

Administrative 2024 Presentation

August 28, 2023

Introduction – Administrative

- ▶ City Manager – Tom Coleman
- ▶ Communications – Jayme Gravell
- ▶ Human Resources & Labor Relations – Devan Hardin, Marta Pacheco
- ▶ Purchasing and Facilities Maintenance – Jeff Martindale

Accomplishments – HR/Labor Relations

- ▶ Compensation studies, AFSCME 3919, CWA 1036, and Management
- ▶ Began contract negotiations with AFSCME 3919 and CWA 1036
- ▶ Completed several staff training events
 - ▶ Sexual Harassment
 - ▶ CPR/AED and Bloodborne Pathogen
 - ▶ Front Desk Safety and Security
 - ▶ Fire Safety
 - ▶ Defensive Driving
 - ▶ Snowplow
 - ▶ Flagging
 - ▶ Forklift and Chainsaw
- ▶ Completed team building/relationship building activities for two departments
- ▶ Personnel
 - ▶ 11 retirements
 - ▶ 56 job postings (9/1/22 - present)
 - ▶ 8 police officers hired (+2 conditional)
 - ▶ 10 police officers resigned

Number of Job Postings by Year: 2007 to Aug. 2023



*As of Aug. 21, 2023
(66 postings projected for
the full year)

Goals – HR/Labor Relations

- ▶ Compensation studies, AFSCME 1670 and FOP Lodge 4
- ▶ AFSCME 1670 and FOP Lodge 4 contract negotiations
- ▶ Formally update the Newark Personnel Manual, bring to Council for acceptance
- ▶ Create an employee and applicant resource for benefits on the City website
- ▶ Continue to emphasize recruitment and retention activities and opportunities for City staff and applicants

Accomplishments - Communications

- ▶ AskNewarkDE smartphone app launched and has approximately 1,000 downloads
- ▶ Roll out of improved Report An Issue feature (Fall 2023, est.)
- ▶ Organized community events and supported fundraising efforts for community partners
 - ▶ Academy Street Beer Garden Aetna HH&L Fundraisers
 - ▶ Aetna HH&L Fundraising banners on City refuse vehicles
- ▶ Increased Instagram following by 582% (created in 2020); Facebook by 10% (well established account, so growth is slower)

Goals - Communications

- ▶ Improve accessibility of the City website and social media platforms
- ▶ Work with proposed Emergency Management Coordinator to update emergency communications plan(s)
- ▶ Work with staff and elected officials to raise Newark's public profile
 - ▶ Engage small and large businesses to participate in City functions and operations
- ▶ Establish a strategy for advertising annual council elections and how to become a candidate

Accomplishments/Goals – Purchasing

▶ Accomplishments

- ▶ Assisted in bringing in \$6.077 million in grant funding since 7/1/22
 - ▶ \$5.429m from State Bond Bill/CRF
 - ▶ \$16k from DHSS
 - ▶ \$490k from Energize Delaware
 - ▶ \$100k from Homeland Security (pending)
 - ▶ \$42k from DNREC
- ▶ Submitted \$358,942.50 grant to National Parks Service for Historic Train Station (unsuccessful)
- ▶ Submitted \$596,820.00 grant to Department of Energy for EV Charging Station expansions (pending)
- ▶ Brought vendor EFT and electronic PO delivery compliance to over 85%
- ▶ Updated Newark Purchasing Policy Manual (last updated 1998)
- ▶ Processed 15 contracts and 4 RFPs for 2023 through August

▶ Goals

- ▶ Receive Council acceptance for updated Newark Purchasing Policy Manual
- ▶ Pursue additional grant funding opportunities

Accomplishments – Facilities

- ▶ Completed atrium upgrades
- ▶ Mitigated City Secretary's Office sinking slab issues
- ▶ Completed HVAC and roofing repairs at South Wellfield Water Treatment Plant
- ▶ Completed flooring, carpet, and ceiling tile repairs/replacements at the Municipal Center
- ▶ Completed flooring and entryway improvements at Bldg. 1 at the Field Operations Complex (FOC)
- ▶ Added security improvements across various facilities

Goals – Facilities

- ▶ Repair rusted cornice around Municipal Center
- ▶ Complete redesign of NPD parking lot
 - ▶ Installation of NPD security fence
 - ▶ Repave Municipal Center lot
- ▶ Complete ADA/Security upgrades for Council Chamber
- ▶ Install solar to GWC and FOC bldg. 1
- ▶ Assist in EV charging station installation at City sites
- ▶ Replace “orange” in City Hall with more modern colors

Achievements – General Admin/Special Projects

- ▶ DEMEC
 - ▶ Joint Line Worker Training Facility and TVPPA Journeyman Training Program
 - ▶ Light Up Navajo
 - ▶ Emergency transformer mutual aid standardization planning
- ▶ Lobbyist: continued to improve relationships and enhanced methods for monitoring bills
- ▶ Increased partnership with the University of Delaware
 - ▶ EVP attended Hillside Park ribbon cutting
 - ▶ Staff & PD attended multiple sessions of undergrad and graduate New Student Orientation
 - ▶ Staff & PD participated in joint crisis management training

Achievements – General Admin/Special Projects

- ▶ Dickey Park Community Garden: earned the Advancing Healthy Lifestyles grant from DHSS to construct the city's second community garden.
 - ▶ The CAC supported this project financially and helped establish a scholarship fund for low-income gardeners.
- ▶ Safety Committee: Began crafting a Confined Space section for the Safety Manual to enhance procedures
- ▶ Engagement & Wellness Committee: Hosted several staff events to enhance morale and promote employee interactions

Dickey Park Community Garden



City of Newark Awards for 2023

- ▶ Hillside Park earned the Parks and Places Award from the Water Resources Association of the Delaware River Basin
- ▶ Newark was designated a Silver Level Bicycle Friendly Community by the League of American Bicyclists
- ▶ AskNewarkDE app earned the Tyler Excellence Award in the "Connected Community" category
- ▶ Tom Coleman was named City Manager of the Year by the Delaware League of Local Governments
- ▶ Paul Martinson Ennis- Awarded the Delaware Recreation and Parks Society George Sargisson Award for exemplary service and dedication to the field of Parks and Recreation in the State of Delaware.
- ▶ The reservoir solar project earned the Delaware Contractor Association Award for Excellence in Construction, Electrical
- ▶ The Electric Department earned:
 - ▶ Certificate of Excellence in Reliability from the American Public Power Association
 - ▶ Safety Award of Excellence from the American Public Power Association
 - ▶ Platinum RP3 designation from the American Public Power Association
 - ▶ Certificate of Appreciation from the Navajo Tribal Utility Authority for participating in Light Up Navajo IV
- ▶ Finance Department received the Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report for the fiscal year ended 2021

Goals – General Admin/Special Projects

- ▶ Complete impact fee study for Water, Sewer, and Electric; receive Council acceptance
- ▶ Bond bill funding from State FY25 (07/01/2024)
- ▶ Continue to improve the Council prioritization list for staff effort prioritization
- ▶ Proposed State legislation to support Aetna Hose Hook and Ladder Co. (Baumbach HB127).
This legislation enables counties to impose a fire protection fee, which would be distributed to the currently underfunded local fire departments.
- ▶ Verizon franchise agreement renewal
- ▶ Continue to support and work with The Newark Partnership

Conservation Advisory Commission (CAC)

Funding Achievements

- ▶ Dickey Park Community Garden ADA improvements (\$7,500)
- ▶ Reservoir Solar Park bushes/shrubs plantings (\$1,500)
- ▶ Historic Train Station window replacement assistance (\$5,000)
- ▶ NCCL Greenfest participation donation (\$1,000)
- ▶ CAC-branded gear for Community Day and other events (\$1,500)
- ▶ Parks & Recreation tree giveaway program (\$15,000)
- ▶ Efficiency Smart Super Rebate Program (\$10,000)
- ▶ Newark Housing Authority Weatherization Grant (\$12,500 – pending)
- ▶ New EV for Parking Division (\$38,000)

Administrative Budget Overview – By Division

					*as amended	**as proposed		
ADMINISTRATIVE DEPARTMENT							\$ DIFFERENCE	% DIFFERENCE
DIVISION SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	FROM 2023 BUDGET	FROM 2023 BUDGET
Management	\$ 733,002	\$ 1,158,048	\$ 1,292,080	\$ 1,319,625	\$ 1,539,378	\$ 1,737,900	\$ 198,522	12.9%
Facilities Maintenance	\$ 690,177	\$ 844,111	\$ 914,932	\$ 1,142,038	\$ 1,227,894	\$ 1,369,229	\$ 141,335	11.5%
Total Administrative Department:	\$ 1,423,179	\$ 2,002,159	\$ 2,207,012	\$ 2,461,663	\$ 2,767,272	\$ 3,107,129	\$ 339,857	12.3%

Administrative Budget Overview – By Object Level

					*as amended	**as proposed		
ADMINISTRATIVE 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	1,096,860	1,433,777	1,441,968	1,446,110	1,602,294	1,815,571	213,277	13%
Materials and Supplies	215,980	224,629	212,049	259,606	315,700	340,317	24,617	8%
Contractual Services	419,645	398,588	484,974	541,225	588,354	711,046	122,692	21%
Equipment Depreciation	25,661	24,996	17,477	24,459	21,100	33,971	12,871	61%
Other Expenditures	229,106	208,029	252,905	263,108	373,500	355,000	(18,500)	-5%
Inter-Dept. Charges	(564,073)	(287,860)	(273,713)	(285,406)	(324,075)	(339,973)	(15,898)	5%
Debt Service - Principal	-	-	-	119,050	122,553	126,247	3,694	3%
Debt Service - Interest	-	-	71,352	93,511	67,846	64,950	(2,896)	-4%
Total	\$ 1,423,179	\$ 2,002,159	\$ 2,207,012	\$ 2,461,663	\$ 2,767,272	\$ 3,107,129	\$ 339,857	12.3%

General Budget Overview (Changes from 2023)

Operating Budget Discretionary Changes: Management

- ▶ \$125,000 added for EM Coordinator (includes salary, benefits and supply costs)
- ▶ \$6,217 increase to tools and small equipment (one-time setup cost for new position): \$800 to \$7,017
- ▶ \$15,000 increase to mailroom supplies (postage rate increase): \$150k to \$165k
- ▶ \$13,000 increase to legal/consulting services (two labor negotiations in '24): \$87k to \$100k
- ▶ \$5,000 increase to public relations (one-time increase to purchase new Newark utility pole banners): \$12.5k to \$17.5k
- ▶ \$6,000 increase to recruitment and retention (new fingerprinting process requirements): \$154k to \$160k
- ▶ \$6,000 increase to training (required CDL training program, every two-year cost): \$20k to \$26k

General Budget Overview (Changes from 2023)

Operating Budget Changes: Facilities Maintenance

- ▶ \$53,000 personnel cost increase to part-time carpentry budget to address deferred maintenance, benefits, and contractually-obligated increases
- ▶ \$70,000 increase related to allocation of ESCO debt service
- ▶ Slight increases for janitorial and maintenance supplies (inflation/price increases)
 - ▶ Janitorial: \$27.5k to \$28.5k
 - ▶ Maintenance: \$100k to 102.5k
- ▶ \$27,500 increase for contractual maintenance services: \$210k to \$237.5k
 - ▶ \$2.5k for new generator service contract
 - ▶ \$8k for HVAC chiller PM
 - ▶ One-time \$7.5k for new badge readers in Parking Office
- ▶ \$500 increase to training/education to account for new training requirements: \$500 to \$1k

General Budget Overview - Position Request

- ▶ Emergency Management Coordinator (+1): \$125,000
 - ▶ Job description included in the budget document
 - ▶ Position would:
 - ▶ Develop preparedness plans for response and recovery
 - ▶ Coordinate and execute emergency response training programs
 - ▶ Manage emergency operations center during events
 - ▶ Oversee City's safety program

General Budget Overview (Changes from 2023)

Capital Improvement Program Changes and Updates: Management

- ▶ A2301: Main Street Holiday Lighting Enhancement
 - ▶ Additional \$50k requested for more utility pole snowflake lights (requested by Council during 2023 budget process)

- ▶ A2302: VFW Parking Lot Repaving
 - ▶ Received \$200k in State Bond Bill/CRF funding

Administrative Budget Overview – Capital Improvements (Management)

						FUNDING SUMMARY					
						2024	2025	2026	2027	2028	Total 5 Year
New Funding:						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
*Prior Authorized Balance:						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
						*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
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
A2302	VFW J. Allison O'Daniel Post No. 475 Parking Lot Repaving	B	200,000	-	-	-	-	-	-	-	-
AEQSF	Equipment Replacement Program	B	54,898	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Management Division			\$ 254,898	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 254,898	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		(12,369)	-	-	-	-	-	-	-	-
	GRANTS		(42,529)	-	-	-	-	-	-	-	-
	BOND ISSUES		(200,000)	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

General Budget Overview (Changes from 2023)

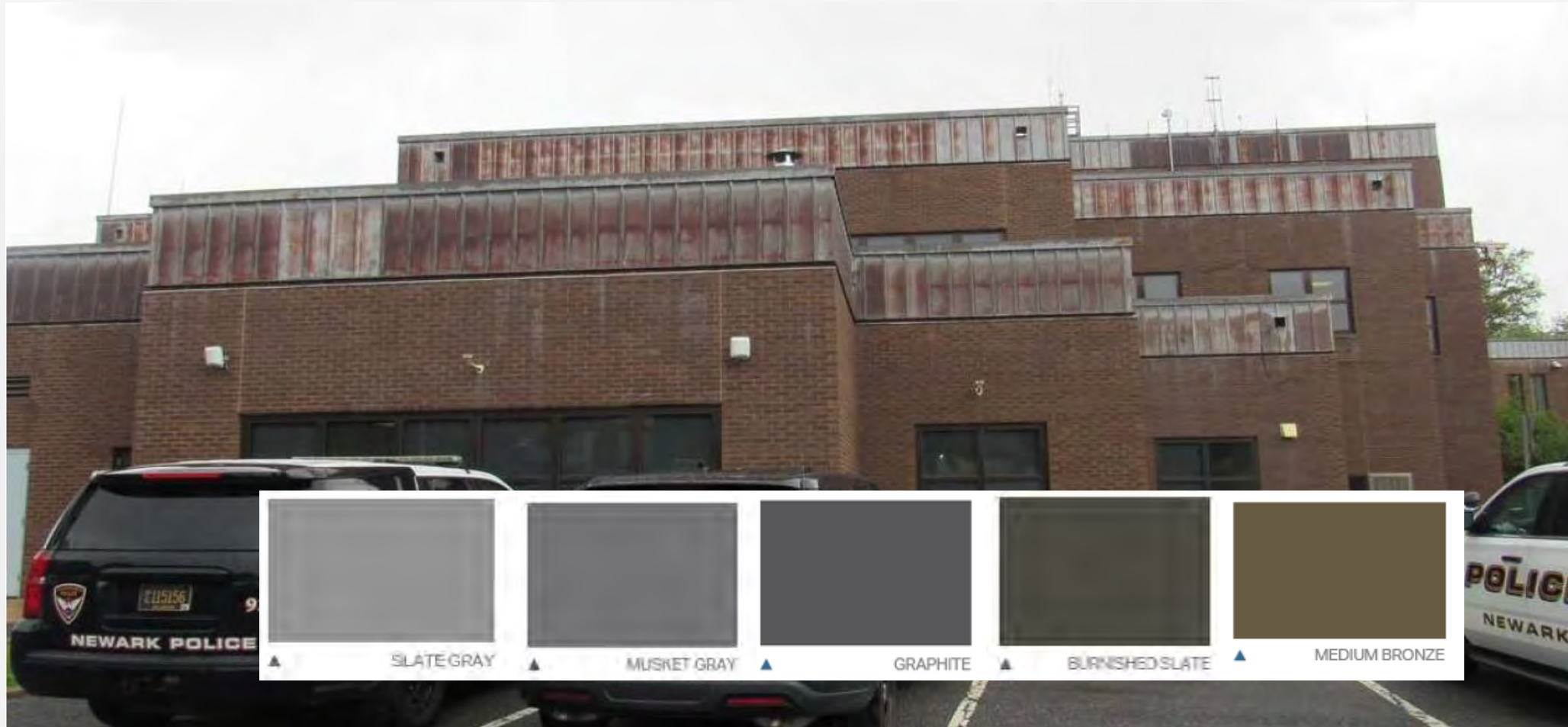
Capital Improvement Program Changes and Updates: Facilities Maintenance

- ▶ N2301: GWC Master Plan – received \$530k in State Bond Bill/CRF funding
- ▶ N2302: Muni Center Master Plan – additional \$90k requested for Council Chamber improvements, grounds maintenance, electronic sign replacement for the corner of Veterans Ln. & S. Main St.
- ▶ N2203: ESCO Round II – no change, **staff requests feedback on new color for cornice around Municipal Center**
- ▶ N1806: FOC Master Plan – additional \$130k requested for overhead door replacement at bldg. 4 and new impound and dog kennel area for NPD
- ▶ N1809: Historic Train Station Master Plan – received \$675k in State Bond Bill/CRF funding; additional \$5k requested for building appraisal

Administrative Budget Overview – Capital Improvements (Facilities)

				FUNDING SUMMARY							
				2024	2025	2026	2027	2028	Total 5 Year		
New Funding:				\$ 202,490	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 2,552,490		
*Prior Authorized Balance:				\$ 647,510	\$ -	\$ -	\$ -	\$ -	\$ 647,510		
2024-2028 Funding:				\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000		
				*Prior Authorized Balance includes 2023 carryover funding only.							
PROJECT NUMBER	PROJECT NAME		2023 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2024	2025	2026	2027	2028	TOTAL
N2301	George Wilson Community Center Master Plan	B	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N2302	Municipal Center Master Plan	B	420,000	-	90,000	90,000	-	-	-	-	90,000
N2303	Field Operations Complex Wash Basin	B	-	-	-	-	300,000	2,000,000	-	-	2,300,000
N2201	City Hall Access Safety and Security Upgrades	B	10,000	-	-	-	-	-	-	-	-
N2203	Energy Savings Project Round II	C	2,181,500	-	-	-	-	-	-	-	-
N2204	City Hall Structural Slab Repairs	C	(15,500)	-	-	-	-	-	-	-	-
N2205	Security Access and Emergency Notification System Enhanceme	C	3,500	-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	311,140	22,510	107,490	130,000	-	-	-	-	130,000
N1809	Historic Newark Train Station Master Plan	C	-	625,000	5,000	630,000	-	-	-	-	630,000
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	-	-	50,000	50,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 3,440,640	\$ 647,510	\$ 202,490	\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 3,440,640	\$ 647,510	\$ 202,490	\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000
	LESS: USE OF RESERVES		4,360	(22,510)	-	(22,510)	-	-	-	-	(22,510)
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	(23,535)	(23,535)
	GRANTS		(3,024,000)	(625,000)	-	(625,000)	-	(2,000,000)	-	-	(2,625,000)
	BOND ISSUES		(56,000)	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		(190,000)	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		(30,000)	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ 145,000	\$ -	\$ 202,490	\$ 202,490	\$ 300,000	\$ -	\$ -	\$ 26,465	\$ 528,955

Cornice Color Options (CIP N2203)



NPD Impound Lot (N1806)

No overhead protection
for evidence



James Hall Trail



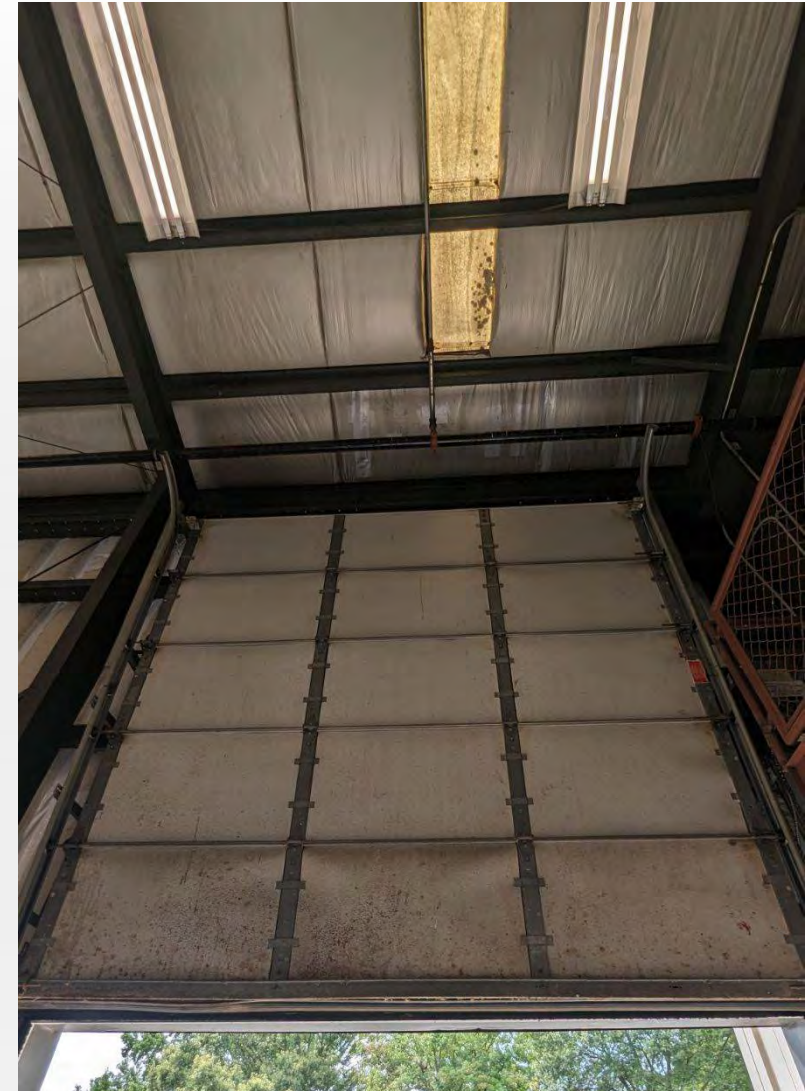
NPD Impound Lot (N1806) – Cont'd

Overflow from existing
impound lot



Bldg. 4 (Parks Bldg.) Overhead Doors (N1806)

Doors are dated and original to the Parks Building



Bldg. 4 Overhead Doors (N1806) – Cont'd

Motor and associated equipment is dated and past useful life, posing a security and staff safety risk



Conclusion

Management

- ▶ Discretionary materials, contractual, other charges: + \$46,467
- ▶ Personnel: + 1.0 staff (\$125,000)
- ▶ Capital projects:
 - ▶ Current resources: + \$50,000
 - ▶ Grants: + \$200,000

Facilities Maintenance

- ▶ Discretionary materials, contractual, other charges: + \$31,250
- ▶ Additional + \$30,000 for part-time carpentry to cover backlog of deferred maintenance
- ▶ Capital projects:
 - ▶ Current resources: + \$225,000
 - ▶ Grants: + \$1,205,000



ADMINISTRATIVE DEPARTMENT

2024 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:

AUGUST 28th, 2023

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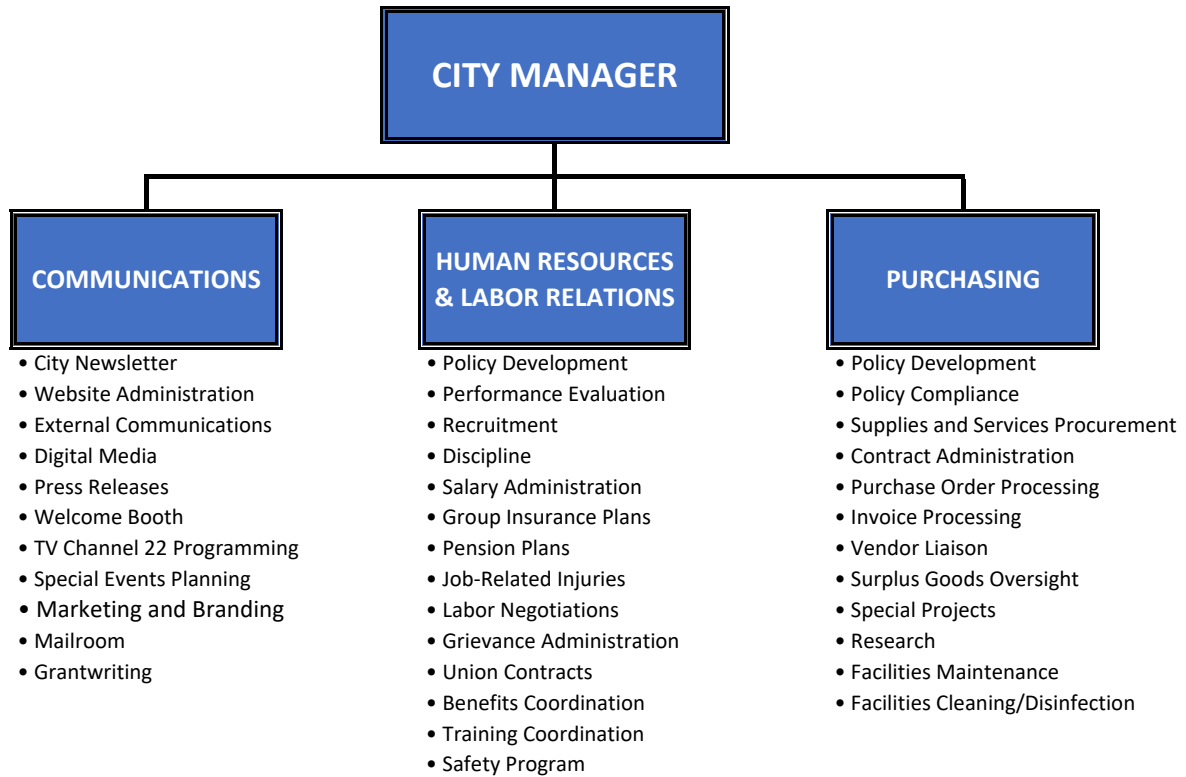
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**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE**

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

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

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

The Administration Department is comprised of the following Divisions:

- Communications
- Human Resources
- Purchasing
- Facilities Maintenance

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

Human Resources:

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

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

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

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE**

Human Resources (continued):

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

Purchasing/Facilities Maintenance:

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

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

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

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

Communications:

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

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE**

Communications (continued):

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

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

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

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

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

Committee Liaison:

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

Interdepartmental Relations:

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

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

Key accomplishments in 2023 include:

- The City Manager's Office led a successful effort to receive **\$3 million** from the State Bond Bill/Community Reinvestment Fund for needed facility improvements. Since 2021, the City received **\$6.212 million** from Bond Bill/CRF allocations.
- In addition to the \$3 million received from the State, the City Manager's Office also received **\$648,000** in grant funding across 4 different grant programs:
 - Dickey Park Community Garden: \$16,000 (DPH PANO Program)
 - NPD Fencing: \$100,000 (Homeland Security Grant Program) – pending as of July 2023
 - EV Charging Stations: \$42,000 (DNREC)
 - EVs and Charging Stations: \$490,000 (Energize Delaware)
- In addition to the above noted procured grants, applications were also submitted for restoration of the Historic Train Station through the National Parks Service grant program in the amount of \$358,942.50 (unsuccessful) and for an expansion of EV charging stations through the Department of Energy in the amount of \$596,820 (in review). \$955,762.50 total.
- With the Energize Delaware funding, 6 additional charging stations were purchased (4 fleet-only and 2 public/fleet accessible) and 6 new EVs were added to the fleet. Two additional EVs were purchased for our fleet distinctly from the grant.
- The Purchasing Division completed the rewrite of the dated City of Newark Purchasing Manual, which will be brought to Council for review and approval in early 2024.
- The facilities team completed several facility improvements, including:
 - Restoration of flooring in Bldg. 1 at the Field Operations Complex
 - Repair of insulation at Bldg. 4 at the FOC and installing adequate heating units
 - Project management for the installation of Dickey Park Community Garden
 - Addressed the sinking concrete floor slab issue in the City Secretary's Office
 - Renovated the Municipal Center atrium
 - Repaving of the Municipal Center parking lot and installation of NPD fencing– ongoing as of July 2023
 - Replacement of security fencing around the FOC – in design phase as of July 2023
 - Repair of the rusted cornice around the Municipal Center – in design as of July 2023
 - Repair of the roof at South Wellfield WTP
 - Improvements to fencing at the Reservoir Solar Field
 - Replacement of all carpeting in City Hall and NPD
- CWA and 3919 contract negotiations underway.
- Volunteer Fire Assistance Fund fee on building permits (September 2023).
- Update on 100% renewable program, 4700 accounts enrolled as of August 2023.
- As of August 2023, the HR Division posted 44 positions ranging from temporary/seasonal to full-time employees due to promotions, retirements, and resignations. The expectation is that this will continue in 2023 as more retirements and promotions occur.
- Joint line Worker Training Facility and TVPPA Journeyman Training Program.

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

Key accomplishments in 2023 (continued):

- In 2022, the Purchasing Division processed 1,399 purchase orders, 80 of which were equal to or greater than \$50,000. There were 13 contracts and 2 RFPs. Those that made it through to bid opening are as follows:
 - Contract 22-01: One Wire Trailer
 - Contract 22-02: Wire Tensioner Trailer
 - Contract 22-03: 2021 ADA Curb Ramp Replacement
 - Contract 22-04: 2022 Water Main Replacement
 - Contract 22-05: Atrium Entrance Demolition
 - Contract 22-07: Sale of 919 Rockmoss Avenue
 - Contract 22-08: Evergreen Booster Station
 - Contract 22-09: CMP Fremont Road
 - Contract 22-10: 2022 ADA Curb Ramp Replacement
 - Contract 22-11: Windy Hills Water Tank Repairs
 - Contract 22-12: Edjil Drive Culvert
 - Contract 22-13: Curtis Water Treatment Plant Filter Units
 - Contract 22-14: 2022 Street Improvement Program
 - RFP 22-01: Police Recruitment & Advertising Services
 - RFP 22-03: Insurance Brokerage Services
- As of August 2023, the Purchasing Division processed 865 purchase orders, 62 of which were equal to or greater than \$50,000. So far, there are 15 contracts and 4 RFPs completed or in progress. They are as follows:
 - Contract 23-01: Curtis Water Treatment Plant Filter Units
 - Contract 23-02: 2023 Water Main Replacement
 - Contract 23-03: Grass Cutting Services
 - Contract 23-04: Rewind and Overhaul of Substation Transformer
 - Contract 23-05: 2023 ADA Transition Plan
 - Contract 23-06: Moss Court Outfall
 - Contract 23-07: Newark Municipal Center Parking Lot & Security Fence
 - Contract 23-08: South Wellfield WTP Resin-GAC System
 - Contract 23-09: Water Tank Maintenance
 - Contract 23-10: Purchase of Transformers
 - Contract 23-11: PD Vehicle Upfitting
 - Contract 23-12: 2023 Street Improvement Program
 - Contract 23-13: City Fiber Expansion
 - Contract 23-14: Purchase of Security Cameras
 - Contract 23-15: Sanitary Sewer Improvements
 - RFP 23-01: Council Chamber Audio/Visual System Replacement
 - RFP 23-02: Master Equipment Lease/Purchase Agreement
 - RFP 23-03: Video Management System (VMS) Upgrade
 - RFP 23-04: Lobbying Services
- All contract-related materials can be found at www.newarkde.gov/bids.

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

Key accomplishments in 2023 (continued):

- The AskNewarkDE smartphone app launched in early 2023 and has approximately 1,000 downloads.
 - The app will include an improved Report An Issue feature, which will enable staff to provide better customer service and resolution for residents.
- The Communications Division scheduled, contributed to, and attended several community events, ribbon cuttings and dedication ceremonies.
- Prepared City leadership and councilmembers for public events and speaking engagements by writing talking points and reviewing/editing speeches.
- Communications created graphics for the City's refuse trucks to advertise the Aetna, Hose, Hook & Ladder fundraising campaign.
- In partnership with Hamilton's on Main and AHHL, Communications coordinated a 10-week fundraiser series on Academy Street in May and June. A second eight-week series will begin in September.
- The social media following on the City's Instagram account increased 582%. The City's Facebook account saw a 10% increase. Instagram is a newer page, so growth is much more rapid whereas Facebook has been established for over a decade and growth is expected to be slow and steady.
- In support of the Employee Engagement and Wellness Committee, Communications contributed to multiple events to enhance morale and promote employee interactions.
 - DVHT Wellness Fair, quarterly blood drives with the Blood Bank of Delmarva, flu shot and COVID shot clinics, biometric screenings, financial literacy lunch seminars
 - Healthy weight challenge, walking challenge, exercise classes
 - Organized fundraisers and supply drives for the Newark Area Welfare Committee, Family Promise, Food Bank of Delaware, Faithful Friends, 1in7B Foundation, The Hudson Center Clothing Closet, and more.
 - Opening Day and Independence Day barbeques
- Communications increased engagement with University of Delaware and is more involved in UD events
 - Staff & PD attended and contributed to a joint crisis management training
 - Staff & PD attended multiple sessions of undergraduate and graduate New Student Orientation
 - Staff was included in the creation and branding of swag distributed to students. The refrigerator magnets have important City phone numbers, our social media handles, refuse pick-up days, and other helpful operational information.
 - Staff was consulted prior to student move-in about code enforcement expectations and assisted in writing the letter shared with students who live off campus.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2024 DEPARTMENTAL GOALS**

Goals for 2024 include:

- Continue searching for grants to achieve critical infrastructure and security improvements without using current resources.
- Work with department directors to complete implementation of Tyler Enterprise Permitting and Licensing (previously Energov).
- Continue to support operating departments for successful implementation of projects that are included in the 2023 and 2024 capital budget, and spend funds associated with ARPA on designated timelines.
- Support the Planning and Development Department's "Inclusionary Zoning" code rewrite process.
- Train City staff on proper purchasing compliance and policy, using the newly implemented Purchasing Manual as a guide.
- Complete the remaining portions of the City's "ESCO 2" project with Seiberlich Trane. Outstanding items include replacing the rusted cornice around the Municipal Center, installing solar at the George Wilson Center, and completing other energy efficiency projects.
- Begin work on the projects funded by the \$3 million CRF and Bond Bill allocation from the State, including:
 - Expanding fiberoptic cable to the GWC and Historic Train Station
 - Installing security cameras at the Field Operations Complex and utility sites
 - Renovating the GWC and Train Station
 - Adding building security measures at the FOC
 - Repaving the VFW parking lot
 - Expanding the Electric Warehouse at the FOC
- Continue to pursue additional preventative maintenance options to preserve the City's facilities.
- Complete ongoing update of the City's Personnel Policy Manual, Employee Handbook, and remaining job descriptions.
- Support the staff-led safety, wellness and employee engagement, and professional development committees to continue improving in these areas.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2024 DEPARTMENTAL GOALS**

Goals for 2024 (continued):

- Analyze electric cost of service rate study data, which was postponed due to growth at STAR Campus, and implement the modified rate design.
- Continue to work with DelDOT and CSX to address railroad crossings improvements to address safety risks at the Deer Park crossing on West Main Street.
- Work with the Electric Department to successfully deploy a Journeyman's program for Electric employees.
- Prepare Homestead Tax Credit alternatives for consideration alongside the county-wide re-assessment.
- Complete impact fee study for Water, Sewer, and Electric; receive Council acceptance.
- Complete salary studies for upcoming FOP Lodge 4 and AFSCME 1670 contracts which are expiring on December 31, 2024.
- Work with DEMEC to develop an implementation strategy to achieve renewable portfolio percentage goals that are in line with Council's adopted Sustainability Plan.



**ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION**

2024 OPERATING EXPENDITURES

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

General Fund - Administrative Department - Management Division

Summary:

* as amended

** as proposed

MANAGEMENT DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 815,373	\$ 1,071,646	\$ 1,088,940	\$ 1,149,268	\$ 1,255,767	\$ 1,415,804	\$ 160,037	12.7%
Materials and Supplies	143,248	140,583	141,830	154,014	161,100	182,067	20,967	13.0%
Contractual Services	276,967	215,570	270,643	241,112	313,877	335,448	21,571	6.9%
Other Charges	87,257	61,856	106,861	103,796	178,530	194,680	16,150	9.0%
Subtotal	\$ 1,322,845	\$ 1,489,655	\$ 1,608,274	\$ 1,648,190	\$ 1,909,274	\$ 2,127,999	\$ 218,725	11.5%
Inter-Dept. Charges	(589,843)	(331,607)	(316,194)	(328,565)	(369,896)	(390,099)	(20,203)	5.5%
Total Operating Expenses	\$ 733,002	\$ 1,158,048	\$ 1,292,080	\$ 1,319,625	\$ 1,539,378	\$ 1,737,900	\$ 198,522	12.9%

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

General Fund - Administrative Department - Management 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
0111122	6020	Supervisory	\$ 307,206	\$ 396,536	\$ 406,523	\$ 432,592	\$ 463,972	\$ 546,341	\$ 82,369	17.8%
0111122	6030	Engineering/Technical	46,494	51,227	52,397	55,584	57,884	60,808	2,924	5.1%
0111122	6080	Clerical	169,999	185,218	183,039	188,953	258,112	273,555	15,443	6.0%
0111122	6580	Service Award	5,960	6,397	9,290	10,195	10,781	12,005	1,224	11.4%
0111122	6590	Sick Pay	2,604	6,065	6,396	6,576	8,543	9,233	690	8.1%
0111122	6600	Part-Time	22,677	25,621	36,647	48,354	26,576	11,033	(15,543)	-58.5%
0111122	6615	Interns	8,421	12,546	-	1,163	-	-	-	0.0%
0111122	6620	Overtime	4,915	5,077	5,943	15,767	10,000	11,500	1,500	15.0%
0111122	6875	Vehicle Allowance	5,000	6,000	6,000	6,000	6,000	6,000	-	0.0%
0111122	6885	Device Reimbursement	750	1,200	1,200	1,200	1,800	3,000	1,200	66.7%
0111122	6920	Unemployment Comp. Ins.	3,518	2,981	3,023	2,887	2,975	1,260	(1,715)	-57.6%
0111122	6930	Social Security Taxes	41,016	49,187	53,886	55,065	60,492	67,855	7,363	12.2%
0111122	6940	City Pension Plan	40,490	110,537	104,833	99,063	118,906	107,451	(11,455)	-9.6%
0111122	6941	Defined Contribution 401(a) Plan	17,066	23,605	25,277	26,526	33,605	40,754	7,149	21.3%
0111122	6950	Term Life Insurance	2,341	2,930	2,867	2,681	3,036	3,540	504	16.6%
0111122	6960	Group Hospitalization Ins.	107,544	128,623	133,121	137,573	148,020	210,539	62,519	42.2%
0111122	6961	Long-Term Disability Ins.	955	1,245	1,046	780	903	1,537	634	70.2%
0111122	6962	Dental Insurance	5,950	6,764	6,764	7,341	7,700	10,980	3,280	42.6%
0111122	6963	Flexible Spending Account	194	189	252	315	315	315	-	0.0%
0111122	6965	Post-Employment Benefits	15,888	40,703	41,584	42,910	25,500	25,500	-	0.0%
0111122	6966	Retirement Health Savings Account	6,036	7,394	7,251	7,331	8,916	10,556	1,640	18.4%
0111122	6967	Emergency Room Reimbursements	-	1,200	1,200	-	1,305	1,450	145	11.1%
0111122	6968	Vision Insurance Premiums	349	401	401	412	426	592	166	39.0%
TOTAL PERSONNEL SERVICES			\$ 815,373	\$ 1,071,646	\$ 1,088,940	\$ 1,149,268	\$ 1,255,767	\$ 1,415,804	\$ 160,037	12.7%

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

General Fund - Administrative Department - Management 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
0111123	7130	Tools, Field Sup., & Small Eq.	\$ 698	\$ 552	\$ -	\$ 694	\$ 800	\$ 7,017	\$ 6,217	777.1%
0111123	7131	Information Technology Supplies	50	-	-	-	-	-	-	0.0%
0111123	7150	Office Supplies	3,973	4,872	3,243	7,212	4,000	4,250	250	6.3%
0111123	7160	Books, Periodicals, Etc.	269	256	537	266	300	300	-	0.0%
0111123	7170	Mailroom Supplies & Postage	129,507	131,900	134,379	142,319	150,000	165,000	15,000	10.0%
0111123	7200	Copying Supplies	4,476	2,918	3,671	2,861	5,000	5,500	500	10.0%
0111123	7550	Miscellaneous Supplies	672	85	-	-	-	-	-	0.0%
0111123	7570	Merchandise for Resale	3,603	-	-	-	1,000	-	(1,000)	-100.0%
0111123	7694	Special Events Supplies	-	-	-	662	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 143,248	\$ 140,583	\$ 141,830	\$ 154,014	\$ 161,100	\$ 182,067	\$ 20,967	13.0%

* 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
0111124	8030	Casualty Insurance	\$ 32,100	\$ 34,365	\$ 18,380	\$ 13,638	\$ 15,583	\$ 14,101	\$ (1,482)	-9.5%
0111124	8032	Insurance - Auto	1,991	4,680	1,394	-	-	-	-	0.0%
0111124	8033	Insurance - Broker	3,767	3,804	2,559	2,244	2,294	2,168	(126)	-5.5%
0111124	8035	Insurance - Worker's Compensation	1,189	1,585	1,562	1,276	1,400	1,400	-	0.0%
0111124	8050	Phone/Communications	1,031	414	294	232	300	300	-	0.0%
0111124	8131	Information Technology Cont'l	62,369	49,151	57,723	85,430	69,944	77,841	7,897	11.3%
0111124	8162	Legal/Consulting Services	64,225	51,931	117,645	31,940	87,000	100,000	13,000	14.9%
0111124	8300	Mach. & Equip. Maintenance	11,746	8,864	7,444	310	8,000	8,000	-	0.0%
0111124	8312	Fleet & Facilities Services	43,649	44,244	53,846	81,518	75,356	91,638	16,282	21.6%
0111124	8550	Misc. Contracted Svc.	46,728	-	-	12,790	39,000	20,000	(19,000)	0.0%
0111124	8560	Employee Testing Svc.	2,033	3,123	2,321	1,745	2,500	2,500	-	0.0%
0111124	8570	Annual Reports & Pub. Rel.	6,139	13,409	7,475	9,989	12,500	17,500	5,000	40.0%
TOTAL CONTRACTUAL SERVICES			\$ 276,967	\$ 215,570	\$ 270,643	\$ 241,112	\$ 313,877	\$ 335,448	\$ 21,571	6.9%

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

General Fund - Administrative Department - Management 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
0111125	9020	Mileage & Small Bus. Exp.	\$ -	\$ 3	\$ -	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.0%
0111125	9030	Recruitment & Retention Expenses	35,845	47,930	95,491	74,315	154,000	160,000	6,000	3.9%
0111125	9040	Dues & Professional Organizations	379	1,256	-	-	-	-	-	0.0%
0111125	9060	Depreciation Expense	16,099	4,260	3,911	3,911	3,530	8,680	5,150	145.9%
0111125	9070	Training & Continuing Educ/Conf	17,410	5,213	6,304	19,188	20,000	26,000	6,000	30.0%
0111125	9090	Other Special Programs	17,524	3,194	1,155	6,382	-	-	-	0.0%
TOTAL OTHER CHARGES			\$ 87,257	\$ 61,856	\$ 106,861	\$ 103,796	\$ 178,530	\$ 194,680	\$ 16,150	9.0%

* as amended

** as proposed

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	\$ (122,041)	\$ (95,788)	\$ (97,029)	\$ (90,470)	\$ (109,221)	\$ (113,921)	\$ (4,700)	4.3%
		Electricity Used	-	11,812	7,913	7,512	9,175	8,582	(593)	-6.5%
		Information Technology	49,293	57,216	55,081	53,023	60,916	62,147	1,231	2.0%
		Mailroom and Postage	(21,746)	(21,652)	(22,059)	(20,973)	(24,269)	(25,801)	(1,532)	6.3%
		Printing and Reproduction	(4,049)	(2,639)	(3,320)	(2,588)	(4,523)	(4,975)	(452)	10.0%
		Records	1,383	1,599	1,328	589	1,294	1,501	207	16.0%
		Services to Utility Funds	(492,683)	(282,155)	(258,108)	(275,658)	(303,268)	(317,632)	(14,364)	4.7%
TOTAL INTER-DEPT. CHARGES			\$ (589,843)	\$ (331,607)	\$ (316,194)	\$ (328,565)	\$ (369,896)	\$ (390,099)	\$ (20,203)	5.5%

* as amended

** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES			\$ 733,002	\$ 1,158,048	\$ 1,292,080	\$ 1,319,625	\$ 1,539,378	\$ 1,737,900	\$ 198,522	12.9%

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**ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL PROJECTS FUND - ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

FUNDING SUMMARY						
	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
*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
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
A2302	VFW J. Allison O'Daniel Post No. 475 Parking Lot Repaving	B	200,000	-	-	-	-	-	-	-	-	-
AEQSF	Equipment Replacement Program	B	54,898	-	-	-	-	-	-	-	-	-
Total Capital Projects Fund - Management Division			\$ 254,898	\$ -	\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
PLANNED FINANCING SOURCES												
	GROSS CAPITAL IMPROVEMENTS		\$ 254,898	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		(12,369)	-	-	-	-	-	-	-	-	-
	GRANTS		(42,529)	-	-	-	-	-	-	-	-	-
	BOND ISSUES		(200,000)	-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

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



PROJECT NO: A2301
PROJECT TITLE: Main Street and City Hall Holiday Lighting Enhancement
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:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 263,390
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 13,390
% Complete (if underway):	5.1%
Balance to be funded ¹ :	\$ 250,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9622	\$ 50,000
Materials:	3063006.9622	\$ 200,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 250,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

2024: \$50,000: purchase and installation of snowflakes on 25 new utility poles (est.)
 2025: \$50,000: purchase and installation of snowflakes on 25 new utility poles (est.)
 2026: \$50,000: purchase and installation of snowflakes on 25 new utility poles (est.)
 2027: \$50,000: purchase and installation of snowflakes on 25 new utility poles (est.)
 2028: \$50,000: purchase and installation of snowflakes on 25 new utility poles (est.)

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

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 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	-	13,390	-	\$ (13,390)	50,000	50,000	50,000	50,000	50,000	\$ 250,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ 13,390	\$ -	\$ (13,390)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
§ 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: A2302
PROJECT TITLE: VFW J. Allison O'Daniel Post No. 475
PROJECT STATUS: In Progress (with 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:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	100 Veteran's Lane
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 200,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 200,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
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 American Legion and VFW are cornerstones of the veteran community in the City of Newark who share the same building located at 100 Veterans Lane. The VFW is the primary owner of the facility and provides space and amenities to the American Legion. In recent years, the VFW completed numerous property renovation projects for the overall longevity of the parcel. Most recently, the VFW replaced the deteriorating roof on the main building. The roof repair will allow for future solar panel installation that will provide savings needed to support other renovation efforts. But these savings will only assist in reducing general maintenance costs and not support some of the other needed improvements for the property. The parking lot on the property, which is used for general VFW and Legion business as well as overflow parking for City of Newark visitors and Newark American Little League participants, is in a state of significant decline and will require rehabilitation soon. The recommended parking lot improvements include milling and overlay of the existing hot mix and restriping of the parking lot. The drainage system from the building beneath the parking lot currently drains into the City of Newark parking lot, which leads to water pooling in the neighboring lot. By tying this existing drain from the VFW property into a new lawn basin or junction box in its current point of discharge and extending a new storm sewer pipe to the nearest catch basin in the municipal lot, the water load, and wintertime ice, on both properties would be substantially reduced. The City of Newark is proceeding with a parking lot rehabilitation project that includes the installation of a new security fence around the Newark Police Department. As part of this project, select areas of the Legion/VFW parking lot will be excavated and patched to support a retaining wall upon which the security new fence will sit. While the City will repair the Legion/VFW lot where excavated, these patched areas will further show the age of their lot. The Legion/VFW parking lot also serves as a parking area for large utility trucks when City employees driving these vehicles visit City Hall, which has put an additional strain on the pavement.
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$200,000

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 Bond Bill/CRF	200,000	-	200,000	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: AEQSF
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:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 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:	\$ 54,898
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 54,898
% 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 reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2024-2028).
Budget Amendment: Please be advised that Council approved Budget Amendment, item 3-F on 1/23/2023 to authorize the order of Unit 1200. Increased 2023 funding by \$12,369 of Equipment Sinking Funds and \$42,529 of Grant Funding (Delaware EV Grant).

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	12,369	-	12,369	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	42,529	-	42,529	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 54,898	\$ -	\$ 54,898	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 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
 ADMINISTRATIVE DEPARTMENT, MANAGEMENT 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	
1200	<u>STAFF VEHICLES</u> 2023 Nissan Leaf S Plus	05/30/23	36,581	5	2029	2029	36,581						
TOTAL MANAGEMENT DIVISION				GROSS ACQUISITION COST				\$ -	\$ -	\$ -	\$ -	\$ -	
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-	
				LESS: USE OF CURRENT RESOURCES				-	-	-	-	-	
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2024 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

* as amended

** as proposed

FACILITIES MAINTENANCE DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 281,487	\$ 362,131	\$ 353,028	\$ 296,842	\$ 346,527	\$ 399,767	\$ 53,240	15.4%
Materials and Supplies	72,732	84,046	70,219	105,592	154,600	158,250	3,650	2.4%
Contractual Services	142,678	183,018	214,331	300,113	274,477	375,598	101,121	36.8%
Other Charges	167,510	171,169	234,873	396,332	406,469	385,488	(20,981)	-5.2%
Subtotal	\$ 664,407	\$ 800,364	\$ 872,451	\$ 1,098,879	\$ 1,182,073	\$ 1,319,103	\$ 137,030	11.6%
Inter-Dept. Charges	25,770	43,747	42,481	43,159	45,821	50,126	4,305	9.4%
Total Operating Expenses	\$ 690,177	\$ 844,111	\$ 914,932	\$ 1,142,038	\$ 1,227,894	\$ 1,369,229	\$ 141,335	11.5%

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

Maintenance Fund - Administrative Department - Facilities Maintenance 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
6006012	6230	Maintenance Workers	\$ 233,435	\$ 272,845	\$ 251,250	\$ 253,898	\$ 291,856	\$ 338,021	\$ 46,165	15.8%
6006012	6620	Overtime	1,873	32,444	37,349	797	6,000	6,500	500	8.3%
6006012	6622	Holiday Premium	-	-	-	-	-	2,000	2,000	100.0%
6006012	6880	Uniform Allowance	240	240	200	220	240	240	-	0.0%
6006012	6885	Device Reimbursement	2,675	3,000	2,725	3,275	3,600	3,900	300	8.3%
6006012	6920	Unemployment Comp. Ins.	3,004	3,623	3,197	2,935	2,751	1,456	(1,295)	-47.1%
6006012	6930	Social Security Taxes	16,345	21,933	21,487	19,321	22,540	26,401	3,861	17.1%
6006012	6940	City Pension Plan	-	-	4,428	348	-	-	-	0.0%
6006012	6941	Defined Contribution 401(a) Plan	4,219	4,596	4,238	4,606	5,172	6,119	947	18.3%
6006012	6950	Term Life Insurance	358	382	348	298	389	369	(20)	-5.1%
6006012	6960	Group Hospitalization Ins.	16,443	20,352	25,125	9,171	11,655	12,398	743	6.4%
6006012	6961	Long-Term Disability Ins.	141	153	119	79	90	107	17	18.9%
6006012	6962	Dental Insurance	892	1,036	1,214	435	508	508	-	0.0%
6006012	6963	Flexible Spending Account	-	-	-	-	63	63	-	0.0%
6006012	6965	Post-Employment Benefits	-	-	-	53	-	-	-	0.0%
6006012	6966	Retirement Health Savings Account	1,400	1,465	1,291	1,379	1,486	1,508	22	1.5%
6006012	6967	Emergency Room Reimbursements	400	-	-	-	145	145	-	0.0%
6006012	6968	Vision Insurance Premiums	62	62	57	27	32	32	-	0.0%
TOTAL PERSONNEL SERVICES			\$ 281,487	\$ 362,131	\$ 353,028	\$ 296,842	\$ 346,527	\$ 399,767	\$ 53,240	15.4%

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006013	7020	Heating Fuel	\$ 6,777	\$ 8,089	\$ 9,076	\$ 9,605	\$ 18,100	\$ 18,500
6006013	7110	Safety Shoes and Supplies	2,656	1,175	874	1,097	2,000	1,750
6006013	7130	Tools, Field Sup., & Small Eq.	4,126	5,301	2,646	4,054	4,000	4,000
6006013	7150	Office Supplies	362	135	1,546	298	500	500
6006013	7230	Janitorial Supplies	21,968	29,843	25,684	28,029	27,500	28,500
6006013	7250	Buildings and Grounds Maint. Supplies	36,843	39,503	30,393	62,509	100,000	102,500
6006013	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
TOTAL MATERIALS & SUPPLIES			\$ 72,732	\$ 84,046	\$ 70,219	\$ 105,592	\$ 154,600	\$ 158,250

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 400	2.2%
(250)	-12.5%
-	0.0%
-	0.0%
1,000	3.6%
2,500	2.5%
-	0.0%
\$ 3,650	2.4%

* as amended

** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006014	8030	Casualty Insurance	\$ -	\$ -	\$ 7,458	\$ 9,029	\$ 10,388	\$ 9,401
6006014	8032	Insurance - Auto	-	1,673	2,864	2,488	3,744	4,079
6006014	8033	Insurance - Broker	-	-	1,065	1,507	1,529	1,445
6006014	8035	Insurance - Worker's Compensation	8,376	11,097	12,712	13,398	14,700	14,700
6006014	8050	Phone/Communications	2,087	2,123	1,851	1,679	2,000	2,000
6006014	8131	Information Technology Cont'l	3,124	6,551	6,922	20,825	24,418	25,170
6006014	8250	Buildings and Grounds Maint.	125,740	134,630	176,586	176,178	210,000	237,500
6006014	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
6006014	8312	Fleet & Facilities Services	3,351	3,104	4,509	73,039	5,198	78,803
6006014	8313	Self-Insurance Services	-	23,902	264	1,970	-	-
6006014	8550	Misc. Contracted Services	-	(62)	100	-	-	-
TOTAL CONTRACTUAL SERVICES			\$ 142,678	\$ 183,018	\$ 214,331	\$ 300,113	\$ 274,477	\$ 375,598

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ (987)	-9.5%
335	8.9%
(84)	-5.5%
-	0.0%
-	0.0%
752	3.1%
27,500	13.1%
-	0.0%
73,605	1416.0%
-	0.0%
-	0.0%
\$ 101,121	36.8%

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

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006015	9060	Depreciation Expense	\$ 9,562	\$ 20,736	\$ 13,566	\$ 20,548	\$ 17,570	\$ 25,291
6006015	9070	Training & Continuing Educ/Conf	495	135	-	150	500	1,000
6006015	9083	Stormwater Fees	157,453	150,298	149,955	163,073	198,000	168,000
6006015	9205	Debt Serv. Prin. - (ESCO)	-	-	-	119,050	122,553	126,247
6006015	9206	Debt Serv. Int. - (ESCO)	-	-	71,352	93,511	67,846	64,950
TOTAL OTHER CHARGES			\$ 167,510	\$ 171,169	\$ 234,873	\$ 396,332	\$ 406,469	\$ 385,488

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 7,721	43.9%
500	100.0%
(30,000)	-15.2%
3,694	3.0%
(2,896)	-4.3%
\$ (20,981)	-5.2%

* as amended

** as proposed

INTER-DEPT. CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
		Billings and Accounting	\$ 2,155	\$ 14,140	\$ 14,670	\$ 16,408	\$ 14,981	\$ 18,816
		Electricity	-	2,361	1,582	1,502	1,834	1,716
		Information Technology	23,475	27,246	26,229	25,249	29,006	29,594
		Other Indirect Charges	140	-	-	-	-	-
TOTAL INTER-DEPT. CHARGES			\$ 25,770	\$ 43,747	\$ 42,481	\$ 43,159	\$ 45,821	\$ 50,126

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 3,835	25.6%
(118)	-6.4%
588	2.0%
-	0.0%
\$ 4,305	9.4%

* as amended

** as proposed

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES			\$ 690,177	\$ 844,111	\$ 914,932	\$ 1,142,038	\$ 1,227,894	\$ 1,369,229

\$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
\$ 141,335	11.5%

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**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2024-2028 CAPITAL IMPROVEMENT PROGRAM

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

MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

						FUNDING SUMMARY						
						2024	2025	2026	2027	2028	Total 5 Year	
New Funding:						\$ 202,490	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 2,552,490	
*Prior Authorized Balance:						\$ 647,510	\$ -	\$ -	\$ -	\$ -	\$ 647,510	
2024-2028 Funding:						\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000	
						*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
N2301	George Wilson Community Center Master Plan	B	\$ 530,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N2302	Municipal Center Master Plan	B	420,000		-	90,000	90,000	-	-	-	-	90,000
N2303	Field Operations Complex Wash Basin	B	-		-	-	-	300,000	2,000,000	-	-	2,300,000
N2201	City Hall Access Safety and Security Upgrades	B	10,000		-	-	-	-	-	-	-	-
N2203	Energy Savings Project Round II	C	2,181,500		-	-	-	-	-	-	-	-
N2204	City Hall Structural Slab Repairs	C	(15,500)		-	-	-	-	-	-	-	-
N2205	Security Access and Emergency Notification System Enhancement	C	3,500		-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	311,140		22,510	107,490	130,000	-	-	-	-	130,000
N1809	Historic Newark Train Station Master Plan	C	-		625,000	5,000	630,000	-	-	-	-	630,000
NEQSF	Equipment Replacement Program	D	-		-	-	-	-	-	-	50,000	50,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 3,440,640		\$ 647,510	\$ 202,490	\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000
PLANNED FINANCING SOURCES												
GROSS CAPITAL IMPROVEMENTS			\$ 3,440,640		\$ 647,510	\$ 202,490	\$ 850,000	\$ 300,000	\$ 2,000,000	\$ -	\$ 50,000	\$ 3,200,000
LESS: USE OF RESERVES			4,360		(22,510)	-	(22,510)	-	-	-	-	(22,510)
VEHICLE & EQUIPMENT REPLACEMENT			-		-	-	-	-	-	-	(23,535)	(23,535)
GRANTS			(3,024,000)		(625,000)	-	(625,000)	-	(2,000,000)	-	-	(2,625,000)
BOND ISSUES			(56,000)		-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT			(190,000)		-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			(30,000)		-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS			\$ 145,000		\$ -	\$ 202,490	\$ 202,490	\$ 300,000	\$ -	\$ -	\$ 26,465	\$ 528,955

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

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PROJECT NO: N2301
PROJECT TITLE: George Wilson Community Center
Master Plan
PROJECT STATUS: In Progress (with 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:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	George Wilson Center
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 530,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 530,000
% 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:	
This project highlights the needed facility and park repairs needed at the George Wilson Community Center. This project has been submitted for review through the Congressional Appropriations Committee and is on the short list for Senator Chris Coons' submission for the eventual bill. City staff will have one year to complete all associated work if/when approved.	
The project line items and costs, as submitted to Senator Coons' office, are as follows:	
\$90,000.00:	Flooring replacement
\$75,000.00:	Exterior water drainage system inspection and repair
\$55,000.00:	Front and rear entry door structural upgrade and ADA-accessible automatic door
\$50,000.00:	Procurement and installation of a new pavilion
\$50,000.00:	Installation of stucco wall siding and brick repair on building exterior
\$40,000.00:	Installation of a new educational history display in conjunction with Friends of School Hill and the Newark chapter of the NAACP
\$40,000.00:	Replacement of damaged ceiling tile (11,000 sq. ft.)
\$40,000.00:	Bathroom improvements
\$40,000.00:	Purchase of electronic sign and associated electrical infrastructure work
\$40,000.00:	Installation of new playground equipment
\$40,000.00:	George Wilson Center pool resurfacing
\$35,000.00:	Installation of fiber optic cable to connect the facility to the City's network
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$530,000	

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 Bond Bill/CRF	530,000	-	530,000	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 530,000	\$ -	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -

N2301: George Wilson Center Master Plan
Supporting Documentation - Page 1 of 6
Associated Photos

Images #1 and 2: GWC Exterior



N2301: George Wilson Center Master Plan
Supporting Documentation - Page 2 of 6
Associated Photos

Images #3 and 4: GWC Exterior



N2301: George Wilson Center Master Plan
Supporting Documentation - Page 3 of 6
Associated Photos

Images #5 and 6: GWC Exterior



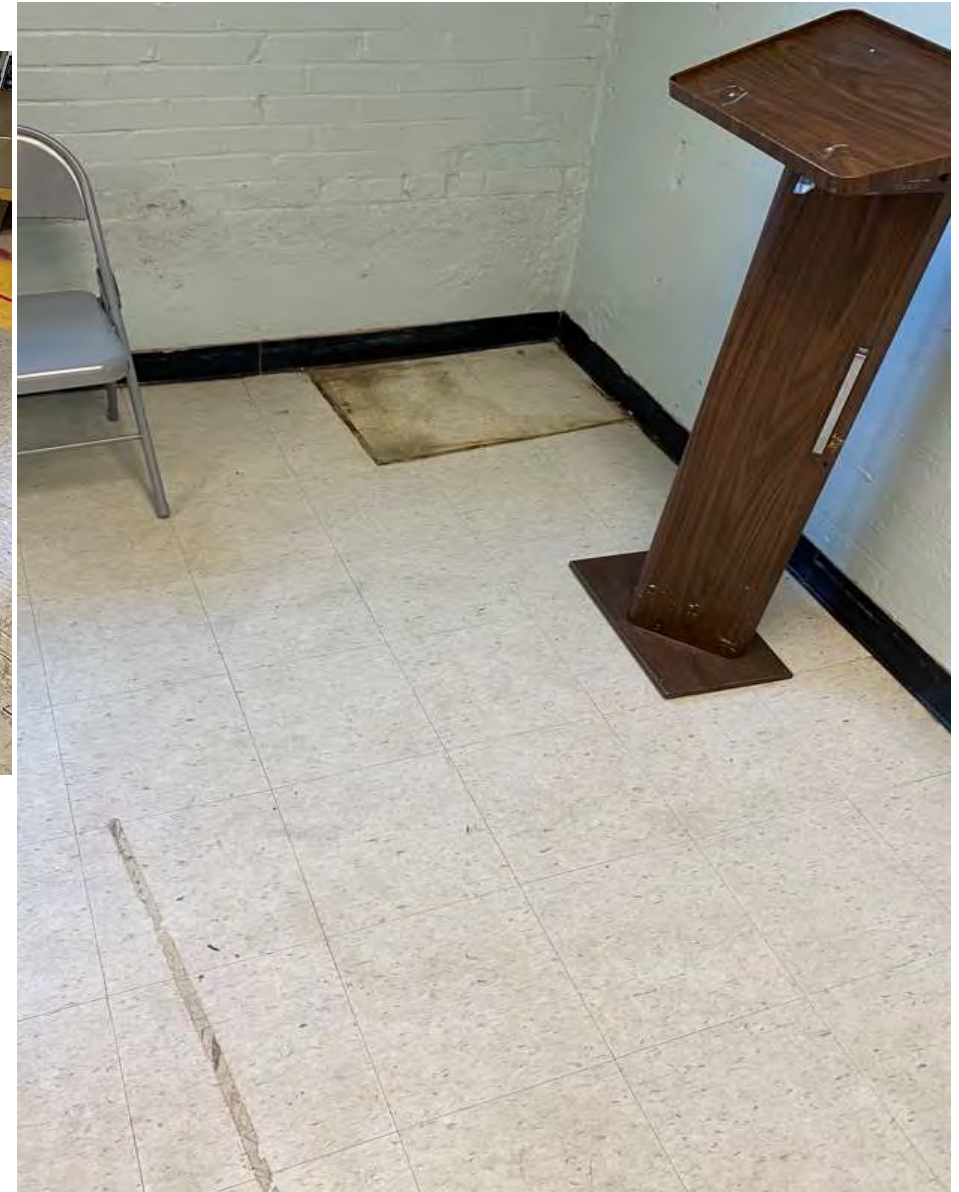
N2301: George Wilson Center Master Plan
Supporting Documentation - Page 4 of 6
Associated Photos

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



N2301: George Wilson Center Master Plan
Supporting Documentation - Page 5 of 6
Associated Photos

Images #10 and 11: GWC Interior: Damaged Flooring



N2301: George Wilson Center Master Plan
Supporting Documentation - Page 6 of 6
Associated Photos

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





PROJECT NO: N2302
PROJECT TITLE: Municipal Center Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2024
Est. Useful Life (in years):	11
Est. Total Cost:	\$ 510,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 420,000
% Complete (if underway):	82.4%
Balance to be funded ¹ :	\$ 90,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	6006016.9621	\$ 17,500
Other Contracts:	6006016.9621	\$ 72,500
TOTAL PROJECT COST		\$ 90,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
This project aims to consolidate all previously approved and/or needed facility improvements for the Municipal Center:
Council Chamber security renovations (ongoing project): \$200,000 total estimated: \$90,000 ARPA (previously authorized funding), \$110,000 current resources (\$20,000 previously authorized, \$90,000 current 2024).
Electronic sign and lighting system for Municipal Building (new project): Staff and Council have previously discussed updating the sign at the corner of S. Main St. and Veterans Lane with an electronic sign that can better portray upcoming events, etc. Members of Council have also expressed interest in installing a permanent lighting system at City Hall on the S. Main St. side that can light up with different colors for different holidays. \$100,000 total estimated from ARPA (previously authorized funding).
Misc. grounds improvements (ongoing project): Involves landscaping modifications to accommodate Council Chamber security renovations, the NPD visual deterrent barrier made from evergreen trees on Apple Road, etc. \$20,000 total estimated from current resources (previously authorized funding).
Interior building repairs/improvements (new project): Involves improvements to the interior of City Hall, including wall repairs between offices for better soundproofing (and privacy for HR), replacing damaged tile in the basement and recoloring the floor in the City Hall lobby and bathrooms, repainting areas of NPD, etc. \$130,000 total estimated from current resources (previously authorized funding).
Project items completed by 12/31/23: - Alderman's Court seating upgrades - Breakroom kitchenette
*Building facade improvements (painting brick) was approved for this project in FY23. However, the cost to complete this project item ultimately became too prohibitive and is no longer recommended. Cornice repairs are being completed through CIP N2203.
Budget Amendment: Please be advised that there was a Budget Amendment, Approved by City Manager through an email correspondence from 3/13/23, that moves \$10,000 in 2023 Current Resources funding from N2302 to N2201.

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	200,000	-	200,000	\$ -	90,000	-	-	-	-	\$ 90,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	190,000	-	190,000	\$ -	-	-	-	-	-	\$ -
OTHER Court Security Fees	30,000	14,170	15,830	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 420,000	\$ 14,170	\$ 405,830	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



PROJECT NO: N2303
PROJECT TITLE: Field Operations Complex Wash Basin
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ -	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,300,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,300,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2026
Est. Useful Life (in years):	25
Est. Total Cost:	\$ 2,300,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 2,300,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 2,300,000
TOTAL PROJECT COST		\$ 2,300,000

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:

For about a decade, staff has expressed interest in installing a wash bay for refuse trucks in the maintenance yard, which would expedite cleaning of vehicles, especially in cold weather months. If engineering services are approved for this project in FY25, staff will pursue Bond Bill funding from the State of Delaware for construction costs.

\$300,000: engineering services

\$2,000,000: new wash basin

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	-	-	-	\$ -	-	300,000	-	-	-	\$ 300,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	2,000,000	-	-	\$ 2,000,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,300,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

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PROJECT NO: N2201
PROJECT TITLE: City Hall Access Safety and Security Upgrades
PROJECT STATUS: In Progress (with 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:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	City Municipal Building
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 255,000
Est. Spend @ 12/31/2022 (if underway) ¹ :	\$ 255,000
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
As part of the roofing work completed through the ESCO project, STES identified substantial structural issues with the Municipal Complex's semi-circular structure at the atrium entryway. Specifically, the roof crumbled under the roofers' feet and visible signs of rust and water damage were identified. Upon review of documentation at City Hall, nothing was found related to the original build of the structure, so no further work was done for the structure due to unknown safety and building concerns.
Through RFP 16-06, JMT reviewed the structure and took photos inside the structure using a GoPro camera. They found numerous water-related and joint separation issues. JMT recommended demolishing the structure due to the safety issues and unknowns due to lack of proper construction documentation. It is expected that the structure will begin to deteriorate to the point of failure (falling apart/over) as soon as winter 2022 or 2023. Each year, ice buildup in column cracks further expedites the structure's decline (see photos). To save money for the rebuild, the recommended replacement structure is to be a prefabricated fabric canopy as opposed to a brick structure. Prices are based on JMT's report and increasing costs for material. Due to the noted safety issues associated with this project, this project is placed for 2022 and pushing back is not recommended. Staff is hopeful to use ARPA funding for the project.
In addition to the structural issue, several internal safety upgrades should be made to protect the building, staff, customers, and other residents. This includes adding metal detector(s) to the atrium lobby and/or Court lobby, creating a permanent workstation for the bailiffs in the atrium, a second set of entry doors, and floor replacements throughout the atrium and City Hall lobby.
Phase 1: Engineering/structural analysis - Estimate \$20,000 Phase 2: Demo of standing semi-circular entryway structure - Estimate \$50,000 Phase 3: Installation of prefabricated entryway awning and second set of door - Estimate \$115,000 Phase 4: Installation of permanent bailiff station - Estimate \$20,000 Phase 5: Installation of metal detectors and associated gear - Estimate \$20,000 Phase 6: Front lobby floor tile upgrades (PD, atrium, PUBs) - Estimate \$20,000
Budget Amendment: Please be advised that there was a Budget Amendment, Approved by City Manager through an email correspondence from 3/13/23, that moves \$10,000 in 2023 Current Resources funding from N2302 to N2201.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/22	Estimated Expenditures 04/01/22 - 12/31/22	Estimated Authorized Balance ² 12/31/22	2024	2025	2026	2027	2028	TOTAL 5 Year CIP
CURRENT RESOURCES	10,000	-	10,000	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER Court Security Fees	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2024	2025	2026	2027	2028	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 1 of 8
Associated Photos

Image #1: Typical lentil and efflorescence in brick. Note condition of ceiling showing water damage (BEFORE).



Image #2: Atrium Entrance (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 2 of 8
Associated Photos

Image #3: Typical cracks in brick façade, with efflorescence (BEFORE).



Image #4: Typical cracks in brick façade, with efflorescence (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 3 of 8
Associated Photos

Images #5 and 6: City Hall lobby tiles. Note damage and cracks between/in tiles (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 4 of 8
Associated Photos

Image #7: City Hall lobby tiles. Note damage and cracks between/in tiles (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 5 of 8
Associated Photos

Images #8 and 9: Front atrium lobby. Note staining among tiles and temporary bailiff station to be updated through project (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 6 of 8
Associated Photos

Images #10, 11 and 12: Additional atrium photos. Note cracking along seams and between/on tiles (BEFORE).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 7 of 8
Associated Photos

Image #5: Atrium Entrance (AFTER).



N2201: City Hall Access Safety and Security Upgrades
Supporting Documentation - Page 8 of 8
Associated Photos

Image #6: Atrium Lobby (AFTER).

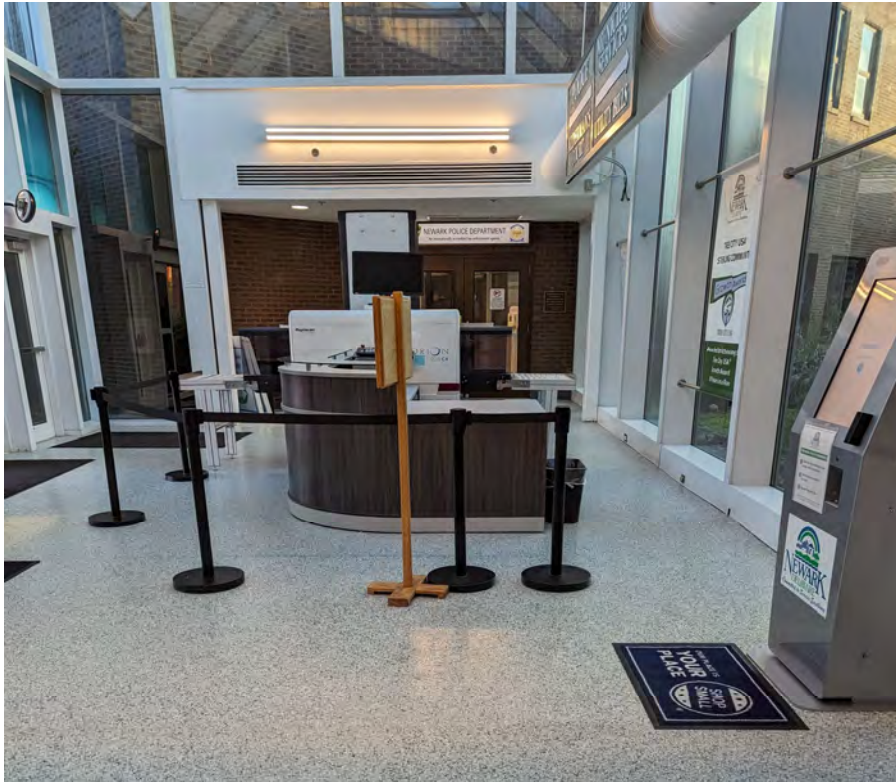


Image #7: Atrium Lobby (AFTER).





PROJECT NO: N2203
PROJECT TITLE: Energy Savings Project Round II
PROJECT STATUS: In Progress (with 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:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Field Operations Complex
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 2,181,500
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 2,181,500
% 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:	6006016.9621	\$ 50,000
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 2,131,500
TOTAL PROJECT COST		\$ 2,181,500

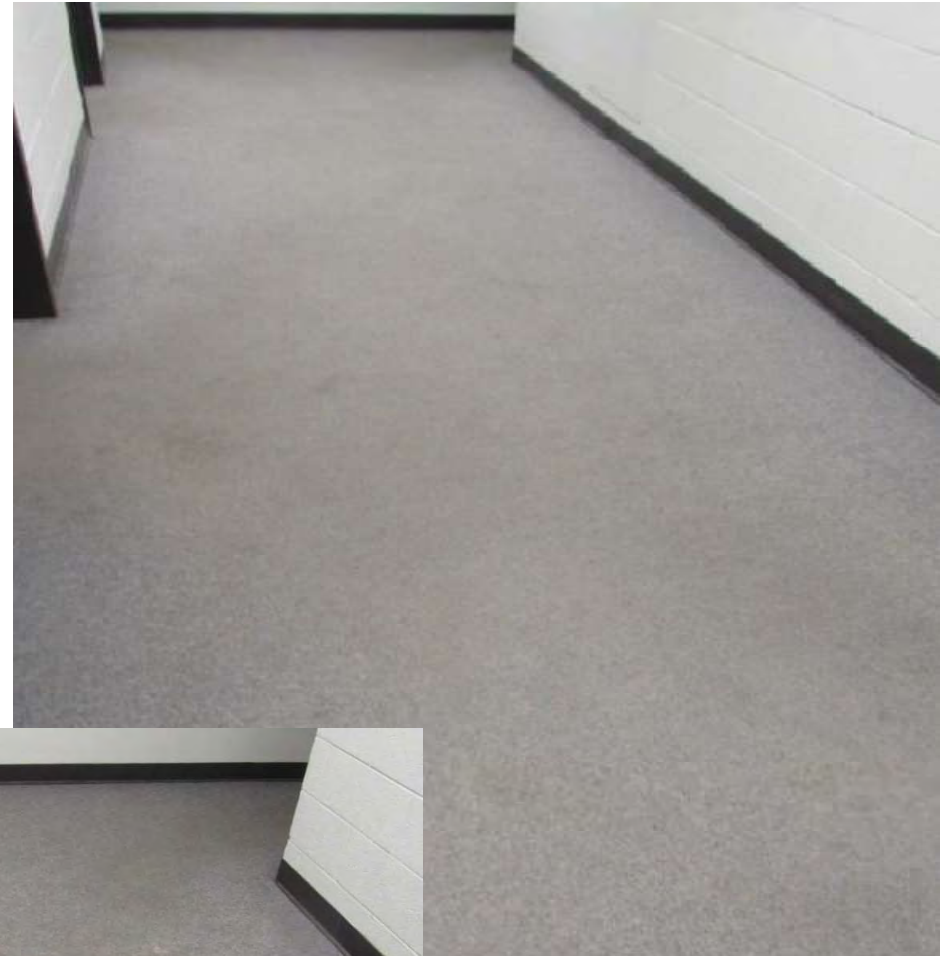
² Council is not required to authorize budget year funding for this portion, but this portion of the project will indeed represent a cash outflow in the budget year and/or "out years."

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
The City of Newark; after completing a successful Phase 1 comprehensive energy-savings project including solar, LED lighting, HVAC, and many other improvements; is seeking to begin a Phase 2 project that will build upon the proven success of the Phase 1 project. The Phase 1 project created local jobs, reduced Newark's carbon footprint and long-term operating expenses, and improved our facilities for the community's enjoyment. It included a wide range of HVAC, lighting, and solar installation work throughout Newark. With this Phase 2 project, which is funded from the State of Delaware Bond Bill, Newark is confident that it can further improve its environmental benefits realized from Phase 1 and many other city initiatives focused on climate change, while also creating more local engineering and construction jobs and further improving City facilities for the enjoyment of the community. Phase 2 will include the installation of additional solar photovoltaic systems at more sites, additional HVAC improvements, window and other building envelope improvements, mechanical improvements at wastewater treatment plant, and other smaller assorted measures. Funding was received through the FY23 State Bond Bill process: \$2,000,000 - Energy Efficiency Initiatives; \$181,500 - SWF Roof replacement. The projects slated for completion through this project, in order of prioritization, are as follows: - Roof repairs at South Well Field WTP (previously CIP W2202) - Solar installation at Curtis WTP and SWF WTP - Reservoir solar park site improvements - NPD and Finance/Court area window replacements - Misc. additional HVAC work - Building envelope improvements - Municipal Center and FOC - George Wilson Center Building Automation System remote access - Ceiling tile, carpet, and flooring upgrades - Miscellaneous other conservation measures as feasible with available money

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 State of Delaware Bond Bill	2,181,500	63,059	2,118,441	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 2,181,500	\$ 63,059	\$ 2,118,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -

N2203: Energy Savings Project Round II
Supporting Documentation - Page 1 of 17
Associated Photos

Images #1, 2 and 3: PUBs front lobby area—carpet staining/deterioration (BEFORE).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 2 of 17
Associated Photos

Images #4: PUBs front lobby area (AFTER).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 3 of 17
Associated Photos

Images #5 and 6: City Hall 2nd floor hallway (BEFORE).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 4 of 17
Associated Photos

Image #7: City Hall 2nd floor hallway (AFTER).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 5 of 17
Associated Photos

Images #8 and 9: South Main Street Side of City Hall.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 6 of 17
Associated Photos

Images #10 and 11: South Main Street Side of City Hall.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 7 of 17
Associated Photos

Images #12 and 13: South Main Street Side of City Hall.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 8 of 17
Associated Photos

Images #14 and 15: Stairs to City Hall from South Main Street bus station.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 9 of 17
Associated Photos

Image #16: Apple Road side of Newark Police Department.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 10 of 17
Associated Photos

Image #17: Newark Police Department.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 11 of 17
Associated Photos

Images #18, 19, 20 and 21: Newark Police Department and Municipal Complex loading dock (Apple Road view).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 12 of 17
Associated Photos

Images #22 and 23: Newark Police Department Sally Port (Apple Road view).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 13 of 17
Associated Photos

Image #24: Municipal Complex from Parking Lot (City Hall and NPD).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 14 of 17
Associated Photos

Image #25: Newark Police Department Sally Port (lot side).



N2203: Energy Savings Project Round II
Supporting Documentation - Page 15 of 17
Associated Photos

Image #26: Newark Police Department.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 16 of 17
Associated Photos

Images #27, 28 and 29: Newark Police Department between Sally Port and Atrium.



N2203: Energy Savings Project Round II
Supporting Documentation - Page 17 of 17
Associated Photos

Image #30: City Manager's Office Exterior.



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PROJECT NO: N2205
PROJECT TITLE: Security Access and Emergency Notification System Enhancement
PROJECT STATUS: In Progress (with 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:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2022
Est. Completion Date:	2023
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 87,500
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 87,500
% 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:	
Several security enhancements have been identified for completion by City facility access management contractor Advantech for ongoing and improved security standards for City employees, residents and other visitors: • Police Department badge reader door access control (two) • City Hall badge reader door access control (two) • Parking Office badge reader door access control • Remote access door control - City Secretary's Office • Panic buttons - various locations (twenty) • Unification of Reservoir security gate onto Adventech system	
Budget Amendment: Please be advised that there was an additional Budget Amendment, Approved by City Manager through an email correspondence from 4/28/23, that moves \$3,500 in 2023 Capital Reserves from N2204 to N2205.	

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	87,500	-	87,500	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 87,500	\$ -	\$ 87,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



PROJECT NO: N1806
PROJECT TITLE: FOC - Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 107,490	\$ -	\$ -	\$ -	\$ -	\$ 107,490
*Prior Authorized Balance:	\$ 22,510	\$ -	\$ -	\$ -	\$ -	\$ 22,510
2024-2028 Funding:	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Field Operations Complex
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Not Applicable

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 496,140
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 366,140
% Complete (if underway):	73.8%
Balance to be funded ¹ :	\$ 130,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 130,000
TOTAL PROJECT COST		\$ 130,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
This project was previously identified as M1101 (PWW - Maintenance) and has now been moved and renumbered to Facilities Division.
Phase 1: Needs Assessment and Master Planning (Completed 2016)
Phase 2: Salt Shed Construction (Completed 2017)
Phase 3: Demolition of Building #3 (Completed 2018)
Phase 4: Fencing and gate repairs/private slats, associated trimming work, misc. security improvements (2022/2023) - \$500,000
Phase 5: Replace Overhead Doors and motors at Bldg. 4 (Parks & Rec), which are failing and present a safety risk - \$30,000
Phase 6: Install pole barn/carport for impounded vehicles - \$100,000*
 *The police impound is insufficient for the volume of vehicles brought in; while secured at the FOC generally, many vehicles must sit outside the designated impound lot. Since many of these vehicles are evidence, they must be better protected.
 Budget Amendment: Please be advised that there was an additional Budget Amendment, Approved by City Manager through an email correspondence from 5/12/23, that moves \$10,000 in 2023 Capital Reserves from Project: N2204 to Project: N1806.
 Bond Bill/Community Reinvestment Fund (CRF) Funding: \$45,000
 Budget Amendment: Please be advised that there was a Budget Amendment, Approved by City Manager through an email correspondence from 8/1/23, that moves \$22,510 in 2023 Current Resources funding from N2204 to N1806.

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	-	-	-	\$ -	107,490	-	-	-	-	\$ 107,490
CAPITAL RESERVES	40,150	7,640	10,000	\$ 22,510	22,510	-	-	-	-	\$ 22,510
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	292,500	-	292,500	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	56,000	5,209	50,791	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 388,650	\$ 12,849	\$ 353,291	\$ 22,510	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -

N1806: FOC - Master Plan
Supporting Documentation - Page 1 of 9
Associated Photos

Images #1 and 2: FOC Building 1 [Electric and PWWR offices] (BEFORE).



N1806: FOC - Master Plan
Supporting Documentation - Page 2 of 9
Associated Photos

Images #3 and 4: FOC Building 1 [Electric and PWWR offices] (BEFORE).



N1806: FOC - Master Plan
Supporting Documentation - Page 3 of 9
Associated Photos

Image #5: FOC Building 1 - Repaired Flooring (AFTER).



N1806: FOC - Master Plan
Supporting Documentation - Page 4 of 9
Associated Photos

Image #6: FOC Building 1 - Repaired Flooring (AFTER).



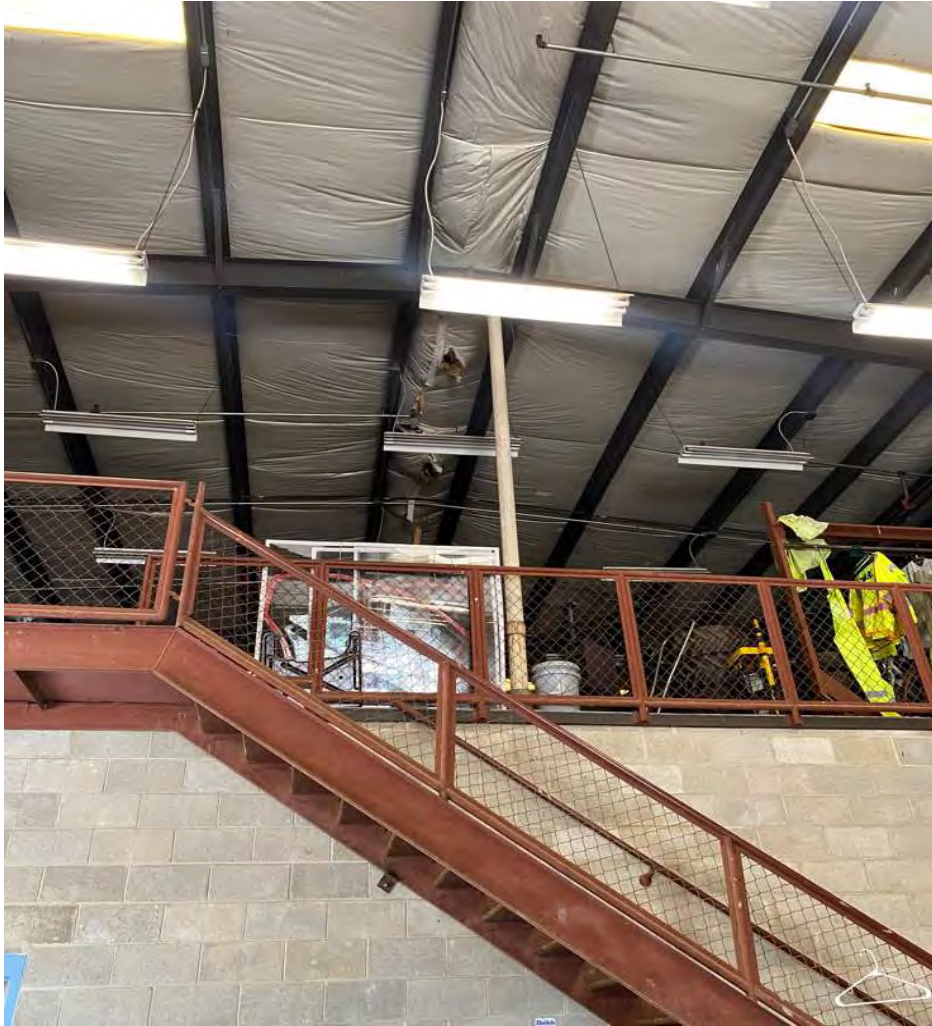
N1806: FOC - Master Plan
Supporting Documentation - Page 5 of 9
Associated Photos

Images #7 and 8: FOC Building 4 [Parks Maintenance break room and offices] (BEFORE).



N1806: FOC - Master Plan
Supporting Documentation - Page 6 of 9
Associated Photos

Images #9 and 10: FOC Building 4 [Parks Maintenance break room and offices] (BEFORE).



N1806: FOC - Master Plan
Supporting Documentation - Page 7 of 9
Associated Photos

Images #11 and 12: FOC Building 4 [Parks Maintenance break room and offices] (BEFORE).



N1806: FOC - Master Plan
Supporting Documentation - Page 8 of 9
Associated Photos

Image #13: FOC Building 4 - Repaired Insulation (AFTER).



N1806: FOC - Master Plan
Supporting Documentation - Page 9 of 9
Associated Photos

Image #14: FOC Building 4 - Repaired Insulation (AFTER).



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PROJECT NO: N1809
PROJECT TITLE: Historic Newark Train Station Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2023 carryover funding only.

	2024	2025	2026	2027	2028	Total 5 Year
New Funding:	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
*Prior Authorized Balance:	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 625,000
2024-2028 Funding:	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ 630,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Newark Train Station
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 680,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ 50,000
% Complete (if underway):	7.4%
Balance to be funded ¹ :	\$ 630,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 630,000
TOTAL PROJECT COST		\$ 630,000

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 estimated cost of renovations is very close to the current valuation of the building (\$787,000). Our insurance broker has recommended receiving another appraisal to determine this cost more substantially (\$5,000).
This budget breakdown accounts for prevailing wage rate requirements, assuming this receives funding from the Bond Bill Committee. \$225,000.00: Replacement of deteriorating windows \$260,000.00: Repair/replacement of roof, wooden awnings, and other external issue areas \$200,000.00: Interior repairs (plaster walls and ceilings, cracks, plumbing, electrical, etc.) \$65,000.00: Project contingency/unidentified issues
The historic Newark Passenger Railroad Station is owned and operated by the City of Newark. The station was built by the Philadelphia, Wilmington, and Baltimore (PW&B) Railroad in 1877. While the station was considered one of the several prestigious commuter stations in Delaware for nearly a century, Amtrak closed the station in the 1970s. The City of Newark took ownership of the facility in 1986 and began investing in its restoration. The City maintains the facility to this day and leases the property to the Newark Historical Society for the purpose of using the station as a history museum. This site no longer is an active railroad station and sits adjacent to the new Newark Transportation Hub at the STAR Campus.
Although the City kept the station intact for its nearly 40 years of ownership, additional funding to preserve the facility is needed to avoid further deterioration of the property if the City maintains ownership of the site. Specifically, since at least 2018, the City of Newark sought grant funding to replace the windows on the station; the windows are damaged beyond repair and eventually will give way to water entry or collapse. The roof on the building has not been replaced in several decades and is at end of life. There are also several wooden awnings near windows that are severely dated and may give way to rot soon. Two HVAC units service the station (one installed in 1988 and one in 2002), both of which failed in 2022 and will be replaced same-year for approximately \$40,000. Lastly, interior issues such as cracking in the plaster walls and ceilings, plumbing problems, and electrical work must be addressed soon to avoid internal deterioration of the property and damage to the Newark Historical Society's museum.
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$675,000

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	-	-	-	\$ -	5,000	-	-	-	-	\$ 5,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	675,000	-	50,000	\$ 625,000	625,000	-	-	-	-	\$ 625,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 675,000	\$ -	\$ 50,000	\$ 625,000	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ 630,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2024	2025	2026	2027	2028	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: NEQSF
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:	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024-2028 Funding:	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 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:	\$ 50,000
Est. Spend @ 12/31/2023 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 50,000

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:	6016016.9623	\$ 50,000
TOTAL PROJECT COST		\$ 50,000

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	-	-	-	\$ -	-	-	-	-	26,465	\$ 26,465
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	23,535	\$ 23,535
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2024	2025	2026	2027	2028	TOTAL
OPERATING IMPACT: INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2024 - 2028
MAINTENANCE FUND, ADMINISTRATIVE DEPARTMENT, FACILITIES MAINTENANCE DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2024	2025	2026	2027	2028
	STAFF VEHICLES											
641	2022 Ford Transit Connect	06/01/22	38,774	7	2029	2029	38,774					
642	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	12	2028	2028	23,535					50,000
TOTAL FACILITIES MAINTENANCE DIVISION				GROSS ACQUISITION COST				\$ -	\$ -	\$ -	\$ -	\$ 50,000
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	-	-	(26,465)
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ -	\$ -	\$ -	\$ 23,535



ADMINISTRATIVE DEPARTMENT

APPENDICES

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

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance - Allocated (2)	Annual	1,400.00	1,838.05	438.05	Web and Graphic Design Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	12,800.00	17,995.26	5,195.26	City Website
8131	Everbridge - Maintenance - Inform Me	Annual	15,500.00	15,975.00	475.00	Everbridge "InformMe" Community Communication System
8131	Messages on Hold - The Informer	Monthly	3,120.00	3,120.00	-	Phone System Professional Voice Recording
8131	My Civic Bundle	Annual	10,000.00	10,000.00	-	City App
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	17,712.72	19,921.36	2,208.64	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	1,440.00	1,020.00	(420.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,945.00	4,945.00	-	VOIP Phone System
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated (Communications)	Monthly	2,826.00	2,826.00	-	VOIP Phone System
8131 Subtotal:			69,943.72	77,840.67	7,896.95	
			\$ 69,944.00	\$ 77,841.00	\$ 7,897.00	

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

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 Budget	+/- Prior Year	Description
8131	Advantech Hosted Access Control System	Annual	18,360.00	18,360.00	-	Municipal, PD and Utility Gate Hosted Access Control System
8131	Gasboy Annual Maintenance	Annual	800.00	1,000.00	200.00	Gas Pump Software Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	4,428.18	4,980.34	552.16	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	350.00	350.00	-	VOIP Phone System
8131 Subtotal:			24,418.18	25,170.34	752.16	
			\$ 24,418.00	\$ 25,170.00	\$ 752.00	

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City of Newark, Delaware Emergency Management Coordinator

Job Title:	Emergency Management Coordinator		
Employee Classification:	Management	Emergency Status:	Emergency Essential
Department:	Administration	Salary Grade:	22
Division:	Administration		
Nature of Work			
The emergency management coordinator is a management position under the direct supervision of the city manager and directs activities for the development and maintenance of emergency preparedness plans and programs and governmental disaster response coordination. This position assists all City departments with the development of departmental preparedness, response, and recovery plans. It's responsible for the coordination and execution of training activities and programs for the City; expected to exercise considerable judgement in technical planning and operational matters; to represent the City on County, State, and Federal teams and task forces; and manage the emergency operations center (EOC) to facilitate efficient, centralized decision-making during practice exercises and actual disasters. This position also oversees the City's safety program, working with the Safety Committee to improve workplace safety through coordination and execution of training activities, development of safety programs, and performance of safety audits.			
Illustrative Examples of Work			
1. Develop and maintain a facility for use as an emergency operations center (EOC) including essential communications, support staff, maps, materials, and supplies. 2. Develop and maintain a comprehensive City emergency operations plan and continuity of operations plan (COOP) in coordination with New Castle County, Aetna Hose, Hook and Ladder, and other first responder organizations. 3. Participate in the development of emergency operations plans to address specific man-made and natural disaster agents including, but not limited to, hurricanes, power outages, train derailments, and civil unrest and coordinate City response to emergencies. 4. Advise local government staff, community groups, and private sector businesses/organizations on the development of emergency operations plans. 5. Perform analyses to determine the City's vulnerability to various disaster agents and capability to address the agents then develop plans, strategies, and recommendations to address identified vulnerabilities. 6. Develop plans to shelter the public during emergencies. 7. Develop and coordinate staff support and response training for emergency operations to include tabletop and/or full-scale exercises to assess the City's essential functions and operations during an emergency or other critical circumstance. 8. Develop evacuation plans for City facilities and perform drills/training for staff to improve efficiency with approved plans. 9. Meet with, conduct presentations, and provide information to the public and community organizations about emergency planning, response, and recovery activities. 10. Coordinate emergency operations planning with nearby local jurisdictions. 11. Assist the Planning and Development Department with the NFIP and Community Rating System. 12. Participate in the preparation of annual operating and capital budgets. 13. Prepare and coordinate applicable reimbursement of expenses incurred during declared emergencies. 14. Identify and apply for potential grants for emergency related functions and needs. Administer grants upon receipt and complete required reporting to issuing agencies. 15. Participate in regular meetings of the DFIT and City Safety Committees. 16. Help lead discussion, identify, and coordinate safety training and complete periodic reviews and updates to the safety manual.			



City of Newark, Delaware Emergency Management Coordinator

17. Keep abreast of industry best practices related to municipal and workplace safety.
18. Perform periodic safety audits and inspections of City facilities, worksites, and equipment designated for use in support of emergency operations. Make recommendations to the city manager for corrective and disciplinary action as required in accordance with adopted personnel policies and procedures.
19. Promote an ongoing culture of safety and emergency preparedness for City staff, residents, and businesses.
20. Perform other related duties as required.

Employment Standards

Skills and Abilities:

1. The ability to operate a computer. Experience in Microsoft Office programs, and/or document management systems is preferred.
2. The ability to understand and follow difficult and complex verbal and written instructions.
3. The ability to communicate with staff, first responders, the public, and representatives from news agencies in a clear and concise manner verbally and in writing.
4. The ability to exercise independent judgment in non-routine situations.
5. The ability to train and direct the work of subordinate personnel.
6. The ability to establish and maintain effective working relationships with City employees, elected officials, and the general public.
7. Tact, courtesy, integrity, dependability, discretion, and good judgment.

Education, Experience, and Certification:

1. At least three (3) years' experience in planning, including at least one year of experience in emergency planning and operations preferred.
2. Bachelor's degree from an accredited college or university with major course work in planning or a related field preferred or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. Experience with the Incident Command System (ICS) and National Incident Management System (NIMS) models. Completion of IS 100, 200, 300, 700, and 800 level courses preferred.
4. Possession of a valid Delaware Class D driver's license or its equivalent.

Essential Job Standards

1. Ability to sit, stand, kneel, type on a keyboard, use a mouse, and view monitors for an extended period in an administrative environment.
2. Ability to walk and navigate uneven surfaces in the field to complete tasks.
3. Ability to lift and carry related materials/supplies, occasionally overhead, of up to 50 pounds while utilizing proper lifting and safety measures.

Approved By:

City Manager	Date
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