



PLANNING AND DEVELOPMENT DEPARTMENT

2023 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:

AUGUST 29th, 2022

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



**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

Land Use and Planning Division:

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

Staff

The Land Use and Planning Division is comprised of seven (7) staff, including one (1) Director, one (1) Deputy Director, two (2) temporary Planner I, two (2) Planner II and one (1) Administrative Professional.

Transportation and Technical Services:

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

Economic Development:

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

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Code Enforcement Division:

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

Staff

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

Parking Division:

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

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Parking Division (continued):

Staff

The Parking Division staff includes: the Parking Division Manager, the Parking Division Field Supervisor, two (2) Customer Service Representatives, two (2) Maintenance field employees, two (2) Full-Time Parking Ambassadors, and fourteen (14) Part-Time Parking Ambassadors. These employees ensure proper facility maintenance and infrastructure for six parking lots and one temporary parking lot, named Municipal Lot 7, on-street kiosks, and other facets of managing a 24/7 parking operation.

UNICITY Bus:

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

Community Development Block Grant (CDBG):

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

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Land Use and Planning Division:

The Planning and Development Land Use Planning Division remained quite busy in 2022 and there continues to be sustained activity and interest in land use applications which continue to take a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

- Charrette and development of revisions to the BB and RA zoning district – Staff worked with AECOM on pre-Charrette work and from March 21-25, the Planning and Development Department hosted Newark Charrette: Planning our Downtown, Together. The charrette brought together stakeholders and citizens to learn thoughts and opinions on zoning and develop a framework for potential revisions in the City's downtown areas. A presentation on the outcome of the Charrette was made to Council on May 23, 2022, for Council input and direction. A rough draft of the revisions to the BB and RA zoning districts based on the May 23 Council feedback on the Charrette was presented to Council on July 11, 2022. The AECOM and Newark Charrette team put together draft language to be presented at a joint Planning Commission and Council public workshop on August 25, 2022 to discuss and garner public input. Feedback from this workshop is anticipated to lead to the final language being proposed, recommended by Planning Commission and adopted by Council before the end of the year.
- Provided staff support and guidance to the Transportation Improvement District Subcommittee for the City of Newark in its work to implement a Transportation Improvement District and associated fees for development. The Subcommittee anticipates completing its work in mid-September with a joint Planning Commission and Council public workshop to review the recommendations of the Subcommittee targeted for November.
- Staff has begun implementation of the Downtown Newark Parking Plan Phase II from Kimley Horn based on Council feedback. Completed items in 2022 thus far include the establishment of a new Parking Advisory Committee, codifying the Residential Parking Permit Program zone, shortening the permitted length of time for on street parking and updating code references regarding the current structure of the Parking Division. Additional items anticipated to be completed by the end of 2022 include updating the parking requirements for the BB zoning district, restructuring parking-related fines, and updating downtown parking lot design requirements. Additional items from the Plan are targeted for completion in 2023.
- With the assistance of the Comprehensive Development Plan Steering Committee, staff completed the Comprehensive Development Plan V 2.0 update, which was presented to Council and approved on August 8, 2022. Staff is preparing the approved Plan for submission to the State for review at the September PLUS meeting. Once it has been recommended for approval by PLUS, it will be forwarded to the Governor for signature.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Land Use and Planning Division (continued):

- Planning staff is continuing to work with the GIS and related staff to portray land use development information in a parcel-based format.
- The division continued to provide technical assistance to other City departments, Planning Commission and Council. Technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City library, and preparing maps, charts and visual aids.

Planning Commission Activities (October 2021 through August 2022)

Code Amendments

1. Discussion of adding Accessory Dwelling Units to the code. Council elected not to move forward with this item. (May 2022)
2. Text Amendment to Chapter 32, Section 32-18 to add microbreweries as a special use to the BB (Central Business District). (February 2022)
3. At their July 2022 meeting, the Planning Commission reviewed a proposal for interim building height in BB and RA zoning Districts. This proposed limiting building height to 5 stories in the BB and RA zoning districts. The Commission did not recommend approval to City Council and City Council elected not to move forward with this item in favor of completing the BB and RA zoning district revisions.
4. Text amendment to Chapter 32, Section 32-4 to update the definition of offices for professional services and administrative activities for nonresidential districts to include therapists. (August 2022)

Annexations

1. There were no annexations during this reporting period.

Rezoning

1. 500-700 Creek View Road (December 2021)
2. 10 & 16 Benny Street (May 2022)
3. 30 South Chapel Street (June 2022)
4. 25 North Chapel Street (July 2022)

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Comprehensive Development Plan Amendments

1. Comprehensive Development Plan V amendment to add the George Reed Village Public Housing Redevelopment (February 2022)
2. 10 & 16 Benny Street (May 2022)
3. 30 South Chapel Street (June 2022)

Major/Minor Subdivisions

1. 500-700 Creek View Road Major Subdivision (December 2021)
2. 132-138 East Main Street Major Subdivision (February 2022)
3. 10 & 16 Benny Street Major Subdivision (May 2022)
4. 30 South Chapel Street Major Subdivision (June 2022)
5. 25 North Chapel Street Major Subdivision (July 2022)
6. 1119 South College Avenue Major Subdivision (August 2022)

Site Plan Approval

1. 500-700 Creek View Road (December 2021)
2. 132-138 East Main Street (February 2022)
3. 10 & 16 Benny Street (May 2022)
4. 25 North Chapel Street (July 2022)

Administrative Subdivisions

1. None at this time

Special Use Permits

1. 500-700 Creek View Road (December 2021)
2. 132-138 East Main Street (February 2022)
3. 30 South Chapel Street (June 2022)
4. 25 North Chapel Street (July 2022)
5. 1119 South College Avenue (August 2022)

Parking Waiver

1. 132-138 East Main Street (February 2022)
2. 25 North Chapel Street (July 2022)

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Plans Received (October 2021 through June 2022)

1. 25 North Chapel Street
2. 591 Collaboration Way
3. 1119 South College Avenue
4. 532 Old Barksdale Road
5. The Grove (Formerly College Square Shopping Center)
6. 244 Kells Avenue
7. 515 Capitol Trail
8. 1115 South College Avenue
9. 249 East Main Street
10. 55 Benny Street
11. 178, 182 and 186 South Main Street and 528 Old Barksdale Road

Ongoing Land Use Projects

1. Green Mansion – 94 East Main Street
2. The Grove (Formerly College Square Shopping Center)
3. 591 Collaboration Way
4. 115 College Square
5. UD Drake Hall
6. 10 & 16 Benny Street
7. 532 Old Barksdale Road
8. 244 Kells Avenue
9. 515 Capitol Trail
10. 1115 South College Avenue
11. 249 East Main Street
12. 141 East Main Street
13. 500-700 Creek View Road
14. 1119 South College Avenue
15. 132-138 East Main Street

Transportation Improvement District (TID)

1. TID Meeting – December 8, 2021
2. TID Meeting – January 12, 2022
3. TID Meeting – February 9, 2022
4. TID Meeting – May 11, 2022
5. TID Meeting – June 8, 2022
6. TID Meeting – July 13, 2022
7. TID Meeting – August 10, 2022

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Capital Improvements Plan

1. Review and consideration of 2022-2026 Capital Improvements Program (October 19, 2021)

2021/2022 Work Plan

1. Adoption of the Planning Commission 2021 Work Plan (October 5, 2021)

Planning Commission Bylaws and Rules of Procedure

1. No update at this time.

Five Year Review of the Comprehensive Plan V

1. Steering Committee Meeting – December 9, 2021
2. Steering Committee Meeting – January 13, 2022
3. Steering Committee Meeting – March 16, 2022
4. Draft Revisions to the Comprehensive Development Plan V 2.0 (Planning Commission March 2022)
5. Draft of Comprehensive Development Plan V 2.0 (Planning Commission April 2022)

Planning Commission Training

1. November 2, 2021 – Site Plan Approval Training hosted by Max Walton.
2. On March 31, 2022 the Planning Commission briefly met in Council Chambers to review the new hybrid system and prep for the upcoming April meeting.

Permitting Activities: 2016 to June 2022

Permitting Activities	2016	2017	2018	2019	2020	2021	2022 YTD
Deed Transfer Affidavits	402	378	424	418	78	311	269
Building Permit Reviews	1,733	1,698	1,057	1,748	620	1,032	836
Certificates of Completion/Occupancy	39	70	18	48	20	24	54
Total	2,174	2,146	1,361	2,214	718	1,367	1,159

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Code Enforcement Division:

Code Enforcement Division 2021 Accomplishments

Due to retirement and illness, the Code Enforcement Division was understaffed for the majority of 2021. Throughout the year despite the staffing issues the staff was able to maintain the same level of customer service with minimal delays in permitting and inspections.

Department accomplishments:

- Through a joint effort with PUBS a system was developed to identify rental properties through new electric accounts.
- Coordinated with city manager's office to create Several emergency outdoor seating ordinances
- Began first phase of business licenses audit - identify closed businesses
- Started Chapter 17 Property Maintenance Code amendment adoption process
- Began rental license data base audit
- Developed a review process for approval of new business licenses which includes participation by the Fire Inspector, Planning and PUBS.
- Identified a replacement software system for permitting and licensing and began the process of creating the scope of the implementation process

Code Enforcement Division Accomplishments 2022 Year to Date

- In the first half of 2022 the Code Enforcement Division has issued 603 Building Permits and collected \$411,060 in permit fees. We processed 149 Temporary Certificates of Occupancy at a cost to the applicant of \$74,500.
- The Division welcomed a new building inspector, and we are now fully staffed.
- The Property Maintenance team along with the Code Enforcement Manager and our consultant Maureen Feeney Roser and Lead Code Enforcement Officer Tim Poole continued to work on the Chapter 17 revisions and amendments to the 2021 International Property Maintenance Code in preparation for presentation to Council. At the request of Council, the team also completed an Ordinance Amending Chapter 17, Housing and Property Maintenance, Code of the City of Newark, Delaware, By Amending Regulations Related to Swimming Pools, Temporary Storage Structures, Prohibited Outdoor Storage, and Exterior Lighting and Deleting Regulations Related to Bamboo.
- Staff completed an audit of our active business license list and identified 127 businesses license holders that are no longer in operation. The next step is to identify unlicensed businesses in the city,
- We continue to make progress in evaluating and revising our licensing process.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

CODE ENFORCEMENT 2021 PERMITTING ACTIVITIES

Rentals:

Number of Rental Licenses:		1,991
	Billed	Paid
2021 Rental Billings:	\$ 518,394	\$ 407,194

Business Licenses:

Number of Business Licenses:		881
	Billed	Paid
2021 Business License Bills:	\$ 330,255	\$ 203,475

Code Violation Cases:

Number of Violations	538
Number of Citations	428
Citation Billings:	\$ 33,562

2021 Permits:

		# of
Totals:	Billed	Applications
Total Fees:	\$967,440	1464

	Billed	Paid
Contractor Licenses	\$ 37,758	\$ 35,130

Parking Division:

In 2022, the Parking Division continued to make improvements to the Residential Parking Permit Program (RPPP) giving residents additional access to online resources and forms to allow for quicker sign up to the program and to quickly make changes to existing permits within the program. The division continued its move away from physical permits, opting for digital permits that are verified by the License Plate Recognition (LPR) device and extending this capability into the special residential parking zones. These changes allowed the division to be more effective in its enforcement within special residential areas by speeding up the license plate reading process. Public feedback on the program continued to be positive, specifically from homeowner residents in the special residential parking districts. This ensured that the division continued to provide the highest level of customer service to our residents, streamlining the special residential parking application process and allows the division to quickly find vehicles that are illegally parking in residential areas.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Parking Division (continued):

With the temporary loss of parking in Municipal Lot #3 to the Lang-Hyatt hotel project and numerous development projects near public parking lots upcoming, staff continues to work diligently to find parking alternatives for Main Street patrons and employees. The municipal parking supply was supplemented in 2022 with the continued leasing of the property at 19 Haines Street, which was turned into Municipal Lot #7, managed by the T2 Luke Cosmo Multi-Space System and the Passport Parking mobile application. While the owner of the property has recently been approved for a new development project, the Parking Division continued to work with the developer in hopes of managing the new parking garage that will be built on the property, as well as managing the surface parking lot prior to the beginning of the construction project. The division hopes that this is the first of many privately-owned, publicly managed parking areas, ensuring that Newark patrons and residents experience common parking practices and have access to a fair appeal process through our Alderman's Court.

Newark's busiest parking lot, Municipal Lot #1, was expanded and prepared for increased use in 2021. In 2022 and as the COVID-19 pandemic seemingly waned, Lot #1 continued to be near maximum occupancy throughout the University of Delaware school semesters. As parking occupancy during the school year and during lunch/dinner is regularly high, the Division is certain that these new parking spaces will be utilized. New, high-visibility LED lamps and new lampposts were put in by the Electric Department, to increase safety standards throughout our expanded parking lot. Electric Vehicle (EV) charging stations were added to the parking lot in 2021, creating new parking spaces meant specifically for electric vehicles that help to curb fossil fuel consumption, and, in 2022, the Division made parking lot improvements to protect its new equipment by adding cement bollards that protect each unit. A third kiosk was added to the parking lot due to increased use and signage improvements were made to ensure patrons are aware of the parking lot rules and payment system. A geographic information system (GIS) map was built for all established parking signage so that staff could quickly and easily identify when signage goes missing, allowing for quicker turnaround for signage replacement. In addition, the Division purchased its own signage maker, as continued inflation increased the overall price of signage, and the Division found it cheaper to make the signage itself and allowing fast turnaround on signage replacement.

In response to the suggestions by the consultants at Kimley-Horn, the Division continued working with zoning, regulations, rate structures, permitting regulations, citation escalation and code in 2022. Bringing in consulting services allowed the Parking Division to get an outside view of its parking and planning operations, as well as the rules and regulations of the areas it is responsible for managing, to ensure that the service we provide to our residents, visitors and patrons is the best it can be. Through multiple public workshops, charrettes and consultation meetings, the Parking Division has been given a thorough guide on improvements that can be made throughout the parking system for the foreseeable future.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Transportation and Technical Services:

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

In 2022, Unicity undertook a number of projects to improve upon the quality and visibility of its existing service as well as to explore alternative operational models that might better serve Newark residents. Planning and Development staff compiled Unicity's route and schedule information into GTFS data files and registered the service on Google Maps. The GTFS file standard also allows Unicity to easily be listed on other navigation services, like Apple Maps and Bing, in the future should staff choose to pursue that.

The Unicity route has been adjusted to locate stops in more practical places, extend service up to the Main Towers entrance in response to a resident petition, eliminate redundant stops, and better incorporate high congestion times of day into the route's schedule for more accurate on-time performance. With the help of the Communications Division, the new route and schedule has been published on a new paper brochure and distributed on the buses as well as certain high ridership locations.

Finally, Planning and Development staff have explored alternative operating models, particularly microtransit, as a strategy to generate greater ridership and reduce trip times on the Unicity bus. In December and January, staff collaborated with DeIDOT staff to apply for a Federal Transportation Agency grant to pilot a microtransit service in Newark. That effort fell through due to operational concerns at DeIDOT. However, staff have recently renewed discussions with DeIDOT and DART about a pilot microtransit program in Newark, this time funded by DeIDOT with the assistance of federal grant dollars.

Community Development Block Grant (CDBG):

In the 48th year (July 1, 2022 to June 30, 2023), the City allocated \$284,268.40 in CDBG funds to 11 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL GOALS**

Land Use and Planning Division:

During 2023, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity takes priority.

Boards, Committees, and Meetings

- Planning Commission
- City Council
- Board of Adjustment
- Design Committee (currently not meeting – technical reviews being completed by staff)
- Community Development/Revenue Sharing Advisory Committee
- The Newark Partnership Economic Enhancement Committee

Land Use and Land Development Activities

- Implementation and maintenance of Comprehensive Development Plan V 2.0
- Interaction with the development community and city residents in dealing with zoning and land development codes
- Code Amendments
- Process Code-mandated responsibilities:
 - Annexations
 - Rezonings
 - Comprehensive Plan Amendments
 - Major Subdivisions
 - Minor Subdivisions
 - Administrative Subdivisions
 - Site Plan Approval Plans
 - Special Use Permits
 - Parking Waivers
 - Requests for Extensions
- Other Code-mandated responsibilities
 - Subdivision Advisory Committee (SAC) administration
 - Building permit review
 - Flood plain review
 - Construction Improvement Plan review
 - Lines and Grades Plan review
 - Review of variance applications

Planning Related Major Initiatives

- Complete the implementation of the Downtown Newark Parking Plan Phase II as directed based on Council feedback.
- Complete a review of the City's current development fees and provide Council with potential options for additional development and impact fees to be implemented.
- Continue to work with the Conservation Advisory Committee and City of Newark staff on implementing the *Newark Sustainability Plan*.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL GOALS**

Planning Related Major Initiatives (continued)

- Continue to work with WILMAPCO to leverage potential federal grant dollars to fund and complete an update to the completed *Newark Area Transit Study Project*.
- Present the final work of the *Transportation Improvement District* Subcommittee for the City of Newark for implementation of the Transportation Improvement District and related fees to Planning Commission and Council for consideration and adoption. A joint Planning Commission and Council workshop to begin the final implementation process tentatively is planned for November 2022.
- Continue to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup. For 2023 this includes but is not limited to working on developing ordinances for inclusionary housing.
- Prepare and submit the updated Bicycle Friendly Communities application through the League of American Bicyclists with a goal of achieving a Silver designation. The City currently holds a Bronze designation.
- Continue to work with the GIS program and related GIS staff to portray land use development information in a parcel-based format.
- Review the Code and make recommended revisions to Planning Commission and City Council as appropriate.
- Continue to work on developing policy recommendations to address the student housing issue for consideration by the Planning Commission and City Council.

Other Regular Duties

- Implementation of the *Community Development Block Grant and Revenue Sharing Programs*
- Participation in WILMAPCO Technical Advisory Committee (TAC)
- Participation in WILMAPCO Public Advisory Committee (PAC)
- Participation in Bike Newark
- Managing Unicity Bus system
- Community Rating Service for the National Flood Insurance Program
- Processing Buyer's Affidavits
- Zoning verification letters
- Responding to zoning and related planning inquiries (phone and e-mail)

Planning Commission Support

- Preparation of support material, background reports and information packets
- Public notification and posting requirements
- Administrative and secretarial support (Code-required)
- Transcription services
- Applicant interface
- Commission requests for data and information
- Planning Commission training
- Continue to provide exemplary assistance to other City departments, Planning Commission and City Council.
- Implement the Planning Commission 2023 Work Plan as resources allow

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL GOALS**

Code Enforcement Division:

In 2023, the Code Enforcement team will continue to evaluate the department's processes and procedures and make improvements to increase efficiency and customer service. In addition, we are anticipating the completion of the review of the Chapter 17 Property Maintenance Code amendments for adoption of the 2021 International Property Maintenance Code with amendments in late 2022 and expect presentation to Council for review by early 2023. We expect that the Chapter 17 amendments will result in some rental fee adjustments as the rental fees have not been updated since 2010; therefore, after adoption of the Chapter 17 amendments, we will be auditing our Rental License database to ensure that all rental properties have been properly identified and are being charged appropriately. In late 2023, we will start the process of updating our Business License Code which is contained in Chapter 13, Article VII of the City Code.

Code Enforcement staff previously evaluated new permitting and licensing software and identified one for consideration as a replacement to the present software system. In 2023, we will continue to work on steps to move the software adoption and implementation process forward. The current effort to audit the City's business license records and the subsequent effort to audit rental licenses will help to scrub the City's existing data to ensure that it is accurate when being imported into the new system.

Over the past year, we have welcomed three new staff members to the Code Enforcement team and one of our current staff members has been promoted to Lead Code Enforcement Officer. In 2023, each of these team members will be completing training to acquire the necessary certifications to fulfill the requirements of their positions. This has resulted in the need to increase our training budget for the coming year.

Parking Division:

In 2023, the Parking Division hopes to continue expanding parking inventory and services provided to residents, patrons, employees, students, and visitors alike. With new parking equipment, such as multi-space kiosks, mobile payment technology, geographic information systems, and countdown signage, the Division strives to continue improvements in services to those parking customers and residents that live within the City of Newark. As we continue our commitment to service excellence, we want those that use the public parking inventory to have a positive experience within the City, ensuring that they want to return and patronize its businesses, parks, and other amenities available. The Division plans on doing this by continuing back-office oversight of multi-space and mobile parking systems in 2023 and beyond, as well as considering public feedback on its parking systems and investigating new add-ons and technologies in the parking industry. With an increase in student enrollment at the University of Delaware, the Division will need to have more dialogue with the University, an important partner in the success of the City, to ensure that all persons that visit the City have good experiences through parking wayfinding and are aware when parking areas are difficult to park in due to high occupancy.

The Parking Division is eager to work with not only UD, but also with private partners to increase the parking inventory and ensure that parking through Newark is managed properly and with our residents and patrons in mind. Management is very excited about the possibility of privately-owned, publicly managed parking opportunities on the horizon with future developments. The Division will continue to get public input through public events, charrettes, and workshops to increase the quality of customer service it provides and to ensure that those who visit Newark are likely to come back. The Parking

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2023 DEPARTMENTAL GOALS**

Parking Division (continued):

Division also plans to continue working with City residents to gather their feedback on ways to improve parking for our residents, patrons, and visitors, ensuring that those that live in and are connected to the City have a seat at the table when discussions on parking arise. To achieve this, a Parking Advisory Committee has been established to advise Council on future parking proposals, giving City residents and stakeholders an opportunity to be part of the problem-solving process regarding City parking issues.

In 2023, as part of ongoing safety reviews, the Parking Division is looking at the feasibility and costs associated with body-worn safety cameras for the Parking Ambassador team. These body-worn cameras will allow the Parking Division to monitor employee-to-customer interactions from the field and use them for training purposes, as well as reviewing what the Ambassador saw in the field for parking appeal purposes. In addition, the added safety aspect of the cameras should help in-field employees with de-escalation of negative interactions with patrons receiving citations or being asked to relocate their vehicle when not in compliance with Newark's Parking Code.

Transportation and Technical Services:

In 2023, staff will continue to follow up on the TRiP effort and coordinate with WILMAPCO and their consultant on transit systems in Newark. In addition, staff will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V 2.0, and the Newark Bicycle Plan, as well as participating in the management and related activities associated with the Newark Regional Transportation Center, and operating Unicity. Regarding Unicity we are reviewing the current system and evaluating potential options for providing an improved product for City residents. We expect to provide Council with potential options in October of 2022 and based on Council feedback determine the path forward into 2023.

Economic Development:

In 2023, the goal is to work with The Newark Partnership to continue to develop and expand economic development programs such as the business ambassador program to help new and existing businesses navigate processes in the City to launch or expand as well as the business roundtables to collect feedback on how the City can be more business friendly.

Community Development Block Grant (CDBG):

In 2023, staff's goal is to continue to administer the CDBG Program, including the expanded funding provided under the CARES Act, and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents.



**PLANNING AND DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	2022 BUDGET *As Amended	2023 BUDGET **As Proposed	\$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
<i>Full-time Wages</i>	510,713	501,978	(8,735)	-1.71%	<i>*FY23 decrease is largely due to staffing changes and employee turnover.</i>
<i>Part-time Wages</i>	-	12,000	12,000	100.00%	<i>*FY23 increase is due to an addition of \$12,000 for 6615 (Interns) in 2023.</i>
<i>Other Wages</i>	19,011	28,516	9,505	50.00%	<i>*FY23 increase is due to staffing changes. Resulting from these changes, our division's 6580 (Service Award) increased \$4,634. Additionally, object 6620 (Overtime) increased by \$5,000 in 2023.</i>
<i>Benefits</i>	294,206	310,613	16,407	5.58%	<i>*FY23 increase is largely due City-wide increases to objects 6940 (City Pension Plan) and 6960 (Group Hospitalization Insurance).</i>
Personnel Services	\$ 823,930	\$ 853,107	29,177	3.54%	*Sum of above listed wages and benefits.
Materials and Supplies	\$ 2,750	\$ 2,750	-	0.00%	*No budgeted change from FY2022 to FY2023.
Contractual Services	\$ 218,361	\$ 226,148	7,787	3.57%	*FY23 increase is largely due a 10% increase to object 8220 (Revenue Sharing Program) resulting in an increase of \$6,490 for 2023.
Other Expenditures	\$ 266,057	\$ 275,858	9,801	3.68%	*FY23 increase is due largely to 5% additions added to our Subvention lines. This results in increases of \$8,712 to (Subvention - Aetna Hook and Ladder) and \$150 to (Subvention - Newark Ambulance). Additionally, our Training and Continuing Education increased \$639 in 2023.
Subtotal:	\$ 1,311,098	\$ 1,357,863	\$ 46,765	3.57%	
Inter-Dept. Charges	\$ 21,188	\$ 44,294	23,106	109.05%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Services to Utility Funds (Utility Billing).
Total Operating Expenses:	\$ 1,332,286	\$ 1,402,157	\$ 69,871	5.24%	
Full-time Positions	7	7	0		*No change in FTE from FY2022 to FY2023.

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

* as amended

** as proposed

PLANNING 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	\$ 398,045	\$ 461,618	\$ 483,609	\$ 522,760	\$ 823,930	\$ 853,107	\$ 29,177	3.5%
Materials and Supplies	3,343	2,524	1,359	5,204	2,750	2,750	-	0.0%
Contractual Services	215,386	314,530	163,859	157,932	218,361	226,148	7,787	3.6%
Other Charges	7,216	339,129	178,594	183,479	266,057	275,858	9,801	3.7%
Subtotal	\$ 623,990	\$ 1,117,801	\$ 827,421	\$ 869,375	\$ 1,311,098	\$ 1,357,863	\$ 46,765	3.6%
Inter-Dept. Charges	25,347	12,641	28,181	37,754	21,188	44,294	23,106	109.1%
Total Operating Expenses	\$ 649,337	\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,332,286	\$ 1,402,157	\$ 69,871	5.2%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning 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
0111112	6020 Supervisory	\$ 98,960	\$ 113,363	\$ 113,263	\$ 113,853	\$ 222,689	\$ 235,798	\$ 13,109	5.9%
0111112	6030 Engineering/Technical	94,658	101,926	117,650	122,356	244,492	220,009	(24,483)	-10.0%
0111112	6080 Clerical	46,296	48,871	49,454	37,077	43,532	46,171	2,639	6.1%
0111112	6580 Service Award	1,677	1,881	2,072	2,366	-	4,634	4,634	100.0%
0111112	6590 Sick Pay	1,481	1,503	1,562	2,210	3,411	2,682	(729)	-21.4%
0111112	6615 Interns	-	7,249	6,000	-	-	12,000	12,000	100.0%
0111112	6620 Overtime	12,843	34,566	27,078	40,586	15,000	20,000	5,000	33.3%
0111112	6860 Other Wages	-	-	5,168	8,141	-	-	-	0.0%
0111112	6885 Device Reimbursement	550	600	600	600	600	1,200	600	100.0%
0111112	6920 Unemployment Comp. Ins.	1,026	1,327	1,239	1,479	1,963	2,205	242	12.3%
0111112	6930 Social Security Taxes	18,903	23,093	22,926	24,230	40,925	39,687	(1,238)	-3.0%
0111112	6940 City Pension Plan	17,975	20,790	25,830	58,006	55,593	58,830	3,237	5.8%
0111112	6941 Defined Contribution 401(a) Plan	15,144	15,955	16,625	16,466	34,603	33,922	(681)	-2.0%
0111112	6950 Term Life Insurance	1,049	1,301	1,296	1,209	2,147	2,198	51	2.4%
0111112	6960 Group Hospitalization Ins.	69,900	68,944	71,439	72,352	131,173	144,021	12,848	9.8%
0111112	6961 Long-Term Disability Ins.	432	561	566	440	625	598	(27)	-4.3%
0111112	6962 Dental Insurance	3,918	3,918	3,884	3,760	7,238	7,566	328	4.5%
0111112	6963 Flexible Spending Account	-	-	-	-	-	63	63	100.0%
0111112	6964 Health Savings Account	1,500	3,000	3,000	3,125	2,414	3,000	586	24.3%
0111112	6965 Post-Employment Benefits	7,399	8,377	9,613	10,161	7,479	8,310	831	11.1%
0111112	6966 Retirement Health Savings Account	4,138	4,201	4,155	4,159	8,742	8,916	174	2.0%
0111112	6967 Emergency Room Reimbursements	-	-	-	-	958	960	2	0.2%
0111112	6968 Vision Insurance Premiums	196	192	189	184	346	337	(9)	-2.6%
TOTAL PERSONNEL SERVICES		\$ 398,045	\$ 461,618	\$ 483,609	\$ 522,760	\$ 823,930	\$ 853,107	\$ 29,177	3.5%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111113	7150 Office Supplies	\$ 1,531	\$ 1,656	\$ 602	\$ 5,204	\$ 1,600	\$ 1,600
0111113	7160 Books, Periodicals, Etc.	276	353	256	-	350	350
0111113	7550 Miscellaneous Supplies	1,536	515	501	-	800	800
TOTAL MATERIALS & SUPPLIES		\$ 3,343	\$ 2,524	\$ 1,359	\$ 5,204	\$ 2,750	\$ 2,750

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
-	0.0%
-	0.0%
\$ -	0.0%

* as amended

** as proposed

CONTRACTUAL SERVICES		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111114	8020 Advertising	\$ 3,611	\$ 5,572	\$ 5,224	\$ 3,398	\$ 4,000	\$ 4,000
0111114	8030 Casualty Insurance	4,821	5,665	6,064	5,782	10,791	11,805
0111114	8033 Insurance - Broker	505	520	525	866	1,676	1,738
0111114	8035 Insurance - Worker's Compensation	-	611	793	1,035	1,600	1,400
0111114	8050 Phone/Communications	486	-	-	-	-	-
0111114	8070 Aetna Hose, Hook & Ladder	74,246	-	-	-	-	-
0111114	8071 Newark Ambulance	3,000	-	-	-	-	-
0111114	8131 Information Technology Cont'l	15,803	14,458	12,541	12,861	16,846	17,346
0111114	8180 Consulting Fees	41,200	226,542	106,653	67,134	110,000	110,000
0111114	8220 Revenue Sharing Program	46,926	55,834	21,937	56,687	64,900	71,390
0111114	8312 Fleet & Facilities Services	24,772	3,639	4,449	5,270	7,548	7,469
0111114	8550 Misc. Contracted Services	16	1,689	5,673	4,899	1,000	1,000
TOTAL CONTRACTUAL SERVICES		\$ 215,386	\$ 314,530	\$ 163,859	\$ 157,932	\$ 218,361	\$ 226,148

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
1,014	9.4%
62	3.7%
(200)	-12.5%
-	0.0%
-	0.0%
-	0.0%
500	3.0%
-	0.0%
6,490	10.0%
(79)	-1.0%
-	0.0%
\$ 7,787	3.6%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111115	9002	Subvention - Aetna Hook and Ladder	\$ -	\$ 174,246	\$ 174,246	\$ 174,246	\$ 174,246	\$ 182,958
0111115	9003	Subvention - Newark Ambulance	-	3,000	3,000	3,000	3,000	3,150
0111115	9005	Subvention - Newark Partnership	-	150,000	-	-	75,000	75,000
0111115	9020	Mileage & Small Bus. Exp.	164	39	-	-	450	750
0111115	9040	Dues & Professional Organizations	150	-	-	-	-	-
0111115	9070	Training & Continuing Educ/Conf	6,902	11,844	1,348	6,233	13,361	14,000
TOTAL OTHER CHARGES			\$ 7,216	\$ 339,129	\$ 178,594	\$ 183,479	\$ 266,057	\$ 275,858

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 8,712	5.0%
150	5.0%
-	0.0%
300	66.7%
-	0.0%
639	4.8%
\$ 9,801	3.7%

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

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 10,630	\$ 1,783	\$ 12,650	\$ 26,855	\$ 12,189	\$ 27,142
		Electricity Used	1,224	-	1,228	823	1,240	954
		Information Technology	21,692	19,014	22,069	21,246	24,926	23,495
		Mailroom and Postage	3	447	445	454	469	499
		Printing and Reproduction	439	409	266	335	457	456
		Records	8,694	9,795	10,619	11,004	11,654	11,873
		Services to Utility Funds	(17,335)	(18,807)	(19,096)	(22,963)	(29,747)	(20,125)
TOTAL INTER-DEPT. CHARGES			\$ 25,347	\$ 12,641	\$ 28,181	\$ 37,754	\$ 21,188	\$ 44,294

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 14,953	122.7%
(286)	-23.1%
(1,431)	-5.7%
30	6.4%
(1)	-0.2%
219	1.9%
9,622	-32.3%
\$ 23,106	109.1%

* as amended

** as proposed

OPERATING EXPENSES - PLANNING DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 649,337	\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,332,286	\$ 1,402,157

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 69,871	5.2%



**PLANNING AND DEVELOPMENT DEPARTMENT
CODE ENFORCEMENT DIVISION**

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT 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	794,206	808,075	13,869	1.75%	*Step increases and advancements. Additionally, there was a 2022 Budget Amendment that reduced our 6260 (Code Enforcement) budget by \$10,880 and moved to 8162 (Legal and Consulting Services).
Other Wages	50,752	43,691	(7,061)	-13.91%	*Decrease in FY23 is largely due to retirements and staffing changes. This resulted in reductions of -\$3,774 to 6580 (Service Award) and -\$3,527 to 6590 (Sick Pay).
Benefits	526,780	545,823	19,043	3.61%	*FY23 increase is largely due City-wide increases to objects 6940 (City Pension Plan), 6960 (Group Hospitalization Insurance) and 6965 (Post-Employment Benefits).
Personnel Services	\$ 1,371,738	\$ 1,397,589	25,851	1.88%	*Sum of above listed wages and benefits.
Materials and Supplies	\$ 8,200	\$ 6,900	(1,300)	-15.85%	*Decrease in FY23 is due to a reduction of -\$1,300 to our object 7160 (Books, Periodicals, Etc.)
Contractual Services	\$ 167,383	\$ 194,188	26,805	16.01%	*FY23 increase is largely due an increase of \$38,120 to object 8220 (Outside Consulting) needed for 2023.
Other - Depreciation	\$ 17,001	\$ 77,680	60,679	356.91%	*Finance Calculation
Other Expenditures	\$ 7,550	\$ 7,500	(50)	-0.66%	*No real budgeted change, -\$50 (0.66%) from FY2022 to FY2023.
Subtotal:	\$ 1,571,872	\$ 1,683,857	\$ 111,985	7.12%	
Inter-Dept. Charges	\$ 99,902	\$ 98,303	(1,599)	-1.60%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, and Records.
Total Operating Expenses:	\$ 1,671,774	\$ 1,782,160	\$ 110,386	6.60%	
Full-time Positions	11	11	0		*No change in FTE from FY2022 to FY2023.

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing project</u>		
B2201	EnerGov Civic Services Software	Project listed in 2023-2027 CIP - (Est. Completion Date: 2024)
BEQSF	Equipment Replacement Program	Perpetual Project

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

* as amended

** as proposed

CODE ENFORCEMENT DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 1,288,198	\$ 1,251,964	\$ 1,432,216	\$ 1,354,817	\$ 1,371,738	\$ 1,397,589	\$ 25,851	1.9%
Materials and Supplies	7,306	9,496	5,160	2,785	8,200	6,900	(1,300)	-15.9%
Contractual Services	145,932	121,042	99,610	103,632	167,383	194,188	26,805	16.0%
Other Charges	7,070	12,223	17,396	14,153	24,551	85,180	60,629	247.0%
Subtotal	\$ 1,448,506	\$ 1,394,725	\$ 1,554,382	\$ 1,475,387	\$ 1,571,872	\$ 1,683,857	\$ 111,985	7.1%
Inter-Dept. Charges	86,056	58,986	92,956	91,301	99,902	98,303	(1,599)	-1.6%
Total Operating Expenses	\$ 1,534,562	\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,671,774	\$ 1,782,160	\$ 110,386	6.6%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement 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
0121082	6020	Supervisory	\$ 71,928	\$ 42,000	\$ 81,937	\$ 77,364	\$ 87,798	\$ 92,647	\$ 4,849	5.5%
0121082	6080	Clerical	105,607	109,771	119,720	118,731	122,704	126,304	3,600	2.9%
0121082	6230	Maintenance Workers	99	-	363	-	-	-	-	0.0%
0121082	6260	Code Enforcement	567,606	544,600	598,032	566,562	583,704	589,124	5,420	0.9%
0121082	6580	Service Award	15,408	15,538	17,240	16,604	16,308	12,534	(3,774)	-23.1%
0121082	6590	Sick Pay	12,919	3,968	4,955	12,110	7,164	3,637	(3,527)	-49.2%
0121082	6620	Overtime	18,740	24,393	20,684	17,496	25,000	25,000	-	0.0%
0121082	6880	Uniform Allowance	1,840	1,920	1,920	1,760	1,680	1,920	240	14.3%
0121082	6885	Device Reimbursement	-	350	600	600	600	600	-	0.0%
0121082	6920	Unemployment Comp. Ins.	3,239	3,120	3,470	3,243	3,267	3,132	(135)	-4.1%
0121082	6930	Social Security Taxes	58,921	54,763	62,619	60,017	64,039	62,598	(1,441)	-2.3%
0121082	6940	City Pension Plan	146,139	150,090	190,766	147,748	131,517	139,170	7,653	5.8%
0121082	6941	Defined Contribution 401(a) Plan	14,304	15,312	19,321	18,609	25,519	29,377	3,858	15.1%
0121082	6950	Term Life Insurance	3,309	3,935	4,255	3,799	3,724	3,815	91	2.4%
0121082	6960	Group Hospitalization Ins.	187,255	202,187	215,852	215,722	237,871	244,146	6,275	2.6%
0121082	6961	Long-Term Disability Ins.	1,262	1,582	1,768	1,365	1,049	1,057	8	0.8%
0121082	6962	Dental Insurance	10,357	9,933	10,981	10,601	12,746	11,426	(1,320)	-10.4%
0121082	6963	Flexible Spending Account	294	205	247	252	189	189	-	0.0%
0121082	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	-	(1,500)	-100.0%
0121082	6965	Post-Employment Benefits	62,210	59,659	69,516	73,849	35,829	39,810	3,981	11.1%
0121082	6966	Retirement Health Savings Account	4,300	5,009	5,915	5,619	7,257	8,916	1,659	22.9%
0121082	6967	Emergency Room Reimbursements	400	1,600	-	685	1,595	1,595	-	0.0%
0121082	6968	Vision Insurance Premiums	561	529	555	581	678	592	(86)	-12.7%
TOTAL PERSONNEL SERVICES			\$ 1,288,198	\$ 1,251,964	\$ 1,432,216	\$ 1,354,817	\$ 1,371,738	\$ 1,397,589	\$ 25,851	1.9%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement 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
0121083	7110	Safety Shoes and Supplies	\$ 1,389	\$ 1,944	\$ 710	\$ 819	\$ 2,200	\$ 2,200	\$ -	0.0%
0121083	7130	Tools, Field Sup., & Small Eq.	1,153	885	1,079	432	1,000	1,000	-	0.0%
0121083	7140	Uniforms	-	11	-	-	-	-	-	0.0%
0121083	7150	Office Supplies	3,189	2,405	1,777	1,234	2,500	2,500	-	0.0%
0121083	7160	Books, Periodicals, Etc.	1,575	4,251	1,594	300	2,500	1,200	(1,300)	-52.0%
TOTAL MATERIALS & SUPPLIES			\$ 7,306	\$ 9,496	\$ 5,160	\$ 2,785	\$ 8,200	\$ 6,900	\$ (1,300)	-15.9%

* 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
0121084	8020	Advertising	\$ 58	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.0%
0121084	8030	Casualty Insurance	7,219	7,013	7,508	13,202	16,957	18,888	1,931	11.4%
0121084	8032	Insurance - Auto	10,155	9,505	9,033	11,280	12,994	14,400	1,406	10.8%
0121084	8033	Insurance - Broker	1,640	1,689	1,705	2,438	2,634	2,780	146	5.5%
0121084	8035	Insurance - Worker's Compensation	-	24,530	32,500	23,118	4,800	4,200	(600)	-12.5%
0121084	8040	Merchant Fees and Discounts	33,961	20,636	8,735	11,312	25,000	15,000	(10,000)	-40.0%
0121084	8050	Phone/Communications	2,707	2,088	274	-	-	-	-	0.0%
0121084	8120	Outside Consulting	-	-	-	-	46,880	85,000	38,120	81.3%
0121084	8131	Information Technology Cont'l	42,919	23,306	21,830	22,412	27,930	29,390	1,460	5.2%
0121084	8312	Fleet & Facilities Services	47,079	32,065	17,915	19,728	29,488	23,830	(5,658)	-19.2%
0121084	8550	Misc. Contracted Services	194	210	110	142	200	200	-	0.0%
TOTAL CONTRACTUAL SERVICES			\$ 145,932	\$ 121,042	\$ 99,610	\$ 103,632	\$ 167,383	\$ 194,188	\$ 26,805	16.0%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121085	9020	Mileage & Small Bus. Expense	\$	-	\$ -	\$ -	\$ -	\$ 50	\$ -
0121085	9040	Dues & Professional Organizations		120	830	665	-	-	-
0121085	9060	Depreciation Expense		3,599	9,113	13,251	13,251	17,001	77,680
0121085	9070	Training & Continuing Educ/Conf		3,351	2,280	3,480	902	7,500	7,500
TOTAL OTHER CHARGES				\$ 7,070	\$ 12,223	\$ 17,396	\$ 14,153	\$ 24,551	\$ 85,180

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ (50)	-100.0%
-	0.0%
60,679	356.9%
-	0.0%
\$ 60,629	247.0%

* as amended

** as proposed

INTER-DEPT. CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$	24,555	\$ 4,689	\$ 29,306	\$ 30,392	\$ 28,228	\$ 31,024
		Electricity Used		952	-	955	640	964	742
		Information Technology		58,922	51,644	59,940	57,706	67,699	63,815
		Mailroom and Postage		6	1,024	1,020	1,039	1,075	1,143
		Printing and Reproduction		318	296	193	243	331	331
		Records		1,303	1,333	1,542	1,281	1,605	1,248
TOTAL INTER-DEPT. CHARGES				\$ 86,056	\$ 58,986	\$ 92,956	\$ 91,301	\$ 99,902	\$ 98,303

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 2,796	9.9%
(222)	-23.0%
(3,884)	-5.7%
68	6.3%
-	0.0%
(357)	-22.2%
\$ (1,599)	-1.6%

* as amended

** as proposed

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES				\$ 1,534,562	\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,671,774	\$ 1,782,160

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 110,386	6.6%



**PLANNING AND DEVELOPMENT DEPARTMENT
CODE ENFORCEMENT DIVISION**

2023-2027 CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL PROJECTS FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

FUNDING SUMMARY						
	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ -	\$ 255,665	\$ -	\$ -	\$ -	\$ 255,665
*Prior Authorized Balance:	\$ 600,000	\$ 44,335	\$ -	\$ -	\$ -	\$ 644,335
2023-2027 Funding:	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
*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
B2201	EnerGov Civic Services Software	B	\$ 644,335	\$ 600,000	\$ -	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
BEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Code Enforcement Division			<u>\$ 644,335</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 900,000</u>
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 644,335	\$ 600,000	\$ -	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(644,335)	(600,000)	-	(600,000)	(300,000)	-	-	-	(900,000)
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



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

2023 BUDGET DOCUMENTS

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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

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

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Code Enforcement
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

§ 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."

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 2029. Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2023-2027).

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
OTHER DEPARTMENTS

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2023	2024	2025	2026	2027
<u>CODE ENFORCEMENT DIVISION:</u>												
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								-	-	-	-	-
<u>ADMINISTRATIVE DEPARTMENT:</u>												
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	-	-	-
<u>UNICITY TRANSPORTATION FUND:</u>												
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				-	-	-	-	-
a. This vehicle is scheduled to be replaced in 2022.				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	\$ -	\$ -	\$ -



**PLANNING AND DEVELOPMENT DEPARTMENT
PARKING DIVISION**

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - PARKING 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	487,164	524,139	36,975	7.59%	*Step increases and advancements
Part-time Wages	333,183	363,200	30,017	9.01%	*FY23 increase is largely due to the new addition of a Part-time Parking Lot Manager in 2023 for \$22,022. Additionally, our Part-time Parking Ambassadors received some step increase and advancements from 2022 to 2023 for a total increase of \$7,995.
Other Wages	21,440	22,592	1,152	5.37%	*FY23 increase is largely due to staffing changes. These changes resulted in an increase of \$1,905 to object 6580 (Service Award). Additionally object 6621 (Shift Differential) was removed in 2023. for a reduction of -\$700.
Benefits	356,263	386,780	30,517	8.57%	*FY23 increase is largely due City-wide increases to objects 6940 (City Pension Plan), 6960 (Group Hospitalization Insurance) and 6965 (Post-Employment Benefits). Additionally, 6930 (Social Security Taxes) increased as a result of the staffing changes mentioned above.
Personnel Services	\$ 1,198,050	\$ 1,296,711	98,661	8.24%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 40,850	\$ 48,600	7,750	18.97%	*FY23 reflects smaller increases to to our following objects: \$500 to object 7130 (Tools, Field Supplies, Small Equipment), \$1,500 to 7140 (Uniforms), \$250 to 7250 (Buildings and Grounds Maint. Supplies) and \$3,000 to 7300 (Machine & Equipment Supplies). Additionally, \$2,500 was added to a new line 7255 (Vandalism Supplies).
Contractual Services	\$ 678,723	\$ 725,185	46,462	6.85%	*FY23 increase is largely due a 8% increase to object 8130 (Building & Equipment Rental) resulting in an increase of \$10,081 in 2023. Item 8312 (Fleet & Facility Servies) also increased by \$26,335 in 2023.
Other - Depreciation	\$ 139,390	\$ 136,310	(3,080)	-2.21%	*Finance Calculation
Other Expenditures	\$ 9,835	\$ 5,835	(4,000)	-40.67%	*FY23 reflects a decrease of -\$4,000 to our object 9070 (Training).
Subtotal:	\$ 2,066,848	\$ 2,212,641	\$ 145,793	7.05%	
Inter-Dept. Charges	\$ 319,458	\$ 309,079	(10,379)	-3.25%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Other Indirect Expenses and Records
Total Operating Expenses:	\$ 2,386,306	\$ 2,521,720	\$ 135,414	5.67%	
Full-time Positions	8	8	0		*No change in FTE from FY2022 to FY2023.

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>New projects</u>		
V2301	Third Vehicle-Mounted License PlateRecognition Device and Warranty	New Project added in 2023-2027 Capital Improvement Program.
V2302	Parking Lot Surface Maintenance	New Project added in 2023-2027 Capital Improvement Program.
<u>Ongoing projects</u>		
VEQSF	Equipment Replacement Program	Perpetual Project

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Summary:

* as amended

** as proposed

PARKING DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
<u>REVENUE</u>								
Parking Lot Revenues	\$ 1,580,192	\$ 1,645,623	\$ 902,751	\$ 1,555,409	\$ 2,795,000	\$ 2,900,000	\$ 105,000	3.8%
Other Revenues	1,365,092	1,119,531	236,064	216,675	12,000	12,000	-	0.0%
Gross Operating Revenue	\$ 2,945,284	\$ 2,765,154	\$ 1,138,815	\$ 1,772,084	\$ 2,807,000	\$ 2,912,000	\$ 105,000	3.7%
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 1,285,104	\$ 1,406,090	\$ 1,166,155	\$ 1,005,753	\$ 1,198,050	\$ 1,296,711	\$ 98,661	8.2%
Materials and Supplies	37,230	37,898	21,631	31,696	40,850	48,600	7,750	19.0%
Contractual Services	485,835	455,963	362,934	677,511	678,723	725,185	46,462	6.8%
Other Charges	111,648	91,804	111,801	125,924	149,225	142,145	(7,080)	-4.7%
Subtotal	\$ 1,919,817	\$ 1,991,755	\$ 1,662,521	\$ 1,840,884	\$ 2,066,848	\$ 2,212,641	\$ 145,793	7.1%
Inter-Dept. Charges	281,509	214,795	301,310	285,842	319,458	309,079	(10,379)	-3.2%
Total Operating Expenses	\$ 2,201,326	\$ 2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,386,306	\$ 2,521,720	\$ 135,414	5.7%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking 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
5495402	6020 Supervisory	\$ 143,708	\$ 149,056	\$ 161,472	\$ 159,015	\$ 165,156	\$ 174,105	\$ 8,949	5.4%
5495402	6072 Parking Enforcement	290,031	344,373	320,341	353,976	429,254	477,172	47,918	11.2%
5495402	6080 Clerical	77,103	82,700	94,498	96,579	102,485	108,716	6,231	6.1%
5495402	6230 Maintenance Workers	108,366	114,507	123,116	121,081	123,452	127,346	3,894	3.2%
5495402	6580 Service Award	6,497	7,077	8,187	8,874	9,076	10,981	1,905	21.0%
5495402	6590 Sick Pay	2,665	3,438	4,822	4,509	6,964	6,811	(153)	-2.2%
5495402	6600 Part-Time	272,490	262,578	91,022	38,666	-	-	-	0.0%
5495402	6620 Overtime	639	1,419	1,826	1,556	1,700	1,800	100	5.9%
5495402	6621 Shift Differential	3,676	3,462	1,426	832	700	-	(700)	-100.0%
5495402	6880 Uniform Allowance	1,200	1,200	1,200	1,200	1,200	1,200	-	0.0%
5495402	6885 Device Reimbursement	1,650	1,800	1,800	1,800	1,800	1,800	-	0.0%
5495402	6920 Unemployment Comp. Ins.	9,361	9,780	7,405	6,185	5,643	6,035	392	6.9%
5495402	6930 Social Security Taxes	68,074	72,558	60,287	58,909	62,708	67,872	5,164	8.2%
5495402	6940 City Pension Plan	118,015	170,228	264,864	(193,598)	81,450	86,190	4,740	5.8%
5495402	6941 Defined Contribution 401(a) Plan	8,756	9,269	10,499	9,908	10,564	11,877	1,313	12.4%
5495402	6950 Term Life Insurance	1,992	2,462	2,593	2,470	2,364	2,501	137	5.8%
5495402	6960 Group Hospitalization Ins.	130,447	138,107	144,981	138,563	152,101	167,590	15,489	10.2%
5495402	6961 Long-Term Disability Ins.	765	997	1,066	857	644	681	37	5.7%
5495402	6962 Dental Insurance	7,980	8,479	8,479	7,471	8,851	9,072	221	2.5%
5495402	6963 Flexible Spending Account	63	63	63	58	63	126	63	100.0%
5495402	6965 Post-Employment Benefits	26,256	16,239	(149,117)	182,318	25,821	28,690	2,869	11.1%
5495402	6966 Retirement Health Savings Account	4,139	4,201	4,428	4,050	4,350	4,458	108	2.5%
5495402	6967 Emergency Room Reimbursements	766	1,600	400	-	1,160	1,160	-	0.0%
5495402	6968 Vision Insurance Premiums	465	497	497	474	544	528	(16)	-2.9%
TOTAL PERSONNEL SERVICES		\$ 1,285,104	\$ 1,406,090	\$ 1,166,155	\$ 1,005,753	\$ 1,198,050	\$ 1,296,711	\$ 98,661	8.2%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5495403	7110	Safety Shoes and Supplies	\$ 566	\$ 316	\$ 326	\$ 590	\$ 600	\$ 600
5495403	7130	Tools, Field Supplies, Small Equip	6,338	3,172	1,937	2,091	4,500	5,000
5495403	7140	Uniforms	6,386	4,647	3,188	5,700	6,000	7,500
5495403	7150	Office Supplies	3,260	2,008	957	1,623	2,500	2,500
5495403	7180	Billing & Collection Supplies	15,398	20,947	11,320	16,987	20,000	20,000
5495403	7250	Buildings and Grounds Maint. Supplies	2,922	5,690	3,776	4,705	4,750	5,000
5495403	7255	Vandalism Supplies	-	-	-	-	-	2,500
5495403	7300	Mach & Equip Maintenance	2,360	1,118	127	-	2,000	5,000
5495403	7550	Miscellaneous Supplies	-	-	-	-	500	500
TOTAL MATERIALS & SUPPLIES			\$ 37,230	\$ 37,898	\$ 21,631	\$ 31,696	\$ 40,850	\$ 48,600

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
500	11.1%
1,500	25.0%
-	0.0%
-	0.0%
250	5.3%
2,500	#DIV/0!
3,000	150.0%
-	0.0%
\$ 7,750	19.0%

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5495404	8020	Advertising/Signage	\$ 3,432	\$ 4,764	\$ 980	\$ 5,283	\$ 5,000	\$ 5,000
5495404	8030	Casualty Insurance	4,723	4,586	4,909	14,794	20,038	22,193
5495404	8032	Insurance - Auto	6,233	6,122	6,563	7,351	8,121	9,216
5495404	8033	Insurance - Broker	1,073	1,104	1,115	2,669	3,112	3,267
5495404	8035	Insurance - Worker's Compensation	-	28,696	38,049	34,431	28,800	25,200
5495404	8040	Merchant Fees and Discounts	192,045	191,875	77,743	303,201	320,000	320,000
5495404	8050	Phone/Communications	10,514	4,772	1,739	1,198	1,840	1,200
5495404	8130	Building & Equipment Rental	59,722	48,622	98,622	114,384	126,800	136,881
5495404	8131	Information Technology Cont'l	30,205	70,977	45,182	65,042	61,542	64,923
5495404	8250	Building & Grounds	81	425	9,475	-	1,500	1,500
5495404	8255	Vandalism Cont'l	-	-	-	-	-	2,500
5495404	8300	Mach. & Equip. Maint.	68,034	57,241	24,605	65,933	60,000	65,000
5495404	8312	Fleet & Facilities Services	107,041	35,017	52,129	54,787	36,970	63,305
5495404	8313	Self-Insurance Services	1,238	-	-	5,961	-	-
5495404	8550	Misc. Contracted Services	1,494	1,762	1,823	2,477	5,000	5,000
TOTAL CONTRACTUAL SERVICES			\$ 485,835	\$ 455,963	\$ 362,934	\$ 677,511	\$ 678,723	\$ 725,185

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
2,155	10.8%
1,095	13.5%
155	5.0%
(3,600)	-12.5%
-	0.0%
(640)	-34.8%
10,081	8.0%
3,381	5.5%
-	0.0%
2,500	100.0%
5,000	8.3%
26,335	71.2%
-	0.0%
-	0.0%
\$ 46,462	6.8%

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5495405	9051	Debt Serv. Prin.	\$ 35,166	\$ -	\$ -	\$ -	\$ -	\$ -
5495405	9052	Debt Serv. Int.	2,071	619	-	-	-	-
5495405	9060	Depreciation Expense	70,445	86,137	108,333	124,374	139,390	136,310
5495405	9070	Training & Continuing Educ/Conf	3,131	4,213	2,633	715	9,000	5,000
5495405	9093	Subventions	835	835	835	835	835	835
TOTAL OTHER CHARGES			\$ 111,648	\$ 91,804	\$ 111,801	\$ 125,924	\$ 149,225	\$ 142,145

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
-	0.0%
(3,080)	-2.2%
(4,000)	-44.4%
-	0.0%
\$ (7,080)	-4.7%

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 60,951	\$ 15,367	\$ 73,266	\$ 75,781	\$ 70,513	\$ 77,129
		Electricity	11,300	11,800	6,300	3,800	6,400	4,400
		Information Technology	203,551	178,403	207,061	199,340	233,874	220,456
		Mailroom and Postage	14	2,486	2,476	2,522	2,609	2,775
		Other Indirect Expenses	2,529	3,503	8,464	1,290	2,164	1,290
		Records	3,164	3,236	3,743	3,109	3,898	3,029
TOTAL INTER-DEPT. CHARGES			\$ 281,509	\$ 214,795	\$ 301,310	\$ 285,842	\$ 319,458	\$ 309,079

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 6,616	9.4%
(2,000)	-31.3%
(13,418)	-5.7%
166	6.4%
(874)	-40.4%
(869)	-22.3%
\$ (10,379)	-3.2%

* as amended

** as proposed

OPERATING EXPENSES - PARKING DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 2,201,326	\$ 2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,386,306	\$ 2,521,720

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 135,414	5.7%



**PLANNING AND DEVELOPMENT DEPARTMENT
PARKING DIVISION**

2023-2027 CAPITAL IMPROVEMENT PROGRAM

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

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

FUNDING SUMMARY						
	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ 262,792	\$ 75,639	\$ 5,809	\$ 65,984	\$ 58,164	\$ 468,388
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ 262,792	\$ 75,639	\$ 5,809	\$ 65,984	\$ 58,164	\$ 468,388
*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
V2301	Third Vehicle-Mounted License Plate Recognition Device and Warrant	B	\$ -	\$ -	\$ -	\$ 62,792	\$ 62,792	\$ 5,639	\$ 5,809	\$ 5,984	\$ 6,164	\$ 86,388
V2302	Parking Lot Surface Maintenance	B	-	200,000	-	-	200,000	-	-	-	-	200,000
VEQSF	Equipment Replacement Program	D	-	-	-	-	-	70,000	-	60,000	52,000	182,000
Total Parking Fund - Parking Division			\$ -	\$ 200,000	\$ 62,792	\$ 262,792	\$ 75,639	\$ 5,809	\$ 65,984	\$ 58,164	\$ 468,388	
PLANNED FINANCING SOURCES												
GROSS CAPITAL IMPROVEMENTS			\$ -	\$ 200,000	\$ 62,792	\$ 262,792	\$ 75,639	\$ 5,809	\$ 65,984	\$ 58,164	\$ 468,388	
LESS: USE OF RESERVES			-	(200,000)	-	(200,000)	-	-	-	-	-	(200,000)
VEHICLE & EQUIPMENT REPLACEMENT			-	-	-	-	(37,946)	-	(26,687)	(22,768)	-	(87,401)
GRANTS			-	-	-	-	-	-	-	-	-	-
BOND ISSUES			-	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT			-	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			-	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ 62,792	\$ 62,792	\$ 37,693	\$ 5,809	\$ 39,297	\$ 35,396	\$ 180,987	

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



PROJECT NO: V2301
PROJECT TITLE: Third Vehicle-Mounted License Plate Recognition Device and Warranty
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ 62,792	\$ 5,639	\$ 5,809	\$ 5,984	\$ 6,164	\$ 86,388
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ 62,792	\$ 5,639	\$ 5,809	\$ 5,984	\$ 6,164	\$ 86,388

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Parking Lots and On-Street Areas
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:	2023
Est. Useful Life (in years):	8
Est. Total Cost:	\$ 86,388
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ² :	\$ 86,388

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:	5495426.9622	\$ 28,973
Materials:	5495426.9622	\$ 28,345
Other Contracts:	5495426.9622	\$ 5,474
TOTAL PROJECT COST		\$ 62,792

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:

The Parking Division is seeking a third Vehicle-Mounted License Plate Recognition device to be attached to one of the Parking Division fleet vehicles. The system would allow the division to operate a third vehicle with license plate-reading hardware/software that checks for payment in off-street parking lots and on-street spaces, checks a validity of parking permits in municipal and residential areas, and checks against a "hot list" of individuals/vehicles that have overdue and outstanding debts with the City. This ensures that parking revenue streams continue coming into the City and enforces several actions by the Newark's Alderman's Court, including payment plan cooperation.

Costs:

Services/Warranty - \$28,973 - Includes LPR Mapping License, Total 5-year Warranty, Installation of hardware by ComSonics, T2/ComSonics project management fees, Genetec API integration and zone conversion, and connectivity to all LPR and mobile enforcement assets.

Hardware - \$28,345 - Includes the Genetec SharpZ3 License Plate Recognition kit (with associated software) and the Panasonic Toughpad LPR device (with associated software) that connect to the Verizon LTE Jetpack.

Subscriptions - \$5,474 - Includes first-year LPR Managed Service One Patroller Connection subscription, data flow between LPR and T2 Flex back-office, and Mobile Enforcement Application integration between LPR and mobile enforcement assets.

Return-on-Investment:

The division believes that adding an LPR would increase citations written and scofflaws found. It would increase the area of coverage by adding a third unit and speed up payment/scofflaw checks. It would ensure that all services can still be provided by the Division, even when another LPR or vehicle goes down. Currently, there is a steep loss in revenue when a vehicle gets taken out of play since we only have two vehicles with LPR. The division believes that revenues could increase as much as \$80,000/year with a third LPR added to the rotation, which covers the initial cost outright and subscription costs for years to come, while the adding the Mobile Enforcement Application allows the back-office to quickly direct an individual Ambassador/vehicle to an area, providing better customer service to our residents and patrons and adding an extra layer of security for our parking team.

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	-	-	-	\$ -	62,792	5,639	5,809	5,984	6,164	\$ 86,388
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 62,792	\$ 5,639	\$ 5,809	\$ 5,984	\$ 6,164	\$ 86,388
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2023	2024	2025	2026	2027	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: V2302
PROJECT TITLE: Parking Lot Surface Maintenance
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2010
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10-15
Est. Total Cost:	\$ 200,000
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ² :	\$ 200,000

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:	5495426.9622	\$ 100,000
Materials:	5495426.9622	\$ 100,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 200,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Originally, based on cost and useful life estimates provided by PWWR, a program was established for municipal parking lot surface maintenance for each facility on an estimated ten year cycle, subject to inspection and recommendation by PWWR. This is an on-going effort, and is needed to remediate failing parking lot surfaces. This has been reclassified to V2302, but used to be under V1901 previously.

Lot #1: Lot was fully repaved in 2020 as part of the Lot #1 expansion. Tentative lot repave in 2030/31.

Lot #2: This lots surface was redone when 58 East Main Street was completed and multiple properties that were leased over to the City of Newark were combined with the original Lot 2 footprint. The west-end of the lot had a new top coat put on but was not fully redone. Tentative partial lot repave to be considered in 2026/27 for the west-end of parking lot. Rest of lot for 2029/2030. This is a monthly permit lot with low overall traffic, but also with several trash trucks coming in daily. **Per PWWR, the west-side of Lot #2 may need a milling in 2023. We are hoping to push to 2024 without failure of the surface lot but included funds in the event that it needs to be done.**

Lot #3 and #4: Due to numerous private projects and other variables, the division has decided against a full paving at this time until the future of these lots are more certain. Lot #3 will need attention after the development of the Hyatt Hotel, to be discussed with the developer. Discussions on projects in Lot #4 are on-going, but portions of the lot are in need of repairs. Cost to repave drive lanes and entrance exits in both lots were estimated at \$127,740 in 2018. **Per PWWR, the entrance/exits into Lot #3 off of Main Street are in dire need of repair due to several concrete areas that have broken down over time and pot-holes that have recently formed. This should come in less than redoing all drive lines in both lots, so previous 2018 estimate will be different from actual cost due to less service/materials.**

Lot #5 and #6: As this lot was completed in 2013, Lot #5 is tentatively scheduled to be repaved in 2028/2029. The later date is due to less overall traffic on the surface lot because it is monthly-permit only. Lot #6 was constructed in 2015, so this lot was originally scheduled to be repaved in 2025/2026. The lot currently shows few signs of wear and tear, so cost won't be attributed until 2027.

Lot #7: This lot is currently on a short-term lease. Lot owner is currently working through the approval process for a new multi-use parking garage that the City may possibly manage.

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	-	-	-	\$ -	200,000	-	-	-	-	\$ 200,000
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2023	2024	2025	2026	2027	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ -	\$ 70,000	\$ -	\$ 60,000	\$ 52,000	\$ 182,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ -	\$ 70,000	\$ -	\$ 60,000	\$ 52,000	\$ 182,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 182,000
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 182,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495426.9623	\$ 182,000
TOTAL PROJECT COST		\$ 182,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

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	-	-	-	\$ -	-	32,054	-	33,313	29,232	\$ 94,599
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	37,946	-	26,687	22,768	\$ 87,401
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 60,000	\$ 52,000	\$ 182,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2023	2024	2025	2026	2027	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2023 - 2027
PLANNING AND DEVELOPMENT DEPARTMENT, PARKING DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2023	2024	2025	2026	2027
	<u>STAFF VEHICLES</u>											
1100	2017 Ford T150 Transit Cargo Van	09/14/16	26,687	10	2026	2026	26,687				60,000	
1101	2015 Ford T150 Transit Cargo Van	12/31/14	24,457	10	2024	2024	24,457		40,000			
1102	2009 Ford Focus	04/03/09	13,489	8	2017	2024	13,489	-	30,000			
1103	2021 Nissan Leaf S Plus	05/12/21	29,710	9	2021	2030	29,710					
1104	2017 Ford Transit Connect	03/02/17	22,768	10	2027	2027	22,768					52,000
TOTAL PARKING DIVISION				GROSS ACQUISITION COST				\$ -	\$ 70,000	\$ -	\$ 60,000	\$ 52,000
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF GRANT FUNDING				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	(32,054)	-	(33,313)	(29,232)
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ 37,946	\$ -	\$ 26,687	\$ 22,768



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

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - COMMUNITY DEVELOPMENT BLOCK GRANT FUND

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	2022 BUDGET * As Amended	2023 BUDGET ** As Proposed	\$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
<i>Full-time Wages</i>	32,899	33,126	227	0.69%	<i>*Step increases and advancements</i>
<i>Part-time Wages</i>	2,800	-	(2,800)	-100.00%	<i>*No item 6610 (Seasonal) budgeted in 2023.</i>
<i>Benefits</i>	13,311	13,245	(66)	-0.50%	<i>*No real budgeted change, decrease of -\$66 (0.50%) from FY2022 to FY2023.</i>
Personnel Services	\$ 49,010	\$ 46,371	(2,639)	-5.38%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 4,986	\$ 40,000	35,014	702.25%	*FY23 increase is largely due an increase of \$38,014 to object 7500 (Parks Maintenance) in 2023.
Contractual Services	\$ 615,333	\$ 197,613	(417,720)	-67.89%	*CARES Act, object 8813 (CDBG - CARES Act Response Fund) funding of \$292,714 is budgeted in 2022 but not in 2023. Additionally, object 8810 (CDBG - Housing) reduced by -\$113,339 in 2023 per scheduled program.
Total Operating Expenses:	\$ 669,329	\$ 283,984	\$ (385,345)	-57.57%	

**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

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

Expenditures:

* as amended

** as proposed

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
1191192	6020 Supervisory	\$ 250	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1191192	6030 Engineering/Technical	27,173	26,372	22,508	24,767	32,899	33,126	227	0.7%
1191192	6040 Accounting	321	191	-	-	-	-	-	0.0%
1191192	6260 Code Enforcement	39	-	-	-	-	-	-	0.0%
1191192	6610 Seasonal Workers	2,046	4,117	(52)	-	2,800	-	(2,800)	-100.0%
1191192	6620 Overtime	-	312	-	-	-	-	-	0.0%
1191192	6920 Unemployment Comp. Ins.	138	171	119	-	116	149	33	28.4%
1191192	6930 Social Security Taxes	2,225	2,444	1,902	1,995	2,653	2,743	90	3.4%
1191192	6941 Defined Contribution 401(a) Plan	14	-	-	-	-	-	-	0.0%
1191192	6950 Term Life Insurance	125	146	162	145	145	139	(6)	-4.1%
1191192	6960 Group Hospitalization Ins.	8,534	8,587	8,286	8,466	9,118	9,559	441	4.8%
1191192	6961 Long-Term Disability Ins.	47	57	65	49	40	40	-	0.0%
1191192	6962 Dental Insurance	529	530	486	486	569	535	(34)	-6.0%
1191192	6964 Health Savings Account	-	-	-	-	586	-	(586)	-100.0%
1191192	6966 Retirement Health Savings Account	3	-	-	-	-	-	-	0.0%
1191192	6967 Emergency Room Reimbursements	-	-	-	-	57	55	(2)	-3.5%
1191192	6968 Vision Insurance Premiums	21	25	23	23	27	25	(2)	-7.4%
1191193	7500 Parks Maintenance	3,550	10,400	-	2,047	1,986	40,000	38,014	1914.1%
1191193	7550 Miscellaneous Supplies	461	396	-	-	3,000	-	(3,000)	-100.0%
1191194	8500 Parks Maintenance	-	-	-	1,986	-	-	-	0.0%
1191194	8550 Misc. Contracted Services	2,802	-	-	-	24,100	25,000	900	3.7%
1191194	8810 CDBG - Housing	145,546	123,587	90,814	167,799	257,419	144,080	(113,339)	-44.0%
1191194	8811 CDBG - Social Services	31,835	24,220	11,651	4,638	41,100	28,533	(12,567)	-30.6%
1191194	8813 CDBG - CARES Act Response Funds	-	-	6,798	9,510	292,714	-	(292,714)	-100.0%
1191195	9020 Mileage & Business Expense	-	184	-	56	-	-	-	0.0%
TOTAL COMMUNITY DEVELOPMENT		\$ 225,659	\$ 201,777	\$ 142,762	\$ 221,967	\$ 669,329	\$ 283,984	\$ (385,345)	-57.6%

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Programs:

ESTIMATED ACTIVITY ALLOCATION (48TH PROGRAM YEAR)		
	47TH YEAR 7/1/21-6/30/22	48TH YEAR 7/1/22-6/30/23
Newark Day Nursery (NDN) Day Care	\$ 35,000	\$ 20,933
Parks and Recreation Fee Assistance	500	1,000
Youth Beautification Corps Program (YBC)	2,800	-
Dickey Park Programming	5,600	6,600
Senior Home Repair and Weatherization Program	40,000	30,000
Public Works - ADA Curb Ramps	24,100	25,000
Newark Housing Authority - Transformation Plan	32,400	62,565
Home Buyer Incentive Program	5,000	5,000
Program Administration	40,000	20,000
Program Delivery	-	12,000
Home Improvement Program	105,329	61,170
DVDC Victoria Mews Apartments - Water Intrusion Rehabilitation	100,000	-
Good Neighbors - Home Repair Program	8,000	-
Dickey Park Basketball Court	-	40,000
George Wilson Parking Improvements	1,986	-
TOTAL	\$ 400,715	\$ 284,268

(1) Please note that the \$25,000 budgeted for Public Works ADA Ramps is a capital project grant and therefore is not included in the operating revenue total.



**PLANNING AND DEVELOPMENT DEPARTMENT
UNICITY TRANSPORTATION FUND**

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	2022 BUDGET *As Amended	2023 BUDGET **As Proposed	\$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
Materials and Supplies	\$ 29,676	\$ 30,000	324	1.09%	*No real budgeted change, +\$324 (1.09%) from FY2022 to FY2023.
Contractual Services	\$ 216,052	\$ 223,739	7,687	3.56%	*No real budgeted change. Increase of \$8,274 (3.83%) from FY2022 to FY2023.
Other - Depreciation	\$ 42,909	\$ 51,540	8,631	20.11%	*Finance Calculation
Total Operating Expenses:	\$ 288,637	\$ 305,279	\$ 16,642	5.77%	

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing project</u>		
U2201	Cameras/GPS Equipment for Buses	Project listed in 2022-2026 CIP - (Est. Completion Date: 2022)
UEQSF	Equipment Replacement Program	Perpetual Project

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**CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET**

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Revenue:

* as amended

** as proposed

TRANSPORTATION FUND - SUMMARY				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
150	4331	Unicity Grant Revenue	\$	143,380	\$ 143,380	\$ 143,380	\$ 143,380	\$ 143,380	\$ 143,380
15T	4999	Transfer from General Fund		143,504	129,186	53,234	160,344	130,581	161,899
TOTAL UNICITY TRANSPORTATION FUND									
SPECIAL REVENUE ACCOUNTS				\$ 286,884	\$ 272,566	\$ 196,614	\$ 303,724	\$ 273,961	\$ 305,279

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ -	0.0%
31,318	24.0%
\$ 31,318	11.4%

Expenditures:

* as amended

** as proposed

TRANSPORTATION FUND - SUMMARY				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
MATERIALS AND SUPPLIES									
1591503	7070	Fuel and Oil	\$	16,777	\$ 14,504	\$ 4,972	\$ 12,281	\$ 15,000	\$ 30,000
1591503	7131	Information Technology Supplies		-	-	-	-	14,676	-
CONTRACTUAL SERVICES									
1591504	8030	Casualty Insurance		614	809	866	221	-	-
1591504	8032	Insurance - Auto		3,298	3,185	3,307	4,208	4,873	5,472
1591504	8131	Information Technology Cont'l		-	-	-	-	4,220	6,020
1591504	8312	Repairs and Maintenance		47,891	25,809	42,558	59,202	61,959	67,247
1591504	8800	Unicity Bus Operators		177,331	185,967	101,651	184,903	145,000	145,000
OTHER CHARGES									
1591505	9060	Depreciation Expense		40,973	42,292	43,260	42,909	42,909	51,540
TOTAL UNICITY TRANSPORTATION FUND									
SPECIAL REVENUE ACCOUNTS				\$ 286,884	\$ 272,566	\$ 196,614	\$ 303,724	\$ 288,637	\$ 305,279

\$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
\$ 15,000	100.0%
(14,676)	-100.0%
-	0.0%
599	12.3%
1,800	42.7%
5,288	8.5%
-	0.0%
8,631	20.1%
\$ 16,642	5.8%



**PLANNING AND DEVELOPMENT DEPARTMENT
UNICITY TRANSPORTATION FUND**

2023-2027 CAPITAL IMPROVEMENT PROGRAM

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

TRANSPORTATION FUND - PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY

FUNDING SUMMARY						
	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 325,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 325,000
*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
U2201	Cameras/GPS Equipment for Buses	B	\$ 49,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UEQSF	Equipment Replacement Program	D	-		-	-	-	150,000	-	175,000	-	325,000
Total Unicity Transportation Fund			<u>\$ 49,000</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ -</u>	<u>\$ -</u>
PLANNED FINANCING SOURCES												
	GROSS CAPITAL IMPROVEMENTS		\$ 49,000		\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 325,000
	LESS: USE OF RESERVES		-		-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-		-	-	-	-	-	-	-	-
	GRANTS		-		-	-	-	(114,073)	-	(114,073)	-	(228,146)
	BOND ISSUES		-		-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(49,000)		-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-		-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,927</u>	<u>\$ -</u>	<u>\$ 60,927</u>	<u>\$ -</u>	<u>\$ 96,854</u>

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



PROJECT NO: U2201
PROJECT TITLE: Cameras/GPS Equipment for Buses
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

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

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 49,000
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ 49,000
% 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:
*Please be advised that \$49,000 in ARPA funding was transferred from 2024 for Project W9308 (Water Main Replacement Program) to 2022 for Project U2201 (Cameras/GPS Equipment for Buses)

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	49,000	-	49,000	\$ -	-	-	-	-	-	\$ -		
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ 49,000	\$ -	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2023	2024	2025	2026	2027	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2022 carryover funding only.

	2023	2024	2025	2026	2027	Total 5 Year
New Funding:	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 325,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023-2027 Funding:	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 325,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 455,000
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ 130,000
% Complete (if underway):	28.6%
Balance to be funded ¹ :	\$ 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:	1591506.9623	\$ 325,000
TOTAL PROJECT COST		\$ 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:

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).

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	-	-	-	\$ -	-	35,927	-	60,927	-	\$ 96,854
CAPITAL RESERVES	15,927	-	15,927	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	114,073	-	114,073	\$ -	-	114,073	-	114,073	-	\$ 228,146
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 175,000	\$ -	\$ 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)				-	-	-	-	-	\$ -

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	R E P L A C E M E N T C O S T S				
								2023	2024	2025	2026	2027
<u>CODE ENFORCEMENT DIVISION:</u>												
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								-	-	-	-	-
<u>ADMINISTRATIVE DEPARTMENT:</u>												
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	-	-	-
<u>UNICITY TRANSPORTATION FUND:</u>												
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	\$ -	\$ -	\$ -

		LEASE	PRIOR	NORMAL	BUDGET	REPLACEMENT					
VEHICLE		START	PURCHASE	REPL	REPL	SCHEDULE	LEASE PAYMENT SCHEDULE				
NUMBER	DESCRIPTION	DATE	PRICE	YEAR	YEAR	TERM	2023	2024	2025	2026	2027
<u>CODE ENFORCEMENT DIVISION:</u>											
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.



PLANNING AND DEVELOPMENT DEPARTMENT

APPENDICES

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

PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,000.00	5,500.00	500.00	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	8,856.36	8,856.36	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,771.00	1,771.00	-	VOIP Phone System
8131	HP Plotter (63 month) - Allocated	Year 3 of 5	1,218.84	1,218.84	-	Wide Format Plotter and Scanner
8131 Subtotal:			16,846.20	17,346.20	500.00	
			\$ 16,846.00	\$ 17,346.00	\$ 500.00	

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

PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,000.00	5,500.00	500.00	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	13,284.54	13,284.54	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	5,760.00	6,720.00	960.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	3,885.00	3,885.00	-	VOIP Phone System
8131 Subtotal:			27,929.54	29,389.54	1,460.00	
			\$ 27,930.00	\$ 29,390.00	\$ 1,460.00	

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

PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
8131	ONSSI Camera License Contract - Allocated	Annual	4,550.00	4,550.00	-	Camera Management and Recording Software
8131	Parkinglogix	Annual	2,100.00	2,472.00	372.00	Countdowns for Lot 1, 4
8131	Provisio - Allocated	Annual	100.00	100.00	-	Kiosk Software
8131	T2 Ticketing Hosted Service	Annual	43,395.38	45,565.15	2,169.77	T2 Parking Enforcement and Administration Cloud Hosted Service (Iris, Mobile, Core Pro, Accounts, Enforcement, Permits)
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	5,904.24	5,904.24	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	4,080.00	4,920.00	840.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,412.00	1,412.00	-	VOIP Phone System
8131 Subtotal:			61,541.62	64,923.39	3,381.77	
			\$ 61,542.00	\$ 64,923.00	\$ 3,381.00	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND
 APPENDIX A - OBJECT CODE 7131 AND 8131 - (2022 AND 2023 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
7131	Cameras	One Time	14,676.00	-	(14,676.00)	GIS Server, Client, Cloud Licensing
8131	GPS System	Annual	7,700.00	4,580.00	(3,120.00)	GPS
8131	Verizon - Cellular/Data - Allocated	Monthly	720.00	1,440.00	720.00	Computer Mobile Internet Connectivity
7131 and 8131 Subtotals:			23,096.00	6,020.00	(17,076.00)	
			\$ 23,096.00	\$ 6,020.00	\$ (17,076.00)	
7131 Subtotal:			14,676.00	-	(14,676.00)	
8131 Subtotal:			8,420.00	6,020.00	(2,400.00)	