



ADMINISTRATIVE DEPARTMENT

2021

BUDGET PRESENTATION TO CITY COUNCIL

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

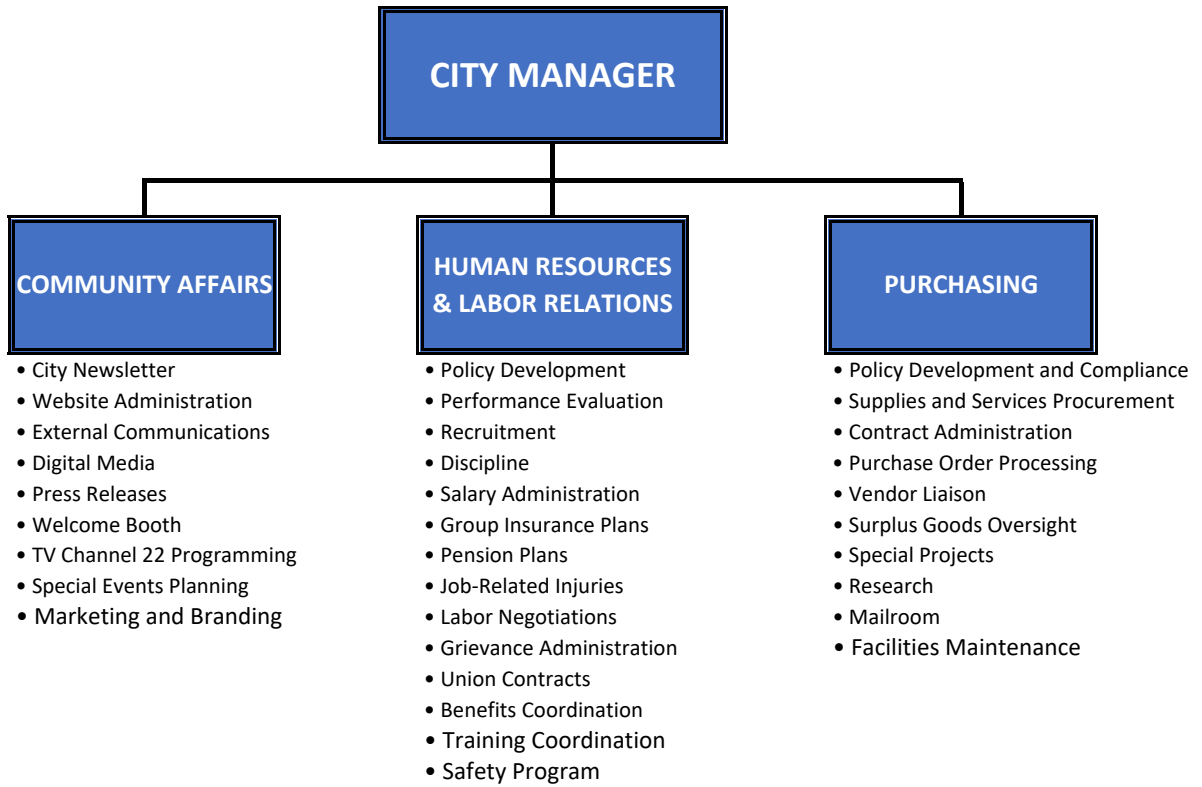
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**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART**



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

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

Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other City employees to address challenges or provide project assistance. This Department continually evaluates staffing and services to efficiently use resources and provide appropriate staffing levels to meet expectations for service delivery. This Department assists in the formulation of City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to all areas of the organization and Newark's City Council.

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

Personnel Administration:

The Personnel Administration division is responsible for the personnel and human resource functions, including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration. The Division also oversees and managements the self-insured Worker's Compensation fund; managing daily claims, case investigations and operates as the in-house Third-Party Administrator (TPA).

The Personnel Administration division oversees, in partnership with the Department within which the vacancy exists, the hiring of new employees as well as inhouse promotions and transfers. During 2018, the division was involved in the recruitment of 28 regular, full-time and part-time positions, of which 17 were full-time and 11 part-time. The promotion, upgrade, reclassification and transfer of 44 city employees occurred, and the hiring of 25 temporary employees or interns was completed as well. Additionally, the division coordinated with the Police Department Administration to complete a new recruitment for police officers and create a new employment list. Of the 17 full-time positions recruited for, 12 employees were hired. Of the 12 new, full-time employees, four (4) were recruited and hired police officers.

Labor Relations are also handled within the Personnel Administration division and includes the administration of labor relations involving four collective bargaining groups covering approximately 240 full and part-time employees. This includes contract negotiations, the administration of collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The division is responsible for providing management employees with assistance and advice in the interpretation of contract provisions and grievance administration. CWA, AFSCME 1670, and AFSCME 3919's existing contracts are set to expire on December 31, 2019 so Personnel staff will be working with our labor counsel during the fall of 2019 to negotiate contract extensions. The existing FOP agreement is valid through December 31st, 2020 but during the last round of negotiations, we agreed to work with the FOP to potentially move them into the State's municipal police and fire pension plan. During 2019, we worked with the FOP to modify the City plan's police death benefits to match the state plan's benefit. Additionally, we modified the FOP agreement to allow the City to move into the state worker's compensation program through the Delea Founder's Insurance Trust (DFIT).

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

Purchasing:

The Purchasing division, in partnership with requesting Departments, handles purchases, contracts, and negotiations for the acquisition of materials, supplies, equipment, and services for the City. This includes the development and/or review of contract and request for proposal (RFP) documents and the resulting evaluation of bids and proposals. The Administration Department, in coordination with the requesting departments, make recommendations to City Council regarding the award of all bids and proposals, in accordance with City Code and the City's purchasing guidelines. The Purchasing Division also provides oversight and support to other Departments for large scale projects and programs. In 2018, 1,079 purchase orders were processed by the purchasing team. For purchases exceeding \$25,000, there were 10 contracts and 2 RFP's totaling \$2,764,898.

Communications:

Led by the Chief Communications Manager, the team consists of two additional members, the Creative Designer/Web Specialist and Welcome Center Receptionist. Together, the division is responsible for the design, review, and approval of nearly all communications produced by the City of Newark for distribution to the public. They use a variety of mediums: print, video, and electronic (including web and social media) to share information proactively and serve as liaisons with the media and members of the public to field and respond to questions or concerns. The team also works in partnership with other City Departments to craft messaging, distribute information, develop marketing materials, and respond to critical communication needs, when appropriate. This includes utilizing strategic communication tactics and working with various state, county and municipal agencies, as well as community partners, to respond to topics of interest, and ensure messaging is clear, concise and consistent, while also being shared with the public in a timely manner.

Since the division was formalized in 2016, a primary focus of the team is open government and greater access. This has been achieved in a variety of ways, including the addition of livestreamed City Council meetings and recorded town hall forums, which are shared online via the City website and social media accounts. Livestreaming and digital recording will be enhanced over the second half of 2019 as we complete the grant funded television studio project.

Another focus of the division is increased and enhanced communication with the public. In-house video production has increased, allowing for more dynamic content both on Newark TV22 and the City's social media accounts, which continue to grow. The City Facebook page is "liked" by more than 8,900 people, an increase of more than 1,500 in the past year and nearly 7,500 since the team was formalized; and the City's Twitter feed is followed by over 9,200 individuals. In addition to the City-run accounts, the Communication division supports both the Newark Police Department and Parks and Recreation Department in administering and developing content for their social media accounts.

Recognizing not all residents have access to online content, the Communication team mails a monthly newsletter as part of residential utility bills. The two-page newsletter is forward thinking – sharing timely information regarding upcoming events and opportunities for the public to engage on topics of importance to them.

The Communications division also maintains the City's website, which was redesigned and upgraded in 2017 – efforts that were recognized on the national level by the City-County Communications & Marketing Association.

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

Communications (continued):

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

In addition, the division assists with marketing for major events including Restaurant Week, Wine and Dine, Food and Brew Fest, Parks on Draft, Community Day, National Night Out, and Taste of Newark, as well as several smaller events throughout the year. Division staff also assist with events organized by other departments, particularly to promote them and to assist with graphical design.

During 2019, following the employee climate survey that was completed the previous year, renewed focus has been placed on improving internal communications. The communications team has begun emailing out the monthly newsletter to all city employees. We have also installed several strategically located televisions and purchased a software program that will allow us to push out notifications and updates to employees here in City Hall along with our remote facilities who may not have regular access to email. We will also be creating an improved message board at the City’s Field Operations Complex for posting of detailed information like training and policy changes. Lastly, we installed several computers that can be used by employees who don’t have an assigned computer to access the employee self serve portal along with email and other computer needs.

Other Activities:

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

Committee Liaison:

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

Interdepartmental Relations:

With the change to weekly council meetings, we now hold weekly staff meetings with the administration staff and Department Directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Weekly reports are prepared and provided to Council summarizing progress on important projects and initiatives by each Department. Members of staff also attend City Council meetings as necessary to address Council on projects or services they are responsible for.

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

Key accomplishments in 2020 include:

- This year was dominated by the City's response to the COVID-19 pandemic. Some of the major components to this response are:
 - Facilitation of transition to work from home for office personnel
 - Negotiation of MOU's with AFSCME 1670, AFSCME 3919, and FOP to address contractual issues raised by the pandemic
 - Development of staff preservation shift scheduling for field staff who are unable to work from home
 - Implementation of mobile workforce applications to allow inspection personnel to minimize office time and instead report directly to the field
 - Implementation of FFCRA requirements
 - Analysis of CARES Act funding restrictions and cost tracking to facilitate reimbursement
 - Modifications to mailroom activities to maintain continuity of operations during work from home
 - Modification to facilities staff scheduling to meet building sanitization requirements necessary to protect police personnel and allow staff to come back into the office.
 - Selection and implementation of a queue management software solution to use in conjunction with the Bailiffs for entry control and mask compliance
 - Implementation of temperature screening kiosks
 - Installation of barriers and plexiglass dividers to allow staff to safely occupy workspaces in areas where social distancing is difficult
 - Coordination of multiple COVID testing events at City Hall
 - Development of several COVID-19 driven policies like exposure protocols, return to work standards, work from home requirements, etc.
 - Produce several fiscal impact projections in coordination with the Finance Department

- In addition to internal, operational changes, the City completed many COVID related actions in the community such as:
 - Development of "Welcome Back Main Street" ribbon cutting and alfresco dining event to celebrate the completion of construction. This event turned into a weekly event by the end of summer to allow restaurants to expand outdoor dining and improve revenues during a time when indoor dining is considered higher risk
 - Continuation of last year's Parks on Draft event series with two events over the summer
 - Development of several emergency ordinances related to the pandemic in coordination with Council, the City Secretary, and the City Solicitor
 - Coordination with the Governor's office on regular calls
 - Coordination with the Department of Public Health on enforcement of the Governor's executive orders related to the COVID-19 state of emergency

- The City Manager participated in the State's Local Service Function Task Force which redesigned the Local Service Function property tax credit program for residents of municipalities. This task force resulted in Newark regaining our credit for fire service.

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

- The City Manager participated in New Castle County's CARES Act committee tasked with supporting Small Businesses. This task force resulted in a series of recommendations to the County Executive on ways to support businesses and stoke Innovation. The Governor used these recommendations as the backbone for a pair of grant programs totaling over \$100 million dollars.
- The Administration Department in coordination with Finance Director Del Grande and several operating departments completed the investment grade energy audit of City facilities with our consultant, Seiberlich Trane. This audit resulted in an energy savings performance contract valued at over \$9 million which will renovate the HVAC systems in both City Hall and the Police Department, replace several failing flat roofs, replace the remaining 800+ acorn style street lights with LED, and install around 1.5MW of rooftop and ground mount solar generation (and several other, smaller items). This project will be completed over the rest of 2020 and throughout 2021.
- The Wellness and Employee Engagement Committee completed the renovation of the City's gym located in the police department. We also used old equipment to establish a gym at the Field Operations Complex for field personnel. This project was funded with a wellness grant from DVHT.
- The City successfully continued to secure funding from the State Revolving Loan fund to continue work on several referendum related projects including Rodney, South Well Field, upgrades to the sanitary sewer system, and water main replacement.
- The Administration Department put forward a plan to Council to restructure existing positions to reduce by one full time position to help control costs in light of financial losses related to the COVID-19 pandemic. This plan was approved by Council and implemented in the second half of the year.
- The City successfully responded to Tropical Storm Isaias during August and worked with New Castle County to prepare cost estimates for reimbursement.
- The Administration Department completed union negotiations with three bargaining groups: CWA, AFSCME 1670, and AFSCME 3919. CWA and 3919 were four year agreements and 1670 was a five year agreement. Negotiations were also begun with FOP Lodge 4 which are anticipated to be complete before the end of 2020.
- The Safety Committee continued operation during 2020 with the exception of a short hiatus during the initial stages of the COVID-19 pandemic.
- The Manager's office, in coordination with all operating departments, continued to update the comprehensive prioritization document developed during 2019 that includes all ongoing major initiatives and efforts for assistance with Council workload discussions.

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

Goals for 2021 include:

- Complete construction phase of ESCO Performance Contract with Seiberlich Trane.
- Monitor ongoing fiscal impact of COVID-19 pandemic and develop mitigations strategies as necessary to protect City reserves and, to the extent possible, maintain existing service levels for city services.
- Continue to support to operating departments for successful implementation of projects that were included in the 2018 capital referendum and subsequent CIP budgets.
- Initiate a comprehensive strategic planning process for the City incorporating input from citizens, community and business partners, City Council, and staff. The goal is to develop a plan that effectively articulates City priorities, vision, and values to the Newark community and will be used to guide the work in all city service areas.
- Expand Employee Self Service (ESS) for broader HR access, comprehensive Open Enrollment, additional digital ESS and personnel related features.
- Improve recruitment and retention efforts city wide with an emphasis on improving results for the Police Department.
- Improve diversity hiring outcomes City-wide but especially in the police department.
- Successfully complete the electric cost of service rate study and implement the modified rate design.
- Successfully complete and implement water and sewer customer charge rate design changes.
- Support the staff-led safety, wellness and employee engagement, and professional development committees to continue improving in these areas.
- Complete review and updates to Newark Emergency Operations Plan and develop a Continuity of Operations Plan (COOP) in coordination with New Castle County and Wilmington.
- Update City's Policy Manual and complete updates to all job descriptions.
- Update the City's Employee Handbook.
- Develop an employee development incentive program to encourage training and skill building.
- Continue to build on our employee onboarding process to incorporate more general and safety training.
- Complete development of AFSCME 1670 Career Ladder program as outlined in the CBA.

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

- Improve communication between facilities maintenance staff and operating departments and associated department heads to ensure maintenance-related issues are properly addressed and operations return to normal quickly.
- Begin comprehensive replacements of failing equipment in City buildings, such as HVAC systems, to reduce the amount of labor needed to complete small repairs and focus efforts elsewhere.
- Continue to find areas where the City is overpaying for specific goods and services as well as keep track of City accounts' budgetary constraints to improve purchasing efficiency.

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ADMINISTRATIVE DEPARTMENT

MANAGEMENT DIVISION

EXECUTIVE SUMMARY

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	690,790	618,404	(72,386)	-10.48%	*Decrease in 2021 is due to removal of 1 FTE (Human Capital Manager)
Part-time Wages	56,000	42,556	(13,444)	-24.01%	*Overall decrease in 2021 is due to removal of line item 6615 (Interns) \$26,000 in 2020. Meanwhile, the part-time Equipment Technician and Mailroom Aide positions increased overall from \$30,000 to \$42,556 in 2021.
Other Wages	25,752	26,526	774	3.01%	*Overall increase of \$774 in 2021 is due to merit based line item 6580 (Service Award) increasing by \$2,885 in 2021. This is offset slightly by decreases in the amounts of \$1,000 to line item 6620 (Overtime), \$511 to item 6590 (Sick Pay) and \$600 to item 6885 (Device Reimbursements). Some of these decreases are related to the removal of the FTE from the
Benefits	433,737	348,059	(85,678)	-19.75%	*Decrease in 2021 is due to removal of 1 FTE (Human Capital Manager)
Personnel Services	\$ 1,206,279	\$ 1,035,545	(170,734)	-14.15%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 146,500	\$ 152,850	6,350	4.33%	*Overall increase of \$6,350 in 2021 is due to the increase of \$10,000 to line item 7170 (Mailroom Supplies). This increase is partially offset by 2021 decreases of \$2,000 to item 7200 (Copying Supplies) and \$1,250 to item 7570 (Merchandise for Resale).
Contractual Services	\$ 223,168	\$ 221,708	(1,460)	-0.65%	*Decrease largely due to City-Wide changes related to our insurance coverage. Insurance lines decreased by a total of \$7,072 and item 8131 (IT Contractual) decreased by \$1,100. These decreases are partially offset by an increase to line item 8570 (Annual Reports & Pub. Rel.) in the amount of \$6,500 for 2021.
Depreciation	\$ 3,883	\$ 6,211	2,328	59.95%	*Finance Calculation
Other Expenditures	\$ 99,500	\$ 59,500	(40,000)	-40.20%	*Decreased of \$40,000 in 2021 is due to reductions of \$25,000 to line item 9030 (Recruitment & Retention Expenses), \$14,500 to item 9070 (Training & Continuing Educ./Conf.) and \$500 to item 9020 (Mileage & Small Bus. Exp.).
Subtotal:	\$ 1,679,330	\$ 1,475,814	\$ (203,516)	-12.12%	
Inter-Dept. Charges	\$ (467,592)	\$ (415,053)	52,539	-11.24%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Services to Utility Funds (Utility Billing)
Total Operating Expenses:	\$ 1,211,738	\$ 1,060,761	\$ (150,977)	-12.46%	
Full-time Positions	9	8	-1		*Decrease of 1 FTE is due to the removal of the "Human Capital Manager" position. The 2020 position "Human Resources & Labor Relations Manager" was replaced by the "Chief Human Resources Officer" in 2021. This along with some reorganization of duties allowed for the removal of the "Human Capital Manager" FTE in 2021.



**ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION**

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Summary:

MANAGEMENT DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 1,110,206	\$ 1,096,989	\$ 851,548	\$ 815,373	\$ 1,206,279	\$ 1,035,545	\$ (170,734)	-14.2%
Materials and Supplies	10,830	7,709	7,307	143,248	146,500	152,850	6,350	4.3%
Contractual Services	133,268	192,534	406,703	276,967	223,168	221,708	(1,460)	-0.7%
Other Charges	163,568	167,896	55,552	87,257	103,383	65,711	(37,672)	-36.4%
Subtotal	\$ 1,417,872	\$ 1,465,128	\$ 1,321,110	\$ 1,322,845	\$ 1,679,330	\$ 1,475,814	\$ (203,516)	-12.1%
Inter-Dept. Charges	(239,091)	(303,204)	(213,081)	(589,843)	(467,592)	(415,053)	52,539	-11.2%
Total Operating Expenses	\$ 1,178,781	\$ 1,161,924	\$ 1,108,029	\$ 733,002	\$ 1,211,738	\$ 1,060,761	\$ (150,977)	-12.5%

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

General Fund - Administrative Department - Management Division

Expenditures:

PERSONNEL SERVICES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111122	6020 Supervisory	\$ 457,363	\$ 530,480	\$ 370,743	\$ 307,206	\$ 464,727	\$ 383,365	\$ (81,362)	-17.5%
0111122	6030 Engineering/Technical	111,830	53,758	44,208	46,494	49,409	52,630	3,221	6.5%
0111122	6080 Clerical	181,820	160,846	164,571	169,999	176,654	182,409	5,755	3.3%
0111122	6580 Service Award	15,820	8,049	5,678	5,960	5,944	8,829	2,885	48.5%
0111122	6590 Sick Pay	6,131	6,753	2,607	2,604	7,008	6,497	(511)	-7.3%
0111122	6600 Part-Time	-	-	-	22,677	30,000	42,556	12,556	41.9%
0111122	6615 Interns	924	-	-	8,421	26,000	-	(26,000)	-100.0%
0111122	6620 Overtime	1,821	2,126	4,766	4,915	5,000	4,000	(1,000)	-20.0%
0111122	6875 Vehicle Allowance	-	-	-	5,000	6,000	6,000	-	0.0%
0111122	6885 Device Reimbursement	-	-	1,800	750	1,800	1,200	(600)	-33.3%
0111122	6920 Unemployment Comp. Ins.	4,109	3,316	2,581	3,518	3,240	2,970	(270)	-8.3%
0111122	6930 Social Security Taxes	55,810	55,158	43,733	41,016	54,779	49,466	(5,313)	-9.7%
0111122	6940 City Pension Plan	90,250	75,793	35,121	40,490	110,537	88,412	(22,125)	-20.0%
0111122	6941 Defined Contribution 401(a) Plan	24,276	31,281	28,565	17,066	34,479	23,569	(10,910)	-31.6%
0111122	6950 Term Life Insurance	2,754	2,628	2,371	2,341	3,107	3,230	123	4.0%
0111122	6960 Group Hospitalization Ins.	124,292	118,784	110,534	107,544	179,445	137,813	(41,632)	-23.2%
0111122	6961 Long-Term Disability Ins.	1,079	1,064	933	955	1,586	1,896	310	19.5%
0111122	6962 Dental Insurance	8,586	7,391	6,646	5,950	9,719	7,169	(2,550)	-26.2%
0111122	6963 Flexible Spending Account	347	283	299	194	189	189	-	0.0%
0111122	6964 Health Savings Account	2,250	1,500	1,500	-	-	-	-	0.0%
0111122	6965 Post-Employment Benefits	13,759	26,994	15,212	15,888	24,729	24,544	(185)	-0.7%
0111122	6966 Retirement Health Savings Account	6,542	9,099	8,872	6,036	9,947	7,215	(2,732)	-27.5%
0111122	6967 Emergency Room Reimbursements	-	1,283	400	-	1,450	1,160	(290)	-20.0%
0111122	6968 Vision Insurance Premiums	443	403	408	349	530	426	(104)	-19.6%
TOTAL PERSONNEL SERVICES		\$ 1,110,206	\$ 1,096,989	\$ 851,548	\$ 815,373	\$ 1,206,279	\$ 1,035,545	\$ (170,734)	-14.2%

**ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2021
CITY MANAGER'S OFFICE**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
City Manager (9 months in 2019)	E & A	Appt	1.0	\$ 159,355	1.0	\$ 157,826	0.0	\$ (1,529)	-1.0%
Chief Human Resources Officer	MGMT	29		\$ -	1.0	\$ 90,649	1.0	\$ 90,649	100.0%
Human Resources & Labor Relations Manager	MGMT	29	1.0	\$ 102,788		\$ -	(1.0)	\$ (102,788)	-100.0%
Human Capital Manager	MGMT	18	1.0	\$ 74,759		\$ -	(1.0)	\$ (74,759)	-100.0%
Chief Communications Officer	MGMT	18	1.0	\$ 68,764	1.0	\$ 73,100	0.0	\$ 4,336	6.3%
Human Resources Administrator	MGMT	15	1.0	\$ 68,073	1.0	\$ 68,335	0.0	\$ 262	0.4%
Assistant to the Managers	MGMT	15	1.0	\$ 59,061	1.0	\$ 61,790	0.0	\$ 2,729	4.6%
Purchasing Assistant	CWA F/T	13	1.0	\$ 67,848	1.0	\$ 70,678	0.0	\$ 2,830	4.2%
Creative Designer & Web Spec.	CWA F/T	9	1.0	\$ 49,409	1.0	\$ 52,630	0.0	\$ 3,221	6.5%
W/C Communications Assistant	CWA F/T	8	1.0	\$ 40,733	1.0	\$ 43,396	0.0	\$ 2,663	6.5%
Total Full-Time Positions			9.0	\$ 690,790	8.0	\$ 618,404	(1.0)	\$ (72,386)	-10.5%
PART-TIME FUNDING									
Equipment Technician/Mailroom Aide	CWA F/T			\$ 30,000		\$ 42,556		\$ 12,556	41.9%
Interns				\$ 26,000		\$ -		\$ (26,000)	-100.0%
Total Part-Time Funding				\$ 56,000		\$ 42,556		\$ (13,444)	-24.0%
OTHER									
Service Award				\$ 5,944		\$ 8,829		\$ 2,885	48.5%
Sick Pay				\$ 7,008		\$ 6,497		\$ (511)	-7.3%
Overtime				\$ 5,000		\$ 4,000		\$ (1,000)	-20.0%
Vehicle Allowance				\$ 6,000		\$ 6,000		\$ -	0.0%
Device Reimbursements				\$ 1,800		\$ 1,200		\$ (600)	-33.3%
Total Other				\$ 25,752		\$ 26,526		\$ 774	3.0%
Total All			9.0	\$ 772,542	8.0	\$ 687,486	(1.0)	\$ (85,056)	-11.0%

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

General Fund - Administrative Department - Management Division

Expenditures:

MATERIALS AND SUPPLIES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
		2016	2017	2018	2019	2020 BUDGET	2021				
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET				
0111123	7130	Tools,Field Sup.,Small Equip.	\$ 7,052	\$ -	\$ 816	\$ 698	\$ 1,000	\$ 800	\$	(200)	-20.0%
0111123	7131	Information Technology Supplies	-	3,695	3,728	50	-	-		-	0.0%
0111123	7150	Office Supplies	3,573	3,413	2,563	3,973	4,000	4,000		-	0.0%
0111123	7160	Books, Periodicals, Etc.	190	184	181	269	500	300		(200)	-40.0%
0111123	7170	Mailroom Supplies	15	-	-	129,507	131,000	141,000		10,000	7.6%
0111123	7200	Copying Supplies	-	-	-	4,476	7,000	5,000		(2,000)	-28.6%
0111123	7550	Miscellaneous Supplies	-	417	-	672	500	500		-	0.0%
0111123	7570	Merchandise for Resale	-	-	19	3,603	2,500	1,250		(1,250)	-50.0%
TOTAL MATERIALS & SUPPLIES			\$ 10,830	\$ 7,709	\$ 7,307	\$ 143,248	\$ 146,500	\$ 152,850	\$	6,350	4.3%

CONTRACTUAL SERVICES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
		2016	2017	2018	2019	2020 BUDGET	2021				
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET				
0111124	8030	Casualty Insurance	\$ 38,939	\$ 39,408	\$ 34,144	\$ 32,100	\$ 35,700	\$ 10,187	\$	(25,513)	-71.5%
0111124	8032	Insurance - Auto	-	1,071	2,061	1,991	5,276	-		(5,276)	-100.0%
0111124	8033	Insurance - Broker	-	2,759	3,659	3,767	3,712	2,069		(1,643)	-44.3%
0111124	8035	Insurance - Worker's Compensation	-	-	-	1,189	1,700	27,060		25,360	1491.8%
0111124	8050	Phone/Communications	4,606	3,119	876	1,031	-	-		-	0.0%
0111124	8131	Information Technology Cont'l	36,005	49,720	37,224	62,369	56,508	55,408		(1,100)	-1.9%
0111124	8162	Legal/Consulting Services	46,178	33,904	18,636	64,225	35,000	45,000		10,000	28.6%
0111124	8300	Mach. & Equip. Maintenance	-	-	319	11,746	20,000	10,000		(10,000)	-50.0%
0111124	8312	Fleet & Facilities Services	-	29,005	243,726	43,649	48,772	49,484		712	1.5%
0111124	8550	Misc. Contracted Svc.	4,746	1,860	40,025	46,728	2,000	2,000		-	0.0%
0111124	8560	Employee Testing Svc.	2,794	5,368	4,623	2,033	3,500	3,000		(500)	-14.3%
0111124	8570	Annual Reports & Pub. Rel.	-	26,320	21,410	6,139	11,000	17,500		6,500	59.1%
TOTAL CONTRACTUAL SERVICES			\$ 133,268	\$ 192,534	\$ 406,703	\$ 276,967	\$ 223,168	\$ 221,708	\$	(1,460)	-0.7%

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

General Fund - Administrative Department - Management Division

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111125	9020 Mileage & Small Bus. Exp.	\$ 4,110	\$ 1,076	\$ 1,421	\$ -	\$ 1,000	\$ 500	\$ (500)	-50.0%
0111125	9030 Recruitment & Retention Expenses	73,659	68,144	26,175	35,845	65,000	40,000	(25,000)	-38.5%
0111125	9040 Dues & Professional Organizations	12,133	-	95	379	-	-	-	0.0%
0111125	9060 Depreciation Expense	55,029	66,203	3,860	16,099	3,883	6,211	2,328	60.0%
0111125	9070 Training & Continuing Educ/Conf	2,519	19,513	13,503	17,410	22,500	8,000	(14,500)	-64.4%
0111125	9090 Other Special Programs	16,118	12,960	10,498	17,524	11,000	11,000	-	0.0%
TOTAL OTHER CHARGES		\$ 163,568	\$ 167,896	\$ 55,552	\$ 87,257	\$ 103,383	\$ 65,711	\$ (37,672)	-36.4%

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Billings and Accounting	\$ 19,190	\$ 21,064	\$ 24,641	\$ (122,041)	\$ 24,156	\$ 24,990	\$ 834	3.5%
	Buildings and Grounds	12,269	-	-	-	-	-	-	0.0%
	Electricity Used	8,088	11,506	11,774	-	10,168	11,812	1,644	16.2%
	Information Technology	(10,356)	54,153	56,243	49,293	59,753	57,415	(2,338)	-3.9%
	Mailroom and Postage	-	-	(126)	(21,746)	(22,127)	(25,227)	(3,100)	14.0%
	Printing and Reproduction	9,712	494	459	(4,049)	(6,332)	(4,523)	1,809	-28.6%
	Records	-	-	1,352	1,383	1,466	1,506	40	2.7%
	Services to Utility Funds	(283,206)	(390,421)	(307,424)	(492,683)	(534,676)	(481,026)	53,650	-10.0%
	Vehicles and Equipment	5,212	-	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES		\$ (239,091)	\$ (303,204)	\$ (213,081)	\$ (589,843)	\$ (467,592)	\$ (415,053)	\$ 52,539	-11.2%

OPERATING EXPENSES - MANAGEMENT DIVISION		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ (232,534)	\$ 1,161,924	\$ 1,108,029	\$ 733,002	\$ 1,211,738	\$ 1,060,761	\$ (150,977)	-12.5%



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

EXECUTIVE SUMMARY

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	66,357	70,679	4,322	6.51%	*Step increases and advancements
Part-time Wages	200,144	212,721	12,577	6.28%	*Overall increase in 2021 is due to an increase in funding of \$4,094 to our Lead Facilities Maintenance Laborer position as well as an increase of \$11,841 to our part-time Facilities Maintenance Laborer positions. Slight decrease to our part-time Facilities Carpenter position of \$3,358 in 2021.
Other Wages	6,340	5,440	(900)	-14.20%	*Decrease of \$900 in 2021 is due to reductions of \$600 to item 6620 (Overtime) and \$300 to item 6885 (Device Reimbursements).
Benefits	50,180	51,927	1,747	3.48%	*Smaller increases in 2021 to the Defined Contribution 401(a), Term-Life Insurance, Group Hospitalization increases and LTD budgeted line items.
Personnel Services	\$ 323,021	\$ 340,767	17,746	5.49%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 104,500	\$ 94,900	(9,600)	-9.19%	*Decrease in 2021 of \$9,600 is largely due to decreases of \$6,000 to line item 7250 (Buildings and Grounds Maint.) and \$4,000 to item 7130 (Tools, Field Sup. & Small Eq.).
Contractual Services	\$ 183,040	\$ 199,040	16,000	8.74%	*Increase is largely due City-Wide changes to our insurance coverage. Insurance lines increased by a total of \$15,990 in 2021.
Depreciation	\$ 9,562	\$ 11,312	1,750	18.30%	*Finance Calculation
Other Expenditures	\$ 164,725	\$ 375,871	211,146	128.18%	*Large increase of \$211,146 in 2021. This is due to line item 9083 (Stormwater Fees) increasing by \$21,000. Additionally, a new line item 90XX (Debt Service - Interest [ESCO]) was added in 2021 and populated at \$190,671.
Subtotal:	\$ 784,848	\$ 1,021,890	\$ 237,042	30.20%	
Inter-Dept. Charges	\$ 41,789	\$ 41,546	(243)	-0.58%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, and Other Indirect Charges
Total Operating Expenses:	\$ 826,637	\$ 1,063,436	\$ 236,799	28.65%	
Full-time Positions	1	1	0		*No change in FTE from FY2020 to FY2021

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments

Ongoing projects

N2001	City Hall - Electric Vehicle Charging Station Wiring	Projected to be completed by EOY 2020
N2002	City Hall - Carpet Upgrades	Project listed in 2021-2025 CIP - (Est. Completion Date: 2024)
N2003	City Building Roof Repair/Replacement	Project listed in 2021-2025 CIP - (Est. Completion Date: 2025)
N1901	City Hall - HVAC System Upgrades	Project listed in 2021-2025 CIP - (Est. Completion Date: 2021)
N1801	Rear Concrete Deck and Stairs	Projected to be completed by EOY 2020
N1803	Exterior Paint and Powerwash	Project listed in 2021-2025 CIP - (Est. Completion Date: 2022)
N1806	FOC - Master Plan	Project listed in 2021-2025 CIP - (Est. Completion Date: 2024)
N1809	TRN - New Windows	Project listed in 2021-2025 CIP - (Est. Completion Date: 2023)
N1603	GWC - HVAC System Upgrades	Projected to be completed by EOY 2020
NEQSF	Equipment Replacement Program	Perpetual Project



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

FACILITIES MAINTENANCE DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
OPERATING EXPENSES								
Personnel Services	\$ -	\$ 212,237	\$ 281,513	\$ 281,487	\$ 323,021	\$ 340,767	\$ 17,746	5.5%
Materials and Supplies	-	69,826	95,096	72,732	104,500	94,900	(9,600)	-9.2%
Contractual Services	-	138,086	4,159,988	142,678	183,040	199,040	16,000	8.7%
Other Charges	-	624	112,931	167,510	174,287	387,183	212,896	122.2%
Subtotal	\$ -	\$ 420,773	\$ 4,649,528	\$ 664,407	\$ 784,848	\$ 1,021,890	\$ 237,042	30.2%
Inter-Dept. Charges	-	44,617	40,996	25,770	41,789	41,546	(243)	-0.6%
Total Operating Expenses	\$ -	\$ 465,390	\$ 4,690,524	\$ 690,177	\$ 826,637	\$ 1,063,436	\$ 236,799	28.6%

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

PERSONNEL SERVICES			2016	2017	2018	2019	2020 BUDGET	2021	\$ DIFFERENCE	% DIFFERENCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET	FROM 2020-21	FROM 2020-21
6006012	6230	Maintenance Workers	\$ -	\$ 171,430	\$ 232,711	\$ 233,435	\$ 266,501	\$ 283,400	\$ 16,899	6.3%
6006012	6620	Overtime	-	2,914	2,953	1,873	3,100	2,500	(600)	-19.4%
6006012	6880	Uniform Allowance	-	165	240	240	240	240	-	0.0%
6006012	6885	Device Reimbursement	-	-	3,100	2,675	3,000	2,700	(300)	-10.0%
6006012	6920	Unemployment Comp. Ins.	-	2,595	2,852	3,004	3,217	3,257	40	1.2%
6006012	6930	Social Security Taxes	-	14,013	17,373	16,345	21,665	21,706	41	0.2%
6006012	6941	Defined Contribution 401(a) Plan	-	3,665	3,990	4,219	4,479	4,771	292	6.5%
6006012	6950	Term Life Insurance	-	267	287	358	321	818	497	154.8%
6006012	6960	Group Hospitalization Ins.	-	14,774	15,567	16,443	17,748	18,449	701	3.9%
6006012	6961	Long-Term Disability Ins.	-	101	108	141	154	327	173	112.3%
6006012	6962	Dental Insurance	-	944	892	892	963	945	(18)	-1.9%
6006012	6966	Retirement Health Savings Acct	-	1,307	1,378	1,400	1,421	1,443	22	1.5%
6006012	6967	Emergency Room Reimbursements	-	-	-	400	145	145	-	0.0%
6006012	6968	Vision Insurance Premiums	-	62	62	62	67	66	(1)	-1.5%
TOTAL PERSONNEL SERVICES			\$ -	\$ 212,237	\$ 281,513	\$ 281,487	\$ 323,021	\$ 340,767	\$ 17,746	5.5%

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

**ADMINISTRATION DEPARTMENT
WAGE AND SALARY BUDGET - 2021
FACILITIES MAINTENANCE DIVISION**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Facilities Maintenance Supervisor	CWA F/T	15	1.0	\$ 66,357	1.0	\$ 70,679	0.0	\$ 4,322	6.5%
Total Full-Time Positions			1.0	\$ 66,357	1.0	\$ 70,679	0.0	\$ 4,322	6.5%
PART-TIME FUNDING									
Lead Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ 17,410		\$ 21,504		\$ 4,094	23.5%
Facilities Maintenance Laborer	AFSCME LOCAL 1670 P/T			\$ 100,686		\$ 112,527		\$ 11,841	11.8%
Facilities Carpenter P/T	AFSCME LOCAL 1670 P/T			\$ 82,048		\$ 78,690		\$ (3,358)	-4.1%
Total Part-Time Funding				\$ 200,144		\$ 212,721		\$ 12,577	6.3%
OTHER									
Overtime				\$ 3,100		\$ 2,500		\$ (600)	-19.4%
Uniform Allowance				\$ 240		\$ 240		\$ -	0.0%
Device Reimbursements				\$ 3,000		\$ 2,700		\$ (300)	-10.0%
Total Other				\$ 6,340		\$ 5,440		\$ (900)	-14.2%
Total All			1.0	\$ 272,841	1.0	\$ 288,840	0.0	\$ 15,999	5.9%

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

MATERIALS AND SUPPLIES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
6006013	7020 Heating Fuel	\$ -	\$ 7,773	\$ 9,313	\$ 6,777	\$ 10,000	\$ 9,000	\$ (1,000)	-10.0%
6006013	7110 Safety Shoes & Supplies	-	2,746	3,872	2,656	3,500	3,500	-	0.0%
6006013	7130 Tools, Field Sup., & Small Eq.	-	1,762	8,851	4,126	8,000	4,000	(4,000)	-50.0%
6006013	7150 Office Supplies	-	2,804	433	362	500	400	(100)	-20.0%
6006013	7230 Janitorial Supplies	-	19,242	20,943	21,968	21,500	23,000	1,500	7.0%
6006013	7250 Buildings and Grounds Maint.	-	35,499	51,684	36,843	61,000	55,000	(6,000)	-9.8%
TOTAL MATERIALS & SUPPLIES		\$ -	\$ 69,826	\$ 95,096	\$ 72,732	\$ 104,500	\$ 94,900	\$ (9,600)	-9.2%

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

CONTRACTUAL SERVICES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
6006014	8030 Casualty Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,572	\$ 6,572	100.0%
6006014	8032 Insurance - Auto	-	-	-	-	2,110	2,866	756	35.8%
6006014	8033 Insurance - Broker	-	-	-	-	-	1,461	1,461	100.0%
6006014	8035 Insurance - Worker's Compensation	-	-	-	8,376	11,900	19,101	7,201	60.5%
6006014	8050 Phone/Communications	-	3,820	1,743	2,087	1,800	1,800	-	0.0%
6006014	8131 Information Technology Cont'l	-	-	2,178	3,124	11,725	11,655	(70)	-0.6%
6006014	8230 Janitorial Service	-	11,329	-	-	-	-	-	0.0%
6006014	8250 Buildings and Grounds Maint.	-	117,170	136,612	125,740	150,000	150,000	-	0.0%
6006014	8312 Fleet & Facilities Services	-	4,816	5,215	3,351	5,505	5,585	80	1.5%
6006014	8313 Self-Insurance Services	-	-	4,014,240	-	-	-	-	0.0%
6006014	8550 Misc. Contracted Services	-	951	-	-	-	-	-	0.0%
TOTAL CONTRACTUAL SERVICES		\$ -	\$ 138,086	\$ 4,159,988	\$ 142,678	\$ 183,040	\$ 199,040	\$ 16,000	8.7%

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

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
6006015	9060 Depreciation Expense	\$ -	\$ -	\$ 9,562	\$ 9,562	\$ 9,562	\$ 11,312	\$ 1,750	18.3%
6006015	9070 Training & Continuing Educ/Conf	-	624	383	495	725	200	(525)	-72.4%
6006015	9083 Stormwater Fees	-	-	102,986	157,453	164,000	185,000	21,000	12.8%
6006015	91XX Debt Service - Intererst (ESCO)	-	-	-	-	-	190,671	190,671	100.0%
TOTAL OTHER CHARGES		\$ -	\$ 624	\$ 112,931	\$ 167,510	\$ 174,287	\$ 387,183	\$ 212,896	122.2%

*Please note that the object code 91XX related to "Debt Service - Interest (ESCO)" will be populated once designated

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Billings and Accounting	\$ -	\$ 9,825	\$ 11,860	\$ 2,155	\$ 11,303	\$ 11,694	\$ 391	3.5%
	Electricity	-	2,300	2,354	-	2,033	2,361	328	16.1%
	Information Technology	-	32,492	26,782	23,475	28,453	27,341	(1,112)	-3.9%
	Other Indirect Charges	-	-	-	140	-	150	150	100.0%
TOTAL INTER-DEPT. CHARGES		\$ -	\$ 44,617	\$ 40,996	\$ 25,770	\$ 41,789	\$ 41,546	\$ (243)	-0.6%

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ -	\$ 465,390	\$ 4,690,524	\$ 690,177	\$ 826,637	\$ 1,063,436	\$ 236,799	28.6%



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2021-2025 CAPITAL IMPROVEMENT PROGRAM

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

MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 975,000	\$ 165,000	\$ 231,360	\$ 730,000	\$ 55,000	\$ 2,156,360
*Prior Authorized Balance:	\$ -	\$ -	\$ 63,640	\$ -	\$ -	\$ 63,640
2021-2025 Funding:	\$ 975,000	\$ 165,000	\$ 295,000	\$ 730,000	\$ 55,000	\$ 2,220,000

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021-----		2021	2022	2023	2024	2025	TOTAL
				RESERVES AND OTHER FUNDING	CURRENT FUNDING						
N2001	City Hall - Electric Vehicle Charging Station Wiring	B	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N2002	City Hall - Carpet Upgrades	B	3,000	-	-	-	-	35,000	30,000	-	65,000
N2003	City Building Roof Repair/Replacement	B	-	-	10,000	10,000	-	-	-	55,000	65,000
N1901	City Hall - HVAC System Upgrades	D	950,000	950,000	15,000	965,000	-	-	-	-	965,000
N1801	Rear Concrete Deck and Stairs	C	120,000	-	-	-	-	-	-	-	-
N1803	Exterior Paint and Powerwash	C	-	-	-	-	50,000	-	-	-	50,000
N1806	FOC - Master Plan	D	-	-	-	-	-	210,000	700,000	-	910,000
N1809	TRN - New Windows	C	-	-	-	-	80,000	50,000	-	-	130,000
N1603	GWC - HVAC System Upgrades	D	105,000	-	-	-	-	-	-	-	-
NEQSF	Equipment Replacement Program	D	-	-	-	-	35,000	-	-	-	35,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 1,228,000	\$ 950,000	\$ 25,000	\$ 975,000	\$ 165,000	\$ 295,000	\$ 730,000	\$ 55,000	\$ 2,220,000

PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS	\$ 1,228,000	\$ 950,000	\$ 25,000	\$ 975,000	\$ 165,000	\$ 295,000	\$ 730,000	\$ 55,000	\$ 2,220,000		
LESS: USE OF RESERVES	-	-	-	-	(20,804)	-	-	-	(20,804)		
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	(14,196)	-	-	-	(14,196)		
GRANTS	(15,000)	-	-	-	(30,000)	-	-	-	(30,000)		
BOND ISSUES	(120,000)	-	-	-	-	(56,000)	-	-	(56,000)		
OTHER FINANCING SOURCES	(1,090,000)	(950,000)	-	(950,000)	-	-	-	-	(950,000)		
NET CAPITAL IMPROVEMENTS	\$ 3,000	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ 239,000	\$ 730,000	\$ 55,000	\$ 1,149,000		

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



PROJECT NO: N2002
PROJECT TITLE: City Hall - Carpet Upgrades
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ -	\$ 35,000	\$ 30,000	\$ -	\$ 65,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ -	\$ 35,000	\$ 30,000	\$ -	\$ 65,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2024
Est. Useful Life (in years):	25
Est. Total Cost:	\$ 68,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ 3,000
% Complete (if underway):	4.4%
Balance to be funded ¹ :	\$ 65,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	\$ 15,000
Materials:	6006016.9621	\$ 50,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 65,000

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:
Much of the carpeting at City Municipal Center and the Parking Office downtown is in need of replacement. Since carpeting in areas frequently visited by the public are a priority over lesser seen spaces in Municipal offices, the following phases outline the best way to proceed:
Phase 1 (2020): Parking Office - Estimate \$3,000 (completed through inclusion in Parking Office move)
Phase 2 (2023): 1st-floor of City Hall - Estimate \$15,000* & 2nd-floor of City Hall - Estimate \$20,000
Phase 3 (2024): Newark Police Department - Estimate \$30,000
*Excludes Inspectors' area (fairly new carpeting) and City Council Chambers (previously included in capital project N1702) that was removed from the budget per council in 2019.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	3,000	-	3,000	\$ -	-	-	35,000	30,000	-	\$ 65,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 30,000	\$ -	\$ 65,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N2003
PROJECT TITLE: City Building Roof Repair/Replacement
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 10,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 65,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 10,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 65,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Municipal Center, GWC, and FOC
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:	2020
Est. Completion Date:	2025
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 65,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 65,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 65,000
TOTAL PROJECT COST		\$ 65,000

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:
On August 14, 2019, American Partner Technologies, LLC (AMPT) submitted a comprehensive roof survey report. In this report were the following recommendations to alleviate the roofing issues the City's flat roofed buildings experience:
Following the Seiberlich Trane ESCO Project, only areas B & H (Atrium and Alderman's Court hallway, as indicated on the AMPT roofing survey noted above) will need major renovations. Recommendations and associated work are outlined below:
Municipal Center Roof Area B & H (Atrium and rear building connection): Recommendation is to replace (\$47,145) - 2025
In the meantime, repairs (\$10,000) will be able to address leaks in the atrium, blatant roof failures and buy the City time to recover from COVID-19 shortfalls for full replacement.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	10,000	-	-	-	55,000	\$ 65,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	-
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	-
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	-
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 65,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N1901
PROJECT TITLE: City Hall - HVAC System Upgrades
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 965,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 965,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2019
Est. Completion Date:	2021
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 1,000,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ 35,000
% Complete (if underway):	3.5%
Balance to be funded ¹ :	\$ 965,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 965,000
TOTAL PROJECT COST		\$ 965,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
This project covers the replacement of the existing HVAC system at the City Municipal Building and Newark Police Department Buildings. These units are very inefficient and currently require a substantial amount of routine maintenance.	
It is anticipated that this upgrade will result in ongoing operational savings, which will be determined during a future CIP budget cycle.	
Funding Schedule:	
2019: \$50,000	-The funds allocated in 2019 are for the planning and designing of the HVAC system replacement. (actual work associated with the initial grade audit will be completed in 2020 (untouched in 2019) with \$17,500 from current resources and \$17,5000 from DNREC grants.)
2020: \$950,000	-The funds allocated in 2020 are for implementation of the 2019 plan and the construction costs related. (actual work associated with this project will be completed between 8/2020 and the end of 2021, pending Council approval at 7/13/2020 City Council meeting.)
It is our goal to perform this work via an energy performance contract through an energy service company (ESCO). As such, this project will be cost neutral over the length of the loan program (20 years).	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	50,000	-	17,500	\$ 32,500	15,000	-	-	-	-	\$ 15,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS DNREC EEIF Energy Assessment Grant	-	-	17,500	\$ (17,500)	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER ESCO	950,000	-	-	\$ 950,000	950,000	-	-	-	-	\$ 950,000
TOTAL:	\$ 1,000,000	\$ -	\$ 35,000	\$ 965,000	\$ 965,000	\$ -	\$ -	\$ -	\$ -	\$ 965,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2021	2022	2023	2024	2025	TOTAL
					-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2022
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 50,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 50,000

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
<p>City Hall and NPD buildings are in need of a thorough cleaning and painting of the metal cornice surround at the top of each building. These projects constitute a need to maintain our existing building, and are not considered upgrades or cosmetic improvements. In years past, these types of projects were disregarded due to cost and budget, however time has caught up with us and the brick is in need of a cleaning and rusted metal is in need of protective paint.</p> <p>Pushed back from 2021 to 2022 to allow for revenues to restabilize. Cost estimate increased to account for pricing increases over time and based on previously authorized similar work at George Wilson Center.</p>	

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ -	\$ 146,360	\$ 700,000	\$ -	\$ 846,360
*Prior Authorized Balance:	\$ -	\$ -	\$ 63,640	\$ -	\$ -	\$ 63,640
2021-2025 Funding:	\$ -	\$ -	\$ 210,000	\$ 700,000	\$ -	\$ 910,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 910,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 910,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 910,000
TOTAL PROJECT COST		\$ 910,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
This project was previously identified as M1101 (PWWR - Maintenance) and has now been moved and renumbered to Facilities Division.
The Old Warehouse at the Facilities Operations Complex (Yard) is becoming a safety risk due to its condition. This building houses items such as: Vehicles, Electric Utility, Public Works Pumps and Filtering Media, Pipes and Hydrants, Police Impound. New Building Design is currently being evaluated.
Phase 1: Needs Assessment and Master Planning (Completed 2016)
Phase 2: Salt Shed Construction (Completed 2017)
Phase 3: Demolition of Building #3 (Completed 2018)
Phase 4: New Parking Area - Estimate \$80,000 (2023)
Phase 5: Fencing Repairs/private slats and associated trimming work (2023) - \$60,000
Phase 6A: Design Services for Construction of Building #2 Expansion (2023) - Estimate \$70,000
Phase 6B: Construction of Building #2 Expansion (2024) - \$700,000
Please note, \$23,000 was transferred from CIP Project M1401.
CIP Budget history (as of 6-12-2020):
-In 2018, this CIP had \$348,000 in funding (\$295,000 from bond funding (\$70k in 2018 and \$225k in 2019) and \$53,000 in current resources
-Through 11/2019, \$45,360 spent/encumbered, leaving a balance of \$295,000 in bond funding and \$7,640 in current resources
-In 3/2020, \$226,000 transferred from N1806 to N1603 (GWC HVAC) with another \$13,000 tentatively slated to be transferred to the same CIP for a change order in July 2020, leaving \$7,640 in current resources and \$56,000 in bond funding

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	7,640	-	-	\$ 7,640	-	-	154,000	700,000	-	\$ 854,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	56,000	-	-	\$ 56,000	-	-	56,000	-	-	\$ 56,000
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 63,640	\$ -	\$ -	\$ 63,640	\$ -	\$ -	\$ 210,000	\$ 700,000	\$ -	\$ 910,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ 130,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ 130,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 130,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
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:	6006016.9621	\$ 80,000
Other Contracts:	6006016.9621	\$ 50,000
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:
Train Station windows are in desperate need of replacement. They are falling apart due to age. This is a safety issue as they have the potential to actually fall out of the wall. Beyond this, they are energy inefficient year round and do not open properly when used.
Looking to secure grant-funding for this project for 2021. (Following John Steponick (UD IPA Fellow) research, grant funding beyond \$30k is unlikely for this project.)
Pushing back to 2022 to allow revenue streams to restabilize:
-Design and procurement: 2022
-Installation and lead paint remediation: 2023

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	50,000	50,000	-	-	\$ 100,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS TBD	-	-	-	\$ -	-	30,000	-	-	-	\$ 30,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ 130,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET			OPERATING IMPACT:		2021	2022	2023	2024	2025	TOTAL
			INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

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

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

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

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

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9623	\$ 35,000
TOTAL PROJECT COST		\$ 35,000

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

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	20,804	-	-	-	\$ 20,804
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	14,196	-	-	-	\$ 14,196
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2021-2025
MAINTENANCE FUND (FLEET MAINTENANCE AND FACILITIES MAINTENANCE DIVISIONS)**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS									
										2021	2022	2023	2024	2025					
FLEET MAINTENANCE DIVISION:																			
650	2019 Ford F350 Dual Wheel 4X2	08/29/19	39,969	--	89,000	10	2029	2029	39,969										
652	2016 Ford F350 Super Duty Pickup Truck	11/05/15	35,388	15,003	75,000	10	2026	2026	35,388										
TOTAL FLEET MAINTENANCE DIVISION										-	-	-	-	-					
FACILITIES MAINTENANCE DIVISION:																			
841	2004 Ford E250 Van	07/08/04	14,196	64,955	64,000	12	2016	2022	14,196	35,000									
842	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	9,135	70,000	12	2028	2028	23,535										
TOTAL FACILITIES MAINTENANCE DIVISION										-	35,000	-	-	-					
TOTAL MAINTENANCE FUND																			
										GROSS ACQUISITION COST					\$ -	\$ 35,000	\$ -	\$ -	\$ -
										LESS: USE OF CAPITAL RESERVES					-	(20,804)	-	-	-
										LESS: USE OF CURRENT RESOURCES					-	-	-	-	-
										NET EQUIPMENT SINKING FUND TOTAL					\$ -	\$ 14,196	\$ -	\$ -	\$ -



ADMINISTRATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
APPENDIX A - OBJECT CODE 8131 - (2020 AND 2021 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance - Allocated (2)	Annual	2,000.00	1,000.00	(1,000.00)	Web and Graphic Design Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	11,000.00	11,900.00	900.00	City Website
8131	CTS Language Link - Interpreter Services	Annual	1,500.00	1,500.00	-	Interpreter Services
8131	Everbridge - Maintenance - Inform Me	Annual	13,400.00	13,800.00	400.00	Everbridge "InformMe" Community Communication System
8131	Leightronix	Annual	1,000.00	1,000.00	-	TotalInfo for Leightronix (Channel 22) - Allows for displaying full screen dynamic video b/t or in place of scheduled broadcast.
8131	Messages on Hold - The Informer	Monthly	3,120.00	3,120.00	-	Phone System Professional Voice Recording
8131	Passagepoint	Annual	400.00	-	(400.00)	Municipal Building Visitor Management Software
8131	Provisio - Allocated	Annual	300.00	-	(300.00)	Customer Service Kiosks
8131	Queue Management Software	Annual	-	-	-	
8131	SiteImprove	Annual	5,500.00	5,500.00	-	Tool to Scrub Website Data
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	8,309.54	8,309.54	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	1,655.00	1,440.00	(215.00)	Computer Mobile Internet Connectivity
8131	Verizon - Cellular/Data - Allocated	Monthly	485.00	-	(485.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,861.11	4,861.11	-	VOIP Phone System
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	2,777.78	2,777.78	-	VOIP Phone System
<i>8131 Subtotal:</i>			<i>56,508.43</i>	<i>55,408.43</i>	<i>(1,100.00)</i>	
			\$ 56,508.00	\$ 55,408.00	\$ (1,100.00)	

CITY OF NEWARK, DELAWARE
 ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2020 AND 2021 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	Advanced Power Control (Ongoing Support and Maintenance)	Annual	2,500.00	2,600.00	100.00	Alerton HVAC Software Maintenance
8131	Advantech Prowatch Software Maintenance	Annual	3,500.00	3,500.00	-	Municipal and Utility Gate Access Management Software (Prowatch)
8131	Advantech Hardware Maintenance	As Needed	2,000.00	2,000.00	-	Responsive Hardware Support for Card Readers
8131	Gasboy Annual Maintenance	Annual	600.00	650.00	50.00	Gas Pump Software Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	2,077.38	2,077.38	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	700.00	480.00	(220.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	347.22	347.22	-	VOIP Phone System
	<i>8131 Subtotal:</i>		<i>11,724.60</i>	<i>11,654.60</i>	<i>(70.00)</i>	
			\$ 11,725.00	\$ 11,655.00	\$ (70.00)	