware when parking areas are difficult to park in due to high occupancy. The division is eager to work with not only U.D., but also the consultants at Kimley-Horn, who were awarded the Parking Consultation RFP in 2019. The division believes that working with an outside agency, along with a significant amount of public input, will help shape what needs to be done for parking with the City of Newark for the foreseeable future. The Parking Division also plans to continue working closely with those that live in special residential parking districts and gather their feedback on ways to improve residential parking for our residents, ensuring that those that live in these areas always have sufficient parking available to them.

Transportation and Technical Services:

In 2020, the division will continue the TRiP effort in coordination with WILMAPCO and their consultant transit systems in Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V, and Newark Bicycle Plan, participating in the management and related activities associated with the Newark Regional Transportation Center, as well as operating Unicity.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL GOALS**

Goals for 2020 include (continued):

Economic Development:

In 2020, the division goals are to review and assess Newark's Economic Development Strategy and Action Plan and set a path for proactive economic development.

Community Development Block Grant (CDBG):

In 2020, the division's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents



PLANNING AND DEVELOPMENT DEPARTMENT

PLANNING DIVISION

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

PLANNING DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 440,758	\$ 398,045	\$ 430,053	\$ 493,897	\$ 63,844	14.8%
Materials and Supplies	1,665	3,343	4,950	2,950	(2,000)	-40.4%
Contractual Services	72,158	215,386	275,297	316,089	40,792	14.8%
Other Charges	1,811	7,216	340,249	340,996	747	0.2%
Subtotal	\$ 516,392	\$ 623,990	\$ 1,050,549	\$ 1,153,932	\$ 103,383	9.8%
Inter-Dept. Charges	17,578	25,347	23,744	19,042	(4,702)	-19.8%
Total Operating Expenses	\$ 533,970	\$ 649,337	\$ 1,074,293	\$ 1,172,974	\$ 98,681	9.2%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111112	6020 Supervisory	\$ 132,112	\$ 98,960	\$ 103,182	\$ 109,440	\$ 6,258	6.1%
0111112	6030 Engineering/Technical	83,303	94,658	101,425	105,985	4,560	4.5%
0111112	6080 Clerical	44,516	46,296	48,915	51,897	2,982	6.1%
0111112	6580 Service Award	2,093	1,677	1,129	2,031	902	79.9%
0111112	6590 Sick Pay	4,540	1,481	936	1,701	765	81.7%
0111112	6615 Interns	-	-	12,000	12,000	-	0.0%
0111112	6620 Overtime	-	12,843	15,200	40,000	24,800	163.2%
0111112	6860 Other Wages	-	-	-	8,400	8,400	100.0%
0111112	6885 Device Reimbursement	-	550	600	600	-	0.0%
0111112	6920 Unemployment Comp. Ins.	1,693	1,026	951	1,407	456	47.9%
0111112	6930 Social Security Taxes	19,928	18,903	19,943	24,092	4,149	20.8%
0111112	6940 City Pension Plan	55,742	17,975	20,790	25,830	5,040	24.2%
0111112	6941 Defined Contribution 401(a) Plan	11,306	15,144	15,974	16,944	970	6.1%
0111112	6950 Term Life Insurance	921	1,049	1,083	1,121	38	3.5%
0111112	6960 Group Hospitalization Ins.	59,166	69,900	73,043	74,456	1,413	1.9%
0111112	6961 Long-Term Disability Ins.	379	432	447	587	140	31.3%
0111112	6962 Dental Insurance	3,501	3,918	3,959	4,235	276	7.0%
0111112	6963 Flexible Spending Account	-	-	38	-	(38)	-100.0%
0111112	6964 Health Savings Account	1,500	1,500	902	2,401	1,499	166.2%
0111112	6965 Post-Employment Benefits	16,116	7,399	4,620	5,779	1,159	25.1%
0111112	6966 Retirement Health Savings Account	3,373	4,138	4,200	4,263	63	1.5%
0111112	6967 Emergency Room Reimbursements	400	-	522	522	-	0.0%
0111112	6968 Vision Insurance Premiums	169	196	194	206	12	6.2%
TOTAL PERSONNEL SERVICES		\$ 440,758	\$ 398,045	\$ 430,053	\$ 493,897	\$ 63,844	14.8%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2020
PLANNING DIVISION**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
FULL-TIME POSITIONS									
Director of Planning & Development	MGMT	32	1.0	\$ 103,182	1.0	\$ 109,440	0.0	\$ 6,258	6.1%
Planner II	CWA F/T	16	2.0	\$ 101,425	2.0	\$ 105,985	0.0	\$ 4,560	4.5%
Admin Professional I	CWA F/T	10	1.0	\$ 48,915	1.0	\$ 51,897	0.0	\$ 2,982	6.1%
Total Full-Time Positions			4.0	\$ 253,522	4.0	\$ 267,322	0.0	\$ 13,800	5.4%
PART-TIME FUNDING									
Graduate Intern				\$ 12,000		\$ 12,000		\$ -	0.0%
Total Part-Time Funding				\$ 12,000		\$ 12,000		\$ -	0.0%
OTHER									
Service Award				\$ 1,129		\$ 2,031		\$ 902	79.9%
Sick Pay				\$ 936		\$ 1,701		\$ 765	81.7%
Overtime				\$ 15,200		\$ 40,000		\$ 24,800	163.2%
Other Wages				\$ -		\$ 8,400		\$ 8,400	100.0%
Device Reimbursements				\$ 600		\$ 600		\$ -	0.0%
Total Other				\$ 17,865		\$ 52,732		\$ 34,867	195.2%
Total All			4.0	\$ 283,387	4.0	\$ 332,054	0.0	\$ 48,667	17.2%

* Please be advised that the Planner II position is partially funded through Capital in 2019 and 2020.

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111113	7150 Office Supplies	\$ 1,310	\$ 1,531	\$ 1,800	\$ 1,600	\$ (200)	-11.1%
0111113	7160 Books, Periodicals, Etc.	183	276	450	450	-	0.0%
0111113	7200 Copying Supplies	-	-	1,800	-	(1,800)	-100.0%
0111113	7550 Miscellaneous Supplies	172	1,536	900	900	-	0.0%
TOTAL MATERIALS & SUPPLIES		\$ 1,665	\$ 3,343	\$ 4,950	\$ 2,950	\$ (2,000)	-40.4%

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111114	8020 Advertising	\$ 1,954	\$ 3,611	\$ 2,000	\$ 4,000	\$ 2,000	100.0%
0111114	8030 Casualty Insurance	3,045	4,821	6,165	6,300	135	2.2%
0111114	8032 Insurance - Auto	1,713	-	-	-	-	0.0%
0111114	8033 Insurance - Broker	380	505	505	512	7	1.4%
0111114	8035 Insurance - Worker's Compensation	-	-	-	850	850	100.0%
0111114	8050 Phone/Communications	250	486	1,200	-	(1,200)	-100.0%
0111114	8070 Aetna Hose, Hook & Ladder	-	74,246	-	-	-	0.0%
0111114	8071 Newark Ambulance	-	3,000	-	-	-	0.0%
0111114	8131 Information Technology Cont'l	12,314	15,803	14,418	12,189	(2,229)	-15.5%
0111114	8180 Consulting Fees (1)	49,694	41,200	182,068	225,000	42,932	23.6%
0111114	8220 Revenue Sharing Program	-	46,926	60,840	61,810	970	1.6%
0111114	8312 Fleet & Facilities Services	2,453	24,772	4,101	4,428	327	8.0%
0111114	8550 Misc. Contracted Services	355	16	4,000	1,000	(3,000)	-75.0%
TOTAL CONTRACTUAL SERVICES		\$ 72,158	\$ 215,386	\$ 275,297	\$ 316,089	\$ 40,792	14.8%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

OTHER CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111115	9002 Subvention - Aetna Hook and Ladder	\$ -	\$ -	\$ 174,246	\$ 174,246	\$ -	0.0%
0111115	9003 Subvention - Newark Ambulance	-	-	3,000	3,000	-	0.0%
0111115	9005 Subvention - Newark Partnership	-	-	150,000	150,000	-	0.0%
0111115	9020 Mileage & Small Bus. Exp.	-	164	450	450	-	0.0%
0111115	9040 Dues & Professional Organizations	-	150	-	-	-	0.0%
0111115	9060 Depreciation Expense (1)	-	-	703	-	(703)	-100.0%
0111115	9070 Training & Continuing Educ/Conf	1,811	6,902	11,850	13,300	1,450	12.2%
TOTAL OTHER CHARGES		\$ 1,811	\$ 7,216	\$ 340,249	\$ 340,996	\$ 747	0.2%

(1) Includes Unicity Bus Assets. Budget moved to Unicity Transportation Fund in 2017.

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
	Billings and Accounting	\$ 8,690	\$ 10,630	\$ 10,209	\$ 10,088	\$ (121)	-1.2%
	Electricity Used	1,196	1,224	1,149	1,057	(92)	-8.0%
	Information Technology	24,368	21,692	23,882	22,979	(903)	-3.8%
	Mailroom and Postage	-	3	434	455	21	4.8%
	Printing and Reproduction	472	439	639	639	-	0.0%
	Records	-	8,694	9,967	10,531	564	5.7%
	Services to Utility Funds	(17,148)	(17,335)	(22,536)	(26,707)	(4,171)	18.5%
TOTAL INTER-DEPT. CHARGES		\$ 17,578	\$ 25,347	\$ 23,744	\$ 19,042	\$ (4,702)	-19.8%

OPERATING EXPENSES - PLANNING DIVISION		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES		\$ 533,970	\$ 649,337	\$ 1,074,293	\$ 1,172,974	\$ 98,681	9.2%



PLANNING AND DEVELOPMENT DEPARTMENT

CODE ENFORCEMENT DIVISION

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

CODE ENFORCEMENT DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,187,758	\$ 1,288,198	\$ 1,284,813	\$ 1,389,484	\$ 104,671	8.1%
Materials and Supplies	8,126	7,306	11,240	11,740	500	4.4%
Contractual Services	89,161	145,932	88,282	112,468	24,186	27.4%
Other Charges	16,053	7,070	31,076	16,832	(14,244)	-45.8%
Subtotal	\$ 1,301,098	\$ 1,448,506	\$ 1,415,411	\$ 1,530,524	\$ 115,113	8.1%
Inter-Dept. Charges	88,626	86,056	92,235	89,609	(2,626)	-2.8%
Total Operating Expenses	\$ 1,389,724	\$ 1,534,562	\$ 1,507,646	\$ 1,620,133	\$ 112,487	7.5%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0121082	6020 Supervisory	\$ 76,379	\$ 71,928	\$ 79,926	\$ 79,182	\$ (744)	-0.9%
0121082	6080 Clerical	101,493	105,607	110,534	114,108	3,574	3.2%
0121082	6230 Maintenance Workers	4,401	99	-	-	-	0.0%
0121082	6260 Code Enforcement	526,865	567,606	545,086	573,463	28,377	5.2%
0121082	6580 Service Award	15,267	15,408	15,539	17,130	1,591	10.2%
0121082	6590 Sick Pay	3,732	12,919	6,750	7,433	683	10.1%
0121082	6620 Overtime	18,387	18,740	28,000	28,000	-	0.0%
0121082	6880 Uniform Allowance	1,455	1,840	1,920	1,920	-	0.0%
0121082	6885 Device Reimbursement	-	-	-	600	600	100.0%
0121082	6920 Unemployment Comp. Ins.	3,688	3,239	2,904	3,168	264	9.1%
0121082	6930 Social Security Taxes	55,312	58,921	58,166	60,634	2,468	4.2%
0121082	6940 City Pension Plan	116,255	146,139	150,090	190,766	40,676	27.1%
0121082	6941 Defined Contribution 401(a) Plan	14,049	14,304	18,576	18,694	118	0.6%
0121082	6950 Term Life Insurance	3,332	3,309	3,476	3,552	76	2.2%
0121082	6960 Group Hospitalization Ins.	184,301	187,255	208,274	225,685	17,411	8.4%
0121082	6961 Long-Term Disability Ins.	1,269	1,262	1,341	1,772	431	32.1%
0121082	6962 Dental Insurance	10,921	10,357	9,992	11,133	1,141	11.4%
0121082	6963 Flexible Spending Account	273	294	315	189	(126)	-40.0%
0121082	6964 Health Savings Account	1,500	1,500	1,500	1,500	-	0.0%
0121082	6965 Post-Employment Benefits	41,757	62,210	33,360	42,679	9,319	27.9%
0121082	6966 Retirement Health Savings Account	4,130	4,300	5,600	5,684	84	1.5%
0121082	6967 Emergency Room Reimbursements	2,400	400	1,595	1,595	-	0.0%
0121082	6968 Vision Insurance Premiums	592	561	1,869	597	(1,272)	-68.1%
TOTAL PERSONNEL SERVICES		\$ 1,187,758	\$ 1,288,198	\$ 1,284,813	\$ 1,389,484	\$ 104,671	8.1%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2020
CODE ENFORCEMENT DIVISION**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
FULL-TIME POSITIONS									
Code Enforcement Manager	MGMT	22	1.0	\$ 79,926	1.0	\$ 79,182	0.0	\$ (744)	-0.9%
Lead Code Officer	CWA F/T	19	1.0	\$ 81,570	1.0	\$ 84,367	0.0	\$ 2,797	3.4%
Code Enforcement Officer	CWA F/T	17	3.0	\$ 228,677	3.0	\$ 240,270	0.0	\$ 11,593	5.1%
Fire Marshall	CWA F/T	17	1.0	\$ 63,976	1.0	\$ 67,877	0.0	\$ 3,901	6.1%
Property Maintenance Inspector II	CWA F/T	14	3.0	\$ 170,863	3.0	\$ 180,949	0.0	\$ 10,086	5.9%
Admin Professional I	CWA F/T	10	1.0	\$ 57,435	1.0	\$ 60,662	0.0	\$ 3,227	5.6%
Secretary II	CWA F/T	8	1.0	\$ 53,099	1.0	\$ 53,446	0.0	\$ 347	0.7%
Total Full-Time Positions			11.0	\$ 735,546	11.0	\$ 766,753	0.0	\$ 31,207	4.2%
OTHER									
Service Award				\$ 15,539		\$ 17,130		\$ 1,591	10.2%
Sick Pay				\$ 6,750		\$ 7,433		\$ 683	10.1%
Overtime				\$ 28,000		\$ 28,000		\$ -	0.0%
Uniform Allowance				\$ 1,920		\$ 1,920		\$ -	0.0%
Device Reimbursements				\$ -		\$ 600		\$ 600	100.0%
Total Other				\$ 52,209		\$ 55,083		\$ 2,274	4.4%
Total All			11.0	\$ 787,755	11.0	\$ 821,836	0.0	\$ 33,481	4.3%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0121083	7110 Safety Shoes & Supplies	\$ 1,449	\$ 1,389	\$ 2,340	\$ 2,340	\$ -	0.0%
0121083	7130 Tools, Field Sup., & Small Eq.	2,217	1,153	1,800	1,800	-	0.0%
0121083	7150 Office Supplies	3,337	3,189	3,600	3,600	-	0.0%
0121083	7160 Books, Periodicals, Etc.	1,006	1,575	3,500	4,000	500	14.3%
0121083	7250 Building & Grounds Maint, Supplies	117	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES		\$ 8,126	\$ 7,306	\$ 11,240	\$ 11,740	\$ 500	4.4%

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0121084	8020 Advertising	\$ -	\$ 58	\$ 1,500	\$ 1,500	\$ -	0.0%
0121084	8030 Casualty Insurance	9,864	7,219	7,665	7,800	135	1.8%
0121084	8032 Insurance - Auto	5,032	10,155	9,780	8,442	(1,338)	-13.7%
0121084	8033 Insurance - Broker	1,237	1,640	1,645	1,664	19	1.2%
0121084	8035 Insurance - Worker's Compensation	-	-	-	34,850	34,850	100.0%
0121084	8040 Merchant Fees and Discounts	8,818	33,961	10,000	10,000	-	0.0%
0121084	8050 Phone/Communications	3,144	2,707	9,200	-	(9,200)	-100.0%
0121084	8120 Outside Consulting	-	-	1,000	1,000	-	0.0%
0121084	8131 Information Technology Cont'l	39,294	42,919	23,375	22,629	(746)	-3.2%
0121084	8250 Building & Grounds Maintenance	1,615	-	-	-	-	0.0%
0121084	8312 Fleet & Facilities Services	19,970	47,079	23,617	24,083	466	2.0%
0121084	8550 Misc. Contracted Services	187	194	500	500	-	0.0%
TOTAL CONTRACTUAL SERVICES		\$ 89,161	\$ 145,932	\$ 88,282	\$ 112,468	\$ 24,186	27.4%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

OTHER CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0121085	9020 Mileage & Small Bus. Expense	\$ -	\$ -	\$ 45	\$ 45	\$ -	0.0%
0121085	9040 Dues & Professional Organizations	415	120	900	-	(900)	-100.0%
0121085	9060 Depreciation Expense	12,993	3,599	25,631	10,287	(15,344)	-59.9%
0121085	9070 Training & Continuing Educ/Conf	2,645	3,351	4,500	6,500	2,000	44.4%
TOTAL OTHER CHARGES		\$ 16,053	\$ 7,070	\$ 31,076	\$ 16,832	\$ (14,244)	-45.8%

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
	Billings and Accounting	\$ 22,367	\$ 24,555	\$ 23,594	\$ 23,455	\$ (139)	-0.6%
	Electricity Used	930	952	893	822	(71)	-8.0%
	Information Technology	64,986	58,922	64,868	62,414	(2,454)	-3.8%
	Mailroom and Postage	-	6	996	1,042	46	4.6%
	Printing and Reproduction	343	318	463	463	-	0.0%
	Records	-	1,303	1,421	1,413	(8)	-0.6%
TOTAL INTER-DEPT. CHARGES		\$ 88,626	\$ 86,056	\$ 92,235	\$ 89,609	\$ (2,626)	-2.8%

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES		\$ 1,389,724	\$ 1,534,562	\$ 1,507,646	\$ 1,620,133	\$ 112,487	7.5%



PLANNING AND DEVELOPMENT DEPARTMENT

CODE ENFORCEMENT DIVISION

CAPITAL IMPROVEMENTS PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2020-2024
(with current year amended budget)

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

FUNDING SUMMARY						
	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	-----2020----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
BEQSF	Equipment Replacement Program	B	\$ 25,000	\$ 16,148	\$ 3,852	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
	Total General Fund - Code Enforcement Division		\$ 25,000	\$ 16,148	\$ 3,852	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 25,000	\$ 16,148	\$ 3,852	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
	LESS: USE OF RESERVES		(6,186)	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		(18,814)	(16,148)	-	(16,148)	(32,914)	-	-	-	(49,062)
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ 3,852	\$ 3,852	\$ 17,086	\$ -	\$ -	\$ -	\$ 20,938

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Planning & Development
DIVISION:	Code Enforcement
FUND:	General
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 136,208
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ 66,208
% Complete (if underway):	48.6%
Balance to be funded ¹ :	\$ 70,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063026.9623	\$ 70,000
TOTAL PROJECT COST		\$ 70,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Planned advance funding accumulated through depreciation to replace essential equipment when necessary.

Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2020-2024).

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	19,188	-	\$ (19,188)	3,852	17,086	-	-	-	\$ 20,938
CAPITAL RESERVES	6,186	6,186	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	40,834	40,834	-	\$ -	16,148	32,914	-	-	-	\$ 49,062
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 47,020	\$ 66,208	\$ -	\$ (19,188)	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			OPERATING IMPACT:		2020	2021	2022	2023	2024	TOTAL
			INCREMENTAL COSTS (NET SAVINGS)							\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2020-2024
OTHER DEPARTMENTS

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS				
										2020	2021	2022	2023	2024
CODE ENFORCEMENT DIVISION:														
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2021	20,545		25,000			
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043					
827	2012 Toyota Camry Hybrid	03/19/12	16,148	10,895	70,000	10	2022	2020	16,148	20,000				
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043					
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779					
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2021	12,369		25,000			
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION										20,000	50,000	-	-	-
FINANCE DEPARTMENT:														
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369				35,000	
TOTAL FINANCE DEPARTMENT										-	-	-	35,000	-
UNICITY TRANSPORTATION FUND:														
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-					150,000
1304	2013 Int'l Mini-Bus	a. 02/16/12	--	107,449	100,000	7	2019	2019	-					
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-		130,000			
Less: Unicity Transportation Grant Funding											(114,073)			(114,073)
TOTAL UNICITY TRANSPORTATION FUND										-	15,927	-	-	35,927
TOTAL OTHER DEPARTMENTS										20,000	180,000	-	35,000	150,000
GROSS ACQUISITION COST														
LESS: USE OF CAPITAL RESERVES										-	(15,927)	-	-	(35,927)
LESS: USE OF GRANT FUNDING										-	(114,073)	-	-	(114,073)
LESS: USE OF CURRENT RESOURCES										(3,852)	(17,086)	-	(22,631)	-
NET EQUIPMENT SINKING FUND TOTAL										\$ 16,148	\$ 32,914	\$ -	\$ 12,369	\$ -
a. This vehicle scheduled to be replaced in 2019.														

a. This vehicle scheduled to be replaced in 2019.



PLANNING AND DEVELOPMENT DEPARTMENT

PARKING DIVISION

GENERAL OPERATING BUDGET

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Summary:

PARKING DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
<u>REVENUE</u>						
Parking Lot Revenues	\$ 1,529,353	\$ 1,580,028	\$ 1,825,000	\$ 2,313,000	\$ 488,000	26.7%
Parking Meter Revenues	1,363,301	1,336,541	1,211,500	480,000	(731,500)	-60.4%
Other Revenues	10,396	13,970	-	-	-	0.0%
Interest Revenue	9,421	14,745	8,000	10,160	2,160	27.0%
Gross Operating Revenue	\$ 2,912,471	\$ 2,945,284	\$ 3,044,500	\$ 2,803,160	\$ (241,340)	-7.9%
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,189,754	\$ 1,285,104	\$ 1,274,801	\$ 1,233,190	\$ (41,611)	-3.3%
Materials and Supplies	31,884	37,230	38,950	43,850	4,900	12.6%
Contractual Services	360,996	484,597	411,357	454,772	43,415	10.6%
Other Charges	109,303	111,648	362,001	97,490	(264,511)	-73.1%
Subtotal	\$ 1,691,937	\$ 1,918,579	\$ 2,087,109	\$ 1,829,302	\$ (257,807)	-12.4%
Inter-Dept. Charges	303,643	281,509	301,494	292,769	(8,725)	-2.9%
Total Operating Expenses	\$ 1,995,580	\$ 2,200,088	\$ 2,388,603	\$ 2,122,071	\$ (266,532)	-11.2%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

PERSONNEL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
5495402	6020 Supervisory	\$ 138,113	\$ 143,708	\$ 149,108	\$ 156,341	\$ 7,233	4.9%
5495402	6040 Accounting	6,432	-	-	-	-	0.0%
5495402	6072 Parking Enforcement	241,263	290,031	324,990	360,075	35,085	10.8%
5495402	6080 Clerical	58,846	77,103	80,828	86,421	5,593	6.9%
5495402	6230 Maintenance Workers	126,796	108,366	113,427	116,156	2,729	2.4%
5495402	6580 Service Award	5,964	6,497	7,077	7,733	656	9.3%
5495402	6590 Sick Pay	8,074	2,665	5,229	6,324	1,095	20.9%
5495402	6600 Part-Time	248,658	272,490	237,300	100,000	(137,300)	-57.9%
5495402	6620 Overtime	1,427	639	1,600	1,600	-	0.0%
5495402	6621 Shift Differential	3,357	3,676	3,000	1,200	(1,800)	-60.0%
5495402	6880 Uniform Allowance	2,350	1,200	1,200	1,200	-	0.0%
5495402	6885 Device Reimbursement	-	1,650	1,800	1,800	-	0.0%
5495402	6920 Unemployment Comp. Ins.	9,464	9,361	4,983	5,324	341	6.8%
5495402	6930 Social Security Taxes	63,167	68,074	62,560	62,561	1	0.0%
5495402	6940 City Pension Plan	112,662	118,015	96,680	121,882	25,202	26.1%
5495402	6941 Defined Contribution 401a Plan	7,024	8,756	9,209	9,819	610	6.6%
5495402	6950 Term Life Insurance	1,817	1,992	2,064	2,145	81	3.9%
5495402	6960 Group Hospitalization Ins.	101,679	130,447	137,437	149,099	11,662	8.5%
5495402	6961 Long-Term Disability Ins.	697	765	798	1,060	262	32.8%
5495402	6962 Dental Insurance	5,928	7,980	8,127	9,159	1,032	12.7%
5495402	6963 Flexible Spending Account	58	63	63	63	-	0.0%
5495402	6965 Post-Employment Benefits	42,241	26,256	21,490	27,269	5,779	26.9%
5495402	6966 Retirement Health Savings Account	3,346	4,139	4,200	4,263	63	1.5%
5495402	6967 Emergency Room Reimbursements	-	766	1,160	1,160	-	0.0%
5495402	6968 Vision Insurance Premiums	391	465	471	536	65	13.8%
TOTAL PERSONNEL SERVICES		\$ 1,189,754	\$ 1,285,104	\$ 1,274,801	\$ 1,233,190	\$ (41,611)	-3.3%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2020
PARKING DIVISION**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
<u>FULL-TIME POSITIONS</u>									
Parking Manager	MGMT	22	1.0	\$ 85,593	1.0	\$ 88,614	0.0	\$ 3,021	3.5%
Parking Supervisor	MGMT	17	1.0	\$ 63,515	1.0	\$ 67,727	0.0	\$ 4,212	6.6%
Customer Service Clerk I	CWA F/T	10	1.0	\$ 46,487	1.0	\$ 49,314	0.0	\$ 2,827	6.1%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	1.0	\$ 56,184	1.0	\$ 58,909	0.0	\$ 2,725	4.9%
Parking Ambassador	CWA F/T	7	2.0	\$ 93,684	2.0	\$ 97,578	0.0	\$ 3,894	4.2%
Maintenance III	AFSCME LOCAL 1670 F/T	6	1.0	\$ 57,243	1.0	\$ 57,247	0.0	\$ 4	0.0%
Secretary I	CWA F/T	3	1.0	\$ 34,341	1.0	\$ 37,107	0.0	\$ 2,766	8.1%
Total Full-Time Positions			8.0	\$ 437,047	8.0	\$ 456,496	0.0	\$ 19,449	4.5%
<u>PART-TIME FUNDING</u>									
Parking Ambassador	CWA P/T			\$ 231,306		\$ 262,497		\$ 31,191	13.5%
P/T Attendant				\$ 237,300		\$ 100,000		\$ (137,300)	-57.9%
Total Part-Time Funding				\$ 468,606		\$ 362,497		\$ (106,109)	-22.6%
<u>OTHER</u>									
Service Award				\$ 7,077		\$ 7,733		\$ 656	9.3%
Sick Pay				\$ 5,229		\$ 6,324		\$ 1,095	20.9%
Overtime				\$ 1,600		\$ 1,600		\$ -	0.0%
Shift Differential				\$ 3,000		\$ 1,200		\$ (1,800)	-60.0%
Uniform Allowance				\$ 1,200		\$ 1,200		\$ -	0.0%
Device Reimbursements				\$ 1,800		\$ 1,800		\$ -	0.0%
Total Other				\$ 19,906		\$ 19,857		\$ (49)	-0.2%
Total All			8.0	\$ 925,559	8.0	\$ 838,850	0.0	\$ (86,709)	-9.4%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

MATERIALS AND SUPPLIES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
5495403	7110 Safety Shoes and Supplies	\$ 752	\$ 566	\$ 600	\$ 600	\$ -	0.0%
5495403	7130 Tools, Field Supplies, Small Equip	2,466	6,338	3,000	3,000	-	0.0%
5495403	7140 Uniforms	2,403	6,386	5,500	10,000	4,500	81.8%
5495403	7150 Office Supplies	2,740	3,260	2,500	2,500	-	0.0%
5495403	7180 Billing & Collection Supplies	17,251	15,398	21,500	21,500	-	0.0%
5495403	7250 Building & Grounds Maintenance	4,122	2,922	4,750	4,750	-	0.0%
5495403	7300 Mach & Equip Maintenance	2,084	2,360	1,000	1,000	-	0.0%
5495403	7550 Miscellaneous Supplies	66	-	100	500	400	400.0%
TOTAL MATERIALS & SUPPLIES		\$ 31,884	\$ 37,230	\$ 38,950	\$ 43,850	\$ 4,900	12.6%

CONTRACTUAL SERVICES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
5495404	8020 Advertising/Signage	\$ 1,520	\$ 3,432	\$ 5,000	\$ 7,500	\$ 2,500	50.0%
5495404	8030 Casualty Insurance	6,546	4,723	5,090	5,100	10	0.2%
5495404	8031 Insurance - Property	-	-	20	-	(20)	-100.0%
5495404	8032 Insurance - Auto	3,319	6,233	6,520	6,332	(188)	-2.9%
5495404	8033 Insurance - Broker	809	1,073	1,100	1,088	(12)	-1.1%
5495404	8035 Insurance - Worker's Compensation	-	-	-	40,800	40,800	100.0%
5495404	8040 Merchant Fees and Discounts	177,936	192,045	200,000	200,000	-	0.0%
5495404	8050 Phone/Communications	7,390	10,514	9,500	1,200	(8,300)	-87.4%
5495404	8130 Building & Equipment Rental	34,506	59,722	42,000	52,000	10,000	23.8%
5495404	8131 Information Technology Cont'l	40,362	30,205	59,991	62,456	2,465	4.1%
5495404	8250 Building & Grounds	464	81	1,500	1,500	-	0.0%
5495404	8300 Mach. & Equip. Maint.	62,859	68,034	30,000	25,000	(5,000)	-16.7%
5495404	8312 Fleet & Facilities Services	23,041	107,041	30,636	31,796	1,160	3.8%
5495404	8550 Misc. Contracted Services	2,244	1,494	20,000	20,000	-	0.0%
TOTAL CONTRACTUAL SERVICES		\$ 360,996	\$ 484,597	\$ 411,357	\$ 454,772	\$ 43,415	10.6%

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

OTHER CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
5495405	9051 Debt Service Principal	\$ 33,782	\$ 35,166	\$ 35,886	\$ -	\$ (35,886)	-100.0%
5495405	9052 Debt Service Interest	3,466	2,071	1,648	-	(1,648)	-100.0%
5495405	9060 Depreciation Expense	66,848	70,445	71,232	86,255	15,023	21.1%
5495405	9070 Training & Continuing Educ/Conf	4,372	3,131	7,000	10,000	3,000	42.9%
5495405	9085 Parking Voucher Validations	-	-	245,000	-	(245,000)	-100.0%
5495405	9093 Subventions	835	835	1,235	1,235	-	0.0%
TOTAL OTHER CHARGES		\$ 109,303	\$ 111,648	\$ 362,001	\$ 97,490	\$ (264,511)	-73.1%

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
	Billings and Accounting	\$ 58,761	\$ 60,951	\$ 58,634	\$ 59,193	\$ 559	1.0%
	Electricity	11,900	11,300	11,400	10,500	(900)	-7.9%
	Information Technology	232,861	203,551	224,091	215,616	(8,475)	-3.8%
	Mailroom and Postage	-	14	2,419	2,530	111	4.6%
	Other Indirect Expenses	121	2,529	1,500	1,500	-	0.0%
	Records	-	3,164	3,450	3,430	(20)	-0.6%
TOTAL INTER-DEPT. CHARGES		\$ 303,643	\$ 281,509	\$ 301,494	\$ 292,769	\$ (8,725)	-2.9%

OPERATING EXPENSES - PARKING DIVISION		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES		\$ 1,995,580	\$ 2,200,088	\$ 2,388,603	\$ 2,122,071	\$ (266,532)	-11.2%



PLANNING AND DEVELOPMENT DEPARTMENT

PARKING DIVISION

CAPITAL IMPROVEMENTS PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2020-2024
(with current year amended budget)

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

FUNDING SUMMARY						
	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 343,391	\$ 168,720	\$ -	\$ -	\$ 40,000	\$ 552,111
*Prior Authorized Balance:	\$ -	\$ 14,280	\$ -	\$ -	\$ -	\$ 14,280
2020-2024 Funding:	\$ 343,391	\$ 183,000	\$ -	\$ -	\$ 40,000	\$ 566,391

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
V2002	Campus District Kiosk Installation	C	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000
V1901	Parking Lot Surface Maintenance	B	127,740	-	105,000	105,000	-	-	-	-	105,000
V1904	Parking Ambassador Radios	D	27,000	-	-	-	-	-	-	-	-
V1905	Newark Parking Kiosk Program	C	309,376	87,391	100,000	187,391	-	-	-	-	187,391
V1802	Lot #1 Expansion	A	215,000	-	-	-	-	-	-	-	-
V1702	Additional Parking Sensors	A	15,000	-	-	-	-	-	-	-	-
V1703	Lot Countdown Signs	D	24,000	-	-	-	15,000	-	-	-	15,000
VEQSF	Equipment Replacement Program	D	-	41,029	9,971	51,000	-	-	-	40,000	91,000
Total Parking Fund - Parking Division			\$ 718,116	\$ 128,420	\$ 214,971	\$ 343,391	\$ 183,000	\$ -	\$ -	\$ 40,000	\$ 566,391
PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS			\$ 718,116	\$ 128,420	\$ 214,971	\$ 343,391	\$ 183,000	\$ -	\$ -	\$ 40,000	\$ 566,391
LESS: USE OF RESERVES			(652,116)	(67,861)	-	(67,861)	-	-	-	-	(67,861)
VEHICLE & EQUIPMENT REPLACEMENT			-	(41,029)	-	(41,029)	-	-	-	(24,457)	(65,486)
GRANTS			-	-	-	-	-	-	-	-	-
BOND ISSUES			-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			(12,000)	(19,530)	-	(19,530)	-	-	-	-	(19,530)
NET CAPITAL IMPROVEMENTS			\$ 54,000	\$ -	\$ 214,971	\$ 214,971	\$ 183,000	\$ -	\$ -	\$ 15,543	\$ 413,514

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



PROJECT NO: V2002
PROJECT TITLE: Campus District Kiosk Installation
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	On-Street Campus District
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2021
Est. Useful Life (in years):	12
Est. Total Cost:	\$ 168,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 168,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	5495406.9620	\$ 10,000
Materials:	5495406.9622	\$ 158,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 168,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

An extensions of approved project V1905, V2001 - Campus District Kiosk Installation is the completion of the T2 Multi-Space Kiosk project through the City of Newark. As V1905 - Newark Parking Kiosk Program has been approved by Council through 2020, the 2021 costs that have not been discussed have been put under their own project title. V1905 includes the installation of multi-space kiosks on the streets closest to the University of Delaware campus, known as the 'Campus District,' and includes Kent Way, Amstel Avenue, Courtney Street, and Academy Street, south of Delaware Avenue (also known as Long Academy). As each street is unique, each one has a different cost to adding kiosks.

The breakdown of each street is as follows:

Kent Way - 7 Kiosks
 Amstel Avenue - 9 Kiosks
 Courtney Street - 1 Kiosks
 Long Academy - 4 Kiosks

Total: 21 Kiosks

In addition to the hardware, there is an installation cost and a set-up fee that must be paid. These fees are dependent on how many machines are purchased, but with this cost included, each machine would generally cost around \$8,000. This does not include increased subscription fees from the new hardware after installation. Those fees will be in addition to what has already been installed and will be added to the I.T. Budget is subsequent years. Incremental cost savings will increase by year, as the new system allows for Pay-by-App and a lower overall cost to credit card usage will turn a savings, currently an increasing expenditure, but the multi-space system allows for cost savings in multiple areas for credit card users. The division is asking for an additional \$168,000 to complete the removal of single-space parking meters in the Campus District.

PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP		
CURRENT RESOURCES	-	-	-	\$ -	-	168,000	-	-	-	\$ 168,000		
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -		
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -		
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -		
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2020	2021	2022	2023	2024	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	(7,500)	(15,000)	(18,000)	(21,000)	\$ (61,500)



PROJECT NO: V1901
PROJECT TITLE: Parking Lot Surface Maintenance
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Municipal Lots
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2010
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10-15
Est. Total Cost:	\$ 331,897
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ 226,897
% Complete (if underway):	68.4%
Balance to be funded ² :	\$ 105,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495406.9620	\$ 105,000
TOTAL PROJECT COST		\$ 105,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Originally, based on cost and useful life estimates provided by PWWR, a program was established for municipal parking lot surface maintenance for each facility on an estimated ten year cycle, subject to inspection and recommendation by PWWR. This is an on-going effort, and is needed to remediate failing parking lot surfaces. This has been reclassified to V1901, but used to be under V1001 previously.

Lot #1: This lot was scheduled to be repaved in 2021, as it was last done in 2011. \$105,000 was provided in 2021 under "V1001 – Parking Lot Surface Maintenance" in 2017. As the lot is having the property on Delaware Avenue added to its inventory, the lot will be repaved in the spring of 2020 to ensure the quality of the lot as a whole and while the equipment is on-site. This \$105,000 is being requested in 2020 to ensure costs are covered for the lot expansion and repave.

Lot #2: This lots surface was redone when 58 East Main Street was completed and multiple properties that were leased over to the City of Newark were combined with the original Lot 2 footprint. This lot does not need maintenance at this time due to recent construction.

Lot #3 and #4: Due to numerous private projects and other variables, the division has decided against paving at this time until the future of these lots are more certain. Lot #3 will need attention after the development of the Hyatt Hotel, to be discussed with the developer. Discussions on a separate hotel in Lot #4 are on-going, but portions of the lot are in need of repairs. Cost to repave drive lanes and entrance exits in both lots were estimated at \$127,740 in 2018.

Lot #5: As this lot was completed in 2013, this lot is scheduled to be repaved in 2028/2029.

Lot #6: This lot was constructed in 2015, so this lot is scheduled to be repaved in 2025/2026.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	105,000	-	-	-	-	\$ 105,000
CAPITAL RESERVES	99,157	-	99,157	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	127,740	-	127,740	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 226,897	\$ -	\$ 226,897	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2020	2021	2022	2023	2024	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: V1905
PROJECT TITLE: Newark Parking Kiosk Program
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 187,391	\$ -	\$ -	\$ -	\$ -	\$ 187,391
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 187,391	\$ -	\$ -	\$ -	\$ -	\$ 187,391

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Municipal Lots
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

\$ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	2020
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 496,767
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ 309,376
% Complete (if underway):	62.3%
Balance to be funded ¹ :	\$ 187,391

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495406.9620	\$ 187,391
TOTAL PROJECT COST		\$ 187,391

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Detail: Parking implementation to modernize City of Newark's current Parking infrastructure, moving from fixed parking meters to a kiosk/LPR system.	
2019 Costs: Year One Total \$309,376 - License Plate Recognition and Initial Cost Setup - \$140,996 - Haines Street - \$32,390 - 5 Kiosks - 40+ New Parking Spaces - Lovett Avenue - \$19,530 - 3 Kiosks - 23 New Parking Spaces - Center Street - \$19,530 - 3 Kiosks - 13 New Parking Spaces + 8 IPS Replacement - North Chapel - \$6,430 - 1 Kiosk - 3 New Parking Spaces + 2 IPS Replacement - Main Street (Washington to Chapel) - \$51,680 - 8 Kiosks - 49+ IPS Replacement - Lot #2 Pilot - \$12,860 - 2 Kiosks - 71 New Night/Weekend Spaces - Lot #6 Pilot - \$6,430 - 1 Kiosk - 34 IPS Replacement - Lot #3 - \$19,530 - 3 Kiosks - 130+ ParkingSoft Replacement (**LANG Reimbursement**)	Return-On-Investment: Annual ROI after Year 2 Implementation: \$536,100 Shown below under the Operating Impact section One-Time Savings = \$400,000 - Haines Street: 40 Spaces * \$3,200 = \$128,000 annual - Lovett Avenue: 23 Spaces * \$2,800 = \$64,400 annual - Center Street: 13 Spaces * \$3,200 = \$41,600 annual N. Chapel: 3 Spaces * \$3,000 = \$9,000 annual - Lot #2: 71 Spaces * \$1,100 = \$78,100 annual - Personnel Savings = \$200,000 annual - Equipment Savings = \$15,000 annual - Cost to Full IPS Meter Replacement = \$400,000+ (one-time) - Maintenance/Enforcement Efficiencies
2020 Costs: Year Two Total \$187,391 - Main Street (Chapel to College) and Immediate Streets - \$128,801 - 20 Kiosks - 154+ IPS Replacement - Main Street (College to Deer Park) and New London Rd. - \$19,530 - 3 Kiosks - 24 IPS Replacement - Lot #1 - \$19,530 - 3 Kiosks - 245+ ParkingSoft Replacement - Lot #4 - \$19,530 - 3 Kiosks - 152 ParkingSoft Replacement	**Please note, \$100,000 in 2020 current resources will be deauthorized from V1701 and transferred to V1905.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	100,000	-	-	-	-	\$ 100,000
CAPITAL RESERVES	309,376	-	309,376	\$ -	67,861	-	-	-	-	\$ 67,861
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	19,530	-	-	-	-	\$ 19,530
TOTAL:	\$ 309,376	\$ -	\$ 309,376	\$ -	\$ 187,391	\$ -	\$ -	\$ -	\$ -	\$ 187,391
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2020	2021	2022	2023	2024	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	(536,100)	(536,100)	(536,100)	(536,100)	\$ (2,144,400)



PROJECT NO: V1703
PROJECT TITLE: Lot Countdown Signs
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 720	\$ -	\$ -	\$ -	\$ 720
*Prior Authorized Balance:	\$ -	\$ 14,280	\$ -	\$ -	\$ -	\$ 14,280
2020-2024 Funding:	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Hourly Off-Street Lots
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2017
Est. Completion Date:	2019
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 26,280
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 26,280

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495406.9622	\$ -
TOTAL PROJECT COST		\$ -

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Lot countdown signs have been installed at multiple entrances to Lots 1, 3, and 4, indicating to customers the accurate count of open spaces available in the lots, to increase customer convenience and reduce traffic congestion. These signs allow the customer to make an educated decision to which parking lot they enter to find parking, rather than pulling into and circling a lot that has no available parking spaces.

With the advice of City Council, the signs were installed in select locations. Occupancy can be reported to an online GIS map so that patrons with access to the internet can see the real-time occupancy of any pay-by-hour municipal parking lot before coming downtown. Upon recommendation from the Parking Subcommittee, this program should be extended to include major entrance points into the City of Newark into multi-lot countdown signs that shows availability in all parking lot options offered by the City.

Originally, the City wanted to work the University of Delaware on a collaborative countdown sign, but those plans are currently tabled. The division is requesting \$15,000 in 2021 as it continues to work with University of Delaware on a collaborative project for select locations, with suggestions from the parking consultation RFP.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	12,000	-	-	\$ 12,000	-	15,000	-	-	-	\$ 15,000
CAPITAL RESERVES	2,280	-	-	\$ 2,280	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 14,280	\$ -	\$ -	\$ 14,280	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2020	2021	2022	2023	2024	TOTAL
					-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ 51,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 91,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ 51,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 91,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 91,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 91,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495426.9623	\$ 91,000
TOTAL PROJECT COST		\$ 91,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.	
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2020-2024).	

PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP		
CURRENT RESOURCES	-	-	-	\$ -	9,971	-	-	-	15,543	\$ 25,514		
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -		
EQUIPMENT REPLACEMENT	-	-	-	\$ -	41,029	-	-	-	24,457	\$ 65,486		
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -		
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 51,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 91,000		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2020	2021	2022	2023	2024	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2020-2024
PLANNING AND DEVELOPMENT DEPARTMENT, PARKING DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS				
										2020	2021	2022	2023	2024
	<u>STAFF VEHICLES</u>													
1100	2017 Ford T150 Transit Cargo Van	09/14/16	26,687	8,126	55,000	10	2026	2026	26,687					
1101	2015 Ford T150 Transit Cargo Van	12/31/14	24,457	10,207	80,000	10	2024	2024	24,457					40,000
1102	2000 Ford Crown Victoria Sedan	08/11/00	19,851	48,954	65,000	12	2012	2020	19,851	21,000				
1103	2011 Ford Ranger Pickup Truck	03/09/12	21,178	98,448	80,000	8	2020	2020	21,178	30,000				
1104	2017 Ford Transit Connect	03/02/17	22,768	30,803	90,000	10	2027	2027	22,768					
TOTAL PARKING DIVISION										51,000	-	-	-	40,000
GROSS ACQUISITION COST														
LESS: USE OF CAPITAL RESERVES										-	-	-	-	-
LESS: USE OF CURRENT RESOURCES										(9,971)	-	-	-	(15,543)
NET EQUIPMENT SINKING FUND TOTAL										\$ 41,029	\$ -	\$ -	\$ -	\$ 24,457



**PLANNING AND DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

GENERAL OPERATING BUDGET

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Community Development Fund - Planning and Development Department - Community Development Block Grant

Expenditures:

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
1191192	6020 Supervisory	\$ 121	\$ 250	\$ -	\$ -	\$ -	0.0%
1191192	6030 Engineering/Technical	20,987	27,173	27,034	27,600	566	2.1%
1191192	6040 Accounting	110	321	-	-	-	0.0%
1191192	6580 Service Award	-	-	752	-	(752)	-100.0%
1191192	6590 Sick Pay	-	-	624	-	(624)	-100.0%
1191192	6610 Seasonal	3,724	2,046	-	-	-	0.0%
1191192	6920 Unemployment Comp. Ins.	-	138	105	105	-	0.0%
1191192	6930 Social Security Taxes	1,855	2,225	2,131	2,156	25	1.2%
1191192	6941 Defined Contribution 401(a) Plan	701	14	-	-	-	0.0%
1191192	6950 Term Life Insurance	146	125	131	132	1	0.8%
1191192	6960 Group Hospitalization Ins.	8,830	8,534	8,888	9,243	355	4.0%
1191192	6961 Long-Term Disability Ins.	89	47	49	63	14	28.6%
1191192	6962 Dental Insurance	550	529	534	571	37	6.9%
1191192	6963 Admin Fee - Flexible Spending Account	-	-	25	-	(25)	-100.0%
1191192	6964 Health Savings Account	-	-	598	599	1	0.2%
1191192	6966 Retirement Health Savings Account	235	3	-	-	-	0.0%
1191192	6967 Reimbursement - Emergency Room	-	-	58	58	-	0.0%
1191192	6968 Vision Insurance Premiums	24	21	25	27	2	8.0%
1191193	7550 Miscellaneous Supplies	1,213	461	4,400	4,400	-	0.0%
1191194	8500 Parks Maintenance	-	-	15,900	15,900	-	0.0%
1191194	8550 Misc. Contracted Services	-	2,802	-	-	-	0.0%
1191194	8810 CDBG - Housing	105,330	145,546	157,294	157,294	-	0.0%
1191194	8811 CDBG - Social Services	9,031	31,835	30,000	30,000	-	0.0%
1191195	9070 Training	25	-	-	-	-	0.0%
TOTAL COMMUNITY DEVELOPMENT		\$ 152,971	\$ 222,070	\$ 248,548	\$ 248,148	\$ (400)	-0.2%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2020
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Title	Union Affiliation	Grade	2019 # of Positions	2019 Approved	2020 # of Positions	2020 Requested	Position Difference	\$ Difference	% Change
FULL-TIME POSITIONS									
Planner II *	CWA F/T	14	0.0	\$ 27,034	0.0	\$ 27,600	0.0	\$ 566	2.1%
Total Full-Time Positions			0.0	\$ 27,034	0.0	\$ 27,600	0.0	\$ 566	2.1%
OTHER									
Service Award				\$ 752		\$ -		\$ (752)	-100.0%
Sick Pay				\$ 624		\$ -		\$ (624)	-100.0%
Total Other				\$ 1,376		\$ -		\$ (1,376)	-100.0%
Total All			0.0	\$ 28,410	0.0	\$ 27,600	0.0	\$ (810)	-2.9%

* Please be advised that the Planner II position is partially funded through Capital in 2019 and 2020.

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

Community Development Fund - Planning and Development Department - Community Development Block Grant

Programs:

ESTIMATED ACTIVITY ALLOCATION (45TH PROGRAM YEAR)		44TH YEAR 7/1/18-6/30/19	45TH YEAR 7/1/19-6/30/20
Home Improvement Program	\$	70,000	\$ 71,600
Home Buyer Incentive Program		10,000	5,000
Newark Day Nursery (NDN) Day Care		22,800	29,700
Senior Home Repair and Weatherization Program		40,000	40,000
Parks and Recreation Fee Assistance		1,500	500
Youth Beautification Corps Program (YBC)		4,600	4,700
Program Administration		40,000	40,000
Public Works ADA Ramps		25,000	25,000
Dickey Park Programming		6,400	5,600
Dickey Park Playground Improvements		3,550	17,900
George Wilson Center Fence		8,000	-
NHA Property Acquisition		15,536	30,000
TOTAL	\$	247,386	\$ 270,000



PLANNING AND DEVELOPMENT DEPARTMENT

UNICITY TRANSPORTATION FUND

GENERAL OPERATING BUDGET

**CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET**

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Revenue:

TRANSPORTATION FUND - SUMMARY		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
150	4331 Unicity Grant Revenue	\$ 143,380	\$ 143,380	\$ 143,380	\$ 143,380	\$ -	0.0%
15T	4999 Transfer from General Fund	100,000	102,531	120,784	136,889	16,105	13.3%
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS		\$ 243,380	\$ 245,911	\$ 264,164	\$ 280,269	\$ 16,105	6.1%

Expenditures:

TRANSPORTATION FUND - SUMMARY		2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	\$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
MATERIALS AND SUPPLIES							
1591503	7070 Fuel and Oil	\$ 13,785	\$ 16,777	\$ 15,000	\$ 15,000	\$ -	0.0%
CONTRACTUAL SERVICES							
1591504	8030 Casualty Insurance	-	614	780	900	120	15.4%
1591504	8032 Insurance - Auto	-	3,298	3,260	3,166	(94)	-2.9%
1591504	8312 Repairs and Maintenance	54,195	47,891	61,400	61,947	547	0.9%
1591504	8800 Unicity Bus Operators	172,238	177,331	143,380	180,000	36,620	25.5%
OTHER CHARGES							
1591505	9060 Depreciation Expense	41,993	40,973	40,269	19,256	(21,013)	-52.2%
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS		\$ 282,211	\$ 286,884	\$ 264,089	\$ 280,269	\$ 16,180	6.1%



PLANNING AND DEVELOPMENT DEPARTMENT

UNICITY TRANSPORTATION FUND

CAPITAL IMPROVEMENTS PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2020-2024
(with current year amended budget)

UNICITY TRANSPORTATION FUND - PLANNING AND DEVELOPMENT DEPARTMENT

FUNDING SUMMARY						
	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000

*Prior Authorized Balance includes 2019 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2019 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2020	2021	2022	2023	2024	TOTAL
UEQSF	Equipment Replacement Program	D	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000
	Total Unicity Transportation Fund		<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 280,000</u>
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000
	LESS: USE OF RESERVES		(15,927)	-	-	-	(15,927)	-	-	(35,927)	(51,854)
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		(114,073)	-	-	-	(114,073)	-	-	(114,073)	(228,146)
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2019 carryover funding only.

	2020	2021	2022	2023	2024	Total 5 Year
New Funding:	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2024 Funding:	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Unicity Transportation Fund
FUND:	Unicity Transportation Fund
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 260,000
Est. Spend @ 12/31/2019 (if underway) ¹ :	\$ 130,000
% Complete (if underway):	50.0%
Balance to be funded ¹ :	\$ 130,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	1591506.9623	\$ 130,000
TOTAL PROJECT COST		\$ 130,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.	
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2020-2024).	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/19	Estimated Expenditures 04/01/19 - 12/31/19	Estimated Authorized Balance ² 12/31/19	2020	2021	2022	2023	2024	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	15,927	5,948	9,979	\$ -	-	15,927	-	-	35,927	\$ 51,854
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	114,073	114,073	-	\$ -	-	114,073	-	-	114,073	\$ 228,146
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 130,000	\$ 120,021	\$ 9,979	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ 280,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2020	2021	2022	2023	2024	TOTAL
INCREMENTAL COSTS (NET SAVINGS)										\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2020-2024
OTHER DEPARTMENTS

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS					
										2020	2021	2022	2023	2024	
CODE ENFORCEMENT DIVISION:															
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2021	20,545		25,000				
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043						
827	2012 Toyota Camry Hybrid	03/19/12	16,148	10,895	70,000	10	2022	2020	16,148	20,000					
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043						
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779						
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2021	12,369		25,000				
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020						
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122						
TOTAL CODE ENFORCEMENT DIVISION										20,000	50,000	-	-	-	
FINANCE DEPARTMENT:															
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369				35,000		
TOTAL FINANCE DEPARTMENT										-	-	-	35,000	-	
UNICITY TRANSPORTATION FUND:															
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-					150,000	
1304	2013 Int'l Mini-Bus	a. 02/16/12	--	107,449	100,000	7	2019	2019	-						
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-		130,000				
Less: Unicity Transportation Grant Funding											(114,073)			(114,073)	
TOTAL UNICITY TRANSPORTATION FUND										-	15,927	-	-	35,927	
TOTAL OTHER DEPARTMENTS															
										GROSS ACQUISITION COST	20,000	180,000	-	35,000	150,000
										LESS: USE OF CAPITAL RESERVES	-	(15,927)	-	-	(35,927)
a. This vehicle scheduled to be replaced in 2019.										LESS: USE OF GRANT FUNDING	-	(114,073)	-	-	(114,073)
										LESS: USE OF CURRENT RESOURCES	(3,852)	(17,086)	-	(22,631)	-
NET EQUIPMENT SINKING FUND TOTAL										\$ 16,148	\$ 32,914	\$ -	\$ 12,369	\$ -	

a. This vehicle scheduled to be replaced in 2019.



PLANNING AND DEVELOPMENT DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2019 AND 2020 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA	Annual	5,000.00	5,000.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance	Annual	4,371.77	4,154.77	(217.00)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	1,736.11	1,736.11	-	VOIP Phone System
8131	Canon Financial - Copier Lease	\$ 386.45	2,011.63	-	(2,011.63)	Canon Copier Leases
8131	HP T2530PS - Plotter (48 month)	Year 2 of 4	1,298.28	1,298.28	-	Wide Format Plotter and Scanner
8131 Subtotal:			14,417.79	12,189.16	(2,228.63)	
			\$ 14,418.00	\$ 12,189.00	\$ (2,229.00)	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2019 AND 2020 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA	Annual	5,000.00	5,000.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance	Annual	8,743.54	8,309.54	(434.00)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data	Monthly	3,800.00	5,500.00	1,700.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	3,819.44	3,819.44	-	VOIP Phone System
8131	Canon Financial - Copier Lease	\$ 346.85	2,011.63	-	(2,011.63)	Canon Copier Leases
8131 Subtotal:			23,374.61	22,628.98	(745.63)	
			\$ 23,375.00	\$ 22,629.00	\$ (746.00)	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2019 AND 2020 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
8131	ONSSI Camera License Contract	Annual	4,000.00	5,000.00	1,000.00	Camera Management and Recording Software
8131	Parkingsoft Off-street Parking Management Software	Annual	26,000.00	26,000.00	-	Parking Division Parking Management Software (Parking Lots, not Street Meters)
8131	T2 Ticketing Hosted Service	Year 1 of 3	26,666.67	26,666.67	-	T2 Parking Enforcement and Administration Cloud Hosted Service
8131	Verizon - Cellular/Data	Monthly	-	3,400.00	3,400.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	1,388.89	1,388.89	-	VOIP Phone System
8131	Canon Financial - Copier Lease	\$ 148.94	1,935.00	-	(1,935.00)	Canon Copier Leases
<i>8131 Subtotal:</i>			<i>59,990.56</i>	<i>62,455.56</i>	<i>2,465.00</i>	
			\$ 59,991.00	\$ 62,456.00	\$ 2,465.00	