NEWARK DELAWARE
Committed to Service Excellence

2022

GENERAL OPERATING BUDGET

AS PROPOSED:

BUDGET HEARING #1
NOVEMBER 1, 2021

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Table of Contents

CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

October 30, 2021

Newark City Council
City of Newark, Delaware

2022 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Department of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2022 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. The budget ensures the continued provision of high levels of service and identifies the anticipated revenue sources to support our operations. The 2022 budget was developed based on a prioritization of needs for a well-rounded, full-service city, requiring consideration be given to competing infrastructure and community interests and the economic impact of the COVID-19 pandemic on the City's, and our resident's, finances. As with recent years, time was devoted in 2021 towards evaluating options for increased operational efficiencies and cost savings.

In preparation of the 2022 budget, we face several familiar structural cost drivers that once again compete with desired projects for funding. These structural costs are similar for municipalities across the state and country: rising healthcare costs, unfunded pension liabilities, collective bargaining related salary increases, and post-employment benefit liabilities. Absorbing a majority of the increases from these items to reflect a minimal impact on our utility customers and taxpayers took much hard work by our department directors and staff.

Primary goals of the 2022 General Operating Budget and the associated Capital Improvement Program include continued provision of existing services, maintenance of our existing infrastructure, meeting the needs and expectations of our community, and taking advantage of innovative and/or progressive efforts to plan for the future and move our community forward. Developing meaningful partnerships, embracing efforts for economic development and improving our use of technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification and look for ways to hold the line or gradually reduce our reliance on enterprise fund transfers into the General Fund. We also recommend that the City continue to migrate utility revenue away from consumption based variable charges into lower risk customer charges. Lastly, we continue to utilize borrowing where appropriate to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2022 Operating Budget and 2022 thru 2026 Capital Improvement Program (CIP). The CIP continues to heavily leverage city funds to maximize external funding sources. Fifty-one percent of the funding for the City's capital program is earmarked to be paid with external funding sources. Utilizing grant funds and contributions from state legislators where possible, we have continued to incorporate borrowing from bank loans and the state revolving loan program into the budget, as approved during the 2018 Referendum. Capital projects have been prioritized with a "fix it first" approach, as keeping our current infrastructure maintained and up to current standards is the backbone of our capital budget. Extending assets' useful lives and the safety of our community are highly regarded in the prioritization process as well, followed last by the projects that are an expansion of our existing services or assets and could be considered as nice to haves.

In summary, the core action items of this budget include:

- A proposed tax increase of 5% for 2022
    - Tax rate is based on 1983 taxable assessments provided by New Castle County.
    - Same service levels as provided in 2021.
    - Increased transfer from the utilities to the governmental funds totaling $0.7 million ($16.2 million to $16.9 million).

- A Water customer charge adjustment (entirely to cover Referendum-related projects) that will generate an additional $32,000.
    - City overall water consumption has improved from 2020. While conservation and technology advancements generally comes with flat water sales, the City has experienced improved water sales as the year progressed and students returned to Newark. The City continues to see some fluctuations in water sales due to weather, but the conscious efforts made by the Administration and Council to recover fixed costs via the customer charge has provided some revenue stability.

    - In 2020, City Council enacted the first meter-based customer charge in the water and sewer utilities to cover the debt service associated with borrowing approved under the 2018 referendum. This is the first step towards a more stable mix of volumetric and fixed charges. We expanded this in 2021 with an offsetting reduction to volumetric and have proposed another increase to both utilities customer charges to cover the additional debt service payments anticipated from our continued work on projects that were included in the approved referendum.

    - The 2022 CIP provides for $2,969,000 of Water Fund projects to be completed utilizing $25,267 in reserves, $318,733 in current resources, $1,925,000 in state revolving loan funding, and $700,000 in American Rescue Plan Act (ARPA) funding. The CIP funding is driven by the Laird Tract Well Field Restoration ($1.925 million). ARPA funding will help complete a list of smaller, essential water projects that have been placed on hold due to funding conflicts.

- A Stormwater customer charge adjustment (entirely to cover Referendum-related projects) that will generate an additional $270,000.
    - $2.6 million annual program to cover the cost of the current stormwater program.

  - Includes a monthly stormwater fee that will be between $2.33 and $7.01 per month for residential customers. Most residential customers will pay $3.89 or less per month. Non-residential customers will pay $3.89 per month per ESU (Equivalent Stormwater Unit). This reflects a 10% change from the 2021 rates to cover the debt service for the Rodney stormwater project, which will be completed in 2021.

  - The 2022 CIP provides for $925,000 of stormwater projects, including Storm Drainage Improvements of $550,000.

- No Electric rate adjustment for 2022
  - The 2022 CIP provides for $2,752,033 of electric projects to be completed utilizing 2022 current year revenue $1,033,821, reserves of $1,598,212 and other funding totaling $120,000.

  - The City is currently undergoing a rate study, which we plan to complete by the end of 2022, as the Covid pandemic delayed the project.

- A Sewer customer charge adjustment (entirely to cover Referendum-related projects)
  - The 2022 CIP provides for $1,950,000 of sewer projects to be completed utilizing $1,800,000 in state revolving loan funding and $150,000 in current resources to pay for ongoing sanitary sewer repairs.

  - In 2020, City Council enacted the first meter-based customer charge in the water and sewer utilities to cover the debt service associated with borrowing approved under the 2018 referendum. This is the first step towards a more stable mix of volumetric and fixed charges. We have proposed another increase to both utilities customer charges to cover the additional debt service payments anticipated from our continued work on projects that were included in the approved referendum.

2022 Budget Process – Discussion of Challenges and Initiatives

The 2022 budget process began late spring, with staff discussing our organizational challenges and initiatives, and the Finance Department updating the presentation templates that were initially created as part of the 2019 budget process. We have incorporated more data than ever into our Capital Improvement Plan and held a budget meeting with Council in August to reflect the starting point of the 2022 budget, highlighting our anticipated revenue shortfalls, for the third year in a row. Efforts to compile our annual budget has not become easier, however the earlier start to the budget process and the involvement of City Council earlier in the process has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process over the last few years have benefitted all who are involved in the process. Staff is challenged annually with aligning funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community.

Our organization's most valuable resource, our personnel, currently makes up 36.8% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff, and the retention of our workforce impacts the budget's bottom line. As a result, the general fund will require regular non-utility revenue enhancements or else we will increase our reliance on utility revenue to cover general fund operations. The City finalized new collective bargaining agreements with three of our four labor unions: CWA, AFSCME Local 1670, and AFSCME Local 3919 at the end of 2019. Each of these contracts are a minimum of 4 years in duration, with AFSCME 1670 being a 5-year contract. We are currently in negotiations with FOP Lodge 4 with the goal to renegotiate their contract before it expires at the end of 2021. All personnel costs (including benefits) are up $693,831 compared to 2021. The majority of that increase is associated with the addition of four new positions: Deputy Planning Director, two Planner positions, and a Distribution Engineer in the Electric Department; with the two temporary Planner positions paid through the American Rescue Plan Act. Absent a reduction in force which would reduce level of service, personnel costs will continue to trend upward due to contractual obligations, increasing healthcare expenses, and increased pension and other post-employment benefits (OPEB) obligations due to more realistic (lower) return assumptions for our pension fund and OPEB investments. The City has been able to manage some of its personnel expenses through natural attrition, with new employees starting back lower on the wage scale.

Many of our growing personnel costs are legacy obligations, like pensions and OPEB, that we have been able to negotiate out of labor contracts over the last few years. Unfortunately, the funds created to pay these liabilities assume payments are made across employee's entire careers, so we are still required to make payments for obligations from the past. Pension and OPEB costs consistently increase each year, and the City uses a realistic assumed rate of 6% for future return assumptions. , which is considerably lower than the 7.5% that was assumed earlier this decade. Assuming a lower rate of return results in higher necessary payments but is a more realistic representation of what we are likely to achieve from our investments in the short term. Unfortunately, while we have made large improvements in funded status of the pension and OPEB funds in recent years, both are still only funded around 70% and will require continued contributions of around $4 million per year for years to come to be able to meet our previously promised benefit obligations. In 2021, all new members of the FOP will be automatically enrolled in the State's pension plan, which will help the City with its pension liabilities in the long-term. In addition, health care expenses continue to be an ongoing challenge year over year.

Budget discussions of recent years have highlighted Newark's admirable utilization of the "pay-as-you-go" method of financing its capital projects. While paying cash for our projects has kept our debt service low, in turn, it has prevented us from adequately funding reserves and tackling larger capital projects to address our aging infrastructure. The successful 2018 referendum provided borrowing authorization for up to $27.6 million in a combination of state revolving loans and bond/loan financing which has allowed us to incrementally build our cash reserves back to a level in line with our Council approved financial policies. Continuing to strike a balance between "pay-as-you go" and smart borrowing for projects with adequate lifecycle moving forward will allow us to preserve our highly respected AA+ bond rating while adequately meeting the growing capital needs associated with aging infrastructure. While our rating was modified with a negative outlook last fall due to the impacts of COVID-19, it was recently revised back upward to stable. Our reserves and CARES Act funding of $2.3 million, allowed us to weather the downturn without reducing services to our residents and customers.

Despite moderate electric sales growth over the last few years from construction at STAR and elsewhere downtown, long-term trends for sewer sales are flat and water sales are decreasing, largely due to higher efficiency fixtures used in new construction and improved leak detection from the smart meter project. In 2021, the City began seeing the return of volumetric activity to pre-Covid levels, but the overall downward trend of volumetric sales is continuing its path due to conservation efforts. This slow decline, especially in peak demand, has occurred broadly in New Castle County. Additionally, our tax base only increases because of construction activity, and then only by the net difference between what was on the property originally and what is built back in its place. As a result, our tax base and utility revenue will not increase over the short-term at a rate sufficient to fund our community's growing infrastructure maintenance demands as our infrastructure ages. However, proper financing of our debt, accompanied with prudent planning, and sustainable development growth can ensure that both our current and future residents and business owners are paying for services at a rate that is comparable to our communities. The good news is Newark remains a great value.

Smart City initiatives of the past are generating long-term avoided cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 streetlight fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed a Measurement and Verification (M&V) analysis to determine the project's overall impact and cost-effectiveness. This report confirmed that the City's LED project will produce a cost avoidance of $135,000 each year and create an annual savings of 829,000 kwh. The total cost of the project was $575,000, creating a return-on-investment payback period on the City's outlay of just over four years. For every $1 spent on this project, the City will save $4.20 through avoided costs. Building off the success of that project, the City is just beginning the construction phase of a nearly $9 million Energy Savings Performance Contract (ESPC) in partnership with Seiberlich Trane, a Delaware licensed Energy Savings Company (ESCO). This project includes replacement of inefficient and end-of-life HVAC systems at City Hall, the Newark Police Department, and the George Wilson Center with high efficiency systems utilizing modern building automation systems. In addition to the HVAC work, this project also completes the City's transition to LED streetlights by replacing the remaining 800 streetlights in areas where we have underground electric lines. It also adds dimming capability on all streetlights in the City, repairs or replaces all flat roofing systems on City facilities, installs 1.3 megawatts of solar generation, upgrades water department pumps with variable frequency drives where appropriate, and includes a handful of other efficiency related improvements. In the end, the savings generated by these projects will more than cover the cost of the annual lease payments over the 20-year payback period while moving us forward toward the goals included in the "Sustainable Newark" sustainability plan adopted by Council earlier this year. This sustainability project is currently underway and will be completed in early 2022.

Rising health care expenses are one of the biggest challenges facing both the public and private sector today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. During this time our annual healthcare costs have increased at a rate approximately half of what we would have experienced otherwise. This year's renewal was no different, with an average increase across all offered plans of only 2.1%.

Appropriately managing risk and strategically using tools that are available to us, like debt and performance contracting, will be critical if we are going to be successful at sustainably meeting the expectations of our community for service delivery and quality of life. One critical action that staff strongly recommends is that we continue to move more of our utility revenue toward fixed charges and away from volumetric charges. This is to reflect that most of our expenses, especially in the water fund, are fixed, and that just because a building uses no utilities does not mean they received no benefit from the utility being there, ready to serve on demand. This was highlighted last year during the early months of the pandemic when UD and most businesses closed or move towards work from home, resulting in the loss of millions of dollars in utility revenue. Best practices in utility management suggest frequent reviews of our billing structure with adjustments as necessary to keep each utility financially stable while avoiding cross-subsidization of customer classes. The City must remain proactive to ensure that the City's fees for service are covering the costs to provide them equitably to all our customers.

The 2022 Budget in Summary

The proposed budget for 2022, including the five-year Capital Improvements Program, currently results in a surplus of $197,291. This estimated surplus is usually divided amongst all funds, however, this year, the Stormwater Fund accounts for 100% of the balance. If the expenditure budget fall under or equals the revenue estimates in 2022 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances. Stormwater surplus can also be used to help pay down principal on the Rodney project loan, which would decrease interest expense over the life of the loan.

	* as amended	** as proposed		
EXPENDITURE/SURPLUS	**2021 * BUDGET**	**2022 ** BUDGET**	**$ FROM 2021 BUDGET**	**% FROM 2021 BUDGET**
Operating Budget	$ 88,750,747	$ 91,360,289	$ 2,609,542	2.9%
Capital Budget	1,509,781	3,029,833	1,520,052	100.7%
Debt Service	3,489,242	4,525,348	1,036,106	29.7%
Net Current Surplus	1,468,072	197,291	(1,270,781)	-86.6%
Total	**$ 95,217,842**	**$ 99,112,761**	**$ 3,894,919**	**4.1%**

Major components of the consolidated budget are reflected as follows:

Operating expenditures are increasing by 2.9%, while capital expenditures are increasing by $1.5 million or 100.7%. Newark's debt service is up $1 million and our net current surplus has decreased by $866K. The Net Capital Budget of $3 million consists primarily of:

- Electric: $1,033,821 – $140,000 for new lines and services (E2201), $130,000 for a three-wheel wire trailer (old one was handmade over 40 years ago), $50,000 for a trencher, $125,000 for Villa Bellmont project, $440,000 for the new substation engineering study and system analysis (E2002), and $160,000 for 35kV disconnect switch replacements at Kershaw substation (E1912).

- Stormwater: $575,000 – stormwater quality and drainage improvements.

- Streets/Engineering: $519,712 – $450,000 towards the annual street program, with a total budget of $1.45 million. Total funding for the Street program is $1.6 million for 2021. $44,712 for equipment replacement, and $25,000 to Engineering for Survey equipment.

- Water: $318,733 - $150,000 towards the Curtis Wastewater Treatment Plant Raceway and Lagoon Rehabilitation, $100,000 for valve inspections, exercising and rehabilitation, $25,000 for the Roseville Park Pressure District. $29,000 for the Well Restoration Program, and $14,733 for equipment. The Water Main Replacement Program that was funded in 2021, will be completed in 2022.

- Sewer: $150,000 - $75,000 towards the fats, oils and grease (FOG) program, and $75,000 for a backup pump to eliminate any potential sewer overflows. The City's Sanitary Sewer Repair program, which includes $1.8 million in funding in 2022, is funded via the State Revolving Loan program.

- Information Technology: $215,000 - $140,000 for the second phase of the Citywide Fiber project, and $75,000 towards an automation platform to improve the efficiency of utility billing.

- Parks and Recreation: $94,339 – reflects $20,000 for improvements at the pools at Dickey Park and the George Wilson Center (year 1 of 2), $30,000 for facilities accessibility (K2004) and $40,000 for children's play equipment (K0908).

- Police: $123,228 – funding for police handgun upgrades ($66,153), police motorcycle computer upgrades ($23,426), and portable radio replacements ($33,649).

2022 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be $95.9 million for 2022, or a $3.2 million increase from 2021. The table below highlights the City's 2022 budgeted operating expenses:

	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	$ FROM 2021 BUDGET	% FROM 2021 BUDGET
Personnel Services	$ 35,836,113	$ 36,469,453	$ 633,340	1.8%
Utility Purchases	36,804,486	37,430,531	626,045	1.7%
Materials and Supplies	2,418,695	2,496,066	77,371	3.2%
Contractual Services	11,151,662	11,940,258	788,596	7.1%
Equipment Depreciation	1,437,919	1,808,826	370,907	25.8%
Debt Service	3,489,242	4,525,348	1,036,106	29.7%
Other Expenses	1,101,872	1,215,155	113,283	10.3%
Total	**$ 92,239,989**	**$ 95,885,637**	**$ 3,645,648**	**4.0%**

Personnel Services - Personnel expenses are increasing by $633K or 1.8% in 2022. Wages are budgeted to be $959,000 more than what was budgeted in 2021, for an increase of 4.3%. Wages includes the contractually negotiated salaries of our workforce, as most of our full-time employees are represented by the FOP, AFSCME or CWA. The increase for 2022 includes associated merit steps for eligible employees, and cost of living adjustments for CWA, AFSCME and the FOP, as we are in current contract negotiations with the FOP. There is no cost-of-living adjustment in the budget for management staff, but there are funds included to add 4% to the pay bands for management staff. Doing so will require additional council approval via ordinance. This pay band adjustment would help alleviate the salary compression issues that we have between our workforce and management and provide more room for growth.

Also included in the wages budget for 2022 are the four new positions, three of which were already approved by Council for the Planning Department to be filled this year, which are the two Planner positions and the Deputy Planning Director. These three positions added $224,000 in wages to the budget for next year, with ½ of this expense funded via ARPA. The fourth new position, which is the Distribution Engineer, is funded from Electric and adds $75,000 in wages to our budget.

Included in the $36.5 million in personnel services are funding for the City's pension plan ($3.85 million). The Pension plan has been closed since 2014 to new hires, except for the City's police officers. In addition, the City will be contributing nearly $1.6 million towards its OPEB obligations in 2022. Both pension and OPEB contributions reflect a 10% reduction when compared to 2021.

Utility Purchases - Utility purchases, which include the cost of electric purchases from DEMEC ($32.2 million) and sewer purchases from New Castle County ($5.2 million), are anticipated to be $37.4 million. Should New Castle County choose to raise rates after July 1, 2022 we would need to perform a mid-year rate adjustment to pass these costs along to our sewer customers or else we will run a deficit for the year. As of today, we are anticipating a 2% rate change from DEMEC for the purchase of wholesale electric for 2022.

Materials & Supplies - The materials and supplies lines have increased 3.2% due primarily to the increased costs of firearm supplies and $17,000 to replace automated external defibrillators in Police. $15,000 is needed to support the Street program, and another $6500 for our Parks and Recreation programs.

Contractual Services - Contractual Services increased by $788K, or 7.1%. Of this amount, $459,000 of this increase is due to the CDBG program, which is entirely grant-funded. The CDBG program has about $615K to spend toward City housing programs. The contractual services line is also seeing a $145,000 increase due to our estimated expenses for the City's insurance coverage for things like auto, property and casualty, workers compensation coverage, cyber and broker fees. Lastly, bank merchant fees have also increased $62,000 from 2021, and the cost to support the Police's body worn cameras totals $110,000, which was not included in the 2021 operating budget.

Equipment Depreciation - Equipment depreciation (a non-cash, formula driven expense) increased by 25.8% versus 2021. This expense continues to supplement the funding our future large equipment purchases.

Other Expenses - Other Expenses increased $113,000. The majority of this change is due to a $75,000 grant to The Newark Partnership (TNP) that was not included in the 2021 operating budget.

Budget by Department/Division – The budget changes by department/division are reflected on the table below. The reduction in the need to purchase electric and sewer service due to the Coronavirus pandemic are contributing towards 28.4% of the annual operating budget increase over 2021.

DEPARTMENT/DIVISION	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	$ FROM 2021 BUDGET	% FROM 2021 BUDGET
Electric Utility	$ 7,474,786	$ 7,587,851	$ 113,065	1.5%
Water Utility	4,908,307	4,840,047	(68,260)	-1.4%
Sewer Utility	1,136,030	1,165,571	29,541	2.6%
Stormwater Utility	1,308,040	1,390,033	81,993	6.3%
Utility Purchases	36,804,486	37,430,531	626,045	1.7%
Refuse Division	2,258,135	2,265,016	6,881	0.3%
Street Division	1,595,897	1,619,458	23,561	1.5%
Fleet Maintenance Division	1,486,638	1,524,134	37,496	2.5%
Engineering Division	1,021,249	1,077,694	56,445	5.5%
Code Enforcement Division	1,644,804	1,671,774	26,970	1.6%
Police Department	16,470,374	17,024,680	554,306	3.4%
Finance Department	280,850	335,634	54,784	19.5%
Planning Division	1,171,842	1,332,286	160,444	13.7%
Municipal Parking	2,184,823	2,191,306	6,483	0.3%
Facilities Maintenance Division	846,913	1,012,114	165,201	19.5%
Administrative Department	1,117,926	1,253,472	135,546	12.1%
Legislative Department	1,215,282	1,413,377	198,095	16.3%
Alderman's Court	609,713	636,453	26,740	4.4%
Parks and Recreation Department	3,840,017	3,966,763	126,746	3.3%
Community Development Block Grant	202,885	669,329	466,444	229.9%
Law Enforcement Fund	382,214	352,885	(29,329)	-7.7%
Special Parks Fund	41,100	41,195	95	0.2%
Unicity Transportation Fund	269,236	288,637	19,401	7.2%
Self Insurance Fund	230,000	140,000	(90,000)	-39.1%
OPEB Expense Funding	662,300	659,300	(3,000)	-0.5%
Less: Inter-Dept. Electric Sales	(413,100)	(529,251)	(116,151)	28.1%
Total Operating Expenditures	**$ 88,750,747**	**$ 91,360,289**	**$ 2,609,542**	**2.9%**

Revenue Highlights

City wide operating revenues of $99.1 million in 2022 are expected to be above 2021 budgeted revenue by 4.1%. Utility revenue are collectively responsible for $1.7 million of the $4.2 million increase due to expected return of volumetric sales to the pre-Coronavirus pandemic levels. In addition, the City is forecasting a $1.1 million gain in revenue from its fees for services, which includes fines, park fees, and parking. We are estimating a small growth in taxable assessments for 2021, primarily due to commercial growth. Part of the property tax growth includes the proposed 5% tax increase which will provide $200,000 in revenue to the City to fund its governmental services and to keep up on par with the rising costs of inflation. While 2018 and 2019 were banner years for real estate transfer tax (RTT), RTT fell off considerably during 2020 due to the slowdown in real estate activity caused by COVID-19. Since the end of 2020, RTT revenue has rebounded, so we have set the anticipated RTT revenue at $1,650,000, which is $200,000 more than what we anticipated in 2021. The hotel industry is also beginning to see more activity, and we have increased our hotel tax expectations by $150,000 to $600,000. In addition, 2021 construction activity has been strong and will carry over into 2022. Projects such as the FinTech Building at the STAR campus, the recently completed Fulton Bank project, The Grove, The Railyard, US Armed Forces Reserve Center, Martin Honda expansion, Newark Senior Living, Briarcreek North, Newark Charter Junior High School, and the Green Mansion will provide compliment the City's current portfolio of utility customers, offsetting some of the negative impacts derived from Covid-19.

REVENUE SOURCE	2021 * BUDGET (* as amended)	2022 ** BUDGET (** as proposed)	$ FROM 2021 BUDGET	% FROM 2021 BUDGET
Utility Revenue				
Electric	$ 54,067,229	$ 54,644,000	$ 576,771	1.1%
Water	8,744,200	9,157,000	412,800	4.7%
Sewer	6,872,100	7,322,500	450,400	6.6%
Stormwater	2,373,000	2,600,000	227,000	9.6%
Total Utility Revenue	**$ 72,056,529**	**$ 73,723,500**	**$ 1,666,971**	**2.3%**
Tax Revenue				
Realty Transfer Tax	$ 1,450,000	$ 1,650,000	$ 200,000	13.8%
Property Tax	7,960,000	8,246,000	286,000	3.6%
Penalties	20,000	60,000	40,000	200.0%
Franchise Tax	425,000	425,000	-	0.0%
Lodging Tax 2	450,000	600,000	150,000	33.3%
Total Tax Revenue	**$ 10,305,000**	**$ 10,981,000**	**$ 676,000**	**6.6%**
Fees for Service				
Fines	$ 1,359,800	$ 1,923,800	$ 564,000	41.5%
Business License Fees	225,000	200,000	(25,000)	-11.1%
Permits and Licenses	2,268,950	2,237,420	(31,530)	-1.4%
Park Fees	483,000	709,000	226,000	46.8%
Commercial Refuse & Transfer Sta.	20,000	25,000	5,000	25.0%
Parking Lots	603,000	170,000	(433,000)	-71.8%
Multi-Space Parking	1,550,000	2,430,000	880,000	56.8%
Parking Meters	400,000	-	(400,000)	-100.0%
Internal Service 2	2,431,560	2,732,436	300,876	12.4%
Total Fees for Service	**$ 9,341,310**	**$ 10,427,656**	**$ 1,086,346**	**11.6%**
Intergovernmental Revenue				
Subventions	$ 525,575	$ 553,575	$ 28,000	5.3%
Local School District	183,600	197,620	14,020	7.6%
Unicity Bus	143,380	143,380	-	0.0%
Community Development Block Grants 3	202,885	669,329	466,444	229.9%
Law Enforcement Grants - Special Fund	336,287	327,885	(8,402)	-2.5%
American Rescue Plan Act (ARPA)	216,000	619,116	403,116	186.6%
Miscellaneous Grants and Donations	794,320	442,100	(352,220)	-44.3%
Total Intergovernmental Revenue	**$ 2,402,047**	**$ 2,953,005**	**$ 550,958**	**22.9%**
Other Revenue				
Interest Received	$ 548,600	$ 496,000	$ (52,600)	-9.6%
Miscellaneous	307,356	244,100	(63,256)	-20.6%
Reimbursable Overtime	244,500	250,000	5,500	2.2%
Assessments	12,500	12,500	-	0.0%
Total Other Revenue	**$ 1,112,956**	**$ 1,002,600**	**$ (110,356)**	**-9.9%**
Appropriation of Prior Year Reserves	**$ -**	**$ 25,000**	**$ 25,000**	**100.0%**
Total Operating Revenue	**$ 95,217,842**	**$ 99,112,761**	**$ 3,894,919**	**4.1%**

The 2022 through 2026 Capital Improvements Program

The 2022 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of $16.5 million. Reserve funding, grant funding, vehicle equipment replacement funds, a bond issue, state revolving loan, the American Rescue Plan Act (ARPA) and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Use of grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

2022 CIP FUNDING SOURCES	Percent (%)	Dollar ($)
Capital Improvements		**$ 16,478,982**
Funding Sources:		
Use of Reserves	9.7%	1,603,654
Equipment Funding	4.4%	733,157
Grants	4.3%	708,016
Bond Issues	2.7%	450,178
State Revolving Loans (SRL)	22.6%	3,725,000
American Rescue Plan Act (ARPA)	35.4%	5,834,490
Other Sources	2.4%	394,654
Current Resources	**18.4%**	**3,029,833**

Funding for the 2022 CIP is proposed on the table labeled "2022 CIP Funding Sources." The Net Capital Improvement total of $3,029,833 will be funded in 2022 through current year revenue, which includes property taxes, utility rates, stormwater fees and other current sources of revenues.

Similar to 2018 through 2021, borrowing is included in the 2022 Capital Plan. It should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay-as-you-go" financing of capital projects. There is a need to address a greater level of critical infrastructure projects than current resources and reserves in 2022 will permit. Some use of ARPA funds is helping the City meet some of its infrastructure needs without going to referendum in 2023.

2022 CAPITAL EXPENDITURES	Percent (%)	Dollar ($)
Water Fund	18.0%	$ 2,969,000
Electric Fund	16.7%	2,752,033
Public Works - Capital Proj. Fund	14.2%	2,339,890
Information Technology Division - Capita	13.0%	2,137,155
Parks and Recreation - Capital Proj. Fund	12.6%	2,068,275
Sewer Fund	11.8%	1,950,000
Stormwater Fund	5.6%	925,000
Other Departments	3.9%	644,335
Public Works - Maintenance Fund	2.7%	440,654
Police Department - Capital Proj. Fund	1.5%	252,640
Gross Capital Expenditures	100.0%	**16,478,982**

This need can be met through the responsible, systematic utilization of funding in a way that strikes a balance between accomplishing immediate needs and encumbering future operating costs. Capital projects earmarked to be funded via the state revolving loan program or a bond issue, will move forward due to the referendum passing in 2018 to secure funding for these projects.

The table "Expenditures" exhibits planned capital spending by department in 2022. The majority of our gross capital expenditures consist of infrastructure, which are electric, water, sewer, stormwater and street projects.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks and recreation, streets and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 8.3% of our operating revenues in 2022. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with then-Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over $16.9 million in 2022, or require a tax increase well over 200% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add over 27,600 new additional residences just to collect $16.9 million in new tax revenue based on the City's median assessed value of a residential property. This is merely an academic comparison, however, as new residential properties would also result in increased demand for services and, accordingly, increased costs that would likely more than negate the increased tax revenue. Development in a form that uses less in services and infrastructure than the tax generated is key to making a dent in our general fund deficit. This is generally achieved by offsetting single family residential areas with dense, mixed-use development located proximate to jobs and the downtown, although there is no magic formula.

An additional reason to continue to focus on decreasing our reliance on utility transfers is the risk to revenues associated with the increased penetration of privately-owned distributed energy resources, like rooftop solar, as well as the impact of electric and water conservation. Both items have positive environmental and social impacts, but negatively impact our utility sales and margins. Transfers from the water fund have been increasing as a percentage of revenues in recent years, absorbing the majority of the additional revenue raised by significant rate increases dating back to 2011. Dialing back, or at a minimum not further increasing, our dependency would provide future benefits by leaving more revenue in our utility funds that are facing an infrastructure replacement tsunami as most of our distribution infrastructure like pipes and wires installed mid-century reach the end of their useful life over the next 15 or so years.

Other Governmental Funds

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

Enterprise Funds

The Enterprise Funds are comprised of the Electric, Water, Sewer, Stormwater and Parking Funds. These funds are intended to be self-supporting and contribute to the Governmental Funds via operating margin transfers (except for Stormwater). City Council's adoption of the Stormwater Utility mandates that no funds are to be transferred from it to support general fund operations. (Bill 17-43). Revenue expectations by fund can be found in within the operating budget.

Moving Forward

Efforts to improve the opportunity for citizens to manage utility consumption and associated costs with smart technology, and to equitably align utility costs across users via a combination of fixed and consumption-based charges will be of great importance, alongside high quality municipal services and parks, as we compete for new residents and businesses. Furthermore, it would be prudent whenever feasible, for future budget cycles to feature small inflation-indexed tax increases, and fixed or reduced utility revenue transfers. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. It remains clear that our organization and community will continue to be challenged to balance our commitment to our existing service levels without the need for higher, more diversified revenues. Our most recent revenue diversifier was the addition of the Hotel Lodging Tax in December of 2018. The Lodging Tax was a positive step for Newark to diversify revenue that supports our general fund, and the City strives to find new sources of revenue to ensure all are paying their fair share of City services.

Budget Presentation

The 2022 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division.
The following schedule for processing the 2022 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

- Public Hearing/Possible Budget Adoption – November 1, 2021
- Contingency Date - Public Hearing/Budget Adoption – November 15, 2021 (if needed)
- Introduction Date for Revenue Ordinances – November 8, 2021 (if budget is approved on November 1)

The preparation and compilation of the 2022 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, and Trevor Miller worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations.

I look forward to continuing the many efforts already underway, and yet to be proposed, along with our staff to move our organization forward and take advantage of opportunities for improvement. Lastly, I thank you for your dedication to Newark and ask that you continue to show your support of the hard work of our many employees on behalf of our community. Your commitment of time, skills, and interest in doing the right thing on behalf of our citizens, businesses and visitors will be greatly appreciated as we move into the New Year.

Respectfully submitted,

Thomas Coleman
City Manager

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	% FROM 2021 BUDGET
Revenue/Other Funding Sources							
Utility Sales	$ 68,875,796	$ 71,039,082	$ 71,642,391	$ 68,953,720	$ 72,056,529	$ 73,723,500	2.3%
Real Estate and Other Taxes	8,613,322	9,770,921	10,596,904	9,699,072	10,305,000	10,981,000	6.6%
Fees for Service	9,415,623	18,825,495	9,998,235	7,246,168	9,341,310	10,427,656	11.6%
Intergovernmental Revenue	1,501,545	1,676,924	1,900,991	4,269,856	2,402,047	2,953,005	22.9%
Other Revenue	1,164,084	1,082,810	1,407,583	1,248,973	1,112,956	1,002,600	-9.9%
Appropriation of Prior Year Reserves	-	-	80,000	708,752	-	25,000	100.0%
Total Operating Revenue	$ 89,570,370	$ 102,395,232	$ 95,626,104	$ 92,126,541	$ 95,217,842	$ 99,112,761	4.1%
Expenditures							
Personnel Services	$ 30,949,834	$ 32,723,274	$ 33,622,361	$ 36,596,786	$ 35,836,113	$ 36,469,453	1.8%
Utility Purchases	38,338,621	38,266,885	36,900,030	33,962,454	36,804,486	37,430,531	1.7%
Materials and Supplies	2,125,197	2,202,773	2,182,184	1,823,202	2,418,695	2,496,066	3.2%
Contractual Services	8,378,034	20,401,753	9,233,785	9,251,562	11,151,662	11,940,258	7.1%
Equipment Depreciation	1,424,975	1,355,547	1,353,420	1,377,635	1,437,919	1,808,826	25.8%
Debt Service	2,630,170	2,655,100	2,629,977	2,657,423	3,489,242	4,525,348	29.7%
Other Expenses	774,179	647,799	1,253,823	884,351	1,101,872	1,215,155	10.3%
Total Operating Expenses	$ 84,621,010	$ 98,253,131	$ 87,175,580	$ 86,553,413	$ 92,239,989	$ 95,885,637	4.0%
Capital Improvements							
Gross Capital Improvements	$ 11,234,899	$ 9,629,999	$ 12,293,933	$ 16,940,171	$ 23,282,158	$ 16,478,982	-29.2%
Less: Use of Reserves	(6,499,164)	(4,970,123)	(4,018,780)	(4,130,832)	(1,461,690)	(1,603,654)	9.7%
Equipment Replacement	(1,101,509)	(1,157,711)	(885,660)	(876,933)	(629,905)	(733,157)	16.4%
Grants	(860,464)	(728,043)	(697,633)	(101,834)	(4,000,563)	(708,016)	-82.3%
Bond Issues	-	-	(460,566)	(128,150)	(646,888)	(450,178)	-30.4%
State Revolving Loan	-	-	(3,611,892)	(6,282,633)	(6,007,000)	(3,725,000)	-38.0%
American Rescue Plan Act	-	-	-	-	(103,478)	(5,834,490)	5538.4%
Other Sources	-	(444,910)	(370,972)	(72,958)	(8,922,853)	(394,654)	-95.6%
Net Capital Improvements	$ 2,773,762	$ 2,329,212	$ 2,248,430	$ 5,346,831	$ 1,509,781	$ 3,029,833	100.7%
Net Current Surplus	2,175,598	1,812,889	6,202,094	226,297	1,468,072	197,291	-86.6%
TOTAL EXPENDITURES AND SURPLUS	**$ 89,570,370**	**$ 102,395,232**	**$ 95,626,104**	**$ 92,126,541**	**$ 95,217,842**	**$ 99,112,761**	**4.1%**
Property Tax Rate per $100.00 of assessed value	$ 0.7065	$ 0.7737	$ 0.7737	$ 0.8047	$ 0.9120	$ 0.9576	5.0%

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	% FROM 2021 BUDGET
Utility Revenue							
Electric	$ 52,467,534	$ 52,401,966	$ 52,709,702	$ 51,600,384	$ 54,067,229	$ 54,644,000	1.1%
Water	9,366,826	9,395,673	9,150,224	8,247,871	8,744,200	9,157,000	4.7%
Sewer	7,041,436	7,213,727	7,398,867	6,702,782	6,872,100	7,322,500	6.6%
Stormwater [1]	N/A	2,027,716	2,383,598	2,402,683	2,373,000	2,600,000	9.6%
Utility Revenue Total	$ 68,875,796	$ 71,039,082	$ 71,642,391	$ 68,953,720	$ 72,056,529	$ 73,723,500	2.3%
Less: Utilities Purchased	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Total Gross Utility Margin	**$ 68,875,796**	**$ 71,039,082**	**$ 71,642,391**	**$ 68,953,720**	**$ 72,056,529**	**$ 73,723,500**	**2.3%**
Tax Revenue							
Realty Transfer Tax	$ 1,584,426	$ 2,365,285	$ 2,646,573	$ 1,293,038	$ 1,450,000	$ 1,650,000	13.8%
Property Tax	6,501,354	6,629,314	6,705,035	7,563,605	7,960,000	8,246,000	3.6%
Penalties	56,086	100,479	61,543	51,293	20,000	60,000	200.0%
Franchise Tax	471,456	628,907	423,106	439,346	425,000	425,000	0.0%
Lodging Tax [2]	N/A	46,936	760,647	351,790	450,000	600,000	100.0%
Tax Revenue Total	**$ 8,613,322**	**$ 9,770,921**	**$ 10,596,904**	**$ 9,699,072**	**$ 10,305,000**	**$ 10,981,000**	**6.6%**
Fees for Service							
Fines	$ 1,847,537	$ 1,998,139	$ 1,916,365	$ 1,063,680	$ 1,359,800	$ 1,923,800	41.5%
Business License Fees	171,731	175,551	235,940	227,855	225,000	200,000	-11.1%
Permits and Licenses	2,066,548	2,939,499	2,236,977	2,172,197	2,268,950	2,237,420	-1.4%
Park Fees	661,108	699,022	719,114	203,643	483,000	709,000	46.8%
Commercial Refuse & Transfer Sta.	20,564	17,804	39,147	19,353	20,000	25,000	25.0%
Parking Lots	1,531,377	1,580,192	1,420,015	283,679	603,000	170,000	-71.8%
Multi-Space Parking	N/A	N/A	225,608	619,072	1,550,000	2,430,000	100.0%
Parking Meters	1,363,301	1,336,541	1,070,148	205,347	400,000	-	-100.0%
Internal Service [2]	1,753,457	10,078,747	2,134,921	2,451,342	2,431,560	2,732,436	12.4%
Fees for Service Total	**$ 9,415,623**	**$ 18,825,495**	**$ 9,998,235**	**$ 7,246,168**	**$ 9,341,310**	**$ 10,427,656**	**11.6%**

(Operating revenue detail is continued on the following page)

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES (CONTINUED)

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	% FROM 2021 BUDGET
Intergovernmental Revenue							
Subventions	$ 523,331	$ 530,658	$ 515,271	$ 527,122	$ 525,575	$ 553,575	5.3%
Local School District	70,750	75,900	82,750	168,485	183,600	197,620	7.6%
Unicity Bus	143,380	143,380	143,380	143,380	143,380	143,380	0.0%
Community Development Block Grants [3]	207,971	233,048	226,776	167,761	202,885	669,329	229.9%
Law Enforcement Grants - Special Fund	347,802	578,402	400,000	440,446	336,287	327,885	-2.5%
American Rescue Plan Act (ARPA) [4]	-	-	-	-	216,000	619,116	186.6%
Miscellaneous Grants and Donations	208,311	115,536	532,814	2,822,662	794,320	442,100	-44.3%
Intergovernmental Revenue Total	**$ 1,501,545**	**$ 1,676,924**	**$ 1,900,991**	**$ 4,269,856**	**$ 2,402,047**	**$ 2,953,005**	**22.9%**
Other Revenue							
Interest Received	$ 341,640	$ 432,187	$ 665,575	$ 614,380	$ 548,600	$ 496,000	-9.6%
Miscellaneous	614,743	313,844	463,687	404,014	307,356	244,100	-20.6%
Reimbursable Overtime	199,396	321,082	266,848	228,312	244,500	250,000	2.2%
Assessments	8,305	15,697	11,473	2,267	12,500	12,500	0.0%
Other Revenue Total	**$ 1,164,084**	**$ 1,082,810**	**$ 1,407,583**	**$ 1,248,973**	**$ 1,112,956**	**$ 1,002,600**	**-9.9%**
Appropriation of Prior Year Reserves							
Appropriation of Prior Year Reserves Total	**$ -**	**$ -**	**$ 80,000**	**$ 708,752**	**$ -**	**$ 25,000**	**100.0%**
TOTAL OPERATING REVENUE	**$ 89,570,370**	**$ 102,395,232**	**$ 95,626,104**	**$ 92,126,541**	**$ 95,217,842**	**$ 99,112,761**	**4.1%**

[1] Stormwater Utility separated from the Water Utility in 2018

[2] New revenue line added in 2019

[3] CDBG revenues do not include grants for capital costs

[4] New revenue line added in 2021

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	* as amended 2021 * BUDGET	** as proposed 2022 ** BUDGET	% FROM 2021 BUDGET
Electric Utility	$ 6,034,614	$ 6,956,060	$ 7,327,668	$ 7,627,448	$ 7,474,786	7,587,851	1.5%
Water Utility	4,317,279	4,071,650	4,907,089	3,784,047	4,908,307	4,840,047	-1.4%
Sewer Utility	1,102,107	1,018,479	1,074,628	1,184,844	1,136,030	1,165,571	2.6%
Stormwater Utility	791,681	1,461,159	1,151,985	1,578,115	1,308,040	1,390,033	6.3%
Utility Purchases	38,338,621	38,266,885	36,900,030	33,962,454	36,804,486	37,430,531	1.7%
Refuse Division	2,009,009	2,324,368	2,122,270	2,463,619	2,258,135	2,265,016	0.3%
Street Division	1,681,946	1,891,224	1,262,378	1,444,618	1,595,897	1,619,458	1.5%
Fleet Maintenance Division	1,288,067	1,438,513	1,477,040	1,550,499	1,486,638	1,524,134	2.5%
Engineering Division	984,205	1,049,134	1,021,728	1,095,566	1,021,249	1,077,694	5.5%
Code Enforcement Division	1,389,724	1,534,562	1,453,711	1,647,338	1,644,804	1,671,774	1.6%
Police Department	13,468,533	15,608,722	15,097,311	16,459,179	16,470,374	17,024,680	3.4%
Finance Department	302,088	318,360	107,261	312,597	280,850	335,634	19.5%
Planning Division	533,970	649,337	1,130,442	855,602	1,171,842	1,332,286	13.7%
Municipal Parking	1,961,798	2,164,089	2,205,931	1,963,831	2,184,823	2,191,306	0.3%
Facilities Maintenance Division	465,390	4,690,524	690,177	844,111	846,913	1,012,114	19.5%
Administrative Department	1,161,924	1,108,029	733,002	1,158,048	1,117,926	1,253,472	12.1%
Legislative Department	1,096,704	1,326,933	1,029,744	1,118,381	1,215,282	1,413,377	16.3%
Alderman's Court	504,845	607,255	499,457	558,819	609,713	636,453	4.4%
Parks and Recreation Department	3,148,166	4,107,862	3,376,840	3,433,056	3,840,017	3,966,763	3.3%
Community Development Block Grant	152,971	225,659	201,777	135,964	202,885	669,329	229.9%
Law Enforcement Fund	323,864	289,090	291,593	308,318	382,214	352,885	-7.7%
Special Parks Fund	55,235	18,404	13,671	12,913	41,100	41,195	0.2%
Downtown Newark Partnership Division	45,984	31,850	-	-	-	-	0.0%
Unicity Transportation Fund	282,211	286,884	272,566	196,614	269,236	288,637	7.2%
Self Insurance Fund	482,519	4,017,402	78,026	106,734	230,000	140,000	-39.1%
OPEB Expense Funding	622,785	643,697	626,178	638,975	662,300	659,300	-0.5%
Less: Inter-Dept. Electric Sales	(555,400)	(508,100)	(506,900)	(545,700)	(413,100)	(529,251)	28.1%
TOTAL OPERATING EXPENDITURES	**$ 81,990,840**	**$ 95,598,031**	**$ 84,545,603**	**$ 83,895,990**	**$ 88,750,747**	**$ 91,360,289**	**2.9%**

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2022	$ 3,377,967	$ 6,311,632	$ 82,799,405	$ 2,821,377	$ 95,310,381
Revenue					
Utility Sales	$ -	$ -	$ 72,981,000	$ -	$ 72,981,000
Utility Other Service Revenue	-	-	742,500	-	742,500
Utilities Contributions	$ -	$ -	$ 73,723,500	$ -	$ 73,723,500
Tax Revenue & Emergency Communication Fees	10,981,000	-	-	-	10,981,000
Fees for Service	5,010,220	-	2,685,000	2,732,436	10,427,656
Intergovernmental Revenue	1,786,411	1,166,594	-	-	2,953,005
Other Revenue	521,700	50,000	418,900	12,000	1,002,600
Appropriation of Prior Year Reserves	-	25,000	-	-	25,000
Total Operating Revenue	$ 18,299,331	$ 1,241,594	$ 76,827,400	$ 2,744,436	$ 99,112,761
Expenditures					
Personnel Services	$ 26,283,825	$ 201,803	$ 8,448,748	$ 1,535,077	$ 36,469,453
Utility Purchases	-	-	37,430,531	-	37,430,531
Materials and Supplies	798,023	177,249	818,794	702,000	2,496,066
Contractual Services	6,231,280	885,085	4,098,141	725,752	11,940,258
Equipment Depreciation	1,157,411	42,909	555,101	53,405	1,808,826
Debt Service	-	751,239	3,577,921	196,188	4,525,348
Other Expenses	492,657	45,000	477,098	200,400	1,215,155
Inter-Dept Charges	(2,366,589)	-	2,247,675	118,914	-
Total Operating Expenses	$ 32,596,607	$ 2,103,285	$ 57,654,009	$ 3,531,736	$ 95,885,637
Capital Improvements					
Gross Capital Improvements	$ -	$ 7,442,295	$ 8,596,033	$ 440,654	$ 16,478,982
Less: Addition (Use) of Reserves	-	(382,971)	(1,220,683)	-	(1,603,654)
Equipment Replacement	-	(330,361)	(402,796)	-	(733,157)
Grants	-	(637,016)	(50,000)	(21,000)	(708,016)
Bond Issues	-	(450,178)	-	-	(450,178)
State Revolving Loans	-	(4,539,490)	(1,000,000)	(295,000)	(5,834,490)
Other Sources	-	(150,000)	(120,000)	(124,654)	(394,654)
Net Capital Improvements	$ -	$ 952,279	$ 2,077,554	$ -	$ 3,029,833
Net Transfers	14,297,276	1,799,294	(16,883,870)	787,300	-
Net Current Surplus	-	(14,676)	211,967	-	197,291
Total Expenditures and Surplus	$ 32,596,607	$ 3,792,127	$ 63,521,451	$ 3,727,924	$ 103,638,109
Other Increase (Decrease) in Fund Balance	-	(713,332)	-	-	(713,332)
Budgeted Fund Balance - December 31, 2022	$ 3,377,967	$ 5,583,624	$ 83,011,372	$ 2,821,377	$ 94,794,340
Projected Cash/Investments - January 1, 2022	$ 7,692,982	$ 11,099,981	$ 34,302,247	$ 3,115,977	$ 56,211,187
Net Current Surplus	-	(14,676)	211,967	-	197,291
Receipt of ARPA Grant	550,530	400,000	8,096,538	-	9,047,068
Capital Projects Paid From Reserves	-	(5,252,822)	(2,623,479)	(295,000)	(8,171,301)
Appropriation of Prior Year Reserves	-	(25,000)	-	-	(25,000)
Non-Cash Items:					
Depreciation	1,157,411	42,909	555,101	53,405	1,808,826
Budgeted Cash/Investments - December 31, 2022	$ 9,400,923	$ 6,250,392	$ 40,542,374	$ 2,874,382	$ 59,068,071

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
Projected Fund Balance - January 1, 2022	$ -	$ 703,244	$ 418,997
Revenue			
Utility Sales	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	669,329	327,885	26,000
Other Revenue	-	-	-
Appropriation of Prior Year Reserves	-	25,000	-
Total Operating Revenue	$ 669,329	$ 352,885	$ 26,000
Expenditures			
Personnel Services	$ 49,010	$ 151,298	$ 1,495
Utility Purchases	-	-	-
Materials and Supplies	4,986	119,587	23,000
Contractual Services	615,333	37,000	16,700
Equipment Depreciation	-	-	-
Debt Service	-	-	-
Other Expenses	-	45,000	-
Inter-Dept Charges	-	-	-
Total Operating Expenses	$ 669,329	$ 352,885	$ 41,195
Capital Improvements			
Gross Capital Improvements	$ 25,000	$ -	$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(25,000)	-	-
Bond Issues	-	-	-
State Revolving Loans	-	-	-
Other Sources	-	-	-
Net Capital Improvements	$ -	$ -	$ -
Net Transfers	-	-	15,195
Net Current Surplus	-	-	-
Total Expenditures and Surplus	$ 669,329	$ 352,885	$ 41,195
Other Increase (Decrease) in Fund Balance	-	-	-
Budgeted Fund Balance - December 31, 2022	$ -	$ 703,244	$ 418,997
Projected Cash/Investments - January 1, 2022	$ 469	$ 1,003,024	$ 409,863
Net Current Surplus	-	-	-
Receipt of ARPA Grant	-	-	-
Capital Projects Paid From Reserves	-	-	-
Appropriation of Fund Balance	-	(25,000)	-
Non-Cash Items:			
Depreciation	-	-	-
Budgeted Cash/Investments - December 31, 2022	$ 469	$ 978,024	$ 409,863

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
$ -	$ 19,614	$ 46,340	$ 5,123,437	$ 6,311,632
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
-	-	-	-	-
-	143,380	-	-	1,166,594
-	-	-	50,000	50,000
-	-	-	-	25,000
$ -	$ 143,380	$ -	$ 50,000	$ 1,241,594
$ -	$ -	$ -	$ -	$ 201,803
-	-	-	-	-
-	29,676	-	-	177,249
-	216,052	-	-	885,085
-	42,909	-	-	42,909
-	-	751,239	-	751,239
-	-	-	-	45,000
-	-	-	-	-
$ -	$ 288,637	$ 751,239	$ -	$ 2,103,285
$ -	$ -	$ -	$ 7,417,295	$ 7,442,295
-	-	-	(382,971)	(382,971)
-	-	-	(330,361)	(330,361)
-	-	-	(612,016)	(637,016)
-	-	-	(450,178)	(450,178)
-	-	-	(4,539,490)	(4,539,490)
-	-	-	(150,000)	(150,000)
$ -	$ -	$ -	$ 952,279	$ 952,279
-	130,581	751,239	902,279	1,799,294
-	(14,676)	-	-	(14,676)
$ -	$ 273,961	$ 1,502,478	$ 952,279	$ 3,792,127
-	-	-	(713,332)	(713,332)
$ -	$ 4,938	$ 46,340	$ 4,410,105	$ 5,583,624
$ -	$ 393	$ 46,340	$ 9,639,892	$ 11,099,981
-	(14,676)	-	-	(14,676)
-	-	-	400,000	400,000
-	-	-	(5,252,822)	(5,252,822)
-	-	-	-	(25,000)
-	42,909	-	-	42,909
$ -	$ 28,626	$ 46,340	$ 4,787,070	$ 6,250,392

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2022	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 2,936,540	$ 2,479,361	$ 82,799,405
Revenue						
Utility Sales	$ 53,996,000	$ 9,100,000	$ 7,300,000	$ 2,585,000	$ -	$ 72,981,000
Utility Other Service Revenue	648,000	57,000	22,500	15,000	-	742,500
Utilities Contributions	$ 54,644,000	$ 9,157,000	$ 7,322,500	$ 2,600,000	$ -	$ 73,723,500
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-
Fees for Service	-	25,000	18,000	42,000	2,600,000	2,685,000
Intergovernmental Revenue	-	-	-	-	-	-
Other Revenue	238,500	123,000	40,400	5,000	12,000	418,900
Total Operating Revenue	$ 54,882,500	$ 9,305,000	$ 7,380,900	$ 2,647,000	$ 2,612,000	$ 76,827,400
Expenditures						
Personnel Services	$ 3,620,067	$ 2,635,781	$ 317,247	$ 677,603	$ 1,198,050	$ 8,448,748
Utility Purchases	32,230,531	-	5,200,000	-	-	37,430,531
Materials and Supplies	313,844	409,400	27,200	27,500	40,850	818,794
Contractual Services	1,900,565	1,055,022	342,827	316,004	483,723	4,098,141
Equipment Depreciation	252,282	58,512	48,382	56,535	139,390	555,101
Debt Service	758,548	2,237,173	112,200	470,000	-	3,577,921
Other Expenses	364,153	43,938	5,772	53,400	9,835	477,098
Inter-Dept Charges	607,689	637,394	424,143	258,991	319,458	2,247,675
Total Operating Expenses	$ 40,047,679	$ 7,077,220	$ 6,477,771	$ 1,860,033	$ 2,191,306	$ 57,654,009
Capital Improvements						
Gross Capital Improvements	$ 2,752,033	$ 2,969,000	$ 1,950,000	$ 925,000	$ -	$ 8,596,033
Less: Use of Reserves	(1,220,683)	-	-	-	-	(1,220,683)
Equipment Replacement	(377,529)	(25,267)	-	-	-	(402,796)
Grants	-	-	-	(50,000)	-	(50,000)
Bond Issues	-	-	-	-	-	-
State Revolving Loans	-	(700,000)	-	(300,000)	-	(1,000,000)
Other Sources	(120,000)	-	-	-	-	(120,000)
Net Capital Improvements	$ 1,033,821	$ 318,733	$ 150,000	$ 575,000	$ -	$ 2,077,554
Net Transfers	(13,801,000)	(1,909,047)	(753,129)	-	(420,694)	(16,883,870)
Net Current Surplus	-	-	-	211,967	-	211,967
Total Expenditures and Surplus	$ 41,840,048	$ 9,633,126	$ 6,739,971	$ 3,117,000	$ 2,191,306	$ 63,521,451
Other Increase (Decrease) in Fund Balance	-	-	-	-	-	-
Budgeted Fund Balance - December 31, 2022	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 3,148,507	$ 2,479,361	$ 83,011,372
Projected Cash/Investments - January 1, 2022	$ 20,825,379	$ 4,375,081	$ 5,908,107	$ 3,072,916	$ 120,764	$ 34,302,247
Net Current Surplus	-	-	-	211,967	-	211,967
Receipt of ARPA Grant	-	5,600,000	2,096,538	400,000	-	8,096,538
Capital Projects Paid From Reserves	(1,598,212)	(725,267)	-	(300,000)	-	(2,623,479)
Non-Cash Items:						
Depreciation	252,282	58,512	48,382	56,535	139,390	555,101
Budgeted Cash/Investments - December 31, 2022	$ 19,479,449	$ 9,308,326	$ 8,053,027	$ 3,441,418	$ 260,154	$ 40,542,374

CITY OF NEWARK, DELAWARE
2022 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

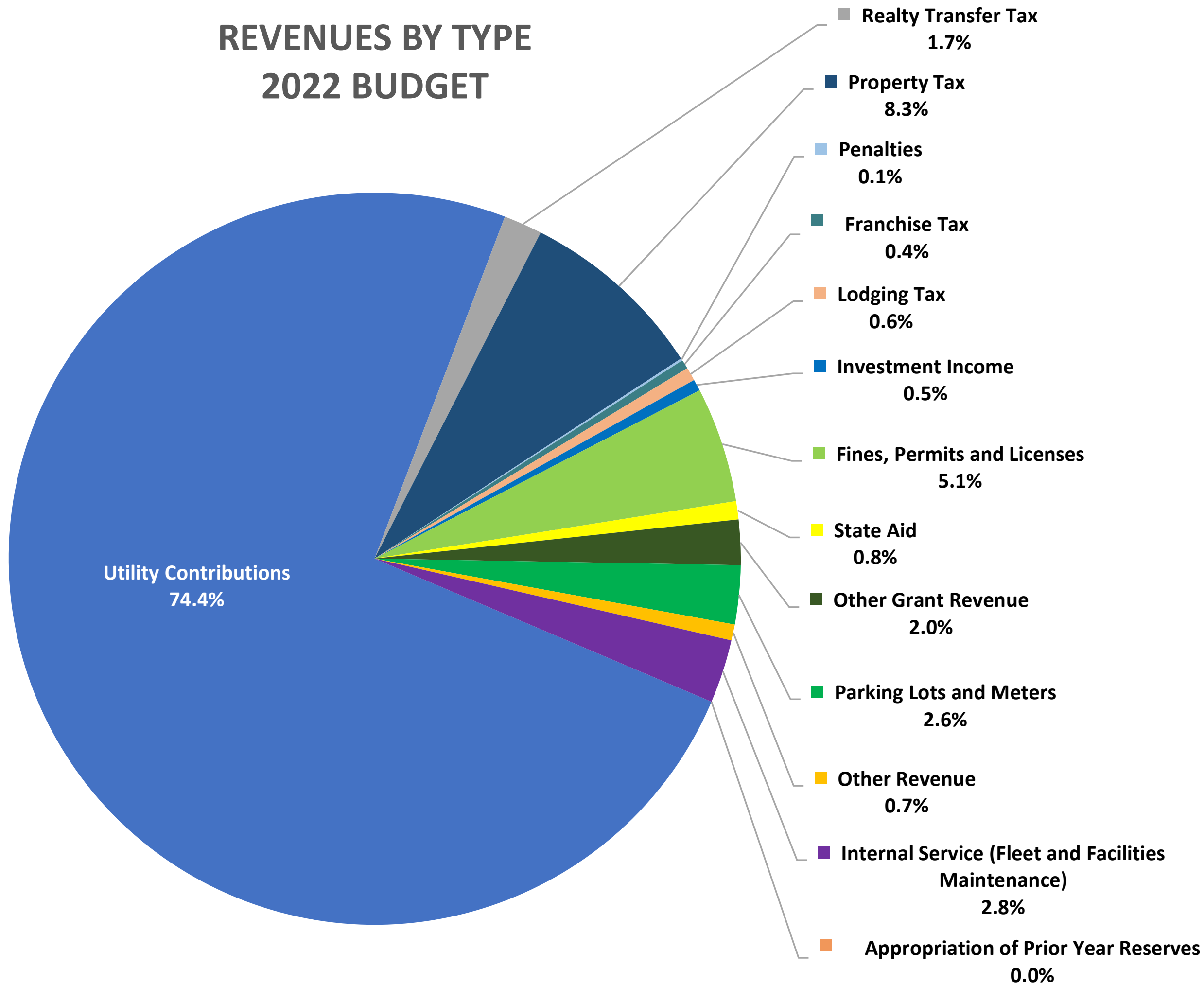
	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2022	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Revenue				
Utility Sales	$ -	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	$ -	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	2,732,436	-	-	2,732,436
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	12,000	-	12,000
Total Operating Revenue	$ 2,732,436	$ 12,000	$ -	$ 2,744,436
Expenditures				
Personnel Services	$ 875,777	$ -	$ 659,300	$ 1,535,077
Utility Purchases	-	-	-	-
Materials and Supplies	702,000	-	-	702,000
Contractual Services	585,752	140,000	-	725,752
Equipment Depreciation	53,405	-	-	53,405
Debt Service	196,188	-	-	196,188
Other Expenses	200,400	-	-	200,400
Inter-Dept Charges	118,914	-	-	118,914
Total Operating Expenses	$ 2,732,436	$ 140,000	$ 659,300	$ 3,531,736
Capital Improvements				
Gross Capital Improvements	$ 440,654	$ -	$ -	$ 440,654
Less: Use of Reserves	-	-	-	-
Equipment Replacement	-	-	-	-
Grants	(21,000)	-	-	(21,000)
Bond Issues	-	-	-	-
State Revolving Loans	(295,000)	-	-	(295,000)
Other Sources	(124,654)	-	-	(124,654)
Net Capital Improvements	$ -	$ -	$ -	$ -
Net Transfers	-	128,000	659,300	787,300
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	$ 2,928,624	$ 140,000	$ 659,300	$ 3,727,924
Other Increase (Decrease) in Fund Balance	-	-	-	-
Budgeted Fund Balance - December 31, 2022	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Projected Cash/Investments - January 1, 2022	$ 876,824	$ 2,194,119	$ 45,034	$ 3,115,977
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	(295,000)	-	-	(295,000)
Non-Cash Items:				
Depreciation	53,405	-	-	53,405
Budgeted Cash/Investments - December 31, 2022	$ 635,229	$ 2,194,119	$ 45,034	$ 2,874,382

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

CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET SUMMARY - 2022
BUDGET AT A GLANCE

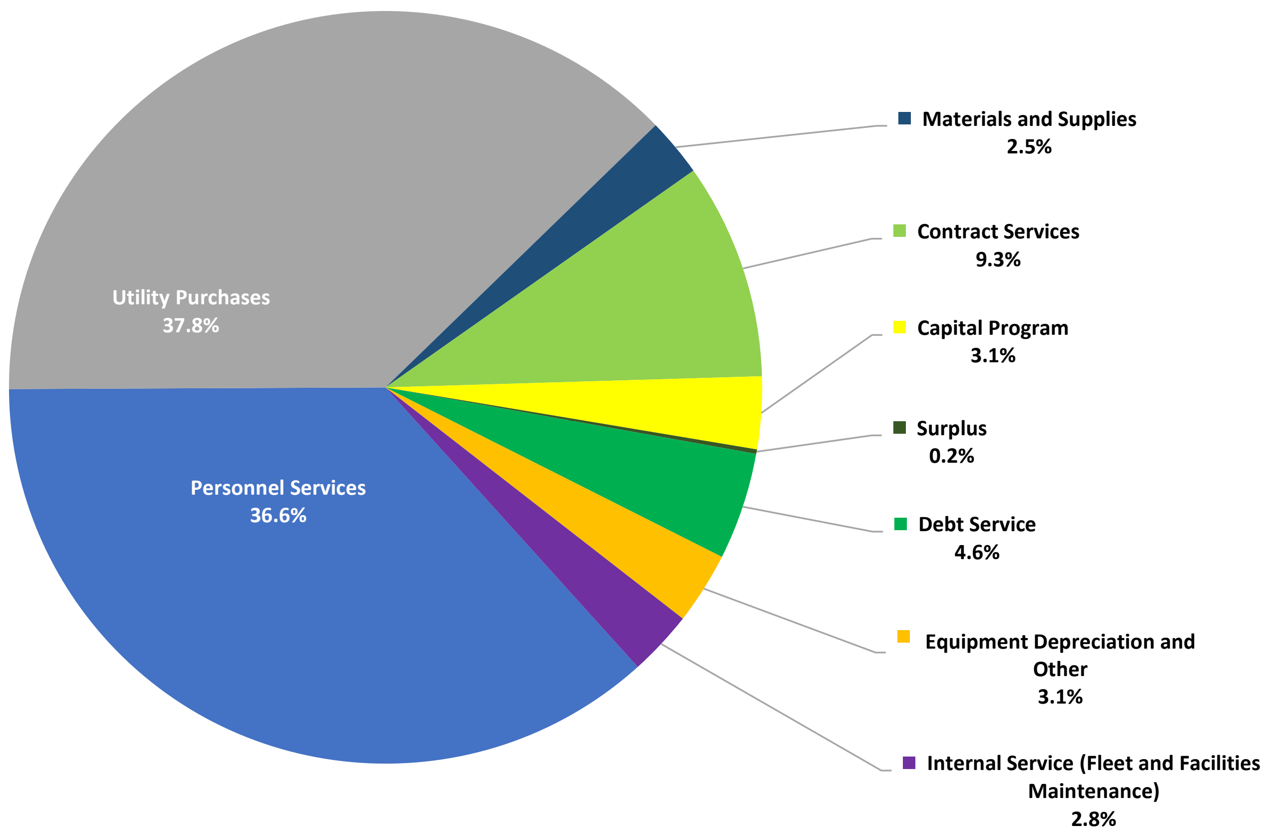
WHERE IT COMES FROM	2020 ACTUAL	2021 * BUDGET	2022 ** BUDGET
		* as amended	** as proposed
Utility Contributions	74.7%	75.5%	74.4%
Realty Transfer Tax	1.4%	1.5%	1.7%
Property Tax	8.2%	8.4%	8.3%
Penalties	0.1%	0.0%	0.1%
Franchise Tax	0.5%	0.4%	0.4%
Lodging Tax	0.4%	0.5%	0.6%
Investment Income	0.7%	0.6%	0.5%
Fines, Permits and Licenses	4.0%	4.6%	5.1%
State Aid	0.3%	0.4%	0.8%
Other Grant Revenue	4.1%	2.0%	2.0%
Parking Lots and Meters	1.2%	2.7%	2.6%
Other Revenue	0.9%	0.8%	0.7%
Internal Service (Fleet and Facilities Maintenance)	2.7%	2.6%	2.8%
Appropriation of Prior Year Reserves	0.8%	0.0%	0.0%
TOTAL	**100.0%**	**100.0%**	**100.0%**

WHERE IT GOES	2020 ACTUAL	2021 * BUDGET	2022 ** BUDGET
		* as amended	** as proposed
Personnel Services	39.7%	37.6%	36.6%
Utility Purchases	36.9%	38.7%	37.8%
Materials and Supplies	2.0%	2.5%	2.5%
Contractual Services	7.3%	9.1%	9.3%
Capital Program	5.8%	1.6%	3.1%
Net Surplus	0.2%	1.5%	0.2%
Debt Service	2.9%	3.7%	4.6%
Equipment Depreciation and Other	2.5%	2.7%	3.1%
Internal Service (Fleet and Facilities Maintenance)	2.7%	2.6%	2.8%
TOTAL	**100.0%**	**100.0%**	**100.0%**

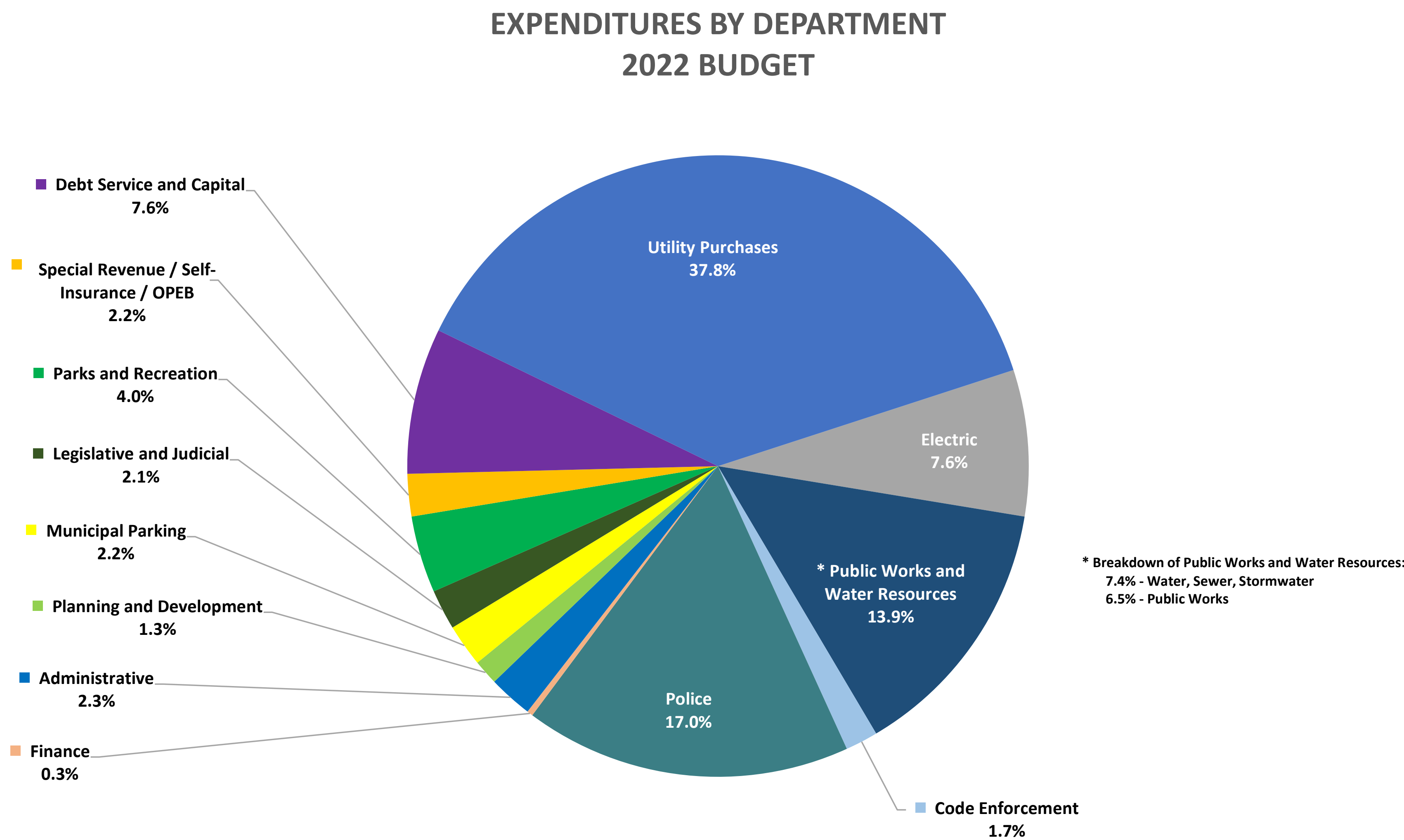

REVENUES BY TYPE
2022 BUDGET
Realty Transfer Tax 1.7%
Property Tax 8.3%
Penalties 0.1%
Franchise Tax 0.4%
Lodging Tax 0.6%
Investment Income 0.5%
Fines, Permits and Licenses 5.1%
State Aid 0.8%
Other Grant Revenue 2.0%
Parking Lots and Meters 2.6%
Other Revenue 0.7%
Internal Service (Fleet and Facilities Maintenance) 2.8%
Appropriation of Prior Year Reserves 0.0%
Utility Contributions 74.4%

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

EXPENDITURES BY FUNCTION
2022 BUDGET



**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****


EXPENDITURES BY DEPARTMENT
2022 BUDGET
Debt Service and Capital
7.6%
Special Revenue / Self-Insurance / OPEB
2.2%
Parks and Recreation
4.0%
Legislative and Judicial
2.1%
Municipal Parking
2.2%
Planning and Development
1.3%
Administrative
2.3%
Finance
0.3%
Utility Purchases
37.8%
Electric
7.6%
* Public Works and Water Resources
13.9%
Police
17.0%
Code Enforcement
1.7%
* Breakdown of Public Works and Water Resources:
7.4% - Water, Sewer, Stormwater
6.5% - Public Works

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

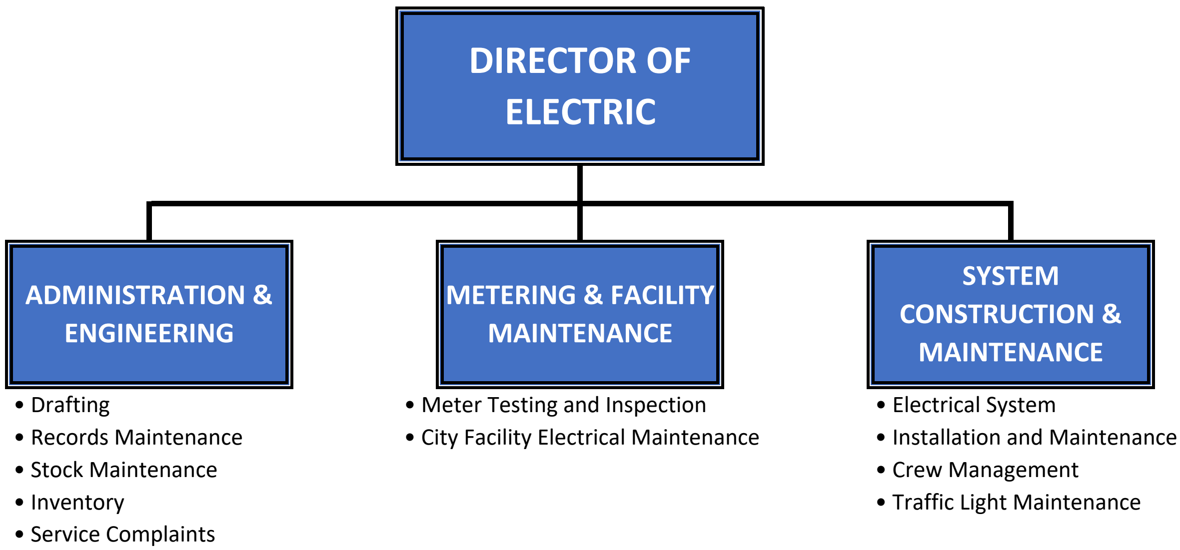
CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2013 AS AMENDED		2014 AS AMENDED		2015 AS AMENDED		2016 AS AMENDED		2017 AS AMENDED		2018 AS AMENDED		2019 AS AMENDED		2020 AS AMENDED		2021 AS AMENDED		2022 AS PROPOSED	
	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT
Electric	23	-	22	-	22	-	23	-	23	-	24	-	23	-	23	-	23	-	24	-
Water	21	0.5	23	1.0	22	1.0	22	1.0	20	0.5	19	0.5	21	0.5	21	0.5	21	0.5	21	0.5
Sewer	2	-	2	-	2	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Stormwater	-	-	-	-	-	-	-	-	5	0.5	5	0.5	5	0.5	5	0.5	6	-	6	-
Refuse	11	-	10	-	9	-	10	-	9	-	9	-	9	-	9	-	9	-	9	0.5
Street	9	0.5	9	-	9	-	9	-	8	-	8	-	7	-	7	-	7	-	7	-
Engineering	8	-	5	-	7	-	7	-	7	-	8	-	8	-	8	-	7	-	7	-
Planning	5	-	4	0.5	4	-	4	-	4	-	4	-	4	-	4	-	7	-	7	-
Code Enforcement	9	1.0	9	1.0	10	4.0	12	3.0	11	-	11	-	11	-	11	-	11	-	11	-
Parking	4	0.5	5	-	7	2.5	7	3.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0
Police	84	4.0	85	4.0	87	1.5	88	2.0	89	2.0	89	1.5	89	1.5	90	1.5	90	1.5	90	1.5
Parks and Recreation	17	2.5	17	2.5	16	2.5	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0
Administrative	6	-	11	1.5	9	-	10	-	10	-	10	-	10	0.5	9	0.5	8	0.5	8	0.5
Information Technology	-	-	-	-	7	-	7	-	12	0.5	9	-	8	-	8	-	8	-	8	-
Legislative	3	0.5	3	1.0	3	1.0	3	1.0	3	0.5	5	1.0	6	1.0	6	1.0	6	1.0	6	1.0
Judicial	3	1.0	3	1.0	3	1.0	3	1.0	3	1.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.0
Finance	17	1.5	11	0.5	10	2.0	10	2.5	13	1.0	13	1.0	13	1.5	13	1.0	13	0.5	13	0.5
Fleet Maintenance	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Facilities Maintenance	-	-	-	-	-	-	-	-	1	4.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
CITY-WIDE TOTAL	**225**	**12.0**	**223**	**13.0**	**231**	**15.5**	**238**	**16.5**	**249**	**18.0**	**249**	**19.5**	**249**	**20.5**	**249**	**20.0**	**251**	**19.0**	**252**	**19.5**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

The City of Newark operates its own electric utility to provide electric services to 13,000 meters, supporting commercial and residential customers within city limits. Power is purchased on the wholesale power market and delivered by the City. The electric department maintains 175 miles of electric lines and coordinates its services through several programs. They include:

Meter Relay and Electrical Maintenance Program:

Responsible for installing and maintaining electrical systems in city buildings, water wells, water, and wastewater pumping stations, traffic lights and control systems, meters, and other facilities.

Electrical Line Construction and Maintenance Program:

Responsible for maintaining the City's electric lines, substation sites, substation units, circuit breakers, and transformers.

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

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

- The Electric Vehicle charging station infrastructure has been installed at the City Hall parking Lot and Parking Lot # 1 behind the Galleria. Two dual-port charging stations will be installed at the City Hall. The infrastructure at the City Hall can handle up to 5 dual-port stations (10 cars). One dual-port charging station will be installed at Lot # 1. The infrastructure at this location can handle up to four dual-port stations (8 cars). The project is in progress, and we are on track to complete this project by the end of 2021.

- An engineering firm completed a system analysis of electric distribution system to determine the current electric system strengths, weaknesses, and recommendations for future system planning.

- An additional underground high voltage cable will be installed at Christiansted to balance the load during emergency conditions when the existing high voltage cable fails. The project is in progress, and we are on track to complete it by the end of 2021.

- The new 35kV circuit breaker at the Fremont Road substation will be installed. The new circuit breaker will replace the 45-year-old 35kV oil circuit breaker. The project is in progress, and we are on track to complete it by the end of 2021.

- We have also completed the following development projects throughout the City:
    - 321 Hillside Road - The Rail Yard
        - 46 new meters were installed for the townhouses
        - 50 new meters were installed for the apartment buildings
    - 1364 Marrows Road - Martin Honda
    - 287 East Main Street - Fulton Bank
        - 3 new meters were installed for the commercial space
        - 30 new meters were installed for the apartments
    - 401 Bellevue Road - SAFStor
    - US Armed Forces Reserve Center - Ogletown Rd
    - Newark Senior Center on Barksdale Rd

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

- Replace 40 years old 35kV disconnect switches at Kershaw Substation.

- A new 12,470-volt circuit will be constructed from Old South Chapel Street to South College Avenue through the University of Delaware Farm. This project will increase the capacity and reliable backup capacity to the Star Campus, the University of Delaware South Campus, and City customers on South College Avenue. This project is based on approval from the University of Delaware.

- Implementation of Outage Management System (OMS). With this application, we will be able to efficiently track outages, reduce downtime, and proactively and safely guide field crews during restoration activities. The application comes with a customer outage portal. With this portal, customers will be able to access real-time status updates detailing the estimated time of restoration, scheduled outages, and other outage-related activities.

- Installation of electric distribution lines in new developments.
    - College Square Shopping Center
    - 62 North Chapel
    - Green Mansion
    - Fintech at STAR campus

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Electric Fund - Electric Department

Summary:

ELECTRIC DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
REVENUES						
Sale of Electricity	$ 52,050,273	$ 51,257,574	$ 51,944,374	$ 50,236,347	$ 53,534,629	$ 49,676,601
No. of K.W.H.'s (Thousands)	413,594	425,591	424,291	402,097	432,208	445,918
Inter-Dept. Sales	555,400	508,100	506,900	545,700	413,100	529,251
Penalties	96,723	91,298	125,605	106,420	98,800	158,994
Service Fees	84,697	99,378	74,543	71,260	81,800	25,605
New Services	133,631	853,486	437,110	1,086,097	250,000	1,448,673
Application Fees	102,210	100,230	128,070	100,260	102,000	57,600
Solar Revenues	77,627	73,913	37,286	36,004	36,600	12,903
Other Revenues	125,308	22,156	105,261	95,413	35,500	17,724
Interest Revenue	122,330	169,286	224,471	251,856	151,100	73,260
Subtotal	$ 53,348,199	$ 53,175,421	$ 53,583,620	$ 52,529,357	$ 54,703,529	$ 52,000,611
Less: Electricity Purchased	N/A	N/A	N/A	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	445,869	464,741	461,483	433,533	469,378	469,378
Gross Operating Revenue	$ 53,348,199	$ 53,175,421	$ 53,583,620	$ 52,529,357	$ 54,703,529	$ 52,000,611
OPERATING EXPENSES						
Personnel Services	$ 2,977,781	$ 3,324,613	$ 3,462,234	$ 4,295,203	$ 3,445,265	$ 3,620,067
Utility Purchases	33,699,575	33,547,114	31,549,199	29,267,161	31,804,486	32,230,531
Materials and Supplies	238,318	215,348	286,865	216,996	322,955	313,844
Contractual Services	1,330,729	1,862,752	1,434,585	1,540,160	1,956,020	1,900,565
Other Charges	1,097,567	1,046,899	1,269,135	1,179,223	1,355,283	1,374,983
Subtotal	$ 39,343,970	$ 39,996,726	$ 38,002,018	$ 36,498,743	$ 38,884,009	$ 39,439,990
Inter-Departmental Charges (net of Inter-Departmental Sales)	1,010,354	1,173,798	1,494,948	1,015,954	1,099,491	1,136,940
Total Operating Expenses	$ 40,354,324	$ 41,170,524	$ 39,496,966	$ 37,514,697	$ 39,983,500	$ 40,576,930
Net Operating Margin (Before Capital Costs)	**$ 12,993,875**	**$ 12,004,897**	**$ 14,086,654**	**$ 15,014,660**	**$ 14,720,029**	**$ 11,423,681**

ELECTRIC DEPARTMENT

WAGE AND SALARY BUDGET - 2021

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director Of Electric	MGMT	34	1.0	$ 123,121	1.0	$ 130,730	0.0	$ 7,609	6.2%
Deputy Director Of Electric	MGMT	31	1.0	$ 120,328	1.0	$ 127,787	0.0	$ 7,459	6.2%
Electric Superintendent	MGMT	26	1.0	$ 102,795	1.0	$ 106,697	0.0	$ 3,902	3.8%
Distribution Engineer I	CWA F/T	22		$ -	1.0	$ 70,435	1.0	$ 70,435	100.0%
Engineering Technician	CWA F/T	14	1.0	$ 73,453	1.0	$ 74,608	0.0	$ 1,155	1.6%
Purchasing Assistant	CWA F/T	13	1.0	$ 71,381	1.0	$ 72,489	0.0	$ 1,108	1.6%
Senior Lineman	AFSCME LOCAL 3919 F/T	19	2.0	$ 182,972	2.0	$ 187,364	0.0	$ 4,392	2.4%
Electric Meter Technician	AFSCME LOCAL 3919 F/T	17	1.0	$ 88,270	1.0	$ 89,656	0.0	$ 1,386	1.6%
Electrician 1st Class	AFSCME LOCAL 3919 F/T	17	3.0	$ 260,091	3.0	$ 265,779	0.0	$ 5,688	2.2%
Lineman 1st Class	AFSCME LOCAL 3919 F/T	17	5.0	$ 437,833	5.0	$ 448,684	0.0	$ 10,851	2.5%
Lineman 2nd Class	AFSCME LOCAL 3919 F/T	14	1.0	$ 74,673	2.0	$ 148,885	1.0	$ 74,212	99.4%
Junior Lineman	AFSCME LOCAL 3919 F/T	10	2.0	$ 123,423	3.0	$ 182,181	1.0	$ 58,758	47.6%
Storekeeper	AFSCME LOCAL 3919 F/T	10	1.0	$ 69,613	1.0	$ 70,915	0.0	$ 1,302	1.9%
Electric Groundhand	AFSCME LOCAL 3919 F/T	5	3.0	$ 138,422	1.0	$ 48,629	(2.0)	$ (89,793)	-64.9%
Total Full Time Positions			**23.0**	**$ 1,866,375**	**24.0**	**$ 2,024,839**	**1.0**	**$ 158,464**	**8.5%**
OTHER									
Service Award				$ 45,132		$ 49,397		$ 4,265	9.5%
Sick Pay				$ 27,372		$ 25,891		$ (1,481)	-5.4%
Standby Pay				$ 38,867		$ 40,811		$ 1,944	5.0%
Overtime				$ 145,000		$ 145,000		$ -	0.0%
Uniform Allowance				$ 10,200		$ 10,800		$ 600	5.9%
Device Reimbursements				$ 5,700		$ 6,000		$ 300	5.3%
Total Other				**$ 272,271**		**$ 277,899**		**$ 5,628**	**2.1%**
Total All			**23.0**	**$ 2,138,646**	**24.0**	**$ 2,302,738**	**1.0**	**$ 164,092**	**7.7%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5195102	6020	Supervisory	$ 308,336	$ 211,475	$ 219,566	$ 241,068	$ 243,449	$ 258,517
5195102	6030	Engineering/Technical	285,154	297,420	301,424	370,091	335,552	412,165
5195102	6040	Warehousing	56,197	58,056	61,617	68,979	69,613	70,915
5195102	6080	Clerical	61,977	65,066	65,245	71,471	71,381	72,489
5195102	6200	Line Maintenance	789,806	983,398	912,378	1,075,543	1,146,380	1,210,753
5195102	6580	Service Award	40,470	37,752	39,484	42,081	45,132	49,397
5195102	6590	Sick Pay	22,798	21,386	21,183	28,599	27,372	25,891
5195102	6619	Standby Pay	29,658	35,357	38,867	42,556	38,867	40,811
5195102	6620	Overtime	143,861	141,999	237,848	303,089	145,000	145,000
5195102	6622	Holiday Premium	1,283	699	2,837	727	-	-
5195102	6880	Uniform Allowance	9,450	10,600	10,600	10,400	10,200	10,800
5195102	6885	Device Reimbursement	-	5,725	5,900	5,775	5,700	6,000
5195102	6920	Unemployment Comp. Ins.	7,962	6,890	7,118	7,264	6,748	7,128
5195102	6930	Social Security Taxes	142,315	145,958	156,768	168,403	157,819	170,415
5195102	6940	City Pension Plan	437,000	695,008	777,382	1,284,990	450,003	427,671
5195102	6941	Defined Contribution 401(a) Plan	21,093	22,360	26,077	28,180	30,224	38,976
5195102	6950	Term Life Insurance	7,485	7,378	8,920	8,922	9,193	8,464
5195102	6960	Group Hospitalization Ins.	405,814	408,707	445,550	448,894	489,427	505,239
5195102	6961	Long-Term Disability Ins.	2,991	2,997	3,882	3,987	4,164	2,555
5195102	6962	Dental Insurance	25,855	23,930	24,417	23,438	25,315	27,522
5195102	6963	Flexible Spending Account	184	173	189	110	-	63
5195102	6965	Post-Employment Benefits	165,539	132,090	84,405	49,643	120,717	114,111
5195102	6966	Retirement Health Savings Account	6,326	6,350	7,304	7,760	8,366	10,248
5195102	6967	Emergency Room Reimbursements	4,988	2,612	2,000	2,000	3,307	3,480
5195102	6968	Vision Insurance Premiums	1,239	1,227	1,273	1,233	1,336	1,457
TOTAL PERSONNEL SERVICES			**$ 2,977,781**	**$ 3,324,613**	**$ 3,462,234**	**$ 4,295,203**	**$ 3,445,265**	**$ 3,620,067**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5195103	7110	Safety Shoes and Supplies	$ 5,520	$ 6,571	$ 7,425	$ 2,392	$ 7,425	$ 7,500
5195103	7130	Tools, Field Sup., & Small Eq.	37,819	34,672	33,224	35,011	40,000	40,000
5195103	7131	Information Technology Supplies	-	3,227	18,586	-	5,000	8,500
5195103	7140	Uniforms	20,840	20,639	18,750	16,275	20,800	22,300
5195103	7150	Office Supplies	1,257	2,949	3,496	1,744	3,500	8,500
5195103	7160	Books, Periodicals, Etc	1,451	462	166	791	780	800
5195103	7260	Line Maintenance	120,782	98,889	136,844	127,645	110,000	136,844
5195103	7270	Station Maintenance	39,621	26,829	30,449	17,529	78,450	31,000
5195103	7300	Machinery & Equip. Maintenance	-	-	18	-	500	500
5195103	7330	Meter Testing & Repairs	225	150	21	-	2,000	2,000
5195103	7350	Traffic Signal Maintenance	495	-	-	-	-	-
5195103	7370	Street Light Maintenance	8,688	4,200	8,041	10,986	13,000	13,000
5195103	7430	House Service Maintenance	20,719	19,461	29,423	19,228	41,000	41,000
5195103	7480	Communication Equip. Maint.	557	-	5,418	-	500	500
5195103	7540	Inventory Adjustment	(20,648)	(7,970)	(7,756)	(16,003)	-	-
5195103	7550	Miscellaneous Supplies	992	5,269	2,760	1,398	-	1,400
TOTAL MATERIALS AND SUPPLIES			**$ 238,318**	**$ 215,348**	**$ 286,865**	**$ 216,996**	**$ 322,955**	**$ 313,844**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5195104	8010	Freight	$ 115	$ 848	$ 722	$ 1,650	$ 950	$ 950
5195104	8020	Advertising	749	641	1,745	384	800	800
5195104	8030	Casualty Insurance	19,923	18,083	18,613	19,926	37,910	36,994
5195104	8031	Insurance - Property	27,864	44,008	40,028	47,622	64,952	73,305
5195104	8032	Insurance - Auto	12,740	24,682	23,740	26,171	25,796	29,236
5195104	8033	Insurance - Broker	6,660	8,072	8,054	8,131	5,356	5,746
5195104	8035	Insurance - Worker's Compensation	-	-	66,080	87,195	93,500	92,800
5195104	8040	Merchant Fees and Discounts	529,143	531,696	520,238	564,920	590,000	590,000
5195104	8045	Collection Fees	-	-	-	7,118	-	3,500
5195104	8050	Phone/Communications	10,203	4,434	4,605	3,364	2,950	9,200
5195104	8120	Outside Engineering (1)	40,428	62,430	35,660	22,856	246,500	85,000
5195104	8130	Building & Equipment Rental	10,264	10,888	11,104	11,058	14,000	12,000
5195104	8131	Information Technology Cont'l	168,469	143,454	156,254	228,244	224,555	241,927
5195104	8190	Refuse Disposal	4,063	3,197	3,663	2,598	3,425	3,425
5195104	8260	Line Maintenance	62,826	38,282	62,893	60,431	53,200	60,450
5195104	8270	Station Maintenance	44,479	40,446	25,959	20,092	75,000	48,000
5195104	8300	Machinery & Equip. Maintenance	5,927	4,992	4,392	5,707	8,120	8,100
5195104	8311	Vehicle Accidents	-	(1,450)	-	-	-	-
5195104	8312	Fleet & Facilities Services	167,153	716,786	239,348	204,929	236,297	322,478
5195104	8313	Self-Insurance Services	-	75	1,876	500	-	-
5195104	8420	Tree Removal	214,520	206,555	202,639	214,905	253,575	266,254
5195104	8480	Communication Equip. Maint.	-	1,115	1,291	150	1,200	1,200
5195104	8550	Misc. Contracted Services	4,203	2,402	4,425	45	5,000	5,000
5195104	8570	Public Relations	-	116	256	1,164	10,000	1,200
5195104	8899	Facilities Mowing	1,000	1,000	1,000	1,000	2,934	3,000
TOTAL CONTRACTUAL SERVICES			**$ 1,330,729**	**$ 1,862,752**	**$ 1,434,585**	**$ 1,540,160**	**$ 1,956,020**	**$ 1,900,565**

(1) Includes additional funding for 2017 rate study.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5195105	9001	Subvention - Utility Assistance	$ -	$ -	$ 24,720	$ 25,000	$ 25,000	$ 25,000
5195105	9002	Subvention - Aetna Hook and Ladder	-	-	43,464	49,422	48,400	48,400
5195105	9004	Subvention - Newark Senior Center	-	-	52,832	44,289	60,000	55,000
5195105	9010	Bad Debt Expense	190,119	129,369	277,917	218,438	188,909	101,020
5195105	9020	Mileage & Small Bus. Expense	87	2	127	-	140	150
5195105	9056	Debt Serv. Prin. - Smart Meters	526,828	537,805	549,024	560,477	572,183	498,397
5195105	9057	Debt Serv. Int. - Smart Meters	93,307	82,305	71,075	59,611	48,486	36,545
5195105	9060	Depreciation Expense	189,580	201,740	206,585	190,135	194,273	252,282
5195105	9070	Training & Continuing Educ/Conf	11,228	9,891	10,833	8,681	10,833	10,833
5195105	9091	Solar Rebate	1,516	1,754	1,442	1,707	1,500	1,750
5195105	9092	Notional Solar Cost	23,724	22,552	21,723	20,778	22,000	22,000
5195105	9093	Subvention Expense	60,134	60,321	5,140	685	-	-
5195105	9094	Conservation Advisory Committee	1,044	1,160	4,253	-	100,000	100,000
5195105	9205	Debt Serv. Prin. - (ESCO)	-	-	-	-	-	140,322
5195105	9206	Debt Serv. Int. - (ESCO)	-	-	-	-	83,559	83,284
TOTAL OTHER CHARGES			**$ 1,097,567**	**$ 1,046,899**	**$ 1,269,135**	**$ 1,179,223**	**$ 1,355,283**	**$ 1,374,983**

Electric Fund - Electric Department

Expenditures:

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Administrative Overhead	$ 672,271	$ 700,685	$ 1,151,962	$ 739,789	$ 738,520	$ 716,955
Billings and Accounting	308,049	492,026	391,988	348,530	423,746	388,638
Electricity	(397,166)	(387,895)	(363,400)	(377,385)	(364,285)	(348,755)
Information Technology	83,848	86,381	58,119	67,051	109,247	95,431
Other Indirect Charges	(40,022)	(65,069)	(55,541)	(92,785)	(21,650)	(29,316)
Printing and Reproduction	135	125	116	76	130	130
Street Lights and Traffic Signals	(143,745)	(169,331)	(166,221)	(177,083)	(171,965)	(180,496)
Warehousing	(28,416)	(38,464)	(28,975)	(37,939)	(27,352)	(34,898)
TOTAL INTER-DEPT. CHARGES	**$ 454,954**	**$ 618,458**	**$ 988,048**	**$ 470,254**	**$ 686,391**	**$ 607,689**

OPERATING EXPENSES - ELECTRIC DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 6,099,349**	**$ 7,068,070**	**$ 7,440,867**	**$ 7,701,836**	**$ 7,765,914**	**$ 7,817,148**

Electric Fund - Electric Department

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5195106	9623	Autos & Trucks	$ -	$ -	$ 73,952	$ 71,044	$ 18,719	$ 328,821
5195106	9730	CIP - Stations Material	1,053,144	344,363	81,277	97,132	232,500	142,500
5195106	9760	CIP - Lines Material	150,156	-	98,159	-	157,100	64,400
5195106	9830	CIP - Stations Labor	155,474	36,865	-	-	17,500	67,500
5195106	9860	CIP - Lines Labor	25,901	2,307	1,666	-	112,900	75,600
5195106	9960	CIP - Lines Contractual	-	-	-	-	-	355,000
TOTAL CAPITAL PROJECTS BUDGET			**$ 1,384,675**	**$ 383,535**	**$ 255,054**	**$ 168,176**	**$ 538,719**	**$ 1,033,821**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
E2201 - New Lines and Services	$ 140,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2204 - Vehicle #110 - 3-Wheel Wire Trailer Replacement	130,000	-	-	-	-	-	-	-
E2205 - Fleet addition: #117 - Small Trencher	50,000	-	-	-	-	-	-	-
E2206 - Secondary Cable Replacement/ Rejuvenate at Villa Belmont	125,000	-	-	-	-	-	-	-
E2002 - New Substation	-	440,000	-	-	-	-	-	-
E1912 - 35kV Disconnect Switches Replacement - Kershaw Substation	160,000	-	-	-	-	-	-	-
E1805 - Line Extension Across UD Farm	50,000	320,000	-	-	-	-	-	-
E1807 - Relay Replacements - Kershaw Substation	50,000	-	-	-	-	-	-	-
E1502 - Underground Distribution - UD Star Campus	-	-	-	-	-	-	-	120,000
E0503 - SCADA and Automatic Switching	-	460,683	-	-	-	-	-	-
EEQSF - Equipment Replacement Program	328,821	-	377,529	-	-	-	-	-
TOTAL ELECTRIC FUND	**$ 1,033,821**	**$ 1,220,683**	**$ 377,529**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 120,000**

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF PUBLIC WORKS AND WATER RESOURCES

WATER PRODUCTION

- Well Operations
- Water Plant Operations
- Booster Stations
- Tank Maintenance
- Reservoir
- Water System Regulatory Compliance
- Sewer System Regulatory Compliance
- Water System Capital Project Administration
- SCADA, GIS Mapping and Asset Management
- Metering

ENGINEERING

- Project Inspection
- Plan Review
- NPDES
- Surveying
- Drafting
- Capital Project Management
- Sediment and Stormwater Program
- Inspections

WATER RESOURCES

- Light Construction
- Emergency Repairs
- Valve Maintenance
- Sanitary Sewer Maintenance
- Hydrant Inspection and Maintenance
- Meter Installation and Repair
- Storm Sewers
- Street Sweeping
- Storm System Maintenance
- Sewer Capital Administration
- Stormwater Capital Administration
- Customer Service
- Purchasing

STREET MAINTENANCE

- Pavement
- Sign and Traffic Marking Maintenance
- Tank Maintenance
- Snow Plowing
- Leaf Collection
- Sidewalk Sweeping
- Catch Basin Cleaning

REFUSE COLLECTION

- Refuse Collection
- Recycling Collection
- Yard Waste Collection
- Yard Waste Processing

VEHICLE MAINTENANCE

- Vehicle Specification and Preparation
- Fleet and Equipment Maintenance

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

The Public Works and Water Resources Department is responsible for potable water treatment and delivery, sanitary sewage collection and transmission services, refuse collection, City fleet maintenance, engineering and surveying, street maintenance, and stormwater management through its the seven (7) divisions described below. Staff in each Division prepare reports and recommendations to the City Manager and City Council on facility improvements.

Engineering Division:

- As a Delegated Agency of the Delaware Department of Natural Resources and Environmental Control (DNREC) Sediment and Stormwater Program, the Engineering Division is responsible for the engineering review of new subdivisions and construction improvement plans, sediment and stormwater program implementation, and construction inspection. The division also provides public works capital project development and administration, survey support, GIS database management, and administration of our annual Street and Sidewalk Programs. Staff also responds to resident complaints regarding drainage, erosion, and other related issues. Engineering staff maintain an active liaison with engineering consultants and other operating departments of the City.

Refuse Division:

- Performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, yard waste collection, and Main Street Big Belly Compactor collection. The Refuse Division also assists various operating departments for trash collection at special events throughout the year.

Street Division:

- Responsible for minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the City's yard waste processing areas, application of traffic control signage and striping, leaf collection, and snow plowing. In addition, this division routinely assists other departments and PWWR divisions as required.

Fleet Maintenance Division:

- Responsible for maintaining the City's 225 vehicles and pieces of motorized equipment and focused on improving fleet standardization and minimizing life cycle costs, while reducing parts inventory requirements, maintenance burden, and vehicle down time. The Fleet Maintenance Division also provides vehicle inspection reports to assist with vehicle specifications for new purchases.

Water Division:

- Responsible for maintaining regulatory compliance, GIS database management, oversight of day to day water system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Water construction plans and specifications are prepared for bidding under this program.

Sewer Division:

- The sewer division is responsible for maintaining regulatory compliance, oversight of day to day sanitary sewer system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration. Resident interaction during backup events is a specialty of this division.

Stormwater Division:

- Responsible for programming and administration of the Stormwater Utility, maintaining NPDES Phase II Permit compliance, GIS database management, oversight of day to day system operations, engineering and design of facilities, supervision and inspection of construction projects, and capital project development and administration.

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

- Stormwater Utility:
  - 10 segments of Corrugated Metal Pipe making up approximately 1,050 feet were lined to extend their life for up to 50 years, including high risk pond outfall locations.
  - Completed the Rodney Park and Stormwater Pond Project.

- Sewer Utility:
  - Completed point repairs at 7 different locations identified by CCTV in previous years.
  - Completed the lining of approximately 10,000 linear feet of degraded sewer line, increasing the life span by a minimum of 50 years.

- Water Utility:
  - Completed a major overhaul of our South Well Field Water Treatment Plant. This $4 Million upgrade was made possible by the State Revolving Loan Fund and the 2018 Capital Referendum. The plant is now online and treating and distributing approximately 2 million gallons of water per day.

- Refuse:
  - Maintained full refuse schedule including yard waste and bulk collection with reduced staff due to Covid-19.

- Street:
  - Completed paving and rehabilitation of streets and curbs in 14 segments of street around the City, including the Fairfield Park parking lot.

- Engineering:
  - Completed Sediment and Stormwater reviews and approved 17 applications, including 8 Construction Improvement Plans related to development projects.

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

- Take advantage of funding through the American Recovery Plan Act (ARPA) to rehabilitate or replace aging infrastructure in our Water, Sanitary Sewer, and Stormwater Utilities. Additional funding may be made available through subsequent bills dealing specifically with infrastructure and will be leveraged to complete a significant amount of backlog in all of these systems.

- Address flooding along Julie Lane and Rahway Drive through a comprehensive review of the contributing drainage area and review and implement potential solutions. Utilize grant funding through DEMA/FEMA made available due to Hurricane Isaias.

- Address backlog of maintenance on water, sewer, streets, and stormwater infrastructure caused by staffing and budget challenges during the Covid-19 pandemic.

- Expand the City's Electric Vehicle (EV) fleet through vehicle replacement review. Keep on the cutting edge of available vehicles for the tasks required of that vehicle.

- Research and Implement Impact Fees or Capital Recovery Fees for new development for Water and Sewer Utilities.

- Complete the evaluation and exercising of all line valves in the water system, making repairs as necessary.

- Develop the Lead Water Service Line Identification Inventory and Replacement Plan. While the City has not had issues with lead in the past based on regular sampling and we take steps to limit the possibility of lead in our system, identification and removal of any lead service lines is an important step to ensure that we eliminate any chance of lead entering our supply.

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Summary:

WATER DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
REVENUES						
Sale of Water	$ 9,299,681	$ 9,347,665	$ 9,102,939	$ 8,170,030	$ 8,689,000	$ 8,276,532
Penalties	26,621	20,257	25,340	24,197	20,000	30,183
Service Fees	40,524	27,751	21,945	53,644	35,200	107,178
Other Revenues	224,195	160,898	159,458	218,973	116,250	121,482
Interest Revenue	28,987	30,920	35,858	21,531	31,000	1,638
Subtotal	$ 9,620,008	$ 9,587,491	$ 9,345,540	$ 8,488,375	$ 8,891,450	$ 8,537,013
Less: Water Purchased	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 9,620,008	$ 9,587,491	$ 9,345,540	$ 8,488,375	$ 8,891,450	$ 8,537,013
OPERATING EXPENSES						
Personnel Services	$ 2,359,205	$ 2,124,854	$ 2,696,643	$ 2,112,806	$ 2,641,052	$ 2,635,781
Utility Purchases	N/A	N/A	N/A	N/A	N/A	N/A
Materials & Supplies	331,613	319,958	349,823	319,009	403,300	409,400
Contractual Services	699,245	942,083	882,481	778,021	979,711	1,055,022
Other Charges	1,855,298	1,856,771	1,851,404	1,847,783	2,337,663	2,339,623
Subtotal	$ 5,245,361	$ 5,243,666	$ 5,780,351	$ 5,057,619	$ 6,361,726	$ 6,439,826
Inter-Dept. Charges	797,994	554,335	864,845	473,775	753,185	637,394
Total Operating Expenses	$ 6,043,355	$ 5,798,001	$ 6,645,196	$ 5,531,394	$ 7,114,911	$ 7,077,220
Net Operating Margin (Before Capital Costs)	**$ 3,576,653**	**$ 3,789,490**	**$ 2,700,344**	**$ 2,956,981**	**$ 1,776,539**	**$ 1,459,793**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
WATER DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director of PWWR	MGMT	33	1.0	$ 126,815	1.0	$ 134,665	0.0	$ 7,850	6.2%
Deputy Director of PWWR	MGMT	29	1.0	$ 102,297	1.0	$ 108,644	0.0	$ 6,347	6.2%
Water Operations Superintendent	MGMT	23	1.0	$ 92,146	1.0	$ 94,088	0.0	$ 1,942	2.1%
PWWR Supervisor	MGMT	19	1.0	$ 69,833	1.0	$ 72,689	0.0	$ 2,856	4.1%
Water and Sewer Inspector	CWA F/T	16	1.0	$ 68,850	1.0	$ 72,764	0.0	$ 3,914	5.7%
Senior Water Plant Operator	AFSCME LOCAL 3919 F/T	16	1.0	$ 86,365	1.0	$ 88,233	0.0	$ 1,868	2.2%
GIS Technician	CWA F/T	14	1.0	$ 62,191	1.0	$ 65,722	0.0	$ 3,531	5.7%
Water Plant Operator **	AFSCME LOCAL 3919 F/T	14	4.0	$ 290,619	4.0	$ 294,198	0.0	$ 3,579	1.2%
Engineering Technician *	CWA F/T	14		$ 36,507		$ 37,304	0.0	$ 797	2.2%
Water Meter Technician	AFSCME LOCAL 1670 F/T	10	1.0	$ 68,598	1.0	$ 70,002	0.0	$ 1,404	2.0%
Heavy Equipment Op/Mech	AFSCME LOCAL 1670 F/T	10	1.0	$ 68,903	1.0	$ 70,002	0.0	$ 1,099	1.6%
Admin Professional I	CWA F/T	10	1.0	$ 63,680	1.0	$ 64,665	0.0	$ 985	1.5%
Digital Scanner/Record Asst II	CWA F/T	8	1.0	$ 59,027	1.0	$ 59,937	0.0	$ 910	1.5%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	1.0	$ 63,857	1.0	$ 64,838	0.0	$ 981	1.5%
Maintenance III	AFSCME LOCAL 1670 F/T	6	1.0	$ 58,157	1.0	$ 59,365	0.0	$ 1,208	2.1%
Equipment Operator II	AFSCME LOCAL 1670 F/T	6		$ -	1.0	$ 58,614	1.0	$ 58,614	100.0%
Equipment Operator ***	AFSCME LOCAL 1670 F/T	3	4.0	$ 156,994	3.0	$ 112,933	(1.0)	$ (44,061)	-28.1%
Total Full-Time Positions			**21.0**	**$ 1,474,839**	**21.0**	**$ 1,528,663**	0.0	**$ 53,824**	**3.6%**
PART-TIME FUNDING									
Admin Professional I	CWA P/T			$ 36,173		$ 29,015		$ (7,158)	-19.8%
Seasonal				$ 14,000		$ 14,000		$ -	0.0%
Intern				$ -		$ 7,000		$ 7,000	100.0%
Total Part-Time Funding				**$ 50,173**		**$ 50,015**		**$ (158)**	**-0.3%**
OTHER									
Service Award				$ 24,475		$ 27,090		$ 2,615	10.7%
Sick Pay				$ 15,564		$ 18,517		$ 2,953	19.0%
Overtime				$ 145,000		$ 150,000		$ 5,000	3.4%
Shift Differential				$ 6,800		$ 7,000		$ 200	2.9%
Holiday Premium				$ 17,600		$ 18,000		$ 400	2.3%
Weekend Premium				$ 2,500		$ 2,600		$ 100	4.0%
Uniform Allowance				$ 7,440		$ 7,440		$ -	0.0%
Device Reimbursements				$ 5,100		$ 5,700		$ 600	11.8%
Total Other				**$ 224,479**		**$ 236,347**		**$ 11,868**	**5.3%**
Total All			**21.0**	**$ 1,749,491**	**21.0**	**$ 1,815,025**	**0.0**	**$ 65,534**	**3.7%**

* Please note that the Engineering Technician position will be partially funded through both the Water and Stormwater Fund evenly.
** Please note that the 2021 Water Plant Operator line contains 1 Vacant position for 2021.
*** Please note that the 2021 and 2022 total funding for Equipment Operator positions includes 1 FTE that is currently unfunded.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5295202	6020	Supervisory	$ 361,039	$ 381,809	$ 375,864	$ 395,851	$ 391,091	$ 410,086
5295202	6030	Engineering/Technical	2,747	853	126	-	36,507	37,304
5295202	6050	Information Technology	-	-	54,973	60,630	62,191	65,722
5295202	6080	Clerical	82,006	83,291	86,602	99,650	99,853	93,680
5295202	6200	Line Maintenance	416,772	385,101	428,851	440,453	406,633	425,689
5295202	6210	Inspectors	99,470	57,703	60,911	67,150	68,850	72,764
5295202	6220	Plant Operators	279,200	288,853	299,327	317,271	376,984	382,431
5295202	6230	Maintenance Workers	30,601	65,230	66,475	70,528	68,903	70,002
5295202	6240	Sweeper Operator	2,058	-	-	-	-	-
5295202	6580	Service Award	20,465	22,944	24,535	23,146	24,475	27,090
5295202	6590	Sick Pay	7,002	7,355	11,198	22,777	15,564	18,517
5295202	6610	Seasonal Workers	11,018	10,652	14,661	2,033	14,000	14,000
5295202	6615	Interns	5,122	5,077	4,856	-	-	7,000
5295202	6620	Overtime	156,324	173,272	224,084	176,104	145,000	150,000
5295202	6621	Shift Differential	5,733	5,812	5,934	5,770	6,800	7,000
5295202	6622	Holiday Premium	14,166	15,302	13,501	18,275	17,600	18,000
5295202	6623	Weekend Premium	2,339	3,497	3,116	3,297	2,500	2,600
5295202	6880	Uniform Allowance	7,925	7,570	7,870	7,420	7,440	7,440
5295202	6885	Device Reimbursement	-	4,625	5,225	5,175	5,100	5,700
5295202	6920	Unemployment Comp. Ins.	7,449	5,749	6,363	6,580	6,386	6,385
5295202	6930	Social Security Taxes	113,247	110,462	124,665	127,739	130,651	135,598
5295202	6940	City Pension Plan	308,246	318,589	497,304	(19,878)	243,570	221,346
5295202	6941	Defined Contribution 401(a) Plan	19,752	24,965	38,722	41,672	46,326	53,552
5295202	6950	Term Life Insurance	5,235	5,533	6,934	6,264	7,546	6,912
5295202	6960	Group Hospitalization Ins.	255,770	254,522	250,829	269,728	356,332	302,608
5295202	6961	Long-Term Disability Ins.	2,063	2,191	2,854	2,613	3,193	1,956
5295202	6962	Dental Insurance	16,009	14,287	13,869	14,242	18,455	17,297
5295202	6963	Flexible Spending Account	194	189	142	189	252	126
5295202	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	2,250
5295202	6965	Post-Employment Benefits	115,433	(142,700)	52,979	(66,878)	70,876	55,629
5295202	6966	Retirement Health Savings Account	5,071	6,977	10,696	10,804	2,453	13,134
5295202	6967	Emergency Room Reimbursements	4,347	2,775	800	1,833	2,973	2,972
5295202	6968	Vision Insurance Premiums	902	869	877	868	1,048	991
TOTAL PERSONNEL SERVICES			**$ 2,359,205**	**$ 2,124,854**	**$ 2,696,643**	**$ 2,112,806**	**$ 2,641,052**	**$ 2,635,781**

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5295203	7080	Pumping Station Electric	$ 33,948	$ 30,585	$ 29,216	$ 24,612	$ 40,000	$ 40,000
5295203	7090	Treatment Plant Chemicals	101,900	110,796	103,949	92,477	140,000	140,000
5295203	7110	Safety Shoes and Supplies	7,401	7,220	5,699	5,244	4,800	5,400
5295203	7130	Tools, Field Sup., & Small Eq.	13,432	14,604	10,867	14,327	12,000	12,500
5295203	7140	Uniforms	-	58	-	-	-	-
5295203	7150	Office Supplies	3,427	4,981	3,265	2,586	4,000	4,000
5295203	7260	Line Maintenance	108,918	85,119	124,650	119,292	110,000	110,000
5295203	7270	Station and Well Maintenance	2,212	1,834	3,089	10,620	10,000	15,000
5295203	7275	Reservoir Maintenance	4,428	8,170	4,594	4,065	7,500	7,500
5295203	7280	Treatment Plant Maintenance	4,932	15,616	15,472	9,273	35,000	35,000
5295203	7320	Well Maintenance	673	11,088	4,381	-	-	-
5295203	7330	Water Meters	49,450	39,172	44,883	38,023	40,000	40,000
5295203	7540	Inventory Adjustment	817	(9,285)	(242)	(1,604)	-	-
5295203	7550	Miscellaneous Supplies	75	-	-	94	-	-
TOTAL MATERIALS & SUPPLIES			**$ 331,613**	**$ 319,958**	**$ 349,823**	**$ 319,009**	**$ 403,300**	**$ 409,400**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5295204	8020	Advertising	$ 2,203	$ 8,154	$ 978	$ 1,169	$ 2,000	$ 3,600
5295204	8030	Casualty Insurance	23,665	25,148	26,846	27,159	36,268	33,141
5295204	8031	Insurance - Property	56,896	90,456	91,774	97,501	99,415	117,831
5295204	8032	Insurance - Auto	13,918	26,793	25,880	20,698	20,064	22,739
5295204	8033	Insurance - Broker	9,561	12,681	13,056	13,181	5,234	5,147
5295204	8035	Insurance - Worker's Compensation	-	-	34,252	45,183	48,450	59,200
5295204	8040	Merchant Fees and Discounts	103,232	102,842	101,478	87,240	100,000	105,000
5295204	8050	Phone/Communications	9,937	3,277	3,948	945	480	1,840
5295204	8120	Outside Engineering	65,186	37,953	49,244	44,561	115,000	115,000
5295204	8130	Building & Equipment Rental	2,236	4,382	1,045	778	3,500	3,500
5295204	8131	Information Technology Cont'l	68,642	44,836	48,105	80,097	78,424	82,244
5295204	8150	Water Service Contracts	53,075	73,061	72,605	73,763	45,000	55,000
5295204	8260	Line Maintenance	8,205	42,213	26,545	37,150	50,000	50,000
5295204	8270	Station Maintenance	7,135	6,488	7,599	8,290	7,500	7,500
5295204	8275	Reservoir Maintenance	14,707	24,673	28,638	31,310	30,000	30,000
5295204	8280	Treatment Plant Maintenance	72,617	82,964	118,600	30,703	90,000	90,000
5295204	8312	Fleet & Facilities Services	145,354	319,113	166,488	139,068	179,876	184,780
5295204	8313	Self-Insurance Services	-	2,402	21,525	190	-	-
5295204	8320	Well Maintenance	15,750	3,857	4,498	7,048	20,000	30,000
5295204	8325	Tank Cleaning and Inspection	6,400	2,500	5,284	1,555	10,000	10,000
5295204	8330	Meter Testing and Repairs	237	204	53	-	2,500	12,500
5295204	8550	Misc. Contracted Services	5,919	6,456	12,245	8,097	10,000	10,000
5295204	8899	Mowing Contract	14,370	21,630	21,795	22,335	26,000	26,000
TOTAL CONTRACTUAL SERVICES			**$ 699,245**	**$ 942,083**	**$ 882,481**	**$ 778,021**	**$ 979,711**	**$ 1,055,022**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5295205	9002	Subvention - Aetna Hook and Ladder	$ -	$ -	$ 3,644	$ 5,543	$ 3,300	$ 3,300
5295205	9010	Bad Debt Expense	389	25,696	1,488	1,321	6,012	3,930
5295205	9020	Mileage & Small Bus. Expense	4,638	4	-	-	-	-
5295205	9051	Debt Serv. Prin.	1,070,000	1,095,000	1,140,000	1,185,000	1,230,000	1,275,000
5295205	9052	Debt Serv. Int.	192,908	168,169	134,925	99,165	75,150	38,250
5295205	9054	Amortization of Refinance Loss	34,443	34,443	34,443	34,443	34,443	28,708
5295205	9056	Debt Serv. Prin. - Smart Meters	334,940	342,320	349,851	357,548	365,400	373,450
5295205	9057	Debt Serv. Int. - Smart Meters	90,587	83,221	75,690	67,993	60,120	52,088
5295205	9058	Debt Serv. Prin. - ECM	33,832	34,510	35,202	35,908	36,628	27,952
5295205	9059	Debt Serv. Int. - ECM	3,809	3,131	2,439	1,733	1,013	279
5295205	9060	Depreciation Expense	84,619	67,041	63,436	55,040	81,304	58,512
5295205	9070	Training & Continuing Educ/Conf	5,133	3,236	10,286	4,089	6,000	8,000
5295205	9154	Debt Serv. Int. - SRL Funded Capital-W1402	-	-	-	-	260,000	255,000
5295205	9156	Debt Serv. Int. - SRL Funded Capital-W9302	-	-	-	-	63,000	63,000
5295205	9158	Debt Serv. Int. - SRL Funded Capital-W9308	-	-	-	-	56,000	88,025
5295205	9160	Debt Serv. Int. - SRL Funded Capital-W8605	-	-	-	-	25,000	25,000
5295205	9201	Debt Serv. Prin. - Unit 207 Lease Payment	-	-	-	-	-	27,803
5295205	9202	Debt Serv. Int. - Unit 207 Lease Payment	-	-	-	-	31,534	3,703
5295205	9205	Debt Serv. Prin. - (ESCO)	-	-	-	-	-	4,784
5295205	9206	Debt Serv. Int. - (ESCO)	-	-	-	-	2,759	2,839
TOTAL OTHER CHARGES			**$ 1,855,298**	**$ 1,856,771**	**$ 1,851,404**	**$ 1,847,783**	**$ 2,337,663**	**$ 2,339,623**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Administrative Overhead	$ 489,945	$ 362,695	$ 694,095	$ 318,792	$ 501,840	$ 407,031
Billings and Accounting	130,505	63,628	68,916	98,934	90,224	108,435
Electricity	201,211	208,527	186,300	146,430	188,130	177,837
Information Technology	83,848	86,381	58,119	67,051	109,247	95,431
Other Indirect Charges	(130,442)	(196,649)	(165,663)	(189,066)	(158,110)	(175,841)
Printing and Reproduction	108	100	93	61	104	104
Warehousing	22,819	29,653	22,985	31,573	21,750	24,397
TOTAL INTER-DEPT. CHARGES	**$ 797,994**	**$ 554,335**	**$ 864,845**	**$ 473,775**	**$ 753,185**	**$ 637,394**

OPERATING EXPENSES - WATER DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 6,043,355**	**$ 5,798,001**	**$ 6,645,196**	**$ 5,531,394**	**$ 7,114,911**	**$ 7,077,220**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Water Fund - Public Works and Water Resources Department - Water Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5295206	9580	Consulting Fees	$ -	$ -	$ -	$ 1,552	$ -	$ -
5295206	9622	Machinery & Equipment	-	20,733	-	-	-	-
5295206	9623	Autos & Trucks	-	-	36,227	104,240	9,989	14,733
5295206	9730	CIP - Station Material	-	-	28,127	-	-	-
5295206	9740	CIP - Water Treat. Plant Mat'l	-	-	-	3,020,589	-	-
5295206	9760	CIP - Lines Material	509,965	20,000	119,459	-	179,000	87,000
5295206	9860	CIP - Lines Labor	20,756	-	8,720	-	-	-
5295206	9960	CIP - Lines Contractual	238,440	-	-	15,384	265,000	217,000
TOTAL CAPITAL PROJECTS BUDGET			**$ 769,161**	**$ 40,733**	**$ 192,533**	**$ 3,141,765**	**$ 453,989**	**$ 318,733**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
W2204 - Curtis WTP - Treatment Units 4/5 Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000	$ -
W2205 - Curtis WTP - Raceway and Backwash Lagoon Rehabilitation	150,000	-	-	-	-	-	-	-
W2101 - Evergreen Booster Station Rehabilitation	-	-	-	-	-	-	250,000	-
W2103 - New London Water Tank Chlorination	-	-	-	-	-	-	100,000	-
W1701 - Valve Inspection, Exercising and Rehabilitation	100,000	-	-	-	-	-	-	-
W1703 - Laird Tract Well Field Restoration	-	-	-	-	-	1,925,000	-	-
W1602 - Roseville Park Pressure District	25,000	-	-	-	-	-	-	-
W0503 - Well Restoration Program	29,000	-	-	-	-	-	-	-
WEQSF - Equipment Replacement Program	14,733	-	25,267	-	-	-	-	-
TOTAL WATER FUND	**$ 318,733**	**$ -**	**$ 25,267**	**$ -**	**$ -**	**$ 1,925,000**	**$ 700,000**	**$ -**

Sewer Fund - Public Works and Water Resources Department - Sewer Division

Summary:

SEWER DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
REVENUES						
Sewer Service Charge	$ 7,018,863	$ 7,194,805	$ 7,371,745	$ 6,690,813	$ 6,850,000	$ 6,586,245
Penalties	22,094	18,250	26,647	11,869	21,500	28,281
Service Fees	12,970	24,403	16,126	41,744	18,600	14,325
Other Revenues	49,944	200	696	378	700	120
Interest Revenue	36,020	35,646	41,788	53,286	33,000	18,591
Subtotal	$ 7,139,891	$ 7,273,304	$ 7,457,002	$ 6,798,090	$ 6,923,800	$ 6,647,562
Less: County Sewer Charge	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 7,139,891	$ 7,273,304	$ 7,457,002	$ 6,798,090	$ 6,923,800	$ 6,647,562
OPERATING EXPENSES						
Personnel Services	$ 335,085	$ 345,956	$ 370,996	$ 512,582	$ 332,770	$ 317,247
Utility Purchases	4,639,046	4,719,771	5,350,831	4,695,293	5,000,000	5,200,000
Materials & Supplies	20,837	24,638	20,927	23,810	24,700	27,200
Contractual Services	253,478	276,835	276,920	230,138	312,096	336,661
Other Charges	50,889	39,223	42,636	44,455	127,931	166,354
Subtotal	$ 5,299,335	$ 5,406,423	$ 6,062,310	$ 5,506,278	$ 5,797,497	$ 6,047,462
Inter-Dept. Charges	439,866	329,871	361,261	371,838	417,732	424,143
Total Operating Expenses	$ 5,739,201	$ 5,736,294	$ 6,423,571	$ 5,878,116	$ 6,215,229	$ 6,471,605
Net Operating Margin (Before Capital Costs)	**$ 1,400,690**	**$ 1,537,010**	**$ 1,033,431**	**$ 919,974**	**$ 708,571**	**$ 175,957**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
SEWER DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Maintenance IV	AFSCME LOCAL 1670 F/T	8	2.0	$ 121,344	1.0	$ 61,873	(1.0)	$ (59,471)	-49.0%
Equipment Operator	AFSCME LOCAL 1670 F/T	3	1.0	$ 54,138	1.0	$ 50,740	0.0	$ (3,398)	-6.3%
Maintenance I	AFSCME LOCAL 1670 F/T	1	1.0	$ 48,127	2.0	$ 80,041	1.0	$ 31,914	66.3%
Total Full-Time Positions			**4.0**	**$ 223,609**	**4.0**	**$ 192,654**	**0.0**	**$ (30,955)**	**-13.8%**
OTHER									
Overtime				$ 16,000		$ 20,000		$ 4,000	25.0%
Uniform Allowance				$ 2,400		$ 2,400		$ -	0.0%
Device Reimbursements				$ 1,200		$ 1,200		$ -	0.0%
Total Other				**$ 19,600**		**$ 23,600**		**$ 4,000**	**20.4%**
Total All			**4.0**	**$ 243,209**	**4.0**	**$ 5,416,254**	**0.0**	**$ 5,173,045**	**2127.0%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Sewer Fund - Public Works and Water Resources Department - Sewer Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5395302	6200	Line Maintenance	$ 203,280	$ 201,600	$ 218,053	$ 210,293	$ 223,609	$ 192,654
5395302	6580	Service Award	1,413	1,412	1,579	-	-	-
5395302	6590	Sick Pay	5,008	1,008	871	-	-	-
5395302	6615	Interns	5,252	5,928	4,973	-	-	-
5395302	6620	Overtime	18,635	20,672	23,900	18,049	16,000	20,000
5395302	6880	Uniform Allowance	2,350	2,400	2,400	2,250	2,400	2,400
5395302	6885	Device Reimbursement	-	1,200	1,200	1,125	1,200	1,200
5395302	6920	Unemployment Comp. Ins.	1,876	1,213	1,223	1,016	1,188	1,188
5395302	6930	Social Security Taxes	17,800	17,579	18,845	17,284	18,230	15,782
5395302	6940	City Pension Plan	16,028	27,148	32,681	66,504	3,398	3,204
5395302	6941	Defined Contribution 401(a) Plan	9,313	10,102	11,031	14,596	15,959	14,448
5395302	6950	Term Life Insurance	827	968	1,210	1,487	1,296	955
5395302	6960	Group Hospitalization Ins.	40,901	41,885	41,527	27,669	39,667	53,219
5395302	6961	Long-Term Disability Ins.	313	367	493	610	518	252
5395302	6962	Dental Insurance	2,450	2,331	2,331	1,460	2,012	3,023
5395302	6963	Flexible Spending Account	-	-	65	63	63	63
5395302	6964	Health Savings Account	-	750	750	750	750	1,500
5395302	6965	Post-Employment Benefits	5,620	5,062	3,513	143,927	-	756
5395302	6966	Retirement Health Savings Account	3,869	4,129	4,199	5,406	5,772	5,856
5395302	6967	Emergency Room Reimbursements	-	50	-	-	580	580
5395302	6968	Vision Insurance Premiums	150	152	152	93	128	167
TOTAL PERSONNEL SERVICES			**$ 335,085**	**$ 345,956**	**$ 370,996**	**$ 512,582**	**$ 332,770**	**$ 317,247**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Sewer Fund - Public Works and Water Resources Department - Sewer Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5395303	7110	Safety Shoes and Supplies	$ 700	$ 818	$ 659	$ 695	$ 1,200	$ 1,200
5395303	7130	Tools, Field Sup., & Small Eq.	6,077	7,168	8,967	9,019	6,000	8,000
5395303	7260	Line Maintenance	13,520	16,498	11,634	14,096	16,000	16,000
5395303	7270	Station Maintenance	376	827	141	-	1,500	2,000
5395303	7540	Inventory Adjustment	164	(673)	(474)	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 20,837**	**$ 24,638**	**$ 20,927**	**$ 23,810**	**$ 24,700**	**$ 27,200**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5395304	8020	Advertising	$ -	$ -	$ -	$ -	$ -	$ 2,000
5395304	8031	Insurance - Property	1,528	2,473	2,173	2,637	2,682	3,137
5395304	8032	Insurance - Auto	-	-	-	1,673	2,866	3,248
5395304	8033	Insurance - Broker	333	442	455	459	974	958
5395304	8035	Insurance - Worker's Compensation	-	-	7,930	10,305	11,050	12,000
5395304	8040	Merchant Fees and Discounts	75,849	76,384	79,817	70,105	75,000	80,000
5395304	8050	Phone/Communications	1,375	-	-	-	-	-
5395304	8120	Outside Engineering	27,171	18,246	36,115	13,233	40,000	40,000
5395304	8131	Information Technology Cont'l	53,034	36,215	38,161	60,227	59,782	62,781
5395304	8260	Line Maintenance	50,442	34,041	40,430	24,578	60,000	60,000
5395304	8265	Easement Clearing	3,716	3,100	16,050	6,000	10,000	10,000
5395304	8270	Station Maintenance	14,950	8,418	10,452	2,536	15,000	15,000
5395304	8312	Fleet & Facilities Services	25,620	94,711	45,337	38,385	34,742	47,537
5395304	8313	Self-Insurance Services	-	2,261	-	-	-	-
5395304	8550	Misc. Contracted Services	(540)	544	-	-	-	-
TOTAL CONTRACTUAL SERVICES			**$ 253,478**	**$ 276,835**	**$ 276,920**	**$ 230,138**	**$ 312,096**	**$ 336,661**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Sewer Fund - Public Works and Water Resources Department - Sewer Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5395305	9002	Subvention - Aetna Hook and Ladder	$ -	$ -	$ 3,868	$ 5,358	$ 3,500	$ 3,500
5395305	9010	Bad Debt Expense	225	1,108	335	562	2,549	772
5395305	9060	Depreciation Expense	49,152	36,379	37,423	37,175	35,882	48,382
5395305	9070	Training & Continuing Educ/Conf	1,512	1,736	1,010	595	1,000	1,500
5395305	9162	Debt Serv. Int. - SRL Funded Capital-S0904	-	-	-	765	85,000	100,000
5395305	9202	Debt Serv. Int. - Unit 2694 Lease Payment	-	-	-	-	-	12,200
TOTAL OTHER CHARGES			**$ 50,889**	**$ 39,223**	**$ 42,636**	**$ 44,455**	**$ 127,931**	**$ 166,354**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Administrative Overhead	$ 221,346	$ 119,707	$ 167,984	$ 127,464	$ 145,716	$ 148,658
Billings and Accounting	96,055	45,564	55,541	86,534	86,395	95,044
Electricity	10,911	12,227	10,400	11,930	11,230	12,037
Information Technology	83,848	86,381	58,119	67,051	109,247	95,431
Other Indirect Charges	25,670	63,169	67,123	77,212	63,185	71,700
Warehousing	2,036	2,823	2,094	1,647	1,959	1,273
TOTAL INTER-DEPT. CHARGES	**$ 439,866**	**$ 329,871**	**$ 361,261**	**$ 371,838**	**$ 417,732**	**$ 424,143**

OPERATING EXPENSES - SEWER DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,100,155**	**$ 1,016,523**	**$ 1,072,740**	**$ 1,182,823**	**$ 1,215,229**	**$ 1,271,605**

Sewer Fund - Public Works and Water Resources Department - Sewer Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5395306	9580	Consulting Fees	$ 116,162	$ 66,855	$ -	$ -	$ -	$ -
5395306	9622	Machinery & Equipment	26,022	-	-	-	-	-
5395306	9623	Autos & Trucks	-	-	-	-	-	-
5395306	9760	CIP - Lines Material	375,080	294,229	47,150	-	-	150,000
5395306	9860	CIP - Lines Labor	-	11,153	-	-	-	-
TOTAL CAPITAL PROJECTS BUDGET			**$ 517,264**	**$ 372,237**	**$ 47,150**	**$ -**	**$ -**	**$ 150,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
S2201 - FOG Program Development	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
S2202 - Backup Sewer Pump Purchase	75,000	-	-	-	-	-	-	-
S0904 - Sanitary Sewer Study and Repairs	-	-	-	-	-	1,800,000	-	-
TOTAL SEWER FUND	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,800,000**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Stormwater Fund - Public Works and Water Resources Department - Stormwater Division

Summary:

STORMWATER DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
REVENUES						
Stormwater Service Fees	$ -	$ -	$ 2,017,166	$ 338,640	$ 39,830	$ 2,227,728
Stormwater Penalties	-	-	10,550	17,242	(20,745)	42,555
Stormwater As-Built Review	-	750	(750)	1,000	(175)	-
Sediment & SWM Review Fee	-	6,965	2,345	12,391	(7,782)	10,941
Sediment & SWM Inspection	-	1,250	10,500	(750)	11,647	9,525
SWM Facility Annual Inspection	-	19,100	3,470	(2,170)	40,470	-
Interest	-	-	9,365	(3,653)	1,111	9,435
Stormwater Management Fees	-	-	-	-	200	-
Misc Revenue	-	-	400	(105)	(115)	780
Gross Operating Revenue	$ -	$ 28,065	$ 2,053,046	$ 362,595	$ 64,441	$ 2,300,964
OPERATING EXPENSES						
Personnel Services	$ 507,546	$ 847,273	$ 656,463	$ 1,117,949	$ 643,068	$ 677,603
Materials and Supplies	16,016	16,779	19,698	10,415	25,300	27,500
Contractual Services	242,796	171,126	161,440	162,074	251,515	316,004
Other Charges	679	27,714	40,547	75,033	306,593	579,935
Subtotal	$ 767,037	$ 1,062,892	$ 878,148	$ 1,365,471	$ 1,226,476	$ 1,601,042
Inter-Dept. Charges	24,644	398,267	273,837	226,115	281,564	258,991
Total Operating Expenses	$ 791,681	$ 1,461,159	$ 1,151,985	$ 1,591,586	$ 1,508,040	$ 1,860,033
Net Operating Margin (Before Capital Costs)	**$ (791,681)**	**$ (1,433,094)**	**$ 901,061**	**$ (1,228,991)**	**$ (1,443,599)**	**$ 440,931**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
STORMWATER DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Environmental Program Coordinator	CWA F/T	18	1.0	$ 85,707	1.0	$ 87,408	0.0	$ 1,701	2.0%
Engineering Technician *	CWA F/T	14	1.0	$ 36,507	1.0	$ 37,304	0.0	$ 797	2.2%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	2.0	$ 127,714	2.0	$ 129,676	0.0	$ 1,962	1.5%
Street Sweeper Operator	AFSCME LOCAL 1670 F/T	7	1.0	$ 58,610	1.0	$ 60,424	0.0	$ 1,814	3.1%
Equipment Operator	AFSCME LOCAL 1670 F/T	1	1.0	$ 56,147	1.0	$ 57,017	0.0	$ 870	1.5%
Total Full-Time Positions			**6.0**	**$ 364,685**	**6.0**	**$ 371,829**	0.0	**$ 7,144**	**2.0%**
PART-TIME FUNDING									
Maintenance P/T Sidewalk Sweeper	AFSCME LOCAL 1670 P/T			$ -		$ 28,954		$ 28,954	100.0%
Seasonal				$ 14,000		$ 14,000		$ -	0.0%
Intern				$ 6,500		$ 7,000		$ 500	7.7%
Total Part-Time Funding				**$ 20,500**		**$ 49,954**		**$ 29,454**	**143.7%**
OTHER									
Service Award				$ 12,260		$ 13,011		$ 751	6.1%
Sick Pay				$ 2,703		$ 4,718		$ 2,015	74.5%
Overtime				$ 9,000		$ 10,000		$ 1,000	11.1%
Uniform Allowance				$ 2,760		$ 2,760		$ -	0.0%
Device Reimbursements				$ 1,200		$ 1,500		$ 300	25.0%
Total Other				**$ 27,923**		**$ 31,989**		**$ 4,066**	**14.6%**
Total All			**6.0**	**$ 413,108**	**6.0**	**$ 453,772**	**0.0**	**$ 40,664**	**9.8%**

* Please note that the Engineering Technician position will be partially funded through both the Water and Stormwater Fund evenly.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Stormwater Fund - Public Works and Water Resources Department - Stormwater Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5595502	6030	Engineering/Technical	$ 68,934	$ 77,233	$ 80,260	$ 87,007	$ 122,214	$ 124,712
5595502	6200	Line Maintenance	42,800	52,767	54,642	57,031	56,147	57,017
5595502	6230	Maintenance Workers	186,490	153,629	183,157	193,821	186,324	219,054
5595502	6580	Service Award	8,761	11,183	10,356	10,653	12,260	13,011
5595502	6590	Sick Pay	2,374	1,363	1,508	1,832	2,703	4,718
5595502	6610	Seasonal Workers	-	8,332	-	-	14,000	14,000
5595502	6615	Interns	-	-	4,846	-	6,500	7,000
5595502	6620	Overtime	8,373	9,105	18,466	7,289	9,000	10,000
5595502	6623	Weekend Premium	1,108	-	-	-	-	-
5595502	6880	Uniform Allowance	2,365	2,340	2,590	2,640	2,760	2,760
5595502	6885	Device Reimbursement	-	1,250	1,375	1,200	1,200	1,500
5595502	6920	Unemployment Comp. Ins.	1,920	1,593	1,693	1,673	1,634	1,931
5595502	6930	Social Security Taxes	24,055	23,446	26,702	27,046	30,470	34,026
5595502	6940	City Pension Plan	53,409	169,979	171,198	561,816	65,017	61,929
5595502	6941	Defined Contribution 401(a) Plan	2,544	164	2,221	3,888	3,956	4,079
5595502	6950	Term Life Insurance	1,344	1,310	1,658	1,787	2,045	1,781
5595502	6960	Group Hospitalization Ins.	77,050	81,788	76,631	82,420	93,615	91,909
5595502	6961	Long-Term Disability Ins.	512	500	670	735	842	483
5595502	6962	Dental Insurance	4,288	4,490	3,991	4,073	4,569	4,741
5595502	6965	Post-Employment Benefits	19,006	245,732	12,610	70,516	25,309	20,403
5595502	6966	Retirement Health Savings Account	1,307	85	863	1,476	1,443	1,464
5595502	6967	Emergency Room Reimbursements	754	800	800	800	798	798
5595502	6968	Vision Insurance Premiums	152	184	226	246	262	287
TOTAL PERSONNEL SERVICES			**$ 507,546**	**$ 847,273**	**$ 656,463**	**$ 1,117,949**	**$ 643,068**	**$ 677,603**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Stormwater Fund - Public Works and Water Resources Department - Stormwater Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5595503	7110	Safety Shoes and Supplies	$ 1,473	$ 1,510	$ 921	$ 1,068	$ 1,500	$ 1,500
5595503	7130	Tools,Field Sup.,Small Equip.	623	1,683	1,381	1,174	1,800	2,000
5595503	7400	Storm Sewer Maintenance	10,483	10,847	16,054	7,871	16,000	18,000
5595503	7401	Stormwater Program Supplies	3,437	2,739	1,342	302	6,000	6,000
TOTAL MATERIALS & SUPPLIES			**$ 16,016**	**$ 16,779**	**$ 19,698**	**$ 10,415**	**$ 25,300**	**$ 27,500**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5595504	8020	Advertising	$ -	$ -	$ -	$ 759	$ -	$ 1,000
5595504	8030	Casualty Insurance	-	-	-	1,551	8,598	9,249
5595504	8031	Insurance - Property	-	-	-	-	-	3,097
5595504	8032	Insurance - Auto	-	-	-	4,182	7,166	8,121
5595504	8033	Insurance - Broker	-	-	-	-	1,461	1,436
5595504	8035	Insurance - Worker's Compensation	-	-	11,420	15,061	16,150	16,800
5595504	8040	Merchant Fees and Discounts	-	13,237	23,776	22,072	15,000	26,000
5595504	8050	Phone/Communications	900	-	-	-	-	-
5595504	8120	Outside Engineering	164,162	16,667	16,666	-	66,667	100,000
5595504	8130	Bldg. & Equip. Rental	-	-	2,055	2,565	5,000	5,000
5595504	8131	Information Technology Cont'l	-	17,215	19,001	25,018	20,869	23,192
5595504	8312	Fleet & Facilities Services	62,837	106,111	81,633	62,130	74,204	87,109
5595504	8313	Self-Insurance Services	-	75	255	75	-	-
5595504	8401	Stormwater Contractual	14,897	10,362	6,634	28,661	33,000	35,000
5595504	8550	Misc. Contracted Svc.	-	7,459	-	-	3,400	-
TOTAL CONTRACTUAL SERVICES			**$ 242,796**	**$ 171,126**	**$ 161,440**	**$ 162,074**	**$ 251,515**	**$ 316,004**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Stormwater Fund - Public Works and Water Resources Department - Stormwater Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5595505	9060	Depreciation Expense	$ -	$ 17,016	$ 34,875	$ 50,593	$ 53,593	$ 56,535
5595505	9070	Training & Continuing Educ/Conf	679	2,804	1,452	1,749	1,400	1,800
5595505	9084	Annual Regulatory Fees	-	-	200	200	1,600	1,600
5595505	9095	Stormwater Grant Program	-	7,894	4,020	9,020	50,000	50,000
5595505	9164	Debt Serv. Int. - SRL Funded Capital-Q1802	-	-	-	13,471	200,000	470,000
TOTAL OTHER CHARGES			**$ 679**	**$ 27,714**	**$ 40,547**	**$ 75,033**	**$ 306,593**	**$ 579,935**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Administrative Overhead	$ -	$ 229,706	$ 115,891	$ 70,980	$ 89,257	$ 72,925
Billings and Accounting	-	35,922	54,484	39,969	44,617	43,391
Electric Used	711	727	-	830	830	837
Information Technology	-	86,381	58,119	67,051	109,247	95,431
Other Indirect Charges	23,907	45,507	45,321	47,271	37,588	45,057
Printing and Reproduction	26	24	22	14	25	25
Warehousing	-	-	-	-	-	1,325
TOTAL INTER-DEPT. CHARGES	**$ 24,644**	**$ 398,267**	**$ 273,837**	**$ 226,115**	**$ 281,564**	**$ 258,991**

OPERATING EXPENSES - STORMWATER DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 791,681**	**$ 1,461,159**	**$ 1,151,985**	**$ 1,591,586**	**$ 1,508,040**	**$ 1,860,033**

Stormwater Fund - Public Works and Water Resources Department - Stormwater Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5595506	9580	Capital Project Consulting Fees	$ -	$ 55,863	$ -	$ -	$ -	$ -
5595506	9623	CIP - Autos and Trucks	-	-	24,031	-	19,511	-
5595506	9720	CIP - Storm Sewers Material	-	879,791	144,616	-	50,000	575,000
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ 935,654**	**$ 168,647**	**$ -**	**$ 69,511**	**$ 575,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
Q2201 - Outfall and City Owned SWM Facility Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000	$ -
Q1301 - Storm Drainage Improvements	500,000	-	-	50,000	-	-	-	-
Q0101 - Stormwater Quality Improvements (NPDES Phase II Permit)	75,000	-	-	-	-	-	-	-
TOTAL STORMWATER DIVISION	**$ 575,000**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 300,000**	**$ -**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Refuse Division

Summary:

REFUSE DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 872,399	$ 931,668	$ 933,918	$ 1,011,406	$ 993,674	$ 934,597
Materials and Supplies	33,034	30,210	30,900	22,701	29,250	32,350
Contractual Services	799,597	1,063,467	897,038	1,089,528	933,174	963,980
Equipment Depreciation	206,539	215,887	216,412	204,813	208,316	195,172
Other Charges	807	50	520	-	500	500
Subtotal	$ 1,912,376	$ 2,241,282	$ 2,078,788	$ 2,328,448	$ 2,164,914	$ 2,126,599
Inter-Dept. Charges	96,633	83,086	43,482	135,171	93,221	138,417
Total Operating Expenses	**$ 2,009,009**	**$ 2,324,368**	**$ 2,122,270**	**$ 2,463,619**	**$ 2,258,135**	**$ 2,265,016**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
REFUSE DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Refuse Coordinator	AFSCME LOCAL 1670 F/T	10	1.0	$ 67,598	1.0	$ 68,702	0.0	$ 1,104	1.6%
Refuse Driver/Collector	AFSCME LOCAL 1670 F/T	8	4.0	$ 255,428	5.0	$ 269,172	1.0	$ 13,744	5.4%
Refuse Driver II	AFSCME LOCAL 1670 F/T	8	1.0	$ 63,857	1.0	$ 64,838	0.0	$ 981	1.5%
Refuse Driver I	AFSCME LOCAL 1670 F/T	6	1.0	$ 62,840	1.0	$ 64,692	0.0	$ 1,852	2.9%
Equipment Operator	AFSCME LOCAL 1670 F/T	3	1.0	$ 46,675	1.0	$ 49,375	0.0	$ 2,700	5.8%
Maintenance I	AFSCME LOCAL 1670 F/T	1	1.0	$ 45,571		$ -	(1.0)	$ (45,571)	-100.0%
Total Full-Time Positions			**9.0**	**$ 541,969**	**9.0**	**$ 516,779**	0.0	**$ (25,190)**	**-4.6%**
PART-TIME FUNDING									
Seasonal				$ -		$ -		$ -	100.0%
Total Part-Time Funding				**$ -**		**$ -**		**$ -**	**100.0%**
OTHER									
Service Award				$ 16,942		$ 11,206		$ (5,736)	-33.9%
Sick Pay				$ 4,075		$ 4,791		$ 716	17.6%
Overtime				$ 14,000		$ 14,000		$ -	0.0%
Uniform Allowance				$ 5,400		$ 5,100		$ (300)	-5.6%
Device Reimbursements				$ 3,000		$ 3,000		$ -	0.0%
Total Other				**$ 43,417**		**$ 38,097**		**$ (5,320)**	**-12.3%**
Total All			**9.0**	**$ 585,386**	**9.0**	**$ 554,876**	**0.0**	**$ (30,510)**	**-5.2%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Refuse Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0141042	6240	Refuse Workers	$ 501,880	$ 496,251	$ 506,214	$ 549,363	$ 541,969	$ 516,779
0141042	6580	Service Award	13,370	14,084	14,987	16,007	16,942	11,206
0141042	6590	Sick Pay	1,245	840	140	895	4,075	4,791
0141042	6620	Overtime	13,138	20,666	15,202	12,236	14,000	14,000
0141042	6880	Uniform Allowance	5,300	5,350	5,300	5,400	5,400	5,100
0141042	6885	Device Reimbursement	-	3,000	2,925	3,000	3,000	3,000
0141042	6920	Unemployment Comp. Ins.	3,325	2,643	2,756	2,834	2,673	2,673
0141042	6930	Social Security Taxes	37,497	39,012	40,018	43,334	43,197	41,688
0141042	6940	City Pension Plan	86,591	97,473	111,550	135,748	124,011	99,603
0141042	6941	Defined Contribution 401(a) Plan	8,413	10,319	10,350	11,820	11,989	19,016
0141042	6950	Term Life Insurance	2,133	2,412	2,869	3,028	3,133	2,549
0141042	6960	Group Hospitalization Ins.	153,021	176,372	163,517	164,526	176,281	172,258
0141042	6961	Long-Term Disability Ins.	816	914	1,129	1,207	1,251	672
0141042	6962	Dental Insurance	9,266	8,919	8,021	7,671	8,131	8,438
0141042	6964	Health Savings Account	750	750	-	-	-	-
0141042	6965	Post-Employment Benefits	30,931	48,093	44,212	49,540	31,596	23,760
0141042	6966	Retirement Health Savings Account	3,503	4,137	3,932	4,428	4,329	7,320
0141042	6967	Emergency Room Reimbursements	800	-	400	-	1,305	1,305
0141042	6968	Vision Insurance Premiums	420	433	396	369	392	439
TOTAL PERSONNEL SERVICES			**$ 872,399**	**$ 931,668**	**$ 933,918**	**$ 1,011,406**	**$ 993,674**	**$ 934,597**

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0141043	7110	Safety Shoes and Supplies	$ 1,551	$ 1,696	$ 2,057	$ 885	$ 2,250	$ 2,250
0141043	7130	Tools, Field Sup., & Small Eq.	1,297	1,364	619	592	500	600
0141043	7132	Collection Carts	27,557	27,150	26,599	21,224	25,000	27,500
0141043	7191	Yard Waste	180	-	-	-	-	-
0141043	7270	Station Maintenance	2,067	-	1,814	-	1,500	2,000
0141043	7462	Recycling Supplies	382	-	-	-	-	-
0141043	7540	Inventory Adjustment	-	-	(189)	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 33,034**	**$ 30,210**	**$ 30,900**	**$ 22,701**	**$ 29,250**	**$ 32,350**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0141044	8030	Casualty Insurance	$ 9,850	$ 5,623	$ 6,204	$ 6,642	$ 13,216	$ 14,644
0141044	8031	Insurance - Property	-	573	-	-	51	-
0141044	8032	Insurance - Auto	10,492	20,354	19,559	20,943	14,331	16,242
0141044	8033	Insurance - Broker	1,855	2,088	2,533	2,557	2,191	2,274
0141044	8035	Insurance - Worker's Compensation	-	-	18,003	23,780	25,500	30,400
0141044	8050	Phone/Communications	2,552	-	-	-	-	-
0141044	8130	Building & Equipment Rentals	-	-	2,334	265	2,500	2,500
0141044	8131	Information Technology Cont'l	879	80	828	2,888	1,787	7,694
0141044	8190	Refuse Disposal-Landfill	426,636	471,956	440,039	436,300	470,000	470,000
0141044	8191	Yard Waste	26,967	49,005	36,233	34,960	30,000	35,000
0141044	8200	Printing & Reproduction	1,584	1,029	1,000	645	1,000	1,000
0141044	8270	Station Maintenance (Pest Control)	-	-	-	-	500	500
0141044	8312	Fleet & Facilities Services	318,782	507,112	368,755	560,548	372,098	383,726
0141044	8313	Self-Insurance Services	-	5,647	-	-	-	-
0141044	8550	Misc. Contracted Services	-	-	1,550	-	-	-
TOTAL CONTRACTUAL SERVICES			**$ 799,597**	**$ 1,063,467**	**$ 897,038**	**$ 1,089,528**	**$ 933,174**	**$ 963,980**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Refuse Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0141045	9060	Depreciation Expense	$ 206,539	$ 215,887	$ 216,412	$ 204,813	$ 208,316	$ 195,172
0141045	9070	Training & Continuing Educ/Conf	807	50	520	-	500	500
TOTAL OTHER CHARGES			**$ 207,346**	**$ 215,937**	**$ 216,932**	**$ 204,813**	**$ 208,816**	**$ 195,672**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 22,045	$ 27,423	$ 4,094	$ 32,565	$ 26,232	$ 31,384
Electric Used - Transfer Station	811	827	100	2,330	2,430	2,437
Information Technology	48,741	48,209	42,253	49,041	47,867	55,390
Mailroom and Postage	-	7	1,161	1,156	1,346	1,218
Other Indirect Charges	23,466	2,296	(7,039)	46,547	12,371	44,729
Printing and Reproduction	113	105	98	64	110	110
Records	-	1,477	1,511	1,747	1,646	1,819
Warehousing	1,457	2,742	1,304	1,721	1,219	1,330
TOTAL INTER-DEPT. CHARGES	**$ 96,633**	**$ 83,086**	**$ 43,482**	**$ 135,171**	**$ 93,221**	**$ 138,417**

OPERATING EXPENSES - REFUSE DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 2,009,009**	**$ 2,324,368**	**$ 2,122,270**	**$ 2,463,619**	**$ 2,258,135**	**$ 2,265,016**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Street Division

Summary:

STREET DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 796,131	$ 791,329	$ 489,160	$ 803,031	$ 798,114	$ 813,866
Materials and Supplies	158,955	156,134	152,479	68,209	138,900	156,400
Contractual Services	229,400	482,766	249,093	240,612	307,343	295,704
Other Charges	137,046	110,157	84,522	70,608	61,465	78,533
Subtotal	$ 1,321,532	$ 1,540,386	$ 975,254	$ 1,182,460	$ 1,305,822	$ 1,344,503
Inter-Dept. Charges	360,414	350,838	287,124	262,158	290,075	274,955
Total Operating Expenses	**$ 1,681,946**	**$ 1,891,224**	**$ 1,262,378**	**$ 1,444,618**	**$ 1,595,897**	**$ 1,619,458**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
STREET DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
PWWR Supervisor	MGMT	19	1.0	$ 74,447	1.0	$ 79,054	0.0	$ 4,607	6.2%
Heavy Equipment Mech/Operator	AFSCME LOCAL 1670 F/T	10	1.0	$ 67,598	1.0	$ 68,702	0.0	$ 1,104	1.6%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	2.0	$ 127,714	2.0	$ 129,676	0.0	$ 1,962	1.5%
Equipment Operator II	AFSCME LOCAL 1670 F/T	6		$ -	1.0	$ 58,614	1.0	$ 58,614	100.0%
Equipment Operator	AFSCME LOCAL 1670 F/T	3	3.0	$ 158,391	2.0	$ 106,072	(1.0)	$ (52,319)	-33.0%
Total Full-Time Positions			**7.0**	**$ 428,150**	**7.0**	**$ 442,118**	**0.0**	**$ 13,968**	**3.3%**
PART-TIME FUNDING									
Seasonal				$ 14,000		$ 14,000		$ -	0.0%
Intern				$ 6,500		$ 7,000		$ 500	7.7%
Total Part-Time Funding				**$ 20,500**		**$ 21,000**		**$ 500**	**2.4%**
OTHER									
Service Award				$ 7,459		$ 7,909		$ 450	6.0%
Sick Pay				$ 4,411		$ 4,517		$ 106	2.4%
Overtime				$ 36,000		$ 40,000		$ 4,000	11.1%
Uniform Allowance				$ 3,840		$ 3,840		$ -	0.0%
Device Reimbursements				$ 2,400		$ 2,400		$ -	0.0%
Total Other				**$ 54,110**		**$ 58,666**		**$ 4,556**	**8.4%**
Total All			**7.0**	**$ 502,760**	**7.0**	**$ 521,784**	**0.0**	**$ 19,024**	**3.8%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Street Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131052	6020	Supervisory	$ 93,292	$ 62,348	$ 66,305	$ 73,749	$ 74,447	$ 79,054
0131052	6230	Maintenance Workers	357,836	341,159	33,052	357,345	353,703	363,064
0131052	6580	Service Award	8,988	6,796	6,600	7,023	7,459	7,909
0131052	6590	Sick Pay	2,385	1,376	16,004	2,359	4,411	4,517
0131052	6610	Seasonal Workers	22,796	29,742	23,687	5,668	14,000	14,000
0131052	6615	Interns	-	-	-	-	6,500	7,000
0131052	6620	Overtime	29,906	41,013	58,729	43,462	36,000	40,000
0131052	6622	Holiday Premium	-	491	1,522	1,179	-	-
0131052	6623	Weekend Premium	-	-	123	-	-	-
0131052	6880	Uniform Allowance	4,280	4,040	3,840	3,840	3,840	3,840
0131052	6885	Device Reimbursement	-	2,475	2,400	2,400	2,400	2,400
0131052	6920	Unemployment Comp. Ins.	3,227	2,550	2,225	2,310	2,079	2,079
0131052	6930	Social Security Taxes	34,176	34,241	36,424	36,613	36,704	38,682
0131052	6940	City Pension Plan	77,828	92,937	73,900	91,889	84,400	81,405
0131052	6941	Defined Contribution 401(a) Plan	6,256	10,065	11,339	12,171	12,284	12,716
0131052	6950	Term Life Insurance	1,901	1,888	2,341	2,426	2,477	2,160
0131052	6960	Group Hospitalization Ins.	112,685	109,524	109,035	114,295	122,460	119,515
0131052	6961	Long-Term Disability Ins.	716	704	908	953	989	577
0131052	6962	Dental Insurance	7,002	6,155	5,856	5,856	6,207	6,442
0131052	6964	Health Savings Account	-	-	750	750	750	750
0131052	6965	Post-Employment Benefits	28,462	39,574	29,580	33,976	21,300	21,978
0131052	6966	Retirement Health Savings Account	2,405	3,891	4,201	4,428	4,329	4,392
0131052	6967	Emergency Room Reimbursements	1,600	-	-	-	1,015	1,015
0131052	6968	Vision Insurance Premiums	390	360	339	339	360	371
TOTAL PERSONNEL SERVICES			**$ 796,131**	**$ 791,329**	**$ 489,160**	**$ 803,031**	**$ 798,114**	**$ 813,866**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Street Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131053	7110	Safety Shoes and Supplies	$ 2,679	$ 1,327	$ 2,127	$ 1,545	$ 2,400	$ 2,400
0131053	7130	Tools, Field Sup., & Small Eq.	28,558	3,159	11,607	2,702	3,500	4,000
0131053	7340	Street Signs and Roadway Markings	26,480	25,622	28,183	25,657	28,000	30,000
0131053	7380	Street Maintenance	30,044	44,582	77,827	17,445	65,000	80,000
0131053	7400	Storm Sewer Maintenance	2,139	943	-	-	-	-
0131053	7450	Salt, Sand, & Snow Removal	48,992	53,188	33,253	20,391	40,000	40,000
0131053	7470	Curb & Gutter Maintenance	17,282	24,174	-	-	-	-
0131053	7540	Inventory Adjustment	725	792	(1,614)	(723)	-	-
0131053	7550	Miscellaneous Supplies	2,056	2,347	1,096	1,192	-	-
TOTAL MATERIALS & SUPPLIES			**$ 158,955**	**$ 156,134**	**$ 152,479**	**$ 68,209**	**$ 138,900**	**$ 156,400**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131054	8020	Advertising	$ -	$ -	$ -	$ -	$ -	$ 2,000
0131054	8030	Casualty Insurance	11,606	7,203	6,474	6,931	11,470	10,791
0131054	8031	Insurance - Property	2,703	4,992	3,845	4,666	1,294	1,523
0131054	8032	Insurance - Auto	13,918	26,793	25,880	23,374	24,363	27,611
0131054	8033	Insurance - Broker	2,664	3,657	3,637	3,672	1,704	1,676
0131054	8035	Insurance - Worker's Compensation	-	-	16,805	22,195	23,800	25,600
0131054	8050	Phone/Communications	1,653	158	169	190	180	690
0131054	8130	Building & Equipment Rental	1,806	3,838	6,509	2,565	-	5,000
0131054	8131	Information Technology Cont'l	2,255	4,641	4,719	4,499	4,502	4,778
0131054	8312	Fleet & Facilities Services	173,986	454,505	176,505	167,388	221,030	201,035
0131054	8313	Self-Insurance Services	-	(26,871)	-	2,133	-	-
0131054	8380	Street Maintenance	16,999	-	3,950	2,253	15,000	15,000
0131054	8450	Salt, Sand & Snow Removal	-	3,441	-	-	-	-
0131054	8550	Misc. Contracted Services	1,810	409	600	746	4,000	-
TOTAL CONTRACTUAL SERVICES			**$ 229,400**	**$ 482,766**	**$ 249,093**	**$ 240,612**	**$ 307,343**	**$ 295,704**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Street Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131055	9060	Depreciation Expense	$ 136,222	$ 107,481	$ 82,299	$ 70,558	$ 60,215	$ 76,533
0131055	9070	Training & Continuing Educ/Conf	824	2,676	2,223	50	1,250	2,000
TOTAL OTHER CHARGES			**$ 137,046**	**$ 110,157**	**$ 84,522**	**$ 70,608**	**$ 61,465**	**$ 78,533**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 26,921	$ 20,145	$ 3,490	$ 23,990	$ 19,396	$ 23,114
Electrcity Used	717	733	-	736	736	743
Information Technology	97,475	42,853	37,559	43,592	42,550	49,239
Mailroom and Postage	-	5	845	842	980	887
Other Indirect Charges	89,339	113,344	75,219	11,580	50,715	18,049
Printing and Reproduction	113	105	98	64	110	110
Records	-	1,076	1,100	1,273	1,199	1,325
Street Lights and Traffic Signals	143,745	169,331	166,221	177,083	171,965	180,496
Warehousing	2,104	3,246	2,592	2,998	2,424	992
TOTAL INTER-DEPT. CHARGES	**$ 360,414**	**$ 350,838**	**$ 287,124**	**$ 262,158**	**$ 290,075**	**$ 274,955**

OPERATING EXPENSES - STREET DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,681,946**	**$ 1,891,224**	**$ 1,262,378**	**$ 1,444,618**	**$ 1,595,897**	**$ 1,619,458**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Engineering Division

Summary:

ENGINEERING DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 827,221	$ 918,674	$ 886,234	$ 953,608	$ 843,701	$ 888,820
Materials and Supplies	5,116	3,112	2,951	1,556	5,600	5,600
Contractual Services	103,069	79,959	102,098	99,994	123,999	114,830
Other Charges	18,674	20,605	21,947	9,771	10,789	18,039
Subtotal	$ 954,080	$ 1,022,350	$ 1,013,230	$ 1,064,929	$ 984,089	$ 1,027,289
Inter-Dept. Charges	30,125	26,784	8,498	30,637	37,160	50,405
Total Operating Expenses	**$ 984,205**	**$ 1,049,134**	**$ 1,021,728**	**$ 1,095,566**	**$ 1,021,249**	**$ 1,077,694**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
ENGINEERING DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Field Operations Superintendent	MGMT	23	1.0	$ 92,146	1.0	$ 94,088	0.0	$ 1,942	2.1%
Planning and Design Engineer	MGMT	23	1.0	$ 81,543	1.0	$ 86,595	0.0	$ 5,052	6.2%
Engineering Technician II *	CWA F/T	17	1.0	$ 34,195	1.0	$ 36,138	0.0	$ 1,943	5.7%
Utility Inspector II	CWA F/T	16	1.0	$ 63,608	1.0	$ 69,914	0.0	$ 6,306	9.9%
Chief Surveyor	CWA F/T	15	1.0	$ 77,041	1.0	$ 78,241	0.0	$ 1,200	1.6%
Utility Inspector I	CWA F/T	14	2.0	$ 134,000	2.0	$ 138,550	0.0	$ 4,550	3.4%
Total Full-Time Positions			**7.0**	**$ 482,533**	**7.0**	**$ 503,526**	0.0	**$ 20,993**	**4.4%**
PART-TIME FUNDING									
Interns				$ -		$ 7,000		$ 7,000	100.0%
Total Part-Time Funding				**$ -**		**$ 7,000**		**$ 7,000**	**100.0%**
OTHER									
Service Award				$ 5,490		$ 5,851		$ 361	6.6%
Sick Pay				$ 1,664		$ 2,234		$ 570	34.3%
Overtime				$ 16,000		$ 18,000		$ 2,000	12.5%
Uniform Allowance				$ 1,200		$ 1,200		$ -	0.0%
Device Reimbursements				$ 600		$ 600		$ -	0.0%
Total Other				**$ 24,954**		**$ 27,885**		**$ 2,931**	**11.7%**
Total All			**7.0**	**$ 507,487**	**7.0**	**$ 538,411**	**0.0**	**$ 30,924**	**6.1%**

* Please be advised that the Engineering Technician II position will be partially funded through Capital in 2021.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Engineering Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131072	6020	Supervisory	$ 82,413	$ 84,315	$ 86,692	$ 93,956	$ 92,146	$ 94,088
0131072	6030	Engineering/Technical	253,170	234,853	189,159	188,088	115,738	122,733
0131072	6210	Inspectors	182,545	240,055	247,178	273,149	274,649	286,705
0131072	6580	Service Award	5,648	5,691	6,168	6,871	5,490	5,851
0131072	6590	Sick Pay	4,477	3,005	2,874	2,714	1,664	2,234
0131072	6615	Interns	17,121	15,906	10,075	-	-	7,000
0131072	6620	Overtime	24,011	30,289	19,731	15,788	16,000	18,000
0131072	6622	Holiday Premium	423	-	-	666	-	-
0131072	6880	Uniform Allowance	945	1,440	1,440	1,440	1,200	1,200
0131072	6885	Device Reimbursement	-	600	450	600	600	600
0131072	6920	Unemployment Comp. Ins.	3,459	2,775	2,714	2,525	1,930	1,929
0131072	6930	Social Security Taxes	42,185	45,290	41,214	42,193	36,319	38,967
0131072	6940	City Pension Plan	59,462	54,659	62,520	79,744	113,211	119,079
0131072	6941	Defined Contribution 401(a) Plan	18,705	22,558	20,821	24,144	24,238	25,600
0131072	6950	Term Life Insurance	2,081	2,453	3,231	3,592	2,834	2,313
0131072	6960	Group Hospitalization Ins.	97,631	136,497	149,527	170,152	129,135	126,312
0131072	6961	Long-Term Disability Ins.	807	953	1,339	1,520	1,192	660
0131072	6962	Dental Insurance	5,603	7,506	7,843	8,938	6,865	7,126
0131072	6963	Flexible Spending Account	100	126	224	252	158	159
0131072	6964	Health Savings Account	-	-	750	-	-	-
0131072	6965	Post-Employment Benefits	21,068	22,987	24,545	29,343	12,501	20,412
0131072	6966	Retirement Health Savings Account	5,071	6,315	5,924	6,670	6,495	6,537
0131072	6967	Emergency Room Reimbursements	-	-	1,383	800	943	942
0131072	6968	Vision Insurance Premiums	296	401	432	463	393	373
TOTAL PERSONNEL SERVICES			**$ 827,221**	**$ 918,674**	**$ 886,234**	**$ 953,608**	**$ 843,701**	**$ 888,820**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Public Works and Water Resources Department - Engineering Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131073	7110	Safety Shoes and Supplies	$ 1,542	$ 550	$ 1,003	$ 385	$ 2,000	$ 2,000
0131073	7130	Tools, Field Sup., & Small Eq.	174	1,055	138	923	1,200	1,200
0131073	7150	Office Supplies	2,413	1,507	1,810	248	2,400	2,400
0131073	7550	Miscellaneous Supplies	987	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 5,116**	**$ 3,112**	**$ 2,951**	**$ 1,556**	**$ 5,600**	**$ 5,600**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131074	8020	Advertising	$ 860	$ 1,073	$ 1,509	$ 1,732	$ 1,100	$ 1,400
0131074	8030	Casualty Insurance	5,319	9,300	10,790	11,551	10,367	10,791
0131074	8032	Insurance - Auto	3,319	6,233	6,122	6,563	8,599	9,745
0131074	8033	Insurance - Broker	714	1,583	974	984	1,704	1,676
0131074	8035	Insurance - Worker's Compensation	-	-	16,695	22,195	23,800	8,000
0131074	8050	Phone/Communications	1,808	1,858	2,177	618	180	690
0131074	8120	Outside Engineering	47,802	26,550	20,569	19,202	30,000	33,000
0131074	8131	Information Technology Cont'l	18,395	13,837	18,328	18,835	18,315	21,904
0131074	8312	Fleet & Facilities Services	24,314	19,472	24,555	18,304	29,934	27,624
0131074	8313	Self-Insurance Services	-	48	379	-	-	-
0131074	8550	Misc. Contracted Services	538	5	-	10	-	-
TOTAL CONTRACTUAL SERVICES			**$ 103,069**	**$ 79,959**	**$ 102,098**	**$ 99,994**	**$ 123,999**	**$ 114,830**

General Fund - Public Works and Water Resources Department - Engineering Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0131075	9020	Mileage & Small Bus. Expense	$ 1,589	$ 1,710	$ 1,034	$ -	$ -	$ -
0131075	9060	Depreciation Expense	11,859	11,960	9,776	9,771	8,789	10,039
0131075	9070	Training & Continuing Educ/Conf	5,226	6,935	11,137	-	2,000	8,000
TOTAL OTHER CHARGES			**$ 18,674**	**$ 20,605**	**$ 21,947**	**$ 9,771**	**$ 10,789**	**$ 18,039**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 16,627	$ 18,239	$ 3,597	$ 21,786	$ 17,681	$ 20,980
Electricity Used	711	727	-	730	730	737
Information Technology	48,741	45,531	39,906	46,316	45,210	52,313
Mailroom and Postage	-	4	759	756	880	796
Other Indirect Expenses	(36,067)	(38,788)	(36,850)	(40,158)	(28,527)	(25,721)
Printing and Reproduction	113	105	98	64	110	110
Records	-	966	988	1,143	1,076	1,190
TOTAL INTER-DEPT. CHARGES	**$ 30,125**	**$ 26,784**	**$ 8,498**	**$ 30,637**	**$ 37,160**	**$ 50,405**

OPERATING EXPENSES - ENGINEERING DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 984,205**	**$ 1,049,134**	**$ 1,021,728**	**$ 1,095,566**	**$ 1,021,249**	**$ 1,077,694**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

Maintenance Fund - Public Works and Water Resources Department - Fleet Maintenance Division

Summary:

FLEET MAINTENANCE DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 440,560	$ 485,615	$ 509,932	$ 584,662	$ 507,404	$ 523,144
Materials and Supplies	592,886	655,746	609,132	486,070	592,600	580,100
Contractual Services	184,774	198,883	224,529	310,772	276,452	305,210
Other Charges	16,512	29,370	19,787	34,739	43,710	43,543
Subtotal	$ 1,234,732	$ 1,369,614	$ 1,363,380	$ 1,416,243	$ 1,420,166	$ 1,451,997
Inter-Dept. Charges	53,335	68,899	113,660	134,256	66,472	72,137
Total Operating Expenses	**$ 1,288,067**	**$ 1,438,513**	**$ 1,477,040**	**$ 1,550,499**	**$ 1,486,638**	**$ 1,524,134**

PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
WAGE AND SALARY BUDGET - 2022
FLEET MAINTENANCE DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Senior Mechanic II	AFSCME LOCAL 3919 F/T	15	1.0	$ 81,379	1.0	$ 83,313	0.0	$ 1,934	2.4%
Senior Mechanic	AFSCME LOCAL 3919 F/T	13	1.0	$ 74,316	1.0	$ 76,731	0.0	$ 2,415	3.2%
Mechanic II	AFSCME LOCAL 3919 F/T	11	2.0	$ 140,372	2.0	$ 143,556	0.0	$ 3,184	2.3%
Total Full Time Positions			**4.0**	**$ 296,067**	**4.0**	**$ 303,600**	0.0	**$ 7,533**	**2.5%**
OTHER									
Service Award				$ 6,803		$ 7,388		$ 585	8.6%
Sick Pay				$ 5,092		$ 5,300		$ 208	4.1%
Overtime				$ 20,000		$ 26,000		$ 6,000	30.0%
Uniform Allowance				$ 2,400		$ 2,400		$ -	0.0%
Tool Allowance				$ 1,400		$ 1,400		$ -	0.0%
Device Reimbursements				$ 1,500		$ 900		$ (600)	-40.0%
Total Other				**$ 37,195**		**$ 43,388**		**$ 6,193**	**16.7%**
Total All			**4.0**	**$ 333,262**	**4.0**	**$ 346,988**	**0.0**	**$ 13,726**	**4.1%**

Maintenance Fund - Public Works and Water Resources Department - Fleet Maintenance Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006002	6250	Mechanics	$ 258,579	$ 268,173	$ 280,075	$ 299,875	$ 296,067	$ 303,600
6006002	6580	Service Award	4,887	5,356	5,831	6,309	6,803	7,388
6006002	6590	Sick Pay	4,334	4,308	4,765	4,669	5,092	5,300
6006002	6620	Overtime	16,222	9,486	6,122	21,042	20,000	26,000
6006002	6880	Uniform Allowance	2,400	2,400	2,400	2,400	2,400	2,400
6006002	6881	Tool Allowance	1,650	1,400	1,400	1,400	1,400	1,400
6006002	6885	Device Reimbursement	-	1,500	1,500	1,500	1,500	900
6006002	6920	Unemployment Comp. Ins.	1,342	1,124	1,147	1,264	1,188	1,188
6006002	6930	Social Security Taxes	22,058	22,273	22,985	25,449	26,011	26,368
6006002	6940	City Pension Plan	57,017	99,393	117,245	154,348	67,639	61,965
6006002	6941	Defined Contribution 401(a) Plan	3,996	4,300	4,762	5,204	5,218	5,322
6006002	6950	Term Life Insurance	1,187	1,286	1,591	1,636	1,676	1,442
6006002	6960	Group Hospitalization Ins.	39,289	40,326	41,602	45,244	46,858	55,593
6006002	6961	Long-Term Disability Ins.	448	486	635	664	685	391
6006002	6962	Dental Insurance	2,450	2,316	2,316	2,388	2,454	3,023
6006002	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	1,500
6006002	6965	Post-Employment Benefits	21,691	18,456	12,504	8,136	18,728	17,118
6006002	6966	Retirement Health Savings Account	1,358	1,380	1,400	1,476	1,443	1,464
6006002	6967	Emergency Room Reimbursements	-	-	-	-	580	580
6006002	6968	Vision Insurance Premiums	152	152	152	158	162	202
TOTAL PERSONNEL SERVICES			**$ 440,560**	**$ 485,615**	**$ 509,932**	**$ 584,662**	**$ 507,404**	**$ 523,144**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Public Works and Water Resources Department - Fleet Maintenance Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006003	7020	Heating Fuel	$ 858	$ -	$ -	$ -	$ -	$ -
6006003	7060	Tire & Tire Repair Expense	69,351	87,445	83,876	77,416	85,000	95,000
6006003	7070	Gasoline, Oil, Coolant, Etc.	319,010	352,846	317,258	197,019	300,000	275,000
6006003	7110	Safety Shoes and Supplies	1,377	1,296	1,249	1,203	1,200	1,200
6006003	7130	Tools, Field Sup., & Small Eq.	7,029	6,869	5,685	884	5,000	7,500
6006003	7150	Office Supplies	152	440	28	9	400	400
6006003	7230	Janitorial Supplies	-	-	-	39	-	-
6006003	7250	Buildings and Grounds Maint. Supplies	521	-	590	469	-	-
6006003	7300	Machinery & Equip. Maintenance	-	3,460	472	-	1,000	1,000
6006003	7310	Vehicle Maintenance	194,588	203,390	199,974	209,031	200,000	200,000
TOTAL MATERIALS & SUPPLIES			**$ 592,886**	**$ 655,746**	**$ 609,132**	**$ 486,070**	**$ 592,600**	**$ 580,100**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006004	8030	Casualty Insurance	$ 6,173	$ 6,049	$ 7,283	$ 7,797	$ 9,003	$ 6,166
6006004	8031	Insurance - Property	32,065	50,670	45,157	54,411	48,830	55,322
6006004	8032	Insurance - Auto	1,713	3,922	3,383	4,143	2,866	3,248
6006004	8033	Insurance - Broker	3,663	5,191	5,506	5,574	974	958
6006004	8035	Insurance - Worker's Compensation	-	-	10,209	13,476	14,450	17,600
6006004	8050	Phone/Communications	1,476	158	169	190	180	690
6006004	8131	Information Technology Cont'l	8,160	5,824	4,082	5,312	6,142	11,832
6006004	8300	Machinery & Equip. Maintenance	-	242	-	2,800	3,000	3,000
6006004	8310	Vehicle Maintenance	82,515	117,632	74,379	105,525	100,000	100,000
6006004	8311	Vehicle Accidents	2,444	9,082	5,724	27,617	5,000	5,000
6006004	8312	Fleet & Facilities Services	46,250	-	68,604	83,888	86,007	101,394
6006004	8550	Misc. Contracted Services	315	113	33	39	-	-
TOTAL CONTRACTUAL SERVICES			**$ 184,774**	**$ 198,883**	**$ 224,529**	**$ 310,772**	**$ 276,452**	**$ 305,210**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Public Works and Water Resources Department - Fleet Maintenance Division

Expendítures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006005	9020	Mileage & Small Bus. Expense	$ -	$ 11	$ -	$ 15	$ 200	$ 200
6006005	9060	Depreciation Expense	14,661	28,156	16,978	34,624	42,260	41,343
6006005	9070	Training & Continuing Educ/Conf	1,851	1,203	2,809	100	1,250	2,000
TOTAL OTHER CHARGES			**$ 16,512**	**$ 29,370**	**$ 19,787**	**$ 34,739**	**$ 43,710**	**$ 43,543**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 13,447	$ 15,687	$ 1,943	$ 18,570	$ 14,898	$ 17,904
Electricity	9,110	12,640	71,300	71,545	11,345	9,858
Information Technology	21,663	21,426	18,778	21,796	20,551	24,618
Other Indirect Charges	9,115	19,146	21,639	22,345	19,678	19,757
TOTAL INTER-DEPT. CHARGES	**$ 53,335**	**$ 68,899**	**$ 113,660**	**$ 134,256**	**$ 66,472**	**$ 72,137**

OPERATING EXPENSES - FLEET MAINTENANCE DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,288,067**	**$ 1,438,513**	**$ 1,477,040**	**$ 1,550,499**	**$ 1,486,638**	**$ 1,524,134**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Public Works and Water Resources Department - Fleet Maintenance Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006006	9621	Buildings & Structures	$ 21,710	$ 83,728	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET			**$ 21,710**	**$ 83,728**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
*N/A								
TOTAL FLEET MAINTENANCE FUND	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

*Please note, there are no Fleet Maintenance Division projects with 2022 capital spending budgeted.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF PLANNING AND DEVELOPMENT

PHYSICAL DEVELOPMENT
- Land Use
- Floodplain Management
- Comprehensive Development Plans
- Plan Review

COMMUNITY DEVELOPMENT
- CDBG
- Revenue Sharing
- Housing Programs
- Unicity Bus System
- Transportation Planning
- Transit Planning
- Bikeways
- Customer Service

ECONOMIC DEVELOPMENT
- Downtown Newark Partnership
- Greater Newark Economic Development Partnership

PARKING AND TRANSPORTATION
- Parking Lot Maintenance
- Parking Meter Management
- Residential Parking Permits
- Parking Enforcement
- Parking Kiosk Management
- Mobile Payment Application
- Parking Validations
- Municipal Lot Permitting
- Downtown Customer Service
- Wayfinding/Countdown Signs
- Event Parking & Coordination
- Parking GIS and Mapping

CODE ENFORCEMENT
- Business Licesnses and Inspections
- Rental Licenses and Inspections
- Building Permit Review and 'Inspection
- Parcel Management
- Building Codes
- Fire Codes
- Property Maintenance
- Rental Program

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

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

Land Use and Planning Division:

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

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

Transportation and Technical Services:

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

Economic Development:

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

Code Enforcement Division:

- This division is responsible for the administration and enforcement of the International Construction Codes (ICC), related State of Delaware Codes, and applicable portions of the Newark Municipal Code. The division does comprehensive plan reviews of all major construction projects within the City of Newark. The division issues permit for building construction, fire protection, rental units, signs, elevators, coordinates permit review with other City departments. The division is also responsible for the issuances of contractor licenses, fire safety registrations, and business licenses. Each unit spends dedicated time within the office conducting reviews, typing citations, meeting with contractors or property owners or spending time out in the field conducting building, fire and property management inspections as well as responding to and investigating, building, fire and property management complaints.

  <u>Staff</u>
  The Code Enforcement staff includes: The Code Enforcement Manager, three (3) Property Maintenance Inspectors, four (4) Code Enforcement Officers, one (1) Fire Marshal/Emergency Management Coordinator and two (2) Administrative Assistants.

Parking Division:

- This division is responsible for the oversight, management, maintenance, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking kiosks, mobile payment applications, and residential parking, permitting, and enforcement throughout Newark. This division is responsible for Newark's 18 residential parking permit zones, 1250+ municipal parking spaces, and 7 municipal parking lots. Inter-department cooperation occurs on a daily/weekly basis, which includes the Public Works and Water Resources Department regarding maintenance, signage and repairs; Electric for the construction and maintenance of lighting and electric vehicle infrastructure; Finance for accounting and bookkeeping of parking services; Police Department for crime prevention and community policing; Parks and Recreation Department for landscape maintenance and snow removal; and The Newark Partnership to ensure parking is available for events and local businesses.
- The division also handles quarterly financial reporting and auditing, with assistance from the Finance Department, so that the division can provide a better understanding of incoming parking revenue and how changes to the municipal Code could affect parking revenue streams coming into the City. The division is responsible for parking enforcement and the Residential Parking Permit Program, ensuring residents in areas near the University of Delaware have available on-street parking available in front of their homes. The parking enforcement team, known as Parking Ambassadors, help to enforce residential parking, municipal parking payment, Americans with Disabilities Act regulations, municipal and state fire codes, and assist the Newark Police and other City departments in event organization and safety.

Parking Division (continued):

Staff

The Parking Division staff includes: the Parking Division Manager, the Parking Division Field Supervisor, two (2) Customer Service Representatives, two (2) Maintenance field employees, two (2) Full-Time Parking Ambassadors, ten (10) Part-Time Parking Ambassadors, and five (5) Part-Time Night/Weekend Parking Shift Supervisors. These employees ensure proper facility maintenance and infrastructure for six parking lots and one temporary parking lot, named Municipal Lot 7, on-street kiosks, and other facets of managing a 24/7 parking operation.

UNICITY Bus*:*

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

Community Development Block Grant (CDBG):

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

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Land Use and Planning Division:

As indicated in the Planning Commission Activities below, there continues to be sustained activity and interest in land use applications which continues to take a significant amount of staff time. Despite COVID and the adjustments needed to respond to this pandemic, the Planning and Development Land Use Planning Division remained quite busy. Other activities and accomplishments beyond the land use development and related activity as described below includes:

- The Rental Housing Workgroup (Workgroup) was approved by the City Council by way of a recommendation from the Planning Commission to examine the issues related to the high demand for student housing due to student growth, the management of rental housing, and to address the need for non-student as well as affordable rental housing. The Workgroup started meeting on April 2019 and met regularly through November 2019 where they developed a set of recommendations. These meetings were open to the public and all of the meeting materials were posted on the Rental Housing Workgroup website: https://newarkde.gov/1118/Rental-Housing-Workgroup. Council approved the recommendations, a prioritization matrix, the final report and an implementation Work Plan on July 13, 2020. Staff has begun to implement the recommendations. This includes:
    - Working with the University of Delaware on developing a "Good Neighbor Guide"; and
    - Developed a one-page handout and refrigerator magnet to hand out to students who rent in Newark about the City's inspection program and contact information for questions.
- By way of background, the Planning Commission established a Parking Subcommittee in May 2018 to review the Parking Code requirements. A website was created for this effort https://newarkde.gov/1022/Parking-Requirements-Subcommittee. The Parking Subcommittee was represented by members from the Planning Commission, development community, non-profit community, the University of Delaware, a University of Delaware student, and the downtown merchants. They met for seven (7) months and put together a downtown Parking Strategy that was presented to City Council on June, 25, 2018 where Council approved the recommendations in the Parking Strategy and directed Planning Staff to put together a work plan to bring back to City Council for their review and approval. Planning staff conducted a technical analysis of the Parking Subcommittee findings and compiled a workplan that included a prioritized implementation plan, cost-analysis and timeline. This report, titled *A Bold New Future for Newark: A Comprehensive Parking Solution* and workplan *Parking Policy Matrix: Timeline and Costs,* was presented to the Planning Commission on December 5, 2018 and City Council on March 26, 2019 for their review and comment, where it was approved by Council. The approved workplan included the City hiring a consultant to take on tasks described in Phase I and II of the workplan. Council approved the consultant Kimley-Horn and Associates on September 9, 2019. The conduct of this study has been hampered by COVID and as a result Phase I and Phase II have not been able to be fully implemented. The impact of COVID on this study has been twofold. The first is due to people sheltering in place during COVID which resulted in people not parking downtown which made it difficult to for staff and the consultant assess the parking situation as well as engage the public on the topic of parking. The second was the inability to conduct public meetings whereby staff and the consultant concluded that

virtual meetings on this topic would not be successful especially given that the issue of parking was not in the forefront of people's minds. However, prior to COVID, stakeholder meetings as well as a public forum were held to garner feedback on thoughts and input on the parking situation downtown. Also, the consultant worked on the review of the Code and made their assessments and is working with staff on a set of recommendations to bring to Council and the public for their input and feedback. This is expected to be in late summer/fall 2021.

- Planning Staff is working with WILMAPCO on implementing the outcome of the Newark Area Transit Study Project. This study was the next step in the process in trying to better coordinate the four agencies that provide public transportation in Newark. These agencies include: The University of Delaware, Cecil Transit, Unicity, and DART. Due to COVID, the operation of Unicity was suspended on March 23, 2020 until September 8, 2020. During that time Planning Staff worked with the University of Delaware to pilot a one bus/ one route plan as well as started to meet regularly with DART staff on improving efficiencies. https://newarkde.gov/DocumentCenter/View/4546/Unicity-Bus-Route-Map--Schedule-Revised-09-02-2020?bidId= Also, we are looking to install security cameras and GPS systems in this fall to make the Unicity bus safer and more reliable for riders and drivers alike.

- By way of background, Planning Staff worked with DelDOT to start the process of developing a Transportation Improvement District (TID) for the City of Newark in 2017. Staff then worked with Council to establish a TID Steering Committee (Committee) to provide guidance throughout the TID development process whereby Council approved the Committee September 24, 2018. The City hired AECOM to provide technical and administrative assistance on this effort. The first meeting of the TID Steering Committee was held on May 8, 2019. Since then, the TID Steering Committee has been meeting monthly with the occasional month off. The Committee developed a facility boundary and TID agreement that was referred to the Planning Commission and ultimately to City Council where City Council adopted both the TID boundary and the TID agreement with some minor revisions on January 6, 2020. Since then, the TID Committee completed their recommendations on the land use analysis and completed their recommendations on levels of service. A virtual public workshop was conducted on October 14, 2020 to review the TID process and the land use analysis. The recommendation on the levels of service were presented to the Planning Commission on June 1, 2021 and the next step is to present these recommendations to Council on August 23, 2021. A website has been developed for this effort. https://newarkde.gov/1127/Transportation-Improvement-District-Comm

- By way of background, Planning Staff worked with the Planning Commission on establishing a Green Building workgroup to make proposed recommended revisions to the LEED provisions of the Code. The Green Building workgroup started meeting in November 2018 and met monthly through the end of 2019. In 2020, they have held a public workshop on February 6, 2020, presented the draft ordinance to the Planning Commission on April 7, 2020 and to the City Council on May 4, 2020 for their input and met again on June 15, 2020 to make final tweaks on ordinance. The final ordinance was approved by Council on September 14, 2020.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

- In response to the requirement for the Comprehensive Development Plan to be reviewed every 5 years, Planning Staff put together a plan which includes a Steering Group, public meetings with the Steering Committee as well as additional public meetings to gather input and feedback on this 5 year review. Specifically these efforts include:

  - Composed a Plan for Planning – Newark Comprehensive Development Plan V 2.0 (Plan). https://newarkde.gov/854/Comprehensive-Development-Plan-V
    This document was reviewed by the Planning Commission over several meetings and was finally approved by the Planning Commission at their meeting on October 6, 2020. This Plan establishes the path for the overall planning effort for the five-year plan review of the Comprehensive Plan V. The steps include:

    - Introduction of Newark Comprehensive Development Plan V
    - Community Outreach and Public Participation
    - Project Steering Committee
    - Schedule

  As indicated in the Plan, Staff has convened a diverse set of stakeholders and has been meeting monthly since November 2020. Due to COVID these meetings have been virtual. In addition, staff has conducted a series of virtual "Coffee Break Public Workshops" to gather public input on the five-year review of the Comprehensive Development Plan V. These were conducted on March 8, March 10, March 11, March 12, and March 16, 2021, at different times of the day in order to maximize the number of participants.

  This effort is expected to wrap up by early fall of 2021 with a final presentation of recommended revisions to the Comprehensive Development Plan V by the end of the year.

- Planning staff is continuing to work with the GIS and related staff to portray land use development information in a parcel-based format.

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

Planning Commission Activities (October 2020 through June 2021):

Code Amendments

1. Chapter 32 Appendix XXV – Landscape Screening and Treatment (November 2020)
2. Chapter 32 Article IV Use and Area Regulations for Residence Districts, Section 32-9 RH Districts (one-family detached residential, including RH, RT and RS districts) to add a new district "RE" (Residential Estate, minimum one-acre lot size) and new conditional use under Section 32-9(b)(12) for "Agricultural, horticultural, and forest land uses" (February 2021)
3. Chapter 2 Section 2-84 (a) to change agenda notification from 15 to 10 days (March 2021)

4. Chapter 32 Section 32-18 (d)(5) Building setback lines in the in BB (Central Business District) Zoning District (April 2021)
5. Chapter 32 Section 32-45 (b) BB central business district off-street parking option, subsections 5,6, and 8 (June 2021)

<u>Annexations</u>
1. 751 Paper Mill Road (February 2021)

<u>Rezoning</u>
1. 751 Paper Mill Road (February 2021)
2. 268 East Main Street (March 2021)

<u>Comprehensive Development Plan Amendments</u>
1. Addition of Planning Area 7 to the Future Land Use Map (October 2020)
2. 268 East Main Street (March 2021)
3. 1501 Casho Mill Road (May 2021)

<u>Major/Minor Subdivisions</u>
1. 132-138 East Main Street (Major subdivision) (Tabled December 2020, recommended approval January 2021)
2. 141, 143, 145 East Main Street and 19 Haines St (Major Subdivision) (December 2020)
3. 751 Paper Mill Road (Minor Subdivision) (February 2021)
4. 94 East Main Street (Green Mansion) (Major Subdivision) (February 2021)
5. 268 East Main Street (Major Subdivision) (March 2021)
6. 141, 143, 145 East Main Street and 19 Haines St (Major Subdivision) (April 2021)
7. 1501 Casho Mill Road (Major Subdivision) (May 2021)

<u>Site Plan Approval</u>
1. (*the site plan approval part was incorrect on the February agenda)*132-138 East Main Street (Tabled December 2020, recommended approval January 2021)
2. 141, 143, 145 East Main Street and 19 Haines St (December 2020)
3. 268 East Main Street (March 2021)
4. 141, 143, 145 East Main Street and 19 Haines St (April 2021)

<u>Administrative Subdivisions</u>
1. None at this time

<u>Special Use Permits</u>
1. 132-138 East Main Street (Tabled December 2020, recommended approval January, 2021)
2. 141, 143, 145 East Main Street and 19 Haines St (December 2020)
3. 751 Paper Mill Road (February 2021)
4. 94 East Main Street (Green Mansion) (February 2021)
5. 268 East Main Street (March 2021)
6. 141, 143, 145 East Main Street and 19 Haines St (April 2021)
7. 200 Whitechapel Drive (June 2021)

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Parking Waiver

1. 132-138 East Main Street (Tabled December 2020, approved January 2021)
2. 141, 143, 145 East Main Street and 19 Haines St (Tabled December 2020, approved January 2021)
3. 94 East Main Street (Green Mansion) (February 2021)
4. 141, 143, 145 East Main Street and 19 Haines St (Tabled December 2020, approved January 2021)
5. 268 East Main Street (March 2021)
6. 141, 143, 145 East Main Street and 19 Haines St (April 2021)

Plans Received (October 2020 through June 2021)

1. 500 & 700 Creekview Road – Major Subdivision (November 6, 2020)
2. 25 N Chapel Street – Major Subdivision (November 6, 2020)
3. 1325 Old Cooch's Bridge Road – telecommunication tower special use permit (January 2021)
4. 10-16 Benny Street – Major Subdivision (February 2021)
5. University Commons – Sketch Plan – major subdivision (March 5, 2021)
6. 1105 Elkton Road – Annexation and Rezoning (March 8, 2021)
7. 410 Ogletown Road – Sketch Plan (Special Use Permit) (March 12, 2021)
8. 200 White Chapel Drive – telecommunication tower special use permit (April 4, 2021)

Ongoing Land Use Projects

1. 1119 South College Avenue – major subdivision/sup (inactive since August 2018)
2. 46 Welsh Tract Road – sketch plan (inactive since October 2018)
3. 1501 Casho Mill Road – major subdivision/sup (November 2017)
4. 515 Capitol Trail – rezoning/ major subdivision (February 2018)
5. 1105 Elkton Road – annexation/rezone/minor subdivision/sup (July 2018)
6. 268 E Main Street – rezoning/major subdivision/sup (June 2019)
7. 500 & 700 Creekview Road – Major Subdivision (November 6, 2020)
8. 25 N Chapel Street – Major Subdivision (November 6, 2020)
9. 1025 &1033 Barksdale Road – Sketch Plan (December 2020)
10. 10-16 Benny Street – major subdivision (February 2021)
11. University Commons – Sketch Plan – major subdivision (March 5, 2021)
12. 1105 Elkton Road – Annexation and Rezoning (March 8, 2021)

Transportation Improvement District (TID)

1. TID Committee Meeting (October 2020)
2. TID Committee Meeting (November 2020)
3. TID Committee Meeting (January 2021)
4. TID Committee Meeting (March 2021)
5. TID Committee Meeting (April 2021)
6. TID Committee Meeting (May 26, 2021)
7. TID Committee Meeting (May 12, 2021)

Capital Improvements Plan

1. Review and consideration of 2021-2025 Capital Improvements Program (October 20, 2020)

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

<u>2021/2022 Work Plan</u>

1. Adoption of the Planning Commission 2021 Work Plan, including the Plan for Planning for the five-year review of the Comprehensive Development Plan V (October 6, 2020)

<u>Planning Commission Bylaws and Rules of Procedure</u>

1. Review and Discussion of Planning Commission Rules of Procedure (January 2021)
2. Adoption of Revised Planning Commission Rules of Procedure and Planning Commission By-Laws (February 2021)
3. Rules of Procedure updated on City Website (May 2021)

<u>Five Year Review of the Comprehensive Plan V</u>

1. Adoption of the Plan for Planning for the Five-Year Review of the Comprehensive Development Plan V (October 6, 2020)
2. Update on the formation of the Steering Committee for the five-year review of the Comprehensive Development Plan V. (October 20, 2020)
3. Status update of Steering Committee and meeting schedule for the 5-year review of the Comprehensive Development Plan V. (November 2020)
4. Approval of the Steering Committee for the Comprehensive Development Plan V review. (December 2020)
5. Steering Committee Meeting (December 15, 2020)
6. Review and consideration of the Steering Committee for the Comprehensive Development Plan V (January 2021)
7. Steering Committee Meeting (January 26, 2021)
8. Comprehensive Plan V Review Update (February 2021)
9. Steering Committee Meeting (February 25, 2021)
10. Comprehensive Plan V Review Update (March 2021)
11. Steering Committee Meeting (March 25, 2021)
12. Comprehensive Plan V Review Update (April 2021)
13. Steering Committee Meeting (April 29, 2021)
14. Comprehensive Plan V Review Update (May 2021)
15. Comprehensive Plan V Review Update (June 2021)
16. Steering Committee Meeting (June 03, 2021)

<u>Planning Commission Training</u>

1. June 22nd - Land Use, Zoning, and Planning Commission Training by Max Walton

Permitting Activities: 2016 to June 2021

	2016	2017	2018	2019	*(through May 31)* 2020	*(through June 03)* 2021
Deed Transfer Affidavits	402	378	424	418	78	122
Building Permit Reviews	1,733	1,698	1,057	1,748	620	550*
Certificates of Completion/Occupancy	39	70	18	48	20	11
Total	2,174	2,146	1,361	2,214	718	683

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Code Enforcement Division:

- Due to the Global Pandemic and subsequent Governors Emergency order the Code Enforcement division, with the assistance from IT and Facilities, successfully established a remote Code Enforcement operation.
- The Code Enforcement department and Fire Marshall reviewed and approved over 1400 building construction permits.
- Routine interior rental inspections were suspended during 2020. The Property Maintenance Inspectors continued to perform exterior property inspections and interior inspections upon request.
- The Fire Marshal and Code Enforcement Manager have established a preliminary model for business licensing and fire registration, incorporating improvements identified during a thorough review of the licensing process. Businesses that are no longer operating have been identified and removed from active status and new business are being identified and business license application packets are being given out.
- Changes to the Administrative processes have been made over the past year resulting in more defined duties and responsibilities of the CED Administrative staff.
- Coordinated a temporary outdoor seating program in response to the occupancy limits due to the pandemic. The Fire Marshall was instrumental in working with various departments, stakeholders and state agencies in the implementation of the Main St. alfresco dining program.
- The Code Enforcement Manager and staff completed an evaluation of several Code Enforcement software programs. A recommendation was made to the city administration for consideration of the present software system. The recommended system works in tandem with the city's present financial system and if implemented it will greatly improve the licensing and permitting process.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

CODE ENFORCEMENT PERMITTING ACTIVITIES
2020

Rentals:

Number of Rental Licenses:		1,948
	Billed	Paid
2020 Rental Billings:	**$ 523,805**	**$ 412,499**

Business Licenses:

Number of Business Licenses:		813
	Billed	Paid
2020 Business License Bills:	**$ 326,966.50**	**$ 245,365.00**

Code Violation Cases:	**#**
Number of Violations:	**686**
Citation Billings:	**$ 35,500**

2020 Permits:

Totals:	Billed	# of Applications
Total Fees:	**$ 1,023,189**	**1,453**

	Billed	Paid
Contractors	**$ 115,309**	**$ 72,211**

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Parking Division:

In 2021, the Parking Division continued to make improvements to the Residential Parking Permit Program (RPP), giving residents additional access to online resources and forms to allow for quicker sign up to the program. The division allowed its customers to set up their own safe appointment windows for pass pick-up during the COVID-19 pandemic and started moving away from physical permits, instead opting for digital permits that are verified by the License Plate Recognition device, when feasible. This reduced traffic in the office and made it so customers could renew via the RPP online web portal. These changes coincided with further safety improvements to ensure residents and staff were kept as safe as possible during the COVID-19 pandemic at the beginning of the year. Public feedback on the program was positive, specifically from homeowner residents in the special residential parking districts. This ensured that the division continued to provide the highest level of customer service to our residents, streamlining the special residential parking application process by allowing renewals to submit their information via digital methods. By doing this, the division continues to cut down on usage of supplies and employee resources, resulting in financial savings and satisfied residents, while reducing the spread risk of COVID-19 and increasing the speed of permit application processing.

With the temporary loss of parking in Municipal Lot #3 to the LANG-Hyatt hotel project and numerous development projects near public parking lots upcoming, staff continues to work diligently to find parking alternatives for Main Street patrons and employees. The municipal parking supply was supplemented in 2020 with the leasing of the property at 19 Haines Street, which was turned into Municipal Lot #7, managed by the T2 Luke Cosmo Multi-Space System and the Passport Parking mobile application. While the owner of the property has recently been approved for a new development project, the Parking Division worked with the developer in hopes of managing the new parking garage that will be built on the property. The division hopes that this is the first of many privately-owned, publicly-managed parking areas, ensuring that Newark patrons and residents experience common parking practices and have access to a fair appeals process through our Alderman's Court.

Newark's busiest parking lot, Municipal Lot #1, was expanded and prepared for increased use in 2021. As parking occupancy during the school year and during lunch/dinner is often high, the division is certain that these new parking spaces will be utilized more as people become aware of the availability. New, high-visibility LED lampposts were put in by the Electric Department, in addition to new camera angles, to increase safety standards throughout our lot. Electric Vehicle (EV) charging stations were added to the parking lot, creating new parking spaces meant specifically for electric vehicles, helping to curb fossil fuel consumption in Newark. A third kiosk is planned to be added to the parking lot in preparation for increased us and signage improvements were made to ensure patrons are aware of the parking lot rules and payment system.

The Parking Division completed its phasing out of the older, single-space parking meter technology, in favor of newer, multi-space parking kiosks. These kiosks, which replaced the current on-street parking meter inventory, allow for more control and options for the Parking Division's current parking inventory at a discounted rate when compared to single-space meters. Kiosks create more parking options to allow for more public access to parking spaces, increasing the overall availability of parking and spreading out the parking footprint to alleviate some vehicle congestion and stress the central business district experiences during select times.

Parking Division (continued):

Multi-space kiosks don't force patrons to return to their parking meters to make payments like single-space meters do, as multi-space meters are unified and allow patrons to pay at any space with their license plate number. This allows business patrons to pay for parking remotely, which leads to them continuing shopping at retailers or allowing them to stay at their table at restaurants, having a positive economic impact within Newark. Multi-space kiosks also made pay-by-app parking more feasible. Pay-by-app parking allows users to use their mobile smart phones to pay for parking without ever going to a physical kiosk. An app user can easily keep track of their parking expenses, refresh their parking duration, and gets notices when their parking time is about to run out. The division believes that these new options make parking easier for patrons and makes the City more inviting to visit, a benefit for all businesses and the City as a whole.

The Parking Division continued working with Kimley-Horn Consulting regarding parking zoning, regulations, rate structures, permitting regulations and code in 2021. Bringing in consulting services allowed the Parking Division to get an outside view of its operation, as well as the rules and regulations of the areas it is responsible for managing, to ensure that the service we provide to our residents and patrons is the best it can be. Through multiple public workshops and consultation meetings, the Parking Division has been given a thorough guide on improvements that can be made throughout the parking system in the foreseeable future.

Transportation and Technical Services:

The division continues to coordinate with DART, the University of Delaware, WILMAPCO and Cecil transit on Newark Transit Improvement Partnership (TRiP) to better coordinate the existing transit services of UNICTY, University of Delaware, Cecil County and DART. The division also continues to oversee the Unicity Bus system and provide customer service. With the onset of the COVID 19 Pandemic, the Unicity bus service was paused starting in mid-March when the UD bus system was also paused when the University shut down. Unicity will remain paused until the UD bus system is up and running and when the Unicity bus system has the proper safeguards in place to protect both the driver and riders per the CDC guidelines for cough guards, hand sanitation and cleaning. These measures are currently being put in place now and we are optimistic that they will be complete by the time the UD bus system is ready to run.

Community Development Block Grant (CDBG):

In the 45th year (July 1, 2019 to June 30, 2020), the City allocated $245,814.53 in CDBG funds to 11 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL GOALS

Land Use and Planning Division:

During 2022, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity takes priority.

Boards, Committees, and Meetings

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

Land Use and Land Development Activities

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

Planning Related Major Initiatives

- Work with the Planning Commission, City Council and the public to finalize the five (5) year review of the Comprehensive Development Plan V per Delaware State Title 22 Chapter 7 Section 702 (e) whereby "At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas…"
- Work on the Charrette and revision to the BB (Central Business District) and RA (Multifamily dwelling-high rise) Zoning Ordinances.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL GOALS

Planning Related Major Initiatives (continued)

- Continue to work with the Conservation Advisory Committee and City of Newark staff on implementing the *Newark Sustainability Plan.*
- Continue to work with WILMAPCO on follow up to the completed *Newark Area Transit Study Project.*
- Provide staff support and guidance to the T*ransportation Improvement District* Subcommittee for the City of Newark in its work to implement a Transportation Improvement District.
- Continue to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup. For 2022 this includes but not limited to working on developing ordinances for accessible dwelling units (ADUs) and inclusionary housing.
- Continue to participate in the Delaware State Housing Authority Analysis of Impediments to Fair Housing.
- Continue to work with the GIS program and related GIS staff to portray land use development information in a parcel-based format.
- Review the <u>Code</u> and make recommended revisions to Planning Commission and City Council as appropriate.
- Continue to work on developing policy recommendations to address the student housing issue for consideration by the Planning Commission and City Council.

Other Regular Duties

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

Planning Commission Support

- Preparation of support material, background reports and information packets
- Public notification and posting requirements
- Administrative and secretarial support (<u>Code</u>-required)
- Transcription services
- Applicant interface
- Commission requests for data and information
- Planning Commission Training
- Continue to provide exemplary assistance to other City departments, Planning Commission and City Council.
- Implement the Planning Commission 2021 Work Plan as resources allow

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL GOALS

Code Enforcement Division:

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

Parking Division:

In 2022, the Parking Division hopes to continue expanding parking inventory and services provided to residents, patrons, employees, students, and visitors alike. With new parking equipment, such as multi-space kiosks, mobile payment technology, geographic information systems, and countdown signage, the division hopes to provide better services to those parking customers and residents that live within the City of Newark. As we continue our commitment to service excellence, we want those that use the public parking inventory to have a good experience within the City, ensuring that they want to return and patronize its businesses, parks, and other amenities available. The division plans on doing this by continuing back-office oversight of multi-space and mobile parking systems in 2022 and beyond, as well as considering public feedback on the new system and investigating new add-ons and technologies in the parking industry. The division hopes to have more dialogue with the University of Delaware, an important partner in the success of the City, to ensure that all persons that visit the City have good experiences through parking wayfinding and are aware when parking areas are difficult to park in due to high occupancy.

The Parking Division is eager to work with not only U.D., but also with private partners to increase the parking inventory and ensure that parking through Newark is managed properly and with our residents and patrons in mind. Management is very excited about the possibility of privately-owned, publicly-managed parking opportunities on the horizon with future developments. The division will continue to get public input through events and workshops to increase the quality of customer service it provides and to ensure that those who visit Newark are likely to come back. Kimley-Horn consultation services are on-going, giving parking staff an outside view on parking operations that allow for outside-of-the-box thinking. The Parking Division also plans to continue working closely with those that live in special residential parking districts and gather their feedback on ways to improve residential parking for our residents, ensuring that those that live in the special residential parking districts always have sufficient parking available to them.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL GOALS

Transportation and Technical Services:

In 2022, the division will continue to follow up on the TRiP effort and coordinate with WILMAPCO and their consultant on transit systems in Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V, and the Newark Bicycle Plan, as well as participating in the management and related activities associated with the Newark Regional Transportation Center, and operating Unicity. Regarding Unicity we will work to refine and revise the Unicity bus routes to make them more efficient and cost effective as well as install security cameras and GPS systems to make them safer and more reliable for riders and drivers alike.

Economic Development:

In 2022, the division goal is to continue to review and assess Newark's Economic Development Strategy and Action Plan and set a path for proactive economic development.

Community Development Block Grant (CDBG):

In 2022, the division's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

PLANNING DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 440,758	$ 398,045	$ 461,618	$ 483,609	$ 616,492	$ 823,930
Materials and Supplies	1,665	3,343	2,524	1,359	17,750	2,750
Contractual Services	72,158	215,386	314,530	163,859	331,169	218,361
Other Charges	1,811	7,216	339,129	178,594	181,956	266,057
Subtotal	$ 516,392	$ 623,990	$ 1,117,801	$ 827,421	$ 1,147,367	$ 1,311,098
Inter-Dept. Charges	17,578	25,347	12,641	28,181	24,475	21,188
Total Operating Expenses	**$ 533,970**	**$ 649,337**	**$ 1,130,442**	**$ 855,602**	**$ 1,171,842**	**$ 1,332,286**

PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2022
PLANNING DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director of Planning & Development	MGMT	32	1.0	$ 114,278	1.0	$ 121,367	0.0	$ 7,089	6.2%
Deputy Planning Director *	MGMT	28	1.0	$ 37,000	1.0	$ 101,322	0.0	$ 64,322	100.0%
Planner II **	CWA F/T	16	2.0	$ 111,763	2.0	$ 122,038	0.0	$ 10,275	9.2%
Planner I ***	CWA F/T	14	2.0	$ 76,000	2.0	$ 122,454	0.0	$ 46,454	100.0%
Admin Professional I	CWA F/T	10	1.0	$ 50,270	1.0	$ 43,532	0.0	$ (6,738)	-13.4%
Total Full-Time Positions			**7.0**	**$ 389,311**	**7.0**	**$ 510,713**	0.0	**$ 121,402**	**31.2%**
OTHER									
Service Award				$ 2,276		$ -		$ (2,276)	-100.0%
Sick Pay				$ 2,294		$ 3,411		$ 1,117	48.7%
Overtime				$ 25,000		$ 15,000		$ (10,000)	-40.0%
Device Reimbursements				$ 600		$ 600		$ -	0.0%
Total Other				**$ 30,170**		**$ 19,011**		**$ (11,159)**	**-37.0%**
Total All			**7.0**	**$ 419,481**	**7.0**	**$ 529,724**	**0.0**	**$ 110,243**	**26.3%**

* Please be advised that the Deputy Planning Director (Planning Division) position was added in mid-year 2021.
** Please be advised that the Planner II (Planning Division) position will be partially funded through the Community Development Block Grant in 2021 and 2022.
*** Please be advised that the Planner I (Planning Division) position was added in mid-year 2021.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111112	6020	Supervisory	$ 132,112	$ 98,960	$ 113,363	$ 113,263	$ 151,278	$ 222,689
0111112	6030	Engineering/Technical	83,303	94,658	101,926	117,650	187,763	244,492
0111112	6080	Clerical	44,516	46,296	48,871	49,454	50,270	43,532
0111112	6580	Service Award	2,093	1,677	1,881	2,072	2,276	-
0111112	6590	Sick Pay	4,540	1,481	1,503	1,562	2,294	3,411
0111112	6615	Interns	-	-	7,249	6,000	-	-
0111112	6620	Overtime	-	12,843	34,566	27,078	25,000	15,000
0111112	6860	Other Wages	-	-	-	5,168	-	-
0111112	6885	Device Reimbursement	-	550	600	600	600	600
0111112	6920	Unemployment Comp. Ins.	1,693	1,026	1,327	1,239	1,076	1,963
0111112	6930	Social Security Taxes	19,928	18,903	23,093	22,926	22,291	40,925
0111112	6940	City Pension Plan	55,742	17,975	20,790	25,830	58,006	55,593
0111112	6941	Defined Contribution 401(a) Plan	11,306	15,144	15,955	16,625	17,796	34,603
0111112	6950	Term Life Insurance	921	1,049	1,301	1,296	1,402	2,147
0111112	6960	Group Hospitalization Ins.	59,166	69,900	68,944	71,439	78,088	131,173
0111112	6961	Long-Term Disability Ins.	379	432	561	566	608	625
0111112	6962	Dental Insurance	3,501	3,918	3,918	3,884	4,183	7,238
0111112	6964	Health Savings Account	1,500	1,500	3,000	3,000	2,432	2,414
0111112	6965	Post-Employment Benefits	16,116	7,399	8,377	9,613	6,070	7,479
0111112	6966	Retirement Health Savings Account	3,373	4,138	4,201	4,155	4,329	8,742
0111112	6967	Emergency Room Reimbursements	400	-	-	-	525	958
0111112	6968	Vision Insurance Premiums	169	196	192	189	205	346
TOTAL PERSONNEL SERVICES			**$ 440,758**	**$ 398,045**	**$ 461,618**	**$ 483,609**	**$ 616,492**	**$ 823,930**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111113	7150	Office Supplies	$ 1,310	$ 1,531	$ 1,656	$ 602	$ 16,600	$ 1,600
0111113	7160	Books, Periodicals, Etc.	183	276	353	256	350	350
0111113	7550	Miscellaneous Supplies	172	1,536	515	501	800	800
TOTAL MATERIALS & SUPPLIES			**$ 1,665**	**$ 3,343**	**$ 2,524**	**$ 1,359**	**$ 17,750**	**$ 2,750**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111114	8020	Advertising	$ 1,954	$ 3,611	$ 5,572	$ 5,224	$ 4,000	$ 4,000
0111114	8030	Casualty Insurance	3,045	4,821	5,665	6,064	4,783	10,791
0111114	8032	Insurance - Auto	1,713	-	-	-	-	-
0111114	8033	Insurance - Broker	380	505	520	525	974	1,676
0111114	8035	Insurance - Worker's Compensation	-	-	611	793	850	1,600
0111114	8050	Phone/Communications	250	486	-	-	-	-
0111114	8070	Aetna Hose, Hook & Ladder	-	74,246	-	-	-	-
0111114	8071	Newark Ambulance	-	3,000	-	-	-	-
0111114	8131	Information Technology Cont'l	12,314	15,803	14,458	12,541	12,189	16,846
0111114	8180	Consulting Fees	49,694	41,200	226,542	106,653	235,000	110,000
0111114	8220	Revenue Sharing Program	-	46,926	55,834	21,937	61,810	64,900
0111114	8312	Fleet & Facilities Services	2,453	24,772	3,639	4,449	5,554	7,548
0111114	8550	Misc. Contracted Services	355	16	1,689	5,673	6,009	1,000
TOTAL CONTRACTUAL SERVICES			**$ 72,158**	**$ 215,386**	**$ 314,530**	**$ 163,859**	**$ 331,169**	**$ 218,361**

General Fund - Planning and Development Department - Planning Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111115	9002	Subvention - Aetna Hook and Ladder	$ -	$ -	$ 174,246	$ 174,246	$ 174,246	$ 174,246
0111115	9003	Subvention - Newark Ambulance	-	-	3,000	3,000	3,000	3,000
0111115	9005	Subvention - Newark Partnership	-	-	150,000	-	-	75,000
0111115	9020	Mileage & Small Bus. Exp.	-	164	39	-	450	450
0111115	9040	Dues & Professional Organizations	-	150	-	-	-	-
0111115	9070	Training & Continuing Educ/Conf	1,811	6,902	11,844	1,348	4,260	13,361
TOTAL OTHER CHARGES			**$ 1,811**	**$ 7,216**	**$ 339,129**	**$ 178,594**	**$ 181,956**	**$ 266,057**

*Please note in addition to staff related training, object 9070 - Training & Continuing Educ/Conf includes funds for Planning Commission related training.

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 8,690	$ 10,630	$ 1,783	$ 12,650	$ 10,221	$ 12,189
Electricity Used	1,196	1,224	-	1,228	1,228	1,240
Information Technology	24,368	21,692	19,014	22,069	21,541	24,926
Mailroom and Postage	-	3	447	445	518	469
Printing and Reproduction	472	439	409	266	457	457
Records	-	8,694	9,795	10,619	11,193	11,654
Services to Utility Funds	(17,148)	(17,335)	(18,807)	(19,096)	(20,683)	(29,747)
TOTAL INTER-DEPT. CHARGES	**$ 17,578**	**$ 25,347**	**$ 12,641**	**$ 28,181**	**$ 24,475**	**$ 21,188**

OPERATING EXPENSES - PLANNING DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 533,970**	**$ 649,337**	**$ 1,130,442**	**$ 855,602**	**$ 1,171,842**	**$ 1,332,286**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

CODE ENFORCEMENT DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 1,187,758	$ 1,288,198	$ 1,251,964	$ 1,432,216	$ 1,398,039	$ 1,382,618
Materials and Supplies	8,126	7,306	9,496	5,160	11,740	8,200
Contractual Services	89,161	145,932	121,042	99,610	123,909	156,503
Other Charges	16,053	7,070	12,223	17,396	24,922	24,551
Subtotal	$ 1,301,098	$ 1,448,506	$ 1,394,725	$ 1,554,382	$ 1,558,610	$ 1,571,872
Inter-Dept. Charges	88,626	86,056	58,986	92,956	86,194	99,902
Total Operating Expenses	**$ 1,389,724**	**$ 1,534,562**	**$ 1,453,711**	**$ 1,647,338**	**$ 1,644,804**	**$ 1,671,774**

PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2022
CODE ENFORCEMENT DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Code Enforcement Manager	MGMT	22	1.0	$ 82,684	1.0	$ 87,798	0.0	$ 5,114	6.2%
Lead Code Officer	CWA F/T	19	1.0	$ 89,140	1.0	$ 89,819	0.0	$ 679	0.8%
Code Enforcement Officer	CWA F/T	17	3.0	$ 248,556	3.0	$ 229,938	0.0	$ (18,618)	-7.5%
Fire Marshall	CWA F/T	17	1.0	$ 72,302	1.0	$ 76,288	0.0	$ 3,986	5.5%
Property Maintenance Inspector II	CWA F/T	14	3.0	$ 190,736	3.0	$ 198,539	0.0	$ 7,803	4.1%
Admin Professional I	CWA F/T	10	1.0	$ 62,375	1.0	$ 63,907	0.0	$ 1,532	2.5%
Secretary II	CWA F/T	8	1.0	$ 56,809	1.0	$ 58,797	0.0	$ 1,988	3.5%
Total Full-Time Positions			**11.0**	**$ 802,602**	**11.0**	**$ 805,086**	0.0	**$ 2,484**	**0.3%**
OTHER									
Service Award				$ 18,552		$ 16,308		$ (2,244)	-12.1%
Sick Pay				$ 8,558		$ 7,164		$ (1,394)	-16.3%
Overtime				$ 25,000		$ 25,000		$ -	0.0%
Uniform Allowance				$ 1,920		$ 1,680		$ (240)	-12.5%
Device Reimbursements				$ 600		$ 600		$ -	0.0%
Total Other				**$ 54,630**		**$ 50,752**		**$ (3,878)**	**-7.1%**
Total All			**11.0**	**$ 857,232**	**11.0**	**$ 855,838**	**0.0**	**$ (1,394)**	**-0.2%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121082	6020	Supervisory	$ 76,379	$ 71,928	$ 42,000	$ 81,937	$ 82,684	$ 87,798
0121082	6080	Clerical	101,493	105,607	109,771	119,720	119,184	122,704
0121082	6230	Maintenance Workers	4,401	99	-	363	-	-
0121082	6260	Code Enforcement	526,865	567,606	544,600	598,032	600,734	594,584
0121082	6580	Service Award	15,267	15,408	15,538	17,240	18,552	16,308
0121082	6590	Sick Pay	3,732	12,919	3,968	4,955	8,558	7,164
0121082	6620	Overtime	18,387	18,740	24,393	20,684	25,000	25,000
0121082	6880	Uniform Allowance	1,455	1,840	1,920	1,920	1,920	1,680
0121082	6885	Device Reimbursement	-	-	350	600	600	600
0121082	6920	Unemployment Comp. Ins.	3,688	3,239	3,120	3,470	3,267	3,267
0121082	6930	Social Security Taxes	55,312	58,921	54,763	62,619	63,690	64,039
0121082	6940	City Pension Plan	116,255	146,139	150,090	190,766	147,748	131,517
0121082	6941	Defined Contribution 401(a) Plan	14,049	14,304	15,312	19,321	19,800	25,519
0121082	6950	Term Life Insurance	3,332	3,309	3,935	4,255	4,383	3,724
0121082	6960	Group Hospitalization Ins.	184,301	187,255	202,187	215,852	234,739	237,871
0121082	6961	Long-Term Disability Ins.	1,269	1,262	1,582	1,768	1,858	1,049
0121082	6962	Dental Insurance	10,921	10,357	9,933	10,981	11,823	12,746
0121082	6963	Flexible Spending Account	273	294	205	247	189	189
0121082	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	1,500
0121082	6965	Post-Employment Benefits	41,757	62,210	59,659	69,516	43,853	35,829
0121082	6966	Retirement Health Savings Account	4,130	4,300	5,009	5,915	5,772	7,257
0121082	6967	Emergency Room Reimbursements	2,400	400	1,600	-	1,595	1,595
0121082	6968	Vision Insurance Premiums	592	561	529	555	590	678
TOTAL PERSONNEL SERVICES			**$ 1,187,758**	**$ 1,288,198**	**$ 1,251,964**	**$ 1,432,216**	**$ 1,398,039**	**$ 1,382,618**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121083	7110	Safety Shoes and Supplies	$ 1,449	$ 1,389	$ 1,944	$ 710	$ 2,340	$ 2,200
0121083	7130	Tools, Field Sup., & Small Eq.	2,217	1,153	885	1,079	1,800	1,000
0121083	7140	Uniforms	-	-	11	-	-	-
0121083	7150	Office Supplies	3,337	3,189	2,405	1,777	3,600	2,500
0121083	7160	Books, Periodicals, Etc.	1,006	1,575	4,251	1,594	4,000	2,500
0121083	7250	Buildings and Grounds Maint. Supplies	117	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 8,126**	**$ 7,306**	**$ 9,496**	**$ 5,160**	**$ 11,740**	**$ 8,200**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121084	8020	Advertising	$ -	$ 58	$ -	$ -	$ 1,500	$ 500
0121084	8030	Casualty Insurance	9,864	7,219	7,013	7,508	15,995	16,957
0121084	8032	Insurance - Auto	5,032	10,155	9,505	9,033	11,465	12,994
0121084	8033	Insurance - Broker	1,237	1,640	1,689	1,705	2,678	2,634
0121084	8035	Insurance - Worker's Compensation	-	-	24,530	32,500	34,850	4,800
0121084	8040	Merchant Fees and Discounts	8,818	33,961	20,636	8,735	10,000	25,000
0121084	8050	Phone/Communications	3,144	2,707	2,088	274	-	-
0121084	8120	Outside Consulting	-	-	-	-	1,000	36,000
0121084	8131	Information Technology Cont'l	39,294	42,919	23,306	21,830	21,449	27,930
0121084	8250	Building & Grounds Maintenance	1,615	-	-	-	-	-
0121084	8312	Fleet & Facilities Services	19,970	47,079	32,065	17,915	24,972	29,488
0121084	8550	Misc. Contracted Services	187	194	210	110	-	200
TOTAL CONTRACTUAL SERVICES			**$ 89,161**	**$ 145,932**	**$ 121,042**	**$ 99,610**	**$ 123,909**	**$ 156,503**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121085	9020	Mileage & Small Bus. Expense	$ -	$ -	$ -	$ -	$ 45	$ 50
0121085	9040	Dues & Professional Organizations	415	120	830	665	-	-
0121085	9060	Depreciation Expense	12,993	3,599	9,113	13,251	18,877	17,001
0121085	9070	Training & Continuing Educ/Conf	2,645	3,351	2,280	3,480	6,000	7,500
TOTAL OTHER CHARGES			**$ 16,053**	**$ 7,070**	**$ 12,223**	**$ 17,396**	**$ 24,922**	**$ 24,551**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 22,367	$ 24,555	$ 4,689	$ 29,306	$ 23,762	$ 28,228
Electricity Used	930	952	-	955	955	964
Information Technology	64,986	58,922	51,644	59,940	58,506	67,699
Mailroom and Postage	-	6	1,024	1,020	1,188	1,075
Printing and Reproduction	343	318	296	193	331	331
Records	-	1,303	1,333	1,542	1,452	1,605
TOTAL INTER-DEPT. CHARGES	**$ 88,626**	**$ 86,056**	**$ 58,986**	**$ 92,956**	**$ 86,194**	**$ 99,902**

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,389,724**	**$ 1,534,562**	**$ 1,453,711**	**$ 1,647,338**	**$ 1,644,804**	**$ 1,671,774**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Summary:

PARKING DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
REVENUE						
Parking Lot Revenues	$ (20,379)	$ 108,193	$ 48,815	$ (160,177)	$ (1,136,336)	$ 1,014,528
Other Revenues	78,560	25,357	(16,002)	(245,561)	(883,467)	64,485
Gross Operating Revenue	$ 58,181	$ 133,550	$ 32,813	$ (405,738)	$ (2,019,803)	$ 1,079,013
OPERATING EXPENSES						
Personnel Services	$ 1,189,754	$ 1,285,104	$ 1,406,090	$ 1,166,155	$ 1,197,260	$ 1,198,050
Materials and Supplies	31,884	37,230	37,898	21,631	39,850	40,850
Contractual Services	360,996	485,835	455,963	362,934	531,182	483,723
Other Charges	109,303	111,648	91,804	111,801	134,341	149,225
Subtotal	$ 1,691,937	$ 1,919,817	$ 1,991,755	$ 1,662,521	$ 1,902,633	$ 1,871,848
Inter-Dept. Charges	303,643	281,509	214,795	301,310	282,190	319,458
Total Operating Expenses	**$ 1,995,580**	**$ 2,201,326**	**$ 2,206,550**	**$ 1,963,831**	**$ 2,184,823**	**$ 2,191,306**

PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2022
PARKING DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Parking Manager	MGMT	22	1.0	$ 88,955	1.0	$ 90,896	0.0	$ 1,941	2.2%
Parking Supervisor	MGMT	17	1.0	$ 71,071	1.0	$ 74,260	0.0	$ 3,189	4.5%
Customer Service Clerk I	CWA F/T	10	2.0	$ 96,972	2.0	$ 102,485	0.0	$ 5,513	5.7%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	1.0	$ 61,848	1.0	$ 62,837	0.0	$ 989	1.6%
Parking Ambassador	CWA F/T	7	2.0	$ 104,237	2.0	$ 96,071	0.0	$ (8,166)	-7.8%
Maintenance III	AFSCME LOCAL 1670 F/T	6	1.0	$ 59,704	1.0	$ 60,615	0.0	$ 911	1.5%
Total Full-Time Positions			**8.0**	**$ 482,787**	**8.0**	**$ 487,164**	0.0	**$ 4,377**	**0.9%**
PART-TIME FUNDING									
Parking Ambassador	CWA P/T			$ 259,169		$ 333,183		$ 74,014	28.6%
Part-Time				$ 70,000		$ -		$ (70,000)	-100.0%
Total Part-Time Funding				**$ 329,169**		**$ 333,183**		**$ 4,014**	**1.2%**
OTHER									
Service Award				$ 8,682		$ 9,076		$ 394	4.5%
Sick Pay				$ 5,970		$ 6,964		$ 994	16.6%
Overtime				$ 1,600		$ 1,700		$ 100	6.3%
Shift Differential				$ 700		$ 700		$ -	0.0%
Uniform Allowance				$ 1,200		$ 1,200		$ -	0.0%
Device Reimbursements				$ 1,800		$ 1,800		$ -	0.0%
Total Other				**$ 19,952**		**$ 21,440**		**$ 1,488**	**7.5%**
Total All			**8.0**	**$ 831,908**	**8.0**	**$ 841,787**	**0.0**	**$ 9,879**	**1.2%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5495402	6020	Supervisory	$ 138,113	$ 143,708	$ 149,056	$ 161,472	$ 160,026	$ 165,156
5495402	6040	Accounting	6,432	-	-	-	-	-
5495402	6072	Parking Enforcement	241,263	290,031	344,373	320,341	363,406	429,254
5495402	6080	Clerical	58,846	77,103	82,700	94,498	96,972	102,485
5495402	6230	Maintenance Workers	126,796	108,366	114,507	123,116	121,552	123,452
5495402	6580	Service Award	5,964	6,497	7,077	8,187	8,682	9,076
5495402	6590	Sick Pay	8,074	2,665	3,438	4,822	5,970	6,964
5495402	6600	Part-Time	248,658	272,490	262,578	91,022	70,000	-
5495402	6620	Overtime	1,427	639	1,419	1,826	1,600	1,700
5495402	6621	Shift Differential	3,357	3,676	3,462	1,426	700	700
5495402	6880	Uniform Allowance	2,350	1,200	1,200	1,200	1,200	1,200
5495402	6885	Device Reimbursement	-	1,650	1,800	1,800	1,800	1,800
5495402	6920	Unemployment Comp. Ins.	9,464	9,361	9,780	7,405	5,643	5,643
5495402	6930	Social Security Taxes	63,167	68,074	72,558	60,287	61,976	62,708
5495402	6940	City Pension Plan	112,662	118,015	170,228	264,864	84,719	81,450
5495402	6941	Defined Contribution 401(a) Plan	7,024	8,756	9,269	10,499	10,827	10,564
5495402	6950	Term Life Insurance	1,817	1,992	2,462	2,593	2,713	2,364
5495402	6960	Group Hospitalization Ins.	101,679	130,447	138,107	144,981	155,337	152,101
5495402	6961	Long-Term Disability Ins.	697	765	997	1,066	1,116	644
5495402	6962	Dental Insurance	5,928	7,980	8,479	8,479	8,988	8,851
5495402	6963	Flexible Spending Account	58	63	63	63	63	63
5495402	6965	Post-Employment Benefits	42,241	26,256	16,239	(149,117)	27,953	25,821
5495402	6966	Retirement Health Savings Account	3,346	4,139	4,201	4,428	4,329	4,350
5495402	6967	Emergency Room Reimbursements	-	766	1,600	400	1,160	1,160
5495402	6968	Vision Insurance Premiums	391	465	497	497	528	544
TOTAL PERSONNEL SERVICES			**$ 1,189,754**	**$ 1,285,104**	**$ 1,406,090**	**$ 1,166,155**	**$ 1,197,260**	**$ 1,198,050**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5495403	7110	Safety Shoes and Supplies	$ 752	$ 566	$ 316	$ 326	$ 600	$ 600
5495403	7130	Tools, Field Supplies, Small Equip	2,466	6,338	3,172	1,937	3,000	4,500
5495403	7140	Uniforms	2,403	6,386	4,647	3,188	7,500	6,000
5495403	7150	Office Supplies	2,740	3,260	2,008	957	2,500	2,500
5495403	7180	Billing & Collection Supplies	17,251	15,398	20,947	11,320	20,000	20,000
5495403	7250	Buildings and Grounds Maint. Supplies	4,122	2,922	5,690	3,776	4,750	4,750
5495403	7300	Mach & Equip Maintenance	2,084	2,360	1,118	127	1,000	2,000
5495403	7550	Miscellaneous Supplies	66	-	-	-	500	500
TOTAL MATERIALS & SUPPLIES			**$ 31,884**	**$ 37,230**	**$ 37,898**	**$ 21,631**	**$ 39,850**	**$ 40,850**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5495404	8020	Advertising/Signage	$ 1,520	$ 3,432	$ 4,764	$ 980	$ 6,721	$ 5,000
5495404	8030	Casualty Insurance	6,546	4,723	4,586	4,909	18,468	20,038
5495404	8031	Insurance - Property	-	-	-	-	26	-
5495404	8032	Insurance - Auto	3,319	6,233	6,122	6,563	7,166	8,121
5495404	8033	Insurance - Broker	809	1,073	1,104	1,115	3,165	3,112
5495404	8035	Insurance - Worker's Compensation	-	-	28,696	38,049	40,800	28,800
5495404	8040	Merchant Fees and Discounts	177,936	192,045	191,875	77,743	139,038	160,000
5495404	8050	Phone/Communications	7,390	10,514	4,772	1,739	1,200	1,840
5495404	8130	Building & Equipment Rental	34,506	59,722	48,622	98,622	137,141	91,800
5495404	8131	Information Technology Cont'l	40,362	30,205	70,977	45,182	67,790	61,542
5495404	8250	Building & Grounds	464	81	425	9,475	1,500	1,500
5495404	8300	Mach. & Equip. Maint.	62,859	68,034	57,241	24,605	65,720	60,000
5495404	8312	Fleet & Facilities Services	23,041	107,041	35,017	52,129	32,447	36,970
5495404	8313	Self-Insurance Services	-	1,238	-	-	-	-
5495404	8550	Misc. Contracted Services	2,244	1,494	1,762	1,823	10,000	5,000
TOTAL CONTRACTUAL SERVICES			**$ 360,996**	**$ 485,835**	**$ 455,963**	**$ 362,934**	**$ 531,182**	**$ 483,723**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5495405	9051	Debt Service Principal	$ 33,782	$ 35,166	$ -	$ -	$ -	$ -
5495405	9052	Debt Service Interest	3,466	2,071	619	-	-	-
5495405	9060	Depreciation Expense	66,848	70,445	86,137	108,333	132,506	139,390
5495405	9070	Training & Continuing Educ/Conf	4,372	3,131	4,213	2,633	1,000	9,000
5495405	9093	Subventions	835	835	835	835	835	835
TOTAL OTHER CHARGES			**$ 109,303**	**$ 111,648**	**$ 91,804**	**$ 111,801**	**$ 134,341**	**$ 149,225**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 58,761	$ 60,951	$ 15,367	$ 73,266	$ 59,967	$ 70,513
Electricity	11,900	11,300	11,800	6,300	11,900	6,400
Information Technology	232,861	203,551	178,403	207,061	202,113	233,874
Mailroom and Postage	-	14	2,486	2,476	2,885	2,609
Other Indirect Expenses	121	2,529	3,503	8,464	1,800	2,164
Records	-	3,164	3,236	3,743	3,525	3,898
TOTAL INTER-DEPT. CHARGES	**$ 303,643**	**$ 281,509**	**$ 214,795**	**$ 301,310**	**$ 282,190**	**$ 319,458**

OPERATING EXPENSES - PARKING DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,995,580**	**$ 2,201,326**	**$ 2,206,550**	**$ 1,963,831**	**$ 2,184,823**	**$ 2,191,306**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
5495406	9620	Land & Land Improvement	$ -	$ -	$ 175,135	$ -	$ 10,000	$ -
5495406	9622	Machinery & Equipment	-	-	329,702	100,883	92,200	-
5495406	9623	Autos and Trucks	-	-	-	-	21,541	-
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ -**	**$ 504,837**	**$ 100,883**	**$ 123,741**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
*N/A								
TOTAL PARKING FUND	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

*Please note, there are no Parking Division projects with 2022 capital spending budgeted.

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
ORGANIZATIONAL CHART

CHIEF OF POLICE

ADMINISTRATION & SERVICES

Administration Division:
- Office of Professional Standards
- Crime Analysis and Prevention
- Accreditation
- School Resource Officer
- Police Evidence Custodian
- Evidence Detection Unit
- Property Coordinator
- Training Officer
- Volunteers
- Communications Section
- Records Section

Auxiliary Services:
- Technology
- Grant Management

CRIMINAL INVESTIGATIONS

Criminal Investigation Division:
- General Investigations Unit
- Special Investigations Unit
- Family Services Unit
- Street Crime Unit
- Victim Services

FIELD OPERATIONS

Special Enforcement Division:
- Traffic Unit
- Special Operation Unit
- K9 Unit
- Animal Control

Patrol Division:
- A Platoon
- B Platoon
- C Platoon
- D Platoon
- E Platoon

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

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

The Newark Police Department's force of 92 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

Field Operations Bureau

The Field Operations Bureau is broken down into two main components: The Patrol Division and the Special Enforcement Division. Oversight of the bureau is provided by the Deputy Chief of Field Operations.

Patrol Division:

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. Oversight of the Patrol Division is maintained by the Patrol Division Lieutenant. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2019, the police department logged 49,755 calls for service in the Computer Aided Dispatch System.

The continued reduction in the Part I crime rate can be attributed, in part, to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 44.88%. In addition, the Patrol Division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city, are directed to patrol specific areas based upon recent crime trends and citizen complaints.

Special Enforcement Division:

The Special Enforcement Division is comprised of several units including the Traffic Unit, Special Operations Unit, K9 Unit and Animal Control. Oversight of the division is maintained by the Special Enforcement Division Lieutenant.

Special Enforcement Division (continued):

Traffic Unit - The Traffic Unit is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions.

Special Operations Unit - The Special Operations Unit was re-established in 2012 with the assistance of a COPS hiring grant. The primary responsibility of the SOU is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community along with developing and participating in community outreach programs. SOU operates in a uniformed capacity and adheres to community-oriented policing and problem-solving principles.

K9 Unit - The K9 Unit consists of two officers and their K9 partners. A trained law enforcement K9 is a valuable supplement to police manpower due to the K9's superior sense of smell and hearing. The primary function of the K9 Unit is to perform searches, tracking and evidence detection. The K9 Unit is partially supported by fundraising activities by the Friends of Newark K9 program.

Animal Control - The Animal Control Officer is responsible for enforcing animal violations and public education regarding animal issues.

Administration and Investigations Bureau

The Administration and Investigations Bureau is broken down into three main components: The Administration Division, the Criminal Investigations Division and Auxiliary Services. Oversight of the bureau is provided by the Deputy Chief of Administration and Investigations.

Criminal Investigations Division:

The Criminal Investigations Division is broken down into several different units including the General Investigations Unit, Special Investigations Unit, Family Services Unit, Street Crimes Unit, and Victim Services Unit. Oversight for the Division is provided by the Criminal Division Lieutenant.

General Investigations Unit - The General Investigations Unit is responsible for the follow-up investigation of major crimes or crime involving long term or specialized investigative efforts.

Special Investigations Unit - The Special Investigations Unit is responsible for drug, vice and organized crime investigations. The members of this unit are assigned to the DEA Task Force.

Family Services Unit - The Family Services Unit is responsible for conducting follow-up investigations of domestic violence cases, cases involving juvenile victims and offenders including follow-up on juvenile runaway or missing persons, cases involving child abuse or neglect, and acts as the department liaison with family service organizations throughout the state.

Criminal Investigations Division (continued):

Street Crimes Unit - The Street Crimes Unit is responsible for combating street crime using proactive tactics, conducting surveillance on known suspects, investigating nuisance crimes and providing support services to the units within the Criminal Investigations Division and the Patrol Division. As crime trends and community concerns rise, the Street Crimes Unit is deployed to the specific areas of the City to combat the increase.

Victim Services Unit - The Victim Services Unit provides social work services to victims and witnesses of violent crimes including but not limited to: crisis intervention, information and support for the court process and assistance in applying for Violent Crimes Compensation.

Administration Division:

The Administration Division is staffed by both sworn officers and civilian employees who serve in a variety of support functions including Crime Prevention & Analysis, Accreditation, School Resource Officer, Property & Evidence Custodian, Evidence Detection, Training Officer, and Property Coordinator. Oversight for the division is provided by the Administration Unit Lieutenant who also serves as the Professional Standards Officer and Public Information Officer.

Crime Prevention and Crime Analysis (CP/CA) - The CP/CA officer is responsible for providing security surveys, organizing Neighborhood Watch programs, implementing crime prevention programs, managing social media accounts, overseeing the volunteer program and public relations functions. The CP/CA Officer is also responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.

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

School Resource Officer (SRO) - The SRO is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the police explorer program, and maintaining liaison with local schools. The SRO is assigned and works full time at Newark High School and maintains a presence at the public elementary and charter schools.

Property Management Coordinator (PMC) - The civilian Property Management Coordinator is responsible for storing and accounting for all evidence and recovered property. outfitting of vehicles and facilitating repairs of vehicle equipment.

Administration Division (continued):

Evidence Detection Officer - The Evidence Detection Officer is responsible for coordinating the forensic processing of major crime scenes, for submitting evidence to laboratories, for coordinating the Field Evidence Technician program, and for maintaining all supplies required for processing evidence.

Training Officer - The Training Officer is responsible for all aspects department training, including ensuring compliance with the Commission on Accreditation of Law Enforcement Agencies (CALEA) and the Council on Police Training (COPT) mandates, managing the Field Training Officer Program, maintaining training files and managing the Department's training budget.

Property Coordinator - The civilian Property Coordinator is responsible for assisting the Property Management Coordinator and others within the agency for the purchasing, distribution, storage and maintenance of departmental property.

Auxiliary Services:

Auxiliary Services are comprised of both the 911 Communications Center and Police Records. Oversight is provided by the Captain of Auxiliary Services who also serves as the liaison with the City IT Department on police information technology projects. This Captain also serves as the grant management coordinator.

Communications Section - The communications section is the City of Newark's 911 center. Twelve full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 50,000 calls for service.

Records Section - The records section maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department.

The civilian PSAP (Public Safety Answering Point) and Police Records Manager is responsible for day to day supervision of both sections.

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

Performance Indicators:	2017	2018	2019	2020
Service / Arrest Statistics:				
Calls for Service	53,441	55,250	49,755	38,556
Adult Criminal Charges	2,090	2,187	2,612	847
Juvenile Criminal Charges	142	124	177	41
Part I Crime Statistics:				
Homicide (Attempts)	1(0)	0(0)	1(0)	0(0)
Kidnap	1	1	2	5
Rape	9	14	6	4
Unlawful Sexual Contact	12	6	5	6
Robbery	31	19	18	23
Aggravated Assault	25	20	25	19
Burglary	49	49	67	42
Theft	563	599	584	550
Theft / Auto	47	50	47	70
Arson	1	0	0	0
All Other	105	110	111	162
Part I Crime Statistics Total:	**844**	**868**	**866**	**881**
Part II Crime Statistics Total:	**2,421**	**2,339**	**2259**	**1978**
Public Order Incidents:				
(Included in above Part II Crimes)				
Alcohol	144	215	184	41
Noise	808	772	647	594
Disorderly Conduct	160	160	176	166
Misdemeanor Assaults	298	249	277	277
Traffic Statistics:				
Motor Vehicle Arrests	9,338	10,270	11,551	4,110
DUI Arrests	183	191	213	92
Accidents	1,444	1,375	1,391	832
Fatalities	1	1	2	0
Injury Accidents	254	235	235	147

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments of 2021 include:

100% Compliance with Annual CALEA Compliance Review

Successfully implemented Pandemic Response Plan due to COVID-19 pandemic. Worked closely with partners including Delaware Emergency Management Agency, Delaware Office of Emergency Medical Services, NCC Office of Emergency Management, City Staff and others

Implementation of the Active Bystander for Law Enforcement (ABLE) Program

Implementation of Officer Resiliency and Wellness Program

Notable Training:

- Force on Force and De-escalation Simunitions Scenario Training
- Fair and Impartial Policing Training
- Crisis Intervention Training
- Critical Incident Stress Management Training
- Supervisory and Executive Leadership Training
- NJSACOP Command and Leadership Program
- Advanced Collision Reconstruction
- BWC/MVR Training
- CALEA Accreditation Manager Online Training
- Celebrite Recertification Training
- Armorer Training
- Drug Recognition Exert Training
- Advanced Firearms Instructor Training
- ABLE Instructor Training

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Community Events and Social Media Outreach:

- National Night Out
- Citizens Police Academy
- Toys for Tots
- Camp Real and Safe Kids Camp
- “No Shave November”
- Virtual Career Fairs
- Mobile PAL Program
- First Responder Fridays with Parks & Rec
- Active Facebook, Instagram, Next Door, Neighbors, and Twitter Accounts (Over 25,000 followers)

Technology:

- Upgraded city surveillance camera network
- Continued use of Body Worn Cameras and Mobile Vehicle Recorders
- COVID-19 Resource Page on PIO Website
- Enhanced evidence detection equipment

Equipment Upgrades:

- Initiated transition of service handgun to the Sig Sauer P320 handguns
- Two additional patrol vehicles added to fleet

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2022 DEPARTMENTAL GOALS

Newark Police Department Strategic Goals for 2022 include:

GOAL ONE

PREVENT AND SOLVE CRIME

Objective 1.1 Implement proactive crime fighting strategies

Action item - Utilize the Crime Analysis officer to identify major crime trends, crime map hot spot areas, and analyze and predict criminal activity.

Action item - Develop criminal intelligence capabilities within the Criminal Investigation Division and ensure federal compliance.

Action item - Explore and evaluate software programs that utilize data-driven tools designed to predict, forecast, and prevent crime.

Action item - Explore and implement technology that will assist with crime prevention efforts.

Action item - Empower patrol officers to identify and develop solutions to patrol sector specific issues.

Objective 1.2 Develop strategies designed to reduce victimization.

Action item - Develop culturally diverse and/or culture specific crime prevention strategies.

Action item - Identify current and emerging crime trends in the business community and develop proactive strategies to prevent them.

Action item - Develop a plan to partner with schools to identify and address crime prevention needs through a robust School Resource Officer program.

Action step - Provide victims of property crimes with security surveys by trained personnel.

Action item - Include Crime Prevention Through Environmental Design (CPTED) principles in all City planning reviews.

Action item - Ensure that the Victim Services Coordinator is involved in providing services to the victim when appropriate.

GOAL ONE (continued)

PREVENT AND SOLVE CRIME

Objective 1.3 Enhance capabilities for crime scene evidence collection and processing response.

Action item - Continue to maintain a 24-hour, seven day a week Evidence Detection Unit on-call schedule.

Action item - Develop opportunities for select officers to receive advanced Field Evidence Technician training and equipment.

Objective 1.4 Enhance Traffic Safety

Action item - Identify and focus efforts at locations which experience high collision rates.

Action item - Continue to provide traffic related complaints and information at patrol rollcalls.

Action item - Partner with DelDOT to review roadway and intersection design to address areas and conditions that may contribute to collisions.

Objective 1.5 Focus efforts on the reduction of order maintenance issues and increasing the quality of life for all residents

Action item - Conduct educational outreach campaigns.

Action item - Develop and implement targeted enforcement strategies.

Action item - Partner with the Delaware Division of Alcohol and Tobacco Enforcement to combat the underage sale of alcohol.

GOAL TWO

ENHANCE, STRENGHTHEN, AND SUSTAIN PARTNERSHIPS

Objective 2.1 Enhance public perception and value through positive interactions.

Action step - Enhance customer service philosophy.

Action step - Communicate actions to the public through social media platforms to ensure transparency.

Objective 2.2 Enhance partnership opportunities with local businesses.

Action step - Partner with local businesses during police initiatives/projects, such as the Newark Police Trading Card Project/National Night Out.

Objective 2.3 Engage the community in joint problem solving and crime prevention activities.

Action step - The Crime Analysis Officer or Platoon Community Policing Officer will participate in community/neighborhood meetings, i.e. Homeowner Association/Neighborhood Watch/Town Hall meetings.

Action step - Continue NPD's hosting of the Citizen Police Academy and re-institute the Youth Police Academy.

Action step - Explore utilization of volunteers and interns.

Action step - Improve the external survey process in order to reach the greatest number of community members to effectively determine, address, and reduce fear of crime.

Action step - Ensure that citizen concerns are promptly addressed by the appropriate unit within the police department.

Action step - Increase School Resource Officer presence in city-wide schools with a focus on the NASRO "Triad" concept.

Objective 2.4 Increase proactive media presence

Action item - Enhance timely dissemination of information to the public on matters of concern through social media, the Inform Me system, and the Newark Police Public Information website.

GOAL TWO (continued)

ENHANCE, STRENGHTHEN, AND SUSTAIN PARTNERSHIPS

Objective 2.5 Continue interagency cooperation

Action item **-** Establish a collaborative effort with federal law enforcement partners to enhance participation in task force operations.

Action item - Continue to seek out and host regional training opportunities.

Action item - Assess and identify relationships with regional law enforcement agencies.

Action item - Identify regional, state and national initiatives to prevent crime.

Objective 2.6 Maintain positive working relationships with all City of Newark divisions

Action item **-** Continue to encourage police employee participation in citywide training opportunities

GOAL THREE

RECRUIT A DIVERSE AND QUALITY WORKFORCE

Objective 3.1 Enhance recruiting strategies

Action step - Ensure that the Newark Police Department remains competitive with comparable municipalities regarding wage and compensation packages.

Action step - Explore both internal and external incentive-based opportunities to attract qualified applicants.

Action step - Explore resuming cadet and/or internship programs.

Action step - Encourage sworn and non-sworn staff to look for potential candidates not only while on duty but during their personal encounters.

Action step - Focus on expanding digital recruiting methods to maximize efficiency.

Action step - Develop partnerships with area colleges, universities, and military representatives.

Action step - Participate in career fairs sponsored by private organizations and government entities.

Objective 3.2 Review hiring practices

Action step - Continue to evaluate the Newark Police Department's hiring standards and testing protocols to ensure continued inclusiveness of applicants of all backgrounds while not sacrificing the quality of our officers.

Action step - Explore web-based background investigation software programs designed to speed up the investigative process while enhancing quality and reliability.

GOAL FOUR

ENHANCE PROFESSIONAL DEVELOPMENT, LEADERSHIP, AND OFFICER RETENTION

Objective 4.1 Evaluate and update the Field Training Program

Action step - Implement a comprehensive field training software program that monitors on-the-job performance during the field training curriculum and probationary period.

Objective 4.2 Develop employee competency and capabilities

Action step - Evaluate current funding and training resources and make appropriate budget recommendations based on yearly assessments.

Action step - Continue to advocate for in-service training hosted by subject matter-vendor driven experts.

Action step - Ensure that training opportunities are disseminated to all personnel allowing them to develop their careers and enhance advancement potential.

Action step - Continue to offer temporary job rotations in specialized units to allow officers to have exposure to different units that they show interest in.

Action Step - Provide civilian employees the opportunity to participate in training commensurate with job responsibilities.

Objective 4.3 Develop current and future leaders

Action step - Provide leadership opportunities at all levels to foster positive growth.

Action step - Develop and implement formal succession plan.

Action step - Seek development opportunities for mid and upper-level staff (FBI National Academy, Southern Police Institute, etc.)

Action step - Continue first line supervisors' participation in the NJACOP Command and Leadership Academy.

Action step - Implement a period of overlap between positions, where feasible, for enhanced on the job training.

Action step - Maintain regular meetings among supervisory and management personnel across shift and division lines

GOAL FOUR (continued)

ENHANCE PROFESSIONAL DEVELOPMENT, LEADERSHIP, AND OFFICER RETENTION

Objective 4.4 Enhance employee participation in wellness programs and focus on officer resiliency

Action step - Continue to educate all employees about resources offered through the DVHT.

Action step - Develop an officer resiliency training program for inclusion in the yearly in-service training.

Action step - Continue to support and expand peer support programs such as the Critical Incident Stress Management Team.

Objective 4.5 Officer Retention

Action step - Explore incentivizing veteran officers to stay past retirement eligibility.

Action step - Conduct annual research, at the division/unit level, on incentives to retain employees including alternative scheduling; varied days off; rotating schedules; other agencies successes.

Action step - Encourage officers to use the tuition reimbursement plan outlined in the FOP CBA.

Action step - Evaluate staffing levels within the various divisions to ensure an adequate work-life balance.

Action step - Evaluate and develop growth opportunities for personnel.

Action step - Identify communication breakdowns between both command and staff and between divisions in order to improve the flow of communication and transparency.

Action step - Explore feasibility and cost effectiveness of a take home vehicle program.

GOAL FIVE

ENHANCE INFRASTRUCTURE, EQUIPMENT, AND TECHNOLOGY

Objective 5.1 Continue with plans to build indoor range facilities

Action step - Pursue discussion with regional agencies interested in partnering with the indoor firearms training facility.

Action step - Continue to explore potential range locations.

Action step - Develop and publish RFP for qualified architects and contractors.

Objective 5.2 Improve evidence storage capabilities

Action step - Evaluate and pursue the purchase of a new Records Management System.

Action step - Explore off-site locations for storage of non-evidence items and equipment.

Action step - Evaluate current evidence locker storage protocols and re-organize the evidence locker area.

Objective 5.3 Maintain a police vehicle fleet that contributes to the safety, efficiency, and effectiveness of our employees.

Action step **-** Conduct an analysis of current vehicle resources and allocations.

Objective 5.4 Continue to acquire grants that would benefit the department; continue to gain support for needed equipment and technology in traditional means such as budget items.

Action step - Establish a process for continual identification and prioritization of equipment and technology needs

Action step - Research grant opportunities and become more proficient with the application/procurement process; Establish dialogue with senior management and council for support.

GOAL FIVE (continued)

ENHANCE INFRASTRUCTURE, EQUIPMENT, AND TECHNOLOGY

Objective 5.5 Enhance technology partnerships with the law enforcement community and other stakeholders.

Action step **-** Continue to work with Tyler Technologies to improve interoperability for CAD system.

Action step - Continue information sharing with the regional law enforcement agencies.

Objective 5.6 Improve mobile workforce capabilities

Action step - Explore opportunities for staff and plain clothes officers to have increased access to mobile technology such as tablet-type devices and/or Mobile Data Terminals (MDTs).

Action step - Become more customer-oriented by using feedback from field officers regarding their usage of mobile technology to better target future mobile technology deployment.

Action step - Blend current access technologies with the next generation devices to remain ahead of the technology curve and plan for cost-effective replacement of mobile data needs.

Objective 5.7 Continue the expansion of the department's video evidence resources.

Action step - Assess locations for additional video surveillance cameras and LPRs.

Action step - Develop a plan to replace aging video surveillance cameras with the police facility.

Action step - Continue dialogue with the Information Technology Director in support of a fiber project in areas identified throughout the City of Newark.

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Police Department

Summary:

POLICE DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 11,398,601	$ 12,256,404	$ 12,685,332	$ 13,659,044	$ 13,668,071	$ 13,710,314
Materials and Supplies	201,167	200,610	203,497	141,419	192,450	240,123
Contractual Services	789,934	2,029,008	1,281,415	1,430,987	1,428,953	1,648,656
Other Charges	321,084	327,113	363,565	366,131	388,172	517,491
Subtotal	$ 12,710,786	$ 14,813,135	$ 14,533,809	$ 15,597,581	$ 15,677,646	$ 16,116,584
Inter-Dept. Charges	757,747	795,587	563,502	861,598	792,728	908,096
Total Operating Expenses	**$ 13,468,533**	**$ 15,608,722**	**$ 15,097,311**	**$ 16,459,179**	**$ 16,470,374**	**$ 17,024,680**

POLICE DEPARTMENT
WAGE AND SALARY BUDGET - 2022
SWORN PERSONNEL

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Chief of Police	MGMT	33	1.0	$ 136,753	1.0	$ 139,713	0.0	$ 2,960	2.2%
Deputy Chief of Police	MGMT	31	2.0	$ 253,095	2.0	$ 259,536	0.0	$ 6,441	2.5%
Captain	FOP	6	1.0	$ 117,308	1.0	$ 121,565	0.0	$ 4,257	3.6%
Lieutenant	FOP	5	4.0	$ 434,420	4.0	$ 445,394	0.0	$ 10,974	2.5%
Sergeant	FOP	4	10.0	$ 1,020,562	10.0	$ 1,052,376	0.0	$ 31,814	3.1%
Master Corporal	FOP	3	10.0	$ 900,937	11.0	$ 996,754	1.0	$ 95,817	10.6%
Corporal	FOP	2	29.0	$ 2,361,984	31.0	$ 2,534,775	2.0	$ 172,791	7.3%
Police Officer	FOP	1	15.0	$ 938,667	12.0	$ 766,207	(3.0)	$ (172,460)	-18.4%
Total Full-Time Positions			**72.0**	**$ 6,163,726**	**72.0**	**$ 6,316,320**	0.0	**$ 152,594**	**2.5%**
OTHER									
Education Stipend				$ 50,750		$ 52,000		$ 1,250	2.5%
Service Award				$ 135,180		$ 140,005		$ 4,825	3.6%
Sick Pay				$ 90,610		$ 90,770		$ 160	0.2%
Standby Pay				$ 32,000		$ 46,572		$ 14,572	45.5%
Overtime				$ 325,800		$ 384,180		$ 58,380	17.9%
Holiday Premium				$ 85,400		$ 102,650		$ 17,250	20.2%
Reimburseable Overtime				$ 148,623		$ 151,298		$ 2,675	1.8%
Uniform Allowance				$ 24,500		$ 24,100		$ (400)	-1.6%
Device Reimbursements				$ 2,400		$ 2,400		$ -	0.0%
Total Other				**$ 895,263**		**$ 993,975**		**$ 98,712**	**11.0%**
Total All			**72.0**	**$ 7,058,989**	**72.0**	**$ 7,310,295**	**0.0**	**$ 251,306**	**3.6%**

POLICE DEPARTMENT
WAGE AND SALARY BUDGET - 2022
NON-SWORN PERSONNEL/CIVILIAN POSITIONS

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
PSAP and Police Records Manager	MGMT	21	1.0	$ 79,526	1.0	$ 85,754	0.0	$ 6,228	7.8%
Admin Professional II	CWA F/T	13	1.0	$ 70,678	1.0	$ 71,789	0.0	$ 1,111	1.6%
Evidence Technician	CWA F/T	13	1.0	$ 59,071	1.0	$ 62,422	0.0	$ 3,351	5.7%
Communications Officer II	CWA F/T	15A	4.0	$ 302,346	4.0	$ 311,892	0.0	$ 9,546	3.2%
Communications Officer	CWA F/T	14A	8.0	$ 561,599	8.0	$ 568,281	0.0	$ 6,682	1.2%
Admin Professional I	CWA F/T	10	1.0	$ 59,081	1.0	$ 43,564	0.0	$ (15,517)	-26.3%
Victim Services Coordinator	CWA F/T	9	1.0	$ 58,713	1.0	$ 62,042	0.0	$ 3,329	5.7%
Animal Control Officer	CWA F/T	8	1.0	$ 59,027	1.0	$ 59,937	0.0	$ 910	1.5%
Total Full-Time Positions			**18.0**	**$ 1,250,041**	**18.0**	**$ 1,265,681**	0.0	**$ 15,640**	**1.3%**
PART-TIME FUNDING									
Property Coordinator	CWA P/T			$ 45,207		$ 45,932		$ 725	1.6%
Secretary	CWA P/T			$ 67,589		$ 69,350		$ 1,761	2.6%
Total Part-Time Funding				**$ 112,796**		**$ 115,282**		**$ 2,486**	**2.2%**
OTHER									
Service Award				$ 17,607		$ 22,749		$ 5,142	29.2%
Sick Pay				$ 40,701		$ 34,532		$ (6,169)	-15.2%
Overtime				$ 24,200		$ 24,200		$ -	0.0%
Shift Differential				$ 16,250		$ 16,250		$ -	0.0%
Holiday Premium				$ 22,350		$ 22,350		$ -	0.0%
Device Reimbursements				$ 600		$ 600		$ -	0.0%
Total Other				**$ 121,708**		**$ 120,681**		**$ (1,027)**	**-0.8%**
Total All			**18.0**	**$ 1,484,545**	**18.0**	**$ 1,501,644**	**0.0**	**$ 17,099**	**1.2%**
DEPARTMENT TOTAL			**90.0**	**$ 8,543,534**	**90.0**	**$ 8,811,939**	**0.0**	**$ 268,405**	**3.1%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Police Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121092	6020	Supervisory	$ 1,876,784	$ 1,942,417	$ 2,011,792	$ 2,087,521	$ 2,041,664	$ 2,104,338
0121092	6030	Engineering/Technical	47,286	49,198	51,912	57,210	58,713	62,042
0121092	6070	Police Officers	3,528,931	3,656,106	3,817,436	4,257,354	4,201,588	4,297,736
0121092	6073	Communications	713,315	750,937	783,116	863,656	863,945	880,173
0121092	6074	Animal Control	51,707	53,680	54,455	59,713	59,027	59,937
0121092	6080	Clerical	208,704	220,010	234,630	258,513	256,419	247,125
0121092	6540	Education Stipend	-	-	35,250	54,750	50,750	52,000
0121092	6580	Service Award	114,822	126,630	134,708	143,906	152,787	162,754
0121092	6590	Sick Pay	70,684	80,466	86,988	117,555	131,311	125,302
0121092	6600	Part-Time	48,897	41,586	43,867	48,216	45,207	45,932
0121092	6619	Standby Pay	31,093	33,153	51,423	67,402	32,000	46,572
0121092	6620	Overtime	444,960	362,036	418,145	264,846	350,000	408,380
0121092	6621	Shift Differential	69,941	12,302	11,760	15,312	16,250	16,250
0121092	6622	Holiday Premium	113,613	119,830	127,664	178,682	107,750	125,000
0121092	6629	Reimbursable Overtime	158,365	256,642	207,870	186,462	148,623	151,298
0121092	6880	Uniform Allowance	24,673	24,102	23,793	24,351	24,500	24,100
0121092	6885	Device Reimbursement	-	2,400	2,050	3,000	3,000	3,000
0121092	6920	Unemployment Comp. Ins.	32,105	26,410	26,867	30,273	26,895	27,621
0121092	6930	Social Security Taxes	560,372	574,687	600,316	643,415	598,844	641,711
0121092	6940	City Pension Plan	1,345,933	1,643,806	1,530,860	1,650,000	2,031,940	1,818,243
0121092	6941	Defined Contribution 401(a) Plan	25,209	27,045	30,764	41,692	46,600	56,141
0121092	6950	Term Life Insurance	27,441	28,722	35,143	36,548	37,221	32,032
0121092	6960	Group Hospitalization Ins.	1,346,897	1,465,112	1,581,688	1,675,957	1,762,357	1,745,683
0121092	6961	Long-Term Disability Ins.	11,049	11,732	15,216	16,115	16,583	9,594
0121092	6962	Dental Insurance	83,772	82,173	84,983	87,038	91,221	95,124
0121092	6963	Flexible Spending Account	567	793	788	882	819	819
0121092	6964	Health Savings Account	8,250	5,250	4,500	7,500	7,500	10,500
0121092	6965	Post-Employment Benefits	406,643	611,097	626,062	721,839	440,055	391,860
0121092	6966	Retirement Health Savings Account	31,832	33,430	37,054	44,864	46,176	51,030
0121092	6967	Emergency Room Reimbursements	10,485	10,264	9,778	9,855	13,340	13,050
0121092	6968	Vision Insurance Premiums	4,271	4,388	4,454	4,617	4,986	4,967
TOTAL PERSONNEL SERVICES			**$ 11,398,601**	**$ 12,256,404**	**$ 12,685,332**	**$ 13,659,044**	**$ 13,668,071**	**$ 13,710,314**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Police Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121093	7040	Firearm Supplies	$ 59,350	$ 49,459	$ 50,863	$ 39,189	$ 46,400	$ 67,123
0121093	7130	Tools and Small Equipment	26,136	44,303	34,176	39,545	35,000	62,675
0121093	7131	Information Technology Supplies	-	-	-	489	1,000	1,000
0121093	7135	Forensic/Photography Supplies	6,744	6,847	7,001	6,343	7,100	7,250
0121093	7140	Uniforms	88,893	82,916	92,888	44,423	82,500	81,625
0121093	7141	Uniform Allowance	-	-	95	-	-	-
0121093	7150	Office Supplies	12,678	11,115	12,768	8,540	13,000	13,000
0121093	7160	Books, Periodicals, Etc.	-	546	-	361	1,500	1,500
0121093	7200	Copying Supplies	5,578	4,172	4,312	1,911	4,500	4,500
0121093	7300	Mach. & Equip. Maintenance	180	-	-	-	-	-
0121093	7530	Prisoners' Expenses	160	35	183	14	250	250
0121093	7550	Misc. Supplies	1,448	1,217	1,211	604	1,200	1,200
TOTAL MATERIALS & SUPPLIES			**$ 201,167**	**$ 200,610**	**$ 203,497**	**$ 141,419**	**$ 192,450**	**$ 240,123**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Police Department

Expenditures:

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0121094	8020	Advertising	$ 1,439	$ 320	$ 1,104	$ 308	$ 600	$ 1,200
0121094	8030	Casualty Insurance	146,390	120,774	114,710	122,731	140,915	141,040
0121094	8031	Insurance - Property	1,528	1,900	2,173	2,637	-	-
0121094	8032	Insurance - Auto	26,015	49,613	48,227	56,606	64,491	73,090
0121094	8033	Insurance - Broker	12,225	16,643	17,228	17,377	22,517	21,905
0121094	8035	Insurance - Worker's Compensation	-	-	299,490	395,546	424,150	436,000
0121094	8050	Phone/Communications	23,672	20,616	22,303	13,603	12,600	18,170
0121094	8130	Building & Equipment Rental (1)	22,500	22,500	22,500	30,600	4,000	10,350
0121094	8131	Information Technology Cont'l	96,663	82,437	117,462	119,421	123,605	233,936
0121094	8180	Consulting Fees	4,065	5,567	4,695	4,695	5,000	5,000
0121094	8300	Mach. & Equip. Maintenance	6,937	4,821	5,643	1,824	8,000	6,000
0121094	8312	Fleet & Facilities Services	413,852	1,657,852	547,347	606,638	587,575	661,015
0121094	8313	Self-Insurance Services	-	18,286	43,289	26,825	-	-
0121094	8480	Communication Equip. Maint.	198	-	377	1,082	2,000	1,500
0121094	8550	Misc. Contracted Svc.	28,127	20,182	27,243	24,047	26,000	31,950
0121094	8570	Annual Reports & Pub. Rel.	6,323	7,497	7,624	7,047	7,500	7,500
TOTAL CONTRACTUAL SERVICES			**$ 789,934**	**$ 2,029,008**	**$ 1,281,415**	**$ 1,430,987**	**$ 1,428,953**	**$ 1,648,656**

(1) Includes Alcohol Beverage Control Program

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Police Department

Expenditures:

OTHER CHARGES			**2017 ACTUAL**	**2018 ACTUAL**	**2019 ACTUAL**	**2020 ACTUAL**	**2021 BUDGET AS AMENDED**	**2022 BUDGET**
0121095	9020	Mileage & Small Bus. Exp.	$ 3,516	$ 4,193	$ 3,408	$ 1,242	$ 3,500	$ 3,500
0121095	9030	Recruitment & Retention Expenses	-	-	11,805	12,369	14,000	14,000
0121095	9040	Dues & Professional Organizations	(200)	-	-	-	-	-
0121095	9060	Depreciation Expense	285,474	283,026	302,609	334,838	340,672	439,991
0121095	9070	Training & Continuing Educ/Conf	32,294	39,894	45,743	17,682	30,000	60,000
TOTAL OTHER CHARGES			**$ 321,084**	**$ 327,113**	**$ 363,565**	**$ 366,131**	**$ 388,172**	**$ 517,491**

INTER-DEPT. CHARGES	**2017 ACTUAL**	**2018 ACTUAL**	**2019 ACTUAL**	**2020 ACTUAL**	**2021 BUDGET AS AMENDED**	**2022 BUDGET**
Billings and Accounting	$ 189,093	$ 218,240	$ 39,152	$ 260,090	$ 210,498	$ 250,558
Electricity	76,200	75,103	71,600	71,600	72,000	72,300
Information Technology	490,090	484,772	424,878	493,134	482,974	556,992
Mailroom and Postage	-	53	9,140	9,099	10,599	9,591
Other Indirect Expenses	2,364	5,789	6,837	13,916	3,700	4,329
Records	-	11,630	11,895	13,759	12,957	14,326
TOTAL INTER-DEPT. CHARGES	**$ 757,747**	**$ 795,587**	**$ 563,502**	**$ 861,598**	**$ 792,728**	**$ 908,096**

OPERATING EXPENSES - POLICE DEPARTMENT	**2017 ACTUAL**	**2018 ACTUAL**	**2019 ACTUAL**	**2020 ACTUAL**	**2021 BUDGET AS AMENDED**	**2022 BUDGET**
TOTAL OPERATING EXPENSES	**$ 13,468,533**	**$ 15,608,722**	**$ 15,097,311**	**$ 16,459,179**	**$ 16,470,374**	**$ 17,024,680**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF PARKS AND RECREATION

RECREATION

- Recreation Services & Operations
- George Wilson Community Center Operation
- Programming & Operations
- Community Events

PARKS MAINTENANCE

- Park & Facilities Maintenance
- Horticulture & Landscape Maintenance
- Building & Grounds
- Beautification
- Traffic Islands

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

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

Administration and Planning

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

Parks and Horticulture

The Division is responsible for the maintenance of 650 acres of parkland which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2); shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed. Upon completion of Hillside Park, the division will take over all park maintenance responsibility.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 7,500 registrations were received in 2018 for the various programs and events with a total of over 76,000 participants throughout the year.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

- Developed a master plan for Old Paper Mill Park to help create more parking for the Newark Reservoir Park, the heaviest used trail in the state, and Preston's Playground.

- Completed Rodney Park design.

- Implemented a new online registration software system that will better serve our needs and be PCI compliant.

- Installation of central air conditioning at the George Wilson Center.

- Implemented additional Parks on Draft dates during the summer months at different locations within the City of Newark park system.

- Completed update to Landscape Screening and Treatment Ordinance.

PARKS:

- Completed restroom installation and drainage improvements at Preston's Playground.

- Handled all coronavirus mandated safety guidelines which included removal and replacement of basketball rims and tennis nets, playgrounds and updated signage throughout the park system.

- Created park signage design and installation schedule for initial phase within park system.

- Improve the drainage issues at the multi-purpose court at Dickey Park.

- Powerwashed Lumbrook and Fairfield Crest tennis courts for mold remediation.

- Completed reforestation project at Redd Park.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

RECREATION:

- Conducted a combined volunteer and summer camp and program fair in February and offer opportunities for camp vendors and volunteer organizations to participate.

- Completed updated emergency action plans for each special event coordinating with Newark Police and all agencies involved.

- Updated the George Wilson Center manual to include kiln operations and firing schedule, audio equipment uses and operation for rentals, and updated procedures for payment procedures.

- Completed a COVID-19 Camp Procedures Guide and Communicable Disease Plan for the summer camps as per recommendations from the Centers for Disease Control, American Camp Association and the Delaware Division of Public Health.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

- Hard surface improvements for various parks and ADA accessibility improvements.
- Redesign and install lower berm at Olan Thomas Park.
- Complete the White Clay Creek pedestrian and bicycle bridge installation.
- Continue invasive species control throughout the park system.
- Complete trunk injections for Emerald Ash Borer control on 36 ash trees in the park system.
- Completion of park and stormwater areas at Rodney Stormwater Park.
- Improve the landscaping on Academy Building Lawn around the Memorial plaque.
- Install a sand volleyball court in our park system.
- Install new playground feature at Devon.
- Complete installation of Lumbrook Park Pavilion
- Complete ADA path at Kells Park to James Hall trail.
- Complete installation of new backboards at the George Wilson Center.

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Parks and Recreation Department

Summary:

PARKS AND RECREATION DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 2,167,464	$ 2,293,051	$ 2,350,676	$ 2,305,918	$ 2,464,324	$ 2,556,322
Materials and Supplies	93,397	92,608	82,660	67,638	105,530	111,650
Contractual Services	517,003	1,367,766	662,903	639,839	911,537	864,439
Other Charges	71,950	55,118	57,103	60,909	54,558	82,490
Subtotal	$ 2,849,814	$ 3,808,543	$ 3,153,342	$ 3,074,304	$ 3,535,949	$ 3,614,901
Inter-Dept. Charges	298,352	299,319	223,498	358,752	304,068	351,862
Special Revenue Accounts	55,235	18,404	13,671	12,913	41,100	41,195
Total Operating Expenses	**$ 3,203,401**	**$ 4,126,266**	**$ 3,390,511**	**$ 3,445,969**	**$ 3,881,117**	**$ 4,007,958**

PARKS AND RECREATION DEPARTMENT
WAGE AND SALARY BUDGET - 2022

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director of Parks & Recreation	MGMT	31	1.0	$ 111,711	1.0	$ 118,561	0.0	$ 6,850	6.1%
Deputy Director of Parks & Recreation	MGMT	23	1.0	$ 92,351	1.0	$ 95,088	0.0	$ 2,737	3.0%
Parks Superintendent	MGMT	21	1.0	$ 86,199	1.0	$ 87,991	0.0	$ 1,792	2.1%
Parks Supervisor	MGMT	17	1.0	$ 73,831	1.0	$ 75,362	0.0	$ 1,531	2.1%
Recreation Supervisor	CWA F/T	18	3.0	$ 246,308	3.0	$ 253,231	0.0	$ 6,923	2.8%
Customer Service Clerk I	CWA F/T	10	1.0	$ 53,807	1.0	$ 56,864	0.0	$ 3,057	5.7%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	4.0	$ 237,765	4.0	$ 240,713	0.0	$ 2,948	1.2%
Maintenance III	AFSCME LOCAL 1670 F/T	6	1.0	$ 59,000	1.0	$ 59,914	0.0	$ 914	1.5%
Equipment Operator	AFSCME LOCAL 1670 F/T	3	2.0	$ 110,335	2.0	$ 112,733	0.0	$ 2,398	2.2%
Total Full-Time Positions			**15.0**	**$ 1,071,307**	**15.0**	**$ 1,100,457**	0.0	**$ 29,150**	**2.7%**
PART-TIME FUNDING									
Creative Designer/Admin Support	CWA P/T			$ 41,235		$ 43,581		$ 2,346	5.7%
Recreation Specialist - Special Events	CWA P/T			$ 39,773		$ 42,036		$ 2,263	5.7%
Community Center Aide	CWA P/T			$ 32,314		$ 33,205		$ 891	2.8%
Total Part-Time Funding				**$ 113,322**		**$ 118,822**		**$ 5,500**	**4.9%**
OTHER									
Service Awards				$ 34,137		$ 35,146		$ 1,009	3.0%
Sick Pay				$ 15,118		$ 16,924		$ 1,806	11.9%
Temporary Maintenance (Seasonal)				$ 77,300		$ 148,284		$ 70,984	91.8%
Overtime				$ 31,000		$ 32,240		$ 1,240	4.0%
Day Camp				$ 48,825		$ 51,755		$ 2,930	6.0%
Before & After Care				$ 111,000		$ 117,660		$ 6,660	6.0%
Self Supporting Program				$ 132,000		$ 139,920		$ 7,920	6.0%
Life Guards				$ 14,280		$ 15,137		$ 857	6.0%
Uniform Allowance				$ 4,680		$ 4,680		$ -	0.0%
Device Reimbursements				$ 3,300		$ 3,300		$ -	0.0%
Total Other				**$ 471,640**		**$ 565,046**		**$ 93,406**	**19.8%**
Total All			**15.0**	**$ 1,656,269**	**15.0**	**$ 1,784,325**	**0.0**	**$ 128,056**	**7.7%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0151142	6020	Supervisory	$ 528,239	$ 543,702	$ 565,480	$ 619,479	$ 610,400	$ 630,233
0151142	6030	Engineering/Technical	29,631	30,867	33,907	38,599	41,235	43,581
0151142	6080	Clerical	42,477	45,060	47,565	52,410	53,807	56,864
0151142	6230	Maintenance Workers	379,799	372,633	402,160	430,790	407,100	413,360
0151142	6580	Service Award	24,281	27,257	29,474	32,023	34,137	35,146
0151142	6590	Sick Pay	11,626	12,222	12,297	13,197	15,118	16,924
0151142	6600	Part-Time	-	-	-	1,520	-	-
0151142	6610	Seasonal Workers	116,442	124,085	68,013	4,204	77,300	148,284
0151142	6620	Overtime	31,915	28,120	24,634	13,412	31,000	32,240
0151142	6622	Holiday Premium	2,350	2,759	5,099	3,194	-	-
0151142	6680	Day Camp	43,783	42,832	42,353	36,207	48,825	51,755
0151142	6685	Before and After Care	88,893	87,603	90,754	31,545	111,000	117,660
0151142	6690	Self-Supporting Programs	117,809	120,465	120,327	61,615	132,000	139,920
0151142	6750	Life Guards	12,494	12,003	13,615	3,188	14,280	15,137
0151142	6770	Comm Events - Rec Specialist	25,411	34,784	32,903	33,053	39,773	42,036
0151142	6850	Center Attendants	36,401	36,464	37,280	18,825	32,314	33,205
0151142	6880	Uniform Allowance	4,710	4,680	4,680	4,630	4,680	4,680
0151142	6885	Device Reimbursement	-	3,300	3,300	3,275	3,300	3,300
0151142	6920	Unemployment Comp. Ins.	13,036	11,756	10,879	8,258	11,455	5,646
0151142	6930	Social Security Taxes	111,607	113,911	114,374	104,031	128,259	132,353
0151142	6940	City Pension Plan	189,367	241,871	277,370	346,539	250,566	223,596
0151142	6941	Defined Contribution 401(a) Plan	7,666	8,039	8,486	9,297	9,599	12,972
0151142	6950	Term Life Insurance	4,374	4,552	5,522	5,654	5,766	4,896
0151142	6960	Group Hospitalization Ins.	254,261	258,750	267,744	280,865	297,770	297,599
0151142	6961	Long-Term Disability Ins.	1,699	1,784	2,296	2,403	2,470	1,404
0151142	6962	Dental Insurance	15,722	14,336	14,475	14,365	15,195	15,769
0151142	6963	Flexible Spending Account	247	252	268	252	252	315
0151142	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	1,500
0151142	6965	Post-Employment Benefits	67,769	103,070	109,876	127,370	79,240	68,472
0151142	6966	Retirement Health Savings Account	2,719	2,758	2,801	2,952	2,886	4,350
0151142	6967	Emergency Room Reimbursements	400	800	400	400	2,175	2,175
0151142	6968	Vision Insurance Premiums	836	836	844	866	922	950
TOTAL PERSONNEL SERVICES			**$ 2,167,464**	**$ 2,293,051**	**$ 2,350,676**	**$ 2,305,918**	**$ 2,464,324**	**$ 2,556,322**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0151143	7020	Heating Fuel	$ 66	$ 71	$ -	$ -	$ 80	$ 100
0151143	7021	Advertising Supplies	1,343	780	932	801	1,250	1,250
0151143	7110	Safety Shoes and Supplies	2,854	1,852	1,596	604	2,500	2,500
0151143	7130	Tools,Field Sup.,Small Equip.	7,028	7,204	4,581	1,186	6,800	6,800
0151143	7150	Office Supplies	1,102	1,638	1,550	946	1,700	1,700
0151143	7160	Books, Periodicals, Etc.	-	-	-	-	100	-
0151143	7250	Buildings and Grounds Maint. Supplies	126	31	-	-	-	-
0151143	7300	Mach. & Equip. Maintenance	6,983	1,737	2,237	1,000	2,000	2,000
0151143	7450	Salt, Sand & Snow Removal	688	851	-	-	1,500	1,500
0151143	7500	Parks Maintenance	45,181	40,450	33,218	29,032	50,000	56,000
0151143	7501	Island Beautification	5,743	5,133	6,512	17,720	6,000	6,000
0151143	7550	Miscellaneous Supplies	708	53	-	-	-	-
0151143	7680	Day Camp	1,081	1,076	1,498	1,438	1,400	1,600
0151143	7685	Before and After Care	1,776	1,610	1,743	696	1,800	1,800
0151143	7690	Self-Supporting Programs	12,307	19,380	18,366	10,737	21,000	21,000
0151143	7691	Community Day	1,482	1,821	3,715	-	1,700	1,700
0151143	7692	Liberty Day Fireworks	75	1,599	249	105	500	500
0151143	7693	Halloween Parade/Trick or Treat	75	1,671	108	164	400	400
0151143	7694	Other Special Events	2,653	2,487	3,870	1,881	4,300	4,300
0151143	7850	George Wilson Center	2,126	3,164	2,485	1,328	2,500	2,500
TOTAL MATERIALS AND SUPPLIES			**$ 93,397**	**$ 92,608**	**$ 82,660**	**$ 67,638**	**$ 105,530**	**$ 111,650**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0151144	8020	Advertising	$ 1,197	$ 4,769	$ 4,508	$ 1,518	$ 4,500	$ 4,500
0151144	8030	Casualty Insurance	15,606	7,179	7,823	8,375	28,260	27,746
0151144	8031	Insurance - Property	4,348	6,421	6,186	7,311	7,750	8,785
0151144	8032	Insurance - Auto	13,275	24,931	24,487	26,420	27,229	30,860
0151144	8033	Insurance - Broker	3,044	3,650	4,157	4,197	4,382	4,309
0151144	8035	Insurance - Worker's Compensation	-	-	51,595	68,170	73,100	36,800
0151144	8040	Merchant Fees and Discounts	19,026	20,323	18,816	13,365	18,000	20,000
0151144	8050	Phone/Communications	20,401	17,963	18,544	19,413	16,200	3,450
0151144	8130	Bldg. & Equip. Rental	-	4,632	4,775	-	7,500	13,500
0151144	8131	Information Technology Cont'l	37,980	34,205	33,844	33,627	37,501	36,448
0151144	8300	Mach. & Equip. Maintenance	60	743	-	77	700	700
0151144	8312	Fleet & Facilities Services	166,654	982,166	196,307	216,510	276,402	278,562
0151144	8313	Self-Insurance Services	-	-	10,702	53,108	-	-
0151144	8410	Creek Maintenance	20,382	29,800	26,800	42,200	45,000	35,000
0151144	8420	Tree Removal	42,300	58,500	40,175	59,900	136,500	105,000
0151144	8500	Parks Maintenance	13,600	19,358	67,587	20,900	33,428	49,528
0151144	8550	Misc. Contracted Services	118	61	182	5,497	-	-
0151144	8680	Day Camp	8,935	8,314	8,537	940	9,850	9,850
0151144	8685	Before and After Care	1,847	1,175	1,324	651	2,000	2,100
0151144	8690	Self-Supporting Programs	74,611	74,435	61,324	26,761	80,190	89,190
0151144	8691	Community Day	3,254	3,786	4,930	1,426	4,000	4,200
0151144	8692	Liberty Day/Fireworks	36,714	36,630	38,330	5,275	41,555	45,711
0151144	8693	Halloween Parade/Trick or Treat	-	470	575	334	2,200	2,310
0151144	8694	Other Special Events	6,408	5,414	8,686	2,865	6,500	6,825
0151144	8696	Memorial Day Parade	3,466	3,191	3,103	-	2,750	2,900
0151144	8850	George Wilson Center	477	1,295	1,251	1,514	2,500	2,625
0151144	8899	Retention Basin Mowing	23,300	18,355	18,355	19,485	43,540	43,540
TOTAL CONTRACTUAL SERVICES			**$ 517,003**	**$ 1,367,766**	**$ 662,903**	**$ 639,839**	**$ 911,537**	**$ 864,439**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0151145	9020	Mileage & Small Bus. Exp.	$ 35	$ 6	$ 54	$ -	$ 50	$ 50
0151145	9060	Depreciation Expense	66,110	48,431	50,760	58,798	53,008	76,440
0151145	9070	Training & Continuing Educ/Conf	5,805	6,681	6,289	2,111	1,500	6,000
TOTAL OTHER CHARGES			**$ 71,950**	**$ 55,118**	**$ 57,103**	**$ 60,909**	**$ 54,558**	**$ 82,490**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 60,604	$ 68,159	$ 14,574	$ 81,562	$ 66,364	$ 78,537
Electricity	16,297	17,421	11,800	17,238	17,338	17,391
Information Technology	205,783	187,480	164,317	190,713	186,157	215,412
Mailroom and Postage	-	16	2,820	2,807	3,271	2,959
Other Indirect Expenses	13,307	12,337	15,062	50,909	14,100	19,909
Printing and Reproduction	2,361	2,193	2,042	1,332	2,282	2,282
Records	-	11,713	12,883	14,191	14,556	15,372
TOTAL INTER-DEPT. CHARGES	**$ 298,352**	**$ 299,319**	**$ 223,498**	**$ 358,752**	**$ 304,068**	**$ 351,862**

OPERATING EXPENSES - PARKS AND RECREATION DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 3,148,166**	**$ 4,107,862**	**$ 3,376,840**	**$ 3,433,056**	**$ 3,840,017**	**$ 3,966,763**

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART

CITY MANAGER

COMMUNICATIONS

- City Newsletter
- Website Administration
- External Communications
- Digital Media
- Press Releases
- Welcome Booth
- TV Channel 22 Programming
- Special Events Planning
- Marketing and Branding
- Mailroom
- Grantwriting

HUMAN RESOURCES & LABOR RELATIONS

- Policy Development
- Performance Evaluation
- Recruitment
- Discipline
- Salary Administration
- Group Insurance Plans
- Pension Plans
- Job-Related Injuries
- Labor Negotiations
- Grievance Administration
- Union Contracts
- Benefits Coordination
- Training Coordination
- Safety Program

PURCHASING

- Policy Development
- Policy Compliance
- Supplies and Services Procurement
- Contract Administration
- Purchase Order Processing
- Invoice Processing
- Vendor Liaison
- Surplus Goods Oversight
- Special Projects
- Research
- Facilities Maintenance
- Facilities Cleaning/Disinfection

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 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
  - 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
  - Contract 20-09: Sanitary Sewer Repair and Rehabilitation
  - Contract 20-10: Corrugated Metal Pipe (CMP) Lining – 2020
  - Contract 20-13: City of Newark Parks Signage Replacements
  - RFP 20-01: Municipal Planning Services for the City of Newark
  - 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:
  - Contract 21-01: Northwest Booster Station Generator
  - Contract 21-02: Okonite EPR Wire or Equal for New Electric Service
  - Contract 21-03: Valve Inspection Exercising and Rehabilitation
  - Contract 21-04: Curtis Lane Culvert Replacement
  - Contract 21-05: Parks Signage (Updated for 2021)
  - Contract 21-06: Street Improvement and Hard Surfaces 2021
  - Contract 21-07: PD Vehicle Equipment Procurement and Upfitting
  - Contract 21-08: 2021 Sidewalk Improvement Plan
  - Contract 21-09: New London Water Storage Tank Chloration
  - Contract 21-10: 2021 ADA Transition Plan – Curb Ramp
  - Contract 21-11: Electric Line Tree Trimming
  - Contract 21-12: Sewer CIPP Lining
  - RFP 21-01: On-Call Engineering and Project Management
  - RFP 21-02: On-Call SCADA Integration Services
  - 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:
  - 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 https://newarkde.gov/985/Agendas-and-Minutes.

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.

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

General Fund - Administrative Department - Management Division

Summary:

MANAGEMENT DIVISION - SUMMARY	2017 ACTUAL	2018 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	$ 1,103,523	$ 1,109,719
Materials and Supplies	7,709	7,307	143,248	140,583	152,850	152,850
Contractual Services	192,534	406,703	276,967	215,570	207,421	261,205
Other Charges	167,896	55,552	87,257	61,856	65,711	83,411
Subtotal	$ 1,465,128	$ 1,321,110	$ 1,322,845	$ 1,489,655	$ 1,529,505	$ 1,607,185
Inter-Dept. Charges	(303,204)	(213,081)	(589,843)	(331,607)	(411,579)	(353,713)
Total Operating Expenses	**$ 1,161,924**	**$ 1,108,029**	**$ 733,002**	**$ 1,158,048**	**$ 1,117,926**	**$ 1,253,472**

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

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
City Manager	E & A	Appt	1.0	$ 157,826	1.0	$ 157,350	0.0	$ (476)	-0.3%
Chief Human Resources Officer	MGMT	29	1.0	$ 95,240	1.0	$ 100,126	0.0	$ 4,886	5.1%
Chief Communications Officer	MGMT	23	1.0	$ 79,432	1.0	$ 83,928	0.0	$ 4,496	5.7%
Chief Personnel & Purchasing Officer	MGMT	23	1.0	$ 77,250	1.0	$ 81,746	0.0	$ 4,496	5.8%
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**	**$ 644,787**	**8.0**	**$ 666,557**	0.0	**$ 21,770**	**3.4%**
PART-TIME FUNDING									
Equipment Technician/Mailroom Aide	CWA P/T			$ 42,556		$ 25,035		$ (17,521)	-41.2%
HR Coordinator	CWA P/T			$ 26,000		$ 28,732		$ 2,732	10.5%
Total Part-Time Funding				**$ 68,556**		**$ 53,767**		**$ (14,789)**	**-21.6%**
OTHER									
Service Award				$ 8,829		$ 6,246		$ (2,583)	-29.3%
Sick Pay				$ 6,497		$ 6,642		$ 145	2.2%
Overtime				$ 4,000		$ 8,000		$ 4,000	100.0%
Vehicle Allowance				$ 6,000		$ 6,000		$ -	0.0%
Device Reimbursements				$ 1,200		$ 1,200		$ -	0.0%
Total Other				**$ 26,526**		**$ 28,088**		**$ 1,562**	**5.9%**
Total All			**8.0**	**$ 739,869**	**8.0**	**$ 748,412**	**0.0**	**$ 8,543**	**1.2%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111122	6020	Supervisory	$ 530,480	$ 370,743	$ 307,206	$ 396,536	$ 409,748	$ 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	208,409	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	8,000
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	99,063
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	134,598
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	22,950
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 PERSONNEL SERVICES			**$ 1,096,989**	**$ 851,548**	**$ 815,373**	**$ 1,071,646**	**$ 1,103,523**	**$ 1,109,719**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
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 MATERIALS & SUPPLIES			**$ 7,709**	**$ 7,307**	**$ 143,248**	**$ 140,583**	**$ 152,850**	**$ 152,850**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111124	8030	Casualty Insurance	$ 39,408	$ 34,144	$ 32,100	$ 34,365	$ 11,089	$ 14,163
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	2,035
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	55,000
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	44,244	59,655	83,263
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 CONTRACTUAL SERVICES			**$ 192,534**	**$ 406,703**	**$ 276,967**	**$ 215,570**	**$ 207,421**	**$ 261,205**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111125	9020	Mileage & Small Bus. Exp.	$ 1,076	$ 1,421	$ -	$ 3	$ 500	$ 1,000
0111125	9030	Recruitment & Retention Expenses	68,144	26,175	35,845	47,930	40,000	58,000
0111125	9040	Dues & Professional Organizations	-	95	379	1,256	-	-
0111125	9060	Depreciation Expense	66,203	3,860	16,099	4,260	6,211	3,911
0111125	9070	Training & Continuing Educ/Conf	19,513	13,503	17,410	5,213	8,000	12,500
0111125	9090	Other Special Programs	12,960	10,498	17,524	3,194	11,000	8,000
TOTAL OTHER CHARGES			**$ 167,896**	**$ 55,552**	**$ 87,257**	**$ 61,856**	**$ 65,711**	**$ 83,411**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 21,064	$ 24,641	$ (122,041)	$ (95,788)	$ 24,465	$ (103,705)
Electricity Used	11,506	11,774	-	11,812	11,812	11,927
Information Technology	54,153	56,243	49,293	57,216	55,845	64,622
Mailroom and Postage	-	(126)	(21,746)	(21,652)	(25,227)	(22,820)
Printing and Reproduction	494	459	(4,049)	(2,639)	(4,523)	(4,523)
Records	-	1,352	1,383	1,599	1,506	1,665
Services to Utility Funds	(390,421)	(307,424)	(492,683)	(282,155)	(475,457)	(300,879)
TOTAL INTER-DEPT. CHARGES	**$ (303,204)**	**$ (213,081)**	**$ (589,843)**	**$ (331,607)**	**$ (411,579)**	**$ (353,713)**

OPERATING EXPENSES - MANAGEMENT DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,161,924**	**$ 1,108,029**	**$ 733,002**	**$ 1,158,048**	**$ 1,117,926**	**$ 1,253,472**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

FACILITIES MAINTENANCE DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 212,237	$ 281,513	$ 281,487	$ 362,131	$ 337,122	$ 352,633
Materials and Supplies	69,826	95,096	72,732	84,046	82,400	121,900
Contractual Services	138,086	4,159,988	142,678	183,018	211,233	280,542
Other Charges	624	112,931	167,510	171,169	280,865	406,450
Subtotal	$ 420,773	$ 4,649,528	$ 664,407	$ 800,364	$ 911,620	$ 1,161,525
Inter-Dept. Charges	44,617	40,996	25,770	43,747	39,646	46,777
Total Operating Expenses	**$ 465,390**	**$ 4,690,524**	**$ 690,177**	**$ 844,111**	**$ 951,266**	**$ 1,208,302**

ADMINISTRATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2022
FACILITIES MAINTENANCE DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS 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%**
PART-TIME FUNDING									
Lead Facilities Maintenance Custodian	AFSCME LOCAL 1670 P/T			$ 21,504		$ 19,427		$ (2,077)	-9.7%
Facilities Maintenance Custodian	AFSCME LOCAL 1670 P/T			$ 112,527		$ 132,061		$ 19,534	17.4%
Facilities Carpenter P/T	AFSCME LOCAL 1670 P/T			$ 71,190		$ 55,454		$ (15,736)	-22.1%
Total Part-Time Funding				**$ 205,221**		**$ 206,942**		**$ 1,721**	**0.8%**
OTHER									
Sick Pay				$ -		$ 39		$ 39	100.0%
Overtime				$ 2,500		$ 3,000		$ 500	20.0%
Uniform Allowance				$ 240		$ 240		$ -	0.0%
Device Reimbursements				$ 2,700		$ 3,000		$ 300	11.1%
Total Other				**$ 5,440**		**$ 6,279**		**$ 839**	**15.4%**
Total All			**1.0**	**$ 281,340**	**1.0**	**$ 287,189**	**0.0**	**$ 5,849**	**2.1%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006012	6230	Maintenance Workers	$ 171,430	$ 232,711	$ 233,435	$ 272,845	$ 275,900	$ 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	4,176
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	27,592
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	-	-	-	-	-	603
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 PERSONNEL SERVICES			**$ 212,237**	**$ 281,513**	**$ 281,487**	**$ 362,131**	**$ 337,122**	**$ 352,633**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS 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	42,500	80,000
TOTAL MATERIALS & SUPPLIES			**$ 69,826**	**$ 95,096**	**$ 72,732**	**$ 84,046**	**$ 82,400**	**$ 121,900**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006014	8030	Casualty Insurance	$ -	$ -	$ -	$ -	$ 8,045	$ 9,249
6006014	8032	Insurance - Auto	-	-	-	1,673	2,866	3,248
6006014	8033	Insurance - Broker	-	-	-	-	1,461	1,436
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	170,000	205,000
6006014	8312	Fleet & Facilities Services	4,816	5,215	3,351	3,104	5,506	3,326
6006014	8313	Self-Insurance Services	-	4,014,240	-	23,902	-	-
6006014	8550	Misc. Contracted Services	951	-	-	(62)	-	-
TOTAL CONTRACTUAL SERVICES			**$ 138,086**	**$ 4,159,988**	**$ 142,678**	**$ 183,018**	**$ 211,233**	**$ 280,542**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	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	9202	Debt Serv. Int. - Unit 641 Lease Payment	-	-	-	-	-	8,156
6006015	9205	Debt Serv. Prin. - (ESCO)	-	-	-	-	-	117,998
6006015	9206	Debt Serv. Int. - (ESCO)	-	-	-	-	104,353	70,034
TOTAL OTHER CHARGES			**$ 624**	**$ 112,931**	**$ 167,510**	**$ 171,169**	**$ 280,865**	**$ 406,450**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 9,825	$ 11,860	$ 2,155	$ 14,140	$ 11,446	$ 13,620
Electricity	2,300	2,354	-	2,361	2,361	2,384
Information Technology	32,492	26,782	23,475	27,246	25,689	30,773
Other Indirect Charges	-	-	140	-	150	-
TOTAL INTER-DEPT. CHARGES	**$ 44,617**	**$ 40,996**	**$ 25,770**	**$ 43,747**	**$ 39,646**	**$ 46,777**

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**	**$ 844,111**	**$ 951,266**	**$ 1,208,302**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

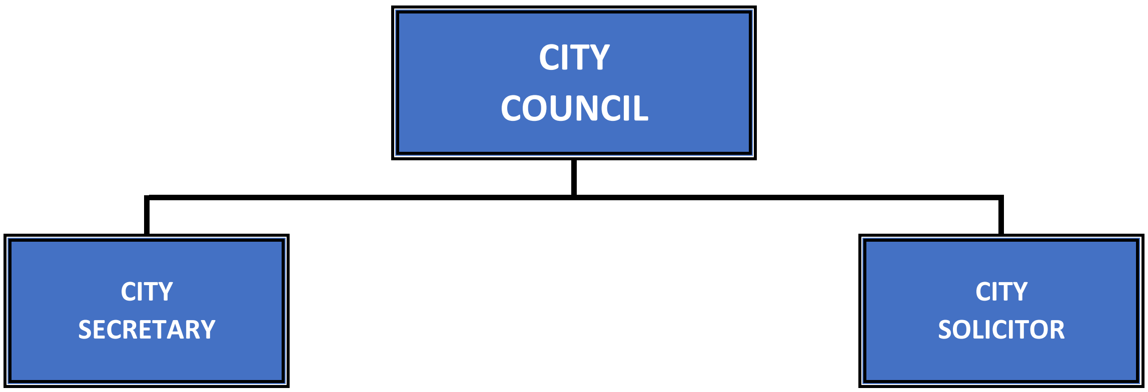
Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

CAPITAL PROJECTS BUDGET			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6006016	9621	Buildings & Structures	$ -	$ 51,212	$ -	$ 941,204	$ 10,000	$ -
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ 51,212**	**$ -**	**$ 941,204**	**$ 10,000**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
N2201 - City Hall Access Safety and Security Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ 145,000	$ 100,000
N2001 - City Hall - Electric Vehicle Charging Station Wiring	-	-	-	21,000	-	-	-	24,654
N2002 - City Hall - Carpet and Lobby Floor Upgrades	-	-	-	-	-	-	50,000	-
N1803 - Exterior Paint and Powerwash	-	-	-	-	-	-	100,000	-
TOTAL FACILITIES MAINTENANCE DIVISION	**$ -**	**$ -**	**$ -**	**$ 21,000**	**$ -**	**$ -**	**$ 295,000**	**$ 124,654**

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



City Secretary

- City Council
- City Seal
- Boards and Commissions
- Elections
- FOIA Compliance
- City Records

City Solicitor

- Legal Opinions
- Representation
- Research
- Alderman's Court Prosecution

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

The Legislative Department provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor as well as electronic and paper document management for the City. The department is led by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, and staffed by eight additional team members – three full-time and one part-time in the Legislative Division and three full-time and one part-time in the Records Division.

The department serves as a liaison between citizens and City Council. It oversees agenda preparation for Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings. The City's boards and commissions are also managed by this office, including all appointments, reappointments and resignations and staffing the Board of Adjustment, Conservation Advisory Commission, Election Board, Diversity and Inclusion Commission, Reapportionment Committee and other boards on an as needed basis. The staff also coordinates the City's elections in concert with the Election Board, which includes managing absentee ballots, locating and preparing polling places, managing voter registration lists, liaising with candidates and the Department of Elections, training poll workers, completing public notifications and ensuring fair, safe and accessible elections for all registered voters in Newark.

The City Secretary is the appointed FOIA Coordinator for the City and the office works with other departments for timely fulfillment of citizen requests and compliance with open meeting requirements.

This department is the City's record keeper for Council and permanent documents and houses the Records Division. The Records Division is working with City departments to review the approximately 8.9 million pages of records currently housed within the City of Newark; determine what it required to be kept versus what can be destroyed as a duplicate or document having met its retention schedule; and digitize the City's numerous paper records that are required to be retained to create an electronic archive to better serve the citizens and staff of the City of Newark.

Department staff ensure the official recording of numerous documents with the New Castle County Recorder of Deeds. Staff also processes lien certificates for every property transfer within the City of Newark, which provides the seller with all outstanding funds owed to the City prior to the transfer.

The City Secretary serves as the complaint officer charged with resolving cable television issues covered by the City's franchise agreements with providers.

This department also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor and Deputy City Solicitor rely on this office for research, drafting various documents, preparing case files, fulfilling discovery requests and full clerical support.

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

- Working with the IT Division to create and implement a hybrid in-person and virtual meeting solution to continue encouraging more avenues of public participation post-COVID.
- Anticipate staffing 67 Council and committee meetings in 2021, including 36 Council meetings, 6 Board of Adjustment meetings, 11 Conservation Advisory Commission meetings, 5 Election Board meetings, 4 Diversity and Inclusion Commission meetings and 5 Reapportionment Committee meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Successfully executed District 1 special election, including expanded absentee voting program. Preparations, including expanded absentee voting program, were also completed for District 2 prior to the election cancellation.
- Providing administrative support for the decennial Council district reapportionment to go into effect for the 2022 City elections. This includes staffing the Reapportionment Committee and notification of all voters that have been moved to another district prior to the 2022 election.
- Supporting the newly constituted Diversity and Inclusion Commission.
- Processed 101 FOIA requests as of August 27, 2021. Additionally, no FOIA complaints have been filed against the City for the third year in a row.
- Processed 405 lien certificate requests as of August 27, 2021, which is a 57% increase over the same time period in 2020.
- Made substantial progress through the departmental scanning backlogs during the COVID-19 pandemic while departments were working remotely.
- Scanned 269,745 pages as of August 27, 2021 and processed over 250 boxes of documents for approval by State Archives for destruction.
- Achieved full staffing of the department for the first time since April 2020.
- Completed remodeling of City Secretary's Office to better manage employee safety and document storage. With the exception of new shelving that was built in house by the Facilities team, all items used in the renovation were repurposed from existing supplies at minimal cost to the City. This office was last reconfigured in the late 1990s.

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

- Successful execution of the 2022 Mayoral and Council elections as well as a potential City-wide referendum.
- Return to in-person public meetings with remote access options to better engage the public and increase attendance.
- Successful completion of inaugural Council member training series.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2023 budget process.
- Execute the initial implementation of public portals to access the City's scanned records.
- Surpass the benchmark of 3,250,000 pages scanned.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Legislative Department

Summary:

LEGISLATIVE DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 406,060	$ 583,486	$ 656,472	$ 718,040	$ 765,029	$ 804,212
Materials and Supplies	7,406	11,316	17,350	12,444	11,600	12,700
Contractual Services	752,328	952,823	640,761	617,108	722,550	818,996
Other Charges	38,190	31,094	12,955	6,714	8,243	35,648
Subtotal	$ 1,203,984	$ 1,578,719	$ 1,327,538	$ 1,354,306	$ 1,507,422	$ 1,671,556
Inter-Dept. Charges	(107,280)	(251,786)	(297,794)	(235,925)	(292,140)	(258,179)
Total Operating Expenses	**$ 1,096,704**	**$ 1,326,933**	**$ 1,029,744**	**$ 1,118,381**	**$ 1,215,282**	**$ 1,413,377**

LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2022

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director of Legislative Services	E & A	Appt	1.0	$ 96,010	1.0	$ 95,642	0.0	$ (368)	-0.4%
Admin Professional II	CWA F/T	13	1.0	$ 67,678	1.0	$ 70,110	0.0	$ 2,432	3.6%
Admin Professional I	CWA F/T	10	2.0	$ 89,487	2.0	$ 94,555	0.0	$ 5,068	5.7%
Digital Records Mgmt Coord	CWA F/T	16	1.0	$ 74,773	1.0	$ 77,501	0.0	$ 2,728	3.6%
Digital Scanner/Records Asst II	CWA F/T	8	1.0	$ 53,020	1.0	$ 54,948	0.0	$ 1,928	3.6%
Total Full Time Positions			**6.0**	**$ 380,968**	**6.0**	**$ 392,756**	0.0	**$ 11,788**	**3.1%**
PART-TIME FUNDING									
Mayor and Council	E & A			$ 48,900		$ 50,400		$ 1,500	3.1%
Admin Professional I *	CWA P/T			$ 15,900		$ 31,521		$ 15,621	98.2%
Secretary	CWA P/T			$ 31,677		$ 32,858		$ 1,181	3.7%
Total Part-Time Funding				**$ 96,477**		**$ 114,779**		**$ 18,302**	**19.0%**
OTHER									
Service Award				$ 1,468		$ 1,645		$ 177	12.1%
Sick Pay				$ 1,578		$ 1,609		$ 31	2.0%
Overtime				$ 9,000		$ 15,000		$ 6,000	66.7%
Device Reimbursements				$ 600		$ 600		$ -	0.0%
Total Other				**$ 12,646**		**$ 18,854**		**$ 6,208**	**49.1%**
Total All			**6.0**	**$ 490,091**	**6.0**	**$ 526,389**	**0.0**	**$ 36,298**	**7.4%**

* Please note that the Admin Professional I P/T position was partially funded in 2021.

CITY OF NEWARK, DELAWARE

2022 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111132	6020	Supervisory	$ 85,949	$ 88,426	$ 91,691	$ 99,038	$ 96,010	$ 95,642
0111132	6080	Clerical	146,049	117,974	151,987	162,180	173,065	196,186
0111132	6090	Digital Records Employees	-	133,675	143,155	156,431	159,470	165,307
0111132	6400	Mayor and Council	50,400	50,400	50,131	52,608	48,900	50,400
0111132	6580	Service Award	414	1,008	1,125	1,302	1,468	1,645
0111132	6590	Sick Pay	610	-	758	1,170	1,578	1,609
0111132	6600	Part-Time	-	-	901	-	-	-
0111132	6620	Overtime	6,234	19,345	12,432	7,792	9,000	15,000
0111132	6885	Device Reimbursement	-	600	600	600	600	600
0111132	6920	Unemployment Comp. Ins.	2,599	2,986	3,221	3,585	2,884	3,283
0111132	6930	Social Security Taxes	21,636	30,426	32,921	34,800	34,640	38,197
0111132	6940	City Pension Plan	25,686	16,681	19,090	23,895	56,750	54,081
0111132	6941	Defined Contribution 401(a) Plan	9,375	17,927	19,699	22,694	22,811	23,473
0111132	6950	Term Life Insurance	832	881	1,169	1,286	2,085	1,825
0111132	6960	Group Hospitalization Ins.	40,023	84,052	105,143	125,138	134,084	130,267
0111132	6961	Long-Term Disability Ins.	337	506	762	854	881	514
0111132	6962	Dental Insurance	2,444	5,007	6,014	6,247	6,622	6,872
0111132	6963	Flexible Spending Account	121	126	179	126	126	126
0111132	6965	Post-Employment Benefits	9,058	7,087	7,371	8,541	5,596	10,692
0111132	6966	Retirement Health Savings Account	2,614	5,674	6,571	7,380	7,193	7,215
0111132	6967	Emergency Room Reimbursements	1,522	400	1,200	2,000	870	870
0111132	6968	Vision Insurance Premiums	157	305	352	373	396	408
TOTAL PERSONNEL SERVICES			**$ 406,060**	**$ 583,486**	**$ 656,472**	**$ 718,040**	**$ 765,029**	**$ 804,212**

Page Number 207

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111133	7131	Information Technology Supplies	$ -	$ -	$ 8,364	$ 2,786	$ -	$ -
0111133	7150	Office Supplies	1,705	6,158	4,103	2,333	4,500	4,500
0111133	7160	Books, Periodicals, Etc.	5,136	4,808	4,780	5,607	5,000	5,700
0111133	7210	Election Expenses	61	155	103	1,635	1,100	1,500
0111133	7550	Miscellaneous Supplies	420	195	-	83	1,000	1,000
0111133	7570	Merchandise For Resale	84	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 7,406**	**$ 11,316**	**$ 17,350**	**$ 12,444**	**$ 11,600**	**$ 12,700**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111134	8020	Advertising	$ 14,652	$ 14,510	$ 14,530	$ 17,837	$ 18,000	$ 25,000
0111134	8030	Casualty Insurance	12,338	11,084	10,520	11,262	14,849	18,229
0111134	8033	Insurance - Broker	809	1,073	1,104	1,115	1,704	1,676
0111134	8035	Insurance - Worker's Compensation	-	-	650	793	850	1,600
0111134	8050	Phone/Communications	829	360	310	348	325	1,265
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000
0111134	8070	Aetna Hose, Hook & Ladder	70,246	-	-	-	-	-
0111134	8071	Newark Ambulance	3,000	-	-	-	-	-
0111134	8131	Information Technology Cont'l	14,743	9,523	26,790	7,278	12,243	16,447
0111134	8160	City Solicitor & Deputy	299,905	321,910	334,998	322,829	325,000	350,000
0111134	8161	Lobbyist	53,200	54,000	54,000	54,000	54,000	55,000
0111134	8162	Legal/Consulting Services	156,238	183,637	104,224	119,817	197,700	200,000
0111134	8163	Codification of Ordinance	10,402	11,468	6,839	10,082	10,000	12,000
0111134	8210	Election Expenses	4,576	13,922	16,558	5,390	3,800	35,000
0111134	8220	Community Groups	55,037	(355)	-	-	-	-
0111134	8312	Fleet & Facilities Services	26,901	293,487	43,109	52,713	62,579	81,779
0111134	8550	Misc. Contracted Svc.	15,946	22,596	11,143	241	5,500	5,000
0111134	8741	Special Council Events	7,506	9,608	9,986	7,403	10,000	10,000
TOTAL CONTRACTUAL SERVICES			**$ 752,328**	**$ 952,823**	**$ 640,761**	**$ 617,108**	**$ 722,550**	**$ 818,996**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111135	9020	Mileage & Small Bus. Exp.	$ 1,757	$ 3,095	$ 1,357	$ 1,002	$ 2,000	$ 2,000
0111135	9060	Depreciation Expense	10,466	7,293	4,120	4,120	3,743	13,648
0111135	9070	Training & Continuing Educ/Conf	25,967	20,706	7,478	1,592	2,500	20,000
TOTAL OTHER CHARGES			**$ 38,190**	**$ 31,094**	**$ 12,955**	**$ 6,714**	**$ 8,243**	**$ 35,648**

*Please note in addition to staff related training, object 9070 - Training & Continuing Educ/Conf includes funds for Mayor and Council related training.

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 22,868	$ 29,115	$ 5,894	$ 34,792	$ 28,262	$ 33,508
Electricity Used	30,870	10,148	100	10,080	9,980	10,175
Information Technology	70,400	74,994	65,728	76,285	74,461	86,164
Mailroom and Postage	-	7	1,209	1,204	1,403	1,269
Printing and Reproduction	147	137	128	83	143	143
Records	-	(51,861)	(55,752)	(62,355)	(62,299)	(66,715)
Services to Utility Funds	(231,565)	(314,326)	(315,101)	(296,014)	(344,090)	(322,723)
TOTAL INTER-DEPT. CHARGES	**$ (107,280)**	**$ (251,786)**	**$ (297,794)**	**$ (235,925)**	**$ (292,140)**	**$ (258,179)**

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 1,096,704**	**$ 1,326,933**	**$ 1,029,744**	**$ 1,118,381**	**$ 1,215,282**	**$ 1,413,377**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
ORGANIZATIONAL CHART

ALDERMAN

DEPUTY ALDERMAN

- Adjudication of Misdemeanors
- Court Scheduling
- City Code Violations
- Records Management
- Parking Fine Collections
- Payments
- DELJIS

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2022 DEPARTMENTAL NARRATIVE

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

The Alderman's Court has jurisdiction over all traffic, criminal misdemeanors and parking violations in the City limits of Newark. This also includes building and animal code violations. The Court is in session three times a week consisting of Tuesday, Wednesday and Thursday weekly and the first Friday of the month. All court sessions are from 8:00 am to 10:00 am. Parking appeals can be heard on Tuesday and Wednesday from 8:00 am to 10:00 am.

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

This office has a staff of seven, including the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. The office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware.

In 2020, a total of 5,885 cases were filed in the City of Newark Alderman's Court and the Court collected $400,982.96 in fines. In addition, the Court collected $495,410.56 in parking fees, $12,080 in civil citations and $ 39,717.04 in security fees, totaling $947,920.56.

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

- Alderman's Court 40 has been fully open since June of 2020. Staff continued to work a hybrid schedule until May 2021 which allowed court to function normally with hours from 8am-4pm but also allowed for social distancing. Court kept a much lighter schedule with only a limited amount of trials and arraignments scheduled daily. The court will continue to handle PBJ's and Plea in Absentias by mail throughout 2021.

- Court reopened on 6/29/20 with limited staff working at the same time to allow for social distancing. The courtroom and lobby were also arranged to allow for social distancing. The bailiffs worked in the atrium, as well as the courtroom, to help direct customers to the right department to help maintain social distancing a priority. They also took temperatures and gave masks to customers to keep the safety of all a priority. The bailiffs will continue to work in the front atrium and the courtroom throughout the remainder of 2021.

- Alderman's Court continues to make improvements to enhance customer service and increase security. Such measures include: installation of security cameras in the courtroom and the lobby as well as a TV monitor in the lobby.

- Language Link continues to provide interpreters for trials and arraignments and for translation for incoming phone calls and has assisted the Judges and officers with the court process.

- The court added 2 part-time bailiff positions in August 2017 to oversee the daily operations of court sessions, to assist customers in the lobby with questions or payments at the kiosk, and to provide security to the Court. In 2020, the bailiffs were tasked with covering the front atrium when the city reopened which has provided extra security but has also helped during the pandemic with temperature checks, social distancing and mask requirements. Their addition has assisted court personnel with the daily operations of the office as well as providing security to court and the city.

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

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

- Continue to submit timely reports to the City of Newark and State of Delaware reflecting the collection of all parking, criminal and traffic revenue.
- Adjudicate most misdemeanors within 90 days of offense unless the trial calendar, City Solicitor or the attorney's schedule dictates differently.
- Continue to promote the Probation before Judgment program to offenders for their first offense.
- Hold at least 2 training sessions for staff in T2, DELJIS and the Microsoft office suite to promote increased productivity.
- Continue to work with the records management team to comply with appropriate destruction practices for records with the State of Delaware.
- Continue to keep staff and court as safe as possible while we remain open during the pandemic.
- Continue to perform daily duties while safely operating

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Summary:

JUDICIAL DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 377,066	$ 423,745	$ 396,654	$ 436,733	$ 492,514	$ 492,914
Materials and Supplies	15,869	6,950	2,915	11,931	6,900	9,050
Contractual Services	58,097	122,871	60,024	51,899	53,545	70,818
Other Charges	723	678	1,466	339	1,200	1,200
Subtotal	$ 451,755	$ 554,244	$ 461,059	$ 500,902	$ 554,159	$ 573,982
Inter-Dept. Charges	53,090	53,011	38,398	57,917	55,554	62,471
Total Operating Expenses	**$ 504,845**	**$ 607,255**	**$ 499,457**	**$ 558,819**	**$ 609,713**	**$ 636,453**

JUDICIAL DEPARTMENT
WAGE AND SALARY BUDGET - 2022
ALDERMAN'S COURT

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Clerk of the Court	MGMT	17	1.0	$ 66,536	1.0	$ 70,658	0.0	$ 4,122	6.2%
Customer Service Clerk II	CWA F/T	11	1.0	$ 61,984	1.0	$ 64,425	0.0	$ 2,441	3.9%
Customer Service Clerk I	CWA F/T	10	1.0	$ 49,524	1.0	$ 58,573	0.0	$ 9,049	18.3%
Total Full-Time Positions			**3.0**	**$ 178,044**	**3.0**	**$ 193,656**	0.0	**$ 15,612**	**8.8%**
PART-TIME FUNDING									
Alderman	E & A			$ 40,407		$ 40,252		$ (155)	-0.4%
Deputy Alderman	E & A			$ 22,237		$ 22,152		$ (85)	-0.4%
Bailiff	CWA P/T			$ 79,058		$ 77,390		$ (1,668)	-2.1%
Secretary	CWA P/T			$ 40,309		$ 41,740		$ 1,431	3.6%
Total Part-Time Funding				**$ 182,011**		**$ 181,534**		**$ (477)**	**-0.3%**
OTHER									
Service Award				$ -		$ 1,086		$ 1,086	100.0%
Sick Pay				$ -		$ 1,283		$ 1,283	100.0%
Overtime				$ 1,000		$ 1,000		$ -	0.0%
Device Reimbursements				$ -		$ 600		$ 600	100.0%
Total Other				**$ 1,000**		**$ 3,969**		**$ 2,369**	**236.9%**
Total All			**3.0**	**$ 361,055**	**3.0**	**$ 379,159**	**0.0**	**$ 17,504**	**4.8%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111152	6020	Supervisory	$ 55,508	$ 57,728	$ 60,037	$ 65,875	$ 66,536	$ 70,658
0111152	6060	Customer Service	147,727	149,115	136,681	137,927	151,817	164,738
0111152	6410	Alderman	59,581	60,004	60,004	64,343	62,644	62,404
0111152	6420	Bailiffs	14,793	44,219	47,906	60,125	79,058	77,390
0111152	6580	Service Award	1,948	1,005	424	244	-	1,086
0111152	6590	Sick Pay	987	1,056	-	-	-	1,283
0111152	6600	Part-Time	-	-	-	7,710	-	-
0111152	6620	Overtime	19	-	-	-	1,000	1,000
0111152	6885	Device Reimbursement	-	-	-	-	-	600
0111152	6920	Unemployment Comp. Ins.	2,537	2,566	2,488	2,673	2,079	2,970
0111152	6930	Social Security Taxes	21,276	23,833	23,269	25,645	27,241	28,907
0111152	6940	City Pension Plan	23,902	30,548	17,450	21,894	31,920	29,466
0111152	6941	Defined Contribution 401(a) Plan	3,330	5,120	7,089	7,912	7,706	8,633
0111152	6950	Term Life Insurance	774	780	937	998	1,031	960
0111152	6960	Group Hospitalization Ins.	31,620	30,295	28,224	28,004	49,608	31,260
0111152	6961	Long-Term Disability Ins.	294	294	370	399	412	253
0111152	6962	Dental Insurance	2,390	2,050	1,841	1,762	2,852	2,025
0111152	6963	Flexible Spending Account	63	42	-	-	-	-
0111152	6965	Post-Employment Benefits	8,804	12,883	7,011	8,093	5,125	5,805
0111152	6966	Retirement Health Savings Account	1,359	2,069	2,801	3,012	2,886	2,907
0111152	6967	Emergency Room Reimbursements	-	-	-	-	435	435
0111152	6968	Vision Insurance Premiums	154	138	122	117	164	134
TOTAL PERSONNEL SERVICES			**$ 377,066**	**$ 423,745**	**$ 396,654**	**$ 436,733**	**$ 492,514**	**$ 492,914**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111153	7040	Firearm Supplies	$ 7,431	$ 35	$ -	$ -	$ 400	$ 400
0111153	7130	Tools/Small Equipment	727	-	-	-	-	-
0111153	7131	Information Technology Supplies	2,400	-	129	9,256	-	-
0111153	7140	Uniforms	2,807	-	(162)	531	1,000	4,150
0111153	7150	Office Supplies	2,485	6,915	2,948	2,144	5,000	4,000
0111153	7160	Books, Periodicals, Etc.	19	-	-	-	500	500
TOTAL MATERIALS AND SUPPLIES			**$ 15,869**	**$ 6,950**	**$ 2,915**	**$ 11,931**	**$ 6,900**	**$ 9,050**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111154	8030	Casualty Insurance	$ 2,083	$ 1,751	$ 1,820	$ 2,021	$ 5,967	$ 7,706
0111154	8033	Insurance - Broker	143	189	195	197	1,217	1,197
0111154	8035	Insurance - Worker's Compensation	-	-	645	793	850	5,600
0111154	8040	Merchant Fees and Discounts	20,889	22,746	22,549	14,676	20,000	21,000
0111154	8050	Phone/Communications	153	158	169	190	180	690
0111154	8131	Information Technology Cont'l	19,112	10,414	21,416	18,053	5,047	7,327
0111154	8312	Fleet & Facilities Services	8,628	87,126	12,798	15,649	19,534	26,548
0111154	8550	Misc. Contracted Svc.	7,089	487	432	320	750	750
TOTAL CONTRACTUAL SERVICES			**$ 58,097**	**$ 122,871**	**$ 60,024**	**$ 51,899**	**$ 53,545**	**$ 70,818**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111155	9060	Depreciation Expense	$ 678	$ 678	$ 678	$ 339	$ -	$ -
0111155	9070	Training & Continuing Educ/Conf	45	-	788	-	1,200	1,200
TOTAL OTHER CHARGES			**$ 723**	**$ 678**	**$ 1,466**	**$ 339**	**$ 1,200**	**$ 1,200**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 10,875	$ 10,473	$ 2,281	$ 12,542	$ 10,211	$ 12,078
Electrcity Used	4,207	4,305	-	4,319	4,319	4,361
Information Technology	37,908	29,461	25,821	29,971	29,253	33,850
Mailroom and Postage	-	3	433	431	502	454
Printing and Reproduction	100	93	87	57	97	97
Records	-	8,676	9,776	10,597	11,172	11,631
TOTAL INTER-DEPT. CHARGES	**$ 53,090**	**$ 53,011**	**$ 38,398**	**$ 57,917**	**$ 55,554**	**$ 62,471**

OPERATING EXPENSES - JUDICIAL DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 504,845**	**$ 607,255**	**$ 499,457**	**$ 558,819**	**$ 609,713**	**$ 636,453**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF FINANCE

FINANCE SERVICES

- Treasury Management
- Asset Management
- Risk Management
- Budget Control

ACCOUNTING

- Annual Financial Report
- Budget Reporting
- Monthly Council Reporting
- Payroll Processing
- Accounts Payable
- Grant Management/Reporting
- Real Estate Tax Billing
- Contractual/Insurance billing
- Permit Review
- CIP Management/Reporting
- Debt Service Mgmt./Reporting
- Accounts Receivable Oversight

CUSTOMER SERVICE

- Revenue Collection
- Utility Services
- Customer Information
- Customer Education
- Cashiering of Payments
- Utility Billing
- Meter Reading
- Meter Disconnects
- Customer Relations
- Utility Program Administration
- Utility Usage Inquiries
- New Service Requests
- Customer Portal Support

INFORMATION TECHNOLOGY

- Infrastructure
- Applications
- Desktop Support
- System Operations
- Data Management
- Program Design
- User Education
- Cyber Security
- Physical Security
- Identity and Access Management
- Telephony

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2022 DEPARTMENTAL NARRATIVE

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

Accounting:

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

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts; a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2021 budget for all funds totals $94.6 million including a $3.6 million net capital budget.

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

2022 DEPARTMENTAL NARRATIVE

Payments and Utility Billing (PUB):

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

Information Technology (IT):

- The IT division is responsible for providing the technology infrastructure, line-of-business application management, and daily support services for all City of Newark buildings, departments, and users. IT is also responsible for: general workstation and end-user support; servers and group services; web applications; researching new and innovative technologies; networking and communications support; security; computer operations; training and education.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2021 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2021 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2021 include:

Accounting:

- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" by the Government Officers Association (GFOA) for the 2019 Annual Comprehensive Financial Report.

- Submitted the Annual Comprehensive Financial Report for 2020 to the GFOA for consideration of the "Certificate of Achievement for Excellence in Financial Reporting".

- Received an unmodified audit opinion and no material weaknesses based on the audit of the City's financial statements for the year ended December 31, 2020 by CliftonLarsonAllen LLP.

Budget:

- Restored the City's bond rating with FitchRatings from AA+ with a negative outlook, back to AA+ with a stable outlook, as the City exceeded FitchRatings' expectations coming out of the Covid-19 pandemic and associated subsequent states-of-emergency that followed.

- Continue to work on preserving the financial health of the City from the impact of the Coronavirus and subsequent states of emergencies. Worked with state, county, and federal stakeholders to ensure the City of Newark is kept relevant in all conversations at all levels of government.

- Successfully secured a $783,000 grant from the State to fund the solar project at the Newark Reservoir.

- Established the Renewable Energy Program to help the City reach its sustainability goals as presented in the Sustainability Plan.

- Worked with directors throughout the year to help find the resources needed to fund departmental budgetary shortfalls as they occurred during the year. The budgets of all departments were reduced for 2021 due to the impact of Covid-19.

Payments and Utility Billing (PUB):

- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.

- Continued the relationship between Catholic Charities and Efficiency Smart requiring energy education from Efficiency Smart prior to releasing City funds.

- Worked with the Delaware State Housing Authority to promote the rental and utility assistance program to our residents in need of financial assistance brought on by Covid-19.

Payments and Utility Billing (PUB) - continued:

- Implemented a “call-back” feature to reduce hold times and provide customers an option to receive a call back from customer service staff to avoid waiting on hold.

- Work with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers impacted by COVID to get back on their feet financially.

- Incorporated bilingual letters and courtesy calls to residents.

- Actively recruited and filled two key vacant Customer Service Representative I positions in order to maintain the high level of customer service excellence our customers are accustomed to.
  - Remote training successfully conducted during COVID.

- Cloud-based PUBs manual recreated allowing approved users to update as required to keep up to date.

- Worked with IT in the Harris Northstar Customer Information System (CIS), Customer Connect and mCare upgrades in January and September. Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.

- Worked with Accounting, IT, and Communications with the implementation of the Renewable Energy Program.

- Implemented a new bill automation process between Northstar and Compass in June.

Information Technology (IT) Applications:

- Upgraded Harris Northstar Customer Information System (CIS), Customer Connect and mCare in January and September. Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.

- Implemented the Renewable Energy Program to Northstar CIS in May/June.

- Implemented a new bill automation process between Northstar and Compass in June.

- Migrated Munis, Tyler Content Manager and Cashiering to Tyler Technologies Software as a Service (SaaS) solution in June. This method of software delivery is a cloud-based platform which provided an additional level of security to the City’s accounting system.

- Converted from Authorize.net to Paymentus for Tyler applications (September) in order to reduce and streamline the multiple numbers of payment processors used by the City.

Information Technology (IT) Applications - continued:

- Implemented optical mark reading (OMR) on bill print to indicate multiple pages and if return envelopes were needed for mailing (September). Our current method of sending utility bills does not recognize if a bill has multiple pages or if a return envelope is necessary, the implementation of OMR on the utility bill will allow for the mail machine to identify whether to stuff multiple pages or if a return envelope is needed.

- Implemented journal entry workflow, saving time and eliminating paper for the Accounting division. (by end of year).

- Expanded Employee Self Service (ESS) Open Enrollment to include additional benefit options (Sept/Oct) to ease administration of the program for both Human Resources and our employees.

- Implemented Munis AP Payment Manager (Oct/Nov). This program simplifies the AP Cash Disbursements process by combining the selection of invoices to be paid, printing of checks, EFT processing and posting of the cash disbursement journal into one easy and convenient program.

- Implemented Northstar's Automation Platform (Nov/Dec) in order to provide workflow efficiencies for the Payment and Utility Billing group, creating a better overall customer experience for our end-users.

- Upgraded Tyler Cashiering to version 2020, using Tyler Identity, eliminating the necessity for additional username/password (Nov/Dec). Our current version of Tyler Cashiering does not support a single sign on solution which requires users to utilize additional username/password.

Information Technology (IT) Infrastructure:

- Rolled out multi-factor authentication (MFA) to municipal employees further securing the city's network.
- Established a Mobile Device Management (MDM) systems allowing us to centrally configure and control city owned mobile devices.
- Updated nearly all Windows workstations (version 1909) bringing them all back under support.
- Enhanced our asset management and tracking capabilities through new processes.
- Produced and published training videos covering common problems and questions.
- Upgraded our anti-virus and content filtering applications to modern standards.
- Worked with Verizon to upgrade most of our remaining copper phone lines to fiber.
- City of Newark WIFI Refresh Rebuild and Enhancements.
- Redesigned the WIFI Network to allow for a Separate WIFI Management network and replaced Municipal and Police WIFI networks with new Access Points to enhanced coverage.
- Strengthened WIFI security by building a Radius server for authentication.

Information Technology (IT) Infrastructure – continued:

- Worked with the vendor on implementation of the police body cameras, in-car cameras, and interview room cameras; which included a new secure and isolated network.
- Configured Cradle Point Management for the Police Department in their private cloud.
- Restored two core switches due to hardware failures with minimal downtime and no loss of Data.
- Worked with the vendor and the Applications Support team to transition to Tyler's SaaS offering. Established a Secure Data Tunnel for the Traffic of Tyler Munis Data to and from our production network to Tyler's cloud network.
- Assisted in the move of the Parking Office to its new location, which consisted of the moving of fiber, terminating network connections, and building a new data closet.
- Worked with Electric to deploy new cameras on the James Hall and Pomeroy Trails.
- Configured a new backup network for physical servers in the data center.
- Upgraded our remote access solution, removed the physical appliance, transitioned it to a virtual machine and enabled multi-factor authentication.
- Installed and configured a new password reset server.
- Worked with Electric and the vendor to deploy a new Electric SCADA system.
- Worked with PWWR to establish a server patch schedule that will minimize down time and interruption to their business.
- Migrated most department files to OneDrive for Business and SharePoint. Trained the members of the departments that were transitioned on those technologies.
- Set up automation scripts intended to make onboarding new employees less cumbersome and more accurate.
- Configured a remote power rebooter for the PD ringdown line to the University of Delaware PD with a graphical front end that can be operated by the police reducing the need for them to call out support if the device needs to be rebooted after hours.
- Created a utility for GIS admins to restart relevant services on the GIS servers.
- Upgraded our ticket and asset management system.
- Established an application store front that allows for self-service installations of pre-approved applications.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2022 DEPARTMENTAL GOALS

Goals for 2022 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2021 Annual Comprehensive Financial Report.

- Become the first municipality in the state to prepare a Popular Annual Financial Report (PAFR). The GFOA established the PAFR Program in 1991 to encourage and assist state and local governments to extract information from their comprehensive annual financial report to produce high-quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.

- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.

- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.

- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.

- Work with the Council, the City Manager, Department Directors, the State, County, and our residents on determining the best use for the American Rescue Plan Act (ARPA) funds.

- Ensure a skilled, responsive, and innovative Finance and Information Technology team that keeps current with evolving business-critical technologies, while providing high quality customer service.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department

Summary:

FINANCE DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 1,377,380	$ 1,541,637	$ 1,633,541	$ 1,704,067	$ 1,686,922	$ 1,697,330
Materials and Supplies	144,657	147,513	22,593	26,868	24,550	23,850
Contractual Services	197,343	386,465	176,773	193,544	225,022	274,982
Other Charges	286,078	130,432	55,692	75,174	77,384	77,770
Subtotal	$ 2,005,458	$ 2,206,047	$ 1,888,599	$ 1,999,653	$ 2,013,878	$ 2,073,932
Inter-Dept. Charges	(1,703,370)	(1,887,687)	(1,781,338)	(1,687,056)	(1,733,028)	(1,738,298)
Total Operating Expenses	**$ 302,088**	**$ 318,360**	**$ 107,261**	**$ 312,597**	**$ 280,850**	**$ 335,634**

FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2022

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Director of Finance	MGMT	33	1.0	$ 136,402	1.0	$ 139,276	0.0	$ 2,874	2.1%
Deputy Director of Finance	MGMT	29	1.0	$ 114,456	1.0	$ 119,053	0.0	$ 4,597	4.0%
Payments & Utility Billing Manager	MGMT	21	1.0	$ 83,370	1.0	$ 87,341	0.0	$ 3,971	4.8%
Accountant II	CWA F/T	18	2.0	$ 170,107	2.0	$ 174,222	0.0	$ 4,115	2.4%
PUB System Support Analyst	CWA F/T	18	1.0	$ 74,507	1.0	$ 78,687	0.0	$ 4,180	5.6%
Financial Analyst	CWA F/T	14	1.0	$ 60,844	1.0	$ 64,302	0.0	$ 3,458	5.7%
Finance Assistant	CWA F/T	13	1.0	$ 54,106	1.0	$ 57,173	0.0	$ 3,067	5.7%
Utility Billing Technician	CWA F/T	13	1.0	$ 70,678	1.0	$ 71,789	0.0	$ 1,111	1.6%
Customer Service Clerk II	CWA F/T	11	1.0	$ 65,444	1.0	$ 66,471	0.0	$ 1,027	1.6%
Customer Service Clerk I	CWA F/T	10	3.0	$ 162,005	3.0	$ 139,894	0.0	$ (22,111)	-13.6%
Total Full-Time Positions			**13.0**	**$ 991,919**	**13.0**	**$ 998,208**	0.0	**$ 6,289**	**0.6%**
PART-TIME FUNDING									
Finance Assistant	CWA P/T			$ 29,117		$ 33,294		$ 4,177	14.3%
Total Part-Time Funding				**$ 29,117**		**$ 33,294**		**$ 4,177**	**14.3%**
OTHER									
Service Award				$ 14,618		$ 13,343		$ (1,275)	-8.7%
Sick Pay				$ 7,693		$ 10,073		$ 2,380	30.9%
Overtime				$ 17,500		$ 22,000		$ 4,500	25.7%
Device Reimbursements				$ 1,800		$ 1,800		$ -	0.0%
Total Other				**$ 41,611**		**$ 47,216**		**$ 5,605**	**13.5%**
Total All			**13.0**	**$ 1,062,647**	**13.0**	**$ 1,078,718**	**0.0**	**$ 16,071**	**1.5%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111102	6020	Supervisory	$ 204,209	$ 222,394	$ 235,287	$ 254,508	$ 250,858	$ 258,329
0111102	6040	Accounting	267,078	266,942	286,339	282,318	285,057	295,697
0111102	6050	Information Technology	57,841	61,760	65,096	71,433	74,507	78,687
0111102	6060	Customer Service	333,804	342,592	357,148	370,794	381,497	365,495
0111102	6580	Service Award	8,874	9,706	12,236	13,495	14,618	13,343
0111102	6590	Sick Pay	6,956	6,410	12,245	5,473	7,693	10,073
0111102	6600	Part-Time	11,552	38,516	6,990	28,096	29,117	33,294
0111102	6620	Overtime	3,461	16,132	20,634	19,953	17,500	22,000
0111102	6880	Uniform Allowance	120	-	-	-	-	-
0111102	6885	Device Reimbursement	-	1,800	1,800	1,800	1,800	1,800
0111102	6920	Unemployment Comp. Ins.	4,775	3,979	4,092	4,578	4,156	4,156
0111102	6930	Social Security Taxes	65,939	70,420	71,755	76,702	77,662	78,714
0111102	6940	City Pension Plan	114,739	145,076	166,190	189,579	168,178	149,229
0111102	6941	Defined Contribution 401(a) Plan	24,055	26,929	31,230	33,502	34,863	38,599
0111102	6950	Term Life Insurance	3,688	3,929	4,864	4,723	4,994	4,195
0111102	6960	Group Hospitalization Ins.	206,801	238,876	265,212	253,015	264,071	275,679
0111102	6961	Long-Term Disability Ins.	1,454	1,548	2,034	2,031	2,160	1,214
0111102	6962	Dental Insurance	13,041	12,567	13,292	12,426	12,825	14,289
0111102	6963	Flexible Spending Account	420	630	662	583	567	567
0111102	6964	Health Savings Account	-	-	-	-	-	3,000
0111102	6965	Post-Employment Benefits	40,848	61,954	65,744	69,250	43,534	36,144
0111102	6966	Retirement Health Savings Account	6,221	6,896	7,916	8,414	8,658	10,164
0111102	6967	Emergency Room Reimbursements	800	1,837	2,000	705	1,884	1,884
0111102	6968	Vision Insurance Premiums	704	744	775	689	723	778
TOTAL PERSONNEL SERVICES			**$ 1,377,380**	**$ 1,541,637**	**$ 1,633,541**	**$ 1,704,067**	**$ 1,686,922**	**$ 1,697,330**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111103	7130	Tools,Field Sup.,Small Equip.	$ 254	$ 449	$ 373	$ -	$ -	$ -
0111103	7131	Information Technology Supplies	2,087	127	-	10,284	1,250	2,150
0111103	7150	Office Supplies	4,675	5,574	5,413	2,230	8,000	6,500
0111103	7160	Books, Periodicals, Etc.	-	-	190	-	300	200
0111103	7170	Postage	113,419	121,954	-	-	-	-
0111103	7180	Billing & Collec. Supplies	18,439	14,603	16,586	14,354	15,000	15,000
0111103	7200	Copying Supplies	5,174	4,806	-	-	-	-
0111103	7550	Miscellaneous Supplies	609	-	31	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 144,657**	**$ 147,513**	**$ 22,593**	**$ 26,868**	**$ 24,550**	**$ 23,850**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111104	8020	Advertising	$ 430	$ -	$ 556	$ -	$ -	$ -
0111104	8030	Casualty Insurance	6,496	5,664	5,395	5,776	16,216	20,810
0111104	8032	Insurance - Auto	535	1,030	995	1,086	1,433	1,624
0111104	8033	Insurance - Broker	476	631	650	656	3,287	3,232
0111104	8035	Insurance - Worker's Compensation	-	-	1,846	2,378	2,550	2,400
0111104	8040	Merchant Fees and Discounts	12,630	14,118	22,128	30,019	12,000	30,000
0111104	8050	Phone/Communications	2,757	926	848	80	-	-
0111104	8131	Information Technology Cont'l	54,964	51,604	36,111	31,618	32,819	42,287
0111104	8170	Auditing Fees	59,500	53,305	54,489	59,530	62,000	62,225
0111104	8300	Mach. & Equip. Maintenance	9,653	5,935	-	-	-	-
0111104	8312	Fleet & Facilities Services	26,467	241,174	36,702	44,084	61,167	72,404
0111104	8550	Misc. Contracted Svc.	23,435	12,078	17,053	18,317	33,550	40,000
TOTAL CONTRACTUAL SERVICES			**$ 197,343**	**$ 386,465**	**$ 176,773**	**$ 193,544**	**$ 225,022**	**$ 274,982**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111105	9010	Bad Debt Expense	$ 130,271	$ 3,413	$ -	$ -	$ -	$ -
0111105	9020	Mileage & Small Bus. Exp.	1,005	636	682	-	800	800
0111105	9060	Depreciation Expense	133,457	106,260	36,538	73,177	61,584	65,470
0111105	9070	Training & Continuing Educ/Conf	21,345	20,123	18,472	1,997	15,000	11,500
TOTAL OTHER CHARGES			**$ 286,078**	**$ 130,432**	**$ 55,692**	**$ 75,174**	**$ 77,384**	**$ 77,770**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Finance	$ (506,611)	$ (566,797)	$ (552,122)	$ (659,760)	$ (781,948)	$ (692,220)
Electricity Used	11,152	11,411	-	11,448	11,448	11,559
Information Technology	75,807	80,352	70,424	81,728	79,785	92,324
Mailroom and Postage	-	8	1,422	1,416	1,651	1,493
Printing and Reproduction	(4,681)	(4,348)	427	278	477	477
Records	-	1,810	1,852	2,142	2,017	2,230
Utility Billing	(1,279,037)	(1,410,123)	(1,303,341)	(1,124,308)	(1,046,458)	(1,154,161)
TOTAL INTER-DEPT. CHARGES	**$ (1,703,370)**	**$ (1,887,687)**	**$ (1,781,338)**	**$ (1,687,056)**	**$ (1,733,028)**	**$ (1,738,298)**

OPERATING EXPENSES - FINANCE DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ 302,088**	**$ 318,360**	**$ 107,261**	**$ 312,597**	**$ 280,850**	**$ 335,634**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

General Fund - Finance Department - Information Technology Division

Summary:

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
OPERATING EXPENSES						
Personnel Services	$ 1,206,088	$ 982,275	$ 844,320	$ 1,055,315	$ 1,039,569	$ 1,069,183
Materials and Supplies	45,807	29,901	25,803	32,451	44,900	42,500
Contractual Services	372,480	532,849	388,003	440,873	601,973	542,806
Other Charges	83,389	114,784	151,244	65,438	87,466	269,206
Subtotal	$ 1,707,764	$ 1,659,809	$ 1,409,370	$ 1,594,077	$ 1,773,908	$ 1,923,695
Inter-Dept. Charges	(1,707,764)	(1,659,809)	(1,409,370)	(1,594,077)	(1,773,908)	(1,923,695)
Total Operating Expenses	$ -	$ -	$ -	$ -	$ -	$ -

FINANCE DEPARTMENT
WAGE AND SALARY BUDGET - 2022
INFORMATION TECHNOLOGY DIVISION

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
IT Infrastructure Manager	MGMT	28	1.0	$ 112,114	1.0	$ 114,476	0.0	$ 2,362	2.1%
IT Applications Manager	MGMT	23	1.0	$ 89,516	1.0	$ 94,738	0.0	$ 5,222	5.8%
IT Network Admin II	CWA F/T	21	1.0	$ 94,346	1.0	$ 95,828	0.0	$ 1,482	1.6%
IT Systems Admin I	CWA F/T	21	2.0	$ 183,559	2.0	$ 190,166	0.0	$ 6,607	3.6%
IT System and Security Admin	CWA F/T	19	1.0	$ 77,860	1.0	$ 79,113	0.0	$ 1,253	1.6%
IT Application Support Analyst	CWA F/T	16	1.0	$ 54,509	1.0	$ 57,601	0.0	$ 3,092	5.7%
Desktop Support Lead	CWA F/T	12	1.0	$ 47,490	1.0	$ 50,179	0.0	$ 2,689	5.7%
Total Full-Time Positions			**8.0**	**$ 659,394**	**8.0**	**$ 682,101**	0.0	**$ 22,707**	**3.4%**
OTHER									
Service Award				$ 8,851		$ 9,671		$ 820	9.3%
Sick Pay				$ 3,661		$ 4,045		$ 384	10.5%
Overtime				$ 8,000		$ 8,000		$ -	0.0%
Shift Differential				$ -		$ 400		$ 400	100.0%
Device Reimbursements				$ 5,400		$ 5,400		$ -	0.0%
Total Other				**$ 25,912**		**$ 27,516**		**$ 1,604**	**6.2%**
Total All			**8.0**	**$ 685,306**	**8.0**	**$ 709,617**	**0.0**	**$ 24,311**	**3.5%**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111162	6020	Supervisory	$ 183,526	$ 142,353	$ 146,638	$ 204,184	$ 201,630	$ 209,214
0111162	6050	Information Technology	598,626	469,438	371,678	441,471	457,764	472,887
0111162	6080	Clerical	27,429	-	-	-	-	-
0111162	6580	Service Award	9,092	6,636	7,191	8,070	8,851	9,671
0111162	6590	Sick Pay	1,567	2,436	1,757	2,577	3,661	4,045
0111162	6615	Interns	1,456	-	-	-	-	-
0111162	6620	Overtime	9,232	5,744	11,275	5,898	8,000	8,000
0111162	6621	Shift Differential	-	-	77	307	-	400
0111162	6880	Uniform Allowance	545	-	-	-	-	-
0111162	6885	Device Reimbursement	-	4,400	4,600	5,300	5,400	5,400
0111162	6920	Unemployment Comp. Ins.	4,733	2,509	2,333	2,509	2,378	2,378
0111162	6930	Social Security Taxes	61,617	45,530	39,012	48,193	49,240	51,199
0111162	6940	City Pension Plan	81,887	87,176	77,260	98,451	59,663	57,384
0111162	6941	Defined Contribution 401(a) Plan	27,424	24,997	18,954	27,614	28,634	29,584
0111162	6950	Term Life Insurance	2,988	3,164	3,315	3,780	3,185	2,753
0111162	6960	Group Hospitalization Ins.	145,021	129,695	113,247	150,009	165,982	175,202
0111162	6961	Long-Term Disability Ins.	1,189	1,120	1,150	1,385	1,486	863
0111162	6962	Dental Insurance	9,862	7,993	6,280	7,793	8,540	9,338
0111162	6963	Flexible Spending Account	163	284	252	357	315	315
0111162	6964	Health Savings Account	2,625	4,500	3,000	3,000	3,000	1,500
0111162	6965	Post-Employment Benefits	28,482	36,958	30,320	36,082	23,003	20,178
0111162	6966	Retirement Health Savings Account	7,736	6,511	5,224	7,107	7,215	7,236
0111162	6967	Emergency Room Reimbursements	400	400	400	800	1,161	1,161
0111162	6968	Vision Insurance Premiums	488	431	357	428	461	475
TOTAL PERSONNEL SERVICES			**$ 1,206,088**	**$ 982,275**	**$ 844,320**	**$ 1,055,315**	**$ 1,039,569**	**$ 1,069,183**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111163	7130	Tools, Field Sup., Small Equip.	$ 29,625	$ 23,311	$ 23,174	$ 27,914	$ 27,000	$ 37,500
0111163	7136	Software	8,668	2,782	141	4,281	14,400	1,500
0111163	7150	Office Supplies	6,843	3,741	2,411	256	3,000	3,000
0111163	7550	Miscellaneous Supplies	671	67	77	-	500	500
TOTAL MATERIALS & SUPPLIES			**$ 45,807**	**$ 29,901**	**$ 25,803**	**$ 32,451**	**$ 44,900**	**$ 42,500**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111164	8020	Advertising	$ 720	$ -	$ -	$ -	$ -	$ -
0111164	8030	Casualty Insurance	3,503	2,758	2,428	2,599	9,566	12,331
0111164	8033	Insurance - Broker	238	315	325	328	1,948	1,915
0111164	8035	Insurance - Worker's Compensation	-	-	1,231	1,585	1,700	1,600
0111164	8050	Phone/Communications	5,219	2,636	1,990	2,867	2,904	3,220
0111164	8136	Subscription Services (Software or SAAS)	190,401	207,357	190,056	142,358	313,194	218,078
0111164	8137	Leased Equipment (Contractual)	77,270	176,489	118,192	204,840	158,180	177,773
0111164	8300	Mach. & Equip. Maintenance	-	1,292	-	-	-	-
0111164	8312	Fleet & Facilities Services	13,178	111,020	16,337	19,976	20,481	33,889
0111164	8550	Misc. Contracted Svc.	81,951	30,982	57,444	66,320	94,000	94,000
TOTAL CONTRACTUAL SERVICES			**$ 372,480**	**$ 532,849**	**$ 388,003**	**$ 440,873**	**$ 601,973**	**$ 542,806**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
0111165	9020	Mileage & Small Bus. Exp.	$ 233	$ 59	$ -	$ -	$ -	$ -
0111165	9031	Information Technology Training	299	1,678	-	-	-	-
0111165	9060	Depreciation Expense	48,121	95,760	127,728	63,814	82,466	259,206
0111165	9070	Training & Continuing Educ/Conf	34,736	17,287	23,516	1,624	5,000	10,000
TOTAL OTHER CHARGES			**$ 83,389**	**$ 114,784**	**$ 151,244**	**$ 65,438**	**$ 87,466**	**$ 269,206**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Billings and Accounting	$ 23,424	$ 25,954	$ 4,215	$ 30,870	$ 24,918	$ 29,745
Electric Used	6,426	5,496	-	5,514	5,514	5,567
Information Technology	(1,737,769)	(1,727,792)	(1,443,968)	(1,674,312)	(1,809,490)	(1,969,920)
Other Indirect Charges	-	36,389	30,249	43,763	5,000	10,763
Printing and Reproduction	155	144	134	88	150	150
TOTAL INTER-DEPT. CHARGES	**$ (1,707,764)**	**$ (1,659,809)**	**$ (1,409,370)**	**$ (1,594,077)**	**$ (1,773,908)**	**$ (1,923,695)**

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Debt Service Fund

Summary:

DEBT SERVICE	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
Fund Balance - January 1st	**$ 46,340**	**$ 46,340**	**$ 46,340**	**$ 46,340**	**$ 42,034**	**$ 46,340**
Receipts						
Transfer from Other Funds	$ 246,711	$ 271,402	$ 271,152	$ 271,446	$ 281,363	$ 751,239
Total Receipts	**$ 246,711**	**$ 271,402**	**$ 271,152**	**$ 271,446**	**$ 281,363**	**$ 751,239**
Disbursements						
Interest on GOB Series 2011	$ 19,850	$ 16,350	$ 11,100	$ 5,700	$ -	$ -
Debt Service Interest - Unit 423 Lease Payment	-	-	-	-	-	18,225
Debt Service Interest - Unit 554 Lease Payment	-	-	-	-	-	23,804
Debt Service Interest - Unit 803 Lease Payment	-	-	-	-	-	3,584
Debt Service Interest - Unit 838 Lease Payment	-	-	-	-	-	6,404
Debt Service Interest - Unit 911 Lease Payment	-	-	-	-	-	7,652
Debt Service Interest - Unit 913 Lease Payment	-	-	-	-	-	7,412
Debt Service Interest - Unit 920 Lease Payment	-	-	-	-	-	7,040
Debt Service Interest - Unit 1401 Lease Payment	-	-	-	-	-	10,448
Debt Service Interest - Unit 1426 Lease Payment	-	-	-	-	-	6,776
Debt Service Interest - (ESCO)	-	-	-	-	-	33,124
Interest on Energy Conservation Loan	3,116	2,561	1,995	1,418	829	228
Interest on Fiber Lease	5,452	11,004	9,945	8,827	7,677	6,494
Interest on Bond Funding for General Fund Projects	-	-	-	-	112,000	340,000
Principal Payments						
GOB Series 2011	175,000	175,000	180,000	190,000	-	-
Debt Service Principal - Unit 528 Lease Payment	-	-	-	-	60,331	60,291
Debt Service Principal - Unit 914 Lease Payment	-	-	-	-	6,168	11,937
Debt Service Principal - Unit 923 Lease Payment	-	-	-	-	6,168	11,937
Debt Service Principal - Unit 924 Lease Payment	-	-	-	-	6,169	11,937
Debt Service Principal - Unit 931 Lease Payment	-	-	-	-	6,169	11,937
Debt Service Principal - Office Equipment Lease Payment	-	-	-	-	-	50,568
Debt Service Principal - (ESCO)	-	-	-	-	-	55,810
Energy Conservation Loan	27,681	28,236	28,802	29,379	29,968	22,870
Fiber Lease	15,612	38,251	39,310	40,428	41,578	42,761
Total Disbursements	**$ 246,711**	**$ 271,402**	**$ 271,152**	**$ 275,752**	**$ 277,057**	**$ 751,239**
Fund Balance - End of Period	**$ 46,340**	**$ 46,340**	**$ 46,340**	**$ 42,034**	**$ 46,340**	**$ 46,340**
Bonds Outstanding - December 31st						
GOB Series 2011	545,000	370,000	190,000	-	-	-
TOTAL DEBT SERVICE FUND	**$ 545,000**	**$ 370,000**	**$ 190,000**	**$ -**	**$ -**	**$ -**

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Capital Projects Fund

Expenditures:

CAPITAL IMPROVEMENTS			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
3063006	9620	Land & Land Improvement	$ 9,410	$ 81,668	$ 66,973	$ (37,605)	$ 85,000	$ 70,000
3063006	9621	Buildings & Structures	28,982	107	-	697,542	-	-
3063006	9622	Machinery & Equipment	-	18,607	32,082	7,493	123,268	235,000
3063006	9623	Autos & Trucks	42,560	-	47,551	26,606	-	29,051
3063006	9760	CIP - Streets Material	-	350,496	933,603	297,223	-	159,999
3063006	9860	CIP - Lines & Streets Labor	-	11,235	-	3,544	-	1,500
3063006	9960	CIP - Streets Contractual	-	-	-	-	-	456,729
TOTAL CAPITAL IMPROVEMENTS			**$ 80,952**	**$ 462,113**	**$ 1,080,209**	**$ 994,803**	**$ 208,268**	**$ 952,279**

EQUIPMENT REPLACEMENT			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
3063026	9623	Autos & Trucks	$ -	$ -	$ -	$ -	$ 139,393	$ -
TOTAL EQUIPMENT REPLACEMENT			**$ -**	**$ -**	**$ -**	**$ -**	**$ 139,393**	**$ -**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Capital Projects Fund

Expenditures:

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
PUBLIC WORKS DEPARTMENT								
R2201 - Roll Off Dumpster Purchase	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
H2201 - Annual Street Program	450,000	288,759	-	562,916	-	-	-	150,000
H2202 - ADA Accessibility Transition Plan (CDBG provides the $24,100 grant)	-	-	-	24,100	138,178	-	-	-
H2203 - City Hall Parking Lot Rehabilitation	-	20,937	-	-	-	-	525,000	-
H1503 - Newark Transportation Plan Implementation	-	-	-	50,000	-	-	-	-
HEQSF - Equipment Replacement Program	24,712	-	60,288	-	-	-	-	-
T2201 - Survey Equipment Purchase	25,000	-	-	-	-	-	-	-
TOTAL	**$ 519,712**	**$ 309,696**	**$ 60,288**	**$ 637,016**	**$ 138,178**	**$ -**	**$ 525,000**	**$ 150,000**
POLICE DEPARTMENT								
C2201 - Police Handgun Upgrade	$ 66,153	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C2204 - Police Motorcycle Computer Upgrade	23,426	-	-	-	-	-	-	-
C2205 - Portable Radio Replacement	33,649	-	-	-	-	-	-	-
C1903 - NPD Ethernet Rewiring Project	-	32,000	-	-	-	-	-	-
C1601 - Taser X26P Replacement	-	-	24,692	-	-	-	-	-
C1401 - Ballistic Vests	-	-	12,720	-	-	-	-	-
CEQSF - Equipment Replacement Program	-	-	60,000	-	-	-	-	-
TOTAL	**$ 123,228**	**$ 32,000**	**$ 97,412**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS & RECREATION DEPARTMENT								
K2203 - Dickey and George Wilson Center Pool Resurfacing	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
K2004 - Facilities Accessibilty (ADA Compliance)	30,000	-	-	-	-	-	-	-
K1704 - Lumbrook Park Pavilion	-	41,275	-	-	-	-	-	-
K1301 - Hard Surface Facilities Improvements	-	-	-	-	312,000	-	65,000	-
K1203 - Old Paper Mill Park Improvements	-	-	-	-	-	-	1,500,000	-
K0908 - Children's Play Equipment	40,000	-	-	-	-	-	-	-
KEQSF - Equipment Replacement Program	4,339	-	55,661	-	-	-	-	-
TOTAL	**$ 94,339**	**$ 41,275**	**$ 55,661**	**$ -**	**$ 312,000**	**$ -**	**$ 1,565,000**	**$ -**

(Continued on the following page)

Capital Projects Fund

Expenditures:

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
INFORMATION TECHNOLOGY DIVISION								
I2201 - Network Enhancement Project	$ -	$ -	$ -	$ -	$ -	$ -	$ 205,000	$ -
I2202 - Remote Access System	-	-	-	-	-	-	140,000	-
I2203 - Virtual Environment Upgrade	-	-	67,000	-	-	-	183,000	-
I2204 - Data Protection	-	-	50,000	-	-	-	175,000	-
I2205 - Tropos Mesh Network Replacement	-	-	-	-	-	-	1,000,000	-
I2206 - Upgrade Server OS and Migrate Applications to New Server	-	-	-	-	-	-	52,155	-
I2207 - Virtualize MDM Server and Migrate Database to Postgres	-	-	-	-	-	-	50,000	-
I1801 - Citywide Fiber (Phase II)	140,000	-	-	-	-	-	-	-
I1804 - Harris Automation Platform	75,000	-	-	-	-	-	-	-
TOTAL	**$ 215,000**	**$ -**	**$ 117,000**	**$ -**	**$ -**	**$ -**	**$ 1,805,155**	**$ -**
OTHER DEPARTMENTS								
B2201 - EnerGov Civic Services Software	$ -	$ -	$ -	$ -	$ -	$ -	$ 644,335	$ -
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 644,335**	**$ -**
TOTAL CDBG/CAPITAL PROJECTS FUNDS	**$ 952,279**	**$ 737,279**	**$ 499,971**	**$ 213,361**	**$ 637,016**	**$ 450,178**	**$ 2,449,490**	**$ 150,000**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

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

Expenditures:

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
1191192	6020	Supervisory	$ 121	$ 250	$ 38	$ -	$ -	$ -
1191192	6030	Engineering/Technical	20,987	27,173	26,372	22,508	29,362	32,899
1191192	6040	Accounting	110	321	191	-	-	-
1191192	6260	Code Enforcement	-	39	-	-	-	-
1191192	6610	Seasonal Workers	3,724	2,046	4,117	(52)	-	2,800
1191192	6620	Overtime	-	-	312	-	-	-
1191192	6920	Unemployment Comp. Ins.	-	138	171	119	112	116
1191192	6930	Social Security Taxes	1,855	2,225	2,444	1,902	2,178	2,653
1191192	6941	Defined Contribution 401(a) Plan	701	14	-	-	-	-
1191192	6950	Term Life Insurance	146	125	146	162	170	145
1191192	6960	Group Hospitalization Ins.	8,830	8,534	8,587	8,286	9,115	9,118
1191192	6961	Long-Term Disability Ins.	89	47	57	65	68	40
1191192	6962	Dental Insurance	550	529	530	486	532	569
1191192	6964	Health Savings Account	-	-	-	-	568	586
1191192	6966	Retirement Health Savings Account	235	3	-	-	-	-
1191192	6967	Emergency Room Reimbursements	-	-	-	-	55	57
1191192	6968	Vision Insurance Premiums	24	21	25	23	25	27
1191193	7500	Parks Maintenance	-	3,550	10,400	-	-	1,986
1191193	7550	Miscellaneous Supplies	1,213	461	396	-	4,400	3,000
1191194	8550	Misc. Contracted Services	-	2,802	-	-	2,800	24,100
1191194	8810	CDBG - Housing	105,330	145,546	123,587	90,814	123,500	257,419
1191194	8811	CDBG - Social Services	9,031	31,835	24,220	11,651	30,000	41,100
1191194	8813	CDBG - CARES Act Response Funds	-	-	-	6,798	-	292,714
1191195	9020	Mileage & Business Expense	-	-	184	-	-	-
1191195	9070	Training & Continuing Educ/Conf	25	-	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT			**$ 152,971**	**$ 225,659**	**$ 201,777**	**$ 142,762**	**$ 202,885**	**$ 669,329**

PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2022
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

TITLE	UNION AFFILIATION	GRADE	2021 # OF POSITIONS	2021 AS AMENDED	2022 # OF POSITIONS	2022 AS PROPOSED	POSITION DIFFERENCE	$ DIFFERENCE	% CHANGE
FULL TIME POSITIONS									
Planner II *	CWA F/T	14		$ 29,362		$ 32,899	0.0	$ 3,537	12.0%
Total Full-Time Positions			**0.0**	**$ 29,362**	**0.0**	**$ 32,899**	0.0	**$ 3,537**	**12.0%**
PART-TIME FUNDING									
Seasonal				$ -		$ 2,800		$ 2,800	100.0%
Total Part-Time Funding				**$ -**		**$ 2,800**		**$ 2,800**	**100.0%**
Total All			**0.0**	**$ 29,362**	**0.0**	**$ 35,699**	**0.0**	**$ 3,537**	**12.0%**

* Please be advised that the Planner II (Planning Division) position will be partially funded through the Community Development Block Grant in 2021 and 2022.

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

Programs:

ESTIMATED ACTIVITY ALLOCATION (47TH PROGRAM YEAR)	46TH YEAR 7/1/20-6/30/21	47TH YEAR 7/1/21-6/30/22
Newark Day Nursery (NDN) Day Care	$ 31,600	$ 35,000
Parks and Recreation Fee Assistance	500	500
Youth Beautification Corps Program (YBC)	2,800	2,800
Dickey Park Programming	25,000	5,600
Senior Home Repair and Weatherization Program	42,100	40,000
Public Works - ADA Curb Ramps	-	24,100
Newark Housing Authority - Transformation Plan	-	32,400
Home Buyer Incentive Program	-	5,000
Program Administration	20,000	40,000
Home Improvement Program	110,000	105,329
DVDC Victoria Mews Apartments - Water Intrusion Rehabilitation	-	100,000
Good Neighbors - Home Repair Program	-	8,000
Dickey Park Playground Improvements	5,600	-
George Wilson Parking Improvements	-	1,986
Newark Housing Authority - Property Acquisition	32,400	-
CARES Act Response Funds	-	292,714
TOTAL	**$ 270,000**	**$ 693,429**

(1) Please note that the $24,100 budgeted for Publics Works ADA Ramps is a capital project grant and therefore is not included in the operating revenue total.

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Law Enforcement Fund - Police Department - Law Enforcement Grants

Expenditures:

LAW ENFORCEMENT GRANTS			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
1221202	6619	Standby Pay	$ -	$ -	$ 6,751	$ 7,806	$ -	$ -
1221202	6620	Overtime	123,798	105,970	146,158	121,867	148,623	140,546
1221202	6621	Shift Differential	2,557	371	660	659	-	-
1221202	6622	Holiday Premium	-	-	524	1,013	-	-
1221202	6629	Reimbursable Overtime	216	-	-	-	-	-
1221202	6930	Social Security Taxes	7,022	5,466	8,858	5,654	10,692	10,752
1221202	6966	Retirement Health Savings Account	268	262	482	402	-	-
1221203	7110	Safety Shoes and Supplies	-	-	-	19,448	-	-
1221203	7130	Small Equipment	39,711	95,866	45,914	50,560	105,170	104,587
1221203	7140	Uniforms	-	-	6,475	2,618	-	-
1221203	7150	Office Supplies	-	26	719	-	-	-
1221203	7210	Election Expenses	-	-	-	130	-	-
1221203	7230	Janitorial Supplies	-	-	-	4,646	-	-
1221203	7250	Buildings and Grounds Maint. Supplies	-	-	-	8,596	-	-
1221203	7550	Miscellaneous Supplies	25,006	1,182	2,322	905	-	-
1221204	8020	Advertising	-	-	-	90	-	-
1221204	8130	Building & Equipment Rental	-	-	-	-	25,000	27,000
1221204	8301	Computer System Maintenance	23,000	-	-	-	-	-
1221204	8480	Communication Equip. Maint.	12,066	12,218	12,533	13,755	-	-
1221204	8550	Misc. Contracted Services	38,225	24,921	23,463	23,178	14,729	10,000
1221205	9030	Recruitment & Retention Expenses	-	-	-	916	-	-
1221205	9070	Training & Continuing Educ/Conf	12,490	42,625	25,659	16,472	35,000	35,000
1221205	9090	Overtime - Special Programs	-	183	772	298	-	-
TOTAL LAW ENFORCEMENT GRANTS			**$ 284,359**	**$ 289,090**	**$ 281,290**	**$ 279,013**	**$ 339,214**	**$ 327,885**

Law Enforcement Fund - Police Department - Federally Forfeited Property

Expenditures:

FEDERAL FORFEITED PROPERTY			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
1221293	7040	Firearm Supplies	$ -	$ -	$ -	$ 20,728	$ 13,000	$ -
1221293	7130	Tools, Fld.Sup., Small Equipment	-	-	-	3,834	25,000	15,000
1221293	7140	Uniforms	-	-	-	1,540	-	-
1221293	7550	Miscellaneous Supplies	-	-	-	1,005	-	-
1221294	8550	Miscellaneous Contracted Svc	-	-	-	2,198	-	-
1221295	9070	Training & Continuing Educ/Conf	39,505	-	10,303	-	5,000	10,000
TOTAL FEDERAL FORFEITED PROPERTY			**$ 39,505**	**$ -**	**$ 10,303**	**$ 29,305**	**$ 43,000**	**$ 25,000**

Law Enforcement Fund - Police Department - Law Enforcement Grants

Programs:

CURRENT LAW ENFORCEMENT GRANT PROGRAMS Detail:	PROJECTED AMOUNT AVAILABLE
Emergency Illegal Drug Enforcement	$ 9,800
Fund to Combat Violent Crime	105,000
State Aide to Local Law Enforcement	15,500
DEA Task Force Overtime	37,298
Delaware Criminal Justice Council Edward Byrne Memorial Grant (Pass through grant)	15,000
Federal Edward Byrne Memorial Grant	16,000
Office of Highway Safety Occupant Protection Programs	8,650
Office of Highway Safety Impaired Driving Enforcement Programs	24,100
Office of Highway Safety Distracted Driving Enforcement Programs	6,500
Office of Highway Safety Pedestrian Safety Enforcement	16,250
Federal Forfeiture	5,000
Office of Highway Safety Motorcycle Enforcement	2,500
911 Funds	66,287
TOTAL	**$ 327,885**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Special Parks Fund - Parks and Recreation Department

Expenditures:

PARKS SPECIAL REVENUE ACCOUNTS			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
FRIENDS OF SAFETY TOWN (1141)								
1351302	6690	Self-Supporting Programs	$ 619	$ 639	$ 607	$ 734	$ 1,300	$ 1,389
1351302	6930	Social Security Taxes	47	49	46	56	100	106
1351303	7690	Self-Supporting Programs Supplies	379	393	308	1,199	2,500	2,500
1351304	8690	Self-Supporting Programs Cont. Svc	-	165	-	-	500	500
COMMUNITY DONATIONS FOR PARKS (1142)								
1351303	7500	Parks Maintenance	1,685	2,314	413	-	10,000	10,000
1351304	8500	Parks Maintenance	16,472	5,711	5,055	-	5,000	5,000
BEAUTIFICATION (1143)								
1351303	7501	Island Beautification	6,590	8,844	7,135	8,712	10,000	10,000
1351304	8130	Building & Equipment Rental	-	-	-	-	1,200	1,200
CASH IN LIEU OF PARKLAND (1144)								
1351304	8500	Parks Maintenance	29,086	-	-	2,199	10,000	10,000
COMMUNITY GARDEN (1150)								
1351303	7550	Miscellaneous Supplies	357	289	107	13	500	500
TOTAL PARKS SPECIAL REVENUE ACCOUNTS			**$ 55,235**	**$ 18,404**	**$ 13,671**	**$ 12,913**	**$ 41,100**	**$ 41,195**

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

General Fund - Administrative Department - Downtown Newark Partnership

Revenue:

|------------ *Please note that this data is shown for historical reference purposes only. ------------|

DOWNTOWN NEWARK PARTNERSHIP FUND			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
140	4212	DNP Fees	$ 5,731	$ 5,658	$ -	$ -	$ -	$ -
140	4430	DNP Donations	583	-	-	-	-	-
140	4434	Raffle Proceeds	1,919	150	-	-	-	-
140	4451	Other Special Events	27,977	12,320	-	-	-	-
140	4811	UD Subvention	24,000	24,000	-	-	-	-
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS			**$ 60,210**	**$ 42,128**	**$ -**	**$ -**	**$ -**	**$ -**

Expenditures:

|------------ *Please note that this data is shown for historical reference purposes only. ------------|

DOWNTOWN NEWARK PARTNERSHIP FUND			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
MATERIALS AND SUPPLIES								
1491403	7670	Downtown Newark Partnership Supplies	$ 7,745	$ 6,348	$ -	$ -	$ -	$ -
1491403	7671	Mural and New Art Supplies	80	-	-	-	-	-
1491403	7672	Design Project Supplies	234	-	-	-	-	-
1491403	7694	Other Special Events Supplies	4,124	5,618	-	-	-	-
CONTRACTUAL SERVICES								
1491404	8020	Advertising	8,638	3,217	-	-	-	-
1491404	8040	Merchant Fees and Discounts	12	-	-	-	-	-
1491404	8550	Misc. Contracted Svc.	466	-	-	-	-	-
1491404	8670	Downtown Newark Partnership Cont'l	768	1,273	-	-	-	-
1491404	8694	Other Special Events Contractual	19,895	12,443	-	-	-	-
OTHER CHARGES								
1491405	9070	Training & Continuing Educ/Conf	(68)	595	-	-	-	-
1491405	9082	Gift Card Program	4,090	2,356	-	-	-	-
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS			**$ 45,984**	**$ 31,850**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Revenue:

TRANSPORTATION FUND - SUMMARY			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
150	4331	Unicity Grant Revenue	$ 143,380	$ 143,380	$ 143,380	$ 143,380	$ 143,380	$ 143,380
15T	4999	Transfer from General Fund	138,831	143,504	129,186	53,234	125,856	130,581
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS			**$ 282,211**	**$ 286,884**	**$ 272,566**	**$ 196,614**	**$ 269,236**	**$ 273,961**

Expenditures:

TRANSPORTATION FUND - SUMMARY			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
MATERIALS AND SUPPLIES								
1591503	7070	Fuel and Oil	$ 13,785	$ 16,777	$ 14,504	$ 4,972	$ 15,000	$ 15,000
1591503	7131	Information Technology Supplies	-	-	-	-	-	14,676
CONTRACTUAL SERVICES								
1591504	8030	Casualty Insurance	-	614	809	866	278	-
1591504	8032	Insurance - Auto	-	3,298	3,185	3,307	4,299	4,873
1591504	8131	Information Technology Cont'l	-	-	-	-	-	4,220
1591504	8312	Repairs and Maintenance	54,195	47,891	25,809	42,558	61,751	61,959
1591504	8800	Unicity Bus Operators	172,238	177,331	185,967	101,651	145,000	145,000
OTHER CHARGES								
1591505	9060	Depreciation Expense	41,993	40,973	42,292	43,260	42,908	42,909
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS			**$ 282,211**	**$ 286,884**	**$ 272,566**	**$ 196,614**	**$ 269,236**	**$ 288,637**

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Expenditures:

CAPITAL PROJECTS BUDGET	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
1591506 9623 CIP - Autos and Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
*N/A								
TOTAL UNICITY SPECIAL REVENUE	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

*Please note, there are no Unicity Special Revenue projects with 2022 capital spending budgeted.

** THIS PAGE WAS LEFT INTENTIONALLY BLANK **

Insurance Fund - Self-Insurance

Expenditures:

SELF-INSURANCE			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
6116104	8162	Legal/Consulting Service	$ -	$ -	$ -	$ -	$ 10,000	$ 10,000
6116104	8891	Claims - Medical	79,110	3,965,312	62,602	57,204	95,000	50,000
6116104	8892	Claims - Property	500	14,528	12,920	2,133	-	-
6116104	8894	Claims - Liability	13,568	3,856	2,504	23,495	70,000	30,000
6116104	8895	Claims - Permanent Impairment	389,341	33,706	-	23,902	55,000	50,000
TOTAL SELF-INSURANCE			**$ 482,519**	**$ 4,017,402**	**$ 78,026**	**$ 106,734**	**$ 230,000**	**$ 140,000**

Other Post-Employment Benefits Fund

Expenditures:

POST-EMPLOYMENT BENEFITS			2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET AS AMENDED	2022 BUDGET
7307300	6991	Retiree Health Insurance	$ 481,621	$ 511,849	$ 518,530	$ 524,374	$ 552,800	$ 552,800
7307300	6992	Retiree/Spouse Health Insurance	118,820	100,787	105,688	112,445	105,000	105,000
7307300	6995	Retiree Life Insurance	1,411	1,428	1,960	2,156	1,500	1,500
7307300	8930	OPEB Administrative Expense	20,933	29,633	-	-	3,000	-
TOTAL POST-EMPLOYMENT BENEFITS			**$ 622,785**	**$ 643,697**	**$ 626,178**	**$ 638,975**	**$ 662,300**	**$ 659,300**

**** THIS PAGE WAS LEFT INTENTIONALLY BLANK ****

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

DOCUMENT VERSION CONTROL

Date:	Description of Change(s):