ADMINISTRATIVE DEPARTMENT

2023 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:
AUGUST 29th, 2022

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CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 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 the following Divisions:

- Communications
- Human Resources
- Purchasing
- Facilities Maintenance

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.

Human Resources (continued):
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 since 2019. 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

Communications (continued):

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.

The primary focus of the Communications 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 Division 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 Division creates 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
2022 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2022 include:

- The City Manager's Office received on behalf of the City all $18.1 million of American Rescue Plan Act funding 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 City Manager's Office began reviewing the Bipartisan Infrastructure Law and Inflation Reduction Act bills for additional funding opportunities in late 2022 and beyond.

- The City Manager's Office led a successful effort to receive $2.492 million from the State Bond Bill/Community Reinvestment Fund for needed facility improvements.

- Facilities Maintenance worked with Seiberlich Trane Energy Services to bring four new solar arrays online: City Hall, FOC Bldg. #2, Reservoir, McKees Expansion.

- The City Manager's Office began establishing a plan to update Emergency Preparedness plans and completed a tabletop exercise to consider hurricane readiness.

- The purchasing and facilities teams continued to retrofit the offices with air filters and other physical barriers to assist with COVID related safety precautions.

- The purchasing team continues to look into areas to install electric vehicle charging stations. Purchasing staff continues to review grant opportunities to expand EV charging capabilities throughout Newark for fleet and public use.

- On January 1, 2022, the newly negotiated labor contract with FOP Lodge 4 went into place following successful negotiations in 2021.

- As of August 2022, the HR Division posted 67 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. The 67 postings is already a record number for any year, with 5 months left to go in the year.

- Finalized updates to City Pension Ordinance and Investment Policy Statement as reviewed and approved by Pension Committee.

- Completed the process for implementing the new CDL trainer program with Public Works, Electric and Parks/Recreation.

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2022 (continued):

- In 2021, the Purchasing Division processed 1,148 purchase orders, 45 of which were equal to or greater than $50,000. There were 15 contracts and 5 RFPs. Those that made it through to bid opening are as follows:
    - Contract 21-01: Northwest Booster Station Generator
    - Contract 21-02: Purchase of Okonite EPR Wire or Equal
    - Contract 21-03: Valve Operation Improvement and Maintenance
    - Contract 21-04: Culvert Replacement – Curtis Lane
    - Contract 21-05: Parks Signage Replacements
    - Contract 21-06: Street Improvement Program
    - Contract 21-07: Police Vehicle Equipment Upfitting
    - Contract 21-08: Sidewalk Contract (not bid)
    - Contract 21-09: Chlorine Booster Station – New London Tank
    - Contract 21-10: 2021 ADA Transition Plan (not bid)
    - Contract 21-11: Furnishing Labor Equipment for Electric Line Tree Trimming
    - Contract 21-12: Sanitary Sewer CIPP Lining 2021
    - Contract 21-13: Stormwater Management Retrofit – Abbotsford BMP
    - Contract 21-14: Water Main Replacement (not bid)
    - Contract 21-15: Purchase of 4 Side Loading Refuse Trucks
    - RFP 21-01: On-Call Engineering Services
    - RFP 21-02: SCADA Integration Services
    - RFP 21-03: Utility Billing Printing and Mailing Services (not bid)
    - RFP 21-04: NPD Overtime Management Solution
    - RFP 21-05: Charrette and Recommended Revisions to the BB and RA Districts

- As of August 2022, the Purchasing Division processed 942 purchase orders, 25 of which were equal to or greater than $50,000. So far, there are 14 contracts and 1 RFP completed or in progress. They are as follows:
    - Contract 22-01: Wire Trailer
    - Contract 22-02: Wire Tensioner Trailer
    - Contract 22-03: 2021 ADA Curb Ramp Replacement
    - Contract 22-04: Water Main Replacement
    - Contract 22-05: Atrium Entrance Demolition
    - Contract 22-06: Exterior Paint and Powerwash (not bid)
    - Contract 22-07: Sale of 919 Rockmoss Avenue
    - Contract 22-08: Evergreen Booster Station
    - Contract 22-09: CMP Fremont Road
    - Contract 22-10: 2022 ADA Curb Ramp Replacement
    - Contract 22-11: Windy Hills Water Tank Repairs
    - Contract 22-12: Edjil Drive Culvert Rehabilitation
    - Contract 22-13: Curtis WTP Filter Units
    - Contract 22-14: 2022 Street Improvement Program
    - RFP 22-01: Police Recruitment and Advertising Services

- All contract-related materials can be found at www.newarkde.gov/bids.

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL GOALS

Goals for 2023 include:

- Navigate through any remaining COVID-19-related issues on the staff level and within the Newark community, as well as monitor other emerging public health emergencies (Monkeypox, polio, other viruses).

- Continue to support operating departments for successful implementation of projects that are included in the 2023 capital budget and spend funds associated with ARPA on designated timelines.

- 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 2022) 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.

- Work with Seiberlich Trane Energy Services and other contractors to complete ESCO project round 2 and other security upgrades with funds received from the State Community Reinvestment Fund.

- 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.

- Develop and roll out a new smartphone 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.

Goals for 2023 (continued):

- Pursue improvements to mailroom functions and the printing and mailing of monthly utility bills.
- Complete the welcome packet/manual for incoming members of City Council.
- Analyze electric cost of service rate study data, which was postponed due to COVID, and implement the modified rate design.
- Continue to work with DelDOT and CSX to address railroad crossings and associated safety risks in Newark.
- Work with the Electric Department to successfully deploy a Journeyman's program for Electric employees.
- Successfully deploy a new City web app.
- Investigate Homestead Tax Credit and alternative revenue source options.
- Complete Defensive Driving training in February 2023 for AFSCME employees and other City employees who wish to participate.
- Complete Anti-Harassment training for all City employees and elected officials by December 31, 2023. New hires are trained during onboarding.
- Complete salary studies for upcoming CWA and AFSCME 3919 contracts which are expiring on December 31, 2023.
- Work with DEMEC to develop an implementation strategy to achieve renewable portfolio percentage goals that are in line with Council's adopted Sustainability Plan.
- Finalize the line worker training program transition from the Northwest Lineman College to the Tennessee Valley Public Power Association (TVPPA).

ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:	2022 BUDGET *As Amended	2023 BUDGET **As Proposed	$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
Full-time Wages	*666,557*	*779,968*	*113,411*	*17.01%*	**Step increases, advancements and an internal position change from "Chief Personnel & Purchasing Officer" in 2022 to "Assistant City Manager" in 2023; transition of Part-Time HR Coordinator in 2022 to Full-Time position in 2023.*
Part-time Wages	*53,767*	*26,576*	*(27,191)*	*-50.57%*	**Transitioning Part-Time HR Coordinator in 2022 to Full-Time position in 2023.*
Other Wages	*28,088*	*37,124*	*9,036*	*32.17%*	**FY23 increase is due to addition of $2,000 to our line item 6620 (Overtime). Additionally line item 6580 (Service Award) increased by $4,535 and item 6590 (Sick Pay) increased by $1,901.*
Benefits	*361,307*	*398,023*	*36,716*	*10.16%*	**Overall benefits increase by $36,716 in 2023. This is largely due to the increases of $5,859 to item 6930 (Social Security Taxes), $5,767 to item 6940 (City Pension), $6,690 to item 6941 (Defined Contribution 401(a) Plan), $13,422 to item 6960 (Group Hospitalization Insurance) and $2,550 to item 6965 (OPEB).*
Personnel Services	$ 1,109,719	$ 1,241,691	131,972	11.89%	*Sum of above listed wages and benefits
Materials and Supplies	$ 152,850	$ 161,100	8,250	5.40%	*Slight increase due to increased postage rates.
Contractual Services	$ 261,205	$ 287,876	26,671	10.21%	*FY23 overall increase is largely due to $45,000 being added to line item 8162 (Legal/Consulting Services) in 2023. Additionally, we saw large decreases of -$13,700 to line item 8131 (IT Contractual) and -$7,907 to line item 8312 (Fleet & Facility Servies) - which is a finance calculation.
Other - Depreciation	$ 3,911	$ 3,530	(381)	-9.74%	*Finance Calculation
Other Expenditures	$ 79,100	$ 171,000	91,900	116.18%	*FY23 overall increase is largely due to increases in Recruitment & Retention Expenses and Training.
Subtotal:	**$ 1,606,785**	**$ 1,865,197**	**$ 258,412**	**16.08%**	
Inter-Dept. Charges	$ (353,713)	$ (369,896)	(16,183)	4.58%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Services to Utility Funds (Utility Billing)
Total Operating Expenses:	**$ 1,253,072**	**$ 1,495,301**	**$ 242,229**	**19.33%**	
Full-time Positions	8	9	1		*Increase of 1 FT position, as outlined above. This is really a difference of .5 FTE as one FT position was created from one PT.

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
New projects A2301	Main Street and City Hall Holiday Lighting Enhancement	New Project added in 2023-2027 Capital Improvement Program
Ongoing project AEQSF	Equipment Replacement Program	Perpetual Project

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Summary:

* as amended ** as proposed

MANAGEMENT DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
OPERATING EXPENSES								
Personnel Services	$ 851,548	$ 815,373	$ 1,071,646	$ 1,088,940	$ 1,109,719	$ 1,241,691	$ 131,972	11.9%
Materials and Supplies	7,307	143,248	140,583	141,830	152,850	161,100	8,250	5.4%
Contractual Services	406,703	276,967	215,570	270,643	261,205	287,876	26,671	10.2%
Other Charges	55,552	87,257	61,856	106,861	83,011	174,530	91,519	110.2%
Subtotal	$ 1,321,110	$ 1,322,845	$ 1,489,655	$ 1,608,274	$ 1,606,785	$ 1,865,197	$ 258,412	16.1%
Inter-Dept. Charges	(213,081)	(589,843)	(331,607)	(316,194)	(353,713)	(369,896)	(16,183)	4.6%
Total Operating Expenses	**$ 1,108,029**	**$ 733,002**	**$ 1,158,048**	**$ 1,292,080**	**$ 1,253,072**	**$ 1,495,301**	**$ 242,229**	**19.3%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111122	6020	Supervisory	$ 370,743	$ 307,206	$ 396,536	$ 406,523	$ 423,150	$ 463,972	$ 40,822	9.6%
0111122	6030	Engineering/Technical	44,208	46,494	51,227	52,397	55,616	57,884	2,268	4.1%
0111122	6080	Clerical	164,571	169,999	185,218	183,039	187,791	258,112	70,321	37.4%
0111122	6580	Service Award	5,678	5,960	6,397	9,290	6,246	10,781	4,535	72.6%
0111122	6590	Sick Pay	2,607	2,604	6,065	6,396	6,642	8,543	1,901	28.6%
0111122	6600	Part-Time	-	22,677	25,621	36,647	53,767	26,576	(27,191)	-50.6%
0111122	6615	Interns	-	8,421	12,546	-	-	-	-	0.0%
0111122	6620	Overtime	4,766	4,915	5,077	5,943	8,000	10,000	2,000	25.0%
0111122	6875	Vehicle Allowance	-	5,000	6,000	6,000	6,000	6,000	-	0.0%
0111122	6885	Device Reimbursement	1,800	750	1,200	1,200	1,200	1,800	600	50.0%
0111122	6920	Unemployment Comp. Ins.	2,581	3,518	2,981	3,023	3,124	2,975	(149)	-4.8%
0111122	6930	Social Security Taxes	43,733	41,016	49,187	53,886	54,633	60,492	5,859	10.7%
0111122	6940	City Pension Plan	35,121	40,490	110,537	104,833	99,063	104,830	5,767	5.8%
0111122	6941	Defined Contribution 401(a) Plan	28,565	17,066	23,605	25,277	26,915	33,605	6,690	24.9%
0111122	6950	Term Life Insurance	2,371	2,341	2,930	2,867	2,673	3,036	363	13.6%
0111122	6960	Group Hospitalization Ins.	110,534	107,544	128,623	133,121	134,598	148,020	13,422	10.0%
0111122	6961	Long-Term Disability Ins.	933	955	1,245	1,046	782	903	121	15.5%
0111122	6962	Dental Insurance	6,646	5,950	6,764	6,764	7,440	7,700	260	3.5%
0111122	6963	Flexible Spending Account	299	194	189	252	252	315	63	25.0%
0111122	6964	Health Savings Account	1,500	-	-	-	-	-	-	0.0%
0111122	6965	Post-Employment Benefits	15,212	15,888	40,703	41,584	22,950	25,500	2,550	11.1%
0111122	6966	Retirement Health Savings Account	8,872	6,036	7,394	7,251	7,278	8,916	1,638	22.5%
0111122	6967	Emergency Room Reimbursements	400	-	1,200	1,200	1,160	1,305	145	12.5%
0111122	6968	Vision Insurance Premiums	408	349	401	401	439	426	(13)	-3.0%
TOTAL PERSONNEL SERVICES			**$ 851,548**	**$ 815,373**	**$ 1,071,646**	**$ 1,088,940**	**$ 1,109,719**	**$ 1,241,691**	**$ 131,972**	**11.9%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111123	7130	Tools,Field Sup.,Small Equip.	$ 816	$ 698	$ 552	$ -	$ 800	$ 800	$ -	0.0%
0111123	7131	Information Technology Supplies	3,728	50	-	-	-	-	-	0.0%
0111123	7150	Office Supplies	2,563	3,973	4,872	3,243	4,000	4,000	-	0.0%
0111123	7160	Books, Periodicals, Etc.	181	269	256	537	300	300	-	0.0%
0111123	7170	Mailroom Supplies & Postage	-	129,507	131,900	134,379	141,000	150,000	9,000	6.4%
0111123	7200	Copying Supplies	-	4,476	2,918	3,671	5,000	5,000	-	0.0%
0111123	7550	Miscellaneous Supplies	-	672	85	-	500	-	(500)	-100.0%
0111123	7570	Merchandise for Resale	19	3,603	-	-	1,250	1,000	(250)	-20.0%
TOTAL MATERIALS & SUPPLIES			**$ 7,307**	**$ 143,248**	**$ 140,583**	**$ 141,830**	**$ 152,850**	**$ 161,100**	**$ 8,250**	**5.4%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111124	8030	Casualty Insurance	$ 34,144	$ 32,100	$ 34,365	$ 18,380	$ 14,163	$ 15,583	$ 1,420	10.0%
0111124	8032	Insurance - Auto	2,061	1,991	4,680	1,394	-	-	-	0.0%
0111124	8033	Insurance - Broker	3,659	3,767	3,804	2,559	2,035	2,294	259	12.7%
0111124	8035	Insurance - Worker's Compensation	-	1,189	1,585	1,562	1,600	1,400	(200)	-12.5%
0111124	8050	Phone/Communications	876	1,031	414	294	-	300	300	0.0%
0111124	8131	Information Technology Cont'l	37,224	62,369	49,151	57,723	83,644	69,944	(13,700)	-16.4%
0111124	8162	Legal/Consulting Services	18,636	64,225	51,931	117,645	55,000	100,000	45,000	81.8%
0111124	8300	Mach. & Equip. Maintenance	319	11,746	8,864	7,444	8,000	8,000	-	0.0%
0111124	8312	Fleet & Facilities Services	243,726	43,649	44,244	53,846	83,263	75,356	(7,907)	-9.5%
0111124	8550	Misc. Contracted Svc.	40,025	46,728	-	-	1,000	-	(1,000)	-100.0%
0111124	8560	Employee Testing Svc.	4,623	2,033	3,123	2,321	2,500	2,500	-	0.0%
0111124	8570	Annual Reports & Pub. Rel.	21,410	6,139	13,409	7,475	10,000	12,500	2,500	25.0%
TOTAL CONTRACTUAL SERVICES			**$ 406,703**	**$ 276,967**	**$ 215,570**	**$ 270,643**	**$ 261,205**	**$ 287,876**	**$ 26,671**	**10.2%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111125	9020	Mileage & Small Bus. Exp.	$ 1,421	$ -	$ 3	$ -	$ 1,000	$ 1,000	$ -	0.0%
0111125	9030	Recruitment & Retention Expenses	26,175	35,845	47,930	95,491	58,000	150,000	92,000	158.6%
0111125	9040	Dues & Professional Organizations	95	379	1,256	-	-	-	-	0.0%
0111125	9060	Depreciation Expense	3,860	16,099	4,260	3,911	3,911	3,530	(381)	-9.7%
0111125	9070	Training & Continuing Educ/Conf	13,503	17,410	5,213	6,304	12,500	20,000	7,500	60.0%
0111125	9090	Other Special Programs	10,498	17,524	3,194	1,155	7,600	-	(7,600)	-100.0%
TOTAL OTHER CHARGES			**$ 55,552**	**$ 87,257**	**$ 61,856**	**$ 106,861**	**$ 83,011**	**$ 174,530**	**$ 91,519**	**110.2%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
Billings and Accounting	$ 24,641	$ (122,041)	$ (95,788)	$ (97,029)	$ (103,705)	$ (109,221)	$ (5,516)	5.3%
Electricity Used	11,774	-	11,812	7,913	11,927	9,175	(2,752)	-23.1%
Information Technology	56,243	49,293	57,216	55,081	64,622	60,916	(3,706)	-5.7%
Mailroom and Postage	(126)	(21,746)	(21,652)	(22,059)	(22,820)	(24,269)	(1,449)	6.3%
Printing and Reproduction	459	(4,049)	(2,639)	(3,320)	(4,523)	(4,523)	-	0.0%
Records	1,352	1,383	1,599	1,328	1,665	1,294	(371)	-22.3%
Services to Utility Funds	(307,424)	(492,683)	(282,155)	(258,108)	(300,879)	(303,268)	(2,389)	0.8%
TOTAL INTER-DEPT. CHARGES	**$ (213,081)**	**$ (589,843)**	**$ (331,607)**	**$ (316,194)**	**$ (353,713)**	**$ (369,896)**	**$ (16,183)**	**4.6%**

* as amended ** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
TOTAL OPERATING EXPENSES	**$ 1,108,029**	**$ 733,002**	**$ 1,158,048**	**$ 1,292,080**	**$ 1,253,072**	**$ 1,495,301**	**$ 242,229**	**19.3%**

ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION

2023-2027 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2023-2027
(with current year amended budget)

CAPITAL PROJECTS FUND - ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

F U N D I N G   S U M M A R Y

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 310,000	$ 35,000	$ -	$ -	$ -	$ 345,000
***Prior Authorized Balance:**	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ 310,000	$ 35,000	$ -	$ -	$ -	$ 345,000

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2022 BUDGET AS AMENDED	|----2023----| RESERVES AND OTHER FUNDING	CURRENT FUNDING	2023	2024	2025	2026	2027	TOTAL
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	$ -	$ -	$ 310,000	$ 310,000	$ -	$ -	$ -	$ -	$ 310,000
AEQSF	Equipment Replacement Program	B	-	-	-	-	35,000	-	-	-	35,000
	Total Capital Projects Fund - Management Division		**$ -**	**$ -**	**$ 310,000**	**$ 310,000**	**$ 35,000**	**$ -**	**$ -**	**$ -**	**$ 345,000**
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		$ -	$ -	$ 310,000	$ 310,000	$ 35,000	$ -	$ -	$ -	$ 345,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	(12,369)	-	-	-	(12,369)
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		$ -	$ -	$ 310,000	$ 310,000	$ 22,631	$ -	$ -	$ -	$ 332,631

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

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*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: A2301

PROJECT TITLE: Main Street and City Hall Holiday Lighting Enhancement

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 310,000	$ -	$ -	$ -	$ -	$ 310,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ 310,000	$ -	$ -	$ -	$ -	$ 310,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	Downtown, City Hall
PROJECT PRIORITY:	5 - Low
This project is a NEED and not a WANT, but it can start in year two of this CIP or later	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	15
Est. Total Cost:	$ 310,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 310,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9622	$ 50,000
Materials:	3063006.9622	$ 260,000
Other Contracts:		$ -
TOTAL PROJECT COST		$ 310,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

In spring 2022, members of City Council expressed interest in enhancing holiday lighting throughout downtown Newark, specifically improved and expanded lit snowflakes on existing utility poles and decorations on buildings. The Newark Partnership and City staff from the Administration, Electric, and Parks and Recreation Departments began reviewing potential options for adding festive lighting to rooflines, utility poles, and individual store fronts. Additionally, TNP proposed a holiday decorating contest for small businesses as well as a photo contest for residents and visitors. The goal of the enhanced lighting is to bring more families to Newark as they complete holiday shopping and other activities.

Electric Department estimates place the total number of eligible wooden electric poles along East Main Street (Library Ave. to Deer Park Tavern) and South Main Street (Deer Park Tavern to Park Place) to add lit snowflakes at 120-130. Currently, snowflakes are placed on every third pole on E. Main St. only (Bing's Bakery to Deer Park Tavern). The average cost of the snowflakes identified from staff and TNP research are $1,106/piece. It is estimated this cost could increase to $1,250 before the holiday season of 2023 due to inflation, supply chain issues, and other general price increases. Adding outlets and wiring to all poles on E Main St. and S. Main St. will drive up both material and labor costs. Electric estimates about $500 per pole on average as of August 2022; however, this cost could increase by up to 50% by mid-2023 if ongoing price increases hold. In total, $2,000/pole is an adequate estimate for snowflake replacement and expansion for E. and S. Main St.

The $260,000 accounts for each eligible utility pole to have a snowflake added to it. Reducing to every other pole or some other variation would reduce the cost by approximately $2,000/pole.

Additional costs for lighting up City Hall could cost up to $50,000 depending on the materials and displays chosen.

Purchasing this volume of material will also result in ongoing and increased maintenance, labor, and replacement costs in out-years.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	310,000	-	-	-	-	$ 310,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 310,000	$ -	$ -	$ -	$ -	$ 310,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET — OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: AEQSF

PROJECT TITLE: Equipment Replacement Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ 35,000	$ -	$ -	$ -	$ 35,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ 35,000	$ -	$ -	$ -	$ 35,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2023-2027).

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	$ 35,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 35,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	3063026.9623	$ 35,000
TOTAL PROJECT COST		$ 35,000

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	22,631	-	-	-	$ 22,631
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	12,369	-	-	-	$ 12,369
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 35,000	$ -	$ -	$ -	$ 35,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2023 - 2027
OTHER DEPARTMENTS

VEHICLE NUMBER	DESCRIPTION		PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS 2023	2024	2025	2026	2027
CODE ENFORCEMENT DIVISION:													
804	2019 Chevrolet Equinox AWD		01/18/19	22,043	12	2031	2031	22,043					
836	2019 Chevrolet Equinox AWD		01/18/19	22,043	12	2031	2031	22,043					
837	2017 Ford Fusion		08/04/17	17,779	12	2029	2029	17,779					
839	2018 Chevy Equinox LS AWD		02/21/18	22,020	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD		06/07/19	22,122	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION									-	-	-	-	-
ADMINISTRATIVE DEPARTMENT:													
1056	2009 Ford Focus		04/03/09	12,369	12	2021	2024	12,369	-	35,000			
1200	2012 Toyota Camry		03/19/12	24,718	10	2023	--	N/A					
TOTAL ADMINISTRATIVE DEPARTMENT									-	35,000	-	-	-
UNICITY TRANSPORTATION FUND:													
1301	2018 Int'l Mini-Bus		03/09/17	113,426	7	2024	2024	N/A		150,000			
1304	2020 Int'l Mini-Bus		10/15/19	120,021	7	2019	2026	N/A				175,000	
1305	2015 Int'l Mini-Bus	a.	06/30/14	110,342	7	2021	2022	N/A					
	Less: Unicity Transportation Grant Funding									(114,073)		(114,073)	
TOTAL UNICITY TRANSPORTATION FUND									-	35,927	-	60,927	-
TOTAL OTHER DEPARTMENTS					**GROSS ACQUISITION COST**				$ -	$ 185,000	$ -	$ 175,000	$ -
					LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
					LESS: USE OF GRANT FUNDING				-	(114,073)	-	(114,073)	-
					LESS: USE OF CURRENT RESOURCES				-	(58,558)	-	(60,927)	-
					NET EQUIPMENT SINKING FUND TOTAL				$ -	$ 12,369	$ -	$ -	$ -

a. This vehicle is scheduled to be replaced in 2022.

VEHICLE NUMBER	DESCRIPTION		LEASE START DATE	PRIOR PURCHASE PRICE	NORMAL REPL YEAR	BUDGET REPL YEAR	REPLACEMENT SCHEDULE TERM	LEASE PAYMENT SCHEDULE 2023	2024	2025	2026	2027
CODE ENFORCEMENT DIVISION:												
803	2007 Dodge Durango 4x4	a.	02/09/07	20,545	2022	2022	5					
838	2009 Ford Focus	a.	04/03/09	12,369	2022	2022	5					
827	2000 Ford Crown Victoria Sedan		08/11/00	19,851	2012	2023	5	40,000				

a. This vehicle is scheduled to be replaced in 2022.

ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:	2022 BUDGET *As Amended	2023 BUDGET **As Proposed	$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
Full-time Wages	*73,968*	*68,958*	*(5,010)*	*-6.77%*	**Step increases and advancements*
Part-time Wages	*206,942*	*181,624*	*(25,318)*	*-12.23%*	**FY23 increases are related to the rate increase for custodians approved by Council in 2022.*
Other Wages	*6,279*	*9,840*	*3,561*	*56.71%*	**Majority of FY23 increase is due to OT ($5,000) resulting from staffing changes that allow greater in-house work to be completed (decreases contractual need).*
Benefits	*65,444*	*41,405*	*(24,039)*	*-36.73%*	**Overall benefits decreased by -$24,039 in 2023. This is largely due to the decreases of -$1,796 to item 6930 (Social Security Taxes), -$4,176 to item 6940 (City Pension) and -$15,937 to item 6960 (Group Hospitalization Insurance).*
Personnel Services	$ 352,633	$ 301,827	(50,806)	-14.41%	*Sum of above listed wages and benefits
Materials and Supplies	$ 131,900	$ 154,600	22,700	17.21%	*FY23 increases are due to transfers from the contractual line (more in-house work being done), increases in heating fuel costs, and janitorial supply costs.
Contractual Services	$ 313,042	$ 274,477	(38,565)	-12.32%	*FY23 decreases are from reduce operations and maintenance (O&M) costs from ESCO project and transfers to supply lines.
Other - Depreciation	$ 12,062	$ 17,570	5,508	45.66%	*Finance Calculation
Other - Debt Service (Principal)	$ 117,998	$ 128,429	10,431	8.84%	*Debt Service principal payments for ESCO (See Capital Project N1901)
Other - Debt Service (Interest)	$ 78,190	$ 69,279	(8,911)	-11.40%	*Debt Service interest payments for ESCO (See Capital Project N1901)
Other Expenditures	$ 198,200	$ 198,500	300	0.15%	*FY23 shows minimal increase of 0.15% or $300 to line item 9070 (Training and Continuing Education).
Subtotal:	**$ 1,204,025**	**$ 1,144,682**	**$ (59,343)**	**-4.93%**	
Inter-Dept. Charges	$ 46,777	$ 45,821	(956)	-2.04%	*Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity Used, Information Technology, and Other Indirect Charges
Total Operating Expenses:	**$ 1,250,802**	**$ 1,190,503**	**$ (60,299)**	**-4.82%**	
Full-time Positions	1	1	0		*No change in FTE from FY2022 to FY2023.

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
New projects		
N2301	George Wilson Community Center Master Plan	New Project added in 2023-2027 Capital Improvement Program
N2302	Municipal Center Master Plan	New Project added in 2023-2027 Capital Improvement Program
N2303	Field Operations Complex Administrative Building	New Project added in 2023-2027 Capital Improvement Program
Ongoing projects		
N2201	City Hall Access Safety and Security Upgrades	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
N2203	Miscellaneous Municipal Complex Improvements	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
N1806	FOC - Master Plan	Project listed in 2023-2027 CIP - (Est. Completion Date: 2023)
N1809	TRN - New Windows	Project listed in 2023-2027 CIP - (Est. Completion Date: 2024)
NEQSF	Equipment Replacement Program	Perpetual Project

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

* as amended ** as proposed

FACILITIES MAINTENANCE DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
OPERATING EXPENSES								
Personnel Services	$ 281,513	$ 281,487	$ 362,131	$ 353,028	$ 352,633	$ 301,827	$ (50,806)	-14.4%
Materials and Supplies	95,096	72,732	84,046	70,219	131,900	154,600	22,700	17.2%
Contractual Services	4,159,988	142,678	183,018	214,331	313,042	274,477	(38,565)	-12.3%
Other Charges	112,931	167,510	171,169	234,873	406,450	413,778	7,328	1.8%
Subtotal	$ 4,649,528	$ 664,407	$ 800,364	$ 872,451	$ 1,204,025	$ 1,144,682	$ (59,343)	-4.9%
Inter-Dept. Charges	40,996	25,770	43,747	42,481	46,777	45,821	(956)	-2.0%
Total Operating Expenses	**$ 4,690,524**	**$ 690,177**	**$ 844,111**	**$ 914,932**	**$ 1,250,802**	**$ 1,190,503**	**$ (60,299)**	**-4.8%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
							* as amended	** as proposed		
6006012	6230	Maintenance Workers	$ 232,711	$ 233,435	$ 272,845	$ 251,250	$ 280,910	$ 250,582	$ (30,328)	-10.8%
6006012	6590	Sick Pay	-	-	-	-	39	-	(39)	-100.0%
6006012	6620	Overtime	2,953	1,873	32,444	37,349	3,000	6,000	3,000	100.0%
6006012	6880	Uniform Allowance	240	240	240	200	240	240	-	0.0%
6006012	6885	Device Reimbursement	3,100	2,675	3,000	2,725	3,000	3,600	600	20.0%
6006012	6920	Unemployment Comp. Ins.	2,852	3,004	3,623	3,197	3,264	2,481	(783)	-24.0%
6006012	6930	Social Security Taxes	17,373	16,345	21,933	21,487	21,180	19,384	(1,796)	-8.5%
6006012	6940	City Pension Plan	-	-	-	4,428	4,176	-	(4,176)	-100.0%
6006012	6941	Defined Contribution 401(a) Plan	3,990	4,219	4,596	4,238	4,993	5,172	179	3.6%
6006012	6950	Term Life Insurance	287	358	382	348	364	389	25	6.9%
6006012	6960	Group Hospitalization Ins.	15,567	16,443	20,352	25,125	27,592	11,655	(15,937)	-57.8%
6006012	6961	Long-Term Disability Ins.	108	141	153	119	96	90	(6)	-6.3%
6006012	6962	Dental Insurance	892	892	1,036	1,214	1,457	508	(949)	-65.1%
6006012	6963	Flexible Spending Account	-	-	-	-	63	63	-	0.0%
6006012	6965	Post-Employment Benefits	-	-	-	-	603	-	(603)	-100.0%
6006012	6966	Retirement Health Savings Account	1,378	1,400	1,465	1,291	1,443	1,486	43	3.0%
6006012	6967	Emergency Room Reimbursements	-	400	-	-	145	145	-	0.0%
6006012	6968	Vision Insurance Premiums	62	62	62	57	68	32	(36)	-52.9%
TOTAL PERSONNEL SERVICES			**$ 281,513**	**$ 281,487**	**$ 362,131**	**$ 353,028**	**$ 352,633**	**$ 301,827**	**$ (50,806)**	**-14.4%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
6006013	7020	Heating Fuel	$ 9,313	$ 6,777	$ 8,089	$ 9,076	$ 9,000	$ 18,100	$ 9,100	101.1%
6006013	7110	Safety Shoes and Supplies	3,872	2,656	1,175	874	3,500	2,000	(1,500)	-42.9%
6006013	7130	Tools, Field Sup., & Small Eq.	8,851	4,126	5,301	2,646	4,000	4,000	-	0.0%
6006013	7150	Office Supplies	433	362	135	1,546	400	500	100	25.0%
6006013	7230	Janitorial Supplies	20,943	21,968	29,843	25,684	25,000	27,500	2,500	10.0%
6006013	7250	Buildings and Grounds Maint. Supplies	51,684	36,843	39,503	30,393	90,000	100,000	10,000	11.1%
6006013	7255	Vandalism Supplies	-	-	-	-	-	2,500	2,500	100.0%
TOTAL MATERIALS & SUPPLIES			**$ 95,096**	**$ 72,732**	**$ 84,046**	**$ 70,219**	**$ 131,900**	**$ 154,600**	**$ 22,700**	**17.2%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
6006014	8030	Casualty Insurance	$ -	$ -	$ -	$ 7,458	$ 9,249	$ 10,388	$ 1,139	12.3%
6006014	8032	Insurance - Auto	-	-	1,673	2,864	3,248	3,744	496	15.3%
6006014	8033	Insurance - Broker	-	-	-	1,065	1,436	1,529	93	6.5%
6006014	8035	Insurance - Worker's Compensation	-	8,376	11,097	12,712	16,800	14,700	(2,100)	-12.5%
6006014	8050	Phone/Communications	1,743	2,087	2,123	1,851	4,255	2,000	(2,255)	-53.0%
6006014	8131	Information Technology Cont'l	2,178	3,124	6,551	6,922	37,228	24,418	(12,810)	-34.4%
6006014	8250	Buildings and Grounds Maint.	136,612	125,740	134,630	176,586	237,500	210,000	(27,500)	-11.6%
6006014	8255	Vandalism Cont'l	-	-	-	-	-	2,500	2,500	100.0%
6006014	8312	Fleet & Facilities Services	5,215	3,351	3,104	4,509	3,326	5,198	1,872	56.3%
6006014	8313	Self-Insurance Services	4,014,240	-	23,902	264	-	-	-	0.0%
6006014	8550	Misc. Contracted Services	-	-	(62)	100	-	-	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 4,159,988**	**$ 142,678**	**$ 183,018**	**$ 214,331**	**$ 313,042**	**$ 274,477**	**$ (38,565)**	**-12.3%**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
6006015	9060	Depreciation Expense	$ 9,562	$ 9,562	$ 20,736	$ 13,566	$ 12,062	$ 17,570	$ 5,508	45.7%
6006015	9070	Training & Continuing Educ/Conf	383	495	135	-	200	500	300	150.0%
6006015	9083	Stormwater Fees	102,986	157,453	150,298	149,955	198,000	198,000	-	0.0%
6006015	9201	Debt Serv. Prin. - Unit 641 Lease Payment	-	-	-	-	-	5,876	5,876	100.0%
6006015	9202	Debt Serv. Int. - Unit 641 Lease Payment	-	-	-	-	8,156	1,433	(6,723)	-82.4%
6006015	9205	Debt Serv. Prin. - (ESCO)	-	-	-	-	117,998	122,553	4,555	3.9%
6006015	9206	Debt Serv. Int. - (ESCO)	-	-	-	71,352	70,034	67,846	(2,188)	-3.1%
TOTAL OTHER CHARGES			**$ 112,931**	**$ 167,510**	**$ 171,169**	**$ 234,873**	**$ 406,450**	**$ 413,778**	**$ 7,328**	**1.8%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
Billings and Accounting	$ 11,860	$ 2,155	$ 14,140	$ 14,670	$ 13,620	$ 14,981	$ 1,361	10.0%
Electricity	2,354	-	2,361	1,582	2,384	1,834	(550)	-23.1%
Information Technology	26,782	23,475	27,246	26,229	30,773	29,006	(1,767)	-5.7%
Other Indirect Charges	-	140	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES	**$ 40,996**	**$ 25,770**	**$ 43,747**	**$ 42,481**	**$ 46,777**	**$ 45,821**	**$ (956)**	**-2.0%**

* as amended ** as proposed

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
TOTAL OPERATING EXPENSES	**$ 4,690,524**	**$ 690,177**	**$ 844,111**	**$ 914,932**	**$ 1,250,802**	**$ 1,190,503**	**$ (60,299)**	**-4.8%**

ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION

2023-2027 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2023-2027
(with current year amended budget)

MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

FUNDING SUMMARY	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 1,065,000	$ 1,325,000	$ 4,000,000	$ 1,500,000	$ -	$ 7,890,000
*Prior Authorized Balance:	$ 461,140	$ -	$ -	$ -	$ -	$ 461,140
2023-2027 Funding:	$ 1,526,140	$ 1,325,000	$ 4,000,000	$ 1,500,000	$ -	$ 8,351,140

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2022 BUDGET AS AMENDED	2023 RESERVES AND OTHER FUNDING	2023 CURRENT FUNDING	2023	2024	2025	2026	2027	TOTAL
N2301	George Wilson Community Center Master Plan	B	$ -	$ 595,000	$ -	$ 595,000	$ -	$ -	$ -	$ -	$ 595,000
N2302	Municipal Center Master Plan	B	-	230,000	390,000	620,000	-	-	-	-	620,000
N2303	Field Operations Complex Administrative Building	B	-	-	-	-	825,000	4,000,000	1,500,000	-	6,325,000
N2201	City Hall Access Safety and Security Upgrades	B	245,000	-	-	-	-	-	-	-	-
N2203	Energy Savings Project Round II	C	-	2,181,500	-	2,181,500	-	-	-	-	2,181,500
N1806	FOC - Master Plan	D	-	311,140	-	311,140	-	-	-	-	311,140
N1809	Historic Newark Train Station Master Plan	C	-	-	-	-	500,000	-	-	-	500,000
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	-	-	-	-
	Total Maintenance Fund - Facilities Maintenance Division		**$ 245,000**	**$ 3,317,640**	**$ 390,000**	**$ 3,707,640**	**$ 1,325,000**	**$ 4,000,000**	**$ 1,500,000**	**$ -**	**$ 10,532,640**

PLANNED FINANCING SOURCES	2022 BUDGET AS AMENDED	2023 RESERVES AND OTHER FUNDING	2023 CURRENT FUNDING	2023	2024	2025	2026	2027	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ 245,000	$ 3,317,640	$ 390,000	$ 3,707,640	$ 1,325,000	$ 4,000,000	$ 1,500,000	$ -	$ 10,532,640
LESS: USE OF RESERVES	-	(7,640)	-	(7,640)	-	-	-	-	(7,640)
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	-	-
GRANTS	(21,000)	(3,024,000)	-	(3,024,000)	-	-	-	-	(3,024,000)
BOND ISSUES	-	(56,000)	-	(56,000)	(825,000)	(4,000,000)	(1,500,000)	-	(6,381,000)
AMERICAN RESCUE PLAN ACT	(295,000)	(200,000)	-	(200,000)	-	-	-	-	(200,000)
OTHER FINANCING SOURCES	(124,654)	(30,000)	-	(30,000)	-	-	-	-	(30,000)
NET CAPITAL IMPROVEMENTS	$ (195,654)	$ -	$ 390,000	$ 390,000	$ 500,000	$ -	$ -	$ -	$ 890,000

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

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N2301

PROJECT TITLE: George Wilson Community Center Master Plan

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 595,000	$ -	$ -	$ -	$ -	$ 595,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ 595,000	$ -	$ -	$ -	$ -	$ 595,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	George Wilson Center
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	$ 595,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 595,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	$ 30,000
Materials:	6006016.9621	$ 295,000
Other Contracts:	6006016.9621	$ 270,000
TOTAL PROJECT COST		$ 595,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project highlights the needed facility and park repairs needed at the George Wilson Community Center. This project has been submitted for review through the Congressional Appropriations Committee and is on the short list for Senator Chris Coons' submission for the eventual bill. City staff will have one year to complete all associated work if/when approved.

The project line items and costs, as submitted to Senator Coons' office, are as follows:

$90,000.00: Flooring replacement
$75,000.00: Exterior water drainage system inspection and repair
$55,000.00: Front and rear entry door structural upgrade and ADA-accessible automatic door
$50,000.00: Procurement and installation of a new pavilion
$50,000.00: Installation of stucco wall siding and brick repair on building exterior
$40,000.00: Installation of a new educational history display in conjunction with Friends of School Hill and the Newark chapter of the NAACP
$40,000.00: Replacement of damaged ceiling tile (11,000 sq. ft.)
$40,000.00: Bathroom improvements
$40,000.00: Purchase of electronic sign and associated electrical infrastructure work
$40,000.00: Installation of new playground equipment
$40,000.00: George Wilson Center pool resurfacing
$35,000.00: Installation of fiber optic cable to connect the facility to the City's network

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Federal Grant (HAC)/TBD	-	-	-	$ -	595,000	-	-	-	-	$ 595,000
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 595,000	$ -	$ -	$ -	$ -	$ 595,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2301: George Wilson Center Master Plan

Supporting Documentation - Page 1 of 6

Associated Photos

Images #1 and 2: GWC Exterior

N2301: George Wilson Center Master Plan

Supporting Documentation - Page 2 of 6

Associated Photos

Images #3 and 4: GWC Exterior

N2301: George Wilson Center Master Plan

Supporting Documentation - Page 3 of 6

Associated Photos

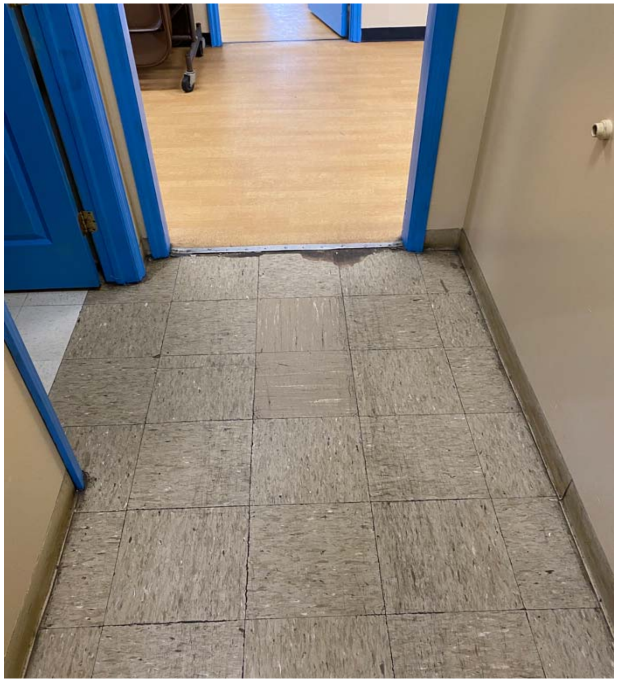
Images #5 and 6: GWC Exterior

N2301: George Wilson Center Master Plan

Supporting Documentation - Page 4 of 6

Associated Photos

Images #7, 8 and 9: GWC Interior: Damaged Flooring



N2301: George Wilson Center Master Plan

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Associated Photos

Images #10 and 11: GWC Interior: Damaged Flooring

N2301: George Wilson Center Master Plan

Supporting Documentation - Page 6 of 6

Associated Photos

Images #12 and 13: GWC Interior: Damaged Bathrooms and Walls

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*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N2302

PROJECT TITLE: Municipal Center Master Plan

PROJECT STATUS: New Project

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ 470,000	$ -	$ -	$ -	$ -	$ 470,000
*Prior Authorized Balance:	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
2023-2027 Funding:	$ 620,000	$ -	$ -	$ -	$ -	$ 620,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	11
Est. Total Cost:	$ 620,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 620,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	$ 12,630
Materials:	6006016.9621	$ 75,775
Other Contracts:	6006016.9621	$ 531,595
TOTAL PROJECT COST		$ 620,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project aims to consolidate all previously approved and/or needed facility improvements for the Municipal Center:
- Council Chamber renovations (new project) - $200,000 requested for 2023; more information below
- New breakroom kitchenette (new project) - $40,000 requested for 2023; more information below
- Facade improvement (previously in N1803) - $100,000 in ARPA funding previously authorized; additional $150,000 requested for 2023; more information below
- Alderman's Court seating upgrade (new project) - $30,000 in Court Security Fees requested for 2023; more info below.
- South Main Street Sign and Light System Installation (new project) - $55,000 requested for 2024; more information below

Council Chamber renovations have been long-discussed by staff and City Council, but no project was ever authorized. Recent discussion around this issue indicates that City Council would again like to see this project back on the CIP list. Also, a recent DFIT security audit indicated this area as one of the most necessary areas to upgrade for safety reasons. Staff also highly recommends completing these measures ASAP to improve general safety and accessibility of the Council Chamber for visitors.

The breakroom kitchenette installation is one of the most requested improvements for City Hall by employees. Currently, to wash dishes, employees must use the bathroom sinks, which is not sanitary.

Building facade improvements is a breakout of the prior "Exterior Paint and Powerwash" project, which aimed to clean up the brick walls of the Municipal Center and paint the rusted cornice around the top of the building. As the project began, it became clear that all the flashing around the edge of the building needs to be redone and sealant be added where brick cracking is prevalent. As such, a full replacement of the cornice is now the best path forward. The brick should also be painted as powerwashing will not substantially improve the building's appearance. $100,000 of ARPA funding was originally slated for use in N2001 (City Carpet Improvements), which is now encompassed in N2203; recommendation is to move this $100,000 to cover this needed project.

Alderman's Court seating upgrades will replace the dated chairs in the Alderman's Court and waiting lobby. These chairs are severely dated,

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) **SOURCE OF FUNDS:**	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	390,000	-	-	-	-	$ 390,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	150,000	-	-	$ 150,000	200,000	-	-	-	-	$ 200,000
OTHER (SPECIFY)	-	-	-	$ -	30,000	-	-	-	-	$ 30,000
TOTAL:	$ 150,000	$ -	$ -	$ 150,000	$ 620,000	$ -	$ -	$ -	$ -	$ 620,000

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2302: Municipal Center Master Plan

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Associated Photos

Image #1: Exterior paint options. Color Option: Friendly Maple

Associated Photos

Image #2: Exterior paint options. Color Option: Death Star

N2302: Municipal Center Master Plan

Associated Photos

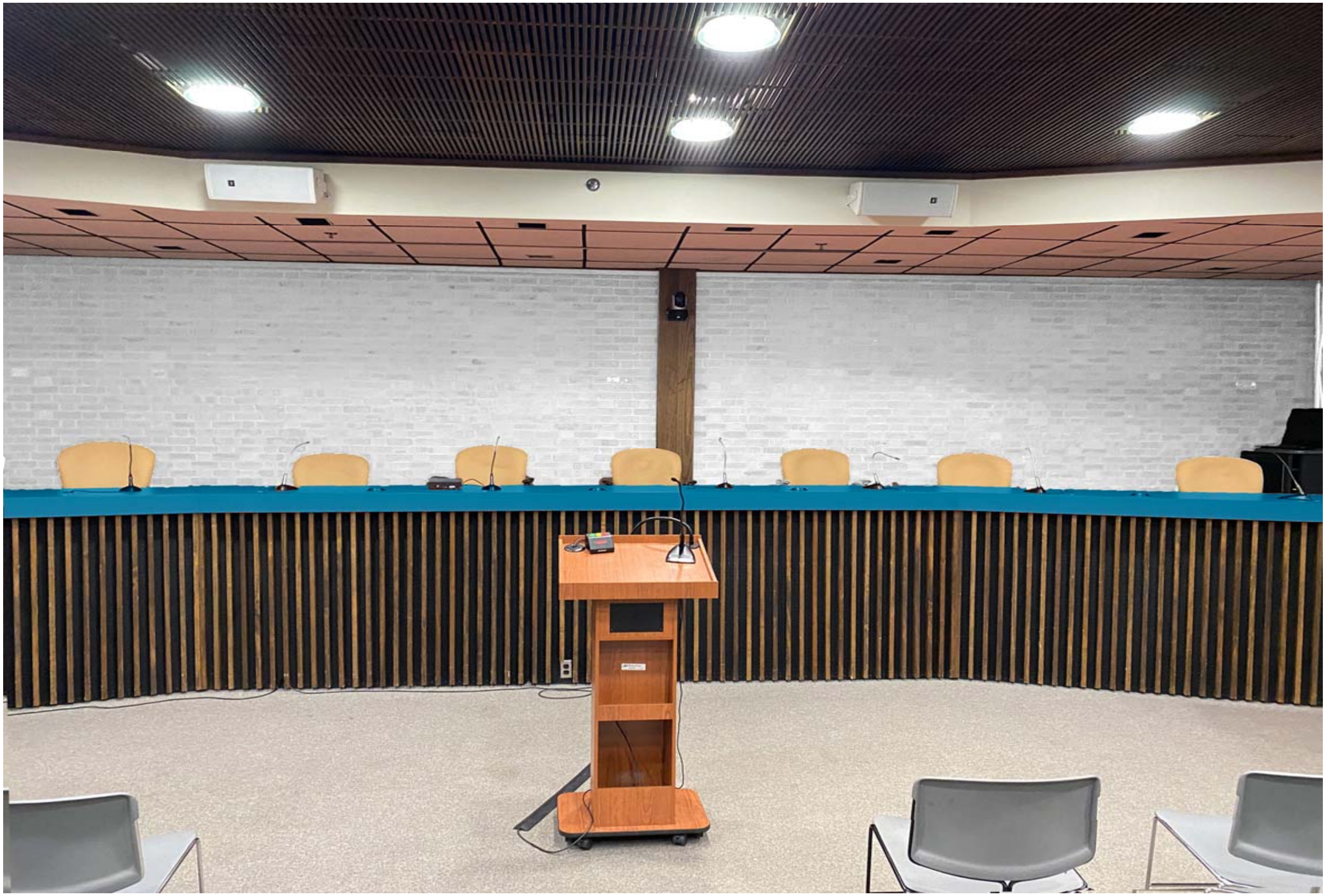
Image #3: Exterior paint options. Color Option: Gregarious Steel

Associated Photos

Image #4: Exterior paint options. Color Option: The Jeffrey

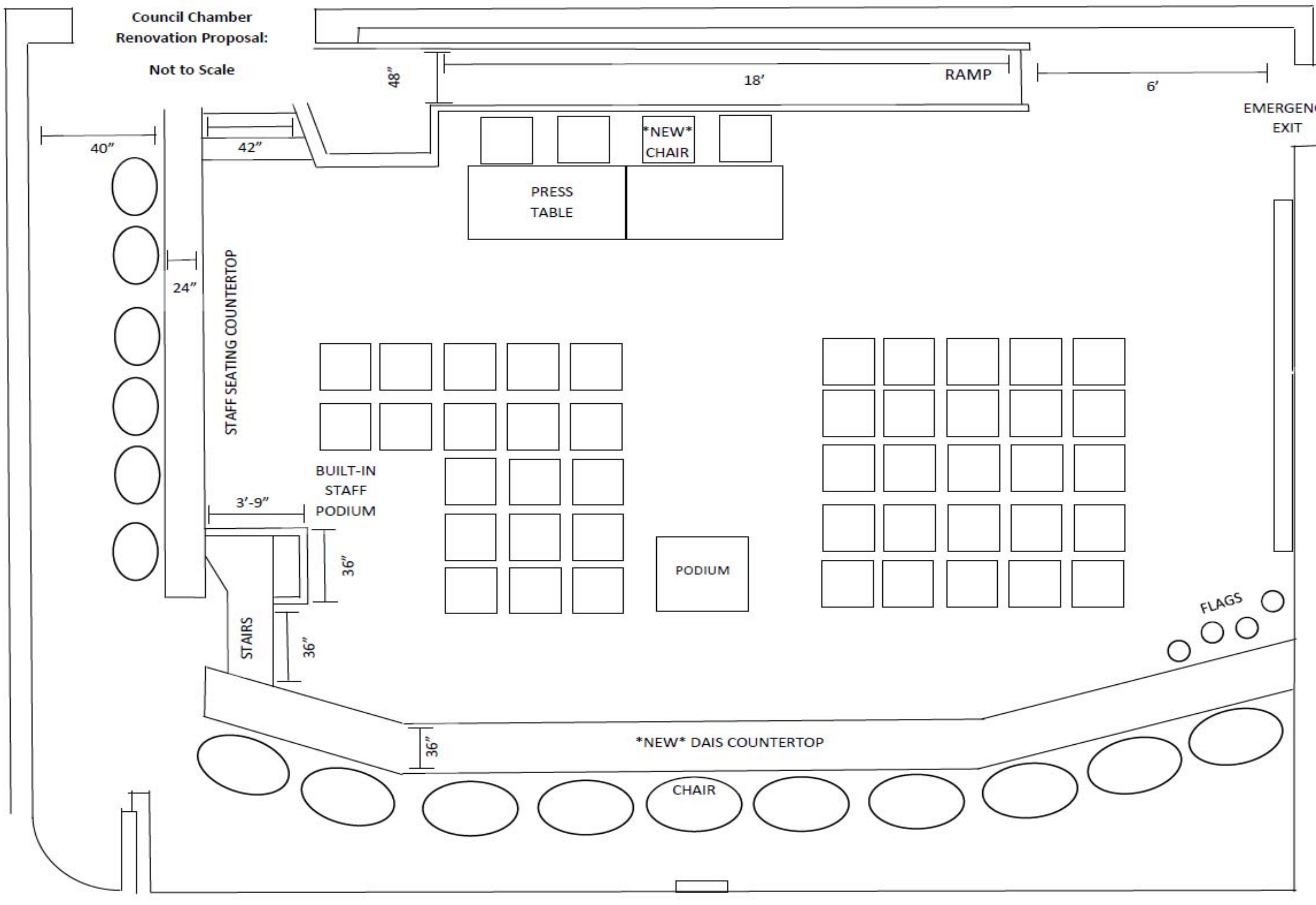
Associated Photos

Image #5: Council Chamber dais upgrade



Associated Photos

Image #6: Council Chamber dais upgrade



N2302: Municipal Center Master Plan

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Associated Photos

Images #7 and 8: South Main Street Side of City Hall.

N2302: Municipal Center Master Plan

Supporting Documentation - Page 8 of 19

Associated Photos

Images #9 and 10: South Main Street Side of City Hall.

Associated Photos

Images #11 and 12: South Main Street Side of City Hall.

N2302: Municipal Center Master Plan

Supporting Documentation - Page 10 of 19

Associated Photos

Images #13 and 14: Stairs to City Hall from South Main Street bus station.

Associated Photos

Image #15: Apple Road side of Newark Police Department.

Associated Photos

Image #16: Newark Police Department.

Associated Photos

Images #17, 18, 19 and 20: Newark Police Department and Municipal Complex loading dock (Apple Road view).

Associated Photos

Images #21 and 22: Newark Police Department Sally Port (Apple Road view).

Associated Photos

Image #23: Municipal Complex from Parking Lot (City Hall and NPD).

Associated Photos

Image #24: Newark Police Department Sally Port (lot side).

Associated Photos

Image #25: Newark Police Department.

N2302: Municipal Center Master Plan

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Associated Photos

Images #26, 27 and 28: Newark Police Department between Sally Port and Atrium.

Associated Photos

Image #29: City Manager's Office Exterior.

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N2303
PROJECT TITLE: Field Operations Complex Administrative Building
PROJECT STATUS: New Project

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ 825,000	$ 4,000,000	$ 1,500,000	$ -	$ 6,325,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ 825,000	$ 4,000,000	$ 1,500,000	$ -	$ 6,325,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Field Operations Complex
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2026
Est. Useful Life (in years):	25
Est. Total Cost:	$ 6,325,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 6,325,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6006016.9621	$ 6,325,000
TOTAL PROJECT COST		$ 6,325,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

At the field operations complex, building #1 (PWWR and Electric administrative offices, garage) and building #4 (Parks Maintenance offices, storage, break room) are in various states of disrepair and beyond their useful lives. Neither building has central air, which makes warmer months very uncomfortable for staff. The total amount needed to improve these buildings would be substantial and warrants discussion on replacing these spaces with a new consolidated administrative building for PWWR, Electric, and Parks. In 2018, building #3 was demolished due to dilapidation and now serves as a parking space for employees and visitors; this space is targeted for such a new construction.

By consolidating space at the FOC and designing more accomodating office spaces at the yard, certain personnel at City Hall could be restationed at the yard. This would free up workspace at City Hall as well, which is direly needed and will only become more pressing in the remaining 2 decades we are in the building. As such, a new building at the maintenance yard solves multiple facility/workspace issues for the City of Newark. Only a fractional portion of the ESCO project focused on buildings #1 and #4 (LED lights, roof repairs), so this project would not impact the 20-year financing on the project substantially.

Additionally, staff is interested in investigating the installation of a wash bay for refuse trucks in the maintenance yard, which would expedite cleaning of vehicles. Should the administrative office building be built, half of building #1 could be demolished and have the bay installed there, connected to the garage.

With Council's approval of this project, staff will make this project the main focus of our community redevelopment (bond bill) legislative efforts for the states' FY24 budget through the 2023 legislative session.

$825,000: engineering services
$4,000,000: new administrative building
$1,500,000: new wash basin

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	825,000	4,000,000	1,500,000	-	$ 6,325,000
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 825,000	$ 4,000,000	$ 1,500,000	$ -	$ 6,325,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2303: Field Operations Complex Administrative Building

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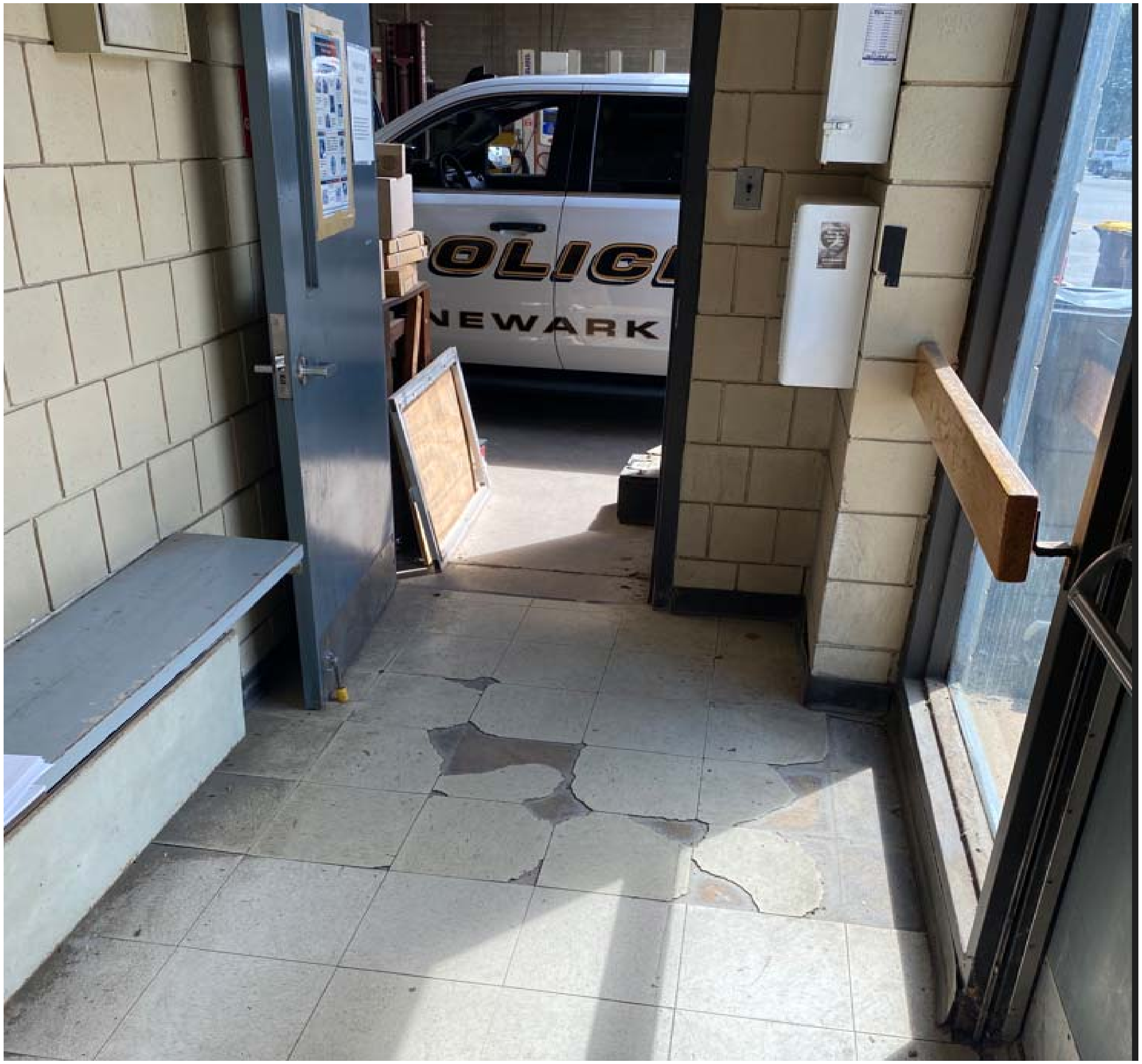
Associated Photos

Image #1: FOC Building 1 (Electric and PWWR offices):



N2303: Field Operations Complex Administrative Building

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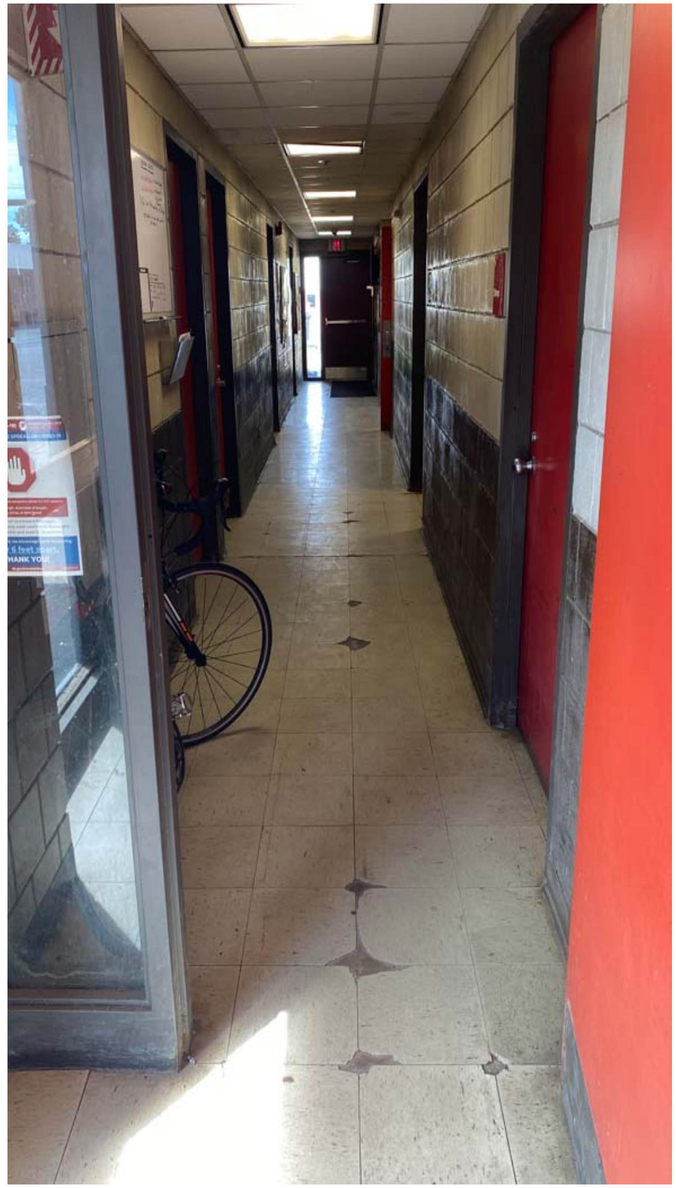
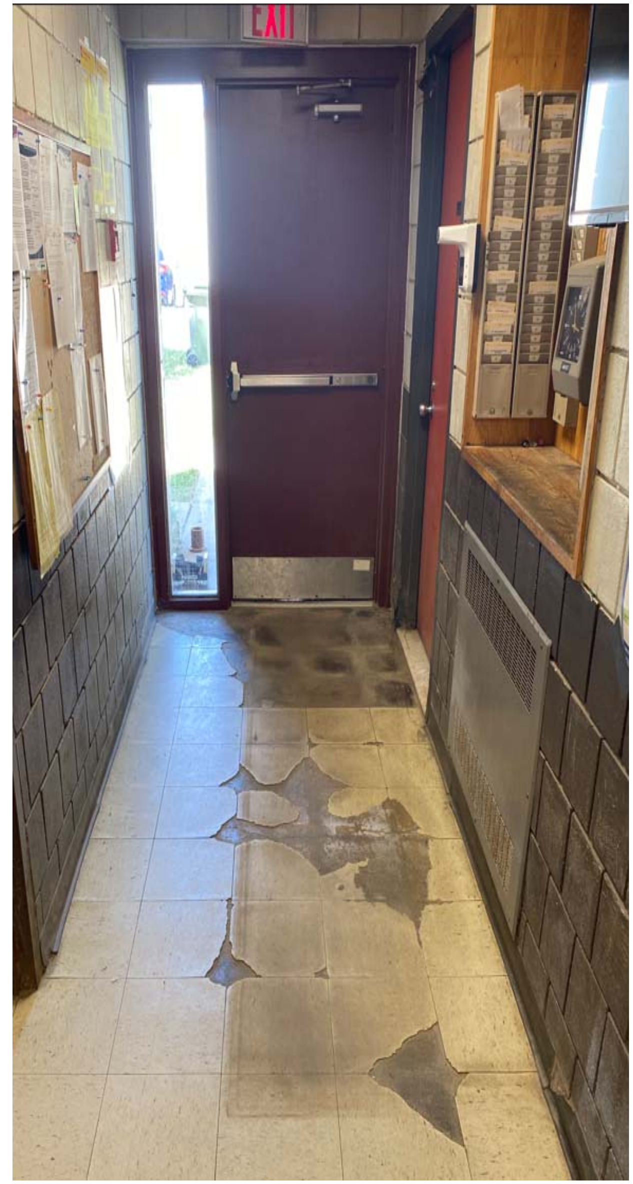
Associated Photos

Images #2 and 3: FOC Building 1 (Electric and PWWR offices):





N2303: Field Operations Complex Administrative Building

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Associated Photos

Images #4, 5 and 6: FOC Building 1 (Electric and PWWR offices):

N2303: Field Operations Complex Administrative Building

Supporting Documentation - Page 4 of 11

Associated Photos

Images #7 and 8: FOC Building 1 (Electric and PWWR offices): Shower and Supervisor's Office

Associated Photos

Images #9 and 10: FOC Building 1 (Electric and PWWR offices):

N2303: Field Operations Complex Administrative Building

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Associated Photos

Images #11 and 12: FOC Building 1 (Electric and PWWR offices):

Associated Photos

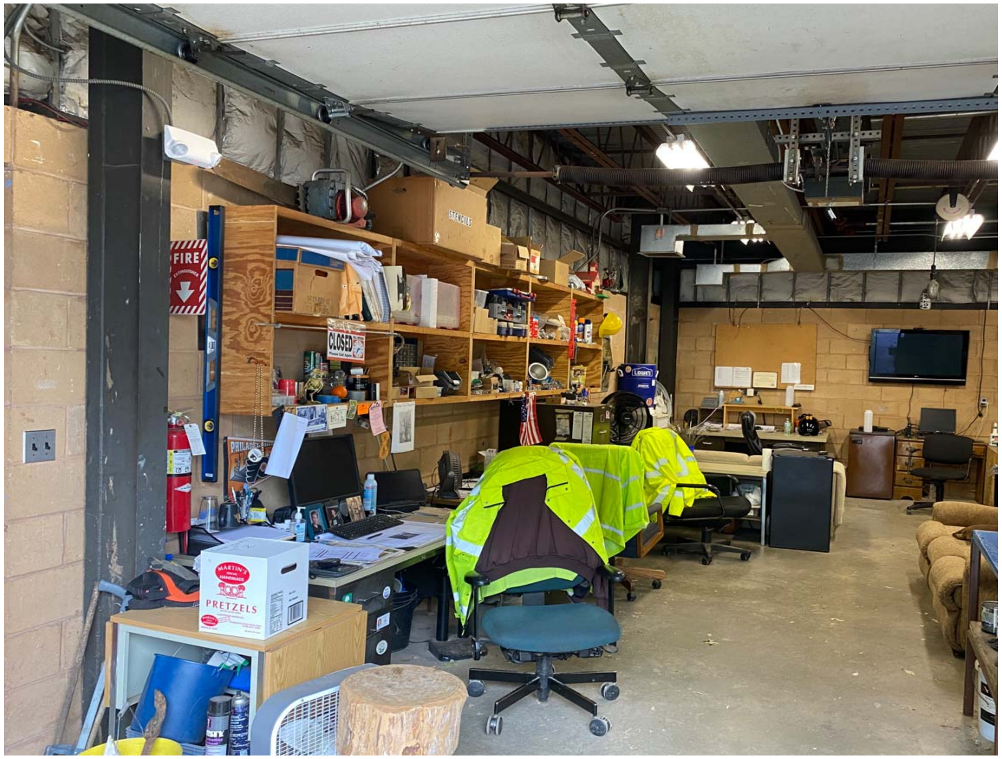
Images #13 and 14: FOC Building 4 (Parks Maintenance break room and offices):

N2303: Field Operations Complex Administrative Building

Supporting Documentation - Page 8 of 11

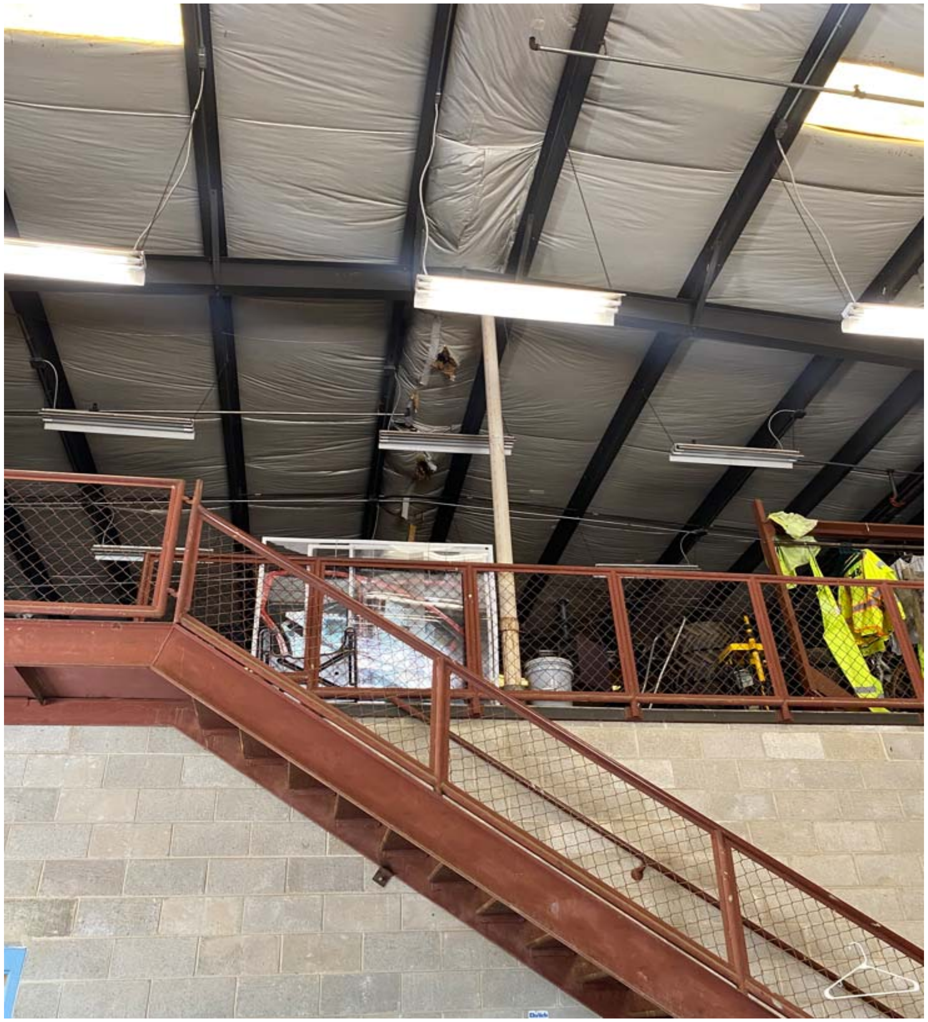
Associated Photos

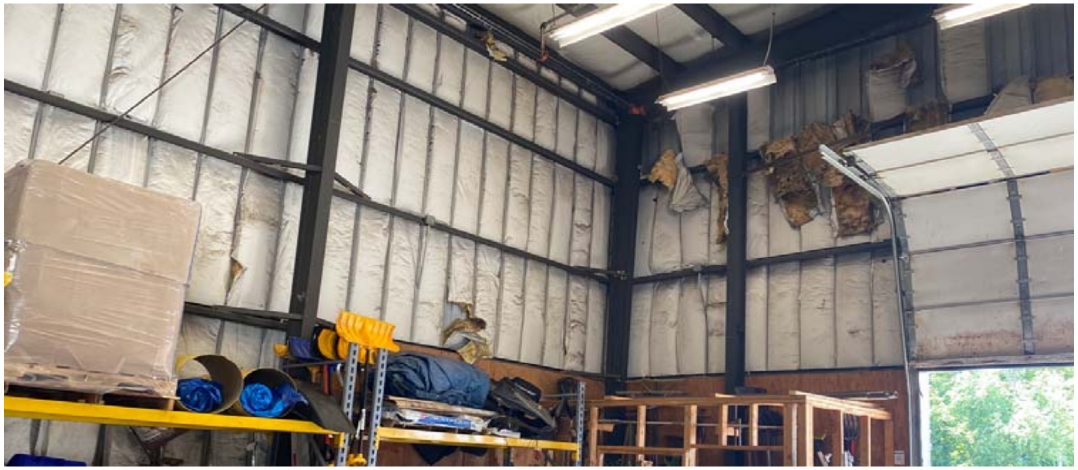
Images #15 and 16: FOC Building 4 (Parks Maintenance break room and offices):



Associated Photos

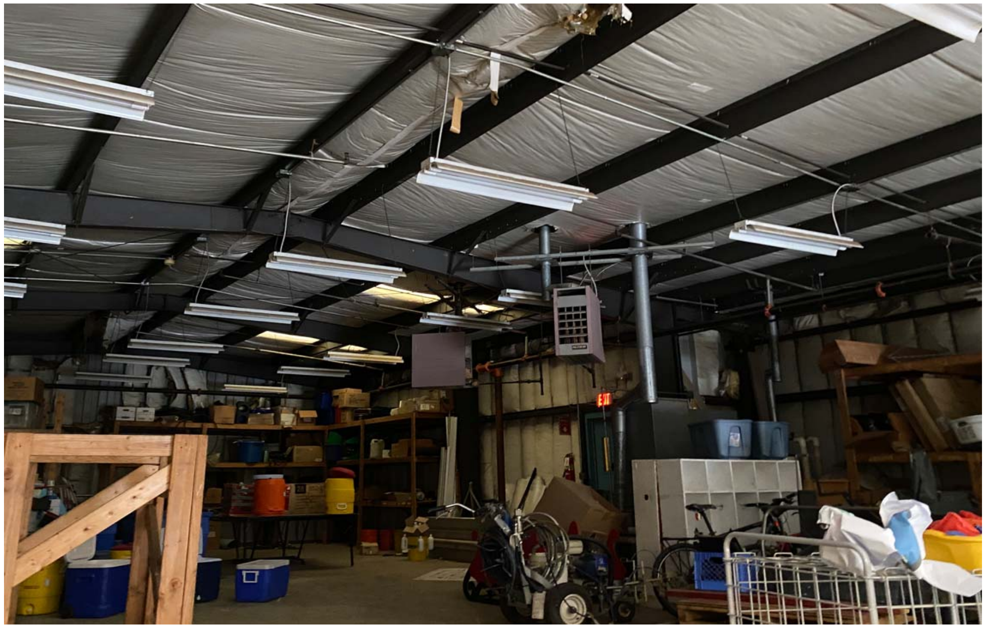
Images #17 and 18: FOC Building 4 (Parks Maintenance break room and offices):

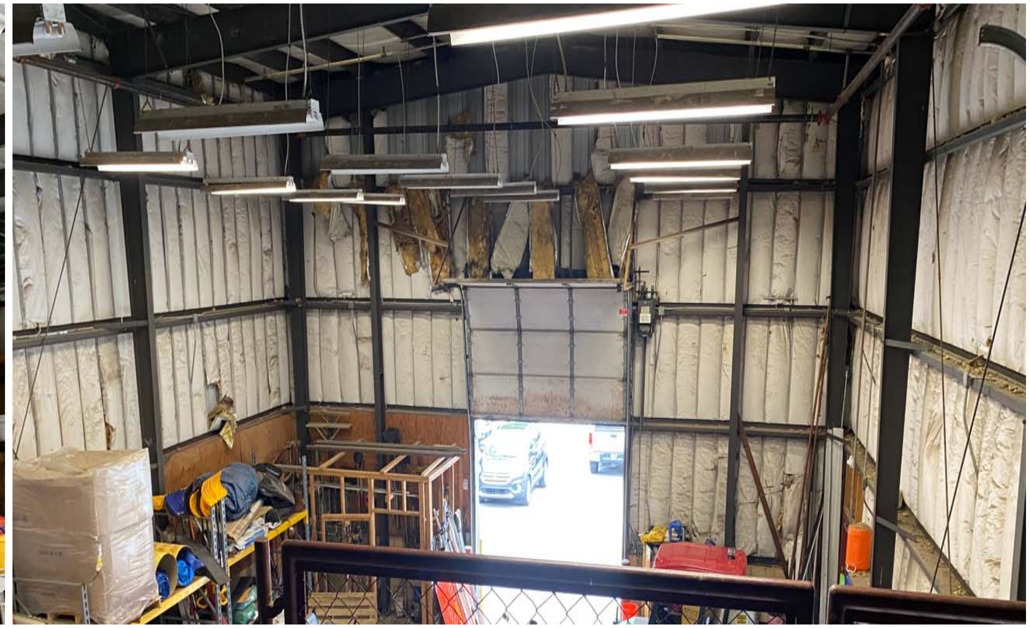




Associated Photos

Images #19 and 20: FOC Building 4 (Parks Maintenance break room and offices):





N2303: Field Operations Complex Administrative Building

Supporting Documentation - Page 11 of 11

Associated Photos

Images #21, 22 and 23: FOC Building 4 (Parks Maintenance break room and offices):

PROJECT NO: N2201

PROJECT TITLE: City Hall Access Safety and Security Upgrades

PROJECT STATUS: In Progress (with end date)

*Prior Authorized Balance includes 2022 carryover funding only.

FUNDING SUMMARY:	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2022
Est. Useful Life (in years):	20
Est. Total Cost:	$ 245,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ 245,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ -

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

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

Phase 1: Engineering/structural analysis - Estimate $20,000
Phase 2: Demo of standing semi-circular entryway structure - Estimate $50,000
Phase 3: Installation of prefabicated entryway awning and second set of door - Estimate $115,000
Phase 4: Installation of permanent bailiff station - Estimate $20,000
Phase 5: Installaiton of metal detectors and associated gear - Estimate $20,000
Phase 6: Front lobby floor tile upgrades (PD, atrium, PUBs) - Estimate $20,000

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	145,000	-	145,000	$ -	-	-	-	-	-	$ -
OTHER Court Security Fees	100,000	34,833	65,167	$ -	-	-	-	-	-	$ -
TOTAL:	$ 245,000	$ 34,833	$ 210,167	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2201: City Hall Access Safety and Security Upgrades

Supporting Documentation - Page 1 of 10

Associated Photos

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

Image #2: Typical steel decking holes and buckling.

Associated Photos

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

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

N2201: City Hall Access Safety and Security Upgrades

Supporting Documentation - Page 3 of 10

Associated Photos

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

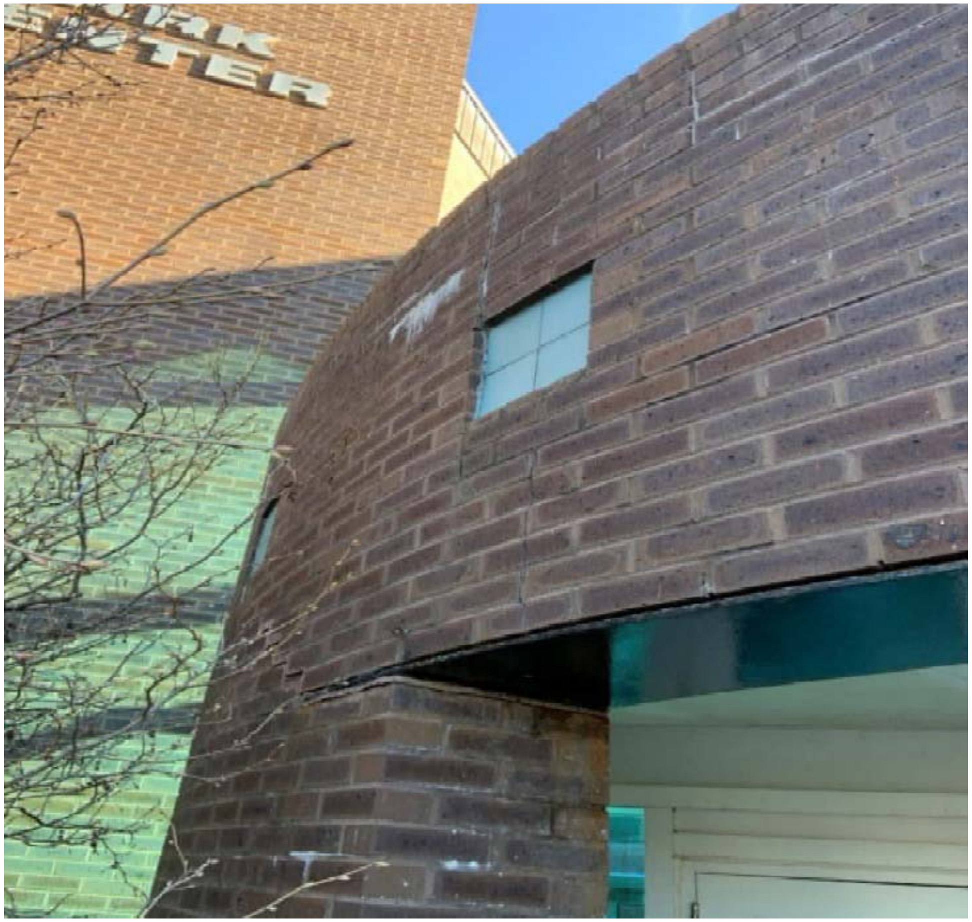


Image #6: Typical cracks in brick façade, with efflorescence.

Associated Photos

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

Image #8: Atrium Entrance.

Associated Photos

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

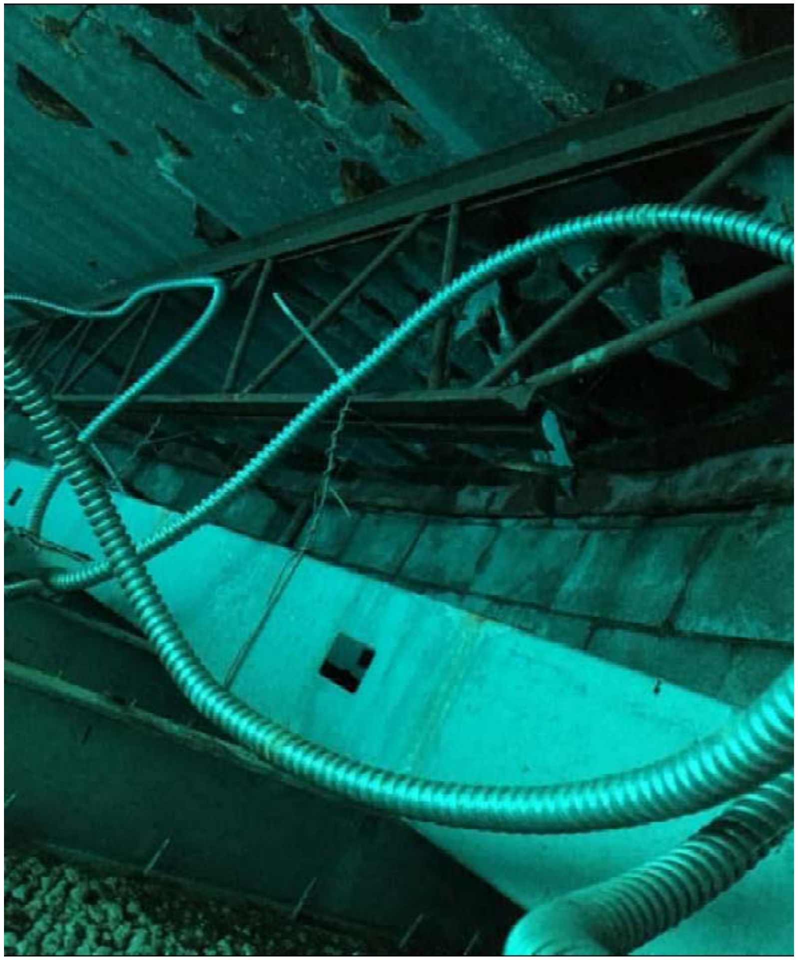
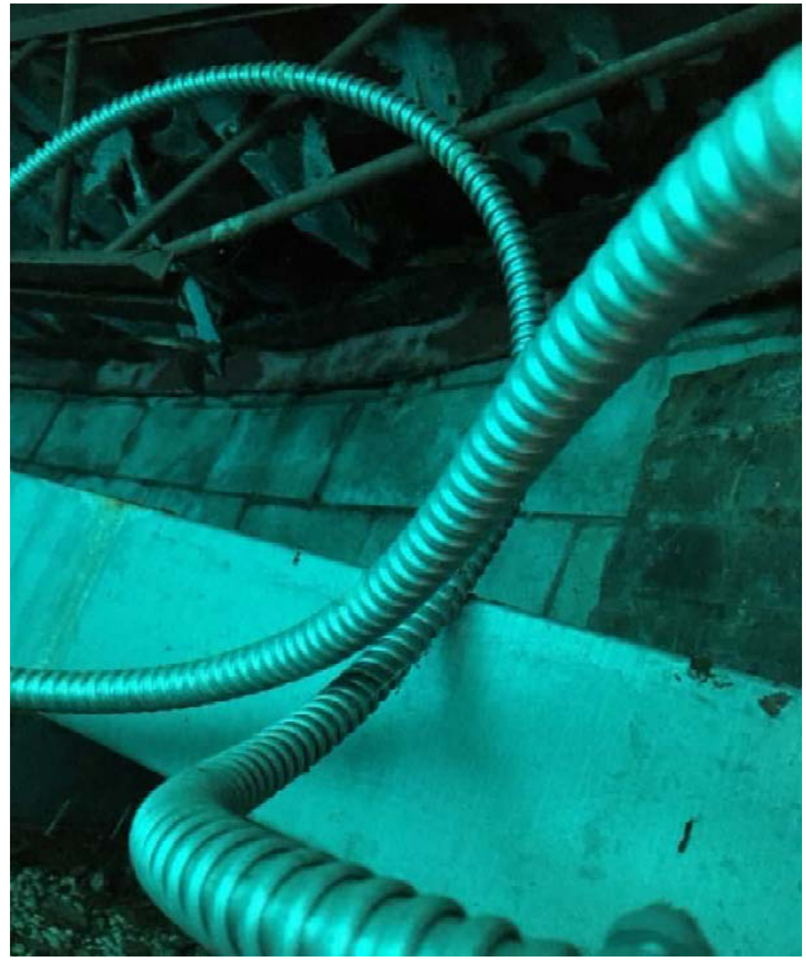


Image #10: Condition of CMU, and steel joists.



Associated Photos

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

Associated Photos

Image #13: City Hall lobby tiles. Note damage and cracks between/in tiles.

N2201: City Hall Access Safety and Security Upgrades

Supporting Documentation - Page 8 of 10

Associated Photos

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

Associated Photos

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

N2201: City Hall Access Safety and Security Upgrades

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Associated Photos

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

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*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N2203

PROJECT TITLE: Energy Savings Project Round II

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 2,181,500	$ -	$ -	$ -	$ -	$ 2,181,500
2023-2027 Funding:	$ 2,181,500	$ -	$ -	$ -	$ -	$ 2,181,500

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Field Operations Complex
PROJECT PRIORITY:	4 - Medium

This project is a NEED and not a WANT, but no significant risk in the deferral of this item

COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Inclusive Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The City of Newark; after completing a successful Phase 1 comprehensive energy-savings project including solar, LED lighting, HVAC, and many other improvements; is seeking to begin a Phase 2 project that will build upon the proven success of the Phase 1 project. The Phase 1 project created local jobs, reduced Newark's carbon footprint and long-term operating expenses, and improved our facilities for the community's enjoyment. It included a wide range of HVAC, lighting, and solar installation work throughout Newark. With this Phase 2 project, which is funded from the State of Delaware Bond Bill, Newark is confident that it can further improve its environmental benefits realized from Phase 1 and many other city initiatives focused on climate change, while also creating more local engineering and construction jobs and further improving City facilities for the enjoyment of the community. Phase 2 will include the installation of additional solar photovoltaic systems at more sites, additional HVAC improvements, window and other building envelope improvements, mechanical improvements at wastewater treatment facilities, and other smaller assorted measures.

The projects slated for completion through this project, in order of prioritization, are as follows:
- Atrium UV protection window film installation
- NPD and Finance/Court area window replacements
- Roof repairs at South Well Field WTP (previously CIP W2202) and possible solar installation
- Solar installation at George Wilson Center and Curtis WTP
- George Wilson Center Building Automation System remote access
- Ceiling tile and flooring upgrades at NPD and City Hall
- Miscellaneous other conservation measures as feasible with available money
- New lighting system and LED sign for City Hall along S. Main St.

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	$ 2,181,500
Est. Spend @ 12/31/2021 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 2,181,500

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	$ 50,000
Materials:		$ -
Other Contracts:	6006016.9621	$ 2,131,500
TOTAL PROJECT COST		$ 2,181,500

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/21	Estimated Expenditures 04/01/21 - 12/31/21	Estimated Authorized Balance[2] 12/31/21	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS State of Delaware Bond Bill	2,181,500	-	-	$ 2,181,500	2,181,500	-	-	-	-	$ 2,181,500
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 2,181,500	$ -	$ -	$ 2,181,500	$ 2,181,500	$ -	$ -	$ -	$ -	$ 2,181,500

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2203: Energy Savings Project Round II

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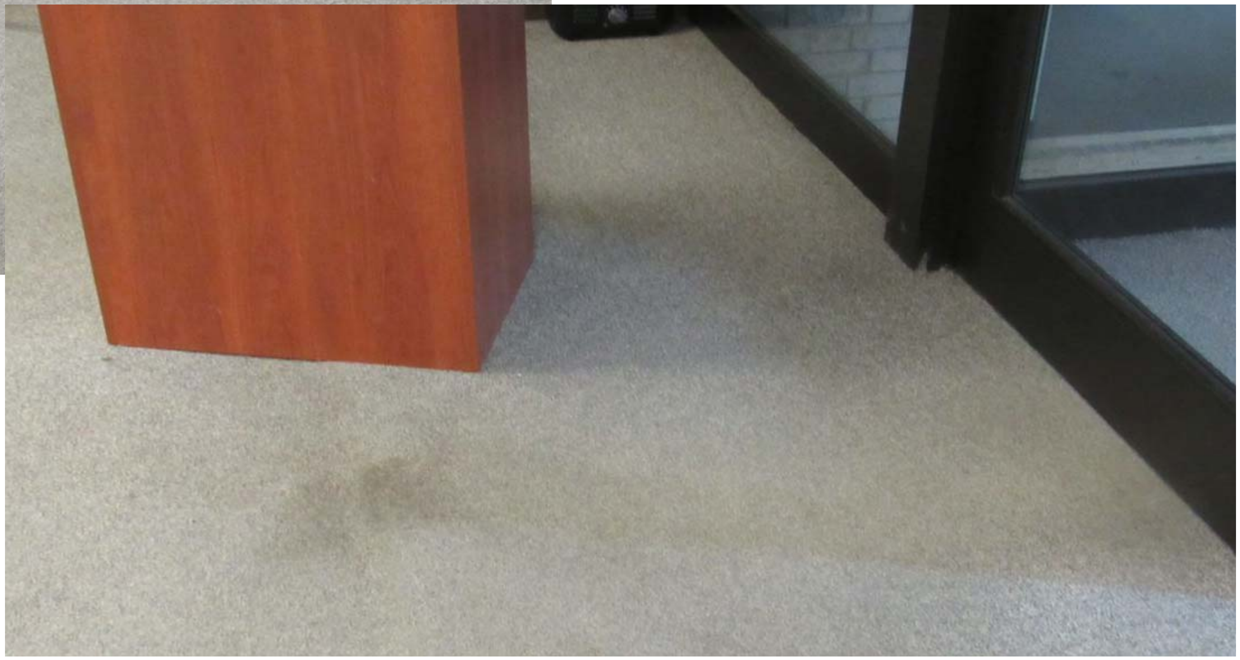
Associated Photos

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

Image #2: Alderman's Court

Associated Photos

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



Associated Photos

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

N2203: Energy Savings Project Round II

Supporting Documentation - Page 4 of 9

Associated Photos

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

N2203: Energy Savings Project Round II

Supporting Documentation - Page 5 of 9

Associated Photos

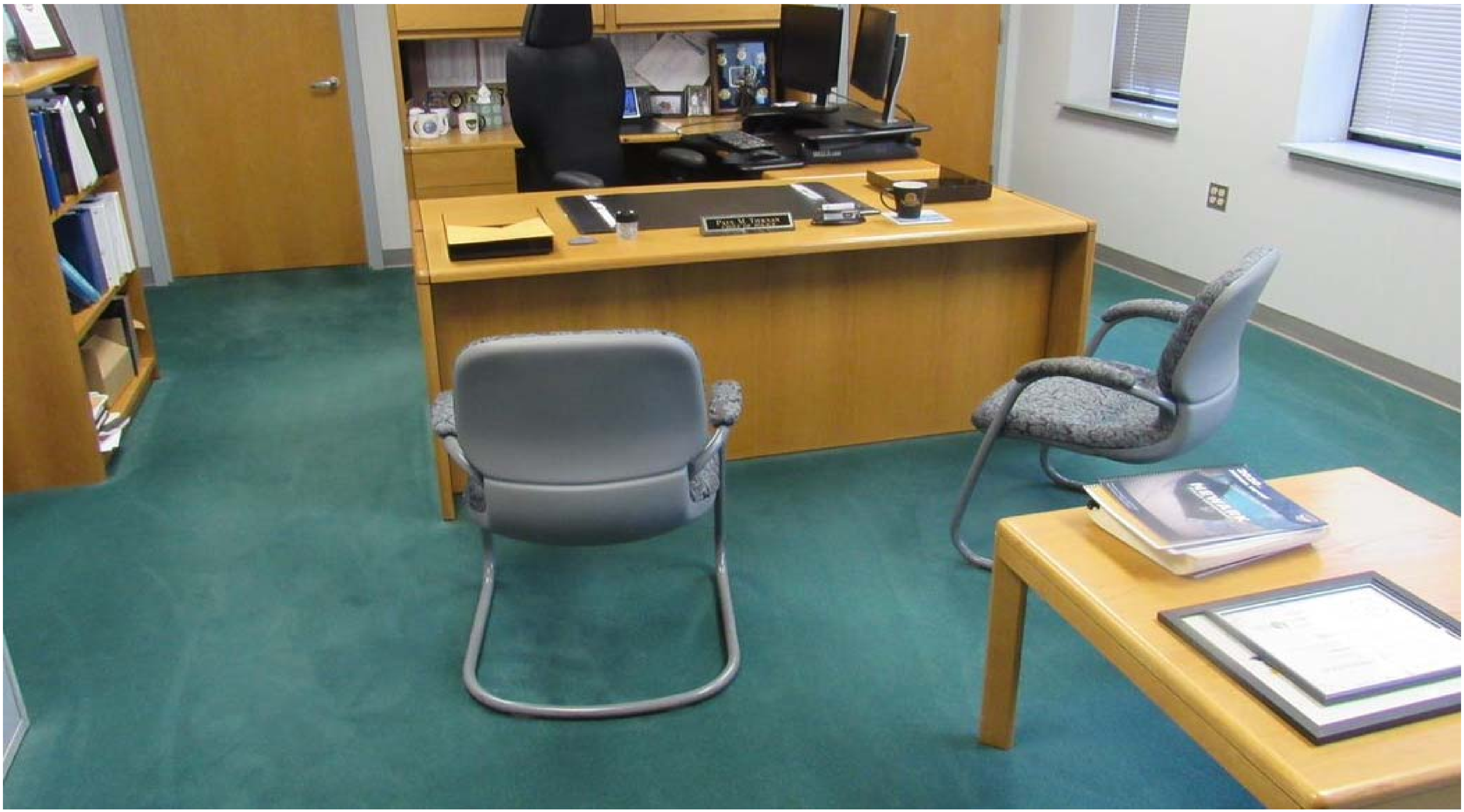
Images #9 and 10: Police Chief's Conference Room. Note this is where police applicant interviews and internal police promotional interviews occur.

N2203: Energy Savings Project Round II

Supporting Documentation - Page 6 of 9

Associated Photos

Image #11: Police Chief’s office.



N2203: Energy Savings Project Round II

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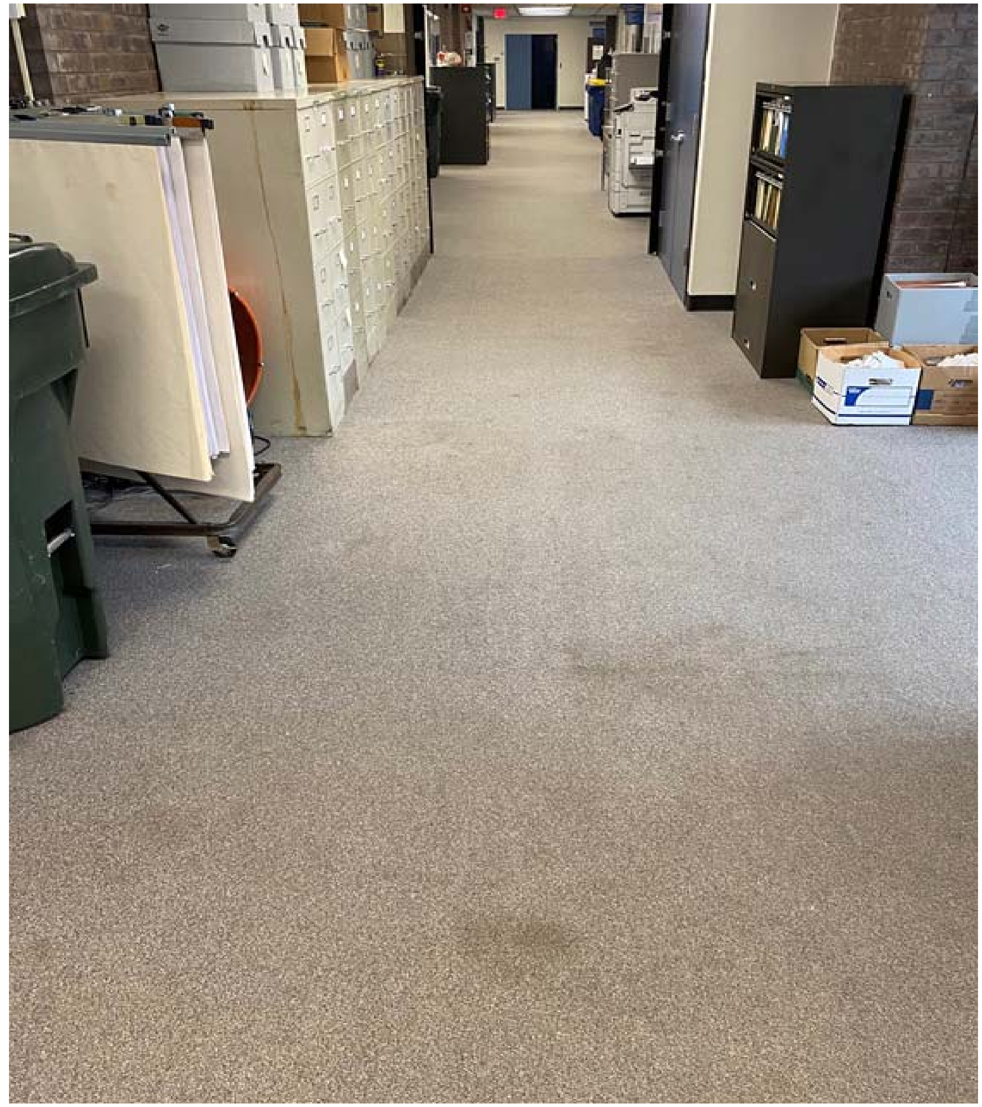
Associated Photos

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



N2203: Energy Savings Project Round II

Supporting Documentation - Page 8 of 9

Associated Photos

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

Associated Photos

Image #17: City Manager's Office.

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N1806

PROJECT TITLE: FOC - Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 311,140	$ -	$ -	$ -	$ -	$ 311,140
2023-2027 Funding:	$ 311,140	$ -	$ -	$ -	$ -	$ 311,140

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	$ 311,140
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 311,140

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6006016.9621	$ 311,140
TOTAL PROJECT COST		$ 311,140

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Phase 1: Needs Assessment and Master Planning (Completed 2016)
Phase 2: Salt Shed Construction (Completed 2017)
Phase 3: Demolition of Building #3 (Completed 2018)
Phase 4: Overhead door repairs and window A/C unit install for air quality improvement at Bldg. 4 (2023) - $63,640
Phase 5: Fencing and gate repairs/private slats, associated trimming work, misc. security improvements (2023) - $247,500
Phase 6: New Parking Area - ON HOLD - Pending N2303

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

CIP Budget history (as of 6-12-2020):
-In 2018, this CIP had $348,000 in funding ($295,000 from bond funding ($70k in 2018 and $225k in 2019) and $53,000 in current resources
-Through 11/2019, $45,360 spent/encumbered, leaving a balance of $295,000 in bond funding and $7,640 in current resources
-In 3/2020, $226,000 transferred from N1806 to N1603 (GWC HVAC) with another $13,000 tentatively slated to be transferred to the same CIP for a change order in July 2020, leaving $7,640 in current resources and $56,000 in bond funding

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	7,640	-	-	$ 7,640	7,640	-	-	-	-	$ 7,640
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	247,500	-	-	$ 247,500	247,500	-	-	-	-	$ 247,500
BOND ISSUES	56,000	-	-	$ 56,000	56,000	-	-	-	-	$ 56,000
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 311,140	$ -	$ -	$ 311,140	$ 311,140	$ -	$ -	$ -	$ -	$ 311,140

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: N1809

PROJECT TITLE: Historic Newark Train Station Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Newark Train Station
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2018
Est. Completion Date:	2025
Est. Useful Life (in years):	20
Est. Total Cost:	$ 700,000
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 700,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:	6006016.9621	$ 250,000
Other Contracts:	6006016.9621	$ 450,000
TOTAL PROJECT COST		$ 700,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Project was originally titled "TRN - New Windows" and now encompasses other facility needs. **It is anticipated that the costs needed to bring this building back to a maintainable level far exceed the building's total worth. Consideration should be given to relinquishing ownership of the building if repairs are not authorized.**

$250,000.00: Replacement of deteriorating windows - 2024
$250,000.00: Repair/replacement of roof, wooden awnings, and other external issue areas - 2024
$200,000.00: Interior repairs (plaster walls and ceilings, cracks, plumbing, electrical, etc.) - 2025

The historic Newark Passenger Railroad Station is owned and operated by the City of Newark. The station was built by the Philadelphia, Wilmington, and Baltimore (PW&B) Railroad in 1877. While the station was considered one of the several prestigious commuter stations in Delaware for nearly a century, Amtrak closed the station in the 1970s. The City of Newark took ownership of the facility in 1986 and began investing in its restoration. The City maintains the facility to this day and leases the property to the Newark Historical Society for the purpose of using the station as a history museum. This site no longer is an active railroad station and sits adjacent to the new Newark Transportation Hub at the STAR Campus.

Although the City kept the station intact for its nearly 40 years of ownership, additional funding to preserve the facility is needed to avoid further deterioration of the property if the City maintains ownership of the site. Specifically, since at least 2018, the City of Newark sought grant funding to replace the windows on the station; the windows are damaged beyond repair and eventually will give way to water entry or collapse. The roof on the building has not been replaced in several decades and is at end of life. There are also several wooden awnings near windows that are severely dated and may give way to rot soon. Two HVAC units service the station (one installed in 1988 and one in 2002), both of which failed in 2022 and will be replaced same-year for approximately $40,000. Lastly, interior issues such as cracking in the plaster walls and ceilings, plumbing problems, and electrical work must be addressed soon to avoid internal deterioration of the property and damage to the Newark Historical Society's museum.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	500,000	-	-	-	$ 500,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS TBD	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**

OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2022 carryover funding only.

PROJECT NO: NEQSF

PROJECT TITLE: Equipment Replacement Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2023-2027 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

*Please note that although there is $0 budgeted from 2023-2027, this CIP sheet will remain as part of the 2023-2027 Capital Improvement Program. Next scheduled replacement is in 2028. Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2023-2027).

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	$ -
Est. Spend @ 12/31/2022 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:		$ -
TOTAL PROJECT COST		$ -

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance[2] 12/31/22	2023	2024	2025	2026	2027	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2023	2024	2025	2026	2027	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2023 - 2027
MAINTENANCE FUND, ADMINISTRATIVE DEPARTMENT, FACILITIES MAINTENANCE DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS 2023	2024	2025	2026	2027
	STAFF VEHICLES											
642	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	12	2028	2028	23,535					
TOTAL FACILITIES MAINTENANCE DIVISION				**GROSS ACQUISITION COST**				$ -	$ -	$ -	$ -	$ -
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	-	-	-
				NET EQUIPMENT SINKING FUND TOTAL				$ -	$ -	$ -	$ -	$ -

VEHICLE NUMBER	DESCRIPTION		LEASE START DATE	PRIOR PURCHASE PRICE	NORMAL REPL YEAR	BUDGET REPL YEAR	REPLACEMENT SCHEDULE TERM	LEASE PAYMENT SCHEDULE 2023	2024	2025	2026	2027
	STAFF VEHICLES											
641	2004 Ford E250 Van	a.	07/08/04	14,196	2022	2022	5					

a. This vehicle is scheduled to be replaced in 2022.

ADMINISTRATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
APPENDIX A - OBJECT CODE 8131 - (2022 AND 2023 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance - Allocated (2)	Annual	1,000.00	1,400.00	400.00	Web and Graphic Design Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	11,900.00	12,800.00	900.00	City Website
8131	Click, Fix, Report	Annual	24,000.00	10,000.00	(14,000.00)	City App
8131	CTS Language Link - Interpreter Services	Annual	1,500.00	-	(1,500.00)	Interpreter Services
8131	Everbridge - Maintenance - Inform Me	Annual	15,000.00	15,500.00	500.00	Everbridge "InformMe" Community Communication System
8131	Messages on Hold - The Informer	Monthly	3,120.00	3,120.00	-	Phone System Professional Voice Recording
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	17,712.72	17,712.72	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	1,440.00	1,440.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,945.00	4,945.00	-	VOIP Phone System
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated (Communications)	Monthly	2,826.00	2,826.00	-	VOIP Phone System
	8131 Subtotal:		*83,643.72*	*69,943.72*	-	
			$ 83,644.00	**$ 69,944.00**	**$ (13,700.00)**	

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
APPENDIX A - OBJECT CODE 8131 - (2022 AND 2023 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
8131	Advantech Prowatch Software Maintenance	Annual	3,500.00	-	(3,500.00)	Municipal and Utility Gate Access Management Software (Prowatch)
8131	Advantech Hosted Access Control System	Annual	25,820.00	18,360.00	(7,460.00)	Municipal, PD and Utility Gate Hosted Access Control System
8131	Card Reader Hardware Maintenance	As Needed	2,000.00	-	(2,000.00)	Responsive Hardware Support for Card Readers
8131	Gasboy Annual Maintenance	Annual	650.00	800.00	150.00	Gas Pump Software Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	4,428.18	4,428.18	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	350.00	350.00	-	VOIP Phone System
	8131 Subtotal:		*37,228.18*	*24,418.18*	-	
			$ 37,228.00	**$ 24,418.00**	**$ (12,810.00)**	

August 22, 2022

TO: Honorable Mayor & Council

FROM: Tom Coleman, City Manager TC

SUBJECT: Recommendation to restructure the Administration Department by transitioning the Part-Time Human Resources Coordinator to a full-time position and modify job duties of the current Chief Purchasing & Personnel Officer position

Based on ever-shifting responsibilities in the City Manager's Office, management within the department began investigating ways to improve efficiencies and better dedicate staff resources to areas that better benefit the City. Specifically, as the non-HR responsibilities of the Chief Purchasing & Personnel Officer (CPPO) have evolved since its inception at the start of the COVID-19 pandemic (grant writing, major facility repairs, lobbying assistance, emergency management/preparedness), it was determined that having these important tasks centralized in a position without day-to-day benefits administration would be beneficial. For example, from late September to early November, much of CPPO Martindale's time will be devoted to employee open enrollment, which will inevitably draw his time away from other critical citywide and City Council projects. While the CPPO position successfully covers many needed staffing areas for the Administration Department, transitioning the position closer to what it was in 2019 (primarily a support role for the city manager) will be a better benefit to Newark in the short- and long-term. This will also allow more time to be spent on emergency preparedness efforts, including coordinating updates to our emergency operations plan, sourcing materials, and training staff for emergencies.

Additionally, by creating a full-time position specifically focused on employment, benefits administration, and training, more permanent attention can be given to this crucial area for the City in a time when recruiting and retaining employees is of paramount importance. Administration's Part-Time HR Coordinator already focuses on recruitment and onboarding-related activities for part-time and temporary staff, as well as employee training activities. As such, consolidating the remaining HR functions of the CPPO position into a new full-time role will successfully complement the transition of the CPPO into a new administration-focused role.

The City Manager's Office recommends implementing these changes as proposed. The transition will be a benefit to the City as a whole and better define job responsibilities within our department. The cost to transition the current part-time human resources coordinator to full-time is estimated to be $75,000.