

2024

GENERAL OPERATING BUDGET

AS APPROVED:

BUDGET HEARING #1
NOVEMBER 6TH, 2023

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NEWARK DELAWARE
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CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

October 30, 2023

Newark City Council
City of Newark, Delaware

2024 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Department of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2024 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. The budget ensures the continued provision of high quality service and identifies the anticipated revenue sources necessary to support our operations. The 2024 budget was developed based on a prioritization of needs for a well-rounded, full-service city. As with recent years, time was devoted in 2023 towards evaluating options for increased operational efficiencies and cost savings. We also spent time evaluating existing staffing levels to identify needs based on shifting workload and recruitment and retention pressures in our new, post-COVID hiring environment.

In preparation of the 2024 budget, we continue to face several familiar structural cost drivers that compete with desired projects for funding. These structural costs are similar for municipalities across the state and country: rising healthcare costs, unfunded pension liabilities, collective bargaining related salary increases, and post-employment benefit liabilities. Unique to the last 36 months, inflation is very high, occasionally reaching levels not seen for the last 40 years. High inflation has created additional cost pressure on almost every aspect of our budget. Lingering supply chain disruptions from COVID, increased demand for material goods, and the war in Ukraine are combining to create extreme price increases that have caused the cost of most goods to increase by double- or triple-digit percentages from just a year ago. This is especially so in fleet maintenance and our utilities. We have also seen large increases in the cost of contractual services due to the post-pandemic labor shortage that has driven up competition for employees and, similarly, wages. The City entered into long term contracts with our labor unions in 2019 and 2020 that allowed us to delay the financial impact of inflation on labor costs, but those contracts are beginning to come to an end, and we will need to adjust our revenues to cover this growing expense moving forward. These dramatic inflationary cost pressures make it inadvisable to avoid some commensurate increase in our utility rates, fees for service, and tax collections or else we will have to make significant cuts to our level of service provided.

Primary goals of the 2024 General Operating Budget and the associated Capital Improvement Program include continued provision of existing services, maintenance of our existing infrastructure, meeting the needs and expectations of our community, taking advantage of innovative and/or progressive efforts to plan for the future and move our community forward, and ensuring all American Rescue Plan Act (ARPA) funding is spent or encumbered in accordance with federal requirements. Developing meaningful partnerships, leveraging grant opportunities, embracing efforts for economic development, and improving our use of

technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification and look for ways to hold the line or gradually reduce our reliance on enterprise fund transfers into the General Fund. Inflationary cost pressures continue to make 2024 a difficult year with regard to our long-term goal to reduce reliance on utility transfers. Because of this, it will be particularly important to continue our focus on lobbying efforts at the state level to get approval for additional revenue sources like an events tax, student fee, or gross receipts tax on rental revenue similar to what is in place in some Delaware beach towns. We also recommend that the City continue to migrate utility revenue away from consumption based variable charges into lower risk fixed customer charges. Lastly, we should continue to utilize borrowing where appropriate to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2024 Operating Budget and 2024 through 2028 Capital Improvement Program (CIP). The CIP continues to heavily leverage city funds to maximize external funding sources. Thirteen percent of the five-year funding for the City's capital program is earmarked to be paid with external funding sources that are not required to be paid back. Utilizing grant funds and contributions from state legislators where possible, we have continued to incorporate borrowing from bank loans and the state revolving loan program, along with conduit financing via DEMEC, into the budget. Capital projects have been prioritized with a "fix it first" approach, as keeping our current infrastructure maintained, functionally relevant, and up to current standards is the backbone of our capital budget. Extending assets' useful lives and the safety of our community are highly regarded in the prioritization process as well, followed last by the projects that are an expansion of our existing services or assets and could be considered as nice to haves.

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

- A proposed tax increase of 7.5% for 2024 ($335,625)
    - Tax rate is based on 1983 taxable assessments provided by New Castle County.
    - Same service levels as provided in 2023.
    - Transfer from the utilities to the governmental funds totaling $19.8 million (reduction of $530K from 2023).

- Water (customer and volumetric charges) and sewer (volumetric charge) adjustments will generate an additional $690,000 to cover debt service expenses and operational expenses. City overall water consumption has remained relatively flat through 2023. While new development normally brings with it increased water sales, much of the development in Newark is redevelopment of a property that had prior water use. This, coupled with conservation and technological advancements generally negate much of the increase, resulting in flat water sales. The City continues to see some fluctuations in water sales due to weather, but the conscious efforts made by the Administration and Council to recover fixed costs via the customer charge has provided more revenue stability than in years past.

- No change to the Stormwater customer charge was recommended for 2024.
    - The monthly stormwater fee is between $2.33 and $7.01 per month for residential customers. Most residential customers pay $3.89 or less per month. Non-residential customers will pay $3.89 per month per ESU (Equivalent Stormwater Unit).

- Electric rate adjustment for 2024. At this moment, we are estimating that the cost to purchase electricity from DEMEC will increase by 4%. Any increase in the cost of providing power to our customers will be reconciled in the annual revenue stabilization adjustment (RSA) process in March of 2024.
    - The 2024 CIP provides for $11.9M of electric projects to be completed utilizing the following funding sources: 2024 current year revenue - $1.3M, electric reserves - $770K, conduit debt via a DEMEC bond issuance - $8.1M, grants - $1.7M, and equipment sinking funds - $78K. Material and equipment purchases for the City's new substation (E2002) will begin in 2024/2025 and will be funded via the proposed DEMEC conduit debt. The total budget for the substation is currently estimated at $28M.
    - The City continues to pay the tariff added by NERC due to the "Reliability Must Run" designation applied to NRG's Indian River generation facility in Millsboro, DE (effective September 1, 2022). In addition, we expect two other factors that will impact the RSA in March of 2024; the anticipated wholesale rate increase from DEMEC, and the need to cover the anticipated debt service payments for the new substation. What the impact in March of 2024 will be is dependent on several factors that are unknown at this time.
    - The City is still in the process of performing an update to the rate study that began prior to the COVID pandemic. We had planned to have this completed in 2022, but this project is taking a longer than anticipated due to changes in electric sales, the build out at STAR Campus, and the market swing for distributed energy resources (DER's) and electric vehicles (EV's) as their impact on the City's grid requires more review.

2024 Budget Process – Discussion of Challenges and Initiatives

The 2024 budget process began late spring, with staff discussing our organizational challenges and initiatives, and the Finance Department updating the presentation templates that were initially created as part of the 2019 budget process. For the fifth year in a row, Budget meetings began with Council in August to reflect the starting point of the 2024 budget and to highlight our anticipated revenue shortfalls. Efforts to compile our annual budget have become more complex, however the earlier start to the budget process and the involvement of City Council and the public earlier in the process has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process over the last few years have benefited all who are involved in the process. Staff are challenged annually to align funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community. At the beginning of the budget process, the expenditure budget was $6.2 million short of estimated revenue. The budget proposed herein has closed that funding gap.

Our organization's most valuable resource, our personnel, currently makes up 36% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff, and the retention of our workforce in a competitive job market impacts the budget's bottom line. On top of our annual contractually obligated salary adjustments, 2024's budget includes the addition of much-needed personnel including:

- Distribution Engineer/Compliance Officer: We are currently contracted with ACES Power (https://www.acespower.com/) to perform NERC compliance permitting together with DEMEC to meet baseline permitting requirements. Newark has now been determined to be part of the Bulk Electrical System (BES) which multiplies Newark's reporting requirements by a factor of 10. Because of these new requirements, much of the work will revolve around tasks that are most efficiently completed by City staff versus an outside consultant.
- Part-time Meter Reader: The City is not staffed to adequately manage our delinquent customers. The process of utility collections is an arduous task and takes a tremendous amount of time. While our collection balances are under control, it requires constant attention to keep it this way. This summer we created a pilot program, hired a temporary worker to do nothing but tag properties that had already received phone calls to call the office to catch up on their past-due balances. The 314 properties that we tagged in July and August turned into over $135,000. In addition, we did not need to turn off the water or electricity to nearly all of these properties, which saved City labor efforts in our Electric and Public Works departments. Unpaid electric bills cannot be placed as a lien a on property per state code so uncollected amounts are written off as bad debt expense once we no longer believe they are collectable. This position will help reduce bad debt expense.

- IT Applications Analyst: Part of this position's new role will be to directly support the tax and utility infrastructure accountable for all the City's revenue. This position will provide support to Payments and Utility Billing to assist in data scrubbing, which will raise additional revenue for our water, sewer, and electric accounts, similar to the part

time meter reader, and likely paying for itself each year. Our current staffing level of 2.5 positions is no longer adequate for the IT Application Division, with the responsibility of managing three Enterprise Resource Planning (ERP) systems that contain sixteen software components. This new position is anticipated to pay for itself over the course of the year.

- Part-time Bookkeeper: Additional GASB requirements along with federal grant requirements and the single audit process that we are now subject to have increased the workload on accounting staff. Without someone in this position at least part-time, we are concerned that we will be unable to meet our regulatory obligations which could endanger our ability to participate in federal programs and get future grants. We will evaluate this position as a part-time over the next year or so to see if we can keep it part time or if we will need to recommend it converted to full time. Accounting office is undersized and lacks sufficient overlap, with no redundancy in critical areas and roles.
- Fleet Maintenance Manager: The Fleet Maintenance division will be better managed and more efficient with a manager/supervisor, similar to the structure in the garage prior to 2014. The performance of this group directly affects City services provided to our residents and customers, specifically our Police Department and essential utilities. Council approved a temporary increase of the headcount in Fleet Maintenance in 2023 from 4 to 5 and we have successfully hired for this additional position. This request would make that headcount increase permanent; allowing four (4) working mechanics to be on the floor with a supervisory position to handle workload management, vehicle specification preparation, shop work orders, purchasing paperwork, and personnel management.
- Parking Coordinator (2) (remove Parking Lot Manager), net +1.5: Addition of two parking coordinators will allow evening and weekend oversight and coordination of the parking ambassadors. It will allow for extended office hours to provide better services to our residents and will reduce the cost of the radio replacement capital project by allowing for radios to be taken off the police band and by having someone in the parking office to monitor them. These additional 1.5 positions will pay for themselves annually through increases in existing revenue. As proposed, one parking coordinator will be hired at the beginning of 2024, which will allow staff to evaluate the success of the position in meeting stated goals. Staff will present the results from our analysis of performance during spring 2024 and receive council approval for the second coordinator prior to filling the second position in fall of 2024.
- Part-time Admin Professional I: This position was initially requested to be full-time but was reduced to part-time. Additional administrative professional support will allow the code enforcement division to properly administer the rental inspection program as well as the new State-required lead paint inspection program for rentals. Additional revenue will be generated from this position via increases in rental permit registrations from unlicensed rentals and increases in rental permit fees.
- Code Enforcement Officer: Allows for more timely permit processing and inspections

to provide better customer service to residents, by returning the division to its previous staffing level of four code enforcement officers. This additional position will also provide the opportunity to onboard and train a new code enforcement officer in advance of a future retirement. This position will be funded via increases in building permit fees.

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

Many of our growing personnel costs are legacy obligations, like pensions and OPEB, that we have been able to negotiate out of labor contracts over the last few years. Unfortunately, the funds created to pay these liabilities assume payments are made across employee's entire careers, so we are still required to make payments for obligations from the past. Pension and OPEB costs consistently increase each year. The City uses a realistic assumed rate of 6% for future return assumptions, which is considerably lower than the 7.5% that was assumed earlier this decade. Assuming a lower rate of return results in higher necessary payments but is a more realistic representation of what investment returns we are likely to achieve from the funds. Unfortunately, while we have made large improvements in funded status of the pension and OPEB funds in recent years, both are still under funded and will require continued pension and OPEB contributions of around $5 million per year for years to come to be able to meet our previously promised benefit obligations. Since 2021, all new members of the FOP are automatically enrolled in the State's pension plan, which will help the City with its pension liabilities in the long-term. In addition, health care expenses continue to be an ongoing challenge year over year, with 2024's premiums increasing nearly 5%.

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

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

sustainable development growth can ensure that both our current and future residents and business owners are paying for services at a rate that is comparable to our neighboring communities. The good news is Newark remains a great value.

Smart City initiatives of the past are generating long-term avoided cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 streetlight fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed a Measurement and Verification (M&V) analysis

to determine the project's overall impact and cost-effectiveness. This report confirmed that the City's LED project will produce a cost avoidance of $135,000 each year and create an annual savings of 829,000 kwh. The total cost of the project was $575,000, creating a return-on-investment payback period on the City's outlay of just over four years. For every $1 spent on this project, the City will save $4.20 through avoided costs. Building off the success of that project, the City has completed the construction phase and initial savings verification phase of a nearly $9 million Energy Savings Performance Contract (ESPC) in partnership with Seiberlich Trane, a Delaware licensed Energy Savings Company (ESCO). This project included replacement of inefficient and end-of-life HVAC systems at City Hall, the Newark Police Department, and the George Wilson Center with high efficiency systems utilizing modern building automation systems. In addition to the HVAC work, this project also completed the City's transition to LED streetlights by replacing the remaining 800 streetlights in areas where we have underground electric lines. It also adds dimming capability on all streetlights in the City, repaired or replaced all flat roofing systems on City facilities, installed a megawatt of solar generation, upgraded water department pumps with variable frequency drives where appropriate, and included a handful of other efficiency related improvements. In the end, the savings generated by these projects will more than cover the cost of the annual lease payments over the 20-year payback period while moving us forward toward the goals included in the "Sustainable Newark" sustainability plan adopted by Council earlier this year. During 2022 we were awarded over $2 million in grant funding from the State of Delaware to be used for another ESPC project that will build off the success of the project we just finished up and continue critical efficiency improvements at even more City owned facilities. This project will again be completed in partnership with our ESCO, Seiberlich Trane, and is anticipated to be completed by the end of 2024.

Rising health care expenses are one of the biggest challenges facing both the public and private sector today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. During this time our annual healthcare costs have increased at a rate approximately half of what we would have experienced otherwise. This year's renewal was higher than those in the recent past at roughly 5%, but still below the annual increases we saw as an organization when we were in the private insurance market. We were advised that the larger than normal increase was driven partially by inflation but also due to plan participants working through a backlog of deferred medical care accrued during the pandemic when it was difficult to access care.

Appropriately managing risk and strategically using tools that are available to us, like debt and performance contracting, will be critical if we are going to be successful at sustainably meeting the expectations of our community for service delivery and quality of life. One critical action that staff strongly recommends is that we continue to move more of our utility revenue toward fixed charges and away from volumetric charges. This is to reflect that most of our expenses, especially in the water fund, are fixed, and that just because a building uses no utilities does not mean they received no benefit from the utility being there, ready to serve on demand. This was highlighted during the early months of the pandemic when UD and most businesses

closed or moved to work from home, resulting in the loss of millions of dollars in utility revenue. Best practices in utility management suggest frequent reviews of our billing structure with adjustments as necessary to keep each utility financially stable while avoiding cross- subsidization of customer classes. The City must remain proactive to ensure that the City's fees for service are covering the costs of providing them equitably to all our customers. This year we have continued to include the increased cost to service debt from the 2018 referendum in the customer charge for water and sewer. Even with this increase, the portion of our revenue coming from fixed charges is significantly below that of our neighboring investor-owned utilities like Artesian and Veolia DE (Previously Suez Water DE).

The 2024 Budget in Summary

The proposed budget for 2024, including the five-year Capital Improvements Program, currently results in a surplus of $430,239. This estimated surplus is usually divided amongst all funds, however, this year, the Stormwater Fund accounts for the entirety of the balance. If the expenditure budget were to fall under or equal the revenue estimates in 2024 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances.

	* as amended	** as proposed		
EXPENDITURE/SURPLUS	2023 * BUDGET	2024 ** BUDGET	$ FROM 2023 BUDGET	% FROM 2023 BUDGET
Operating Budget	$ 102,968,219	$ 106,323,126	$ 3,354,907	3.3%
Capital Budget	4,105,229	3,170,522	(934,707)	-22.8%
Debt Service	4,472,652	4,939,941	467,289	10.4%
Net Current Surplus	19,774	430,239	410,465	2075.8%
Total	**$ 111,565,874**	**$ 114,863,828**	**$ 3,297,954**	**3.0%**

Major components of the consolidated budget are reflected as follows:

Operating expenditures are increasing by $3.3M (3.3%), while capital expenditures are decreasing by $934K (-23%). Newark's debt service is up $467K and our net current surplus has increased by $410K.

2024 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be $111.3 million for 2024, or a $3.8 million (3.6%) increase from 2023. The table below highlights the City's 2024 budgeted operating expenses:

	* as amended 2023 * BUDGET	** as proposed 2024 ** BUDGET	$ FROM 2023 BUDGET	% FROM 2023 BUDGET
Personnel Services	$ 39,480,061	$ 41,434,426	$ 1,954,365	5.0%
Utility Purchases	44,417,788	44,678,500	260,712	0.6%
Materials and Supplies	3,069,587	3,040,423	(29,164)	-1.0%
Contractual Services	12,716,460	13,525,172	808,712	6.4%
Equipment Depreciation	1,925,340	2,110,952	185,612	9.6%
Debt Service	4,472,652	4,939,941	467,289	10.4%
Other Expenses	1,358,983	1,533,653	174,670	12.9%
Total	**$ 107,440,871**	**$ 111,263,067**	**$ 3,822,196**	**3.6%**

Personnel Services – Personnel expenses are increasing by $1.9 million or 5% in 2024. This increase is due to a combination of contractually obligated pay increases and the addition of personnel to maintain current levels of service. Those positions are:

- Distribution Engineer/Compliance Officer
- Part-time Meter Reader
- IT Applications Analyst.
- Part-time Bookkeeper.
- Fleet Maintenance Manager
- Parking Coordinator (2) (remove Parking Lot Manager), net +1.5
- Part-time Admin Professional I
- Code Enforcement Officer

Estimated cost for these 9 positions (7 FTEs) is $637,913 in 2024. Some positions have offsetting revenue/expenses to offset the expenditure impact.

Wages include the contractually negotiated salaries of our workforce, as most of our full-time employees are represented by the FOP, AFSCME and CWA. The increase for 2024 includes associated merit steps for eligible employees, and cost of living adjustments. City management is in current contract negotiations with CWA and AFSCME Local 3919, which we plan to have completed by the end of the year.

Included in the $41.4 million in personnel services is funding for the City's pension plan ($4 million). The Pension plan has been closed since 2014 to new hires, except for the City's police officers. In addition, the City will be contributing over $1.7 million towards its OPEB obligations in 2024. Most of these contributions are legacy expenses from employees that have already retired but were not adequately funded by the City during their period of employment. This was most likely driven by overly optimistic assumptions for investment returns in the past. As mentioned previously, we have reduced our investment return assumption down to 6% to address this issue moving forward.

Utility Purchases – Utility purchases, which include the cost of electric purchases from DEMEC ($39.3 million) and sewer purchases from New Castle County ($5.4 million), are anticipated to be $44.7 million. Should New Castle County choose to raise rates after July 1, 2024, we would need to perform a mid-year rate adjustment to pass these costs along to our sewer customers or else we will run a deficit for the year. The Indian River Coal

Plant, debt service for the beginning construction of a second substation, inflation, rising natural gas prices, increasing renewable portfolio expenses, and an anticipated wholesale rate adjustment from DEMEC are all contributing to the electric increase next year, which will be recognized through the annual revenue stabilization adjustment in March 2024.

Materials & Supplies – The materials and supplies lines have been reduced $29K mostly for reductions in small equipment purchases related to new police positions in 2023.

Contractual Services – Contractual Services increased by $808K, or 6.4%. $287,000 of this figure is related to the expense of keeping our fleet and facilities maintained and operational. On a good note, our projected cost of insurance is down $90,000 (property, auto, cyber, casualty, etc.) due to a successful RFP bid. Bank merchant fees are also a part of our contractual services line. This expense is budgeted to be $127,000 higher than 2023, due to the increased number of customers who pay by credit/debit card.

Equipment Depreciation – Equipment depreciation (a non-cash, formula driven expense) increased by 9.6% versus 2023. This expense continues to supplement the funding of our future large equipment purchases. As the City leases more equipment, this line will begin to diminish, and be offset by lease payments.

Other Expenses – Other Expenses increased $175K, or 12.9%. Increase of $150,000 is due to the increase in subvention to Aetna Hose Hook and Ladder through the Volunteer Fire Assistance Fee recently passed by City Council. This expense is offset by revenue associated with this new permit fee. Aetna will only receive the amount recovered from this specific fee tied to building permits.

Budget by Department/Division

The budget changes by department/division are reflected in the table below.

DEPARTMENT/DIVISION	2023 * BUDGET	2024 ** BUDGET	$ FROM 2023 BUDGET	% FROM 2023 BUDGET
	* as amended	** as proposed		
Electric Utility	$ 7,881,789	$ 8,502,295	$ 620,506	7.9%
Water Utility	5,425,659	5,741,556	315,897	5.8%
Sewer Utility	1,331,053	1,395,844	64,791	4.9%
Stormwater Utility	1,488,395	1,562,820	74,425	5.0%
Utility Purchases	44,417,788	44,678,500	260,712	0.6%
Refuse Division	2,443,293	2,393,229	(50,064)	-2.0%
Street Division	1,908,158	1,983,750	75,592	4.0%
Fleet Maintenance Division	1,848,106	1,935,372	87,266	4.7%
Engineering Division	1,148,434	1,191,362	42,928	3.7%
Code Enforcement Division	1,736,408	2,222,339	485,931	28.0%
Police Department	18,550,573	19,492,351	941,778	5.1%
Finance Department	359,870	388,582	28,712	8.0%
Planning Division	1,398,050	1,594,810	196,760	14.1%
Municipal Parking	2,542,190	2,678,590	136,400	5.4%
Facilities Maintenance Division	1,037,495	1,152,030	114,535	11.0%
Administrative Department	1,539,378	1,674,905	135,527	8.8%
Legislative Department	1,415,299	1,512,227	96,928	6.8%
Alderman's Court	709,850	704,018	(5,832)	-0.8%
Parks and Recreation Department	4,268,170	4,489,827	221,657	5.2%
Community Development Block Grant	283,984	277,613	(6,371)	-2.2%
Law Enforcement Fund	381,709	284,111	(97,598)	-25.6%
Special Parks Fund	54,220	62,195	7,975	14.7%
Unicity Transportation Fund	305,279	-	(305,279)	-100.0%
Self Insurance Fund	145,000	145,000	-	0.0%
OPEB Expense Funding	726,850	767,000	40,150	5.5%
Less: Inter-Dept. Electric Sales	(378,781)	(507,200)	(128,419)	33.9%
Total Operating Expenditures	**$ 102,968,219**	**$ 106,323,126**	**$ 3,354,907**	**3.3%**

Revenue Highlights

City wide operating revenues of $114.9 million in 2024 are expected to be above 2023 budgeted revenue by 3%. Utility revenue is collectively responsible for $1.1 million of the $3.3 million increase due to adjustments needed for inflation, new State drinking water mandates, wholesale power cost increases, and electric grid modernization just to name a few. In addition, the City is including $1.55 million in interest income due to the increased Fed Rates, $125,000 for a new technology fee, $150,000 for the new Volunteer Fire Assistance Fund, $100,000 in building permit adjustments, and $55,500 for rental permit fee increases. We are estimating a small growth in taxable assessments for 2024, primarily due to commercial growth. Part of the property tax growth includes the proposed 7.5% tax increase which will provide $335,625 in revenue to the City to fund its governmental services and to keep on par with the rising costs of inflation. The hotel industry has been relatively steady since this past Spring, and we have increased our lodging tax expectations by $75,000 to $715,000 for 2024.

Real Estate Transfer Tax (RTT) fell off considerably during 2020 due to the slowdown in real estate activity caused by COVID-19. Since the end of 2020, RTT revenue has rebounded with 2021 being slightly above average before peaking in 2022 at around $5.2 million. During 2022, most of this record revenue came from a small group of sales of large apartment complexes including Christina Mill, One Easton, the Newark Shopping Center, and Pinebrook Apartments. RTT revenue in 2023 is back down closer to historic norms driven by historically high interest rates. Considering the skyrocketing value of real estate over the last three years, this means actual sales are down compared to the past. Real estate prices remain higher than they were pre- pandemic so we will see more revenue per transaction, but we anticipate total transactions will continue to be lower in 2024, similar to what we have seen so far in 2023. As a result, we have forecast RTT revenue in 2024 will be $1,650,000, which is equal to what we initially anticipated in 2023.

Construction activity in 2023 has been weaker than we originally anticipated during the fall 2022 budget process. We believe this is primarily driven by supply chain shortages and rising interest rates which have combined to significantly increase the cost of construction. In addition to cost increases, Council spent much of 2022 discussing changes to the BB and RA zoning districts which went into place in early 2023. The BB zone is where we have seen the most development activity in recent years and the new changes have made it less expensive to build in this zone. As a result, some developers delayed previously approved projects to evaluate whether to resubmit under the new code. This pause paired with the handful of projects that are going back through the process under the new code, temporarily reduced construction activity in town. Ultimately, interest rates and supply chain logistics will probably play the largest role in construction starts for the next couple of years. Current estimates of the Federal Funds rate predict interest rates could reach 5.5% at the end of 2023 before slowly decreasing over 2024 and 2025 back into the low 3% range.

REVENUE SOURCE	2023 * BUDGET	2024 ** BUDGET	$ FROM 2023 BUDGET	% FROM 2023 BUDGET
	* as amended	** as proposed		
Utility Revenue				
Electric	$ 63,665,500	$ 63,628,151	$ (37,349)	-0.1%
Water	9,786,080	10,289,000	502,920	5.1%
Sewer	8,030,395	8,662,400	632,005	7.9%
Stormwater	2,550,000	2,552,500	2,500	0.1%
Total Utility Revenue	**$ 84,031,975**	**$ 85,132,051**	**$ 1,100,076**	**1.3%**
Tax Revenue				
Realty Transfer Tax	$ 1,650,000	$ 1,650,000	$ -	0.0%
Property Tax	8,508,500	9,285,625	777,125	9.1%
Penalties	60,000	67,500	7,500	12.5%
Franchise Tax	350,000	300,000	(50,000)	-14.3%
Lodging Tax	640,000	715,000	75,000	11.7%
Total Tax Revenue	**$ 11,208,500**	**$ 12,018,125**	**$ 809,625**	**7.2%**
Fees for Service				
Fines	$ 2,040,300	$ 2,122,000	$ 81,700	4.0%
Business License Fees	200,000	225,000	25,000	12.5%
Permits and Licenses	2,519,920	3,187,500	667,580	26.5%
Park Fees	766,725	768,225	1,500	0.2%
Commercial Refuse & Transfer Sta.	25,000	28,500	3,500	14.0%
Parking Lots	218,421	266,000	47,579	21.8%
Multi-Space Parking	4,045,079	3,100,000	(945,079)	-23.4%
Internal Service	3,025,618	3,278,599	252,981	8.4%
Total Fees for Service	**$ 12,841,063**	**$ 12,975,824**	**$ 134,761**	**1.0%**
Intergovernmental Revenue				
Subventions	$ 598,415	$ 621,753	$ 23,338	3.9%
Local School District	187,400	198,200	10,800	5.8%
Unicity Bus	143,380	-	(143,380)	-100.0%
Community Development Block Grants	259,268	277,613	18,345	7.1%
Law Enforcement Grants - Special Fund	327,885	284,111	(43,774)	-13.4%
American Rescue Plan Act (ARPA)	156,612	167,575	10,963	7.0%
Miscellaneous Grants and Donations	630,776	492,525	(138,251)	-21.9%
Total Intergovernmental Revenue	**$ 2,303,736**	**$ 2,041,777**	**$ (261,959)**	**-11.4%**
Other Revenue				
Interest Received	$ 521,000	$ 1,997,000	$ 1,476,000	283.3%
Miscellaneous	337,100	351,881	14,781	4.4%
Reimbursable Overtime	250,000	300,000	50,000	20.0%
Assessments	12,500	12,500	-	0.0%
Total Other Revenue	**$ 1,120,600**	**$ 2,661,381**	**$ 1,540,781**	**137.5%**
Appropriation of Prior Year Reserves	**$ 60,000**	**$ 34,670**	**$ (25,330)**	**-42.2%**
Total Operating Revenue	**$ 111,565,874**	**$ 114,863,828**	**$ 3,297,954**	**3.0%**

The 2024 through 2028 Capital Improvements Program

The 2024 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of $31.9 million. Reserve funding, grant funding, vehicle equipment replacement funds, state revolving loan, the American Rescue Plan Act (ARPA), conduit debt and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Use of grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2024 CIP is proposed on the table labeled "2024 CIP Funding Sources." The Net Capital Improvement total of $3,170,522 will be funded in 2024 through current year revenue, property taxes, utility rates, and other current sources of revenue.

2024 CIP FUNDING SOURCES	Percent (%)	Dollar ($)
Capital Improvements		**$ 31,983,081**
Funding Sources:		
Use of Reserves	10.3%	3,284,516
Equipment Funding	0.3%	100,984
Grants	15.1%	4,816,794
Bond Issues	0.0%	-
State Revolving Loans (SRL)	21.8%	6,977,032
American Rescue Plan Act (ARPA)	16.0%	5,111,899
Other Sources	26.6%	8,521,334
Current Resources	**9.9%**	**3,170,522**

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

2024 CAPITAL EXPENDITURES	Percent (%)	Dollar ($)
Electric Fund	37.4%	$ 11,933,280
Water Fund	31.0%	9,904,814
Public Works - Capital Proj. Fund	8.6%	2,756,207
Parks and Recreation	7.2%	2,298,900
Sewer Fund	6.7%	2,136,000
Stormwater Fund	3.1%	989,057
Public Works - Maintenance Fund	2.8%	908,920
Police Department	1.0%	323,789
Parking Fund	0.9%	297,858
Information Technology Division	0.8%	267,630
Other Departments	0.5%	166,626
Gross Capital Expenditures	**100.0%**	**31,983,081**

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

The table "2024 Capital Expenditures" exhibits planned capital spending by department. The majority of our gross capital expenditures consist of infrastructure, which are electric, water, sewer, stormwater, and street projects. Facility projects continue to take a higher priority due to the need to address deferred maintenance for City assets and to maintain them at a level that meets current standards. The availability of ARPA and State grants to fund those needs has had a big impact as we work to reduce the backlog of projects.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks, and recreation, streets, and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 10.4% of our operating revenues in 2024. While in recent years we have limited the level of our transfers in association with our Financial Policies, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over $19.8 million in 2024, or require a tax increase over 242% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add over 30,045 new additional residences just to collect $19.8 million in new tax revenue based on the City's median assessed value of a residential property. This is merely an academic comparison, however, as new residential properties would also result in increased demand for services and, accordingly, increased costs that would likely more than negate the increased tax revenue. Development in a form that uses less in services and infrastructure than the tax generated is key to making a dent in our general fund deficit. This is generally achieved by offsetting single family residential areas with dense, mixed-use development located proximate to jobs and the downtown, although there is no magic formula. Private development at STAR Campus will provide a financial windfall for the City through increased taxes and utility sales with limited additional demand for City services, especially since police coverage is provided to STAR Campus by UDPD and all roads are privately maintained.

An additional reason to continue to focus on decreasing our reliance on utility transfers is the risk to revenues associated with the increased penetration of privately-owned distributed energy resources, like rooftop solar, as well as the impact of electric and water conservation. Both items have positive environmental and social impacts, but negatively impact our utility sales and margins. Transfers from the water fund have increased as a percentage of revenues over the last decade, absorbing most of the additional revenue raised by significant rate increases dating back to 2011. Dialing back, or at a minimum not further increasing, our dependency would provide future benefits by leaving more revenue in our utility funds that are facing an infrastructure replacement tsunami as 53% of our water mains that were installed 20th mid-century reach the end of their normal service life over the next 10 years.

Other Governmental Funds

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

Enterprise Funds

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

Moving Forward

Efforts to improve the opportunity for citizens to manage utility consumption and associated costs with smart technology, and to equitably align utility costs across users via a combination of fixed and consumption-based charges will be of great importance, alongside high-quality municipal services and parks, as we compete for new residents and businesses.

Furthermore, it would be prudent whenever feasible, for future budget cycles to feature small inflation-indexed tax increases, and fixed or reduced utility revenue transfers. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. It remains clear that our organization and community will continue to be challenged to balance our commitment to our existing service levels without the need for higher, more diversified revenues. Our most recent revenue diversifier was the addition of the Hotel Lodging Tax in December of 2018. The Lodging Tax was a positive step for Newark to diversify revenue that supports our general fund, and the City strives to find new sources of revenue to ensure all are paying their fair share of City services. Council may wish to continue our focus on lobbying efforts at the state level to get approval for additional revenue sources like an events tax, student fee, or gross receipts tax on rental revenue similar to what is in place in some Delaware beach towns.

Following the 2025 countywide reassessment, state code mandates that the County update their assessments no less frequently than every 5 years. Due to the timing of county assessments, the City will not receive new revenue as anticipated from reassessment. This is because we will receive the new assessment values after the subject budget has been approved and the tax revenue target set.

Staff recommends that Council consider an ordinance to direct the City to update county assessment values by an amount equal to the CPI in each of the 4 years between reassessments utilizing the power already granted to the City by Charter. We would then reset back to the county assessment when they complete the mandatory reassessment. This will prevent erosion of tax revenue due to inflation while also retaining the option for Council to reduce the tax rate if desired to offset the increase in assessment values. We were hesitant to do this before a countywide reassessment due to the existing county assessments being set so far out of date. Now that our annual adjustment would be much smaller, making local adjustments to assessment values will be easier and it will reduce the likelihood of a significant number of assessment appeals. This would require local appeals be heard by Newark as opposed to current practice where we direct their appeal toward the County's assessment office.

Budget Presentation

The 2024 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division. The following schedule for processing the 2024 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

- Public Hearing/Possible Budget Adoption – November 6, 2023
- Contingency Date - Public Hearing/Budget Adoption – November 27, 2023 (if needed)
- Introduction Date for Revenue Ordinances – December 4, 2023 (if budget is approved on November 6)

The preparation and compilation of the 2024 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountants Jim Smith, Debi Keeley, and Trevor Miller worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, assessing their capacity to complete projects, considering opportunities, and responding to timelines and funding limitations.

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

Respectfully submitted,



Thomas Coleman
City Manager

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET	% FROM 2023 BUDGET
					* as amended	** as proposed	
Revenue/Other Funding Sources							
Utility Sales	$ 71,642,391	$ 68,953,720	$ 72,850,950	$ 77,094,536	$ 84,031,975	$ 85,132,051	1.3%
Real Estate and Other Taxes	10,596,904	9,699,072	11,110,691	14,910,044	11,208,500	12,018,125	7.2%
Fees for Service	9,998,235	7,246,168	9,035,197	10,090,553	12,841,063	12,975,824	1.0%
Intergovernmental Revenue	1,900,991	4,269,856	2,155,660	2,577,278	2,303,736	2,041,777	-11.4%
Other Revenue	1,407,583	1,248,973	1,500,338	1,847,590	1,120,600	2,661,381	137.5%
Appropriation of Prior Year Reserves	80,000	708,752	-	175,000	60,000	34,670	-42.2%
Total Operating Revenue	$ 95,626,104	$ 92,126,541	$ 96,652,836	$ 106,695,001	$ 111,565,874	$ 114,863,828	3.0%
Expenditures							
Personnel Services	$ 33,622,361	$ 36,596,786	$ 33,653,696	$ 37,076,658	$ 39,480,061	$ 41,434,426	5.0%
Utility Purchases	36,900,030	33,962,454	35,907,718	38,524,122	44,417,788	44,678,500	0.6%
Materials and Supplies	2,182,184	1,823,202	2,052,921	2,679,526	3,069,587	3,040,423	-1.0%
Contractual Services	9,233,785	9,251,562	10,592,039	11,548,552	12,716,460	13,525,172	6.4%
Equipment Depreciation	1,353,420	1,377,635	1,409,054	1,540,246	1,925,340	2,110,952	9.6%
Debt Service	2,629,977	2,657,423	2,959,384	3,420,053	4,472,652	4,939,941	10.4%
Other Expenses	1,253,823	884,351	1,023,034	1,425,991	1,358,983	1,533,653	12.9%
Total Operating Expenses	$ 87,175,580	$ 86,553,413	$ 87,597,846	$ 96,215,148	$ 107,440,871	$ 111,263,067	3.6%
Capital Improvements							
Gross Capital Improvements	$ 12,293,933	$ 16,940,171	$ 19,933,243	$ 20,039,073	$ 35,815,556	$ 31,983,081	-10.7%
Less: Use of Reserves	(4,018,780)	(4,130,832)	(4,863,231)	(4,127,032)	(1,505,435)	(3,284,516)	118.2%
Equipment Replacement	(885,660)	(876,933)	(882,862)	(1,102,498)	(385,105)	(100,984)	-73.8%
Grants	(697,633)	(101,834)	(2,620,721)	(2,329,335)	(6,476,331)	(4,816,794)	-25.6%
Bond Issues	(460,566)	(128,150)	(198,177)	(365,680)	(256,000)	-	-100.0%
State Revolving Loan	(3,611,892)	(6,282,633)	(2,234,768)	(1,203,504)	(2,310,000)	(6,977,032)	202.0%
American Rescue Plan Act	-	-	(101,017)	(3,258,225)	(7,282,040)	(5,111,899)	-29.8%
Other Sources	(370,972)	(72,958)	(6,146,269)	(3,934,748)	(13,495,416)	(8,521,334)	-36.9%
Net Capital Improvements	$ 2,248,430	$ 5,346,831	$ 2,886,198	$ 3,718,051	$ 4,105,229	$ 3,170,522	-22.8%
Net Current Surplus	6,202,094	226,297	6,168,792	6,761,802	19,774	430,239	2075.8%
TOTAL EXPENDITURES AND SURPLUS	**$ 95,626,104**	**$ 92,126,541**	**$ 96,652,836**	**$ 106,695,001**	**$ 111,565,874**	**$ 114,863,828**	**3.0%**
Property Tax Rate per $100.00 of assessed value	$ 0.7737	$ 0.8047	$ 0.9120	$ 0.9348	$ 0.9815	$ 1.0551	7.5%

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET	% FROM 2023 BUDGET
					* as amended	** as proposed	
Utility Revenue							
Electric	$ 52,709,702	$ 51,600,384	$ 53,939,898	$ 57,699,264	$ 63,665,500	$ 63,628,151	-0.1%
Water	9,150,224	8,247,871	9,060,790	9,230,767	9,786,080	10,289,000	5.1%
Sewer	7,398,867	6,702,782	7,491,477	7,602,261	8,030,395	8,662,400	7.9%
Stormwater	2,383,598	2,402,683	2,358,785	2,562,244	2,550,000	2,552,500	0.1%
Utility Revenue Total	$ 71,642,391	$ 68,953,720	$ 72,850,950	$ 77,094,536	$ 84,031,975	$ 85,132,051	1.3%
Less: Utilities Purchased	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Total Gross Utility Margin	**$ 71,642,391**	**$ 68,953,720**	**$ 72,850,950**	**$ 77,094,536**	**$ 84,031,975**	**$ 85,132,051**	**1.3%**
Tax Revenue							
Realty Transfer Tax	$ 2,646,573	$ 1,293,038	$ 2,207,891	$ 5,718,365	$ 1,650,000	$ 1,650,000	0.0%
Property Tax	6,705,035	7,563,605	7,966,029	8,179,314	8,508,500	9,285,625	9.1%
Penalties	61,543	51,293	77,726	55,469	60,000	67,500	12.5%
Franchise Tax	423,106	439,346	350,911	333,423	350,000	300,000	-14.3%
Lodging Tax [1]	760,647	351,790	508,134	623,473	640,000	715,000	11.7%
Tax Revenue Total	**$ 10,596,904**	**$ 9,699,072**	**$ 11,110,691**	**$ 14,910,044**	**$ 11,208,500**	**$ 12,018,125**	**7.2%**
Fees for Service							
Fines	$ 1,916,365	$ 1,063,680	$ 1,795,179	$ 1,810,186	$ 2,040,300	$ 2,122,000	4.0%
Business License Fees	235,940	227,855	238,478	161,451	200,000	225,000	12.5%
Permits and Licenses	2,236,977	2,172,197	2,107,962	1,899,523	2,519,920	3,187,500	26.5%
Park Fees	719,114	203,643	501,733	739,685	766,725	768,225	0.2%
Commercial Refuse & Transfer Sta.	39,147	19,353	18,175	19,513	25,000	28,500	14.0%
Parking Lots	1,420,015	283,679	158,591	204,373	218,421	266,000	21.8%
Multi-Space Parking	225,608	619,072	1,396,818	2,087,942	4,045,079	3,100,000	-23.4%
Parking Meters	1,070,148	205,347	112,685	64,175	-	-	0.0%
Internal Service [1]	2,134,921	2,451,342	2,705,576	3,103,705	3,025,618	3,278,599	8.4%
Fees for Service Total	**$ 9,998,235**	**$ 7,246,168**	**$ 9,035,197**	**$ 10,090,553**	**$ 12,841,063**	**$ 12,975,824**	**1.0%**

(Operating revenue detail is continued on the following page)

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES (CONTINUED)

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET	% FROM 2023 BUDGET
					* as amended	** as proposed	
Intergovernmental Revenue							
Subventions	$ 515,271	$ 527,122	$ 529,231	$ 553,575	$ 598,415	$ 621,753	3.9%
Local School District	82,750	168,485	188,200	190,100	187,400	198,200	5.8%
Unicity Bus	143,380	143,380	143,380	143,380	143,380	-	-100.0%
Community Development Block Grants [2]	226,776	167,761	246,966	478,160	259,268	277,613	7.1%
Law Enforcement Grants - Special Fund	400,000	440,446	363,986	329,777	327,885	284,111	-13.4%
American Rescue Plan Act (ARPA) [3]	-	-	48,353	129,456	156,612	167,575	7.0%
Miscellaneous Grants and Donations	532,814	2,822,662	635,544	752,830	630,776	492,525	-21.9%
Intergovernmental Revenue Total	**$ 1,900,991**	**$ 4,269,856**	**$ 2,155,660**	**$ 2,577,278**	**$ 2,303,736**	**$ 2,041,777**	**-11.4%**
Other Revenue							
Interest Received	$ 665,575	$ 614,380	$ 574,864	$ 870,922	$ 521,000	$ 1,997,000	283.3%
Miscellaneous	463,687	404,014	582,219	538,604	337,100	351,881	4.4%
Reimbursable Overtime	266,848	228,312	306,392	387,967	250,000	300,000	20.0%
Assessments	11,473	2,267	36,863	50,097	12,500	12,500	0.0%
Other Revenue Total	**$ 1,407,583**	**$ 1,248,973**	**$ 1,500,338**	**$ 1,847,590**	**$ 1,120,600**	**$ 2,661,381**	**137.5%**
Appropriation of Prior Year Reserves							
Appropriation of Prior Year Reserves Total	**$ 80,000**	**$ 708,752**	**$ -**	**$ 175,000**	**$ 60,000**	**$ 34,670**	**-100.0%**
TOTAL OPERATING REVENUE	**$ 95,626,104**	**$ 92,126,541**	**$ 96,652,836**	**$ 106,695,001**	**$ 111,565,874**	**$ 114,863,828**	**3.0%**

[1] New revenue line added in 2019

[2] CDBG revenues do not include grants for capital costs

[3] New revenue line added in 2021

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET	% FROM 2023 BUDGET
					* as amended	** as proposed	
Electric Utility	$ 7,327,668	$ 7,627,448	$ 5,941,288	$ 7,589,789	$ 7,881,789	$ 8,502,295	7.9%
Water Utility	4,907,089	3,784,047	4,232,295	5,065,984	5,425,659	5,741,556	5.8%
Sewer Utility	1,074,628	1,184,844	724,394	1,022,546	1,331,053	1,395,844	4.9%
Stormwater Utility	1,151,985	1,578,115	849,930	1,287,583	1,488,395	1,562,820	5.0%
Utility Purchases	36,900,030	33,962,454	35,907,718	38,524,122	44,417,788	44,678,500	0.6%
Refuse Division	2,122,270	2,463,619	2,333,215	2,310,184	2,443,293	2,393,229	-2.0%
Street Division	1,262,378	1,444,618	1,625,608	1,602,499	1,908,158	1,983,750	4.0%
Fleet Maintenance Division	1,477,040	1,550,499	1,620,617	1,925,857	1,848,106	1,935,372	4.7%
Engineering Division	1,021,728	1,095,566	1,024,505	1,071,977	1,148,434	1,191,362	3.7%
Code Enforcement Division	1,453,711	1,647,338	1,566,688	1,566,710	1,736,408	2,222,339	28.0%
Police Department	15,097,311	16,459,179	16,785,429	17,268,679	18,550,573	19,492,351	5.1%
Finance Department	107,261	312,597	325,599	331,359	359,870	388,582	8.0%
Planning Division	1,130,442	855,602	907,129	1,381,224	1,398,050	1,594,810	14.1%
Municipal Parking	2,205,931	1,963,831	2,126,726	2,437,758	2,542,190	2,678,590	5.4%
Facilities Maintenance Division	690,177	844,111	843,580	929,477	1,037,495	1,152,030	11.0%
Administrative Department	733,002	1,158,048	1,292,080	1,319,625	1,539,378	1,674,905	8.8%
Legislative Department	1,029,744	1,118,381	1,168,627	1,244,495	1,415,299	1,512,227	6.8%
Alderman's Court	499,457	558,819	571,269	635,401	709,850	704,018	-0.8%
Parks and Recreation Department	3,376,840	3,433,056	3,594,088	4,047,920	4,268,170	4,489,827	5.2%
Community Development Block Grant	201,777	135,964	212,457	213,100	283,984	277,613	-2.2%
Law Enforcement Fund	291,593	308,318	328,985	374,200	381,709	284,111	-25.6%
Special Parks Fund	13,671	12,913	16,681	19,034	54,220	62,195	14.7%
Unicity Transportation Fund	272,566	196,614	303,724	308,910	305,279	-	-100.0%
Self Insurance Fund	78,026	106,734	170,028	15,281	145,000	145,000	0.0%
OPEB Expense Funding	626,178	638,975	674,002	767,681	726,850	767,000	5.5%
Less: Inter-Dept. Electric Sales	(506,900)	(545,700)	(508,200)	(466,300)	(378,781)	(507,200)	33.9%
TOTAL OPERATING EXPENDITURES	**$ 84,545,603**	**$ 83,895,990**	**$ 84,638,462**	**$ 92,795,095**	**$ 102,968,219**	**$ 106,323,126**	**3.3%**

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2023	$ 3,377,967	$ 6,311,632	$ 82,799,405	$ 2,821,377	$ 95,310,381
Revenue					
Utility Sales	$ -	$ -	$ 83,999,451	$ -	$ 83,999,451
Utility Other Service Revenue	-	-	1,132,600	-	1,132,600
Utilities Contributions	$ -	$ -	$ 85,132,051	$ -	$ 85,132,051
Tax Revenue & Emergency Communication Fees	12,018,125	-	-	-	12,018,125
Fees for Service	6,205,725	-	3,491,500	3,278,599	12,975,824
Intergovernmental Revenue	1,452,528	589,249	-	-	2,041,777
Other Revenue	2,201,700	60,000	389,681	10,000	2,661,381
Appropriation of Prior Year Reserves	-	34,670	-	-	34,670
Total Operating Revenue	$ 21,878,078	$ 683,919	$ 89,013,232	$ 3,288,599	$ 114,863,828
Expenditures					
Personnel Services	$ 29,772,908	$ 142,331	$ 9,695,516	$ 1,823,671	$ 41,434,426
Utility Purchases	-	-	44,678,500	-	44,678,500
Materials and Supplies	1,030,693	113,775	1,017,245	878,710	3,040,423
Contractual Services	7,300,106	328,313	4,921,616	975,137	13,525,172
Equipment Depreciation	1,333,920	-	724,149	52,883	2,110,952
Debt Service	-	1,375,863	3,372,881	191,197	4,939,941
Other Expenses	855,300	39,500	465,853	173,000	1,533,653
Inter-Dept Charges	(2,645,527)	-	2,549,526	96,001	-
Total Operating Expenses	$ 37,647,400	$ 1,999,782	$ 67,425,286	$ 4,190,599	$ 111,263,067
Capital Improvements					
Gross Capital Improvements	$ -	$ 5,813,152	$ 25,261,009	$ 908,920	$ 31,983,081
Less: Addition (Use) of Reserves	-	(1,182,501)	(2,079,505)	(22,510)	(3,284,516)
Equipment Replacement	-	(22,958)	(78,026)	-	(100,984)
Grants	-	(1,998,514)	(2,163,280)	(655,000)	(4,816,794)
Bond Issues	-	-	-	-	-
State Revolving Loans	-	-	(6,977,032)	-	(6,977,032)
American Rescue Plan Act	-	(685,979)	(4,425,920)	-	(5,111,899)
Other Sources	-	(240,000)	(8,167,414)	(113,920)	(8,521,334)
Net Capital Improvements	$ -	$ 1,683,200	$ 1,369,832	$ 117,490	$ 3,170,522
Net Transfers	15,769,322	2,999,063	(19,787,875)	1,019,490	-
Net Current Surplus	-	-	430,239	-	430,239
Total Expenditures and Surplus	$ 37,647,400	$ 3,682,982	$ 69,225,357	$ 4,308,089	$ 114,863,828
Other Increase (Decrease) in Fund Balance	-	(1,205,459)	-	-	(1,205,459)
Budgeted Fund Balance - December 31, 2023	$ 3,377,967	$ 5,106,173	$ 83,229,644	$ 2,821,377	$ 94,535,161
Projected Cash/Investments - January 1, 2023	$ 7,692,982	$ 11,099,981	$ 34,302,247	$ 3,115,977	$ 56,211,187
Net Current Surplus	-	-	430,239	-	430,239
Receipt of ARPA Grant	550,530	400,000	8,096,538	-	9,047,068
Capital Projects Paid From Reserves	-	(1,891,438)	(6,583,451)	(22,510)	(8,497,399)
Non-Cash Items:					
Depreciation	1,333,920	-	724,149	52,883	2,110,952
Budgeted Cash/Investments - December 31, 2023	$ 9,577,432	$ 9,573,873	$ 36,969,722	$ 3,146,350	$ 59,267,377

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
Projected Fund Balance - January 1, 2023	$ -	$ 703,244	$ 418,997
Revenue			
Utility Sales	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	277,613	284,111	27,525
Other Revenue	-	-	-
Appropriation of Prior Year Reserves	-	-	34,670
Total Operating Revenue	$ 277,613	$ 284,111	$ 62,195
Expenditures			
Personnel Services	$ 40,000	$ 100,836	$ 1,495
Utility Purchases	-	-	-
Materials and Supplies	40,000	39,775	34,000
Contractual Services	197,613	104,000	26,700
Equipment Depreciation	-	-	-
Debt Service	-	-	-
Other Expenses	-	39,500	-
Inter-Dept Charges	-	-	-
Total Operating Expenses	$ 277,613	$ 284,111	$ 62,195
Capital Improvements			
Gross Capital Improvements	$ 25,000	$ -	$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(25,000)	-	-
Bond Issues	-	-	-
State Revolving Loans	-	-	-
American Rescue Plan Act	-	-	-
Other Sources	-	-	-
Net Capital Improvements	$ -	$ -	$ -
Net Transfers	-	-	-
Net Current Surplus	-	-	-
Total Expenditures and Surplus	$ 277,613	$ 284,111	$ 62,195
Other Increase (Decrease) in Fund Balance	-	-	-
Budgeted Fund Balance - December 31, 2023	$ -	$ 703,244	$ 418,997
Projected Cash/Investments - January 1, 2023	$ 469	$ 1,003,024	$ 409,863
Net Current Surplus	-	-	-
Receipt of ARPA Grant	-	-	-
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	-	-	-
Budgeted Cash/Investments - December 31, 2023	$ 469	$ 1,003,024	$ 375,193

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
$ -	$ 19,614	$ 46,340	$ 5,123,437	$ 6,311,632
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	589,249
-	-	-	60,000	60,000
-	-	-	-	34,670
$ -	$ -	$ -	$ 60,000	$ 683,919
$ -	$ -	$ -	$ -	$ 142,331
-	-	-	-	-
-	-	-	-	113,775
-	-	-	-	328,313
-	-	-	-	-
-	-	1,375,863	-	1,375,863
-	-	-	-	39,500
-	-	-	-	-
$ -	$ -	$ 1,375,863	$ -	$ 1,999,782
$ -	$ -	$ -	$ 5,788,152	$ 5,813,152
-	-	-	(1,182,501)	(1,182,501)
-	-	-	(22,958)	(22,958)
-	-	-	(1,973,514)	(1,998,514)
-	-	-	-	-
-	-	-	-	-
-	-	-	(685,979)	(685,979)
-	-	-	(240,000)	(240,000)
$ -	$ -	$ -	$ 1,683,200	$ 1,683,200
-	-	1,375,863	1,623,200	2,999,063
-	-	-	-	-
$ -	$ -	$ 1,375,863	$ 1,683,200	$ 3,682,982
-	-	-	(1,205,459)	(1,205,459)
$ -	$ 19,614	$ 46,340	$ 3,917,978	$ 5,106,173
$ -	$ 393	$ 46,340	$ 9,639,892	$ 11,099,981
-	-	-	-	-
-	-	-	400,000	400,000
-	-	-	(1,891,438)	(1,891,438)
-	-	-	-	-
$ -	$ 393	$ 46,340	$ 8,148,454	$ 9,573,873

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2023	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 2,936,540	$ 2,479,361	$ 82,799,405
Revenue						
Utility Sales	$ 62,598,151	$ 10,228,000	$ 8,638,300	$ 2,535,000	$ -	$ 83,999,451
Utility Other Service Revenue	1,030,000	61,000	24,100	17,500	-	1,132,600
Utilities Contributions	$ 63,628,151	$ 10,289,000	$ 8,662,400	$ 2,552,500	$ -	$ 85,132,051
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-
Fees for Service	-	31,000	19,000	75,500	3,366,000	3,491,500
Intergovernmental Revenue	-	-	-	-	-	-
Other Revenue	175,281	149,000	45,400	20,000	-	389,681
Appropriation of Prior Year Reserves	-	-	-	-	-	-
Total Operating Revenue	$ 63,803,432	$ 10,469,000	$ 8,726,800	$ 2,648,000	$ 3,366,000	$ 89,013,232
Expenditures						
Personnel Services	$ 3,981,413	$ 3,021,444	$ 442,742	$ 753,365	$ 1,496,552	$ 9,695,516
Utility Purchases	39,278,500	-	5,400,000	-	-	44,678,500
Materials and Supplies	337,200	524,000	50,500	36,000	69,545	1,017,245
Contractual Services	2,151,805	1,281,480	378,126	294,127	816,078	4,921,616
Equipment Depreciation	391,489	88,076	36,949	63,620	144,015	724,149
Debt Service	1,232,270	1,183,963	301,707	654,941	-	3,372,881
Other Expenses	367,165	17,024	9,136	64,193	8,335	465,853
Inter-Dept Charges	766,023	809,532	478,391	351,515	144,065	2,549,526
Total Operating Expenses	$ 48,505,865	$ 6,925,519	$ 7,097,551	$ 2,217,761	$ 2,678,590	$ 67,425,286
Capital Improvements						
Gross Capital Improvements	$ 11,933,280	$ 9,904,814	$ 2,136,000	$ 989,057	$ 297,858	$ 25,261,009
Less: Use of Reserves	(770,000)	(512,862)	(125,000)	(471,643)	(200,000)	(2,079,505)
Equipment Replacement	(78,026)	-	-	-	-	(78,026)
Grants	(1,663,280)	(450,000)	(50,000)	-	-	(2,163,280)
Bond Issues	-	-	-	-	-	-
State Revolving Loans	-	(5,577,032)	(900,000)	(500,000)	-	(6,977,032)
American Rescue Plan Act	-	(3,364,920)	(1,061,000)	-	-	(4,425,920)
Other Sources	(8,150,000)	-	-	(17,414)	-	(8,167,414)
Net Capital Improvements	$ 1,271,974	$ -	$ -	$ -	$ 97,858	$ 1,369,832
Net Transfers	(14,025,593)	(3,543,481)	(1,629,249)	-	(589,552)	(19,787,875)
Net Current Surplus	-	-	-	430,239	-	430,239
Total Expenditures and Surplus	$ 49,777,839	$ 6,925,519	$ 7,097,551	$ 2,648,000	$ 2,776,448	$ 69,225,357
Other Increase (Decrease) in Fund Balance	-	-	-	-	-	-
Budgeted Fund Balance - December 31, 2023	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 3,366,779	$ 2,479,361	$ 83,229,644
Projected Cash/Investments - January 1, 2023	$ 20,825,379	$ 4,375,081	$ 5,908,107	$ 3,072,916	$ 120,764	$ 34,302,247
Net Current Surplus	-	-	-	430,239	-	430,239
Receipt of ARPA Grant	-	5,600,000	2,096,538	400,000	-	8,096,538
Capital Projects Paid From Reserves	(848,026)	(3,877,782)	(1,186,000)	(471,643)	(200,000)	(6,583,451)
Non-Cash Items:						
Depreciation	391,489	88,076	36,949	63,620	144,015	724,149
Budgeted Cash/Investments - December 31, 2023	$ 20,368,842	$ 6,185,375	$ 6,855,594	$ 3,495,132	$ 64,779	$ 36,969,722

CITY OF NEWARK, DELAWARE
2024 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

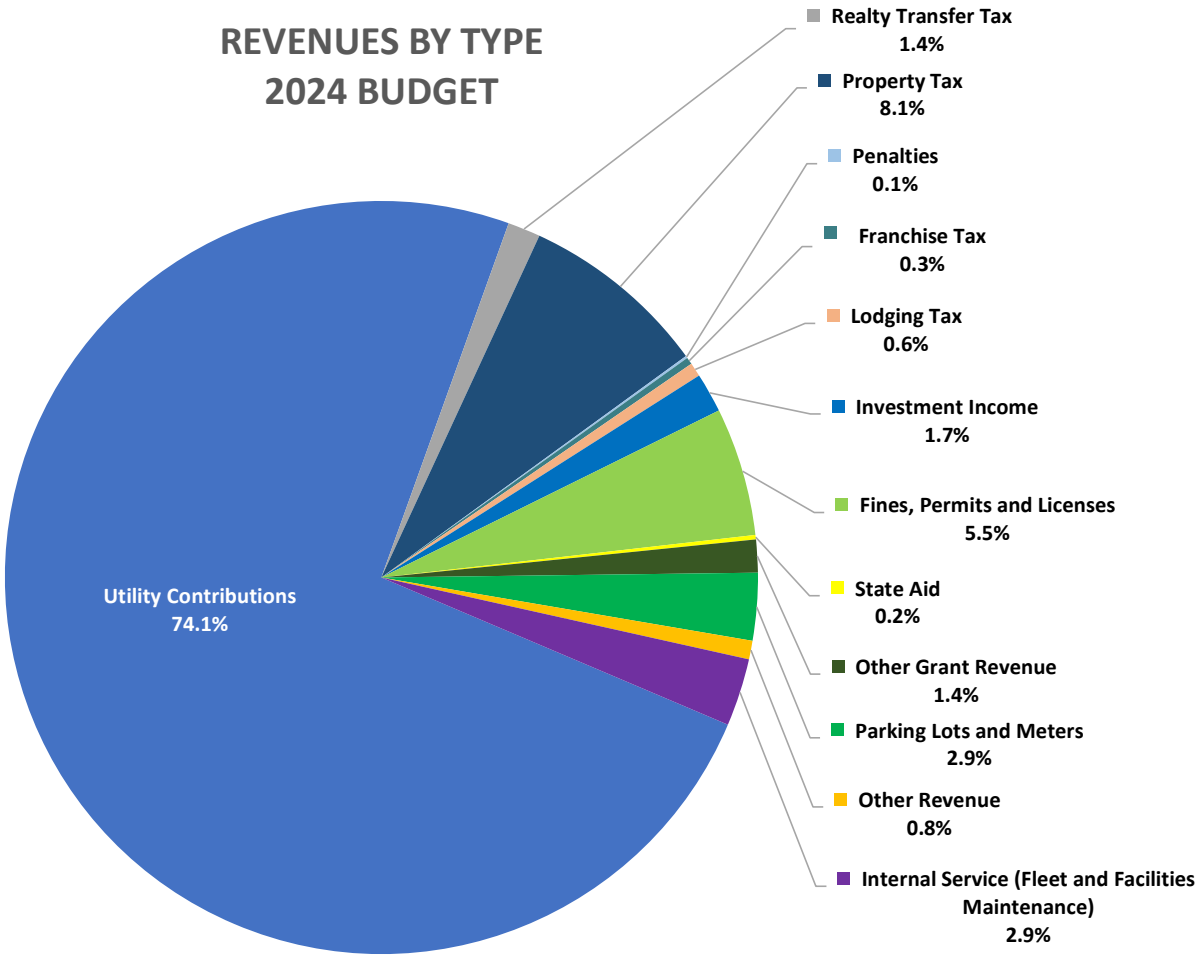
	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2023	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Revenue				
Utility Sales	$ -	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	$ -	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	3,278,599	-	-	3,278,599
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	10,000	-	10,000
Appropriation of Prior Year Reserves	-	-	-	-
Total Operating Revenue	$ 3,278,599	$ 10,000	$ -	$ 3,288,599
Expenditures				
Personnel Services	$ 1,056,671	$ -	$ 767,000	$ 1,823,671
Utility Purchases	-	-	-	-
Materials and Supplies	878,710	-	-	878,710
Contractual Services	830,137	145,000	-	975,137
Equipment Depreciation	52,883	-	-	52,883
Debt Service	191,197	-	-	191,197
Other Expenses	173,000	-	-	173,000
Inter-Dept Charges	96,001	-	-	96,001
Total Operating Expenses	$ 3,278,599	$ 145,000	$ 767,000	$ 4,190,599
Capital Improvements				
Gross Capital Improvements	$ 908,920	$ -	$ -	$ 908,920
Less: Use of Reserves	(22,510)	-	-	(22,510)
Equipment Replacement	-	-	-	-
Grants	(655,000)	-	-	(655,000)
Bond Issues	-	-	-	-
State Revolving Loans	-	-	-	-
American Rescue Plan Act	-	-	-	-
Other Sources	(113,920)	-	-	(113,920)
Net Capital Improvements	$ 117,490	$ -	$ -	$ 117,490
Net Transfers	117,490	135,000	767,000	1,019,490
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	$ 3,396,089	$ 145,000	$ 767,000	$ 4,308,089
Other Increase (Decrease) in Fund Balance	-	-	-	-
Budgeted Fund Balance - December 31, 2023	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Projected Cash/Investments - January 1, 2023	$ 876,824	$ 2,194,119	$ 45,034	$ 3,115,977
Net Current Surplus	-	-	-	-
Receipt of ARPA Grant	-	-	-	-
Capital Projects Paid From Reserves	(22,510)	-	-	(22,510)
Non-Cash Items:				
Depreciation	52,883	-	-	52,883
Budgeted Cash/Investments - December 31, 2023	$ 907,197	$ 2,194,119	$ 45,034	$ 3,146,350

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

CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET SUMMARY - 2024
BUDGET AT A GLANCE

WHERE IT COMES FROM	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET
		* as amended	** as proposed
Utility Contributions	72.1%	75.2%	74.1%
Realty Transfer Tax	5.4%	1.5%	1.4%
Property Tax	7.7%	7.6%	8.1%
Penalties	0.1%	0.1%	0.1%
Franchise Tax	0.3%	0.3%	0.3%
Lodging Tax	0.6%	0.6%	0.6%
Investment Income	0.8%	0.5%	1.7%
Fines, Permits and Licenses	4.3%	5.0%	5.5%
State Aid	0.6%	0.4%	0.2%
Other Grant Revenue	1.7%	1.5%	1.4%
Parking Lots and Meters	2.2%	3.8%	2.9%
Other Revenue	1.1%	0.7%	0.8%
Internal Service (Fleet and Facilities Maintenance)	2.9%	2.7%	2.9%
Appropriation of Prior Year Reserves	0.2%	0.1%	0.0%
TOTAL	**100.0%**	**100.0%**	**100.0%**

WHERE IT GOES	2022 ACTUAL	2023 * BUDGET	2024 ** BUDGET
		* as amended	** as proposed
Personnel Services	33.8%	34.4%	35.1%
Utility Purchases	35.1%	38.8%	37.8%
Materials and Supplies	2.4%	2.7%	2.6%
Contractual Services	10.5%	11.1%	11.4%
Capital Program	3.4%	3.6%	2.7%
Net Surplus	6.2%	0.0%	0.3%
Debt Service	3.1%	3.9%	4.2%
Equipment Depreciation and Other	2.7%	2.9%	3.1%
Internal Service (Fleet and Facilities Maintenance)	2.8%	2.6%	2.8%
TOTAL	**100.0%**	**100.0%**	**100.0%**


REVENUES BY TYPE
2024 BUDGET
Realty Transfer Tax
1.4%
Property Tax
8.1%
Penalties
0.1%
Franchise Tax
0.3%
Lodging Tax
0.6%
Investment Income
1.7%
Fines, Permits and Licenses
5.5%
State Aid
0.2%
Other Grant Revenue
1.4%
Parking Lots and Meters
2.9%
Other Revenue
0.8%
Internal Service (Fleet and Facilities Maintenance)
2.9%
Utility Contributions
74.1%

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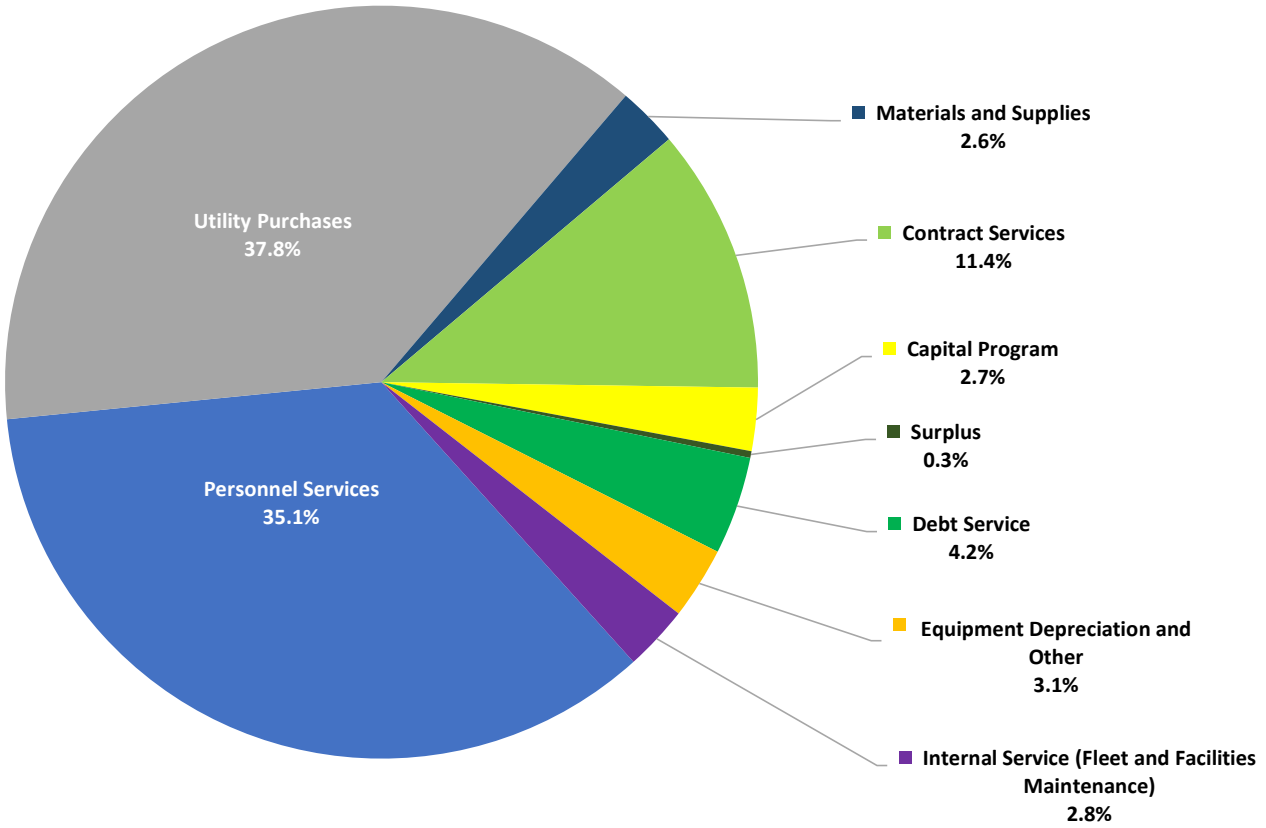
EXPENDITURES BY FUNCTION
2024 BUDGET



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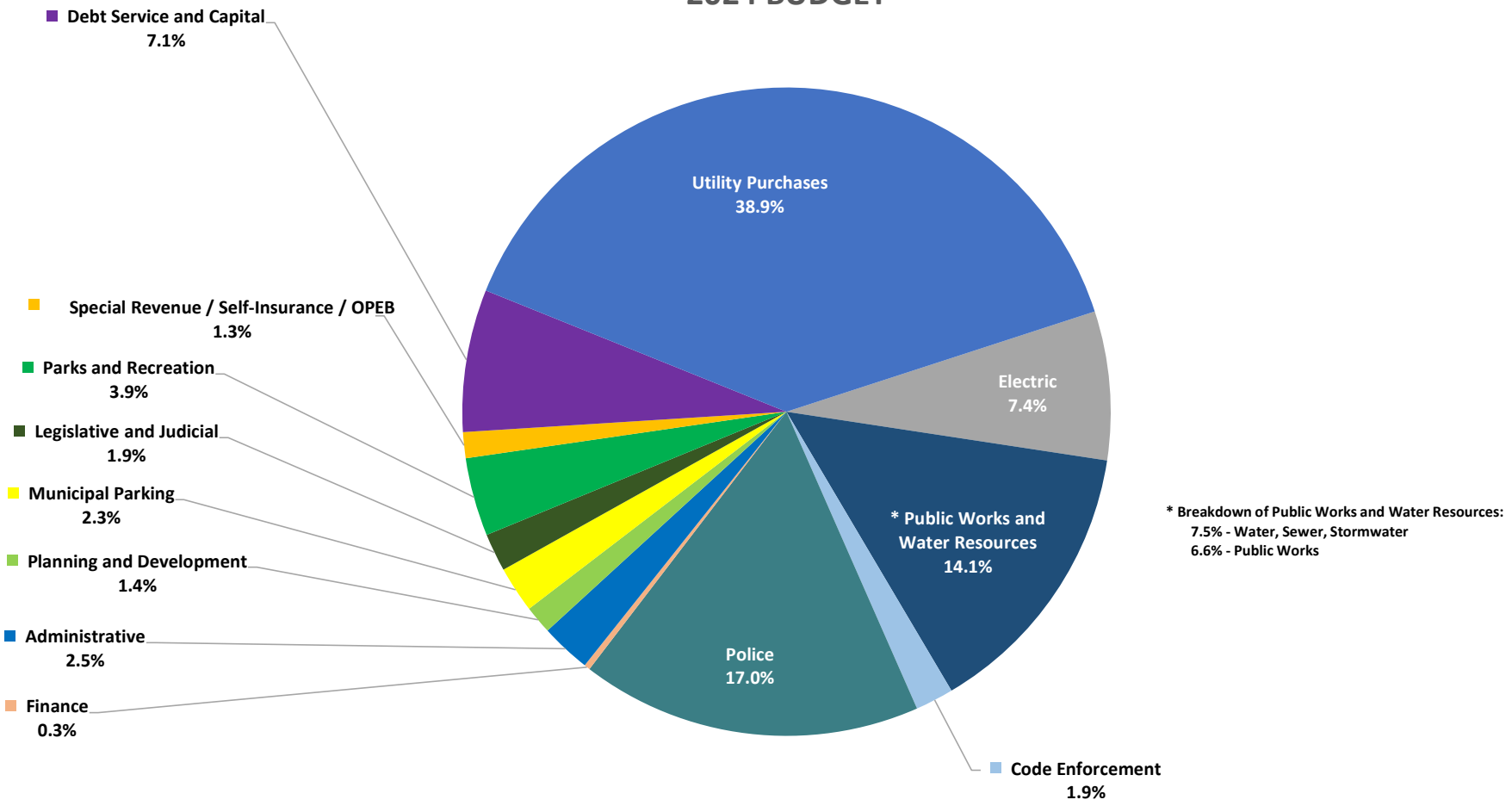
EXPENDITURES BY DEPARTMENT
2024 BUDGET



* Breakdown of Public Works and Water Resources:
7.5% - Water, Sewer, Stormwater
6.6% - Public Works

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CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2015 AS AMENDED		2016 AS AMENDED		2017 AS AMENDED		2018 AS AMENDED		2019 AS AMENDED		2020 AS AMENDED		2021 AS AMENDED		2022 AS AMENDED		2023 AS AMENDED		2024 AS PROPOSED	
	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT
Electric	22	-	23	-	23	-	24	-	23	-	23	-	23	-	24	-	24	-	25	-
Water	22	1.0	22	1.0	20	0.5	19	0.5	21	0.5	21	0.5	21	0.5	21	0.5	23	-	23	-
Sewer	2	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Stormwater	-	-	-	-	5	0.5	5	0.5	5	0.5	5	0.5	6	-	6	-	6	0.5	6	0.5
Refuse	9	-	10	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-
Street	9	-	9	-	8	-	8	-	7	-	7	-	7	-	7	-	7	-	7	-
Engineering	7	-	7	-	7	-	8	-	8	-	8	-	7	-	7	-	7	-	7	-
Planning	4	-	4	-	4	-	4	-	4	-	4	-	7	-	7	-	7	-	7	-
Code Enforcement	10	4.0	12	3.0	11	-	11	-	11	-	11	-	11	-	11	-	12	-	13	0.5
Parking	7	2.5	7	3.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	10	4.5
Police	87	1.5	88	2.0	89	2.0	89	1.5	89	1.5	90	1.5	90	1.5	91	1.5	100	1.5	100	1.5
Parks and Recreation	16	2.5	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	16	3.0	16	3.0
Administrative	9	-	10	-	10	-	10	-	10	0.5	9	0.5	8	0.5	8	0.5	9	0.5	9	0.5
Information Technology	7	-	7	-	12	0.5	9	-	8	-	8	-	8	-	8	-	9	-	10	-
Legislative	3	1.0	3	1.0	3	0.5	5	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0
Judicial	3	1.0	3	1.0	3	1.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.5	3	2.5
Finance	10	2.0	10	2.5	13	1.0	13	1.0	13	1.5	13	1.0	13	0.5	13	0.5	13	0.5	13	1.5
Fleet Maintenance	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	5	-
Facilities Maintenance	-	-	-	-	1	4.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
CITY-WIDE TOTAL	**231**	**15.5**	**238**	**16.5**	**249**	**18.0**	**249**	**19.5**	**249**	**20.5**	**249**	**20.0**	**251**	**19.0**	**253**	**19.0**	**268**	**19.5**	**274**	**20.5**

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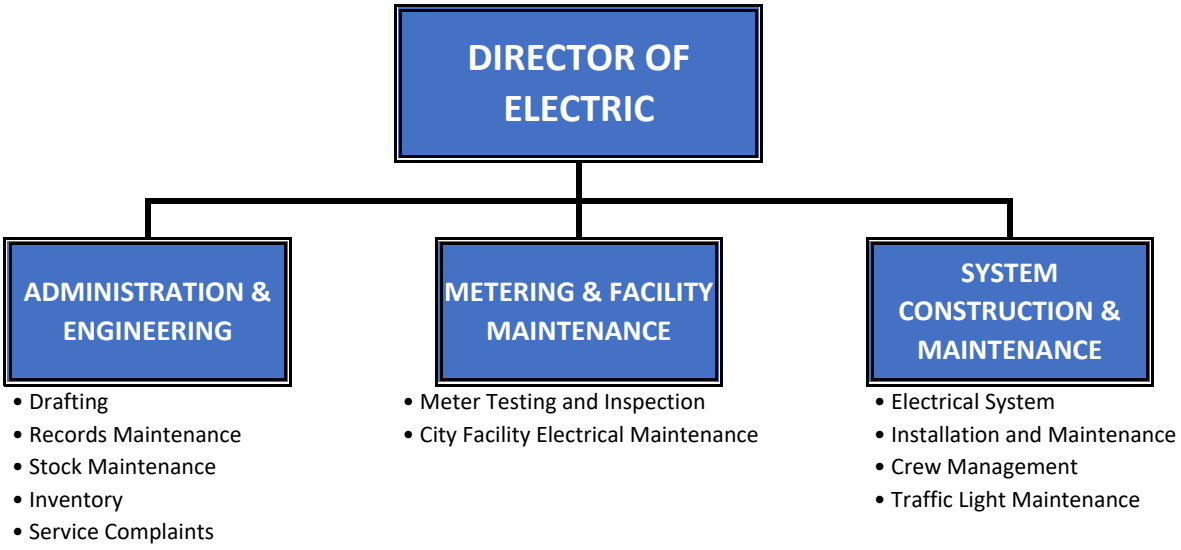
CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
ORGANIZATIONAL CHART



- Drafting
- Records Maintenance
- Stock Maintenance
- Inventory
- Service Complaints

- Meter Testing and Inspection
- City Facility Electrical Maintenance

- Electrical System
- Installation and Maintenance
- Crew Management
- Traffic Light Maintenance

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

Meter Relay and Electrical Maintenance Program:

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

Electrical Line Construction and Maintenance Program:

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

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

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include:

- The City of Newark Electric Department applied for the Reliable Public Power Provider (RP3) program in 2019 and achieved a 'Gold' RP3 designation from the American Public Power Association (APPA). This recognition is valid for three years, and we reapplied in 2022. In April 2023, the City was awarded the 'Platinum' RP3 designation, the second highest level of recognition in the program. The RP3 designation is only given to public power utilities that demonstrate proficiency in four critical areas: reliability, safety, workforce development, and system improvement. This recognition is based on several criteria, including sound business practices and a solid commitment to the safe and dependable delivery of electricity throughout the utility.

- The City of Newark Electric Department achieved Honorable Mention Place in Group C of the American Public Power Association's (APPA) 2022 Safety Award of Excellence. This recognition was well-deserved and was presented at the 2023 APPA Engineering and Operations Conference on May 2nd.

  Notably, 283 utilities from across the country participated in the annual Safety Awards and were categorized based on their worker hours. The ranking was determined by their incident-free records, safety programs, and overall state of their safety culture during 2022. It's important to emphasize that a utility's incidence rate is calculated based on its work-related reportable injuries or illnesses and the number of worker hours in 2022 as defined by the Occupational Safety and Health Administration (OSHA).

- The City of Newark Electric Department has been recognized by the American Public Power Association (APPA) for its outstanding electric reliability in 2022. With a membership of over 2,000 not-for-profit, community-owned electric utilities, APPA closely monitors power outages and restoration data through its eReliability Tracker service. Once a year, APPA's Reliability Team compares this data to national statistics from the U.S. Energy Information Administration for all types of electric utilities. It's important to note that public power customers experience fewer outages than customers of other utility types, with lights out for less than half the time.

- A new 35kV circuit breaker will be installed at the Fremont Road substation, replacing the outdated 45-year-old 35kV oil circuit breaker. Additionally, we are upgrading the communication hardware at this substation to ensure it can be integrated into the new SCADA system. This project is underway and expected to be completed by the end of 2023.

- CIP E1807 – Relay replacements at Kershaw Substation - This project's scope includes replacing the existing 138/34 kV T4 transformer and 139kV circuit breaker electromechanical relays with new digital microprocessor relays at Kershaw Substation. We have completed the engineering drawings for 138/34 kV transformers T4 and T3. This is a multi-year project. All the engineering work will be completed. We will start the fieldwork in Fall/Winter 2023.

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include (continued):

- CIP E2002 – New Substation – University and 1743 Holding have approved our proposed easement drawings. Now, we are working with them to develop the easement and agreement documents. We are also finalizing the electric system analysis for the new interconnection and STAR Campus substation. This study will help us size each 138/34.5 kV substation transformer, 34.5/12.47 kV substation transformer, and three 34.5 kV sub-transmission overhead line conductors and underground cables.

- We have also completed the following development projects throughout the City:
    - College Square Shopping Center
        - Raising Cane's
        - First Watch
        - Starbucks
    - Green Mansion
        - Hyatt Place Hotel
        - Installed 49 electric meters for the apartment building
    - Briarcreek North – in process
        - Installed new services to 4 new townhomes
    - Fintech West Parking Lot at STAR Campus
    - The Mill at White Clay
        - Installed a new service for Building 800

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Implementation of Outage Management System (OMS). With this application, we will be able to efficiently track outages, reduce downtime, and proactively and safely guide field crews during restoration activities. The application comes with a customer outage portal. With this portal, customers will be able to access real-time status updates detailing the estimated time of restoration, scheduled outages, and other outage-related activities.

- Install new communication devices at the following substations so they can be transferred to the New Supervisory Control and Data Acquisition (SCADA) system.
    - East Main Substation
    - West Main Substation
    - Phillips Substation
    - Kershaw Substation

- CIP - E2202 – Electric Warehouse expansion, design the warehouse expansion of building #2.

- CIP - E1807 – Start the relay replacement for Transformer T3 at Kershaw Substation.

- CIP - E1810 – Replace older lighting arrestors on the 12.47kV system.

- CIP - E2303 – Replace the old underground 12,470-volt single-phase primary cable at Devon.

- CIP - E2302 – Replace 12,470-volt aerial spacer cable. The aerial cable is a bundled type of spacer cable, which means the wires are installed close to each other. This cable has many cracks in it and has failed several times.

- CIP - E2002 – New Substation – Finalize the easements and right of ways, apply for the new interconnection point, and finalize the material list.

- CIP - E1912 – 35kV Disconnect Switches Replacement

- CIP - E2001 – Electric Vehicle Charging Station installation
    - Municipal Lot#3 – 3 dual-port EV chargers
    - Municipal Lot#4 – 3 dual-port chargers
    - George Wilson Center – 2 dual-port chargers and 4 E-bike charging ports
    - Curtis Mill Park – 2 dual-port EV chargers and 4 E-bike charging ports
    - Phillips Park – 1 dual-port EV charger and 4 E-bike charging ports.

- Installation of electric distribution lines in new developments.
    - 62 North Chapel
    - 268 East Main Street
    - Milford Run
    - 132-138 East Main Street (Danneman)
    - Home 2 Suites Hotel – 1119 South College Ave

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Summary:

* as amended ** as proposed

ELECTRIC DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
REVENUES						
Sale of Electricity	$ 51,944,374	$ 50,236,347	$ 52,290,337	$ 56,261,323	$ 62,705,500	$ 62,598,151
No. of K.W.H.'s (Thousands)	424,291	402,097	421,301	423,748	446,000	434,300
Inter-Dept. Sales	506,900	545,700	508,200	466,300	378,781	507,200
Penalties	125,605	106,420	157,939	118,508	100,000	120,000
Service Fees	74,543	71,260	71,922	64,475	80,000	80,000
New Services	437,110	1,086,097	1,142,795	628,962	250,000	100,000
Application Fees	128,070	100,260	137,280	138,180	130,000	130,000
Solar Revenues	37,286	36,004	59,363	39,567	37,000	37,000
Other Revenues	105,261	95,413	228,482	620,791	473,500	638,281
Interest Revenue	224,471	251,856	231,223	181,417	200,000	100,000
Subtotal	$ 53,583,620	$ 52,529,357	$ 54,827,541	$ 58,519,523	$ 64,354,781	$ 64,310,632
Less: Electricity Purchased	N/A	N/A	N/A	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	461,483	433,533	451,781	454,611	469,378	464,701
Gross Operating Revenue	$ 53,583,620	$ 52,529,357	$ 54,827,541	$ 58,519,523	$ 64,354,781	$ 64,310,632
OPERATING EXPENSES						
Personnel Services	$ 3,462,234	$ 4,295,203	$ 2,599,310	$ 3,936,348	$ 3,828,513	$ 3,981,413
Utility Purchases	31,549,199	29,267,161	30,929,837	33,501,433	39,217,788	39,278,500
Materials and Supplies	286,865	216,996	213,179	284,759	336,800	337,200
Contractual Services	1,434,585	1,540,160	1,596,895	1,852,896	1,971,474	2,151,805
Other Charges	1,269,135	1,179,223	1,238,547	1,356,174	1,946,734	1,990,924
Subtotal	$ 38,002,018	$ 36,498,743	$ 36,577,768	$ 40,931,610	$ 47,301,309	$ 47,739,842
Inter-Departmental Charges (net of Inter-Departmental Sales)	1,494,948	1,015,954	997,199	944,091	1,029,599	1,273,223
Total Operating Expenses	$ 39,496,966	$ 37,514,697	$ 37,574,967	$ 41,875,701	$ 48,330,908	$ 49,013,065
Net Operating Margin (Before Capital Costs)	**$ 14,086,654**	**$ 15,014,660**	**$ 17,252,574**	**$ 16,643,822**	**$ 16,023,873**	**$ 15,297,567**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5195102	6020	Supervisory	$ 219,566	$ 241,068	$ 241,377	$ 253,320	$ 272,699	$ 288,442
5195102	6030	Engineering/Technical	301,424	370,091	382,083	358,471	270,704	350,180
5195102	6040	Warehousing	61,617	68,979	73,333	70,915	72,991	75,614
5195102	6080	Clerical	65,245	71,471	71,107	72,489	73,899	76,056
5195102	6200	Line Maintenance	912,378	1,075,543	1,295,071	1,112,139	1,327,523	1,387,701
5195102	6580	Service Award	39,484	42,081	45,129	42,144	42,608	47,644
5195102	6590	Sick Pay	21,183	28,599	21,461	22,732	21,871	25,000
5195102	6619	Standby Pay	38,867	42,556	42,782	31,210	50,000	50,000
5195102	6620	Overtime	237,848	303,089	200,769	236,048	236,000	247,800
5195102	6622	Holiday Premium	2,837	727	801	1,828	800	200
5195102	6880	Uniform Allowance	10,600	10,400	10,450	9,950	10,800	8,400
5195102	6885	Device Reimbursement	5,900	5,775	5,800	5,750	6,000	6,600
5195102	6920	Unemployment Comp. Ins.	7,118	7,264	6,780	7,744	6,801	3,150
5195102	6930	Social Security Taxes	156,768	168,403	179,709	168,769	172,965	186,316
5195102	6940	City Pension Plan	777,382	1,284,990	(440,381)	938,919	513,323	463,874
5195102	6941	Defined Contribution 401(a) Plan	26,077	28,180	29,422	37,727	53,937	59,901
5195102	6950	Term Life Insurance	8,920	8,922	8,492	7,531	8,198	8,376
5195102	6960	Group Hospitalization Ins.	445,550	448,894	463,537	427,859	513,951	521,497
5195102	6961	Long-Term Disability Ins.	3,882	3,987	3,228	2,276	2,500	2,889
5195102	6962	Dental Insurance	24,417	23,438	23,275	21,065	24,472	23,179
5195102	6963	Flexible Spending Account	189	110	126	142	63	315
5195102	6965	Post-Employment Benefits	84,405	49,643	(76,739)	93,201	126,790	126,790
5195102	6966	Retirement Health Savings Account	7,304	7,760	7,769	10,480	14,860	16,588
5195102	6967	Emergency Room Reimbursements	2,000	2,000	2,680	2,523	3,480	3,625
5195102	6968	Vision Insurance Premiums	1,273	1,233	1,249	1,116	1,278	1,276
TOTAL PERSONNEL SERVICES			**$ 3,462,234**	**$ 4,295,203**	**$ 2,599,310**	**$ 3,936,348**	**$ 3,828,513**	**$ 3,981,413**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5195103	7110	Safety Shoes and Supplies	$ 7,425	$ 2,392	$ 5,835	$ 8,882	$ 7,500	$ 8,500
5195103	7130	Tools, Field Sup., & Small Eq.	33,224	35,011	38,698	37,328	40,000	42,000
5195103	7131	Information Technology Supplies	18,586	-	-	7,911	5,000	5,000
5195103	7140	Uniforms	18,750	16,275	18,147	20,822	23,000	35,000
5195103	7150	Office Supplies	3,496	1,744	2,134	5,296	2,600	3,500
5195103	7160	Books, Periodicals, Etc	166	791	272	156	800	800
5195103	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5195103	7260	Line Maintenance	136,844	127,645	112,295	136,873	145,000	155,500
5195103	7270	Station Maintenance	30,449	17,529	18,803	46,065	31,000	35,000
5195103	7271	SCADA System Maintenance Supplies	-	-	-	-	12,000	12,000
5195103	7300	Machinery & Equip. Maintenance	18	-	-	-	500	500
5195103	7330	Meter Testing & Repairs	21	-	351	475	2,000	2,000
5195103	7350	Traffic Signal Maintenance	-	-	297	-	-	-
5195103	7370	Street Light Maintenance	8,041	10,986	8,231	3,977	13,000	13,000
5195103	7430	House Service Maintenance	29,423	19,228	33,559	27,062	50,000	20,000
5195103	7480	Communication Equip. Maint.	5,418	-	210	-	500	500
5195103	7540	Inventory Adjustment	(7,756)	(16,003)	(26,951)	(11,466)	-	-
5195103	7550	Miscellaneous Supplies	2,760	1,398	1,298	1,378	1,400	1,400
TOTAL MATERIALS AND SUPPLIES			**$ 286,865**	**$ 216,996**	**$ 213,179**	**$ 284,759**	**$ 336,800**	**$ 337,200**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5195104	8010	Freight	$ 722	$ 1,650	$ 1,216	$ 719	$ 950	$ 1,000
5195104	8020	Advertising	1,745	384	897	929	800	2,000
5195104	8030	Casualty Insurance	18,613	19,926	27,660	35,048	41,081	37,175
5195104	8031	Insurance - Property	40,028	47,622	62,932	75,069	82,026	106,299
5195104	8032	Insurance - Auto	23,740	26,171	27,152	22,006	33,120	42,049
5195104	8033	Insurance - Broker	8,054	8,131	6,128	5,878	6,046	5,716
5195104	8035	Insurance - Worker's Compensation	66,080	87,195	87,421	74,010	81,200	81,200
5195104	8040	Merchant Fees and Discounts	520,238	564,920	579,672	493,760	630,000	661,500
5195104	8045	Collection Fees	-	7,118	1,770	556	3,500	3,500
5195104	8050	Phone/Communications	4,605	3,364	2,737	2,317	3,000	3,000
5195104	8120	Outside Engineering	35,660	22,856	2,400	139,271	85,000	110,000
5195104	8130	Building & Equipment Rental	11,104	11,058	11,650	10,901	12,000	12,000
5195104	8131	Information Technology Cont'l	156,254	228,244	220,877	229,714	254,929	233,402
5195104	8190	Refuse Disposal	3,663	2,598	2,439	2,684	3,500	5,000
5195104	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5195104	8260	Line Maintenance	62,893	60,431	69,715	45,063	65,000	95,000
5195104	8270	Station Maintenance	25,959	20,092	47,717	111,525	50,400	55,000
5195104	8271	SCADA System Maintenance Cont'l	-	-	-	-	10,000	10,000
5195104	8272	EV Charging Station Maintenance	-	-	-	-	-	4,000
5195104	8300	Machinery & Equip. Maintenance	4,392	5,707	7,412	7,338	9,000	9,000
5195104	8312	Fleet & Facilities Services	239,348	204,929	236,538	338,675	296,825	359,252
5195104	8313	Self-Insurance Services	1,876	500	93	953	-	-
5195104	8420	Tree Removal & Maintenance	202,639	214,905	197,272	251,826	279,567	302,000
5195104	8480	Communication Equipment Maintenance	1,291	150	450	-	1,200	1,200
5195104	8550	Misc. Contracted Services	4,425	45	1,520	2,771	15,000	5,000
5195104	8570	Public Relations	256	1,164	227	883	1,200	1,200
5195104	8899	Facilities Mowing	1,000	1,000	1,000	1,000	3,630	3,812
TOTAL CONTRACTUAL SERVICES			**$ 1,434,585**	**$ 1,540,160**	**$ 1,596,895**	**$ 1,852,896**	**$ 1,971,474**	**$ 2,151,805**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5195105	9001	Subvention - Utility Assistance	$ 24,720	$ 25,000	$ -	$ 25,000	$ 25,000	$ 25,000
5195105	9002	Subvention - Aetna Hook and Ladder	43,464	49,422	47,147	48,130	48,400	48,400
5195105	9004	Subvention - Newark Senior Center	52,832	44,289	46,933	44,972	55,000	55,000
5195105	9010	Bad Debt Expense	277,917	218,438	132,053	136,342	82,663	91,815
5195105	9020	Mileage & Small Bus. Expense	127	-	54	8	150	150
5195105	9056	Debt Serv. Prin. - Smart Meters	549,024	560,477	572,169	498,396	249,168	254,650
5195105	9057	Debt Serv. Int. - Smart Meters	71,075	59,611	47,908	36,544	28,641	23,160
5195105	9060	Depreciation Expense	206,585	190,135	183,081	211,423	357,890	391,489
5195105	9070	Training & Continuing Educ/Conf	10,833	8,681	4,156	6,021	22,500	23,000
5195105	9091	Solar Rebate	1,442	1,707	1,364	1,258	1,800	1,800
5195105	9092	Notional Solar Cost	21,723	20,778	20,998	24,529	22,000	22,000
5195105	9093	Subvention Expense	5,140	685	-	-	-	-
5195105	9094	Conservation Advisory Committee	4,253	-	98,919	74,012	100,000	100,000
5195105	9142	Debt Serv. Int. - Electric Substation (E2002)	-	-	-	-	730,000	730,000
5195105	9205	Debt Serv. Prin. - (ESCO)	-	-	-	139,760	143,873	148,210
5195105	9206	Debt Serv. Int. - (ESCO)	-	-	83,765	109,779	79,649	76,250
TOTAL OTHER CHARGES			**$ 1,269,135**	**$ 1,179,223**	**$ 1,238,547**	**$ 1,356,174**	**$ 1,946,734**	**$ 1,990,924**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Administrative Overhead	$ 1,151,962	$ 739,789	$ 663,242	$ 635,502	$ 736,062	$ 764,223
Billings and Accounting	391,988	348,530	345,908	320,398	416,649	428,111
Electricity	(363,400)	(377,385)	(326,313)	(311,719)	(378,781)	(370,251)
Information Technology	58,119	67,051	80,829	83,836	174,352	180,163
Other Indirect Charges	(55,541)	(92,785)	(32,171)	(39,809)	(32,180)	2,048
Printing and Reproduction	116	76	95	74	130	143
Street Lights and Traffic Signals	(166,221)	(177,083)	(212,877)	(184,877)	(239,180)	(210,377)
Warehousing	(28,975)	(37,939)	(29,714)	(25,614)	(26,234)	(28,037)
TOTAL INTER-DEPT. CHARGES	**$ 988,048**	**$ 470,254**	**$ 488,999**	**$ 477,791**	**$ 650,818**	**$ 766,023**

* as amended ** as proposed

OPERATING EXPENSES - ELECTRIC DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 7,440,867**	**$ 7,701,836**	**$ 6,136,930**	**$ 7,907,968**	**$ 8,734,339**	**$ 9,227,365**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Electric Fund - Electric Department

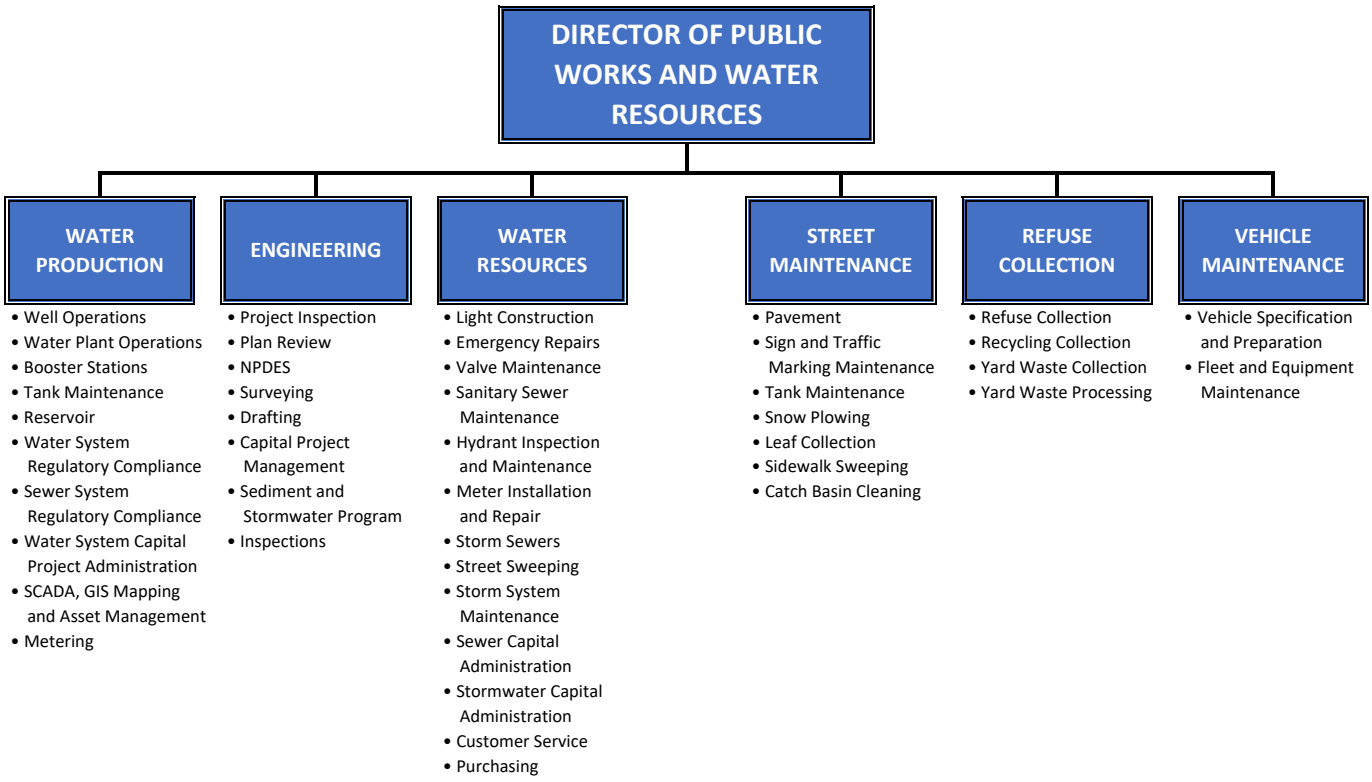
Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5195106	9621	Building & Structures	$ -	$ -	$ -	$ 13,450	$ -	$ -
5195106	9623	Autos & Trucks	73,952	71,044	29,710	408,216	162,996	51,974
5195106	9730	CIP - Stations Material	81,277	97,132	-	119,957	125,000	147,340
5195106	9760	CIP - Lines Material	98,159	-	-	63,029	1,109,175	448,305
5195106	9830	CIP - Stations Labor	-	-	-	-	75,000	7,000
5195106	9860	CIP - Lines Labor	1,666	-	-	6,576	289,950	235,025
5195106	9960	CIP - Lines Contractual	-	-	-	-	345,875	382,330
TOTAL CAPITAL PROJECTS BUDGET			**$ 255,054**	**$ 168,176**	**$ 29,710**	**$ 611,228**	**$ 2,107,996**	**$ 1,271,974**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
E2401 - New Lines and Services	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2302 - Spacer Cable Replacement	170,000	-	-	-	-	-	-	-
E2303 - Underground Cable Replacement	300,000	-	-	-	-	-	-	-
E2304 - Meter Replacement	100,000	-	-	-	-	-	-	-
E2202 - Electric Warehouse	-	400,000	-	1,000,000	-	-	-	-
E2001 - City Hall - Electric Vehicle Charging Station Wiring	-	-	-	663,280	-	-	-	-
E2002 - New Substation	-	-	-	-	-	-	-	8,000,000
E1912 - 35kV Disconnect Switches Replacement - Kershaw Substation	100,000	-	-	-	-	-	-	-
E1805 - 12kV Line Extension	-	370,000	-	-	-	-	-	-
E1807 - Relay Replacements - Kershaw Substation	250,000	-	-	-	-	-	-	-
E1810 - Lightning Arrestor Replacement	100,000	-	-	-	-	-	-	-
E1502 - Underground Distribution - UD Star Campus	-	-	-	-	-	-	-	150,000
EEQSF - Equipment Replacement Program	51,974	-	78,026	-	-	-	-	-
TOTAL ELECTRIC FUND	**$ 1,271,974**	**$ 770,000**	**$ 78,026**	**$ 1,663,280**	**$ -**	**$ -**	**$ -**	**$ 8,150,000**

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



CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

Engineering Division:

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

Refuse Division:

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

Street Division:

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

Fleet Maintenance Division:

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

Water Division:

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

Sewer Division:

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

Stormwater Division:

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

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

Key accomplishments in 2023 include:

Stormwater Utility:

- Completed the replacement and repair of several large pipes, including the Edjil Drive Culverts and Fremont Road Culvert.
- Completed Hydrologic and Hydraulic analysis on a main storm sewer truckline on Academy Street. This study will guide a rehabilitation project to address pipe and conveyance deficiencies on this critical truckline system.

Sewer Utility:

- Completed the inspection and lining of another 10,000+ linear feet of degraded sewer line, increasing the life span by a minimum of 50 years. Since 2011, we have inspected more than 20% of the sewer system, addressing deficiencies with each project.
- Installed Safety Grates on all of our sewer pump station wet well hatches, increasing worker safety while working around these stations.

Water Utility:

- Completed Plans and Specifications for the next Water Main Rehabilitation Contract. Bids out in September 2023 and expect bids by October 2023. ARPA Funded Project.
- Completed Plans and Specifications for SWF PFAS Project. Awarded contract with preconstruction meeting set for early Sept. Expected completion in early 2024.
- Completed Evergreen Booster Station rehabilitation to maintain pressure, flow , and fire protection.
- Determined that Laird Tract project to add additional source water at our Curtis Water Treatment Plant is viable and will move forward to design and construction in 2024.

Refuse:

- Scheduled over 6,300 Bulk Collection stops and collected nearly 300 tons of items too big for regular collection. Like recent years, more than 80% are scheduled at properties without a rental permit.
- Took delivery of One (1) 30 Yard Dumpsters to assist with large item collection, UDon't Need It? Student Move Out, Neighborhood Cleanups, etc. We now have Three (3) dumpsters which will pay for themselves over the course of 3 years of continued use at the UDNI program alone.

Street:

- Completed paving and rehabilitation of streets and curbs in 12 segments of street throughout the City.
- Replaced 34 curb ramps for ADA Accessibility in various locations around the City.
- Completed mandatory training program for new Commercial Driver's License (CDL) applicants per new federal motor carrier rules for approximately 10 new employees.

Engineering:

- Plan Review Data Sept. 1, 2022-Sept 1, 2023:
- Lines and Grades Plan Reviews: 56 (+24, 75%)
- Construction Improvement Plan (CIP) Reviews: 19 (+11, 137.5%)
- Subdivision Reviews: 17 (+0, 0%)
- Average Days in Queue = 26 (Down from 34 in 2022)

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Complete all projects funded through the American Recovery Plan Act (ARPA).

- Address emerging contaminants at our Curtis Water Treatment Plant along with upgrades needed to maintain our drinking water supplies.

- Continue to expand the City's Electric Vehicle (EV) fleet through vehicle replacement review. Keep on the cutting edge of available vehicles for the tasks required of that vehicle.

- Address employee onboarding and training for new employees to streamline the transition from longtime employees in senior field positions as they retire. This trend will continue into 2024. Our goal is to transition these employees while keeping service levels as residents expect.

- Increase recycling diversion rates with clean recycling. Our current contract with DSWA provides for free recycling disposal. Recycling properly, and in greater quantities, keeps the items from the landfill while saving the City money in disposal fees.

- Reorganize Fleet Maintenance Division by adding a true Fleet Maintenance Manager to provide better service to all operating departments.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

WATER DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
REVENUES						
Sale of Water	$ 9,102,939	$ 8,170,030	$ 8,975,021	$ 9,171,779	$ 9,726,080	$ 10,228,000
Penalties	25,340	24,197	27,850	30,787	25,000	26,000
Service Fees	21,945	53,644	57,919	28,201	35,000	35,000
Other Revenues	159,458	218,973	179,676	144,768	135,000	140,000
Interest Revenue	35,858	21,531	31,726	44,536	30,000	40,000
Subtotal	$ 9,345,540	$ 8,488,375	$ 9,272,192	$ 9,420,071	$ 9,951,080	$ 10,469,000
Less: Water Purchased	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 9,345,540	$ 8,488,375	$ 9,272,192	$ 9,420,071	$ 9,951,080	$ 10,469,000
OPERATING EXPENSES						
Personnel Services	$ 2,696,643	$ 2,112,806	$ 2,247,228	$ 2,820,813	$ 2,949,680	$ 3,021,444
Utility Purchases	N/A	N/A	N/A	N/A	N/A	N/A
Materials & Supplies	349,823	319,009	353,703	386,589	476,900	524,000
Contractual Services	882,481	778,021	857,559	976,684	1,215,830	1,281,480
Other Charges	1,851,404	1,847,783	2,007,129	2,046,611	1,115,292	1,203,243
Subtotal	$ 5,780,351	$ 5,057,619	$ 5,465,619	$ 6,230,697	$ 5,757,702	$ 6,030,167
Inter-Dept. Charges	864,845	473,775	571,340	619,718	707,908	809,532
Total Operating Expenses	$ 6,645,196	$ 5,531,394	$ 6,036,959	$ 6,850,415	$ 6,465,610	$ 6,839,699
Net Operating Margin (Before Capital Costs)	**$ 2,700,344**	**$ 2,956,981**	**$ 3,235,233**	**$ 2,569,656**	**$ 3,485,470**	**$ 3,629,301**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5295202	6020	Supervisory	$ 375,864	$ 395,851	$ 387,081	$ 402,940	$ 432,992	$ 455,219
5295202	6030	Engineering/Technical	126	-	36,369	37,304	25,358	26,111
5295202	6050	Information Technology	54,973	60,630	61,955	65,722	23,131	24,303
5295202	6080	Clerical	86,602	99,650	85,883	94,552	113,885	117,709
5295202	6200	Line Maintenance	428,851	440,453	405,041	452,033	519,447	365,025
5295202	6210	Inspectors	60,911	67,150	68,543	72,710	75,953	79,784
5295202	6220	Plant Operators	299,327	317,271	559,252	381,684	396,948	408,612
5295202	6230	Maintenance Workers	66,475	70,528	68,757	70,024	72,448	196,863
5295202	6580	Service Award	24,535	23,146	24,474	27,507	31,597	31,410
5295202	6590	Sick Pay	11,198	22,777	15,239	15,393	18,254	17,980
5295202	6610	Seasonal Workers	14,661	2,033	9,576	14,201	14,000	7,000
5295202	6615	Interns	4,856	-	-	6,075	7,000	14,000
5295202	6619	Standby Pay	-	-	-	4,258	-	10,000
5295202	6620	Overtime	224,084	176,104	178,396	175,967	165,000	175,000
5295202	6621	Shift Differential	5,934	5,770	5,466	4,766	7,000	7,000
5295202	6622	Holiday Premium	13,501	18,275	17,038	17,290	18,000	19,000
5295202	6623	Weekend Premium	3,116	3,297	6,644	10,568	10,000	11,000
5295202	6880	Uniform Allowance	7,870	7,420	7,370	8,390	9,200	9,360
5295202	6885	Device Reimbursement	5,225	5,175	5,625	6,125	6,600	6,600
5295202	6920	Unemployment Comp. Ins.	6,363	6,580	6,137	6,608	7,122	2,856
5295202	6930	Social Security Taxes	124,665	127,739	144,062	139,420	144,489	147,140
5295202	6940	City Pension Plan	497,304	(19,878)	(231,974)	420,922	265,679	240,086
5295202	6941	Defined Contribution 401(a) Plan	38,722	41,672	48,958	54,367	62,668	71,370
5295202	6950	Term Life Insurance	6,934	6,264	6,185	6,588	7,419	7,183
5295202	6960	Group Hospitalization Ins.	250,829	269,728	294,335	317,739	406,679	461,231
5295202	6961	Long-Term Disability Ins.	2,854	2,613	2,033	1,615	2,063	2,377
5295202	6962	Dental Insurance	13,869	14,242	15,487	16,829	20,514	20,793
5295202	6963	Flexible Spending Account	142	189	173	142	189	126
5295202	6964	Health Savings Account	1,500	1,500	1,500	1,500	3,000	-
5295202	6965	Post-Employment Benefits	52,979	(66,878)	2,828	(28,344)	61,810	61,810
5295202	6966	Retirement Health Savings Account	10,696	10,804	12,306	14,193	16,841	20,106
5295202	6967	Emergency Room Reimbursements	800	1,833	1,600	800	3,287	3,288
5295202	6968	Vision Insurance Premiums	877	868	889	925	1,107	1,102
TOTAL PERSONNEL SERVICES			**$ 2,696,643**	**$ 2,112,806**	**$ 2,247,228**	**$ 2,820,813**	**$ 2,949,680**	**$ 3,021,444**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5295203	7080	Pumping Station Electric	$ 29,216	$ 24,612	$ 26,112	$ 34,997	$ 50,000	$ 50,000
5295203	7090	Treatment Plant Chemicals	103,949	92,477	109,937	125,393	150,000	165,000
5295203	7110	Safety Shoes and Supplies	5,699	5,244	4,552	4,785	5,400	5,500
5295203	7130	Tools, Field Sup., & Small Eq.	10,867	14,327	12,059	13,659	14,000	22,000
5295203	7150	Office Supplies	3,265	2,586	3,050	3,091	3,500	3,500
5295203	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5295203	7260	Line Maintenance	124,650	119,292	116,446	141,737	120,000	130,000
5295203	7270	Station and Well Maintenance Supplies	7,470	10,620	6,420	26,614	20,000	26,000
5295203	7271	SCADA System Maintenance Supplies	-	-	-	-	19,000	15,000
5295203	7275	Reservoir Maintenance	4,594	4,065	1,485	550	8,500	8,500
5295203	7280	Treatment Plant Maintenance	15,472	9,273	30,010	11,931	40,000	40,000
5295203	7330	Water Meters	44,883	38,023	48,914	23,740	44,000	56,000
5295203	7540	Inventory Adjustment	(242)	(1,604)	(5,282)	-	-	-
5295203	7550	Miscellaneous Supplies	-	94	-	92	-	-
TOTAL MATERIALS & SUPPLIES			**$ 349,823**	**$ 319,009**	**$ 353,703**	**$ 386,589**	**$ 476,900**	**$ 524,000**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5295204	8020	Advertising	$ 978	$ 1,169	$ 3,252	$ 3,423	$ 3,600	$ 3,600
5295204	8030	Casualty Insurance	26,846	27,159	30,349	33,666	36,832	33,329
5295204	8031	Insurance - Property	91,774	97,501	104,740	118,372	131,712	170,688
5295204	8032	Insurance - Auto	25,880	20,698	20,531	17,030	25,632	27,928
5295204	8033	Insurance - Broker	13,056	13,181	7,419	5,391	5,421	5,125
5295204	8035	Insurance - Worker's Compensation	34,252	45,183	48,831	47,213	51,800	51,800
5295204	8040	Merchant Fees and Discounts	101,478	87,240	94,938	83,580	90,000	94,500
5295204	8050	Phone/Communications	3,948	945	441	1,516	450	954
5295204	8120	Outside Engineering	49,244	44,561	111,625	97,764	125,000	135,000
5295204	8130	Building & Equipment Rental	1,045	778	2,506	3,185	3,500	3,500
5295204	8131	Information Technology Cont'l	48,105	80,097	75,088	75,505	85,691	81,592
5295204	8150	Water Service Contracts	72,605	73,763	24,903	31,696	55,000	60,000
5295204	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5295204	8260	Line Maintenance	26,545	37,150	21,844	70,508	125,000	130,000
5295204	8270	Station and Well Maintenance Cont'l	12,097	15,338	16,966	20,930	48,000	50,000
5295204	8271	SCADA System Maintenance Cont'l	-	-	-	1,182	10,000	10,000
5295204	8275	Reservoir Maintenance	28,638	31,310	26,478	28,196	35,000	85,000
5295204	8280	Treatment Plant Maintenance	118,600	30,703	21,819	110,003	90,000	100,000
5295204	8312	Fleet & Facilities Services	166,488	139,068	182,952	177,675	210,192	183,464
5295204	8313	Self-Insurance Services	21,525	190	26,100	-	-	-
5295204	8325	Tank Cleaning and Inspection	5,284	1,555	8,445	17,400	35,000	10,000
5295204	8330	Meter Testing and Repairs	53	-	70	-	7,500	2,500
5295204	8550	Misc. Contracted Services	12,245	8,097	6,467	9,342	10,000	10,000
5295204	8899	Mowing Contract	21,795	22,335	21,795	23,107	28,000	30,000
TOTAL CONTRACTUAL SERVICES			**$ 882,481**	**$ 778,021**	**$ 857,559**	**$ 976,684**	**$ 1,215,830**	**$ 1,281,480**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5295205	9002	Subvention - Aetna Hook and Ladder	$ 3,644	$ 5,543	$ 4,760	$ 4,952	$ 3,300	$ 5,500
5295205	9010	Bad Debt Expense	1,488	1,321	1,452	2,042	3,101	1,524
5295205	9051	Debt Serv. Prin.	1,140,000	1,185,000	1,230,000	1,275,000	-	-
5295205	9052	Debt Serv. Int.	134,925	99,165	76,710	15,938	-	-
5295205	9054	Amortization of Refinance Loss	34,443	34,443	34,443	28,708	-	-
5295205	9056	Debt Serv. Prin. - Smart Meters	349,851	357,548	365,414	373,453	381,668	390,065
5295205	9057	Debt Serv. Int. - Smart Meters	75,690	67,993	60,127	52,088	43,872	35,475
5295205	9058	Debt Serv. Prin. - ECM	35,202	35,908	36,628	27,941	-	-
5295205	9059	Debt Serv. Int. - ECM	2,439	1,733	1,013	265	-	-
5295205	9060	Depreciation Expense	63,436	55,040	70,113	58,658	58,940	88,076
5295205	9070	Training & Continuing Educ/Conf	10,286	4,089	2,573	8,079	10,000	10,000
5295205	9152	Debt Serv. Int. - SRL Funded Capital-W1703	-	-	-	-	4,000	40,000
5295205	9153	Debt Serv. Prin. - SRL Funded Capital-W1402	-	-	-	-	191,250	185,424
5295205	9154	Debt Serv. Int. - SRL Funded Capital-W1402	-	-	61,834	91,970	63,750	91,736
5295205	9156	Debt Serv. Int. - SRL Funded Capital-W9302	-	-	-	5,767	63,000	63,000
5295205	9157	Debt Serv. Prin. - SRL Funded Capital-W9308 [P	-	-	-	22,188	-	-
5295205	9158	Debt Serv. Int. - SRL Funded Capital-W9308 [P1]	-	-	27,290	24,653	63,525	63,525
5295205	9160	Debt Serv. Int. - SRL Funded Capital-W8605	-	-	-	7,492	50,000	50,000
5295205	9166	Debt Serv. Int. - SRL Funded Capital-W9308 [P2]	-	-	-	7,671	140,000	140,000
5295205	9201	Debt Serv. Prin. - Unit 207 Lease Payment	-	-	29,331	27,803	28,545	29,306
5295205	9202	Debt Serv. Int. - Unit 207 Lease Payment	-	-	2,675	3,703	2,961	2,200
5295205	9205	Debt Serv. Prin. - (ESCO)	-	-	-	4,615	4,750	4,894
5295205	9206	Debt Serv. Int. - (ESCO)	-	-	2,766	3,625	2,630	2,518
TOTAL OTHER CHARGES			**$ 1,851,404**	**$ 1,847,783**	**$ 2,007,129**	**$ 2,046,611**	**$ 1,115,292**	**$ 1,203,243**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Administrative Overhead	$ 694,095	$ 318,792	$ 369,763	$ 343,269	$ 373,605	$ 409,405
Billings and Accounting	68,916	98,934	93,169	121,614	109,023	163,026
Electricity	186,300	146,430	161,089	189,064	186,967	224,650
Information Technology	58,119	67,051	80,829	83,836	174,352	180,163
Other Indirect Charges	(165,663)	(189,066)	(157,552)	(139,035)	(157,302)	(191,283)
Printing and Reproduction	93	61	76	60	104	114
Warehousing	22,985	31,573	23,966	20,910	21,159	23,457
TOTAL INTER-DEPT. CHARGES	**$ 864,845**	**$ 473,775**	**$ 571,340**	**$ 619,718**	**$ 707,908**	**$ 809,532**

* as amended ** as proposed

OPERATING EXPENSES - WATER DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 6,645,196**	**$ 5,531,394**	**$ 6,036,959**	**$ 6,850,415**	**$ 6,465,610**	**$ 6,839,699**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5295206	9580	Consulting Fees	$ -	$ 1,552	$ -	$ -	$ -	$ -
5295206	9621	Building & Structures	-	-	-	133,424	-	-
5295206	9623	Autos & Trucks	36,227	104,240	-	-	-	-
5295206	9730	CIP - Station Material	28,127	-	-	-	-	-
5295206	9740	CIP - Water Treat. Plant Mat'l	-	3,020,589	-	75,520	-	-
5295206	9760	CIP - Lines Material	119,459	-	132,725	-	89,000	-
5295206	9860	CIP - Lines Labor	8,720	-	-	-	-	-
5295206	9960	CIP - Lines Contractual	-	15,384	-	1,471,781	30,000	-
TOTAL CAPITAL PROJECTS BUDGET			**$ 192,533**	**$ 3,141,765**	**$ 132,725**	**$ 1,680,725**	**$ 119,000**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
W2401 - Curtis Water Treatment Plant - PFAS Removal	$ -	$ -	$ -	$ 50,000	$ -	$ 950,000	$ -	$ -
W2303 - Water Main Conditions Assessment	-	-	-	-	-	800,000	-	-
W2201 - Water Facilities Security Improvements	-	100,000	-	-	-	-	-	-
W2203 - Well and Wellhouse Facility Upgrades	-	-	-	300,000	-	-	-	-
W2206 - Emerging Contaminants WTP Upgrades	-	-	-	-	-	1,310,000	-	-
W2001 - Newark Reservoir Upgrades	-	100,000	-	-	-	-	-	-
W1701 - Valve Inspection, Exercising and Rehabilitation	-	139,180	-	-	-	-	-	-
W1702 - Source Water Protection	-	50,000	-	-	-	-	-	-
W1703 - Laird Tract Well Field Restoration	-	-	-	-	-	1,636,032	-	-
W1601 - Backup Generation at Water Facilities	-	32,631	-	100,000	-	-	-	-
W1602 - Roseville Park Pressure District	-	-	-	-	-	-	325,000	-
W1503 - Academy Street Interconnection Pump Station	-	-	-	-	-	-	300,000	-
W0503 - Well Restoration Program	-	91,051	-	-	-	-	57,000	-
W9308 - Water Main Replacement Program	-	-	-	-	-	-	2,682,920	-
W8605 - Water Tank Maintenance	-	-	-	-	-	881,000	-	-
TOTAL WATER FUND	**$ -**	**$ 512,862**	**$ -**	**$ 450,000**	**$ -**	**$ 5,577,032**	**$ 3,364,920**	**$ -**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

SEWER DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
REVENUES						
Sewer Service Charge	$ 7,371,745	$ 6,690,813	$ 7,466,619	$ 7,578,414	$ 8,007,895	$ 8,638,300
Penalties	26,647	11,869	24,683	23,772	22,000	24,000
Service Fees	16,126	41,744	10,780	26,844	18,500	19,100
Other Revenues	696	378	235	1,353	400	400
Interest Revenue	41,788	53,286	53,650	40,014	40,000	45,000
Subtotal	$ 7,457,002	$ 6,798,090	$ 7,555,967	$ 7,670,397	$ 8,088,795	$ 8,726,800
Less: County Sewer Charge	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 7,457,002	$ 6,798,090	$ 7,555,967	$ 7,670,397	$ 8,088,795	$ 8,726,800
OPERATING EXPENSES						
Personnel Services	$ 370,996	$ 512,582	$ 11,980	$ 274,607	$ 420,899	$ 442,742
Utility Purchases	5,350,831	4,695,293	4,977,881	5,022,689	5,200,000	5,400,000
Materials & Supplies	20,927	23,810	22,059	39,876	36,700	50,500
Contractual Services	278,808	232,159	293,219	293,442	353,044	378,126
Other Charges	42,636	44,455	49,788	68,456	322,356	347,792
Subtotal	$ 6,064,198	$ 5,508,299	$ 5,354,927	$ 5,699,070	$ 6,332,999	$ 6,619,160
Inter-Dept. Charges	361,261	371,838	347,348	346,165	478,054	478,391
Total Operating Expenses	$ 6,425,459	$ 5,880,137	$ 5,702,275	$ 6,045,235	$ 6,811,053	$ 7,097,551
Net Operating Margin (Before Capital Costs)	**$ 1,031,543**	**$ 917,953**	**$ 1,853,692**	**$ 1,625,162**	**$ 1,277,742**	**$ 1,629,249**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5395302	6030	Engineering/Technical	$ -	$ -	$ -	$ -	$ 25,358	$ 26,103
5395302	6050	Information Technology	-	-	-	-	23,131	24,296
5395302	6200	Line Maintenance	218,053	210,293	197,808	170,339	202,709	198,266
5395302	6580	Service Award	1,579	-	-	-	748	813
5395302	6590	Sick Pay	871	-	-	-	752	1,055
5395302	6615	Interns	4,973	-	-	-	-	-
5395302	6620	Overtime	23,900	18,049	39,090	14,634	26,000	26,000
5395302	6880	Uniform Allowance	2,400	2,250	2,100	1,900	3,080	2,400
5395302	6885	Device Reimbursement	1,200	1,125	1,025	900	1,200	1,200
5395302	6920	Unemployment Comp. Ins.	1,223	1,016	1,477	1,218	1,605	588
5395302	6930	Social Security Taxes	18,845	17,284	17,862	13,682	21,430	20,334
5395302	6940	City Pension Plan	32,681	66,504	(126,378)	5,962	3,843	3,475
5395302	6941	Defined Contribution 401(a) Plan	11,031	14,596	13,715	11,457	16,631	16,295
5395302	6950	Term Life Insurance	1,210	1,487	1,386	991	1,302	1,220
5395302	6960	Group Hospitalization Ins.	41,527	27,669	37,168	38,211	79,135	107,265
5395302	6961	Long-Term Disability Ins.	493	610	624	557	328	325
5395302	6962	Dental Insurance	2,331	1,460	1,964	1,896	3,911	4,806
5395302	6963	Flexible Spending Account	65	63	58	63	63	-
5395302	6964	Health Savings Account	750	750	1,813	1,500	1,500	-
5395302	6965	Post-Employment Benefits	3,513	143,927	(183,402)	6,666	840	840
5395302	6966	Retirement Health Savings Account	4,199	5,406	5,544	4,506	6,439	6,535
5395302	6967	Emergency Room Reimbursements	-	-	-	-	676	676
5395302	6968	Vision Insurance Premiums	152	93	126	125	218	250
TOTAL PERSONNEL SERVICES			**$ 370,996**	**$ 512,582**	**$ 11,980**	**$ 274,607**	**$ 420,899**	**$ 442,742**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5395303	7110	Safety Shoes and Supplies	$ 659	$ 695	$ 1,138	$ 1,583	$ 1,200	$ 2,000
5395303	7130	Tools, Field Sup., & Small Eq.	8,967	9,019	5,425	4,955	9,000	21,000
5395303	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5395303	7260	Line Maintenance	11,634	14,096	15,215	27,537	17,000	17,000
5395303	7270	Station Maintenance	141	-	281	5,801	2,000	3,000
5395303	7271	SCADA System Maintenance Supplies	-	-	-	-	5,000	5,000
5395303	7540	Inventory Adjustment	(474)	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 20,927**	**$ 23,810**	**$ 22,059**	**$ 39,876**	**$ 36,700**	**$ 50,500**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5395304	8020	Advertising	$ -	$ -	$ -	$ -	$ 2,000	$ 1,000
5395304	8030	Casualty Insurance	1,888	2,021	4,748	5,840	6,611	5,982
5395304	8031	Insurance - Property	2,173	2,637	2,711	2,985	3,528	4,572
5395304	8032	Insurance - Auto	-	1,673	2,864	2,488	3,744	4,079
5395304	8033	Insurance - Broker	455	459	848	975	973	920
5395304	8035	Insurance - Worker's Compensation	7,930	10,305	10,660	9,570	10,500	10,500
5395304	8040	Merchant Fees and Discounts	79,817	70,105	74,808	66,880	80,000	84,000
5395304	8120	Outside Engineering	36,115	13,233	32,594	23,819	40,000	44,000
5395304	8131	Information Technology Cont'l	38,161	60,227	56,534	61,451	67,778	63,416
5395304	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5395304	8260	Line Maintenance	40,430	24,578	50,811	58,577	60,000	60,000
5395304	8265	Easement Clearing	16,050	6,000	9,416	(135)	10,000	10,000
5395304	8270	Station Maintenance	10,452	2,536	17,334	13,552	20,000	25,000
5395304	8271	SCADA System Maintenance Cont'l	-	-	-	-	10,000	10,000
5395304	8312	Fleet & Facilities Services	45,337	38,385	29,891	47,440	35,410	52,157
TOTAL CONTRACTUAL SERVICES			**$ 278,808**	**$ 232,159**	**$ 293,219**	**$ 293,442**	**$ 353,044**	**$ 378,126**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5395305	9002	Subvention - Aetna Hook and Ladder	$ 3,868	$ 5,358	$ 4,488	$ 4,590	$ 3,500	$ 5,000
5395305	9010	Bad Debt Expense	335	562	3,320	736	976	136
5395305	9060	Depreciation Expense	37,423	37,175	35,882	44,255	35,880	36,949
5395305	9070	Training & Continuing Educ/Conf	1,010	595	194	470	2,000	4,000
5395305	9162	Debt Serv. Int. - SRL Funded Capital-S0904	-	765	5,904	18,405	280,000	289,254
5395305	9202	Debt Serv. Int. - Unit 304 Lease Payment	-	-	-	-	-	12,453
TOTAL OTHER CHARGES			**$ 42,636**	**$ 44,455**	**$ 49,788**	**$ 68,456**	**$ 322,356**	**$ 347,792**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Administrative Overhead	$ 167,984	$ 127,464	$ 111,254	$ 103,795	$ 135,833	$ 116,084
Billings and Accounting	55,541	86,534	81,052	79,476	94,683	100,374
Electricity	10,400	11,930	10,489	10,264	12,167	12,150
Information Technology	58,119	67,051	80,829	83,836	174,352	180,163
Other Indirect Charges	67,123	77,212	62,437	67,804	59,883	68,789
Warehousing	2,094	1,647	1,287	990	1,136	831
TOTAL INTER-DEPT. CHARGES	**$ 361,261**	**$ 371,838**	**$ 347,348**	**$ 346,165**	**$ 478,054**	**$ 478,391**

* as amended ** as proposed

OPERATING EXPENSES - SEWER DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,074,628**	**$ 1,184,844**	**$ 724,394**	**$ 1,022,546**	**$ 1,611,053**	**$ 1,697,551**

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5395306	9760	CIP - Lines Material	$ 47,150	$ -	$ 1,784,059	$ 74,856	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET			**$ 47,150**	**$ -**	**$ 1,784,059**	**$ 74,856**	**$ -**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
S2401 - Silverbrook Pump Station Upgrades	$ -	$ 50,000	$ -	$ 50,000	$ -	$ 900,000	$ -	$ -
S2201 - FOG Program Development	-	75,000	-	-	-	-	-	-
S0904 - Sanitary Sewer Study and Repairs	-	-	-	-	-	-	1,061,000	-
TOTAL SEWER FUND	**$ -**	**$ 125,000**	**$ -**	**$ 50,000**	**$ -**	**$ 900,000**	**$ 1,061,000**	**$ -**

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

STORMWATER DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
REVENUES						
Stormwater Service Fees	$ 2,355,806	$ 2,395,636	$ 2,332,978	$ 2,545,853	$ 2,535,000	$ 2,535,000
Stormwater Penalties	27,792	7,047	25,807	16,391	15,000	17,500
Stormwater As-Built Review	1,000	825	275	550	-	500
Sediment & SWM Review Fee	21,701	13,919	9,942	21,204	15,500	15,500
Sediment & SWM Inspection	11,000	22,647	7,575	17,600	10,000	10,000
SWM Facility Annual Inspection	20,400	60,870	48,345	49,500	35,000	49,500
Interest	5,712	6,823	23,713	17,710	5,000	20,000
Stormwater Management Fees	-	200	100	-	-	-
Misc Revenue	295	180	525	4,550	-	-
Gross Operating Revenue	$ 2,443,706	$ 2,508,147	$ 2,449,260	$ 2,673,358	$ 2,615,500	$ 2,648,000
OPERATING EXPENSES						
Personnel Services	$ 656,463	$ 1,117,949	$ 345,507	$ 710,511	$ 737,087	$ 753,365
Materials and Supplies	19,698	10,415	21,115	25,291	34,250	36,000
Contractual Services	161,440	162,074	206,964	249,488	274,730	294,127
Other Charges	40,547	75,033	153,221	218,143	658,085	733,795
Subtotal	$ 878,148	$ 1,365,471	$ 726,807	$ 1,203,433	$ 1,704,152	$ 1,817,287
Inter-Dept. Charges	273,837	226,115	214,166	232,330	330,598	351,515
Total Operating Expenses	$ 1,151,985	$ 1,591,586	$ 940,973	$ 1,435,763	$ 2,034,750	$ 2,168,802
Net Operating Margin (Before Capital Costs)	**$ 1,291,721**	**$ 916,561**	**$ 1,508,287**	**$ 1,237,595**	**$ 580,750**	**$ 479,198**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5595502	6030	Engineering/Technical	$ 80,260	$ 87,007	$ 121,748	$ 124,688	$ 114,834	$ 118,203
5595502	6050	Information Technology	-	-	-	-	23,132	24,296
5595502	6200	Line Maintenance	54,642	57,031	55,954	56,996	58,534	60,250
5595502	6230	Maintenance Workers	183,157	193,821	186,658	202,639	224,715	229,633
5595502	6580	Service Award	10,356	10,653	12,260	12,223	13,507	11,970
5595502	6590	Sick Pay	1,508	1,832	2,572	7,658	3,681	3,761
5595502	6610	Seasonal Workers	-	-	-	-	14,000	-
5595502	6615	Interns	4,846	-	5,480	6,458	7,000	7,000
5595502	6620	Overtime	18,466	7,289	15,729	18,063	14,000	15,000
5595502	6880	Uniform Allowance	2,590	2,640	2,840	2,810	2,720	2,640
5595502	6885	Device Reimbursement	1,375	1,200	1,200	1,425	1,500	1,500
5595502	6920	Unemployment Comp. Ins.	1,693	1,673	1,573	1,782	2,370	840
5595502	6930	Social Security Taxes	26,702	27,046	30,328	32,192	35,792	35,184
5595502	6940	City Pension Plan	171,198	561,816	(170,330)	136,538	74,331	67,168
5595502	6941	Defined Contribution 401(a) Plan	2,221	3,888	3,939	5,582	5,912	11,080
5595502	6950	Term Life Insurance	1,658	1,787	1,695	1,506	1,832	1,867
5595502	6960	Group Hospitalization Ins.	76,631	82,420	90,985	94,754	107,885	129,367
5595502	6961	Long-Term Disability Ins.	670	735	591	415	504	520
5595502	6962	Dental Insurance	3,991	4,073	4,310	4,429	5,071	5,760
5595502	6965	Post-Employment Benefits	12,610	70,516	(24,129)	(2,255)	22,670	22,670
5595502	6966	Retirement Health Savings Account	863	1,476	1,443	1,939	1,982	3,519
5595502	6967	Emergency Room Reimbursements	800	800	400	400	822	821
5595502	6968	Vision Insurance Premiums	226	246	261	269	293	316
TOTAL PERSONNEL SERVICES			**$ 656,463**	**$ 1,117,949**	**$ 345,507**	**$ 710,511**	**$ 737,087**	**$ 753,365**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5595503	7110	Safety Shoes and Supplies	$ 921	$ 1,068	$ 1,608	$ 1,287	$ 1,750	$ 2,500
5595503	7130	Tools, Field Sup., & Small Eq.	1,381	1,174	61	1,752	2,000	5,000
5595503	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5595503	7400	Storm Sewer Maintenance	16,054	7,871	13,868	19,855	22,000	20,000
5595503	7401	Stormwater Program Supplies	1,342	302	5,774	2,397	6,000	6,000
5595503	7540	Inventory Adjustment	-	-	(196)	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 19,698**	**$ 10,415**	**$ 21,115**	**$ 25,291**	**$ 34,250**	**$ 36,000**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5595504	8020	Advertising	$ -	$ 759	$ 625	$ -	$ 1,000	$ 1,000
5595504	8030	Casualty Insurance	-	1,551	6,722	9,029	10,388	9,401
5595504	8031	Insurance - Property	-	-	-	2,088	3,528	4,572
5595504	8032	Insurance - Auto	-	4,182	7,072	6,123	9,216	10,042
5595504	8033	Insurance - Broker	-	-	1,065	1,507	1,529	1,445
5595504	8035	Insurance - Worker's Compensation	11,420	15,061	15,345	13,398	14,700	14,700
5595504	8040	Merchant Fees and Discounts	23,776	22,072	25,626	23,772	26,000	27,300
5595504	8050	Phone/Communications	-	-	-	800	-	800
5595504	8120	Outside Engineering	16,666	-	62,736	49,023	100,000	50,000
5595504	8130	Building & Equipment Rental	2,055	2,565	4,821	7,160	-	-
5595504	8131	Information Technology Cont'l	19,001	25,018	20,527	23,258	25,393	27,767
5595504	8191	Yard Waste	-	-	-	-	-	40,000
5595504	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5595504	8312	Fleet & Facilities Services	81,633	62,130	39,504	66,694	45,476	69,600
5595504	8313	Self-Insurance Services	255	75	-	-	-	-
5595504	8401	Stormwater Contractual	6,634	28,661	19,534	46,588	35,000	35,000
5595504	8550	Misc. Contracted Svc.	-	-	3,387	48	-	-
TOTAL CONTRACTUAL SERVICES			**$ 161,440**	**$ 162,074**	**$ 206,964**	**$ 249,488**	**$ 274,730**	**$ 294,127**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5595505	9060	Depreciation Expense	$ 34,875	$ 50,593	$ 53,564	$ 56,535	$ 56,530	$ 63,620
5595505	9070	Training & Continuing Educ/Conf	1,452	1,749	881	684	3,600	4,500
5595505	9084	Annual Regulatory Fees	200	200	200	395	1,600	2,400
5595505	9095	Stormwater Grant Program	4,020	9,020	7,533	12,349	50,000	50,000
5595505	9163	Debt Serv. Prin. - SRL Funded Capital-Q1802	-	-	-	-	-	443,829
5595505	9164	Debt Serv. Int. - SRL Funded Capital-Q1802	-	13,471	91,043	148,180	546,355	169,446
TOTAL OTHER CHARGES			**$ 40,547**	**$ 75,033**	**$ 153,221**	**$ 218,143**	**$ 658,085**	**$ 733,795**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Administrative Overhead	$ 115,891	$ 70,980	$ 45,003	$ 59,209	$ 62,754	$ 69,952
Billings and Accounting	54,484	39,969	38,840	38,051	44,669	47,819
Electricity Used	-	830	589	564	667	750
Information Technology	58,119	67,051	80,829	83,836	174,352	180,163
Other Indirect Charges	45,321	47,271	47,728	49,910	47,108	52,200
Printing and Reproduction	22	14	18	14	25	28
Warehousing	-	-	1,159	746	1,023	603
TOTAL INTER-DEPT. CHARGES	**$ 273,837**	**$ 226,115**	**$ 214,166**	**$ 232,330**	**$ 330,598**	**$ 351,515**

* as amended ** as proposed

OPERATING EXPENSES - STORMWATER DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,151,985**	**$ 1,591,586**	**$ 940,973**	**$ 1,435,763**	**$ 2,034,750**	**$ 2,168,802**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5595506	9623	CIP - Autos and Trucks	$ 24,031	$ -	$ 16,221	$ -	$ -	$ -
5595506	9720	CIP - Storm Sewers Material	144,616	-	299,082	56,961	150,000	-
TOTAL CAPITAL PROJECTS BUDGET			**$ 168,647**	**$ -**	**$ 315,303**	**$ 56,961**	**$ 150,000**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
Q2201 - Outfall and City Owned SWM Facility Repair	$ -	$ 166,400	$ -	$ -	$ -	$ -	$ -	$ -
Q1801 - Rodney Regional Stormwater Park	-	124,170	-	-	-	-	-	-
Q1301 - Storm Drainage Improvements	-	88,034	-	-	-	500,000	-	-
Q0101 - Stormwater Quality Improvements (NPDES Phase II Permit)	-	93,039	-	-	-	-	-	17,414
TOTAL STORMWATER DIVISION	**$ -**	**$ 471,643**	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ -**	**$ 17,414**

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

REFUSE DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 933,918	$ 1,011,406	$ 1,005,060	$ 948,553	$ 1,015,759	$ 1,020,076
Materials and Supplies	30,900	22,701	25,087	30,532	33,750	29,200
Contractual Services	897,038	1,089,528	1,017,773	1,087,534	1,125,643	1,149,476
Other Charges	216,932	204,813	192,691	182,109	169,960	111,698
Subtotal	$ 2,078,788	$ 2,328,448	$ 2,240,611	$ 2,248,728	$ 2,345,112	$ 2,310,450
Inter-Dept. Charges	43,482	135,171	92,604	61,456	98,181	88,943
Total Operating Expenses	**$ 2,122,270**	**$ 2,463,619**	**$ 2,333,215**	**$ 2,310,184**	**$ 2,443,293**	**$ 2,399,393**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0141042	6240	Refuse Workers	$ 506,214	$ 549,363	$ 530,480	$ 507,726	$ 536,453	$ 538,086
0141042	6580	Service Award	14,987	16,007	11,903	11,206	11,976	5,446
0141042	6590	Sick Pay	140	895	8,547	3,975	2,285	2,352
0141042	6620	Overtime	15,202	12,236	31,584	27,054	14,000	14,000
0141042	6880	Uniform Allowance	5,300	5,400	5,250	5,150	6,000	5,400
0141042	6885	Device Reimbursement	2,925	3,000	2,900	2,850	3,000	3,000
0141042	6920	Unemployment Comp. Ins.	2,756	2,834	3,188	2,693	2,601	1,134
0141042	6930	Social Security Taxes	40,018	43,334	43,715	40,867	41,651	40,970
0141042	6940	City Pension Plan	111,550	135,748	124,011	99,603	119,553	108,035
0141042	6941	Defined Contribution 401(a) Plan	10,350	11,820	15,736	17,962	19,906	29,689
0141042	6950	Term Life Insurance	2,869	3,028	2,770	2,548	2,732	2,652
0141042	6960	Group Hospitalization Ins.	163,517	164,526	156,277	167,085	210,054	220,679
0141042	6961	Long-Term Disability Ins.	1,129	1,207	927	613	690	700
0141042	6962	Dental Insurance	8,021	7,671	7,017	7,409	9,134	9,117
0141042	6963	Flexible Spending Account	-	-	-	63	63	63
0141042	6964	Health Savings Account	-	-	563	-	-	-
0141042	6965	Post-Employment Benefits	44,212	49,540	53,409	43,720	26,400	26,400
0141042	6966	Retirement Health Savings Account	3,932	4,428	6,037	6,792	7,430	10,556
0141042	6967	Emergency Room Reimbursements	400	-	400	800	1,305	1,305
0141042	6968	Vision Insurance Premiums	396	369	346	437	526	492
TOTAL PERSONNEL SERVICES			**$ 933,918**	**$ 1,011,406**	**$ 1,005,060**	**$ 948,553**	**$ 1,015,759**	**$ 1,020,076**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0141043	7110	Safety Shoes and Supplies	$ 2,057	$ 885	$ 1,011	$ 2,299	$ 2,250	$ 2,700
0141043	7130	Tools, Field Sup., & Small Eq.	619	592	562	796	1,000	1,000
0141043	7132	Collection Carts	26,599	21,224	23,445	27,346	30,000	25,000
0141043	7270	Station Maintenance	1,814	-	-	91	-	-
0141043	7462	Recycling Supplies	-	-	-	-	500	500
0141043	7540	Inventory Adjustment	(189)	-	69	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 30,900**	**$ 22,701**	**$ 25,087**	**$ 30,532**	**$ 33,750**	**$ 29,200**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0141044	8030	Casualty Insurance	$ 6,204	$ 6,642	$ 11,006	$ 13,860	$ 16,055	$ 14,528
0141044	8032	Insurance - Auto	19,559	20,943	16,709	12,246	18,432	20,083
0141044	8033	Insurance - Broker	2,533	2,557	2,325	2,329	2,363	2,234
0141044	8035	Insurance - Worker's Compensation	18,003	23,780	25,460	24,245	26,600	26,600
0141044	8130	Building & Equipment Rental	2,334	265	2,193	-	2,500	2,500
0141044	8131	Information Technology Cont'l	828	2,888	1,671	7,685	7,694	8,430
0141044	8190	Refuse Disposal-Landfill	440,039	436,300	444,247	437,200	470,000	475,000
0141044	8191	Yard Waste	36,233	34,960	35,250	23,080	40,000	-
0141044	8200	Printing and Reproduction	1,000	645	1,000	2,161	1,000	1,200
0141044	8312	Fleet & Facilities Services	368,755	560,548	477,912	564,728	540,999	598,901
0141044	8550	Misc. Contracted Services	1,550	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES			**$ 897,038**	**$ 1,089,528**	**$ 1,017,773**	**$ 1,087,534**	**$ 1,125,643**	**$ 1,149,476**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0141045	9060	Depreciation Expense	$ 216,412	$ 204,813	$ 192,691	$ 181,996	$ 169,210	$ 109,698
0141045	9070	Training & Continuing Educ/Conf	520	-	-	113	750	2,000
TOTAL OTHER CHARGES			**$ 216,932**	**$ 204,813**	**$ 192,691**	**$ 182,109**	**$ 169,960**	**$ 111,698**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 4,094	$ 32,565	$ 33,838	$ 28,597	$ 34,612	$ 34,660
Electricity Used - Transfer Station	100	2,330	1,589	2,864	1,867	3,350
Information Technology	42,253	49,041	47,212	45,448	52,213	64,533
Mailroom and Postage	1,161	1,156	1,178	903	1,295	1,223
Other Indirect Charges	(7,039)	46,547	6,087	(18,186)	5,639	(17,218)
Printing and Reproduction	98	64	80	63	109	121
Records	1,511	1,747	1,451	536	1,414	1,504
Warehousing	1,304	1,721	1,169	1,231	1,032	770
TOTAL INTER-DEPT. CHARGES	**$ 43,482**	**$ 135,171**	**$ 92,604**	**$ 61,456**	**$ 98,181**	**$ 88,943**

* as amended ** as proposed

OPERATING EXPENSES - REFUSE DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 2,122,270**	**$ 2,463,619**	**$ 2,333,215**	**$ 2,310,184**	**$ 2,443,293**	**$ 2,399,393**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

STREET DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 489,160	$ 803,031	$ 798,127	$ 743,820	$ 843,353	$ 820,836
Materials and Supplies	152,479	68,209	135,840	147,864	215,400	216,400
Contractual Services	249,093	240,612	273,432	343,661	367,799	428,430
Other Charges	84,522	70,608	81,317	49,080	115,540	160,813
Subtotal	$ 975,254	$ 1,182,460	$ 1,288,716	$ 1,284,425	$ 1,542,092	$ 1,626,479
Inter-Dept. Charges	287,124	262,158	336,892	318,074	366,066	361,422
Total Operating Expenses	**$ 1,262,378**	**$ 1,444,618**	**$ 1,625,608**	**$ 1,602,499**	**$ 1,908,158**	**$ 1,987,901**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131052	6020	Supervisory	$ 66,305	$ 73,749	$ 74,149	$ 77,174	$ 83,407	$ 87,765
0131052	6230	Maintenance Workers	33,052	357,345	335,602	308,887	355,994	328,356
0131052	6580	Service Award	6,600	7,023	7,458	6,074	7,873	1,603
0131052	6590	Sick Pay	16,004	2,359	4,349	3,002	1,757	1,911
0131052	6610	Seasonal Workers	23,687	5,668	2,254	8,186	14,000	14,000
0131052	6615	Interns	-	-	3,978	6,503	-	-
0131052	6620	Overtime	58,729	43,462	67,625	43,482	40,000	40,000
0131052	6622	Holiday Premium	1,522	1,179	1,226	1,288	1,000	1,000
0131052	6623	Weekend Premium	123	-	-	-	-	-
0131052	6880	Uniform Allowance	3,840	3,840	3,340	3,540	3,840	3,840
0131052	6885	Device Reimbursement	2,400	2,400	2,125	1,975	2,400	1,800
0131052	6920	Unemployment Comp. Ins.	2,225	2,310	2,176	2,474	2,484	882
0131052	6930	Social Security Taxes	36,424	36,613	36,870	33,671	38,263	35,139
0131052	6940	City Pension Plan	73,900	91,889	84,400	81,405	97,708	88,294
0131052	6941	Defined Contribution 401(a) Plan	11,339	12,171	11,192	13,799	16,201	24,083
0131052	6950	Term Life Insurance	2,341	2,426	2,198	2,102	2,148	1,986
0131052	6960	Group Hospitalization Ins.	109,035	114,295	111,563	97,412	136,624	147,543
0131052	6961	Long-Term Disability Ins.	908	953	728	544	569	631
0131052	6962	Dental Insurance	5,856	5,856	5,550	4,822	6,549	7,192
0131052	6964	Health Savings Account	750	750	1,500	813	750	-
0131052	6965	Post-Employment Benefits	29,580	33,976	35,619	40,402	24,420	24,420
0131052	6966	Retirement Health Savings Account	4,201	4,428	3,901	5,167	5,944	9,048
0131052	6967	Emergency Room Reimbursements	-	-	-	800	1,015	1,015
0131052	6968	Vision Insurance Premiums	339	339	324	298	407	328
TOTAL PERSONNEL SERVICES			**$ 489,160**	**$ 803,031**	**$ 798,127**	**$ 743,820**	**$ 843,353**	**$ 820,836**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131053	7110	Safety Shoes and Supplies	$ 2,127	$ 1,545	$ 1,481	$ 2,240	$ 2,400	$ 2,400
0131053	7130	Tools, Field Sup., & Small Eq.	11,607	2,702	3,462	2,429	6,000	6,000
0131053	7340	Street Signs and Roadway Markings	28,183	25,657	30,088	26,719	33,000	38,000
0131053	7380	Street Maintenance Supplies	77,827	17,445	61,910	85,058	80,000	80,000
0131053	7381	Bridge Maintenance Supplies	-	-	-	-	50,000	50,000
0131053	7450	Salt, Sand, & Snow Removal	33,253	20,391	38,115	31,142	44,000	40,000
0131053	7540	Inventory Adjustment	(1,614)	(723)	(514)	(847)	-	-
0131053	7550	Miscellaneous Supplies	1,096	1,192	1,298	1,123	-	-
TOTAL MATERIALS & SUPPLIES			**$ 152,479**	**$ 68,209**	**$ 135,840**	**$ 147,864**	**$ 215,400**	**$ 216,400**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131054	8020	Advertising	$ -	$ -	$ -	$ -	$ 2,000	$ 2,000
0131054	8030	Casualty Insurance	6,474	6,931	9,106	10,354	11,805	10,683
0131054	8031	Insurance - Property	3,845	4,666	2,520	1,285	1,764	2,286
0131054	8032	Insurance - Auto	25,880	23,374	24,795	20,666	31,104	33,890
0131054	8033	Insurance - Broker	3,637	3,672	2,233	1,729	1,738	1,643
0131054	8035	Insurance - Worker's Compensation	16,805	22,195	22,882	20,417	22,400	22,400
0131054	8050	Phone/Communications	169	190	166	240	200	200
0131054	8130	Building & Equipment Rental	6,509	2,565	-	5,000	-	-
0131054	8131	Information Technology Cont'l	4,719	4,499	4,846	5,037	5,258	5,810
0131054	8312	Fleet & Facilities Services	176,505	167,388	197,624	262,689	226,530	289,518
0131054	8313	Self-Insurance Services	-	2,133	1,270	5,075	-	-
0131054	8380	Street Maintenance Cont'l	3,950	2,253	7,250	10,436	15,000	10,000
0131054	8381	Bridge Maintenance Cont'l	-	-	-	-	50,000	50,000
0131054	8550	Misc. Contracted Services	600	746	740	733	-	-
TOTAL CONTRACTUAL SERVICES			**$ 249,093**	**$ 240,612**	**$ 273,432**	**$ 343,661**	**$ 367,799**	**$ 428,430**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131055	9060	Depreciation Expense	$ 82,299	$ 70,558	$ 81,137	$ 47,097	$ 112,540	$ 157,213
0131055	9070	Training & Continuing Educ/Conf	2,223	50	180	1,983	3,000	3,600
TOTAL OTHER CHARGES			**$ 84,522**	**$ 70,608**	**$ 81,317**	**$ 49,080**	**$ 115,540**	**$ 160,813**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 3,490	$ 23,990	$ 24,899	$ 21,997	$ 25,440	$ 27,340
Electricity Used	-	736	493	468	571	555
Information Technology	37,559	43,592	41,967	40,398	46,411	50,191
Mailroom and Postage	845	842	858	689	943	959
Other Indirect Charges	75,219	11,580	52,528	67,436	50,498	68,323
Printing and Reproduction	98	64	80	63	110	120
Records	1,100	1,273	1,057	409	1,030	1,180
Street Lights and Traffic Signals	166,221	177,083	212,877	184,877	239,180	210,377
Warehousing	2,592	2,998	2,133	1,737	1,883	2,377
TOTAL INTER-DEPT. CHARGES	**$ 287,124**	**$ 262,158**	**$ 336,892**	**$ 318,074**	**$ 366,066**	**$ 361,422**

* as amended ** as proposed

OPERATING EXPENSES - STREET DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,262,378**	**$ 1,444,618**	**$ 1,625,608**	**$ 1,602,499**	**$ 1,908,158**	**$ 1,987,901**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

ENGINEERING DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 886,234	$ 953,608	$ 865,624	$ 910,571	$ 956,757	$ 989,327
Materials and Supplies	2,951	1,556	2,150	2,730	5,900	7,900
Contractual Services	102,098	99,994	109,561	106,448	117,089	127,043
Other Charges	21,947	9,771	11,742	17,585	21,790	23,858
Subtotal	$ 1,013,230	$ 1,064,929	$ 989,077	$ 1,037,334	$ 1,101,536	$ 1,148,128
Inter-Dept. Charges	8,498	30,637	35,428	34,643	46,898	47,398
Total Operating Expenses	**$ 1,021,728**	**$ 1,095,566**	**$ 1,024,505**	**$ 1,071,977**	**$ 1,148,434**	**$ 1,195,526**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131072	6020	Supervisory	$ 86,692	$ 93,956	$ 91,793	$ 94,759	$ 99,284	$ 102,263
0131072	6030	Engineering/Technical	189,159	188,088	115,501	121,005	129,700	137,434
0131072	6210	Inspectors	247,178	273,149	276,096	286,623	297,781	313,926
0131072	6580	Service Award	6,168	6,871	5,491	5,850	6,221	8,374
0131072	6590	Sick Pay	2,874	2,714	1,660	2,094	3,340	7,497
0131072	6615	Interns	10,075	-	-	6,375	7,000	7,000
0131072	6620	Overtime	19,731	15,788	16,318	11,207	18,000	18,000
0131072	6622	Holiday Premium	-	666	-	-	-	-
0131072	6880	Uniform Allowance	1,440	1,440	1,040	1,200	1,200	1,200
0131072	6885	Device Reimbursement	450	600	600	600	600	600
0131072	6920	Unemployment Comp. Ins.	2,714	2,525	2,358	2,364	2,084	819
0131072	6930	Social Security Taxes	41,214	42,193	36,810	38,269	41,675	44,208
0131072	6940	City Pension Plan	62,520	79,744	116,238	119,079	142,921	129,160
0131072	6941	Defined Contribution 401(a) Plan	20,821	24,144	24,348	25,529	27,079	29,437
0131072	6950	Term Life Insurance	3,231	3,592	3,276	2,859	2,363	2,439
0131072	6960	Group Hospitalization Ins.	149,527	170,152	137,965	138,830	139,064	148,242
0131072	6961	Long-Term Disability Ins.	1,339	1,520	1,186	801	685	905
0131072	6962	Dental Insurance	7,843	8,938	7,139	7,139	6,931	6,941
0131072	6963	Flexible Spending Account	224	252	252	252	159	96
0131072	6964	Health Savings Account	750	-	-	-	-	-
0131072	6965	Post-Employment Benefits	24,545	29,343	20,686	38,069	22,680	22,680
0131072	6966	Retirement Health Savings Account	5,924	6,670	6,496	6,598	6,687	6,800
0131072	6967	Emergency Room Reimbursements	1,383	800	-	698	942	945
0131072	6968	Vision Insurance Premiums	432	463	371	371	361	361
TOTAL PERSONNEL SERVICES			**$ 886,234**	**$ 953,608**	**$ 865,624**	**$ 910,571**	**$ 956,757**	**$ 989,327**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131073	7110	Safety Shoes and Supplies	$ 1,003	$ 385	$ 414	$ 1,003	$ 2,000	$ 2,000
0131073	7130	Tools, Field Sup., & Small Eq.	138	923	778	873	1,500	3,500
0131073	7150	Office Supplies	1,810	248	958	854	2,400	2,400
TOTAL MATERIALS & SUPPLIES			**$ 2,951**	**$ 1,556**	**$ 2,150**	**$ 2,730**	**$ 5,900**	**$ 7,900**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131074	8020	Advertising	$ 1,509	$ 1,732	$ 2,355	$ 1,906	$ 2,200	$ 2,200
0131074	8030	Casualty Insurance	10,790	11,551	10,288	10,354	11,805	10,683
0131074	8032	Insurance - Auto	6,122	6,563	8,415	7,271	10,944	11,924
0131074	8033	Insurance - Broker	974	984	1,520	1,729	1,738	1,643
0131074	8035	Insurance - Worker's Compensation	16,695	22,195	17,289	6,380	7,000	7,000
0131074	8050	Phone/Communications	2,177	618	166	140	200	200
0131074	8120	Outside Engineering	20,569	19,202	32,045	26,068	40,000	40,000
0131074	8131	Information Technology Cont'l	18,328	18,835	18,267	21,358	20,354	22,250
0131074	8312	Fleet & Facilities Services	24,555	18,304	19,210	31,228	22,848	31,143
0131074	8313	Self-Insurance Services	379	-	-	-	-	-
0131074	8550	Misc. Contracted Services	-	10	6	14	-	-
TOTAL CONTRACTUAL SERVICES			**$ 102,098**	**$ 99,994**	**$ 109,561**	**$ 106,448**	**$ 117,089**	**$ 127,043**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0131075	9020	Mileage & Small Bus. Expense	$ 1,034	$ -	$ -	$ -	$ -	$ -
0131075	9060	Depreciation Expense	9,776	9,771	9,280	12,305	13,790	13,858
0131075	9070	Training & Continuing Educ/Conf	11,137	-	2,462	5,280	8,000	10,000
TOTAL OTHER CHARGES			**$ 21,947**	**$ 9,771**	**$ 11,742**	**$ 17,585**	**$ 21,790**	**$ 23,858**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 3,597	$ 21,786	$ 22,584	$ 22,984	$ 23,047	$ 23,417
Electricity Used	-	730	489	464	567	550
Information Technology	39,906	46,316	44,590	42,923	49,313	50,191
Mailroom and Postage	759	756	770	719	847	817
Other Indirect Expenses	(36,850)	(40,158)	(34,034)	(32,937)	(27,910)	(28,702)
Printing and Reproduction	98	64	80	63	109	121
Records	988	1,143	949	427	925	1,004
TOTAL INTER-DEPT. CHARGES	**$ 8,498**	**$ 30,637**	**$ 35,428**	**$ 34,643**	**$ 46,898**	**$ 47,398**

* as amended ** as proposed

OPERATING EXPENSES - ENGINEERING DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,021,728**	**$ 1,095,566**	**$ 1,024,505**	**$ 1,071,977**	**$ 1,148,434**	**$ 1,195,526**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

FLEET MAINTENANCE DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 509,932	$ 584,662	$ 508,274	$ 575,661	$ 560,353	$ 656,904
Materials and Supplies	609,132	486,070	604,227	869,174	722,700	720,460
Contractual Services	224,529	310,772	367,972	382,222	414,147	452,276
Other Charges	19,787	34,739	42,440	35,633	43,590	31,592
Subtotal	$ 1,363,380	$ 1,416,243	$ 1,522,913	$ 1,862,690	$ 1,740,790	$ 1,861,232
Inter-Dept. Charges	113,660	134,256	97,704	63,167	107,316	74,140
Total Operating Expenses	**$ 1,477,040**	**$ 1,550,499**	**$ 1,620,617**	**$ 1,925,857**	**$ 1,848,106**	**$ 1,935,372**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006002	6020	Supervisory	$ -	$ -	$ -	$ -	$ -	$ 55,376
6006002	6250	Mechanics	280,075	299,875	393,080	304,274	312,683	322,740
6006002	6580	Service Award	5,831	6,309	6,803	7,388	8,002	8,994
6006002	6590	Sick Pay	4,765	4,669	5,085	4,902	5,246	3,731
6006002	6620	Overtime	6,122	21,042	23,992	16,401	26,000	26,000
6006002	6880	Uniform Allowance	2,400	2,400	2,400	2,400	2,400	2,400
6006002	6881	Tool Allowance	1,400	1,400	1,400	1,400	1,600	2,000
6006002	6885	Device Reimbursement	1,500	1,500	1,500	1,500	1,500	2,100
6006002	6920	Unemployment Comp. Ins.	1,147	1,264	1,179	1,124	1,334	634
6006002	6930	Social Security Taxes	22,985	25,449	33,077	25,658	27,102	31,572
6006002	6940	City Pension Plan	117,245	154,348	(30,943)	128,738	79,383	71,740
6006002	6941	Defined Contribution 401(a) Plan	4,762	5,204	5,295	5,321	5,482	9,835
6006002	6950	Term Life Insurance	1,591	1,636	1,554	1,446	1,466	1,835
6006002	6960	Group Hospitalization Ins.	41,602	45,244	55,141	52,800	61,360	89,070
6006002	6961	Long-Term Disability Ins.	635	664	536	395	402	556
6006002	6962	Dental Insurance	2,316	2,388	2,748	2,574	2,941	3,912
6006002	6963	Flexible Spending Account	-	-	63	63	-	-
6006002	6964	Health Savings Account	1,500	1,500	750	1,500	1,500	750
6006002	6965	Post-Employment Benefits	12,504	8,136	2,160	15,342	19,690	19,690
6006002	6966	Retirement Health Savings Account	1,400	1,476	1,470	1,464	1,486	3,016
6006002	6967	Emergency Room Reimbursements	-	-	800	800	580	725
6006002	6968	Vision Insurance Premiums	152	158	184	171	196	228
TOTAL PERSONNEL SERVICES			**$ 509,932**	**$ 584,662**	**$ 508,274**	**$ 575,661**	**$ 560,353**	**$ 656,904**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006003	7060	Tire & Tire Repair Expense	$ 83,876	$ 77,416	$ 82,162	$ 86,946	$ 110,000	$ 100,000
6006003	7070	Gasoline, Oil, Coolant, Etc.	317,258	197,019	315,290	505,406	350,000	350,000
6006003	7110	Safety Shoes and Supplies	1,249	1,203	1,069	900	1,200	1,500
6006003	7130	Tools, Field Sup., & Small Eq.	5,685	884	10,647	8,066	10,000	13,210
6006003	7150	Office Supplies	28	9	-	-	500	750
6006003	7230	Janitorial Supplies	-	39	-	-	-	-
6006003	7250	Buildings and Grounds Maint. Supplies	590	469	178	-	-	-
6006003	7300	Machinery & Equip. Maintenance	472	-	-	-	1,000	5,000
6006003	7310	Vehicle Maintenance	199,974	209,031	194,881	267,856	250,000	250,000
TOTAL MATERIALS & SUPPLIES			**$ 609,132**	**$ 486,070**	**$ 604,227**	**$ 869,174**	**$ 722,700**	**$ 720,460**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006004	8030	Casualty Insurance	$ 7,283	$ 7,797	$ 4,972	$ 5,840	$ 6,611	$ 5,982
6006004	8031	Insurance - Property	45,157	54,411	53,622	56,330	65,340	84,210
6006004	8032	Insurance - Auto	3,383	4,143	3,422	2,488	3,744	4,079
6006004	8033	Insurance - Broker	5,506	5,574	2,205	975	973	920
6006004	8035	Insurance - Worker's Compensation	10,209	13,476	14,546	14,036	15,400	15,400
6006004	8050	Phone/Communications	169	190	166	140	200	200
6006004	8131	Information Technology Cont'l	4,082	5,312	4,493	10,882	9,189	11,241
6006004	8300	Machinery & Equip. Maintenance	-	2,800	3,898	-	3,300	4,000
6006004	8310	Vehicle Maintenance	74,379	105,525	169,626	194,287	200,000	201,755
6006004	8311	Vehicle Accidents	5,724	27,617	27,117	4,827	10,000	10,000
6006004	8312	Fleet & Facilities Services	68,604	83,888	83,835	92,371	99,390	114,489
6006004	8550	Misc. Contracted Services	33	39	70	46	-	-
TOTAL CONTRACTUAL SERVICES			**$ 224,529**	**$ 310,772**	**$ 367,972**	**$ 382,222**	**$ 414,147**	**$ 452,276**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006005	9020	Mileage & Small Bus. Expense	$ -	$ 15	$ -	$ -	$ -	$ -
6006005	9060	Depreciation Expense	16,978	34,624	42,260	33,849	41,590	27,592
6006005	9070	Training & Continuing Educ/Conf	2,809	100	180	1,784	2,000	4,000
TOTAL OTHER CHARGES			**$ 19,787**	**$ 34,739**	**$ 42,440**	**$ 35,633**	**$ 43,590**	**$ 31,592**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 1,943	$ 18,570	$ 19,319	$ 22,778	$ 19,783	$ 23,385
Electricity	71,300	71,545	47,601	4,655	55,244	5,514
Information Technology	18,778	21,796	20,983	20,199	23,205	28,680
Other Indirect Charges	21,639	22,345	9,801	15,535	9,084	16,561
TOTAL INTER-DEPT. CHARGES	**$ 113,660**	**$ 134,256**	**$ 97,704**	**$ 63,167**	**$ 107,316**	**$ 74,140**

* as amended ** as proposed

OPERATING EXPENSES - FLEET MAINTENANCE DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,477,040**	**$ 1,550,499**	**$ 1,620,617**	**$ 1,925,857**	**$ 1,848,106**	**$ 1,935,372**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006006 9621 Buildings & Structures	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
M2201 - In-Ground Vehicle Lift Replacement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 113,920
TOTAL FLEET MAINTENANCE FUND	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 113,920**

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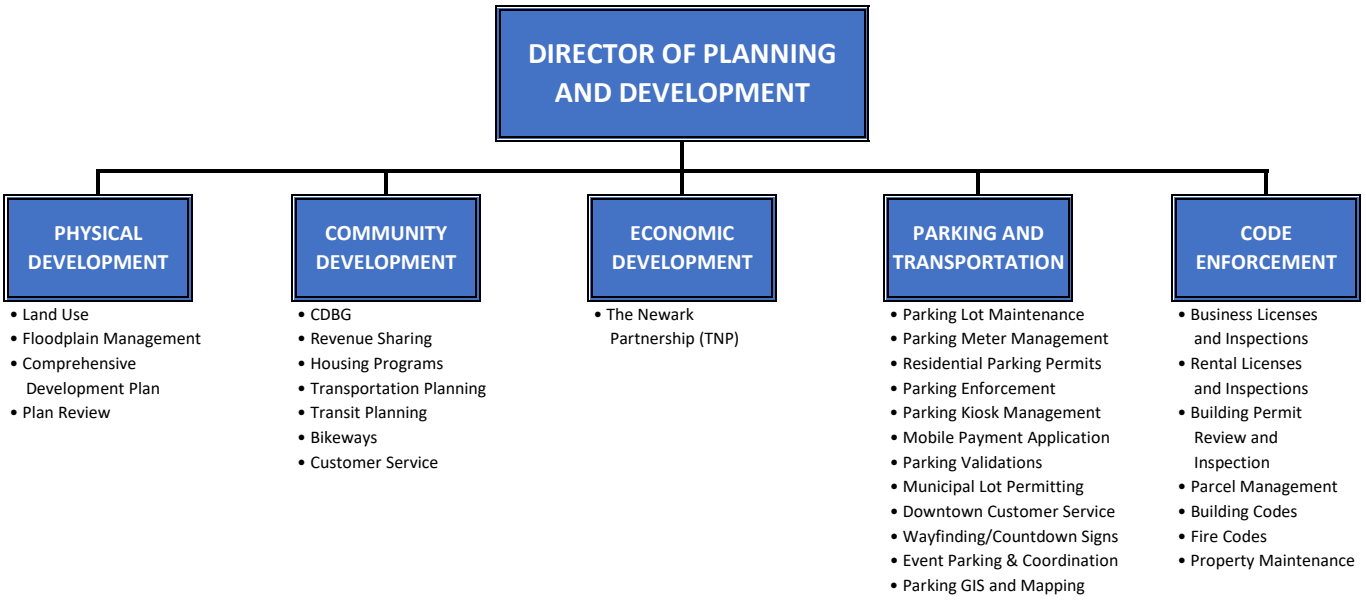
CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART



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

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

Land Use and Planning Division:

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

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

Transportation and Technical Services:

- The Land Use and Planning section also serves as a liaison between the City and federal, state, regional and local agencies to facilitate inter-jurisdictional cooperation and planning on issues of mutual concern. The division develops short and long-term transportation plans in conjunction with other City departments, the City's Traffic Committee and outside agencies such as WILMAPCO and the Delaware Department of Transportation. The Department also administers the UNICITY Bus service, which is set to sunset in 2023.
- The City is working with DART First State for the implementation of the DART Connect microtransit program to provide affordable on-demand public transportation throughout the City of Newark.

Economic Development:

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

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

Code Enforcement Division:

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

  Staff
  The Code Enforcement staff includes: the Code Enforcement Manager, one (1) Lead Property Maintenance Inspector, two (2) additional Property Maintenance Inspectors, one (1) Lead Code Enforcement Officer, three (3) additional Code Enforcement Officers, two (2) Fire Protection Specialists and two (2) Administrative staff.

Parking Division:

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

  Staff
  The Parking Division staff includes: the Parking Division Manager, the Parking Division Field Supervisor, two (2) Customer Service Representatives, two (2) Maintenance field employees, two (2) Full-Time Parking Ambassadors, and fifteen (15) Part-Time Parking Ambassadors. These employees ensure proper facility maintenance and infrastructure for six parking lots and one temporary parking lot, named Municipal Lot 7, on-street kiosks, and other facets of managing a 24/7 parking operation.

UNICITY Bus*:*

- The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.
- The City runs one continuous loop around the City and maintains the buses needed to provide these free services. The City is responsible for the maintenance of the buses and the reporting requirements to the Delaware Transit Corporation. The University of Delaware is responsible for the operation of the buses.
- Unicity is slated to be sunset on September 30 with the launch of DART Connect.

Community Development Block Grant (CDBG):

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

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

Land Use and Planning Division:

The Planning and Development Land Use and Planning Division remained quite busy in 2023 and there continues to be sustained activity and interest in land use applications which continue to take a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

1. Planning completed the BB and RA zoning code updates in December of 2022 after extensive community and stakeholder input. Implementation has been ongoing in 2023 and has resulted in a significant number of resubmissions for plans that were already in progress to comply with the new zoning regulations.

2. Staff has worked to begin what hopefully will become an extensive initiative to improve affordable housing offerings in the City of Newark. Ordinances creating an expedited review timeline, adding affordable housing as a criterion for site plan approval, waiving subdivision and zoning fees, and eliminating parking requirements for affordable housing projects have been approved. An initial presentation regarding inclusionary zoning was given to Planning Commission on August 15 and will be presented to Council on August 21. It is staff's intention to hold stakeholder meetings throughout the fall to get feedback from affected groups to use in developing recommendations to bring to the Planning Commission and Council later this year.

3. The City has been working with DART First State to offer a more accessible transportation option for the Newark residents. DART partnered with the City to kick off the new DART Connect Newark program in August, with the City on track to sunset Unicity in September. This will offer residents a much faster and direct path of travel, compared to Unicity which was a fixed loop mode of travel.

4. The City of Newark was named a Silver-Level Bicycle Friendly Community by the League of American Bicyclists. This joint effort between Planning staff, WILMAPCO, and BikeNewark makes Newark the only Silver-Level community in Delaware and only one of 115 communities nationwide that has a designation of Silver or higher. This is the culmination of a twelve-year effort to move from Bronze to Silver. Recommendations from the League of American Bicyclists as to what would be needed for Newark to move to Gold will be included in the updated Newark Bicycle Plan, which is now beginning the update process.

5. The Newark Transportation Improvement District was adopted by Council in March 2023. This was the completion of a multi-year process to implement the first impact fee that has new development contributing toward the City share of various multimodal transportation projects throughout the City that are on tap through 2045.

Land Use and Planning Division (continued):

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

Planning Commission Activities [September 2022 through August 2023]:

Code Amendments

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

Rezoning

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

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

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

Comprehensive Development Plan Amendments

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

Major/Minor Subdivisions

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

Site Plan Approval

1. 65 South Chapel Street (March 2023)

Special Use Permits

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

Transportation Improvement District (TID)

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

Capital Improvements Plan

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

2023 Work Plan

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

Planning Commission Training

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

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

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

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

Ongoing Land Use Projects

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

Permitting Activities: 2017 to August 15, 2023

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

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

Code Enforcement Division:

Code Enforcement Division 2023 Accomplishments Year to Date

1. The Code Enforcement Division has experienced several vacancies in 2023 with 27% of positions being vacant at some point during the year. The team anticipates being back to full staffing in September but is anticipating potential retirements in 2024. The team continues to work to maintain and improve the level of customer service for permitting and inspections.
2. As of August 15, 2023 the Code Enforcement Division has issued 667 Building Permits and collected $1,389,380.00 in permit fees. We have also processed to date 11 Temporary Certificates of Occupancy at a cost to the applicant of $5,500.00.
3. The Division welcomed a new Code Enforcement Manager and a new Administrative Professional. A second Fire Protection Specialist was approved by Council in July and is anticipated to be hired by September.
4. Staff coordinated with the State Fire Marshal's Office to provide plan review and fire inspection services for the City related to NFPA standards and Code Solutions International LLC to provide plan review services related to the 2018 International Fire Code and City Municipal Code.
5. The Property Maintenance team along with the previous and current Code Enforcement Manager and our consultant Maureen Feeney Roser and Lead Code Enforcement Officer Tim Poole continued to work on the Chapter 17 revisions and amendments to the 2021 International Property Maintenance Code in preparation for presentation to Council. This group presented the nuisance property ordinance to Council in November 2022, which was adopted and implemented.
6. The Property Maintenance team, along with NPD, UDPD, and UD Conflict Resolution performed multiple sessions of community engagement to educate residents on department functions.
7. Staff continues to make progress in evaluating and revising licensing and permitting processes, including auditing the business license and rental license databases to identify unlicensed businesses and rentals.

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

Code Enforcement Division (continued):

CODE ENFORCEMENT 2022 PERMITTING ACTIVITIES

Rentals:

Number of Rental Licenses:	1,927

	Billed	Paid
2022 Rental Billings:	**$ 552,699.00**	**$ 486,550.15**

Business Licenses:

Number of Business Licenses:	833

	Billed	Paid
2022 Business License Bills:	**$ 362,490.27**	**$ 292,042.05**

Code Violation Cases:	
Number of Violations	**664**
Number of Citations	**581**
Citation Billings:	**$ 34,200.00**

2022 Permits: Totals:	Billed	# of Applications
Total Fees:	**$742,349.50**	**1011**

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

Parking Division:

In 2023, the Parking Division continued to make improvements to the Residential Parking Permit Program (RPPP) giving residents additional access to online resources and forms to allow for quicker sign up to the program and to quickly make changes to existing permits within the program. The Division continued its move away from physical permits, opting for digital permits that are verified by the License Plate Recognition (LPR) device and extending this capability into the special residential parking zones. These changes allowed the Division to be more effective in its enforcement within special residential areas by speeding up the license plate reading process. Public feedback on the program continued to be positive, specifically from homeowner residents in the special residential parking districts. This ensured that the Division continued to provide the highest level of customer service to our residents, streamlining the special residential parking application process and allows the Division to quickly find vehicles that are illegally parking in residential areas.

With the temporary loss of parking in Municipal Lot #3 to the Lang-Hyatt hotel project and numerous development projects near public parking lots upcoming, staff continues to work diligently to find parking alternatives for Main Street patrons and employees. The municipal parking supply was supplemented in 2023 with the continued leasing of the property at 19 Haines Street, which was turned into Municipal Lot #7, managed by the T2 Luke Cosmo Multi-Space System and the Passport Parking mobile application. While the owner of the property has approved plans for a new development project, the Parking Division continues to work with the developer in hopes of leasing the surface parking lot until the beginning of construction.

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

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

Transportation and Technical Services:

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

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

Community Development Block Grant (CDBG):

In the 49th year (July 1, 2023 to June 30, 2024), the City allocated $285,000.00 in CDBG funds to 10 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

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

Land Use and Planning Division:

During 2024, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity and the items provided by Council as part of their annual prioritization exercise take priority.

Planning Related Major Initiatives

- Complete the implementation of Tyler Enterprise Permitting and Licensing (formerly known as EnerGov), a product of Tyler Inc. This project is expected to take 12 to 15 months.
- Continue to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup. For 2024, this includes but is not limited to working on developing ordinances for inclusionary housing and reviewing potential changes to the student home ordinance.
- Begin the 10-year update for the Newark Bicycle Plan incorporating recommendations from the League of American Bicyclists
- Successfully launch the Parking Advisory Committee and work with them to determine an implementation plan for the medium and long term goals of the Parking Subcommittee
- Continue to work with the Conservation Advisory Committee and City of Newark staff on implementing the *Newark Sustainability Plan.*
- Continue to work with WILMAPCO to leverage potential federal grant dollars to fund and complete an update to the completed *Newark Area Transit Study Project.*
- Continue to work with the GIS program and related GIS staff to portray land use development information in a parcel-based format.
- Review the Code and make recommended revisions to Planning Commission and City Council as appropriate.

Boards, Committees, and Meetings

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

Land Use and Land Development Activities

- Maintenance of Comprehensive Development Plan V 2.0
- Interaction with the development community and city residents in dealing with zoning and land development codes
- Code Amendments

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

Land Use and Land Development Activities (continued):

- Process Code-mandated responsibilities:
  - Annexations
  - Rezonings
  - Comprehensive Plan Amendments
  - Major Subdivisions
  - Minor Subdivisions
  - Administrative Subdivisions
  - Site Plan Approval Plans
  - Special Use Permits
  - Parking Waivers
  - Requests for Extensions
- Other Code-mandated responsibilities
  - Subdivision Advisory Committee (SAC) administration
  - Building permit review
  - Flood plain review
  - Construction Improvement Plan review
  - Lines and Grades Plan review
  - Review of variance applications
  - Nuisance Property program

Other Regular Duties

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

Planning Commission Support

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

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

Code Enforcement Division:

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

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

Parking Division:

In 2024, the Parking Division hopes to continue expanding parking inventory and services provided to residents, patrons, employees, students, and visitors alike. With new parking equipment, such as multi-space kiosks, mobile payment technology, geographic information systems, and countdown signage, the Division strives to continue improvements in services to those parking customers and residents that live within the City of Newark. As we continue our commitment to service excellence, we want those that use the public parking inventory to have a positive experience within the City, ensuring that they want to return and patronize its businesses, parks, and other amenities available. The Division plans on doing this by continuing back-office oversight of multi-space and mobile parking systems in 2024 and beyond, as well as considering public feedback on its parking systems and investigating new add-ons and technologies in the parking industry. With an increase in student enrollment at the University of Delaware, the Division will need to have continued dialogue with the University, an important partner in the success of the City, to ensure that all persons that visit the City have good experiences through parking wayfinding and are aware when parking areas are difficult to park in due to high occupancy.

The Parking Division is eager to work with not only UD, but also with private partners to increase the parking inventory and ensure that parking throughout Newark is managed properly and with our residents and patrons in mind. The Division will continue to get public input through public events, charrettes, and workshops to increase the quality of customer service it provides and to ensure that those who visit Newark are likely to come back. The Parking Division also plans to continue working with City residents to gather their feedback on ways to improve parking for our residents, patrons, and visitors, ensuring that those that live in and are connected to the City have a seat at the table when discussions on parking arise. To achieve this, a Parking Advisory Committee has been established to advise Council on future parking proposals, giving City residents and stakeholders an opportunity to be part of the problem-solving process regarding City parking issues.

Parking Division (continued):

In 2024, the Parking Division is looking to add Parking Coordinators to assist with support and oversite during off peck night and weekends hours for the part-time Parking Ambassadors when our full-time management staff is not working to provide support. The Division is adding a third License Plate Recognition (LPR) device to the Parking fleet, allowing the Division to be more efficient while enforcing the Newark downtown parking district. The Parking Division also is proposing body-worn safety cameras for the Parking Ambassadors to build on the recently installed cameras in Parking Division vehicles. These cameras will allow the Parking Division to monitor employee-to-customer interactions from the field and use them for training purposes, as well as reviewing what the Ambassador saw in the field for parking appeal purposes. In addition, the added safety aspect of the cameras should help in-field employees with de-escalation of negative interactions with patrons receiving citations or being asked to relocate their vehicle when not in compliance with Newark's Parking Code.

Transportation and Technical Services:

In 2024, staff will continue the effort to encourage multi-modal transportation in Newark through the 10-year update of the Newark Bicycle Plan. In addition, staff will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V 2.0, and the Newark Bicycle Plan, as well as implementing the Newark Transportation Improvement District, and partnering with DART to successfully execute the newly implemented DART Connect microtransit program.

Economic Development:

In 2024, the goal is to work with The Newark Partnership to continue to develop and expand economic development programs such as the business ambassador program to help new and existing businesses navigate processes in the City to launch or expand as well as the business roundtables to collect feedback on how the City can be more business friendly.

Community Development Block Grant (CDBG):

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

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

* as amended ** as proposed

PLANNING DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 461,618	$ 483,609	$ 522,760	$ 745,490	$ 849,000	$ 843,678
Materials and Supplies	2,524	1,359	5,204	7,169	2,750	2,750
Contractual Services	314,530	163,859	157,932	230,458	226,148	228,776
Other Charges	339,129	178,594	183,479	357,266	275,858	445,750
Subtotal	$ 1,117,801	$ 827,421	$ 869,375	$ 1,340,383	$ 1,353,756	$ 1,520,954
Inter-Dept. Charges	12,641	28,181	37,754	40,841	44,294	77,235
Total Operating Expenses	**$ 1,130,442**	**$ 855,602**	**$ 907,129**	**$ 1,381,224**	**$ 1,398,050**	**$ 1,598,189**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111112	6020	Supervisory	$ 113,363	$ 113,263	$ 113,853	$ 176,478	$ 235,798	$ 238,633
0111112	6030	Engineering/Technical	101,926	117,650	122,356	216,210	220,009	238,916
0111112	6080	Clerical	48,871	49,454	37,077	43,537	46,171	49,444
0111112	6580	Service Award	1,881	2,072	2,366	2,748	4,634	5,853
0111112	6590	Sick Pay	1,503	1,562	2,210	3,465	2,682	5,126
0111112	6615	Interns	7,249	6,000	-	-	-	-
0111112	6620	Overtime	34,566	27,078	40,586	27,247	20,000	20,000
0111112	6860	Other Wages	-	5,168	8,141	15,775	-	-
0111112	6885	Device Reimbursement	600	600	600	900	1,200	1,200
0111112	6920	Unemployment Comp. Ins.	1,327	1,239	1,479	2,478	2,205	836
0111112	6930	Social Security Taxes	23,093	22,926	24,230	35,515	39,687	41,911
0111112	6940	City Pension Plan	20,790	25,830	58,006	55,593	66,723	60,301
0111112	6941	Defined Contribution 401(a) Plan	15,955	16,625	16,466	26,118	33,922	33,834
0111112	6950	Term Life Insurance	1,301	1,296	1,209	1,733	2,198	2,142
0111112	6960	Group Hospitalization Ins.	68,944	71,439	72,352	105,109	144,021	119,684
0111112	6961	Long-Term Disability Ins.	561	566	440	498	598	811
0111112	6962	Dental Insurance	3,918	3,884	3,760	5,960	7,566	6,206
0111112	6963	Flexible Spending Account	-	-	-	58	63	126
0111112	6964	Health Savings Account	3,000	3,000	3,125	4,500	3,000	-
0111112	6965	Post-Employment Benefits	8,377	9,613	10,161	13,620	8,310	8,310
0111112	6966	Retirement Health Savings Account	4,201	4,155	4,159	7,682	8,916	9,048
0111112	6967	Emergency Room Reimbursements	-	-	-	-	960	962
0111112	6968	Vision Insurance Premiums	192	189	184	266	337	335
TOTAL PERSONNEL SERVICES			**$ 461,618**	**$ 483,609**	**$ 522,760**	**$ 745,490**	**$ 849,000**	**$ 843,678**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended ** as proposed

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

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111114	8020	Advertising	$ 5,572	$ 5,224	$ 3,398	$ 2,636	$ 4,000	$ 4,000
0111114	8030	Casualty Insurance	5,665	6,064	5,782	9,320	11,805	10,683
0111114	8033	Insurance - Broker	520	525	866	1,551	1,738	1,643
0111114	8035	Insurance - Worker's Compensation	611	793	1,035	1,276	1,400	1,400
0111114	8131	Information Technology Cont'l	14,458	12,541	12,861	16,791	17,346	18,471
0111114	8180	Consulting Fees	226,542	106,653	67,134	131,641	110,000	110,000
0111114	8220	Revenue Sharing Program	55,834	21,937	56,687	59,869	71,390	73,300
0111114	8312	Fleet & Facilities Services	3,639	4,449	5,270	7,353	7,469	8,279
0111114	8550	Misc. Contracted Services	1,689	5,673	4,899	21	1,000	1,000
TOTAL CONTRACTUAL SERVICES			**$ 314,530**	**$ 163,859**	**$ 157,932**	**$ 230,458**	**$ 226,148**	**$ 228,776**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111115	9002	Subvention - Aetna Hook and Ladder	$ 174,246	$ 174,246	$ 174,246	$ 274,246	$ 182,958	$ 350,000
0111115	9003	Subvention - Newark Ambulance	3,000	3,000	3,000	3,000	3,150	5,000
0111115	9005	Subvention - Newark Partnership	150,000	-	-	75,000	75,000	75,000
0111115	9020	Mileage & Small Bus. Exp.	39	-	-	237	750	750
0111115	9070	Training & Continuing Educ/Conf	11,844	1,348	6,233	4,783	14,000	15,000
TOTAL OTHER CHARGES			**$ 339,129**	**$ 178,594**	**$ 183,479**	**$ 357,266**	**$ 275,858**	**$ 445,750**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 1,783	$ 12,650	$ 26,855	$ 31,620	$ 27,142	$ 33,578
Electricity Used	-	1,228	823	781	954	926
Information Technology	19,014	22,069	21,246	20,452	23,495	50,191
Mailroom and Postage	447	445	454	573	499	705
Printing and Reproduction	409	266	335	261	456	502
Records	9,795	10,619	11,004	11,224	11,873	12,765
Services to Utility Funds	(18,807)	(19,096)	(22,963)	(24,070)	(20,125)	(21,432)
TOTAL INTER-DEPT. CHARGES	**$ 12,641**	**$ 28,181**	**$ 37,754**	**$ 40,841**	**$ 44,294**	**$ 77,235**

* as amended ** as proposed

OPERATING EXPENSES - PLANNING DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,130,442**	**$ 855,602**	**$ 907,129**	**$ 1,381,224**	**$ 1,398,050**	**$ 1,598,189**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

* as amended ** as proposed

CODE ENFORCEMENT DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,251,964	$ 1,432,216	$ 1,354,817	$ 1,345,015	$ 1,416,267	$ 1,693,825
Materials and Supplies	9,496	5,160	2,785	6,085	10,200	22,942
Contractual Services	121,042	99,610	103,632	111,317	191,688	224,897
Other Charges	12,223	17,396	14,153	15,461	19,950	155,770
Subtotal	$ 1,394,725	$ 1,554,382	$ 1,475,387	$ 1,477,878	$ 1,638,105	$ 2,097,434
Inter-Dept. Charges	58,986	92,956	91,301	88,832	98,303	134,300
Total Operating Expenses	**$ 1,453,711**	**$ 1,647,338**	**$ 1,566,688**	**$ 1,566,710**	**$ 1,736,408**	**$ 2,231,734**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121082	6020	Supervisory	$ 42,000	$ 81,937	$ 77,364	$ 85,592	$ 92,647	$ 97,191
0121082	6080	Clerical	109,771	119,720	118,731	122,653	126,304	149,389
0121082	6230	Maintenance Workers	-	363	-	-	-	-
0121082	6260	Code Enforcement	544,600	598,032	566,562	561,909	589,124	727,822
0121082	6580	Service Award	15,538	17,240	16,604	11,761	12,534	13,507
0121082	6590	Sick Pay	3,968	4,955	12,110	14,486	3,637	3,590
0121082	6620	Overtime	24,393	20,684	17,496	13,782	25,000	25,000
0121082	6880	Uniform Allowance	1,920	1,920	1,760	1,800	1,920	2,400
0121082	6885	Device Reimbursement	350	600	600	600	600	600
0121082	6920	Unemployment Comp. Ins.	3,120	3,470	3,243	3,344	3,132	1,764
0121082	6930	Social Security Taxes	54,763	62,619	60,017	59,209	62,598	74,375
0121082	6940	City Pension Plan	150,090	190,766	147,748	131,517	157,848	142,649
0121082	6941	Defined Contribution 401(a) Plan	15,312	19,321	18,609	25,951	29,377	43,289
0121082	6950	Term Life Insurance	3,935	4,255	3,799	3,526	3,815	4,381
0121082	6960	Group Hospitalization Ins.	202,187	215,852	215,722	219,625	244,146	335,369
0121082	6961	Long-Term Disability Ins.	1,582	1,768	1,365	984	1,057	1,341
0121082	6962	Dental Insurance	9,933	10,981	10,601	10,593	11,426	14,723
0121082	6963	Flexible Spending Account	205	247	252	352	189	378
0121082	6964	Health Savings Account	1,500	1,500	1,500	-	-	-
0121082	6965	Post-Employment Benefits	59,659	69,516	73,849	66,536	39,810	39,810
0121082	6966	Retirement Health Savings Account	5,009	5,915	5,619	8,082	8,916	13,572
0121082	6967	Emergency Room Reimbursements	1,600	-	685	2,160	1,595	1,885
0121082	6968	Vision Insurance Premiums	529	555	581	553	592	790
TOTAL PERSONNEL SERVICES			**$ 1,251,964**	**$ 1,432,216**	**$ 1,354,817**	**$ 1,345,015**	**$ 1,416,267**	**$ 1,693,825**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

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

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121084	8020	Advertising	$ -	$ -	$ -	$ 175	$ 500	$ 500
0121084	8030	Casualty Insurance	7,013	7,508	13,202	16,416	18,888	17,092
0121084	8032	Insurance - Auto	9,505	9,033	11,280	9,627	14,400	15,690
0121084	8033	Insurance - Broker	1,689	1,705	2,438	2,756	2,780	2,628
0121084	8035	Insurance - Worker's Compensation	24,530	32,500	23,118	3,828	4,200	4,200
0121084	8040	Merchant Fees and Discounts	20,636	8,735	11,312	11,187	15,000	15,750
0121084	8050	Phone/Communications	2,088	274	-	-	-	504
0121084	8120	Outside Consulting	-	-	-	-	82,500	85,000
0121084	8131	Information Technology Cont'l	23,306	21,830	22,412	28,487	29,390	35,966
0121084	8312	Fleet & Facilities Services	32,065	17,915	19,728	38,641	23,830	38,567
0121084	8550	Misc. Contracted Services	210	110	142	200	200	9,000
TOTAL CONTRACTUAL SERVICES			**$ 121,042**	**$ 99,610**	**$ 103,632**	**$ 111,317**	**$ 191,688**	**$ 224,897**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 4,689	$ 29,306	$ 30,392	$ 30,941	$ 31,024	$ 37,104
Electricity Used	-	955	640	607	742	720
Information Technology	51,644	59,940	57,706	55,548	63,815	93,214
Mailroom and Postage	1,024	1,020	1,039	971	1,143	1,300
Printing and Reproduction	296	193	243	189	331	364
Records	1,333	1,542	1,281	576	1,248	1,598
TOTAL INTER-DEPT. CHARGES	**$ 58,986**	**$ 92,956**	**$ 91,301**	**$ 88,832**	**$ 98,303**	**$ 134,300**

* as amended ** as proposed

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,453,711**	**$ 1,647,338**	**$ 1,566,688**	**$ 1,566,710**	**$ 1,736,408**	**$ 2,231,734**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Summary:

* as amended ** as proposed

PARKING DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
REVENUE						
Parking Lot Revenues	$ 1,645,623	$ 902,751	$ 1,555,409	$ 2,356,490	$ 4,263,500	$ 3,366,000
Other Revenues	1,119,531	236,064	216,675	6,853	12,000	-
Gross Operating Revenue	$ 2,765,154	$ 1,138,815	$ 1,772,084	$ 2,363,343	$ 4,275,500	$ 3,366,000
OPERATING EXPENSES						
Personnel Services	$ 1,406,090	$ 1,166,155	$ 1,005,753	$ 1,222,767	$ 1,308,274	$ 1,496,552
Materials and Supplies	37,898	21,631	31,696	21,097	48,600	69,545
Contractual Services	455,963	362,934	677,511	782,071	734,092	816,078
Other Charges	91,804	111,801	125,924	133,275	142,145	152,350
Subtotal	$ 1,991,755	$ 1,662,521	$ 1,840,884	$ 2,159,210	$ 2,233,111	$ 2,534,525
Inter-Dept. Charges	214,795	301,310	285,842	278,548	309,079	144,065
Total Operating Expenses	**$ 2,206,550**	**$ 1,963,831**	**$ 2,126,726**	**$ 2,437,758**	**$ 2,542,190**	**$ 2,678,590**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5495402	6020	Supervisory	$ 149,056	$ 161,472	$ 159,015	$ 162,701	$ 174,105	$ 180,153
5495402	6072	Parking Enforcement	344,373	320,341	353,976	362,437	477,172	553,470
5495402	6080	Clerical	82,700	94,498	96,579	102,451	108,716	123,571
5495402	6230	Maintenance Workers	114,507	123,116	121,081	123,473	127,346	131,258
5495402	6580	Service Award	7,077	8,187	8,874	9,644	10,981	12,539
5495402	6590	Sick Pay	3,438	4,822	4,509	3,577	6,811	6,224
5495402	6600	Part-Time	262,578	91,022	38,666	11,218	-	-
5495402	6620	Overtime	1,419	1,826	1,556	2,151	1,800	5,000
5495402	6621	Shift Differential	3,462	1,426	832	182	-	-
5495402	6880	Uniform Allowance	1,200	1,200	1,200	1,200	1,200	1,200
5495402	6885	Device Reimbursement	1,800	1,800	1,800	1,800	1,800	1,800
5495402	6920	Unemployment Comp. Ins.	9,780	7,405	6,185	5,563	6,035	3,024
5495402	6930	Social Security Taxes	72,558	60,287	58,909	58,141	67,872	75,219
5495402	6940	City Pension Plan	170,228	264,864	(193,598)	183,957	97,753	88,345
5495402	6941	Defined Contribution 401(a) Plan	9,269	10,499	9,908	11,240	11,877	18,376
5495402	6950	Term Life Insurance	2,462	2,593	2,470	2,392	2,501	3,063
5495402	6960	Group Hospitalization Ins.	138,107	144,981	138,563	145,904	167,590	241,908
5495402	6961	Long-Term Disability Ins.	997	1,066	857	651	681	1,030
5495402	6962	Dental Insurance	8,479	8,479	7,471	8,638	9,072	11,906
5495402	6963	Flexible Spending Account	63	63	58	126	126	126
5495402	6965	Post-Employment Benefits	16,239	(149,117)	182,318	19,595	28,690	28,690
5495402	6966	Retirement Health Savings Account	4,201	4,428	4,050	4,393	4,458	7,540
5495402	6967	Emergency Room Reimbursements	1,600	400	-	800	1,160	1,450
5495402	6968	Vision Insurance Premiums	497	497	474	533	528	660
TOTAL PERSONNEL SERVICES			**$ 1,406,090**	**$ 1,166,155**	**$ 1,005,753**	**$ 1,222,767**	**$ 1,308,274**	**$ 1,496,552**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

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

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5495404	8020	Advertising/Signage	$ 4,764	$ 980	$ 5,283	$ 4,947	$ 5,000	$ 5,000
5495404	8030	Casualty Insurance	4,586	4,909	14,794	19,383	22,193	20,083
5495404	8032	Insurance - Auto	6,122	6,563	7,351	6,123	9,216	10,042
5495404	8033	Insurance - Broker	1,104	1,115	2,669	3,252	3,267	3,088
5495404	8035	Insurance - Worker's Compensation	28,696	38,049	34,431	22,969	25,200	25,200
5495404	8040	Merchant Fees and Discounts	191,875	77,743	303,201	430,910	320,000	400,000
5495404	8050	Phone/Communications	4,772	1,739	1,198	1,174	1,200	1,200
5495404	8130	Building & Equipment Rental	48,622	98,622	114,384	125,558	137,110	143,966
5495404	8131	Information Technology Cont'l	70,977	45,182	65,042	60,811	73,601	83,367
5495404	8250	Building & Grounds	425	9,475	-	-	1,500	1,500
5495404	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5495404	8300	Mach. & Equip. Maint.	57,241	24,605	65,933	58,200	65,000	65,000
5495404	8312	Fleet & Facilities Services	35,017	52,129	54,787	46,031	63,305	50,132
5495404	8313	Self-Insurance Services	-	-	5,961	-	-	-
5495404	8550	Misc. Contracted Services	1,762	1,823	2,477	2,713	5,000	5,000
TOTAL CONTRACTUAL SERVICES			**$ 455,963**	**$ 362,934**	**$ 677,511**	**$ 782,071**	**$ 734,092**	**$ 816,078**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 15,367	$ 73,266	$ 75,781	$ 79,142	$ 77,129	$ 63,048
Electricity	11,800	6,300	3,800	4,200	4,400	5,000
Information Technology	178,403	207,061	199,340	191,893	220,456	71,704
Mailroom and Postage	2,486	2,476	2,522	2,432	2,775	2,187
Other Indirect Expenses	3,503	8,464	1,290	(563)	1,290	(563)
Records	3,236	3,743	3,109	1,444	3,029	2,689
TOTAL INTER-DEPT. CHARGES	**$ 214,795**	**$ 301,310**	**$ 285,842**	**$ 278,548**	**$ 309,079**	**$ 144,065**

* as amended ** as proposed

OPERATING EXPENSES - PARKING DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 2,206,550**	**$ 1,963,831**	**$ 2,126,726**	**$ 2,437,758**	**$ 2,542,190**	**$ 2,678,590**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
5495406	9620	Land & Land Improvement	$ 175,135	$ -	$ -	$ -	$ -	$ -
5495406	9622	Machinery & Equipment	329,702	100,883	75,571	-	62,792	97,858
TOTAL CAPITAL PROJECTS BUDGET			**$ 504,837**	**$ 100,883**	**$ 75,571**	**$ -**	**$ 62,792**	**$ 97,858**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
V2401 - Parking Ambassador Body Cameras	$ 22,858	$ -	$ -	$ -	$ -	$ -	$ -	$ -
V2402 - Parking Kiosk Replacements/Parts	35,000	-	-	-	-	-	-	-
V2403 - Parking Radio System	40,000	-	-	-	-	-	-	-
V2302 - Parking Lot Surface Maintenance	-	200,000	-	-	-	-	-	-
TOTAL PARKING FUND	**$ 97,858**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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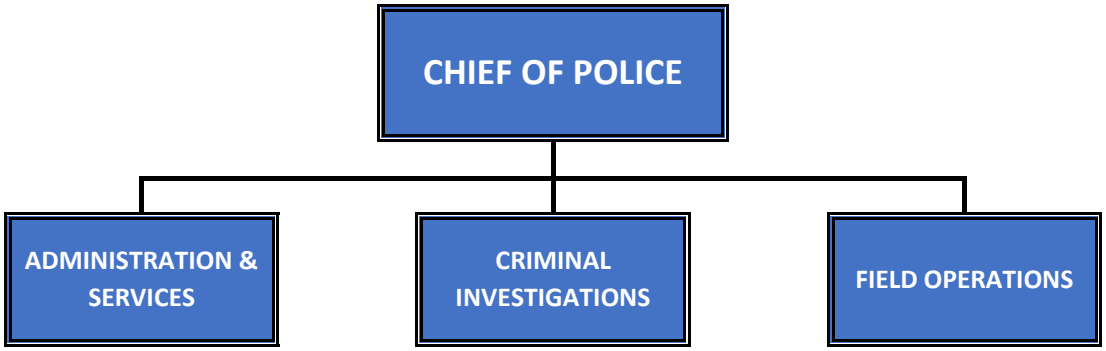
CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
ORGANIZATIONAL CHART



Administration Division:
- Office of Professional Standards
- Crime Analysis and Prevention
- Accreditation
- School Resource Officer
- Police Evidence Custodian
- Evidence Detection Unit
- Property Coordinator
- Training Officer
- Volunteers
- Communications Section
- Records Section

Auxiliary Services:
- Technology
- Grant Management

Criminal Investigation Division:
- General Investigations Unit
- Special Investigations Unit
- Family Services Unit
- Street Crime Unit
- Victim Services

Special Enforcement Division:
- Traffic Unit
- Special Operation Unit
- K9 Unit
- Animal Control

Patrol Division:
- A Platoon
- B Platoon
- C Platoon
- D Platoon
- E Platoon

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

In January 2023, the police department completed an organizational realignment due to the retirement of the Chief of Police and the appointment of Deputy Chief Mark Farrall to Chief of Police. Due to this appointment, the agency realigned the organizational structure to one Deputy Chief (from two) and added a second Captain (from one).

The Newark Police Department's authorized strength of 104 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

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

- **Patrol Division:**
  The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. The Patrol Division is comprised of five patrol platoons each with 7 officers assigned to it. In 2022, the police department logged 44,318 calls for service in the Computer Aided Dispatch System. Oversight of the division is maintained by the Patrol Division Lieutenant.

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

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

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

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

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

Administration and Investigations Bureau: The Administration and Investigations Bureau is broken down into two main components: The Administration Division and the Criminal Investigations Division. Oversight of the bureau is provided by the Captain of Administration and Investigations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Communications Division:

The Communications Center and Records Unit are managed by the PSAP and Police Records Manager who reports directly to the Deputy Chief of Police.

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

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

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

Performance Indicators:	2019	2020	2021	2022
Service / Arrest Statistics:				
Calls for Service	49,755	38,556	47,993	44,318
Adult Criminal Charges	2,612	847	1,520	1,709
Juvenile Criminal Charges	177	41	107	71
Adult Civil Charges	n/a	n/a	438	311
Juvenile Civil Charges	n/a	n/a	7	7
Part I Crime Statistics:				
Homicide (Attempts)	1(0)	0(0)	1(0)	0(0)
Kidnap	2	5	2	3
Rape	6	4	5	9
Unlawful Sexual Contact	5	6	8	6
Robbery	18	23	22	16
Aggravated Assault	25	19	29	20
Burglary	67	40	36	36
Theft	584	550	703	765
Theft / Auto	47	70	62	61
Arson	0	0	0	0
All Other	111	162	14	26
Part I Crime Statistics Total:	**866**	**881**	**881**	**942**
Part II Crime Statistics Total:	**2,259**	**1,978**	**2,934**	**2,979**
Public Order Incidents: (Included in above Part II Crimes)				
Alcohol	184	41	161	263
Noise	647	594	799	527
Disorderly Conduct	176	166	424	372
Misdemeanor Assaults	277	277	244	295
Traffic Statistics:				
Motor Vehicle Arrests	11,551	4,110	12,514	10,734
DUI Arrests	213	92	181	156
Accidents	1,391	832	1,247	1,142
Fatalities	2	0	1	1
Injury Accidents	235	147	188	182

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments of 2023 include:

- Accreditation Year 1 Review (web-based) for Police and Communications
- Increased Hiring bonus for certified police officers
- Recruitment and hiring of nine new police officers
- Continued partnership with Epic Recruiting Services
- Approval of assigned vehicle program

Notable Training:

- Fair and Impartial Policing Training
- Active Bystandership for Law Enforcement Project
- Advanced Crisis Intervention Training
- Supervisory and Executive Leadership Training
- NJSACOP Command and Leadership Program
- Alice (Active Shooter) Instructor Training
- Celebrite Recertification Training
- Advanced School Resource Officer Training
- Armorer Training
- Drug Recognition Expert Training
- Advanced Firearms Instructor Training
- Patrol Supervisor Response to Critical Incidents
- Critcal Incident Reunification
- Alert 2

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments of 2023 include (continued):

Community Events and Social Media Outreach:

- National Night Out
- Community Days
- Presents with Police
- Active Facebook, Instagram, Next Door, Neighbors, and Twitter Accounts (Over 25,000 followers)
- Partnerships with Newark Parks and Recreation Camps
- Career Fairs
- Mobile PAL Programing

Technology:

- New and upgraded City surveillance cameras
- New and upgraded LPR systems

Equipment Upgrades:

- Refurbished and updated dispatch consoles

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2024 DEPARTMENTAL GOALS

Newark Police Department Strategic Goals for 2024 include:

GOAL ONE: PREVENT AND SOLVE CRIME

Objective 1.1 Implement proactive crime fighting strategies

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

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

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

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

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

Objective 1.2 Develop strategies designed to reduce victimization.

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

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

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

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

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

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

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

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

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

Objective 1.4 Enhance Traffic Safety

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

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

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

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

Action item - Conduct educational outreach campaigns.

Action item - Develop and implement targeted enforcement strategies.

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

GOAL TWO: ENHANCE, STRENGHTHEN, AND SUSTAIN PARTNERSHIPS

Objective 2.1 Enhance public perception and value through positive interactions.

Action item - Enhance customer service philosophy.

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

Objective 2.2 Enhance partnership opportunities with local businesses.

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

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

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

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

Action item - Explore utilization of volunteers and interns.

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

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

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

Objective 2.4 Increase proactive media presence

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

Objective 2.5 Continue interagency cooperation

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

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

Action item – Assess and identify relationships with regional law enforcement

agencies.

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

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

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

GOAL THREE: RECRUIT A DIVERSE AND QUALITY WORKFORCE

Objective 3.1 Enhance recruiting strategies

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

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

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

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

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

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

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

Objective 3.2 Review hiring practices

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

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

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2024 DEPARTMENTAL GOALS

GOAL FOUR: ENHANCE PROFESSIONAL DEVELOPMENT, LEADERSHIP AND OFFICER RETENTION

Objective 4.1 Evaluate and update the Field Training Program

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

Objective 4.2 Develop employee competency and capabilities

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

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

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

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

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

Objective 4.3 Develop current and future leaders

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

Action step - Develop and implement formal succession plan.

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

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

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

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

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

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

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

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

Objective 4.5 Officer Retention

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

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

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

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

Action step – Evaluate and develop growth opportunities for personnel.

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

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

GOAL FIVE: ENHANCE INFRASTRUCTURE, EQUIPMENT, AND TECHNOLOGY

Objective 5.1 Continue with plans to build indoor range facilities

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

Action step – Continue to explore potential range locations.

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

Objective 5.2 Improve evidence storage capabilities

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

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

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

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

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

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

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

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

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

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

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

Objective 5.6 Improve mobile workforce capabilities

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

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

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

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

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

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

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

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Police Department

Summary:

* as amended ** as proposed

POLICE DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 12,685,332	$ 13,659,044	$ 13,847,220	$ 14,084,191	$ 15,055,154	$ 15,670,642
Materials and Supplies	203,497	141,419	141,875	230,452	330,270	336,924
Contractual Services	1,281,415	1,430,987	1,557,517	1,524,695	1,755,668	1,745,488
Other Charges	363,565	366,131	414,147	612,358	588,980	662,382
Subtotal	$ 14,533,809	$ 15,597,581	$ 15,960,759	$ 16,451,696	$ 17,730,072	$ 18,415,436
Inter-Dept. Charges	563,502	861,598	824,670	816,983	820,501	1,138,644
Total Operating Expenses	**$ 15,097,311**	**$ 16,459,179**	**$ 16,785,429**	**$ 17,268,679**	**$ 18,550,573**	**$ 19,554,080**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121092	6020	Supervisory	$ 2,011,792	$ 2,087,521	$ 2,051,781	$ 2,217,064	$ 2,248,088	$ 2,300,515
0121092	6030	Engineering/Technical	51,912	57,210	58,503	62,060	65,804	70,468
0121092	6070	Police Officers	3,817,436	4,257,354	4,148,969	4,184,943	4,617,151	5,076,294
0121092	6073	Communications	783,116	863,656	819,188	820,666	945,905	910,019
0121092	6074	Animal Control	54,455	59,713	58,801	59,937	61,096	62,868
0121092	6080	Clerical	234,630	258,513	226,883	286,023	319,905	335,401
0121092	6540	Education Stipend	35,250	54,750	50,000	52,000	48,000	44,000
0121092	6541	Hazard Pay	-	-	-	134,000	-	-
0121092	6580	Service Award	134,708	143,906	145,828	40,439	40,620	43,868
0121092	6590	Sick Pay	86,988	117,555	98,259	130,648	90,460	97,148
0121092	6600	Part-Time	43,867	48,216	48,466	47,175	46,873	48,279
0121092	6619	Standby Pay	51,423	67,402	44,741	58,504	47,969	49,408
0121092	6620	Overtime	418,145	264,846	394,234	407,827	420,631	433,250
0121092	6621	Shift Differential	11,760	15,312	12,347	12,452	16,575	16,907
0121092	6622	Holiday Premium	127,664	178,682	82,870	122,529	128,750	132,613
0121092	6629	Reimbursable Overtime	207,870	186,462	236,120	309,047	155,837	160,512
0121092	6880	Uniform Allowance	23,793	24,351	21,885	21,552	25,450	28,350
0121092	6885	Device Reimbursement	2,050	3,000	2,900	3,100	3,000	3,600
0121092	6920	Unemployment Comp. Ins.	26,867	30,273	27,423	27,985	27,010	12,978
0121092	6930	Social Security Taxes	600,316	643,415	621,865	668,174	672,907	715,005
0121092	6940	City Pension Plan	1,530,860	1,650,000	2,031,940	1,818,243	2,182,385	1,972,180
0121092	6941	Defined Contribution 401(a) Plan	30,764	41,692	51,318	60,264	72,079	77,060
0121092	6943	State Pension Plan	-	-	8,564	33,966	70,030	193,394
0121092	6950	Term Life Insurance	35,143	36,548	33,342	30,704	33,884	36,059
0121092	6960	Group Hospitalization Ins.	1,581,688	1,675,957	1,673,428	1,584,226	2,074,455	2,201,988
0121092	6961	Long-Term Disability Ins.	15,216	16,115	12,498	9,155	10,075	10,904
0121092	6962	Dental Insurance	84,983	87,038	83,952	79,567	99,773	98,830
0121092	6963	Flexible Spending Account	788	882	714	966	945	630
0121092	6964	Health Savings Account	4,500	7,500	9,000	9,313	9,000	-
0121092	6965	Post-Employment Benefits	626,062	721,839	732,275	725,801	435,400	435,400
0121092	6966	Retirement Health Savings Account	37,054	44,864	46,962	52,744	66,127	82,940
0121092	6967	Emergency Room Reimbursements	9,778	9,855	7,747	8,860	13,699	14,500
0121092	6968	Vision Insurance Premiums	4,454	4,617	4,417	4,257	5,271	5,274
TOTAL PERSONNEL SERVICES			**$ 12,685,332**	**$ 13,659,044**	**$ 13,847,220**	**$ 14,084,191**	**$ 15,055,154**	**$ 15,670,642**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121093	7040	Firearm Supplies	$ 50,863	$ 39,189	$ 10,341	$ 48,969	$ 88,429	$ 76,705
0121093	7130	Tools and Small Equipment	34,176	39,545	38,450	75,046	95,632	109,344
0121093	7131	Information Technology Supplies	-	489	-	650	1,000	1,000
0121093	7135	Forensic/Photography Supplies	7,001	6,343	7,438	7,198	7,613	7,994
0121093	7140	Uniforms	92,888	44,423	70,315	82,206	115,146	119,431
0121093	7141	Uniform Allowance	95	-	-	-	-	-
0121093	7150	Office Supplies	12,768	8,540	9,979	9,726	15,000	15,000
0121093	7160	Books, Periodicals, Etc.	-	361	1,243	817	1,500	1,500
0121093	7200	Copying Supplies	4,312	1,911	3,046	4,772	4,500	4,500
0121093	7530	Prisoners' Expenses	183	14	-	-	250	250
0121093	7550	Misc. Supplies	1,211	604	1,063	1,068	1,200	1,200
TOTAL MATERIALS & SUPPLIES			**$ 203,497**	**$ 141,419**	**$ 141,875**	**$ 230,452**	**$ 330,270**	**$ 336,924**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121094	8020	Advertising	$ 1,104	$ 308	$ 1,305	$ 1,176	$ 1,500	$ 1,500
0121094	8030	Casualty Insurance	114,710	122,731	126,160	136,000	155,826	141,007
0121094	8031	Insurance - Property	2,173	2,637	918	-	-	-
0121094	8032	Insurance - Auto	48,227	56,606	65,578	54,859	82,656	90,062
0121094	8033	Insurance - Broker	17,228	17,377	21,415	22,878	22,935	21,679
0121094	8035	Insurance - Worker's Compensation	299,490	395,546	401,350	347,718	381,500	381,500
0121094	8050	Phone/Communications	22,303	13,603	11,291	9,191	10,900	10,900
0121094	8130	Building & Equipment Rental	22,500	30,600	4,500	6,750	10,350	10,350
0121094	8131	Information Technology Cont'l	117,462	119,421	120,031	233,642	253,768	323,044
0121094	8180	Consulting Fees	4,695	4,695	4,695	4,695	5,000	7,690
0121094	8300	Mach. & Equip. Maintenance	5,643	1,824	-	782	6,000	6,000
0121094	8312	Fleet & Facilities Services	547,347	606,638	662,854	657,432	784,283	705,256
0121094	8313	Self-Insurance Services	43,289	26,825	95,310	5,165	-	-
0121094	8480	Communication Equip. Maint.	377	1,082	2,074	1,596	1,500	1,500
0121094	8550	Misc. Contracted Svc.	27,243	24,047	32,746	36,259	31,950	37,500
0121094	8570	Annual Reports & Pub. Rel.	7,624	7,047	7,290	6,552	7,500	7,500
TOTAL CONTRACTUAL SERVICES			**$ 1,281,415**	**$ 1,430,987**	**$ 1,557,517**	**$ 1,524,695**	**$ 1,755,668**	**$ 1,745,488**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0121095	9020	Mileage & Small Bus. Exp.	$ 3,408	$ 1,242	$ 1,211	$ 1,384	$ 3,500	$ 3,500
0121095	9030	Recruitment & Retention Expenses	11,805	12,369	8,443	100,596	50,000	34,000
0121095	9060	Depreciation Expense	302,609	334,838	377,905	465,075	467,980	545,882
0121095	9070	Training & Continuing Educ/Conf	45,743	17,682	26,588	45,303	67,500	79,000
TOTAL OTHER CHARGES			**$ 363,565**	**$ 366,131**	**$ 414,147**	**$ 612,358**	**$ 588,980**	**$ 662,382**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 39,152	$ 260,090	$ 269,879	$ 288,880	$ 275,642	$ 329,059
Electricity	71,600	71,600	55,100	55,000	64,000	65,300
Information Technology	424,878	493,134	474,745	457,007	455,275	717,036
Mailroom and Postage	9,140	9,099	9,270	9,128	10,200	11,527
Other Indirect Expenses	6,837	13,916	4,248	1,551	4,250	1,551
Records	11,895	13,759	11,428	5,417	11,134	14,171
TOTAL INTER-DEPT. CHARGES	**$ 563,502**	**$ 861,598**	**$ 824,670**	**$ 816,983**	**$ 820,501**	**$ 1,138,644**

* as amended ** as proposed

OPERATING EXPENSES - POLICE DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 15,097,311**	**$ 16,459,179**	**$ 16,785,429**	**$ 17,268,679**	**$ 18,550,573**	**$ 19,554,080**

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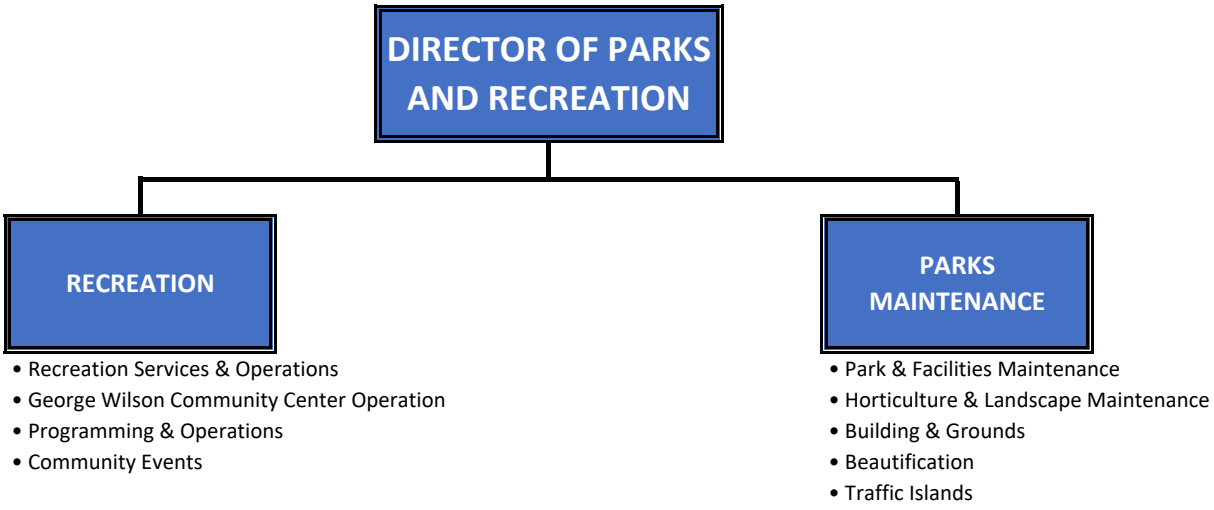
CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

Administration and Planning

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

Parks and Horticulture

The Division is responsible for the maintenance of over 700 acres of parkland which includes 53 park and open space areas, 19 miles of trails, more than 50 landscaped sites and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10), basketball (19), tennis (18) and street hockey courts (2), skateboard facilities (2); shelters (12), fencing, trails, foot bridges, buildings, pools (2) and parking lots (12). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 6,000 registrations were received in 2022 for the various programs and events with a total of over 60,000 participants throughout the year.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 included:

- Completed the design phase for development of Old Paper Mill Park Plan.
- Awarded Transportation Alternative Program (TAP) grant to cover the Olan Thomas to Kershaw Park sidewalk/trail expansion.
- Completed fish stocking at Hillside Park Pond.
- Completed the installation of a new Community Garden at Dickey Park.

PARKS:

- Completed two CAC Tree Giveaway events utilizing the Civic Rec registration software for sign up.
- Completed Lumbrook Park parking lot resurfacing.
- Completed basketball court improvements, stormwater improvements and resurfacing of parking lot at Dickey Park.
- Completed Devon Park drainage issues with PWWR and playground installation.
- Completed pool resurfacing of both outdoor pools.
- Completed resurfacing of Handloff Park basketball court.
- Completed resurfacing of the existing Reservoir Parking Lot.

RECREATION:

- Completed initial GWC/School Hill History display at the George Wilson Center.
- Completed reorganization of Camp REAL to the new location at Alder Creek.
- Conducted the Summer Camp and Program Fair in conjunction with the Egg Hunt to highlight summer camps during an event drawing children and families in attendance.
- Completed quarterly newsletters for upcoming volunteer opportunities and sent to the mailing lists created in Constant Contact.
- Created new mailing lists in Constant Contact with fitness and yoga program contacts to send out information for upcoming programs offerings on a regular basis.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Complete design, engineering and bid process for Olan Thomas and Kershaw Parks to Pomeroy Trail by expanding the sidewalk.
- Complete design and trail installation of walking trail at George Read Park.
- Complete the construction of Old Paper Mill Road Park.
- Improve the landscaping on Academy Building Lawn around the Memorial plaque.
- Complete ADA path at Kells Park to James Hall trail.
- Complete resurfacing of Lumbrook Park basketball court.
- Complete design and engineering for Dickey Park improvements.
- Complete phase 2 of tree pit improvements along Main Street.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Parks and Recreation Department

Summary:

* as amended ** as proposed

PARKS AND RECREATION DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 2,350,676	$ 2,305,918	$ 2,309,975	$ 2,507,973	$ 2,742,576	$ 2,882,253
Materials and Supplies	82,660	67,638	75,650	112,310	122,480	147,060
Contractual Services	662,903	639,839	830,941	1,042,693	967,635	1,090,734
Other Charges	57,103	60,909	61,189	81,560	94,170	138,392
Subtotal	$ 3,153,342	$ 3,074,304	$ 3,277,755	$ 3,744,536	$ 3,926,861	$ 4,258,439
Inter-Dept. Charges	223,498	358,752	316,333	303,384	341,309	241,830
Special Revenue Accounts	13,671	12,913	16,681	54,220	54,220	62,195
Total Operating Expenses	**$ 3,390,511**	**$ 3,445,969**	**$ 3,610,769**	**$ 4,102,140**	**$ 4,322,390**	**$ 4,562,464**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0151142	6020	Supervisory	$ 565,480	$ 619,479	$ 608,634	$ 638,242	$ 622,927	$ 657,963
0151142	6030	Engineering/Technical	33,907	38,599	37,690	38,369	45,821	48,133
0151142	6080	Clerical	47,565	52,410	53,605	56,865	59,681	49,052
0151142	6230	Maintenance Workers	402,160	430,790	400,016	378,383	436,107	487,204
0151142	6580	Service Award	29,474	32,023	31,208	28,805	29,334	31,987
0151142	6590	Sick Pay	12,297	13,197	25,809	25,224	15,310	15,510
0151142	6600	Part-Time	-	1,520	-	-	-	-
0151142	6610	Seasonal Workers	68,013	4,204	50,482	90,817	154,215	154,215
0151142	6620	Overtime	24,634	13,412	27,888	32,517	33,530	34,872
0151142	6622	Holiday Premium	5,099	3,194	705	2,488	-	500
0151142	6680	Day Camp	42,353	36,207	49,501	66,097	75,045	75,045
0151142	6685	Before and After Care	90,754	31,545	60,306	116,772	141,192	141,192
0151142	6690	Self-Supporting Programs	120,327	61,615	65,338	135,563	174,900	174,900
0151142	6750	Life Guards	13,615	3,188	6,618	17,566	20,460	20,460
0151142	6770	Comm Events - Rec Specialist	32,903	33,053	33,611	26,120	38,564	41,297
0151142	6850	Center Attendants	37,280	18,825	29,460	43,089	34,102	35,914
0151142	6880	Uniform Allowance	4,680	4,630	4,340	4,430	4,980	5,280
0151142	6885	Device Reimbursement	3,300	3,275	3,150	4,125	4,650	4,200
0151142	6920	Unemployment Comp. Ins.	10,879	8,258	9,825	13,293	6,874	2,699
0151142	6930	Social Security Taxes	114,374	104,031	109,566	127,080	140,086	147,254
0151142	6940	City Pension Plan	277,370	346,539	250,566	223,596	268,368	242,525
0151142	6941	Defined Contribution 401(a) Plan	8,486	9,297	11,442	17,835	23,487	27,317
0151142	6950	Term Life Insurance	5,522	5,654	5,050	4,678	5,082	5,190
0151142	6960	Group Hospitalization Ins.	267,744	280,865	279,762	265,807	303,125	372,817
0151142	6961	Long-Term Disability Ins.	2,296	2,403	1,838	1,331	1,405	1,861
0151142	6962	Dental Insurance	14,475	14,365	13,631	12,882	14,226	16,309
0151142	6963	Flexible Spending Account	268	252	226	284	252	189
0151142	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	-
0151142	6965	Post-Employment Benefits	109,876	127,370	133,100	126,816	76,080	76,080
0151142	6966	Retirement Health Savings Account	2,801	2,952	3,884	6,308	8,173	9,048
0151142	6967	Emergency Room Reimbursements	400	400	400	300	2,248	2,320
0151142	6968	Vision Insurance Premiums	844	866	824	791	852	920
TOTAL PERSONNEL SERVICES			**$ 2,350,676**	**$ 2,305,918**	**$ 2,309,975**	**$ 2,507,973**	**$ 2,742,576**	**$ 2,882,253**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0151143	7021	Advertising Supplies	$ 932	$ 801	$ 421	$ 1,064	$ 1,250	$ 1,250
0151143	7110	Safety Shoes and Supplies	1,596	604	1,106	2,752	2,500	3,400
0151143	7130	Tools,Field Sup.,Small Equip.	4,581	1,186	3,119	6,289	6,800	7,000
0151143	7150	Office Supplies	1,550	946	1,279	1,521	1,700	1,700
0151143	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
0151143	7300	Mach. & Equip. Maintenance	2,237	1,000	2,129	331	2,000	2,000
0151143	7450	Salt, Sand & Snow Removal	-	-	1,525	1,182	1,750	1,750
0151143	7500	Parks Maintenance	33,218	29,032	44,169	45,285	60,480	76,760
0151143	7501	Island Beautification	6,512	17,720	3,755	3,031	6,480	6,480
0151143	7680	Day Camp	1,498	1,438	1,038	1,265	1,850	1,850
0151143	7685	Before and After Care	1,743	696	1,105	27,518	2,000	2,000
0151143	7690	Self-Supporting Programs	18,366	10,737	12,658	15,783	23,100	25,600
0151143	7691	Community Day	3,715	-	402	1,406	1,870	4,370
0151143	7692	Liberty Day Fireworks	249	105	295	291	500	500
0151143	7693	Halloween Parade/Trick or Treat	108	164	111	359	400	400
0151143	7694	Other Special Events	3,870	1,881	1,934	2,853	4,300	5,500
0151143	7850	George Wilson Center	2,485	1,328	604	1,380	3,000	4,000
TOTAL MATERIALS AND SUPPLIES			**$ 82,660**	**$ 67,638**	**$ 75,650**	**$ 112,310**	**$ 122,480**	**$ 147,060**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0151144	8020	Advertising	$ 4,508	$ 1,518	$ 3,354	$ 3,436	$ 4,500	$ 4,500
0151144	8030	Casualty Insurance	7,823	8,375	20,757	26,771	30,693	27,775
0151144	8031	Insurance - Property	6,186	7,311	7,488	8,283	9,702	12,573
0151144	8032	Insurance - Auto	24,487	26,420	28,216	23,154	34,848	37,970
0151144	8033	Insurance - Broker	4,157	4,197	4,358	4,485	4,518	4,271
0151144	8035	Insurance - Worker's Compensation	51,595	68,170	56,986	29,349	32,200	32,200
0151144	8040	Merchant Fees and Discounts	18,816	13,365	18,521	30,692	30,000	31,500
0151144	8050	Phone/Communications	18,544	19,413	17,646	18,284	18,000	18,000
0151144	8130	Building & Equipment Rental	4,775	-	833	-	10,500	5,500
0151144	8131	Information Technology Cont'l	33,844	33,627	40,819	36,204	38,293	39,997
0151144	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
0151144	8300	Mach. & Equip. Maintenance	-	77	-	96	700	700
0151144	8312	Fleet & Facilities Services	196,307	216,510	254,366	327,337	307,955	370,022
0151144	8313	Self-Insurance Services	10,702	53,108	29,050	2,118	-	-
0151144	8410	Creek Maintenance	26,800	42,200	39,860	57,800	60,000	60,000
0151144	8420	Tree Removal & Maintenance	40,175	59,900	148,844	147,724	100,000	150,000
0151144	8500	Parks Maintenance	67,587	20,900	32,988	42,632	52,500	54,600
0151144	8550	Misc. Contracted Services	182	5,497	462	59	500	500
0151144	8680	Day Camp	8,537	940	5,649	10,118	11,350	13,850
0151144	8685	Before and After Care	1,324	651	2,372	110,208	2,600	3,000
0151144	8690	Self-Supporting Programs	61,324	26,761	46,354	74,895	93,650	98,650
0151144	8691	Community Day	4,930	1,426	315	4,114	4,536	4,536
0151144	8692	Liberty Day/Fireworks	38,330	5,275	35,576	45,711	54,853	54,853
0151144	8693	Halloween Parade/Trick or Treat	575	334	793	1,601	2,310	2,310
0151144	8694	Other Special Events	8,686	2,865	6,363	6,496	7,508	7,508
0151144	8696	Memorial Day Parade	3,103	-	200	2,288	2,900	2,900
0151144	8850	George Wilson Center	1,251	1,514	1,571	1,638	2,625	2,625
0151144	8899	Retention Basin Mowing	18,355	19,485	27,200	27,200	47,894	47,894
TOTAL CONTRACTUAL SERVICES			**$ 662,903**	**$ 639,839**	**$ 830,941**	**$ 1,042,693**	**$ 967,635**	**$ 1,090,734**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0151145	9020	Mileage & Small Bus. Exp.	$ 54	$ -	$ 40	$ 4	$ 50	$ 50
0151145	9060	Depreciation Expense	50,760	58,798	60,116	79,452	80,620	124,842
0151145	9070	Training & Continuing Educ/Conf	6,289	2,111	1,033	2,104	13,500	13,500
TOTAL OTHER CHARGES			**$ 57,103**	**$ 60,909**	**$ 61,189**	**$ 81,560**	**$ 94,170**	**$ 138,392**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 14,574	$ 81,562	$ 84,502	$ 87,314	$ 86,163	$ 80,940
Electricity	11,800	17,238	13,243	13,958	15,424	16,601
Information Technology	164,317	190,713	183,602	176,743	203,050	114,726
Mailroom and Postage	2,820	2,807	2,860	2,719	3,147	2,829
Other Indirect Expenses	15,062	50,909	16,480	8,847	16,480	8,847
Printing and Reproduction	2,042	1,332	1,675	1,305	2,282	2,510
Records	12,883	14,191	13,971	12,498	14,763	15,377
TOTAL INTER-DEPT. CHARGES	**$ 223,498**	**$ 358,752**	**$ 316,333**	**$ 303,384**	**$ 341,309**	**$ 241,830**

* as amended ** as proposed

OPERATING EXPENSES - PARKS AND RECREATION DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 3,376,840**	**$ 3,433,056**	**$ 3,594,088**	**$ 4,047,920**	**$ 4,268,170**	**$ 4,500,269**

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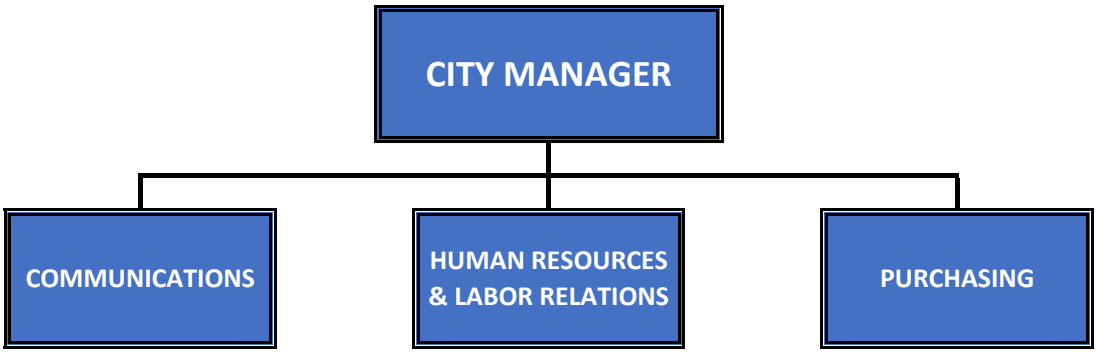
CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART



- City Newsletter
- Website Administration
- External Communications
- Digital Media
- Press Releases
- Welcome Booth
- TV Channel 22 Programming
- Special Events Planning
- Marketing and Branding
- Mailroom
- Grantwriting

- Policy Development
- Performance Evaluation
- Recruitment
- Discipline
- Salary Administration
- Group Insurance Plans
- Pension Plans
- Job-Related Injuries
- Labor Negotiations
- Grievance Administration
- Union Contracts
- Benefits Coordination
- Training Coordination
- Safety Program

- Policy Development
- Policy Compliance
- Supplies and Services Procurement
- Contract Administration
- Purchase Order Processing
- Invoice Processing
- Vendor Liaison
- Surplus Goods Oversight
- Special Projects
- Research
- Facilities Maintenance
- Facilities Cleaning/Disinfection

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.

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

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 phones 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.

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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 **
OPERATING EXPENSES						
Personnel Services	$ 815,373	$ 1,071,646	$ 1,088,940	$ 1,149,268	$ 1,255,767	$ 1,297,644
Materials and Supplies	143,248	140,583	141,830	154,014	161,100	175,600
Contractual Services	276,967	215,570	270,643	241,112	313,877	409,486
Other Charges	87,257	61,856	106,861	103,796	178,530	194,680
Subtotal	$ 1,322,845	$ 1,489,655	$ 1,608,274	$ 1,648,190	$ 1,909,274	$ 2,077,410
Inter-Dept. Charges	(589,843)	(331,607)	(316,194)	(328,565)	(369,896)	(397,460)
Total Operating Expenses	**$ 733,002**	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,539,378**	**$ 1,679,950**

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 **
0111122	6020	Supervisory	$ 307,206	$ 396,536	$ 406,523	$ 432,592	$ 463,972	$ 475,175
0111122	6030	Engineering/Technical	46,494	51,227	52,397	55,584	57,884	60,808
0111122	6080	Clerical	169,999	185,218	183,039	188,953	258,112	273,555
0111122	6580	Service Award	5,960	6,397	9,290	10,195	10,781	12,005
0111122	6590	Sick Pay	2,604	6,065	6,396	6,576	8,543	9,233
0111122	6600	Part-Time	22,677	25,621	36,647	48,354	26,576	11,033
0111122	6615	Interns	8,421	12,546	-	1,163	-	-
0111122	6620	Overtime	4,915	5,077	5,943	15,767	10,000	11,500
0111122	6875	Vehicle Allowance	5,000	6,000	6,000	6,000	6,000	6,000
0111122	6885	Device Reimbursement	750	1,200	1,200	1,200	1,800	2,400
0111122	6920	Unemployment Comp. Ins.	3,518	2,981	3,023	2,887	2,975	1,134
0111122	6930	Social Security Taxes	41,016	49,187	53,886	55,065	60,492	62,801
0111122	6940	City Pension Plan	40,490	110,537	104,833	99,063	118,906	107,451
0111122	6941	Defined Contribution 401(a) Plan	17,066	23,605	25,277	26,526	33,605	35,416
0111122	6950	Term Life Insurance	2,341	2,930	2,867	2,681	3,036	3,125
0111122	6960	Group Hospitalization Ins.	107,544	128,623	133,121	137,573	148,020	178,380
0111122	6961	Long-Term Disability Ins.	955	1,245	1,046	780	903	1,371
0111122	6962	Dental Insurance	5,950	6,764	6,764	7,341	7,700	9,563
0111122	6963	Flexible Spending Account	194	189	252	315	315	315
0111122	6965	Post-Employment Benefits	15,888	40,703	41,584	42,910	25,500	25,500
0111122	6966	Retirement Health Savings Account	6,036	7,394	7,251	7,331	8,916	9,048
0111122	6967	Emergency Room Reimbursements	-	1,200	1,200	-	1,305	1,305
0111122	6968	Vision Insurance Premiums	349	401	401	412	426	526
TOTAL PERSONNEL SERVICES			**$ 815,373**	**$ 1,071,646**	**$ 1,088,940**	**$ 1,149,268**	**$ 1,255,767**	**$ 1,297,644**

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 **
0111123	7130	Tools, Field Sup., & Small Eq.	$ 698	$ 552	$ -	$ 694	$ 800	$ 800
0111123	7131	Information Technology Supplies	50	-	-	-	-	-
0111123	7150	Office Supplies	3,973	4,872	3,243	7,212	4,000	4,000
0111123	7160	Books, Periodicals, Etc.	269	256	537	266	300	300
0111123	7170	Mailroom Supplies & Postage	129,507	131,900	134,379	142,319	150,000	165,000
0111123	7200	Copying Supplies	4,476	2,918	3,671	2,861	5,000	5,500
0111123	7550	Miscellaneous Supplies	672	85	-	-	-	-
0111123	7570	Merchandise for Resale	3,603	-	-	-	1,000	-
0111123	7694	Special Events Supplies	-	-	-	662	-	-
TOTAL MATERIALS & SUPPLIES			**$ 143,248**	**$ 140,583**	**$ 141,830**	**$ 154,014**	**$ 161,100**	**$ 175,600**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111124	8030	Casualty Insurance	$ 32,100	$ 34,365	$ 18,380	$ 13,638	$ 15,583	$ 14,101
0111124	8032	Insurance - Auto	1,991	4,680	1,394	-	-	-
0111124	8033	Insurance - Broker	3,767	3,804	2,559	2,244	2,294	2,168
0111124	8035	Insurance - Worker's Compensation	1,189	1,585	1,562	1,276	1,400	1,400
0111124	8050	Phone/Communications	1,031	414	294	232	300	300
0111124	8131	Information Technology Cont'l	62,369	49,151	57,723	85,430	69,944	77,841
0111124	8162	Legal/Consulting Services	64,225	51,931	117,645	31,940	87,000	100,000
0111124	8300	Mach. & Equip. Maintenance	11,746	8,864	7,444	310	8,000	8,000
0111124	8312	Fleet & Facilities Services	43,649	44,244	53,846	81,518	75,356	90,676
0111124	8550	Misc. Contracted Svc.	46,728	-	-	12,790	39,000	95,000
0111124	8560	Employee Testing Svc.	2,033	3,123	2,321	1,745	2,500	2,500
0111124	8570	Annual Reports & Pub. Rel.	6,139	13,409	7,475	9,989	12,500	17,500
TOTAL CONTRACTUAL SERVICES			**$ 276,967**	**$ 215,570**	**$ 270,643**	**$ 241,112**	**$ 313,877**	**$ 409,486**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ (122,041)	$ (95,788)	$ (97,029)	$ (90,470)	$ (109,221)	$ (114,928)
Electricity Used	-	11,812	7,913	7,512	9,175	8,907
Information Technology	49,293	57,216	55,081	53,023	60,916	64,533
Mailroom and Postage	(21,746)	(21,652)	(22,059)	(20,973)	(24,269)	(25,000)
Printing and Reproduction	(4,049)	(2,639)	(3,320)	(2,588)	(4,523)	(4,975)
Records	1,383	1,599	1,328	589	1,294	1,515
Services to Utility Funds	(492,683)	(282,155)	(258,108)	(275,658)	(303,268)	(327,512)
TOTAL INTER-DEPT. CHARGES	**$ (589,843)**	**$ (331,607)**	**$ (316,194)**	**$ (328,565)**	**$ (369,896)**	**$ (397,460)**

* as amended ** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 733,002**	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,539,378**	**$ 1,679,950**

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 **
OPERATING EXPENSES						
Personnel Services	$ 281,487	$ 362,131	$ 353,028	$ 296,842	$ 346,527	$ 399,767
Materials and Supplies	72,732	84,046	70,219	105,592	154,600	158,250
Contractual Services	142,678	183,018	214,331	300,113	274,477	377,861
Other Charges	167,510	171,169	234,873	396,332	406,469	385,488
Subtotal	$ 664,407	$ 800,364	$ 872,451	$ 1,098,879	$ 1,182,073	$ 1,321,366
Inter-Dept. Charges	25,770	43,747	42,481	43,159	45,821	21,861
Total Operating Expenses	**$ 690,177**	**$ 844,111**	**$ 914,932**	**$ 1,142,038**	**$ 1,227,894**	**$ 1,343,227**

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

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**

* 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	81,066
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**	**$ 377,861**

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**

* 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	$ 12,911
Electricity	-	2,361	1,582	1,502	1,834	1,780
Information Technology	23,475	27,246	26,229	25,249	29,006	7,170
Other Indirect Charges	140	-	-	-	-	-
TOTAL INTER-DEPT. CHARGES	**$ 25,770**	**$ 43,747**	**$ 42,481**	**$ 43,159**	**$ 45,821**	**$ 21,861**

* 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**	**$ 1,343,227**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6006016	9621	Buildings & Structures	$ -	$ 941,204	$ (7,168)	$ 102,089	$ 210,000	$ 117,490
6006016	9623	Autos and Trucks	-	-	-	38,774	-	-
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ 941,204**	**$ (7,168)**	**$ 140,863**	**$ 210,000**	**$ 117,490**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
N2302 - Municipal Center Master Plan	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
N1806 - FOC - Master Plan	77,490	22,510	-	-	-	-	-	-
N1809 - Historic Newark Train Station Master Plan	-	-	-	655,000	-	-	-	-
TOTAL FACILITIES MAINTENANCE DIVISION	**$ 117,490**	**$ 22,510**	**$ -**	**$ 655,000**	**$ -**	**$ -**	**$ -**	**$ -**

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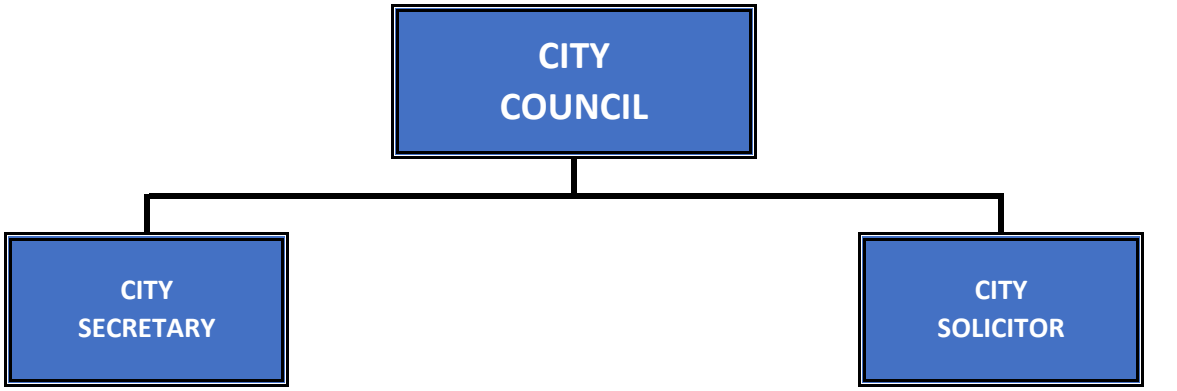
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



- City Council
- City Seal
- Boards and Commissions
- Elections
- FOIA Compliance
- City Records

- Legal Opinions
- Representation
- Research
- Alderman's Court Prosecution

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

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

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

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

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

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

The department processes the applications for the newly created Nuisance Abatement Plan in conjunction with the City's Code Enforcement Division.

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

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include:

- Coordinated with the IT Division and the Purchasing Department to purchase and implement a new and more sophisticated hybrid system to enhance in-person and virtual meetings to encourage continued public participation for all City staffed meetings.

- Anticipate staffing 67 Council and committee meetings in 2023, including 33 Council meetings, 12 Board of Adjustment meetings, 12 Conservation Advisory Commission meetings, 2 Election Board meetings and 11 Diversity and Inclusion Commission meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).

- Continued support of the more recent City board, Diversity and Inclusion Commission, with staffing and administrative support to the Conservation Advisory Commission and Board of Adjustment as well.

- Processed 126 FOIA requests as of August 25, 2023.

- Processed 353 lien certificate requests as of August 25, 2023, which continues to hold fairly steady from year to year.

- Progress continues with departmental scanning backlogs during the COVID-19 crisis within all City departments.

- Digital Records Coordinator, department staff member, has reignited an essential relationship with the Delaware Public Archives to ensure the continued documentation of historical documents.

- Scanned 268,480 pages as of August 25, 2023 and processed over 250 boxes of documents for approval by State Archives for destruction.

- Continued to fill several vacancies to fully staff the City's Secretary's Office and the Records Division; including the Digital Records Coordinator, the Deputy City Secretary and Administrative Professional I and II positions.

- Continued implementation of a more detailed City Secretary cross-training program to ensure adequate coverage that was revealed during the event of COVID crisis related absences

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Successful execution of the 2024 Council elections as well as a potential City-wide referendum.
- Continued enhancement of in-person/hybrid meetings to better engage the public and increase attendance.
- Continued Council member training as needed.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2025 budget process.
- Execute the initial implementation of public portals to access the City's scanned records.
- Surpass the benchmark of 3,518,480 pages scanned.
- Completion of the Legislative Services/City Secretary updated procedures manual.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Summary:

* as amended ** as proposed

LEGISLATIVE DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 656,472	$ 718,040	$ 736,221	$ 661,702	$ 778,590	$ 886,857
Materials and Supplies	17,350	12,444	11,167	14,373	15,500	13,600
Contractual Services	640,761	617,108	652,139	763,161	846,794	855,379
Other Charges	12,955	6,714	6,784	8,540	23,680	22,000
Subtotal	$ 1,327,538	$ 1,354,306	$ 1,406,311	$ 1,447,776	$ 1,664,564	$ 1,777,836
Inter-Dept. Charges	(297,794)	(235,925)	(237,684)	(203,281)	(249,265)	(261,650)
Total Operating Expenses	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,516,186**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111132	6020	Supervisory	$ 91,691	$ 99,038	$ 95,642	$ 91,305	$ 93,287	$ 95,451
0111132	6080	Clerical	151,987	162,180	157,255	133,184	156,602	172,134
0111132	6090	Digital Records Employees	143,155	156,431	143,641	113,781	149,558	162,572
0111132	6400	Mayor and Council	50,131	52,608	47,492	50,400	91,667	112,300
0111132	6580	Service Award	1,125	1,302	1,468	2,092	2,322	2,486
0111132	6590	Sick Pay	758	1,170	1,549	1,611	2,149	-
0111132	6600	Part-Time	901	-	13,699	31,431	27,434	29,378
0111132	6620	Overtime	12,432	7,792	7,916	11,836	17,500	17,500
0111132	6885	Device Reimbursement	600	600	600	550	600	600
0111132	6920	Unemployment Comp. Ins.	3,221	3,585	3,470	2,440	3,256	1,008
0111132	6930	Social Security Taxes	32,921	34,800	34,016	32,373	37,485	43,659
0111132	6940	City Pension Plan	19,090	23,895	56,750	54,081	64,909	58,661
0111132	6941	Defined Contribution 401(a) Plan	19,699	22,694	21,616	15,467	19,613	20,427
0111132	6950	Term Life Insurance	1,169	1,286	1,467	1,285	1,798	1,817
0111132	6960	Group Hospitalization Ins.	105,143	125,138	124,198	88,959	85,515	141,361
0111132	6961	Long-Term Disability Ins.	762	854	671	367	478	504
0111132	6962	Dental Insurance	6,014	6,247	6,026	4,333	3,912	6,221
0111132	6963	Flexible Spending Account	179	126	116	63	63	126
0111132	6965	Post-Employment Benefits	7,371	8,541	9,683	19,904	11,880	11,880
0111132	6966	Retirement Health Savings Account	6,571	7,380	6,983	5,947	7,430	7,540
0111132	6967	Emergency Room Reimbursements	1,200	2,000	1,600	-	870	870
0111132	6968	Vision Insurance Premiums	352	373	363	293	262	362
TOTAL PERSONNEL SERVICES			**$ 656,472**	**$ 718,040**	**$ 736,221**	**$ 661,702**	**$ 778,590**	**$ 886,857**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111133	7131	Information Technology Supplies	$ 8,364	$ 2,786	$ -	$ -	$ 2,800	$ -
0111133	7150	Office Supplies	4,103	2,333	3,778	1,878	4,500	4,500
0111133	7160	Books, Periodicals, Etc.	4,780	5,607	6,151	10,147	5,700	6,600
0111133	7210	Election Expenses	103	1,635	1,238	2,308	1,500	1,500
0111133	7550	Miscellaneous Supplies	-	83	-	40	1,000	1,000
TOTAL MATERIALS & SUPPLIES			**$ 17,350**	**$ 12,444**	**$ 11,167**	**$ 14,373**	**$ 15,500**	**$ 13,600**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111134	8020	Advertising	$ 14,530	$ 17,837	$ 23,037	$ 14,328	$ 25,000	$ 25,000
0111134	8030	Casualty Insurance	10,520	11,262	15,855	17,930	20,305	18,374
0111134	8033	Insurance - Broker	1,104	1,115	1,555	2,671	2,988	2,825
0111134	8035	Insurance - Worker's Compensation	650	793	1,035	1,276	1,400	1,400
0111134	8050	Phone/Communications	310	348	303	257	350	350
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,300	6,300	6,300
0111134	8131	Information Technology Cont'l	26,790	7,278	12,217	16,007	16,704	17,819
0111134	8160	City Solicitor & Deputy	334,998	322,829	343,951	340,193	375,000	375,000
0111134	8161	Lobbyist	54,000	54,000	54,000	55,000	56,000	56,000
0111134	8162	Legal/Consulting Services	104,224	119,817	115,639	208,319	200,000	200,000
0111134	8163	Codification of Ordinance	6,839	10,082	6,822	1,503	12,000	12,000
0111134	8210	Election Expenses	16,558	5,390	6,717	-	35,000	35,000
0111134	8312	Fleet & Facilities Services	43,109	52,713	59,535	78,466	80,747	90,311
0111134	8550	Misc. Contracted Svc.	11,143	241	5,075	1,852	5,000	5,000
0111134	8741	Special Council Events	9,986	7,403	398	19,059	10,000	10,000
TOTAL CONTRACTUAL SERVICES			**$ 640,761**	**$ 617,108**	**$ 652,139**	**$ 763,161**	**$ 846,794**	**$ 855,379**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111135	9020	Mileage & Small Bus. Exp.	$ 1,357	$ 1,002	$ 1,101	$ 823	$ 2,000	$ 2,000
0111135	9060	Depreciation Expense	4,120	4,120	3,743	3,366	1,680	-
0111135	9070	Training & Continuing Educ/Conf	7,478	1,592	1,940	4,351	20,000	20,000
TOTAL OTHER CHARGES			**$ 12,955**	**$ 6,714**	**$ 6,784**	**$ 8,540**	**$ 23,680**	**$ 22,000**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 5,894	$ 34,792	$ 36,066	$ 35,216	$ 36,794	$ 40,578
Electricity Used	100	10,080	6,619	6,283	7,674	7,450
Information Technology	65,728	76,285	73,442	70,697	81,219	93,214
Mailroom and Postage	1,209	1,204	1,227	1,097	1,349	1,410
Printing and Reproduction	128	83	104	82	143	157
Records	(55,752)	(62,355)	(58,343)	(45,038)	(60,298)	(66,213)
Services to Utility Funds	(315,101)	(296,014)	(296,799)	(271,618)	(316,146)	(338,246)
TOTAL INTER-DEPT. CHARGES	**$ (297,794)**	**$ (235,925)**	**$ (237,684)**	**$ (203,281)**	**$ (249,265)**	**$ (261,650)**

* as amended ** as proposed

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,516,186**

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

ALDERMAN

DEPUTY ALDERMAN

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

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2024 DEPARTMENTAL NARRATIVE

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

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

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

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

In 2022, a total of 12,745 cases were filed in the City of Newark Alderman's Court and the Court collected $1697,668.39 in fines. In addition, the Court collected $975,498.41 in parking fees, $4,500.00 in civil citations and $ 88,342.67 in security fees, totaling $1,765,913.05.

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

Key accomplishments in 2023 include:

- Staff returned to a normal office work schedule in May 2021. Court also increased scheduling of arraignments and trials in January 2022 which put the court back to normal capacity. The court will continue to handle PBJ's and Plea in Absentias by mail.

- The bailiffs will continue to work in the front atrium and the courtroom as part of their regular duties. With the addition of a fourth P/T bailiff and to increase security, a metal detector and x-ray machine have been added to the atrium.

- Alderman's Court continues to make improvements to enhance customer service and increase security. Such measures include:

    - Installation of security cameras in the courtroom and the lobby, as well as a TV monitor in the lobby.
    - The addition of a fourth P/T bailiff will also help with customer service and security to the courtroom.
    - The bailiffs have assisted court personnel with the daily operations of the office as well as providing security to court and the city.

- Language Link continues to provide interpreters for trials and arraignments and for translation for incoming phone calls and has assisted the Judges and officers with the court process.

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

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

- Continue to submit timely reports to the City of Newark and State of Delaware reflecting the collection of all parking, criminal and traffic revenue.
- Adjudicate most misdemeanors within 90 days of offense unless the trial calendar, City Solicitor or the attorney's schedule dictates differently.
- Continue to promote the Probation before Judgment program to offenders for their first offense.
- Hold at least 2 training sessions for staff in T2, DELJIS and the Microsoft office suite to promote increased productivity.
- Continue to work with the records management team to comply with appropriate destruction practices for records with the State of Delaware.
- Continue to keep staff and court as safe as possible by employing 4 P/T bailiffs to monitor the x-ray machine and metal detector, as well as monitoring the courtroom.
- Continue to perform daily duties while safely operating.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Summary:

* as amended ** as proposed

JUDICIAL DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 396,654	$ 436,733	$ 451,400	$ 492,816	$ 545,361	$ 555,875
Materials and Supplies	2,915	11,931	4,188	9,402	21,100	9,700
Contractual Services	60,024	51,899	59,450	77,023	81,247	87,444
Other Charges	1,466	339	-	-	1,200	1,200
Subtotal	$ 461,059	$ 500,902	$ 515,038	$ 579,241	$ 648,908	$ 654,219
Inter-Dept. Charges	38,398	57,917	56,231	56,160	60,942	50,839
Total Operating Expenses	**$ 499,457**	**$ 558,819**	**$ 571,269**	**$ 635,401**	**$ 709,850**	**$ 705,058**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111152	6020	Supervisory	$ 60,037	$ 65,875	$ 66,233	$ 68,882	$ 74,548	$ 79,493
0111152	6060	Customer Service	136,681	137,927	135,930	156,868	164,660	172,330
0111152	6410	Alderman*	60,004	64,343	62,404	62,404	64,900	64,277
0111152	6420	Bailiffs	47,906	60,125	71,886	83,867	111,086	107,322
0111152	6580	Service Award	424	244	507	1,086	1,219	1,369
0111152	6590	Sick Pay	-	-	-	1,323	1,203	3,616
0111152	6600	Part-Time	-	7,710	-	-	-	-
0111152	6620	Overtime	-	-	-	-	1,000	1,000
0111152	6885	Device Reimbursement	-	-	600	600	600	600
0111152	6920	Unemployment Comp. Ins.	2,488	2,673	2,402	2,608	2,889	1,386
0111152	6930	Social Security Taxes	23,269	25,645	25,729	28,578	31,948	32,798
0111152	6940	City Pension Plan	17,450	21,894	31,920	29,466	35,368	31,960
0111152	6941	Defined Contribution 401(a) Plan	7,089	7,912	8,162	8,525	9,043	9,571
0111152	6950	Term Life Insurance	937	998	985	961	1,005	1,024
0111152	6960	Group Hospitalization Ins.	28,224	28,004	30,927	31,695	33,712	36,767
0111152	6961	Long-Term Disability Ins.	370	399	332	250	265	361
0111152	6962	Dental Insurance	1,841	1,762	1,841	1,841	1,930	1,970
0111152	6965	Post-Employment Benefits	7,011	8,093	8,535	10,411	6,450	6,450
0111152	6966	Retirement Health Savings Account	2,801	3,012	2,885	2,929	2,972	3,016
0111152	6967	Emergency Room Reimbursements	-	-	-	400	435	435
0111152	6968	Vision Insurance Premiums	122	117	122	122	128	130
TOTAL PERSONNEL SERVICES			**$ 396,654**	**$ 436,733**	**$ 451,400**	**$ 492,816**	**$ 545,361**	**$ 555,875**

*Please be advised that the Alderman's 2024 salary includes a 3% increase.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111153	7040	Firearm Supplies	$ -	$ -	$ 166	$ 3,375	$ 11,450	$ 4,600
0111153	7131	Information Technology Supplies	129	9,256	-	-	-	-
0111153	7140	Uniforms	(162)	531	80	4,107	5,150	2,300
0111153	7150	Office Supplies	2,948	2,144	3,942	1,920	4,500	2,800
TOTAL MATERIALS AND SUPPLIES			**$ 2,915**	**$ 11,931**	**$ 4,188**	**$ 9,402**	**$ 21,100**	**$ 9,700**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111154	8030	Casualty Insurance	$ 1,820	$ 2,021	$ 5,594	$ 7,387	$ 8,500	$ 7,691
0111154	8033	Insurance - Broker	195	197	972	1,249	1,250	1,183
0111154	8035	Insurance - Worker's Compensation	645	793	2,306	4,466	4,900	4,900
0111154	8040	Merchant Fees and Discounts	22,549	14,676	25,020	30,937	29,000	30,450
0111154	8050	Phone/Communications	169	190	166	140	200	200
0111154	8131	Information Technology Cont'l	21,416	18,053	6,085	6,518	7,327	10,101
0111154	8300	Mach. & Equip. Maintenance	-	-	-	-	2,800	2,800
0111154	8312	Fleet & Facilities Services	12,798	15,649	18,535	25,860	26,270	29,119
0111154	8550	Misc. Contracted Svc.	432	320	772	466	1,000	1,000
TOTAL CONTRACTUAL SERVICES			**$ 60,024**	**$ 51,899**	**$ 59,450**	**$ 77,023**	**$ 81,247**	**$ 87,444**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111155	9060	Depreciation Expense	$ 678	$ 339	$ -	$ -	$ -	$ -
0111155	9070	Training & Continuing Educ/Conf	788	-	-	-	1,200	1,200
TOTAL OTHER CHARGES			**$ 1,466**	**$ 339**	**$ -**	**$ -**	**$ 1,200**	**$ 1,200**

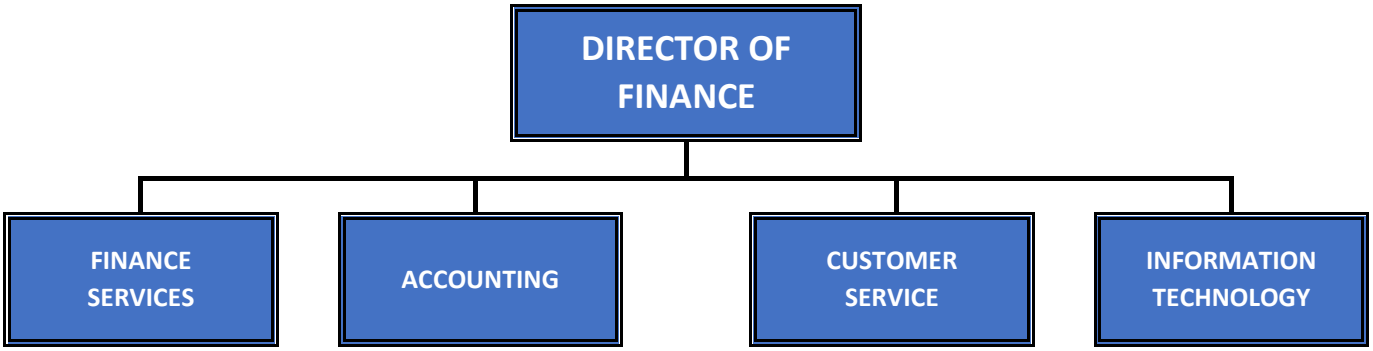
* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 2,281	$ 12,542	$ 12,991	$ 14,003	$ 13,244	$ 13,048
Electricity Used	-	4,319	2,893	2,747	3,355	3,257
Information Technology	25,821	29,971	28,851	27,774	31,908	21,512
Mailroom and Postage	433	431	439	437	483	456
Printing and Reproduction	87	57	71	56	97	107
Records	9,776	10,597	10,986	11,143	11,855	12,459
TOTAL INTER-DEPT. CHARGES	**$ 38,398**	**$ 57,917**	**$ 56,231**	**$ 56,160**	**$ 60,942**	**$ 50,839**

* as amended ** as proposed

OPERATING EXPENSES - JUDICIAL DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 499,457**	**$ 558,819**	**$ 571,269**	**$ 635,401**	**$ 709,850**	**$ 705,058**

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART



- Treasury Management
- Asset Management
- Risk Management
- Budget Control

- Annual Financial Report
- Budget Reporting
- Monthly Council Reporting
- Payroll Processing
- Accounts Payable
- Grant Management/Reporting
- Real Estate Tax Billing
- Contractual/Insurance billing
- Permit Review
- CIP Management/Reporting
- Debt Service Mgmt./Reporting
- Accounts Receivable Oversight

- Revenue Collection
- Utility Services
- Customer Information
- Customer Education
- Cashiering of Payments
- Utility Billing
- Meter Reading
- Meter Disconnects
- Customer Relations
- Utility Program Administration
- Utility Usage Inquiries
- New Service Requests
- Customer Portal Support

- Infrastructure
- Applications
- Desktop Support
- System Operations
- Data Management
- Program Design
- User Education
- Cyber Security
- Physical Security
- Identity and Access Management
- Telephony

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL NARRATIVE

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

Accounting:

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

Budgeting:

- The budget process is the joint responsibility of the City Manager and Finance Director. The program consists of two major parts: a five-year capital improvement program (CIP) and the annual operating budget. The five-year CIP is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2023 budget for all funds total $111.5 million including a $4.1 million net capital budget.

- The budget program is responsible for revenue estimation, preparation of estimated expenditures for the current year and projection of expenditures for the coming budget year based on input from the City management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs, debt management, and to propose utility and tax rates at the proper level to fund these programs.

Payments and Utility Billing (PUB):

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

Information Technology (IT):

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

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2023 include:

Accounting:

- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" by the Government Officers Association (GFOA) for the 2021 Annual Comprehensive Financial Report.

- Submitted the Annual Comprehensive Financial Report for 2022 to the GFOA for consideration of the "Certificate of Achievement for Excellence in Financial Reporting".

- Received an unmodified audit opinion and no material weaknesses based on the audit of the City's financial statements for the year ended December 31, 2022 by CliftonLarsonAllen LLP.

- Successfully implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, effective January 1, 2022.

- RFP completed for Insurance Broker Services, selecting USI as the City's new broker.

- Improved workflow within Munis Accounting/HR applications to reduce redundancy and make jobs more efficient.

- Staff continued professional development pursuits with attending the annual Tyler Conference and fulfilling continuing education requirements.

- Processed 541 property transfers with a total sales value of $385M in 2022. Thirty-six percent of these transactions were RTT exempt. Through July, Accounting processed 252 property transfers with a total sales value of $64.7M (88 exempted, 35%).

Budget:

- Issued an RFP for the City's first Master Lease Program for the acquisition of the City's equipment needs contained within the Capital Improvement Program. Banc of America was selected as the winning bank to fund the lease.

- Worked with the City Manager's office to secure funding such as:
    - $3 million from the State Bond Bill/Community Reinvestment Fund.

- Continued to work on preserving the financial health of the City to meet our short-term and long-term needs and requirements.

- Worked with Fulton Bank to secure higher interest paying accounts to obtain maximum interest earnings on the City's cash accounts.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include (continued):

- Worked with directors to help find the resources needed to fund departmental budgetary shortfalls as they occurred during the year due to supply-chain constraints and inflationary increases.

Payments and Utility Billing (PUB):

- Drafted new net metering policy to align with the parameters set forth in SB298
- Enrolled 4,473 customers in the Renewable Energy Program. This volunteer program contains over 34% of the City's electric accounts.
- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.
- Continued the relationship between Catholic Charities and Efficiency Smart requiring energy education from Efficiency Smart prior to releasing City funds.
- Worked with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers.
- Payments and Utility Billing Division attended three Customer Service Representatives Training to better provide service to our customers and residents.
- Implemented automated efficiencies in conjunction with IT Applications……
- Working with IT Applications to replace Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec 2023).
- Processed 3,841 move in and move out transactions, representing 30% of the City's electric accounts in 2022. 2023 is still ongoing.
- Hired temporary employee to assist with the tagging of customers who were not paying their utility bills. 314 tags in July and August of 2023, resulted in $135,394 in utility payments.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include (continued):

- The table below reflects how phone activity has changed since the City implemented the Pay-by-Phone option for utility bills in 2018:

PUB Activity	2017	2022	Difference	
Annual Calls	32,934	18,691	(14,243)	-43.2%
Calls Answered	27,949	17,964	(9,985)	-35.7%
Dropped Calls	4,985	727	(4,258)	-85.4%
Abandoned Rate	15.1%	3.9%	-11.2%	-74.3%
Service Level	61.10%	92.10%	31.00%	50.7%
Peak Weekly Calls (Move-Out Period)	1,564	887	(677)	-43.3%
Average Hold Time during Move-Out (m/s)	6:33	2:44		
Average Annual Call Wait Times (m/s)	4:20	2:24		

- The table below reflects how the City has changed in regard to how utility customers are paying their bills:

Utility Payment Type	2017		2022		Change over Five Years	
	# of Transactions	% of Total	# of Transactions	% of Total	# of Transactions	% Change
Walk in Customer	47,365	24.9%	17,162	8.1%	(30,203)	-63.8%
Electronic Payment	71,457	37.6%	122,712	58.2%	51,255	71.7%
Customer pays through Bank	28,957	15.2%	23,041	10.9%	(5,916)	-20.4%
Pay by Phone	-	0.0%	10,067	4.8%	10,067	100.0%
Check mailed to Lockbox	42,181	22.2%	37,687	17.9%	(4,494)	-10.7%
Total	**189,960**	**100.0%**	**210,669**	**100.0%**	**20,709**	**10.9%**

Information Technology (IT) Applications:

- Implemented Vendor workflow for changes related to contact and banking information as required for Cyber Security insurance.

- Created virtual water meters for the Water Department to track in and out of town water usage.

- Created a report export, in house, for the Electric department supplying the highest peak interval read for all meters every month. This resulted in a one-time savings of $15k to the City as quoted by the vendor.

- Worked with Honeywell, Infrastructure team and Electric Department to connect our meter Gatekeepers from our TropOS mesh network to cellular. This will ultimately result in an annual operating expense savings of $63k to the City (less than what we are paying today). In addition, this project removed the need for a larger, $1 million capital expense.

- Worked with Honeywell and the Infrastructure team to upgrade the Connexo NetSense application, the City's Advanced Metering Infrastructure (AMI), onto upgraded Operating Systems (Sept/Oct).

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include (continued):

- Replaced Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Nov/Dec 2023).

- Upgraded Harris Northstar Customer Information System (CIS), Compass SmartWorks, meter data management software, and mCare6, utility work order solution (Nov/Dec). Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.

- Implemented Tyler 311, a replacement for the City's existing report a concern. This product will allow citizens to submit various issues, that can be tracked and reported on, through a Citizen web portal or via the City's AskNewarkDE App (Nov/Dec). **The City received a national award for this project "Tyler Excellence Award in the "Connected Community" category."**

- Converted from Authorize.net to Tyler Payments for Tyler applications (Nov/Dec). This was a required conversion in order to upgrade the City's version of Tyler Cashiering. This new payment platform will allow users to utilize Apple Pay and provide a more robust reporting system for our Accounting team.

- Upgraded Tyler Enterprise ERP from version 2019.1 to 2021. Tyler ERP is a system used by the City to manage our accounting, payroll, human resources, taxes, permitting and billing of business licenses and rentals.

- Upgraded Tyler Cashiering to version 2021, using Tyler Identity, eliminating the necessity for additional username/password (Nov/Dec). Our current version of Tyler Cashiering does not support a single sign on solution which requires users to utilize additional username/password.

- Upgraded Tyler Employee, Vendor and Citizen Self Service to Tyler Employee, Vendor and Resident Access solutions. These upgraded solutions use Tyler Identity providing a more streamlined and secure process, requiring employees to use their active directory account for login, and allowing vendors and citizens to register using their Google, Apple, Microsoft and Facebook platforms logins.

Information Technology (IT) Infrastructure:

- Upgraded network infrastructure and server core and added additional redundancy to city's network. This project improved physical connectivity speeds for all our users and back-end systems.

- Migrated virtual environment from Microsoft's Hyper-V to VMware. This has improved the performance of many of our services as the majority of our servers are virtualized. This upgrade also grants us plenty of room for growth as our last environment was over provisioned. The City uses virtualization to help run our hardware and cloud services more efficiently and get greater returns from our investment.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include (continued):

- Upgraded our backup and recovery systems to a modern solution that includes immutability and isolation. Both are considered best practice.

- Implemented a new cyber security awareness training program and completed city-wide training.

- Worked with the Electric and Police Departments to deploy new surveillance cameras.

- Continued multi-factor authentication deployment on various city services including email. Adding this additional layer of security to our identity platform improves the protections to the City's assets and data.

- Through the RFP process, staff completed a full audio-visual reconfiguration and replacement to the Council Chamber for hybrid meetings.

- In coordination with the Electric Department and the Information Technology Applications Team, we replaced the legacy TropOS mesh network with a more cost-effective cellular solution. This effort saved the City from spending $1 million on a capital project to replace the network that reads meter data.

- Created a vulnerability management program to improve security operations at the city.

- Upgraded soon to be end of life Windows Servers to a more current operating system. Patches and security updates will no longer be available for these operating systems as of October 10, 2023. These upgrades were required to minimize the risk of having unsecure systems.

- Deployed over 150 new workstations to employees to replace failing equipment. This represents 2/3rds of our workstation inventory.

- Held first cybersecurity tabletop exercise since 2017. The tabletop exercise was designed and coordinated with the help of the Cybersecurity and Infrastructure Security Agency (CISA). The exercise was designed to examine the City's ability to protect, detect, and respond to a disruptive cyber incident.

- Participated in the Delaware Technical Community College work-based learning program. This has allowed the City to hire interns during each semester at no cost while assisting these students with entry level workforce experience.

- Staff continued professional development pursuits with attending conferences and seminars, fulfilling continuing education requirements.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2023 Annual Comprehensive Financial Report.

- Support the City Manager with fiscal solutions to support the services and programs citizens expect and deserve through the development and implementation of a long-range plan to close the operating budget gap while maintaining or extending service delivery to the public.

- Properly record and account for all financial transactions, prepare accurate, informative, and timely financial reports, disburse City funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on City funds, and provide adequate insurance protection at the lowest possible cost.

- Prepare an annual operating budget and a five-year capital improvement program to meet Charter requirements deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques, and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

- Maximize the usage of the Utility Billing software to improve utility information management, accurately capture utility consumption and revenue figures, record and account for income from utility sales, build reliable statistics for use in utility budgeting and forecasting, and provide responsive and courteous customer service in the pursuit of service excellence.

- Work with the Council, the City Manager, Department Directors, the State, County, and our residents on determining the best use for leveraging grant funding from various federal and state agencies.

- Ensure a skilled, responsive, and innovative Finance and Information Technology team that keeps current with evolving business-critical technologies, while providing high quality customer service.

- Continue to make improvements to our cybersecurity posture to help reduce risk for our organization.

- Continue to keep all applications up to date and make efficiency recommendations to end users.

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department

Summary:

* as amended ** as proposed

FINANCE DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,633,541	$ 1,704,067	$ 1,682,452	$ 1,655,821	$ 1,797,162	$ 1,915,414
Materials and Supplies	22,593	26,868	11,846	11,928	22,750	24,157
Contractual Services	176,773	193,544	229,025	266,312	301,936	344,833
Other Charges	55,692	75,174	69,513	60,486	60,590	61,508
Subtotal	$ 1,888,599	$ 1,999,653	$ 1,992,836	$ 1,994,547	$ 2,182,438	$ 2,345,912
Inter-Dept. Charges	(1,781,338)	(1,687,056)	(1,667,237)	(1,663,188)	(1,822,568)	(1,948,450)
Total Operating Expenses	**$ 107,261**	**$ 312,597**	**$ 325,599**	**$ 331,359**	**$ 359,870**	**$ 397,462**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111102	6020	Supervisory	$ 235,287	$ 254,508	$ 249,909	$ 259,070	$ 272,594	$ 280,772
0111102	6040	Accounting	286,339	282,318	283,961	295,683	306,504	345,104
0111102	6050	Information Technology	65,096	71,433	73,877	78,614	82,465	86,589
0111102	6060	Customer Service	357,148	370,794	339,033	329,921	368,511	396,484
0111102	6270	Meter Readers	-	-	-	-	-	19,914
0111102	6580	Service Award	12,236	13,495	13,017	12,660	12,458	14,420
0111102	6590	Sick Pay	12,245	5,473	12,843	8,960	13,240	13,208
0111102	6600	Part-Time	6,990	28,096	36,968	35,856	36,733	39,336
0111102	6620	Overtime	20,634	19,953	13,677	16,779	22,000	21,500
0111102	6885	Device Reimbursement	1,800	1,800	1,800	1,600	1,800	1,800
0111102	6920	Unemployment Comp. Ins.	4,092	4,578	4,360	4,187	3,915	2,015
0111102	6930	Social Security Taxes	71,755	76,702	74,847	75,998	83,290	90,515
0111102	6940	City Pension Plan	166,190	189,579	168,178	149,229	179,118	161,848
0111102	6941	Defined Contribution 401(a) Plan	31,230	33,502	35,124	39,869	46,573	49,553
0111102	6950	Term Life Insurance	4,864	4,723	4,343	4,015	4,378	4,476
0111102	6960	Group Hospitalization Ins.	265,212	253,015	267,968	247,901	290,262	316,103
0111102	6961	Long-Term Disability Ins.	2,034	2,031	1,589	1,156	1,242	1,579
0111102	6962	Dental Insurance	13,292	12,426	12,767	12,424	13,886	14,796
0111102	6963	Flexible Spending Account	662	583	567	535	504	504
0111102	6964	Health Savings Account	-	-	2,875	3,000	3,000	-
0111102	6965	Post-Employment Benefits	65,744	69,250	73,528	66,851	40,160	40,160
0111102	6966	Retirement Health Savings Account	7,916	8,414	9,322	10,532	11,888	12,064
0111102	6967	Emergency Room Reimbursements	2,000	705	1,200	298	1,885	1,884
0111102	6968	Vision Insurance Premiums	775	689	699	683	756	790
TOTAL PERSONNEL SERVICES			**$ 1,633,541**	**$ 1,704,067**	**$ 1,682,452**	**$ 1,655,821**	**$ 1,797,162**	**$ 1,915,414**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111103	7110	Safety Shoes and Supplies	$ -	$ -	$ -	$ -	$ -	$ 400
0111103	7130	Tools,Field Sup.,Small Equip.	373	-	450	-	-	8,907
0111103	7131	Information Technology Supplies	-	10,284	1,260	650	1,250	1,250
0111103	7150	Office Supplies	5,413	2,230	5,313	5,681	6,500	6,000
0111103	7160	Books, Periodicals, Etc.	190	-	-	-	-	-
0111103	7170	Postage	-	-	-	122	-	100
0111103	7180	Billing & Collec. Supplies	16,586	14,354	4,823	5,475	15,000	7,500
0111103	7550	Miscellaneous Supplies	31	-	-	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 22,593**	**$ 26,868**	**$ 11,846**	**$ 11,928**	**$ 22,750**	**$ 24,157**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111104	8020	Advertising	$ 556	$ -	$ -	$ -	$ -	$ 2,000
0111104	8030	Casualty Insurance	5,395	5,776	15,297	20,110	23,138	20,938
0111104	8032	Insurance - Auto	995	1,086	1,343	1,148	1,728	1,883
0111104	8033	Insurance - Broker	650	656	2,644	3,389	3,405	3,219
0111104	8035	Insurance - Worker's Compensation	1,846	2,378	2,343	1,914	2,100	2,100
0111104	8040	Merchant Fees and Discounts	22,128	30,019	37,818	39,708	35,000	36,750
0111104	8050	Phone/Communications	848	80	-	-	-	504
0111104	8131	Information Technology Cont'l	36,111	31,618	34,040	40,120	46,587	82,964
0111104	8170	Auditing Fees	54,489	59,530	60,880	62,105	62,225	65,000
0111104	8312	Fleet & Facilities Services	36,702	44,084	51,790	70,414	72,753	79,475
0111104	8550	Misc. Contracted Svc.	17,053	18,317	22,870	27,404	55,000	50,000
TOTAL CONTRACTUAL SERVICES			**$ 176,773**	**$ 193,544**	**$ 229,025**	**$ 266,312**	**$ 301,936**	**$ 344,833**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111105	9010	Bad Debt Expense	$ -	$ -	$ 13,720	$ 237	$ -	$ -
0111105	9020	Mileage & Small Bus. Exp.	682	-	-	-	800	500
0111105	9060	Depreciation Expense	36,538	73,177	54,084	53,762	43,790	45,008
0111105	9070	Training & Continuing Educ/Conf	18,472	1,997	1,709	6,487	16,000	16,000
TOTAL OTHER CHARGES			**$ 55,692**	**$ 75,174**	**$ 69,513**	**$ 60,486**	**$ 60,590**	**$ 61,508**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Finance	$ (552,122)	$ (659,760)	$ (611,392)	$ (570,429)	$ (668,715)	$ (672,474)
Electricity Used	-	11,448	7,669	7,280	8,892	8,633
Information Technology	70,424	81,728	78,685	75,753	87,028	93,220
Mailroom and Postage	1,422	1,416	1,443	1,305	1,588	1,587
Printing and Reproduction	427	278	350	273	477	524
Records	1,852	2,142	1,779	775	1,733	1,951
Utility Billing	(1,303,341)	(1,124,308)	(1,145,771)	(1,178,145)	(1,253,571)	(1,381,891)
TOTAL INTER-DEPT. CHARGES	**$ (1,781,338)**	**$ (1,687,056)**	**$ (1,667,237)**	**$ (1,663,188)**	**$ (1,822,568)**	**$ (1,948,450)**

* as amended ** as proposed

OPERATING EXPENSES - FINANCE DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ 107,261**	**$ 312,597**	**$ 325,599**	**$ 331,359**	**$ 359,870**	**$ 397,462**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Summary:

* as amended ** as proposed

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 844,320	$ 1,055,315	$ 1,054,420	$ 1,033,943	$ 1,165,969	$ 1,314,829
Materials and Supplies	25,803	32,451	61,197	36,386	43,000	44,460
Contractual Services	388,003	440,873	453,976	436,330	564,490	608,120
Other Charges	151,244	65,438	48,385	79,558	290,900	211,169
Subtotal	$ 1,409,370	$ 1,594,077	$ 1,617,978	$ 1,586,217	$ 2,064,359	$ 2,178,578
Inter-Dept. Charges	(1,409,370)	(1,594,077)	(1,617,978)	(1,586,217)	(2,064,359)	(2,178,578)
Total Operating Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111162	6020	Supervisory	$ 146,638	$ 204,184	$ 200,740	$ 204,393	$ 207,270	$ 218,603
0111162	6050	Information Technology	371,678	441,471	454,806	450,217	521,451	598,219
0111162	6580	Service Award	7,191	8,070	8,852	9,683	10,523	11,346
0111162	6590	Sick Pay	1,757	2,577	2,955	2,840	4,285	3,953
0111162	6620	Overtime	11,275	5,898	6,788	6,545	10,000	10,000
0111162	6621	Shift Differential	77	307	312	39	400	500
0111162	6885	Device Reimbursement	4,600	5,300	5,400	5,050	6,000	6,000
0111162	6920	Unemployment Comp. Ins.	2,333	2,509	2,358	2,716	2,536	1,261
0111162	6930	Social Security Taxes	39,012	48,193	49,090	48,595	56,251	62,279
0111162	6940	City Pension Plan	77,260	98,451	59,663	57,384	68,881	62,248
0111162	6941	Defined Contribution 401(a) Plan	18,954	27,614	28,291	26,216	32,150	38,040
0111162	6950	Term Life Insurance	3,315	3,780	3,341	2,610	3,106	3,324
0111162	6960	Group Hospitalization Ins.	113,247	150,009	172,744	160,381	196,241	250,530
0111162	6961	Long-Term Disability Ins.	1,150	1,385	1,145	808	934	1,217
0111162	6962	Dental Insurance	6,280	7,793	8,443	8,029	9,525	11,912
0111162	6963	Flexible Spending Account	252	357	462	410	315	378
0111162	6964	Health Savings Account	3,000	3,000	1,500	3,000	3,000	-
0111162	6965	Post-Employment Benefits	30,320	36,082	38,683	37,067	22,420	22,420
0111162	6966	Retirement Health Savings Account	5,224	7,107	7,214	6,758	8,916	10,556
0111162	6967	Emergency Room Reimbursements	400	800	1,200	800	1,305	1,451
0111162	6968	Vision Insurance Premiums	357	428	433	402	460	592
TOTAL PERSONNEL SERVICES			**$ 844,320**	**$ 1,055,315**	**$ 1,054,420**	**$ 1,033,943**	**$ 1,165,969**	**$ 1,314,829**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111163	7130	Tools, Field Sup., & Small Eq.	$ 23,174	$ 27,914	$ 45,355	$ 28,182	$ 37,500	$ 38,210
0111163	7136	Software	141	4,281	13,978	465	1,500	1,500
0111163	7150	Office Supplies	2,411	256	1,815	7,739	3,500	4,250
0111163	7550	Miscellaneous Supplies	77	-	49	-	500	500
TOTAL MATERIALS & SUPPLIES			**$ 25,803**	**$ 32,451**	**$ 61,197**	**$ 36,386**	**$ 43,000**	**$ 44,460**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111164	8020	Advertising	$ -	$ -	$ -	$ -	$ -	$ 1,200
0111164	8030	Casualty Insurance	2,428	2,599	8,844	11,902	13,694	12,392
0111164	8033	Insurance - Broker	325	328	1,540	2,002	2,015	1,905
0111164	8035	Insurance - Worker's Compensation	1,231	1,585	1,562	1,276	1,400	1,400
0111164	8050	Phone/Communications	1,990	2,867	2,366	3,301	3,000	3,492
0111164	8136	Subscription Services (Software or SAAS)	190,056	142,358	197,517	185,454	296,846	347,864
0111164	8137	Leased Equipment (Contractual)	118,192	204,840	146,979	140,709	200,000	143,695
0111164	8312	Fleet & Facilities Services	16,337	19,976	23,661	33,012	33,535	37,172
0111164	8313	Self-Insurance Services	-	-	11,980	-	-	-
0111164	8550	Misc. Contracted Svc.	57,444	66,320	59,527	58,674	14,000	59,000
TOTAL CONTRACTUAL SERVICES			**$ 388,003**	**$ 440,873**	**$ 453,976**	**$ 436,330**	**$ 564,490**	**$ 608,120**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
0111165	9060	Depreciation Expense	$ 127,728	$ 63,814	$ 47,187	$ 71,957	$ 262,700	$ 182,969
0111165	9070	Training & Continuing Educ/Conf	23,516	1,624	1,198	7,601	28,200	28,200
TOTAL OTHER CHARGES			**$ 151,244**	**$ 65,438**	**$ 48,385**	**$ 79,558**	**$ 290,900**	**$ 211,169**

* as amended ** as proposed

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Billings and Accounting	$ 4,215	$ 30,870	$ 32,055	$ 29,196	$ 32,767	$ 38,421
Electricity Used	-	5,514	3,694	3,506	4,282	4,157
Information Technology	(1,443,968)	(1,674,312)	(1,676,995)	(1,638,451)	(2,124,718)	(2,240,767)
Other Indirect Charges	30,249	43,763	23,158	19,446	23,160	19,446
Printing and Reproduction	134	88	110	86	150	165
TOTAL INTER-DEPT. CHARGES	**$ (1,409,370)**	**$ (1,594,077)**	**$ (1,617,978)**	**$ (1,586,217)**	**$ (2,064,359)**	**$ (2,178,578)**

* as amended ** as proposed

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Debt Service Fund

Summary:

* as amended ** as proposed

DEBT SERVICE	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Fund Balance - January 1st	**$ 46,340**	**$ 46,340**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**
Receipts						
Transfer from Other Funds	$ 271,152	$ 271,446	$ 193,455	$ 319,927	$ 1,184,616	$ 1,375,863
Total Receipts	**$ 271,152**	**$ 271,446**	**$ 193,455**	**$ 319,927**	**$ 1,184,616**	**$ 1,375,863**
Disbursements						
Interest on GOB Series 2011	$ 11,100	$ 5,700	$ -	$ -	$ -	$ -
Debt Service Interest - 2023 Vehicle/Equipment Leases	-	-	-	-	98,884	-
Debt Service Interest - 2024 Vehicle/Equipment Leases	-	-	-	-	-	8,675
Debt Service Interest - Unit 423 Lease Payment	-	-	-	9,719	3,088	10,295
Debt Service Interest - 2023 Refuse Truck Leases	-	-	-	-	85,898	37,063
Debt Service Interest - Unit 528 Lease Payment	-	-	733	-	6,381	4,943
Debt Service Interest - Unit 554 Lease Payment	-	-	-	-	10,226	9,266
Debt Service Interest - Unit 916 Lease Payment	-	-	-	-	649	810
Debt Service Interest - Unit 928 Lease Payment	-	-	-	-	649	810
Debt Service Interest - Unit 931 Lease Payment	-	-	-	-	632	788
Debt Service Interest - (ESCO)	-	-	33,258	32,934	31,624	30,274
Interest on Energy Conservation Loan	1,995	1,418	829	209	-	-
Interest on Fiber Lease	9,945	8,827	7,653	6,494	5,278	4,027
Interest on Bond Funding for General Fund Projects	-	-	-	-	242,000	66,873

(Continued on the following page)

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Debt Service Fund

Summary:

* as amended ** as proposed

DEBT SERVICE	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
Principal Payments						
GOB Series 2011	180,000	190,000	-	-	-	-
Debt Service Principal - 2023 Vehicle/Equipment Leases	-	-	-	-	380,012	511,441
Debt Service Principal - 2024 Vehicle/Equipment Leases	-	-	-	-	-	26,423
Debt Service Principal - Unit 423 Lease Payment	-	-	-	-	8,992	31,370
Debt Service Principal - 2023 Refuse Truck Leases	-	-	-	-	-	112,932
Debt Service Principal - Unit 528 Lease Payment	-	-	29,972	52,509	53,910	55,348
Debt Service Principal - Unit 554 Lease Payment	-	-	-	-	33,258	28,233
Debt Service Principal - Unit 916 Lease Payment	-	-	-	7,298	7,298	7,137
Debt Service Principal - Unit 925 Lease Payment	-	-	-	35,439	-	-
Debt Service Principal - Unit 928 Lease Payment	-	-	-	7,098	7,298	7,137
Debt Service Principal - Unit 931 Lease Payment	-	-	-	7,298	7,098	6,941
Debt Service Principal - Office Equipment Lease Payment	-	-	49,440	39,808	50,341	50,477
Debt Service Principal - IT Equipment Lease Payment	-	-	-	-	50,000	50,000
Debt Service Principal - (ESCO)	-	-	-	55,490	57,123	58,845
Energy Conservation Loan	28,802	29,379	29,968	22,870	-	-
Fiber Lease	39,310	40,428	41,602	42,761	43,977	45,228
Principal on Bond Funding for General Fund Projects	-	-	-	-	-	210,527
Total Disbursements	**$ 271,152**	**$ 275,752**	**$ 193,455**	**$ 319,927**	**$ 1,184,616**	**$ 1,375,863**
Fund Balance - End of Period	**$ 46,340**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**
Bonds Outstanding - December 31st						
GOB Series 2011	190,000	-	-	-	-	-
TOTAL DEBT SERVICE FUND	**$ 190,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Capital Projects Fund

Expenditures:

* as amended ** as proposed

CAPITAL IMPROVEMENTS			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
3063006	9620	Land & Land Improvement	$ 66,973	$ (37,605)	$ 149,311	$ 34,861	$ 240,000	$ 315,000
3063006	9621	Buildings & Structures	-	697,542	-	7,899	27,986	32,325
3063006	9622	Machinery & Equipment	32,082	7,493	-	521,423	150,000	160,000
3063006	9623	Autos & Trucks	47,551	26,606	146,505	565,135	-	-
3063006	9760	CIP - Streets Material	933,603	297,223	260,182	24,100	165,105	175,045
3063006	9860	CIP - Lines & Streets Labor	-	3,544	-	-	12,350	830
3063006	9960	CIP - Streets Contractual	-	-	-	-	900,000	1,000,000
TOTAL CAPITAL IMPROVEMENTS			**$ 1,080,209**	**$ 994,803**	**$ 555,998**	**$ 1,153,418**	**$ 1,495,441**	**$ 1,683,200**

* as amended ** as proposed

EQUIPMENT REPLACEMENT			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
3063026	9623	Autos & Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL EQUIPMENT REPLACEMENT			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Capital Projects Fund

Expenditures: * as amended ** as proposed

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
PUBLIC WORKS DEPARTMENT								
R2201 - Roll Off Dumpster Purchase	$ -	$ 2,065	$ -	$ -	$ -	$ -	$ -	$ -
H2401 - Annual Street Program	1,000,000	-	-	520,883	-	-	-	60,000
H2402 - ADA Accessibility Transition Plan (CDBG provides the $25,000 grant)	155,000	-	-	-	-	-	-	-
H2301 - Annual Street Program	-	900,000	-	-	-	-	-	-
H1503 - Newark Transportation Plan Implementation	-	98,259	-	20,000	-	-	-	-
TOTAL	**$ 1,155,000**	**$ 1,000,324**	**$ -**	**$ 540,883**	**$ -**	**$ -**	**$ -**	**$ 60,000**
POLICE DEPARTMENT								
C2401 - Police Radio Refresh	$ 53,200	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C2402 - Police Vehicles Additions to Fleet	-	80,000	-	-	-	-	-	180,000
C1401 - Ballistic Vests	-	-	10,589	-	-	-	-	-
TOTAL	**$ 53,200**	**$ 80,000**	**$ 10,589**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 180,000**
PARKS & RECREATION DEPARTMENT								
K2302 - Ash Tree Removal/Management	$ -	$ -	$ -	$ 400,000	$ -	$ -	$ -	$ -
K2303 - Tree Pit Installations (Main Street)	100,000	-	-	-	-	-	-	-
K2202 - Dickey Park Improvements	55,000	-	-	35,000	-	-	-	-
K2203 - Dickey and George Wilson Center Pool Resurfacing	-	-	-	-	-	-	382,500	-
K2205 - George Wilson Center School Hill History Display	5,000	-	-	-	-	-	-	-
K2207 - Olan Thomas and Kershaw Park Improvements	-	-	-	1,000,000	-	-	-	-
K2004 - Facilities Accessibilty (ADA Compliance)	30,000	-	-	-	-	-	-	-
K1301 - Hard Surface Facilities Improvements	-	6,400	-	-	-	-	-	-
K0908 - Children's Play Equipment	225,000	-	-	-	-	-	-	-
KEQSF - Equipment Replacement Program	60,000	-	-	-	-	-	-	-
TOTAL	**$ 475,000**	**$ 6,400**	**$ -**	**$ 1,435,000**	**$ -**	**$ -**	**$ 382,500**	**$ -**
INFORMATION TECHNOLOGY DIVISION								
I2401 - Exchange Migration	$ -	$ 28,147	$ -	$ -	$ -	$ -	$ 31,853	$ -
I2402 - SSRS Utility Bill Print	-	27,630	-	-	-	-	-	-
I2301 - Surveillance Camera Upgrade and Refresh	-	-	-	-	-	-	40,000	-
I1801 - Citywide Fiber (Phase II)	-	40,000	-	-	-	-	100,000	-
TOTAL	**$ -**	**$ 95,777**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 171,853**	**$ -**

(Continued on the following page)

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Capital Projects Fund

Expenditures:

* as amended ** as proposed

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
OTHER DEPARTMENTS								
B2201 - EnerGov Civic Services Software	$ -	$ -	$ -	$ -	$ -	$ -	$ 131,626	$ -
FEQSF - Equipment Replacement Program	-	-	12,369	22,631	-	-	-	-
TOTAL	**$ -**	**$ -**	**$ 12,369**	**$ 22,631**	**$ -**	**$ -**	**$ 131,626**	**$ -**
TOTAL CDBG/CAPITAL PROJECTS FUNDS	**$ 1,683,200**	**$ 1,182,501**	**$ 22,958**	**$ 1,998,514**	**$ -**	**$ -**	**$ 685,979**	**$ 240,000**

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
1191192	6020	Supervisory	$ 38	$ -	$ -	$ -	$ -	$ -
1191192	6030	Engineering/Technical	26,372	22,508	24,767	30,480	33,126	27,578
1191192	6040	Accounting	191	-	-	-	-	-
1191192	6610	Seasonal Workers	4,117	(52)	-	-	-	-
1191192	6620	Overtime	312	-	-	-	-	-
1191192	6920	Unemployment Comp. Ins.	171	119	-	-	149	46
1191192	6930	Social Security Taxes	2,444	1,902	1,995	2,147	2,743	2,104
1191192	6950	Term Life Insurance	146	162	145	135	139	136
1191192	6960	Group Hospitalization Ins.	8,587	8,286	8,466	8,672	9,559	9,491
1191192	6961	Long-Term Disability Ins.	57	65	49	39	40	44
1191192	6962	Dental Insurance	530	486	486	486	535	523
1191192	6967	Emergency Room Reimbursements	-	-	-	-	55	53
1191192	6968	Vision Insurance Premiums	25	23	23	23	25	25
1191193	7500	Parks Maintenance	10,400	-	2,047	-	40,000	40,000
1191193	7550	Miscellaneous Supplies	396	-	-	-	-	-
1191194	8500	Parks Maintenance	-	-	1,986	-	-	-
1191194	8550	Misc. Contracted Services	-	-	-	-	25,000	25,000
1191194	8810	CDBG - Housing	123,587	90,814	167,799	153,692	144,080	144,080
1191194	8811	CDBG - Social Services	24,220	11,651	4,638	17,426	28,533	28,533
1191194	8813	CDBG - CARES Act Response Funds	-	6,798	9,510	215,960	-	-
1191195	9020	Mileage & Business Expense	184	-	56	-	-	-
TOTAL COMMUNITY DEVELOPMENT			**$ 201,777**	**$ 142,762**	**$ 221,967**	**$ 429,060**	**$ 283,984**	**$ 277,613**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

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

Programs:

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

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

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Law Enforcement Fund - Police Department - Law Enforcement Grants

Expenditures:

* as amended ** as proposed

LAW ENFORCEMENT GRANTS			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
1221202	6619	Standby Pay	$ 6,751	$ 7,806	$ 4,598	$ 5,014	$ 4,784	$ 4,880
1221202	6620	Overtime	146,158	121,867	139,959	136,020	114,679	83,301
1221202	6621	Shift Differential	660	659	784	437	816	832
1221202	6622	Holiday Premium	524	1,013	2,135	243	2,221	2,265
1221202	6920	Unemployment Comp. Ins.	-	-	-	-	402	-
1221202	6930	Social Security Taxes	8,858	5,654	7,058	6,679	9,370	9,558
1221202	6966	Retirement Health Savings Account	482	402	407	401	-	-
1221203	7110	Safety Shoes and Supplies	-	19,448	-	-	-	-
1221203	7130	Small Equipment	45,914	50,560	61,594	101,505	157,837	39,775
1221203	7140	Uniforms	6,475	2,618	-	-	-	-
1221203	7150	Office Supplies	719	-	4,987	-	-	-
1221203	7210	Election Expenses	-	130	-	-	-	-
1221203	7230	Janitorial Supplies	-	4,646	-	-	-	-
1221203	7250	Buildings and Grounds Maint. Supplies	-	8,596	-	-	-	-
1221203	7550	Miscellaneous Supplies	2,322	905	8,210	3,742	-	-
1221204	8020	Advertising	-	90	-	-	-	-
1221204	8130	Building & Equipment Rental	-	-	-	-	21,600	25,000
1221204	8180	Consulting Fees	-	-	(3,600)	2,845	-	-
1221204	8480	Communication Equip. Maint.	12,533	13,755	16,257	20,317	-	-
1221204	8550	Misc. Contracted Services	23,463	23,178	46,237	33,688	10,000	79,000
1221205	9030	Recruitment & Retention Expenses	-	916	-	-	-	-
1221205	9070	Training & Continuing Educ/Conf	25,659	16,472	8,074	18,499	35,000	39,500
1221205	9090	Overtime - Special Programs	772	298	302	-	-	-
TOTAL LAW ENFORCEMENT GRANTS			**$ 281,290**	**$ 279,013**	**$ 297,002**	**$ 329,390**	**$ 356,709**	**$ 284,111**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Law Enforcement Fund - Police Department - Federally Forfeited Property

Expenditures:

* as amended ** as proposed

FEDERAL FORFEITED PROPERTY			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
1221293	7040	Firearm Supplies	$ -	$ 20,728	$ 1,468	$ 33,430	$ -	$ -
1221293	7130	Tools, Fld.Sup., Small Equipment	-	3,834	9,106	6,827	15,000	-
1221293	7140	Uniforms	-	1,540	-	1,495	-	-
1221293	7550	Miscellaneous Supplies	-	1,005	6,594	-	-	-
1221294	8550	Miscellaneous Contracted Svc	-	2,198	5,350	-	-	-
1221295	9070	Training & Continuing Educ/Conf	10,303	-	9,465	3,058	10,000	-
TOTAL FEDERAL FORFEITED PROPERTY			**$ 10,303**	**$ 29,305**	**$ 31,983**	**$ 44,810**	**$ 25,000**	**$ -**

Law Enforcement Fund - Police Department - Law Enforcement Grants

Programs:

CURRENT LAW ENFORCEMENT GRANT PROGRAMS	PROJECTED AMOUNT AVAILABLE
Emergency Illegal Drug Enforcement	$ 9,654
Fund to Combat Violent Crime	106,000
State Aide to Local Law Enforcement	15,775
Federal Edward Byrne Memorial Grant	17,500
Office of Highway Safety Aggressive Driving Enforcement Programs	6,440
Office of Highway Safety Impaired Driving Enforcement Programs	30,800
Office of Highway Safety Distracted Driving Enforcement Programs	7,560
Office of Highway Safety Pedestrian Safety Enforcement Programs	6,720
Office of Highway Safety Motorcycle Enforcement	560
911 Funds	66,287
TOTAL	**$ 267,296**

* Based on projected grant balance at 12/31/2023 and/or grant award amount for 2024.

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Parks Special Revenue Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

PARKS SPECIAL REVENUE ACCOUNTS			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
FRIENDS OF SAFETY TOWN (1141)								
1351302	6690	Self-Supporting Programs	$ 607	$ 734	$ 674	$ 1,388	$ 1,389	$ 1,389
1351302	6920	Unemployment Comp. Ins.	-	-	-	-	25	-
1351302	6930	Social Security Taxes	46	56	52	101	106	106
1351303	7690	Self-Supporting Programs Supplies	308	1,199	748	166	2,500	2,500
1351304	8690	Self-Supporting Programs Cont. Svc	-	-	-	-	500	500
COMMUNITY DONATIONS FOR PARKS (1142)								
1351303	7500	Parks Maintenance	413	-	1,388	13,971	10,000	10,000
1351304	8500	Parks Maintenance	5,055	-	4,338	-	5,000	5,000
BEAUTIFICATION (1143)								
1351303	7501	Island Beautification	7,135	8,712	7,669	1,984	11,000	11,000
1351304	8130	Building & Equipment Rental	-	-	-	-	1,200	1,200
CASH IN LIEU OF PARKLAND (1144)								
1351304	8500	Parks Maintenance	-	2,199	-	1,169	10,000	10,000
COMMUNITY GARDEN (1150)								
1351303	7550	Miscellaneous Supplies	107	13	1,812	255	500	500
CASH IN LIEU OF TREES (1152)								
1351303	7500	Parks Maintenance	-	-	-	-	8,000	10,000
1351304	8500	Parks Maintenance	-	-	-	-	4,000	10,000
TOTAL PARKS SPECIAL REVENUE ACCOUNTS			**$ 13,671**	**$ 12,913**	**$ 16,681**	**$ 19,034**	**$ 54,220**	**$ 62,195**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

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

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

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

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

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
1591506 9623 CIP - Autos and Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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

*Please note, there are no Unicity Special Revenue projects with 2024 capital spending budgeted.

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

Insurance Fund - Self-Insurance

Expenditures:

* as amended ** as proposed

SELF-INSURANCE			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
6116104	8162	Legal/Consulting Services	$ -	$ -	$ -	$ -	$ 10,000	$ 10,000
6116104	8891	Claims - Medical	62,602	57,204	30,353	6,851	50,000	50,000
6116104	8892	Claims - Property	12,920	2,133	45,404	7,477	5,000	5,000
6116104	8894	Claims - Liability	2,504	23,495	21,806	953	30,000	30,000
6116104	8895	Claims - Permanent Impairment	-	23,902	72,465	-	50,000	50,000
TOTAL SELF-INSURANCE			**$ 78,026**	**$ 106,734**	**$ 170,028**	**$ 15,281**	**$ 145,000**	**$ 145,000**

Other Post-Employment Benefits Fund

Expenditures:

* as amended ** as proposed

POST-EMPLOYMENT BENEFITS			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **
7307300	6991	Retiree Health Insurance	$ 518,530	$ 524,374	$ 563,029	$ 635,171	$ 610,000	$ 635,000
7307300	6992	Retiree/Spouse Health Insurance	105,688	112,445	109,016	130,659	115,000	130,000
7307300	6995	Retiree Life Insurance	1,960	2,156	1,957	1,851	1,850	2,000
TOTAL POST-EMPLOYMENT BENEFITS			**$ 626,178**	**$ 638,975**	**$ 674,002**	**$ 767,681**	**$ 726,850**	**$ 767,000**

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CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

DOCUMENT VERSION CONTROL

Date:	Description of Change(s):