Administrative Department 2025 Budget Presentation

August 26, 2024

Introduction – Administrative

- City Manager – Tom Coleman
- Community Engagement – Jayme Gravell
- Human Resources & Labor Relations – Devan Hardin
- Purchasing and Facilities Maintenance – Jeff Martindale
- Human Resources Administrator – Marta Pacheco, Tracy Bak

Accomplishments – Facilities

Completed several high-priority facilities projects

- City Hall/Police Department/VFW parking lots
- Solar panels on George Wilson Center
- Council Chamber upgrade
- Backup generator repairs at City Hall
- Security fencing at the Field Operations Complex and City Hall
- Replaced failing cornice at City Hall
- Constructed new or updated existing break rooms for staff at City Hall and NPD
- Prepared plans and specifications for an expansion of the City's storage warehouse
- Prepared project to relocate aging underground diesel storage tank that serves City Hall and NPD backup generators above ground. Construction in late 2024.
- Began design of restoration of historic train station and George Wilson Center

Council Chamber Updates

Cornice Repairs

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Accomplishments – Human Resources/Labor Relations

- Actively worked on union negotiations with all four labor groups over the past year.
- Completed four compensation studies with assistance from the Bolton Consulting Group.
  - Using this information, we negotiated:
    - Three-year contract with AFSCME 3919
    - 6-month extension with the FOP
    - Made significant progress toward a new contract with CWA 1036
    - Opened negotiations with AFSCME 1670
  - Completed significant updates to the management pay plan, modernizing pay structure and bringing compensation into line with the larger industry

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Number of Job Postings by Year: 2007 to Aug. 2024

* As of Aug. 19, 2024 (57 postings projected for the full year)

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Accomplishments – Community Engagement

- To keep residents informed, the Community Engagement Division writes and distributes the community newsletter to more than 5,000 registered recipients. Over the last year, the City's Facebook page grew by 783 followers/6% (13,848 total) and Instagram earned 390 additional followers/grew by 24% (2,034 total).

- The City's mailroom employees processed nearly 200,000 pieces of outgoing mail.

- Assisted Aetna Hose, Hook & Ladder with their awareness and fundraising campaigns by organizing more than a dozen community events.

- Partnered with community organizations to pursue mutual goals for the benefit of City residents.

Achievements – General Admin/Special Projects

- Procured $6,644,000 in grant funding for:
  - Dickey Park Community Garden (project complete)
  - VFW Post No. 485 parking lot repaving (project complete)
  - Newark Passenger Railroad Station restoration (project in design)
  - George Wilson Community Center restoration (project in design)
  - Electric warehouse expansion (project out to bid)
  - Security improvements (project complete)
  - FY2025 State Bond bill – critical project needs
  - PILOT - $2M
- Snowflake Holiday Light Expansion
- Increased awareness of the funding challenges faced by Aetna Hose Hook and Ladder

Achievements – General Admin/Special Projects

- Division staff are involved in several community organizations including Newark Area Welfare Committee, STAR Rotary, Fusion Foundation, Community Advisory Panels (CAP) for DuPont, FMC, and Chemours, and The Newark Partnership.

- Internally, the division facilitates employee events that increase engagement and morale as well as improve mental, physical and financial health. Functions include lunch-and-learns hosted by Fulton Bank, quarterly blood drives, biometric screenings, and hospital-based education. Staff also put on the annual Bring Your Child to Work Day and various employee recognition events.

- Completed Capital Recovery Fee analysis together with the City's utility rate consultant for electric and water utilities. To be presented to council in fall of 2024.

- Completed electric cost of service study and preliminary rate designs. To be presented to council in fall of 2024.

- City Manager Coleman continued his role as Vice Chair for the Delaware Municipal Electric Corporation's (DEMEC) Board. He was also selected as Vice Chair for the board of the DeLea Founders Insurance Trust (DFIT), the City's worker's compensation insurance provider. He also serves as a member on the DEMEC executive Committee, the DFIT claims committee, and the DFIT Finance Committee.

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Goals

- Continue searching for grants to achieve critical infrastructure and security improvements, as well as offset future year expenses, without using current resources.

- Continue to support operating departments for successful implementation of projects that are included in the 2024 and 2025 capital budget, and spend funds associated with ARPA on designated timelines.

- Train City staff on proper purchasing compliance and policy, using the newly implemented Purchasing Manual as a guide.

- Install new flood proofing equipment and upgrade runoff/groundwater handling pump systems at City Hall and the Newark Police Department to better protect against future flooding.

Goals

- Continue work on the projects funded by the 2024 and 2025 CRF and Bond Bill allocations 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
  - Expanding the Electric Warehouse at the FOC
  - Olan Thomas Warehouse/Police Impound Lot Improvements
  - Parks and recreation Equipment Replacements
  - Equipment Replacements (Skid Steer and Kubota Mule or equivalent)
  - Water Utility Infrastructure security Improvements

- 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.

Goals

- Implement new Employee Policy Advisory and Events Committee.
- Work with DEMEC and the Electric Department to successfully deploy a Journeyman's program for Electric employees.
- 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.
- Assist the State's "Study Group to Review and Recommend Compensatory Payments for Certain Tax-Exempt Properties Owned by the State" (PILOT Task Force) as authorized by SCR 167

Conservation Advisory Commission (CAC) Funding Achievements: 2023/2024

- Dickey Park Community Garden ADA improvements ($7,500)
- Reservoir Solar Park bushes/shrubs plantings ($1,500)
- Historic Train Station window replacement assistance ($5,000)
- NCCL Greenfest participation donation ($1,000 x2)
- CAC-branded gear for Community Day and other events ($1,500)
- Parks & Recreation tree giveaway program ($15,000 x2)
- Efficiency Smart Super Rebate Program ($10,000)
- Newark Housing Authority Weatherization Grant ($12,500 – pending)
- New EV for Parking Division ($38,000)
- Citywide Tree Canopy Inventory ($15,000)
- Landscaping barrier between Field Operations Complex and NCCL School ($3,000)

Administrative Budget Overview – By Division

					* as amended	** as proposed		
ADMINISTRATIVE DEPARTMENT								
DIVISION SUMMARY:	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 *BUDGET	2025 ** BUDGET	% FROM 2024 BUDGET	$ FROM 2024 BUDGET
Management	1,158,048	1,292,080	1,319,625	1,409,605	1,674,905	1,767,920	5.6%	93,015
Facilities Maintenance	844,111	914,932	1,142,038	1,156,457	1,343,227	1,287,045	-4.2%	(56,182)
Total Electric Department:	**$ 2,002,159**	**$ 2,207,012**	**$ 2,461,663**	**$ 2,566,062**	**$ 3,018,132**	**$ 3,054,965**	**1.2%**	**$ 36,833**

Administrative Budget Overview – By Object Level

* as amended ** as proposed

ADMINISTRATIVE DEPARTMENT SUMMARY (BY OBJECT LEVEL):	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 *BUDGET	2025 ** BUDGET	% FROM 2024 BUDGET	$ FROM 2024 BUDGET
EXPENDITURES								
Personnel Services	1,433,777	1,441,968	1,446,110	1,602,267	1,692,366	1,772,512	4.7%	80,146
Materials and Supplies	224,629	212,049	259,606	259,753	333,850	339,350	1.6%	5,500
Contractual Services	398,588	484,974	541,225	536,087	787,347	726,136	-7.8%	(61,211)
Equipment Depreciation	24,996	17,477	24,459	36,970	33,971	42,080	23.9%	8,109
Other Expenditures	208,029	252,905	263,108	276,005	355,000	367,200	3.4%	12,200
Inter-Dept. Charges	(287,860)	(273,713)	(285,406)	(335,074)	(375,599)	(384,417)	2.3%	(8,818)
Debt Service - Principal	-	-	119,050	122,553	126,247	130,137	3.1%	3,890
Debt Service - Interest	-	71,352	93,511	66,888	64,950	61,967	-4.6%	(2,983)
Total Operating Expenditures	**$ 2,002,159**	**$ 2,207,012**	**$ 2,461,663**	**$ 2,565,449**	**$ 3,018,132**	**$ 3,054,965**	**1.2%**	**$ 36,833**

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General Budget Overview (Changes from 2024)

Operating Budget Discretionary Changes: Management

- Overall increase of $93K or 5.6%
  - $1,767,920 vs $1,674,905
- $84,730 increase to personnel services
  - Due primarily to pension and health care. COLA and merit adjustments offset by transfer of one position to Parks and Recreation
- $9,500 increase to materials and supplies
  - Primarily due to postage adjustment ($165K to $175K for increased mail expenses).
- $2,495 overall reduction in contractual services
  - Mainly due to $20K decrease in legal/consulting services
- $12,230 increase to other charges
  - $10,000 increase to recruitment and retention, $5,000 decrease to training and continuing education

General Budget Overview - Position Transfer

- Transfer of 1 FTE [From Administrative Department to Parks & Recreation Department]
  - FTE Title: "Marketing Specialist and Admin Support"
  - Responsibilities moved over to Parks and Recreation Department.

General Budget Overview (Changes from 2024)

Operating Budget Changes: Facilities Maintenance

- Overall decrease of $56K or -4.2%
  - $1,287,045 vs $1,343,227

- $4,584 personnel cost from reduction to part-time budget
- $4,000 reduction to materials and supplies
- $58,716 reduction to contractual services
  - $74K decrease in interdepartmental charge for fleet and facilities services
  - $12,500 increase for ESCO measurement & verification reporting

General Budget Overview (Changes from 2024)

Capital Improvement Program Changes and Updates: Management

- A2301: Main Street Holiday Lighting Enhancement
  - Additional $50k in current resources slated for 2025 to add more utility pole snowflake lights (requested by Council members during 2023 budget process, up for discussion)

Administrative Budget Overview – Capital Improvements (Management)

FUNDING SUMMARY

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2024 BUDGET AS AMENDED	|---2025---| RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 200,000
A2302	VFW J. Allison O'Daniel Post No. 475 Parking Lot Repaving	B	-	-	-	-	-	-	-	-	-
AEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	-	50,000	50,000
	Total Capital Projects Fund - Management Division		**$ -**	**$ -**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

PLANNED FINANCING SOURCES	2024 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
LESS: USE OF RESERVES	-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	(36,581)	(36,581)
GRANTS	-	-	-	-	-	-	-	-	-
BOND ISSUES	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 13,419	$ 213,419

General Budget Overview (Changes from 2024)

Capital Improvement Program Changes and Updates: Facilities Maintenance

- N2302: Muni Center Master Plan – $650k requested for Police Department Sallyport/Motorcycle Garage slab replacement
  - Engineering consultant Pennoni Associates recommends replacing the concrete deck on metal slab covering a large portion of the NPD as soon as possible
  - If not completed, this will become a structural and safety issue in the near future
  - Pictures on slides to follow
- N2304: Police Impound Lot Improvements – $650k received from State of Delaware FY25 Community Reinvestment Fund

Administrative Budget Overview – Capital Improvements (Facilities)

FUNDING SUMMARY

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 650,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 3,450,000
***Prior Authorized Balance:**	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000
2025-2029 Funding:	$ 1,300,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 4,100,000

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2024 BUDGET AS AMENDED	|--2025--| RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
N2301	George Wilson Community Center Master Plan	B	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
N2302	Municipal Center Master Plan	B	40,000	-	650,000	650,000	-	-	-	-	650,000
N2303	Field Operations Complex Wash Basin	B	-	-	-	-	300,000	2,000,000	-	-	2,300,000
N2304	Police Impound Lot Improvements	B	-	650,000	-	650,000	-	-	-	-	650,000
N2203	Energy Savings Project Round II	B	-	-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	100,000	-	-	-	400,000	-	-	-	400,000
N1809	Historic Newark Train Station Master Plan	C	655,000	-	-	-	-	-	-	-	-
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	-	50,000	50,000	100,000
	Total Maintenance Fund - Facilities Maintenance Division		**$ 795,000**	**$ 650,000**	**$ 650,000**	**$ 1,300,000**	**$ 700,000**	**$ 2,000,000**	**$ 50,000**	**$ 50,000**	**$ 4,100,000**

PLANNED FINANCING SOURCES	2024 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ 795,000	$ 650,000	$ 650,000	$ 1,300,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 4,100,000
LESS: USE OF RESERVES	(22,510)	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	-	(23,535)	(38,774)	(62,309)
GRANTS	(655,000)	(650,000)	-	(650,000)	(700,000)	(2,000,000)	-	-	(3,350,000)
BOND ISSUES	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ 117,490	$ -	$ 650,000	$ 650,000	$ -	$ -	$ 26,465	$ 11,226	$ 687,691

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NPD Sallyport/Motorcycle Garage:
Wall beneath NPD sallyport

NPD Sallyport/Motorcycle Garage: Corrosion of metal decking under sallyport

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NPD Sallyport/Motorcycle Garage: Corrosion of metal decking under sallyport

NPD Sallyport/Motorcycle Garage: Corrosion of metal decking under sallyport

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NPD Sallyport/Motorcycle Garage: Corrosion of decking along walkway between sallyport and loading dock

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Conclusion

Management/Facilities Maintenance

- **Operating budget:**
  - Increase of 1.2%, or $36,833
  - Personnel: - 1.0 staff
    - Transferred Marketing Specialist to Parks

- **Capital projects:**
  - *+$50,000: Management* Current resources:
    - Holiday Light Enhancement
  - *+$650,000: Facilities* Current Resources:
    - Municipal Center Master Plan (funds requested)
    - Police Impound Lot Improvements (grant-funded)
      - Includes $650,000 in grant funds

ADMINISTRATIVE DEPARTMENT

2025 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:
AUGUST 26th, 2024

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CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2025 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 260 full-time employees, 50 part-time employees, 200 retirees as well as many temporary and seasonal employees. Currently, the division consists of three full-time staff employees including the Chief Human Resources Officer and two HR Administrators.

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.

Facilities Maintenance continues to oversee all major facilities projects except for utility specific projects where Facilities plays a supporting role. Facilities also manages the City's custodial staff and general carpentry employees.

Communications:

Led by the Chief Communications Officer, the Communications team consists of three additional members: an Admin Professional I 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 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.

Communications (continued):

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, ribbon cuttings, and larger events such as Main Street Alfresco. 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, Diversity & Inclusion Commission, the Traffic Committee, the Newark Area Welfare Committee, and the NAACP. Internally, Administration staff also acts as a liaison to the staff committees including but not limited to the Benefits and Pension committees. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities. The city manager also serves as the City's representative on the Delaware Municipal Electric Corporation (DEMEC) and DeLea Founder's Insurance Trust (DFIT) boards.

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
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2024 include:

- Procurement Process Improvements: The Purchasing Division prioritized completing the Purchasing Manual and associated forms and templates to ensure adherence to the City's procurement policies and streamline the contract completion and vendor procurement processes. This task was successfully completed at the end of 2023, with the updated policies implemented in early 2024. The successful completion and implementation of these tools have significantly simplified procurement processes for staff, leading to a reduction in contract completion time and increased compliance with City policies.

- Bid, Purchase Order, and Invoicing Management: In 2023, the Purchasing Division solicited bids/proposals for eleven (11) Invitations to Bid (ITBs) and one (1) Request for Proposal (RFP). The division also processed 1,348 purchase orders and 3,282 invoices. Compared to 2019, the number of processed purchase orders increased by 28%, demonstrating the Division's growing efficiency and capacity along with better procedural compliance among staff.

- Grant Applications and Administration: In conjunction with the Finance Department, in 2023 Purchasing procured $3,144,000 in grant funding for various City projects, including:
  - Dickey Park Community Garden (project complete)
  - VFW Post No. 485 parking lot repaving (project complete)
  - Newark Passenger Railroad Station restoration (project in design)
  - George Wilson Community Center restoration (project in design)
  - Electric warehouse expansion (project out to bid)
  - Security improvements (project complete)

  More recently, the City received $1.5 million as part of the State's 2025 budget to be used for critical capital projects. We were also able to secure $2 million in State PILOT funding, a significant increase over the $450,000 received in the prior year.

- Snowflake Holiday Light Expansion: Managed by the Purchasing Division and installed by the Electric Department in late 2023, the City added twenty-four (24) holiday lights to electric poles along South and East Main Streets. This expansion brings the total number of holiday lights to nearly fifty (50), enhancing the festive atmosphere and community spirit during the holiday season.

- Completed several high priority facilities projects including but not limited to:
  - Resurfacing of the City Hall and Police Department (NPD) parking lots
  - Installation of security fencing and gates at the NPD parking lot
  - Resurfacing of the VFW parking lot
  - Installation of solar panels on the roof of the George Wilson Center
  - ADA, security, and aesthetic upgrades to Council Chamber
  - Significant repairs to backup generators at City Hall and NPD
  - Replacement of end-of-life security fencing at the Field Operations Complex
  - Installation of new electric vehicle charging infrastructure in City parking lots
  - Replacement of failing cornice at City Hall and NPD
  - Constructed new or updated existing break rooms in City Hall and NPD

Key accomplishments in 2024 (continued):

- Made significant progress on several high priority projects including but not limited to:
    - Prepared plans and specifications for an expansion of the City's storage warehouse
    - Issued Request for Proposal (RFP) for emergency management consultant services
    - Issued Invitation to Bid for expansion of City's fiberoptic network
    - Prepared project to relocate aging underground diesel storage tank that serves City Hall and NPD backup generators above ground. Construction in late 2024.
    - Began design of restoration of historic train station and George Wilson Center

- A priority for the division was to raise awareness of the funding challenges faced by Aetna Hose, Hook & Ladder Company. We implemented a Volunteer Fire fee on building permits that has raised approximately $250,000 for Aetna HHL for the year as of the middle of August 2024. We also held a beer garden in coordination with Fusion Fitness to raise money for Aetna.

- In collaboration with the IT Apps division, staff launched AskNewarkDE, a smartphone app that residents can download and use to access City-related information quickly. There are approximately 1,500 users and the most used features include making payments and searching for employment. AskNewarkDE earned the Tyler Technologies "Connected Communities" Award for 2023.

- Division staff are involved in several community organizations including the Newark Area Welfare Committee, STAR Rotary, Fusion Foundation, Community Advisory Panels (CAP) for DuPont, FMC, and Chemours, and The Newark Partnership. Engagement with community organizations helps with information sharing, ensuring transparency and pursuing mutual goals for the benefit of City residents.

- Internally, the division facilitates employee events that increase engagement and morale as well as improve mental, physical and financial health. Functions include lunch-and-learns hosted by Fulton Bank, quarterly blood drives, biometric screenings, and hospital-based education. Staff also put on the annual Bring Your Child to Work Day and various employee recognition events.

- To keep residents informed, the Community Engagement Division writes and distributes the community newsletter to more than 5,000 registered recipients. Over the last year, the City's Facebook page grew by 783 followers (13,848 total) and Instagram earned 390 additional followers (2,034 total).

- The City's mailroom employees processed nearly 200,000 pieces of outgoing mail.

- Division staff were actively working on union negotiations with all four labor groups over the past year. We completed four compensation studies with assistance from the Bolton Consulting

Key accomplishments in 2024 (continued):

Group. Using this information, we negotiated a new three-year contract with AFSCME 3919, a 6-month extension with the FOP, have made significant progress toward a new contract with CWA 1036, and have just opened negotiations with AFSCME 1670. We also completed significant updates to the management pay plan, modernizing our pay structure and bringing compensation into line with the larger industry.

- Completed Capital Recovery Fee analysis together with the City's utility rate consultant for electric and water utilities. To be presented to council in fall of 2024.

- Completed electric cost of service study and preliminary rate designs. To be presented to council in fall of 2024.

- City Manager Coleman continued his role as Vice Chair for the Delaware Municipal Electric Corporation's (DEMEC) Board. He was also selected as Vice Chair for the board of the DeLea Founders Insurance Trust (DFIT), the City's worker's compensation insurance provider. He also serves as a member on the DEMEC executive Committee, the DFIT claims committee, and the DFIT Finance Committee.

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

- Continue searching for grants to achieve critical infrastructure and security improvements without using current resources.

- Continue to support operating departments for successful implementation of projects that are included in the 2024 and 2025 capital budget, and spend funds associated with ARPA on designated timelines.

- Train City staff on proper purchasing compliance and policy, using the newly implemented Purchasing Manual as a guide.

- Install new flood proofing equipment and upgrade runoff/groundwater handling pump systems at City Hall and the Newark Police Department to better protect against future flooding.

- Continue work on the projects funded by the 2024 and 2025 CRF and Bond Bill allocations 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
  - Expanding the Electric Warehouse at the FOC
  - Olan Thomas Warehouse/Police Impound Lot Improvements
  - Parks and recreation Equipment Replacements
  - Equipment Replacements (Skid Steer and Kubota Mule or equivalent)
  - Water Utility Infrastructure security Improvements

- 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.

- Implement new Employee Policy Advisory and Events Committee.

- Work with DEMEC and the Electric Department to successfully deploy a Journeyman's program for Electric employees.

- 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.

- Assist the State's "Study Group to Review and Recommend Compensatory Payments for Certain Tax-Exempt Properties Owned by the State" (PILOT Task Force) as authorized by SCR 167

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ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION

2025 OPERATING EXPENDITURES

General Fund - Administrative Department - Management Division

Summary:

MANAGEMENT DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
OPERATING EXPENSES								
Personnel Services	$ 1,071,646	$ 1,088,940	$ 1,149,268	$ 1,265,939	$ 1,292,599	$ 1,377,329	$ 84,730	6.6%
Materials and Supplies	140,583	141,830	154,014	152,662	175,600	185,100	9,500	5.4%
Contractual Services	215,570	270,643	241,112	265,068	409,486	406,991	(2,495)	-0.6%
Other Charges	61,856	106,861	103,796	119,245	194,680	206,910	12,230	6.3%
Subtotal	$ 1,489,655	$ 1,608,274	$ 1,648,190	$ 1,802,914	$ 2,072,365	$ 2,176,330	$ 103,965	5.0%
Inter-Dept. Charges	(331,607)	(316,194)	(328,565)	(393,309)	(397,460)	(408,410)	(10,950)	2.8%
Total Operating Expenses	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,409,605**	**$ 1,674,905**	**$ 1,767,920**	**$ 93,015**	**5.6%**

* as amended ** as proposed

General Fund - Administrative Department - Management Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
0111122	6020	Supervisory	$ 396,536	$ 406,523	$ 432,592	$ 454,084	$ 475,175	$ 507,905	$ 32,730	6.9%
0111122	6030	Engineering/Technical	51,227	52,397	55,584	48,711	60,808	-	(60,808)	-100.0%
0111122	6080	Clerical	185,218	183,039	188,953	261,846	273,555	298,276	24,721	9.0%
0111122	6580	Service Award	6,397	9,290	10,195	11,265	12,005	12,005	-	0.0%
0111122	6590	Sick Pay	6,065	6,396	6,576	7,667	9,233	8,255	(978)	-10.6%
0111122	6600	Part-Time	25,621	36,647	48,354	11,252	11,033	11,915	882	8.0%
0111122	6615	Interns	12,546	-	1,163	1,584	-	-	-	0.0%
0111122	6620	Overtime	5,077	5,943	15,767	13,577	11,500	15,000	3,500	30.4%
0111122	6875	Vehicle Allowance	6,000	6,000	6,000	6,000	6,000	6,000	-	0.0%
0111122	6885	Device Reimbursement	1,200	1,200	1,200	1,900	2,400	2,400	-	0.0%
0111122	6920	Unemployment Comp. Ins.	2,981	3,023	2,887	1,433	1,134	1,008	(126)	-11.1%
0111122	6925	Delaware Paid Leave Plan	-	-	-	-	-	3,447	3,447	100.0%
0111122	6930	Social Security Taxes	49,187	53,886	55,065	59,604	62,801	64,173	1,372	2.2%
0111122	6940	City Pension Plan	110,537	104,833	99,063	118,906	107,451	148,660	41,209	38.4%
0111122	6941	Defined Contribution 401(a) Plan	23,605	25,277	26,526	31,327	35,416	37,187	1,771	5.0%
0111122	6950	Term Life Insurance	2,930	2,867	2,681	2,939	3,125	3,214	89	2.8%
0111122	6960	Group Hospitalization Ins.	128,623	133,121	137,573	164,602	173,606	197,545	23,939	13.8%
0111122	6961	Long-Term Disability Ins.	1,245	1,046	780	863	1,371	849	(522)	-38.1%
0111122	6962	Dental Insurance	6,764	6,764	7,341	8,604	9,306	10,166	860	9.2%
0111122	6963	Flexible Spending Account	189	252	315	236	315	315	-	0.0%
0111122	6965	Post-Employment Benefits	40,703	41,584	42,910	48,760	25,500	35,070	9,570	37.5%
0111122	6966	Retirement Health Savings Account	7,394	7,251	7,331	8,294	9,048	12,248	3,200	35.4%
0111122	6967	Emergency Room Reimbursements	1,200	1,200	-	2,000	1,305	1,160	(145)	-11.1%
0111122	6968	Vision Insurance Premiums	401	401	412	485	512	531	19	3.7%
TOTAL PERSONNEL SERVICES			**$ 1,071,646**	**$ 1,088,940**	**$ 1,149,268**	**$ 1,265,939**	**$ 1,292,599**	**$ 1,377,329**	**$ 84,730**	**6.6%**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
0111123	7130	Tools, Field Sup., & Small Eq.	$ 552	$ -	$ 694	$ 3,690	$ 800	$ 800	$ -	0.0%
0111123	7150	Office Supplies	4,872	3,243	7,212	8,427	4,000	4,000	-	0.0%
0111123	7160	Books, Periodicals, Etc.	256	537	266	-	300	300	-	0.0%
0111123	7170	Mailroom Supplies & Postage	131,900	134,379	142,319	136,864	165,000	175,000	10,000	6.1%
0111123	7200	Copying Supplies	2,918	3,671	2,861	3,681	5,500	5,000	(500)	-9.1%
0111123	7550	Miscellaneous Supplies	85	-	-	-	-	-	-	0.0%
0111123	7694	Special Events Supplies	-	-	662	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 140,583**	**$ 141,830**	**$ 154,014**	**$ 152,662**	**$ 175,600**	**$ 185,100**	**$ 9,500**	**5.4%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
0111124	8030	Casualty Insurance	$ 34,365	$ 18,380	$ 13,638	$ 10,561	$ 14,101	$ 14,230	$ 129	0.9%
0111124	8032	Insurance - Auto	4,680	1,394	-	-	-	5,910	5,910	0.0%
0111124	8033	Insurance - Broker	3,804	2,559	2,244	2,106	2,168	2,168	-	0.0%
0111124	8035	Insurance - Worker's Compensation	1,585	1,562	1,276	1,251	1,400	1,746	346	24.7%
0111124	8050	Phone/Communications	414	294	232	50	300	200	(100)	-33.3%
0111124	8131	Information Technology Cont'l	49,151	57,723	85,430	64,464	77,841	104,813	26,972	34.7%
0111124	8162	Legal/Consulting Services	51,931	117,645	31,940	64,655	100,000	80,000	(20,000)	-20.0%
0111124	8300	Mach. & Equip. Maintenance	8,864	7,444	310	-	8,000	-	(8,000)	-100.0%
0111124	8312	Fleet & Facilities Services	44,244	53,846	81,518	74,152	90,676	81,424	(9,252)	-10.2%
0111124	8550	Misc. Contracted Svc.	-	-	12,790	36,521	95,000	95,000	-	0.0%
0111124	8560	Employee Testing Svc.	3,123	2,321	1,745	3,213	2,500	4,000	1,500	60.0%
0111124	8570	Annual Reports & Pub. Rel.	13,409	7,475	9,989	8,095	17,500	17,500	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 215,570**	**$ 270,643**	**$ 241,112**	**$ 265,068**	**$ 409,486**	**$ 406,991**	**$ (2,495)**	**-0.6%**

General Fund - Administrative Department - Management Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
0111125	9020	Mileage & Small Bus. Exp.	$ 3	$ -	$ -	$ -	$ -	$ 200	$ 200	0.0%
0111125	9030	Recruitment & Retention Expenses	47,930	95,491	74,315	96,179	160,000	170,000	10,000	6.3%
0111125	9040	Dues & Professional Organizations	1,256	-	-	-	-	-	-	0.0%
0111125	9060	Depreciation Expense	4,260	3,911	3,911	10,135	8,680	15,710	7,030	81.0%
0111125	9070	Training & Continuing Educ/Conf	5,213	6,304	19,188	11,931	26,000	21,000	(5,000)	-19.2%
0111125	9090	Other Special Programs	3,194	1,155	6,382	1,000	-	-	-	0.0%
TOTAL OTHER CHARGES			**$ 61,856**	**$ 106,861**	**$ 103,796**	**$ 119,245**	**$ 194,680**	**$ 206,910**	**$ 12,230**	**6.3%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
Billings and Accounting	$ (95,788)	$ (97,029)	$ (90,470)	$ (87,032)	$ (114,928)	$ (114,209)	$ 719	-0.6%
Electricity Used	11,812	7,913	7,512	8,009	8,907	9,691	784	8.8%
Information Technology	57,216	55,081	53,023	59,132	64,533	77,415	12,882	20.0%
Mailroom and Postage	(21,652)	(22,059)	(20,973)	(19,453)	(25,000)	(25,050)	(50)	0.2%
Printing and Reproduction	(2,639)	(3,320)	(2,588)	(3,329)	(4,975)	(4,523)	452	-9.1%
Records	1,599	1,328	589	553	1,515	1,667	152	10.0%
Services to Utility Funds	(282,155)	(258,108)	(275,658)	(351,189)	(327,512)	(353,401)	(25,889)	7.9%
TOTAL INTER-DEPT. CHARGES	**$ (331,607)**	**$ (316,194)**	**$ (328,565)**	**$ (393,309)**	**$ (397,460)**	**$ (408,410)**	**$ (10,950)**	**2.8%**

* as amended ** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
TOTAL OPERATING EXPENSES	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,409,605**	**$ 1,674,905**	**$ 1,767,920**	**$ 93,015**	**5.6%**

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ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION

2025-2029 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2025-2029
(with current year amended budget)

CAPITAL PROJECTS FUND - ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

F U N D I N G   S U M M A R Y

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
***Prior Authorized Balance:**	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2024 BUDGET AS AMENDED	|------2025------| RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 200,000
A2302	VFW J. Allison O'Daniel Post No. 475 Parking Lot Repaving	B	-	-	-	-	-	-	-	-	-
AEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	-	50,000	50,000
	Total Capital Projects Fund - Management Division		**$ -**	**$ -**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

PLANNED FINANCING SOURCES	2024 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
LESS: USE OF RESERVES	-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	-	-	(36,581)	(36,581)
GRANTS	-	-	-	-	-	-	-	-	-
BOND ISSUES	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 13,419	$ 213,419

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

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: A2301

PROJECT TITLE: Main Street and City Hall Holiday Lighting Enhancement

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 200,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 200,000

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	Downtown, City Hall
PROJECT PRIORITY:	5 - Low

This project is a NEED and not a WANT, but it can start in year two of this CIP or later

COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT: Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2028
Est. Useful Life (in years):	15
Est. Total Cost:	$ 200,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 200,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9622	$ 40,000
Materials:	3063006.9622	$ 160,000
Other Contracts:		$ -
TOTAL PROJECT COST		$ 200,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

2024: $50,000: purchase and installation of snowflakes of 30 new utility poles (est.) - voted down during budget hearings
2025: $50,000: purchase and installation of snowflakes of 30 new utility poles (est.)
2026: $50,000: purchase and installation of snowflakes of 30 new utility poles (est.)
2027: $50,000: purchase and installation of snowflakes of 30 new utility poles (est.)
2028: $50,000: purchase and installation of snowflakes of 30 new utility poles (est.)

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

Update:
In 2023, staff purchased and installed 25 new snowflake lights in Newark. This cost approximately $30,000 in total, excluding staff labor time, which was extensive. The majority of eligible poles on E. and S. Main Streets are now complete.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	50,000	50,000	50,000	50,000	-	$ 200,000
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ -	$ 200,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: A2302

PROJECT TITLE: VFW J. Allison O'Daniel Post No. 475 Parking Lot Repaving

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

DEPARTMENT:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	100 Veteran's Lane
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2024
Est. Useful Life (in years):	15
Est. Total Cost:	$ 200,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 200,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9622	$ 40,000
Materials:	3063006.9622	$ 160,000
Other Contracts:		$ -
TOTAL PROJECT COST		$ 200,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The American Legion and VFW are cornerstones of the veteran community in the City of Newark who share the same building located at 100 Veterans Lane. The VFW is the primary owner of the facility and provides space and amenities to the American Legion. In recent years, the VFW completed numerous property renovation projects for the overall longevity of the parcel. Most recently, the VFW replaced the deteriorating roof on the main building. The roof repair will allow for future solar panel installation that will provide savings needed to support other renovation efforts. But these savings will only assist in reducing general maintenance costs and not support some of the other needed improvements for the property.

The parking lot on the property, which is used for general VFW and Legion business as well as overflow parking for City of Newark visitors and Newark American Little League participants, is in a state of significant decline and will require rehabilitation soon. The recommended parking lot improvements include milling and overlay of the existing hot mix and restriping of the parking lot. The drainage system from the building beneath the parking lot currently drains into the City of Newark parking lot, which leads to water pooling in the neighboring lot. By tying this existing drain from the VFW property into a new lawn basin or junction box in its current point of discharge and extending a new storm sewer pipe to the nearest catch basin in the municipal lot, the water load, and wintertime ice, on both properties would be substantially reduced.

The City of Newark is proceeding with a parking lot rehabilitation project that includes the installation of a new security fence around the Newark Police Department. As part of this project, select areas of the Legion/VFW parking lot will be excavated and patched to support a retaining wall upon which the security new fence will sit. While the City will repair the Legion/VFW lot where excavated, these patched areas will further show the age of their lot. The Legion/VFW parking lot also serves as a parking area for large utility trucks when City employees driving these vehicles visit City Hall, which has put an additional strain on the pavement.

Bond Bill/Community Reinvestment Fund (CRF) Funding: $200,000

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill/CRF	50,000	-	-	$ 50,000	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 50,000	$ -	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: AEQSF

PROJECT TITLE: Equipment Replacement Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000

CAPITAL BUDGET - PROJECT DETAIL

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Please reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2025-2029).

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	$ -
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	#DIV/0!
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

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

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	13,419	$ 13,419
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	36,581	$ 36,581
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2025 - 2029
ADMINISTRATIVE DEPARTMENT, MANAGEMENT DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS 2025	2026	2027	2028	2029
	STAFF VEHICLES											
1200	2023 Nissan Leaf S Plus	05/30/23	36,581	5	2029	2029	36,581					50,000
TOTAL MANAGEMENT DIVISION				**GROSS ACQUISITION COST**				**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	-	-	(13,419)
				NET EQUIPMENT SINKING FUND TOTAL				**$ -**	**$ -**	**$ -**	**$ -**	**$ 36,581**

ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION

2025 OPERATING EXPENDITURES

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

FACILITIES MAINTENANCE DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
OPERATING EXPENSES								
Personnel Services	$ 362,131	$ 353,028	$ 296,842	$ 336,328	$ 399,767	$ 395,183	$ (4,584)	-1.1%
Materials and Supplies	84,046	70,219	105,592	107,091	158,250	154,250	(4,000)	-2.5%
Contractual Services	183,018	214,331	300,113	271,632	377,861	319,145	(58,716)	-15.5%
Other Charges	171,169	234,873	396,332	383,171	385,488	394,474	8,986	2.3%
Subtotal	$ 800,364	$ 872,451	$ 1,098,879	$ 1,098,222	$ 1,321,366	$ 1,263,052	$ (58,314)	-4.4%
Inter-Dept. Charges	43,747	42,481	43,159	58,235	21,861	23,993	2,132	9.8%
Total Operating Expenses	**$ 844,111**	**$ 914,932**	**$ 1,142,038**	**$ 1,156,457**	**$ 1,343,227**	**$ 1,287,045**	**$ (56,182)**	**-4.2%**

* as amended ** as proposed

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
6006012	6230	Maintenance Workers	$ 272,845	$ 251,250	$ 253,898	$ 283,744	$ 338,021	$ 332,724	$ (5,297)	-1.6%
6006012	6620	Overtime	32,444	37,349	797	4,036	6,500	6,500	-	0.0%
6006012	6622	Holiday Premium	-	-	-	1,348	2,000	2,000	-	0.0%
6006012	6880	Uniform Allowance	240	200	220	240	240	240	-	0.0%
6006012	6885	Device Reimbursement	3,000	2,725	3,275	3,625	3,900	3,300	(600)	-15.4%
6006012	6920	Unemployment Comp. Ins.	3,623	3,197	2,935	1,470	1,456	126	(1,330)	-91.3%
6006012	6925	Delaware Paid Leave Plan	-	-	-	-	-	1,379	1,379	100.0%
6006012	6930	Social Security Taxes	21,933	21,487	19,321	21,988	26,401	26,374	(27)	-0.1%
6006012	6940	City Pension Plan	-	4,428	348	-	-	-	-	0.0%
6006012	6941	Defined Contribution 401(a) Plan	4,596	4,238	4,606	5,798	6,119	6,425	306	5.0%
6006012	6950	Term Life Insurance	382	348	298	366	369	428	59	16.0%
6006012	6960	Group Hospitalization Ins.	20,352	25,125	9,171	11,622	12,398	13,266	868	7.0%
6006012	6961	Long-Term Disability Ins.	153	119	79	100	107	104	(3)	-2.8%
6006012	6962	Dental Insurance	1,036	1,214	435	475	508	544	36	7.1%
6006012	6963	Flexible Spending Account	-	-	-	-	63	63	-	0.0%
6006012	6965	Post-Employment Benefits	-	-	53	-	-	-	-	0.0%
6006012	6966	Retirement Health Savings Account	1,465	1,291	1,379	1,486	1,508	1,531	23	1.5%
6006012	6967	Emergency Room Reimbursements	-	-	-	-	145	145	-	0.0%
6006012	6968	Vision Insurance Premiums	62	57	27	30	32	34	2	6.3%
TOTAL PERSONNEL SERVICES			**$ 362,131**	**$ 353,028**	**$ 296,842**	**$ 336,328**	**$ 399,767**	**$ 395,183**	**$ (4,584)**	**-1.1%**

* as amended ** as proposed

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
6006013	7020	Heating Fuel	$ 8,089	$ 9,076	$ 9,605	$ 11,059	$ 18,500	$ 18,500	$ -	0.0%
6006013	7110	Safety Shoes and Supplies	1,175	874	1,097	120	1,750	1,750	-	0.0%
6006013	7130	Tools, Field Sup., & Small Eq.	5,301	2,646	4,054	3,971	4,000	4,000	-	0.0%
6006013	7150	Office Supplies	135	1,546	298	67	500	500	-	0.0%
6006013	7230	Janitorial Supplies	29,843	25,684	28,029	22,426	28,500	27,000	(1,500)	-5.3%
6006013	7250	Buildings and Grounds Maint. Supplies	39,503	30,393	62,509	69,318	102,500	100,000	(2,500)	-2.4%
6006013	7255	Vandalism Supplies	-	-	-	130	2,500	2,500	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 84,046**	**$ 70,219**	**$ 105,592**	**$ 107,091**	**$ 158,250**	**$ 154,250**	**$ (4,000)**	**-2.5%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
6006014	8020	Advertising	$ -	$ -	$ -	$ 613	$ -	$ -	$ -	0.0%
6006014	8030	Casualty Insurance	-	7,458	9,029	7,041	9,401	9,486	85	0.9%
6006014	8032	Insurance - Auto	1,673	2,864	2,488	4,333	4,079	3,152	(927)	-22.7%
6006014	8033	Insurance - Broker	-	1,065	1,507	1,404	1,445	1,445	-	0.0%
6006014	8035	Insurance - Worker's Compensation	11,097	12,712	13,398	13,132	14,700	18,333	3,633	24.7%
6006014	8050	Phone/Communications	2,123	1,851	1,679	1,506	2,000	1,800	(200)	-10.0%
6006014	8131	Information Technology Cont'l	6,551	6,922	20,825	23,340	25,170	25,530	360	1.4%
6006014	8250	Buildings and Grounds Maint.	134,630	176,586	176,178	211,656	237,500	250,000	12,500	5.3%
6006014	8255	Vandalism Cont'l	-	-	-	1,350	2,500	2,500	-	0.0%
6006014	8312	Fleet & Facilities Services	3,104	4,509	73,039	6,162	81,066	6,899	(74,167)	-91.5%
6006014	8313	Self-Insurance Services	23,902	264	1,970	1,095	-	-	-	0.0%
6006014	8550	Misc. Contracted Services	(62)	100	-	-	-	-	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 183,018**	**$ 214,331**	**$ 300,113**	**$ 271,632**	**$ 377,861**	**$ 319,145**	**$ (58,716)**	**-15.5%**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
6006015	9060	Depreciation Expense	$ 20,736	$ 13,566	$ 20,548	$ 26,835	$ 25,291	$ 26,370	$ 1,079	4.3%
6006015	9070	Training & Continuing Educ/Conf	135	-	150	675	1,000	1,000	-	0.0%
6006015	9083	Stormwater Fees	150,298	149,955	163,073	166,220	168,000	175,000	7,000	4.2%
6006015	9205	Debt Serv. Prin. - (ESCO)	-	-	119,050	122,553	126,247	130,137	3,890	3.1%
6006015	9206	Debt Serv. Int. - (ESCO)	-	71,352	93,511	66,888	64,950	61,967	(2,983)	-4.6%
TOTAL OTHER CHARGES			**$ 171,169**	**$ 234,873**	**$ 396,332**	**$ 383,171**	**$ 385,488**	**$ 394,474**	**$ 8,986**	**2.3%**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
Billings and Accounting	$ 14,140	$ 14,670	$ 16,408	$ 19,288	$ 12,911	$ 13,454	$ 543	4.2%
Electricity	2,361	1,582	1,502	1,601	1,780	1,937	157	8.8%
Information Technology	27,246	26,229	25,249	37,346	7,170	8,602	1,432	20.0%
TOTAL INTER-DEPT. CHARGES	**$ 43,747**	**$ 42,481**	**$ 43,159**	**$ 58,235**	**$ 21,861**	**$ 23,993**	**$ 2,132**	**9.8%**

* as amended ** as proposed

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **	$ DIFFERENCE FROM 2024-25	% DIFFERENCE FROM 2024-25
TOTAL OPERATING EXPENSES	**$ 844,111**	**$ 914,932**	**$ 1,142,038**	**$ 1,156,457**	**$ 1,343,227**	**$ 1,287,045**	**$ (56,182)**	**-4.2%**

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ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION

2025-2029 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2025-2029
(with current year amended budget)

MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

FUNDING SUMMARY

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 650,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 3,450,000
***Prior Authorized Balance:**	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000
2025-2029 Funding:	$ 1,300,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 4,100,000

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2024 BUDGET AS AMENDED	2025 RESERVES AND OTHER FUNDING	2025 CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
N2301	George Wilson Community Center Master Plan	B	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
N2302	Municipal Center Master Plan	B	40,000	-	650,000	650,000	-	-	-	-	650,000
N2303	Field Operations Complex Wash Basin	B	-	-	-	-	300,000	2,000,000	-	-	2,300,000
N2304	Police Impound Lot Improvements	B	-	650,000	-	650,000	-	-	-	-	650,000
N2203	Energy Savings Project Round II	B	-	-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	100,000	-	-	-	400,000	-	-	-	400,000
N1809	Historic Newark Train Station Master Plan	C	655,000	-	-	-	-	-	-	-	-
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	-	50,000	50,000	100,000
	Total Maintenance Fund - Facilities Maintenance Division		**$ 795,000**	**$ 650,000**	**$ 650,000**	**$ 1,300,000**	**$ 700,000**	**$ 2,000,000**	**$ 50,000**	**$ 50,000**	**$ 4,100,000**

PLANNED FINANCING SOURCES	2024 BUDGET AS AMENDED	2025 RESERVES AND OTHER FUNDING	2025 CURRENT FUNDING	2025	2026	2027	2028	2029	TOTAL
GROSS CAPITAL IMPROVEMENTS	$ 795,000	$ 650,000	$ 650,000	$ 1,300,000	$ 700,000	$ 2,000,000	$ 50,000	$ 50,000	$ 4,100,000
LESS: USE OF RESERVES	(22,510)	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	-	(23,535)	(38,774)	(62,309)
GRANTS	(655,000)	(650,000)	-	(650,000)	(700,000)	(2,000,000)	-	-	(3,350,000)
BOND ISSUES	-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT	-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS	$ 117,490	$ -	$ 650,000	$ 650,000	$ -	$ -	$ 26,465	$ 11,226	$ 687,691

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

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N2301

PROJECT TITLE: George Wilson Community Center Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	$ 1,120,383
Est. Spend @ 12/31/2024 (if underway)[1]:	$ 1,120,383
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project highlights the needed facility and park repairs needed at the George Wilson Community Center. This project has been submitted for review through the Congressional Appropriations Committee and is on the short list for Senator Chris Coons' submission for the eventual bill. City staff will have one year to complete all associated work if/when approved.

The project line items and costs, as submitted to Senator Coons' office, are as follows:

$90,000.00: Flooring replacement
$75,000.00: Exterior water drainage system inspection and repair
$55,000.00: Front and rear entry door structural upgrade and ADA-accessible automatic door
$50,000.00: Procurement and installation of a new pavilion
$50,000.00: Installation of stucco wall siding and brick repair on building exterior
$40,000.00: Installation of a new educational history display in conjunction with Friends of School Hill and the Newark chapter of the NAACP
$40,000.00: Replacement of damaged ceiling tile (11,000 sq. ft.)
$40,000.00: Bathroom improvements
$40,000.00: Purchase of electronic sign and associated electrical infrastructure work
$40,000.00: Installation of new playground equipment
$40,000.00: George Wilson Center pool resurfacing
$35,000.00: Installation of fiber optic cable to connect the facility to the City's network

Bond Bill/Community Reinvestment Fund (CRF) Funding: $530,000

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:		Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES		-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES		(4,704)	-	-	$ (4,704)	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT		-	-	-	$ -	-	-	-	-	-	$ -
GRANTS	Bond Bill/CRF	1,120,383	-	1,115,679	$ 4,704	-	-	-	-	-	$ -
BOND ISSUES		-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN		-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT		-	-	-	$ -	-	-	-	-	-	$ -
OTHER	(SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:		$ 1,115,679	$ -	$ 1,115,679	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2301: George Wilson Center Master Plan

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Associated Photos

Images #1 and 2: GWC Exterior

Associated Photos

Images #3 and 4: GWC Exterior

Associated Photos

Images #5 and 6: GWC Exterior

Associated Photos

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

Associated Photos

Images #10 and 11: GWC Interior: Damaged Flooring

Associated Photos

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

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N2302

PROJECT TITLE: Municipal Center Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2025
Est. Useful Life (in years):	11
Est. Total Cost:	$ 1,204,410
Est. Spend @ 12/31/2024 (if underway)[1]:	$ 554,410
% Complete (if underway):	46.0%
Balance to be funded[1]:	$ 650,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6006016.9621	$ 650,000
TOTAL PROJECT COST		$ 650,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project aims to consolidate all previously approved and/or needed facility improvements for the Municipal Center:

NEW PROJECT: NPD SALLYPORT/MOTORCYCLE GARAGE SLAB REPLACEMENT - Engineering consulting firm Pennoni has reviewed the slab supporting the Sallyport in NPD and concluded that the original build was insufficient and the structure has deteriorated over time. They recommend replacing the entirety of the slab, along with some areas along the back walkway, in the immediate future to avoid further deterioration and associated issues. This project may be very disruptive to police operations but is needed for the safety and security of our police employees. This project is necessary for 2025. Estimated cost: $600,000 for construction, $50,000 for PD storage needs during project.

PD HVAC Chiller repairs (ongoing): The chiller pipes supporting the HVAC unit for the police department are decayed to the point of breakage. Emergency repairs have been made but the remainder of the pipe needs to be replaced after the summer of 2024 to fix this issue completely. Estimated cost: $50,000.

Project items completed by 12/31/24:
- Alderman's Court seating upgrades
- Breakroom kitchenette
- Council Chamber security/ADA renovations
- Diesel tank replacement

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	40,000	-	40,000	$ -	650,000	-	-	-	-	$ 650,000
CAPITAL RESERVES	347,125	-	347,125	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	151,455	-	151,455	$ -	-	-	-	-	-	$ -
OTHER Court Security Fees	15,830	-	15,830	$ -	-	-	-	-	-	$ -
TOTAL:	$ 554,410	$ -	$ 554,410	$ -	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N2303

PROJECT TITLE: Field Operations Complex Wash Basin

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 300,000	$ 2,000,000	$ -	$ -	$ 2,300,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ 300,000	$ 2,000,000	$ -	$ -	$ 2,300,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2027
Est. Useful Life (in years):	25
Est. Total Cost:	$ 2,300,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 2,300,000

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

PROJECT COST BY CATEGORY

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

For about a decade, staff has expressed interest in installing a wash bay for refuse trucks in the maintenance yard, which would expedite cleaning of vehicles, especially in cold weather months. If engineering services are approved for this project in FY26, staff will pursue Bond Bill funding from the State of Delaware for construction costs.

$300,000: Engineering Services
$2,000,000: New Wash Basin

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) **SOURCE OF FUNDS:**	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill/CRF	-	-	-	$ -	-	300,000	2,000,000	-	-	$ 2,300,000
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ 300,000	$ 2,000,000	$ -	$ -	$ 2,300,000

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	**2025**	**2026**	**2027**	**2028**	**2029**	**TOTAL**
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N2304

PROJECT TITLE: Police Impound Lot Improvements

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000
2025-2029 Funding:	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2027
Est. Useful Life (in years):	20
Est. Total Cost:	$ 650,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 650,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6006016.9621	$ 650,000
TOTAL PROJECT COST		$ 650,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The Police impound lot at the Field Operations Complex (FOC) is running out of space. Due to retention requirements and recent increases in held evidence, additional space is needed to store vehicles impounded by the Newark Police Department.

The Olan Thomas Park warehouse is suitable for Police's additional storage needs. This warehouse currently serves as a storage facility for Parks and Recreation. The material stored here for Parks can be transferred to the FOC, putting material needed by Parks in an area utilized by Parks while moving Police storage off site completely.

Funding up to $650,000 was made available to Newark through the FY25 State Community Reinvestment Fund. A breakdown of how this funding will be allocated is as follows:

$240,000: Security fencing and site improvements
$200,000: Siding improvements
$85,000: Estimated prevailing wage added project cost (20%)
$80,000: Estimated engineering consultant design services (~15%)
$45,000: Contingency/cost variation allowance (~10%)

Additionally, a smaller storage space will be needed by Parks at the FOC for their material moving out of the warehouse. $100,000 will be transferred from CIP N1806 (FOC Master Plan) to complete this work. This funding was originally slated to enhance impound needs by PD at the FOC, which is now met by moving impound storage to Olan Thomas.

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill/CRF	650,000	-	-	$ 650,000	650,000	-	-	-	-	$ 650,000
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 650,000	$ -	$ -	$ 650,000	$ 650,000	$ -	$ -	$ -	$ -	$ 650,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N2203

PROJECT TITLE: Energy Savings Project Round II

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2023
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	$ 2,181,500
Est. Spend @ 12/31/2024 (if underway)[1]:	$ 2,181,500
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	6006016.9621	$ 50,000
Materials:		$ -
Other Contracts:	6006016.9621	$ 2,131,500
TOTAL PROJECT COST		$ 2,181,500

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

The City of Newark; after completing a successful Phase 1 comprehensive energy-savings project including solar, LED lighting, HVAC, and many other improvements; is seeking to begin a Phase 2 project that will build upon the proven success of the Phase 1 project. The Phase 1 project created local jobs, reduced Newark's carbon footprint and long-term operating expenses, and improved our facilities for the community's enjoyment. It included a wide range of HVAC, lighting, and solar installation work throughout Newark. With this Phase 2 project, which is funded from the State of Delaware Bond Bill, Newark is confident that it can further improve its environmental benefits realized from Phase 1 and many other city initiatives focused on climate change, while also creating more local engineering and construction jobs and further improving City facilities for the enjoyment of the community. Phase 2 will include the installation of additional solar photovoltaic systems at more sites, additional HVAC improvements, window and other building envelope improvements, mechanical improvements at wastewater treatment plant, and other smaller assorted measures.

Funding was received through the FY23 State Bond Bill process: $2,000,000 - Energy Efficiency Initiatives; $181,500 - SWF Roof replacement.

The projects slated for completion through this project, in order of prioritization, are as follows:
- Roof repairs at South Well Field WTP (previously CIP W2202)
- Reservoir solar park site improvements
- NPD window enhancements
- Misc. additional HVAC work
- Building envelope improvements - Municipal Center and FOC
- George Wilson Center Building Automation System remote access
- Ceiling tile, carpet, and flooring upgrades
- Miscellaneous other conservation measures as feasible with available money

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS State of Delaware Bond Bill	2,181,500	-	2,181,500	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 2,181,500	$ -	$ 2,181,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N2203: Energy Savings Project Round II

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Associated Photos

Images #1 & 2: Before and after of metal siding improvement

"Before"

"After"

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N1806

PROJECT TITLE: FOC - Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ 400,000	$ -	$ -	$ -	$ 400,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ 400,000	$ -	$ -	$ -	$ 400,000

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	2018
Est. Completion Date:	2026
Est. Useful Life (in years):	20
Est. Total Cost:	$ 866,140
Est. Spend @ 12/31/2024 (if underway)[1]:	$ 466,140
% Complete (if underway):	53.8%
Balance to be funded[1]:	$ 400,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6006016.9621	$ 400,000
TOTAL PROJECT COST		$ 400,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project was previously identified as M1101 (PWWR - Maintenance) and has now been moved and renumbered to Facilities Divsion.

Phase 1: Needs Assessment and Master Planning (Completed 2016)
Phase 2: Salt Shed Construction (Completed 2017)
Phase 3: Demolition of Building #3 (Completed 2018)
Phase 4: Fencing and gate repairs/private slats, associated trimming work, misc. security improvements (completed 2024)
Phase 5: Replace Overhead Doors at Bldg. 4 (Parks & Rec), which are failing and present a safety risk (completed 2023)
Phase 6: Replace underground diesel and unleaded gasoline storage tanks at 30-year mark (2026, est. $400,000)

Bond Bill/Community Reinvestment Fund (CRF) Funding: $45,000

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	77,490	-	6,752	$ 70,738	-	-	-	-	-	$ -
CAPITAL RESERVES	(311,916)	-	-	$ (311,916)	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill/CRF	241,178	-	-	$ 241,178	-	400,000	-	-	-	$ 400,000
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 6,752	$ -	$ 6,752	$ -	$ -	$ 400,000	$ -	$ -	$ -	$ 400,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

N1806: FOC - Master Plan

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Associated Photos

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

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

Associated Photos

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

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

N1806: FOC - Master Plan

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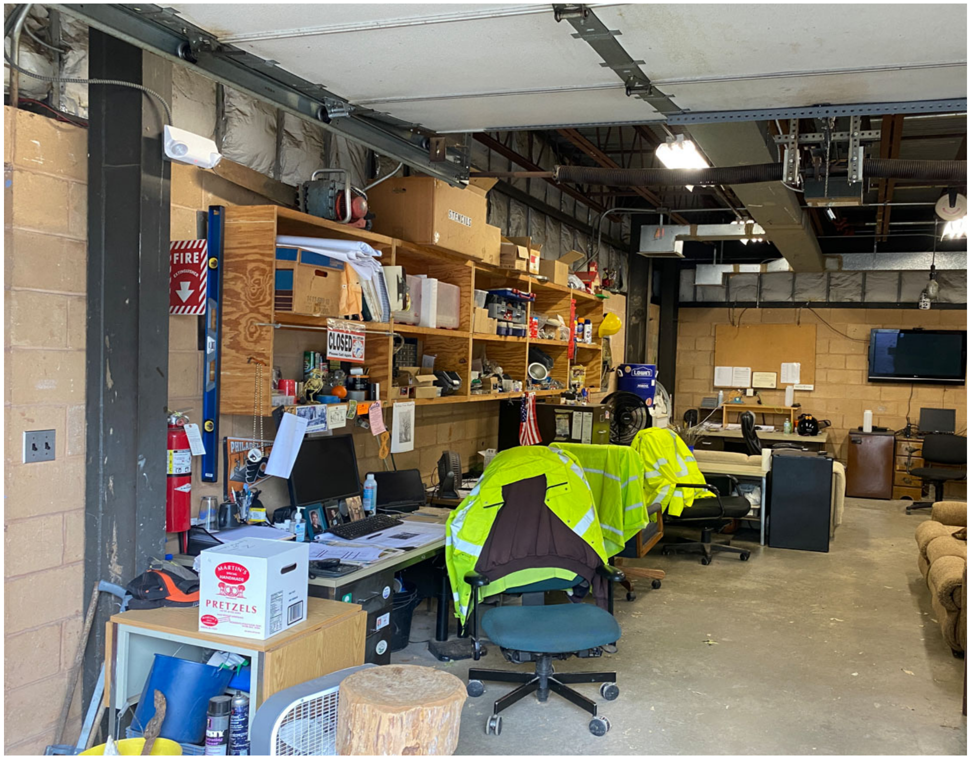
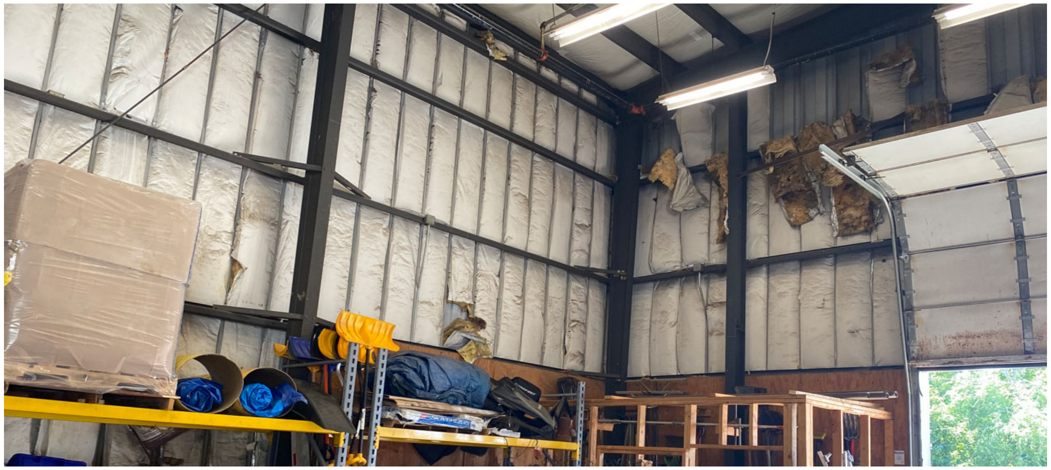
Associated Photos

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



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



N1806: FOC - Master Plan
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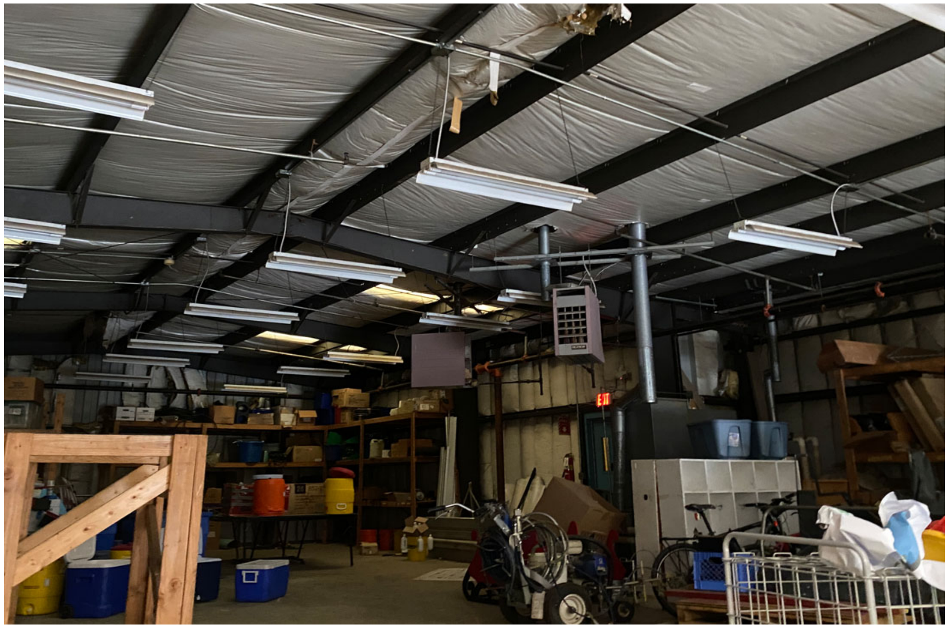
Associated Photos

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



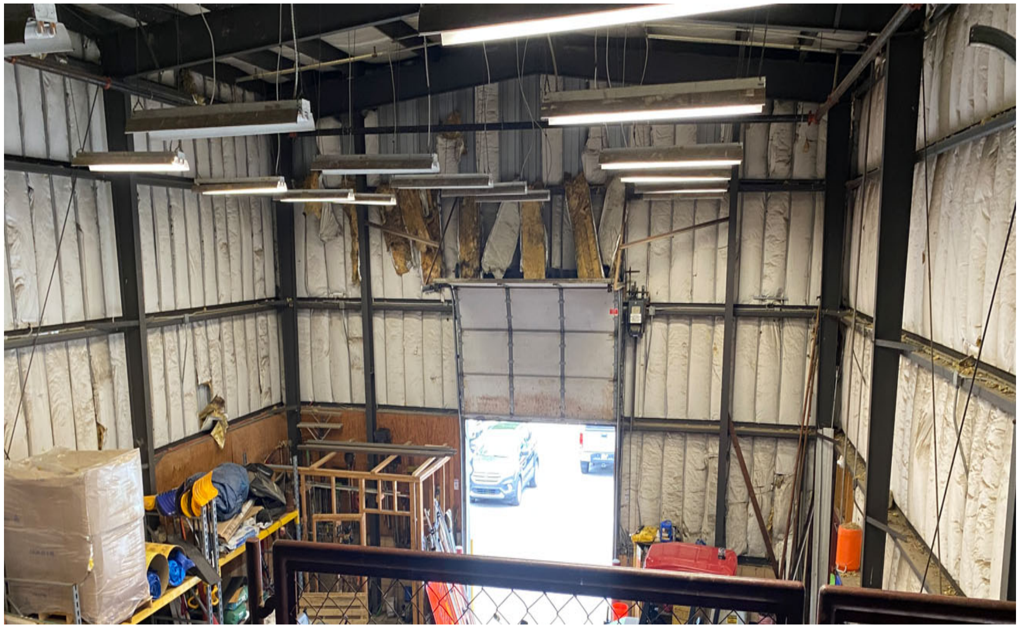


Image #13: FOC Building 4 - Repaired Insulation (AFTER).

N1806: FOC - Master Plan

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Associated Photos

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

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*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: N1809

PROJECT TITLE: Historic Newark Train Station Master Plan

PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ -	$ -	$ -
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ -	$ -	$ -

CAPITAL BUDGET - PROJECT DETAIL

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

§ 806.1(3) **SUMMARY OF PROJECT DATA**

First Year in Program:	2018
Est. Completion Date:	2024
Est. Useful Life (in years):	20
Est. Total Cost:	$ 705,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ 705,000
% Complete (if underway):	100.0%
Balance to be funded[1]:	$ -

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

PROJECT COST BY CATEGORY

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

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

Charter § 806.1(2) **DESCRIPTION & JUSTIFICATION**:

The estimated cost of renovations is very close to the current valuation of the building ($787,000). Our insurance broker has recommended receiving another appraisal to determine this cost more substantially ($5,000).

This budget breakdown accounts for prevaililng wage rate requirements, assuming this receives funding from the Bond Bill Committee.

$225,000.00: Replacement of deteriorating windows
$260,000.00: Repair/replacement of roof, wooden awnings, and other external issue areas
$200,000.00: Interior repairs (plaster walls and ceilings, cracks, plumbing, electrical, etc.)
$65,000.00: Project contingency/unidentified issues

The historic Newark Passenger Railroad Station is owned and operated by the City of Newark. The station was built by the Philadelphia, Wilmington, and Baltimore (PW&B) Railroad in 1877. While the station was considered one of the several prestigious commuter stations in Delaware for nearly a century, Amtrak closed the station in the 1970s. The City of Newark took ownership of the facility in 1986 and began investing in its restoration. The City maintains the facility to this day and leases the property to the Newark Historical Society for the purpose of using the station as a history museum. This site no longer is an active railroad station and sits adjacent to the new Newark Transportation Hub at the STAR Campus.

Although the City kept the station intact for its nearly 40 years of ownership, additional funding to preserve the facility is needed to avoid further deterioration of the property if the City maintains ownership of the site. Specifically, since at least 2018, the City of Newark sought grant funding to replace the windows on the station; the windows are damaged beyond repair and eventually will give way to water entry or collapse. The roof on the building has not been replaced in several decades and is at end of life. There are also several wooden awnings near windows that are severely dated and may give way to rot soon. Two HVAC units service the station (one installed in 1988 and one in 2002), both of which failed in 2022 and will be replaced same-year for approximately $40,000. Lastly, interior issues such as cracking in the plaster walls and ceilings, plumbing problems, and electrical work must be addressed soon to avoid internal deterioration of the property and damage to the Newark Historical Society's museum.

Bond Bill/Community Reinvestment Fund (CRF) Funding: $675,000

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) **SOURCE OF FUNDS:**	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	-	-	$ -
CAPITAL RESERVES	(74,128)	-	-	$ (74,128)	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	-	-	$ -
GRANTS Bond Bill/CRF/NHS	700,383	-	626,255	$ 74,128	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ 626,255	$ -	$ 626,255	$ -	$ -	$ -	$ -	$ -	$ -	$ -

§ 806.1(4) **ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET**	**OPERATING IMPACT:**	**2025**	**2026**	**2027**	**2028**	**2029**	**TOTAL**
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

*Prior Authorized Balance includes 2024 carryover funding only.

PROJECT NO: NEQSF

PROJECT TITLE: Equipment Replacement Program

PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:	2025	2026	2027	2028	2029	Total 5 Year
New Funding:	$ -	$ -	$ -	$ 50,000	$ 50,000	$ 100,000
*Prior Authorized Balance:	$ -	$ -	$ -	$ -	$ -	$ -
2025-2029 Funding:	$ -	$ -	$ -	$ 50,000	$ 50,000	$ 100,000

CAPITAL BUDGET - PROJECT DETAIL

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2025-2029).

§ 806.1(3) SUMMARY OF PROJECT DATA

First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	$ 50,000
Est. Spend @ 12/31/2024 (if underway)[1]:	$ -
% Complete (if underway):	0.0%
Balance to be funded[1]:	$ 50,000

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

PROJECT COST BY CATEGORY

CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		$ -
Materials:		$ -
Other Contracts:	6016016.9623	$ 50,000
TOTAL PROJECT COST		$ 50,000

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized[2]	Actual Funds Utilized as of 04/30/24	Estimated Expenditures 04/01/24 - 12/31/24	Estimated Authorized Balance[2] 12/31/24	2025	2026	2027	2028	2029	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	$ -	-	-	-	26,465	11,226	$ 37,691
CAPITAL RESERVES	-	-	-	$ -	-	-	-	-	-	$ -
EQUIPMENT REPLACEMENT	-	-	-	$ -	-	-	-	23,535	38,774	$ 62,309
GRANTS (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
BOND ISSUES	-	-	-	$ -	-	-	-	-	-	$ -
STATE REVOLVING LOAN	-	-	-	$ -	-	-	-	-	-	$ -
AMERICAN RESCUE PLAN ACT	-	-	-	$ -	-	-	-	-	-	$ -
OTHER (SPECIFY)	-	-	-	$ -	-	-	-	-	-	$ -
TOTAL:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000	$ 100,000

§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:	2025	2026	2027	2028	2029	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)	-	-	-	-	-	$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2025 - 2029
MAINTENANCE FUND, ADMINISTRATIVE DEPARTMENT, FACILITIES MAINTENANCE DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS 2025	2026	2027	2028	2029
	STAFF VEHICLES											
641	2022 Ford Transit Connect	06/01/22	38,774	7	2029	2029	38,774					50,000
642	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	12	2028	2028	23,535				50,000	
TOTAL FACILITIES MAINTENANCE DIVISION				**GROSS ACQUISITION COST**				**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	
				LESS: USE OF CURRENT RESOURCES				-	-	-	(26,465)	(11,226)
				NET EQUIPMENT SINKING FUND TOTAL				**$ -**	**$ -**	**$ -**	**$ 23,535**	**$ 38,774**

ADMINISTRATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
APPENDIX A - OBJECT CODE 8131 - (2024 AND 2025 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Obj.	IT Annual Operating Expense	Renewal	2024 Budget	2025 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance - Allocated (2)	Annual	1,838.05	954.40	(883.65)	Web and Graphic Design Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	17,995.26	39,038.01	21,042.75	City Website
8131	Everbridge - Maintenance - Inform Me	Annual	15,975.00	18,059.51	2,084.51	Everbridge "InformMe" Community Communication System
8131	Subtext	Annual	-	13,500.00	-	
8131	Messages on Hold - The Informer	Monthly	3,120.00	3,120.00	-	Phone System Professional Voice Recording
8131	My Civic Bundle	Annual	10,000.00	-	(10,000.00)	City App
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	19,921.36	20,917.42	996.06	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	1,020.00	1,020.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,945.00	5,093.35	148.35	VOIP Phone System
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated (Communications)	Monthly	2,826.00	2,910.78	84.78	VOIP Phone System
	8131 Subtotal:		*77,840.67*	*104,813.47*	*13,472.80*	
			$ 77,841.00	**$ 104,813.00**	**$ 26,972.00**	

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
APPENDIX A - OBJECT CODE 8131 - (2024 AND 2025 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Obj.	IT Annual Operating Expense	Renewal	2024 Budget	2025 Budget	+/- Prior Year	Description
8131	Advantech Hosted Access Control System	Annual	18,360.00	18,360.00	-	Municipal, PD and Utility Gate Hosted Access Control System
8131	Gasboy Annual Maintenance	Annual	1,000.00	1,100.00	100.00	Gas Pump Software Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	4,980.34	5,229.36	249.02	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	350.00	360.50	10.50	VOIP Phone System
	8131 Subtotal:		*25,170.34*	*25,529.86*	*359.52*	
			$ 25,170.00	**$ 25,530.00**	**$ 360.00**	