

### **ADMINISTRATIVE DEPARTMENT**

### **2022 BUDGET PRESENTATION**

AS PRESENTED ON: AUGUST 30th, 2021

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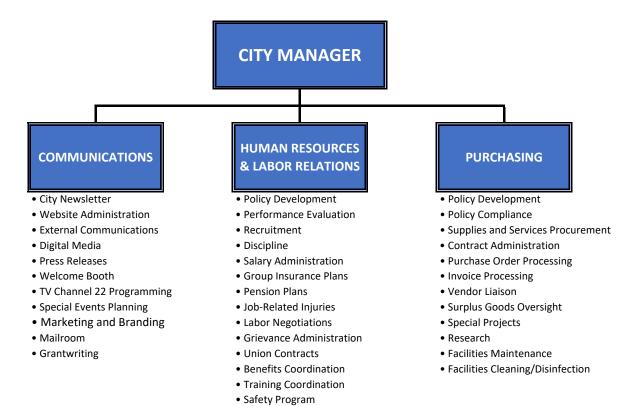
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### CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT ORGANIZATIONAL CHART



## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2022 DEPARTMENTAL NARRATIVE

Under the City manager's direction, the Administration Department oversees all operating departments, employees, and procedures, while also coordinating a positive relationship with City Council and the greater Newark community, which consists of the following groups:

- City residents
- University of Delaware (UD)
- Local businesses
- The Newark Partnership (TNP) and other religious and non-profit agencies
- Other constituent and neighborhood groups

The Administration Department evaluates City staff and services to efficiently and effectively use resources as well as provides appropriate staffing levels throughout all departments to meet resident service delivery expectations and budget constraints. Administration also assists in the creation and implementation of City policies and is responsible for executing ordinances, charter provisions, and City Council actions. Additionally, the Administration Department resolves problems and concerns received from the public and provides research assistance to the entire organization and Newark's City Council. The Administration Department is comprised of three Divisions:

- Communications
- Human Resources
- Purchasing

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

### **Human Resources:**

The primary focus of the Human Resources Division is to lead and support the City in maintaining a competent, capable workforce and in creating a work environment that reflects respect for employees and promotes effective service delivery to citizens. The workforce includes approximately 250 full-time employees, 50 part-time employees, 200 retirees as well as several temporary and seasonal employees. Currently, the division consists of three full-time staff and one-part-time staff including the Chief Human Resources Officer, Chief Purchasing Personnel Officer, HR Administrator and the PT HR Coordinator

The Human Resources Division is responsible for the personnel and human resource functions, including personnel policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration such as health, life, disability, pension and wellness benefits. The Division also oversees risk management and worker's compensation benefits through our third-party administrator DeLea Founders Insurance Trust (DFIT). HR staff also directs the oversight and adherence of federal and state labor laws (including FMLA, discrimination, EEOC, FSLA and ADA).

Primarily the Division oversees the hiring of new employees as well as inhouse promotions and transfers. The Division posts all internally and externally advertised vacancies as well as scheduling interviews and participating as a panelist on all interviews. The Division also assists other City Departments with succession planning through the creation or update of job classifications and departmental functions.

Labor Relations are also handled within the Human Resources Division and includes the administration of labor relations involving four collective bargaining groups covering most full and part-time employees. This includes contract negotiations, the administration of collective bargaining agreements and the

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2022 DEPARTMENTAL NARRATIVE

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. With the exception of management employees, the collective bargaining units negotiate with the city to establish agreements with working conditions, benefits, and salaries of their members. The HR Team works with the various union representatives to resolve employee matters such as grievances, discipline and policy interpretation.

### **Purchasing:**

The Purchasing Division of the City of Newark works closely with all nine City departments. As the primary agency for acquiring goods and services for the City, the Purchasing Division directly oversees all purchases, contracts, and vendor negotiations. Specifically, Purchasing responsibilities include contract development and/or review, requests for quote (RFQ), and requests for proposal (RFP) documents as well as the resulting distribution and evaluation of bids and proposals.

In coordination with the requesting departments, Finance director, and City manager, the Purchasing Division makes recommendations to City Council regarding the award of all formal bids and proposals according to the Code of the City of Newark and the Purchasing Division's guidelines. The Purchasing Division also provides oversight and support to other departments for various projects and programs.

On a day-to-day basis, the Purchasing Division is responsible for ensuring all purchases that are not subject to Council approval also comply with City policy and are appropriate given their intended use and quantity. This process complements the efforts of the Finance Department since addressing purchasing discrepancies in the early stages of the procurement process assists with accounting and auditing procedures as well as ensures proper use of taxpayer money.

As part of the Purchasing Division, Facilities Maintenance continues to oversee the Energy Savings Performance Contracting (ESPC) project currently underway by Seiberlich Trane Energy Services throughout 2020 and 2021. Additionally, the Facilities Maintenance team works with all departments to ensure protective measures are in place to protect staff during the COVID-19 global pandemic. Additional sanitation and disinfecting measures are implemented throughout the pandemic for the continued safety of City staff and Newark residents.

### **Communications:**

Led by the Chief Communications Officer, the Communications team consists of four additional members: the Creative Designer/Web Specialist, Welcome Center Receptionist and two mailroom aides. 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.

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2022 DEPARTMENTAL NARRATIVE

One of the City's primary focuses is open government and public access, which lead to the formal creation of the Communications Division responsible for distributing information to residents, businesses and visitors. Increased transparency 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.

Another focus of the division is increased and enhanced communication with the public. The City has a robust social media program with a presence on Facebook, Twitter, Instagram and NextDoor with a combined following exceeding 30,000. 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. Additionally, the team uses the resident notification system InformMe to share broad messages or location-specific information to a targeted audience via phone, text and email.

The Communications team is also primarily responsible for the organization and implementation of City-sponsored community events including groundbreakings and ribbon cuttings and larger events such as Main Street Alfresco and National Night Out. Additionally, the division assists with marketing major events including Food and Brew Fest, Restaurant Week, Community Day and Parks on Draft.

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 proudly maintains the City's award-winning website.

### **Committee Liaison:**

The Administration Department continues to provide staff support to The Newark Partnership Board, Conservation Advisory Commission, Planning Commission, Diversity & Inclusion Commission, the Traffic Committee, the Newark Area Welfare Committee, and the NAACP. Internally, Administration staff also acts as a liaison to the three employee committees: Safety & Training Committee, Engagement & Wellness Committee, and Professional Development Committee. 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 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 for which they are responsible.

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2021 DEPARTMENTAL ACCOMPLISHMENTS

### Key accomplishments in 2021 include:

- The City Manager's Office continues to recruit for vacant positions. This effort includes transition plans for key staff, recruitment and onboarding of many new employees, and, when relevant, the promotion of existing staff to backfill vacancies. In early 2020 (just before the pandemic), the human capital manager was promoted to the role of chief human resources officer; the assistant to the city manager was changed to the chief purchasing and personnel officer and absorbed many of the human capital manager's duties to reduce a position in the City Manager's Office and save the City money in the midst of a financial and public health crisis. In July 2021, the City Manager's Office hired a part-time human resources coordinator to assist in training and administrative efforts.
- The City Manager's Office received on behalf of the City the first tranche, just over \$9 million, of
  the \$18.1 million in American Rescue Plan Act funding the City has received from the federal
  government. As part of this process, we had to become knowledgeable on the requirements and
  restrictions placed on that funding to insure it is used appropriately to avoid potential
  repayment liability in the future.
- The purchasing a facilities teams continued to retrofit the offices with air filters and other physical barriers to assist with COVID related safety precautions.
- The purchasing team in coordination with Fleet Maintenance added the first three electric vehicles to the City's fleet. As part of this process, we have installed several chargers that will be used specifically for City vehicles along with three public charging stations, two at City Hall and one in Lot 1 downtown. Working together with the Electric Department, we have also installed the necessary electric infrastructure at both public charging stations locations to support significant expansions to the public charging infrastructure as we are predicting EV's will see greater adoption moving forward which will increase demand for public charging spaces.
- In 2021, the HR Division was tasked with completing the mandatory anti-harassment prevention training under Delaware state law. All City employees will complete training by December 31, 2021. Part-time HR Coordinator will be facilitating the training.
- In 2021, the City Manager's Office will negotiate a successor contract with the FOP Lodge #4 as their current contract expires December 31, 2021.
- The HR Division also successfully implemented the "new" pension plan for FOP members hired before January 1, 2021. This plan mirrors the County/Municipal Police and Firefighters Plan at the State. Additionally, the City applied to and was accepted into the County/Municipal Police and Firefighters Plan for all new police hired January 1, 2021 and later.
- As of August 2021, the HR Division posted 47 positions ranging from temporary/seasonal to full-time employees due to promotions, retirements and resignations. The expectation is that this will continue in 2022 as more retirements and promotions occur.

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2021 DEPARTMENTAL ACCOMPLISHMENTS

- The HR Division successfully completed a change in vendor for employee life and long-term disability benefits. The change in vendors was due to increasing premiums and poor customer service. Moving to the new vendor provided more employee benefits with equal or better coverage and saved 20% annually in premiums.
- In 2020, the Purchasing Division processed 914 purchase orders, 60 of which were equal to or greater than \$25,000. There were 13 contracts and 2 RFPs. Those that made it through to bid opening are as follows:
  - Contract 20-01: Municipal Parking Lot #1 Expansion
  - o Contract 20-03: Rodney Complex Park and Stormwater Facilities
  - Contract 20-06: 2020 ADA Transition Plan Improvements
  - Contract 20-08: Purchase of 35kV Circuit Breaker
  - o Contract 20-09: Sanitary Sewer Repair and Rehabilitation
  - Contract 20-10: Corrugated Metal Pipe (CMP) Lining 2020
  - o Contract 20-13: City of Newark Parks Signage Replacements
  - o RFP 20-01: Municipal Planning Services for the City of Newark
  - o RFP 20-02: Lobbying and Intergovernmental Consultant Services
- As of August 2021, the Purchasing Division processed 761 purchase orders, 67 of which were
  equal to or greater than \$50,000. So far, there are 12 contracts and 4 RFPs completed or in
  progress. They are as follows:
  - o Contract 21-01: Northwest Booster Station Generator
  - o Contract 21-02: Okonite EPR Wire or Equal for New Electric Service
  - o Contract 21-03: Valve Inspection Exercising and Rehabilitation
  - Contract 21-04: Curtis Lane Culvert Replacement
  - o Contract 21-05: Parks Signage (Updated for 2021)
  - Contract 21-06: Street Improvement and Hard Surfaces 2021
  - o Contract 21-07: PD Vehicle Equipment Procurement and Upfitting
  - o Contract 21-08: 2021 Sidewalk Improvement Plan
  - o Contract 21-09: New London Water Storage Tank Chloration
  - O Contract 21-10: 2021 ADA Transition Plan Curb Ramp
  - Contract 21-11: Electric Line Tree Trimming
  - Contract 21-12: Sewer CIPP Lining
  - o RFP 21-01: On-Call Engineering and Project Management
  - o RFP 21-02: On-Call SCADA Integration Services
  - o RFP 21-04: Administration of Off-Duty Police Details for NPD
  - RFP 21-05: Strategic Planning and Implementation Services for Charrette, Associated
     Review, and Recommended Revisions to the BB and RA Districts of the City Zoning Code

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2021 DEPARTMENTAL ACCOMPLISHMENTS

- On June 28, 2021, the Purchasing Division presented Bill 21-16 (increasing purchasing thresholds for Council approval) to City Council, which Council approved. The Bill enacted the following changes in City Code:
  - o Material, professional, and non-professional service purchases: raised the threshold for explicit Council approval from \$25,000 to \$50,000.
    - Material purchases and non-professional services are defined as purchases in which the additional vendor requirements beyond providing a basic good or service are minimal or nonexistent.
    - Professional services are defined as services that generally require specialized education, training, or knowledge, and involve intellectual skills.
  - "Public works" purchases: raised the threshold for explicit Council approval from \$25,000 to \$100,000.
    - "Public works" (or infrastructure) purchases revolve around construction, reconstruction, demolition, alteration/repair/maintenance work, and so on.
  - Review the minutes and memo for this item to see the internal mechanisms associated with this change on the June 28, 2021 agenda link at <a href="https://newarkde.gov/985/Agendas-and-Minutes">https://newarkde.gov/985/Agendas-and-Minutes</a>.

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2022 DEPARTMENTAL GOALS

### Goals for 2022 include:

- Navigate through any remaining COVID-19-related issues on the staff level and within the Newark community.
- Continue to support operating departments for successful implementation of projects that are included in the 2022 capital budget.
- 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.
- Support the Planning and Development Department's BB and RA zoning code rewrite process.
- Support the divisional goals of the Administrative Department, which are HR/Labor, Communications, Purchasing, and Facilities Maintenance.
- Finalize the City Purchasing Manual (if not complete in 2021) and work with operating departments to understand and adhere to new policies and directives.
- Complete the City's Energy Savings Performance Contracting project for the improvement of the facilities' HVAC systems, roofs, and lighting, as well as expand the City's solar output, switch streetlights to LEDs, and other miscellaneous energy saving measures.
- Continue to pursue additional preventative maintenance options to preserve the City's facilities.
- Continue to build checklists, "cheat sheets," templates, and other helpful forms to expedite many
  HR and Purchasing-related tasks, such as onboarding, equipment disposal, contract development,
  personnel requisitions, etc.
- Update the City's Personnel Policy Manual, Employee Handbook, and all job descriptions.
- Support the staff-led safety, wellness and employee engagement, and professional development committees to continue improving in these areas.
- Update and make improvements to HR/Labor portion on City website.
- Update and digitize all HR forms and make available on City Intranet.
- Create an employee wellness/benefits page on City Intranet for resources.
- With assistance from the Wellness Committee, create and oversee the administration of an employee survey with the goal of learning how staff can feel better supported by their supervisors, strategies for improving morale, and ways to increase retention.

## CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT 2022 DEPARTMENTAL GOALS

- Develop and roll out a new app to keep residents and businesses informed of City events, changes in operations and weather updates, help locate Parks and green spaces, and provide the option for electronic bill payments.
- Restart the electric cost of service rate study postponed by COVID once adequate utility sales information is available and implement the modified rate design.



## ADMINISTRATIVE DEPARTMENT MANAGEMENT DIVISION

**2022 BUDGET DOCUMENTS** 

## CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

### **EXECUTIVE SUMMARY**

EXPENDITURE BUDGET					
	FY2021	FY2022	FY2021 Appr'd	% +/- over	
Object Level Detail:	Appr'd	Rec'd	vs. FY2022 Rec'd	FY2021 Appr'd	Comments
Full-time Wages	618,404	666,557	48,153	7.79%	*Step increases, advancements and an internal position change from "Assistant to the Managers" in 2021 to "Chief Personnel & Purchasing Officer" in 2022.
Part-time Wages	42,556	53,767	11,211	26.34%	*FY22 increase is related to the addition of a new Part-time position "HR Coordinator" in 2022 for \$28,732. This addition was partially offset due to corrections made to the budgeted hours used for Equipment Technician/Mailroom Aide. The hours budgeted for this position were in 2021 were incorrectly high as the total used per individual was intended to be the total used for both. This has been corrected in 2022 resulting in a change of -\$17,521.
Other Wages	26,526	 30,088	3,562	13.43%	*FY22 increase is largely due to addition of \$6,000 (Overtime). This addition was slightly offset by a reduction of -\$2,583 to item (Service Award).
Benefits	363,654	 388,959	25,305	6.96%	*Overall benefits increased by \$22,810 in 2022. This is largely due to the increases of \$2,969 to item 6930 (Social Security Taxes), \$5,237 to item 6940 (City Pension), \$3,346 to item 6941 (Defined Contribution 401(a) Plan), \$10,880 to item 6960 (Group Hospitalization Insurance) and \$956 to item 6965 (OPEB).
Personnel Services	\$ 1,051,140	\$ 1,139,371	88,231	8.39%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 152,850	\$ 152,850	-	0.00%	*No budgeted change from FY2021 to FY2022
Contractual Services	\$ 206,519	\$ 251,460	44,941	21.76%	*FY22 overall increase is largely due to City-wide allocation changes to our insurance lines, plus an overall increase of \$28,236 to item 8131 (Information Technology Cont'l) mostly for a City App "Click, Fix, Report" for \$24,000. Additionally, \$15,000 was added to item 8162 (Legal/Consulting Services) specifically for AFSCME and State of Emergency related issues.
Other - Depreciation	\$ 6,211	\$ 3,911	(2,300)	-37.03%	*Finance Calculation
Other Expenditures	\$ 59,500	\$ 87,000	27,500	46.22%	*FY22 overall increase is largely due to increases of \$18,000 (Recruitment & Retention Expenses) and \$12,000 to our line item 9070 (Training). Meanwhile, 9090 (Other Special Programs) decreased by -\$3,000.
Subtotal:	\$ 1,476,220	\$ 1,634,592	\$ 158,372	10.73%	
Inter-Dept. Charges	\$ (413,477)	\$ (661,162)	(247,685)	59.90%	*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:	\$ 1,062,743	\$ 973,430	\$ (89,313)	-8.40%	
Full-time Positions	 8	8	C		No change in FTE from FY2021 to FY2022

	CAPITAL IMPROVEMENT PLAN (CIP)											
	Project ID:	Project Description:	Comments									
_	New projects											
	AEQSF	Equipment Replacement Program	Perpetual Project *Vehicle #1056 moved in 2022 from the Finance Department to the Administrative Department									



## ADMINISTRATIVE DEPARTMENT MANAGEMENT DIVISION

**2022 OPERATING EXPENDITURES** 

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### **General Fund - Administrative Department - Management Division**

### Summary:

MANAGEMENT DIVISION - SUMMARY	2017 ACTUAL			2019 ACTUAL		2020 ACTUAL		2021 BUDGET AS AMENDED		2022 BUDGET
OPERATING EXPENSES										
Personnel Services	\$ 1,096,989	\$	851,548	\$	815,373	\$	1,071,646	\$	1,051,140	\$ 1,139,371
Materials and Supplies	7,709		7,307		143,248		140,583		152,850	152,850
Contractual Services	192,534		406,703		276,967		220,098		206,519	251,460
Other Charges	167,896		55,552		87,257		61,856		65,711	90,911
Subtotal	\$ 1,465,128	\$	1,321,110	\$	1,322,845	\$	1,494,183	\$	1,476,220	\$ 1,634,592
Inter-Dept. Charges	(303,204)		(213,081)		(589,843)		(467,592)		(413,477)	(661,162)
Total Operating Expenses	\$ 1,161,924	\$	1,108,029	\$	733,002	\$	1,026,591	\$	1,062,743	\$ 973,430

\$	DIFFERENCE	% DIFFERENCE
FR	OM 2021-22	FROM 2021-22
\$	88,231	8.4%
	-	0.0%
	44,941	21.8%
	25,200	38.3%
¢	159 272	10.7%
٦	130,372	10.770
	(247,685)	59.9%
Ġ	(89 313)	-8.4%
Υ	(03,013)	0.470
	FR	\$ 158,372 (247,685)

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### General Fund - Administrative Department - Management Division

### **Expenditures:**

PERSONNEL SEF	RVICES		2017 ACTUAL		2018 ACTUAL		2019 ACTUAL		2020 ACTUAL		21 BUDGET AMENDED	2022 BUDGET
0111122	6020	Supervisory	\$	530,480	\$	370,743	\$	307,206	\$	396,536	\$ 383,365	\$ 423,150
0111122	6030	Engineering/Technical		53,758		44,208		46,494		51,227	52,630	55,616
0111122	6080	Clerical		160,846		164,571		169,999		185,218	182,409	216,523
0111122	6580	Service Award		8,049		5,678		5,960		6,397	8,829	6,246
0111122	6590	Sick Pay		6,753		2,607		2,604		6,065	6,497	6,642
0111122	6600	Part-Time		-		-		22,677		25,621	42,556	25,035
0111122	6615	Interns		-		-		8,421		12,546	-	-
0111122	6620	Overtime		2,126		4,766		4,915		5,077	4,000	10,000
0111122	6875	Vehicle Allowance		-		_		5,000		6,000	6,000	6,000
0111122	6885	Device Reimbursement		-		1,800		750		1,200	1,200	1,200
0111122	6920	Unemployment Comp. Ins.		3,316		2,581		3,518		2,981	2,970	3,124
0111122	6930	Social Security Taxes		55,158		43,733		41,016		49,187	49,466	54,633
0111122	6940	City Pension Plan		75,793		35,121		40,490		110,537	104,833	110,070
0111122	6941	Defined Contribution 401(a) Plan		31,281		28,565		17,066		23,605	23,569	26,915
0111122	6950	Term Life Insurance		2,628		2,371		2,341		2,930	3,012	2,673
0111122	6960	Group Hospitalization Ins.		118,784		110,534		107,544		128,623	137,813	148,693
0111122	6961	Long-Term Disability Ins.		1,064		933		955		1,245	1,288	782
0111122	6962	Dental Insurance		7,391		6,646		5,950		6,764	7,169	7,440
0111122	6963	Flexible Spending Account		283		299		194		189	189	252
0111122	6964	Health Savings Account		1,500		1,500		-		-	-	_
0111122	6965	Post-Employment Benefits		26,994		15,212		15,888		40,703	24,544	25,500
0111122	6966	Retirement Health Savings Account		9,099		8,872		6,036		7,394	7,215	7,278
0111122	6967	Emergency Room Reimbursements		1,283		400		-		1,200	1,160	1,160
0111122	6968	Vision Insurance Premiums		403		408		349		401	426	439
TOTAL PERSONN	EL SERVI	CES	\$	1,096,989	\$	851,548	\$	815,373	\$	1,071,646	\$ 1,051,140	\$ 1,139,371

\$1	DIFFERENCE	% DIFFERENCE
FRO	OM 2021-22	FROM 2021-22
\$	39,785	10.4%
	2,986	5.7%
	34,114	18.7%
	(2,583)	-29.3%
	145	2.2%
	(17,521)	-41.2%
	-	0.0%
	6,000	150.0%
	-	0.0%
	-	0.0%
	154	5.2%
	5,167	10.4%
	5,237	5.0%
	3,346	14.2%
	(339)	-11.3%
	10,880	7.9%
	(506)	-39.3%
	271	3.8%
	63	33.3%
	-	0.0%
	956	3.9%
	63	0.9%
	-	0.0%
	13	3.1%
\$	88,231	8.4%

# Page Number 15

### ADMINISTRATIVE DEPARTMENT WAGE AND SALARY BUDGET - 2022 CITY MANAGER'S OFFICE

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	AS	2021 S AMENDED	2022 # OF 2022 POSITIONS AS PROPOSED		POSITION DIFFERENCE			% CHANGE	
FULL TIME POSITIONS												
City Manager (9 months in 2019)	E & A	Appt	1.0	\$	157,826	1.0	\$	157,350	0.0	\$	(476)	-0.3%
Chief Human Resources Officer	MGMT	29	1.0	\$	90,649	1.0	\$	100,126	0.0	\$	9,477	10.5%
Chief Communications Officer	MGMT	23	1.0	\$	73,100	1.0	\$	83,928	0.0	\$	10,828	14.8%
Chief Personnel & Purchasing Officer	MGMT	23	1.0	\$	61,790	1.0	\$	81,746	0.0	\$	19,956	32.3%
Human Resources Administrator	MGMT	15	1.0	\$	68,335	1.0	\$	69,750	0.0	\$	1,415	2.1%
Purchasing Assistant	CWA F/T	13	1.0	\$	70,678	1.0	\$	72,182	0.0	\$	1,504	2.1%
Creative Designer & Web Spec.	CWA F/T	9	1.0	\$	52,630	1.0	\$	55,616	0.0	\$	2,986	5.7%
W/C Communications Assistant	CWA F/T	8	1.0	\$	43,396	1.0	\$	45,859	0.0	\$	2,463	5.7%
Total Full-Time Positions			8.0	\$	618,404	8.0	\$	666,557	0.0	\$	48,153	7.8%
PART-TIME FUNDING												
Equipment Technician/Mailroom Aide	CWA P/T			Ś	42,556		Ś	25,035		Ś	(17,521)	-41.2%
HR Coordinator	CWA P/T			Š	-		Š	28,732		Š	28,732	100.0%
Total Part-Time Funding				\$	42,556		\$	53,767		\$	11,211	26.3%
<u>OTHER</u>					0.000		,	6.246			(2.502)	20.20/
Service Award				\$	8,829		\$	6,246		\$	(2,583)	-29.3%
Sick Pay				\$	6,497		\$	6,642		\$ \$	145	2.2%
Overtime Vehicle Allowance				\$ ¢	4,000		\$ ¢	10,000		Ş	6,000	150.0%
				Ş	6,000		\$ ¢	6,000		Ş	-	0.0%
Device Reimbursements Total Other				<u> </u>	1,200 <b>26,526</b>		<u> </u>	1,200 <b>30,088</b>		<u> </u>	2 562	0.0% <b>13.4%</b>
Total Other				Ą	20,520		<u> </u>	30,088		Þ	3,562	13.4%
Total All			8.0	\$	687,486	8.0	\$	750,412	0.0	\$	62,926	9.2%

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### **General Fund - Administrative Department - Management Division**

### **Expenditures:**

MATERIALS AND SUPPLIES		2017 CTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	1 BUDGET AMENDED			
0111123	7130	Tools,Field Sup.,Small Equip.	\$ -	\$ 816	\$ 698	\$ 552	\$ 800	\$	800
0111123	7131	Information Technology Supplies	3,695	3,728	50	-	-		-
0111123	7150	Office Supplies	3,413	2,563	3,973	4,872	4,000		4,000
0111123	7160	Books, Periodicals, Etc.	184	181	269	256	300		300
0111123	7170	Mailroom Supplies & Postage	-	-	129,507	131,900	141,000		141,000
0111123	7200	Copying Supplies	-	-	4,476	2,918	5,000		5,000
0111123	7550	Miscellaneous Supplies	417	-	672	85	500		500
0111123	7570	Merchandise for Resale	-	19	3,603	-	1,250		1,250
TOTAL MATERIAL	LS & SUP	PLIES	\$ 7,709	\$ 7,307	\$ 143,248	\$ 140,583	\$ 152,850	\$	152,850

\$ DIFI	FERENCE	% DIFFERENCE
FROM	2021-22	FROM 2021-22
\$	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
\$	-	0.0%

CONTRACTUAL	SERVIC	es .	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	1 BUDGET AMENDED	2022 SUDGET
0111124	8030	Casualty Insurance	\$ 39,408	\$ 34,144	\$ 32,100	\$ 34,365	\$ 10,187	\$ 14,092
0111124	8032	Insurance - Auto	1,071	2,061	1,991	4,680	-	-
0111124	8033	Insurance - Broker	2,759	3,659	3,767	3,804	2,069	2,024
0111124	8035	Insurance - Worker's Compensation	-	-	1,189	1,585	1,700	1,600
0111124	8050	Phone/Communications	3,119	876	1,031	414	-	-
0111124	8131	Information Technology Cont'l	49,720	37,224	62,369	49,151	55,408	83,644
0111124	8162	Legal/Consulting Services	33,904	18,636	64,225	51,931	45,000	60,000
0111124	8300	Mach. & Equip. Maintenance	-	319	11,746	8,864	10,000	8,000
0111124	8312	Fleet & Facilities Services	29,005	243,726	43,649	48,772	59,655	68,600
0111124	8550	Misc. Contracted Svc.	1,860	40,025	46,728	-	2,000	1,000
0111124	8560	Employee Testing Svc.	5,368	4,623	2,033	3,123	3,000	2,500
0111124	8570	Annual Reports & Pub. Rel.	26,320	21,410	6,139	13,409	17,500	10,000
TOTAL CONTRAC	TUAL SE	RVICES	\$ 192,534	\$ 406,703	\$ 276,967	\$ 220,098	\$ 206,519	\$ 251,460

\$ [	DIFFERENCE	% DIFFERENCE
FRC	OM 2021-22	FROM 2021-22
\$	3,905	38.3%
	-	0.0%
	(45)	-2.2%
	(100)	-5.9%
	-	0.0%
	28,236	51.0%
	15,000	33.3%
	(2,000)	-20.0%
	8,945	15.0%
	(1,000)	-50.0%
	(500)	-16.7%
	(7,500)	-42.9%
\$	44,941	21.8%

<sup>\*</sup>Please be advised that the 2020 Actual items for object code 8312 is in the process of being updated and has been temporarily plugged with the 2020 Budgeted Figure (as amended).

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### **General Fund - Administrative Department - Management Division**

### **Expenditures:**

OTHER CHARGES			2017 ACTUAL		2018 ACTUAL		2019 ACTUAL		2020 ACTUAL			2022 BUDGET	
9020	Mileage & Small Bus. Exp.	\$	1,076	\$	1,421	\$	-	\$	3	\$	500	\$	1,000
9030	Recruitment & Retention Expenses		68,144		26,175		35,845		47,930		40,000		58,000
9040	Dues & Professional Organizations		-		95		379		1,256		-		-
9060	Depreciation Expense		66,203		3,860		16,099		4,260		6,211		3,911
9070	Training & Continuing Educ/Conf		19,513		13,503		17,410		5,213		8,000		20,000
9090	Other Special Programs		12,960		10,498		17,524		3,194		11,000		8,000
\BGES		ć	167 896	¢	55 552	ć	97 257	ć	61 856	¢	65 711	ć	90,911
	9020 9030 9040 9060 9070	9020 Mileage & Small Bus. Exp. 9030 Recruitment & Retention Expenses 9040 Dues & Professional Organizations 9060 Depreciation Expense 9070 Training & Continuing Educ/Conf 9090 Other Special Programs	9020 Mileage & Small Bus. Exp. \$ 9030 Recruitment & Retention Expenses 9040 Dues & Professional Organizations 9060 Depreciation Expense 9070 Training & Continuing Educ/Conf 9090 Other Special Programs	ACTUAL           9020         Mileage & Small Bus. Exp.         \$ 1,076           9030         Recruitment & Retention Expenses         68,144           9040         Dues & Professional Organizations         -           9060         Depreciation Expense         66,203           9070         Training & Continuing Educ/Conf         19,513           9090         Other Special Programs         12,960	ACTUAL           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$           9030         Recruitment & Retention Expenses         68,144           9040         Dues & Professional Organizations         -           9060         Depreciation Expense         66,203           9070         Training & Continuing Educ/Conf         19,513           9090         Other Special Programs         12,960	9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421           9030         Recruitment & Retention Expenses         68,144         26,175           9040         Dues & Professional Organizations         -         95           9060         Depreciation Expense         66,203         3,860           9070         Training & Continuing Educ/Conf         19,513         13,503           9090         Other Special Programs         12,960         10,498	ACTUAL         ACTUAL           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ 9030           Recruitment & Retention Expenses         68,144         26,175         9040         95         95           9060         Depreciation Expense         66,203         3,860         9070         19,513         13,503           9090         Other Special Programs         12,960         10,498	ACTUAL         ACTUAL         ACTUAL           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ -           9030         Recruitment & Retention Expenses         68,144         26,175         35,845           9040         Dues & Professional Organizations         -         95         379           9060         Depreciation Expense         66,203         3,860         16,099           9070         Training & Continuing Educ/Conf         19,513         13,503         17,410           9090         Other Special Programs         12,960         10,498         17,524	9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ - \$           9030         Recruitment & Retention Expenses         68,144         26,175         35,845           9040         Dues & Professional Organizations         - 95         379           9060         Depreciation Expense         66,203         3,860         16,099           9070         Training & Continuing Educ/Conf         19,513         13,503         17,410           9090         Other Special Programs         12,960         10,498         17,524	ACTUAL         ACTUAL         ACTUAL         ACTUAL         ACTUAL           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ - \$ 3           9030         Recruitment & Retention Expenses         68,144         26,175         35,845         47,930           9040         Dues & Professional Organizations         - 95         379         1,256           9060         Depreciation Expense         66,203         3,860         16,099         4,260           9070         Training & Continuing Educ/Conf         19,513         13,503         17,410         5,213           9090         Other Special Programs         12,960         10,498         17,524         3,194	ACTUAL         ACTUAL         ACTUAL         ACTUAL         ACTUAL         AS           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ -         \$ 3         \$           9030         Recruitment & Retention Expenses         68,144         26,175         35,845         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930         47,930	9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ -         \$ 3         \$ 500           9030         Recruitment & Retention Expenses         68,144         26,175         35,845         47,930         40,000           9040         Dues & Professional Organizations         -         95         379         1,256         -           9060         Depreciation Expense         66,203         3,860         16,099         4,260         6,211           9070         Training & Continuing Educ/Conf         19,513         13,503         17,410         5,213         8,000           9090         Other Special Programs         12,960         10,498         17,524         3,194         11,000	ACTUAL         ACTUAL         ACTUAL         ACTUAL         ACTUAL         ACTUAL         ACTUAL         AS AMENDED           9020         Mileage & Small Bus. Exp.         \$ 1,076         \$ 1,421         \$ -         \$ 3         \$ 500         \$           9030         Recruitment & Retention Expenses         68,144         26,175         35,845         47,930         40,000         900         900         1,256         -         -         95         379         1,256         -         -         9060         Pereciation Expense         66,203         3,860         16,099         4,260         6,211         907         Training & Continuing Educ/Conf         19,513         13,503         17,410         5,213         8,000         909         909         Other Special Programs         12,960         10,498         17,524         3,194         11,000

\$1	DIFFERENCE	% DIFFERENCE
FRO	OM 2021-22	FROM 2021-22
\$	500	100.0%
	18,000	45.0%
	-	0.0%
	(2,300)	-37.0%
	12,000	150.0%
	(3,000)	-27.3%
\$	25,200	38.3%
		· •

INTER-DEPT. CHARGES		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	21 BUDGET AMENDED	2022 BUDGET	
Billings and Accounting	\$	21,064	\$ 24,641	\$ (122,041)	\$ 24,156	\$ 24,465	\$	(127,193)
Electricity Used		11,506	11,774	-	10,168	11,812		11,927
Information Technology		54,153	56,243	49,293	59,753	53,947		65,728
Mailroom and Postage		-	(126)	(21,746)	(22,127)	(25,227)		(22,820)
Printing and Reproduction		494	459	(4,049)	(6,332)	(4,523)		(4,523)
Records		-	1,352	1,383	1,466	1,506		1,665
Services to Utility Funds		(390,421)	(307,424)	(492,683)	(534,676)	(475,457)		(585,946)
TOTAL INTER-DEPT. CHARGES	\$	(303,204)	\$ (213,081)	\$ (589,843)	\$ (467,592)	\$ (413,477)	\$	(661,162)

\$	DIFFERENCE	% DIFFERENCE
FR	OM 2021-22	FROM 2021-22
\$	(151,658)	-619.9%
	115	1.0%
	11,781	21.8%
	2,407	-9.5%
	-	0.0%
	159	10.6%
	(110,489)	23.2%
\$	(247,685)	59.9%

<sup>\*</sup>Please be advised that the 2020 Actual items for Inter-Departmental Charges are in the process of being updated and has been temporarily plugged with the 2020 Budgeted Figure (as amended).

DPERATING EXPENSES - MANAGEMENT DIVISION		2017 ACTUAL	2018 2019 2020 2021 BUDGET ACTUAL ACTUAL ACTUAL AS AMENDED			2022 BUDGET					
TOTAL OPERATING EXPENSES	\$	1,161,924	\$ 1,108,029	\$	733,002	\$	1,026,591	\$	1,062,743	\$	973,430

\$ DIFFERENCE	% DIFFERENCE
FROM 2021-22	FROM 2021-22
\$ (89,313)	-8.4%



## ADMINISTRATIVE DEPARTMENT MANAGEMENT DIVISION

**2022-2026 CAPITAL IMPROVEMENT PROGRAM** 

### CITY OF NEWARK, DELAWARE CAPITAL IMPROVEMENTS PROGRAM 2022-2026

(with current year amended budget)

#### CAPITAL PROJECTS FUND - ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

\*Prior Authorized Balance: 2022-2026 Funding:

**New Funding:** 

2022

FUNDING

2024

2023

35,000

SUMMARY

2026

Total 5 Year

35,000

2025

\*Prior Authorized Balance includes 2021 carryover funding only. 2021 ---2022---PROJECT PROJECT **BUDGET RESERVES AND CURRENT** 2022 2023 2024 2025 2026 TOTAL NUMBER NAME AS AMENDED OTHER FUNDING **FUNDING** 35,000 **AEQSF** Equipment Replacement Program 35,000 35,000 **Total General Fund - Code Enforcement Division** 35,000 PLANNED FINANCING SOURCES GROSS CAPITAL IMPROVEMENTS 35,000 35,000 LESS: USE OF RESERVES **VEHICLE & EQUIPMENT REPLACEMENT** (12,369)(12,369)GRANTS BOND ISSUES AMERICAN RESCUE PLAN ACT OTHER FINANCING SOURCES NET CAPITAL IMPROVEMENTS 22,631 22,631

<sup>\*</sup> Justification Codes:

A - Return on Investment

B - Public Safety

C - Community Health

D - Efficiency/Other

### **PROJECT NO:**

**AEQSF** 

PROJECT TITLE: **Equipment Replacement Program** 

**FUNDING SUMMARY:** 

\*Prior Authorized Balance includes 2021 carryover funding only.

2023 2025 2026 **Total 5 Year** New Funding: 35,000 35,000 \$ \*Prior Authorized Balance: 35,000 2022-2026 Funding: \$ 35,000 \$

PROJECT STATUS: Reoccurring (with no end date)

CAPITAL BUDGET - PROJECT DETAIL								
DEPARTMENT:	Administrative							
DIVISION:	Management							
FUND:	Capital Projects							
PROJECT LOCATION:	Various							
PROJECT PRIORITY:	1 - Highest Priority Level							
	Project underway and must be completed							
COMPREHENSIVE DEV	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:	\$	35,000
Est. Spend @ 12/31/2021 (if underway):	\$	-
% Complete (if underway):		0.0%
Balance to be funded¹:	\$	35,000

<sup>&</sup>lt;sup>1</sup> 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 AM									
Labor:		\$	-						
Materials:		\$	-						
Other Contracts:	3063026.9623	\$	35,000						
TOTAL PRO	DJECT COST	\$	35,000						

<sup>&</sup>lt;sup>2</sup> 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 (2022-2026).

				PROJECT FIN	ANCING BY PLA	N YEAR					
§ 806.1(3) <b>SOURCE O</b>	OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Expenditures	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCE	ES	-	-	-	\$ -	-	22,631	-	-	-	\$ 22,631
CAPITAL RESERVES		-	-	-	\$ -	-	-	-	-	-	\$ -
<b>EQUIPMENT REPLAC</b>	CEMENT	-	-	-	\$ -	-	12,369	1	-	-	\$ 12,369
GRANTS	(SPECIFY)	-	-	-	\$ -	-	-	1	-	-	\$ -
BOND ISSUES		-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING L	OAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE	PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
	§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:					2022	2023	2024	2025	2026	TOTAL
OPERATING /	OPERATING / MAINTAINING PROJECT OR ASSET INCREMENTAL CO				SAVINGS)	-	-	-	-	-	\$ -

### CITY OF NEWARK, DELAWARE VEHICLE REPLACEMENT PROGRAM SCHEDULE 2022-2026 OTHER DEPARTMENTS

					MILEAGE	RECOM'D	NORMAL	NORMAL	BUDGET	EQUIPMENT					
VEHICLE		ALT FUEL	PURCHASE	PURCHASE	AS OF	MILEAGE	YEARS	REPL	REPL	SINKING			CEMENT		
NUMBER	DESCRIPTION	VEHICLE	DATE	PRICE	9/30/2020	AT REPL	LIFE	YEAR	YEAR	FUND BASIS	2022	2023	2024	2025	2026
CODE ENFO	RCEMENT DIVISION:														
803	2007 Dodge Durango 4x4	EV - Proposed	02/09/07	20,545	56,102	70,000	9	2016	2022	20,545	35,000				
804	2019 Chevrolet Equinox AWD		01/18/19	22,043	9,738	70,000	12	2031	2031	22,043					
827	2000 Ford Crown Victoria Sedan		08/11/00	19,851	50,278	65,000	12	2012	2023	19,851	-	40,000			
836	2019 Chevrolet Equinox AWD		01/18/19	22,043	4,479	75,000	12	2031	2031	22,043					
837	2017 Ford Fusion		08/04/17	17,779	19,845	70,000	12	2029	2029	17,779					
838	2009 Ford Focus	EV - Proposed	04/03/09	12,369	39,200	75,000	12	2021	2022	12,369	40,000				
839	2018 Chevy Equinox LS AWD		02/21/18	22,020	9,241	65,000	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD		06/07/19	22,122	2,129	65,000	12	2031	2031	22,122					
TOTAL CODE	ENFORCEMENT DIVISION										75,000	40,000			
ADMINISTRA	ATIVE DEPARTMENT:														
1056	2009 Ford Focus		04/03/09	12,369	48,588	75,000	12	2021	2023	12,369		35,000			
												25.000			
TOTAL ADM	INISTRATIVE DEPARTMENT										-	35,000			
UNICITY TRA	INSPORTATION FUND:														
1301	2018 Int'l Mini-Bus		03/09/17	113,426	47,847	100,000	7	2024	2024	-			150,000		
1304	2020 Int'l Mini-Bus		10/15/19	120,021	8,750	100,000	7	2019	2026	-					175,000
1305	2015 Int'l Mini-Bus	â	. 06/30/14	110,342	89,681	100,000	7	2021	2021	-					
	Less: Unicity Transportation Grant Funding												(114,073)		(114,073)
TOTAL UNIC	ITY TRANSPORTATION FUND										_	_	35,927	_	60,927
TOTAL OTHE	R DEPARTMENTS							QUISITION C			\$ 75,000	\$ 75,000	\$ 150,000	\$ -	\$ 175,000
								OF CAPITAL			-	-	-	-	-
a	. This vehicle is scheduled to be replaced in 2021.							OF GRANT			-	-	(114,073)	-	(114,073)
								OF CURREN			(42,086)	(42,780)	(35,927)	-	(60,927)
							NET EQUIP	MENT SINKI	NG FUND T	OTAL	\$ 32,914	\$ 32,220	\$ -	\$ -	\$ -

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## ADMINISTRATIVE DEPARTMENT FACILITIES MAINTENANCE DIVISION

**2022 BUDGET DOCUMENTS** 

## CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

### **EXECUTIVE SUMMARY**

EXPENDITURE BUDGET	T11000				*	
	FY2021		2022	FY2021 Appr'd	% +/- over	
Object Level Detail:	Appr'd	F	Rec'd	vs. FY2022 Rec'd	FY2021 Appr'd	Comments
Full-time Wages	 70,679	73	3,968	3,289	4.65%	*Step increases and advancements
Part-time Wages	212,721	206	5,942	(5,779)	-2.72%	*FY22 small decrease of -2.72% is related to staffing allocation changes related to P/T Facilities Custodians and P/T Facilities Carpenters.
Other Wages	5,440	6	5,279	839	15.42%	*FY22 increase is related to additions of \$500 to item (Overtime) and \$300 to item (Device Reimbursements).
Benefits	 55,782	68	3,864	13,082	23.45%	*FY22 increase is largely due to increases of \$212 (City Pension), \$222 (Defined Contribution) \$12,032 (Group Hospitalization) and \$670 (OPEB).
Personnel Services	\$ 344,622	\$ 356	5,053	11,431	3.32%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 94,900	\$ 123	I,900	27,000	28.45%	*FY22 increase reflects additions of $$2,000$ to item 7230 (Janitorial Supplies) to assist with staffing related turnover and $$25,000$ to item 7250 (Buildings and Grounds Maintenance Supplies) for the ceiling and retiling .
Contractual Services	\$ 189,760	\$ 280	),690	90,930	47.92%	*FY22 substanial increase of \$80,930 is largely the result of additions of \$55,000 to item 825 (Buildings and Grounds Maintenance Cont'l) which would allow the division to complete more regular contractual maintenance, which in-turn would help reduce future costs. Additionally in 2022, \$27,573 was added to 8131 (Information Technology Cont'l). Of this figure, \$25,820 is specifically allocated for "Advantech Hosted Access Control System" which is a Municipal and Utility Gate Access Management Software.
Other - Depreciation	\$ 11,312	\$ 12	2,062	750	6.63%	*Finance Calculation
Other - Debt Service (Principal)	\$ -	\$ 117	7,998	117,998	100.00%	*Debt Service principal payments for ESCO (See Capital Project N1901)
Other - Debt Service (Interest)	\$ 104,353	\$ 70	),034	(34,319)	-32.89%	*Debt Service interest payments for ESCO (See Capital Project N1901)
Other Expenditures	\$ 165,200	\$ 198	3,200	33,000	19.98%	*FY22 increase is related to line item 9083 (Stormwater Fees) increasing by \$33,000. This number reflects roughly a 20% increase from 2021.
Subtotal:	\$ 910,147	\$ 1,156	5,937	\$ 246,790	27.12%	
Inter-Dept. Charges	\$ 39,646	\$ 36	5,353	(3,293)	-8.31%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, and Other Indirect Charges
Total Operating Expenses:	\$ 949,793	\$ 1,193	3,290	\$ 243,497	25.64%	
Full-time Positions	 1		1	0		No change in FTE from FY2021 to FY2022

## CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

### **EXECUTIVE SUMMARY (continued)**

CAPITAL IMPROVEMENT PLA	AN (CIP)	
Project ID:	Project Description:	Comments
New projects		
N2201	City Hall Access Safety and Security Upgrades	New Project added in 2022-2026 Capital Improvement Program
N2202	Miscellaneous Entryway Repairs and Improvements	New Project added in 2022-2026 Capital Improvement Program
Ongoing projects		
N2001	City Hall - Electric Vehicle Charging Station Wiring	Ongoing project listed in 2022-2026 CIP, projected spending next in 2022
N2002	City Hall - Carpet and Lobby Floor Upgrades	Ongoing project listed in 2022-2026 CIP, projected spending next in 2022
N2003	City Building Roof Repair/Replacement	Approved carryover funding from 2021. Project scheduled to be completed by EOY 2021
N1901	Energy Savings Project (ESCO)	Approved carryover funding from 2021. Project scheduled to be completed by EOY 2021
N1803	Exterior Paint and Powerwash	Ongoing project listed in 2022-2026 CIP, projected spending next in 2022
N1806	FOC - Master Plan	Ongoing project listed in 2022-2026 CIP, projected spending next in 2023
N1809	TRN - New Windows	Ongoing project listed in 2022-2026 CIP, projected spending next in 2023
NEQSF	Equipment Replacement Program	Perpetual Project



## ADMINISTRATIVE DEPARTMENT FACILITIES MAINTENANCE DIVISION

**2022 OPERATING EXPENDITURES** 

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### Maintenance Fund - Administrative Department - Facilities Maintenance Division

#### Summary:

· · · · · · · · · · · · · · · · · · ·							
FACILITIES MAINTENANCE DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	21 BUDGET AMENDED	2022 BUDGET	
OPERATING EXPENSES							
Personnel Services	\$ 212,237	\$ 281,513	\$ 281,487	\$ 362,131	\$ 344,622	\$ 356,053	4
Materials and Supplies	69,826	95,096	72,732	84,046	94,900	121,900	
Contractual Services	138,086	4,159,988	142,678	185,419	189,760	280,690	
Other Charges	624	112,931	167,510	171,169	280,865	398,294	
Subtotal	\$ 420,773	\$ 4,649,528	\$ 664,407	\$ 802,765	\$ 910,147	\$ 1,156,937	9
Inter-Dept. Charges	44,617	40,996	25,770	39,503	39,646	36,353	
Total Operating Expenses	\$ 465,390	\$ 4,690,524	\$ 690,177	\$ 842,268	\$ 949,793	\$ 1,193,290	3

\$	DIFFERENCE	% DIFFERENCE
FR	OM 2021-22	FROM 2021-22
\$	11,431	3.3%
	27,000	28.5%
	90,930	47.9%
	117,429	41.8%
\$	246,790	27.1%
	(3,293)	-8.3%
\$	243,497	25.6%

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### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### Maintenance Fund - Administrative Department - Facilities Maintenance Division

### **Expenditures:**

PERSONNEL SER	VICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL		1 BUDGET AMENDED	2022 SUDGET
				HETOAL	ACTORE	ACTORE	ACTUAL	7.3	AMENDED	JODGET
6006012	6230	Maintenance Workers	\$	171,430	\$ 232,711	\$ 233,435	\$ 272,845	\$	283,400	\$ 280,910
6006012	6590	Sick Pay		-	-	-	-		-	39
6006012	6620	Overtime		2,914	2,953	1,873	32,444		2,500	3,000
6006012	6880	Uniform Allowance		165	240	240	240		240	240
6006012	6885	Device Reimbursement		-	3,100	2,675	3,000		2,700	3,000
6006012	6920	Unemployment Comp. Ins.		2,595	2,852	3,004	3,623		3,257	3,264
6006012	6930	Social Security Taxes		14,013	17,373	16,345	21,933		21,706	21,180
6006012	6940	City Pension Plan		-	-	-	-		4,428	4,640
6006012	6941	Defined Contribution 401(a) Plan		3,665	3,990	4,219	4,596		4,771	4,993
6006012	6950	Term Life Insurance		267	287	358	382		409	364
6006012	6960	Group Hospitalization Ins.		14,774	15,567	16,443	20,352		18,449	30,481
6006012	6961	Long-Term Disability Ins.		101	108	141	153		163	96
6006012	6962	Dental Insurance		944	892	892	1,036		945	1,457
6006012	6963	Flexible Spending Account		-	-	-	-		-	63
6006012	6965	Post-Employment Benefits		-	-	-	-		-	670
6006012	6966	Retirement Health Savings Account		1,307	1,378	1,400	1,465		1,443	1,443
6006012	6967	Emergency Room Reimbursements		-	-	400	-		145	145
6006012	6968	Vision Insurance Premiums		62	62	62	62		66	68
	•		•				•		•	
TOTAL PERSONNE	L SERVI	CES	\$	212,237	\$ 281,513	\$ 281,487	\$ 362,131	\$	344,622	\$ 356,053

\$	11,431	3.3%
	2	3.0%
	-	0.0%
	-	0.0%
	670	100.0%
	63	100.0%
	512	54.2%
	(67)	-41.19
	12,032	65.2%
	(45)	-11.0%
	222	4.7%
	212	4.89
	(526)	-2.49
	7	0.29
	300	11.19
	-	0.09
	500	20.0%
Ψ	39	100.0%
\$	(2,490)	-0.9%
FRC	OM 2021-22	FROM 2021-22
	DIFFERENCE	% DIFFERENCE
ĊΓ	NEEEBENICE	% DIEEERENC

### ADMINISTRATIVE DEPARTMENT WAGE AND SALARY BUDGET - 2022 FACILITIES MAINTENANCE DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	AS	2021 AMENDED	2022 # OF POSITIONS	AS	2022 PROPOSED	POSITION DIFFERENCE		\$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS												
Facilities Maintenance Supervisor	CWA F/T	15	1.0	\$	70,679	1.0	\$	73,968	0.0	\$	3,289	4.7%
Total Full-Time Positions	•		1.0	\$	70,679	1.0	\$	73,968	0.0	\$	3,289	4.7%
DART TIME FUNDING												_
PART-TIME FUNDING	AESCNAE LOCAL 1670 D/T			Ļ	21 504		۲	10 427		۲	(2.077)	-9.7%
Lead Facilities Maintenance Custodian Facilities Maintenance Custodian	AFSCME LOCAL 1670 P/T AFSCME LOCAL 1670 P/T			¢	21,504 112,527		Ş c	19,427 132,061		ç	(2,077) 19,534	-9.7% 17.4%
	AFSCME LOCAL 1670 P/T			ې د			ې د			ې خ	,	
Facilities Carpenter P/T	AFSCIVIE LOCAL 1670 P/ I			<u> </u>	78,690		<u> </u>	55,454		<u> </u>	(23,236)	-29.5% <b>-2.7%</b>
Total Part-Time Funding				Ş	212,721		<del>,</del>	206,942		Ş	(5,779)	-2.7%
OTHER												
Sick Pay				\$	-		\$	39		Ś	39	100.0%
Overtime				Ś	2,500		Ś	3,000		Ś	500	20.0%
Uniform Allowance				Ś	240		Ś	240		Ś	-	0.0%
Device Reimbursements				\$	2,700		\$	3,000		\$	300	11.1%
Total Other				\$	5,440		\$	6,279		\$	839	15.4%
					·							
Total All			1.0	\$	288,840	1.0	\$	287,189	0.0	\$	(1,651)	-0.6%

### CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### Maintenance Fund - Administrative Department - Facilities Maintenance Division

### **Expenditures:**

MATERIALS AN	D SUPPI	LIES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	1 BUDGET AMENDED	2022 BUDGET
6006013	7020	Heating Fuel	\$ 7,773	\$ 9,313	\$ 6,777	\$ 8,089	\$ 9,000	\$ 9,000
6006013	7110	Safety Shoes and Supplies	2,746	3,872	2,656	1,175	3,500	3,500
6006013	7130	Tools, Field Sup., & Small Eq.	1,762	8,851	4,126	5,301	4,000	4,000
6006013	7150	Office Supplies	2,804	433	362	135	400	400
6006013	7230	Janitorial Supplies	19,242	20,943	21,968	29,843	23,000	25,000
6006013	7250	Buildings and Grounds Maint. Supplies	35,499	51,684	36,843	39,503	55,000	80,000
TOTAL MATERIA	LS & SUP	PLIES	\$ 69,826	\$ 95,096	\$ 72,732	\$ 84,046	\$ 94,900	\$ 121,900

\$ 0	DIFFERENCE	% DIFFERENCE
FRO	M 2021-22	FROM 2021-22
\$	-	0.0%
	-	0.0%
	-	0.0%
	-	0.0%
	2,000	8.7%
	25,000	45.5%
\$	27,000	28.5%

CONTRACTUAL SERVICES				2017 ACTUAL		2018 ACTUAL		2019 ACTUAL		2020 ACTUAL		2021 BUDGET AS AMENDED		2022 BUDGET	
6006014	8030	Casualty Insurance	\$	-	\$	-	\$	-	\$	-	\$	6,572	\$	9,198	
6006014	8032	Insurance - Auto		-		-		-		1,673		2,866		3,248	
6006014	8033	Insurance - Broker		-		-		-		-		1,461		1,429	
6006014	8035	Insurance - Worker's Compensation		-		-		8,376		11,097		11,900		16,800	
6006014	8050	Phone/Communications		3,820		1,743		2,087		2,123		1,800		4,255	
6006014	8131	Information Technology Cont'l		-		2,178		3,124		6,551		9,655		37,228	
6006014	8230	Janitorial Service		11,329		-		-		-		-		-	
6006014	8250	Buildings and Grounds Maint.		117,170		136,612		125,740		134,630		150,000		205,000	
6006014	8312	Fleet & Facilities Services		4,816		5,215		3,351		5,505		5,506		3,532	
6006014	8313	Self-Insurance Services		-		4,014,240		-		23,902		-		-	
6006014	8550	Misc. Contracted Services		951		-		-		(62)		-		-	
TOTAL CONTRAC	TOTAL CONTRACTUAL SERVICES				\$	4,159,988	\$	142,678	\$	185,419	\$	189,760	\$	280,690	

\$ [	DIFFERENCE	% DIFFERENCE					
FRC	OM 2021-22	FROM 2021-22					
\$	2,626	40.0%					
	382	13.3%					
	(32)	-2.2%					
	4,900	41.2%					
	2,455	136.4%					
	27,573	285.6%					
	-	0.0%					
	55,000	36.7%					
	(1,974)	-35.9%					
	-	0.0%					
	<u>-</u>	0.0%					
\$	90,930	47.9%					

<sup>\*</sup>Please be advised that the 2020 Actual items for object code 8312 is in the process of being updated and has been temporarily plugged with the 2020 Budgeted Figure (as amended).

## CITY OF NEWARK, DELAWARE 2022 OPERATING BUDGET

### Maintenance Fund - Administrative Department - Facilities Maintenance Division

### **Expenditures:**

OTHER CHARG	ES		017 CTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	1 BUDGET AMENDED	ı	2022 BUDGET
6006015	9060	Depreciation Expense	\$ -	\$ 9,562	\$ 9,562	\$ 20,736	\$ 11,312	\$	12,062
6006015	9070	Training & Continuing Educ/Conf	624	383	495	135	200		200
6006015	9083	Stormwater Fees	-	102,986	157,453	150,298	165,000		198,000
6006015	9205	Debt Service - Principal (ESCO)	-	-	-	-	-		117,998
6006015	9206	Debt Service - Interest (ESCO)	-	-	-	-	104,353		70,034
TOTAL OTHER C	HARGES		\$ 624	\$ 112,931	\$ 167,510	\$ 171,169	\$ 280,865	\$	398,294

\$	DIFFERENCE	% DIFFERENCE
FRO	OM 2021-22	FROM 2021-22
\$	750	6.6%
	-	0.0%
	33,000	20.0%
	117,998	100.0%
	(34,319)	-32.9%
\$	117,429	41.8%
		-

INTER-DEPT. CHARGES	2017 ACTUAL			2018 ACTUAL	2019 ACTUAL	1	2020 ACTUAL	1 BUDGET AMENDED	2022 BUDGET	
Billings and Accounting Electricity Information Technology Other Indirect Charges	\$	9,825 2,300 32,492	\$	11,860 2,354 26,782	\$ 2,155 - 23,475 140	\$	11,303 2,361 25,689 150	\$ 11,446 2,361 25,689 150	\$	2,668 2,384 31,301
TOTAL INTER-DEPT. CHARGES	\$	44,617	\$	40,996	\$ 25,770	\$	39,503	\$ 39,646	\$	36,353

\$ 0	IFFERENCE	% DIFFERENCE
FRO	M 2021-22	FROM 2021-22
\$	(8,778)	-76.7%
	23	1.0%
	5,612	21.8%
	(150)	-100.0%
\$	(3,293)	-8.3%

<sup>\*</sup>Please be advised that the 2020 Actual items for Inter-Departmental Charges are in the process of being updated and has been temporarily plugged with the 2020 Budgeted Figure (as amended).

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION	2017 ACTUAL	2018 ACTUAL		2019 ACTUAL		2020 ACTUAL		2021 BUDGET AS AMENDED		2022 BUDGET	
TOTAL OPERATING EXPENSES	\$ 465,390	\$ 4,690,524	\$	690,177	\$	842,268	\$	949,793	\$	1,193,290	

\$ DIFFERENCE	% DIFFERENCE
FROM 2021-22	FROM 2021-22
\$ 243,497	25.6%



# ADMINISTRATIVE DEPARTMENT FACILITIES MAINTENANCE DIVISION

**2022-2026 CAPITAL IMPROVEMENT PROGRAM** 

## CITY OF NEWARK, DELAWARE CAPITAL IMPROVEMENTS PROGRAM 2022-2026

(with current year amended budget)

### MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

				F	UN	DING	s u	MMAR	Υ			
		2022		2023		2024		2025		2026	Tot	al 5 Year
New Funding:	\$	466,000	\$	346,360	\$	25,000	\$	-	\$	-	\$	837,360
*Prior Authorized Balance:	\$	24,654	\$	63,640	\$	-	\$	-	\$	-	\$	88,294
2022-2026 Funding:	\$	490,654	\$	410,000	\$	25,000	\$	-	\$	-	\$	925,654
	*Pric	or Authorized Ba	lance i	ncludes 2021 ca	rryove	r funding only.						

			2021	1	202	22								
PROJECT NUMBER	PROJECT NAME	*	BUDGET AS AMENDED	RES	ERVES AND ER FUNDING	Cl	JRRENT JNDING		2022	2023	2024	2025	2026	TOTAL
N2201	City Hall Access Safety and Security Upgrades	В	\$ -	\$	245,000	\$	-	\$	245,000	\$ -	\$ -	\$ -	\$ -	\$ 245,000
N2202	Miscellaneous Entryway Repairs and Improvements	В	-		-		-		-	40,000	25,000	-	-	65,000
N2001	City Hall - Electric Vehicle Charging Station Wiring	В	-		45,654		-		45,654	-	-	-	-	45,654
N2002	City Hall - Carpet and Lobby Floor Upgrades	В	-		50,000		-		50,000	40,000	-	-	-	90,000
N2003	City Building Roof Repair/Replacement	В	10,000		-		-		-	-	-	-	-	-
N1901	Energy Savings Project (ESCO)	D	9,489,295		-		-		-	-	-	-	-	-
N1803	Exterior Paint and Powerwash	С	-		100,000		-		100,000	-	-	-	-	100,000
N1806	FOC - Master Plan	D	-		-		-		-	180,000	-	-	-	180,000
N1809	TRN - New Windows	С	-		-		-		-	150,000	-	-	-	150,000
- NEQSF	Equipment Replacement Program	D			14,196		35,804	_	50,000	 	 	 	 -	 50,000
Total Ma	intenance Fund - Facilities Maintenance Division		\$ 9,499,295	\$	454,850	\$	35,804	\$	490,654	\$ 410,000	\$ 25,000	\$ -	\$ -	\$ 925,654
PLANNED	FINANCING SOURCES													
	GROSS CAPITAL IMPROVEMENTS		\$ 9,499,295	\$	454,850	\$	35,804	\$	490,654	\$ 410,000	\$ 25,000	\$ -	\$ _	\$ 925,654
	LESS: USE OF RESERVES		-		-		-		-	(7,640)	-	-	-	(7,640)
	VEHICLE & EQUIPMENT REPLACEMENT		-		(14,196)		-		(14,196)	-	-	-	-	(14,196)
	GRANTS		(1,033,330)		(21,000)		-		(21,000)	(30,000)	-	-	-	(51,000)
	BOND ISSUES		-		-		-		-	(56,000)	-	-	-	(56,000)
	AMERICAN RESCUE PLAN ACT		-		(295,000)		-		(295,000)	(40,000)	-	-	-	(335,000)
	OTHER FINANCING SOURCES		(8,455,965)	_	(124,654)			_	(124,654)	 -	 -	 -	 -	 (124,654)
	NET CAPITAL IMPROVEMENTS		\$ 10,000	\$	-	\$	35,804	\$	35,804	\$ 276,360	\$ 25,000	\$ -	\$ -	\$ 337,164

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<sup>\*</sup> Justification Codes:

A - Return on Investment

B - Public Safety

C - Community Health

D - Efficiency/Other

## \*Prior Authorized Balance includes 2021 carryover funding only. PROJECT NO: N2201 FUNDING SUMMARY: 2022 2023 2024

PROJECT TITLE: City Hall Access Safety and Security

Upgrades

**PROJECT STATUS:** New Project

<b>FUNDING SUMMARY:</b>	2022	2023	2024	202	25	2026	To	tal 5 Year
New Funding:	\$ 245,000	\$ -	\$ -	\$	-	\$ -	\$	245,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$	-	\$ -	\$	-
2022-2026 Funding:	\$ 245,000	\$ -	\$ -	\$	-	\$ -	\$	245,000

CAPITAL	CAPITAL BUDGET - PROJECT DETAIL									
DEPARTMENT:	Administrative									
DIVISION: Facilities Maintenance										
FUND: Maintenance										
PROJECT LOCATION:	City Municipal Building									
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:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 245,000
Est. Spend @ 12/31/2021 (if underway):	\$ -
% Complete (if underway):	0.0%
Balance to be funded¹:	\$ 245,000

<sup>&</sup>lt;sup>1</sup> 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	\$	245,000							
TOTAL PRO	\$	245,000								

<sup>&</sup>lt;sup>2</sup> 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**:

As part of the roofing work completed through the ESCO project, STES identified substantial structural issues with the Municipal Complex's semi-circular structure at the atrium entryway. Specifically, the roof crumbled under the roofers' feet and visible signs of rust and water damage were identified. Upon review of documentation at City Hall, nothing was found related to the original build of the structure, so no further work was done for the structure due to unknown safety and building concerns.

Through RFP 16-06, JMT reviewed the structure and took photos inside the structure using a GoPro camera. They found numerous water-related and joint separation issues. JMT recommended demolishing the structure due to the safety issues and unknowns due to lack of proper construction documentation. It is expected that the structure will begin to deteriorate to the point of failure (failing apart/over) as soon as winter 2022 or 2023. Each year, ice buildup in column cracks further expedites the structure's decline (see photos). To save money for the rebuild, the recommended replacement structure is to be a prefabricated fabric canopy as opposed to a brick structure. Prices are based on JMT's report and increasing costs for material. Due to the noted safety issues associated with this project, this project is placed for 2022 and pushing back is not recommended. Staff is hopeful to use ARPA funding for the project.

In addition to the structural issue, several internal safety upgrades should be made to protect the building, staff, customers, and other residents. This includes adding metal detector(s) to the atrium lobby and/or Court lobby, creating a permanent workstation for the bailiffs in the atrium, a second set of entry doors, and floor replacements throughout the atrium and City Hall lobby.

Phase 1: Engineering/structural analysis - Estimate \$20,000

Phase 2: Demo of standing semi-circular entryway structure - Estimate \$50,000

Phase 3: Installation of prefabicated entryway awning and second set of door - Estimate \$115,000

Phase 4: Installation of permanent bailiff station - Estimate \$20,000

Phase 5: Installaiton of metal detectors and associated gear - Estimate \$20,000

Phase 6: Front lobby floor tile upgrades (PD, atrium, PUBs) - Estimate \$20,000

			PROJECT FIN	ANCING BY PLA	N YEAR					
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	1	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	1	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	145,000	-	-	-	-	\$ 145,000
OTHER Court Security Fees	-	-	-	\$ -	100,000	-	-	-	-	\$ 100,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ 245,000
§ 806.1(4) ESTIMATED ANNUAL COST (	§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:					2023	2024	2025	2026	TOTAL
OPERATING / MAINTAINING PROJECT OR A	ASSET	INCREMENT	AL COSTS (NET S	AVINGS)	-	-	-	-	_	\$ -

# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 1 of 10

Image #1: Typical steel decking. Note corrosion and holes at decking.



Image #2: Typical steel decking holes and buckling.



# Page Number 36

# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 2 of 10

Image #3: Typical decking, studs, beam and column. Note corrosion, holes and bucking of decking.



Image #4: Typical steel beam & joist and crack in brick. Note further corrosion and pitting at steel.



## N2201: City Hall Access Safety and Security Upgrades

**Supporting Documentation - Page 3 of 10** 

Image #5: Typical cracks in brick façade, with efflorescence.

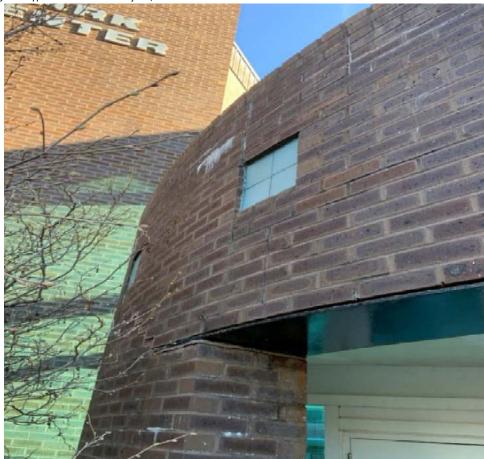


Image #6: Typical cracks in brick façade, with efflorescence.



# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 4 of 10

Image #7: Typical lentil and efflorescence in brick. Note condition of ceiling showing water damage.



Image #8: Atrium Entrance.



# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 5 of 10

Image #9: Condition of CMU, steel joists and metal roof deck. Note corrosion at roof deck.



Image #10: Condition of CMU, and steel joists.



# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 6 of 10

**Associated Photos** 

Images #11 and 12: City Hall lobby tiles. Note damage and cracks between/in tiles.





# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 7 of 10





# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 8 of 10

**Associated Photos** 

Images #14 and 15: Front atrium lobby. Note staining among tiles and temporary bailiff station to be updated through project.





# Page Number 43

### N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 9 of 10

**Associated Photos** 

Images #16, 17 and 18: Additional atrium photos. Note cracking along seams and between/on tiles.



# N2201: City Hall Access Safety and Security Upgrades Supporting Documentation - Page 10 of 10

**Associated Photos** 

Images #19, 20 and 21: PUBs front lobby area—carpet staining/deterioration.



Balance to be funded:

## \*Prior Authorized Balance includes 2021 carryover funding only. PROJECT NO: N2202 FUNDING SUMMARY: 2022 2023 2024

estimate is \$40,000 for 2023.

PROJECT TITLE: Miscellaneous Entryway Repairs and

Improvements

65,000

**PROJECT STATUS:** New Project

UNDING SUMMARY:	2022	2023	2024	2025	2026	To	tal 5 Year
New Funding:	\$ -	\$ 40,000	\$ 25,000	\$ 1	\$ 1	\$	65,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ 1	\$ -	\$	-
2022-2026 Funding:	\$ -	\$ 40,000	\$ 25,000	\$ •	\$ -	\$	65,000

Charter 3 800.1(2) DESCRIPTION & 303111 CATION.
The ADA entryway at the George Wilson Center is in disrepair and should be addressed to support the longevity and accessibility of the
building. An automatic opener can also be installed if such repairs are approved, which will allow for proper ADA access to the GWC. Price

The doorway and floor separating the offices and garage in bldg. 1 at the FOC is in disrepair and should be replaced. Not a current safety issue, but could be over time. Since money was just invested in the roof of this building, repairs of this nature are encouraged to support the longevity of the building. Price estimate is \$25,000 to repair in 2024.

CAPITAL	CAPITAL BUDGET - PROJECT DETAIL							
DEPARTMENT:	Administrative							
DIVISION:	Facilities Maintenance							
FUND:	Maintenance							
PROJECT LOCATION:	GWC and FOC							
PROJECT PRIORITY:	5 - Low							
This project is a NEED and not	t a WANT, but it can start in year two of this CIP or later							
COMPREHENSIVE DEV	ELOPMENT PLANNING VISION ELEMENT:							

**Inclusive Community** 

 § 806.1(3) SUMMARY OF PROJECT DATA

 First Year in Program:
 2022

 Est. Completion Date:
 2024

 Est. Useful Life (in years):
 25

 Est. Total Cost:
 \$ 65,000

 Est. Spend @ 12/31/2021 (if underway)¹:
 \$ 

 % Complete (if underway):
 0.0%

<sup>&</sup>lt;sup>1</sup> For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

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

<sup>&</sup>lt;sup>2</sup> 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 FIN	ANCING BY PLA	N YEAR					
§ 806.1(3) <b>SOURCE</b>	OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCE	CES	-	-	-	\$ -	-	40,000	25,000	-	-	\$ 65,000
CAPITAL RESERVES		-	-	-	\$ -	-	-	-	-	-	\$ -
<b>EQUIPMENT REPLA</b>	ACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES		-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING	LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE	PLAN ACT	-	-	-	\$ -	-	-	-	-	1	\$ -
OTHER	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 25,000	\$ -	\$ -	\$ 65,000
- ,	4) ESTIMATED ANNUAL CO			RATING IMPACT		2022	2023	2024	2025	2026	TOTAL
OPERATING	/ MAINTAINING PROJECT	OR ASSET	INCREMENT	AL COSTS (NET S	AVINGS)	_	_	_	_	_	S -

## PROJECT NO: PROJECT TITLE:

N2001

City Hall - Electric Vehicle Charging

**Station Wiring** 

PROJECT STATUS: In Progress (with end date)

### \*Prior Authorized Balance includes 2021 carryover funding only.

<b>FUNDING SUMMARY:</b>		2022		2023	2024	2025	2026	Tot	al 5 Year
New Funding:	\$	21,000	\$	-	\$ -	\$ -	\$ -	\$	21,000
*Prior Authorized Balance:	\$	24,654	\$	-	\$ -	\$ -	\$ -	\$	24,654
2022-2026 Funding:	Ś	45.654	Ś	-	\$ -	Ś -	Ś -	Ś	45.654

Chartar	8 ONE 1/2	A DECCRIPTION O	2 JUSTIFICATION:
- unamer	9 AUD. 117	I DESURIE HUM A	V JUSTIFICATION.

In addition to the three originally purchased dual-port charging stations, the new funding for 2022 will allow the City to expand from 2 to 8 EV charging stations in Lot #1. Please note that current DNREC rebate availability runs through 6/30/21 unless renewed through the state budget process in FY22 (will have an update by July staff budget meetings). Added for 2022 to capitalize on rebate availability, if approved by the state (rebates may be less available in out-years). DNREC rebates estimated at \$7,000/charger based on 2021 amounts.

CAPITAL	BUDGET - PROJECT DETAIL
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building
PROJECT PRIORITY:	3 - Medium-High
	a calculated risk in the deferral of this item
COMPREHENSIVE DEVE	LOPMENT PLANNING VISION ELEMENT:

Sustainable Community

APITAL BLIDGET - PROJECT DETAIL

§ 806.1(3) SUMMARY OF PROJECT	DATA
First Year in Program:	2020
Est. Completion Date:	2022
Est. Useful Life (in years):	7
Est. Total Cost:	\$ 77,000
Est. Spend @ 12/31/2021 (if underway):	\$ 31,346
% Complete (if underway):	40.7%
Balance to be funded¹:	\$ 45,654

<sup>&</sup>lt;sup>1</sup> For ongoing projects, we must estimate total spent since inception through current year to derive the balance to be funded thereafter.

PROJE	CT COST BY CATEGORY	
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	\$ 15,000
Materials:	6006016.9621	\$ 30,654
Other Contracts:		\$ -
TOTAL PRO	DJECT COST	\$ 45,654

<sup>&</sup>lt;sup>2</sup> 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 FIN	ANCING BY PLA	N YEAR					
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Expenditures	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	1	-	-	-	\$ -
CAPITAL RESERVES	(9,117)	-	-	\$ (9,117)	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	21,000	-	-	-	-	\$ 21,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	1	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	1	-	-	-	\$ -
OTHER Green Energy Fund	35,000	-	1,229	\$ 33,771	24,654	-	-	-	-	\$ 24,654
TOTAL:	\$ 25,883	\$ -	\$ 1,229	\$ 24,654	\$ 45,654	\$ -	\$ -	\$ -	\$ -	\$ 45,654
§ 806.1(4) ESTIMATED ANNUAL COST OPERATING / MAINTAINING PROJECT OR			RATING IMPACT AL COSTS (NET S		2022	2023	2024	2025	2026	TOTAL

#### \*Prior Authorized Balance includes 2021 carryover funding only.

NEWARK

PROJECT NO: N2002

PROJECT TITLE: City Hall - Carpet and Lobby Floor

Upgrades

PROJECT STATUS: In Progress (with end date)

<b>FUNDING SUMMARY:</b>	2022	2023	2024	2	2025	2026	То	tal 5 Year
New Funding:	\$ 50,000	\$ 40,000	\$ -	\$	-	\$ -	\$	90,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$	-	\$ -	\$	-
2022-2026 Funding:	\$ 50,000	\$ 40,000	\$ -	\$		\$	\$	90,000

CAPITAL BUDGET - PROJECT DETAIL						
DEPARTMENT:	Administrative					
DIVISION:	Facilities Maintenance					
FUND:	Maintenance					
PROJECT LOCATION:	City Municipal Building & Parking Office					
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:

Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA							
First Year in Program:		2020					
Est. Completion Date:		2023					
Est. Useful Life (in years):		25					
Est. Total Cost:	\$	93,000					
Est. Spend @ 12/31/2021 (if underway):	\$	3,000					
% Complete (if underway):		3.2%					
Balance to be funded¹:	\$	90,000					

<sup>&</sup>lt;sup>1</sup> 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	\$	27,000				
Materials:	6006016.9621	\$	63,000				
Other Contracts:		\$	-				
TOTAL PRO	\$	90,000					

<sup>&</sup>lt;sup>2</sup> 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 of Parking Office move to new location)

Phase 2 (2022): 1st-floor of City Hall (carpet) - Estimate \$20,000\* & 2nd-floor of City Hall - Estimate \$30,000

Phase 3 (2023): Newark Police Department - Estimate \$40,000

\*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. Council chambers renovation will be a separate project.

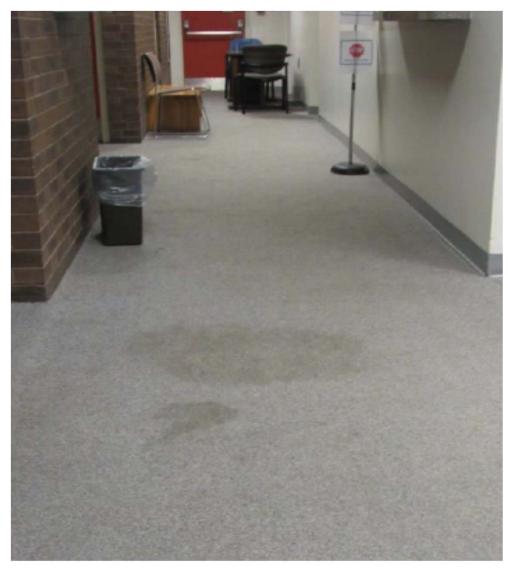
	PROJECT FINANCING BY PLAN YEAR									
§ 806.1(3) <b>SOURCE OF FUNDS:</b>	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Expenditures	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	3,000	-	3,000	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	50,000	40,000	-	-	-	\$ 90,000
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 50,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 90,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:				2022	2023	2024	2025	2026	TOTAL	
OPERATING / MAINTAINING PROJECT OR ASSET INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -	

### N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 1 of 9

Image #1: Code Enforcement Office. Note the three different carpets used as a makeshift solution.

Image #2: Alderman's Court





# N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 2 of 9 Associated Photos

Images #3 and 4: Alderman's Court – Waiting area & bailiff's podium.



# Page Number 50

# N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 3 of 9

Image #5: Deputy Chief's office. Note water staining due to leaking roof and window (now fixed) over past several years.



## N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 4 of 9 Associated Photos

Images #6, 7 and 8: NPD 2nd floor hallway.

Page Number 51







# Page Number 52

# N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 5 of 9

Associated Photos

Images #9 and 10: Police Chief's Conference Room. Note this is where police applicant interviews and internal police promotional interviews occur.





### N2002: City Hall - Carpet and Lobby Floor Upgrades

# Supporting Documentation - Page 6 of 9 Associated Photos

Image #11: Police Chief's office.



## N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 7 of 9 Associated Photos

Images #12 and 13: City Hall 2nd floor Finance area





## N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 8 of 9 Associated Photos

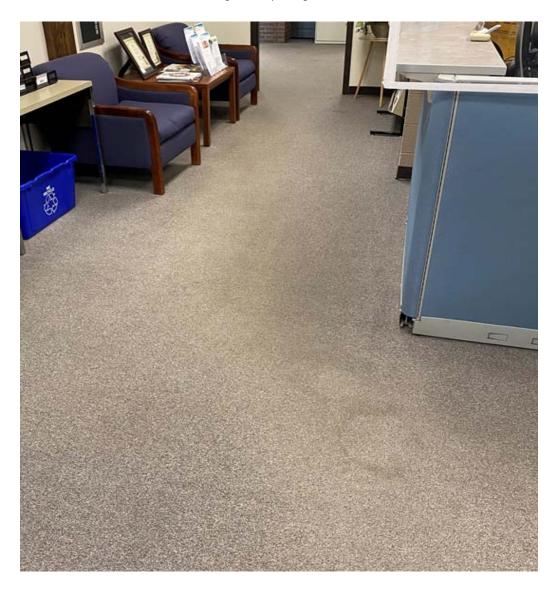
Images #15 and 16: City Hall 2nd floor hallway.





## N2002: City Hall - Carpet and Lobby Floor Upgrades Supporting Documentation - Page 9 of 9 Associated Photos

Image #17: City Manager's Office.



### \*Prior Authorized Balance includes 2021 carryover funding only. 2023

PROJECT NO: N2003 **PROJECT TITLE:** 

City Building Roof Repair/Replacement

New Funding: \*Prior Authorized Balance:

**FUNDING SUMMARY:** 

2022-2026 Funding: \$

2025

\$

**Total 5 Year** 

2026

PROJECT STATUS: In Progress (with end date)

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:	2021						
Est. Useful Life (in years):	20						
Est. Total Cost:	\$ 10,000						
Est. Spend @ 12/31/2021 (if underway):	\$ 10,000						
% Complete (if underway):	100.0%						
Balance to be funded¹:	\$ -						

<sup>&</sup>lt;sup>1</sup> 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:		\$	-				
TOTAL PRO	\$	-					

<sup>&</sup>lt;sup>2</sup> 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 recommendations to alleviate the roofing issues the City's flat roofed buildings experience. These repair estimates were in the \$1-2 million range.

Following the Seiberlich Trane ESCO Project (CIP N1901), all needed roof repairs are complete.

Please note, this project is "closed" and will be completed in 2021.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Expenditures	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	10,000	1,950	8,050	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 10,000	\$ 1,950	\$ 8,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:				2022	2023	2024	2025	2026	TOTAL	
OPERATING / MAINTAINING PROJECT OR ASSET INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -	

### PROJECT NO: N1901

PROJECT TITLE: Energy Savings Project (ESCO)

### \*Prior Authorized Balance includes 2021 carryover funding only.

FUNDING SUMMARY:	2022	2023	2024	2025	2026	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022-2026 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT STATUS: In Progress (with end date)

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

§ 806.1(3) SUMMARY OF PROJECT DATA							
First Year in Program:	2019						
Est. Completion Date:	2022						
Est. Useful Life (in years):	20						
Est. Total Cost:	\$ 7,850,388						
Est. Spend @ 12/31/2021 (if underway):	\$ 7,850,388						
% Complete (if underway):	100.0%						
Balance to be funded¹:	\$ -						

<sup>&</sup>lt;sup>1</sup> 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:		\$	-							
TOTAL PRO	JECT COST	\$	-							

<sup>&</sup>lt;sup>2</sup> 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**

\$8,050 remaining from N2003 to be moved here to cover a portion of change order work to add roofing repairs to the ESCO project (\$10,437.60 net added to ESCO for extra roofing). This funding gap may reconcile itself over the course of the project due to credits, but still unknown.

"This project was previously titled "City Hall – HVAC System Upgrades" and was renamed 10/2020"

This project covers the replacement of the existing HVAC system at the City Municipal Building and Newark Police Department Buildings. These units are very inefficent 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.

In addition to HVAC replacements and repairs at the Municipal Center and George Wilson Center (\$2,836,617.65), the following energy conservation measures (ECMs) are including in the project or are costs associated with this CIP:

-Project management and administrative costs: \$1,325,111.21

-LED Interior lighting improvements (Municipal Center & GWC): \$163,905.00

-LED exterior lighting improvements (Municipal Center, Street & Pedestrian Lights, Parking Lots, and FOC): \$1,362,621.40

-Solar Panel Installation (Municipal Center, GWC, Field adjacent to Reservoir, FOC Bldgs. #1 & #2, and McKees): \$2,582,296.90

-Roofing Repairs (select locations at Municipal Center, GWC, & FOC Bldg. #1): \$1,007,468.36

-Misc. (transformers, Curtis Plant Pump VFDs, & Waste Oil Generator): \$211,275.30

Funding Schedule:

2021 'Grant' Funding Detail:

\$250,330 - DNREC Energy Efficiency Investment Fund (EEIF) Grant

\$783,000 - State Grant

2021 'Other' Funding Details:

\$8,150,965 - ESCO (Energy Savings, O&M Savings, SREC Sales/Savings, Pledged SRECs, and Green Energy Fund Contributions)

\$175,000 - McKee's Solar Park \$80,000 - CAC Contribution

\$50,000 - Efficiency Smart Contribution

	PROJECT FINANCING BY PLAN YEAR									
§ 806.1(3) <b>SOURCE OF FUNDS:</b>	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	_	\$ -	-	-	1	-	-	\$ -
CAPITAL RESERVES	(1,638,907)	-	_	\$ (1,638,907)	-	-	1	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	_	\$ -	-	-	1	-	-	\$ -
GRANTS DNREC EEIF Grant Funding & State Grant	1,033,330	ı	1,033,330	\$	-	-	-	-	-	\$ -
BOND ISSUES	-	1	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	1	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	1	-	\$ -	-	-	-	-	-	\$ -
OTHER ESCO, McKee's Solar, CAC, Effic. Smart	8,455,965	-	6,817,058	\$ 1,638,907	-	-	-	-	-	\$ -
TOTAL:	\$ 7,850,388	\$ -	\$ 7,850,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:			2022	2023	2024	2025	2026	TOTAL		
OPERATING / MAINTAINING PROJECT OR ASSET INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -	

#### \*Prior Authorized Balance includes 2021 carryover funding only. PROJECT NO: N1803 FUN

PROJECT TITLE: **Exterior Paint and Powerwash** 

INDING SUMMARY:	2022	2023	2024	2025	2026	T	otal 5 Year
New Funding:	\$ 100,000	\$ 1	\$ 1	\$	\$ -	\$	100,000
*Prior Authorized Balance:	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$	-
2022-2026 Funding:	\$ 100,000	\$ •	\$ -	\$ -	\$ -	\$	100,000

PROJECT STATUS: In Progress (with end date)

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	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:	\$ 100,000								
Est. Spend @ 12/31/2021 (if underway) :	\$ -								
% Complete (if underway):	0.0%								
Balance to be funded¹:	\$ 100,000								

<sup>&</sup>lt;sup>1</sup> 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	AMOUNT							
Labor:		\$	-					
Materials:		\$	-					
Other Contracts:	6006016.9621	\$	100,000					
TOTAL PRO	DJECT COST	\$	100,000					

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."

City Hall and NPD (Municipal Complex) 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 consmetic improvements. Furthermore, HR considers the current state/perception of the building (see photos) is a recruitment and possibly retention issue. Specifically, NPD has noted repeated facility issues as a hinderance to the police applicant recruitment process; maybe efforts have been made to address some of these issues (roof repairs, lighting improvements), but the exterior look of the building remains problematic. Previously, 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.

Charter § 806.1(2) **DESCRIPTION & JUSTIFICATION**:

Pushed back from 2021 to 2022 to allow for revenues to restabilize from the COVID-19 pandemic. No further deferrals recommended as this will result in added costs to repair and replace in the future. Cost estimate is based on previously authorized similar work at George Wilson Center.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) <b>SOURCE OF FUNDS:</b>	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	1	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	1	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	100,000	-	-	-	-	\$ 100,000
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:			2022	2023	2024	2025	2026	TOTAL		
OPERATING / MAINTAINING PROJECT OR AS	SSET	INCREMENT	AL COSTS (NET S	AVINGS)	-	-	-	-	-	\$ -

### N1803: Exterior Paint and Powerwash Supporting Documentation - Page 1 of 13

Images #1 and 2: South Main Street Side of City Hall.





N1803: Exterior Paint and Powerwash
Supporting Documentation - Page 2 of 13
Associated Photos



# N1803: Exterior Paint and Powerwash Supporting Documentation - Page 3 of 13

**Associated Photos** 

Images #5 and 6: South Main Street Side of City Hall.





# N1803: Exterior Paint and Powerwash Supporting Documentation - Page 4 of 13

**Associated Photos** 

Images #7 and 8: Stairs to City Hall from South Main Street bus station.





# N1803: Exterior Paint and Powerwash Supporting Documentation - Page 5 of 13

Image #9: Apple Road side of Newark Police Department.



### N1803: Exterior Paint and Powerwash Supporting Documentation - Page 6 of 13

Image #10: Newark Police Department.



# N1803: Exterior Paint and Powerwash Supporting Documentation - Page 7 of 13

Images #11, 12, 13 and 14: Newark Police Department and Municipal Complex loading dock (Apple Road view).









#### N1803: Exterior Paint and Powerwash

**Supporting Documentation - Page 8 of 13** 

**Associated Photos** 

Images #15 and 16: Newark Police Department Sally Port (Apple Road view).



## N1803: Exterior Paint and Powerwash Supporting Documentation - Page 9 of 13

**Associated Photos** 

Image #17: Municipal Complex from Parking Lot (City Hall and NPD).



## N1803: Exterior Paint and Powerwash Supporting Documentation - Page 10 of 13

**Associated Photos** 

Image #18: Newark Police Department Sally Port (lot side).



## N1803: Exterior Paint and Powerwash Supporting Documentation - Page 11 of 13

**Associated Photos** 

Image #19: Newark Police Department.



## N1803: Exterior Paint and Powerwash Supporting Documentation - Page 12 of 13

**Associated Photos** 

Images #20, 21 and 22: Newark Police Department between Sally Port and Atrium.



Page Number 71

## N1803: Exterior Paint and Powerwash Supporting Documentation - Page 13 of 13 Associated Photos

Image #23: City Manager's Office Exterior.



### \*Prior Authorized Balance includes 2021 carryover funding only. PROJECT NO: N1806 FUNDING SUMMARY: 2022 2023 2024

NEWARK

PROJECT TITLE: FOC - Master Plan

PROJECT STATUS: In Progress (with end date)

INDING SUMMARY:		2022	2023	2024	2025	2026	To	otal 5 Year
New Funding:	\$		\$ 116,360	\$ -	\$ -	\$ -	\$	116,360
*Prior Authorized Balance:	\$	-	\$ 63,640	\$ -	\$ -	\$ -	\$	63,640
2022-2026 Funding:	\$	-	\$ 180,000	\$ -	\$ -	\$ -	\$	180,000

CAPITAL BUDGET - PROJECT DETAIL									
DEPARTMENT:	Administrative								
DIVISION:	Facilities Maintenance								
FUND:	Maintenance								
PROJECT LOCATION:	Field Operations Complex								
PROJECT PRIORITY:	4 - Medium								
	WANT, but no significant risk in the deferral of this item								
COMPREHENSIVE DEVE	LOPMENT PLANNING VISION ELEMENT:								

§ 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:	\$	528,000								
Est. Spend @ 12/31/2021 (if underway) <sup>1</sup> :	\$	348,000								
% Complete (if underway):		65.9%								
Balance to be funded¹:	\$	180,000								

Not Applicable

<sup>&</sup>lt;sup>1</sup> 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	\$	180,000								
TOTAL PRO	\$	180,000									

<sup>&</sup>lt;sup>2</sup> 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**:

Previous listed phases 4, 5, & 6 below were presented during the ARPA discussion on 5/3/21; phases 4 and 6B were approved.

'This project was previously identified as M1101 (PWWR - Maintenance) and has now been moved and renumbered to Facilities Divsion.

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: Fencing Repairs/private slats and associated trimming work (2023) - \$100,000

Phase 5: New Parking Area - Estimate \$80,000 (2023)

Please note, \$23,000 was transferred from CIP Project M1401.

	PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) <b>SOURCE O</b>	F FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP		
CURRENT RESOURCE	S	-	-	-	\$ -	-	116,360		-	-	\$ 116,360		
CAPITAL RESERVES		(25,027)	-	-	\$ (25,027)	-	7,640	-	-	-	\$ 7,640		
<b>EQUIPMENT REPLAC</b>	EMENT	-	-	-	\$ -	-	-	-	-	-	\$ -		
GRANTS	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES		295,000	-	206,333	\$ 88,667	-	56,000	-	-	-	\$ 56,000		
STATE REVOLVING LO	DAN	-	-	-	\$ -	1	-	-	-	-	\$ -		
AMERICAN RESCUE P	LAN ACT	-	-	-	\$ -	1	-	-	-	-	\$ -		
OTHER	(SPECIFY)	-	_	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:		\$ 269,973	\$ -	\$ 206,333	\$ 63,640	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000		
= ( )	ESTIMATED ANNUAL CO			RATING IMPACT		2022	2023	2024	2025	2026	TOTAL		
OPERATING /	MAINTAINING PROJECT (	UK ASSET	INCREMENT	AL COSTS (NET S	AVINGS)	-	-	-	-	_	S		

### \*Prior Authorized Balance includes 2021 carryover funding only. PROJECT NO: N1809 \*Prior Authorized Balance includes 2021 carryover funding only. \*Prior Balance includes 2021 carryover funding o

NEWARK

PROJECT TITLE: TRN - New Windows

PROJECT STATUS: In Progress (with end date)

JNDING SUMMARY:	<u>':</u> 2022 20		2023	2024		2025		2026		Total 5 Year		
New Funding:	\$	-	\$	150,000	\$	-	\$	-	\$	-	\$	150,000
*Prior Authorized Balance:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
2022-2026 Funding:	\$	-	\$	150,000	\$	-	\$	-	\$	-	\$	150,000

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

§ 806.1(3) <b>SUMMARY OF PROJECT</b>	DATA
First Year in Program:	2018
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 150,000
Est. Spend @ 12/31/2021 (if underway):	\$ -
% Complete (if underway):	0.0%
Balance to be funded :	\$ 150,000

Not Applicable

<sup>&</sup>lt;sup>1</sup> 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	\$	90,000								
Other Contracts:	6006016.9621	\$	60,000								
TOTAL PRO	JECT COST	\$	150,000								

<sup>&</sup>lt;sup>2</sup> 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**:

The Newark Train Station windows are in 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.

Pushing back to 2022 to allow revenue streams to restabilize:

-Design and procurement: Spring 2023

-Contract: Summer 2023

-Installation and lead paint remediation: Fall 2023

	PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) <b>SOURCE OF F</b>	UNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP		
CURRENT RESOURCES		-	-	-	\$ -	-	120,000	1	-	-	\$ 120,000		
CAPITAL RESERVES		-	-	-	\$ -	-	-	-	-	-	\$ -		
<b>EQUIPMENT REPLACEM</b>	1ENT	-	-	-	\$ -	-	-	-	-	-	\$ -		
GRANTS	TBD	-	-	-	\$ -	-	30,000	-	-	-	\$ 30,000		
BOND ISSUES		-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOA	N	-	-	-	\$ -	-	-	-	-	-	\$ -		
AMERICAN RESCUE PLA	IN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -		
OTHER	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000		
	TIMATED ANNUAL COST			RATING IMPACT		2022	2023	2024	2025	2026	TOTAL		
OPERATING / IVI	AINTAINING PROJECT OR	ASSET	INCREMENT	AL COSTS (NET S	AVINGS)	-	-	-	-	_	5 -		

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#### \*Prior Authorized Balance includes 2021 carryover funding only. 2023

**PROJECT NO:** NEQSF **PROJECT TITLE:** 

**Equipment Replacement Program** 

**FUNDING SUMMARY:** New Funding: \*Prior Authorized Balance:

50,000 50,000 \$ 50,000 50,000 2022-2026 Funding: \$

2025

2026

**Total 5 Year** 

PROJECT STATUS: Reoccurring (with no end date)

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							

§ 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:	\$	50,000								
Est. Spend @ 12/31/2021 (if underway):	\$	-								
% Complete (if underway):		0.0%								
Balance to be funded¹:	\$	50,000								

<sup>&</sup>lt;sup>1</sup> 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	\$	50,000					
TOTAL PRO	\$	50,000						

<sup>&</sup>lt;sup>2</sup> 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.

2022

Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2022-2026).

				PROJECT FIN	ANCING BY PLA	AN YEAR					
§ 806.1(3) <b>SOURCE O</b>	OF FUNDS:	Prior Authorized <sup>2</sup>	Actual Funds Utilized as of 03/31/21	Expenditures	Estimated Authorized Balance <sup>2</sup> 12/31/21	2022	2023	2024	2025	2026	TOTAL 5 Year CIP
CURRENT RESOURCE	ES	-	-	-	\$ -	35,804	-	-	-	-	\$ 35,804
CAPITAL RESERVES		-	-	-	\$ -	-	-	-	-	-	\$ -
<b>EQUIPMENT REPLAC</b>	CEMENT	-	-	-	\$ -	14,196	-	1	-	-	\$ 14,196
GRANTS	(SPECIFY)	-	-	-	\$ -	-	-	1	-	-	\$ -
BOND ISSUES		-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING L	OAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE	PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER	(SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:		\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING IMPACT:						2022	2023	2024	2025	2026	TOTAL
OPERATING / MAINTAINING PROJECT OR ASSET INCREMENTAL COSTS (N					SAVINGS)	-	-	-	-	-	\$ -

## CITY OF NEWARK, DELAWARE VEHICLE REPLACEMENT PROGRAM SCHEDULE 2022-2026 MAINTENANCE FUND (FLEET MAINTENANCE AND FACILITIES MAINTENANCE DIVISIONS)

VEHICLE		ALT FUEL	PURCHASE	PURCHASE	MILEAGE AS OF	RECOM'D MILEAGE	NORMAL YEARS	NORMAL REPL	BUDGET REPL	EQUIPMENT SINKING		BEDI	ACEMEI	I T C O	CT C	
NUMBER	DESCRIPTION	VEHICLE	DATE	PRICE	9/30/2020	AT REPL	LIFE	YEAR	YEAR	FUND BASIS	2022	2023	2024		2025	2026
	TENANCE DIVISION:		00/20/40	20.000	4.052	00.000	10	2020	2020	20.000						
650 652	2019 Ford F350 Dual Wheel 4X2 2016 Ford F350 Super Duty Pickup Truck		08/29/19 11/05/15	39,969 35,388	4,853 21,241	89,000 75,000	10 10	2029 2026	2029 2026	39,969 35,388						60,000
TOTAL FLEE	T MAINTENANCE DIVISION										-	-		<u> </u>	-	60,000
FACILITIES N	MAINTENANCE DIVISION:															
641 642	2004 Ford E250 Van 2016 Ford F250 Pickup Truck 4x4	EV - Proposed	07/08/04 01/22/16	14,196 23,535	68,298 11,967	64,000 70,000	12 12	2016 2028	2022 2028	14,196 23,535	50,000					
TOTAL FACI	LITIES MAINTENANCE DIVISION										50,000		<u> </u>			
TOTAL MAIN	NTENANCE FUND						GROSS ACC	QUISITION C	OST		\$ 50,000	\$ -	. \$	- \$	-	\$ 60,000
					_			OF CAPITAL OF CURREN			(35,804)	-	-	-	-	(24,612)
							NET EQUIP	MENT SINKI	NG FUND T	OTAL	\$ 14,196	\$ -	. \$	- \$	-	\$ 35,388



### **ADMINISTRATIVE DEPARTMENT**

#### **APPENDICES**

### CITY OF NEWARK, DELAWARE ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION APPENDIX A - OBJECT CODE 8131 - (2021 AND 2022 BUDGET COMPARISON)

#### ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Code 2022 IT Annual Operating Expense	Renewal	2021 Budget	2022 Budget	t +/- Prior Year Description
8131 Adobe Creative Suite Annual Maintenance - Allocated (2)	Annual	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	11,900.00	11,900.00	- City Website
8131 Click, Fix, Report		-	24,000.00	24,000.00 City App
8131 CTS Language Link - Interpreter Services	Annual	1,500.00	1,500.00	- Interpreter Services
8131 Everbridge - Maintenance - Inform Me	Annual	13,800.00	15,000.00	1,200.00 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 SiteImprove	Annual	5,500.00	-	(5,500.00) Tool to Scrub Website Data
8131 Tyler Technologies Munis Annual Maintenance - Allocated	Annual	8,309.54	17,712.72	9,403.18 Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131 Verizon - Cellular/Data - Allocated	Monthly	1,440.00	1,440.00	- Computer Mobile Internet Connectivity
8131 Verizon - Cellular/Data - Allocated (Communications)	Monthly	-	-	- Computer Mobile Internet Connectivity
8131 VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,861.11	4,945.00	83.89 VOIP Phone System
8131 VOIP Networks - Cloud9 VOIP Subscription - Allocated (Communications)	Monthly	2,777.78	2,826.00	48.22 VOIP Phone System
8131 Subtota	ı.	FF 400 43	02 642 72	28,235.29
8131 SUDTOTO	<u>:                                      </u>	\$ 55,408.43 \$ 55,408.00	\$3,643.72 \$ 83,644.00	,
		ب 33,406.00 چ	03,044،00	\$ 26,230.00

#### ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION APPENDIX A - OBJECT CODE 8131 - (2021 AND 2022 BUDGET COMPARISON)

#### ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Code 2022 IT Annual Operating Expense	Renewal	2021 Budget	2022 Budget	+/- Prior Year Description
8131 Advanced Power Control (Ongoing Support and Maintenance)	Annual	2,600.00	-	(2,600.00) Alerton HVAC Software Maintenance
8131 Advantech Prowatch Software Maintenance	Annual	3,500.00	3,500.00	<ul> <li>Municipal and Utility Gate Access Management Software (Prowatch)</li> </ul>
8131 Advantech Hosted Access Control System	Annual	-	25,820.00	25,820.00 Municipal, PD and Utility Gate Hosted Access Control System
8131 Card Reader Hardware Maintenance	As Needed	-	2,000.00	2,000.00 Responsive Hardware Support for Card Readers
8131 Gasboy Annual Maintenance	Annual	650.00	650.00	- Gas Pump Software Annual Maintenance
8131 Tyler Technologies Munis Annual Maintenance - Allocated	Annual	2,077.38	4,428.18	2,350.80 Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131 Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	- Computer Mobile Internet Connectivity
8131 VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	347.22	350.00	2.78 VOIP Phone System
	24.6.11	0.554.50	27.220.40	37-73-70
81	31 Subtotal:	9,654.60	37,228.18	27,573.58
	\$	9,655.00	\$ 37,228.00	\$ 27,574.00

#### **CITY OF NEWARK, DELAWARE**

#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

#### APPENDIX B - OPERATING EXPENDITURES: BUILDING AND GROUNDS MAINTENANCE - CODE 7250 (MATERIALS AND SUPPLIES) AND 8250 (CONTRACTUAL)

Supporting Documentation - Page 1 of 13
Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #1 and 2: Alderman's Court.





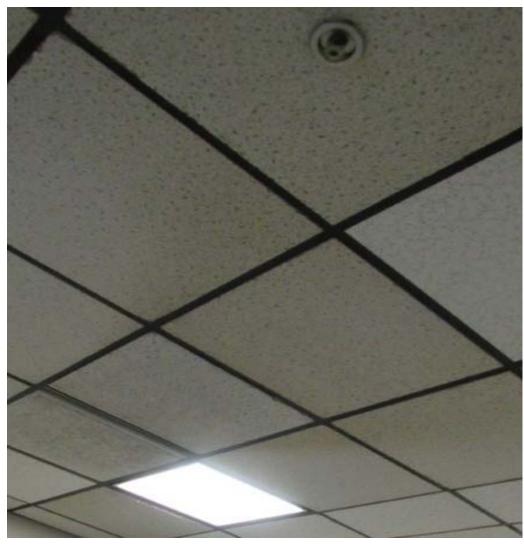
#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

#### APPENDIX B - OPERATING EXPENDITURES: BUILDING AND GROUNDS MAINTENANCE - CODE 7250 (MATERIALS AND SUPPLIES) AND 8250 (CONTRACTUAL)

Supporting Documentation - Page 2 of 13
Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #3 and 4: Alderman's Court.





#### **CITY OF NEWARK, DELAWARE**

#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

#### APPENDIX B - OPERATING EXPENDITURES: BUILDING AND GROUNDS MAINTENANCE - CODE 7250 (MATERIALS AND SUPPLIES) AND 8250 (CONTRACTUAL)

Supporting Documentation - Page 3 of 13
Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD



Images #5 and 6: Newark Police Department - Main lobby/walkway to Court.



#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

#### APPENDIX B - OPERATING EXPENDITURES: BUILDING AND GROUNDS MAINTENANCE - CODE 7250 (MATERIALS AND SUPPLIES) AND 8250 (CONTRACTUAL)

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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #7, 8 and 9: Newark Police Department - Deputy Chief's office.



#### **CITY OF NEWARK, DELAWARE**

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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #10 and 11: Newark Police Department - 1st floor hallway.





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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #12 and 13: Newark Police Department - Dispatch center.



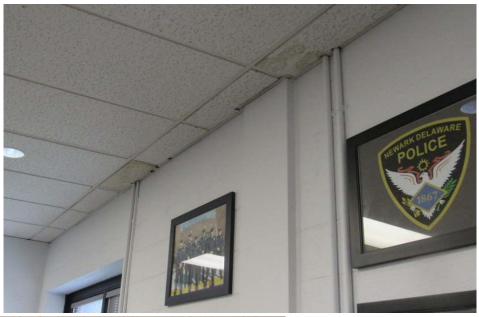
#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #14, 15 and 16: Newark Police Department - Clothing storage.







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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #17 and 18: Newark Police Department - Evidence room.





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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #19 and 20: Newark Police Department - Locker room.





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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #21 and 22: Newark Police Department - Locker room (continued).



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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #23 and 24: Newark Police Department - Basement/lab area.





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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #25 and 26: Newark Police Department - Ductwork particles (fall on Police staff desks from HVAC ducts regularly) – all photos from Deputy Chiefs/Captain's area.



#### **ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION**

#### APPENDIX B - OPERATING EXPENDITURES: BUILDING AND GROUNDS MAINTENANCE - CODE 7250 (MATERIALS AND SUPPLIES) AND 8250 (CONTRACTUAL)

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Associated Photos - Related to increased Facilities Maintenance expense accounts for ceiling tiles and duct cleaning in NPD

Images #27 and 28: Newark Police Department - Ductwork particles (fall on Police staff desks from HVAC ducts regularly) – all photos from Deputy Chiefs/Captain's area (continued).



