



2023

GENERAL OPERATING BUDGET

AS PROPOSED:

**BUDGET HEARING #1
NOVEMBER 7, 2022**

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October 28, 2022

Newark City Council
City of Newark, Delaware

2023 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Department of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2023 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. The budget ensures the continued provision of high quality service and identifies the anticipated revenue sources necessary to support our operations. The 2023 budget was developed based on a prioritization of needs for a well-rounded, full-service city. As with recent years, time was devoted in 2022 towards evaluating options for increased operational efficiencies and cost savings. We also spent time evaluating existing staffing levels to identify needs based on shifting workload and recruitment and retention pressures in our new, post-COVID hiring environment.

In preparation of the 2023 budget, we face several familiar structural cost drivers that once again compete with desired projects for funding. These structural costs are similar for municipalities across the state and country: rising healthcare costs, unfunded pension liabilities, collective bargaining related salary increases, and post-employment benefit liabilities. Unique to the last 18 months is inflation that is running at 40-year highs. High inflation has created additional cost pressure on almost every aspect of our budget. Lingering supply chain disruptions from COVID, increased demand for material goods, and the war in Ukraine are combining to create extreme price increases that have caused the cost of most goods to increase by double- or triple-digit percentages from just a year ago. This is especially so in fleet maintenance and our utilities. We have also seen large increases in the cost of contractual services due to the post-pandemic labor shortage that has driven up competition for employees and, similarly, wages. These dramatic inflationary cost pressures made it inadvisable to avoid some commensurate increases to our utility rates, fees for service, and tax collections or else we would have had to make significant cuts to our level of service provided.

Primary goals of the 2023 General Operating Budget and the associated Capital Improvement Program include continued provision of existing services, maintenance of our existing infrastructure, meeting the needs and expectations of our community, and taking advantage of innovative and/or progressive efforts to plan for the future and move our community forward. Developing meaningful partnerships, embracing efforts for economic development, and improving our use of technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification and look for ways to hold the line or gradually reduce our reliance on enterprise fund

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transfers into the General Fund. Inflationary cost pressures have made 2023 a uniquely difficult year with regard to our long-term goal to reduce reliance on utility transfers. Because of this, it will be particularly important to focus on lobbying efforts at the state level to get approval for additional revenue sources like an events tax. We should also look to complete development of the homestead tax exemption program for owner occupants during 2023 for implementation with the tax billing in 2024. We also recommend that the City continue to migrate utility revenue away from consumption based variable charges into lower risk fixed customer charges. Lastly, we should continue to utilize borrowing where appropriate to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2023 Operating Budget and 2023 thru 2027 Capital Improvement Program (CIP). The CIP continues to heavily leverage city funds to maximize external funding sources. Twenty-eight percent of the five-year funding for the City's capital program is earmarked to be paid with external funding sources. Utilizing grant funds and contributions from state legislators where possible, we have continued to incorporate borrowing from bank loans and the state revolving loan program into the budget, as approved during the 2018 Referendum. Capital projects have been prioritized with a "fix it first" approach, as keeping our current infrastructure maintained and up to current standards is the backbone of our capital budget. Extending assets' useful lives and the safety of our community are highly regarded in the prioritization process as well, followed last by the projects that are an expansion of our existing services or assets and could be considered as nice to have.

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

- A proposed tax increase of 5% for 2023 (\$213,500)
 - Tax rate is based on 1983 taxable assessments provided by New Castle County.
 - Same service levels as provided in 2022.
 - Increased transfer from the utilities to the governmental funds totaling \$3.4 million (\$16.9 million to \$20.3 million).
- Water and sewer customer charge adjustment that will generate an additional \$324,500 to cover debt service expenses for projects that were approved in the 2018 Referendum. In 2020, City Council enacted meter-based customer charges in the water and sewer utilities to cover the debt service associated with borrowing approved under the 2018 referendum. Water and Sewer's capital program consists of:
 - \$8,200,000 of Water Fund projects to be completed utilizing \$249,000 in reserves, \$119,000 in current resources, \$2,310,000 in state revolving loan funding, \$3,782,000 in American Rescue Plan Act (ARPA) funding, and \$1,740,000 in grants. The CIP funding is driven by the Emerging Contaminant project (W2206) and the Water Main Replacement Program (W9308). ARPA and state revolving loans are accounting for the majority of the funding for the capital program.
 - \$1,336,000 of sewer projects to be completed utilizing \$1,261,000 in ARPA funds and \$75,000 in capital reserves to pay for ongoing sanitary sewer repairs.

- Volumetric water and sewer rate increases of 8% to meet operational needs, which will provide an additional \$760,000 to the water and sewer utilities to fund the rising costs of personnel, materials and equipment needs.
 - City overall water consumption has remained relatively flat through 2022. While new development normally brings with it increased water sales, much of the development in Newark is redevelopment of a property that had prior water use. This, coupled with conservation and technology advancements generally negate much of the increase, resulting in flat water sales. The City continues to see some fluctuations in water sales due to weather, but the conscious efforts made by the Administration and Council to recover fixed costs via the customer charge has provided more revenue stability than in years' past.
- No change to the Stormwater customer charge was recommended for 2023.
 - The monthly stormwater fee is between \$2.33 and \$7.01 per month for residential customers. Most residential customers pay \$3.89 or less per month. Non-residential customers will pay \$3.89 per month per ESU (Equivalent Stormwater Unit).
- Electric rate adjustment for 2023
 - The 2023 CIP provides for \$15,000,894 of electric projects to be completed utilizing 2023 current year revenue \$2,107,996, reserves of \$200,840, conduit debt via a DEMEC bond issuance of \$12,000,000, grants of \$521,000, and other funding totaling \$171,058. Material and equipment purchases for the City's new substation (E2002) will begin in 2023 and will be funded via the DEMEC conduit debt (\$12M). The total budget for the substation is currently estimated at \$27.7M.
 - Effective September 1, 2022, due to wholesale power cost increases directly caused by the "Reliability Must Run" tariff approved by NERC for NRG's Indian River generation facility in Millsboro, DE, the 2022 RSA was recalculated and applied to all customers assigned to rate classifications that are subject to the RSA. This reflects a RSA rate change of 1.367 cents per kWh. In addition, we expect two other factors will impact the RSA in March of 2023; the anticipated wholesale rate increase from DEMEC, and the need to cover the anticipated debt service payments for the new substation. What the impact in March of 2023 will be is dependent on several factors that are unknown at this time.
 - The City is in the process of performing an update to the rate study that was began prior to the COVID pandemic. We had planned to have this completed in 2022, but this project is taking a bit longer than anticipated due to changes in electric sales that were created by the COVID pandemic, and the market swing for distributed energy resources (DER's) and electric vehicles (EV's) as their impact on the City's grid requires more review.

2023 Budget Process – Discussion of Challenges and Initiatives

The 2023 budget process began late spring, with staff discussing our organizational challenges and initiatives, and the Finance Department updating the presentation templates that were initially created as part of the 2019 budget process. For the fourth year in a row, Budget meetings began with Council in August to reflect the starting point of the 2023 budget and to highlight our anticipated revenue shortfalls. Efforts to compile our annual budget have become more complex, however the earlier start to the budget process and the involvement of City Council and the public earlier in the process has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process over the last few years have benefitted all who are involved in the process. Staff is challenged annually to align funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community. During the beginning of the budget process, the expenditure budget was \$6.2 million short of estimated revenue.

Our organization's most valuable resource, our personnel, currently makes up 35% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff, and the retention of our workforce in a competitive job market impacts the budget's bottom line. On top of our annual contractually obligated salary adjustments, 2023's budget includes the addition of much-needed personnel including:

- Alderman Court: Addition of one part-time bailiff
- Finance: Converting a contractual IT Desktop Support position to a City employee
- Police: Add five new police officers and two new communication officers
- PWR: Convert a part-time Administrative Aide to a full-time position
- Parks and Recreation: Add one full-time Maintenance IV position
- Administration: Convert a part-time HR Coordinator to full-time

The general fund requires regular non-utility revenue enhancements or else we will increase our reliance on utility revenue to cover general fund operations. The impact of inflation over the past two years has worsened the issue.

Many of our growing personnel costs are legacy obligations, like pensions and OPEB, that we have been able to negotiate out of labor contracts over the last few years. Unfortunately, the funds created to pay these liabilities assume payments are made across employee's entire careers, so we are still required to make payments for obligations from the past. Pension and OPEB costs consistently increase each year. The City uses a realistic assumed rate of 5.75% for future return assumptions, which is considerably lower than the 7.5% that was assumed earlier this decade. Assuming a lower rate of return results in higher necessary payments but is a more realistic representation of what investment returns we are likely to achieve from the funds. Unfortunately, while we have made large improvements in funded status of the pension and OPEB funds in recent years, both are still only funded between 75-80% and will require continued pension and OPEB contributions of around \$5 million per year for years to come to be able to meet our previously promised benefit obligations. Since 2021, all new members of the FOP are automatically enrolled in the State's pension plan, which will help the City with its pension liabilities in the long-term. In addition, health care expenses continue to be an ongoing challenge year over year, with 2023's premiums increasing nearly 6%.

Budget discussions in the recent past highlighted Newark's admirable utilization of the "pay-as-you-go"

method of financing its capital projects. While paying cash in the past for nearly all of our projects has kept our debt service low, in turn, it has prevented us from adequately funding reserves and tackling larger capital projects to address our aging infrastructure. The successful 2018 referendum provided borrowing authorization for up to \$27.6 million in a combination of state revolving loans and bond/loan financing which has allowed us to incrementally build our cash reserves back to a level in line with our Council approved financial policies. Continuing to strike a balance between “pay-as-you go” and smart borrowing for projects with adequate lifecycle moving forward will allow us to preserve our highly respected AA+ bond rating while adequately meeting the growing capital needs associated with aging infrastructure.

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

Smart City initiatives of the past are generating long-term avoided cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 streetlight fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed a Measurement and Verification (M&V) analysis to determine the project’s overall impact and cost-effectiveness. This report confirmed that the City’s LED project will produce a cost avoidance of \$135,000 each year and create an annual savings of 829,000 kwh. The total cost of the project was \$575,000, creating a return-on-investment payback period on the City’s outlay of just over four years. For every \$1 spent on this project, the City will save \$4.20 through avoided costs. Building off the success of that project, the City is just wrapping up the construction phase and initial savings verification phase of a nearly \$9 million Energy Savings Performance Contract (ESPC) in partnership with Seiberlich Trane, a Delaware licensed Energy Savings Company (ESCO). This project included replacement of inefficient and end-of-life HVAC systems at City Hall, the Newark Police Department, and the George Wilson Center with high efficiency systems utilizing modern building automation systems. In addition to the HVAC work, this project also completed the City’s transition to LED streetlights by replacing the remaining 800 streetlights in areas where we have underground electric lines. It also adds dimming capability on all streetlights in the City, repaired or replaced all flat roofing systems on City facilities, installed a megawatt of solar generation, upgraded water department pumps with variable frequency drives where appropriate, and included a handful of other efficiency related improvements. In the end, the savings generated by these projects will more than cover the cost of the annual lease payments over the 20-year payback period while moving us forward toward the goals included in the “Sustainable Newark” sustainability plan adopted by Council earlier this year. During 2022 we were awarded over \$2 million in grant funding from the State of Delaware to be used for another ESPC project that will build off the success of the project we just finished up and continue critical efficiency improvements at even more City owned facilities. This project will again be completed in partnership with our ESCO, Seiberlich Trane, and is anticipated to be complete by the end of 2023.

Rising health care expenses are one of the biggest challenges facing both the public and private sector

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today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. During this time our annual healthcare costs have increased at a rate approximately half of what we would have experienced otherwise. This year's renewal was higher than those in the recent past at roughly 6%, but still below the annual increases we saw as an organization when we were in the private insurance market. We were advised that the larger than normal increase was driven partially by inflation but also due to plan participants working through a backlog of deferred medical care accrued during the pandemic when it was difficult to access care.

Appropriately managing risk and strategically using tools that are available to us, like debt and performance contracting, will be critical if we are going to be successful at sustainably meeting the expectations of our community for service delivery and quality of life. One critical action that staff strongly recommends is that we continue to move more of our utility revenue toward fixed charges and away from volumetric charges. This is to reflect that most of our expenses, especially in the water fund, are fixed, and that just because a building uses no utilities does not mean they received no benefit from the utility being there, ready to serve on demand. This was highlighted during the early months of the pandemic when UD and most businesses closed or moved to work from home, resulting in the loss of millions of dollars in utility revenue. Best practices in utility management suggest frequent reviews of our billing structure with adjustments as necessary to keep each utility financially stable while avoiding cross-subsidization of customer classes. The City must remain proactive to ensure that the City's fees for service are covering the costs to provide them equitably to all our customers. This year we have continued to include the increased cost to service debt from the 2018 referendum in the customer charge for water and sewer. Even with this increase, the portion of our revenue coming from fixed charges is significantly below that of our neighboring investor-owned utilities like Artesian and Veolia DE (Previously Suez Water DE).

The 2023 Budget in Summary

The proposed budget for 2023, including the five-year Capital Improvements Program, currently results in a surplus of \$447,181. This estimated surplus is usually divided amongst all funds, however, this year, the Stormwater Fund accounts for 100% of the balance. If the expenditure budget fall under or equals the revenue estimates in 2023 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances. Stormwater surplus can also be used to help pay down principal on the Hillside Park (Rodney) project loan, which would decrease interest expense over the life of the loan.

	* as amended	** as proposed		
	2022	2023	\$ FROM	% FROM
EXPENDITURE/SURPLUS	* BUDGET	** BUDGET	2022 BUDGET	2022 BUDGET
Operating Budget	\$ 91,851,004	\$ 102,320,779	\$ 10,469,775	11.4%
Capital Budget	3,537,188	4,145,229	608,041	17.2%
Debt Service	4,526,148	4,592,685	66,537	1.5%
Net Current Surplus	(442,464)	447,181	889,645	-201.1%
Total	\$ 99,471,876	\$ 111,505,874	\$ 12,033,998	12.1%

Major components of the consolidated budget are reflected as follows:

Operating expenditures are increasing by \$10.5M (11.4%), while capital expenditures are increasing by \$608K (17.2%). Newark's debt service is up \$66K and our net current surplus has decreased by \$890K. The Net Capital Budget, the portion funded through current revenues, of \$4.1 million consists primarily of:

- Electric: \$2,107,996 – \$170,000 for new lines and services (E2301), \$170,000 for spacer cable replacement (E2302), \$155,000 for underground cable replacement (E2303), \$600,000 for the electric portion of the replacement of the TROPOS mesh network which relays utility meter information (E2305), \$250,000 for the SCADA and automated switching project (E0503), and \$200,000 towards the design of a new electric warehouse at the Facilities Operation Complex (E2202).
- Stormwater: \$150,000 – \$75,000 for a mini-excavator (Q2301), and \$75,000 for the City's NPDES Phase II permit (Q0101). NPDES is an acronym for National Pollutant Discharge Elimination System.
- Streets: \$1,066,441 – \$900,000 towards the annual street program, with a total budget of \$1.76 million (H2301). \$141,441 for the ADA accessibility transition plan (H2302), and \$25,000 towards the Newark transportation plan implementation (H1503).
- Water: \$119,000 - \$30,000 towards source water protection (W1702), \$64,000 for the Well Restoration Program (W0503), and \$25,000 for a local match for a backup generator for our water facilities.
- Sewer: In 2023, there are no current resources used to fund sewer's capital program.
- Parks and Recreation: \$390,000 – \$100,000 for the Ash tree removal/management program (K2302), \$154,000 for hard surface/facility improvements (K1301), \$56,000 for children's play equipment (K0908), \$20,000 for improvements at the pools at Dickey Park and the George Wilson Center (year 2 of 2), \$30,000 for tree pit installations along Main Street (K2303), and \$30,000 to help make our parks more ADA compliant (K2004).
- Police: \$28,000 – funding for the ethernet rewiring project of police headquarters (C1904).
- Facilities Management: \$210,000 – to provide funding for much-needed improvements at City Hall (N2302)

2023 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be \$106.9 million for 2023, or a \$10.5 million increase from 2022. The table below highlights the City's 2023 budgeted operating expenses:

	* as amended	** as proposed		
	2022	2023	\$ FROM	% FROM
	* BUDGET	** BUDGET	2022 BUDGET	2022 BUDGET
Personnel Services	\$ 36,477,888	\$ 38,932,621	\$ 2,454,733	6.7%
Utility Purchases	37,430,531	44,417,788	6,987,257	18.7%
Materials and Supplies	2,509,366	3,006,287	496,921	19.8%
Contractual Services	12,259,238	12,682,960	423,722	3.5%
Equipment Depreciation	1,808,826	1,925,340	116,514	6.4%
Debt Service	4,526,148	4,592,685	66,537	1.5%
Other Expenses	1,365,155	1,355,783	(9,372)	-0.7%
Total	\$ 96,377,152	\$ 106,913,464	\$ 10,536,312	10.9%

Personnel Services – Personnel expenses are increasing by \$2.5 million or 6.7% in 2023. This increase can be partially attributed to the addition of personnel to maintain current levels of service. Those positions are:

- o Five new police officers and two new communication officers.
- o Part-time bailiff.
- o Maintenance IV position in Parks.
- o Conversion of a part-time HR Coordinator position in Administration to full-time.
- o Conversion of a part-time Administrative Aide in PWWR to full-time.
- o Conversion of a contractor Desktop Support position in Finance to City employee

Estimated cost for these 10.5 positions is \$675,800 in 2023. Some positions have offsetting revenue/expenses to offset the expenditure impact.

Wages includes the contractually negotiated salaries of our workforce, as most of our full-time employees are represented by the FOP, AFSCME or CWA. The increase for 2023 includes associated merit steps for eligible employees, and cost of living adjustments.

Included in the \$38.9 million in personnel services are funding for the City's pension plan (\$4 million). The Pension plan has been closed since 2014 to new hires, except for the City's police officers. In addition, the City will be contributing over \$1.7 million towards its OPEB obligations in 2023. Both pension and OPEB contributions reflect a 10% increase when compared to 2022.

Utility Purchases – Utility purchases, which include the cost of electric purchases from DEMEC (\$39.2 million) and sewer purchases from New Castle County (\$5.2 million), are anticipated to be \$44.4 million. Should New Castle County choose to raise rates after July 1, 2023 we would need to perform a mid-year rate adjustment to pass these costs along to our sewer customers or else we will run a deficit for the year. The Indian River Coal Plant, debt service for the beginning construction of a second substation, inflation, and an anticipated rate adjustment from DEMEC are all contributing to the electric increase next year.

Materials & Supplies – The materials and supplies lines have increased 20%, or \$496K. \$89,000 of this increase is related to the five new police positions. \$50,000 is for bridge-related maintenance for bridge

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repairs needed in our Park system. Another \$59,000 is for SCADA maintenance for our electric, water and sewer utilities. \$17,500 was added to cover the expense of vandalism throughout the City. The Alderman Court is up \$9,000 to cover the additional expenses of adding a 4th part-time bailiff. The remaining increase of \$271,000 lies across all departments and are solely attributed to the rising costs of providing our existing levels of service due to inflation.

Contractual Services – Contractual Services increased by \$424K, or 3.5%. \$300,000 of this figure is related to the expense of keeping our fleet and facilities maintained and operational. In addition, our projected cost of insurance is up \$117,000 which covers our property, auto, cyber, casualty, etc. Our cost of insurance has far outpaced the rate of inflation over the last few years. On a good note, our workers compensation program premium was reduced \$100,000 next year to \$700,000 due to our good incident record. Bank merchant fees are also a part of our contractual services line. This expense is budgeted to be \$38,000 higher than 2022, totaling \$1,255,000

Equipment Depreciation – Equipment depreciation (a non-cash, formula driven expense) increased by 6.4% versus 2022. This expense continues to supplement the funding our future large equipment purchases. As the City leases more equipment, this line will begin to diminish, and be offset by lease payments.

Other Expenses – Other Expenses decreased \$9K.

Budget by Department/Division – The budget changes by department/division are reflected on the table on the next page.

2023 General Operating Budget Message
October 28, 2022

	* as amended	** as proposed		
	2022	2023	\$ FROM	% FROM
DEPARTMENT/DIVISION	* BUDGET	** BUDGET	2022 BUDGET	2022 BUDGET
Electric Utility	\$ 7,474,786	\$ 7,587,851	\$ 113,065	1.5%
Water Utility	4,908,307	4,840,047	(68,260)	-1.4%
Sewer Utility	1,136,030	1,165,571	29,541	2.6%
Stormwater Utility	1,308,040	1,390,033	81,993	6.3%
Utility Purchases	36,804,486	37,430,531	626,045	1.7%
Refuse Division	2,258,135	2,265,016	6,881	0.3%
Street Division	1,595,897	1,619,458	23,561	1.5%
Fleet Maintenance Division	1,486,638	1,524,134	37,496	2.5%
Engineering Division	1,021,249	1,077,694	56,445	5.5%
Code Enforcement Division	1,644,804	1,671,774	26,970	1.6%
Police Department	16,470,374	17,024,680	554,306	3.4%
Finance Department	280,850	335,634	54,784	19.5%
Planning Division	1,171,842	1,332,286	160,444	13.7%
Municipal Parking	2,184,823	2,191,306	6,483	0.3%
Facilities Maintenance Division	846,913	1,012,114	165,201	19.5%
Administrative Department	1,117,926	1,253,472	135,546	12.1%
Legislative Department	1,215,282	1,413,377	198,095	16.3%
Alderman's Court	609,713	636,453	26,740	4.4%
Parks and Recreation Department	3,840,017	3,966,763	126,746	3.3%
Community Development Block Grant	202,885	669,329	466,444	229.9%
Law Enforcement Fund	401,237	352,885	(48,352)	-12.1%
Special Parks Fund	41,100	41,195	95	0.2%
Unicity Transportation Fund	269,236	288,637	19,401	7.2%
Self Insurance Fund	230,000	140,000	(90,000)	-39.1%
OPEB Expense Funding	662,300	659,300	(3,000)	-0.5%
Less: Inter-Dept. Electric Sales	(413,100)	(529,251)	(116,151)	28.1%
Total Operating Expenditures	\$ 88,769,770	\$ 91,360,289	\$ 2,590,519	2.9%

Revenue Highlights

City wide operating revenues of \$111.5 million in 2023 are expected to be above 2022 budgeted revenue by 12.1%. Utility revenue is collectively responsible for \$10.3 million of the \$12 million increase due to adjustments needed for inflation, new State drinking water mandates, wholesale power cost increases, and electric grid modernization just to name a few. In addition, the City is including \$2.2 million in fee adjustments for fines, recreation fees, and parking, as the City will be increasing some fees which have not been adjusted since 1999 (e.g., parking). We are estimating a small growth in taxable assessments for 2023, primarily due to commercial growth. Part of the property tax growth includes the proposed 5% tax increase which will provide \$213,500 in revenue to the City to fund its governmental services and to keep up on par with the rising costs of inflation. The hotel industry has been relatively steady since this past Spring, and we have increased our lodging tax expectations by \$40,000 to \$640,000 for 2023.

Real Estate Transfer Tax (RTT) fell off considerably during 2020 due to the slowdown in real estate activity caused by COVID-19. Since the end of 2020, RTT revenue has rebounded with 2021 being slightly above

average and culminating in 2022 with RTT revenue anticipated to finish the year at around \$5.2 million. During 2022, most of this record revenue came from a small group of sales of large apartment complexes including Christina Mill, One Easton, the Newark Shopping Center, and Pinebrook Apartments. Looking at the current real estate market for remaining large properties likely to transfer, there are not many candidates remaining. This, coupled with the Federal Reserve rapidly increasing interest rates, is likely to mean we will see much lower sales figures in 2023. Real estate prices remain higher than they were pre-pandemic so we will see more revenue per transaction, but we anticipate total transactions will be lower than 2021 and 2022. As a result, we have forecast RTT revenue in 2023 will be \$1,650,000, which is equal to what we initially anticipated in 2022.

Construction activity in 2022 has been weaker than we originally anticipated during the 2021 budget process. We believe this is primarily driven by supply chain shortages and rising interest rates which have combined to significantly increase the cost of construction. In addition to cost increases, Council spent much of 2022 discussing changes to the BB and RA zoning districts. The BB zone is where we have seen the most development activity in recent years and the new changes are likely to make it less expensive to build in this zone. Based on discussions we have held with the local development community; we believe several previously approved projects will be redesigned and come back through the subdivision process under the new zoning rules as opposed to proceeding to construction as previously approved. It is hard to estimate how many projects will be redesigned and then, if approved, will actually move to construction in 2023. Ultimately, interest rates and supply chain logistics will probably play the largest role in construction starts. The Congressional Budget Office anticipates interest rates will continue to increase through mid-year 2023 before leveling out and stabilizing just over 2% into the future. Assuming supply chain issues are resolved, construction should be able to continue at a strong pace with interest rates at that level.

2023 General Operating Budget Message
October 28, 2022

	* as amended	** as proposed		
REVENUE SOURCE	2022 * BUDGET	2023 ** BUDGET	\$ FROM 2022 BUDGET	% FROM 2022 BUDGET
Utility Revenue				
Electric	\$ 54,644,000	\$ 63,665,500	\$ 9,021,500	16.5%
Water	9,157,000	9,786,080	629,080	6.9%
Sewer	7,322,500	8,030,395	707,895	9.7%
Stormwater	2,600,000	2,550,000	(50,000)	-1.9%
Total Utility Revenue	\$ 73,723,500	\$ 84,031,975	\$ 10,308,475	14.0%
Tax Revenue				
Realty Transfer Tax	\$ 1,764,115	\$ 1,650,000	\$ (114,115)	-6.5%
Property Tax	8,146,000	8,508,500	362,500	4.5%
Penalties	60,000	60,000	-	0.0%
Franchise Tax	425,000	350,000	(75,000)	-17.6%
Lodging Tax 2	600,000	640,000	40,000	6.7%
Total Tax Revenue	\$ 10,995,115	\$ 11,208,500	\$ 213,385	1.9%
Fees for Service				
Fines	\$ 1,923,800	\$ 2,040,300	\$ 116,500	6.1%
Business License Fees	200,000	200,000	-	0.0%
Permits and Licenses	2,237,420	2,519,920	282,500	12.6%
Park Fees	709,000	766,725	57,725	8.1%
Commercial Refuse & Transfer Sta.	25,000	25,000	-	0.0%
Parking Lots	175,000	218,421	43,421	24.8%
Multi-Space Parking	2,620,000	4,045,079	1,425,079	54.4%
Internal Service 2	2,732,436	3,025,618	293,182	10.7%
Total Fees for Service	\$ 10,622,656	\$ 12,841,063	\$ 2,218,407	20.9%
Intergovernmental Revenue				
Subventions	\$ 553,575	\$ 598,415	\$ 44,840	8.1%
Local School District	197,620	187,400	(10,220)	-5.2%
Unicity Bus	143,380	143,380	-	0.0%
Community Development Block Grants 3	669,329	259,268	(410,061)	-61.3%
Law Enforcement Grants - Special Fund	327,885	327,885	-	0.0%
American Rescue Plan Act (ARPA)	619,116	156,612	(462,504)	-74.7%
Miscellaneous Grants and Donations	442,100	630,776	188,676	42.7%
Total Intergovernmental Revenue	\$ 2,953,005	\$ 2,303,736	\$ (649,269)	-22.0%
Other Revenue				
Interest Received	\$ 496,000	\$ 521,000	\$ 25,000	5.0%
Miscellaneous	244,100	337,100	93,000	38.1%
Reimbursable Overtime	250,000	250,000	-	0.0%
Assessments	12,500	12,500	-	0.0%
Total Other Revenue	\$ 1,002,600	\$ 1,120,600	\$ 118,000	11.8%
Appropriation of Prior Year Reserves	\$ 175,000	\$ -	\$ (175,000)	-100.0%
Total Operating Revenue	\$ 99,471,876	\$ 111,505,874	\$ 12,033,998	12.1%

The 2023 through 2027 Capital Improvements Program

The 2023 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of \$33.8 million. Reserve funding, grant funding, vehicle equipment replacement funds, a bond issue, state revolving loan, the American Rescue Plan Act (ARPA), conduit debt and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Use of grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2023 CIP is proposed on the table labeled "2023 CIP Funding Sources." The Net Capital Improvement total of \$4,145,229 will be funded in 2023 through current year revenue, which includes property taxes, utility rates, and other current sources of revenues.

Similar to 2018 through 2022, borrowing is included in the 2023 Capital Plan. It should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay-as-you-go" financing of capital projects. There is always a need to address a greater level of critical infrastructure projects than current resources and reserves will permit. Some use of ARPA funds is helping the City meet some of its infrastructure needs without going to referendum in 2024.

2023 CIP FUNDING SOURCES	Percent (%)	Dollar (\$)
Capital Improvements		\$ 33,838,053
Funding Sources:		
Use of Reserves	4.1%	1,389,858
Equipment Funding	1.1%	372,736
Grants	17.4%	5,873,802
Bond Issues	0.2%	56,000
State Revolving Loans (SRL)	6.8%	2,310,000
American Rescue Plan Act (ARPA)	21.3%	7,219,370
Other Sources	36.9%	12,471,058
Current Resources	12.3%	4,145,229

2023 CAPITAL EXPENDITURES	Percent (%)	Dollar (\$)
Electric Fund	44.3%	\$ 15,000,894
Water Fund	24.2%	8,200,000
Admin./Facilities - Maintenance Fund	10.4%	3,517,640
Public Works - Capital Proj. Fund	7.7%	2,601,243
Sewer Fund	3.9%	1,336,000
Stormwater Fund	3.1%	1,038,420
Parks and Recreation	2.9%	986,762
Other Departments	1.8%	600,000
Parking Fund	0.8%	262,792
Information Technology Division	0.6%	201,570
Police Department	0.3%	92,732
Gross Capital Expenditures	100.0%	33,838,053

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

The table "2023 Capital Expenditures" exhibits planned capital spending by department. The majority of our gross capital expenditures consist of infrastructure, which are electric, water, sewer, stormwater and street projects. Facility projects have also begun to take a higher priority due to the need for City assets to be maintained at a level that meets current standards, and the availability of ARPA to fund those needs.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks and recreation, streets and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 7.6% of our operating revenues in 2023. While in recent years we have limited the level of our transfers in association with our Financial Policies and more pointedly by our acceptance of a Memorandum of Understanding (MOU) with then-Governor Markell's administration, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over \$20.3 million in 2023, or require a tax increase over 245% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add over 32,400 new additional residences just to collect \$20.3 million in new tax revenue based on the City's median assessed value of a residential property. This is merely an academic comparison, however, as new residential properties would also result in increased demand for services and, accordingly, increased costs that would likely more than negate the increased tax revenue. Development in a form that uses less in services and infrastructure than the tax generated is key to making a dent in our general fund deficit. This is generally achieved by offsetting single family residential areas with dense, mixed-use development located proximate to jobs and the downtown, although there is no magic formula.

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

Other Governmental Funds

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

Enterprise Funds

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

Moving Forward

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

Budget Presentation

The 2023 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division. The following schedule for processing the 2023 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

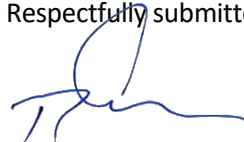
- Public Hearing/Possible Budget Adoption – November 7, 2022
- Contingency Date - Public Hearing/Budget Adoption – November 21, 2022 (if needed)
- Introduction Date for Revenue Ordinances – December 5, 2022 (if budget is approved on November 7)

The preparation and compilation of the 2023 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith and Debi Keeley, and Trevor Miller worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, considering opportunities and responding to timelines and funding limitations.

2023 General Operating Budget Message
October 28, 2022

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

Respectfully submitted,



Thomas Coleman
City Manager

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CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	2018	2019	2020	2021	2022	2023	% FROM
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	* BUDGET	** BUDGET	2022 BUDGET
Revenue/Other Funding Sources							
Utility Sales	\$ 71,039,082	\$ 71,642,391	\$ 68,953,720	\$ 72,850,950	\$ 73,723,500	\$ 84,031,975	14.0%
Real Estate and Other Taxes	9,770,921	10,596,904	9,699,072	11,110,691	10,995,115	11,208,500	1.9%
Fees for Service	18,825,495	9,998,235	7,246,168	9,035,197	10,622,656	12,841,063	20.9%
Intergovernmental Revenue	1,676,924	1,900,991	4,269,856	2,155,660	2,953,005	2,303,736	-22.0%
Other Revenue	1,082,810	1,407,583	1,248,973	1,500,338	1,002,600	1,120,600	11.8%
Appropriation of Prior Year Reserves	-	80,000	708,752	-	175,000	-	-100.0%
Total Operating Revenue	\$ 102,395,232	\$ 95,626,104	\$ 92,126,541	\$ 96,652,836	\$ 99,471,876	\$ 111,505,874	12.1%
Expenditures							
Personnel Services	\$ 32,723,274	\$ 33,622,361	\$ 36,596,786	\$ 33,653,696	\$ 36,477,888	\$ 38,932,621	6.7%
Utility Purchases	38,266,885	36,900,030	33,962,454	35,907,718	37,430,531	44,417,788	18.7%
Materials and Supplies	2,202,773	2,182,184	1,823,202	2,052,921	2,509,366	3,006,287	19.8%
Contractual Services	20,401,753	9,233,785	9,251,562	10,592,039	12,259,238	12,682,960	3.5%
Equipment Depreciation	1,355,547	1,353,420	1,377,635	1,409,054	1,808,826	1,925,340	6.4%
Debt Service	2,655,100	2,629,977	2,657,423	2,875,619	4,526,148	4,592,685	1.5%
Other Expenses	647,799	1,253,823	884,351	1,023,034	1,365,155	1,355,783	-0.7%
Total Operating Expenses	\$ 98,253,131	\$ 87,175,580	\$ 86,553,413	\$ 87,514,081	\$ 96,377,152	\$ 106,913,464	10.9%
Capital Improvements							
Gross Capital Improvements	\$ 9,629,999	\$ 12,293,933	\$ 16,940,171	\$ 19,933,243	\$ 18,884,662	\$ 33,838,053	79.2%
Less: Use of Reserves	(4,970,123)	(4,018,780)	(4,130,832)	(4,863,231)	(1,615,176)	(1,389,858)	-14.0%
Equipment Replacement	(1,157,711)	(885,660)	(876,933)	(882,862)	(733,157)	(372,736)	-49.2%
Grants	(728,043)	(697,633)	(101,834)	(2,620,721)	(768,516)	(5,873,802)	664.3%
Bond Issues	-	(460,566)	(128,150)	(198,177)	(450,178)	(56,000)	-87.6%
State Revolving Loan	-	(3,611,892)	(6,282,633)	(2,234,768)	(3,758,825)	(2,310,000)	-38.5%
American Rescue Plan Act	-	-	-	(101,017)	(7,576,968)	(7,219,370)	-4.7%
Other Sources	(444,910)	(370,972)	(72,958)	(6,146,269)	(444,654)	(12,471,058)	2704.7%
Net Capital Improvements	\$ 2,329,212	\$ 2,248,430	\$ 5,346,831	\$ 2,886,198	\$ 3,537,188	\$ 4,145,229	17.2%
Net Current Surplus	1,812,889	6,202,094	226,297	6,252,557	(442,464)	447,181	-201.1%
TOTAL EXPENDITURES AND SURPLUS	\$ 102,395,232	\$ 95,626,104	\$ 92,126,541	\$ 96,652,836	\$ 99,471,876	\$ 111,505,874	12.1%
Property Tax Rate per \$100.00 of assessed value	\$ 0.7737	\$ 0.7737	\$ 0.8047	\$ 0.9120	\$ 0.9348	\$ 0.9815	5.0%

* as amended

** as proposed

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	2018	2019	2020	2021	2022	2023	% FROM
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	* BUDGET	** BUDGET	2022 BUDGET
Utility Revenue							
Electric	\$ 52,401,966	\$ 52,709,702	\$ 51,600,384	\$ 53,939,898	\$ 54,644,000	\$ 63,665,500	16.5%
Water	9,395,673	9,150,224	8,247,871	9,060,790	9,157,000	9,786,080	6.9%
Sewer	7,213,727	7,398,867	6,702,782	7,491,477	7,322,500	8,030,395	9.7%
Stormwater ¹	2,027,716	2,383,598	2,402,683	2,358,785	2,600,000	2,550,000	-1.9%
Utility Revenue Total	\$ 71,039,082	\$ 71,642,391	\$ 68,953,720	\$ 72,850,950	\$ 73,723,500	\$ 84,031,975	14.0%
Less: Utilities Purchased	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Total Gross Utility Margin	\$ 71,039,082	\$ 71,642,391	\$ 68,953,720	\$ 72,850,950	\$ 73,723,500	\$ 84,031,975	14.0%
Tax Revenue							
Realty Transfer Tax	\$ 2,365,285	\$ 2,646,573	\$ 1,293,038	\$ 2,207,891	\$ 1,764,115	\$ 1,650,000	-6.5%
Property Tax	6,629,314	6,705,035	7,563,605	7,966,029	8,146,000	8,508,500	4.5%
Penalties	100,479	61,543	51,293	77,726	60,000	60,000	0.0%
Franchise Tax	628,907	423,106	439,346	350,911	425,000	350,000	-17.6%
Lodging Tax ²	46,936	760,647	351,790	508,134	600,000	640,000	6.7%
Tax Revenue Total	\$ 9,770,921	\$ 10,596,904	\$ 9,699,072	\$ 11,110,691	\$ 10,995,115	\$ 11,208,500	1.9%
Fees for Service							
Fines	\$ 1,998,139	\$ 1,916,365	\$ 1,063,680	\$ 1,795,179	\$ 1,923,800	\$ 2,040,300	6.1%
Business License Fees	175,551	235,940	227,855	238,478	200,000	200,000	0.0%
Permits and Licenses	2,939,499	2,236,977	2,172,197	2,107,962	2,237,420	2,519,920	12.6%
Park Fees	699,022	719,114	203,643	501,733	709,000	766,725	8.1%
Commercial Refuse & Transfer Sta.	17,804	39,147	19,353	18,175	25,000	25,000	0.0%
Parking Lots	1,580,192	1,420,015	283,679	158,591	175,000	218,421	24.8%
Multi-Space Parking	N/A	225,608	619,072	1,396,818	2,620,000	4,045,079	54.4%
Parking Meters	1,336,541	1,070,148	205,347	112,685	-	-	0.0%
Internal Service ²	10,078,747	2,134,921	2,451,342	2,705,576	2,732,436	3,025,618	10.7%
Fees for Service Total	\$ 18,825,495	\$ 9,998,235	\$ 7,246,168	\$ 9,035,197	\$ 10,622,656	\$ 12,841,063	20.9%

(Operating revenue detail is continued on the following page)

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES (CONTINUED)

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	* as amended 2022 * BUDGET	** as proposed 2023 ** BUDGET	% FROM 2022 BUDGET
Intergovernmental Revenue							
Subventions	\$ 530,658	\$ 515,271	\$ 527,122	\$ 529,231	\$ 553,575	\$ 598,415	8.1%
Local School District	75,900	82,750	168,485	188,200	197,620	187,400	-5.2%
Unicity Bus	143,380	143,380	143,380	143,380	143,380	143,380	0.0%
Community Development Block Grants ³	233,048	226,776	167,761	246,966	669,329	259,268	-61.3%
Law Enforcement Grants - Special Fund	578,402	400,000	440,446	363,986	327,885	327,885	0.0%
American Rescue Plan Act (ARPA) ⁴	-	-	-	48,353	619,116	156,612	-74.7%
Miscellaneous Grants and Donations	115,536	532,814	2,822,662	635,544	442,100	630,776	42.7%
Intergovernmental Revenue Total	\$ 1,676,924	\$ 1,900,991	\$ 4,269,856	\$ 2,155,660	\$ 2,953,005	\$ 2,303,736	-22.0%
Other Revenue							
Interest Received	\$ 432,187	\$ 665,575	\$ 614,380	\$ 574,864	\$ 496,000	\$ 521,000	5.0%
Miscellaneous	313,844	463,687	404,014	582,219	244,100	337,100	38.1%
Reimbursable Overtime	321,082	266,848	228,312	306,392	250,000	250,000	0.0%
Assessments	15,697	11,473	2,267	36,863	12,500	12,500	0.0%
Other Revenue Total	\$ 1,082,810	\$ 1,407,583	\$ 1,248,973	\$ 1,500,338	\$ 1,002,600	\$ 1,120,600	11.8%
Appropriation of Prior Year Reserves							
Appropriation of Prior Year Reserves Total	\$ -	\$ 80,000	\$ 708,752	\$ -	\$ 175,000	\$ -	-100.0%
TOTAL OPERATING REVENUE	\$ 102,395,232	\$ 95,626,104	\$ 92,126,541	\$ 96,652,836	\$ 99,471,876	\$ 111,505,874	12.1%

¹ Stormwater Utility separated from the Water Utility in 2018

² New revenue line added in 2019

³ CDBG revenues do not include grants for capital costs

⁴ New revenue line added in 2021

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

* as amended

** as proposed

	2018	2019	2020	2021	2022	2023	% FROM
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	* BUDGET	** BUDGET	2022 BUDGET
Electric Utility	\$ 6,956,060	\$ 7,327,668	\$ 7,627,448	\$ 5,962,339	\$ 7,612,851	7,821,026	2.7%
Water Utility	4,071,650	4,907,089	3,784,047	4,232,295	4,840,047	5,394,210	11.4%
Sewer Utility	1,018,479	1,074,628	1,184,844	724,394	1,165,571	1,330,600	14.2%
Stormwater Utility	1,461,159	1,151,985	1,578,115	849,930	1,390,033	1,479,594	6.4%
Utility Purchases	38,266,885	36,900,030	33,962,454	35,907,718	37,430,531	44,417,788	18.7%
Refuse Division	2,324,368	2,122,270	2,463,619	2,333,215	2,265,016	2,429,140	7.2%
Street Division	1,891,224	1,262,378	1,444,618	1,625,608	1,619,458	1,896,590	17.1%
Fleet Maintenance Division	1,438,513	1,477,040	1,550,499	1,620,617	1,524,134	1,838,713	20.6%
Engineering Division	1,049,134	1,021,728	1,095,566	1,024,505	1,077,694	1,131,523	5.0%
Code Enforcement Division	1,534,562	1,453,711	1,647,338	1,566,688	1,671,774	1,717,730	2.7%
Police Department	15,608,722	15,097,311	16,459,179	16,785,429	17,180,680	18,263,677	6.3%
Finance Department	318,360	107,261	312,597	325,599	335,634	338,652	0.9%
Planning Division	649,337	1,130,442	855,602	907,129	1,332,286	1,390,157	4.3%
Municipal Parking	2,164,089	2,205,931	1,963,831	2,126,726	2,386,306	2,530,627	6.0%
Facilities Maintenance Division	4,690,524	690,177	844,111	843,580	1,054,614	1,037,495	-1.6%
Administrative Department	1,108,029	733,002	1,158,048	1,292,080	1,253,072	1,495,302	19.3%
Legislative Department	1,326,933	1,029,744	1,118,381	1,168,627	1,413,377	1,407,620	-0.4%
Alderman's Court	607,255	499,457	558,819	571,269	636,453	705,662	10.9%
Parks and Recreation Department	4,107,862	3,376,840	3,433,056	3,594,088	4,039,378	4,236,412	4.9%
Community Development Block Grant	225,659	201,777	135,964	212,457	669,329	283,984	-57.6%
Law Enforcement Fund	289,090	291,593	308,318	328,985	352,885	321,709	-8.8%
Special Parks Fund	18,404	13,671	12,913	16,681	41,195	54,220	31.6%
Downtown Newark Partnership Division	31,850	-	-	-	-	-	0.0%
Unicity Transportation Fund	286,884	272,566	196,614	303,724	288,637	305,279	5.8%
Self Insurance Fund	4,017,402	78,026	106,734	170,028	140,000	145,000	3.6%
OPEB Expense Funding	643,697	626,178	638,975	674,002	659,300	726,850	10.2%
Less: Inter-Dept. Electric Sales	(508,100)	(506,900)	(545,700)	(529,251)	(529,251)	(378,781)	-28.4%
TOTAL OPERATING EXPENDITURES	\$ 95,598,031	\$ 84,545,603	\$ 83,895,990	\$ 84,638,462	\$ 91,851,004	\$ 102,320,779	11.4%

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2023	\$ 3,377,967	\$ 6,311,632	\$ 82,799,405	\$ 2,821,377	\$ 95,310,381
Revenue					
Utility Sales	\$ -	\$ -	\$ 82,974,475	\$ -	\$ 82,974,475
Utility Other Service Revenue	-	-	1,057,500	-	1,057,500
Utilities Contributions	\$ -	\$ -	\$ 84,031,975	\$ -	\$ 84,031,975
Tax Revenue & Emergency Communication Fees	11,208,500	-	-	-	11,208,500
Fees for Service	5,447,445	-	4,368,000	3,025,618	12,841,063
Intergovernmental Revenue	1,546,928	756,808	-	-	2,303,736
Other Revenue	551,700	50,000	506,900	12,000	1,120,600
Total Operating Revenue	\$ 18,754,573	\$ 806,808	\$ 88,906,875	\$ 3,037,618	\$ 111,505,874
Expenditures					
Personnel Services	\$ 27,986,697	\$ 180,163	\$ 9,141,424	\$ 1,624,337	\$ 38,932,621
Utility Purchases	-	-	44,417,788	-	44,417,788
Materials and Supplies	980,900	214,837	933,250	877,300	3,006,287
Contractual Services	6,836,514	473,652	4,539,170	833,624	12,682,960
Equipment Depreciation	1,169,090	51,540	645,550	59,160	1,925,340
Debt Service	-	1,282,845	3,112,132	197,708	4,592,685
Other Expenses	668,858	45,000	441,425	200,500	1,355,783
Inter-Dept Charges	(2,629,594)	-	2,476,457	153,137	-
Total Operating Expenses	\$ 35,012,465	\$ 2,248,037	\$ 65,707,196	\$ 3,945,766	\$ 106,913,464
Capital Improvements					
Gross Capital Improvements	\$ -	\$ 4,482,307	\$ 25,838,106	\$ 3,517,640	\$ 33,838,053
Less: Addition (Use) of Reserves	-	(318,962)	(1,063,256)	(7,640)	(1,389,858)
Equipment Replacement	-	(122,732)	(250,004)	-	(372,736)
Grants	-	(588,802)	(2,261,000)	(3,024,000)	(5,873,802)
Bond Issues	-	-	-	(56,000)	(56,000)
State Revolving Loans	-	-	(2,310,000)	-	(2,310,000)
American Rescue Plan Act	-	(1,686,370)	(5,343,000)	(190,000)	(7,219,370)
Other Sources	-	(270,000)	(12,171,058)	(30,000)	(12,471,058)
Net Capital Improvements	\$ -	\$ 1,495,441	\$ 2,439,788	\$ 210,000	\$ 4,145,229
Net Transfers	16,259,346	2,942,846	(20,320,340)	1,118,148	-
Net Current Surplus	1,454	6,176	439,551	-	447,181
Total Expenditures and Surplus	\$ 35,013,919	\$ 3,749,654	\$ 68,586,535	\$ 4,155,766	\$ 111,505,874
Other Increase (Decrease) in Fund Balance	-	(441,694)	-	-	(441,694)
Budgeted Fund Balance - December 31, 2023	\$ 3,379,421	\$ 5,876,114	\$ 83,238,956	\$ 2,821,377	\$ 95,315,868
Projected Cash/Investments - January 1, 2023	\$ 7,692,982	\$ 11,099,981	\$ 34,302,247	\$ 3,115,977	\$ 56,211,187
Net Current Surplus	1,454	6,176	439,551	-	447,181
Receipt of ARPA Grant	550,530	400,000	8,096,538	-	9,047,068
Capital Projects Paid From Reserves	-	(2,128,064)	(6,656,260)	(197,640)	(8,981,964)
Non-Cash Items:					
Depreciation	1,169,090	51,540	645,550	59,160	1,925,340
Budgeted Cash/Investments - December 31, 2023	\$ 9,414,056	\$ 9,429,633	\$ 36,827,626	\$ 2,977,497	\$ 58,648,812

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
Projected Fund Balance - January 1, 2023	\$ -	\$ 703,244	\$ 418,997
Revenue			
Utility Sales	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	259,268	327,885	26,275
Other Revenue	-	-	-
Total Operating Revenue	\$ 259,268	\$ 327,885	\$ 26,275
Expenditures			
Personnel Services	\$ 46,371	\$ 132,272	\$ 1,520
Utility Purchases	-	-	-
Materials and Supplies	40,000	112,837	32,000
Contractual Services	197,613	31,600	20,700
Equipment Depreciation	-	-	-
Debt Service	-	-	-
Other Expenses	-	45,000	-
Inter-Dept Charges	-	-	-
Total Operating Expenses	\$ 283,984	\$ 321,709	\$ 54,220
Capital Improvements			
Gross Capital Improvements	\$ 25,000	\$ -	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(25,000)	-	-
Bond Issues	-	-	-
State Revolving Loans	-	-	-
American Rescue Plan Act	-	-	-
Other Sources	-	-	-
Net Capital Improvements	\$ -	\$ -	\$ -
Net Transfers	24,716	-	27,945
Net Current Surplus	-	6,176	-
Total Expenditures and Surplus	\$ 283,984	\$ 327,885	\$ 54,220
Other Increase (Decrease) in Fund Balance	-	-	-
Budgeted Fund Balance - December 31, 2023	\$ -	\$ 709,420	\$ 418,997
Projected Cash/Investments - January 1, 2023	\$ 469	\$ 1,003,024	\$ 409,863
Net Current Surplus	-	6,176	-
Receipt of ARPA Grant	-	-	-
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	-	-	-
Budgeted Cash/Investments - December 31, 2023	\$ 469	\$ 1,009,200	\$ 409,863

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
\$ -	\$ 19,614	\$ 46,340	\$ 5,123,437	\$ 6,311,632
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	143,380	-	-	756,808
-	-	-	50,000	50,000
\$ -	\$ 143,380	\$ -	\$ 50,000	\$ 806,808
\$ -	\$ -	\$ -	\$ -	\$ 180,163
-	-	-	-	-
-	30,000	-	-	214,837
-	223,739	-	-	473,652
-	51,540	-	-	51,540
-	-	1,282,845	-	1,282,845
-	-	-	-	45,000
-	-	-	-	-
\$ -	\$ 305,279	\$ 1,282,845	\$ -	\$ 2,248,037
\$ -	\$ -	\$ -	\$ 4,457,307	\$ 4,482,307
-	-	-	(318,962)	(318,962)
-	-	-	(122,732)	(122,732)
-	-	-	(563,802)	(588,802)
-	-	-	-	-
-	-	-	-	-
-	-	-	(1,686,370)	(1,686,370)
-	-	-	(270,000)	(270,000)
\$ -	\$ -	\$ -	\$ 1,495,441	\$ 1,495,441
-	161,899	1,282,845	1,445,441	2,942,846
-	-	-	-	6,176
\$ -	\$ 305,279	\$ 1,282,845	\$ 1,495,441	\$ 3,749,654
-	-	-	(441,694)	(441,694)
\$ -	\$ 19,614	\$ 46,340	\$ 4,681,743	\$ 5,876,114
\$ -	\$ 393	\$ 46,340	\$ 9,639,892	\$ 11,099,981
-	-	-	-	6,176
-	-	-	400,000	400,000
-	-	-	(2,128,064)	(2,128,064)
-	51,540	-	-	51,540
\$ -	\$ 51,933	\$ 46,340	\$ 7,911,828	\$ 9,429,633

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2023	<u>\$ 31,914,202</u>	<u>\$ 34,285,271</u>	<u>\$ 11,184,031</u>	<u>\$ 2,936,540</u>	<u>\$ 2,479,361</u>	<u>\$ 82,799,405</u>
Revenue						
Utility Sales	\$ 62,705,500	\$ 9,726,080	\$ 8,007,895	\$ 2,535,000	\$ -	\$ 82,974,475
Utility Other Service Revenue	960,000	60,000	22,500	15,000	-	1,057,500
Utilities Contributions	<u>\$ 63,665,500</u>	<u>\$ 9,786,080</u>	<u>\$ 8,030,395</u>	<u>\$ 2,550,000</u>	<u>\$ -</u>	<u>\$ 84,031,975</u>
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-
Fees for Service	-	26,000	18,000	60,500	4,263,500	4,368,000
Intergovernmental Revenue	-	-	-	-	-	-
Other Revenue	<u>310,500</u>	<u>139,000</u>	<u>40,400</u>	<u>5,000</u>	<u>12,000</u>	<u>506,900</u>
Total Operating Revenue	<u>\$ 63,976,000</u>	<u>\$ 9,951,080</u>	<u>\$ 8,088,795</u>	<u>\$ 2,615,500</u>	<u>\$ 4,275,500</u>	<u>\$ 88,906,875</u>
Expenditures						
Personnel Services	\$ 3,777,750	\$ 2,918,231	\$ 420,446	\$ 728,286	\$ 1,296,711	\$ 9,141,424
Utility Purchases	39,217,788	-	5,200,000	-	-	44,417,788
Materials and Supplies	336,800	476,900	36,700	34,250	48,600	933,250
Contractual Services	1,961,474	1,215,830	353,044	274,730	734,092	4,539,170
Equipment Depreciation	357,890	58,940	35,880	56,530	136,310	645,550
Debt Service	1,231,331	1,039,951	294,495	546,355	-	3,112,132
Other Expenses	357,513	16,401	6,476	55,200	5,835	441,425
Inter-Dept Charges	<u>650,818</u>	<u>707,908</u>	<u>478,054</u>	<u>330,598</u>	<u>309,079</u>	<u>2,476,457</u>
Total Operating Expenses	<u>\$ 47,891,364</u>	<u>\$ 6,434,161</u>	<u>\$ 6,825,095</u>	<u>\$ 2,025,949</u>	<u>\$ 2,530,627</u>	<u>\$ 65,707,196</u>
Capital Improvements						
Gross Capital Improvements	\$ 15,000,894	\$ 8,200,000	\$ 1,336,000	\$ 1,038,420	\$ 262,792	\$ 25,838,106
Less: Use of Reserves	(20,836)	(224,000)	(75,000)	(543,420)	(200,000)	(1,063,256)
Equipment Replacement	(180,004)	(25,000)	-	(45,000)	-	(250,004)
Grants	(521,000)	(1,740,000)	-	-	-	(2,261,000)
Bond Issues	-	-	-	-	-	-
State Revolving Loans	-	(2,310,000)	-	-	-	(2,310,000)
American Rescue Plan Act	-	(3,782,000)	(1,261,000)	(300,000)	-	(5,343,000)
Other Sources	<u>(12,171,058)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(12,171,058)</u>
Net Capital Improvements	<u>\$ 2,107,996</u>	<u>\$ 119,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 62,792</u>	<u>\$ 2,439,788</u>
Net Transfers	(13,976,640)	(3,397,919)	(1,263,700)	-	(1,682,081)	(20,320,340)
Net Current Surplus	<u>-</u>	<u>-</u>	<u>-</u>	<u>439,551</u>	<u>-</u>	<u>439,551</u>
Total Expenditures and Surplus	<u>\$ 49,999,360</u>	<u>\$ 6,553,161</u>	<u>\$ 6,825,095</u>	<u>\$ 2,615,500</u>	<u>\$ 2,593,419</u>	<u>\$ 68,586,535</u>
Other Increase (Decrease) in Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Budgeted Fund Balance - December 31, 2023	<u>\$ 31,914,202</u>	<u>\$ 34,285,271</u>	<u>\$ 11,184,031</u>	<u>\$ 3,376,091</u>	<u>\$ 2,479,361</u>	<u>\$ 83,238,956</u>
Projected Cash/Investments - January 1, 2023	<u>\$ 20,825,379</u>	<u>\$ 4,375,081</u>	<u>\$ 5,908,107</u>	<u>\$ 3,072,916</u>	<u>\$ 120,764</u>	<u>\$ 34,302,247</u>
Net Current Surplus	-	-	-	439,551	-	439,551
Receipt of ARPA Grant	-	5,600,000	2,096,538	400,000	-	8,096,538
Capital Projects Paid From Reserves	(200,840)	(4,031,000)	(1,336,000)	(888,420)	(200,000)	(6,656,260)
Non-Cash Items:						
Depreciation	<u>357,890</u>	<u>58,940</u>	<u>35,880</u>	<u>56,530</u>	<u>136,310</u>	<u>645,550</u>
Budgeted Cash/Investments - December 31, 2023	<u>\$ 20,982,429</u>	<u>\$ 6,003,021</u>	<u>\$ 6,704,525</u>	<u>\$ 3,080,577</u>	<u>\$ 57,074</u>	<u>\$ 36,827,626</u>

CITY OF NEWARK, DELAWARE
2023 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2023	\$ 1,079,786	\$ 1,741,591	\$ -	\$ 2,821,377
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	3,025,618	-	-	3,025,618
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	12,000	-	12,000
Total Operating Revenue	\$ 3,025,618	\$ 12,000	\$ -	\$ 3,037,618
Expenditures				
Personnel Services	\$ 897,487	\$ -	\$ 726,850	\$ 1,624,337
Utility Purchases	-	-	-	-
Materials and Supplies	877,300	-	-	877,300
Contractual Services	688,624	145,000	-	833,624
Equipment Depreciation	59,160	-	-	59,160
Debt Service	197,708	-	-	197,708
Other Expenses	200,500	-	-	200,500
Inter-Dept Charges	153,137	-	-	153,137
Total Operating Expenses	\$ 3,073,916	\$ 145,000	\$ 726,850	\$ 3,945,766
Capital Improvements				
Gross Capital Improvements	\$ 3,517,640	\$ -	\$ -	\$ 3,517,640
Less: Use of Reserves	(7,640)	-	-	(7,640)
Equipment Replacement	-	-	-	-
Grants	(3,024,000)	-	-	(3,024,000)
Bond Issues	(56,000)	-	-	(56,000)
State Revolving Loans	-	-	-	-
American Rescue Plan Act	(190,000)	-	-	(190,000)
Other Sources	(30,000)	-	-	(30,000)
Net Capital Improvements	\$ 210,000	\$ -	\$ -	\$ 210,000
Net Transfers	258,298	133,000	726,850	1,118,148
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	\$ 3,283,916	\$ 145,000	\$ 726,850	\$ 4,155,766
Other Increase (Decrease) in Fund Balance	-	-	-	-
Budgeted Fund Balance - December 31, 2023	\$ 1,079,786	\$ 1,741,591	\$ -	\$ 2,821,377
Projected Cash/Investments - January 1, 2023	\$ 876,824	\$ 2,194,119	\$ 45,034	\$ 3,115,977
Net Current Surplus	-	-	-	-
Receipt of ARPA Grant	-	-	-	-
Capital Projects Paid From Reserves	(197,640)	-	-	(197,640)
Non-Cash Items:				
Depreciation	59,160	-	-	59,160
Budgeted Cash/Investments - December 31, 2023	\$ 738,344	\$ 2,194,119	\$ 45,034	\$ 2,977,497

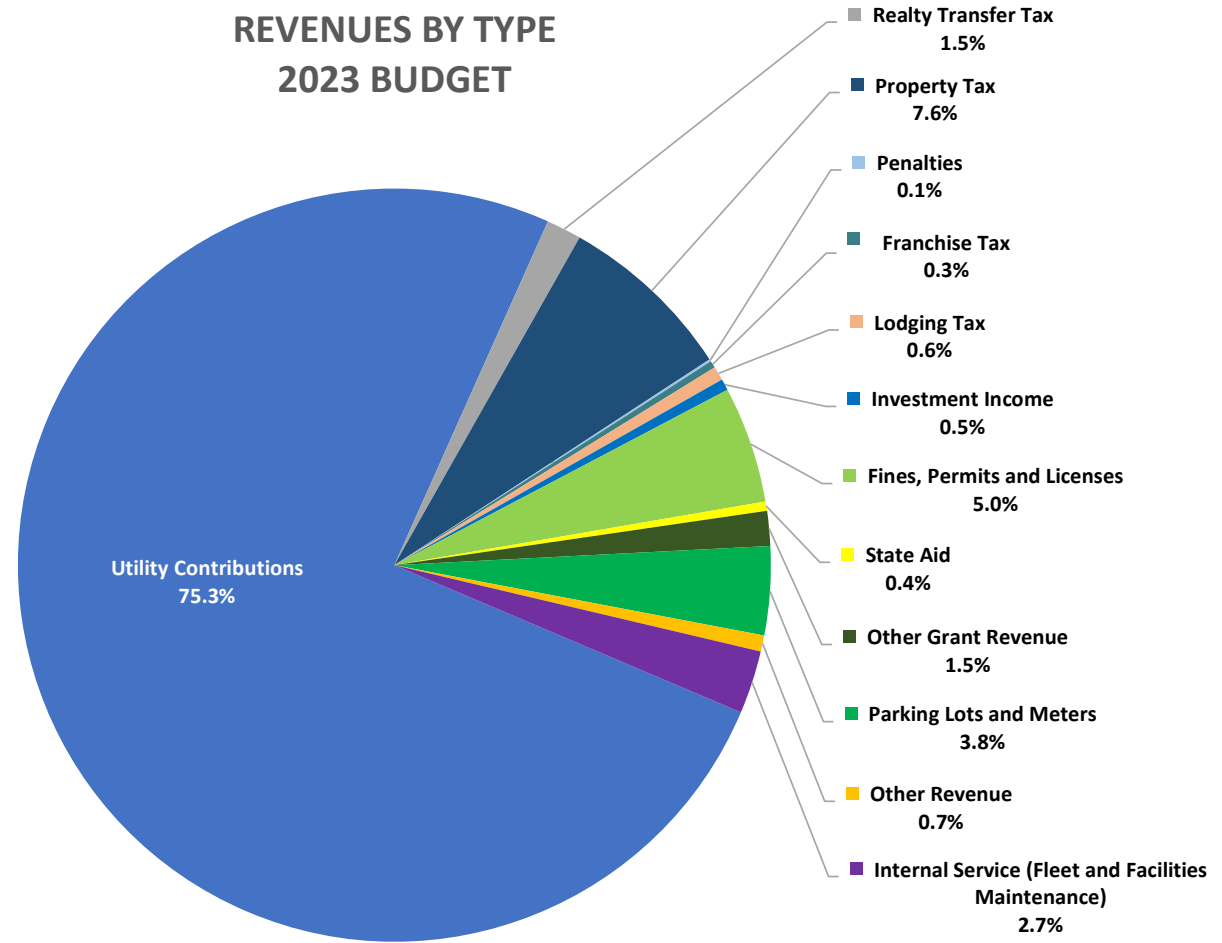
* Internal Service Fund totals include the Fleet Maintenance Division and the Facilities Maintenance Division.

CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET SUMMARY - 2023
BUDGET AT A GLANCE

WHERE IT COMES FROM	2021	2022	2023
	ACTUAL	* BUDGET	** BUDGET
Utility Contributions	75.4%	74.1%	75.3%
Realty Transfer Tax	2.3%	1.8%	1.5%
Property Tax	8.2%	8.2%	7.6%
Penalties	0.1%	0.1%	0.1%
Franchise Tax	0.4%	0.4%	0.3%
Lodging Tax	0.5%	0.6%	0.6%
Investment Income	0.6%	0.5%	0.5%
Fines, Permits and Licenses	4.8%	5.1%	5.0%
State Aid	0.4%	0.8%	0.4%
Other Grant Revenue	1.6%	2.0%	1.5%
Parking Lots and Meters	1.7%	2.8%	3.8%
Other Revenue	1.2%	0.7%	0.7%
Internal Service (Fleet and Facilities Maintenance)	2.8%	2.7%	2.7%
Appropriation of Prior Year Reserves	0.0%	0.2%	0.0%
TOTAL	100.0%	100.0%	100.0%

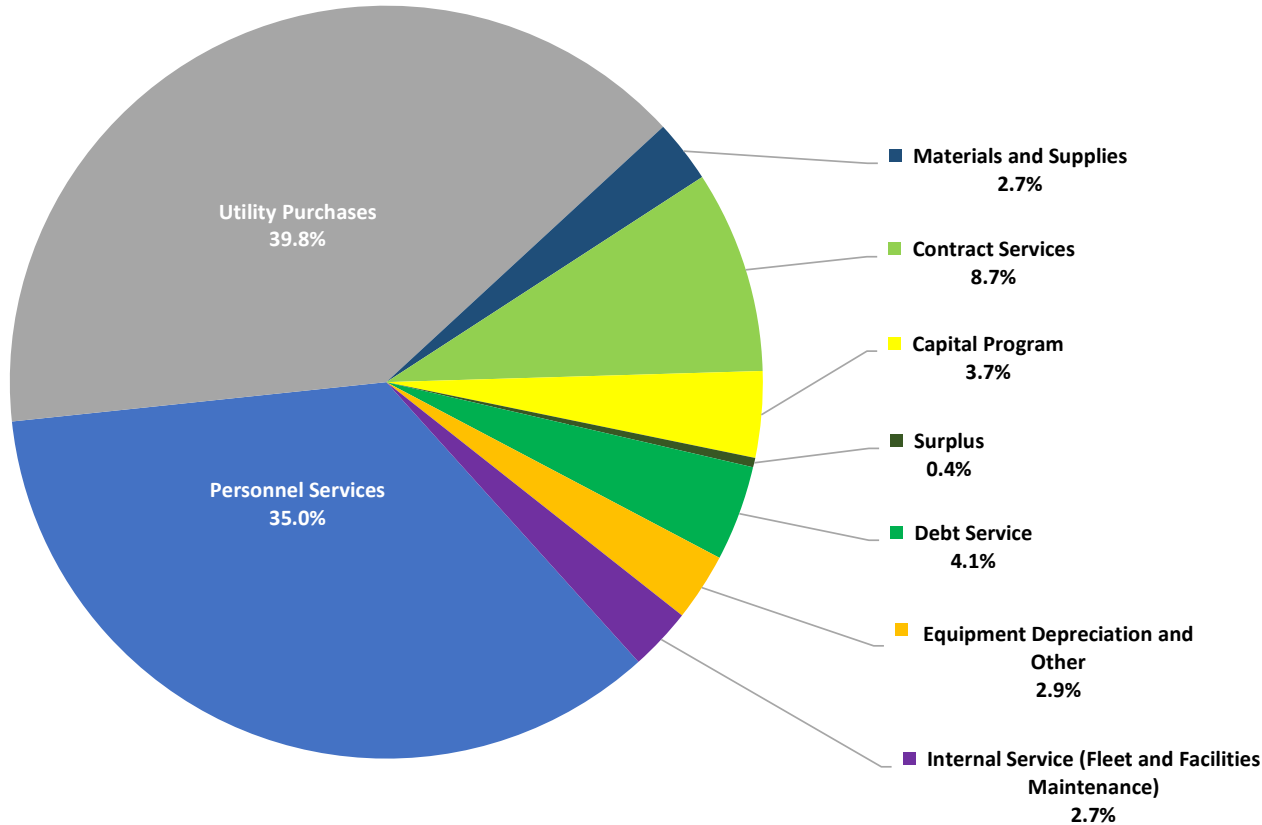
WHERE IT GOES	2021	2022	2023
	ACTUAL	* BUDGET	** BUDGET
Personnel Services	34.8%	36.7%	35.0%
Utility Purchases	37.1%	37.6%	39.8%
Materials and Supplies	2.1%	2.5%	2.7%
Contractual Services	8.2%	9.6%	8.7%
Capital Program	3.0%	2.9%	3.7%
Net Surplus	6.5%	0.2%	0.4%
Debt Service	3.0%	4.6%	4.1%
Equipment Depreciation and Other	2.5%	3.2%	2.9%
Internal Service (Fleet and Facilities Maintenance)	2.8%	2.7%	2.7%
TOTAL	100.0%	100.0%	100.0%

REVENUES BY TYPE 2023 BUDGET



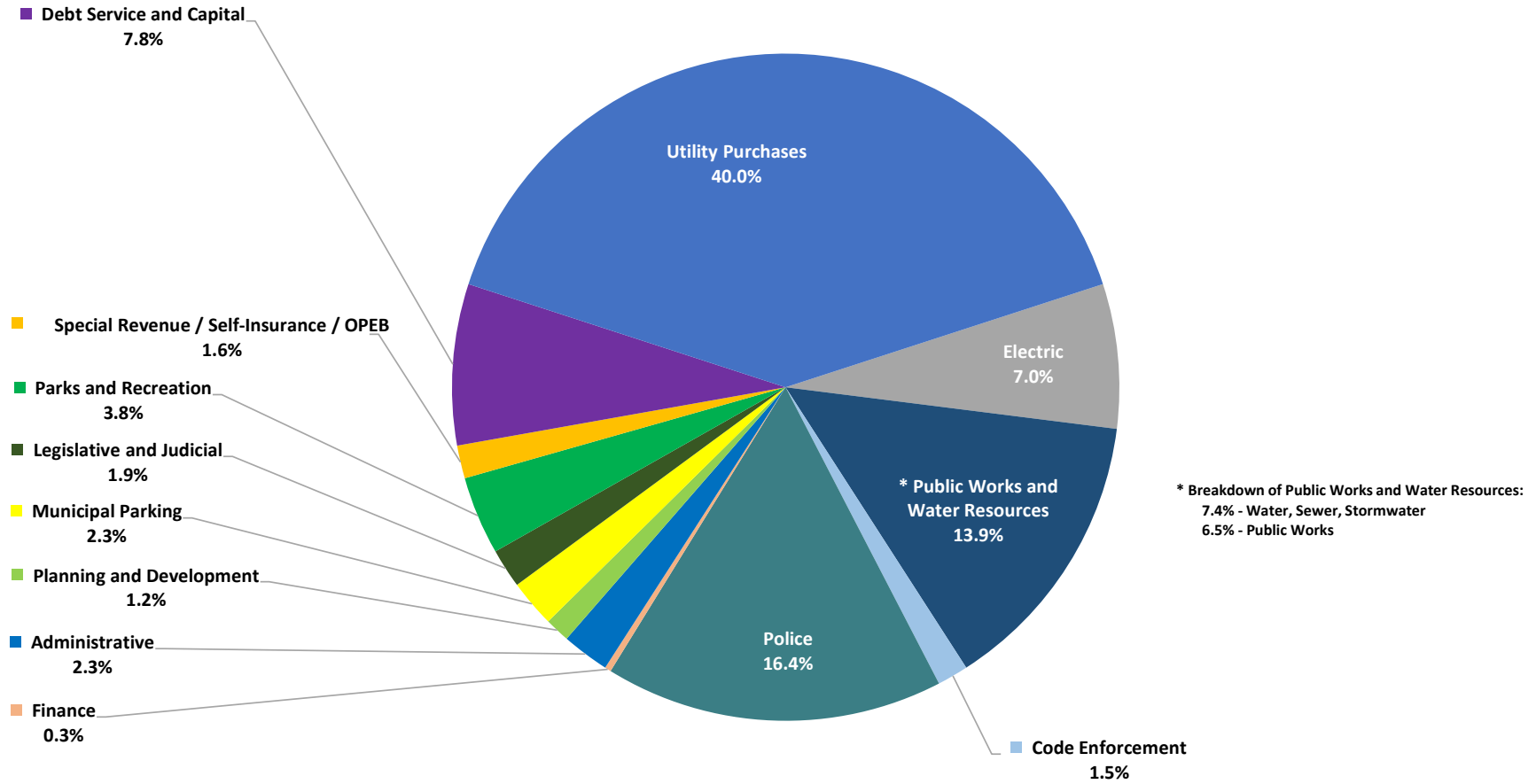
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**EXPENDITURES BY FUNCTION
2023 BUDGET**



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EXPENDITURES BY DEPARTMENT 2023 BUDGET



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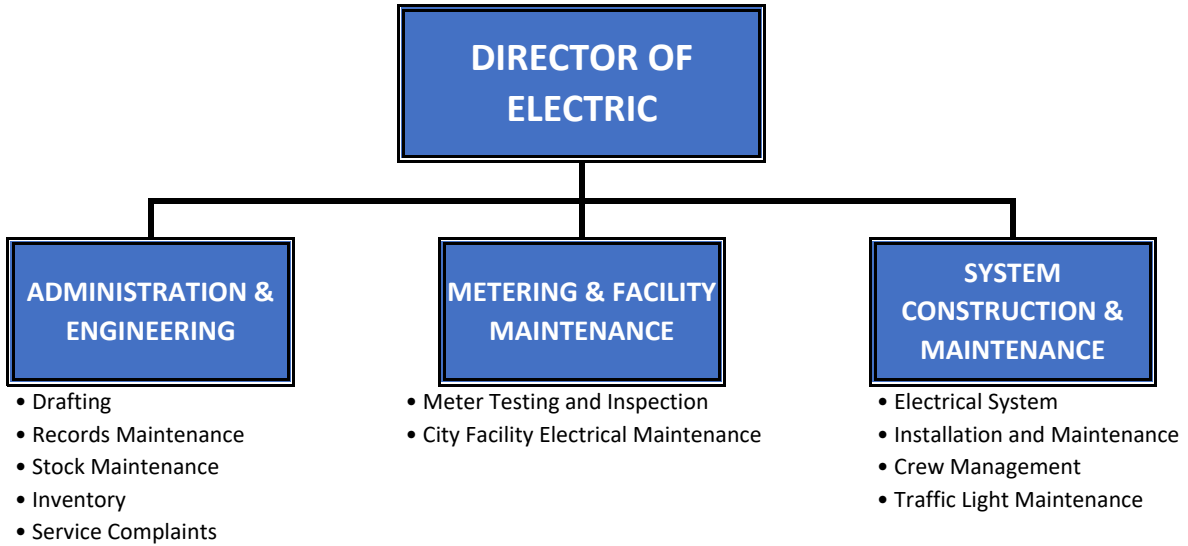
CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2014		2015		2016		2017		2018		2019		2020		2021		2022		2023	
	AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS PROPOSED	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Electric	22	-	22	-	23	-	23	-	24	-	23	-	23	-	23	-	24	-	24	-
Water	23	1.0	22	1.0	22	1.0	20	0.5	19	0.5	21	0.5	21	0.5	21	0.5	21	0.5	23	-
Sewer	2	-	2	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Stormwater	-	-	-	-	-	-	5	0.5	5	0.5	5	0.5	5	0.5	6	-	6	-	6	-
Refuse	10	-	9	-	10	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-
Street	9	-	9	-	9	-	8	-	8	-	7	-	7	-	7	-	7	-	7	-
Engineering	5	-	7	-	7	-	7	-	8	-	8	-	8	-	7	-	7	-	7	-
Planning	4	0.5	4	-	4	-	4	-	4	-	4	-	4	-	7	-	7	-	7	-
Code Enforcement	9	1.0	10	4.0	12	3.0	11	-	11	-	11	-	11	-	11	-	11	-	11	-
Parking	5	-	7	2.5	7	3.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0
Police	85	4.0	87	1.5	88	2.0	89	2.0	89	1.5	89	1.5	90	1.5	90	1.5	91	1.5	98	1.5
Parks and Recreation	17	2.5	16	2.5	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	16	3.0
Administrative	11	1.5	9	-	10	-	10	-	10	-	10	0.5	9	0.5	8	0.5	8	0.5	9	-
Information Technology	-	-	7	-	7	-	12	0.5	9	-	8	-	8	-	8	-	8	-	9	-
Legislative	3	1.0	3	1.0	3	1.0	3	0.5	5	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0
Judicial	3	1.0	3	1.0	3	1.0	3	1.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.5
Finance	11	0.5	10	2.0	10	2.5	13	1.0	13	1.0	13	1.5	13	1.0	13	0.5	13	0.5	13	0.5
Fleet Maintenance	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Facilities Maintenance	-	-	-	-	-	-	1	4.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
CITY-WIDE TOTAL	223	13.0	231	15.5	238	16.5	249	18.0	249	19.5	249	20.5	249	20.0	251	19.0	253	19.0	265	18.5

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



**CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

Meter Relay and Electrical Maintenance Program:

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

Electrical Line Construction and Maintenance Program:

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

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

**CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include:

- The City of Newark Electric Department received the American Public Power Association's (APPA) Safety Award of Excellence for safe operating practices in 2021. The Department won first place in Group C, which has 30,000 to 59,999 worker-hours of exposure, and was recognized at the APPA Engineering and Operations Conference today.

318 utilities from across the country entered the annual Safety Awards. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records during 2021. The incident rate, which is used to judge entries, is based on its number of work-related reportable injuries or illnesses and the number of worker-hours during 2021 as defined by the occupational Safety and Health Administration (OSHA).

- The City of Newark Electric Department has received national recognition for achieving exceptional electric reliability in 2021. The recognition comes from the American Public Power Association (APPA), a trade group that represents more than 2,000 not-for-profit, community-owned electric utilities.

APPA helps electric utilities track power outage and restoration data through its subscription-based eReliability Tracker service. Once per year, APPA's Reliability Team compares this data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities.

- Successfully moved South Chapel substation from the old Supervisory Control and Data Acquisition (SCADA) system to the new SCADA system. We will transfer the other eight substations to the new SCADA system in 2023.
- The new 35kV circuit breaker at the Fremont Road substation will be installed. The new circuit breaker will replace the 45 years old 35kV oil circuit breaker. We are also upgrading the communication hardware at this substation so that we can transfer this substation to the new SCADA system. The project is in progress, and we are on track to complete this project by the end of 2023.
- Implementation of Outage Management System (OMS). With this application, we will be able to efficiently track outages, reduce downtime, and proactively and safely guide field crews during restoration activities. The application comes with a customer outage portal. With this portal, customers will be able to access real-time status updates detailing the estimated time of restoration, scheduled outages, and other outage-related activities. The project is in progress, and we are on track to complete it by the end of the first quarter of 2023.

**CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include (continued):

- CIP E1807 – Relay replacements at Kershaw Substation - This project's scope includes replacing the existing 138/34 kV T4 transformer and 139kV circuit breaker electromechanical relays with new digital microprocessor relays at Kershaw Substation. We have completed 90% of the engineering drawings for 138/34 kV transformer T4. The project is in progress. This is a multi-year project. All the engineering work will be completed by the first quarter of 2023. We will start the fieldwork in the year 2023.
- CIP E2002 – New Substation – We have completed a feasibility study for the new 138kV/34.5/12.47kV substation. We have also developed the project schedule and working on developing engineering and construction bidding documents.
- We have also completed the following development projects throughout the City:
 - o College Square Shopping Center
 - 87 new meters were installed for apartment building 1
 - o Newark Senior Center on Barksdale Rd
 - o 279 Orchard Road
 - o 511 Valley Road
 - o Newark Charter School
 - o Fintech at STAR Campus
 - o Raising Cane's – in process
 - o Briarcreek North – in process
 - o Green Mansion – in process

**CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Install new communication devices at the following substations so they can be transferred to New Supervisory Control and Data Acquisition (SCADA) system.
 - Wyoming Substation
 - Sandy Brae Substation
 - Chestnut Hill Substation
 - East Main Substation
 - West Main Substation
 - Phillips Substation
 - Kershaw Substation
- CIP - E2202- Electric Warehouse expansion, design the warehouse expansion of building #2.
- CIP - E1807 – Start the relay replacement for Transformer T4 at Kershaw Substation.
- CIP - E1810 – Replace older lighting arrestors on the 12.47kV system.
- CIP - E2303 – Replace the old underground 12,470-volt single-phase primary cable at Devon.
- CIP - E2302 – Replace 12,470 volt aerial spacer cable along Barksdale Road from Apple Road to Chasho Mill Road. The aerial cable is a bundled type of spacer cable which means the wires are installed close to each other. This cable has many cracks in it and has failed several times.
- Installation of electric distribution lines in new developments.
 - College Square Shopping Center
 - 62 North Chapel
 - 302 Markus Ct.
 - 320 Markus Ct.
 - 207 Mason Drive
 - Milford Run

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

Electric Fund - Electric Department

Summary:

* as amended

** as proposed

ELECTRIC DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>REVENUES</u>						
Sale of Electricity	\$ 51,257,574	\$ 51,944,374	\$ 50,236,347	\$ 52,290,337	\$ 53,996,000	\$ 62,705,500
No. of K.W.H.'s (Thousands)	425,591	424,291	402,097	445,918	445,918	446,000
Inter-Dept. Sales	508,100	506,900	545,700	529,251	529,251	378,781
Penalties	91,298	125,605	106,420	157,939	100,000	100,000
Service Fees	99,378	74,543	71,260	71,922	80,000	80,000
New Services	853,486	437,110	1,086,097	1,142,795	250,000	250,000
Application Fees	100,230	128,070	100,260	137,280	110,000	130,000
Solar Revenues	73,913	37,286	36,004	59,363	37,000	37,000
Other Revenues	22,156	105,261	95,413	228,482	134,500	473,500
Interest Revenue	169,286	224,471	251,856	231,223	175,000	200,000
Subtotal	\$ 53,175,421	\$ 53,583,620	\$ 52,529,357	\$ 54,848,592	\$ 55,411,751	\$ 64,354,781
Less: Electricity Purchased	N/A	N/A	N/A	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	464,741	461,483	433,533	433,533	469,378	469,378
Gross Operating Revenue	\$ 53,175,421	\$ 53,583,620	\$ 52,529,357	\$ 54,848,592	\$ 55,411,751	\$ 64,354,781
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 3,324,613	\$ 3,462,234	\$ 4,295,203	\$ 2,599,310	\$ 3,620,067	\$ 3,777,750
Utility Purchases	33,547,114	31,549,199	29,267,161	30,929,837	32,230,531	39,217,788
Materials and Supplies	215,348	286,865	216,996	213,179	313,844	336,800
Contractual Services	1,862,752	1,434,585	1,540,160	1,596,895	1,925,565	1,961,474
Other Charges	1,046,899	1,269,135	1,179,223	1,238,547	1,374,983	1,946,734
Subtotal	\$ 39,996,726	\$ 38,002,018	\$ 36,498,743	\$ 36,577,768	\$ 39,464,990	\$ 47,240,546
Inter-Departmental Charges (net of Inter-Departmental Sales)	1,126,558	1,494,948	1,015,954	1,018,250	1,136,940	1,029,599
Total Operating Expenses	\$ 41,123,284	\$ 39,496,966	\$ 37,514,697	\$ 37,596,018	\$ 40,601,930	\$ 48,270,145
Net Operating Margin (Before Capital Costs)	\$ 12,052,137	\$ 14,086,654	\$ 15,014,660	\$ 17,252,574	\$ 14,809,821	\$ 16,084,636

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

Electric Fund - Electric Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5195102	6020	Supervisory	\$	211,475	\$ 219,566	\$ 241,068	\$ 241,377	\$ 258,517	\$ 272,699
5195102	6030	Engineering/Technical		297,420	301,424	370,091	382,083	412,165	454,140
5195102	6040	Warehousing		58,056	61,617	68,979	73,333	70,915	72,991
5195102	6080	Clerical		65,066	65,245	71,471	71,107	72,489	73,899
5195102	6200	Line Maintenance		983,398	912,378	1,075,543	1,295,071	1,210,753	1,154,087
5195102	6580	Service Award		37,752	39,484	42,081	45,129	49,397	42,608
5195102	6590	Sick Pay		21,386	21,183	28,599	21,461	25,891	21,871
5195102	6619	Standby Pay		35,357	38,867	42,556	42,782	40,811	50,000
5195102	6620	Overtime		141,999	237,848	303,089	200,769	145,000	236,000
5195102	6622	Holiday Premium		699	2,837	727	801	-	800
5195102	6880	Uniform Allowance		10,600	10,600	10,400	10,450	10,800	10,800
5195102	6885	Device Reimbursement		5,725	5,900	5,775	5,800	6,000	6,000
5195102	6920	Unemployment Comp. Ins.		6,890	7,118	7,264	6,780	7,128	6,801
5195102	6930	Social Security Taxes		145,958	156,768	168,403	179,709	170,415	172,965
5195102	6940	City Pension Plan		695,008	777,382	1,284,990	(440,381)	427,671	452,560
5195102	6941	Defined Contribution 401(a) Plan		22,360	26,077	28,180	29,422	38,976	53,937
5195102	6950	Term Life Insurance		7,378	8,920	8,922	8,492	8,464	8,198
5195102	6960	Group Hospitalization Ins.		408,707	445,550	448,894	463,537	505,239	513,951
5195102	6961	Long-Term Disability Ins.		2,997	3,882	3,987	3,228	2,555	2,500
5195102	6962	Dental Insurance		23,930	24,417	23,438	23,275	27,522	24,472
5195102	6963	Flexible Spending Account		173	189	110	126	63	63
5195102	6965	Post-Employment Benefits		132,090	84,405	49,643	(76,739)	114,111	126,790
5195102	6966	Retirement Health Savings Account		6,350	7,304	7,760	7,769	10,248	14,860
5195102	6967	Emergency Room Reimbursements		2,612	2,000	2,000	2,680	3,480	3,480
5195102	6968	Vision Insurance Premiums		1,227	1,273	1,233	1,249	1,457	1,278
TOTAL PERSONNEL SERVICES				\$ 3,324,613	\$ 3,462,234	\$ 4,295,203	\$ 2,599,310	\$ 3,620,067	\$ 3,777,750

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

Electric Fund - Electric Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **						
5195103	7110	Safety Shoes and Supplies	\$	6,571	\$	7,425	\$	2,392	\$	5,835	\$	7,500	\$	7,500	
5195103	7130	Tools, Field Sup., & Small Eq.		34,672		33,224		35,011		38,698		40,000		40,000	
5195103	7131	Information Technology Supplies		3,227		18,586		-		-		8,500		5,000	
5195103	7140	Uniforms		20,639		18,750		16,275		18,147		22,300		23,000	
5195103	7150	Office Supplies		2,949		3,496		1,744		2,134		8,500		2,600	
5195103	7160	Books, Periodicals, Etc		462		166		791		272		800		800	
5195103	7255	Vandalism Supplies		-		-		-		-		-		2,500	
5195103	7260	Line Maintenance		98,889		136,844		127,645		112,295		136,844		145,000	
5195103	7270	Station Maintenance		26,829		30,449		17,529		18,803		31,000		31,000	
5195103	7271	SCADA System Maintenance Supplies		-		-		-		-		-		12,000	
5195103	7300	Machinery & Equip. Maintenance		-		18		-		-		500		500	
5195103	7330	Meter Testing & Repairs		150		21		-		351		2,000		2,000	
5195103	7350	Traffic Signal Maintenance		-		-		-		297		-		-	
5195103	7370	Street Light Maintenance		4,200		8,041		10,986		8,231		13,000		13,000	
5195103	7430	House Service Maintenance		19,461		29,423		19,228		33,559		41,000		50,000	
5195103	7480	Communication Equip. Maint.		-		5,418		-		210		500		500	
5195103	7540	Inventory Adjustment		(7,970)		(7,756)		(16,003)		(26,951)		-		-	
5195103	7550	Miscellaneous Supplies		5,269		2,760		1,398		1,298		1,400		1,400	
TOTAL MATERIALS AND SUPPLIES				\$	215,348	\$	286,865	\$	216,996	\$	213,179	\$	313,844	\$	336,800

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

Electric Fund - Electric Department

Expenditures:

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5195104	8010	Freight	\$ 848	\$ 722	\$ 1,650	\$ 1,216	\$ 950	\$ 950
5195104	8020	Advertising	641	1,745	384	897	800	800
5195104	8030	Casualty Insurance	18,083	18,613	19,926	27,660	36,994	41,081
5195104	8031	Insurance - Property	44,008	40,028	47,622	62,932	73,305	82,026
5195104	8032	Insurance - Auto	24,682	23,740	26,171	27,152	29,236	33,120
5195104	8033	Insurance - Broker	8,072	8,054	8,131	6,128	5,746	6,046
5195104	8035	Insurance - Worker's Compensation	-	66,080	87,195	87,421	92,800	81,200
5195104	8040	Merchant Fees and Discounts	531,696	520,238	564,920	579,672	590,000	630,000
5195104	8045	Collection Fees	-	-	7,118	1,770	3,500	3,500
5195104	8050	Phone/Communications	4,434	4,605	3,364	2,737	9,200	3,000
5195104	8120	Outside Engineering	62,430	35,660	22,856	2,400	85,000	85,000
5195104	8130	Building & Equipment Rental	10,888	11,104	11,058	11,650	12,000	12,000
5195104	8131	Information Technology Cont'l	143,454	156,254	228,244	220,877	241,927	254,929
5195104	8190	Refuse Disposal	3,197	3,663	2,598	2,439	3,425	3,500
5195104	8255	Vandalism Cont'l	-	-	-	-	-	2,500
5195104	8260	Line Maintenance	38,282	62,893	60,431	69,715	60,450	65,000
5195104	8270	Station Maintenance	40,446	25,959	20,092	47,717	73,000	50,400
5195104	8271	SCADA System Maintenance Cont'l	-	-	-	-	-	10,000
5195104	8300	Machinery & Equip. Maintenance	4,992	4,392	5,707	7,412	8,100	9,000
5195104	8311	Vehicle Accidents	(1,450)	-	-	-	-	-
5195104	8312	Fleet & Facilities Services	716,786	239,348	204,929	236,538	322,478	296,825
5195104	8313	Self-Insurance Services	75	1,876	500	93	-	-
5195104	8420	Tree Removal	206,555	202,639	214,905	197,272	266,254	279,567
5195104	8480	Communication Equip. Maint.	1,115	1,291	150	450	1,200	1,200
5195104	8550	Misc. Contracted Services	2,402	4,425	45	1,520	5,000	5,000
5195104	8570	Public Relations	116	256	1,164	227	1,200	1,200
5195104	8899	Facilities Mowing	1,000	1,000	1,000	1,000	3,000	3,630
TOTAL CONTRACTUAL SERVICES			\$ 1,862,752	\$ 1,434,585	\$ 1,540,160	\$ 1,596,895	\$ 1,925,565	\$ 1,961,474

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

Electric Fund - Electric Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5195105	9001	Subvention - Utility Assistance	\$	-	\$ 24,720	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
5195105	9002	Subvention - Aetna Hook and Ladder		-	43,464	49,422	47,147	48,400	48,400
5195105	9004	Subvention - Newark Senior Center		-	52,832	44,289	46,933	55,000	55,000
5195105	9010	Bad Debt Expense		129,369	277,917	218,438	132,053	101,020	82,663
5195105	9020	Mileage & Small Bus. Expense		2	127	-	54	150	150
5195105	9056	Debt Serv. Prin. - Smart Meters		537,805	549,024	560,477	572,169	498,397	249,168
5195105	9057	Debt Serv. Int. - Smart Meters		82,305	71,075	59,611	47,908	36,545	28,641
5195105	9060	Depreciation Expense		201,740	206,585	190,135	183,081	252,282	357,890
5195105	9070	Training & Continuing Educ/Conf		9,891	10,833	8,681	4,156	10,833	22,500
5195105	9091	Solar Rebate		1,754	1,442	1,707	1,364	1,750	1,800
5195105	9092	Notional Solar Cost		22,552	21,723	20,778	20,998	22,000	22,000
5195105	9093	Subvention Expense		60,321	5,140	685	-	-	-
5195105	9094	Conservation Advisory Committee		1,160	4,253	-	98,919	100,000	100,000
5195105	9142	Debt Serv. Int. - Electric Substation (E2002)		-	-	-	-	-	730,000
5195105	9205	Debt Serv. Prin. - (ESCO)		-	-	-	-	140,322	143,873
5195105	9206	Debt Serv. Int. - (ESCO)		-	-	-	83,765	83,284	79,649
TOTAL OTHER CHARGES				\$ 1,046,899	\$ 1,269,135	\$ 1,179,223	\$ 1,238,547	\$ 1,374,983	\$ 1,946,734

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

Electric Fund - Electric Department

Expenditures:

* as amended

** as proposed

INTER-DEPT. CHARGES		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
	Administrative Overhead	\$ 700,685	\$ 1,151,962	\$ 739,789	\$ 663,242	\$ 716,955	\$ 736,062
	Billings and Accounting	492,026	391,988	348,530	345,908	388,638	416,649
	Electricity	(387,895)	(363,400)	(377,385)	(326,313)	(348,755)	(378,781)
	Information Technology	86,381	58,119	67,051	80,829	95,431	174,352
	Other Indirect Charges	(65,069)	(55,541)	(92,785)	(32,171)	(29,316)	(32,180)
	Printing and Reproduction	125	116	76	95	130	130
	Street Lights and Traffic Signals	(169,331)	(166,221)	(177,083)	(212,877)	(180,496)	(239,180)
	Warehousing	(38,464)	(28,975)	(37,939)	(29,714)	(34,898)	(26,234)
TOTAL INTER-DEPT. CHARGES		\$ 618,458	\$ 988,048	\$ 470,254	\$ 488,999	\$ 607,689	\$ 650,818

* as amended

** as proposed

OPERATING EXPENSES - ELECTRIC DEPARTMENT		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES		\$ 7,068,070	\$ 7,440,867	\$ 7,701,836	\$ 6,136,930	\$ 7,842,148	\$ 8,673,576

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

Electric Fund - Electric Department

Expenditures:

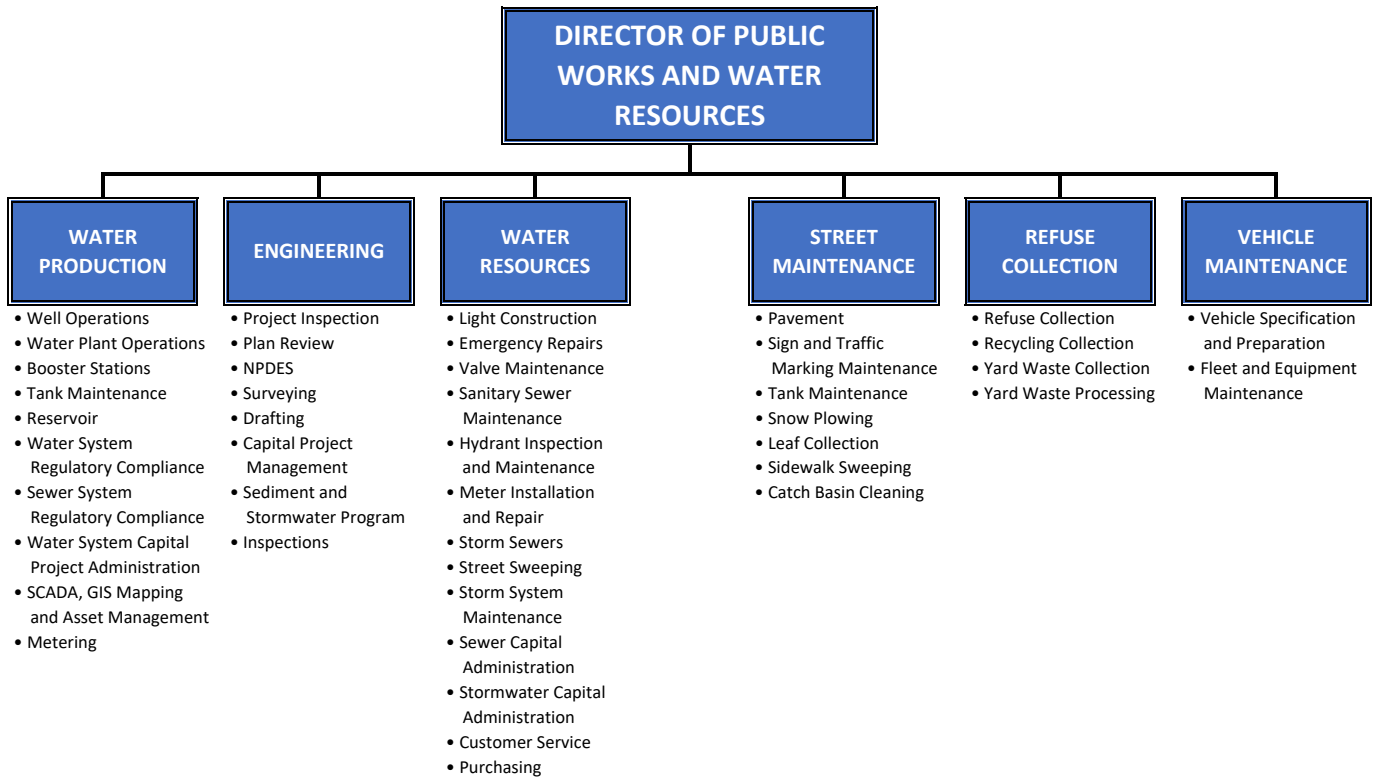
* as amended

** as proposed

CAPITAL PROJECTS BUDGET			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5195106	9623	Autos & Trucks	\$ -	\$ 73,952	\$ 71,044	\$ 29,710	\$ 328,821	\$ 162,996
5195106	9730	CIP - Stations Material	344,363	81,277	97,132	-	142,500	125,000
5195106	9760	CIP - Lines Material	-	98,159	-	-	64,400	1,109,175
5195106	9830	CIP - Stations Labor	36,865	-	-	-	67,500	75,000
5195106	9860	CIP - Lines Labor	2,307	1,666	-	-	75,600	289,950
5195106	9960	CIP - Lines Contractual	-	-	-	-	355,000	345,875
TOTAL CAPITAL PROJECTS BUDGET			\$ 383,535	\$ 255,054	\$ 168,176	\$ 29,710	\$ 1,033,821	\$ 2,107,996

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
E2301 - New Lines and Services	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E2302 - Spacer Cable Replacement	170,000	-	-	-	-	-	-	-
E2303 - Underground Cable Replacement	155,000	-	-	-	-	-	-	-
E2304 - Meter Replacement	100,000	-	-	-	-	-	-	-
E2305 - Tropos Mesh Network Replacement (Electric Portion)	600,000	-	-	-	-	-	-	-
E2202 - Electric Warehouse	200,000	-	-	-	-	-	-	-
E2001 - City Hall - Electric Vehicle Charging Station Wiring	-	20,836	-	521,000	-	-	-	51,058
E2002 - New Substation	-	-	-	-	-	-	-	12,000,000
E1807 - Relay Replacements - Kershaw Substation	200,000	-	-	-	-	-	-	-
E1810 - Lightning Arrestor Replacement	100,000	-	-	-	-	-	-	-
E1502 - Underground Distribution - UD Star Campus	-	-	-	-	-	-	-	120,000
E0503 - SCADA and Automatic Switching	250,000	-	-	-	-	-	-	-
EEQSF - Equipment Replacement Program	162,996	-	180,004	-	-	-	-	-
TOTAL ELECTRIC FUND	\$ 2,107,996	\$ 20,836	\$ 180,004	\$ 521,000	\$ -	\$ -	\$ -	\$ 12,171,058

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



CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2023 DEPARTMENTAL NARRATIVE

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

Engineering Division:

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

Refuse Division:

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

Street Division:

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

Fleet Maintenance Division:

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

**CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Water Division:

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

Sewer Division:

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

Stormwater Division:

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

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

Key accomplishments in 2022 include:

- Stormwater Utility:
 - Completed design and bidding for replacement and repair of several large pipes, including the Edjil Drive Culverts and Fremont Road Culvert.
 - Completed the Rodney Park and Stormwater Pond Project.
 - Completed a preliminary analysis on drainage issue near Julie Lane and Casho Mill Road.
- Sewer Utility:
 - Completed the inspection and lining of approximately 10,000 linear feet of degraded sewer line, increasing the life span by a minimum of 50 years.
- Water Utility:
 - Completed a \$2 million water main replacement program to address deteriorated pipes, water quality concerns, and pressure and flow improvements. Locations include Chrysler Ave, East Park Place, and Dallam Road.
 - Complete 2/3 of the water valve maintenance program, with completion slated for Spring 2023.
 - Completed design and construction on a chlorine booster station at New London Tank.
 - Negotiated a new lease for cell tower antennae at our New London Tank.
- Refuse:
 - Took delivery of two rolloff dumpsters that our crews are able to service. These dumpsters have saved over \$1200 in disposal fees each in the 2022 UDNI program alone.
 - Completed 3,723 Bulk Collections (up to 4 items per collection) year to date as of September 1, 2022. Annual total is 5,695 for the 12 months of Sept. 1, 2021 through Sept. 1, 2022.
 - Added refuse service for fee in out of town area with annexation history. (Christine Manor)
- Street:
 - Completed paving and rehabilitation of streets and curbs in 14 segments of street around the City, including Hillside Road and Forest Lane in conjunction with Hillside Park.
 - Replaced 42 curb ramps for ADA Accessibility in various locations around the City.
 - Rolled out a mandatory training program for new Commercial Driver's License (CDL) applicants per new federal motor carrier rules.
- Engineering:
 - 2022 plan review data as of Sept. 1, 2022:
 1. Lines and Grades Plans = 32
 2. Subdivision Plans = 17
 3. CIPs = 8
 4. Total Number of Submissions: 84 (this includes as-builts and other reviews that may not be a L&G, Subdivision or CIP)
 5. Average Days in Que = 34

**CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Continue to take advantage of funding through the American Recovery Plan Act (ARPA) to rehabilitate or replace aging infrastructure in our Water, Sanitary Sewer, and Stormwater Utilities. This will include approximately \$2 million in Water Main replacements and \$1 million in sanitary sewer study and repair.
- Implement recommended engineering solutions for flooding at Julie Lane.
- Address emerging contaminants at water treatment facilities along with upgrades needed to maintain our drinking water supplies.
- Continue to expand the City's Electric Vehicle (EV) fleet through vehicle replacement review. Keep on the cutting edge of available vehicles for the tasks required of that vehicle.
- Decrease the plan review time needed for development plans through changes to our review process to allow for emphasis to be placed on complete submissions and design details from consultants.
- Address employee onboarding and training for new employees to streamline the transition from longtime employees in senior field positions as they retire. Build on the CDL training program rolled out in 2022 to standardize
- Improve field services at the resident level through data collection and analysis of GPS data and field service logs through GIS programs.

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

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

Summary:

* as amended

** as proposed

WATER DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>REVENUES</u>						
Sale of Water	\$ 9,347,665	\$ 9,102,939	\$ 8,170,030	\$ 8,975,021	\$ 9,100,000	\$ 9,726,080
Penalties	20,257	25,340	24,197	27,850	22,000	25,000
Service Fees	27,751	21,945	53,644	57,919	35,000	35,000
Other Revenues	160,898	159,458	218,973	179,676	118,000	135,000
Interest Revenue	30,920	35,858	21,531	31,726	30,000	30,000
Subtotal	\$ 9,587,491	\$ 9,345,540	\$ 8,488,375	\$ 9,272,192	\$ 9,305,000	\$ 9,951,080
Less: Water Purchased	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	\$ 9,587,491	\$ 9,345,540	\$ 8,488,375	\$ 9,272,192	\$ 9,305,000	\$ 9,951,080
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 2,124,854	\$ 2,696,643	\$ 2,112,806	\$ 2,247,228	\$ 2,635,781	\$ 2,918,231
Utility Purchases	N/A	N/A	N/A	N/A	N/A	N/A
Materials & Supplies	319,958	349,823	319,009	353,703	409,400	476,900
Contractual Services	942,083	882,481	778,021	857,559	1,055,022	1,215,830
Other Charges	1,856,771	1,851,404	1,847,783	2,007,129	2,339,623	1,115,292
Subtotal	\$ 5,243,666	\$ 5,780,351	\$ 5,057,619	\$ 5,465,619	\$ 6,439,826	\$ 5,726,253
Inter-Dept. Charges	554,335	864,845	473,775	571,340	637,394	707,908
Total Operating Expenses	\$ 5,798,001	\$ 6,645,196	\$ 5,531,394	\$ 6,036,959	\$ 7,077,220	\$ 6,434,161
Net Operating Margin (Before Capital Costs)	\$ 3,789,490	\$ 2,700,344	\$ 2,956,981	\$ 3,235,233	\$ 2,227,780	\$ 3,516,919

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

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5295202	6020	Supervisory	\$	381,809	\$ 375,864	\$ 395,851	\$ 387,081	\$ 410,086	\$ 432,992
5295202	6030	Engineering/Technical		853	126	-	36,369	37,304	25,358
5295202	6050	Information Technology		-	54,973	60,630	61,955	65,722	23,131
5295202	6080	Clerical		83,291	86,602	99,650	85,883	93,680	113,885
5295202	6200	Line Maintenance		385,101	428,851	440,453	405,041	425,689	519,447
5295202	6210	Inspectors		57,703	60,911	67,150	68,543	72,764	75,953
5295202	6220	Plant Operators		288,853	299,327	317,271	559,252	382,431	396,948
5295202	6230	Maintenance Workers		65,230	66,475	70,528	68,757	70,002	72,448
5295202	6580	Service Award		22,944	24,535	23,146	24,474	27,090	31,597
5295202	6590	Sick Pay		7,355	11,198	22,777	15,239	18,517	18,254
5295202	6610	Seasonal Workers		10,652	14,661	2,033	9,576	14,000	14,000
5295202	6615	Interns		5,077	4,856	-	-	7,000	7,000
5295202	6620	Overtime		173,272	224,084	176,104	178,396	150,000	165,000
5295202	6621	Shift Differential		5,812	5,934	5,770	5,466	7,000	7,000
5295202	6622	Holiday Premium		15,302	13,501	18,275	17,038	18,000	18,000
5295202	6623	Weekend Premium		3,497	3,116	3,297	6,644	2,600	10,000
5295202	6880	Uniform Allowance		7,570	7,870	7,420	7,370	7,440	9,200
5295202	6885	Device Reimbursement		4,625	5,225	5,175	5,625	5,700	6,600
5295202	6920	Unemployment Comp. Ins.		5,749	6,363	6,580	6,137	6,385	7,122
5295202	6930	Social Security Taxes		110,462	124,665	127,739	144,062	135,598	144,489
5295202	6940	City Pension Plan		318,589	497,304	(19,878)	(231,974)	221,346	234,230
5295202	6941	Defined Contribution 401(a) Plan		24,965	38,722	41,672	48,958	53,552	62,668
5295202	6950	Term Life Insurance		5,533	6,934	6,264	6,185	6,912	7,419
5295202	6960	Group Hospitalization Ins.		254,522	250,829	269,728	294,335	302,608	406,679
5295202	6961	Long-Term Disability Ins.		2,191	2,854	2,613	2,033	1,956	2,063
5295202	6962	Dental Insurance		14,287	13,869	14,242	15,487	17,297	20,514
5295202	6963	Flexible Spending Account		189	142	189	173	126	189
5295202	6964	Health Savings Account		1,500	1,500	1,500	1,500	2,250	3,000
5295202	6965	Post-Employment Benefits		(142,700)	52,979	(66,878)	2,828	55,629	61,810
5295202	6966	Retirement Health Savings Account		6,977	10,696	10,804	12,306	13,134	16,841
5295202	6967	Emergency Room Reimbursements		2,775	800	1,833	1,600	2,972	3,287
5295202	6968	Vision Insurance Premiums		869	877	868	889	991	1,107
TOTAL PERSONNEL SERVICES				\$ 2,124,854	\$ 2,696,643	\$ 2,112,806	\$ 2,247,228	\$ 2,635,781	\$ 2,918,231

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

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5295203	7080	Pumping Station Electric	\$ 30,585	\$ 29,216	\$ 24,612	\$ 26,112	\$ 40,000	\$ 50,000
5295203	7090	Treatment Plant Chemicals	110,796	103,949	92,477	109,937	140,000	150,000
5295203	7110	Safety Shoes and Supplies	7,220	5,699	5,244	4,552	5,400	5,400
5295203	7130	Tools, Field Sup., & Small Eq.	14,604	10,867	14,327	12,059	12,500	14,000
5295203	7140	Uniforms	58	-	-	-	-	-
5295203	7150	Office Supplies	4,981	3,265	2,586	3,050	4,000	3,500
5295203	7255	Vandalism Supplies	-	-	-	-	-	2,500
5295203	7260	Line Maintenance	85,119	124,650	119,292	116,446	110,000	120,000
5295203	7270	Station and Well Maintenance Supplies	12,922	7,470	10,620	6,420	15,000	20,000
5295203	7271	SCADA System Maintenance Supplies	-	-	-	-	-	19,000
5295203	7275	Reservoir Maintenance	8,170	4,594	4,065	1,485	7,500	8,500
5295203	7280	Treatment Plant Maintenance	15,616	15,472	9,273	30,010	35,000	40,000
5295203	7330	Water Meters	39,172	44,883	38,023	48,914	40,000	44,000
5295203	7540	Inventory Adjustment	(9,285)	(242)	(1,604)	(5,282)	-	-
5295203	7550	Miscellaneous Supplies	-	-	94	-	-	-
TOTAL MATERIALS & SUPPLIES			\$ 319,958	\$ 349,823	\$ 319,009	\$ 353,703	\$ 409,400	\$ 476,900

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

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

Expenditures:

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5295204	8020	Advertising	\$ 8,154	\$ 978	\$ 1,169	\$ 3,252	\$ 3,600	\$ 3,600
5295204	8030	Casualty Insurance	25,148	26,846	27,159	30,349	33,141	36,832
5295204	8031	Insurance - Property	90,456	91,774	97,501	104,740	117,831	131,712
5295204	8032	Insurance - Auto	26,793	25,880	20,698	20,531	22,739	25,632
5295204	8033	Insurance - Broker	12,681	13,056	13,181	7,419	5,147	5,421
5295204	8035	Insurance - Worker's Compensation	-	34,252	45,183	48,831	59,200	51,800
5295204	8040	Merchant Fees and Discounts	102,842	101,478	87,240	94,938	105,000	90,000
5295204	8050	Phone/Communications	3,277	3,948	945	441	1,840	450
5295204	8120	Outside Engineering	37,953	49,244	44,561	111,625	115,000	125,000
5295204	8130	Building & Equipment Rental	4,382	1,045	778	2,506	3,500	3,500
5295204	8131	Information Technology Cont'l	44,836	48,105	80,097	75,088	82,244	85,691
5295204	8150	Water Service Contracts	73,061	72,605	73,763	24,903	45,000	55,000
5295204	8255	Vandalism Cont'l	-	-	-	-	-	2,500
5295204	8260	Line Maintenance	42,213	26,545	37,150	21,844	60,000	125,000
5295204	8270	Station and Well Maintenance Cont'l	10,345	12,097	15,338	16,966	37,500	48,000
5295204	8271	SCADA System Maintenance Cont'l	-	-	-	-	-	10,000
5295204	8275	Reservoir Maintenance	24,673	28,638	31,310	26,478	30,000	35,000
5295204	8280	Treatment Plant Maintenance	82,964	118,600	30,703	21,819	90,000	90,000
5295204	8312	Fleet & Facilities Services	319,113	166,488	139,068	182,952	184,780	210,192
5295204	8313	Self-Insurance Services	2,402	21,525	190	26,100	-	-
5295204	8325	Tank Cleaning and Inspection	2,500	5,284	1,555	8,445	10,000	35,000
5295204	8330	Meter Testing and Repairs	204	53	-	70	12,500	7,500
5295204	8550	Misc. Contracted Services	6,456	12,245	8,097	6,467	10,000	10,000
5295204	8899	Mowing Contract	21,630	21,795	22,335	21,795	26,000	28,000
TOTAL CONTRACTUAL SERVICES			\$ 942,083	\$ 882,481	\$ 778,021	\$ 857,559	\$ 1,055,022	\$ 1,215,830

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5295205	9002	Subvention - Aetna Hook and Ladder	\$ -	\$ 3,644	\$ 5,543	\$ 4,760	\$ 3,300	\$ 3,300
5295205	9010	Bad Debt Expense	25,696	1,488	1,321	1,452	3,930	3,101
5295205	9020	Mileage & Small Bus. Expense	4	-	-	-	-	-
5295205	9051	Debt Serv. Prin.	1,095,000	1,140,000	1,185,000	1,230,000	1,275,000	-
5295205	9052	Debt Serv. Int.	168,169	134,925	99,165	76,710	38,250	-
5295205	9054	Amortization of Refinance Loss	34,443	34,443	34,443	34,443	28,708	-
5295205	9056	Debt Serv. Prin. - Smart Meters	342,320	349,851	357,548	365,414	373,450	381,668
5295205	9057	Debt Serv. Int. - Smart Meters	83,221	75,690	67,993	60,127	52,088	43,872
5295205	9058	Debt Serv. Prin. - ECM	34,510	35,202	35,908	36,628	27,952	-
5295205	9059	Debt Serv. Int. - ECM	3,131	2,439	1,733	1,013	279	-
5295205	9060	Depreciation Expense	67,041	63,436	55,040	70,113	58,512	58,940
5295205	9070	Training & Continuing Educ/Conf	3,236	10,286	4,089	2,573	8,000	10,000
5295205	9152	Debt Serv. Int. - SRL Funded Capital-W1703	-	-	-	-	-	4,000
5295205	9154	Debt Serv. Int. - SRL Funded Capital-W1402	-	-	-	61,834	255,000	255,000
5295205	9156	Debt Serv. Int. - SRL Funded Capital-W9302	-	-	-	-	63,000	63,000
5295205	9158	Debt Serv. Int. - SRL Funded Capital-W9308 [P1]	-	-	-	27,290	88,025	203,525
5295205	9160	Debt Serv. Int. - SRL Funded Capital-W8605	-	-	-	-	25,000	50,000
5295205	9201	Debt Serv. Prin. - Unit 207 Lease Payment	-	-	-	29,331	27,803	28,545
5295205	9202	Debt Serv. Int. - Unit 207 Lease Payment	-	-	-	2,675	3,703	2,961
5295205	9205	Debt Serv. Prin. - (ESCO)	-	-	-	-	4,784	4,750
5295205	9206	Debt Serv. Int. - (ESCO)	-	-	-	2,766	2,839	2,630
TOTAL OTHER CHARGES			\$ 1,856,771	\$ 1,851,404	\$ 1,847,783	\$ 2,007,129	\$ 2,339,623	\$ 1,115,292

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

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

Expenditures:

* as amended

** as proposed

INTER-DEPT. CHARGES		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
	Administrative Overhead	\$ 362,695	\$ 694,095	\$ 318,792	\$ 369,763	\$ 407,031	\$ 373,605
	Billings and Accounting	63,628	68,916	98,934	93,169	108,435	109,023
	Electricity	208,527	186,300	146,430	161,089	177,837	186,967
	Information Technology	86,381	58,119	67,051	80,829	95,431	174,352
	Other Indirect Charges	(196,649)	(165,663)	(189,066)	(157,552)	(175,841)	(157,302)
	Printing and Reproduction	100	93	61	76	104	104
	Warehousing	29,653	22,985	31,573	23,966	24,397	21,159
TOTAL INTER-DEPT. CHARGES		\$ 554,335	\$ 864,845	\$ 473,775	\$ 571,340	\$ 637,394	\$ 707,908

* as amended

** as proposed

OPERATING EXPENSES - WATER DIVISION		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES		\$ 5,798,001	\$ 6,645,196	\$ 5,531,394	\$ 6,036,959	\$ 7,077,220	\$ 6,434,161

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

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

Expenditures:

* as amended

** as proposed

CAPITAL PROJECTS BUDGET			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5295206	9580	Consulting Fees	\$ -	\$ -	\$ 1,552	\$ -	\$ -	\$ -
5295206	9622	Machinery & Equipment	20,733	-	-	-	-	-
5295206	9623	Autos & Trucks	-	36,227	104,240	-	14,733	-
5295206	9730	CIP - Station Material	-	28,127	-	-	-	-
5295206	9740	CIP - Water Treat. Plant Mat'l	-	-	3,020,589	-	-	-
5295206	9760	CIP - Lines Material	20,000	119,459	-	132,725	87,000	89,000
5295206	9860	CIP - Lines Labor	-	8,720	-	-	-	-
5295206	9960	CIP - Lines Contractual	-	-	15,384	-	217,000	30,000
TOTAL CAPITAL PROJECTS BUDGET			\$ 40,733	\$ 192,533	\$ 3,141,765	\$ 132,725	\$ 318,733	\$ 119,000

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
W2304 - Lead Water Service Line (LSL) Assessment and Remediation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
W2305 - Tropos Mesh Network Replacement (Water Portion)	-	-	-	-	-	-	200,000	-
W2201 - Water Facilities Security Improvements	-	-	-	-	-	-	100,000	-
W2204 - Curtis WTP - Treatment Units 4/5 Rehabilitation	-	-	-	-	-	-	350,000	-
W2205 - Curtis WTP - Raceway and Backwash Lagoon Rehabilitation	-	-	-	-	-	-	550,000	-
W2206 - Emerging Contaminants WTP Upgrades	-	-	-	1,590,000	-	1,310,000	-	-
W2102 - Highfield Drive Booster Station Rehabilitation	-	-	-	-	-	-	300,000	-
W2001 - Newark Reservoir Upgrades	-	-	-	50,000	-	-	50,000	-
W1701 - Valve Inspection, Exercising and Rehabilitation	-	175,000	-	-	-	-	-	-
W1702 - Source Water Protection	30,000	20,000	-	-	-	-	-	-
W1601 - Backup Generation at Water Facilities	25,000	-	-	100,000	-	-	-	-
W1602 - Roseville Park Pressure District	-	-	-	-	-	-	125,000	-
W0503 - Well Restoration Program	64,000	29,000	-	-	-	-	57,000	-
W9308 - Water Main Replacement Program	-	-	-	-	-	-	2,000,000	-
W8605 - Water Tank Maintenance	-	-	-	-	-	1,000,000	-	-
WEQSF - Equipment Replacement Program	-	-	25,000	-	-	-	-	-
TOTAL WATER FUND	\$ 119,000	\$ 224,000	\$ 25,000	\$ 1,740,000	\$ -	\$ 2,310,000	\$ 3,782,000	\$ -

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

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

Summary:

* as amended

** as proposed

SEWER DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>REVENUES</u>						
Sewer Service Charge	\$ 7,194,805	\$ 7,371,745	\$ 6,690,813	\$ 7,466,619	\$ 7,300,000	\$ 8,007,895
Penalties	18,250	26,647	11,869	24,683	22,000	22,000
Service Fees	24,403	16,126	41,744	10,780	18,500	18,500
Other Revenues	200	696	378	235	400	400
Interest Revenue	35,646	41,788	53,286	53,650	40,000	40,000
Subtotal	\$ 7,273,304	\$ 7,457,002	\$ 6,798,090	\$ 7,555,967	\$ 7,380,900	\$ 8,088,795
Less: County Sewer Charge	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	\$ 7,273,304	\$ 7,457,002	\$ 6,798,090	\$ 7,555,967	\$ 7,380,900	\$ 8,088,795
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 345,956	\$ 370,996	\$ 512,582	\$ 11,980	\$ 317,247	\$ 420,446
Utility Purchases	4,719,771	5,350,831	4,695,293	4,977,881	5,200,000	5,200,000
Materials & Supplies	24,638	20,927	23,810	22,059	27,200	36,700
Contractual Services	278,791	278,808	232,159	293,219	342,827	353,044
Other Charges	39,223	42,636	44,455	49,788	166,354	336,851
Subtotal	\$ 5,408,379	\$ 6,064,198	\$ 5,508,299	\$ 5,354,927	\$ 6,053,628	\$ 6,347,041
Inter-Dept. Charges	329,871	361,261	371,838	347,348	424,143	478,054
Total Operating Expenses	\$ 5,738,250	\$ 6,425,459	\$ 5,880,137	\$ 5,702,275	\$ 6,477,771	\$ 6,825,095
Net Operating Margin (Before Capital Costs)	\$ 1,535,054	\$ 1,031,543	\$ 917,953	\$ 1,853,692	\$ 903,129	\$ 1,263,700

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

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5395302	6030	Engineering/Technical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,358
5395302	6050	Information Technology	-	-	-	-	-	23,131
5395302	6200	Line Maintenance	201,600	218,053	210,293	197,808	192,654	202,709
5395302	6580	Service Award	1,412	1,579	-	-	-	748
5395302	6590	Sick Pay	1,008	871	-	-	-	752
5395302	6615	Interns	5,928	4,973	-	-	-	-
5395302	6620	Overtime	20,672	23,900	18,049	39,090	20,000	26,000
5395302	6880	Uniform Allowance	2,400	2,400	2,250	2,100	2,400	3,080
5395302	6885	Device Reimbursement	1,200	1,200	1,125	1,025	1,200	1,200
5395302	6920	Unemployment Comp. Ins.	1,213	1,223	1,016	1,477	1,188	1,605
5395302	6930	Social Security Taxes	17,579	18,845	17,284	17,862	15,782	21,430
5395302	6940	City Pension Plan	27,148	32,681	66,504	(126,378)	3,204	3,390
5395302	6941	Defined Contribution 401(a) Plan	10,102	11,031	14,596	13,715	14,448	16,631
5395302	6950	Term Life Insurance	968	1,210	1,487	1,386	955	1,302
5395302	6960	Group Hospitalization Ins.	41,885	41,527	27,669	37,168	53,219	79,135
5395302	6961	Long-Term Disability Ins.	367	493	610	624	252	328
5395302	6962	Dental Insurance	2,331	2,331	1,460	1,964	3,023	3,911
5395302	6963	Flexible Spending Account	-	65	63	58	63	63
5395302	6964	Health Savings Account	750	750	750	1,813	1,500	1,500
5395302	6965	Post-Employment Benefits	5,062	3,513	143,927	(183,402)	756	840
5395302	6966	Retirement Health Savings Account	4,129	4,199	5,406	5,544	5,856	6,439
5395302	6967	Emergency Room Reimbursements	50	-	-	-	580	676
5395302	6968	Vision Insurance Premiums	152	152	93	126	167	218
TOTAL PERSONNEL SERVICES			\$ 345,956	\$ 370,996	\$ 512,582	\$ 11,980	\$ 317,247	\$ 420,446

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

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5395303	7110	Safety Shoes and Supplies	\$ 818	\$ 659	\$ 695	\$ 1,138	\$ 1,200	\$ 1,200
5395303	7130	Tools, Field Sup., & Small Eq.	7,168	8,967	9,019	5,425	8,000	9,000
5395303	7255	Vandalism Supplies	-	-	-	-	-	2,500
5395303	7260	Line Maintenance	16,498	11,634	14,096	15,215	16,000	17,000
5395303	7270	Station Maintenance	827	141	-	281	2,000	2,000
5395303	7271	SCADA System Maintenance Supplies	-	-	-	-	-	5,000
5395303	7540	Inventory Adjustment	(673)	(474)	-	-	-	-
TOTAL MATERIALS & SUPPLIES			\$ 24,638	\$ 20,927	\$ 23,810	\$ 22,059	\$ 27,200	\$ 36,700

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5395304	8020	Advertising	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
5395304	8030	Casualty Insurance	1,956	1,888	2,021	4,748	6,166	6,611
5395304	8031	Insurance - Property	2,473	2,173	2,637	2,711	3,137	3,528
5395304	8032	Insurance - Auto	-	-	1,673	2,864	3,248	3,744
5395304	8033	Insurance - Broker	442	455	459	848	958	973
5395304	8035	Insurance - Worker's Compensation	-	7,930	10,305	10,660	12,000	10,500
5395304	8040	Merchant Fees and Discounts	76,384	79,817	70,105	74,808	80,000	80,000
5395304	8120	Outside Engineering	18,246	36,115	13,233	32,594	40,000	40,000
5395304	8131	Information Technology Cont'l	36,215	38,161	60,227	56,534	62,781	67,778
5395304	8255	Vandalism Cont'l	-	-	-	-	-	2,500
5395304	8260	Line Maintenance	34,041	40,430	24,578	50,811	60,000	60,000
5395304	8265	Easement Clearing	3,100	16,050	6,000	9,416	10,000	10,000
5395304	8270	Station Maintenance	8,418	10,452	2,536	17,334	15,000	20,000
5395304	8271	SCADA System Maintenance Cont'l	-	-	-	-	-	10,000
5395304	8312	Fleet & Facilities Services	94,711	45,337	38,385	29,891	47,537	35,410
5395304	8313	Self-Insurance Services	2,261	-	-	-	-	-
5395304	8550	Misc. Contracted Services	544	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES			\$ 278,791	\$ 278,808	\$ 232,159	\$ 293,219	\$ 342,827	\$ 353,044

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5395305	9002	Subvention - Aetna Hook and Ladder	\$	-	\$ 3,868	\$ 5,358	\$ 4,488	\$ 3,500	\$ 3,500
5395305	9010	Bad Debt Expense		1,108	335	562	3,320	772	976
5395305	9060	Depreciation Expense		36,379	37,423	37,175	35,882	48,382	35,880
5395305	9070	Training & Continuing Educ/Conf		1,736	1,010	595	194	1,500	2,000
5395305	9162	Debt Serv. Int. - SRL Funded Capital-S0904		-	-	765	5,904	100,000	280,000
5395305	9203	Debt Serv. Prin. - Unit 351 Lease Payment		-	-	-	-	-	11,086
5395305	9204	Debt Serv. Int. - Unit 351 Lease Payment		-	-	-	-	12,200	3,409
TOTAL OTHER CHARGES				\$ 39,223	\$ 42,636	\$ 44,455	\$ 49,788	\$ 166,354	\$ 336,851

* as amended

** as proposed

INTER-DEPT. CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Administrative Overhead	\$	119,707	\$ 167,984	\$ 127,464	\$ 111,254	\$ 148,658	\$ 135,833
		Billings and Accounting		45,564	55,541	86,534	81,052	95,044	94,683
		Electricity		12,227	10,400	11,930	10,489	12,037	12,167
		Information Technology		86,381	58,119	67,051	80,829	95,431	174,352
		Other Indirect Charges		63,169	67,123	77,212	62,437	71,700	59,883
		Warehousing		2,823	2,094	1,647	1,287	1,273	1,136
TOTAL INTER-DEPT. CHARGES				\$ 329,871	\$ 361,261	\$ 371,838	\$ 347,348	\$ 424,143	\$ 478,054

* as amended

** as proposed

OPERATING EXPENSES - SEWER DIVISION				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES				\$ 1,018,479	\$ 1,074,628	\$ 1,184,844	\$ 724,394	\$ 1,277,771	\$ 1,625,095

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

CAPITAL PROJECTS BUDGET			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5395306	9580	Consulting Fees	\$ 66,855	\$ -	\$ -	\$ -	\$ -	\$ -
5395306	9760	CIP - Lines Material	294,229	47,150	-	1,784,059	150,000	-
5395306	9860	CIP - Lines Labor	11,153	-	-	-	-	-
TOTAL CAPITAL PROJECTS BUDGET			\$ 372,237	\$ 47,150	\$ -	\$ 1,784,059	\$ 150,000	\$ -

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
S2305 - Tropos Mesh Network Replacement (Water Portion)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
S2201 - FOG Program Development	-	75,000	-	-	-	-	-	-
S0904 - Sanitary Sewer Study and Repairs	-	-	-	-	-	-	1,061,000	-
TOTAL SEWER FUND	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 1,261,000	\$ -

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

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

Summary:

* as amended

** as proposed

STORMWATER DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>REVENUES</u>						
Stormwater Service Fees	\$ 2,017,166	\$ 2,355,806	\$ 2,395,636	\$ 2,332,978	\$ 2,585,000	\$ 2,535,000
Stormwater Penalties	10,550	27,792	7,047	25,807	15,000	15,000
Stormwater As-Built Review	-	1,000	825	275	-	-
Sediment & SWM Review Fee	9,310	21,701	13,919	9,942	13,000	15,500
Sediment & SWM Inspection	11,750	11,000	22,647	7,575	8,000	10,000
SWM Facility Annual Inspection	22,570	20,400	60,870	48,345	21,000	35,000
Interest	9,365	5,712	6,823	23,713	5,000	5,000
Stormwater Management Fees	-	-	200	100	-	-
Misc Revenue	400	295	180	525	-	-
Gross Operating Revenue	\$ 2,081,111	\$ 2,443,706	\$ 2,508,147	\$ 2,449,260	\$ 2,647,000	\$ 2,615,500
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 847,273	\$ 656,463	\$ 1,117,949	\$ 345,507	\$ 677,603	\$ 728,286
Materials and Supplies	16,779	19,698	10,415	21,115	27,500	34,250
Contractual Services	171,126	161,440	162,074	206,964	315,604	274,730
Other Charges	27,714	40,547	75,033	153,221	580,335	658,085
Subtotal	\$ 1,062,892	\$ 878,148	\$ 1,365,471	\$ 726,807	\$ 1,601,042	\$ 1,695,351
Inter-Dept. Charges	398,267	273,837	226,115	214,166	258,991	330,598
Total Operating Expenses	\$ 1,461,159	\$ 1,151,985	\$ 1,591,586	\$ 940,973	\$ 1,860,033	\$ 2,025,949
Net Operating Margin (Before Capital Costs)	\$ 619,952	\$ 1,291,721	\$ 916,561	\$ 1,508,287	\$ 786,967	\$ 589,551

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **						
5595502	6030	Engineering/Technical	\$	77,233	\$	80,260	\$	121,748	\$	124,712	\$	114,834			
5595502	6050	Information Technology		-		-		-		-		23,132			
5595502	6200	Line Maintenance		52,767		54,642		55,954		57,017		58,534			
5595502	6230	Maintenance Workers		153,629		183,157		186,658		219,054		224,715			
5595502	6580	Service Award		11,183		10,356		12,260		13,011		13,507			
5595502	6590	Sick Pay		1,363		1,508		2,572		4,718		3,681			
5595502	6610	Seasonal Workers		8,332		-		-		14,000		14,000			
5595502	6615	Interns		-		4,846		5,480		7,000		7,000			
5595502	6620	Overtime		9,105		18,466		15,729		10,000		14,000			
5595502	6880	Uniform Allowance		2,340		2,590		2,840		2,760		2,720			
5595502	6885	Device Reimbursement		1,250		1,375		1,200		1,500		1,500			
5595502	6920	Unemployment Comp. Ins.		1,593		1,693		1,573		1,931		2,370			
5595502	6930	Social Security Taxes		23,446		26,702		30,328		34,026		35,792			
5595502	6940	City Pension Plan		169,979		171,198		(170,330)		61,929		65,530			
5595502	6941	Defined Contribution 401(a) Plan		164		2,221		3,939		4,079		5,912			
5595502	6950	Term Life Insurance		1,310		1,658		1,695		1,781		1,832			
5595502	6960	Group Hospitalization Ins.		81,788		76,631		90,985		91,909		107,885			
5595502	6961	Long-Term Disability Ins.		500		670		591		483		504			
5595502	6962	Dental Insurance		4,490		3,991		4,310		4,741		5,071			
5595502	6965	Post-Employment Benefits		245,732		12,610		(24,129)		20,403		22,670			
5595502	6966	Retirement Health Savings Account		85		863		1,443		1,464		1,982			
5595502	6967	Emergency Room Reimbursements		800		800		400		798		822			
5595502	6968	Vision Insurance Premiums		184		226		261		287		293			
TOTAL PERSONNEL SERVICES				\$	847,273	\$	656,463	\$	1,117,949	\$	345,507	\$	677,603	\$	728,286

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5595503	7110	Safety Shoes and Supplies	\$ 1,510	\$ 921	\$ 1,068	\$ 1,608	\$ 1,500	\$ 1,750
5595503	7130	Tools,Field Sup.,Small Equip.	1,683	1,381	1,174	61	2,000	2,000
5595503	7255	Vandalism Supplies	-	-	-	-	-	2,500
5595503	7400	Storm Sewer Maintenance	10,847	16,054	7,871	13,868	18,000	22,000
5595503	7401	Stormwater Program Supplies	2,739	1,342	302	5,774	6,000	6,000
5595503	7540	Inventory Adjustment	-	-	-	(196)	-	-
TOTAL MATERIALS & SUPPLIES			\$ 16,779	\$ 19,698	\$ 10,415	\$ 21,115	\$ 27,500	\$ 34,250

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5595504	8020	Advertising	\$ -	\$ -	\$ 759	\$ 625	\$ 1,000	\$ 1,000
5595504	8030	Casualty Insurance	-	-	1,551	6,722	9,249	10,388
5595504	8031	Insurance - Property	-	-	-	-	3,097	3,528
5595504	8032	Insurance - Auto	-	-	4,182	7,072	8,121	9,216
5595504	8033	Insurance - Broker	-	-	-	1,065	1,436	1,529
5595504	8035	Insurance - Worker's Compensation	-	11,420	15,061	15,345	16,800	14,700
5595504	8040	Merchant Fees and Discounts	13,237	23,776	22,072	25,626	26,000	26,000
5595504	8120	Outside Engineering	16,667	16,666	-	62,736	100,000	100,000
5595504	8130	Building & Equipment Rental	-	2,055	2,565	4,821	4,600	-
5595504	8131	Information Technology Cont'l	17,215	19,001	25,018	20,527	23,192	25,393
5595504	8255	Vandalism Cont'l	-	-	-	-	-	2,500
5595504	8312	Fleet & Facilities Services	106,111	81,633	62,130	39,504	87,109	45,476
5595504	8313	Self-Insurance Services	75	255	75	-	-	-
5595504	8401	Stormwater Contractual	10,362	6,634	28,661	19,534	35,000	35,000
5595504	8550	Misc. Contracted Svc.	7,459	-	-	3,387	-	-
TOTAL CONTRACTUAL SERVICES			\$ 171,126	\$ 161,440	\$ 162,074	\$ 206,964	\$ 315,604	\$ 274,730

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5595505	9060	Depreciation Expense	\$ 17,016	\$ 34,875	\$ 50,593	\$ 53,564	\$ 56,535	\$ 56,530
5595505	9070	Training & Continuing Educ/Conf	2,804	1,452	1,749	881	1,800	3,600
5595505	9084	Annual Regulatory Fees	-	200	200	200	1,600	1,600
5595505	9095	Stormwater Grant Program	7,894	4,020	9,020	7,533	50,000	50,000
5595505	9109	Debt Serv. Prin. - Office Equipment Lease Paymen	-	-	-	-	400	-
5595505	9164	Debt Serv. Int. - SRL Funded Capital-Q1802	-	-	13,471	91,043	470,000	546,355
TOTAL OTHER CHARGES			\$ 27,714	\$ 40,547	\$ 75,033	\$ 153,221	\$ 580,335	\$ 658,085

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Administrative Overhead	\$ 229,706	\$ 115,891	\$ 70,980	\$ 45,003	\$ 72,925	\$ 62,754
		Billings and Accounting	35,922	54,484	39,969	38,840	43,391	44,669
		Electricity Used	727	-	830	589	837	667
		Information Technology	86,381	58,119	67,051	80,829	95,431	174,352
		Other Indirect Charges	45,507	45,321	47,271	47,728	45,057	47,108
		Printing and Reproduction	24	22	14	18	25	25
		Warehousing	-	-	-	1,159	1,325	1,023
TOTAL INTER-DEPT. CHARGES			\$ 398,267	\$ 273,837	\$ 226,115	\$ 214,166	\$ 258,991	\$ 330,598

* as amended

** as proposed

OPERATING EXPENSES - STORMWATER DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 1,461,159	\$ 1,151,985	\$ 1,591,586	\$ 940,973	\$ 1,860,033	\$ 2,025,949

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

CAPITAL PROJECTS BUDGET				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5595506	9580	Capital Project Consulting Fees		\$ 55,863	\$ -	\$ -	\$ -	\$ -	\$ -
5595506	9623	CIP - Autos and Trucks		-	24,031	-	16,221	-	-
5595506	9720	CIP - Storm Sewers Material		879,791	144,616	-	299,082	575,000	150,000
TOTAL CAPITAL PROJECTS BUDGET				\$ 935,654	\$ 168,647	\$ -	\$ 315,303	\$ 575,000	\$ 150,000

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
Q2301 - Mini Excavator	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Q2201 - Outfall and City Owned SWM Facility Repair	-	-	-	-	-	-	300,000	-
Q1301 - Storm Drainage Improvements	-	525,000	-	-	-	-	-	-
Q0101 - Stormwater Quality Improvements (NPDES Phase II Permit)	75,000	18,420	-	-	-	-	-	-
QEQSF - Equipment Replacement Program	-	-	45,000	-	-	-	-	-
TOTAL STORMWATER DIVISION	\$ 150,000	\$ 543,420	\$ 45,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -

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

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

Summary:

* as amended

** as proposed

REFUSE DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 931,668	\$ 933,918	\$ 1,011,406	\$ 1,005,060	\$ 934,597	\$ 1,001,606
Materials and Supplies	30,210	30,900	22,701	25,087	32,350	33,750
Contractual Services	1,063,467	897,038	1,089,528	1,017,773	963,980	1,125,643
Other Charges	215,937	216,932	204,813	192,691	195,672	169,960
Subtotal	\$ 2,241,282	\$ 2,078,788	\$ 2,328,448	\$ 2,240,611	\$ 2,126,599	\$ 2,330,959
Inter-Dept. Charges	83,086	43,482	135,171	92,604	138,417	98,181
Total Operating Expenses	\$ 2,324,368	\$ 2,122,270	\$ 2,463,619	\$ 2,333,215	\$ 2,265,016	\$ 2,429,140

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

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0141042	6240	Refuse Workers	\$ 496,251	\$ 506,214	\$ 549,363	\$ 530,480	\$ 516,779	\$ 536,453
0141042	6580	Service Award	14,084	14,987	16,007	11,903	11,206	11,976
0141042	6590	Sick Pay	840	140	895	8,547	4,791	2,285
0141042	6620	Overtime	20,666	15,202	12,236	31,584	14,000	14,000
0141042	6880	Uniform Allowance	5,350	5,300	5,400	5,250	5,100	6,000
0141042	6885	Device Reimbursement	3,000	2,925	3,000	2,900	3,000	3,000
0141042	6920	Unemployment Comp. Ins.	2,643	2,756	2,834	3,188	2,673	2,601
0141042	6930	Social Security Taxes	39,012	40,018	43,334	43,715	41,688	41,651
0141042	6940	City Pension Plan	97,473	111,550	135,748	124,011	99,603	105,400
0141042	6941	Defined Contribution 401(a) Plan	10,319	10,350	11,820	15,736	19,016	19,906
0141042	6950	Term Life Insurance	2,412	2,869	3,028	2,770	2,549	2,732
0141042	6960	Group Hospitalization Ins.	176,372	163,517	164,526	156,277	172,258	210,054
0141042	6961	Long-Term Disability Ins.	914	1,129	1,207	927	672	690
0141042	6962	Dental Insurance	8,919	8,021	7,671	7,017	8,438	9,134
0141042	6963	Flexible Spending Account	-	-	-	-	-	63
0141042	6964	Health Savings Account	750	-	-	563	-	-
0141042	6965	Post-Employment Benefits	48,093	44,212	49,540	53,409	23,760	26,400
0141042	6966	Retirement Health Savings Account	4,137	3,932	4,428	6,037	7,320	7,430
0141042	6967	Emergency Room Reimbursements	-	400	-	400	1,305	1,305
0141042	6968	Vision Insurance Premiums	433	396	369	346	439	526
TOTAL PERSONNEL SERVICES			\$ 931,668	\$ 933,918	\$ 1,011,406	\$ 1,005,060	\$ 934,597	\$ 1,001,606

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0141043	7110	Safety Shoes and Supplies	\$ 1,696	\$ 2,057	\$ 885	\$ 1,011	\$ 2,250	\$ 2,250
0141043	7130	Tools, Field Sup., & Small Eq.	1,364	619	592	562	600	1,000
0141043	7132	Collection Carts	27,150	26,599	21,224	23,445	27,500	30,000
0141043	7270	Station Maintenance	-	1,814	-	-	2,000	-
0141043	7462	Recycling Supplies	-	-	-	-	-	500
0141043	7540	Inventory Adjustment	-	(189)	-	69	-	-
TOTAL MATERIALS & SUPPLIES			\$ 30,210	\$ 30,900	\$ 22,701	\$ 25,087	\$ 32,350	\$ 33,750

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0141044	8030	Casualty Insurance	\$ 5,623	\$ 6,204	\$ 6,642	\$ 11,006	\$ 14,644	\$ 16,055
0141044	8031	Insurance - Property	573	-	-	-	-	-
0141044	8032	Insurance - Auto	20,354	19,559	20,943	16,709	16,242	18,432
0141044	8033	Insurance - Broker	2,088	2,533	2,557	2,325	2,274	2,363
0141044	8035	Insurance - Worker's Compensation	-	18,003	23,780	25,460	30,400	26,600
0141044	8130	Building & Equipment Rental	-	2,334	265	2,193	2,500	2,500
0141044	8131	Information Technology Cont'l	80	828	2,888	1,671	7,694	7,694
0141044	8190	Refuse Disposal-Landfill	471,956	440,039	436,300	444,247	470,000	470,000
0141044	8191	Yard Waste	49,005	36,233	34,960	35,250	35,000	40,000
0141044	8200	Printing & Reproduction	1,029	1,000	645	1,000	1,000	1,000
0141044	8270	Station Maintenance (Pest Control)	-	-	-	-	500	-
0141044	8312	Fleet & Facilities Services	507,112	368,755	560,548	477,912	383,726	540,999
0141044	8313	Self-Insurance Services	5,647	-	-	-	-	-
0141044	8550	Misc. Contracted Services	-	1,550	-	-	-	-
TOTAL CONTRACTUAL SERVICES			\$ 1,063,467	\$ 897,038	\$ 1,089,528	\$ 1,017,773	\$ 963,980	\$ 1,125,643

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0141045	9060	Depreciation Expense	\$ 215,887	\$ 216,412	\$ 204,813	\$ 192,691	\$ 195,172	\$ 169,210
0141045	9070	Training & Continuing Educ/Conf	50	520	-	-	500	750
TOTAL OTHER CHARGES			\$ 215,937	\$ 216,932	\$ 204,813	\$ 192,691	\$ 195,672	\$ 169,960

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 27,423	\$ 4,094	\$ 32,565	\$ 33,838	\$ 31,384	\$ 34,612
		Electricity Used - Transfer Station	827	100	2,330	1,589	2,437	1,867
		Information Technology	48,209	42,253	49,041	47,212	55,390	52,213
		Mailroom and Postage	7	1,161	1,156	1,178	1,218	1,295
		Other Indirect Charges	2,296	(7,039)	46,547	6,087	44,729	5,639
		Printing and Reproduction	105	98	64	80	110	109
		Records	1,477	1,511	1,747	1,451	1,819	1,414
		Warehousing	2,742	1,304	1,721	1,169	1,330	1,032
TOTAL INTER-DEPT. CHARGES			\$ 83,086	\$ 43,482	\$ 135,171	\$ 92,604	\$ 138,417	\$ 98,181

* as amended

** as proposed

OPERATING EXPENSES - REFUSE DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 2,324,368	\$ 2,122,270	\$ 2,463,619	\$ 2,333,215	\$ 2,265,016	\$ 2,429,140

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

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

Summary:

* as amended

** as proposed

STREET DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 791,329	\$ 489,160	\$ 803,031	\$ 798,127	\$ 813,866	\$ 831,785
Materials and Supplies	156,134	152,479	68,209	135,840	156,400	215,400
Contractual Services	482,766	249,093	240,612	273,432	295,704	367,799
Other Charges	110,157	84,522	70,608	81,317	78,533	115,540
Subtotal	\$ 1,540,386	\$ 975,254	\$ 1,182,460	\$ 1,288,716	\$ 1,344,503	\$ 1,530,524
Inter-Dept. Charges	350,838	287,124	262,158	336,892	274,955	366,066
Total Operating Expenses	\$ 1,891,224	\$ 1,262,378	\$ 1,444,618	\$ 1,625,608	\$ 1,619,458	\$ 1,896,590

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

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131052	6020	Supervisory	\$ 62,348	\$ 66,305	\$ 73,749	\$ 74,149	\$ 79,054	\$ 83,407
0131052	6230	Maintenance Workers	341,159	33,052	357,345	335,602	363,064	355,994
0131052	6580	Service Award	6,796	6,600	7,023	7,458	7,909	7,873
0131052	6590	Sick Pay	1,376	16,004	2,359	4,349	4,517	1,757
0131052	6610	Seasonal Workers	29,742	23,687	5,668	2,254	14,000	14,000
0131052	6615	Interns	-	-	-	3,978	7,000	-
0131052	6620	Overtime	41,013	58,729	43,462	67,625	40,000	40,000
0131052	6622	Holiday Premium	491	1,522	1,179	1,226	-	1,000
0131052	6623	Weekend Premium	-	123	-	-	-	-
0131052	6880	Uniform Allowance	4,040	3,840	3,840	3,340	3,840	3,840
0131052	6885	Device Reimbursement	2,475	2,400	2,400	2,125	2,400	2,400
0131052	6920	Unemployment Comp. Ins.	2,550	2,225	2,310	2,176	2,079	2,484
0131052	6930	Social Security Taxes	34,241	36,424	36,613	36,870	38,682	38,263
0131052	6940	City Pension Plan	92,937	73,900	91,889	84,400	81,405	86,140
0131052	6941	Defined Contribution 401(a) Plan	10,065	11,339	12,171	11,192	12,716	16,201
0131052	6950	Term Life Insurance	1,888	2,341	2,426	2,198	2,160	2,148
0131052	6960	Group Hospitalization Ins.	109,524	109,035	114,295	111,563	119,515	136,624
0131052	6961	Long-Term Disability Ins.	704	908	953	728	577	569
0131052	6962	Dental Insurance	6,155	5,856	5,856	5,550	6,442	6,549
0131052	6964	Health Savings Account	-	750	750	1,500	750	750
0131052	6965	Post-Employment Benefits	39,574	29,580	33,976	35,619	21,978	24,420
0131052	6966	Retirement Health Savings Account	3,891	4,201	4,428	3,901	4,392	5,944
0131052	6967	Emergency Room Reimbursements	-	-	-	-	1,015	1,015
0131052	6968	Vision Insurance Premiums	360	339	339	324	371	407
TOTAL PERSONNEL SERVICES			\$ 791,329	\$ 489,160	\$ 803,031	\$ 798,127	\$ 813,866	\$ 831,785

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

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131053	7110	Safety Shoes and Supplies	\$ 1,327	\$ 2,127	\$ 1,545	\$ 1,481	\$ 2,400	\$ 2,400
0131053	7130	Tools, Field Sup., & Small Eq.	3,159	11,607	2,702	3,462	4,000	6,000
0131053	7340	Street Signs and Roadway Markings	25,622	28,183	25,657	30,088	33,000	33,000
0131053	7380	Street Maintenance Supplies	44,582	77,827	17,445	61,910	77,000	80,000
0131053	7381	Bridge Maintenance Supplies	-	-	-	-	-	50,000
0131053	7400	Storm Sewer Maintenance	943	-	-	-	-	-
0131053	7450	Salt, Sand, & Snow Removal	53,188	33,253	20,391	38,115	40,000	44,000
0131053	7470	Curb & Gutter Maintenance	24,174	-	-	-	-	-
0131053	7540	Inventory Adjustment	792	(1,614)	(723)	(514)	-	-
0131053	7550	Miscellaneous Supplies	2,347	1,096	1,192	1,298	-	-
TOTAL MATERIALS & SUPPLIES			\$ 156,134	\$ 152,479	\$ 68,209	\$ 135,840	\$ 156,400	\$ 215,400

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131054	8020	Advertising	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
0131054	8030	Casualty Insurance	7,203	6,474	6,931	9,106	10,791	11,805
0131054	8031	Insurance - Property	4,992	3,845	4,666	2,520	1,523	1,764
0131054	8032	Insurance - Auto	26,793	25,880	23,374	24,795	27,611	31,104
0131054	8033	Insurance - Broker	3,657	3,637	3,672	2,233	1,676	1,738
0131054	8035	Insurance - Worker's Compensation	-	16,805	22,195	22,882	25,600	22,400
0131054	8050	Phone/Communications	158	169	190	166	690	200
0131054	8130	Building & Equipment Rental	3,838	6,509	2,565	-	5,000	-
0131054	8131	Information Technology Cont'l	4,641	4,719	4,499	4,846	4,778	5,258
0131054	8312	Fleet & Facilities Services	454,505	176,505	167,388	197,624	201,035	226,530
0131054	8313	Self-Insurance Services	(26,871)	-	2,133	1,270	-	-
0131054	8380	Street Maintenance Cont'l	-	3,950	2,253	7,250	15,000	15,000
0131054	8381	Bridge Maintenance Cont'l	-	-	-	-	-	50,000
0131054	8450	Salt, Sand & Snow Removal	3,441	-	-	-	-	-
0131054	8550	Misc. Contracted Services	409	600	746	740	-	-
TOTAL CONTRACTUAL SERVICES			\$ 482,766	\$ 249,093	\$ 240,612	\$ 273,432	\$ 295,704	\$ 367,799

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131055	9060	Depreciation Expense	\$ 107,481	\$ 82,299	\$ 70,558	\$ 81,137	\$ 76,533	\$ 112,540
0131055	9070	Training & Continuing Educ/Conf	2,676	2,223	50	180	2,000	3,000
TOTAL OTHER CHARGES			\$ 110,157	\$ 84,522	\$ 70,608	\$ 81,317	\$ 78,533	\$ 115,540

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 20,145	\$ 3,490	\$ 23,990	\$ 24,899	\$ 23,114	\$ 25,440
		Electricity Used	733	-	736	493	743	571
		Information Technology	42,853	37,559	43,592	41,967	49,239	46,411
		Mailroom and Postage	5	845	842	858	887	943
		Other Indirect Charges	113,344	75,219	11,580	52,528	18,049	50,498
		Printing and Reproduction	105	98	64	80	110	110
		Records	1,076	1,100	1,273	1,057	1,325	1,030
		Street Lights and Traffic Signals	169,331	166,221	177,083	212,877	180,496	239,180
		Warehousing	3,246	2,592	2,998	2,133	992	1,883
TOTAL INTER-DEPT. CHARGES			\$ 350,838	\$ 287,124	\$ 262,158	\$ 336,892	\$ 274,955	\$ 366,066

* as amended

** as proposed

OPERATING EXPENSES - STREET DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 1,891,224	\$ 1,262,378	\$ 1,444,618	\$ 1,625,608	\$ 1,619,458	\$ 1,896,590

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Summary:

* as amended

** as proposed

ENGINEERING DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 918,674	\$ 886,234	\$ 953,608	\$ 865,624	\$ 888,820	\$ 939,846
Materials and Supplies	3,112	2,951	1,556	2,150	5,600	5,900
Contractual Services	79,959	102,098	99,994	109,561	114,830	117,089
Other Charges	20,605	21,947	9,771	11,742	18,039	21,790
Subtotal	\$ 1,022,350	\$ 1,013,230	\$ 1,064,929	\$ 989,077	\$ 1,027,289	\$ 1,084,625
Inter-Dept. Charges	26,784	8,498	30,637	35,428	50,405	46,898
Total Operating Expenses	\$ 1,049,134	\$ 1,021,728	\$ 1,095,566	\$ 1,024,505	\$ 1,077,694	\$ 1,131,523

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131072	6020	Supervisory	\$ 84,315	\$ 86,692	\$ 93,956	\$ 91,793	\$ 94,088	\$ 99,284
0131072	6030	Engineering/Technical	234,853	189,159	188,088	115,501	122,733	129,700
0131072	6210	Inspectors	240,055	247,178	273,149	276,096	286,705	297,781
0131072	6580	Service Award	5,691	6,168	6,871	5,491	5,851	6,221
0131072	6590	Sick Pay	3,005	2,874	2,714	1,660	2,234	3,340
0131072	6615	Interns	15,906	10,075	-	-	7,000	7,000
0131072	6620	Overtime	30,289	19,731	15,788	16,318	18,000	18,000
0131072	6622	Holiday Premium	-	-	666	-	-	-
0131072	6880	Uniform Allowance	1,440	1,440	1,440	1,040	1,200	1,200
0131072	6885	Device Reimbursement	600	450	600	600	600	600
0131072	6920	Unemployment Comp. Ins.	2,775	2,714	2,525	2,358	1,929	2,084
0131072	6930	Social Security Taxes	45,290	41,214	42,193	36,810	38,967	41,675
0131072	6940	City Pension Plan	54,659	62,520	79,744	116,238	119,079	126,010
0131072	6941	Defined Contribution 401(a) Plan	22,558	20,821	24,144	24,348	25,600	27,079
0131072	6950	Term Life Insurance	2,453	3,231	3,592	3,276	2,313	2,363
0131072	6960	Group Hospitalization Ins.	136,497	149,527	170,152	137,965	126,312	139,064
0131072	6961	Long-Term Disability Ins.	953	1,339	1,520	1,186	660	685
0131072	6962	Dental Insurance	7,506	7,843	8,938	7,139	7,126	6,931
0131072	6963	Flexible Spending Account	126	224	252	252	159	159
0131072	6964	Health Savings Account	-	750	-	-	-	-
0131072	6965	Post-Employment Benefits	22,987	24,545	29,343	20,686	20,412	22,680
0131072	6966	Retirement Health Savings Account	6,315	5,924	6,670	6,496	6,537	6,687
0131072	6967	Emergency Room Reimbursements	-	1,383	800	-	942	942
0131072	6968	Vision Insurance Premiums	401	432	463	371	373	361
TOTAL PERSONNEL SERVICES			\$ 918,674	\$ 886,234	\$ 953,608	\$ 865,624	\$ 888,820	\$ 939,846

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

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131073	7110	Safety Shoes and Supplies	\$ 550	\$ 1,003	\$ 385	\$ 414	\$ 2,000	\$ 2,000
0131073	7130	Tools, Field Sup., & Small Eq.	1,055	138	923	778	1,200	1,500
0131073	7150	Office Supplies	1,507	1,810	248	958	2,400	2,400
TOTAL MATERIALS & SUPPLIES			\$ 3,112	\$ 2,951	\$ 1,556	\$ 2,150	\$ 5,600	\$ 5,900

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131074	8020	Advertising	\$ 1,073	\$ 1,509	\$ 1,732	\$ 2,355	\$ 1,400	\$ 2,200
0131074	8030	Casualty Insurance	9,300	10,790	11,551	10,288	10,791	11,805
0131074	8032	Insurance - Auto	6,233	6,122	6,563	8,415	9,745	10,944
0131074	8033	Insurance - Broker	1,583	974	984	1,520	1,676	1,738
0131074	8035	Insurance - Worker's Compensation	-	16,695	22,195	17,289	8,000	7,000
0131074	8050	Phone/Communications	1,858	2,177	618	166	690	200
0131074	8120	Outside Engineering	26,550	20,569	19,202	32,045	33,000	40,000
0131074	8131	Information Technology Cont'l	13,837	18,328	18,835	18,267	21,904	20,354
0131074	8312	Fleet & Facilities Services	19,472	24,555	18,304	19,210	27,624	22,848
0131074	8313	Self-Insurance Services	48	379	-	-	-	-
0131074	8550	Misc. Contracted Services	5	-	10	6	-	-
TOTAL CONTRACTUAL SERVICES			\$ 79,959	\$ 102,098	\$ 99,994	\$ 109,561	\$ 114,830	\$ 117,089

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0131075	9020	Mileage & Small Bus. Expense	\$ 1,710	\$ 1,034	\$ -	\$ -	\$ -	\$ -
0131075	9060	Depreciation Expense	11,960	9,776	9,771	9,280	10,039	13,790
0131075	9070	Training & Continuing Educ/Conf	6,935	11,137	-	2,462	8,000	8,000
TOTAL OTHER CHARGES			\$ 20,605	\$ 21,947	\$ 9,771	\$ 11,742	\$ 18,039	\$ 21,790

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 18,239	\$ 3,597	\$ 21,786	\$ 22,584	\$ 20,980	\$ 23,047
		Electricity Used	727	-	730	489	737	567
		Information Technology	45,531	39,906	46,316	44,590	52,313	49,313
		Mailroom and Postage	4	759	756	770	796	847
		Other Indirect Expenses	(38,788)	(36,850)	(40,158)	(34,034)	(25,721)	(27,910)
		Printing and Reproduction	105	98	64	80	110	109
		Records	966	988	1,143	949	1,190	925
TOTAL INTER-DEPT. CHARGES			\$ 26,784	\$ 8,498	\$ 30,637	\$ 35,428	\$ 50,405	\$ 46,898

* as amended

** as proposed

OPERATING EXPENSES - ENGINEERING DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 1,049,134	\$ 1,021,728	\$ 1,095,566	\$ 1,024,505	\$ 1,077,694	\$ 1,131,523

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

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

Summary:

* as amended

** as proposed

FLEET MAINTENANCE DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 485,615	\$ 509,932	\$ 584,662	\$ 508,274	\$ 523,144	\$ 550,960
Materials and Supplies	655,746	609,132	486,070	604,227	580,100	722,700
Contractual Services	198,883	224,529	310,772	367,972	305,210	414,147
Other Charges	29,370	19,787	34,739	42,440	43,543	43,590
Subtotal	\$ 1,369,614	\$ 1,363,380	\$ 1,416,243	\$ 1,522,913	\$ 1,451,997	\$ 1,731,397
Inter-Dept. Charges	68,899	113,660	134,256	97,704	72,137	107,316
Total Operating Expenses	\$ 1,438,513	\$ 1,477,040	\$ 1,550,499	\$ 1,620,617	\$ 1,524,134	\$ 1,838,713

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006002	6250	Mechanics	\$ 268,173	\$ 280,075	\$ 299,875	\$ 393,080	\$ 303,600	\$ 312,683
6006002	6580	Service Award	5,356	5,831	6,309	6,803	7,388	8,002
6006002	6590	Sick Pay	4,308	4,765	4,669	5,085	5,300	5,246
6006002	6620	Overtime	9,486	6,122	21,042	23,992	26,000	26,000
6006002	6880	Uniform Allowance	2,400	2,400	2,400	2,400	2,400	2,400
6006002	6881	Tool Allowance	1,400	1,400	1,400	1,400	1,400	1,600
6006002	6885	Device Reimbursement	1,500	1,500	1,500	1,500	900	1,500
6006002	6920	Unemployment Comp. Ins.	1,124	1,147	1,264	1,179	1,188	1,334
6006002	6930	Social Security Taxes	22,273	22,985	25,449	33,077	26,368	27,102
6006002	6940	City Pension Plan	99,393	117,245	154,348	(30,943)	61,965	69,990
6006002	6941	Defined Contribution 401(a) Plan	4,300	4,762	5,204	5,295	5,322	5,482
6006002	6950	Term Life Insurance	1,286	1,591	1,636	1,554	1,442	1,466
6006002	6960	Group Hospitalization Ins.	40,326	41,602	45,244	55,141	55,593	61,360
6006002	6961	Long-Term Disability Ins.	486	635	664	536	391	402
6006002	6962	Dental Insurance	2,316	2,316	2,388	2,748	3,023	2,941
6006002	6963	Flexible Spending Account	-	-	-	63	-	-
6006002	6964	Health Savings Account	1,500	1,500	1,500	750	1,500	1,500
6006002	6965	Post-Employment Benefits	18,456	12,504	8,136	2,160	17,118	19,690
6006002	6966	Retirement Health Savings Account	1,380	1,400	1,476	1,470	1,464	1,486
6006002	6967	Emergency Room Reimbursements	-	-	-	800	580	580
6006002	6968	Vision Insurance Premiums	152	152	158	184	202	196
TOTAL PERSONNEL SERVICES			\$ 485,615	\$ 509,932	\$ 584,662	\$ 508,274	\$ 523,144	\$ 550,960

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006003	7060	Tire & Tire Repair Expense	\$ 87,445	\$ 83,876	\$ 77,416	\$ 82,162	\$ 95,000	\$ 110,000
6006003	7070	Gasoline, Oil, Coolant, Etc.	352,846	317,258	197,019	315,290	275,000	350,000
6006003	7110	Safety Shoes and Supplies	1,296	1,249	1,203	1,069	1,200	1,200
6006003	7130	Tools, Field Sup., & Small Eq.	6,869	5,685	884	10,647	7,500	10,000
6006003	7150	Office Supplies	440	28	9	-	400	500
6006003	7230	Janitorial Supplies	-	-	39	-	-	-
6006003	7250	Buildings and Grounds Maint. Supplies	-	590	469	178	-	-
6006003	7300	Machinery & Equip. Maintenance	3,460	472	-	-	1,000	1,000
6006003	7310	Vehicle Maintenance	203,390	199,974	209,031	194,881	200,000	250,000
TOTAL MATERIALS & SUPPLIES			\$ 655,746	\$ 609,132	\$ 486,070	\$ 604,227	\$ 580,100	\$ 722,700

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006004	8030	Casualty Insurance	\$ 6,049	\$ 7,283	\$ 7,797	\$ 4,972	\$ 6,166	\$ 6,611
6006004	8031	Insurance - Property	50,670	45,157	54,411	53,622	55,322	65,340
6006004	8032	Insurance - Auto	3,922	3,383	4,143	3,422	3,248	3,744
6006004	8033	Insurance - Broker	5,191	5,506	5,574	2,205	958	973
6006004	8035	Insurance - Worker's Compensation	-	10,209	13,476	14,546	17,600	15,400
6006004	8050	Phone/Communications	158	169	190	166	690	200
6006004	8131	Information Technology Cont'l	5,824	4,082	5,312	4,493	11,832	9,189
6006004	8300	Machinery & Equip. Maintenance	242	-	2,800	3,898	3,000	3,300
6006004	8310	Vehicle Maintenance	117,632	74,379	105,525	169,626	100,000	200,000
6006004	8311	Vehicle Accidents	9,082	5,724	27,617	27,117	5,000	10,000
6006004	8312	Fleet & Facilities Services	-	68,604	83,888	83,835	101,394	99,390
6006004	8550	Misc. Contracted Services	113	33	39	70	-	-
TOTAL CONTRACTUAL SERVICES			\$ 198,883	\$ 224,529	\$ 310,772	\$ 367,972	\$ 305,210	\$ 414,147

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

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

Expenditures:

* as amended

** as proposed

OTHER CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006005	9020	Mileage & Small Bus. Expense	\$	11	\$ -	\$ 15	\$ -	\$ 200	\$ -
6006005	9060	Depreciation Expense		28,156	16,978	34,624	42,260	41,343	41,590
6006005	9070	Training & Continuing Educ/Conf		1,203	2,809	100	180	2,000	2,000
TOTAL OTHER CHARGES				\$ 29,370	\$ 19,787	\$ 34,739	\$ 42,440	\$ 43,543	\$ 43,590

* as amended

** as proposed

INTER-DEPT. CHARGES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$	15,687	\$ 1,943	\$ 18,570	\$ 19,319	\$ 17,904	\$ 19,783
		Electricity		12,640	71,300	71,545	47,601	9,858	55,244
		Information Technology		21,426	18,778	21,796	20,983	24,618	23,205
		Other Indirect Charges		19,146	21,639	22,345	9,801	19,757	9,084
TOTAL INTER-DEPT. CHARGES				\$ 68,899	\$ 113,660	\$ 134,256	\$ 97,704	\$ 72,137	\$ 107,316

* as amended

** as proposed

OPERATING EXPENSES - FLEET MAINTENANCE DIVISION				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES				\$ 1,438,513	\$ 1,477,040	\$ 1,550,499	\$ 1,620,617	\$ 1,524,134	\$ 1,838,713

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

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

Expenditures:

* as amended

** as proposed

CAPITAL PROJECTS BUDGET			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006006	9621	Buildings & Structures	\$ 83,728	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL PROJECTS BUDGET			\$ 83,728	\$ -	\$ -	\$ -	\$ -	\$ -

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

*Please note, there are no Fleet Maintenance Division projects with 2023 capital spending budgeted.

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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.

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**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 **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 398,045	\$ 461,618	\$ 483,609	\$ 522,760	\$ 823,930	\$ 841,107
Materials and Supplies	3,343	2,524	1,359	5,204	2,750	2,750
Contractual Services	215,386	314,530	163,859	157,932	218,361	226,148
Other Charges	7,216	339,129	178,594	183,479	266,057	275,858
Subtotal	\$ 623,990	\$ 1,117,801	\$ 827,421	\$ 869,375	\$ 1,311,098	\$ 1,345,863
Inter-Dept. Charges	25,347	12,641	28,181	37,754	21,188	44,294
Total Operating Expenses	\$ 649,337	\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,332,286	\$ 1,390,157

**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 **
0111112	6020	Supervisory	\$	98,960	\$ 113,363	\$ 113,263	\$ 113,853	\$ 222,689	\$ 235,798
0111112	6030	Engineering/Technical		94,658	101,926	117,650	122,356	244,492	220,009
0111112	6080	Clerical		46,296	48,871	49,454	37,077	43,532	46,171
0111112	6580	Service Award		1,677	1,881	2,072	2,366	-	4,634
0111112	6590	Sick Pay		1,481	1,503	1,562	2,210	3,411	2,682
0111112	6615	Interns		-	7,249	6,000	-	-	-
0111112	6620	Overtime		12,843	34,566	27,078	40,586	15,000	20,000
0111112	6860	Other Wages		-	-	5,168	8,141	-	-
0111112	6885	Device Reimbursement		550	600	600	600	600	1,200
0111112	6920	Unemployment Comp. Ins.		1,026	1,327	1,239	1,479	1,963	2,205
0111112	6930	Social Security Taxes		18,903	23,093	22,926	24,230	40,925	39,687
0111112	6940	City Pension Plan		17,975	20,790	25,830	58,006	55,593	58,830
0111112	6941	Defined Contribution 401(a) Plan		15,144	15,955	16,625	16,466	34,603	33,922
0111112	6950	Term Life Insurance		1,049	1,301	1,296	1,209	2,147	2,198
0111112	6960	Group Hospitalization Ins.		69,900	68,944	71,439	72,352	131,173	144,021
0111112	6961	Long-Term Disability Ins.		432	561	566	440	625	598
0111112	6962	Dental Insurance		3,918	3,918	3,884	3,760	7,238	7,566
0111112	6963	Flexible Spending Account		-	-	-	-	-	63
0111112	6964	Health Savings Account		1,500	3,000	3,000	3,125	2,414	3,000
0111112	6965	Post-Employment Benefits		7,399	8,377	9,613	10,161	7,479	8,310
0111112	6966	Retirement Health Savings Account		4,138	4,201	4,155	4,159	8,742	8,916
0111112	6967	Emergency Room Reimbursements		-	-	-	-	958	960
0111112	6968	Vision Insurance Premiums		196	192	189	184	346	337
TOTAL PERSONNEL SERVICES				\$ 398,045	\$ 461,618	\$ 483,609	\$ 522,760	\$ 823,930	\$ 841,107

**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

* 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

**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

*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

* 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	\$ 1,390,157

**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 **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,288,198	\$ 1,251,964	\$ 1,432,216	\$ 1,354,817	\$ 1,371,738	\$ 1,397,589
Materials and Supplies	7,306	9,496	5,160	2,785	8,200	6,900
Contractual Services	145,932	121,042	99,610	103,632	167,383	194,188
Other Charges	7,070	12,223	17,396	14,153	24,551	20,750
Subtotal	\$ 1,448,506	\$ 1,394,725	\$ 1,554,382	\$ 1,475,387	\$ 1,571,872	\$ 1,619,427
Inter-Dept. Charges	86,056	58,986	92,956	91,301	99,902	98,303
Total Operating Expenses	\$ 1,534,562	\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,671,774	\$ 1,717,730

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

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

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121084	8020	Advertising	\$ 58	\$ -	\$ -	\$ -	\$ 500	\$ 500
0121084	8030	Casualty Insurance	7,219	7,013	7,508	13,202	16,957	18,888
0121084	8032	Insurance - Auto	10,155	9,505	9,033	11,280	12,994	14,400
0121084	8033	Insurance - Broker	1,640	1,689	1,705	2,438	2,634	2,780
0121084	8035	Insurance - Worker's Compensation	-	24,530	32,500	23,118	4,800	4,200
0121084	8040	Merchant Fees and Discounts	33,961	20,636	8,735	11,312	25,000	15,000
0121084	8050	Phone/Communications	2,707	2,088	274	-	-	-
0121084	8120	Outside Consulting	-	-	-	-	46,880	85,000
0121084	8131	Information Technology Cont'l	42,919	23,306	21,830	22,412	27,930	29,390
0121084	8312	Fleet & Facilities Services	47,079	32,065	17,915	19,728	29,488	23,830
0121084	8550	Misc. Contracted Services	194	210	110	142	200	200
TOTAL CONTRACTUAL SERVICES			\$ 145,932	\$ 121,042	\$ 99,610	\$ 103,632	\$ 167,383	\$ 194,188

**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	13,250
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	\$ 20,750

* 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

* 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	\$ 1,717,730

**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 **
<u>REVENUE</u>						
Parking Lot Revenues	\$ 1,580,192	\$ 1,645,623	\$ 902,751	\$ 1,555,409	\$ 2,795,000	\$ 4,263,500
Other Revenues	1,365,092	1,119,531	236,064	216,675	12,000	12,000
Gross Operating Revenue	\$ 2,945,284	\$ 2,765,154	\$ 1,138,815	\$ 1,772,084	\$ 2,807,000	\$ 4,275,500
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,285,104	\$ 1,406,090	\$ 1,166,155	\$ 1,005,753	\$ 1,198,050	\$ 1,296,711
Materials and Supplies	37,230	37,898	21,631	31,696	40,850	48,600
Contractual Services	485,835	455,963	362,934	677,511	678,723	734,092
Other Charges	111,648	91,804	111,801	125,924	149,225	142,145
Subtotal	\$ 1,919,817	\$ 1,991,755	\$ 1,662,521	\$ 1,840,884	\$ 2,066,848	\$ 2,221,548
Inter-Dept. Charges	281,509	214,795	301,310	285,842	319,458	309,079
Total Operating Expenses	\$ 2,201,326	\$ 2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,386,306	\$ 2,530,627

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

**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

* 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	137,110
5495404	8131	Information Technology Cont'l	30,205	70,977	45,182	65,042	61,542	73,601
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	\$ 734,092

**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

* 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

* 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	\$ 2,530,627

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

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

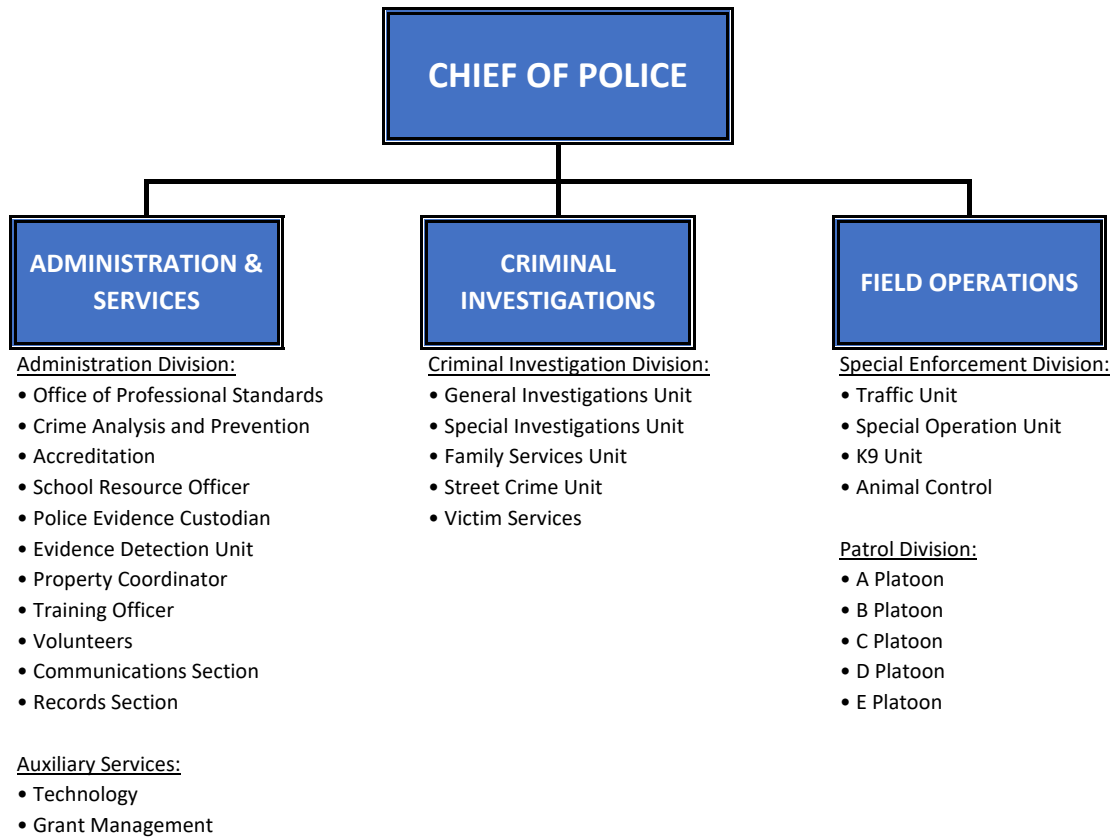
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CAPITAL PROJECTS BUDGET				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
5495406	9620	Land & Land Improvement		\$ -	\$ 175,135	\$ -	\$ -	\$ -	\$ -
5495406	9622	Machinery & Equipment		-	329,702	100,883	75,571	-	62,792
TOTAL CAPITAL PROJECTS BUDGET				\$ -	\$ 504,837	\$ 100,883	\$ 75,571	\$ -	\$ 62,792

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
V2301 - Third Veh.-Mounted License Plate Recognition Device and Warranty	\$ 62,792	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
V2302 - Parking Lot Surface Maintenance	-	200,000	-	-	-	-	-	-
TOTAL PARKING FUND	\$ 62,792	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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



**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

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

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

- **Patrol Division:**

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2021, the police department logged 47,993 calls for service in the Computer Aided Dispatch System. Oversight of the division is maintained by the Patrol Division Lieutenant.

- **Special Enforcement Division:**

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

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

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

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

- **Criminal Investigations Division:**

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

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

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

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

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

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

- **Administration Division:**

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

School Resource Officers (SRO) - The SRO is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the police explorer program, and maintaining liaison with local schools. The SROs are assigned to and work full time at Newark High School and maintain a presence at the two public elementary and three Newark Charter Schools.

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

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

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

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

- **Auxiliary Services:**

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

Communications Section - The communications section is the City of Newark's 911 center. Twelve full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 70,000 phone calls per year and dispatches police to approximately 50,000 calls for service.

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

Performance Indicators:	2018	2019	2020	2021
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Service / Arrest Statistics:

Calls for Service	55,250	49,755	38,556	47,993
Adult Criminal Charges	2,187	2,612	847	1,520
Juvenile Criminal Charges	124	177	41	107
Adult Civil Charges	n/a	n/a	n/a	438
Juvenile Civil Charges	n/a	n/a	n/a	7

Part I Crime Statistics:

Homicide (Attempts)	0(0)	1(0)	0(0)	1(0)
Kidnap	1	2	5	2
Rape	14	6	4	5
Unlawful Sexual Contact	6	5	6	8
Robbery	19	18	23	22
Aggravated Assault	20	25	19	29
Burglary	49	67	40	36
Theft	599	584	550	703
Theft / Auto	50	47	70	62
Arson	0	0	0	0
All Other	110	111	162	14

Part I Crime Statistics Total:	868	866	881	881
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Part II Crime Statistics Total:	2,339	2,259	1,978	2,934
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Public Order Incidents:

(Included in above Part II Crimes)

Alcohol	215	184	41	161
Noise	772	647	594	799
Disorderly Conduct	160	176	166	424
Misdemeanor Assaults	249	277	277	244

Traffic Statistics:

Motor Vehicle Arrests	10,270	11,551	4,110	12,514
DUI Arrests	191	213	92	181
Accidents	1,375	1,391	832	1,247
Fatalities	1	2	0	1
Injury Accidents	235	235	147	182

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments of 2022 include:

- 9TH Consecutive CALEA L.E. Reaccreditation
- 1st Communications CALEA Accreditation
- Hiring bonus for certified and entry level police officers
- Ability to waive college requirement for certified police officers
- Established 2-year contract with Epic Recruiting Services

Notable Training:

- Fair and Impartial Policing Training
- Active Bystandership for Law Enforcement Project
- Crisis Intervention Training
- Supervisory and Executive Leadership Training
- Established 2-year contract with Epic Recruiting Services
- NJSACOP Command and Leadership Program
- Alice (Active Shooter) Instructor Training
- Advanced Collision Reconstruction
- BWC/MVR Training
- CALEA Accreditation Manager Online Training
- Celebrite Recertification Training
- Advanced School Resource Officer Training
- Armorer Training
- Drug Recognition Exert Training
- Advanced Firearms Instructor Training

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments of 2022 include (continued):

Community Events and Social Media Outreach:

- National Night Out
- Community Days
- Presents with Police
- Active Facebook, Instagram, Next Door, Neighbors, and Twitter Accounts (Over 25,000 followers)
- Partnerships with Newark Parks and Recreation Camps
- “No Shave November”
- Virtual Career Fairs
- Mobile PAL Programing

Technology:

- New and upgraded City surveillance cameras
- New and upgraded LPR systems
- Upgraded communications system for the cell block

Equipment Upgrades:

- Upgraded remaining handguns to the Sig Sauer P320 9mm platform with optics

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Newark Police Department Strategic Goals for 2023 include:

GOAL ONE: PREVENT AND SOLVE CRIME

Objective 1.1 Implement proactive crime fighting strategies

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

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

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

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

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

Objective 1.2 Develop strategies designed to reduce victimization.

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

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

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

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

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

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

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

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Objective 1.4 Enhance Traffic Safety

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

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

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

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

Action item - Conduct educational outreach campaigns.

Action item - Develop and implement targeted enforcement strategies.

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

GOAL TWO: ENHANCE, STRENGTHEN, AND SUSTAIN PARTNERSHIPS

Objective 2.1 Enhance public perception and value through positive interactions.

Action item - Enhance customer service philosophy.

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

Objective 2.2 Enhance partnership opportunities with local businesses.

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

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

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

Action item – Continue NPD’s hosting of the Citizen Police Academy and re-institute the Youth Police Academy.

Action item - Explore utilization of volunteers and interns.

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

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

Action item – Increase School Resource Officer presence in city-wide schools with a focus on the NASRO “Triad” concept.

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Objective 2.4 Increase proactive media presence

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

Objective 2.5 Continue interagency cooperation

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

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

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

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

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

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

GOAL THREE: RECRUIT A DIVERSE AND QUALITY WORKFORCE

Objective 3.1 Enhance recruiting strategies

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

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

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

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

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

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

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

Objective 3.2 Review hiring practices

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

GOAL FOUR: ENHANCE PROFESSIONAL DEVELOPMENT, LEADERSHIP AND OFFICER RETENTION

Objective 4.1 Evaluate and update the Field Training Program

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

Objective 4.2 Develop employee competency and capabilities

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

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

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

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

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

Objective 4.3 Develop current and future leaders

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

Action step - Develop and implement formal succession plan.

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

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

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

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

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

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

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Objective 4.5 Officer Retention

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

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

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

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

Action step – Evaluate and develop growth opportunities for personnel.

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

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

GOAL FIVE: ENHANCE INFRASTRUCTURE, EQUIPMENT, AND TECHNOLOGY

Objective 5.1 Continue with plans to build indoor range facilities

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

Action step – Continue to explore potential range locations.

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

Objective 5.2 Improve evidence storage capabilities

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

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

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

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

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

**CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL GOALS**

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

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

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

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

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

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

Objective 5.6 Improve mobile workforce capabilities

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

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

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

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

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

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

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

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

General Fund - Police Department

Summary:

* as amended

** as proposed

POLICE DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 12,256,404	\$ 12,685,332	\$ 13,659,044	\$ 13,847,220	\$ 13,716,314	\$ 14,776,409
Materials and Supplies	200,610	203,497	141,419	141,875	240,123	330,270
Contractual Services	2,029,008	1,281,415	1,430,987	1,557,517	1,648,656	1,755,668
Other Charges	327,113	363,565	366,131	414,147	667,491	588,980
Subtotal	\$ 14,813,135	\$ 14,533,809	\$ 15,597,581	\$ 15,960,759	\$ 16,272,584	\$ 17,451,327
Inter-Dept. Charges	795,587	563,502	861,598	824,670	908,096	812,350
Total Operating Expenses	\$ 15,608,722	\$ 15,097,311	\$ 16,459,179	\$ 16,785,429	\$ 17,180,680	\$ 18,263,677

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

General Fund - Police Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121092	6020	Supervisory	\$ 1,942,417	\$ 2,011,792	\$ 2,087,521	\$ 2,051,781	\$ 2,169,091	\$ 2,248,088
0121092	6030	Engineering/Technical	49,198	51,912	57,210	58,503	62,042	65,804
0121092	6070	Police Officers	3,656,106	3,817,436	4,257,354	4,148,969	4,324,207	4,596,711
0121092	6073	Communications	750,937	783,116	863,656	819,188	880,173	945,905
0121092	6074	Animal Control	53,680	54,455	59,713	58,801	59,937	61,096
0121092	6080	Clerical	220,010	234,630	258,513	226,883	287,264	319,905
0121092	6540	Education Stipend	-	35,250	54,750	50,000	52,000	48,000
0121092	6580	Service Award	126,630	134,708	143,906	145,828	37,391	40,620
0121092	6590	Sick Pay	80,466	86,988	117,555	98,259	125,302	90,460
0121092	6600	Part-Time	41,586	43,867	48,216	48,466	45,932	46,873
0121092	6619	Standby Pay	33,153	51,423	67,402	44,741	46,572	47,969
0121092	6620	Overtime	362,036	418,145	264,846	394,234	408,380	420,631
0121092	6621	Shift Differential	12,302	11,760	15,312	12,347	16,250	16,575
0121092	6622	Holiday Premium	119,830	127,664	178,682	82,870	125,000	128,750
0121092	6629	Reimbursable Overtime	256,642	207,870	186,462	236,120	151,298	155,837
0121092	6880	Uniform Allowance	24,102	23,793	24,351	21,885	24,100	25,450
0121092	6885	Device Reimbursement	2,400	2,050	3,000	2,900	3,000	3,000
0121092	6920	Unemployment Comp. Ins.	26,410	26,867	30,273	27,423	27,621	27,010
0121092	6930	Social Security Taxes	574,687	600,316	643,415	621,865	641,711	672,907
0121092	6940	City Pension Plan	1,643,806	1,530,860	1,650,000	2,031,940	1,818,243	1,924,080
0121092	6941	Defined Contribution 401(a) Plan	27,045	30,764	41,692	51,318	56,141	72,079
0121092	6943	State Pension Plan	-	-	-	8,564	-	70,030
0121092	6950	Term Life Insurance	28,722	35,143	36,548	33,342	32,032	33,884
0121092	6960	Group Hospitalization Ins.	1,465,112	1,581,688	1,675,957	1,673,428	1,745,683	2,074,455
0121092	6961	Long-Term Disability Ins.	11,732	15,216	16,115	12,498	9,594	10,075
0121092	6962	Dental Insurance	82,173	84,983	87,038	83,952	95,124	99,773
0121092	6963	Flexible Spending Account	793	788	882	714	819	945
0121092	6964	Health Savings Account	5,250	4,500	7,500	9,000	10,500	9,000
0121092	6965	Post-Employment Benefits	611,097	626,062	721,839	732,275	391,860	435,400
0121092	6966	Retirement Health Savings Account	33,430	37,054	44,864	46,962	51,030	66,127
0121092	6967	Emergency Room Reimbursements	10,264	9,778	9,855	7,747	13,050	13,699
0121092	6968	Vision Insurance Premiums	4,388	4,454	4,617	4,417	4,967	5,271
TOTAL PERSONNEL SERVICES			\$ 12,256,404	\$ 12,685,332	\$ 13,659,044	\$ 13,847,220	\$ 13,716,314	\$ 14,776,409

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

General Fund - Police Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121093	7040	Firearm Supplies	\$ 49,459	\$ 50,863	\$ 39,189	\$ 10,341	\$ 67,123	\$ 88,429
0121093	7130	Tools and Small Equipment	44,303	34,176	39,545	38,450	62,675	95,632
0121093	7131	Information Technology Supplies	-	-	489	-	1,000	1,000
0121093	7135	Forensic/Photography Supplies	6,847	7,001	6,343	7,438	7,250	7,613
0121093	7140	Uniforms	82,916	92,888	44,423	70,315	81,625	115,146
0121093	7141	Uniform Allowance	-	95	-	-	-	-
0121093	7150	Office Supplies	11,115	12,768	8,540	9,979	13,000	15,000
0121093	7160	Books, Periodicals, Etc.	546	-	361	1,243	1,500	1,500
0121093	7200	Copying Supplies	4,172	4,312	1,911	3,046	4,500	4,500
0121093	7530	Prisoners' Expenses	35	183	14	-	250	250
0121093	7550	Misc. Supplies	1,217	1,211	604	1,063	1,200	1,200
TOTAL MATERIALS & SUPPLIES			\$ 200,610	\$ 203,497	\$ 141,419	\$ 141,875	\$ 240,123	\$ 330,270

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121094	8020	Advertising	\$ 320	\$ 1,104	\$ 308	\$ 1,305	\$ 1,200	\$ 1,500
0121094	8030	Casualty Insurance	120,774	114,710	122,731	126,160	141,040	155,826
0121094	8031	Insurance - Property	1,900	2,173	2,637	918	-	-
0121094	8032	Insurance - Auto	49,613	48,227	56,606	65,578	73,090	82,656
0121094	8033	Insurance - Broker	16,643	17,228	17,377	21,415	21,905	22,935
0121094	8035	Insurance - Worker's Compensation	-	299,490	395,546	401,350	436,000	381,500
0121094	8050	Phone/Communications	20,616	22,303	13,603	11,291	18,170	10,900
0121094	8130	Building & Equipment Rental (1)	22,500	22,500	30,600	4,500	10,350	10,350
0121094	8131	Information Technology Cont'l	82,437	117,462	119,421	120,031	233,936	253,768
0121094	8180	Consulting Fees	5,567	4,695	4,695	4,695	5,000	5,000
0121094	8300	Mach. & Equip. Maintenance	4,821	5,643	1,824	-	6,000	6,000
0121094	8312	Fleet & Facilities Services	1,657,852	547,347	606,638	662,854	661,015	784,283
0121094	8313	Self-Insurance Services	18,286	43,289	26,825	95,310	-	-
0121094	8480	Communication Equip. Maint.	-	377	1,082	2,074	1,500	1,500
0121094	8550	Misc. Contracted Svc.	20,182	27,243	24,047	32,746	31,950	31,950
0121094	8570	Annual Reports & Pub. Rel.	7,497	7,624	7,047	7,290	7,500	7,500
TOTAL CONTRACTUAL SERVICES			\$ 2,029,008	\$ 1,281,415	\$ 1,430,987	\$ 1,557,517	\$ 1,648,656	\$ 1,755,668

(1) Includes Alcohol Beverage Control Program

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

General Fund - Police Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0121095	9020	Mileage & Small Bus. Exp.	\$ 4,193	\$ 3,408	\$ 1,242	\$ 1,211	\$ 3,500	\$ 3,500
0121095	9030	Recruitment & Retention Expenses	-	11,805	12,369	8,443	164,000	50,000
0121095	9060	Depreciation Expense	283,026	302,609	334,838	377,905	439,991	467,980
0121095	9070	Training & Continuing Educ/Conf	39,894	45,743	17,682	26,588	60,000	67,500
TOTAL OTHER CHARGES			\$ 327,113	\$ 363,565	\$ 366,131	\$ 414,147	\$ 667,491	\$ 588,980

* as amended

** as proposed

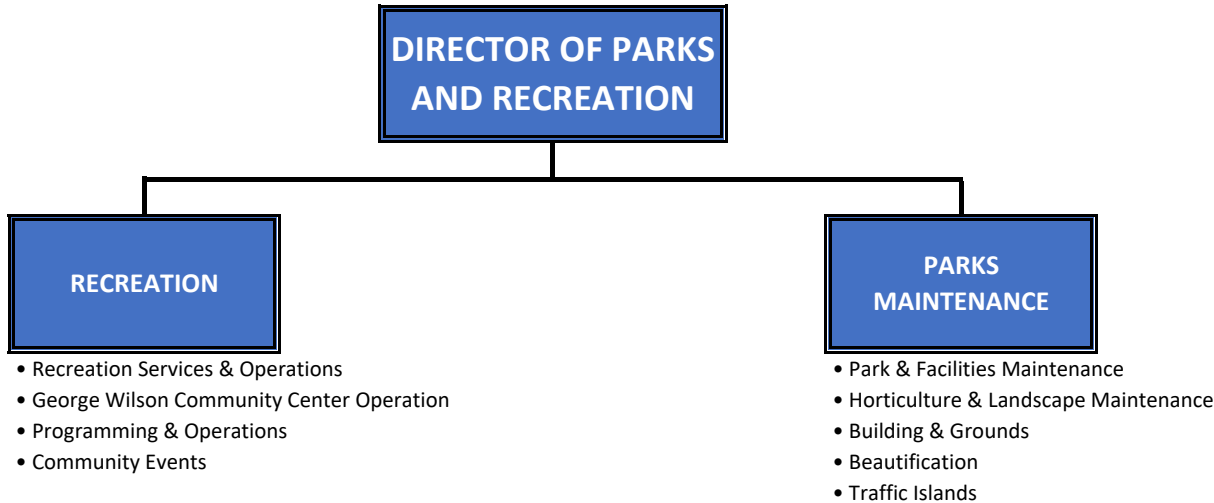
INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 218,240	\$ 39,152	\$ 260,090	\$ 269,879	\$ 250,558	\$ 275,642
		Electricity	75,103	71,600	71,600	55,100	72,300	64,000
		Information Technology	484,772	424,878	493,134	474,745	556,992	447,124
		Mailroom and Postage	53	9,140	9,099	9,270	9,591	10,200
		Other Indirect Expenses	5,789	6,837	13,916	4,248	4,329	4,250
		Records	11,630	11,895	13,759	11,428	14,326	11,134
TOTAL INTER-DEPT. CHARGES			\$ 795,587	\$ 563,502	\$ 861,598	\$ 824,670	\$ 908,096	\$ 812,350

* as amended

** as proposed

OPERATING EXPENSES - POLICE DEPARTMENT			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 15,608,722	\$ 15,097,311	\$ 16,459,179	\$ 16,785,429	\$ 17,180,680	\$ 18,263,677

**CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

Administration and Planning

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

Parks and Horticulture

The Division is responsible for the maintenance of 662 acres of parkland which includes 53 park and open space areas, 19 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2); shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 5,400 registrations were received in 2021 for the various programs and events with a total of over 45,000 participants throughout the year.

**CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include:

- Developed a preliminary design for Old Paper Mill Road Park that includes a multipurpose grass field, pickleball courts and pavilion area.
- Completed construction of Hillside Park.
- Completed the installation of the Charles Emerson Pedestrian and Bicycle bridge.

PARKS:

- Completed the installation of the new park signage throughout the park system.
- Completed repairs and resurfacing of the Fairfield and Phillips Park tennis courts and the White Chapel Basketball court.
- Completed tree giveaway of 155 trees to Newark residents with financial support from the Conservation Advisory Commission (CAC)
- Received grant funding from the Delmarva Sustainability Grant Program to plant over 900 trees throughout the park system. Had over 100 volunteers assisting with the plantings at 5 different sites.
- Improved the drainage issues at the multi-purpose court at Dickey Park.
- Installed new park pavilion at Lumbrook Park in honor of former Councilwoman Sharon Hughes.

RECREATION:

- Installation of a new kiln at the George Wilson Center replacing the old kiln that was over 30 years old.
- Received grant money from the Childcare Stabilization grant for the Before and After School Care programs which assisted with personnel costs and outdoor classrooms for both sites.
- Happy to report that we have been able to resume with Community Events including the Egg Hunt, Memorial Day Parade, July 4th Fireworks, Community Day, etc. after a two year hiatus due to COVID-19.

**CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Improve drainage at Devon Park and install a new play feature as part of the project.
- Begin construction of Old Paper Mill Road Park.
- Complete pool resurfacing of George Wilson Center and Dickey Park pools.
- Improve connectivity to the Charles Emerson Bridge by expanding the sidewalk through Olan Thomas Park and creating a paved trail to Kershaw Park and the Pomeroy Trail.
- Improve the landscaping on Academy Building Lawn around the Memorial plaque.
- Complete ADA path at Kells Park to James Hall trail.
- Complete resurfacing of Lumbrook Park basketball and tennis courts.

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Parks and Recreation Department

Summary:

* as amended

** as proposed

PARKS AND RECREATION DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 2,293,051	\$ 2,350,676	\$ 2,305,918	\$ 2,309,975	\$ 2,572,937	\$ 2,710,818
Materials and Supplies	92,608	82,660	67,638	75,650	111,650	122,480
Contractual Services	1,367,766	662,903	639,839	830,941	920,439	967,635
Other Charges	55,118	57,103	60,909	61,189	82,490	94,170
Subtotal	\$ 3,808,543	\$ 3,153,342	\$ 3,074,304	\$ 3,277,755	\$ 3,687,516	\$ 3,895,103
Inter-Dept. Charges	299,319	223,498	358,752	316,333	351,862	341,309
Special Revenue Accounts	18,404	13,671	12,913	16,681	41,195	54,220
Total Operating Expenses	\$ 4,126,266	\$ 3,390,511	\$ 3,445,969	\$ 3,610,769	\$ 4,080,573	\$ 4,290,632

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

General Fund - Parks and Recreation Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0151142	6020	Supervisory	\$ 543,702	\$ 565,480	\$ 619,479	\$ 608,634	\$ 630,233	\$ 622,927
0151142	6030	Engineering/Technical	30,867	33,907	38,599	37,690	43,581	45,821
0151142	6080	Clerical	45,060	47,565	52,410	53,605	56,864	59,681
0151142	6230	Maintenance Workers	372,633	402,160	430,790	400,016	413,360	436,107
0151142	6580	Service Award	27,257	29,474	32,023	31,208	35,146	29,334
0151142	6590	Sick Pay	12,222	12,297	13,197	25,809	16,924	15,310
0151142	6600	Part-Time	-	-	1,520	-	-	-
0151142	6610	Seasonal Workers	124,085	68,013	4,204	50,482	148,284	154,215
0151142	6620	Overtime	28,120	24,634	13,412	27,888	32,240	33,530
0151142	6622	Holiday Premium	2,759	5,099	3,194	705	-	-
0151142	6680	Day Camp	42,832	42,353	36,207	49,501	68,370	75,045
0151142	6685	Before and After Care	87,603	90,754	31,545	60,306	117,660	141,192
0151142	6690	Self-Supporting Programs	120,465	120,327	61,615	65,338	139,920	174,900
0151142	6750	Life Guards	12,003	13,615	3,188	6,618	15,137	20,460
0151142	6770	Comm Events - Rec Specialist	34,784	32,903	33,053	33,611	42,036	38,564
0151142	6850	Center Attendants	36,464	37,280	18,825	29,460	33,205	34,102
0151142	6880	Uniform Allowance	4,680	4,680	4,630	4,340	4,680	4,980
0151142	6885	Device Reimbursement	3,300	3,300	3,275	3,150	3,300	4,650
0151142	6920	Unemployment Comp. Ins.	11,756	10,879	8,258	9,825	5,646	6,874
0151142	6930	Social Security Taxes	113,911	114,374	104,031	109,566	132,353	140,086
0151142	6940	City Pension Plan	241,871	277,370	346,539	250,566	223,596	236,610
0151142	6941	Defined Contribution 401(a) Plan	8,039	8,486	9,297	11,442	12,972	23,487
0151142	6950	Term Life Insurance	4,552	5,522	5,654	5,050	4,896	5,082
0151142	6960	Group Hospitalization Ins.	258,750	267,744	280,865	279,762	297,599	303,125
0151142	6961	Long-Term Disability Ins.	1,784	2,296	2,403	1,838	1,404	1,405
0151142	6962	Dental Insurance	14,336	14,475	14,365	13,631	15,769	14,226
0151142	6963	Flexible Spending Account	252	268	252	226	315	252
0151142	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	1,500
0151142	6965	Post-Employment Benefits	103,070	109,876	127,370	133,100	68,472	76,080
0151142	6966	Retirement Health Savings Account	2,758	2,801	2,952	3,884	4,350	8,173
0151142	6967	Emergency Room Reimbursements	800	400	400	400	2,175	2,248
0151142	6968	Vision Insurance Premiums	836	844	866	824	950	852
TOTAL PERSONNEL SERVICES			\$ 2,293,051	\$ 2,350,676	\$ 2,305,918	\$ 2,309,975	\$ 2,572,937	\$ 2,710,818

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

General Fund - Parks and Recreation Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0151143	7020	Heating Fuel	\$ 71	\$ -	\$ -	\$ -	\$ 100	\$ -
0151143	7021	Advertising Supplies	780	932	801	421	1,250	1,250
0151143	7110	Safety Shoes and Supplies	1,852	1,596	604	1,106	2,500	2,500
0151143	7130	Tools,Field Sup.,Small Equip.	7,204	4,581	1,186	3,119	6,800	6,800
0151143	7150	Office Supplies	1,638	1,550	946	1,279	1,700	1,700
0151143	7250	Buildings and Grounds Maint. Supplies	31	-	-	-	-	-
0151143	7255	Vandalism Supplies	-	-	-	-	-	2,500
0151143	7300	Mach. & Equip. Maintenance	1,737	2,237	1,000	2,129	2,000	2,000
0151143	7450	Salt, Sand & Snow Removal	851	-	-	1,525	1,500	1,750
0151143	7500	Parks Maintenance	40,450	33,218	29,032	44,169	56,000	60,480
0151143	7501	Island Beautification	5,133	6,512	17,720	3,755	6,000	6,480
0151143	7550	Miscellaneous Supplies	53	-	-	-	-	-
0151143	7680	Day Camp	1,076	1,498	1,438	1,038	1,600	1,850
0151143	7685	Before and After Care	1,610	1,743	696	1,105	1,800	2,000
0151143	7690	Self-Supporting Programs	19,380	18,366	10,737	12,658	21,000	23,100
0151143	7691	Community Day	1,821	3,715	-	402	1,700	1,870
0151143	7692	Liberty Day Fireworks	1,599	249	105	295	500	500
0151143	7693	Halloween Parade/Trick or Treat	1,671	108	164	111	400	400
0151143	7694	Other Special Events	2,487	3,870	1,881	1,934	4,300	4,300
0151143	7850	George Wilson Center	3,164	2,485	1,328	604	2,500	3,000
TOTAL MATERIALS AND SUPPLIES			\$ 92,608	\$ 82,660	\$ 67,638	\$ 75,650	\$ 111,650	\$ 122,480

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

General Fund - Parks and Recreation Department

Expenditures:

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0151144	8020	Advertising	\$ 4,769	\$ 4,508	\$ 1,518	\$ 3,354	\$ 4,500	\$ 4,500
0151144	8030	Casualty Insurance	7,179	7,823	8,375	20,757	27,746	30,693
0151144	8031	Insurance - Property	6,421	6,186	7,311	7,488	8,785	9,702
0151144	8032	Insurance - Auto	24,931	24,487	26,420	28,216	30,860	34,848
0151144	8033	Insurance - Broker	3,650	4,157	4,197	4,358	4,309	4,518
0151144	8035	Insurance - Worker's Compensation	-	51,595	68,170	56,986	36,800	32,200
0151144	8040	Merchant Fees and Discounts	20,323	18,816	13,365	18,521	20,000	30,000
0151144	8050	Phone/Communications	17,963	18,544	19,413	17,646	3,450	18,000
0151144	8130	Building & Equipment Rental	4,632	4,775	-	833	13,500	10,500
0151144	8131	Information Technology Cont'l	34,205	33,844	33,627	40,819	36,448	38,293
0151144	8255	Vandalism Cont'l	-	-	-	-	-	2,500
0151144	8300	Mach. & Equip. Maintenance	743	-	77	-	700	700
0151144	8312	Fleet & Facilities Services	982,166	196,307	216,510	254,366	278,562	307,955
0151144	8313	Self-Insurance Services	-	10,702	53,108	29,050	-	-
0151144	8410	Creek Maintenance	29,800	26,800	42,200	39,860	55,000	60,000
0151144	8420	Tree Removal	58,500	40,175	59,900	148,844	140,000	100,000
0151144	8500	Parks Maintenance	19,358	67,587	20,900	32,988	49,528	52,500
0151144	8550	Misc. Contracted Services	61	182	5,497	462	1,000	500
0151144	8680	Day Camp	8,314	8,537	940	5,649	9,850	11,350
0151144	8685	Before and After Care	1,175	1,324	651	2,372	2,100	2,600
0151144	8690	Self-Supporting Programs	74,435	61,324	26,761	46,354	89,190	93,650
0151144	8691	Community Day	3,786	4,930	1,426	315	4,200	4,536
0151144	8692	Liberty Day/Fireworks	36,630	38,330	5,275	35,576	45,711	54,853
0151144	8693	Halloween Parade/Trick or Treat	470	575	334	793	2,310	2,310
0151144	8694	Other Special Events	5,414	8,686	2,865	6,363	6,825	7,508
0151144	8696	Memorial Day Parade	3,191	3,103	-	200	2,900	2,900
0151144	8850	George Wilson Center	1,295	1,251	1,514	1,571	2,625	2,625
0151144	8899	Retention Basin Mowing	18,355	18,355	19,485	27,200	43,540	47,894
TOTAL CONTRACTUAL SERVICES			\$ 1,367,766	\$ 662,903	\$ 639,839	\$ 830,941	\$ 920,439	\$ 967,635

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

General Fund - Parks and Recreation Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0151145	9020	Mileage & Small Bus. Exp.	\$ 6	\$ 54	\$ -	\$ 40	\$ 50	\$ 50
0151145	9060	Depreciation Expense	48,431	50,760	58,798	60,116	76,440	80,620
0151145	9070	Training & Continuing Educ/Conf	6,681	6,289	2,111	1,033	6,000	13,500
TOTAL OTHER CHARGES			\$ 55,118	\$ 57,103	\$ 60,909	\$ 61,189	\$ 82,490	\$ 94,170

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 68,159	\$ 14,574	\$ 81,562	\$ 84,502	\$ 78,537	\$ 86,163
		Electricity	17,421	11,800	17,238	13,243	17,391	15,424
		Information Technology	187,480	164,317	190,713	183,602	215,412	203,050
		Mailroom and Postage	16	2,820	2,807	2,860	2,959	3,147
		Other Indirect Expenses	12,337	15,062	50,909	16,480	19,909	16,480
		Printing and Reproduction	2,193	2,042	1,332	1,675	2,282	2,282
		Records	11,713	12,883	14,191	13,971	15,372	14,763
TOTAL INTER-DEPT. CHARGES			\$ 299,319	\$ 223,498	\$ 358,752	\$ 316,333	\$ 351,862	\$ 341,309

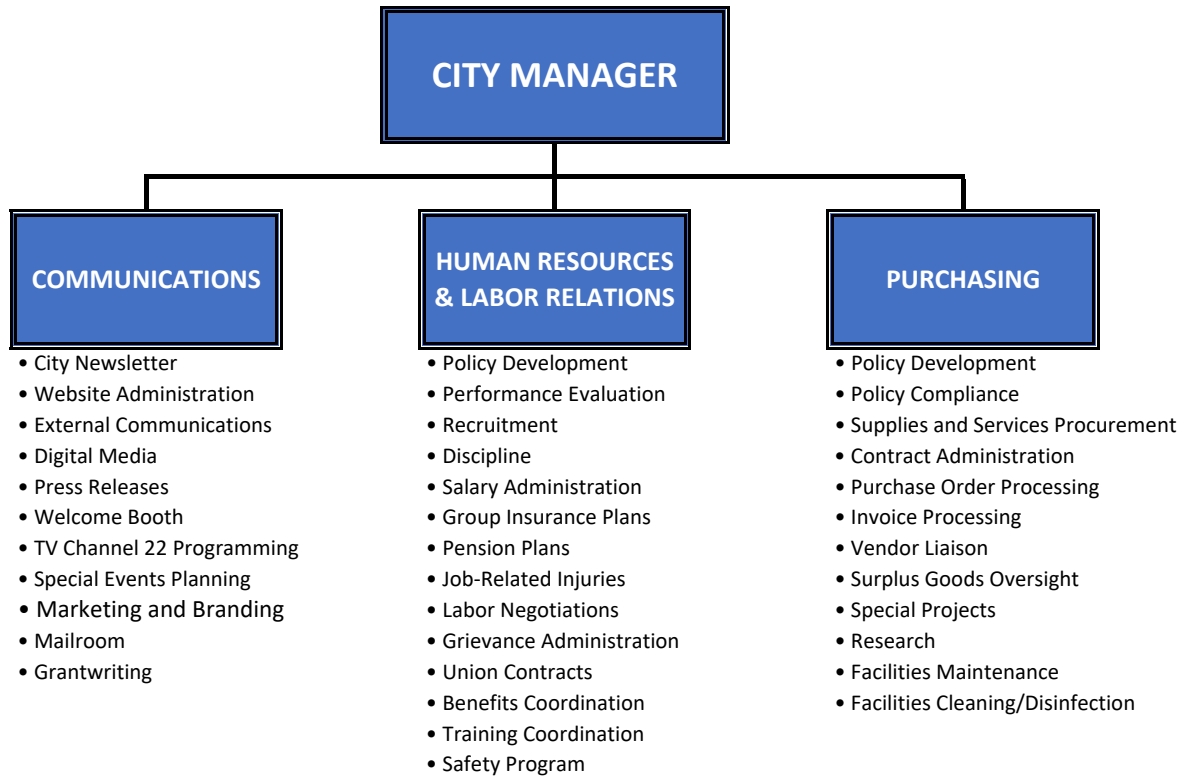
* as amended

** as proposed

OPERATING EXPENSES - PARKS AND RECREATION DEPARTMENT			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 4,107,862	\$ 3,376,840	\$ 3,433,056	\$ 3,594,088	\$ 4,039,378	\$ 4,236,412

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



**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

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

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

The Administration Department is comprised of the following Divisions:

- Communications
- Human Resources
- Purchasing
- Facilities Maintenance

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

Human Resources:

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

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

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

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Human Resources (continued):

Labor Relations are also handled within the Human Resources Division and includes the administration of labor relations involving four collective bargaining groups covering most full and part-time employees. This includes contract negotiations, the administration of collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The division is responsible for providing management employees with assistance and advice in the interpretation of contract provisions and grievance administration. With the exception of management employees, the collective bargaining units negotiate with the city to establish agreements with working conditions, benefits, and salaries of their members. The HR Team works with the various union representatives to resolve employee matters such as grievances, discipline and policy interpretation.

Purchasing:

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

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

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

As part of the Purchasing Division, Facilities Maintenance continues to oversee the Energy Savings Performance Contracting (ESPC) project currently underway by Seiberlich Trane Energy Services since 2019. Additionally, the Facilities Maintenance team works with all departments to ensure protective measures are in place to protect staff during the COVID-19 global pandemic. Additional sanitation and disinfecting measures are implemented throughout the pandemic for the continued safety of City staff and Newark residents.

Communications:

Led by the Chief Communications Officer, the Communications team consists of four additional members: the Creative Designer/Web Specialist, Welcome Center Receptionist and two mailroom aides. Together, the division is responsible for the design, review and approval of nearly all communications produced by the City of Newark for distribution to the public. They use a variety of mediums: print, video and electronic (including web and social media) to share information proactively and serve as liaisons with the media and members of the public to field and respond to questions or concerns. The team also works in partnership with other City Departments to craft messaging, distribute information, develop marketing

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Communications (continued):

materials and respond to critical communication needs, when appropriate. This includes utilizing strategic communication tactics and working with various state, county and municipal agencies, as well as community partners, to respond to topics of interest, and ensure messaging is clear, concise and consistent, while also being shared with the public in a timely manner.

The primary focus of the Communications Division is increased and enhanced communication with the public. The City has a robust social media program with a presence on Facebook, Twitter, Instagram and NextDoor with a combined following exceeding 30,000. In addition to the City-run accounts, the Communication division supports both the Newark Police Department and Parks and Recreation Department in administering and developing content for their social media accounts. Additionally, the team uses the resident notification system InformMe to share broad messages or location-specific information to a targeted audience via phone, text and email.

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

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

The Communications Division proudly maintains the City’s award-winning website.

Committee Liaison:

The Administration Department continues to provide staff support to The Newark Partnership Board, Conservation Advisory Commission, Planning Commission, Diversity & Inclusion Commission, the Traffic Committee, the Newark Area Welfare Committee, and the NAACP. Internally, Administration staff also acts as a liaison to the three employee committees: Safety & Training Committee, Engagement & Wellness Committee, and Professional Development Committee. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities.

Interdepartmental Relations:

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

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include:

- The City Manager's Office received on behalf of the City all \$18.1 million of American Rescue Plan Act funding from the federal government. As part of this process, we had to become knowledgeable on the requirements and restrictions placed on that funding to insure it is used appropriately to avoid potential repayment liability in the future.
- The City Manager's Office began reviewing the Bipartisan Infrastructure Law and Inflation Reduction Act bills for additional funding opportunities in late 2022 and beyond.
- The City Manager's Office led a successful effort to receive \$2.492 million from the State Bond Bill/Community Reinvestment Fund for needed facility improvements.
- Facilities Maintenance worked with Seiberlich Trane Energy Services to bring four new solar arrays online: City Hall, FOC Bldg. #2, Reservoir, McKees Expansion.
- The City Manager's Office began establishing a plan to update Emergency Preparedness plans and completed a tabletop exercise to consider hurricane readiness.
- The purchasing and facilities teams continued to retrofit the offices with air filters and other physical barriers to assist with COVID related safety precautions.
- The purchasing team continues to look into areas to install electric vehicle charging stations. Purchasing staff continues to review grant opportunities to expand EV charging capabilities throughout Newark for fleet and public use.
- On January 1, 2022, the newly negotiated labor contract with FOP Lodge 4 went into place following successful negotiations in 2021.
- As of August 2022, the HR Division posted 67 positions ranging from temporary/seasonal to full-time employees due to promotions, retirements, and resignations. The expectation is that this will continue in 2022 as more retirements and promotions occur. The 67 postings is already a record number for any year, with 5 months left to go in the year.
- Finalized updates to City Pension Ordinance and Investment Policy Statement as reviewed and approved by Pension Committee.
- Completed the process for implementing the new CDL trainer program with Public Works, Electric and Parks/Recreation.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 (continued):

- In 2021, the Purchasing Division processed 1,148 purchase orders, 45 of which were equal to or greater than \$50,000. There were 15 contracts and 5 RFPs. Those that made it through to bid opening are as follows:
 - o Contract 21-01: Northwest Booster Station Generator
 - o Contract 21-02: Purchase of Okonite EPR Wire or Equal
 - o Contract 21-03: Valve Operation Improvement and Maintenance
 - o Contract 21-04: Culvert Replacement – Curtis Lane
 - o Contract 21-05: Parks Signage Replacements
 - o Contract 21-06: Street Improvement Program
 - o Contract 21-07: Police Vehicle Equipment Upfitting
 - o Contract 21-08: Sidewalk Contract (not bid)
 - o Contract 21-09: Chlorine Booster Station – New London Tank
 - o Contract 21-10: 2021 ADA Transition Plan (not bid)
 - o Contract 21-11: Furnishing Labor Equipment for Electric Line Tree Trimming
 - o Contract 21-12: Sanitary Sewer CIPP Lining 2021
 - o Contract 21-13: Stormwater Management Retrofit – Abbotsford BMP
 - o Contract 21-14: Water Main Replacement (not bid)
 - o Contract 21-15: Purchase of 4 Side Loading Refuse Trucks
 - o RFP 21-01: On-Call Engineering Services
 - o RFP 21-02: SCADA Integration Services
 - o RFP 21-03: Utility Billing Printing and Mailing Services (not bid)
 - o RFP 21-04: NPD Overtime Management Solution
 - o RFP 21-05: Charrette and Recommended Revisions to the BB and RA Districts
- As of August 2022, the Purchasing Division processed 942 purchase orders, 25 of which were equal to or greater than \$50,000. So far, there are 14 contracts and 1 RFP completed or in progress. They are as follows:
 - o Contract 22-01: Wire Trailer
 - o Contract 22-02: Wire Tensioner Trailer
 - o Contract 22-03: 2021 ADA Curb Ramp Replacement
 - o Contract 22-04: Water Main Replacement
 - o Contract 22-05: Atrium Entrance Demolition
 - o Contract 22-06: Exterior Paint and Powerwash (not bid)
 - o Contract 22-07: Sale of 919 Rockmoss Avenue
 - o Contract 22-08: Evergreen Booster Station
 - o Contract 22-09: CMP Fremont Road
 - o Contract 22-10: 2022 ADA Curb Ramp Replacement
 - o Contract 22-11: Windy Hills Water Tank Repairs
 - o Contract 22-12: Edjil Drive Culvert Rehabilitation
 - o Contract 22-13: Curtis WTP Filter Units
 - o Contract 22-14: 2022 Street Improvement Program
 - o RFP 22-01: Police Recruitment and Advertising Services
- All contract-related materials can be found at www.newarkde.gov/bids.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Navigate through any remaining COVID-19-related issues on the staff level and within the Newark community, as well as monitor other emerging public health emergencies (Monkeypox, polio, other viruses).
- Continue to support operating departments for successful implementation of projects that are included in the 2023 capital budget and spend funds associated with ARPA on designated timelines.
- Support the Planning and Development Department's BB and RA zoning code rewrite process.
- Support the divisional goals of the Administrative Department, which are HR/Labor, Communications, Purchasing, and Facilities Maintenance.
- Finalize the City Purchasing Manual (if not complete in 2022) and work with operating departments to understand and adhere to new policies and directives.
- Complete the City's Energy Savings Performance Contracting project for the improvement of the facilities' HVAC systems, roofs, and lighting, as well as expand the City's solar output, switch streetlights to LEDs, and other miscellaneous energy saving measures.
- Work with Seiberlich Trane Energy Services and other contractors to complete ESCO project round 2 and other security upgrades with funds received from the State Community Reinvestment Fund.
- Continue to pursue additional preventative maintenance options to preserve the City's facilities.
- Continue to build checklists, "cheat sheets," templates, and other helpful forms to expedite many HR and Purchasing-related tasks, such as onboarding, equipment disposal, contract development, personnel requisitions, etc.
- Update the City's Personnel Policy Manual, Employee Handbook, and all job descriptions.
- Support the staff-led safety, wellness and employee engagement, and professional development committees to continue improving in these areas.
- Update and make improvements to HR/Labor portion on City website.
- Update and digitize all HR forms and make available on City Intranet.
- Create an employee wellness/benefits page on City Intranet for resources.
- Develop and roll out a new smartphone app to keep residents and businesses informed of City events, changes in operations and weather updates, help locate Parks and green spaces, and provide the option for electronic bill payments.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 (continued):

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

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

General Fund - Administrative Department - Management Division

Summary:

* as amended

** as proposed

MANAGEMENT DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 851,548	\$ 815,373	\$ 1,071,646	\$ 1,088,940	\$ 1,109,719	\$ 1,241,691
Materials and Supplies	7,307	143,248	140,583	141,830	152,850	161,100
Contractual Services	406,703	276,967	215,570	270,643	261,205	287,877
Other Charges	55,552	87,257	61,856	106,861	83,011	174,530
Subtotal	\$ 1,321,110	\$ 1,322,845	\$ 1,489,655	\$ 1,608,274	\$ 1,606,785	\$ 1,865,198
Inter-Dept. Charges	(213,081)	(589,843)	(331,607)	(316,194)	(353,713)	(369,896)
Total Operating Expenses	\$ 1,108,029	\$ 733,002	\$ 1,158,048	\$ 1,292,080	\$ 1,253,072	\$ 1,495,302

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

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

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

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

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

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

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111124	8030	Casualty Insurance	\$ 34,144	\$ 32,100	\$ 34,365	\$ 18,380	\$ 14,163	\$ 15,583
0111124	8032	Insurance - Auto	2,061	1,991	4,680	1,394	-	-
0111124	8033	Insurance - Broker	3,659	3,767	3,804	2,559	2,035	2,294
0111124	8035	Insurance - Worker's Compensation	-	1,189	1,585	1,562	1,600	1,400
0111124	8050	Phone/Communications	876	1,031	414	294	-	300
0111124	8131	Information Technology Cont'l	37,224	62,369	49,151	57,723	83,644	69,944
0111124	8162	Legal/Consulting Services	18,636	64,225	51,931	117,645	55,000	100,000
0111124	8300	Mach. & Equip. Maintenance	319	11,746	8,864	7,444	8,000	8,000
0111124	8312	Fleet & Facilities Services	243,726	43,649	44,244	53,846	83,263	75,356
0111124	8550	Misc. Contracted Svc.	40,025	46,728	-	-	1,000	-
0111124	8560	Employee Testing Svc.	4,623	2,033	3,123	2,321	2,500	2,500
0111124	8570	Annual Reports & Pub. Rel.	21,410	6,139	13,409	7,475	10,000	12,500
TOTAL CONTRACTUAL SERVICES			\$ 406,703	\$ 276,967	\$ 215,570	\$ 270,643	\$ 261,205	\$ 287,877

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

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

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

* as amended

** as proposed

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

* as amended

** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 1,108,029	\$ 733,002	\$ 1,158,048	\$ 1,292,080	\$ 1,253,072	\$ 1,495,302

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

* as amended

** as proposed

FACILITIES MAINTENANCE DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 281,513	\$ 281,487	\$ 362,131	\$ 353,028	\$ 352,633	\$ 346,527
Materials and Supplies	95,096	72,732	84,046	70,219	131,900	154,600
Contractual Services	4,159,988	142,678	183,018	214,331	313,042	274,477
Other Charges	112,931	167,510	171,169	234,873	406,450	413,778
Subtotal	\$ 4,649,528	\$ 664,407	\$ 800,364	\$ 872,451	\$ 1,204,025	\$ 1,189,382
Inter-Dept. Charges	40,996	25,770	43,747	42,481	46,777	45,821
Total Operating Expenses	\$ 4,690,524	\$ 690,177	\$ 844,111	\$ 914,932	\$ 1,250,802	\$ 1,235,203

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006012	6230	Maintenance Workers	\$ 232,711	\$ 233,435	\$ 272,845	\$ 251,250	\$ 280,910	\$ 291,856
6006012	6590	Sick Pay	-	-	-	-	39	-
6006012	6620	Overtime	2,953	1,873	32,444	37,349	3,000	6,000
6006012	6880	Uniform Allowance	240	240	240	200	240	240
6006012	6885	Device Reimbursement	3,100	2,675	3,000	2,725	3,000	3,600
6006012	6920	Unemployment Comp. Ins.	2,852	3,004	3,623	3,197	3,264	2,751
6006012	6930	Social Security Taxes	17,373	16,345	21,933	21,487	21,180	22,540
6006012	6940	City Pension Plan	-	-	-	4,428	4,176	-
6006012	6941	Defined Contribution 401(a) Plan	3,990	4,219	4,596	4,238	4,993	5,172
6006012	6950	Term Life Insurance	287	358	382	348	364	389
6006012	6960	Group Hospitalization Ins.	15,567	16,443	20,352	25,125	27,592	11,655
6006012	6961	Long-Term Disability Ins.	108	141	153	119	96	90
6006012	6962	Dental Insurance	892	892	1,036	1,214	1,457	508
6006012	6963	Flexible Spending Account	-	-	-	-	63	63
6006012	6965	Post-Employment Benefits	-	-	-	-	603	-
6006012	6966	Retirement Health Savings Account	1,378	1,400	1,465	1,291	1,443	1,486
6006012	6967	Emergency Room Reimbursements	-	400	-	-	145	145
6006012	6968	Vision Insurance Premiums	62	62	62	57	68	32
TOTAL PERSONNEL SERVICES			\$ 281,513	\$ 281,487	\$ 362,131	\$ 353,028	\$ 352,633	\$ 346,527

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

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

* as amended

** as proposed

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

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures: * as amended ** as proposed

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

* as amended ** as proposed

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

* as amended ** as proposed

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 4,690,524	\$ 690,177	\$ 844,111	\$ 914,932	\$ 1,250,802	\$ 1,235,203

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

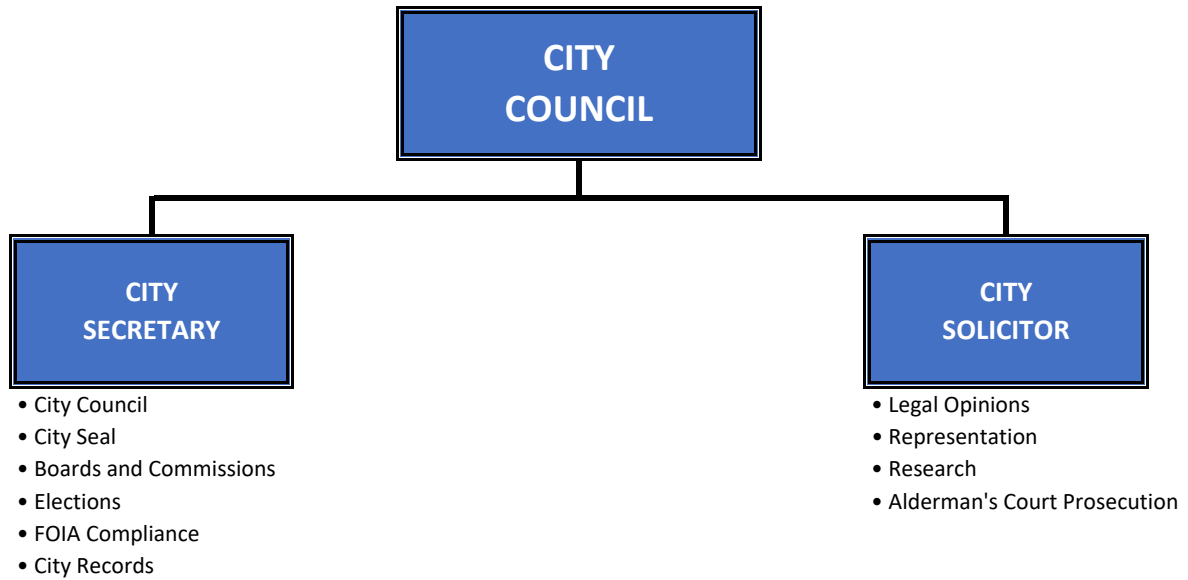
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CAPITAL PROJECTS BUDGET				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6006016	9621	Buildings & Structures		\$ 51,212	\$ -	\$ 941,204	\$ (7,168)	\$ -	\$ 210,000
TOTAL CAPITAL PROJECTS BUDGET				\$ 51,212	\$ -	\$ 941,204	\$ (7,168)	\$ -	\$ 210,000

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
N2301 - George Wilson Community Center Master Plan	\$ -	\$ -	\$ -	\$ 595,000	\$ -	\$ -	\$ -	\$ -
N2302 - Municipal Center Master Plan	210,000	-	-	-	-	-	190,000	30,000
N2203 - Energy Savings Project Round II	-	-	-	2,181,500	-	-	-	-
N1806 - FOC - Master Plan	-	7,640	-	247,500	56,000	-	-	-
TOTAL FACILITIES MAINTENANCE DIVISION	\$ 210,000	\$ 7,640	\$ -	\$ 3,024,000	\$ 56,000	\$ -	\$ 190,000	\$ 30,000

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



**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

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

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

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

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

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

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

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include:

- Continue working with the IT Division to ensure the continued success of the City's hybrid in-person and virtual meeting platform to allow to continue encouraging public participation during the ongoing COVID crisis.
- Anticipate staffing 67 Council and committee meetings in 2022, including 35 Council meetings, 10 Board of Adjustment meetings, 11 Conservation Advisory Commission meetings, 2 Election Board meetings and 11 Diversity and Inclusion Commission meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Continued support of the newly constituted Diversity and Inclusion Commission.
- Processed 126 FOIA requests as of July 29, 2022.
- Processed 407 lien certificate requests as of July 29, 2022, which is a 57% increase over the same time period in 2021.
- Substantial progress continues with departmental scanning backlogs during the continued COVID-19 crisis within the City departments.
- Scanned 354,427 pages as of July 29, 2022 and processed over 225 boxes of documents for approval by State Archives for destruction.
- Continued full staffing of the department after the promotion of the Deputy City Secretary to the City Secretary position, the Administrative Professional I position to the Deputy City Secretary position, the promotion of the Administrative Professional 1 to an Administrative Professional II and the hiring of a new Administrative Professional I.
- Implementation of a more detailed City Secretary cross-training program to ensure adequate coverage in the event of COVID crisis related absences

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Successful execution of the 2023 Council elections as well as a potential City-wide referendum.
- Continued enhancement of in-person hybrid meetings to better engage the public and increase attendance.
- Successful completion of Council member training series.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2024 budget process.
- Execute the initial implementation of public portals to access the City's scanned records.
- Surpass the benchmark of 3,250,000 pages scanned.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

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

General Fund - Legislative Department

Summary:

* as amended

** as proposed

LEGISLATIVE DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 583,486	\$ 656,472	\$ 718,040	\$ 736,221	\$ 804,212	\$ 770,911
Materials and Supplies	11,316	17,350	12,444	11,167	12,700	15,500
Contractual Services	952,823	640,761	617,108	652,139	818,996	846,794
Other Charges	31,094	12,955	6,714	6,784	35,648	23,680
Subtotal	\$ 1,578,719	\$ 1,327,538	\$ 1,354,306	\$ 1,406,311	\$ 1,671,556	\$ 1,656,885
Inter-Dept. Charges	(251,786)	(297,794)	(235,925)	(237,684)	(258,179)	(249,265)
Total Operating Expenses	\$ 1,326,933	\$ 1,029,744	\$ 1,118,381	\$ 1,168,627	\$ 1,413,377	\$ 1,407,620

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

General Fund - Legislative Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111132	6020	Supervisory	\$	88,426	\$ 91,691	\$ 99,038	\$ 95,642	\$ 95,642	\$ 93,287
0111132	6080	Clerical		117,974	151,987	162,180	157,255	196,186	156,602
0111132	6090	Digital Records Employees		133,675	143,155	156,431	143,641	165,307	149,558
0111132	6400	Mayor and Council		50,400	50,131	52,608	47,492	50,400	91,667
0111132	6580	Service Award		1,008	1,125	1,302	1,468	1,645	2,322
0111132	6590	Sick Pay		-	758	1,170	1,549	1,609	2,149
0111132	6600	Part-Time		-	901	-	13,699	-	27,434
0111132	6620	Overtime		19,345	12,432	7,792	7,916	15,000	17,500
0111132	6885	Device Reimbursement		600	600	600	600	600	600
0111132	6920	Unemployment Comp. Ins.		2,986	3,221	3,585	3,470	3,283	3,256
0111132	6930	Social Security Taxes		30,426	32,921	34,800	34,016	38,197	37,485
0111132	6940	City Pension Plan		16,681	19,090	23,895	56,750	54,081	57,230
0111132	6941	Defined Contribution 401(a) Plan		17,927	19,699	22,694	21,616	23,473	19,613
0111132	6950	Term Life Insurance		881	1,169	1,286	1,467	1,825	1,798
0111132	6960	Group Hospitalization Ins.		84,052	105,143	125,138	124,198	130,267	85,515
0111132	6961	Long-Term Disability Ins.		506	762	854	671	514	478
0111132	6962	Dental Insurance		5,007	6,014	6,247	6,026	6,872	3,912
0111132	6963	Flexible Spending Account		126	179	126	116	126	63
0111132	6965	Post-Employment Benefits		7,087	7,371	8,541	9,683	10,692	11,880
0111132	6966	Retirement Health Savings Account		5,674	6,571	7,380	6,983	7,215	7,430
0111132	6967	Emergency Room Reimbursements		400	1,200	2,000	1,600	870	870
0111132	6968	Vision Insurance Premiums		305	352	373	363	408	262
TOTAL PERSONNEL SERVICES				\$ 583,486	\$ 656,472	\$ 718,040	\$ 736,221	\$ 804,212	\$ 770,911

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

General Fund - Legislative Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111133	7131	Information Technology Supplies	\$ -	\$ 8,364	\$ 2,786	\$ -	\$ -	\$ 2,800
0111133	7150	Office Supplies	6,158	4,103	2,333	3,778	4,500	4,500
0111133	7160	Books, Periodicals, Etc.	4,808	4,780	5,607	6,151	5,700	5,700
0111133	7210	Election Expenses	155	103	1,635	1,238	1,500	1,500
0111133	7550	Miscellaneous Supplies	195	-	83	-	1,000	1,000
TOTAL MATERIALS & SUPPLIES			\$ 11,316	\$ 17,350	\$ 12,444	\$ 11,167	\$ 12,700	\$ 15,500

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111134	8020	Advertising	\$ 14,510	\$ 14,530	\$ 17,837	\$ 23,037	\$ 25,000	\$ 25,000
0111134	8030	Casualty Insurance	11,084	10,520	11,262	15,855	18,229	20,305
0111134	8033	Insurance - Broker	1,073	1,104	1,115	1,555	1,676	2,988
0111134	8035	Insurance - Worker's Compensation	-	650	793	1,035	1,600	1,400
0111134	8050	Phone/Communications	360	310	348	303	1,265	350
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,300
0111134	8131	Information Technology Cont'l	9,523	26,790	7,278	12,217	16,447	16,704
0111134	8160	City Solicitor & Deputy	321,910	334,998	322,829	343,951	350,000	375,000
0111134	8161	Lobbyist	54,000	54,000	54,000	54,000	55,000	56,000
0111134	8162	Legal/Consulting Services	183,637	104,224	119,817	115,639	200,000	200,000
0111134	8163	Codification of Ordinance	11,468	6,839	10,082	6,822	12,000	12,000
0111134	8210	Election Expenses	13,922	16,558	5,390	6,717	35,000	35,000
0111134	8220	Community Groups	(355)	-	-	-	-	-
0111134	8312	Fleet & Facilities Services	293,487	43,109	52,713	59,535	81,779	80,747
0111134	8550	Misc. Contracted Svc.	22,596	11,143	241	5,075	5,000	5,000
0111134	8741	Special Council Events	9,608	9,986	7,403	398	10,000	10,000
TOTAL CONTRACTUAL SERVICES			\$ 952,823	\$ 640,761	\$ 617,108	\$ 652,139	\$ 818,996	\$ 846,794

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

General Fund - Legislative Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111135	9020	Mileage & Small Bus. Exp.	\$ 3,095	\$ 1,357	\$ 1,002	\$ 1,101	\$ 2,000	\$ 2,000
0111135	9060	Depreciation Expense	7,293	4,120	4,120	3,743	13,648	1,680
0111135	9070	Training & Continuing Educ/Conf	20,706	7,478	1,592	1,940	20,000	20,000
TOTAL OTHER CHARGES			\$ 31,094	\$ 12,955	\$ 6,714	\$ 6,784	\$ 35,648	\$ 23,680

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

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 29,115	\$ 5,894	\$ 34,792	\$ 36,066	\$ 33,508	\$ 36,794
		Electricity Used	10,148	100	10,080	6,619	10,175	7,674
		Information Technology	74,994	65,728	76,285	73,442	86,164	81,219
		Mailroom and Postage	7	1,209	1,204	1,227	1,269	1,349
		Printing and Reproduction	137	128	83	104	143	143
		Records	(51,861)	(55,752)	(62,355)	(58,343)	(66,715)	(60,298)
		Services to Utility Funds	(314,326)	(315,101)	(296,014)	(296,799)	(322,723)	(316,146)
TOTAL INTER-DEPT. CHARGES			\$ (251,786)	\$ (297,794)	\$ (235,925)	\$ (237,684)	\$ (258,179)	\$ (249,265)

* as amended

** as proposed

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 1,326,933	\$ 1,029,744	\$ 1,118,381	\$ 1,168,627	\$ 1,413,377	\$ 1,407,620

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



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

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2023 DEPARTMENTAL NARRATIVE

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

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

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

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

In 2021, a total of 14,505 cases were filed in the City of Newark Alderman's Court and the Court collected \$761,578.58 in fines. In addition, the Court collected \$887,498.41 in parking fees, \$4,700 in civil citations and \$ 100,294.50 in security fees, totaling \$1,754,071.49.

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

Key accomplishments in 2022 include:

- Staff returned to a normal office work schedule in May 2021. Court also increased scheduling of arraignments and trials in January 2022 which put the court back to normal capacity. The court will continue to handle PBJ's and Plea in Absentias by mail.
- The bailiffs will continue to work in the front atrium and the courtroom as part of their regular duties. With the addition of a third bailiff and to increase security, a metal detector and x-ray machine have been added to the atrium.
- Alderman's Court continues to make improvements to enhance customer service and increase security. Such measures include:
 - Installation of security cameras in the courtroom and the lobby, as well as a TV monitor in the lobby.
 - The addition of a third P/T bailiff will also help with customer service and security to the courtroom.
 - The bailiffs have assisted court personnel with the daily operations of the office as well as providing security to court and the city.
- Language Link continues to provide interpreters for trials and arraignments and for translation for incoming phone calls and has assisted the Judges and officers with the court process.

**CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

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

- Continue to submit timely reports to the City of Newark and State of Delaware reflecting the collection of all parking, criminal and traffic revenue.
- Adjudicate most misdemeanors within 90 days of offense unless the trial calendar, City Solicitor or the attorney's schedule dictates differently.
- Continue to promote the Probation before Judgment program to offenders for their first offense.
- Hold at least 2 training sessions for staff in T2, DELJIS and the Microsoft office suite to promote increased productivity.
- Continue to work with the records management team to comply with appropriate destruction practices for records with the State of Delaware.
- Continue to keep staff and court as safe as possible by employing 3 P/T bailiffs to monitor the x-ray machine and metal detector, as well as monitoring the courtroom.
- Continue to perform daily duties while safely operating

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

General Fund - Judicial Department - Alderman's Court

Summary:

* as amended

** as proposed

JUDICIAL DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 423,745	\$ 396,654	\$ 436,733	\$ 451,400	\$ 489,614	\$ 541,173
Materials and Supplies	6,950	2,915	11,931	4,188	12,350	21,100
Contractual Services	122,871	60,024	51,899	59,450	70,818	81,247
Other Charges	678	1,466	339	-	1,200	1,200
Subtotal	\$ 554,244	\$ 461,059	\$ 500,902	\$ 515,038	\$ 573,982	\$ 644,720
Inter-Dept. Charges	53,011	38,398	57,917	56,231	62,471	60,942
Total Operating Expenses	\$ 607,255	\$ 499,457	\$ 558,819	\$ 571,269	\$ 636,453	\$ 705,662

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

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111152	6020	Supervisory	\$ 57,728	\$ 60,037	\$ 65,875	\$ 66,233	\$ 70,658	\$ 74,548
0111152	6060	Customer Service	149,115	136,681	137,927	135,930	164,738	164,660
0111152	6410	Alderman	60,004	60,004	64,343	62,404	62,404	64,900
0111152	6420	Bailiffs	44,219	47,906	60,125	71,886	74,090	111,086
0111152	6580	Service Award	1,005	424	244	507	1,086	1,219
0111152	6590	Sick Pay	1,056	-	-	-	1,283	1,203
0111152	6600	Part-Time	-	-	7,710	-	-	-
0111152	6620	Overtime	-	-	-	-	1,000	1,000
0111152	6885	Device Reimbursement	-	-	-	600	600	600
0111152	6920	Unemployment Comp. Ins.	2,566	2,488	2,673	2,402	2,970	2,889
0111152	6930	Social Security Taxes	23,833	23,269	25,645	25,729	28,907	31,948
0111152	6940	City Pension Plan	30,548	17,450	21,894	31,920	29,466	31,180
0111152	6941	Defined Contribution 401(a) Plan	5,120	7,089	7,912	8,162	8,633	9,043
0111152	6950	Term Life Insurance	780	937	998	985	960	1,005
0111152	6960	Group Hospitalization Ins.	30,295	28,224	28,004	30,927	31,260	33,712
0111152	6961	Long-Term Disability Ins.	294	370	399	332	253	265
0111152	6962	Dental Insurance	2,050	1,841	1,762	1,841	2,025	1,930
0111152	6963	Flexible Spending Account	42	-	-	-	-	-
0111152	6965	Post-Employment Benefits	12,883	7,011	8,093	8,535	5,805	6,450
0111152	6966	Retirement Health Savings Account	2,069	2,801	3,012	2,885	2,907	2,972
0111152	6967	Emergency Room Reimbursements	-	-	-	-	435	435
0111152	6968	Vision Insurance Premiums	138	122	117	122	134	128
TOTAL PERSONNEL SERVICES			\$ 423,745	\$ 396,654	\$ 436,733	\$ 451,400	\$ 489,614	\$ 541,173

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

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111153	7040	Firearm Supplies	\$ 35	\$ -	\$ -	\$ 166	\$ 3,700	\$ 11,450
0111153	7131	Information Technology Supplies	-	129	9,256	-	-	-
0111153	7140	Uniforms	-	(162)	531	80	4,150	5,150
0111153	7150	Office Supplies	6,915	2,948	2,144	3,942	4,500	4,500
TOTAL MATERIALS AND SUPPLIES			\$ 6,950	\$ 2,915	\$ 11,931	\$ 4,188	\$ 12,350	\$ 21,100

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111154	8030	Casualty Insurance	\$ 1,751	\$ 1,820	\$ 2,021	\$ 5,594	\$ 7,706	\$ 8,500
0111154	8033	Insurance - Broker	189	195	197	972	1,197	1,250
0111154	8035	Insurance - Worker's Compensation	-	645	793	2,306	5,600	4,900
0111154	8040	Merchant Fees and Discounts	22,746	22,549	14,676	25,020	21,000	29,000
0111154	8050	Phone/Communications	158	169	190	166	690	200
0111154	8131	Information Technology Cont'l	10,414	21,416	18,053	6,085	7,327	7,327
0111154	8300	Mach. & Equip. Maintenance	-	-	-	-	-	2,800
0111154	8312	Fleet & Facilities Services	87,126	12,798	15,649	18,535	26,548	26,270
0111154	8550	Misc. Contracted Svc.	487	432	320	772	750	1,000
TOTAL CONTRACTUAL SERVICES			\$ 122,871	\$ 60,024	\$ 51,899	\$ 59,450	\$ 70,818	\$ 81,247

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

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111155	9060	Depreciation Expense	\$ 678	\$ 678	\$ 339	\$ -	\$ -	\$ -
0111155	9070	Training & Continuing Educ/Conf	-	788	-	-	1,200	1,200
TOTAL OTHER CHARGES			\$ 678	\$ 1,466	\$ 339	\$ -	\$ 1,200	\$ 1,200

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 10,473	\$ 2,281	\$ 12,542	\$ 12,991	\$ 12,078	\$ 13,244
		Electricity Used	4,305	-	4,319	2,893	4,361	3,355
		Information Technology	29,461	25,821	29,971	28,851	33,850	31,908
		Mailroom and Postage	3	433	431	439	454	483
		Printing and Reproduction	93	87	57	71	97	97
		Records	8,676	9,776	10,597	10,986	11,631	11,855
TOTAL INTER-DEPT. CHARGES			\$ 53,011	\$ 38,398	\$ 57,917	\$ 56,231	\$ 62,471	\$ 60,942

* as amended

** as proposed

OPERATING EXPENSES - JUDICIAL DEPARTMENT			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 607,255	\$ 499,457	\$ 558,819	\$ 571,269	\$ 636,453	\$ 705,662

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



**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

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

Accounting:

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

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts: a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2022 budget for all funds totals \$9 million including a \$2.9 million net capital budget.
- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs, debt management, and to propose utility and tax rates at the proper level to fund these programs.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL NARRATIVE**

Payments and Utility Billing (PUB):

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

Information Technology (IT):

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

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2022 include:

Accounting:

- Awarded the “Certificate of Achievement for Excellence in Financial Reporting” by the Government Officers Association (GFOA) for the 2020 Annual Comprehensive Financial Report.
- Submitted the Annual Comprehensive Financial Report for 2021 to the GFOA for consideration of the “Certificate of Achievement for Excellence in Financial Reporting”.
- Received an unmodified audit opinion and no material weaknesses based on the audit of the City’s financial statements for the year ended December 31, 2021 by CliftonLarsonAllen LLP.

Budget:

- Reaffirmed the City’s bond rating with FitchRatings of AA+ with a stable outlook, along with Moody’s Investor Service’s rating of Aa2.
- Worked with Moody’s Investor Service on the review of the City’s first ESG (Environmental, Social and Governance) Score. ESG scores measure the sustainability and ethical impact of a government or company to help socially responsible investors use ESG criteria to them with their investment decision-making. The City obtained a score of CIS-2, which means Newark’s investment risk is neutral to low for our investors who look to invest in the City’s debt obligations. Part of the score is Governance. Per Moody’s: “Newark’s strong governance is reflected in a score of G-1. The city is managed by certified and experienced professionals to implement its policy objectives. This, plus a combination of a strong state-wide institutional framework and highly conservative budgeting, has allowed the city to maintain strong financial operations. Finally, the city is prompt in reporting audited financial statements and budgets in addition to providing publicly available interim financial statements.”
- Worked with the City Manager’s office to secure funding such as:
 - \$18.1 million from the American Rescue Plan Act, as the final tranche was received in June of 2022.
 - \$2.5 million from the State’s Community Reinvestment Fund for facility improvements.
- Continue to work on preserving the financial health of the City as it continues to recover from the impact of the Coronavirus pandemic and subsequent states of emergencies.
- Successfully secured \$2 million in loan funding to finalize the funding requirements of the 2018 Referendum.
- Worked with directors to help find the resources needed to fund departmental budgetary shortfalls as they occurred during the year due to supply-chain constraints and inflationary increases.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include (continued):

Payments and Utility Billing (PUB):

- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.
- Continued the relationship between Catholic Charities and Efficiency Smart requiring energy education from Efficiency Smart prior to releasing City funds.
- Continued to work with the Delaware State Housing Authority to promote the rental and utility assistance program to our residents in need of financial assistance brought on by Covid-19.
- Worked with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers.
- Actively recruited and filled the Payments and Utility Billing Manager to maintain the high level of customer service excellence our customers are accustomed to.

Information Technology (IT) Applications:

- Worked with Harris Utilities and the Infrastructure team to virtualize the meter data management server and migrate from Oracle to Postgres in July.
- Implemented Munis AP Payment Manager in August. This program simplifies the AP Cash Disbursements process by combining the selection of invoices to be paid, printing of checks, EFT processing and posting of the cash disbursement journal into one easy and convenient program.
- Worked with Harris Utilities and the Infrastructure team to migrate the Harris NorthStar Customer Information System (CIS), mCare6 and SQL servers onto upgraded Operating Systems in September.
- Worked with Tyler Technologies and the Communications team to implement the MyCivic App, a customizable platform designed to promote civic engagement and enhance the quality of life for the citizens of Newark (Nov/Dec).
- Replaced Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec).
- Upgraded Harris Northstar Customer Information System (CIS) and Compass SmartWorks, meter data management software (Nov/Dec). Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.
- Converted from Authorize.net to Paymentus for Tyler applications (Nov/Dec) in order to reduce and streamline the multiple numbers of payment processors used by the City.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2022 include (continued):

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

Information Technology (IT) Infrastructure:

- Improved remote access system by upgrading two legacy virtual private network (VPN) solutions into a single software-based solution.
- Upgraded network infrastructure and server core and added additional redundancy to city's network.
- Migrated from Microsoft's Hyper-V to VMware.
- Upgraded our backup and recovery systems to a modern solution.
- Transitioned two legacy badging systems into one solution.
- Worked with the Electric and Police Departments to deploy new surveillance cameras.
- Improved availability of Wireless Fidelity (WiFi) security by implementing secondary authentication server.
- Migrated maintenance yard to municipal network and improved WiFi coverage.
- Designed and implemented supervisory control and data acquisition (SCADA) network improvements to better control city assets.
- Worked with vendor and Applications team to virtualize meter data management server, migrate to Postgres, upgrade NorthStar and implement SilverBlaze.
- Upgraded soon to be end of life Windows Servers to a more current operating system.
- Deployed workstations to employees to replace failing equipment.

**CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL GOALS**

Goals for 2023 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2022 Annual Comprehensive Financial Report.
- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.
- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.
- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.
- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.
- Work with the Council, the City Manager, Department Directors, the State, County, and our residents on determining the best use for leveraging grant funding from various federal and state agencies.
- Ensure a skilled, responsive, and innovative Finance and Information Technology team that keeps current with evolving business-critical technologies, while providing high quality customer service.
- Continue to make improvements to our cybersecurity posture to help reduce risk for our organization.

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

General Fund - Finance Department

Summary:

* as amended

** as proposed

FINANCE DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 1,541,637	\$ 1,633,541	\$ 1,704,067	\$ 1,682,452	\$ 1,697,330	\$ 1,775,944
Materials and Supplies	147,513	22,593	26,868	11,846	23,850	22,750
Contractual Services	386,465	176,773	193,544	229,025	274,982	301,936
Other Charges	130,432	55,692	75,174	69,513	77,770	60,590
Subtotal	\$ 2,206,047	\$ 1,888,599	\$ 1,999,653	\$ 1,992,836	\$ 2,073,932	\$ 2,161,220
Inter-Dept. Charges	(1,887,687)	(1,781,338)	(1,687,056)	(1,667,237)	(1,738,298)	(1,822,568)
Total Operating Expenses	\$ 318,360	\$ 107,261	\$ 312,597	\$ 325,599	\$ 335,634	\$ 338,652

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

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111102	6020	Supervisory	\$ 222,394	\$ 235,287	\$ 254,508	\$ 249,909	\$ 258,329	\$ 272,594
0111102	6040	Accounting	266,942	286,339	282,318	283,961	295,697	306,504
0111102	6050	Information Technology	61,760	65,096	71,433	73,877	78,687	82,465
0111102	6060	Customer Service	342,592	357,148	370,794	339,033	365,495	368,511
0111102	6580	Service Award	9,706	12,236	13,495	13,017	13,343	12,458
0111102	6590	Sick Pay	6,410	12,245	5,473	12,843	10,073	13,240
0111102	6600	Part-Time	38,516	6,990	28,096	36,968	33,294	36,733
0111102	6620	Overtime	16,132	20,634	19,953	13,677	22,000	22,000
0111102	6885	Device Reimbursement	1,800	1,800	1,800	1,800	1,800	1,800
0111102	6920	Unemployment Comp. Ins.	3,979	4,092	4,578	4,360	4,156	3,915
0111102	6930	Social Security Taxes	70,420	71,755	76,702	74,847	78,714	83,290
0111102	6940	City Pension Plan	145,076	166,190	189,579	168,178	149,229	157,900
0111102	6941	Defined Contribution 401(a) Plan	26,929	31,230	33,502	35,124	38,599	46,573
0111102	6950	Term Life Insurance	3,929	4,864	4,723	4,343	4,195	4,378
0111102	6960	Group Hospitalization Ins.	238,876	265,212	253,015	267,968	275,679	290,262
0111102	6961	Long-Term Disability Ins.	1,548	2,034	2,031	1,589	1,214	1,242
0111102	6962	Dental Insurance	12,567	13,292	12,426	12,767	14,289	13,886
0111102	6963	Flexible Spending Account	630	662	583	567	567	504
0111102	6964	Health Savings Account	-	-	-	2,875	3,000	3,000
0111102	6965	Post-Employment Benefits	61,954	65,744	69,250	73,528	36,144	40,160
0111102	6966	Retirement Health Savings Account	6,896	7,916	8,414	9,322	10,164	11,888
0111102	6967	Emergency Room Reimbursements	1,837	2,000	705	1,200	1,884	1,885
0111102	6968	Vision Insurance Premiums	744	775	689	699	778	756
TOTAL PERSONNEL SERVICES			\$ 1,541,637	\$ 1,633,541	\$ 1,704,067	\$ 1,682,452	\$ 1,697,330	\$ 1,775,944

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

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111103	7130	Tools,Field Sup.,Small Equip.	\$ 449	\$ 373	\$ -	\$ 450	\$ -	\$ -
0111103	7131	Information Technology Supplies	127	-	10,284	1,260	2,150	1,250
0111103	7150	Office Supplies	5,574	5,413	2,230	5,313	6,500	6,500
0111103	7160	Books, Periodicals, Etc.	-	190	-	-	200	-
0111103	7170	Postage	121,954	-	-	-	-	-
0111103	7180	Billing & Collec. Supplies	14,603	16,586	14,354	4,823	15,000	15,000
0111103	7200	Copying Supplies	4,806	-	-	-	-	-
0111103	7550	Miscellaneous Supplies	-	31	-	-	-	-
TOTAL MATERIALS & SUPPLIES			\$ 147,513	\$ 22,593	\$ 26,868	\$ 11,846	\$ 23,850	\$ 22,750

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111104	8020	Advertising	\$ -	\$ 556	\$ -	\$ -	\$ -	\$ -
0111104	8030	Casualty Insurance	5,664	5,395	5,776	15,297	20,810	23,138
0111104	8032	Insurance - Auto	1,030	995	1,086	1,343	1,624	1,728
0111104	8033	Insurance - Broker	631	650	656	2,644	3,232	3,405
0111104	8035	Insurance - Worker's Compensation	-	1,846	2,378	2,343	2,400	2,100
0111104	8040	Merchant Fees and Discounts	14,118	22,128	30,019	37,818	30,000	35,000
0111104	8050	Phone/Communications	926	848	80	-	-	-
0111104	8131	Information Technology Cont'l	51,604	36,111	31,618	34,040	42,287	46,587
0111104	8170	Auditing Fees	53,305	54,489	59,530	60,880	62,225	62,225
0111104	8300	Mach. & Equip. Maintenance	5,935	-	-	-	-	-
0111104	8312	Fleet & Facilities Services	241,174	36,702	44,084	51,790	72,404	72,753
0111104	8550	Misc. Contracted Svc.	12,078	17,053	18,317	22,870	40,000	55,000
TOTAL CONTRACTUAL SERVICES			\$ 386,465	\$ 176,773	\$ 193,544	\$ 229,025	\$ 274,982	\$ 301,936

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

General Fund - Finance Department

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111105	9010	Bad Debt Expense	\$ 3,413	\$ -	\$ -	\$ 13,720	\$ -	\$ -
0111105	9020	Mileage & Small Bus. Exp.	636	682	-	-	800	800
0111105	9060	Depreciation Expense	106,260	36,538	73,177	54,084	65,470	43,790
0111105	9070	Training & Continuing Educ/Conf	20,123	18,472	1,997	1,709	11,500	16,000
TOTAL OTHER CHARGES			\$ 130,432	\$ 55,692	\$ 75,174	\$ 69,513	\$ 77,770	\$ 60,590

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
	Finance		\$ (566,797)	\$ (552,122)	\$ (659,760)	\$ (611,392)	\$ (692,220)	\$ (668,715)
	Electricity Used		11,411	-	11,448	7,669	11,559	8,892
	Information Technology		80,352	70,424	81,728	78,685	92,324	87,028
	Mailroom and Postage		8	1,422	1,416	1,443	1,493	1,588
	Printing and Reproduction		(4,348)	427	278	350	477	477
	Records		1,810	1,852	2,142	1,779	2,230	1,733
	Utility Billing		(1,410,123)	(1,303,341)	(1,124,308)	(1,145,771)	(1,154,161)	(1,253,571)
TOTAL INTER-DEPT. CHARGES			\$ (1,887,687)	\$ (1,781,338)	\$ (1,687,056)	\$ (1,667,237)	\$ (1,738,298)	\$ (1,822,568)

* as amended

** as proposed

OPERATING EXPENSES - FINANCE DEPARTMENT			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ 318,360	\$ 107,261	\$ 312,597	\$ 325,599	\$ 335,634	\$ 338,652

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

General Fund - Finance Department - Information Technology Division

Summary:

* as amended

** as proposed

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>OPERATING EXPENSES</u>						
Personnel Services	\$ 982,275	\$ 844,320	\$ 1,055,315	\$ 1,054,420	\$ 1,069,183	\$ 1,157,818
Materials and Supplies	29,901	25,803	32,451	61,197	42,500	43,000
Contractual Services	532,849	388,003	440,873	453,976	542,806	564,490
Other Charges	114,784	151,244	65,438	48,385	269,206	290,900
Subtotal	\$ 1,659,809	\$ 1,409,370	\$ 1,594,077	\$ 1,617,978	\$ 1,923,695	\$ 2,056,208
Inter-Dept. Charges	(1,659,809)	(1,409,370)	(1,594,077)	(1,617,978)	(1,923,695)	(2,056,208)
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111162	6020	Supervisory	\$ 142,353	\$ 146,638	\$ 204,184	\$ 200,740	\$ 209,214	\$ 207,270
0111162	6050	Information Technology	469,438	371,678	441,471	454,806	472,887	521,451
0111162	6580	Service Award	6,636	7,191	8,070	8,852	9,671	10,523
0111162	6590	Sick Pay	2,436	1,757	2,577	2,955	4,045	4,285
0111162	6620	Overtime	5,744	11,275	5,898	6,788	8,000	10,000
0111162	6621	Shift Differential	-	77	307	312	400	400
0111162	6885	Device Reimbursement	4,400	4,600	5,300	5,400	5,400	6,000
0111162	6920	Unemployment Comp. Ins.	2,509	2,333	2,509	2,358	2,378	2,536
0111162	6930	Social Security Taxes	45,530	39,012	48,193	49,090	51,199	56,251
0111162	6940	City Pension Plan	87,176	77,260	98,451	59,663	57,384	60,730
0111162	6941	Defined Contribution 401(a) Plan	24,997	18,954	27,614	28,291	29,584	32,150
0111162	6950	Term Life Insurance	3,164	3,315	3,780	3,341	2,753	3,106
0111162	6960	Group Hospitalization Ins.	129,695	113,247	150,009	172,744	175,202	196,241
0111162	6961	Long-Term Disability Ins.	1,120	1,150	1,385	1,145	863	934
0111162	6962	Dental Insurance	7,993	6,280	7,793	8,443	9,338	9,525
0111162	6963	Flexible Spending Account	284	252	357	462	315	315
0111162	6964	Health Savings Account	4,500	3,000	3,000	1,500	1,500	3,000
0111162	6965	Post-Employment Benefits	36,958	30,320	36,082	38,683	20,178	22,420
0111162	6966	Retirement Health Savings Account	6,511	5,224	7,107	7,214	7,236	8,916
0111162	6967	Emergency Room Reimbursements	400	400	800	1,200	1,161	1,305
0111162	6968	Vision Insurance Premiums	431	357	428	433	475	460
TOTAL PERSONNEL SERVICES			\$ 982,275	\$ 844,320	\$ 1,055,315	\$ 1,054,420	\$ 1,069,183	\$ 1,157,818

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

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111163	7130	Tools, Field Sup., Small Equip.	\$ 23,311	\$ 23,174	\$ 27,914	\$ 45,355	\$ 37,500	\$ 37,500
0111163	7136	Software	2,782	141	4,281	13,978	1,500	1,500
0111163	7150	Office Supplies	3,741	2,411	256	1,815	3,000	3,500
0111163	7550	Miscellaneous Supplies	67	77	-	49	500	500
TOTAL MATERIALS & SUPPLIES			\$ 29,901	\$ 25,803	\$ 32,451	\$ 61,197	\$ 42,500	\$ 43,000

* as amended

** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111164	8030	Casualty Insurance	\$ 2,758	\$ 2,428	\$ 2,599	\$ 8,844	\$ 12,331	\$ 13,694
0111164	8033	Insurance - Broker	315	325	328	1,540	1,915	2,015
0111164	8035	Insurance - Worker's Compensation	-	1,231	1,585	1,562	1,600	1,400
0111164	8050	Phone/Communications	2,636	1,990	2,867	2,366	3,220	3,000
0111164	8136	Subscription Services (Software or SAAS)	207,357	190,056	142,358	197,517	218,078	296,846
0111164	8137	Leased Equipment (Contractual)	176,489	118,192	204,840	146,979	177,773	200,000
0111164	8300	Mach. & Equip. Maintenance	1,292	-	-	-	-	-
0111164	8312	Fleet & Facilities Services	111,020	16,337	19,976	23,661	33,889	33,535
0111164	8313	Self-Insurance Services	-	-	-	11,980	-	-
0111164	8550	Misc. Contracted Svc.	30,982	57,444	66,320	59,527	94,000	14,000
TOTAL CONTRACTUAL SERVICES			\$ 532,849	\$ 388,003	\$ 440,873	\$ 453,976	\$ 542,806	\$ 564,490

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

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
0111165	9020	Mileage & Small Bus. Exp.	\$ 59	\$ -	\$ -	\$ -	\$ -	\$ -
0111165	9031	Information Technology Training	1,678	-	-	-	-	-
0111165	9060	Depreciation Expense	95,760	127,728	63,814	47,187	259,206	262,700
0111165	9070	Training & Continuing Educ/Conf	17,287	23,516	1,624	1,198	10,000	28,200
TOTAL OTHER CHARGES			\$ 114,784	\$ 151,244	\$ 65,438	\$ 48,385	\$ 269,206	\$ 290,900

* as amended

** as proposed

INTER-DEPT. CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
		Billings and Accounting	\$ 25,954	\$ 4,215	\$ 30,870	\$ 32,055	\$ 29,745	\$ 32,767
		Electricity Used	5,496	-	5,514	3,694	5,567	4,282
		Information Technology	(1,727,792)	(1,443,968)	(1,674,312)	(1,676,995)	(1,969,920)	(2,116,567)
		Other Indirect Charges	36,389	30,249	43,763	23,158	10,763	23,160
		Printing and Reproduction	144	134	88	110	150	150
TOTAL INTER-DEPT. CHARGES			\$ (1,659,809)	\$ (1,409,370)	\$ (1,594,077)	\$ (1,617,978)	\$ (1,923,695)	\$ (2,056,208)

* as amended

** as proposed

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
TOTAL OPERATING EXPENSES			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Debt Service Fund

Summary:

* as amended

** as proposed

DEBT SERVICE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
Fund Balance - January 1st	\$ 46,340	\$ 46,340	\$ 46,340	\$ 42,034	\$ 42,034	\$ 42,034
<u>Receipts</u>						
Transfer from Other Funds	\$ 271,402	\$ 271,152	\$ 271,446	\$ 193,455	\$ 751,639	\$ 1,282,845
Total Receipts	\$ 271,402	\$ 271,152	\$ 271,446	\$ 193,455	\$ 751,639	\$ 1,282,845
<u>Disbursements</u>						
Interest on GOB Series 2011	\$ 16,350	\$ 11,100	\$ 5,700	\$ -	\$ -	\$ -
Debt Service Interest - Unit 423 Lease Payment	-	-	-	-	18,225	3,088
Debt Service Interest - Unit 528 Lease Payment	-	-	-	733	-	6,381
Debt Service Interest - Unit 554 Lease Payment	-	-	-	-	23,804	10,226
Debt Service Interest - Unit 803 Lease Payment	-	-	-	-	3,584	1,554
Debt Service Interest - Unit 838 Lease Payment	-	-	-	-	6,404	7,283
Debt Service Interest - Unit 911 Lease Payment	-	-	-	-	7,652	1,554
Debt Service Interest - Unit 913 Lease Payment	-	-	-	-	7,412	1,554
Debt Service Interest - Unit 914 Lease Payment	-	-	-	-	-	10,924
Debt Service Interest - Unit 916 Lease Payment	-	-	-	-	-	649
Debt Service Interest - Unit 920 Lease Payment	-	-	-	-	7,040	1,554
Debt Service Interest - Unit 925 Lease Payment	-	-	-	-	-	632
Debt Service Interest - Unit 928 Lease Payment	-	-	-	-	-	649
Debt Service Interest - Unit 931 Lease Payment	-	-	-	-	-	632
Debt Service Interest - Unit 1401 Lease Payment	-	-	-	-	10,448	2,664
Debt Service Interest - Unit 1426 Lease Payment	-	-	-	-	6,776	2,664
Debt Service Interest - (ESCO)	-	-	-	33,258	33,124	31,624
Interest on Energy Conservation Loan	2,561	1,995	1,418	829	228	-
Interest on Fiber Lease	11,004	9,945	8,827	7,653	6,494	5,278
Interest on Bond Funding for General Fund Projects	-	-	-	-	340,000	242,000

(Continued on the following page)

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

Debt Service Fund

Summary:

* as amended

** as proposed

DEBT SERVICE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>Principal Payments</u>						
GOB Series 2011	175,000	180,000	190,000	-	-	-
Debt Service Principal - Unit 423 Lease Payment	-	-	-	-	-	8,992
Debt Service Principal - Unit 528 Lease Payment	-	-	-	29,972	60,291	53,910
Debt Service Principal - Unit 554 Lease Payment	-	-	-	-	-	33,258
Debt Service Principal - Unit 803 Lease Payment	-	-	-	-	-	6,373
Debt Service Principal - Unit 838 Lease Payment	-	-	-	-	-	1,776
Debt Service Principal - Unit 911 Lease Payment	-	-	-	-	-	6,373
Debt Service Principal - Unit 913 Lease Payment	-	-	-	-	-	6,373
Debt Service Principal - Unit 914 Lease Payment	-	-	-	-	-	2,664
Debt Service Principal - Unit 916 Lease Payment	-	-	-	-	11,937	7,298
Debt Service Principal - Unit 920 Lease Payment	-	-	-	-	-	6,373
Debt Service Principal - Unit 925 Lease Payment	-	-	-	-	11,937	7,098
Debt Service Principal - Unit 928 Lease Payment	-	-	-	-	11,937	7,298
Debt Service Principal - Unit 931 Lease Payment	-	-	-	-	11,937	7,098
Debt Service Principal - Unit 1401 Lease Payment	-	-	-	-	-	10,924
Debt Service Principal - Unit 1426 Lease Payment	-	-	-	-	-	10,924
Debt Service Principal - Office Equipment Lease Payment	-	-	-	49,440	50,968	50,341
Debt Service Principal - IT Equipment Lease Payment	-	-	-	-	-	50,000
Debt Service Principal - (ESCO)	-	-	-	-	55,810	57,123
Energy Conservation Loan	28,236	28,802	29,379	29,968	22,870	-
Fiber Lease	38,251	39,310	40,428	41,602	42,761	43,977
Total Disbursements	\$ 271,402	\$ 271,152	\$ 275,752	\$ 193,455	\$ 751,639	\$ 1,282,845
Fund Balance - End of Period	\$ 46,340	\$ 46,340	\$ 42,034	\$ 42,034	\$ 42,034	\$ 42,034
Bonds Outstanding - December 31st						
GOB Series 2011	370,000	190,000	-	-	-	-
TOTAL DEBT SERVICE FUND	\$ 370,000	\$ 190,000	\$ -	\$ -	\$ -	\$ -

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

Capital Projects Fund

Expenditures:

* as amended

** as proposed

CAPITAL IMPROVEMENTS				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
3063006	9620	Land & Land Improvement		\$ 81,668	\$ 66,973	\$ (37,605)	\$ 149,311	\$ 70,000	\$ 240,000
3063006	9621	Buildings & Structures		107	-	697,542	-	-	27,986
3063006	9622	Machinery & Equipment		18,607	32,082	7,493	-	135,000	150,000
3063006	9623	Autos & Trucks		-	47,551	26,606	146,505	29,051	-
3063006	9760	CIP - Streets Material		350,496	933,603	297,223	260,182	159,999	165,105
3063006	9860	CIP - Lines & Streets Labor		11,235	-	3,544	-	1,500	12,350
3063006	9960	CIP - Streets Contractual		-	-	-	-	456,729	900,000
TOTAL CAPITAL IMPROVEMENTS				\$ 462,113	\$ 1,080,209	\$ 994,803	\$ 555,998	\$ 852,279	\$ 1,495,441

* as amended

** as proposed

EQUIPMENT REPLACEMENT				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
3063026	9623	Autos & Trucks		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EQUIPMENT REPLACEMENT				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Capital Projects Fund

Expenditures:

* as amended

** as proposed

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
<u>PUBLIC WORKS DEPARTMENT</u>								
R2201 - Roll Off Dumpster Purchase	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H2301 - Annual Street Program	900,000	250,000	-	551,302	-	-	-	60,000
H2302 - ADA Accessibility Transition Plan (CDBG provides the \$25,000 grant)	141,441	-	-	25,000	-	-	-	-
H2203 - City Hall Parking Lot Rehabilitation	-	-	-	-	-	-	625,000	-
H1503 - Newark Transportation Plan Implementation	25,000	-	-	12,500	-	-	-	-
TOTAL	\$ 1,077,441	\$ 250,000	\$ -	\$ 588,802	\$ -	\$ -	\$ 625,000	\$ 60,000
<u>POLICE DEPARTMENT</u>								
C1903 - NPD Ethernet Rewiring Project	\$ 28,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C1601 - Taser X26P Replacement	-	-	25,088	-	-	-	-	-
C1401 - Ballistic Vests	-	-	7,644	-	-	-	-	-
TOTAL	\$ 28,000	\$ 32,000	\$ 32,732	\$ -	\$ -	\$ -	\$ -	\$ -
<u>PARKS & RECREATION DEPARTMENT</u>								
K2302 - Ash Tree Removal/Management	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
K2303 - Tree Pit Installations (Main Street)	30,000	-	-	-	-	-	-	-
K2202 - Dickey Park Improvements	-	-	-	-	-	-	67,500	-
K2203 - Dickey and George Wilson Center Pool Resurfacing	20,000	-	-	-	-	-	-	-
K2205 - George Wilson Center School Hill History Display	-	19,262	-	-	-	-	-	-
K2207 - Olan Thomas and Kershaw Park Improvements	-	-	-	-	-	-	210,000	210,000
K2004 - Facilities Accessibilty (ADA Compliance)	30,000	-	-	-	-	-	-	-
K1301 - Hard Surface Facilities Improvements	154,000	-	-	-	-	-	-	-
K0908 - Children's Play Equipment	56,000	-	-	-	-	-	-	-
KEQSF - Equipment Replacement Program	-	-	90,000	-	-	-	-	-
TOTAL	\$ 390,000	\$ 19,262	\$ 90,000	\$ -	\$ -	\$ -	\$ 277,500	\$ 210,000
<u>INFORMATION TECHNOLOGY DIVISION</u>								
I2301 - Surveillance Camera Upgrade and Refresh	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ -
I2202 - Remote Access System	-	-	-	-	-	-	48,870	-
I1902 - Tyler Technologies Cash Management Module	-	17,700	-	-	-	-	-	-
TOTAL	\$ -	\$ 17,700	\$ -	\$ -	\$ -	\$ -	\$ 183,870	\$ -

(Continued on the following page)

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Capital Projects Fund

Expenditures:

* as amended** as proposed

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
OTHER DEPARTMENTS								
B2201 - EnerGov Civic Services Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -
TOTAL CDBG/CAPITAL PROJECTS FUNDS	\$ 1,495,441	\$ 1,513,141	\$ 301,262	\$ 122,732	\$ 588,802	\$ -	\$ 783,870	\$ 270,000

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

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 Publics Works ADA Ramps is a capital project grant and therefore is not included in the operating revenue total.

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

Law Enforcement Fund - Police Department - Law Enforcement Grants

Expenditures:

* as amended

** as proposed

LAW ENFORCEMENT GRANTS			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
1221202	6619	Standby Pay	\$ -	\$ 6,751	\$ 7,806	\$ 4,598	\$ -	\$ 4,784
1221202	6620	Overtime	105,970	146,158	121,867	139,959	140,546	114,679
1221202	6621	Shift Differential	371	660	659	784	-	816
1221202	6622	Holiday Premium	-	524	1,013	2,135	-	2,221
1221202	6920	Unemployment Comp. Ins.	-	-	-	-	-	402
1221202	6930	Social Security Taxes	5,466	8,858	5,654	7,058	10,752	9,370
1221202	6966	Retirement Health Savings Account	262	482	402	407	-	-
1221203	7110	Safety Shoes and Supplies	-	-	19,448	-	-	-
1221203	7130	Small Equipment	95,866	45,914	50,560	61,594	104,587	97,837
1221203	7140	Uniforms	-	6,475	2,618	-	-	-
1221203	7150	Office Supplies	26	719	-	4,987	-	-
1221203	7210	Election Expenses	-	-	130	-	-	-
1221203	7230	Janitorial Supplies	-	-	4,646	-	-	-
1221203	7250	Buildings and Grounds Maint. Supplies	-	-	8,596	-	-	-
1221203	7550	Miscellaneous Supplies	1,182	2,322	905	8,210	-	-
1221204	8020	Advertising	-	-	90	-	-	-
1221204	8130	Building & Equipment Rental	-	-	-	-	27,000	21,600
1221204	8180	Consulting Fees	-	-	-	(3,600)	-	-
1221204	8480	Communication Equip. Maint.	12,218	12,533	13,755	16,257	-	-
1221204	8550	Misc. Contracted Services	24,921	23,463	23,178	46,237	10,000	10,000
1221205	9030	Recruitment & Retention Expenses	-	-	916	-	-	-
1221205	9070	Training & Continuing Educ/Conf	42,625	25,659	16,472	8,074	35,000	35,000
1221205	9090	Overtime - Special Programs	183	772	298	302	-	-
TOTAL LAW ENFORCEMENT GRANTS			\$ 289,090	\$ 281,290	\$ 279,013	\$ 297,002	\$ 327,885	\$ 296,709

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

Law Enforcement Fund - Police Department - Federally Forfeited Property

Expenditures:

* as amended

** as proposed

FEDERAL FORFEITED PROPERTY			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
1221293	7040	Firearm Supplies	\$ -	\$ -	\$ 20,728	\$ 1,468	\$ -	\$ -
1221293	7130	Tools, Fld.Sup., Small Equipment	-	-	3,834	9,106	15,000	15,000
1221293	7140	Uniforms	-	-	1,540	-	-	-
1221293	7550	Miscellaneous Supplies	-	-	1,005	6,594	-	-
1221294	8550	Miscellaneous Contracted Svc	-	-	2,198	5,350	-	-
1221295	9070	Training & Continuing Educ/Conf	-	10,303	-	9,465	10,000	10,000
TOTAL FEDERAL FORFEITED PROPERTY			\$ -	\$ 10,303	\$ 29,305	\$ 31,983	\$ 25,000	\$ 25,000

Law Enforcement Fund - Police Department - Law Enforcement Grants

Programs:

CURRENT LAW ENFORCEMENT GRANT PROGRAMS	PROJECTED AMOUNT AVAILABLE
Detail:	
Emergency Illegal Drug Enforcement	\$ 9,650
Fund to Combat Violent Crime	112,000
State Aide to Local Law Enforcement	16,500
Federal Edward Byrne Memorial Grant	17,500
Office of Highway Safety Occupant Protection Programs	10,500
Office of Highway Safety Impaired Driving Enforcement Programs	25,000
Office of Highway Safety Distracted Driving Enforcement Programs	8,000
Office of Highway Safety Pedestrian Safety Enforcement	18,500
Office of Highway Safety Motorcycle Enforcement	3,000
911 Funds	66,287
TOTAL	\$ 286,937

* Based on projected grant balance at 12/31/2022 and/or grant award amount for 2023.

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Parks Special Revenue Fund - Parks and Recreation Department

Expenditures:

* as amended

** as proposed

PARKS SPECIAL REVENUE ACCOUNTS			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
<u>FRIENDS OF SAFETY TOWN (1141)</u>								
1351302	6690	Self-Supporting Programs	\$ 639	\$ 607	\$ 734	\$ 674	\$ 1,389	\$ 1,389
1351302	6920	Unemployment Comp. Ins.	-	-	-	-	-	25
1351302	6930	Social Security Taxes	49	46	56	52	106	106
1351303	7690	Self-Supporting Programs Supplies	393	308	1,199	748	2,500	2,500
1351304	8690	Self-Supporting Programs Cont. Svc	165	-	-	-	500	500
<u>COMMUNITY DONATIONS FOR PARKS (1142)</u>								
1351303	7500	Parks Maintenance	2,314	413	-	1,388	10,000	10,000
1351304	8500	Parks Maintenance	5,711	5,055	-	4,338	5,000	5,000
<u>BEAUTIFICATION (1143)</u>								
1351303	7501	Island Beautification	8,844	7,135	8,712	7,669	10,000	11,000
1351304	8130	Building & Equipment Rental	-	-	-	-	1,200	1,200
<u>CASH IN LIEU OF PARKLAND (1144)</u>								
1351304	8500	Parks Maintenance	-	-	2,199	-	10,000	10,000
<u>COMMUNITY GARDEN (1150)</u>								
1351303	7550	Miscellaneous Supplies	289	107	13	1,812	500	500
<u>CASH IN LIEU OF TREES (1152)</u>								
1351303	7500	Parks Maintenance	-	-	-	-	-	8,000
1351304	8500	Parks Maintenance	-	-	-	-	-	4,000
<u>TOTAL PARKS SPECIAL REVENUE ACCOUNTS</u>			<u>\$ 18,404</u>	<u>\$ 13,671</u>	<u>\$ 12,913</u>	<u>\$ 16,681</u>	<u>\$ 41,195</u>	<u>\$ 54,220</u>

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Administrative Department - Downtown Newark Partnership

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

* as amended

** as proposed

DOWNTOWN NEWARK PARTNERSHIP FUND				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
140	4212	DNP Fees		\$ 5,658	\$ -	\$ -	\$ -	\$ -	\$ -
140	4430	DNP Donations		-	-	-	-	-	-
140	4434	Raffle Proceeds		150	-	-	-	-	-
140	4451	Other Special Events		12,320	-	-	-	-	-
140	4811	UD Subvention		24,000	-	-	-	-	-
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS				\$ 42,128	\$ -	\$ -	\$ -	\$ -	\$ -

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

* as amended

** as proposed

DOWNTOWN NEWARK PARTNERSHIP FUND				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
MATERIALS AND SUPPLIES									
1491403	7670	Downtown Newark Partnership Supplies		\$ 6,348	\$ -	\$ -	\$ -	\$ -	\$ -
1491403	7694	Other Special Events Supplies		5,618	-	-	-	-	-
CONTRACTUAL SERVICES									
1491404	8020	Advertising		3,217	-	-	-	-	-
1491404	8670	Downtown Newark Partnership Cont'l		1,273	-	-	-	-	-
1491404	8694	Other Special Events Contractual		12,443	-	-	-	-	-
OTHER CHARGES									
1491405	9070	Training & Continuing Educ/Conf		595	-	-	-	-	-
1491405	9082	Gift Card Program		2,356	-	-	-	-	-
TOTAL DOWNTOWN NEWARK PARTNERSHIP SPECIAL REVENUE ACCOUNTS				\$ 31,850	\$ -	\$ -	\$ -	\$ -	\$ -

**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

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

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Expenditures: * as amended ** as proposed

CAPITAL PROJECTS BUDGET			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
1591506	9623	CIP - Autos and Trucks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL PROJECTS BUDGET			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

*Please note, there are no Unicity Special Revenue projects with 2023 capital spending budgeted.

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

Insurance Fund - Self-Insurance

Expenditures:

* as amended

** as proposed

SELF-INSURANCE			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
6116104	8162	Legal/Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
6116104	8891	Claims - Medical	3,965,312	62,602	57,204	30,353	50,000	50,000
6116104	8892	Claims - Property	14,528	12,920	2,133	45,404	-	5,000
6116104	8894	Claims - Liability	3,856	2,504	23,495	21,806	30,000	30,000
6116104	8895	Claims - Permanent Impairment	33,706	-	23,902	72,465	50,000	50,000
TOTAL SELF-INSURANCE			\$ 4,017,402	\$ 78,026	\$ 106,734	\$ 170,028	\$ 140,000	\$ 145,000

Other Post-Employment Benefits Fund

Expenditures:

* as amended

** as proposed

POST-EMPLOYMENT BENEFITS			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **
7307300	6991	Retiree Health Insurance	\$ 511,849	\$ 518,530	\$ 524,374	\$ 563,029	\$ 552,800	\$ 610,000
7307300	6992	Retiree/Spouse Health Insurance	100,787	105,688	112,445	109,016	105,000	115,000
7307300	6995	Retiree Life Insurance	1,428	1,960	2,156	1,957	1,500	1,850
7307300	8930	OPEB Administrative Expense	29,633	-	-	-	-	-
TOTAL POST-EMPLOYMENT BENEFITS			\$ 643,697	\$ 626,178	\$ 638,975	\$ 674,002	\$ 659,300	\$ 726,850

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CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
DOCUMENT VERSION CONTROL

Date: **Description of Change(s):**

10/15/2022	*Please note, the below listed changes are following the City's Budget Summary submission for the 10/15/2022 edition of the Newark Post.						Net Surplus:
							\$ 447,181.00

10/20/2022 *Detail: Reduced proposed tax increase from 10% to 5%. This will reduce the projected Tax Revenue by -\$213,500.

<u>GOB Pages:</u>	<u>Fund:</u>	<u>Org:</u>	<u>Object:</u>	<u>Line Description:</u>	<u>Amount Prior:</u>	<u>Amount After:</u>	<u>Net Effect on Surplus:</u>	<u>Net Surplus:</u>
*see below	General	010	4111	Property Tax Revenue	\$ 8,722,000.00	\$ 8,508,500.00	\$ (213,500.00)	\$ 233,681.00

*City-wide summaries listed on pages 25-27, 29, 34 and 35 were all impacted due to the above listed change.

10/20/2022 *Detail: Increase to proposed parking fees. Proposal to council will be to increase the parking rates from \$1/\$2 to \$2/\$2.25. In addition, the parking fees will be adjusted back down to \$1/\$2 three months per year (12/16-1/15, 6/16-8/15).

<u>GOB Pages:</u>	<u>Fund:</u>	<u>Org:</u>	<u>Object:</u>	<u>Line Description:</u>	<u>Amount Prior:</u>	<u>Amount After:</u>	<u>Net Effect on Surplus:</u>	<u>Net Surplus:</u>
*see below	Parking	540	4052	Multi-Space Parking Fees	\$ 1,192,982.00	\$ 1,299,732.00	\$ 106,750.00	\$ 340,431.00
	Parking	540	4053	Pay by App Parking Fees	\$ 2,638,597.00	\$ 2,745,347.00	\$ 106,750.00	\$ 447,181.00

*City-wide summaries listed on pages 25-27, 29, 32, 34 and 35 were all impacted due to the above listed changes. In addition, the division summary on page 123 was also impacted.