

Planning and Development 2024 Budget Presentation

August 28, 2023

Introduction – Planning and Development

- ▶ Director – Renee Bensley
- ▶ Deputy Director – Jessica Ramos-Velazquez
- ▶ Code Enforcement Manager – George DeBenedictis
- ▶ Parking Manager – Marvin Howard
- ▶ Parking Supervisor – Court Mulvanity

CONSTRUCTION PROJECTS – UD/STAR CAMPUS

- **University of Delaware**

- Drake Hall Addition – Temporary Certificate of Occupancy
- Building X/McKinley Lab Replacement – Construction underway
- East Campus Utility – Construction underway
- Spencer Labs Renovations – Construction underway
- Science District Generator Project – Construction underway
- Worrilow Hall/UD Creamery Process Renovations – Construction underway

- **STAR Campus**

- 550 South College Avenue – Second Floor Office Fit-Outs underway
- Fin-Tech West Parking Lot – Construction underway
- Star Tower 9th Floor Offices – Construction underway
- BPI Waste Water Neutralization Project – Construction underway
- 502 South College Avenue, BPG Apartments – Lines and Grades review

CONSTRUCTION PROJECTS – COMPLETED/UNDER CONSTRUCTION

- The Grove (fka College Square) – Construction underway, Certificates of Occupancy (CO) for the apartments ongoing
- The Vero (fka Newark Senior Living) – Completed
- Green Mansion Hotel and apartments – Hotel opened May 2023; Temporary Certificates of Occupancy (TCO) for the apartments issued
- Mill at White Clay/Creekview – Construction underway
- Newark Charter Junior High – TCO issued
- Martin Honda on Ogletown/Marrows Road – CO issued
- Briarcreek North – Construction underway
- 262 South College Avenue, Chabad House – Construction underway
- 268 East Main Street – Construction underway
- 302 Markus Court – Construction underway

CONSTRUCTION PROJECTS – IN REVIEW PROCESS (ACTIVE)

▶ CIP/Lines and Grades/Permit review

- ▶ 62 North Chapel Street
- ▶ 1 North Twin Lakes
- ▶ 10 and 16 Benny Street
- ▶ 532 Old Barksdale Road
- ▶ 1119 South College Avenue
- ▶ 1501 Casho Mill Road
- ▶ 132-138 East Main Street
- ▶ Milford Run

▶ Subdivision review

- ▶ 313 East Main Street (Newark Housing Authority)
- ▶ 30 South Chapel Street
- ▶ 25 North Chapel Street
- ▶ 339, 341 and 349 East Main Street
- ▶ 1115 South College Avenue
- ▶ 1105 Elkton Road
- ▶ 55 Benny Street
- ▶ 50 and 54 Corbit Street
- ▶ 515 Capitol Trail

Accomplishments/Goals - Planning Division

▶ Accomplishments

- ▶ BB/RA Zoning Code updates
- ▶ DART Connect launch
- ▶ Silver-Level Bicycle Friendly Community designation
- ▶ Adoption of Newark Transportation Improvement District

▶ Goals

- ▶ Implementation of Tyler Enterprise Permitting and Licensing (EPL fka EnerGov)
- ▶ Continue affordable housing initiatives, including the implementation of the Rental Housing Workgroup recommendations
- ▶ Launch 10-year update for the Newark Bicycle Plan

Accomplishments/Goals - Code Enforcement Division

- ▶ Accomplishments
 - ▶ Nuisance Property ordinance adoption and implementation
 - ▶ Significant progress on the 2021 IPMC adoption – slated to be completed by December 2023
 - ▶ Recruitment and hiring for three positions in the Division, which is 27% of the staff.
- ▶ Goals
 - ▶ Revise processes and procedures to align with EPL and streamline permitting to the extent possible.
 - ▶ Begin review and revision of the 2024 International Code Council Codes for adoption into the Newark Municipal Code.
 - ▶ Begin digitization of property records to create a more streamlined documentation process.

Accomplishments/Goals - Parking Division

▶ Accomplishments

- ▶ Implementation of the parking rate restructure through Passport and T2, including increased rates and seasonal rates.
- ▶ Parking fine restructure implementation, including increased fees, changes to the appeals process, and new criteria for scofflaws.
- ▶ Business priority parking permit program instituted to ensure permits are available for downtown businesses prior to sales to the general public.

▶ Goals

- ▶ Deployment of Body Cameras and New Radios
- ▶ Addition of Parking Coordinators for Evening/Weekend Leadership
- ▶ Complete Digitization of Residential Permitting through License Plate Recognition

Planning Budget Overview – By Division

					*as amended	**as proposed		
PLANNING AND DEVELOPMENT DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
DIVISION SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
Planning	\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,381,224	\$ 1,398,050	\$ 1,413,711	\$ 15,661	1.1%
Code	\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,566,710	\$ 1,736,408	\$ 2,269,255	\$ 532,847	30.7%
Parking	\$ 2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,437,758	\$ 2,542,190	\$ 2,900,026	\$ 357,836	14.1%
UniCity	\$ 272,566	\$ 196,614	\$ 303,724	\$ 308,910	\$ 305,279	\$ -	\$ (305,279)	-100.0%
CDBG	\$ 201,777	\$ 135,964	\$ 212,457	\$ 213,100	\$ 283,984	\$ 286,693	\$ 2,709	1.0%
Total Planning and Development Department:	\$ 5,265,046	\$ 4,799,349	\$ 5,116,724	\$ 5,907,702	\$ 6,265,911	\$ 6,869,685	\$ 603,774	9.6%

Planning Budget Overview – By Object Level

					*as amended	**as proposed		
PLANNING AND DEVELOPMENT DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
SUMMARY (BY OBJECT LEVEL):	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
Personnel Services	3,162,662	3,115,479	2,919,261	3,355,254	3,619,912	4,182,419	562,507	16%
Materials and Supplies	75,218	33,122	54,013	54,879	131,550	135,237	3,687	3%
Contractual Services	1,255,112	877,250	1,362,032	1,531,438	1,573,280	1,466,178	(107,102)	-7%
Equipment Depreciation	137,542	164,844	180,534	196,057	201,100	289,785	88,685	44%
Other Expenditures	347,471	186,207	185,987	361,853	288,393	314,085	25,692	9%
Inter-Dept. Charges	286,422	422,447	414,897	408,221	451,676	481,981	30,305	7%
Debt Service - Interest	619	-	-	-	-	-	-	0%
Total	\$ 5,265,046	\$ 4,799,349	\$ 5,116,724	\$ 5,907,702	\$ 6,265,911	\$ 6,869,685	\$ 603,774	9.6%

General Budget Overview (Changes from 2023)

Operating Budget Changes

- ▶ 3.5 New FTEs (2 Parking Coordinators [off-set by deletion of Parking Lot Manager], 1 Code Enforcement Officer, 1 Code Enforcement Administrative Professional I)
 - \$200,000: Code Enforcement (2) - Code Enforcement Officer and Admin Professional
 - \$170,000: Parking (1.5) – Parking Coordinators
- ▶ Repurposing General Fund dollars from sunseting Unicity for the permanent hire of the two Planner I positions in Planning
- ▶ Inclusion of second Fire Protection Specialist, which was previously approved by Council on July 17.

General Budget Overview (Changes from 2023)

Personnel Justification

- ▶ 2 Parking Coordinators [off-set by deletion of Parking Lot Manager]
 - ▶ Provides evening and weekend oversight and coordination
 - ▶ Allows for extended office hours to provide better service to residents
 - ▶ Enables full-time parking ambassadors to be on the streets more by taking on court appeal responsibilities
 - ▶ Reduces costs of radio replacement capital project by allowing for radios to be taken off the police band and having someone in office to monitor them
- ▶ 1 Code Enforcement Officer
 - ▶ Allows for more timely permit processing and inspections to provide better customer service to residents
 - ▶ Provides four full-time Code Enforcement Officers in the field, which was the historical level
 - ▶ Gives the Division the opportunity to onboard and train a new Code Enforcement Officer in advance of future retirement
- ▶ 1 Administrative Professional I
 - ▶ Permits the implementation of the rental inspection program as outlined in direction from Council on July 17
 - ▶ Gives the Division the opportunity to onboard and train a new Administrative Professional I in advance of future retirement

Planning Budget Overview – Estimated Revenue

					*as amended	**as proposed		
PLANNING AND DEVELOPMENT DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
REVENUE SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
<u>GENERAL FUND (Planning and Code Enforcement Divisions)</u>								
Fees for Service	2,364,934	2,197,174	2,247,183	1,896,934	2,615,420	2,831,500	216,080	8%
<u>COMMUNITY DEVELOPMENT BLOCK GRANT FUND</u>								
Intergovernmental Revenue	226,776	167,761	246,966	478,160	259,268	260,000	732	0%
<u>TRANSPORTATION FUND (Unicity)</u>								
Intergovernmental Revenue	143,380	143,380	143,380	143,380	143,380	-	(143,380)	-100%
<u>PARKING FUND</u>								
Fees for Service	2,715,771	1,108,098	1,668,094	2,356,490	4,263,500	3,366,000	(897,500)	-21%
Other Revenue	49,383	30,717	103,990	6,853	12,000	2,000	(10,000)	-83%
Total Revenue - Planning and Development Department	\$ 5,500,244	\$ 3,647,130	\$ 4,409,613	\$ 4,881,817	\$ 7,293,568	\$ 6,459,500	\$ (834,068)	-11.4%
<u>Net Variance between Operating Expenditures and Revenue:</u>	\$ 235,198	\$ (1,152,219)	\$ (707,111)	\$ (1,025,885)	\$ 1,027,657	\$ (420,185)		
**Please note, capital expenditures are not included in the above variance.								

Planning Budget Overview – Capital Improvements (Code)

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ 87,291	\$ -	\$ -	\$ -	\$ -	\$ 87,291
*Prior Authorized Balance:						\$ 44,335	\$ -	\$ -	\$ -	\$ -	\$ 44,335
2024-2028 Funding:						\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
						*Prior Authorized Balance includes 2023 carryover funding only.					
			2023	-----2024-----							
PROJECT NUMBER	PROJECT NAME	*	BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
B2201	Tyler Enterprise Permitting and Licensing	B	\$ 600,000	\$ 131,626	\$ -	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
BEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Code Enforcement Division			\$ 600,000	\$ 131,626	\$ -	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 600,000	\$ 131,626	\$ -	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(600,000)	(131,626)	-	(131,626)	-	-	-	-	(131,626)
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Planning Budget Overview – Capital Improvements (Parking)

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ 97,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 751,290
*Prior Authorized Balance:						\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2024-2028 Funding:						\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290
						*Prior Authorized Balance includes 2023 carryover funding only.					
PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
V2401	Parking Ambassador Body Cameras	B	\$ -	\$ -	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 114,290
V2402	Parking Kiosk Replacements/Parts	B	-	-	35,000	35,000	-	-	-	-	35,000
V2403	Parking Radio System	B	-	-	40,000	40,000	-	-	-	-	40,000
V2301	Third Vehicle-Mounted License Plate Recognition Device and W	B	62,792	-	-	-	-	-	-	-	-
V2302	Parking Lot Surface Maintenance	B	200,000	200,000	-	200,000	-	-	250,000	200,000	650,000
VEQSF	Equipment Replacement Program	D	-	-	-	-	-	60,000	52,000	-	112,000
Total Parking Fund - Parking Division			\$ 262,792	\$ 200,000	\$ 97,858	\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 262,792	\$ 200,000	\$ 97,858	\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290
	LESS: USE OF RESERVES		(200,000)	(200,000)	-	(200,000)	-	-	(250,000)	(200,000)	(650,000)
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	(26,687)	(22,768)	-	(49,455)
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ 62,792	\$ -	\$ 97,858	\$ 97,858	\$ 22,858	\$ 56,171	\$ 52,090	\$ 22,858	\$ 251,835

General Budget Overview (Changes from 2023)

Capital Improvement Program Changes and Updates

- ▶ New radios for Parking (type of radio depends on approval of Parking Coordinators)
- ▶ Adding Parking to the Body Worn Camera program for the City
- ▶ Equipment replacement for 2024 moved up to 2023.

Conclusion



PLANNING AND DEVELOPMENT DEPARTMENT

2024 BUDGET PRESENTATION TO CITY COUNCIL

**AS PRESENTED ON:
AUGUST 28th, 2023**

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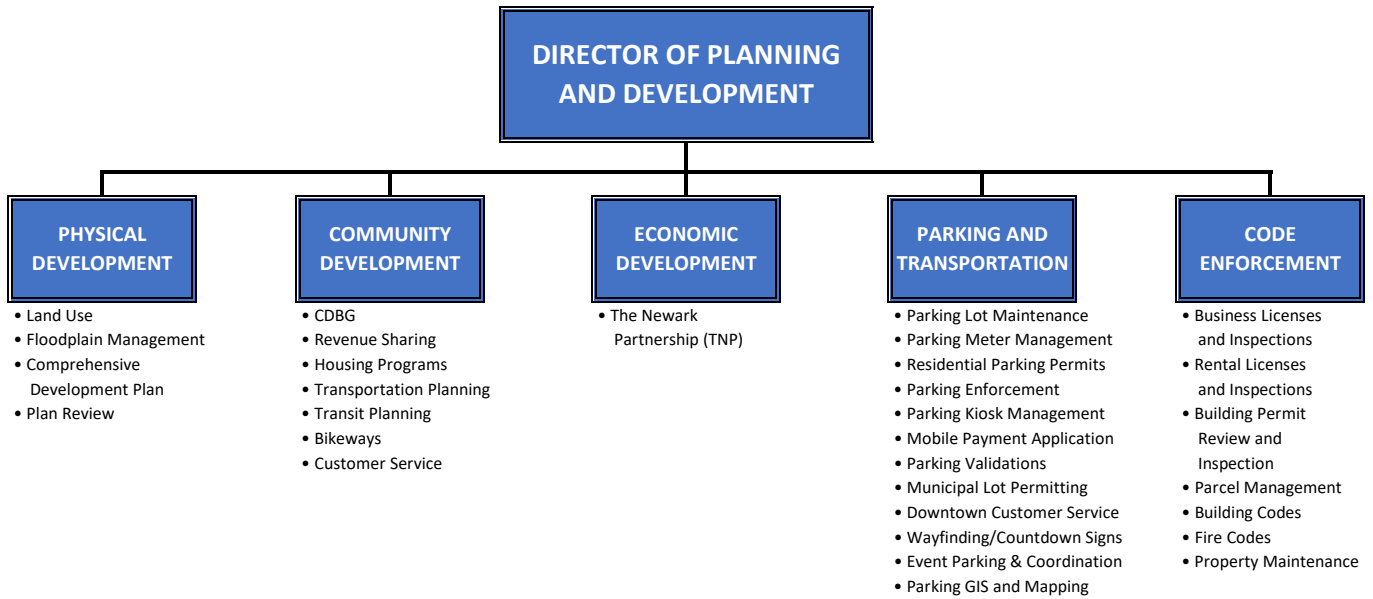
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**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2024 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, one (1) Senior Planner, one (1) Planner II, two (2) temporary Planner I, 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 is set to sunset in 2023.
- The City is working with DART First State for the implementation of the DART Connect microtransit program to provide affordable on-demand public transportation throughout the City of Newark.

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
2024 DEPARTMENTAL NARRATIVE**

Code Enforcement Division:

- This Division is responsible for the administration and enforcement of the adopted International Building Codes, 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 team member 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, one (1) Lead Property Maintenance Inspector, two (2) additional Property Maintenance Inspectors, one (1) Lead Code Enforcement Officer, three (3) additional Code Enforcement Officers, two (2) Fire Protection Specialists 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.

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 fifteen (15) 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.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2024 DEPARTMENTAL NARRATIVE**

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.
- Unicity is slated to be sunset on September 30 with the launch of DART Connect.

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
2023 DEPARTMENTAL ACCOMPLISHMENTS**

Land Use and Planning Division:

The Planning and Development Land Use and Planning Division remained quite busy in 2023 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:

1. Planning completed the BB and RA zoning code updates in December of 2022 after extensive community and stakeholder input. Implementation has been ongoing in 2023 and has resulted in a significant number of resubmissions for plans that were already in progress to comply with the new zoning regulations.
2. Staff has worked to begin what hopefully will become an extensive initiative to improve affordable housing offerings in the City of Newark. Ordinances creating an expedited review timeline, adding affordable housing as a criterion for site plan approval, waiving subdivision and zoning fees, and eliminating parking requirements for affordable housing projects have been approved. An initial presentation regarding inclusionary zoning was given to Planning Commission on August 15 and will be presented to Council on August 21. It is staff's intention to hold stakeholder meetings throughout the fall to get feedback from affected groups to use in developing recommendations to bring to the Planning Commission and Council later this year.
3. The City has been working with DART First State to offer a more accessible transportation option for the Newark residents. DART partnered with the City to kick off the new DART Connect Newark program in August, with the City on track to sunset Unicity in September. This will offer residents a much faster and direct path of travel, compared to Unicity which was a fixed loop mode of travel.
4. The City of Newark was named a Silver-Level Bicycle Friendly Community by the League of American Bicyclists. This joint effort between Planning staff, WILMAPCO, and BikeNewark makes Newark the only Silver-Level community in Delaware and only one of 115 communities nationwide that has a designation of Silver or higher. This is the culmination of a twelve-year effort to move from Bronze to Silver. Recommendations from the League of American Bicyclists as to what would be needed for Newark to move to Gold will be included in the updated Newark Bicycle Plan, which is now beginning the update process.
5. The Newark Transportation Improvement District was adopted by Council in March 2023. This was the completion of a multi-year process to implement the first impact fee that has new development contributing toward the City share of various multimodal transportation projects throughout the City that are on tap through 2045.

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

Land Use and Planning Division (continued):

6. The Planning staff have been working with Code Enforcement and Finance on extensive database cleanup to implement Tyler Enterprise Permitting and Licensing (EPL, formerly known as EnerGov), a product of Tyler Technologies, Inc. This provides a solution that will allow Newark residents to be more engaged and for development and permitting processes to be made more citizen centric. It gives employees the ability to perform their jobs more proficiently and successfully through digitizing processes that are currently paper based, while convenient web access provides online services to citizens, contractors, developers and other stakeholders at any time. The software will not only present additional features for the employees, but it will give the community the ability to submit different applications, view the status of applications or jobs, payment processing, request inspections from multiple departments at any time, report violations, and participate in plan reviews.

Planning Commission Activities [September 2022 through August 2023]:

Code Amendments

1. Text amendments to the BB and RA zoning code and related amendments to Chapter 27 Appendices II and XIII (October 2022)
2. Define Convenience store/gas station in the code for all zoning districts (December 2022)
3. Increasing development fees in Chapter 27 and Chapter 32 (December 2022)
4. Amendments to downtown parking lot design standards (December 2022)
5. Amendments to Chapter 27, Subdivisions, and Chapter 32, Zoning, to remove parking requirements for affordable housing development projects, add affordable housing as a criterion in the site plan approval process, and waive development review fees for affordable housing development projects (April 2023)
6. Amendment to Chapter 27, Subdivisions, to change timeline for development application review and to provide for an accelerate review timeline for affordable housing development projects (April 2023)
7. Text amending the definition of “Personal service establishment” under Section 32-4 (a)(91) by adding “state-licensed massage therapist” to the list of uses and deleting “Massage parlors and related uses are excluded” from the definition (June 2023)
8. Amendment to add “veterinary hospital”, as a defined in Section 32-4 (a)(139), to the BB Zoning district (Central business district) as a use permitted with a Special Use Permit (June 2023)
9. Amendment to add institutional uses including schools, churches, police and fire stations to the MI and MOR zoning districts (July 2023)
10. Amendment to update the off-street parking requirements for an automobile/vehicle refueling service station with a retail store component (July 2023)
11. Amendment to change front and side setback requirements in the BB zoning district (August 2023)

Rezoning

1. 532 Old Barksdale Road (November 2022)
2. 65 South Chapel Street (March 2023)

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

Planning Commission Activities [September 2022 through August 2023] (continued):

Comprehensive Development Plan Amendments

1. 532 Old Barksdale Road (November 2022)
2. Amendment to add institutional use, including schools, churches, police and fire stations to the MI and MOR zoning districts (July 2023)

Major/Minor Subdivisions

1. 532 Old Barksdale Road (November 2022)
2. 65 South Chapel Street (March 2023)
3. 65 North Chapel Street (June 2023)
4. 1105 Elkton Road (August 2023)

Site Plan Approval

1. 65 South Chapel Street (March 2023)

Special Use Permits

1. 25 North Chapel Street (Council – October 2022)
2. 211 South Main Street (Council – November 2022)
3. 1119 South College Avenue (Council – November 2022)
4. 532 Old Barksdale Road (PC – November 2022; Council – February 2023)
5. 94 East Main Street (Council – January 2023)
6. 141 East Main Street (Council – February 2023)
7. 139 Grove Lane (Council – March 2023)
8. 325 Markus Court (Council – April 2023)
9. 117 Delrem Drive (Council – April 2023)
10. 301 Louviers Drive (Council – July 2023)
11. 165 East Main Street (Council – August 2023)
12. 1105 Elkton Road (PC – August 2023)

Transportation Improvement District (TID)

1. TID Meeting – September 14, 2022
2. TID Meeting – February 15, 2023

Capital Improvements Plan

1. Review and consideration of 2023-2027 Capital Improvements Program (October 18, 2022)

2023 Work Plan

1. Adoption of the Planning Commission 2023 Work Plan (December 6, 2022)

Planning Commission Training

1. Commissioner Bradley attended the Introduction to Land Use Law, the Constitution and Taking class hosted by UD (February 2023)
2. Commissioner Williamson attended an Advanced Land Use Law class hosted by UD (March 2023)
3. Commissioner Tauginas participated in an introduction to Land Use training hosted by UD (May 2023)
4. Commissioner Tauginas participated in FOIA training hosted by UD (June 2023)

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

Plans Received and in Review (July 2022 through August 2023)

1. 29 West Park Place
2. 44 Corbit Street and 81 New London Road
3. 1105 Elkton Road
4. 30 South Chapel Street
5. 65 North Chapel Street
6. 1115 South College Avenue
7. 1050 South College Avenue
8. 1105 Elkton Road
9. 339, 341, and 349 East Main Street
10. 25 North Chapel Street
11. 50-54 Corbit Street
12. 313 East Main Street, 4-15 Independence Circle, and 300-302 Delaware Circle
13. 55 Benny Street
14. 244 Kells Avenue
15. 515 Capitol Trail

Ongoing Land Use Projects

1. Green Mansion – 94 East Main Street
2. The Grove (Formerly College Square Shopping Center)
3. Briarcreek North
4. Milford Run
5. 591 Collaboration Way
6. UD Drake Hall
7. 62 North Chapel Street
8. 1501 Casho Mill Road
9. 268 East Main Street
10. 10 and 16 Benny Street
11. 532 Old Barksdale Road
12. 141 East Main Street
13. 500-700 Creek View Road
14. 1119 South College Avenue
15. 132-138 East Main Street

Permitting Activities: 2017 to August 15, 2023

Permitting Activities	2017	2018	2019	2020	2021	2022	2023 YTD
Deed Transfer Affidavits	378	424	418	444	642	541	276
Building Permit Reviews	1,698	1,057	1,748	1,086	1,463	1,435	819
Certificates of Completion/Occupancy	70	18	48	240	115	138	70
Total	2,146	1,361	2,214	1,770	2,220	2,114	1,165

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

Code Enforcement Division:

Code Enforcement Division 2023 Accomplishments Year to Date

1. The Code Enforcement Division has experienced several vacancies in 2023 with 27% of positions being vacant at some point during the year. The team anticipates being back to full staffing in September but is anticipating potential retirements in 2024. The team continues to work to maintain and improve the level of customer service for permitting and inspections.
2. As of August 15, 2023 the Code Enforcement Division has issued 667 Building Permits and collected \$1,389,380.00 in permit fees. We have also processed to date 11 Temporary Certificates of Occupancy at a cost to the applicant of \$5,500.00.
3. The Division welcomed a new Code Enforcement Manager and a new Administrative Professional. A second Fire Protection Specialist was approved by Council in July and is anticipated to be hired by September.
4. Staff coordinated with the State Fire Marshal's Office to provide plan review and fire inspection services for the City related to NFPA standards and Code Solutions International LLC to provide plan review services related to the 2018 International Fire Code and City Municipal Code.
5. The Property Maintenance team along with the previous and current 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. This group presented the nuisance property ordinance to Council in November 2022, which was adopted and implemented.
6. The Property Maintenance team, along with NPD, UDPD, and UD Conflict Resolution performed multiple sessions of community engagement to educate residents on department functions.
7. Staff continues to make progress in evaluating and revising licensing and permitting processes, including auditing the business license and rental license databases to identify unlicensed businesses and rentals.

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

Code Enforcement Division (continued):

CODE ENFORCEMENT 2022 PERMITTING ACTIVITIES

Rentals:

Number of Rental Licenses:		1,927
	Billed	Paid
2022 Rental Billings:	\$ 552,699.00	\$ 486,550.15

Business Licenses:

Number of Business Licenses:		833
	Billed	Paid
2022 Business License Bills:	\$ 362,490.27	\$ 292,042.05

Code Violation Cases:

Number of Violations	664
Number of Citations	581
Citation Billings:	\$ 34,200.00

2022 Permits:

Totals:	Billed	# of Applications
Total Fees:	\$742,349.50	1011

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

Parking Division:

In 2023, 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.

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 2023 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 approved plans for a new development project, the Parking Division continues to work with the developer in hopes of leasing the surface parking lot until the beginning of construction.

Newark's busiest parking lot, Municipal Lot #1, was expanded in 2021, continues to be near maximum occupancy throughout the University of Delaware school semesters and has seen increased occupancy in 2023 due to the use of lot by tradespeople working on the Building X project. As parking occupancy during the school year and during lunch/dinner is regularly high, the Division is certain that these new parking spaces will continue to be utilized. Newly installed high-visibility LED lamps and lampposts help to increase safety standards throughout our expanded parking lot along with the recently added Electric Vehicle (EV) charging stations creating new parking spaces meant specifically for electric vehicles that help to curb fossil fuel consumption. Signage improvements are continually made to ensure patrons are aware of the parking lot rules and payment system. Staff continually updates geographic information system (GIS) which 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.

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

Transportation and Technical Services:

The Division spent significant time over the past year working with DART First State to implement the new DART Connect microtransit transportation system. DART Connect provides a reservation based public transit system, similar to rideshare companies like Uber or Lyft, but at a fraction of the cost. The virtual bus stop network for DART Connect has been created to ensure that no resident of Newark is more than half a mile from the nearest virtual bus stop, with that distance lowered to a quarter of a mile or less for areas with a high concentration of senior citizens or lower income residents. Every neighborhood in Newark has at least one virtual bus stop.

With the implementation of DART Connect, the current Unicity service will be sunset as of September 30, 2023. All existing Unicity bus stops have been included as virtual bus stops for DART Connect.

Community Development Block Grant (CDBG):

In the 49th year (July 1, 2023 to June 30, 2024), the City allocated \$285,000.00 in CDBG funds to 10 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
2024 DEPARTMENTAL GOALS**

Land Use and Planning Division:

During 2024, 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 and the items provided by Council as part of their annual prioritization exercise take priority.

Planning Related Major Initiatives

- Complete the implementation of Tyler Enterprise Permitting and Licensing (formerly known as EnerGov), a product of Tyler Inc. This project is expected to take 12 to 15 months.
- Continue to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup. For 2024, this includes but is not limited to working on developing ordinances for inclusionary housing and reviewing potential changes to the student home ordinance.
- Begin the 10-year update for the Newark Bicycle Plan incorporating recommendations from the League of American Bicyclists
- Successfully launch the Parking Advisory Committee and work with them to determine an implementation plan for the medium and long term goals of the Parking Subcommittee
- Continue to work with the Conservation Advisory Committee and City of Newark staff on implementing the *Newark Sustainability Plan*.
- 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*.
- 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.

Boards, Committees, and Meetings

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

Land Use and Land Development Activities

- 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

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2024 DEPARTMENTAL GOALS**

Land Use and Land Development Activities (continued):

- Process Code-mandated responsibilities:
 - Annexations
 - Rezoning
 - 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
 - Nuisance Property program

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
- Liaising with DART for the operation of DART Connect
- 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
2024 DEPARTMENTAL GOALS**

Code Enforcement Division:

In 2024, the Code Enforcement team will continue to evaluate the department's processes and procedures and make improvements to increase efficiency and customer service. We are anticipating the implementation of the Tyler Enterprise Permitting and Licensing software system (fka EnerGov) and Tyler 311 for citizen concerns, both of which will aid in these goals. In addition, we will begin reviewing the 2024 International Codes along with Chapter 7 of the Municipal Code for proposed amendments with a targeted Council review and possible adoption in late 2025 or early 2026. We will continue the process of updating our Business License Code which is contained in Chapter 13, Article VII of the City Code as well as look into the possible creation of a new code section under Chapter 1 of the Municipal Code for good standing requirements which would be applicable to the entire Municipal Code.

Over the past year, we have welcomed our new Code Enforcement Manager and a new Administrative Professional to the team. In 2024, each of the Property Maintenance Inspectors and Code Enforcement Officers will be completing formal training to maintain the required certifications of their positions. This has resulted in the need to increase our training budget for the coming year. Also, in order to create a more informationally diverse division, the Code Enforcement Officers and Property Maintenance Inspectors will be provided with cross training between the disciplines.

Parking Division:

In 2024, 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 2024 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 continued 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 throughout Newark is managed properly and with our residents and patrons in mind. 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 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.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2024 DEPARTMENTAL GOALS**

Parking Division (continued):

In 2024, the Parking Division is looking to add Parking Coordinators to assist with support and oversight during off peak night and weekends hours for the part-time Parking Ambassadors when our full-time management staff is not working to provide support. The Division is adding a third License Plate Recognition (LPR) device to the Parking fleet, allowing the Division to be more efficient while enforcing the Newark downtown parking district. The Parking Division also is proposing body-worn safety cameras for the Parking Ambassadors to build on the recently installed cameras in Parking Division vehicles. These 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 2024, staff will continue the effort to encourage multi-modal transportation in Newark through the 10-year update of the Newark Bicycle Plan. 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 implementing the Newark Transportation Improvement District, and partnering with DART to successfully execute the newly implemented DART Connect microtransit program.

Economic Development:

In 2024, 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 2024, staff's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents.



**PLANNING AND DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

2024 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

* as amended

** as proposed

PLANNING DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
OPERATING EXPENSES								
Personnel Services	\$ 461,618	\$ 483,609	\$ 522,760	\$ 745,490	\$ 849,000	\$ 834,598	\$ (14,402)	-1.7%
Materials and Supplies	2,524	1,359	5,204	7,169	2,750	2,750	-	0.0%
Contractual Services	314,530	163,859	157,932	230,458	226,148	228,910	2,762	1.2%
Other Charges	339,129	178,594	183,479	357,266	275,858	295,750	19,892	7.2%
Subtotal	\$ 1,117,801	\$ 827,421	\$ 869,375	\$ 1,340,383	\$ 1,353,756	\$ 1,362,008	\$ 8,252	0.6%
Inter-Dept. Charges	12,641	28,181	37,754	40,841	44,294	51,703	7,409	16.7%
Total Operating Expenses	\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,381,224	\$ 1,398,050	\$ 1,413,711	\$ 15,661	1.1%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111112	6020	Supervisory	\$ 113,363	\$ 113,263	\$ 113,853	\$ 176,478	\$ 235,798	\$ 238,633	\$ 2,835	1.2%
0111112	6030	Engineering/Technical	101,926	117,650	122,356	216,210	220,009	230,481	10,472	4.8%
0111112	6080	Clerical	48,871	49,454	37,077	43,537	46,171	49,444	3,273	7.1%
0111112	6580	Service Award	1,881	2,072	2,366	2,748	4,634	5,853	1,219	26.3%
0111112	6590	Sick Pay	1,503	1,562	2,210	3,465	2,682	5,126	2,444	91.1%
0111112	6615	Interns	7,249	6,000	-	-	-	-	-	0.0%
0111112	6620	Overtime	34,566	27,078	40,586	27,247	20,000	20,000	-	0.0%
0111112	6860	Other Wages	-	5,168	8,141	15,775	-	-	-	0.0%
0111112	6885	Device Reimbursement	600	600	600	900	1,200	1,200	-	0.0%
0111112	6920	Unemployment Comp. Ins.	1,327	1,239	1,479	2,478	2,205	836	(1,369)	-62.1%
0111112	6930	Social Security Taxes	23,093	22,926	24,230	35,515	39,687	41,266	1,579	4.0%
0111112	6940	City Pension Plan	20,790	25,830	58,006	55,593	66,723	60,301	(6,422)	-9.6%
0111112	6941	Defined Contribution 401(a) Plan	15,955	16,625	16,466	26,118	33,922	33,834	(88)	-0.3%
0111112	6950	Term Life Insurance	1,301	1,296	1,209	1,733	2,198	2,142	(56)	-2.5%
0111112	6960	Group Hospitalization Ins.	68,944	71,439	72,352	105,109	144,021	119,684	(24,337)	-16.9%
0111112	6961	Long-Term Disability Ins.	561	566	440	498	598	811	213	35.6%
0111112	6962	Dental Insurance	3,918	3,884	3,760	5,960	7,566	6,206	(1,360)	-18.0%
0111112	6963	Flexible Spending Account	-	-	-	58	63	126	63	100.0%
0111112	6964	Health Savings Account	3,000	3,000	3,125	4,500	3,000	-	(3,000)	-100.0%
0111112	6965	Post-Employment Benefits	8,377	9,613	10,161	13,620	8,310	8,310	-	0.0%
0111112	6966	Retirement Health Savings Account	4,201	4,155	4,159	7,682	8,916	9,048	132	1.5%
0111112	6967	Emergency Room Reimbursements	-	-	-	-	960	962	2	0.2%
0111112	6968	Vision Insurance Premiums	192	189	184	266	337	335	(2)	-0.6%
TOTAL PERSONNEL SERVICES			\$ 461,618	\$ 483,609	\$ 522,760	\$ 745,490	\$ 849,000	\$ 834,598	\$ (14,402)	-1.7%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures: * as amended ** as proposed

MATERIALS AND SUPPLIES											
			2019	2020	2021	2022	2023	2024		\$ DIFFERENCE	% DIFFERENCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET *	BUDGET **		FROM 2023-24	FROM 2023-24
0111113	7150	Office Supplies	\$ 1,656	\$ 602	\$ 5,204	\$ 6,903	\$ 1,600	\$ 1,600		\$ -	0.0%
0111113	7160	Books, Periodicals, Etc.	353	256	-	266	750	350		(400)	-53.3%
0111113	7550	Miscellaneous Supplies	515	501	-	-	400	800		400	100.0%
TOTAL MATERIALS & SUPPLIES			\$ 2,524	\$ 1,359	\$ 5,204	\$ 7,169	\$ 2,750	\$ 2,750		\$ -	0.0%

										\$ DIFFERENCE	% DIFFERENCE
										FROM 2023-24	FROM 2023-24
CONTRACTUAL SERVICES											
			2019	2020	2021	2022	2023	2024			
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET *	BUDGET **			
0111114	8020	Advertising	\$ 5,572	\$ 5,224	\$ 3,398	\$ 2,636	\$ 4,000	\$ 4,000		\$ -	0.0%
0111114	8030	Casualty Insurance	5,665	6,064	5,782	9,320	11,805	10,683		(1,122)	-9.5%
0111114	8033	Insurance - Broker	520	525	866	1,551	1,738	1,643		(95)	-5.5%
0111114	8035	Insurance - Worker's Compensation	611	793	1,035	1,276	1,400	1,400		-	0.0%
0111114	8131	Information Technology Cont'l	14,458	12,541	12,861	16,791	17,346	18,471		1,125	6.5%
0111114	8180	Consulting Fees	226,542	106,653	67,134	131,641	110,000	110,000		-	0.0%
0111114	8220	Revenue Sharing Program	55,834	21,937	56,687	59,869	71,390	73,300		1,910	2.7%
0111114	8312	Fleet & Facilities Services	3,639	4,449	5,270	7,353	7,469	8,413		944	12.6%
0111114	8550	Misc. Contracted Services	1,689	5,673	4,899	21	1,000	1,000		-	0.0%
TOTAL CONTRACTUAL SERVICES			\$ 314,530	\$ 163,859	\$ 157,932	\$ 230,458	\$ 226,148	\$ 228,910		\$ 2,762	1.2%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures: * as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111115	9002	Subvention - Aetna Hook and Ladder	\$ 174,246	\$ 174,246	\$ 174,246	\$ 274,246	\$ 182,958	\$ 200,000	\$ 17,042	9.3%
0111115	9003	Subvention - Newark Ambulance	3,000	3,000	3,000	3,000	3,150	5,000	1,850	58.7%
0111115	9005	Subvention - Newark Partnership	150,000	-	-	75,000	75,000	75,000	-	0.0%
0111115	9020	Mileage & Small Bus. Exp.	39	-	-	237	750	750	-	0.0%
0111115	9070	Training & Continuing Educ/Conf	11,844	1,348	6,233	4,783	14,000	15,000	1,000	7.1%
TOTAL OTHER CHARGES			\$ 339,129	\$ 178,594	\$ 183,479	\$ 357,266	\$ 275,858	\$ 295,750	\$ 19,892	7.2%

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

INTER-DEPT. CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
		Billings and Accounting	\$ 1,783	\$ 12,650	\$ 26,855	\$ 31,620	\$ 27,142	\$ 34,301	\$ 7,159	26.4%
		Electricity Used	-	1,228	823	781	954	892	(62)	-6.5%
		Information Technology	19,014	22,069	21,246	20,452	23,495	23,970	475	2.0%
		Mailroom and Postage	447	445	454	573	499	706	207	41.5%
		Printing and Reproduction	409	266	335	261	456	502	46	10.1%
		Records	9,795	10,619	11,004	11,224	11,873	12,766	893	7.5%
		Services to Utility Funds	(18,807)	(19,096)	(22,963)	(24,070)	(20,125)	(21,434)	(1,309)	6.5%
TOTAL INTER-DEPT. CHARGES			\$ 12,641	\$ 28,181	\$ 37,754	\$ 40,841	\$ 44,294	\$ 51,703	\$ 7,409	16.7%

OPERATING EXPENSES - PLANNING DIVISION			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES			\$ 1,130,442	\$ 855,602	\$ 907,129	\$ 1,381,224	\$ 1,398,050	\$ 1,413,711	\$ 15,661	1.1%

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**PLANNING AND DEVELOPMENT DEPARTMENT
CODE ENFORCEMENT DIVISION**

2024 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

* as amended

** as proposed

CODE ENFORCEMENT DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
OPERATING EXPENSES								
Personnel Services	\$ 1,251,964	\$ 1,432,216	\$ 1,354,817	\$ 1,345,015	\$ 1,416,267	\$ 1,762,289	\$ 346,022	24.4%
Materials and Supplies	9,496	5,160	2,785	6,085	10,200	22,942	12,742	124.9%
Contractual Services	121,042	99,610	103,632	111,317	191,688	224,008	32,320	16.9%
Other Charges	12,223	17,396	14,153	15,461	19,950	155,770	135,820	680.8%
Subtotal	\$ 1,394,725	\$ 1,554,382	\$ 1,475,387	\$ 1,477,878	\$ 1,638,105	\$ 2,165,009	\$ 526,904	32.2%
Inter-Dept. Charges	58,986	92,956	91,301	88,832	98,303	104,246	5,943	6.0%
Total Operating Expenses	\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,566,710	\$ 1,736,408	\$ 2,269,255	\$ 532,847	30.7%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0121082	6020	Supervisory	\$ 42,000	\$ 81,937	\$ 77,364	\$ 85,592	\$ 92,647	\$ 97,191	\$ 4,544	4.9%
0121082	6080	Clerical	109,771	119,720	118,731	122,653	126,304	161,240	34,936	27.7%
0121082	6230	Maintenance Workers	-	363	-	-	-	-	-	0.0%
0121082	6260	Code Enforcement	544,600	598,032	566,562	561,909	589,124	742,731	153,607	26.1%
0121082	6580	Service Award	15,538	17,240	16,604	11,761	12,534	13,507	973	7.8%
0121082	6590	Sick Pay	3,968	4,955	12,110	14,486	3,637	3,590	(47)	-1.3%
0121082	6620	Overtime	24,393	20,684	17,496	13,782	25,000	25,000	-	0.0%
0121082	6880	Uniform Allowance	1,920	1,920	1,760	1,800	1,920	2,400	480	25.0%
0121082	6885	Device Reimbursement	350	600	600	600	600	600	-	0.0%
0121082	6920	Unemployment Comp. Ins.	3,120	3,470	3,243	3,344	3,132	1,764	(1,368)	-43.7%
0121082	6930	Social Security Taxes	54,763	62,619	60,017	59,209	62,598	76,053	13,455	21.5%
0121082	6940	City Pension Plan	150,090	190,766	147,748	131,517	157,848	142,649	(15,199)	-9.6%
0121082	6941	Defined Contribution 401(a) Plan	15,312	19,321	18,609	25,951	29,377	47,740	18,363	62.5%
0121082	6950	Term Life Insurance	3,935	4,255	3,799	3,526	3,815	4,602	787	20.6%
0121082	6960	Group Hospitalization Ins.	202,187	215,852	215,722	219,625	244,146	367,528	123,382	50.5%
0121082	6961	Long-Term Disability Ins.	1,582	1,768	1,365	984	1,057	1,400	343	32.5%
0121082	6962	Dental Insurance	9,933	10,981	10,601	10,593	11,426	16,140	4,714	41.3%
0121082	6963	Flexible Spending Account	205	247	252	352	189	378	189	100.0%
0121082	6964	Health Savings Account	1,500	1,500	1,500	-	-	-	-	0.0%
0121082	6965	Post-Employment Benefits	59,659	69,516	73,849	66,536	39,810	39,810	-	0.0%
0121082	6966	Retirement Health Savings Account	5,009	5,915	5,619	8,082	8,916	15,080	6,164	69.1%
0121082	6967	Emergency Room Reimbursements	1,600	-	685	2,160	1,595	2,030	435	27.3%
0121082	6968	Vision Insurance Premiums	529	555	581	553	592	856	264	44.6%
TOTAL PERSONNEL SERVICES			\$ 1,251,964	\$ 1,432,216	\$ 1,354,817	\$ 1,345,015	\$ 1,416,267	\$ 1,762,289	\$ 346,022	24.4%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures: * as amended ** as proposed

MATERIALS AND SUPPLIES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2023-24	FROM 2023-24
			2019	2020	2021	2022	2023	2024			
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET *	BUDGET **			
0121083	7110	Safety Shoes and Supplies	\$ 1,944	\$ 710	\$ 819	\$ 1,295	\$ 2,200	\$ 4,000		\$ 1,800	81.8%
0121083	7130	Tools, Field Sup., & Small Eq.	885	1,079	432	496	3,500	11,942		8,442	241.2%
0121083	7140	Uniforms	11	-	-	-	-	-		-	0.0%
0121083	7150	Office Supplies	2,405	1,777	1,234	2,018	2,500	3,000		500	20.0%
0121083	7160	Books, Periodicals, Etc.	4,251	1,594	300	2,276	2,000	4,000		2,000	100.0%
TOTAL MATERIALS & SUPPLIES			\$ 9,496	\$ 5,160	\$ 2,785	\$ 6,085	\$ 10,200	\$ 22,942		\$ 12,742	124.9%

CONTRACTUAL SERVICES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2023-24	FROM 2023-24
			2019	2020	2021	2022	2023	2024			
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET *	BUDGET **			
0121084	8020	Advertising	\$ -	\$ -	\$ -	\$ 175	\$ 500	\$ 500		\$ -	0.0%
0121084	8030	Casualty Insurance	7,013	7,508	13,202	16,416	18,888	17,092		(1,796)	-9.5%
0121084	8032	Insurance - Auto	9,505	9,033	11,280	9,627	14,400	15,690		1,290	9.0%
0121084	8033	Insurance - Broker	1,689	1,705	2,438	2,756	2,780	2,628		(152)	-5.5%
0121084	8035	Insurance - Worker's Compensation	24,530	32,500	23,118	3,828	4,200	4,200		-	0.0%
0121084	8040	Merchant Fees and Discounts	20,636	8,735	11,312	11,187	15,000	15,750		750	5.0%
0121084	8050	Phone/Communications	2,088	274	-	-	-	504		504	100.0%
0121084	8120	Outside Consulting	-	-	-	-	82,500	85,000		2,500	3.0%
0121084	8131	Information Technology Cont'l	23,306	21,830	22,412	28,487	29,390	35,966		6,576	22.4%
0121084	8312	Fleet & Facilities Services	32,065	17,915	19,728	38,641	23,830	37,678		13,848	58.1%
0121084	8550	Misc. Contracted Services	210	110	142	200	200	9,000		8,800	4400.0%
TOTAL CONTRACTUAL SERVICES			\$ 121,042	\$ 99,610	\$ 103,632	\$ 111,317	\$ 191,688	\$ 224,008		\$ 32,320	16.9%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures: * as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0121085	9040	Dues & Professional Organizations	\$ 830	\$ 665	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
0121085	9060	Depreciation Expense	9,113	13,251	13,251	13,574	13,250	145,770	132,520	1000.2%
0121085	9070	Training & Continuing Educ/Conf	2,280	3,480	902	1,887	6,700	10,000	3,300	49.3%
TOTAL OTHER CHARGES			\$ 12,223	\$ 17,396	\$ 14,153	\$ 15,461	\$ 19,950	\$ 155,770	\$ 135,820	680.8%

INTER-DEPT. CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
		Billings and Accounting	\$ 4,689	\$ 29,306	\$ 30,392	\$ 30,941	\$ 31,024	\$ 35,420	\$ 4,396	14.2%
		Electricity Used	-	955	640	607	742	694	(48)	-6.5%
		Information Technology	51,644	59,940	57,706	55,548	63,815	65,106	1,291	2.0%
		Mailroom and Postage	1,024	1,020	1,039	971	1,143	1,194	51	4.5%
		Printing and Reproduction	296	193	243	189	331	364	33	10.0%
		Records	1,333	1,542	1,281	576	1,248	1,468	220	17.6%
TOTAL INTER-DEPT. CHARGES			\$ 58,986	\$ 92,956	\$ 91,301	\$ 88,832	\$ 98,303	\$ 104,246	\$ 5,943	6.0%

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES			\$ 1,453,711	\$ 1,647,338	\$ 1,566,688	\$ 1,566,710	\$ 1,736,408	\$ 2,269,255	\$ 532,847	30.7%

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**PLANNING AND DEVELOPMENT DEPARTMENT
CODE ENFORCEMENT DIVISION**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2024-2028
(with current year amended budget)

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

	FUNDING SUMMARY					
	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 87,291	\$ -	\$ -	\$ -	\$ -	\$ 87,291
*Prior Authorized Balance:	\$ 44,335	\$ -	\$ -	\$ -	\$ -	\$ 44,335
2024-2028 Funding:	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626

*Prior Authorized Balance includes 2023 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
B2201	Tyler Enterprise Permitting and Licensing	B	\$ 600,000	\$ 131,626	\$ -	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
BEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Code Enforcement Division			<u>\$ 600,000</u>	<u>\$ 131,626</u>	<u>\$ -</u>	<u>\$ 131,626</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 131,626</u>
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 600,000	\$ 131,626	\$ -	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(600,000)	(131,626)	-	(131,626)	-	-	-	-	(131,626)
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

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PROJECT NO: B2201
PROJECT TITLE: Tyler Enterprise Permitting and Licensing
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 87,291	\$ -	\$ -	\$ -	\$ -	\$ 87,291
*Prior Authorized Balance:	\$ 44,335	\$ -	\$ -	\$ -	\$ -	\$ 44,335
2024-2028 Funding:	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2024
Est. Useful Life (in years):	10+
Est. Total Cost:	\$ 731,626
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 600,000
% Complete (if underway):	82.0%
Balance to be funded ¹ :	\$ 131,626

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063006.9622	\$ 131,626
TOTAL PROJECT COST		\$ 131,626

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
EnerGov is a software platform from Tyler Technologies that is specifically designed to handle complex permitting, licensing and land use processes. EnerGov also has full interfacing capabilities with our present payment and accounting software, MUNIS also a Tyler product.	
This software will allow the Planning and Code Enforcement Department to provide a higher level of customer service by improving efficiency and by giving applicants the opportunity to submit permit, license and planning applications electronically and allowing for a fully remote operation in the event of an emergency situation such as those caused by the recent pandemic. There is also a robust public-facing portal for constituents and the development community to be able to track projects as they move through the development process from submission through approval to construction.	
The updated totals reflect the contract approved by Council on March 20, 2023 along with contingency funding for potential cost overruns. Out year operating costs are based on a 5% estimated escalator each year.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	644,335	-	600,000	\$ 44,335	131,626	-	-	-	-	\$ 131,626
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 644,335	\$ -	\$ 600,000	\$ 44,335	\$ 131,626	\$ -	\$ -	\$ -	\$ -	\$ 131,626
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	138,207	145,118	152,374	159,993	\$ 595,692



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Code Enforcement
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 75,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 75,000
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
*Please note that although there is \$0 budgeted from 2024-2028, this CIP sheet will remain as part of the 2024-2028 Capital Improvement Program. Next scheduled replacement is in 2029. Please reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2024-2028).
Budget Amendment (2): Please be advised that Council approved Budget Amendment, item 3-I on 1/23/2023 to authorize the purchase of Unit 803. Increased 2023 funding by \$20,545 of Equipment Sinking Funds and \$16,955 of Current Resources. Unit 803 was originally to be leased in 2022.
Budget Amendment (3): Please be advised that Council approved Budget Amendment, item 3-I on 1/23/2023 to authorize the purchase of Unit 827. Increased 2023 funding by \$19,851 of Equipment Sinking Funds and \$17,649 of Current Resources. Unit 803 was originally to be leased in 2023.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	34,604	-	34,604	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	40,396	-	40,396	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2024	2025	2026	2027	2028	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2024 - 2028
PLANNING AND DEVELOPMENT DEPARTMENT, CODE ENFORCEMENT DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2024	2025	2026	2027	2028
	STAFF VEHICLES											
803	2023 Chevrolet Traverse	08/02/23	30,799	5	2029	2029	30,799					
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	12	2031	2031	22,043					
827	2023 Chevrolet Traverse	08/02/23	30,799	5	2029	2029	30,799					
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	12	2031	2031	22,043					
837	2017 Ford Fusion	08/04/17	17,779	12	2029	2029	17,779					
838	2022 Ford Ranger	05/09/23	35,505	5	2029	2029	35,505					
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION								\$ -	\$ -	\$ -	\$ -	\$ -
GROSS ACQUISITION COST												
LESS: USE OF CAPITAL RESERVES								-	-	-	-	-
LESS: USE OF CURRENT RESOURCES								-	-	-	-	-
NET EQUIPMENT SINKING FUND TOTAL								\$ -	\$ -	\$ -	\$ -	\$ -



**PLANNING AND DEVELOPMENT DEPARTMENT
PARKING DIVISION**

2024 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Summary:

* as amended

** as proposed

PARKING DIVISION - SUMMARY		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
REVENUE									
Parking Lot Revenues	\$	1,645,623	\$ 902,751	\$ 1,555,409	\$ 2,356,490	\$ 4,263,500	\$ 3,366,000	\$ (897,500)	-21.1%
Other Revenues		1,119,531	236,064	216,675	6,853	12,000	2,000	(10,000)	-83.3%
Gross Operating Revenue	\$	2,765,154	\$ 1,138,815	\$ 1,772,084	\$ 2,363,343	\$ 4,275,500	\$ 3,368,000	\$ (907,500)	-21.2%
OPERATING EXPENSES									
Personnel Services	\$	1,406,090	\$ 1,166,155	\$ 1,005,753	\$ 1,222,767	\$ 1,308,274	\$ 1,536,452	\$ 228,178	17.4%
Materials and Supplies		37,898	21,631	31,696	21,097	48,600	69,545	20,945	43.1%
Contractual Services		455,963	362,934	677,511	782,071	734,092	815,647	81,555	11.1%
Other Charges		91,804	111,801	125,924	133,275	142,145	152,350	10,205	7.2%
Subtotal	\$	1,991,755	\$ 1,662,521	\$ 1,840,884	\$ 2,159,210	\$ 2,233,111	\$ 2,573,994	\$ 340,883	15.3%
Inter-Dept. Charges		214,795	301,310	285,842	278,548	309,079	326,032	16,953	5.5%
Total Operating Expenses	\$	2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,437,758	\$ 2,542,190	\$ 2,900,026	\$ 357,836	14.1%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
5495402	6020	Supervisory	\$ 149,056	\$ 161,472	\$ 159,015	\$ 162,701	\$ 174,105	\$ 180,153	\$ 6,048	3.5%
5495402	6072	Parking Enforcement	344,373	320,341	353,976	362,437	477,172	588,129	110,957	23.3%
5495402	6080	Clerical	82,700	94,498	96,579	102,451	108,716	123,571	14,855	13.7%
5495402	6230	Maintenance Workers	114,507	123,116	121,081	123,473	127,346	131,258	3,912	3.1%
5495402	6580	Service Award	7,077	8,187	8,874	9,644	10,981	12,539	1,558	14.2%
5495402	6590	Sick Pay	3,438	4,822	4,509	3,577	6,811	6,224	(587)	-8.6%
5495402	6600	Part-Time	262,578	91,022	38,666	11,218	-	-	-	0.0%
5495402	6620	Overtime	1,419	1,826	1,556	2,151	1,800	5,000	3,200	177.8%
5495402	6621	Shift Differential	3,462	1,426	832	182	-	-	-	0.0%
5495402	6880	Uniform Allowance	1,200	1,200	1,200	1,200	1,200	1,200	-	0.0%
5495402	6885	Device Reimbursement	1,800	1,800	1,800	1,800	1,800	1,800	-	0.0%
5495402	6920	Unemployment Comp. Ins.	9,780	7,405	6,185	5,563	6,035	3,024	(3,011)	-49.9%
5495402	6930	Social Security Taxes	72,558	60,287	58,909	58,141	67,872	77,861	9,989	14.7%
5495402	6940	City Pension Plan	170,228	264,864	(193,598)	183,957	97,753	88,345	(9,408)	-9.6%
5495402	6941	Defined Contribution 401(a) Plan	9,269	10,499	9,908	11,240	11,877	20,975	9,098	76.6%
5495402	6950	Term Life Insurance	2,462	2,593	2,470	2,392	2,501	3,063	562	22.5%
5495402	6960	Group Hospitalization Ins.	138,107	144,981	138,563	145,904	167,590	241,908	74,318	44.3%
5495402	6961	Long-Term Disability Ins.	997	1,066	857	651	681	1,030	349	51.2%
5495402	6962	Dental Insurance	8,479	8,479	7,471	8,638	9,072	11,906	2,834	31.2%
5495402	6963	Flexible Spending Account	63	63	58	126	126	126	-	0.0%
5495402	6965	Post-Employment Benefits	16,239	(149,117)	182,318	19,595	28,690	28,690	-	0.0%
5495402	6966	Retirement Health Savings Account	4,201	4,428	4,050	4,393	4,458	7,540	3,082	69.1%
5495402	6967	Emergency Room Reimbursements	1,600	400	-	800	1,160	1,450	290	25.0%
5495402	6968	Vision Insurance Premiums	497	497	474	533	528	660	132	25.0%
TOTAL PERSONNEL SERVICES			\$ 1,406,090	\$ 1,166,155	\$ 1,005,753	\$ 1,222,767	\$ 1,308,274	\$ 1,536,452	\$ 228,178	17.4%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
5495403	7110	Safety Shoes and Supplies	\$ 316	\$ 326	\$ 590	\$ 300	\$ 600	\$ 600	\$ -	0.0%
5495403	7130	Tools, Field Sup., & Small Eq.	3,172	1,937	2,091	3,145	5,000	8,045	3,045	60.9%
5495403	7140	Uniforms	4,647	3,188	5,700	4,433	7,500	12,500	5,000	66.7%
5495403	7150	Office Supplies	2,008	957	1,623	1,197	2,500	2,900	400	16.0%
5495403	7180	Billing & Collection Supplies	20,947	11,320	16,987	9,906	20,000	20,000	-	0.0%
5495403	7250	Buildings and Grounds Maint. Supplies	5,690	3,776	4,705	1,898	5,000	5,000	-	0.0%
5495403	7255	Vandalism Supplies	-	-	-	-	2,500	15,000	12,500	500.0%
5495403	7300	Mach & Equip Maintenance	1,118	127	-	218	5,000	5,000	-	0.0%
5495403	7550	Miscellaneous Supplies	-	-	-	-	500	500	-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 37,898	\$ 21,631	\$ 31,696	\$ 21,097	\$ 48,600	\$ 69,545	\$ 20,945	43.1%

* as amended

** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
5495404	8020	Advertising/Signage	\$ 4,764	\$ 980	\$ 5,283	\$ 4,947	\$ 5,000	\$ 5,000	\$ -	0.0%
5495404	8030	Casualty Insurance	4,586	4,909	14,794	19,383	22,193	20,083	(2,110)	-9.5%
5495404	8032	Insurance - Auto	6,122	6,563	7,351	6,123	9,216	10,042	826	9.0%
5495404	8033	Insurance - Broker	1,104	1,115	2,669	3,252	3,267	3,088	(179)	-5.5%
5495404	8035	Insurance - Worker's Compensation	28,696	38,049	34,431	22,969	25,200	25,200	-	0.0%
5495404	8040	Merchant Fees and Discounts	191,875	77,743	303,201	430,910	320,000	400,000	80,000	25.0%
5495404	8050	Phone/Communications	4,772	1,739	1,198	1,174	1,200	1,200	-	0.0%
5495404	8130	Building & Equipment Rental	48,622	98,622	114,384	125,558	137,110	143,966	6,856	5.0%
5495404	8131	Information Technology Cont'l	70,977	45,182	65,042	60,811	73,601	83,367	9,766	13.3%
5495404	8250	Building & Grounds	425	9,475	-	-	1,500	1,500	-	0.0%
5495404	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500	-	0.0%
5495404	8300	Mach. & Equip. Maint.	57,241	24,605	65,933	58,200	65,000	65,000	-	0.0%
5495404	8312	Fleet & Facilities Services	35,017	52,129	54,787	46,031	63,305	49,701	(13,604)	-21.5%
5495404	8313	Self-Insurance Services	-	-	5,961	-	-	-	-	0.0%
5495404	8550	Misc. Contracted Services	1,762	1,823	2,477	2,713	5,000	5,000	-	0.0%
TOTAL CONTRACTUAL SERVICES			\$ 455,963	\$ 362,934	\$ 677,511	\$ 782,071	\$ 734,092	\$ 815,647	\$ 81,555	11.1%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5495405	9052	Debt Serv. Int.	\$ 619	\$ -	\$ -	\$ -	\$ -	\$ -
5495405	9060	Depreciation Expense	86,137	108,333	124,374	130,575	136,310	144,015
5495405	9070	Training & Continuing Educ/Conf	4,213	2,633	715	1,865	5,000	7,500
5495405	9093	Subvention	835	835	835	835	835	835
TOTAL OTHER CHARGES			\$ 91,804	\$ 111,801	\$ 125,924	\$ 133,275	\$ 142,145	\$ 152,350

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ -	0.0%
7,705	5.7%
2,500	50.0%
-	0.0%
\$ 10,205	7.2%

* as amended

** as proposed

INTER-DEPT. CHARGES		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
	Billings and Accounting	\$ 15,367	\$ 73,266	\$ 75,781	\$ 79,142	\$ 77,129	\$ 90,219
	Electricity	11,800	6,300	3,800	4,200	4,400	4,800
	Information Technology	178,403	207,061	199,340	191,893	220,456	224,907
	Mailroom and Postage	2,486	2,476	2,522	2,432	2,775	2,991
	Other Indirect Expenses	3,503	8,464	1,290	(563)	1,290	(563)
	Records	3,236	3,743	3,109	1,444	3,029	3,678
TOTAL INTER-DEPT. CHARGES		\$ 214,795	\$ 301,310	\$ 285,842	\$ 278,548	\$ 309,079	\$ 326,032

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 13,090	17.0%
400	9.1%
4,451	2.0%
216	7.8%
(1,853)	-143.6%
649	21.4%
\$ 16,953	5.5%

* as amended

** as proposed

OPERATING EXPENSES - PARKING DIVISION			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES			\$ 2,206,550	\$ 1,963,831	\$ 2,126,726	\$ 2,437,758	\$ 2,542,190	\$ 2,900,026

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 357,836	14.1%

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**PLANNING AND DEVELOPMENT DEPARTMENT
PARKING DIVISION**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2024-2028
(with current year amended budget)

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ 97,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 751,290
*Prior Authorized Balance:						\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2024-2028 Funding:						\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290
						*Prior Authorized Balance includes 2023 carryover funding only.					

PROJECT NUMBER	PROJECT NAME		2023 BUDGET AS AMENDED	-----2024-----	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
V2401	Parking Ambassador Body Cameras	B	\$ -		\$ -	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 114,290
V2402	Parking Kiosk Replacements/Parts	B	-		-	35,000	35,000	-	-	-	-	35,000
V2403	Parking Radio System	B	-		-	40,000	40,000	-	-	-	-	40,000
V2301	Third Vehicle-Mounted License Plate Recognition Device and Warranty	B	62,792		-	-	-	-	-	-	-	-
V2302	Parking Lot Surface Maintenance	B	200,000		200,000	-	200,000	-	-	250,000	200,000	650,000
VEQSF	Equipment Replacement Program	D	-		-	-	-	-	60,000	52,000	-	112,000
Total Parking Fund - Parking Division			\$ 262,792		\$ 200,000	\$ 97,858	\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290

PLANNED FINANCING SOURCES												
GROSS CAPITAL IMPROVEMENTS			\$ 262,792	\$ 200,000	\$ 97,858	\$ 297,858	\$ 22,858	\$ 82,858	\$ 324,858	\$ 222,858	\$ 951,290	
LESS: USE OF RESERVES			(200,000)	(200,000)	-	(200,000)	-	-	(250,000)	(200,000)	(650,000)	
VEHICLE & EQUIPMENT REPLACEMENT			-	-	-	-	-	(26,687)	(22,768)	-	(49,455)	
GRANTS			-	-	-	-	-	-	-	-	-	
BOND ISSUES			-	-	-	-	-	-	-	-	-	
AMERICAN RESCUE PLAN ACT			-	-	-	-	-	-	-	-	-	
OTHER FINANCING SOURCES			-	-	-	-	-	-	-	-	-	
NET CAPITAL IMPROVEMENTS			\$ 62,792	\$ -	\$ 97,858	\$ 97,858	\$ 22,858	\$ 56,171	\$ 52,090	\$ 22,858	\$ 251,835	

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



PROJECT NO: V2401
PROJECT TITLE: Parking Ambassador Body Cameras
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 114,290
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 114,290

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2024
Est. Completion Date:	2028
Est. Useful Life (in years):	8
Est. Total Cost:	\$ 114,290
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 114,290

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	5495426.9622	\$ 81,650
Other Contracts:	5495426.9622	\$ 32,640
TOTAL PROJECT COST		\$ 114,290

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The Parking Division is requesting body worn cameras that would become part of the uniform for field Parking Ambassadors as well as Parking Coordinators (if approved) and Parking management employees in the case of dealing with escalated incidents in the field. Body cameras function as a de-escalation tool and gather crucial evidence in court cases by seeing/hearing what the Ambassador does, allowing for better insight on why certain decisions are made, creating a better environment for customer service interactions, and can be used as a training tool for new Ambassadors.

This project would be intended to cover the purchase of 23 body-worn cameras and associated equipment and video storage. The Division anticipates being able to build off of the existing Police digital storage platform with permissions specific to the Parking Division, which will be much more cost effective than building a new platform.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	22,858	22,858	22,858	22,858	22,858	\$ 114,290
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 22,858	\$ 114,290
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



PROJECT NO: V2402
PROJECT TITLE: Parking Kiosk Replacements/Parts
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Downtown/Campus Area
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2024
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 35,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 35,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	5495426.9622	\$ 35,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 35,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The Parking Division requests funding for replacement kiosks and parts for vandalized or damaged kiosks. While staff has pursued restitution when a perpetrator can be identified, kiosks that have been hit by vehicles or vandalized by individuals still need to be replaced in order for customers to have a method to pay for parking outside of the Passport app, which does not accommodate the unbanked or those who do not own smartphones.

Parking Maintenance employees will determine in mid-2024 which kiosks need to be replaced and which ones just need individual parts replaced. Funds will allow for up to 5 full kiosk replacements or more individual kiosk parts to ensure the system health of Newark's physical parking hardware.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	35,000	-	-	-	-	\$ 35,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



PROJECT NO: V2403
PROJECT TITLE: Parking Radio System
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2024
Est. Useful Life (in years):	5
Est. Total Cost:	\$ 40,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 40,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495426.9622	\$ 40,000
TOTAL PROJECT COST		\$ 40,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
This system would replace the current radio system the Parking Division is using, which would no longer be on the police radio system.* System includes a base station, 25 radios, radio antennas/batteries/extensions/belt clips, and any necessary repeaters needed for full-City coverage. The system also includes a "Person Down" feature, in the event of emergency, that would come back to the Parking Office and to the Newark Police Department that can be traced to the individual radio assigned to each Parking Ambassador that would let staff know who pushed the button and where they are located. *Please note that staff is working to get a more precise date for the police radio system changeover. If the changeover is sooner than expected, this project may need to be completed in 2023.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	40,000	-	-	-	-	\$ 40,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Parking Lots and On-Street Areas
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	8
Est. Total Cost:	\$ 62,792
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 62,792
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
The Parking Division is seeking a third Vehicle-Mounted License Plate Recognition device to be attached to one of the Parking Division fleet vehicles. The system would allow the division to operate a third vehicle with license plate-reading hardware/software that checks for payment in off-street parking lots and on-street spaces, checks a validity of parking permits in municipal and residential areas, and checks against a "hot list" of individuals/vehicles that have overdue and outstanding parking-related debts with the City. This ensures that parking revenue streams continue coming into the City and enforces several actions by the Newark's Alderman's Court, including payment plan cooperation. This project was delayed in FY2023 as the Division wanted to wait until the vehicle the LPR would be mounted to was replaced as scheduled in 2023 to avoid accruing installation costs twice. The budget for the project has been increased to reflect the cost increases anticipated since the original quote was obtained in 2022. Costs: Services/Warranty - Includes LPR Mapping License, Total 5-year Warranty, Installation of hardware by ComSonics, T2/ComSonics project management fees, Genetec API integration and zone conversion, and connectivity to all LPR and mobile enforcement assets. Hardware - Includes the Genetec SharpZ3 License Plate Recognition kit (with associated software) and the Panasonic Toughpad LPR device (with associated software) that connect to the Verizon LTE Jetpack. Subscriptions - Includes first-year LPR Managed Service One Patroller Connection subscription, data flow between LPR and T2 Flex back-office, and Mobile Enforcement Application integration between LPR and mobile enforcement assets. Return-on-Investment: Adding an LPR would increase citations written and scofflaws found. It would increase the area of coverage by adding a third unit and speed up payment/scofflaw checks. It would ensure all services can still be provided by the Division, even when another LPR or vehicle goes down. Currently, there is a steep loss in revenue when a vehicle gets taken out of service since only two vehicles have LPR. The division projects revenues could increase as much as \$80,000/year with a third LPR added to the rotation, which covers the initial cost outright and subsequent subscription costs, while the adding the Mobile Enforcement Application allows the back-office to quickly direct an individual Ambassador/vehicle to an area, providing better customer service to residents and patrons, as well as adding an extra layer of security for the parking team.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	62,792	-	62,792	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 62,792	\$ -	\$ 62,792	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	5,809	5,984	6,164	6,349	\$ 24,306

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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ 250,000	\$ 200,000	\$ 450,000
*Prior Authorized Balance:	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2024-2028 Funding:	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 200,000	\$ 650,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2010
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10-15
Est. Total Cost:	\$ 650,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 650,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	5495426.9622	\$ 325,000
Materials:	5495426.9622	\$ 325,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 650,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Originally, based on cost and useful life estimates provided by PWWR, a program was established for municipal parking lot surface maintenance for each facility on an estimated ten year cycle, subject to inspection and recommendation by PWWR. This is an on-going effort, and is needed to remediate failing parking lot surfaces. This has been reclassified to V2302, but used to be under V1901 previously.
Lot #1: Lot was fully repaved in 2020 as part of the Lot #1 expansion. Tentative lot repave in 2030/31.
Lot #2: This lot's surface was redone when 58 East Main Street was completed and multiple properties that were leased over to the City of Newark were combined with the original Lot 2 footprint. The west-end of the lot had a new top coat put on but was not fully redone. Tentative partial lot repave to be considered in 2026/27 for the west-end of parking lot. Rest of lot for 2029/2030. This is a monthly permit lot with low overall traffic, but also with several trash trucks coming in daily. The west-side of Lot #2 needs a milling in 2024."
Lot #3 and #4: Due to numerous private projects and other variables, the division has decided against a full paving at this time until the future of these lots are more certain. Lot #3 will need attention after the development of the Hyatt Hotel, to be discussed with the developer. Discussions on projects in Lot #4 are on-going, but portions of the lot are in need of repairs. Cost to repave drive lanes and entrance exits in both lots were estimated at \$127,740 in 2018. Per PWWR, the entrance/exits into Lot #3 off of Main Street are in dire need of repair due to several concrete areas that have broken down over time and pot-holes that have recently formed. This should come in less than redoing all drive lines in both lots, so previous 2018 estimate will be different from actual cost due to less service/materials.
Lot #5 and #6: As this lot was completed in 2013, Lot #5 is tentatively scheduled to be repaved in 2028/2029. The later date is due to less overall traffic on the surface lot because it is monthly-permit only. Lot #6 was constructed in 2015, so this lot was originally scheduled to be repaved in 2025/2026. The lot currently shows few signs of wear and tear, so cost won't be attributed until 2027.
Lot #7: This lot is currently on a short-term lease. Lot owner is currently working through the approval process for a new multi-use parking garage that the City may possibly manage.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	200,000	-	-	\$ 200,000	200,000	-	-	250,000	200,000	\$ 650,000
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 200,000	\$ 650,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2024	2025	2026	2027	2028	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ 60,000	\$ 52,000	\$ -	\$ 112,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ 60,000	\$ 52,000	\$ -	\$ 112,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 212,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 100,000
% Complete (if underway):	47.2%
Balance to be funded ¹ :	\$ 112,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	5495426.9623	\$ 112,000
TOTAL PROJECT COST		\$ 112,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2024-2028).

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	62,054	-	62,054	\$ -	-	-	33,313	29,232	-	\$ 62,545
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	37,946	-	37,946	\$ -	-	-	26,687	22,768	-	\$ 49,455
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 60,000	\$ 52,000	\$ -	\$ 112,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2024	2025	2026	2027	2028	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2024 - 2028
PLANNING AND DEVELOPMENT DEPARTMENT, PARKING DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2024	2025	2026	2027	2028
	STAFF VEHICLES											
1100	2017 Ford T150 Transit Cargo Van	09/14/16	26,687	10	2026	2026	26,687			60,000		
1101	2015 Ford T150 Transit Cargo Van	a. 12/31/14	24,457	10	2024	2023	24,457	-				
1102	2009 Ford Focus	a. 04/03/09	13,489	8	2017	2023	13,489	-				
1103	2021 Nissan Leaf S Plus	05/12/21	29,710	9	2021	2030	29,710					
1104	2017 Ford Transit Connect	03/02/17	22,768	10	2027	2027	22,768				52,000	
TOTAL PARKING DIVISION				GROSS ACQUISITION COST				\$ -	\$ -	\$ 60,000	\$ 52,000	\$ -
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	(33,313)	(29,232)	-
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ -	\$ 26,687	\$ 22,768	\$ -

a. This vehicle is scheduled to be replaced in 2023.



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

2024 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

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

Expenditures:

* as amended

** as proposed

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
1191192	6020	Supervisory	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1191192	6030	Engineering/Technical	26,372	22,508	24,767	30,480	33,126	36,013	2,887	8.7%
1191192	6040	Accounting	191	-	-	-	-	-	-	0.0%
1191192	6610	Seasonal Workers	4,117	(52)	-	-	-	-	-	0.0%
1191192	6620	Overtime	312	-	-	-	-	-	-	0.0%
1191192	6920	Unemployment Comp. Ins.	171	119	-	-	149	46	(103)	-69.1%
1191192	6930	Social Security Taxes	2,444	1,902	1,995	2,147	2,743	2,749	6	0.2%
1191192	6950	Term Life Insurance	146	162	145	135	139	136	(3)	-2.2%
1191192	6960	Group Hospitalization Ins.	8,587	8,286	8,466	8,672	9,559	9,491	(68)	-0.7%
1191192	6961	Long-Term Disability Ins.	57	65	49	39	40	44	4	10.0%
1191192	6962	Dental Insurance	530	486	486	486	535	523	(12)	-2.2%
1191192	6967	Emergency Room Reimbursements	-	-	-	-	55	53	(2)	-3.6%
1191192	6968	Vision Insurance Premiums	25	23	23	23	25	25	-	0.0%
1191193	7500	Parks Maintenance	10,400	-	2,047	-	40,000	40,000	-	0.0%
1191193	7550	Miscellaneous Supplies	396	-	-	-	-	-	-	0.0%
1191194	8500	Parks Maintenance	-	-	1,986	-	-	-	-	0.0%
1191194	8550	Misc. Contracted Services	-	-	-	-	25,000	25,000	-	0.0%
1191194	8810	CDBG - Housing	123,587	90,814	167,799	153,692	144,080	144,080	-	0.0%
1191194	8811	CDBG - Social Services	24,220	11,651	4,638	17,426	28,533	28,533	-	0.0%
1191194	8813	CDBG - CARES Act Response Funds	-	6,798	9,510	215,960	-	-	-	0.0%
1191195	9020	Mileage & Business Expense	184	-	56	-	-	-	-	0.0%
TOTAL COMMUNITY DEVELOPMENT			\$ 201,777	\$ 142,762	\$ 221,967	\$ 429,060	\$ 283,984	\$ 286,693	\$ 2,709	1.0%

**CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET**

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

Programs:

ESTIMATED ACTIVITY ALLOCATION (48TH PROGRAM YEAR)		48TH YEAR 7/1/22-6/30/23	49TH YEAR 7/1/23-6/30/24
Newark Day Nursery (NDN) Day Care		\$ 20,933	\$ 25,000
Parks and Recreation Fee Assistance		1,000	1,000
Alder Creek Programming		-	10,180
Dickey Park Programming		6,600	-
Senior Home Repair and Weatherization Program		30,000	40,000
Public Works - ADA Curb Ramps		25,000	25,000
Newark Housing Authority - Redevelopment		62,565	53,820
Home Buyer Incentive Program		5,000	5,000
Program Administration		20,000	40,000
Program Delivery		12,000	-
Home Improvement Program		61,170	50,000
Dickey Park Basketball Court		40,000	-
Parks and Recreation - George Read Park Ped. Track		-	35,000
TOTAL		\$ 284,268	\$ 285,000

(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.

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**PLANNING AND DEVELOPMENT DEPARTMENT
UNICITY TRANSPORTATION FUND**

2024 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Revenue: |----- *Please note that this data is shown for historical reference purposes only, -----| * as amended ** as proposed

TRANSPORTATION FUND - SUMMARY			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
150	4331	Unicity Grant Revenue	\$ 143,380	\$ 143,380	\$ 143,380	\$ 143,380	\$ 143,380	\$ -
15T	4999	Transfer from General Fund	129,186	53,234	160,344	165,530	147,223	-
TOTAL UNICITY TRANSPORTATION FUND								
SPECIAL REVENUE ACCOUNTS			\$ 272,566	\$ 196,614	\$ 303,724	\$ 308,910	\$ 290,603	\$ -

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ (143,380)	-100.0%
(147,223)	-100.0%
\$ (290,603)	-100.0%

Expenditures: |----- *Please note that this data is shown for historical reference purposes only, -----| * as amended ** as proposed

TRANSPORTATION FUND - SUMMARY			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
MATERIALS AND SUPPLIES								
1591503	7070	Fuel and Oil	\$ 14,504	\$ 4,972	\$ 12,281	\$ 20,528	\$ 30,000	\$ -
CONTRACTUAL SERVICES								
1591504	8030	Casualty Insurance	809	866	221	-	-	-
1591504	8032	Insurance - Auto	3,185	3,307	4,208	3,636	5,472	-
1591504	8131	Information Technology Cont'l	-	-	-	-	6,020	-
1591504	8312	Repairs and Maintenance	25,809	42,558	59,202	67,821	67,247	-
1591504	8800	Unicity Bus Operators	185,967	101,651	184,903	165,017	145,000	-
OTHER CHARGES								
1591505	9060	Depreciation Expense	42,292	43,260	42,909	51,908	51,540	-
TOTAL UNICITY TRANSPORTATION FUND								
SPECIAL REVENUE ACCOUNTS			\$ 272,566	\$ 196,614	\$ 303,724	\$ 308,910	\$ 305,279	\$ -

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ (30,000)	-100.0%
-	0.0%
(5,472)	-100.0%
(6,020)	-100.0%
(67,247)	-100.0%
(145,000)	-100.0%
(51,540)	-100.0%
\$ (305,279)	-100.0%



**PLANNING AND DEVELOPMENT DEPARTMENT
UNICITY TRANSPORTATION FUND**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2024-2028
(with current year amended budget)

TRANSPORTATION FUND - PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY

----- Please note, on September 30, 2023, Unicity will be sunset due to the launch of the DART Connect program in the City of Newark. -----

	FUNDING			SUMMARY		
	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance includes 2023 carryover funding only.						

PROJECT NUMBER	PROJECT NAME	*	2023 BUDGET AS AMENDED	-----2024-----	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
UEQSF	Equipment Replacement Program	D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Unicity Transportation Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
PLANNED FINANCING SOURCES												
	GROSS CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-	-
	GRANTS		-	-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 90,401
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 90,401

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	1591506.9623	\$ 90,401
TOTAL PROJECT COST		\$ 90,401

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
'Please note, on September 30, 2023, Unicity will be sunset due to the launch of the DART Connect program in the City of Newark.'

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/23	Estimated Expenditures 04/01/23 - 12/31/23	Estimated Authorized Balance ² 12/31/23	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	90,401	-	-	\$ 90,401	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 90,401	\$ -	\$ -	\$ 90,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2024 - 2028
PLANNING AND DEVELOPMENT DEPARTMENT, UNICITY TRANSPORTATION FUND

VEHICLE			PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
NUMBER	DESCRIPTION	2024							2025	2026	2027	2028	
*Please note, on September 30, 2023, Unicity will be sunset due to the launch of the DART Connect program in the City of Newark.													
	<u>PROGRAM VEHICLES</u>												
1301	2018 Int'l Mini-Bus	b.	03/09/17	113,426	7	N/A	N/A	N/A	-				
1304	2020 Int'l Mini-Bus	b.	10/15/19	120,021	7	N/A	N/A	N/A	-				
1305	2023 Ford E-450 Mini-Bus	b.	04/11/23	85,056	7	N/A	N/A	N/A					
	Less: Unicity Transportation Grant Funding								-		-		
TOTAL UNICITY TRANSPORTATION FUND									\$ -	\$ -	\$ -	\$ -	\$ -
GROSS ACQUISITION COST									\$ -	\$ -	\$ -	\$ -	\$ -
LESS: USE OF CAPITAL RESERVES									-	-	-	-	-
b. This vehicle will not be replaced.									-	-	-	-	-
LESS: USE OF GRANT FUNDING									-	-	-	-	-
LESS: USE OF CURRENT RESOURCES									-	-	-	-	-
NET EQUIPMENT SINKING FUND TOTAL									\$ -	\$ -	\$ -	\$ -	\$ -

b. This vehicle will not be replaced.



PLANNING AND DEVELOPMENT DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2023 AND 2024 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,500.00	5,500.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	8,856.36	9,980.68	1,124.32	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,771.00	1,771.00	-	VOIP Phone System
8131	HP Plotter (63 month) - Allocated	Year 3 of 5	1,218.84	1,218.84	-	Wide Format Plotter and Scanner
8131 Subtotal:			17,346.20	18,470.52	1,124.32	
			\$ 17,346.00	\$ 18,471.00	\$ 1,125.00	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2023 AND 2024 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,500.00	5,500.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	13,284.54	14,941.02	1,656.48	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	6,720.00	11,640.00	4,920.00	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	3,885.00	3,885.00	-	VOIP Phone System
8131 Subtotal:			29,389.54	35,966.02	6,576.48	
			\$ 29,390.00	\$ 35,966.00	\$ 6,576.00	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2023 AND 2024 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	ONSSI Camera License Contract - Allocated	Annual	4,550.00	10,000.00	5,450.00	Camera Management and Recording Software
8131	Parkinglogix	Annual	2,472.00	2,719.20	247.20	Countdowns for Lot 1, 4
8131	Provisio - Allocated	Annual	100.00	-	(100.00)	Kiosk Software
8131	T2 Ticketing Hosted Service	Annual - PPE	54,242.76	56,955.34	2,712.58	T2 Parking Enforcement and Administration Cloud Hosted Service (Iris, Mobile, Core Pro, Accounts, Enforcement, Permits)
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	5,904.24	6,640.45	736.21	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	uAttend	Monthly	-	720.00	720.00	Time Clock Subscription
8131	Verizon - Cellular/Data - Allocated	Monthly	4,920.00	4,920.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,412.00	1,412.00	-	VOIP Phone System
8131 Subtotal:			73,601.00	83,366.99	9,765.99	
			\$ 73,601.00	\$ 83,367.00	\$ 9,766.00	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND
 APPENDIX A - OBJECT CODE 8131 - (2023 AND 2024 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	GPS System	Annual	4,580.00	-	(4,580.00)	GPS
8131	Verizon - Cellular/Data - Allocated	Monthly	1,440.00	-	(1,440.00)	Computer Mobile Internet Connectivity
<i>8131 Subtotal:</i>			<i>6,020.00</i>	<i>-</i>	<i>(6,020.00)</i>	
			\$ 6,020.00	\$ -	\$ (6,020.00)	