2025

GENERAL OPERATING BUDGET

AS APPROVED:

NOVEMBER 18TH, 2024

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CITY MANAGER'S OFFICE
CITY OF NEWARK

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November 8, 2024

Newark City Council
City of Newark, Delaware

2025 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of the City Manager's office and Finance Department of the City of Newark, with support from all departmental teams, I am pleased to submit our recommended 2025 General Operating Budget for your consideration and approval. This document represents the City's financial plan for the next fiscal year, considering experience, forecasting efforts, and Council direction. The budget ensures the continued provision of high quality service and identifies the anticipated revenue sources necessary to support our operations. The 2025 budget was developed based on a prioritization of needs for a well-rounded, full-service city. As with recent years, time was devoted in 2025 towards evaluating options for increased operational efficiencies and cost savings. We also spent time evaluating existing staffing levels to identify needs based on shifting workload and recruitment and retention pressures in our new, post-COVID hiring environment.

In preparation of the 2025 budget, we continue to face several familiar structural cost drivers that compete with desired projects for funding. These structural costs are similar for municipalities across the state and country: rising healthcare costs, unfunded pension liabilities, collective bargaining related salary increases, and post-employment benefit liabilities. Inflation continues to be high, but has leveled off somewhat over the past year. High inflation has created additional cost pressure on almost every aspect of our budget. Lingering supply chain disruptions from COVID, increased demand for material goods, the war in Ukraine, and an election year are combining to create extreme price increases that have caused the cost of most goods to increase by double- or triple-digit percentages from just a couple years ago. This is especially so in fleet maintenance and our utilities. We have also seen large increases in the cost of contractual services due to the post-pandemic labor shortage that has driven up competition for employees and, similarly, wages. The City has begun renewing long term contracts with our labor unions in 2024, including an extension with the FOP (through 7/31/25), and we will need to adjust our revenues to cover this growing expense moving forward. These dramatic inflationary cost pressures make it inadvisable to avoid some commensurate increase in our utility rates, fees for service, and tax collections or else we will have to make significant cuts to our level of service provided.

Primary goals of the 2025 General Operating Budget and the associated Capital Improvement Program include continued provision of existing services, maintenance of our existing infrastructure, meeting the needs and expectations of our community, taking advantage of innovative and/or progressive efforts to plan for the future and move our community forward, and ensuring all American Rescue Plan Act (ARPA) funding is spent or encumbered in accordance with federal requirements. Developing meaningful partnerships, leveraging grant opportunities, embracing efforts for economic development, and improving our use of technology and communication with our citizens continue to be a high priority. To reach our goals, we remain committed to increase revenue diversification and look for ways to hold the line or gradually reduce our reliance on enterprise fund transfers into the General Fund. While stabilizing, locked in cost increases from recent inflation continue to make 2025 a difficult year with regard to our long-term goal to reduce reliance on utility transfers. Because of this, it is particularly important to continue our focus on lobbying efforts at the state level to get approval for additional revenue sources like an events tax, higher education enrollment based tax, or gross receipts tax on rental revenue similar to what is in place in some Delaware beach towns. We also recommend that the City continue to migrate utility revenue away from consumption based variable charges into lower risk fixed customer charges. Lastly, we should continue to utilize borrowing where appropriate to create a foundation for a more sustainable financial future.

Finally, with significant consideration and effort on the part of all departments, we present the consolidated 2025 Operating Budget and 2025 through 2029 Capital Improvement Program (CIP). The CIP continues to heavily leverage city funds to maximize external funding sources. Over six percent of the five-year funding for the City's capital program is earmarked to be paid with external funding sources that are not required to be paid back. Utilizing grant funds and contributions from state legislators where possible, we have continued to incorporate borrowing from bank loans and the state revolving loan program, along with conduit financing via DEMEC, into the budget. Capital projects have been prioritized with a "fix it first" approach, as keeping our current infrastructure maintained, functionally relevant, and up to current standards is the backbone of our capital budget. Extending assets' useful lives and the safety of our community are highly regarded in the prioritization process as well, followed last by the projects that are an expansion of our existing services or assets and could be considered as nice to haves.

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

- A proposed tax increase of 2.5% for 2025 ($120,000)
    - Tax rate is based on 1983 taxable assessments provided by New Castle County.
    - New tax rate will be adjusted once New Castle County certifies the 2025 assessment valuation.
    - Same service levels as provided in 2024.
    - Transfer from the utilities to the governmental funds totaling $20.7 million (increase of $900K from 2024).

- Water (volumetric charges) and sewer (customer and volumetric charge) adjustments will generate an additional $1.1 million to cover debt service expenses ($24K) and operational expenses ($1.1 million). The majority of the funding ($850,000) is required due to the forthcoming revised contact with New Castle County to provide sewage treatment, with the remaining $244K necessary for initial funding for PFAs treatment and engineering design costs for the Curtis Treatment Plant. City overall water consumption has remained relatively flat through 2024. While new development normally brings with it increased water sales, much of the development in Newark is redevelopment of a property that had prior water use. This, coupled with conservation and technological advancements generally negate much of the increase, resulting in flat water sales. The City continues to see some fluctuations in water sales due to weather, but the conscious efforts made by the Administration and Council to recover fixed costs via the customer charge has provided more revenue stability than in years past.

- 3% increase to the Stormwater customer charge for 2025.
    - The proposed monthly stormwater fee is between $2.40 and $7.22 per month for

residential customers. Most residential customers pay $4.01 or less per month. Non-residential customers will pay $4.01 per month per ESU (Equivalent Stormwater Unit). Increase reflects an increase of 12 cents per month per EDU. With no change since 2022, this increase will provide sufficient funding to meet inflationary challenges.

- Electric rate adjustment for 2025. At this moment, we are estimating that the cost to purchase electricity from DEMEC will increase by 6%. In addition, the City completed an Electric Cost of Service Study, along with a proposed rate design which had not been performed in over 10 years. This study recommends an annual additional revenue requirement of 4.5% in order to meet the City's requirements for debt coverage ratios, minimum cash reserves, and optimal operating income. It is anticipated that these new rates will go into effect January 2025, with the annual revenue stabilization adjustment (RSA) process continuing annually thereafter.
    - The 2025 CIP provides for $15.4M of electric projects to be completed utilizing the following funding sources: 2025 current year revenue - $727K, electric reserves - $330K, conduit debt via a DEMEC bond issuance - $13.6M, grants - $.4M, and equipment sinking funds - $373K. Material and equipment purchases for the City's new substation (E2002) will begin in 2025 and will be funded via the proposed DEMEC conduit debt. The total budget for the substation is currently estimated to be $37M.
    - The City continues to pay the tariff added by NERC due to the "Reliability Must Run" designation applied to NRG's Indian River generation facility in Millsboro, DE (effective September 1, 2022). However, we do expect some resolution to occur in 2025, but it is not expected that we will see immediate relief from this tariff.

<u>2025 Budget Process – Discussion of Challenges and Initiatives</u>

The 2025 budget process began late spring, with staff discussing our organizational challenges and initiatives, and the Finance Department updating the presentation templates that were initially created as part of the 2019 budget process. For the sixth year in a row, Budget meetings began with Council in August to reflect the starting point of the 2025 budget and to highlight our anticipated revenue shortfalls. Efforts to compile our annual budget have become more complex, however the earlier start to the budget process and the involvement of City Council and the public earlier in the process has provided more transparency as to what is included in the budget program. We are confident that the changes made to the budget process over the last few years have benefited all who are involved in the process. Staff are challenged annually to align funding for initiatives and services across departments where it provides the most benefit, reducing costs where possible, and continuing to positively impact the character and economic vitality of our community. At the beginning of the budget process, the expenditure budget was $3.4 million short of estimated revenue. The budget proposed herein has closed that funding gap.

Our organization's most valuable resource, our personnel, currently makes up 36% of our overall budget costs. Increased personnel costs, including salary and benefit provision adjustments, the recruitment of suitably skilled staff, and the retention of our workforce in a competitive job market impacts the budget's bottom line. On top of our annual contractually obligated salary adjustments, 2025's budget includes the addition of much-needed personnel including:

- <u>Water Plant Operator:</u> Water treatment regulations are continuously evolving. The City of Newark has historically utilized staff to just barely cover the 24-hour schedule of the plant operations. Very little overlap/redundancy exists. There is also the new need of PFAS reporting and sampling requirements, resulting in less preventative maintenance being completed. In addition, employee wellness is also a consideration in this request due to long shifts and overnight requirements.
- <u>Utility Inspector I:</u> Protection of our utilities is of utmost importance and this position would be able to focus on accurate and efficient markouts as well as assisting with inspections and plan reviews. The need for this position has only increased throughout this year.
- <u>Part-time Admin Professional I:</u> With the incorporation of speed cameras within the City, additional support staff will be needed to review the tickets and assist in the administration of the program. This position is fully funded through the revenue generated from the tickets.

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

Many of our growing personnel costs are legacy obligations, like pensions and OPEB. Unfortunately, the funds created to pay these liabilities assume payments are made across employee's entire careers, so we are still required to make payments for obligations from the past. Pension and OPEB costs consistently increase each year. The City uses a realistic assumed rate of 6% for future return assumptions, which is considerably lower than the 7.5% that was assumed earlier this decade. Assuming a lower rate of return results in higher necessary payments but is a more realistic representation of what investment returns we are likely to achieve from the funds. Unfortunately, while we have made large improvements in funded status of the pension and OPEB funds in recent years, both are still under funded and will require continued pension and OPEB contributions of around $5.4 million per year for years to come to be able to meet our previously promised benefit obligations. While all new members of the FOP (since 2021) are automatically enrolled in the State's pension plan, the City has recently reopened the pension to members of CWA, AFSCME 3919 and Management, which will help with employee recruitment and retention. In addition, health care expenses continue to be an ongoing challenge year over year, with 2025's premiums increasing nearly 6%.

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

Despite modest electric sales growth over the last few years from construction at STAR and elsewhere downtown, long-term trends for sewer and water sales have been relatively flat, largely due to higher efficiency fixtures used in new construction, improved leak detection from the smart meter project and development at STAR Campus falling in the section that is within Violia's water territory. In 2021, the City began seeing the return of volumetric activity to pre-pandemic levels, but the overall trend of generally flat volumetric sales has continued. Additionally, due to timing of reassessments as outlined above, our tax base only increases from construction activity, and then only by the net difference between what was on the property originally and what is built back in its place. As a result, our tax base and utility revenue will not increase over the short-term at a rate sufficient to fund our community's growing infrastructure maintenance demands as our infrastructure ages. However, proper financing of our debt, accompanied with prudent planning, and a focus on economic development can mitigate these expenses and ensure that both our residents and businesses pay for services at a rate that is comparable to our neighboring communities. Significant reductions in development activity or UD enrollment will increase cost pressures on the City and result in the need to reduce services or increase costs to our residents. The good news is that Newark remains a great value compared to our surrounding region.

Smart City initiatives over the past decade continue to deliver long-term avoided cost savings to the City. During 2015 and 2016, the City replaced nearly 2,000 streetlight fixtures with LED replacements. In September of 2017, Vermont Energy Investment Corporation (VEIC) performed a Measurement and Verification (M&V) analysis to determine the project's overall impact and cost-effectiveness. This report confirmed that the City's LED project will produce a cost avoidance of $135,000 each year and create an annual savings of 829,000 kwh. The total cost of the project was $575,000, creating a return-on-investment payback period on the City's outlay of just over four years. For every $1 spent on this project, the City will save $4.20 through avoided costs. Building off the success of that project, the City has completed a nearly $9 million Energy Savings Performance Contract (ESPC) in partnership with Seiberlich Trane, a Delaware licensed Energy Savings Company (ESCO). This project included replacement of inefficient and end-of-life HVAC systems at City Hall, the Newark Police Department, and the George Wilson Center with high efficiency systems utilizing modern building automation systems. In addition to the HVAC work, this project also completed the City's transition to LED streetlights by replacing the remaining 800 streetlights in areas where we have underground electric lines. It also adds dimming capability on all streetlights in the City, repaired or replaced all flat roofing systems on City facilities, installed a megawatt of solar generation, upgraded water department pumps with variable frequency drives where appropriate, and included a handful of other efficiency-related improvements. In the end, the savings generated by these projects will more than cover the cost of the annual lease payments over the 20-year payback period while addressing critical deferred maintenance projects and moving us toward the goals included in the "Sustainable Newark" sustainability plan adopted by Council in 2019.

During 2023 and 2024 the City was awarded $4.5 million in grant funding from the State of Delaware's Bond Bill and Community Reinvestment Fund to help pay for facilities and infrastructure projects. Specifically, we have used this money to complete deferred maintenance at the historic Newark Train Station, the George Wilson Center, the VFW's parking lot, and the Olan Thomas Building in Olan Thomas Park. It will also be used to complete security upgrades at the Field Operation Complex and water facilities, along with a handful of smaller projects. Many of these projects have been deferred for many years, like the train station, but will now be able to proceed due to State funding. Staff plan to apply for funding again during the State's Fiscal 2026 budget process in early 2025.

In addition to infrastructure funding, the State Legislature included an item in the Grants-in-Aid bill for their Fiscal 2025 budget that directed $2 million to the City of Newark and $1.65 million to the City of Dover. This was through a new program set up to reimburse towns that provide police or fire services to institutions of higher education with on-campus housing. The City has received $450k in funding through the Grants-in-Aid bill for the last few years, which this $2 million replaced, for a net gain to the City of $1.55 million. In recognition that it is difficult for us to budget without some level of confidence that the funding would be there again in future years, the legislature passed SCR 167 which created a Payments In Lieu of Taxes (PILOT) study group which was tasked with reviewing the existing PILOT program and making recommendations on how it should be modernized. The existing program was created in 2003 and was limited to county seats, which meant Newark, despite having the highest share of State Agency owned tax exempt property, didn't receive compensation unlike the county seats. Due to the ongoing reassessment, the study group recommended to the legislature that they renew the $2 million in funding for the upcoming budget year and reconvene the study group to reevaluate PILOT once we have new assessment data for all three counties.

Rising health care expenses are one of the biggest challenges facing both the public and private sector today. The City of Newark, in working in conjunction with its workforce, joined the Delaware Valley Health Trust in 2015. This monumental change allowed the City to continue to provide quality healthcare to its employees, while avoiding annual double-digit premium increases that other government agencies have experienced, through pooling its risk with other municipalities. During this time our annual healthcare costs have increased at a rate approximately half of what we would have experienced otherwise. This year's renewal was higher than those in the recent past at roughly 7% which we were able to reduce to under 6% through use of rate stabilization funding we held in reserve at DVHT. This is below the annual increases we saw as an organization when we were in the private insurance market and in-line with the anticipated increase in the State's healthcare plan.

Appropriately managing risk and strategically using tools that are available to us, like debt and performance contracting, will be critical if we are going to be successful at sustainably meeting the expectations of our community for service delivery and quality of life. One critical action that staff strongly recommends is that we continue to move more of our utility revenue toward fixed charges and away from volumetric charges, like what has been proposed with the addition of demand charges to residential electric rates. This is to reflect that most of our expenses, especially in the water fund, are fixed, and that just because a building uses no utilities does not mean they received no benefit from the utility being there, ready to serve on demand. This was highlighted during the early months of the pandemic when UD and most businesses closed or moved to work from home, resulting in the loss of millions of dollars in utility revenue. Best practices in utility management suggest frequent reviews of our billing structure with adjustments as necessary to keep each utility financially stable while avoiding cross-subsidization of customer classes. The City must remain proactive to ensure that the City's fees for service are covering the costs of providing them equitably to all our customers. This year we have completed an electric cost of service study and recommended rate design which has been presented for feedback to council with the goal of implementing starting January 1st, 2025, alongside small cost of living adjustments to water, sewer, and stormwater rates.

The 2025 Budget in Summary

The proposed budget for 2025, including the five-year Capital Improvements Program, currently results in a surplus of $335,448. This estimated surplus is usually divided amongst all funds, however, this year, the Stormwater Fund accounts for the entirety of the balance. If the expenditure budget were to fall under or equal the revenue estimates in 2025 at year-end, these funds would revert to their respective reserve accounts to help grow the City's cash balances.

	* as amended	** as proposed		
EXPENDITURE/SURPLUS	**2024 * BUDGET**	**2025 ** BUDGET**	**$ FROM 2024 BUDGET**	**% FROM 2024 BUDGET**
Operating Budget	$ 106,774,808	$ 116,392,098	$ 9,617,290	9.0%
Capital Budget	3,075,100	1,864,195	(1,210,905)	-39.4%
Debt Service	4,939,941	4,822,498	(117,443)	-2.4%
Net Current Surplus	85,979	375,448	289,469	336.7%
Total	**$ 114,875,828**	**$ 123,454,239**	**$ 8,578,411**	**7.5%**

Operating expenditures are increasing by $9.6M (9%), while capital expenditures are decreasing by $1.2M (-39.4%). Newark's debt service is down $117K and our net current surplus has increased by $289K. More detail is provided below.

2025 Budgeted Operating Expenses by Function

Total operating expenses are recommended to be $121.2 million for 2025, or a $9.5 million (8.5%) increase from 2024. The table below highlights the City's 2025 budgeted operating expenses:

	2024 * BUDGET * as amended	2025 ** BUDGET ** as proposed	$ FROM 2024 BUDGET	% FROM 2024 BUDGET
Personnel Services	$ 41,436,926	$ 44,587,197	$ 3,150,271	7.6%
Utility Purchases	44,678,500	50,533,363	5,854,863	13.1%
Materials and Supplies	3,048,923	3,096,135	47,212	1.5%
Contractual Services	13,929,393	14,564,353	634,960	4.6%
Equipment Depreciation	2,147,413	2,069,775	(77,638)	-3.6%
Debt Service	4,939,941	4,822,498	(117,443)	-2.4%
Other Expenses	1,533,653	1,541,275	7,622	0.5%
Total	**$ 111,714,749**	**$ 121,214,596**	**$ 9,499,847**	**8.5%**

Personnel Services – Personnel expenses are increasing by $3.1 million or 7.6% in 2025. This increase is due to a combination of contractually obligated pay increases and the addition of personnel to maintain current levels of service. Those positions are Water Plant Operator, Utility Inspector, and Part-time Admin Professional I. The estimated cost for these 3 positions (2.5 FTEs) is $188,759 in 2025. The part-time Admin Professional I has offsetting revenue to fully offset the expenditure impact.

Wages include the contractually negotiated salaries of our workforce, as most of our full-time employees are represented by the FOP, AFSCME and CWA. The increase for 2025 includes associated merit steps for eligible employees, and cost of living adjustments. City management recently settled contract negotiations with CWA and AFSCME Local 3919, and are currently in negotiations with AFSCME Local 1670 which we plan to have completed by the end of the year.

Included in the $44.6 million in personnel services is funding for the City's pension plan ($4.4 million). The Pension plan had been closed since 2014 to new hires, except for the City's police officers. However, recent contracts with CWA, AFSCME 3919 and Management are opening the pension plan back up to City staff with the hopes to retain our workforce. In addition, the City will be contributing over $1.9 million towards its OPEB obligations in 2025. Most of these contributions are legacy expenses from employees that have already retired but were not adequately funded by the City during their period of employment. This was most likely driven by overly optimistic assumptions for investment returns in the past. Our investment return assumption is 6% to address this issue moving forward.

Utility Purchases – Utility purchases, which include the cost of electric purchases from DEMEC ($44.3 million) and sewer purchases from New Castle County ($6.25 million), are anticipated to be $50.5 million. Should New Castle County choose to raise rates after July 1, 2025, we would need to perform a mid-year rate adjustment to pass these costs along to our sewer customers or else we will run a deficit for the year. The Indian River Coal Plant, debt service for the beginning construction of a second substation, inflation, increasing renewable portfolio expenses, and an anticipated wholesale rate adjustment from DEMEC are all contributing to the electric increase next year, which will be recognized through the annual revenue stabilization adjustment in March 2025. Sewer expenses are going up an estimated $850,000 due to the new sewer agreement with New Castle County, as the existing agreement was close to fifty years old.

Materials & Supplies – The materials and supplies lines increased $47K mostly due to the rising costs of chemicals, water meters and line maintenance within Public Works and Water Resources.

Contractual Services – Contractual Services increased by $635K, or 4.6%. $110,000 of this figure is related to the expense of keeping our fleet and facilities maintained and operational. Another $492,000 of this increase is due to IT-related expenses. Workers' compensation costs have increased another $173,000, and our other insurance lines are up $161,000 in 2025. These increases are offset by a reduction of $290K for outside contractual services.

Equipment Depreciation – Equipment depreciation (a non-cash, formula driven expense) decreased by 3.6% versus 2024. This expense continues to supplement the funding of our future large equipment purchases. As the City leases more equipment, this line will begin to diminish, and be offset by lease payments.

Other Expenses – Other Expenses increased $7K, or 0.5%. This line includes our subventions. Our subvention to Aetna remains funded at $205,000. We have another $150,000 set aside for the estimated cost of the volunteer fire assessment fund. This $150,000 is a placeholder and will be offset by building permit activity. So, if only $100,000 is collected, Aetna will only receive $100,000. This year, the fund has done quite well and collected just under $300,000 to date. We are also continuing to provide free electric, water and sewer to Aetna for a total cost of $70,000. Also, we have included subventions to the Newark Senior Center for free electric, which is another $55,000, and we are continuing to provide $25,000 to Catholic Charities to assist our electric customers during their times of need.

Budget by Department/Division

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

DEPARTMENT/DIVISION	2024 * BUDGET	2025 ** BUDGET	$ FROM 2024 BUDGET	% FROM 2024 BUDGET
	* as amended	** as proposed		
Electric Utility	$ 8,502,295	$ 8,936,737	$ 434,442	5.1%
Water Utility	5,741,556	6,267,339	525,783	9.2%
Sewer Utility	1,395,844	1,448,934	53,090	3.8%
Stormwater Utility	1,562,820	1,717,959	155,139	9.9%
Utility Purchases	44,678,500	50,533,363	5,854,863	13.1%
Refuse Division	2,393,229	2,555,500	162,271	6.8%
Street Division	1,992,250	2,010,751	18,501	0.9%
Fleet Maintenance Division	1,935,372	2,099,012	163,640	8.5%
Engineering Division	1,191,362	1,364,446	173,084	14.5%
Code Enforcement Division	2,222,339	2,527,511	305,172	13.7%
Police Department	19,548,412	20,577,385	1,028,973	5.3%
Finance Department	388,582	442,561	53,979	13.9%
Planning Division	1,594,810	1,793,461	198,651	12.5%
Municipal Parking	2,678,590	2,909,769	231,179	8.6%
Facilities Maintenance Division	1,152,030	1,097,263	(54,767)	-4.8%
Administrative Department	1,784,905	1,794,445	9,540	0.5%
Legislative Department	1,512,227	1,584,990	72,763	4.8%
Alderman's Court	704,018	798,576	94,558	13.4%
Parks and Recreation Department	4,501,827	4,811,721	309,894	6.9%
Community Development Block Grant	277,613	263,681	(13,932)	-5.0%
Law Enforcement Fund	487,056	275,695	(211,361)	-43.4%
Special Parks Fund	124,371	62,195	(62,176)	-50.0%
Self Insurance Fund	145,000	145,000	-	0.0%
OPEB Expense Funding	767,000	932,000	165,000	21.5%
Less: Inter-Dept. Electric Sales	(507,200)	(558,196)	(50,996)	10.1%
Total Operating Expenditures	**$ 106,774,808**	**$ 116,392,098**	**$ 9,617,290**	**9.0%**

Revenue Highlights

City wide operating revenues of $123.5 million in 2025 are expected to be above 2024 budgeted revenue by 7.5%. Utility revenue is collectively responsible for $7.9 million of the $8.5 million increase due to adjustments needed for inflation, State drinking water mandates, wholesale power cost increases, and electric grid modernization just to name a few. Included in the aforementioned is $850K for the forthcoming sewer treatment contract with New Castle County, which has not been amended since the 1970's. We are estimating a small growth in taxable assessments for 2025, primarily due to commercial growth. Part of the property tax growth includes the proposed 2.5% tax increase which will provide $120K in revenue to the City to fund its governmental services and to keep on par with the rising costs of inflation. The hotel industry has been relatively steady since this past Spring, and we have increased our lodging tax expectations by $65,000 to $780,000 for 2025.

Real Estate Transfer Tax (RTT) revenue in 2024 has been closer to historic norms driven by historically high interest rates. Considering the skyrocketing value of real estate over the last few years, this means actual sales are down compared to past history. Real estate prices remain higher than they were pre- pandemic so we are seeing more revenue per transaction, but we anticipate total transactions to pick up slightly as the Federal Reserve eases on the Federal Funds rate. As a result, we have forecast RTT revenue in 2025 will be $1,700,000, which is $50K more than what we initially anticipated in 2024.

Construction activity in 2024 has been slower than we originally anticipated during the fall 2023 budget process. We believe this is primarily driven by rising interest rates and the increased cost of construction. City Council adopted new zoning regulations for the BB and RA zoning districts in early 2023. The BB zone is where we have seen the most development activity in recent years and the new changes have made it less expensive to build in this zone. As a result, some developers delayed previously approved projects to evaluate whether to resubmit under the new code. Most of those delayed projects have come back under the new code and are beginning to receive subdivision and construction plan approvals. There was a temporary reduction in development activity while we worked through the zoning update, we have seen a significant increase in development application activity since adoption. As those projects get into construction and eventually receive certificates of occupancy, they will generate new revenue by way of building permits, utility sales, and property taxes. Unfortunately, interest rates remain elevated and supply chain logistics are still a challenge, so some developers may choose to wait a little longer until they begin construction. Fortunately, the Federal Reserve recently reduced rates and indicated more rate reductions will come during 2025.

REVENUE SOURCE	2024 * BUDGET (* as amended)	2025 ** BUDGET (** as proposed)	$ FROM 2024 BUDGET	% FROM 2024 BUDGET
Utility Revenue				
Electric	$ 63,628,151	$ 70,475,100	$ 6,846,949	10.8%
Water	10,289,000	10,443,948	154,948	1.5%
Sewer	8,662,400	9,515,150	852,750	9.8%
Stormwater	2,552,500	2,629,050	76,550	3.0%
Total Utility Revenue	**$ 85,132,051**	**$ 93,063,248**	**$ 7,931,197**	**9.3%**
Tax Revenue				
Realty Transfer Tax	$ 1,650,000	$ 1,700,000	$ 50,000	3.0%
Property Tax	9,285,625	9,745,313	459,688	5.0%
Penalties	67,500	67,500	-	0.0%
Franchise Tax	300,000	300,000	-	0.0%
Lodging Tax	715,000	780,000	65,000	9.1%
Total Tax Revenue	**$ 12,018,125**	**$ 12,592,813**	**$ 574,688**	**4.8%**
Fees for Service				
Fines	$ 2,122,000	$ 2,209,467	$ 87,467	4.1%
Business License Fees	225,000	215,000	(10,000)	-4.4%
Permits and Licenses	3,187,500	3,164,000	(23,500)	-0.7%
Park Fees	768,225	825,140	56,915	7.4%
Commercial Refuse & Transfer Sta.	28,500	30,500	2,000	7.0%
Parking Lots	266,000	240,000	(26,000)	-9.8%
Multi-Space Parking	3,100,000	3,040,000	(60,000)	-1.9%
Internal Service	3,278,599	3,388,379	109,780	3.3%
Total Fees for Service	**$ 12,975,824**	**$ 13,112,486**	**$ 136,662**	**1.1%**
Intergovernmental Revenue				
Subventions	$ 621,753	$ 642,893	$ 21,140	3.4%
Local School District	198,200	210,000	11,800	6.0%
Community Development Block Grants	277,613	264,912	(12,701)	-4.6%
Law Enforcement Grants - Special Fund	284,111	271,287	(12,824)	-4.5%
American Rescue Plan Act (ARPA)	179,575	-	(179,575)	-100.0%
Miscellaneous Grants and Donations	492,525	540,500	47,975	9.7%
Total Intergovernmental Revenue	**$ 2,053,777**	**$ 1,929,592**	**$ (124,185)**	**-6.0%**
Other Revenue				
Interest Received	$ 1,997,000	$ 2,047,000	$ 50,000	2.5%
Miscellaneous	351,881	395,600	43,719	12.4%
Reimbursable Overtime	300,000	300,000	-	0.0%
Assessments	12,500	13,500	1,000	8.0%
Total Other Revenue	**$ 2,661,381**	**$ 2,756,100**	**$ 94,719**	**3.6%**
Appropriation of Prior Year Reserves	**$ 34,670**	**$ -**	**$ (34,670)**	**-100.0%**
Total Operating Revenue	**$ 114,875,828**	**$ 123,454,239**	**$ 8,578,411**	**7.5%**

The 2025 through 2029 Capital Improvements Program

The 2025 portion of the proposed five-year Capital Improvement Program exhibits gross expenditures of $28 million. Reserve funding, grant funding, vehicle equipment replacement funds, state revolving loan, conduit debt and other sources are proposed for the program. The use of capital reserves and equipment replacement reserves is a routine practice for projects that were authorized and encumbered in previous periods. Use of grant funding is likewise a fundamental goal and remains a recurring and successful funding mechanism for Newark.

Funding for the 2025 CIP is proposed on the table labeled "2025 CIP Funding Sources." The Net Capital Improvement total of $1,814,195 will be funded in 2025 through current year revenue, property taxes, utility rates, and other current sources of revenue.

2025 CIP FUNDING SOURCES	Percent (%)	Dollar ($)
Capital Improvements		**$ 27,984,398**
Funding Sources:		
Use of Reserves	7.6%	2,134,706
Equipment Funding	1.6%	437,280
Grants	7.2%	2,012,194
Bond Issues	0.0%	-
State Revolving Loans (SRL)	28.4%	7,938,609
Other Sources	48.6%	13,597,414
Current Resources	**6.7%**	**1,864,195**

Similar to previous years, borrowing is included in the 2025 Capital Plan. It should be noted that any type of borrowing or funding partnership planned in future years will result in ongoing debt service expenditures and/or other operating costs which, when layered into future operating budgets, will result in reduced levels of then-current resources available for "pay- as-you-go" financing of capital projects. There is always a need to address a greater level of critical infrastructure projects than current resources and reserves will permit.

2025 CAPITAL EXPENDITURES	Percent (%)	Dollar ($)
Electric Fund	54.9%	$ 15,385,244
Water Fund	26.5%	7,422,209
Sewer Fund	5.5%	1,550,000
Administrative - Maintenance Fund	2.3%	650,000
Stormwater Fund	3.9%	1,087,722
Public Works - Capital Proj. Fund	3.5%	990,209
Parks and Recreation	1.6%	434,500
Parking Fund	1.2%	347,336
Information Technology Division	0.4%	110,000
Police Department	0.1%	7,178
Gross Capital Expenditures	**100.0%**	**27,984,398**

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

The table "2025 Capital Expenditures" exhibits planned capital spending by department. The majority of our gross capital expenditures consist of infrastructure, which are electric, water, sewer, stormwater, and street projects. Facility projects continue to take a higher priority due to the need to address deferred maintenance for City assets and to maintain them at a level that meets current standards. The availability of State grants to fund those needs has had a big impact as we work to reduce the backlog of projects.

Fund by Fund Commentary

General Fund

The General Fund is used to provide typical municipal services such as public safety, planning, administration, parks, and recreation, streets, and public works functions. Newark's General Fund remains highly dependent on transfers from the Enterprise/Utility Funds to maintain a positive fund balance and maintain the level of services offered in our community. This is further highlighted by the fact that property tax revenues (including tax penalties and franchise fees) make up only 10.2% of our operating revenues in 2025. While in recent years we have limited the level of our transfers in association with our Financial Policies, efforts to self-motivate and monitor a sustainable level of transfers in the future along with additional revenue diversifications are challenges and must remain a priority. It is important to recognize that absent these transfers, the Governmental Funds (including the Street Division), would experience operating deficits over $20.5 million in 2025, or require a tax increase over 213% to account for the total loss of margin transfers and maintain current service levels. For comparison purposes, the City would need to add 27,502 new additional residences just to collect $20.5 million in new tax revenue based on the City's median assessed value of a residential property. This is merely an academic comparison, however, as new residential properties would also result in increased demand for services and, accordingly, increased costs that would likely more than negate the increased tax revenue. Development in a form that uses less in services and infrastructure than the tax generated is key to making a dent in our general fund deficit. This is generally achieved by offsetting single family residential areas with dense, mixed-use development located proximate to jobs and the downtown, although there is no magic formula. Private development at STAR Campus will provide a financial windfall for the City through increased taxes and utility sales with limited additional demand for City services, especially since police coverage is provided to STAR Campus by UDPD and all roads are privately maintained.

An additional reason to continue to focus on decreasing our reliance on utility transfers is the risk to revenues associated with the increased penetration of privately-owned distributed energy resources, like rooftop solar, as well as the impact of electric and water conservation. Both items have positive environmental and social impacts, but negatively impact our utility sales and margins. Dialing back, or at a minimum not further increasing, our dependency would provide future benefits by leaving more revenue in our utility funds that are facing dramatically increasing need for infrastructure replacement as much of it was installed mid-century and is now reaching the end of their normal service life. It could also help mitigate the rate impact from treatment for forever compounds (PFAS) as our treatment comes online at South Well Field WTP and is designed and implemented at the Curtis WTP, as required by federal regulation.

Other Governmental Funds

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

Enterprise Funds

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

Moving Forward

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

Furthermore, it would be prudent whenever feasible, for future budget cycles to feature small inflation-indexed tax increases, and fixed or reduced utility revenue transfers. However, as demonstrated by next year's revenue and expense budget projections, even with our continued efforts to embrace efficiencies and work smarter, costs continue to outpace our revenues. This points toward a structural issue where the level of services provided by the City, and the infrastructure we must maintain, exceed the tax and utility customer base available to support it. To address this we should focus on building the tax and utility base through smart redevelopment, continue to work to identify alternative revenue streams, and continue to look for ways to streamline development review and improve internal operational efficiency. As mentioned previously, Council should continue to focus lobbying efforts at the state level to get approval for additional revenue sources like an events tax, higher education enrollment tax, or gross receipts tax on rental revenue similar to what is in place in some Delaware beach towns.

Following the 2025 countywide reassessment, state code mandates that the County update their assessments no less frequently than every 5 years. Due to the timing of county assessments, the City will not receive new revenue as anticipated from reassessment. This is because we will receive the new assessment values after the subject budget has been approved and the tax revenue target set. Once New Castle County certifies the new assessment in March of 2025, City Council will need to approve a new tax rate for the 2025/2026 property tax billing.

Budget Presentation

The 2025 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other miscellaneous funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division. The following schedule for processing the 2025 Budget is proposed to meet the requirements of the City Charter:

Presentation to Council:

- Public Hearing/Possible Budget Adoption – November 18, 2024
- Contingency Date - Public Hearing/Budget Adoption – December 9, 2024 (if needed)
- Introduction Date for Revenue Ordinances – November 25, 2024 (if budget is approved on November 18)

The preparation and compilation of the 2025 General Operating Budget and its accompanying Capital Program was the result of much hard work, research, and prioritization of all our departments. The Finance Department under the leadership of Finance Director David Del Grande, Deputy Finance Director Jill Hollander, Accountant Jim Smith, and Financial Analyst Trevor Miller worked diligently in coordinating all stages of this document's development. Likewise, our Department Directors should be commended for thoroughly evaluating their needs, assessing their capacity to complete projects, considering opportunities, and responding to timelines and funding limitations.

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

Respectfully submitted,

Thomas Coleman
City Manager

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	* as amended 2024 * BUDGET	** as proposed 2025 ** BUDGET	% FROM 2024 BUDGET
Revenue/Other Funding Sources							
Utility Sales	$ 68,953,720	$ 72,850,950	$ 77,094,536	$ 77,256,949	$ 85,132,051	$ 93,063,248	9.3%
Real Estate and Other Taxes	9,699,072	11,110,691	14,910,044	11,514,306	12,018,125	12,592,813	4.8%
Fees for Service	7,246,168	9,035,197	10,090,553	12,006,950	12,975,824	13,112,486	1.1%
Intergovernmental Revenue	4,269,856	2,155,660	2,577,278	2,298,371	2,053,777	1,929,592	-6.0%
Other Revenue	1,248,973	1,500,338	1,847,590	3,522,125	2,661,381	2,756,100	3.6%
Appropriation of Prior Year Reserves	708,752	-	175,000	60,000	34,670	-	-100.0%
Total Operating Revenue	$ 92,126,541	$ 96,652,836	$ 106,695,001	$ 106,658,701	$ 114,875,828	$ 123,454,239	7.5%
Expenditures							
Personnel Services	$ 36,596,786	$ 33,653,696	$ 37,076,658	$ 38,203,803	$ 41,436,926	$ 44,587,197	7.6%
Utility Purchases	33,962,454	35,907,718	38,524,122	40,559,725	44,678,500	50,533,363	13.1%
Materials and Supplies	1,823,202	2,052,921	2,679,526	2,620,079	3,048,923	3,096,135	1.5%
Contractual Services	9,251,562	10,592,039	11,548,552	11,435,927	13,929,393	14,564,353	4.6%
Equipment Depreciation	1,377,635	1,409,054	1,540,246	1,862,644	2,147,413	2,069,775	-3.6%
Debt Service	2,657,423	2,959,384	3,420,053	2,594,695	4,939,941	4,822,498	-2.4%
Other Expenses	884,351	1,023,034	1,425,991	1,128,639	1,533,653	1,541,275	0.5%
Total Operating Expenses	$ 86,553,413	$ 87,597,846	$ 96,215,148	$ 98,405,512	$ 111,714,749	$ 121,214,596	8.5%
Capital Improvements							
Gross Capital Improvements	$ 16,940,171	$ 19,933,243	$ 20,039,073	$ 11,576,426	$ 34,250,543	$ 27,984,398	-18.3%
Less: Use of Reserves	(4,130,832)	(4,863,231)	(4,127,032)	(2,739,795)	(3,284,516)	(2,134,706)	-35.0%
Equipment Replacement	(876,933)	(882,862)	(1,102,498)	(425,980)	(88,615)	(437,280)	393.5%
Grants	(101,834)	(2,620,721)	(2,329,335)	(1,886,487)	(6,095,711)	(2,012,194)	-67.0%
Bond Issues	(128,150)	(198,177)	(365,680)	(481,100)	-	-	0.0%
State Revolving Loan	(6,282,633)	(2,234,768)	(1,203,504)	(1,937,501)	(6,977,032)	(7,938,609)	13.8%
American Rescue Plan Act	-	(101,017)	(3,258,225)	(2,672,042)	(6,057,235)	-	-100.0%
Other Sources	(72,958)	(6,146,269)	(3,934,748)	(327,010)	(8,672,334)	(13,597,414)	56.8%
Net Capital Improvements	$ 5,346,831	$ 2,886,198	$ 3,718,051	$ 1,106,511	$ 3,075,100	$ 1,864,195	-39.4%
Net Current Surplus	226,297	6,168,792	6,761,802	7,146,678	85,979	375,448	336.7%
TOTAL EXPENDITURES AND SURPLUS	**$ 92,126,541**	**$ 96,652,836**	**$ 106,695,001**	**$ 106,658,701**	**$ 114,875,828**	**$ 123,454,239**	**7.5%**
Property Tax Rate per $100.00 of assessed value	$ 0.9120	$ 0.9120	$ 0.9348	$ 0.9815	$ 1.0551	$ 1.0815	2.5%

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	* as amended 2024 * BUDGET	** as proposed 2025 ** BUDGET	% FROM 2024 BUDGET
Utility Revenue							
Electric	$ 51,600,384	$ 53,939,898	$ 57,699,264	$ 56,399,099	$ 63,628,151	$ 70,475,100	10.8%
Water	8,247,871	9,060,790	9,230,767	9,895,719	10,289,000	10,443,948	1.5%
Sewer	6,702,782	7,491,477	7,602,261	8,368,427	8,662,400	9,515,150	9.8%
Stormwater	2,402,683	2,358,785	2,562,244	2,593,704	2,552,500	2,629,050	3.0%
Utility Revenue Total	$ 68,953,720	$ 72,850,950	$ 77,094,536	$ 77,256,949	$ 85,132,051	$ 93,063,248	9.3%
Less: Utilities Purchased	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Total Gross Utility Margin	**$ 68,953,720**	**$ 72,850,950**	**$ 77,094,536**	**$ 77,256,949**	**$ 85,132,051**	**$ 93,063,248**	**9.3%**
Tax Revenue							
Realty Transfer Tax	$ 1,293,038	$ 2,207,891	$ 5,718,365	$ 1,687,587	$ 1,650,000	$ 1,700,000	3.0%
Property Tax	7,563,605	7,966,029	8,179,314	8,655,868	9,285,625	9,745,313	5.0%
Penalties	51,293	77,726	55,469	91,597	67,500	67,500	0.0%
Franchise Tax	439,346	350,911	333,423	317,491	300,000	300,000	0.0%
Lodging Tax	351,790	508,134	623,473	761,763	715,000	780,000	9.1%
Tax Revenue Total	**$ 9,699,072**	**$ 11,110,691**	**$ 14,910,044**	**$ 11,514,306**	**$ 12,018,125**	**$ 12,592,813**	**4.8%**
Fees for Service							
Fines	$ 1,063,680	$ 1,795,179	$ 1,810,186	$ 1,999,573	$ 2,122,000	$ 2,209,467	4.1%
Business License Fees	227,855	238,478	161,451	221,785	225,000	215,000	-4.4%
Permits and Licenses	2,172,197	2,107,962	1,899,523	2,656,026	3,187,500	3,164,000	-0.7%
Park Fees	203,643	501,733	739,685	828,839	768,225	825,140	7.4%
Commercial Refuse & Transfer Sta.	19,353	18,175	19,513	36,898	28,500	30,500	7.0%
Parking Lots	283,679	158,591	204,373	402,913	266,000	240,000	-9.8%
Multi-Space Parking	619,072	1,396,818	2,087,942	2,997,736	3,100,000	3,040,000	-1.9%
Parking Meters	205,347	112,685	64,175	64,175	-	-	0.0%
Internal Service	2,451,342	2,705,576	3,103,705	2,799,005	3,278,599	3,388,379	3.3%
Fees for Service Total	**$ 7,246,168**	**$ 9,035,197**	**$ 10,090,553**	**$ 12,006,950**	**$ 12,975,824**	**$ 13,112,486**	**1.1%**

(Operating revenue detail is continued on the following page)

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES (CONTINUED)

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	* as amended 2024 * BUDGET	** as proposed 2025 ** BUDGET	% FROM 2024 BUDGET
Intergovernmental Revenue							
Subventions	$ 527,122	$ 529,231	$ 553,575	$ 598,415	$ 621,753	$ 642,893	3.4%
Local School District	168,485	188,200	190,100	192,800	198,200	210,000	6.0%
Unicity Bus	143,380	143,380	143,380	107,535	-	-	0.0%
Community Development Block Grants [1]	167,761	246,966	478,160	408,473	277,613	264,912	-4.6%
Law Enforcement Grants - Special Fund	440,446	363,986	329,777	349,636	284,111	271,287	-4.5%
American Rescue Plan Act (ARPA) [2]	-	48,353	129,456	137,334	179,575	-	-100.0%
Miscellaneous Grants and Donations	2,822,662	635,544	752,830	504,178	492,525	540,500	9.7%
Intergovernmental Revenue Total	**$ 4,269,856**	**$ 2,155,660**	**$ 2,577,278**	**$ 2,298,371**	**$ 2,053,777**	**$ 1,929,592**	**-6.0%**
Other Revenue							
Interest Received	$ 614,380	$ 574,864	$ 870,922	$ 2,552,326	$ 1,997,000	$ 2,047,000	2.5%
Miscellaneous	404,014	582,219	538,604	669,798	351,881	395,600	12.4%
Reimbursable Overtime	228,312	306,392	387,967	274,090	300,000	300,000	0.0%
Assessments	2,267	36,863	50,097	25,911	12,500	13,500	8.0%
Other Revenue Total	**$ 1,248,973**	**$ 1,500,338**	**$ 1,847,590**	**$ 3,522,125**	**$ 2,661,381**	**$ 2,756,100**	**3.6%**
Appropriation of Prior Year Reserves							
Appropriation of Prior Year Reserves Total	**$ 708,752**	**$ -**	**$ 175,000**	**$ 60,000**	**$ 34,670**	**$ -**	**-100.0%**
TOTAL OPERATING REVENUE	**$ 92,126,541**	**$ 96,652,836**	**$ 106,695,001**	**$ 106,658,701**	**$ 114,875,828**	**$ 123,454,239**	**7.5%**

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

[2] New revenue line added in 2021

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	* as amended 2024 * BUDGET	** as proposed 2025 ** BUDGET	% FROM 2024 BUDGET
Electric Utility	$ 7,627,448	$ 5,941,288	$ 7,589,789	$ 7,217,721	$ 8,502,295	$ 8,936,737	5.1%
Water Utility	3,784,047	4,232,295	5,065,984	4,978,939	5,741,556	6,267,339	9.2%
Sewer Utility	1,184,844	724,394	1,022,546	1,139,447	1,395,844	1,448,934	3.8%
Stormwater Utility	1,578,115	849,930	1,287,583	1,344,048	1,562,820	1,717,959	9.9%
Utility Purchases	33,962,454	35,907,718	38,524,122	40,559,725	44,678,500	50,533,363	13.1%
Refuse Division	2,463,619	2,333,215	2,310,184	2,368,794	2,393,229	2,555,500	6.8%
Street Division	1,444,618	1,625,608	1,602,499	1,523,508	1,992,250	2,010,751	0.9%
Fleet Maintenance Division	1,550,499	1,620,617	1,925,857	1,815,569	1,935,372	2,099,012	8.5%
Engineering Division	1,095,566	1,024,505	1,071,977	1,085,528	1,191,362	1,364,446	14.5%
Code Enforcement Division	1,647,338	1,566,688	1,566,710	1,709,465	2,222,339	2,527,511	13.7%
Police Department	16,459,179	16,785,429	17,268,679	18,288,567	19,548,412	20,577,385	5.3%
Finance Department	312,597	325,599	331,359	357,099	388,582	442,561	13.9%
Planning Division	855,602	907,129	1,381,224	1,411,187	1,594,810	1,793,461	12.5%
Municipal Parking	1,963,831	2,126,726	2,437,758	2,356,009	2,678,590	2,909,769	8.6%
Facilities Maintenance Division	844,111	843,580	929,477	966,403	1,152,030	1,097,263	-4.8%
Administrative Department	1,158,048	1,292,080	1,319,625	1,409,605	1,784,905	1,794,445	0.5%
Legislative Department	1,118,381	1,168,627	1,244,495	1,226,171	1,512,227	1,584,990	4.8%
Alderman's Court	558,819	571,269	635,401	692,723	704,018	798,576	13.4%
Parks and Recreation Department	3,433,056	3,594,088	4,047,920	3,931,967	4,501,827	4,811,721	6.9%
Community Development Block Grant	135,964	212,457	213,100	360,136	277,613	263,681	-5.0%
Law Enforcement Fund	308,318	328,985	374,200	324,163	487,056	275,695	-43.4%
Special Parks Fund	12,913	16,681	19,034	6,009	124,371	62,195	-50.0%
Unicity Transportation Fund	196,614	303,724	308,910	196,719	-	-	0.0%
Self Insurance Fund	106,734	170,028	15,281	25,464	145,000	145,000	0.0%
OPEB Expense Funding	638,975	674,002	767,681	894,632	767,000	932,000	21.5%
Less: Inter-Dept. Electric Sales	(545,700)	(508,200)	(466,300)	(378,781)	(507,200)	(558,196)	10.1%
TOTAL OPERATING EXPENDITURES	**$ 83,895,990**	**$ 84,638,462**	**$ 92,795,095**	**$ 95,810,817**	**$ 106,774,808**	**$ 116,392,098**	**9.0%**

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2024	$ 3,377,967	$ 6,311,632	$ 82,799,405	$ 2,821,377	$ 95,310,381
Revenue					
Utility Sales	$ -	$ -	$ 91,906,148	$ -	$ 91,906,148
Utility Other Service Revenue	-	-	1,157,100	-	1,157,100
Utilities Contributions	$ -	$ -	$ 93,063,248	$ -	$ 93,063,248
Tax Revenue & Emergency Communication Fees	12,592,813	-	-	-	12,592,813
Fees for Service	6,335,107	-	3,389,000	3,388,379	13,112,486
Intergovernmental Revenue	1,317,893	611,699	-	-	1,929,592
Other Revenue	1,885,700	400,000	462,400	8,000	2,756,100
Appropriation of Prior Year Reserves	-	-	-	-	-
Total Operating Revenue	$ 22,131,513	$ 1,011,699	$ 96,914,648	$ 3,396,379	$ 123,454,239
Expenditures					
Personnel Services	$ 31,474,061	$ 117,959	$ 10,922,265	$ 2,072,912	$ 44,587,197
Utility Purchases	-	-	50,533,363	-	50,533,363
Materials and Supplies	1,001,748	91,500	1,130,387	872,500	3,096,135
Contractual Services	8,332,182	351,612	4,929,347	951,212	14,564,353
Equipment Depreciation	1,344,917	-	658,798	66,060	2,069,775
Debt Service	-	1,253,844	3,376,550	192,104	4,822,498
Other Expenses	854,250	40,500	458,525	188,000	1,541,275
Inter-Dept Charges	(2,745,811)	-	2,623,220	122,591	-
Total Operating Expenses	$ 40,261,347	$ 1,855,415	$ 74,632,455	$ 4,465,379	$ 121,214,596
Capital Improvements					
Gross Capital Improvements	$ -	$ 1,566,887	$ 25,792,511	$ 650,000	$ 28,009,398
Less: Addition (Use) of Reserves	-	(174,791)	(1,959,915)	-	(2,134,706)
Equipment Replacement	-	(7,178)	(430,102)	-	(437,280)
Grants	-	(776,950)	(610,244)	(650,000)	(2,037,194)
Bond Issues	-	-	-	-	-
State Revolving Loans	-	-	(7,938,609)	-	(7,938,609)
American Rescue Plan Act	-	-	-	-	-
Other Sources	-	(30,000)	(13,567,414)	-	(13,597,414)
Net Capital Improvements	$ -	$ 577,968	$ 1,286,227	$ -	$ 1,864,195
Net Transfers	18,196,365	1,436,220	(20,701,585)	1,069,000	-
Net Current Surplus	66,531	14,536	294,381	-	375,448
Total Expenditures and Surplus	$ 40,327,878	$ 2,447,919	$ 76,213,063	$ 4,465,379	$ 123,454,239
Other Increase (Decrease) in Fund Balance	-	(181,969)	-	-	(181,969)
Budgeted Fund Balance - December 31, 2024	$ 3,444,498	$ 6,144,199	$ 83,093,786	$ 2,821,377	$ 95,503,860
Projected Cash/Investments - January 1, 2024	$ 7,692,982	$ 11,099,981	$ 34,302,247	$ 3,115,977	$ 56,211,187
Net Current Surplus	66,531	14,536	294,381	-	375,448
Receipt of ARPA Grant	550,530	400,000	8,096,538	-	9,047,068
Capital Projects Paid From Reserves	-	(181,969)	(2,390,017)	-	(2,571,986)
Non-Cash Items:					
Depreciation	1,344,917	-	658,798	66,060	2,069,775
Budgeted Cash/Investments - December 31, 2024	$ 9,654,960	$ 11,332,548	$ 40,961,947	$ 3,182,037	$ 65,131,492

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND	PARKS SPECIAL FUND
Projected Fund Balance - January 1, 2024	$ -	$ 703,244	$ 418,997
Revenue			
Utility Sales	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	264,912	271,287	75,500
Other Revenue	-	-	-
Appropriation of Prior Year Reserves	-	-	-
Total Operating Revenue	$ 264,912	$ 271,287	$ 75,500
Expenditures			
Personnel Services	$ 28,769	$ 87,695	$ 1,495
Utility Purchases	-	-	-
Materials and Supplies	25,000	32,500	34,000
Contractual Services	209,912	115,000	26,700
Equipment Depreciation	-	-	-
Debt Service	-	-	-
Other Expenses	-	40,500	-
Inter-Dept Charges	-	-	-
Total Operating Expenses	$ 263,681	$ 275,695	$ 62,195
Capital Improvements			
Gross Capital Improvements	$ 25,000	$ -	$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	(25,000)	-	-
Bond Issues	-	-	-
State Revolving Loans	-	-	-
American Rescue Plan Act	-	-	-
Other Sources	-	-	-
Net Capital Improvements	$ -	$ -	$ -
Net Transfers	-	4,408	-
Net Current Surplus	1,231	-	13,305
Total Expenditures and Surplus	$ 264,912	$ 275,695	$ 75,500
Other Increase (Decrease) in Fund Balance	-	-	-
Budgeted Fund Balance - December 31, 2024	$ 1,231	$ 703,244	$ 432,302
Projected Cash/Investments - January 1, 2024	$ 469	$ 1,003,024	$ 409,863
Net Current Surplus	1,231	-	13,305
Receipt of ARPA Grant	-	-	-
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	-	-	-
Budgeted Cash/Investments - December 31, 2024	$ 1,700	$ 1,003,024	$ 423,168

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

DNP SPECIAL FUND	UNICITY TRANSPORTATION FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
$ -	$ 19,614	$ 46,340	$ 5,123,437	$ 6,311,632
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
$ -	$ -	$ -	$ -	$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	611,699
-	-	-	400,000	400,000
-	-	-	-	-
$ -	$ -	$ -	$ 400,000	$ 1,011,699
$ -	$ -	$ -	$ -	$ 117,959
-	-	-	-	-
-	-	-	-	91,500
-	-	-	-	351,612
-	-	-	-	-
-	-	1,253,844	-	1,253,844
-	-	-	-	40,500
-	-	-	-	-
$ -	$ -	$ 1,253,844	$ -	$ 1,855,415
$ -	$ -	$ -	$ 1,541,887	$ 1,566,887
-	-	-	(174,791)	(174,791)
-	-	-	(7,178)	(7,178)
-	-	-	(751,950)	(776,950)
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	(30,000)	(30,000)
$ -	$ -	$ -	$ 577,968	$ 577,968
-	-	1,253,844	177,968	1,436,220
-	-	-	-	14,536
$ -	$ -	$ 1,253,844	$ 577,968	$ 2,447,919
-	-	-	(181,969)	(181,969)
$ -	$ 19,614	$ 46,340	$ 4,941,468	$ 6,144,199
$ -	$ 393	$ 46,340	$ 9,639,892	$ 11,099,981
-	-	-	-	14,536
-	-	-	400,000	400,000
-	-	-	(181,969)	(181,969)
-	-	-	-	-
$ -	$ 393	$ 46,340	$ 9,857,923	$ 11,332,548

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	STORMWATER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2024	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 2,936,540	$ 2,479,361	$ 82,799,405
Revenue						
Utility Sales	$ 69,435,100	$ 10,368,948	$ 9,491,050	$ 2,611,050	$ -	$ 91,906,148
Utility Other Service Revenue	1,040,000	75,000	24,100	18,000	-	1,157,100
Utilities Contributions	$ 70,475,100	$ 10,443,948	$ 9,515,150	$ 2,629,050	$ -	$ 93,063,248
Tax Revenue & Emergency Communication Fees	-	-	-	-	-	-
Fees for Service	-	21,000	16,000	72,000	3,280,000	3,389,000
Intergovernmental Revenue	-	-	-	-	-	-
Other Revenue	257,500	142,500	35,400	25,000	2,000	462,400
Appropriation of Prior Year Reserves	-	-	-	-	-	-
Total Operating Revenue	$ 70,732,600	$ 10,607,448	$ 9,566,550	$ 2,726,050	$ 3,282,000	$ 96,914,648
Expenditures						
Personnel Services	$ 4,416,391	$ 3,471,465	$ 509,664	$ 808,277	$ 1,716,468	$ 10,922,265
Utility Purchases	44,283,363	-	6,250,000	-	-	50,533,363
Materials and Supplies	362,200	602,042	53,500	65,545	47,100	1,130,387
Contractual Services	2,088,935	1,311,533	371,069	355,874	801,936	4,929,347
Equipment Depreciation	344,617	45,714	21,269	83,905	163,293	658,798
Debt Service	1,233,348	1,186,898	292,594	663,710	-	3,376,550
Other Expenses	364,950	20,900	10,110	56,730	5,835	458,525
Inter-Dept Charges	801,448	815,685	483,322	347,628	175,137	2,623,220
Total Operating Expenses	$ 53,895,252	$ 7,454,237	$ 7,991,528	$ 2,381,669	$ 2,909,769	$ 74,632,455
Capital Improvements						
Gross Capital Improvements	$ 15,385,244	$ 7,422,209	$ 1,550,000	$ 1,087,722	$ 347,336	$ 25,792,511
Less: Use of Reserves	(350,000)	(383,600)	(75,000)	(951,315)	(200,000)	(1,959,915)
Equipment Replacement	(372,620)	-	-	(43,993)	(13,489)	(430,102)
Grants	(385,244)	(150,000)	(50,000)	(25,000)	-	(610,244)
Bond Issues	-	-	-	-	-	-
State Revolving Loans	-	(6,638,609)	(1,300,000)	-	-	(7,938,609)
American Rescue Plan Act	-	-	-	-	-	-
Other Sources	(13,550,000)	-	-	(17,414)	-	(13,567,414)
Net Capital Improvements	$ 727,380	$ 250,000	$ 125,000	$ 50,000	$ 133,847	$ 1,286,227
Net Transfers	(16,109,968)	(2,903,211)	(1,450,022)	-	(238,384)	(20,701,585)
Net Current Surplus	-	-	-	294,381	-	294,381
Total Expenditures and Surplus	$ 54,622,632	$ 7,704,237	$ 8,116,528	$ 2,726,050	$ 3,043,616	$ 76,213,063
Other Increase (Decrease) in Fund Balance	-	-	-	-	-	-
Budgeted Fund Balance - December 31, 2024	$ 31,914,202	$ 34,285,271	$ 11,184,031	$ 3,230,921	$ 2,479,361	$ 83,093,786
Projected Cash/Investments - January 1, 2024	$ 20,825,379	$ 4,375,081	$ 5,908,107	$ 3,072,916	$ 120,764	$ 34,302,247
Net Current Surplus	-	-	-	294,381	-	294,381
Receipt of ARPA Grant	-	5,600,000	2,096,538	400,000	-	8,096,538
Capital Projects Paid From Reserves	(722,620)	(383,600)	(75,000)	(995,308)	(213,489)	(2,390,017)
Non-Cash Items:						
Depreciation	344,617	45,714	21,269	83,905	163,293	658,798
Budgeted Cash/Investments - December 31, 2024	$ 20,447,376	$ 9,637,195	$ 7,950,914	$ 2,855,894	$ 70,568	$ 40,961,947

CITY OF NEWARK, DELAWARE
2025 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

	INTERNAL SERVICE FUND *	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2024	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Revenue				
Utility Sales	$ -	$ -	$ -	$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	$ -	$ -	$ -	$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	3,388,379	-	-	3,388,379
Intergovernmental Revenue	-	-	-	-
Other Revenue	-	8,000	-	8,000
Appropriation of Prior Year Reserves	-	-	-	-
Total Operating Revenue	$ 3,388,379	$ 8,000	$ -	$ 3,396,379
Expenditures				
Personnel Services	$ 1,140,912	$ -	$ 932,000	$ 2,072,912
Utility Purchases	-	-	-	-
Materials and Supplies	872,500	-	-	872,500
Contractual Services	806,212	145,000	-	951,212
Equipment Depreciation	66,060	-	-	66,060
Debt Service	192,104	-	-	192,104
Other Expenses	188,000	-	-	188,000
Inter-Dept Charges	122,591	-	-	122,591
Total Operating Expenses	$ 3,388,379	$ 145,000	$ 932,000	$ 4,465,379
Capital Improvements				
Gross Capital Improvements	$ 650,000	$ -	$ -	$ 650,000
Less: Use of Reserves	-	-	-	-
Equipment Replacement	-	-	-	-
Grants	(650,000)	-	-	(650,000)
Bond Issues	-	-	-	-
State Revolving Loans	-	-	-	-
American Rescue Plan Act	-	-	-	-
Other Sources	-	-	-	-
Net Capital Improvements	$ -	$ -	$ -	$ -
Net Transfers	-	137,000	932,000	1,069,000
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	$ 3,388,379	$ 145,000	$ 932,000	$ 4,465,379
Other Increase (Decrease) in Fund Balance	-	-	-	-
Budgeted Fund Balance - December 31, 2024	$ 1,079,786	$ 1,741,591	$ -	$ 2,821,377
Projected Cash/Investments - January 1, 2024	$ 876,824	$ 2,194,119	$ 45,034	$ 3,115,977
Net Current Surplus	-	-	-	-
Receipt of ARPA Grant	-	-	-	-
Capital Projects Paid From Reserves	-	-	-	-
Non-Cash Items:				
Depreciation	66,060	-	-	66,060
Budgeted Cash/Investments - December 31, 2024	$ 942,884	$ 2,194,119	$ 45,034	$ 3,182,037

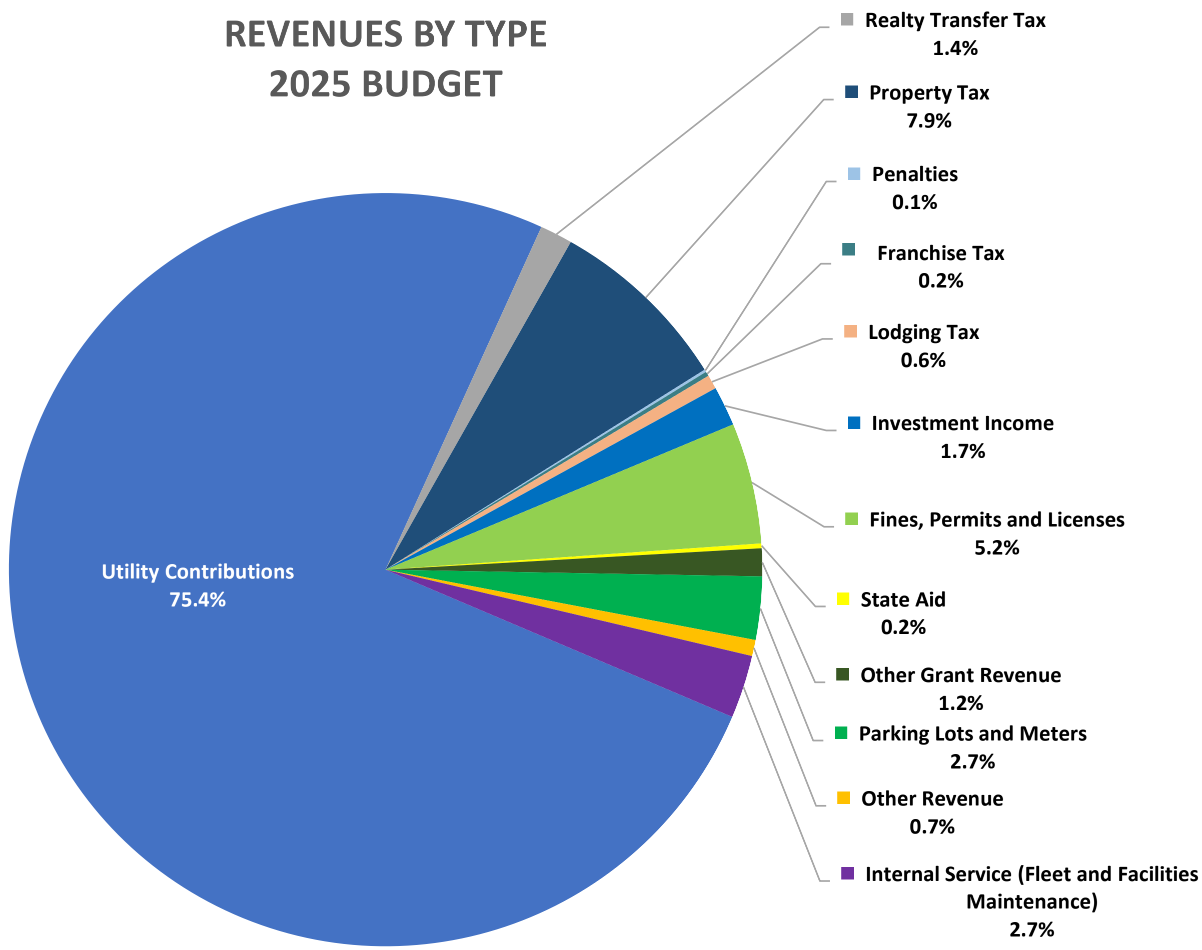
* Internal Service Fund totals include the Fleet Maintenance Division and the Facilities Maintenance Division.

CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET SUMMARY - 2025
BUDGET AT A GLANCE

WHERE IT COMES FROM	2023 ACTUAL	2024 * BUDGET	2025 ** BUDGET
		* as amended	** as proposed
Utility Contributions	72.4%	74.1%	75.4%
Realty Transfer Tax	1.6%	1.4%	1.4%
Property Tax	8.1%	8.1%	7.9%
Penalties	0.1%	0.1%	0.1%
Franchise Tax	0.3%	0.3%	0.2%
Lodging Tax	0.7%	0.6%	0.6%
Investment Income	2.4%	1.7%	1.7%
Fines, Permits and Licenses	5.4%	5.5%	5.2%
State Aid	0.5%	0.2%	0.2%
Other Grant Revenue	1.5%	1.4%	1.2%
Parking Lots and Meters	3.2%	2.9%	2.7%
Other Revenue	1.1%	0.8%	0.7%
Internal Service (Fleet and Facilities Maintenance)	2.6%	2.9%	2.7%
Appropriation of Prior Year Reserves	0.1%	0.0%	0.0%
TOTAL	**100.0%**	**100.0%**	**100.0%**

WHERE IT GOES	2023 ACTUAL	2024 * BUDGET	2025 ** BUDGET
		* as amended	** as proposed
Personnel Services	35.9%	35.9%	36.2%
Utility Purchases	38.0%	38.9%	40.9%
Materials and Supplies	2.5%	2.7%	2.5%
Contractual Services	8.1%	9.3%	9.1%
Capital Program	1.0%	2.7%	1.5%
Net Surplus	6.7%	0.1%	0.3%
Debt Service	2.4%	4.3%	3.9%
Equipment Depreciation and Other	2.8%	3.2%	2.9%
Internal Service (Fleet and Facilities Maintenance)	2.6%	2.9%	2.7%
TOTAL	**100.0%**	**100.0%**	**100.0%**

REVENUES BY TYPE
2025 BUDGET



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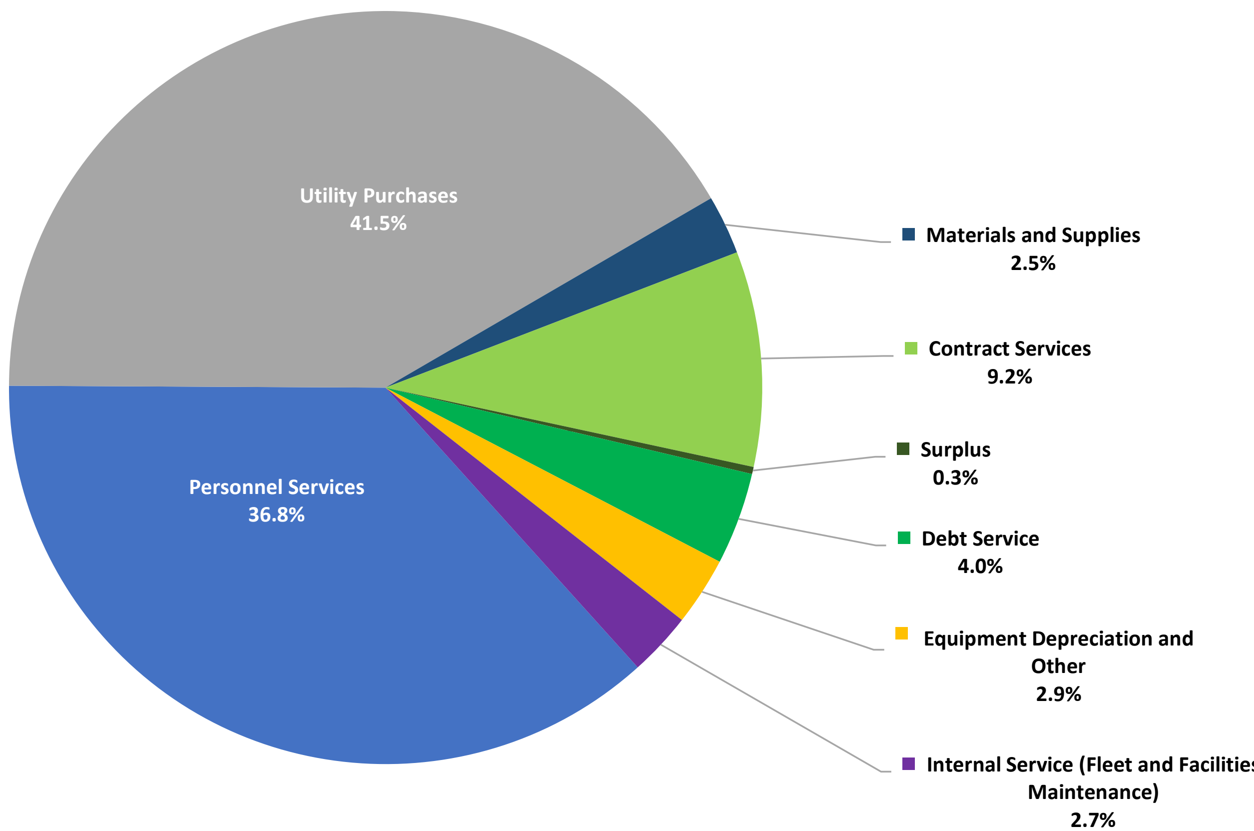
EXPENDITURES BY FUNCTION
2025 BUDGET



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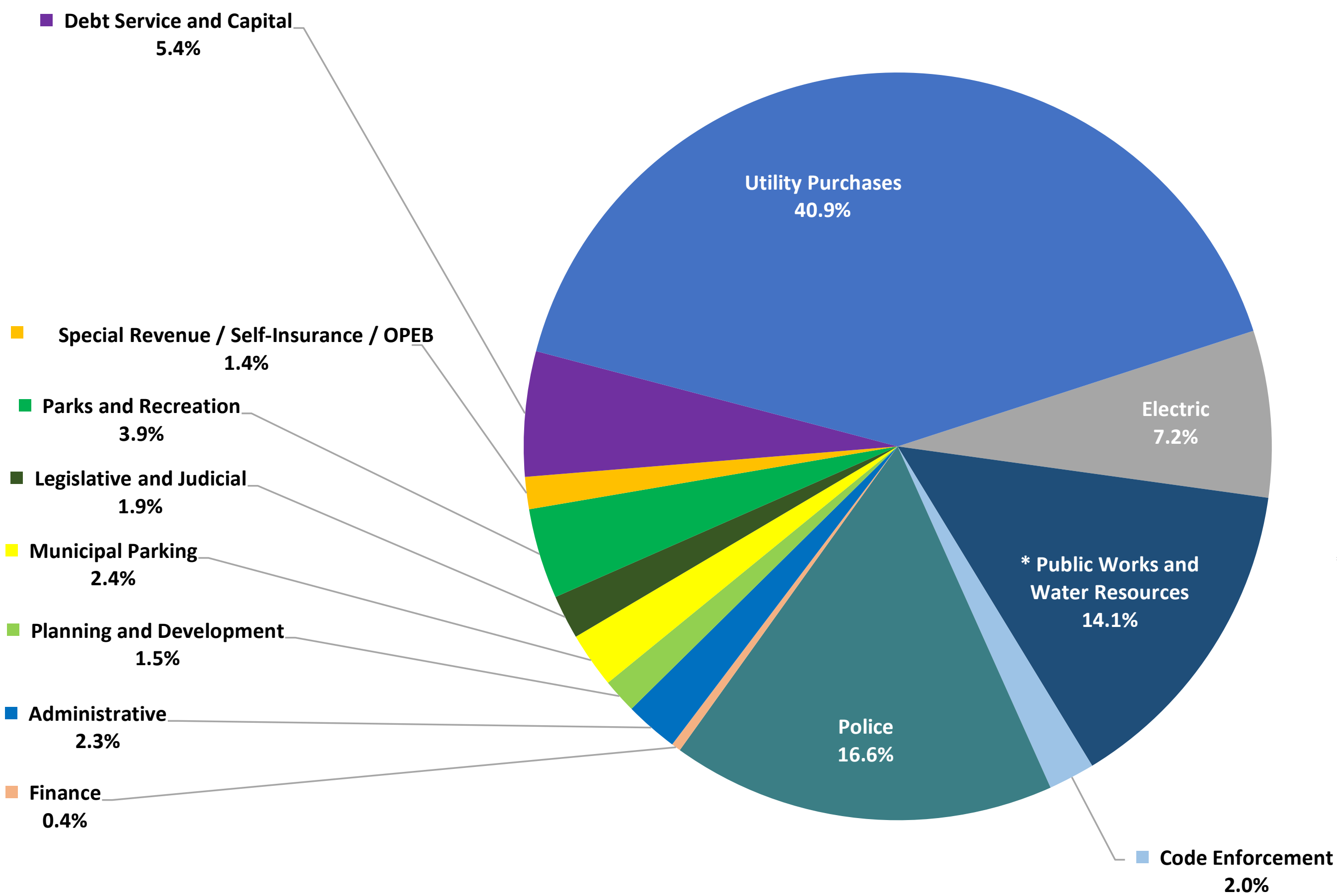
EXPENDITURES BY DEPARTMENT
2025 BUDGET



* Breakdown of Public Works and Water Resources:
7.6% - Water, Sewer, Stormwater
6.5% - Public Works

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CITY OF NEWARK, DELAWARE

HISTORICAL PERSONNEL COUNT

	2015		2016		2017		2018		2019		2020		2021		2022		2023		2024		2025	
	AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS AMENDED		AS PROPOSED		AS AMENDED	
	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT	FT	Equiv PT
Electric	22	-	23	-	23	-	24	-	23	-	23	-	23	-	24	-	24	-	25	-	25	-
Water	22	1.0	22	1.0	20	0.5	19	0.5	21	0.5	21	0.5	21	0.5	21	0.5	23	-	23	-	25	-
Sewer	2	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
Stormwater	-	-	-	-	5	0.5	5	0.5	5	0.5	5	0.5	6	-	6	-	6	0.5	6	0.5	6	0.5
Refuse	9	-	10	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-	9	-
Street	9	-	9	-	8	-	8	-	7	-	7	-	7	-	7	-	7	-	7	-	7	-
Engineering	7	-	7	-	7	-	8	-	8	-	8	-	7	-	7	-	7	-	7	-	7	-
Planning	4	-	4	-	4	-	4	-	4	-	4	-	7	-	7	-	7	-	7	-	7	-
Code Enforcement	10	4.0	12	3.0	11	-	11	-	11	-	11	-	11	-	11	-	12	-	13	0.5	13	0.5
Parking	7	2.5	7	3.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	8	5.0	10	4.5	10	4.5
Police	87	1.5	88	2.0	89	2.0	89	1.5	89	1.5	90	1.5	90	1.5	91	1.5	100	1.5	100	1.5	100	2.0
Parks and Recreation	16	2.5	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	15	3.0	16	3.0	16	3.0	17	2.5
Administrative	9	-	10	-	10	-	10	-	10	0.5	9	0.5	8	0.5	8	0.5	9	0.5	9	0.5	8	0.5
Information Technology	7	-	7	-	12	0.5	9	-	8	-	8	-	8	-	8	-	9	-	10	-	10	-
Legislative	3	1.0	3	1.0	3	0.5	5	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0	6	1.0
Judicial	3	1.0	3	1.0	3	1.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.0	3	2.5	3	2.5	3	2.5
Finance	10	2.0	10	2.5	13	1.0	13	1.0	13	1.5	13	1.0	13	0.5	13	0.5	13	0.5	13	1.5	13	1.5
Fleet Maintenance	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	5	-	5	-
Facilities Maintenance	-	-	-	-	1	4.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
CITY-WIDE TOTAL	**231**	**15.5**	**238**	**16.5**	**249**	**18.0**	**249**	**19.5**	**249**	**20.5**	**249**	**20.0**	**251**	**19.0**	**253**	**19.0**	**268**	**19.5**	**274**	**20.5**	**276**	**20.5**

2025 Management Pay Plan (3% COLA)			
Title	**Pay Grade**	**Minimum**	**Maximum**
Parks Supervisor [1]	A53 [2]	$69,012	$103,799
HR Administrator	A52 [2]	$61,521	$92,270
PW&WR Supervisor [1]	A53 [2]	$69,012	$103,799
Facilities Maintenance Supervisor [1][3]	A53	$69,012	$103,799
Parks Superintendent	A54 [2]	$77,849	$116,795
Fleet Maintenance Manager [1]	A53	$69,012	$103,799
Clerk of the Court	A53	$69,012	$103,799
Payments & Utility Billing Manager	A53	$69,012	$103,799
Parking Manager	A53	$69,012	$103,799
Parking Supervisor	A53	$69,012	$103,799
PSAP & Pol. Records Manager [1]	A53	$69,012	$103,799
Deputy Dir of Parks & Rec	A55 [2]	$87,591	$131,377
Code Enforcement Manager	A54	$77,849	$116,795
Chief of Community Engagement	A54	$77,849	$116,795
Assistant City Manager - Operations [4]	A56	$98,649	$147,806
Water Operations Supt.	A55	$87,591	$131,377
Planning & Design Engineer	A55	$87,591	$131,377
Field Operations Supt.	A55	$87,591	$131,377
Director of Parks & Recreation	A56 [2]	$98,649	$147,806
Assistant City Manager - Personnel [4]	A56	$98,649	$147,806
IT Applications Manager	A56	$98,649	$147,806
Deputy Dir. Plng & Development	A56	$98,649	$147,806
Electric Line Superintendent	A56	$98,649	$147,806
Dir of Legislative Servs/City Sec	A56	$98,649	$147,806
Deputy Chief of Police	A57 [2]	$108,962	$174,338
Deputy Director of PW&WR	A57 [2]	$108,962	$174,338
Director of Planning & Dev	A57	$108,962	$174,338
Deputy Dir. of Finance	A57	$108,962	$174,338
IT Infrastructure Manager	A57	$108,962	$174,338
Deputy Director of Electric	A57	$108,962	$174,338
Chief of Police	A58 [2]	$125,311	$200,488
Director of PW&WR	A58 [2]	$125,311	$200,488
Director of Finance	A58	$125,311	$200,488
Director of Electric	A58	$125,311	$200,488

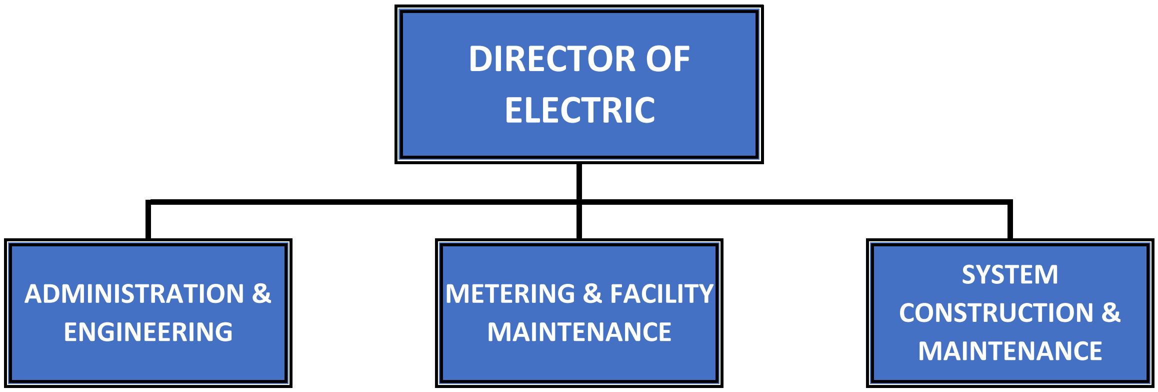
[1] Management Supervisory Position

[2] Recommended pay grade varies from salary study recommendation to address union salary compression and/or internal peer equity considerations

[3] Position was created after the most recent salary study

[4] Position was renamed after the most recent salary study

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
ORGANIZATIONAL CHART



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

- Meter Testing and Inspection
- City Facility Electrical Maintenance

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

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

Meter Relay and Electrical Maintenance Program:
Responsible for installing and maintaining electrical system in city buildings, water wells, water, and wastewater pumping stations, traffic lights and control systems, meters, and other facilities.

Electrical Line Construction and Maintenance Program:
Responsible for maintaining the City's electric lines, substation sites, substation units, circuit breakers, circuit protective equipment, and transformers.

In addition to maintaining the City's electrical distribution system, new power lines, substations, and underground electric utilities are designed and installed to expand services to new customers. Notably in 2025 and the years to come, the STAR Campus area of the City will begin to see significant load growth. That fact in combination with general load growth trends from electrification and EV growth contribute to the need for a new substation. Major engineering groundwork on the new substation will occur in 2025.

Additional departmental responsibilities include maintaining and installing streetlights, trimming trees along the electric right-of-way, and providing distribution and sub-transmission switching and sectionalizing. The electric department's staff is also responsible for development plan reviews, schematic drawings, and engineering analysis for construction work.

The bottom line of any electric utility is reliability of service, and another major responsibility of the electric department is to look for ways to improve our reliability. This includes work such as adding protective sectionalizing devices, working with software to help get the maximum number of customers back as quickly as possible, improving operations procedures, and providing better customer-electric department communications such as through our Outage Management System (OMS), procured in 2024.

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2024 include:

- EV charging station infrastructure has been installed in the Police lot and expanded in the City Hall lot. It is in the process of being installed at the City Maintenance Yard and City Lot 1.

- Progress was made in CIP project E2303 to replace the aging underground cable at Devon. In 2024, we installed 621 feet of new underground cable and are in the process of installing an additional 580 feet of new underground cable by the end of 2024.

- Progress was made in CIP project E1807 to replace electro-mechanical protective relays and panels at Kershaw Substation. We completed the engineering design work for transformer T4, transformer T3, and bus 1. We are scheduled to take an outage on T4 to install the new relay panel in fall 2024. The material for T3 will be ordered by the end of 2024.

- Progress was made in CIP project E1810 to replace aging lightning arrestors across the city's entire electric network.

- An Outage Management System (OMS) to improve outage restoration time has been procured and will be integrated and ready to go by the end of the year.

- Progress has been made on the design and negotiation involved in the New Substation project, which is projected to be completed in 2028. This year, the engineering design, layout, and understanding of the timeline and requirements with all parties involved have seen significant progress.

- Electric service work has been done at the following development projects throughout the City:

    - 268 E Main
        - 57 new meters were installed for the apartment buildings and commercial retail

    - The Grove at College Square
        - 2 new meters were installed for the First Watch and Starbucks

    - Briarcreek North
        - 11 new meters were installed for the townhouses

    - 1 N Twin Lakes
        - Currently, its under construction and will be ready for new service by the end of 2024 or early 2025.

    - Creekview – The Mill at White Clay
        - 3 commercial meters were installed for the theater, restaurant, and office building

CITY OF NEWARK, DELAWARE
ELECTRIC DEPARTMENT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

- Initiate the replacement of substation transformer unit 45 at West Main Substation. It is 52 years old and reaching the limits of its capacity.
- Continue working on CIP project E2302 to replace additional spacer cable.
- Complete CIP project E2202 by completing the construction of the Electric warehouse addition.
- Continue working on CIP project E2303 to replace old underground cable at Devon.
- Continue working on CIP project E2304 to replace the older non-disconnect meters with remote disconnect meters.
- As part of CIP project E0503, we would like to replace old electro-mechanical protective relays at Sandy Brae and Wyoming Substations and install new data communication devices to integrate directly with the Survalent SCADA system.
- Continue working on CIP project E2002, the new substation. We would like to complete the 90% design work for the substation and pole line, complete easement and other required documentation.
- Continue working on ongoing new development projects.

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CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Summary:

ELECTRIC DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
REVENUES						
Sale of Electricity	$ 50,236,347	$ 52,290,337	$ 56,261,323	$ 54,782,027	$ 63,198,151	$ 70,035,100
No. of K.W.H.'s (Thousands)	402,097	421,301	423,748	446,000	434,300	423,709
Inter-Dept. Sales	545,700	508,200	466,300	378,781	507,200	558,196
Penalties	106,420	157,939	118,508	151,401	120,000	130,000
Service Fees	71,260	71,922	64,475	125,145	80,000	80,000
New Services	1,086,097	1,142,795	628,962	1,199,916	100,000	100,000
Application Fees	100,260	137,280	138,180	140,610	130,000	130,000
Solar Revenues	36,004	59,363	39,567	39,095	37,000	38,000
Other Revenues	95,413	228,482	620,791	63,229	38,281	79,500
Interest Revenue	251,856	231,223	181,417	35,556	100,000	140,000
Subtotal	$ 52,529,357	$ 54,827,541	$ 58,519,523	$ 56,915,760	$ 64,310,632	$ 71,290,796
Less: Electricity Purchased	N/A	N/A	N/A	N/A	N/A	N/A
No. of K.W.H.'s (Thousands)	433,533	451,781	454,611	469,378	464,701	449,459
Gross Operating Revenue	$ 52,529,357	$ 54,827,541	$ 58,519,523	$ 56,915,760	$ 64,310,632	$ 71,290,796
OPERATING EXPENSES						
Personnel Services	$ 4,295,203	$ 2,599,310	$ 3,936,348	$ 3,510,338	$ 3,981,413	$ 4,416,391
Utility Purchases	29,267,161	30,929,837	33,501,433	35,250,000	39,278,500	44,283,363
Materials and Supplies	216,996	213,179	284,759	247,347	337,200	362,200
Contractual Services	1,540,160	1,596,895	1,852,896	1,809,874	2,151,805	2,088,935
Other Charges	1,179,223	1,238,547	1,356,174	1,101,566	1,990,924	1,942,915
Subtotal	$ 36,498,743	$ 36,577,768	$ 40,931,610	$ 41,919,125	$ 47,739,842	$ 53,093,804
Inter-Departmental Charges (net of Inter-Departmental Sales)	1,015,954	997,199	944,091	1,048,802	1,273,223	1,359,644
Total Operating Expenses	$ 37,514,697	$ 37,574,967	$ 41,875,701	$ 42,967,927	$ 49,013,065	$ 54,453,448
Net Operating Margin (Before Capital Costs)	**$ 15,014,660**	**$ 17,252,574**	**$ 16,643,822**	**$ 13,947,833**	**$ 15,297,567**	**$ 16,837,348**

* as amended ** as proposed

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5195102	6020	Supervisory	$ 241,068	$ 241,377	$ 253,320	$ 272,780	$ 288,442	$ 294,895
5195102	6030	Engineering/Technical	370,091	382,083	358,471	433,025	350,180	380,954
5195102	6040	Warehousing	68,979	73,333	70,915	72,980	75,614	79,483
5195102	6080	Clerical	71,471	71,107	72,489	73,899	76,056	82,527
5195102	6200	Line Maintenance	1,075,543	1,295,071	1,112,139	1,011,008	1,387,701	1,593,081
5195102	6580	Service Award	42,081	45,129	42,144	42,609	47,644	47,644
5195102	6590	Sick Pay	28,599	21,461	22,732	17,094	25,000	25,000
5195102	6619	Standby Pay	42,556	42,782	31,210	25,242	50,000	103,000
5195102	6620	Overtime	303,089	200,769	236,048	268,422	247,800	272,580
5195102	6622	Holiday Premium	727	801	1,828	-	200	-
5195102	6880	Uniform Allowance	10,400	10,450	9,950	10,650	8,400	10,800
5195102	6885	Device Reimbursement	5,775	5,800	5,750	6,700	6,600	7,800
5195102	6920	Unemployment Comp. Ins.	7,264	6,780	7,744	3,645	3,150	3,150
5195102	6925	Delaware Paid Leave Plan	-	-	-	-	-	11,242
5195102	6930	Social Security Taxes	168,403	179,709	168,769	174,905	186,316	221,679
5195102	6940	City Pension Plan	1,284,990	(440,381)	938,919	490,617	463,874	478,060
5195102	6941	Defined Contribution 401(a) Plan	28,180	29,422	37,727	49,028	59,901	62,896
5195102	6950	Term Life Insurance	8,922	8,492	7,531	7,990	8,376	9,575
5195102	6960	Group Hospitalization Ins.	448,894	463,537	427,859	447,457	521,497	588,545
5195102	6961	Long-Term Disability Ins.	3,987	3,228	2,276	2,450	2,889	2,630
5195102	6962	Dental Insurance	23,438	23,275	21,065	19,936	23,179	26,254
5195102	6963	Flexible Spending Account	110	126	142	315	315	252
5195102	6964	Health Savings Account	-	-	-	-	-	850
5195102	6965	Post-Employment Benefits	49,643	(76,739)	93,201	59,895	126,790	91,660
5195102	6966	Retirement Health Savings Account	7,760	7,769	10,480	14,571	16,588	16,841
5195102	6967	Emergency Room Reimbursements	2,000	2,680	2,523	4,000	3,625	3,625
5195102	6968	Vision Insurance Premiums	1,233	1,249	1,116	1,120	1,276	1,368
TOTAL PERSONNEL SERVICES			**$ 4,295,203**	**$ 2,599,310**	**$ 3,936,348**	**$ 3,510,338**	**$ 3,981,413**	**$ 4,416,391**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

* as amended   ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5195103	7110	Safety Shoes and Supplies	$ 2,392	$ 5,835	$ 8,882	$ 4,509	$ 8,500	$ 9,000
5195103	7130	Tools, Field Sup., & Small Eq.	35,011	38,698	37,328	41,443	42,000	42,000
5195103	7131	Information Technology Supplies	-	-	7,911	-	5,000	5,000
5195103	7140	Uniforms	16,275	18,147	20,822	18,849	35,000	35,000
5195103	7150	Office Supplies	1,744	2,134	5,296	2,600	3,500	3,500
5195103	7160	Books, Periodicals, Etc	791	272	156	221	800	800
5195103	7255	Vandalism Supplies	-	-	-	6	2,500	2,500
5195103	7260	Line Maintenance	127,645	112,295	136,873	145,752	155,500	170,000
5195103	7270	Station Maintenance	17,529	18,803	46,065	39,422	71,000	45,000
5195103	7271	SCADA System Maintenance Supplies	-	-	-	-	12,000	12,000
5195103	7300	Machinery & Equip. Maintenance	-	-	-	-	500	500
5195103	7330	Meter Testing & Repairs	-	351	475	421	2,000	2,000
5195103	7350	Traffic Signal Maintenance	-	297	-	-	-	-
5195103	7370	Street Light Maintenance	10,986	8,231	3,977	1,480	13,000	13,000
5195103	7430	House Service Maintenance	19,228	33,559	27,062	959	(16,000)	20,000
5195103	7480	Communication Equip. Maint.	-	210	-	-	500	500
5195103	7540	Inventory Adjustment	(16,003)	(26,951)	(11,466)	(9,895)	-	-
5195103	7550	Miscellaneous Supplies	1,398	1,298	1,378	1,580	1,400	1,400
TOTAL MATERIALS AND SUPPLIES			**$ 216,996**	**$ 213,179**	**$ 284,759**	**$ 247,347**	**$ 337,200**	**$ 362,200**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
							* as amended	** as proposed
5195104	8010	Freight	$ 1,650	$ 1,216	$ 719	$ 1,091	$ 1,000	$ 1,000
5195104	8020	Advertising	384	897	929	733	720	2,000
5195104	8030	Casualty Insurance	19,926	27,660	35,048	27,842	37,175	37,514
5195104	8031	Insurance - Property	47,622	62,932	75,069	86,734	106,299	123,597
5195104	8032	Insurance - Auto	26,171	27,152	22,006	31,313	42,049	40,188
5195104	8033	Insurance - Broker	8,131	6,128	5,878	5,553	5,716	5,716
5195104	8035	Insurance - Worker's Compensation	87,195	87,421	74,010	72,538	81,200	101,268
5195104	8040	Merchant Fees and Discounts	564,920	579,672	493,760	541,098	661,500	414,000
5195104	8045	Collection Fees	7,118	1,770	556	192	3,500	3,500
5195104	8050	Phone/Communications	3,364	2,737	2,317	2,008	3,000	2,500
5195104	8120	Outside Engineering	22,856	2,400	139,271	58,105	70,000	125,000
5195104	8130	Building & Equipment Rental	11,058	11,650	10,901	11,315	12,000	12,000
5195104	8131	Information Technology Cont'l	228,244	220,877	229,714	238,089	233,402	279,489
5195104	8190	Refuse Disposal	2,598	2,439	2,684	7,026	5,000	5,000
5195104	8255	Vandalism Cont'l	-	-	-	-	500	2,500
5195104	8260	Line Maintenance	60,431	69,715	45,063	62,293	95,000	120,000
5195104	8270	Station Maintenance	20,092	47,717	111,525	38,724	95,000	65,000
5195104	8271	SCADA System Maintenance Cont'l	-	-	-	-	10,000	10,000
5195104	8272	EV Charging Station Maintenance	-	-	-	-	1,900	4,000
5195104	8300	Machinery & Equip. Maintenance	5,707	7,412	7,338	4,970	9,000	9,000
5195104	8312	Fleet & Facilities Services	204,929	236,538	338,675	328,962	359,252	376,063
5195104	8313	Self-Insurance Services	500	93	953	4,120	-	-
5195104	8420	Tree Removal & Maintenance	214,905	197,272	251,826	266,864	302,000	332,200
5195104	8480	Communication Equipment Maintenance	150	450	-	-	1,200	1,200
5195104	8550	Misc. Contracted Services	45	1,520	2,771	10,899	5,000	5,000
5195104	8570	Public Relations	1,164	227	883	1,125	1,200	1,200
5195104	8899	Facilities Mowing	1,000	1,000	1,000	8,280	9,192	10,000
TOTAL CONTRACTUAL SERVICES			**$ 1,540,160**	**$ 1,596,895**	**$ 1,852,896**	**$ 1,809,874**	**$ 2,151,805**	**$ 2,088,935**

Electric Fund - Electric Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5195105	9001	Subvention - Utility Assistance	$ 25,000	$ -	$ 25,000	$ -	$ 25,000	$ 25,000
5195105	9002	Subvention - Aetna Hook and Ladder	49,422	47,147	48,130	55,108	48,400	58,000
5195105	9004	Subvention - Newark Senior Center	44,289	46,933	44,972	53,494	55,000	55,000
5195105	9010	Bad Debt Expense	218,438	132,053	136,342	158,236	91,815	80,000
5195105	9020	Mileage & Small Bus. Expense	-	54	8	-	150	150
5195105	9056	Debt Serv. Prin. - Smart Meters	560,477	572,169	498,396	249,168	254,650	260,265
5195105	9057	Debt Serv. Int. - Smart Meters	59,611	47,908	36,544	28,641	23,160	17,558
5195105	9060	Depreciation Expense	190,135	183,081	211,423	265,780	391,489	344,617
5195105	9070	Training & Continuing Educ/Conf	8,681	4,156	6,021	14,673	23,000	23,000
5195105	9091	Solar Rebate	1,707	1,364	1,258	1,290	1,800	1,800
5195105	9092	Notional Solar Cost	20,778	20,998	24,529	24,807	22,000	22,000
5195105	9093	Subvention Expense	685	-	-	-	-	-
5195105	9094	Conservation Advisory Committee	-	98,919	74,012	27,972	100,000	100,000
5195105	9142	Debt Serv. Int. - Electric Substation (E2002)	-	-	-	-	730,000	730,000
5195105	9205	Debt Serv. Prin. - (ESCO)	-	-	139,760	143,873	148,210	152,777
5195105	9206	Debt Serv. Int. - (ESCO)	-	83,765	109,779	78,524	76,250	72,748
TOTAL OTHER CHARGES			**$ 1,179,223**	**$ 1,238,547**	**$ 1,356,174**	**$ 1,101,566**	**$ 1,990,924**	**$ 1,942,915**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures:

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Administrative Overhead	$ 739,789	$ 663,242	$ 635,502	$ 793,721	$ 764,223	$ 839,487
Billings and Accounting	348,530	345,908	320,398	378,382	428,111	445,908
Electricity	(377,385)	(326,313)	(311,719)	(321,388)	(370,251)	(389,045)
Information Technology	67,051	80,829	83,836	135,445	180,163	164,338
Other Indirect Charges	(92,785)	(32,171)	(39,809)	(90,472)	2,048	(15,438)
Printing and Reproduction	76	95	74	96	143	130
Street Lights and Traffic Signals	(177,083)	(212,877)	(184,877)	(199,969)	(210,377)	(216,699)
Warehousing	(37,939)	(29,714)	(25,614)	(25,794)	(28,037)	(27,233)
TOTAL INTER-DEPT. CHARGES	**$ 470,254**	**$ 488,999**	**$ 477,791**	**$ 670,021**	**$ 766,023**	**$ 801,448**

* as amended ** as proposed

OPERATING EXPENSES - ELECTRIC DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 7,701,836**	**$ 6,136,930**	**$ 7,907,968**	**$ 7,339,146**	**$ 9,227,365**	**$ 9,611,889**

* as amended ** as proposed

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Electric Fund - Electric Department

Expenditures: * as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5195106	9621	Building & Structures	$ -	$ -	$ 13,450	$ 13,837	$ -	$ -
5195106	9623	Autos & Trucks	71,044	29,710	408,216	83,094	51,974	77,380
5195106	9730	CIP - Stations Material	97,132	-	119,957	-	147,340	-
5195106	9760	CIP - Lines Material	-	-	63,029	158,243	448,305	193,217
5195106	9830	CIP - Stations Labor	-	-	-	-	7,000	-
5195106	9860	CIP - Lines Labor	-	-	6,576	-	235,025	112,113
5195106	9960	CIP - Lines Contractual	-	-	-	-	382,330	344,670
TOTAL CAPITAL PROJECTS BUDGET			**$ 168,176**	**$ 29,710**	**$ 611,228**	**$ 255,174**	**$ 1,271,974**	**$ 727,380**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
E2501 - New Lines and Services	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E2502 - Upgrade Substation Transformer and Breakers	-	-	-	-	-	-	-	1,400,000
E2302 - Spacer Cable Replacement	125,000	-	-	-	-	-	-	-
E2303 - Underground Cable Replacement	175,000	-	-	-	-	-	-	-
E2304 - Meter Replacement	-	100,000	-	-	-	-	-	-
E2001 - City Hall - Electric Vehicle Charging Station Wiring	-	-	-	385,244	-	-	-	-
E2002 - New Substation	-	-	-	-	-	-	-	12,000,000
E1807 - Relay Replacements - Kershaw Substation	-	250,000	-	-	-	-	-	-
E1502 - Underground Distribution - UD Star Campus	-	-	-	-	-	-	-	150,000
E0503 - SCADA and Automatic Switching	150,000	-	-	-	-	-	-	-
EEQSF - Equipment Replacement Program	77,380	-	372,620	-	-	-	-	-
TOTAL ELECTRIC FUND	**$ 727,380**	**$ 350,000**	**$ 372,620**	**$ 385,244**	**$ -**	**$ -**	**$ -**	**$ 13,550,000**

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

DIRECTOR OF PUBLIC WORKS AND WATER RESOURCES

WATER PRODUCTION
- Well Operations
- Water Plant Operations
- Booster Stations
- Tank Maintenance
- Reservoir
- Water System Regulatory Compliance
- Sewer System Regulatory Compliance
- Water System Capital Project Administration
- SCADA, GIS Mapping and Asset Management
- Metering

ENGINEERING
- Project Inspection
- Plan Review
- NPDES
- Surveying
- Drafting
- Capital Project Management
- Sediment and Stormwater Program
- Inspections

WATER RESOURCES
- Light Construction
- Emergency Repairs
- Valve Maintenance
- Sanitary Sewer Maintenance
- Hydrant Inspection and Maintenance
- Meter Installation and Repair
- Storm Sewers
- Street Sweeping
- Storm System Maintenance
- Sewer Capital Administration
- Stormwater Capital Administration
- Customer Service
- Purchasing

STREET MAINTENANCE
- Pavement
- Sign and Traffic Marking Maintenance
- Tank Maintenance
- Snow Plowing
- Leaf Collection
- Sidewalk Sweeping
- Catch Basin Cleaning

REFUSE COLLECTION
- Refuse Collection
- Recycling Collection
- Yard Waste Collection
- Yard Waste Processing

VEHICLE MAINTENANCE
- Vehicle Specification and Preparation
- Fleet and Equipment Maintenance

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

Engineering Division:

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

Refuse Division:

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

Street Division:

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

Fleet Maintenance Division:

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

Water Division:

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

Sewer Division:

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

Stormwater Division:

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

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

Key accomplishments in 2024 include:

Stormwater Utility:

- Began work on new permit in effect Jan 1, 2024. New plan and milestones are required to be complete and submitted within 18-month window.
- Completed several small scale drainage studies in areas with a history of flooding during intense rain events, including Swarthmore Drive and Julie Lane. Recommendation within these reports will guide future capital projects.

Sewer Utility:

- NCC Sewer Agreement Negotiations
- Completed the inspection of large diameter sewer interceptors on south side of town from Elkton Road through STAR Campus.
- Completed point repairs and segment lining of sewer mains to extend the useful life of critical locations on Main Street and White Clay Creek Crossings

Water Utility:

- 50% completion of $4mm Water Main Replacement Project
- Installation and Startup of PFAS Treatment at SWF
- Painting and Rehab at 3 water storage tanks (Arbour Park, Louviers, and New London)

Refuse:

- Scheduled over 6,450 Bulk Collection stops and collected nearly 330 tons of items too big for regular collection.
- Received and placed in service 4 new side loading refuse trucks.

Street:

- Completed paving and rehabilitation of streets and curbs in 8 segments of street throughout the City.
- Completed plans and specs for 19 curb ramps for ADA Accessibility in various locations around the City, mainly along DelDOT roads, but affecting accessibility for City residents. Bids expected in late 2024.

Engineering:

- 2024 plan review data Sept. 1, 2023-Sept. 1, 2024 (Change from previous year):
    - Lines and Grades Plan Reviews: 35 (-21, -37%)
    - Construction Improvement Plan (CIP) Reviews: 16 (-3, -16%)
    - Subdivision Reviews: 46 (+29, +271%)
    - Average Days in the Queue: 25 (-1, -4%)

CITY OF NEWARK, DELAWARE
PUBLIC WORKS AND WATER RESOURCES DEPARTMENT
2025 DEPARTMENTAL GOALS

<u>Goals for 2025 include:</u>

- Complete all projects funded through the American Recovery Plan Act (ARPA). Encumbered funds must be spent by Dec 2026.

Stormwater Utility:
- Complete permit requirements for NPDES MS4 permit within the 18-month timeline.
- Complete rehabilitation project on Academy Street and Water Quality Project in Middle Run Meadow

Sewer Utility:
- Replace critical backup power generation at pump stations
- Continue to evaluate the system through CCTV and address Inflow and Infiltration

Water Utility:
- Complete 2024 Water Main Replacement Project
- Begin Curtis WTP PFAS Concept Design
- Complete Water Main Conditions Assessment

Refuse:
- Increase recycling diversion rates with clean recycling. Our current contract with DSWA provides for free recycling disposal. Recycling properly and in greater quantities keep the items from the landfill while saving the City money in disposal fees.
- Dial in the use of new vehicles and become more efficient with the modern equipment while maintaining safe working environments.

Street:
- Complete 2024-2025 street and ADA contracts within 2025 calendar year.
- Complete evaluation of Speed Bump Pilot and make recommendation to City Council regarding future use within the City.

Engineering:
- Maintain or decrease plan review timelines
- Revise City Standards and Specifications for Utility and Road Construction

Fleet Maintenance:
- Assimilate new Fleet Manager and Mechanics into PWWR culture of service excellence.
- Examine entire program to find efficiencies in supply procurement, maintenance schedules, etc.

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

WATER DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
REVENUES						
Sale of Water	$ 8,170,030	$ 8,975,021	$ 9,171,779	$ 9,746,396	$ 10,228,000	$ 10,368,948
Penalties	24,197	27,850	30,787	29,122	26,000	30,000
Service Fees	53,644	57,919	28,201	120,201	35,000	45,000
Other Revenues	218,973	179,676	144,768	126,228	140,000	128,500
Interest Revenue	21,531	31,726	44,536	42,196	40,000	35,000
Subtotal	$ 8,488,375	$ 9,272,192	$ 9,420,071	$ 10,064,143	$ 10,469,000	$ 10,607,448
Less: Water Purchased	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 8,488,375	$ 9,272,192	$ 9,420,071	$ 10,064,143	$ 10,469,000	$ 10,607,448
OPERATING EXPENSES						
Personnel Services	$ 2,112,806	$ 2,247,228	$ 2,820,813	$ 2,815,037	$ 3,021,444	$ 3,471,465
Utility Purchases	N/A	N/A	N/A	N/A	N/A	N/A
Materials & Supplies	319,009	353,703	386,589	505,458	524,000	602,042
Contractual Services	778,021	857,559	976,684	865,110	1,281,480	1,311,533
Other Charges	1,847,783	2,007,129	2,046,611	936,636	1,289,063	1,253,512
Subtotal	$ 5,057,619	$ 5,465,619	$ 6,230,697	$ 5,122,241	$ 6,115,987	$ 6,638,552
Inter-Dept. Charges	473,775	571,340	619,718	720,523	809,532	815,685
Total Operating Expenses	$ 5,531,394	$ 6,036,959	$ 6,850,415	$ 5,842,764	$ 6,925,519	$ 7,454,237
Net Operating Margin (Before Capital Costs)	**$ 2,956,981**	**$ 3,235,233**	**$ 2,569,656**	**$ 4,221,379**	**$ 3,543,481**	**$ 3,153,211**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5295202	6020	Supervisory	$ 395,851	$ 387,081	$ 402,940	$ 436,984	$ 455,219	$ 522,034
5295202	6030	Engineering/Technical	-	36,369	37,304	25,851	26,111	27,916
5295202	6050	Information Technology	60,630	61,955	65,722	25,405	24,303	26,306
5295202	6080	Clerical	99,650	85,883	94,552	111,527	117,709	102,684
5295202	6200	Line Maintenance	440,453	405,041	452,033	464,950	365,025	403,481
5295202	6210	Inspectors	67,150	68,543	72,710	75,924	79,784	124,921
5295202	6220	Plant Operators	317,271	559,252	381,684	392,502	408,612	490,709
5295202	6230	Maintenance Workers	70,528	68,757	70,024	79,695	196,863	212,247
5295202	6580	Service Award	23,146	24,474	27,507	28,258	31,410	28,118
5295202	6590	Sick Pay	22,777	15,239	15,393	18,755	17,980	16,491
5295202	6610	Seasonal Workers	2,033	9,576	14,201	-	7,000	-
5295202	6615	Interns	-	-	6,075	5,513	14,000	7,000
5295202	6619	Standby Pay	-	-	4,258	10,593	10,000	15,000
5295202	6620	Overtime	176,104	178,396	175,967	170,810	175,000	185,000
5295202	6621	Shift Differential	5,770	5,466	4,766	4,620	7,000	7,500
5295202	6622	Holiday Premium	18,275	17,038	17,290	17,512	19,000	20,000
5295202	6623	Weekend Premium	3,297	6,644	10,568	6,898	11,000	12,000
5295202	6880	Uniform Allowance	7,420	7,370	8,390	8,540	9,360	9,830
5295202	6885	Device Reimbursement	5,175	5,625	6,125	6,250	6,600	7,350
5295202	6920	Unemployment Comp. Ins.	6,580	6,137	6,608	3,290	2,856	3,108
5295202	6925	Delaware Paid Leave Plan	-	-	-	-	-	8,320
5295202	6930	Social Security Taxes	127,739	144,062	139,420	140,993	147,140	169,722
5295202	6940	City Pension Plan	(19,878)	(231,974)	420,922	253,915	240,086	319,572
5295202	6941	Defined Contribution 401(a) Plan	41,672	48,958	54,367	62,199	71,370	74,939
5295202	6950	Term Life Insurance	6,264	6,185	6,588	6,716	7,183	7,963
5295202	6960	Group Hospitalization Ins.	269,728	294,335	317,739	387,283	461,231	537,666
5295202	6961	Long-Term Disability Ins.	2,613	2,033	1,615	1,686	2,377	2,113
5295202	6962	Dental Insurance	14,242	15,487	16,829	17,957	20,793	23,554
5295202	6963	Flexible Spending Account	189	173	142	110	126	189
5295202	6964	Health Savings Account	1,500	1,500	1,500	1,500	-	3,400
5295202	6965	Post-Employment Benefits	(66,878)	2,828	(28,344)	29,678	61,810	72,830
5295202	6966	Retirement Health Savings Account	10,804	12,306	14,193	17,235	20,106	24,750
5295202	6967	Emergency Room Reimbursements	1,833	1,600	800	918	3,288	3,505
5295202	6968	Vision Insurance Premiums	868	889	925	970	1,102	1,247
TOTAL PERSONNEL SERVICES			**$ 2,112,806**	**$ 2,247,228**	**$ 2,820,813**	**$ 2,815,037**	**$ 3,021,444**	**$ 3,471,465**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5295203	7080	Pumping Station Electric	$ 24,612	$ 26,112	$ 34,997	$ 43,903	$ 50,000	$ 50,000
5295203	7090	Treatment Plant Chemicals	92,477	109,937	125,393	109,873	165,000	175,000
5295203	7110	Safety Shoes and Supplies	5,244	4,552	4,785	4,698	5,500	8,400
5295203	7130	Tools, Field Sup., & Small Eq.	14,327	12,059	13,659	19,745	22,000	26,392
5295203	7150	Office Supplies	2,586	3,050	3,091	3,438	3,500	3,750
5295203	7255	Vandalism Supplies	-	-	-	99	2,500	2,500
5295203	7260	Line Maintenance	119,292	116,446	141,737	212,541	130,000	150,000
5295203	7270	Station and Well Maintenance Supplies	10,620	6,420	26,614	5,250	26,000	26,000
5295203	7271	SCADA System Maintenance Supplies	-	-	-	4,150	15,000	15,000
5295203	7275	Reservoir Maintenance	4,065	1,485	550	861	8,500	5,000
5295203	7280	Treatment Plant Maintenance	9,273	30,010	11,931	13,196	40,000	40,000
5295203	7330	Water Meters	38,023	48,914	23,740	89,901	56,000	100,000
5295203	7540	Inventory Adjustment	(1,604)	(5,282)	-	(2,197)	-	-
5295203	7550	Miscellaneous Supplies	94	-	92	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 319,009**	**$ 353,703**	**$ 386,589**	**$ 505,458**	**$ 524,000**	**$ 602,042**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5295204	8020	Advertising	$ 1,169	$ 3,252	$ 3,423	$ 3,955	$ 3,600	$ 3,600
5295204	8030	Casualty Insurance	27,159	30,349	33,666	26,647	33,329	33,634
5295204	8031	Insurance - Property	97,501	104,740	118,372	138,728	170,688	198,464
5295204	8032	Insurance - Auto	20,698	20,531	17,030	24,233	27,928	35,460
5295204	8033	Insurance - Broker	13,181	7,419	5,391	4,978	5,125	5,125
5295204	8035	Insurance - Worker's Compensation	45,183	48,831	47,213	46,274	51,800	64,602
5295204	8040	Merchant Fees and Discounts	87,240	94,938	83,580	83,891	94,500	59,500
5295204	8050	Phone/Communications	945	441	1,516	557	954	1,304
5295204	8120	Outside Engineering	44,561	111,625	97,764	59,824	135,000	135,000
5295204	8130	Building & Equipment Rental	778	2,506	3,185	1,318	3,500	3,000
5295204	8131	Information Technology Cont'l	80,097	75,088	75,505	75,501	81,592	87,415
5295204	8150	Water Service Contracts	73,763	24,903	31,696	35,225	60,000	60,000
5295204	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5295204	8260	Line Maintenance	37,150	21,844	70,508	21,834	130,000	130,000
5295204	8270	Station and Well Maintenance Cont'l	15,338	16,966	20,930	50,461	50,000	50,000
5295204	8271	SCADA System Maintenance Cont'l	-	-	1,182	7,414	10,000	10,000
5295204	8275	Reservoir Maintenance	31,310	26,478	28,196	29,638	85,000	85,000
5295204	8280	Treatment Plant Maintenance	30,703	21,819	110,003	59,823	100,000	100,000
5295204	8312	Fleet & Facilities Services	139,068	182,952	177,675	168,092	183,464	195,929
5295204	8313	Self-Insurance Services	190	26,100	-	-	-	-
5295204	8325	Tank Cleaning and Inspection	1,555	8,445	17,400	-	10,000	10,000
5295204	8330	Meter Testing and Repairs	-	70	-	2,290	2,500	1,000
5295204	8550	Misc. Contracted Services	8,097	6,467	9,342	10,394	10,000	10,000
5295204	8899	Mowing Contract	22,335	21,795	23,107	14,033	30,000	30,000
TOTAL CONTRACTUAL SERVICES			**$ 778,021**	**$ 857,559**	**$ 976,684**	**$ 865,110**	**$ 1,281,480**	**$ 1,311,533**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5295205	9002	Subvention - Aetna Hook and Ladder	$ 5,543	$ 4,760	$ 4,952	$ 5,621	$ 5,500	$ 6,000
5295205	9010	Bad Debt Expense	1,321	1,452	2,042	1,965	1,524	900
5295205	9051	Debt Serv. Prin.	1,185,000	1,230,000	1,275,000	-	-	-
5295205	9052	Debt Serv. Int.	99,165	76,710	15,938	-	-	-
5295205	9054	Amortization of Refinance Loss	34,443	34,443	28,708	-	-	-
5295205	9056	Debt Serv. Prin. - Smart Meters	357,548	365,414	373,453	381,669	390,065	398,634
5295205	9057	Debt Serv. Int. - Smart Meters	67,993	60,127	52,088	43,872	35,475	26,893
5295205	9058	Debt Serv. Prin. - ECM	35,908	36,628	27,941	-	-	-
5295205	9059	Debt Serv. Int. - ECM	1,733	1,013	265	-	-	-
5295205	9060	Depreciation Expense	55,040	70,113	58,658	58,248	88,076	45,714
5295205	9070	Training & Continuing Educ/Conf	4,089	2,573	8,079	6,977	10,000	14,000
5295205	9152	Debt Serv. Int. - SRL Funded Capital-W1703	-	-	-	-	40,000	70,000
5295205	9153	Debt Serv. Prin. - SRL Funded Capital-W1402	-	-	-	180,894	185,424	190,068
5295205	9154	Debt Serv. Int. - SRL Funded Capital-W1402	-	61,834	91,970	94,765	91,736	87,092
5295205	9155	Debt Serv. Prin. - SRL Funded Capital-W9302	-	-	-	-	-	11,414
5295205	9156	Debt Serv. Int. - SRL Funded Capital-W9302	-	-	5,767	12,188	63,000	74,687
5295205	9157	Debt Serv. Prin. - SRL Funded Capital-W9308 [P1]	-	-	22,188	45,207	-	21,765
5295205	9158	Debt Serv. Int. - SRL Funded Capital-W9308 [P1]	-	27,290	24,653	23,684	63,525	47,500
5295205	9160	Debt Serv. Int. - SRL Funded Capital-W8605	-	-	7,492	7,890	50,000	50,000
5295205	9165	Debt Serv. Prin. - SRL Funded Capital-W9308 [P2]	-	-	-	-	-	88,028
5295205	9166	Debt Serv. Int. - SRL Funded Capital-W9308 [P2]	-	-	7,671	34,807	140,000	19,273
5295205	9170	Debt Serv. Int. - SRL Funded Capital-W2206	-	-	-	-	31,000	10,000
5295205	9201	Debt Serv. Prin. - Unit 207 Lease Payment	-	29,331	27,803	28,545	29,306	30,088
5295205	9202	Debt Serv. Int. - Unit 207 Lease Payment	-	2,675	3,703	2,961	2,200	1,418
5295205	9201	Debt Serv. Prin. - Unit 209 Lease Payment	-	-	-	-	-	17,104
5295205	9202	Debt Serv. Int. - Unit 209 Lease Payment	-	-	-	-	25,000	3,842
5295205	9201	Debt Serv. Prin. - Unit 211 Lease Payment	-	-	-	-	-	9,314
5295205	9202	Debt Serv. Int. - Unit 211 Lease Payment	-	-	-	-	10,146	1,745
5295205	9201	Debt Serv. Prin. - Unit 224 Lease Payment	-	-	-	-	-	9,314
5295205	9202	Debt Serv. Int. - Unit 224 Lease Payment	-	-	-	-	10,146	1,745
5295205	9202	Debt Serv. Int. - Unit 299 Lease Payment	-	-	-	-	9,528	9,528
5295205	9205	Debt Serv. Prin. - (ESCO)	-	-	4,615	4,750	4,894	5,044
5295205	9206	Debt Serv. Int. - (ESCO)	-	2,766	3,625	2,593	2,518	2,402
TOTAL OTHER CHARGES			**$ 1,847,783**	**$ 2,007,129**	**$ 2,046,611**	**$ 936,636**	**$ 1,289,063**	**$ 1,253,512**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Administrative Overhead	$ 318,792	$ 369,763	$ 343,269	$ 436,147	$ 409,405	$ 444,206
Billings and Accounting	98,934	93,169	121,614	103,017	163,026	166,465
Electricity	146,430	161,089	189,064	194,995	224,650	235,699
Information Technology	67,051	80,829	83,836	135,445	180,163	164,338
Other Indirect Charges	(189,066)	(157,552)	(139,035)	(169,711)	(191,283)	(216,923)
Printing and Reproduction	61	76	60	77	114	104
Warehousing	31,573	23,966	20,910	20,553	23,457	21,796
TOTAL INTER-DEPT. CHARGES	**$ 473,775**	**$ 571,340**	**$ 619,718**	**$ 720,523**	**$ 809,532**	**$ 815,685**

* as amended ** as proposed

OPERATING EXPENSES - WATER DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 5,531,394**	**$ 6,036,959**	**$ 6,850,415**	**$ 5,842,764**	**$ 6,925,519**	**$ 7,454,237**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5295206	9580	Consulting Fees	$ 1,552	$ -	$ -	$ -	$ -	$ -
5295206	9621	Building & Structures	-	-	133,424	-	-	-
5295206	9623	Autos & Trucks	104,240	-	-	-	-	-
5295206	9740	CIP - Water Treat. Plant Mat'l	3,020,589	-	75,520	-	-	-
5295206	9760	CIP - Lines Material	-	132,725	-	-	-	100,000
5295206	9960	CIP - Lines Contractual	15,384	-	1,471,781	-	-	150,000
TOTAL CAPITAL PROJECTS BUDGET			**$ 3,141,765**	**$ 132,725**	**$ 1,680,725**	**$ -**	**$ -**	**$ 250,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
W2401 - Curtis Water Treatment Plant - PFAS Removal	$ -	$ -	$ -	$ 50,000	$ -	$ 1,950,000	$ -	$ -
W2303 - Water Main Conditions Assessment	-	-	-	-	-	1,826,000	-	-
W2304 - Lead Water Service Line (LSL) Assessment and Remediation	-	-	-	-	-	1,000,000	-	-
W2201 - Water Facilities Security Improvements	-	100,000	-	-	-	-	-	-
W2001 - Newark Reservoir Upgrades	150,000	-	-	-	-	-	-	-
W1701 - Valve Inspection, Exercising and Rehabilitation	-	165,796	-	-	-	-	-	-
W1703 - Laird Tract Well Field Restoration	-	-	-	-	-	1,862,609	-	-
W1601 - Backup Generation at Water Facilities	-	25,000	-	100,000	-	-	-	-
W0503 - Well Restoration Program	100,000	92,804	-	-	-	-	-	-
TOTAL WATER FUND	**$ 250,000**	**$ 383,600**	**$ -**	**$ 150,000**	**$ -**	**$ 6,638,609**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Summary:

SEWER DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
					* as amended	** as proposed
REVENUES						
Sewer Service Charge	$ 6,690,813	$ 7,466,619	$ 7,578,414	$ 8,345,007	$ 8,638,300	$ 9,491,050
Penalties	11,869	24,683	23,772	23,045	24,000	24,000
Service Fees	41,744	10,780	26,844	15,503	19,100	16,100
Other Revenues	378	235	1,353	2,243	400	400
Interest Revenue	53,286	53,650	40,014	39,852	45,000	35,000
Subtotal	$ 6,798,090	$ 7,555,967	$ 7,670,397	$ 8,425,650	$ 8,726,800	$ 9,566,550
Less: County Sewer Charge	N/A	N/A	N/A	N/A	N/A	N/A
Gross Operating Revenue	$ 6,798,090	$ 7,555,967	$ 7,670,397	$ 8,425,650	$ 8,726,800	$ 9,566,550
OPERATING EXPENSES						
Personnel Services	$ 512,582	$ 11,980	$ 274,607	$ 276,629	$ 442,742	$ 509,664
Utility Purchases	4,695,293	4,977,881	5,022,689	5,309,725	5,400,000	6,250,000
Materials & Supplies	23,810	22,059	39,876	35,786	50,500	53,500
Contractual Services	232,159	293,219	293,442	319,452	378,126	371,069
Other Charges	44,455	49,788	68,456	154,553	347,792	282,672
Subtotal	$ 5,508,299	$ 5,354,927	$ 5,699,070	$ 6,096,145	$ 6,619,160	$ 7,466,905
Inter-Dept. Charges	371,838	347,348	346,165	446,765	478,391	483,322
Total Operating Expenses	$ 5,880,137	$ 5,702,275	$ 6,045,235	$ 6,542,910	$ 7,097,551	$ 7,950,227
Net Operating Margin (Before Capital Costs)	**$ 917,953**	**$ 1,853,692**	**$ 1,625,162**	**$ 1,882,740**	**$ 1,629,249**	**$ 1,616,323**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5395302	6030	Engineering/Technical	$ -	$ -	$ -	$ 24,381	$ 26,103	$ 27,916
5395302	6050	Information Technology	-	-	-	21,997	24,296	26,306
5395302	6200	Line Maintenance	210,293	197,808	170,339	132,318	198,266	203,956
5395302	6580	Service Award	-	-	-	748	813	813
5395302	6590	Sick Pay	-	-	-	391	1,055	1,055
5395302	6615	Interns	-	-	-	-	-	7,000
5395302	6620	Overtime	18,049	39,090	14,634	8,926	26,000	26,000
5395302	6880	Uniform Allowance	2,250	2,100	1,900	1,650	2,400	2,480
5395302	6885	Device Reimbursement	1,125	1,025	900	825	1,200	1,200
5395302	6920	Unemployment Comp. Ins.	1,016	1,477	1,218	542	588	588
5395302	6925	Delaware Paid Leave Plan	-	-	-	-	-	965
5395302	6930	Social Security Taxes	17,284	17,862	13,682	14,169	20,334	22,700
5395302	6940	City Pension Plan	66,504	(126,378)	5,962	3,684	3,475	45,408
5395302	6941	Defined Contribution 401(a) Plan	14,596	13,715	11,457	10,376	16,295	17,110
5395302	6950	Term Life Insurance	1,487	1,386	991	460	1,220	654
5395302	6960	Group Hospitalization Ins.	27,669	37,168	38,211	48,579	107,265	105,498
5395302	6961	Long-Term Disability Ins.	610	624	557	503	325	173
5395302	6962	Dental Insurance	1,460	1,964	1,896	2,085	4,806	4,648
5395302	6963	Flexible Spending Account	63	58	63	16	-	-
5395302	6964	Health Savings Account	750	1,813	1,500	-	-	-
5395302	6965	Post-Employment Benefits	143,927	(183,402)	6,666	322	840	7,140
5395302	6966	Retirement Health Savings Account	5,406	5,544	4,506	4,529	6,535	7,144
5395302	6967	Emergency Room Reimbursements	-	-	-	-	676	677
5395302	6968	Vision Insurance Premiums	93	126	125	128	250	233
TOTAL PERSONNEL SERVICES			**$ 512,582**	**$ 11,980**	**$ 274,607**	**$ 276,629**	**$ 442,742**	**$ 509,664**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended   ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5395303	7110	Safety Shoes and Supplies	$ 695	$ 1,138	$ 1,583	$ 961	$ 2,000	$ 2,000
5395303	7130	Tools, Field Sup., & Small Eq.	9,019	5,425	4,955	7,630	21,000	16,000
5395303	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5395303	7260	Line Maintenance	14,096	15,215	27,537	25,061	17,000	25,000
5395303	7270	Station Maintenance	-	281	5,801	2,134	3,000	3,000
5395303	7271	SCADA System Maintenance Supplies	-	-	-	-	5,000	5,000
TOTAL MATERIALS & SUPPLIES			**$ 23,810**	**$ 22,059**	**$ 39,876**	**$ 35,786**	**$ 50,500**	**$ 53,500**

* as amended   ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5395304	8020	Advertising	$ -	$ -	$ -	$ 1,185	$ 1,000	$ 1,000
5395304	8030	Casualty Insurance	2,021	4,748	5,840	4,480	5,982	6,037
5395304	8031	Insurance - Property	2,637	2,711	2,985	3,509	4,572	5,316
5395304	8032	Insurance - Auto	1,673	2,864	2,488	3,540	4,079	10,244
5395304	8033	Insurance - Broker	459	848	975	894	920	920
5395304	8035	Insurance - Worker's Compensation	10,305	10,660	9,570	9,380	10,500	13,095
5395304	8040	Merchant Fees and Discounts	70,105	74,808	66,880	68,923	84,000	52,000
5395304	8120	Outside Engineering	13,233	32,594	23,819	23,021	44,000	40,000
5395304	8131	Information Technology Cont'l	60,227	56,534	61,451	62,294	63,416	66,959
5395304	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5395304	8260	Line Maintenance	24,578	50,811	58,577	69,094	60,000	60,000
5395304	8265	Easement Clearing	6,000	9,416	(135)	7,900	10,000	10,000
5395304	8270	Station Maintenance	2,536	17,334	13,552	11,015	25,000	30,000
5395304	8271	SCADA System Maintenance Cont'l	-	-	-	165	10,000	10,000
5395304	8312	Fleet & Facilities Services	38,385	29,891	47,440	54,052	52,157	62,998
TOTAL CONTRACTUAL SERVICES			**$ 232,159**	**$ 293,219**	**$ 293,442**	**$ 319,452**	**$ 378,126**	**$ 371,069**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5395305	9002	Subvention - Aetna Hook and Ladder	$ 5,358	$ 4,488	$ 4,590	$ 5,509	$ 5,000	$ 6,000
5395305	9010	Bad Debt Expense	562	3,320	736	628	136	110
5395305	9060	Depreciation Expense	37,175	35,882	44,255	52,628	36,949	21,269
5395305	9070	Training & Continuing Educ/Conf	595	194	470	2,050	4,000	4,000
5395305	9161	Debt Serv. Prin. - SRL Funded Capital-S0904	-	-	-	62,283	-	65,441
5395305	9162	Debt Serv. Int. - SRL Funded Capital-S0904	765	5,904	18,405	31,455	289,254	28,813
5395305	9167	Debt Serv. Prin. - SRL Funded Capital-S0904 [Ph 2]	-	-	-	-	-	88,028
5395305	9168	Debt Serv. Int. - SRL Funded Capital-S0904 [Ph 2]	-	-	-	-	-	38,546
5395305	9201	Debt Serv. Prin. - Unit 304 Lease Payment	-	-	-	-	-	24,877
5395305	9202	Debt Serv. Int. - Unit 304 Lease Payment	-	-	-	-	12,453	5,588
TOTAL OTHER CHARGES			**$ 44,455**	**$ 49,788**	**$ 68,456**	**$ 154,553**	**$ 347,792**	**$ 282,672**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Administrative Overhead	$ 127,464	$ 111,254	$ 103,795	$ 137,901	$ 116,084	$ 124,412
Billings and Accounting	86,534	81,052	79,476	84,320	100,374	103,267
Electricity	11,930	10,489	10,264	10,695	12,150	12,999
Information Technology	67,051	80,829	83,836	135,445	180,163	164,338
Other Indirect Charges	77,212	62,437	67,804	76,940	68,789	75,464
Warehousing	1,647	1,287	990	1,464	831	2,842
TOTAL INTER-DEPT. CHARGES	**$ 371,838**	**$ 347,348**	**$ 346,165**	**$ 446,765**	**$ 478,391**	**$ 483,322**

* as amended ** as proposed

OPERATING EXPENSES - SEWER DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,184,844**	**$ 724,394**	**$ 1,022,546**	**$ 1,233,185**	**$ 1,697,551**	**$ 1,700,227**

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5395306	9760	CIP - Lines Material	$ -	$ 1,784,059	$ 74,856	$ -	$ -	$ 125,000
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ 1,784,059**	**$ 74,856**	**$ -**	**$ -**	**$ 125,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
S2501 - Sewer Pump Station Generator Addition and Replacement	$ 125,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
S2401 - Silverbrook Pump Station Upgrades	-	-	-	-	-	300,000	-	-
S2201 - FOG Program Development	-	75,000	-	-	-	-	-	-
S0904 - Sanitary Sewer Study and Repairs	-	-	-	50,000	-	1,000,000	-	-
TOTAL SEWER FUND	**$ 125,000**	**$ 75,000**	**$ -**	**$ 50,000**	**$ -**	**$ 1,300,000**	**$ -**	**$ -**

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

Summary:

* as amended ** as proposed

STORMWATER DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
REVENUES						
Stormwater Service Fees	$ 2,395,636	$ 2,332,978	$ 2,545,853	$ 2,574,745	$ 2,535,000	$ 2,611,050
Stormwater Penalties	7,047	25,807	16,391	18,959	17,500	18,000
Stormwater As-Built Review	825	275	550	1,525	500	500
Sediment & SWM Review Fee	13,919	9,942	21,204	12,446	15,500	12,000
Sediment & SWM Inspection	22,647	7,575	17,600	4,980	10,000	10,000
SWM Facility Annual Inspection	60,870	48,345	49,500	54,945	49,500	49,500
Interest	6,823	23,713	17,710	30,358	20,000	25,000
Stormwater Management Fees	200	100	-	-	-	-
Misc Revenue	180	525	4,550	665	-	-
Gross Operating Revenue	$ 2,508,147	$ 2,449,260	$ 2,673,358	$ 2,698,623	$ 2,648,000	$ 2,726,050
OPERATING EXPENSES						
Personnel Services	$ 1,117,949	$ 345,507	$ 710,511	$ 680,714	$ 753,365	$ 808,277
Materials and Supplies	10,415	21,115	25,291	31,658	36,000	65,545
Contractual Services	162,074	206,964	249,488	237,842	294,127	355,874
Other Charges	75,033	153,221	218,143	458,894	782,754	797,253
Subtotal	$ 1,365,471	$ 726,807	$ 1,203,433	$ 1,409,108	$ 1,866,246	$ 2,026,949
Inter-Dept. Charges	226,115	214,166	232,330	321,730	351,515	347,628
Total Operating Expenses	$ 1,591,586	$ 940,973	$ 1,435,763	$ 1,730,838	$ 2,217,761	$ 2,374,577
Net Operating Margin (Before Capital Costs)	**$ 916,561**	**$ 1,508,287**	**$ 1,237,595**	**$ 967,785**	**$ 430,239**	**$ 351,473**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5595502	6030	Engineering/Technical	$ 87,007	$ 121,748	$ 124,688	$ 115,320	$ 118,203	$ 126,123
5595502	6050	Information Technology	-	-	-	21,997	24,296	55,135
5595502	6200	Line Maintenance	57,031	55,954	56,996	58,994	60,250	67,393
5595502	6230	Maintenance Workers	193,821	186,658	202,639	202,248	229,633	255,249
5595502	6580	Service Award	10,653	12,260	12,223	10,162	11,970	10,870
5595502	6590	Sick Pay	1,832	2,572	7,658	1,778	3,761	3,761
5595502	6610	Seasonal Workers	-	-	-	4,170	-	-
5595502	6615	Interns	-	5,480	6,458	5,123	7,000	-
5595502	6620	Overtime	7,289	15,729	18,063	13,946	15,000	17,500
5595502	6880	Uniform Allowance	2,640	2,840	2,810	2,610	2,640	2,720
5595502	6885	Device Reimbursement	1,200	1,200	1,425	1,425	1,500	1,500
5595502	6920	Unemployment Comp. Ins.	1,673	1,573	1,782	899	840	714
5595502	6925	Delaware Paid Leave Plan	-	-	-	-	-	1,856
5595502	6930	Social Security Taxes	27,046	30,328	32,192	32,610	35,184	41,329
5595502	6940	City Pension Plan	561,816	(170,330)	136,538	71,039	67,168	65,032
5595502	6941	Defined Contribution 401(a) Plan	3,888	3,939	5,582	9,280	11,080	11,634
5595502	6950	Term Life Insurance	1,787	1,695	1,506	1,583	1,867	1,814
5595502	6960	Group Hospitalization Ins.	82,420	90,985	94,754	108,058	129,367	117,943
5595502	6961	Long-Term Disability Ins.	735	591	415	362	520	433
5595502	6962	Dental Insurance	4,073	4,310	4,429	4,654	5,760	6,182
5595502	6965	Post-Employment Benefits	70,516	(24,129)	(2,255)	10,751	22,670	15,840
5595502	6966	Retirement Health Savings Account	1,476	1,443	1,939	3,043	3,519	4,084
5595502	6967	Emergency Room Reimbursements	800	400	400	395	821	824
5595502	6968	Vision Insurance Premiums	246	261	269	267	316	341
TOTAL PERSONNEL SERVICES			**$ 1,117,949**	**$ 345,507**	**$ 710,511**	**$ 680,714**	**$ 753,365**	**$ 808,277**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended   ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5595503	7110	Safety Shoes and Supplies	$ 1,068	$ 1,608	$ 1,287	$ 1,009	$ 2,500	$ 2,400
5595503	7130	Tools, Field Sup., & Small Eq.	1,174	61	1,752	2,055	5,000	5,445
5595503	7150	Office Supplies	-	-	-	-	-	200
5595503	7255	Vandalism Supplies	-	-	-	-	2,500	2,500
5595503	7400	Storm Sewer Maintenance	7,871	13,868	19,855	27,411	20,000	50,000
5595503	7401	Stormwater Program Supplies	302	5,774	2,397	1,056	6,000	5,000
5595503	7540	Inventory Adjustment	-	(196)	-	127	-	-
TOTAL MATERIALS & SUPPLIES			**$ 10,415**	**$ 21,115**	**$ 25,291**	**$ 31,658**	**$ 36,000**	**$ 65,545**

* as amended   ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5595504	8020	Advertising	$ 759	$ 625	$ -	$ -	$ 1,000	$ 1,200
5595504	8030	Casualty Insurance	1,551	6,722	9,029	7,041	9,401	9,486
5595504	8031	Insurance - Property	-	-	2,088	3,509	4,572	5,316
5595504	8032	Insurance - Auto	4,182	7,072	6,123	8,713	10,042	11,820
5595504	8033	Insurance - Broker	-	1,065	1,507	1,404	1,445	1,445
5595504	8035	Insurance - Worker's Compensation	15,061	15,345	13,398	13,132	14,700	18,333
5595504	8040	Merchant Fees and Discounts	22,072	25,626	23,772	21,768	27,300	15,015
5595504	8050	Phone/Communications	-	-	800	-	800	250
5595504	8120	Outside Engineering	-	62,736	49,023	56,508	50,000	100,000
5595504	8130	Building & Equipment Rental	2,565	4,821	7,160	-	-	-
5595504	8131	Information Technology Cont'l	25,018	20,527	23,258	26,000	27,767	30,044
5595504	8191	Yard Waste	-	-	-	-	40,000	40,000
5595504	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
5595504	8312	Fleet & Facilities Services	62,130	39,504	66,694	72,907	69,600	85,465
5595504	8313	Self-Insurance Services	75	-	-	-	-	-
5595504	8401	Stormwater Contractual	28,661	19,534	46,588	26,811	35,000	35,000
5595504	8550	Misc. Contracted Svc.	-	3,387	48	49	-	-
TOTAL CONTRACTUAL SERVICES			**$ 162,074**	**$ 206,964**	**$ 249,488**	**$ 237,842**	**$ 294,127**	**$ 355,874**

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5595505	9010	Bad Debt Expense	$ -	$ -	$ -	$ -	$ 7,293	$ 330
5595505	9060	Depreciation Expense	50,593	53,564	56,535	61,411	63,620	83,905
5595505	9070	Training & Continuing Educ/Conf	1,749	881	684	2,539	4,500	4,000
5595505	9084	Annual Regulatory Fees	200	200	395	200	2,400	2,400
5595505	9095	Stormwater Grant Program	9,020	7,533	12,349	7,954	50,000	50,000
5595505	9163	Debt Serv. Prin. - SRL Funded Capital-Q1802	-	-	-	218,624	443,829	452,750
5595505	9164	Debt Serv. Int. - SRL Funded Capital-Q1802	13,471	91,043	148,180	168,166	169,446	160,525
5595505	9201	Debt Serv. Prin. - Unit 1530 Lease Payment	-	-	-	-	-	33,177
5595505	9202	Debt Serv. Int. - Unit 1530 Lease Payment	-	-	-	-	41,666	10,166
TOTAL OTHER CHARGES			**$ 75,033**	**$ 153,221**	**$ 218,143**	**$ 458,894**	**$ 782,754**	**$ 797,253**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Administrative Overhead	$ 70,980	$ 45,003	$ 59,209	$ 89,505	$ 69,952	$ 76,556
Billings and Accounting	39,969	38,840	38,051	39,071	47,819	48,783
Electricity Used	830	589	564	695	750	799
Information Technology	67,051	80,829	83,836	135,445	180,163	164,338
Other Indirect Charges	47,271	47,728	49,910	56,670	52,200	56,818
Printing and Reproduction	14	18	14	18	28	25
Warehousing	-	1,159	746	326	603	309
TOTAL INTER-DEPT. CHARGES	**$ 226,115**	**$ 214,166**	**$ 232,330**	**$ 321,730**	**$ 351,515**	**$ 347,628**

* as amended ** as proposed

OPERATING EXPENSES - STORMWATER DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,591,586**	**$ 940,973**	**$ 1,435,763**	**$ 1,730,838**	**$ 2,217,761**	**$ 2,374,577**

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5595506	9623	Machinery & Equipment	$ -	$ -	$ -	$ 97,526	$ -	$ -
5595506	9623	CIP - Autos and Trucks	-	16,221	-	-	-	-
5595506	9720	CIP - Storm Sewers Material	-	299,082	56,961	-	-	50,000
TOTAL CAPITAL PROJECTS BUDGET			**$ -**	**$ 315,303**	**$ 56,961**	**$ 97,526**	**$ -**	**$ 50,000**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
Q2501 - Catch Basin Repair/Replacement	$ 50,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -
Q2201 - Outfall and City Owned SWM Facility Repair	-	150,000	-	-	-	-	-	-
Q1301 - Storm Drainage Improvements	-	584,855	-	-	-	-	-	-
Q0101 - Stormwater Quality Improvements (NPDES Phase II Permit)	-	85,453	-	25,000	-	-	-	17,414
QEQSF - Equipment Replacement Program	-	31,007	43,993	-	-	-	-	-
TOTAL STORMWATER DIVISION	**$ 50,000**	**$ 951,315**	**$ 43,993**	**$ 25,000**	**$ -**	**$ -**	**$ -**	**$ 17,414**

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

Summary:

* as amended ** as proposed

REFUSE DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,011,406	$ 1,005,060	$ 948,553	$ 1,000,326	$ 1,013,912	$ 1,081,730
Materials and Supplies	22,701	25,087	30,532	34,886	29,200	29,600
Contractual Services	1,089,528	1,017,773	1,087,534	1,080,159	1,149,476	1,232,517
Other Charges	204,813	192,691	182,109	181,912	111,698	103,521
Subtotal	$ 2,328,448	$ 2,240,611	$ 2,248,728	$ 2,297,283	$ 2,304,286	$ 2,447,368
Inter-Dept. Charges	135,171	92,604	61,456	71,511	88,943	108,132
Total Operating Expenses	**$ 2,463,619**	**$ 2,333,215**	**$ 2,310,184**	**$ 2,368,794**	**$ 2,393,229**	**$ 2,555,500**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0141042	6240	Refuse Workers	$ 549,363	$ 530,480	$ 507,726	$ 528,516	$ 538,086	$ 592,599
0141042	6580	Service Award	16,007	11,903	11,206	9,080	5,446	5,446
0141042	6590	Sick Pay	895	8,547	3,975	10,740	2,352	2,352
0141042	6620	Overtime	12,236	31,584	27,054	18,960	14,000	14,000
0141042	6880	Uniform Allowance	5,400	5,250	5,150	5,100	5,400	5,400
0141042	6885	Device Reimbursement	3,000	2,900	2,850	2,850	3,000	3,000
0141042	6920	Unemployment Comp. Ins.	2,834	3,188	2,693	1,310	1,134	1,134
0141042	6925	Delaware Paid Leave Plan	-	-	-	-	-	2,247
0141042	6930	Social Security Taxes	43,334	43,715	40,867	41,825	40,970	47,644
0141042	6940	City Pension Plan	135,748	124,011	99,603	119,553	108,035	133,100
0141042	6941	Defined Contribution 401(a) Plan	11,820	15,736	17,962	20,877	29,689	31,173
0141042	6950	Term Life Insurance	3,028	2,770	2,548	2,376	2,652	2,730
0141042	6960	Group Hospitalization Ins.	164,526	156,277	167,085	172,871	214,772	193,382
0141042	6961	Long-Term Disability Ins.	1,207	927	613	564	700	622
0141042	6962	Dental Insurance	7,671	7,017	7,409	7,083	8,873	7,812
0141042	6963	Flexible Spending Account	-	-	63	63	63	63
0141042	6964	Health Savings Account	-	563	-	-	-	-
0141042	6965	Post-Employment Benefits	49,540	53,409	43,720	49,660	26,400	26,550
0141042	6966	Retirement Health Savings Account	4,428	6,037	6,792	7,945	10,556	10,717
0141042	6967	Emergency Room Reimbursements	-	400	800	532	1,305	1,305
0141042	6968	Vision Insurance Premiums	369	346	437	421	479	454
TOTAL PERSONNEL SERVICES			**$ 1,011,406**	**$ 1,005,060**	**$ 948,553**	**$ 1,000,326**	**$ 1,013,912**	**$ 1,081,730**

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0141043	7110	Safety Shoes and Supplies	$ 885	$ 1,011	$ 2,299	$ 2,058	$ 2,700	$ 3,600
0141043	7130	Tools, Field Sup., & Small Eq.	592	562	796	1,308	1,000	1,000
0141043	7132	Collection Carts	21,224	23,445	27,346	30,917	25,000	25,000
0141043	7270	Station Maintenance	-	-	91	504	-	-
0141043	7462	Recycling Supplies	-	-	-	519	500	-
0141043	7540	Inventory Adjustment	-	69	-	(420)	-	-
TOTAL MATERIALS & SUPPLIES			**$ 22,701**	**$ 25,087**	**$ 30,532**	**$ 34,886**	**$ 29,200**	**$ 29,600**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0141044	8030	Casualty Insurance	$ 6,642	$ 11,006	$ 13,860	$ 10,881	$ 14,528	$ 14,661
0141044	8032	Insurance - Auto	20,943	16,709	12,246	17,426	20,083	25,216
0141044	8033	Insurance - Broker	2,557	2,325	2,329	2,170	2,234	2,234
0141044	8035	Insurance - Worker's Compensation	23,780	25,460	24,245	23,762	26,600	33,174
0141044	8050	Phone/Communications	-	-	-	-	-	700
0141044	8130	Building & Equipment Rental	265	2,193	-	2,590	2,500	2,500
0141044	8131	Information Technology Cont'l	2,888	1,671	7,685	7,415	8,430	10,694
0141044	8190	Refuse Disposal-Landfill	436,300	444,247	437,200	439,922	475,000	485,000
0141044	8191	Yard Waste	34,960	35,250	23,080	15,000	-	-
0141044	8200	Printing and Reproduction	645	1,000	2,161	1,000	1,200	2,000
0141044	8312	Fleet & Facilities Services	560,548	477,912	564,728	557,216	598,901	656,338
0141044	8313	Self-Insurance Services	-	-	-	2,777	-	-
TOTAL CONTRACTUAL SERVICES			**$ 1,089,528**	**$ 1,017,773**	**$ 1,087,534**	**$ 1,080,159**	**$ 1,149,476**	**$ 1,232,517**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0141045	9060	Depreciation Expense	$ 204,813	$ 192,691	$ 181,996	$ 180,165	$ 109,698	$ 101,521
0141045	9070	Training & Continuing Educ/Conf	-	-	113	1,747	2,000	2,000
TOTAL OTHER CHARGES			**$ 204,813**	**$ 192,691**	**$ 182,109**	**$ 181,912**	**$ 111,698**	**$ 103,521**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 32,565	$ 33,838	$ 28,597	$ 29,786	$ 34,660	$ 37,155
Electricity Used - Transfer Station	2,330	1,589	2,864	2,095	3,350	2,999
Information Technology	49,041	47,212	45,448	56,018	64,533	85,389
Mailroom and Postage	1,156	1,178	903	936	1,223	1,225
Other Indirect Charges	46,547	6,087	(18,186)	(19,459)	(17,218)	(21,230)
Printing and Reproduction	64	80	63	81	121	110
Records	1,747	1,451	536	541	1,504	1,655
Warehousing	1,721	1,169	1,231	1,513	770	829
TOTAL INTER-DEPT. CHARGES	**$ 135,171**	**$ 92,604**	**$ 61,456**	**$ 71,511**	**$ 88,943**	**$ 108,132**

* as amended ** as proposed

OPERATING EXPENSES - REFUSE DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 2,463,619**	**$ 2,333,215**	**$ 2,310,184**	**$ 2,368,794**	**$ 2,393,229**	**$ 2,555,500**

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

Summary:

* as amended ** as proposed

STREET DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 803,031	$ 798,127	$ 743,820	$ 713,309	$ 816,685	$ 855,783
Materials and Supplies	68,209	135,840	147,864	145,929	224,900	220,800
Contractual Services	240,612	273,432	343,661	255,265	428,430	452,350
Other Charges	70,608	81,317	49,080	70,211	160,813	94,719
Subtotal	$ 1,182,460	$ 1,288,716	$ 1,284,425	$ 1,184,714	$ 1,630,828	$ 1,623,652
Inter-Dept. Charges	262,158	336,892	318,074	338,794	361,422	387,099
Total Operating Expenses	**$ 1,444,618**	**$ 1,625,608**	**$ 1,602,499**	**$ 1,523,508**	**$ 1,992,250**	**$ 2,010,751**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131052	6020	Supervisory	$ 73,749	$ 74,149	$ 77,174	$ 84,845	$ 87,765	$ 99,810
0131052	6230	Maintenance Workers	357,345	335,602	308,887	288,341	328,356	321,393
0131052	6580	Service Award	7,023	7,458	6,074	5,190	1,603	2,703
0131052	6590	Sick Pay	2,359	4,349	3,002	10,952	1,911	1,911
0131052	6610	Seasonal Workers	5,668	2,254	8,186	-	14,000	7,000
0131052	6615	Interns	-	3,978	6,503	-	-	-
0131052	6620	Overtime	43,462	67,625	43,482	31,712	40,000	40,000
0131052	6622	Holiday Premium	1,179	1,226	1,288	437	1,000	1,000
0131052	6880	Uniform Allowance	3,840	3,340	3,540	3,240	3,840	3,840
0131052	6885	Device Reimbursement	2,400	2,125	1,975	1,475	1,800	1,800
0131052	6920	Unemployment Comp. Ins.	2,310	2,176	2,474	1,345	882	882
0131052	6925	Delaware Paid Leave Plan	-	-	-	-	-	1,488
0131052	6930	Social Security Taxes	36,613	36,870	33,671	30,035	35,139	36,678
0131052	6940	City Pension Plan	91,889	84,400	81,405	97,708	88,294	105,996
0131052	6941	Defined Contribution 401(a) Plan	12,171	11,192	13,799	14,226	24,083	25,287
0131052	6950	Term Life Insurance	2,426	2,198	2,102	1,853	1,986	1,527
0131052	6960	Group Hospitalization Ins.	114,295	111,563	97,412	84,178	143,593	165,976
0131052	6961	Long-Term Disability Ins.	953	728	544	639	631	370
0131052	6962	Dental Insurance	5,856	5,550	4,822	4,169	7,000	7,219
0131052	6964	Health Savings Account	750	1,500	813	750	-	1,700
0131052	6965	Post-Employment Benefits	33,976	35,619	40,402	45,891	24,420	18,650
0131052	6966	Retirement Health Savings Account	4,428	3,901	5,167	5,659	9,048	9,186
0131052	6967	Emergency Room Reimbursements	-	-	800	400	1,015	1,015
0131052	6968	Vision Insurance Premiums	339	324	298	264	319	352
TOTAL PERSONNEL SERVICES			**$ 803,031**	**$ 798,127**	**$ 743,820**	**$ 713,309**	**$ 816,685**	**$ 855,783**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131053	7110	Safety Shoes and Supplies	$ 1,545	$ 1,481	$ 2,240	$ 1,662	$ 2,400	$ 2,800
0131053	7130	Tools, Field Sup., & Small Eq.	2,702	3,462	2,429	14,834	6,000	6,000
0131053	7140	Uniforms	-	-	-	25	-	-
0131053	7340	Street Signs and Roadway Markings	25,657	30,088	26,719	41,788	38,000	42,000
0131053	7380	Street Maintenance Supplies	17,445	61,910	85,058	79,052	88,500	80,000
0131053	7381	Bridge Maintenance Supplies	-	-	-	-	50,000	50,000
0131053	7450	Salt, Sand, & Snow Removal	20,391	38,115	31,142	8,328	40,000	40,000
0131053	7540	Inventory Adjustment	(723)	(514)	(847)	(76)	-	-
0131053	7550	Miscellaneous Supplies	1,192	1,298	1,123	316	-	-
TOTAL MATERIALS & SUPPLIES			**$ 68,209**	**$ 135,840**	**$ 147,864**	**$ 145,929**	**$ 224,900**	**$ 220,800**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131054	8020	Advertising	$ -	$ -	$ -	$ -	$ 2,000	$ -
0131054	8030	Casualty Insurance	6,931	9,106	10,354	8,001	10,683	10,780
0131054	8031	Insurance - Property	4,666	2,520	1,285	1,531	2,286	2,658
0131054	8032	Insurance - Auto	23,374	24,795	20,666	29,407	33,890	42,946
0131054	8033	Insurance - Broker	3,672	2,233	1,729	1,596	1,643	1,643
0131054	8035	Insurance - Worker's Compensation	22,195	22,882	20,417	20,011	22,400	27,936
0131054	8050	Phone/Communications	190	166	240	119	200	200
0131054	8130	Building & Equipment Rental	2,565	-	5,000	-	-	-
0131054	8131	Information Technology Cont'l	4,499	4,846	5,037	5,326	5,810	8,951
0131054	8312	Fleet & Facilities Services	167,388	197,624	262,689	186,335	289,518	217,236
0131054	8313	Self-Insurance Services	2,133	1,270	5,075	1,193	-	-
0131054	8380	Street Maintenance Cont'l	2,253	7,250	10,436	1,698	10,000	30,000
0131054	8381	Bridge Maintenance Cont'l	-	-	-	-	50,000	110,000
0131054	8550	Misc. Contracted Services	746	740	733	48	-	-
TOTAL CONTRACTUAL SERVICES			**$ 240,612**	**$ 273,432**	**$ 343,661**	**$ 255,265**	**$ 428,430**	**$ 452,350**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
							* as amended	** as proposed
0131055	9060	Depreciation Expense	$ 70,558	$ 81,137	$ 47,097	$ 67,165	$ 157,213	$ 86,719
0131055	9070	Training & Continuing Educ/Conf	50	180	1,983	3,046	3,600	8,000
TOTAL OTHER CHARGES			**$ 70,608**	**$ 81,317**	**$ 49,080**	**$ 70,211**	**$ 160,813**	**$ 94,719**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 23,990	$ 24,899	$ 21,997	$ 20,186	$ 27,340	$ 29,229
Electricity Used	736	493	468	499	555	604
Information Technology	43,592	41,967	40,398	43,571	50,191	66,414
Mailroom and Postage	842	858	689	628	959	962
Other Indirect Charges	11,580	52,528	67,436	71,558	68,323	70,326
Printing and Reproduction	64	80	63	81	120	110
Records	1,273	1,057	409	363	1,180	1,298
Street Lights and Traffic Signals	177,083	212,877	184,877	199,969	210,377	216,699
Warehousing	2,998	2,133	1,737	1,939	2,377	1,457
TOTAL INTER-DEPT. CHARGES	**$ 262,158**	**$ 336,892**	**$ 318,074**	**$ 338,794**	**$ 361,422**	**$ 387,099**

* as amended ** as proposed

OPERATING EXPENSES - STREET DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,444,618**	**$ 1,625,608**	**$ 1,602,499**	**$ 1,523,508**	**$ 1,992,250**	**$ 2,010,751**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

ENGINEERING DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 953,608	$ 865,624	$ 910,571	$ 958,432	$ 985,163	$ 1,159,135
Materials and Supplies	1,556	2,150	2,730	4,618	7,900	7,100
Contractual Services	99,994	109,561	106,448	69,077	127,043	110,241
Other Charges	9,771	11,742	17,585	19,875	23,858	22,556
Subtotal	$ 1,064,929	$ 989,077	$ 1,037,334	$ 1,052,002	$ 1,143,964	$ 1,299,032
Inter-Dept. Charges	30,637	35,428	34,643	33,526	47,398	65,414
Total Operating Expenses	**$ 1,095,566**	**$ 1,024,505**	**$ 1,071,977**	**$ 1,085,528**	**$ 1,191,362**	**$ 1,364,446**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131072	6020	Supervisory	$ 93,956	$ 91,793	$ 94,759	$ 99,403	$ 102,263	$ 116,182
0131072	6030	Engineering/Technical	188,088	115,501	121,005	114,974	137,434	192,651
0131072	6210	Inspectors	273,149	276,096	286,623	297,741	313,926	337,572
0131072	6580	Service Award	6,871	5,491	5,850	6,221	8,374	8,374
0131072	6590	Sick Pay	2,714	1,660	2,094	2,491	7,497	7,497
0131072	6615	Interns	-	-	6,375	5,843	7,000	-
0131072	6620	Overtime	15,788	16,318	11,207	13,058	18,000	18,000
0131072	6622	Holiday Premium	666	-	-	815	-	-
0131072	6880	Uniform Allowance	1,440	1,040	1,200	1,200	1,200	1,440
0131072	6885	Device Reimbursement	600	600	600	450	600	600
0131072	6920	Unemployment Comp. Ins.	2,525	2,358	2,364	1,363	819	882
0131072	6925	Delaware Paid Leave Plan	-	-	-	-	-	2,729
0131072	6930	Social Security Taxes	42,193	36,810	38,269	39,572	44,208	52,197
0131072	6940	City Pension Plan	79,744	116,238	119,079	142,921	129,160	164,780
0131072	6941	Defined Contribution 401(a) Plan	24,144	24,348	25,529	26,229	29,437	30,909
0131072	6950	Term Life Insurance	3,592	3,276	2,859	2,819	2,439	2,968
0131072	6960	Group Hospitalization Ins.	170,152	137,965	138,830	145,486	144,274	174,316
0131072	6961	Long-Term Disability Ins.	1,520	1,186	801	802	905	746
0131072	6962	Dental Insurance	8,938	7,139	7,139	6,808	6,755	8,173
0131072	6963	Flexible Spending Account	252	252	252	210	96	126
0131072	6965	Post-Employment Benefits	29,343	20,686	38,069	43,257	22,680	29,900
0131072	6966	Retirement Health Savings Account	6,670	6,496	6,598	6,414	6,800	7,655
0131072	6967	Emergency Room Reimbursements	800	-	698	-	945	1,015
0131072	6968	Vision Insurance Premiums	463	371	371	355	351	423
TOTAL PERSONNEL SERVICES			**$ 953,608**	**$ 865,624**	**$ 910,571**	**$ 958,432**	**$ 985,163**	**$ 1,159,135**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131073	7110	Safety Shoes and Supplies	$ 385	$ 414	$ 1,003	$ 1,906	$ 2,000	$ 2,400
0131073	7130	Tools, Field Sup., & Small Eq.	923	778	873	703	3,500	2,500
0131073	7150	Office Supplies	248	958	854	2,009	2,400	2,200
TOTAL MATERIALS & SUPPLIES			**$ 1,556**	**$ 2,150**	**$ 2,730**	**$ 4,618**	**$ 7,900**	**$ 7,100**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131074	8020	Advertising	$ 1,732	$ 2,355	$ 1,906	$ 599	$ 2,200	$ 2,200
0131074	8030	Casualty Insurance	11,551	10,288	10,354	8,001	10,683	10,780
0131074	8032	Insurance - Auto	6,563	8,415	7,271	10,347	11,924	10,244
0131074	8033	Insurance - Broker	984	1,520	1,729	1,596	1,643	1,643
0131074	8035	Insurance - Worker's Compensation	22,195	17,289	6,380	6,253	7,000	8,730
0131074	8050	Phone/Communications	618	166	140	69	200	500
0131074	8120	Outside Engineering	19,202	32,045	26,068	9,122	40,000	37,500
0131074	8131	Information Technology Cont'l	18,835	18,267	21,358	17,275	22,250	20,474
0131074	8312	Fleet & Facilities Services	18,304	19,210	31,228	15,808	31,143	18,170
0131074	8550	Misc. Contracted Services	10	6	14	7	-	-
TOTAL CONTRACTUAL SERVICES			**$ 99,994**	**$ 109,561**	**$ 106,448**	**$ 69,077**	**$ 127,043**	**$ 110,241**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0131075	9060	Depreciation Expense	$ 9,771	$ 9,280	$ 12,305	$ 13,858	$ 13,858	$ 12,556
0131075	9070	Training & Continuing Educ/Conf	-	2,462	5,280	6,017	10,000	10,000
TOTAL OTHER CHARGES			**$ 9,771**	**$ 11,742**	**$ 17,585**	**$ 19,875**	**$ 23,858**	**$ 22,556**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 21,786	$ 22,584	$ 22,984	$ 20,505	$ 23,417	$ 24,955
Electricity Used	730	489	464	495	550	599
Information Technology	46,316	44,590	42,923	43,571	50,191	66,414
Mailroom and Postage	756	770	719	639	817	818
Other Indirect Expenses	(40,158)	(34,034)	(32,937)	(32,134)	(28,702)	(28,587)
Printing and Reproduction	64	80	63	81	121	110
Records	1,143	949	427	369	1,004	1,105
TOTAL INTER-DEPT. CHARGES	**$ 30,637**	**$ 35,428**	**$ 34,643**	**$ 33,526**	**$ 47,398**	**$ 65,414**

* as amended ** as proposed

OPERATING EXPENSES - ENGINEERING DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,095,566**	**$ 1,024,505**	**$ 1,071,977**	**$ 1,085,528**	**$ 1,191,362**	**$ 1,364,446**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Summary:

* as amended ** as proposed

FLEET MAINTENANCE DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 584,662	$ 508,274	$ 575,661	$ 519,777	$ 656,904	$ 745,729
Materials and Supplies	486,070	604,227	869,174	734,304	720,460	718,250
Contractual Services	310,772	367,972	382,222	446,444	452,276	486,164
Other Charges	34,739	42,440	35,633	27,897	31,592	51,687
Subtotal	$ 1,416,243	$ 1,522,913	$ 1,862,690	$ 1,728,422	$ 1,861,232	$ 2,001,830
Inter-Dept. Charges	134,256	97,704	63,167	87,147	74,140	97,182
Total Operating Expenses	**$ 1,550,499**	**$ 1,620,617**	**$ 1,925,857**	**$ 1,815,569**	**$ 1,935,372**	**$ 2,099,012**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006002	6020	Supervisory	$ -	$ -	$ -	$ -	$ 55,376	$ 98,959
6006002	6250	Mechanics	299,875	393,080	304,274	313,502	322,740	321,665
6006002	6580	Service Award	6,309	6,803	7,388	8,002	8,994	2,273
6006002	6590	Sick Pay	4,669	5,085	4,902	4,704	3,731	746
6006002	6620	Overtime	21,042	23,992	16,401	7,078	26,000	26,000
6006002	6880	Uniform Allowance	2,400	2,400	2,400	2,500	2,400	2,640
6006002	6881	Tool Allowance	1,400	1,400	1,400	1,691	2,000	2,500
6006002	6885	Device Reimbursement	1,500	1,500	1,500	1,550	2,100	2,100
6006002	6920	Unemployment Comp. Ins.	1,264	1,179	1,124	710	634	630
6006002	6925	Delaware Paid Leave Plan	-	-	-	-	-	1,123
6006002	6930	Social Security Taxes	25,449	33,077	25,658	24,810	31,572	34,952
6006002	6940	City Pension Plan	154,348	(30,943)	128,738	75,870	71,740	102,432
6006002	6941	Defined Contribution 401(a) Plan	5,204	5,295	5,321	6,327	9,835	10,327
6006002	6950	Term Life Insurance	1,636	1,554	1,446	1,515	1,835	765
6006002	6960	Group Hospitalization Ins.	45,244	55,141	52,800	55,069	89,070	105,864
6006002	6961	Long-Term Disability Ins.	664	536	395	421	556	175
6006002	6962	Dental Insurance	2,388	2,748	2,574	2,410	3,912	4,664
6006002	6963	Flexible Spending Account	-	63	63	63	-	-
6006002	6964	Health Savings Account	1,500	750	1,500	1,500	750	850
6006002	6965	Post-Employment Benefits	8,136	2,160	15,342	9,326	19,690	18,440
6006002	6966	Retirement Health Savings Account	1,476	1,470	1,464	1,772	3,016	7,655
6006002	6967	Emergency Room Reimbursements	-	800	800	800	725	725
6006002	6968	Vision Insurance Premiums	158	184	171	157	228	244
TOTAL PERSONNEL SERVICES			**$ 584,662**	**$ 508,274**	**$ 575,661**	**$ 519,777**	**$ 656,904**	**$ 745,729**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006003	7060	Tire & Tire Repair Expense	$ 77,416	$ 82,162	$ 86,946	$ 71,254	$ 100,000	$ 90,000
6006003	7070	Gasoline, Oil, Coolant, Etc.	197,019	315,290	505,406	398,080	350,000	350,000
6006003	7110	Safety Shoes and Supplies	1,203	1,069	900	1,523	1,500	2,500
6006003	7130	Tools, Field Sup., & Small Eq.	884	10,647	8,066	1,661	13,210	20,000
6006003	7150	Office Supplies	9	-	-	-	750	750
6006003	7230	Janitorial Supplies	39	-	-	199	-	-
6006003	7250	Buildings and Grounds Maint. Supplies	469	178	-	376	-	-
6006003	7300	Machinery & Equip. Maintenance	-	-	-	6,847	5,000	5,000
6006003	7310	Vehicle Maintenance	209,031	194,881	267,856	254,364	250,000	250,000
TOTAL MATERIALS & SUPPLIES			**$ 486,070**	**$ 604,227**	**$ 869,174**	**$ 734,304**	**$ 720,460**	**$ 718,250**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006004	8030	Casualty Insurance	$ 7,797	$ 4,972	$ 5,840	$ 4,480	$ 5,982	$ 6,037
6006004	8031	Insurance - Property	54,411	53,622	56,330	65,235	84,210	112,430
6006004	8032	Insurance - Auto	4,143	3,422	2,488	2,680	4,079	5,910
6006004	8033	Insurance - Broker	5,574	2,205	975	894	920	920
6006004	8035	Insurance - Worker's Compensation	13,476	14,546	14,036	13,757	15,400	19,206
6006004	8050	Phone/Communications	190	166	140	119	200	200
6006004	8131	Information Technology Cont'l	5,312	4,493	10,882	9,103	11,241	12,415
6006004	8300	Machinery & Equip. Maintenance	2,800	3,898	-	2,378	4,000	10,000
6006004	8310	Vehicle Maintenance	105,525	169,626	194,287	235,743	201,755	200,000
6006004	8311	Vehicle Accidents	27,617	27,117	4,827	15,905	10,000	10,000
6006004	8312	Fleet & Facilities Services	83,888	83,835	92,371	96,102	114,489	109,046
6006004	8550	Misc. Contracted Services	39	70	46	48	-	-
TOTAL CONTRACTUAL SERVICES			**$ 310,772**	**$ 367,972**	**$ 382,222**	**$ 446,444**	**$ 452,276**	**$ 486,164**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006005	9020	Mileage & Small Bus. Expense	$ 15	$ -	$ -	$ -	$ -	$ -
6006005	9060	Depreciation Expense	34,624	42,260	33,849	25,318	27,592	39,687
6006005	9070	Training & Continuing Educ/Conf	100	180	1,784	2,579	4,000	12,000
TOTAL OTHER CHARGES			**$ 34,739**	**$ 42,440**	**$ 35,633**	**$ 27,897**	**$ 31,592**	**$ 51,687**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 18,570	$ 19,319	$ 22,778	$ 22,129	$ 23,385	$ 25,158
Electricity	71,545	47,601	4,655	4,312	5,514	5,203
Information Technology	21,796	20,983	20,199	31,120	28,680	37,951
Other Indirect Charges	22,345	9,801	15,535	29,586	16,561	28,870
TOTAL INTER-DEPT. CHARGES	**$ 134,256**	**$ 97,704**	**$ 63,167**	**$ 87,147**	**$ 74,140**	**$ 97,182**

* as amended ** as proposed

OPERATING EXPENSES - FLEET MAINTENANCE DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,550,499**	**$ 1,620,617**	**$ 1,925,857**	**$ 1,815,569**	**$ 1,935,372**	**$ 2,099,012**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006006 9623 Autos and Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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

*Please note, there are no Fleet Maintenance Division projects with 2025 capital spending budgeted.

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CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF PLANNING AND DEVELOPMENT

PHYSICAL DEVELOPMENT

- Land Use
- Floodplain Management
- Comprehensive Development Plan
- Plan Review

COMMUNITY DEVELOPMENT

- CDBG
- Revenue Sharing
- Housing Programs
- Transportation Planning
- Transit Planning
- Bikeways
- Customer Service

ECONOMIC DEVELOPMENT

- The Newark Partnership (TNP)

PARKING AND TRANSPORTATION

- Parking Lot Maintenance
- Parking Meter Management
- Residential Parking Permits
- Parking Enforcement
- Parking Kiosk Management
- Mobile Payment Application
- Parking Validations
- Municipal Lot Permitting
- Downtown Customer Service
- Wayfinding/Countdown Signs
- Event Parking & Coordination
- Parking GIS and Mapping

CODE ENFORCEMENT

- Business Licenses and Inspections
- Rental Licenses and Inspections
- Building Permit Review and Inspection
- Parcel Management
- Building Codes
- Fire Codes
- Property Maintenance

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

Land Use and Planning Division:

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

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

Transportation and Technical Services:

- The Land Use and Planning Division also serves as a liaison between the City and federal, state, regional and local agencies to facilitate inter-jurisdictional cooperation and planning on issues of mutual concern. The division develops short and long-term transportation plans in conjunction with other City departments, the City's Traffic Committee and outside agencies such as WILMAPCO and the Delaware Department of Transportation.

Economic Development:

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

Community Development Block Grant (CDBG):

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

Code Enforcement Division:

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

  <u>Staff</u>
  The Code Enforcement staff includes: the Code Enforcement Manager, one (1) Lead Property Maintenance Inspector, two (2) additional Property Maintenance Inspectors, one (1) Lead Code Enforcement Officer, four (4) additional Code Enforcement Officers, two (2) Fire Protection Specialists, two (2) full-time Administrative staff and one (1) part-time Administrative staff.

Parking Division:

- This Division is responsible for the oversight, management, maintenance, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking kiosks, mobile payment applications, and residential parking, permitting, recordkeeping and enforcement throughout Newark. This division is responsible for Newark's 18 residential parking permit zones, 1250+ municipal parking spaces, and 8 municipal parking lots. Inter-departmental cooperation occurs on a daily basis, which includes the Public Works and Water Resources Department regarding maintenance, signage and repairs; Electric for the construction and maintenance of lighting and electric vehicle infrastructure; Finance for accounting, auditing and bookkeeping of parking services; Police Department for crime prevention and community policing; Parks and Recreation Department for landscape maintenance and snow removal; and The Newark Partnership to ensure parking is available for local events and businesses.

- The Division also handles monthly financial reporting and auditing, with assistance from the Finance Department, so that the Division can provide a better understanding of incoming parking revenue and how changes to the municipal Code could affect parking revenue streams coming into the City. The Division is responsible for parking enforcement and the Residential Parking Permit Program, ensuring residents in areas near the University of Delaware have available on-street parking available in front of their homes. The parking enforcement team, known as Parking Ambassadors, help to enforce residential parking, municipal parking payment, Americans with Disabilities Act regulations, municipal and state fire codes, and assist the Newark Police and other City departments in event organization and safety.

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

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

Land Use and Planning Division:

Despite higher interest rates and increased costs of construction, the Planning and Development Land Use and Planning Division continues to see high levels of interest in the development and redevelopment of property in the City of Newark, which takes a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

1. Staff continues to work on affordable housing initiatives in the City of Newark. The first project taking advantage of ordinances creating an expedited review timeline, adding affordable housing as a criterion for site plan approval, waiving subdivision and zoning fees, and eliminating parking requirements for affordable housing projects was through the subdivision approval process in just over six months from the date of the original submission, which is 50-75% faster than projects typically move through the planning process. A series of community meetings, both virtual and in person, are underway to get feedback regarding potential inclusionary zoning efforts with the goal of holding an in-person meeting option in each Council district. Once these meetings are completed, staff will be bringing a review of the feedback to Planning Commission and Council in order to request feedback in advance of the next steps of the process.

2. The Planning staff have been working with Code Enforcement and Public Works and Water Resources on the preparation, configuration and testing of Tyler Enterprise Permitting and Licensing to be launched in the last quarter of 2024. A total of 120 processes were reviewed for efficiencies to be included in the program. Out of those 120 processed, 105 have been configured (subject to being updated with the recent decision to implement credit card fees). All templated forms have been completed and all custom form documentation has been submitted to Tyler for their team to complete. Work on business process consulting, which is the writing of the instruction manuals for each type of process, is underway. Testing is expected to begin once configuration is complete. Extensive database cleanup within the existing system is underway in order to ensure that the data being transferred into the new system is accurate and current.

   The implementation of this new software provides a solution that will allow Newark residents to be more engaged and for development and permitting processes to be made more citizen centric. It gives employees the ability to perform their jobs more proficiently and successfully through digitizing processes that are currently paper based, while convenient web access provides online services to citizens, contractors, developers and other stakeholders at any time. The software will not only present additional features for the employees, but it will give the community the ability to submit different applications, view the status of applications or jobs, payment processing, request inspections from multiple departments at any time, report violations, and participate in plan reviews.

3. Land Use staff continues to work to implement regulations resulting from State legislative action. In 2024, this has primarily been the zoning regulations around the implementation of adult-use marijuana cultivation, manufacturing, testing and sales facilities in the City of Newark. This effort is on track to be completed in August of 2024.

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

Planning Commission/Council Activities [September 2023 through July 2024]:

Code Amendments

1. Amendments to Chapter 32, Zoning, to amend setback and side yard requirements in the BB zone (Council – October 2023)
2. Amendments to Chapter 27, Subdivisions, to update addressing standards for buildings in the city and formalizing the role of the Addressing Committee in the process. (PC – September 2023; Council – January 2024)
3. Amendments to Chapter 32, Zoning, to create zoning regulations related to cultivation, manufacturing, testing, and sales facilities for adult-use recreational marijuana (PC - December 2023, May 2024, and July 2024; Council – March 2024 and June 2024)
4. Amendments to the definition of downtown in Chapter 27, Subdivisions, to make it consistent throughout the chapter (PC – December 2023; Council – March 2024)
5. Amendments to Chapter 32, Zoning, to consolidate the definitions of restaurants in the code (PC December 2023; Council – April 2024)
6. Amendments to Chapter 32, Zoning, to consolidate the location of criteria for cellular towers in the UN, BB, BC, MI, MOR, and STC zoning districts (PC – January 2024; Council – April 2024)
7. Amendment to Chapter 32, Zoning, changing certain conditional uses to be permitted by right in the MI zoning district (PC – January 2024; Council – April 2024)
8. Amendment to Chapter 27, Subdivisions, to codify the requirement for developers to pay the costs to extend and/or connect to City utilities and to clarify the types of land disturbance activities that require a detailed Erosion and Sediment Control Plan and a Standard Permit Plan. (PC – February 2024; Council – March 2024)
9. Amendment to change definition of hospitals, delete definition of medical clinics, and adding hospitals to the BB Zoning district (Central business district) as a by-right use (PC – March 2024)

Rezoning

1. 313 East Main Street, 4-15 Independence Circle, and 300 and 302 Delaware Circle (PC – January 2024; Council – February 2024)
2. 50 and 54 Corbit Street (PC – April 2024; Council – July 2024)
3. 55 Benny Street (PC – April 2024)
4. 30 South Chapel Street (PC – May 2024; Council – July 2024)
5. 515 Capitol Trail (PC – June 2024)
6. 750 Library Avenue (PC – June 2024; Council – July 2024)

Comprehensive Development Plan Amendments

1. 313 East Main Street, 4-15 Independence Circle, and 300 and 302 Delaware Circle (PC – January 2024; Council – February 2024)
2. 50 and 54 Corbit Street (PC – April 2024; Council – July 2024)
3. 55 Benny Street (PC – April 2024)
4. 30 South Chapel Street (PC – May 2024; Council – July 2024)
5. 515 Capitol Trail (PC – June 2024)

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

Major/Minor Subdivisions
1. 1115 South College Avenue (PC – October 2023; Council – January 2024)
2. 313 East Main Street, 4-15 Independence Circle, and 300 and 302 Delaware Circle (PC – January 2024; Council – February 2024)
3. 50 and 54 Corbit Street (PC – April 2024; Council – July 2024)
4. 55 Benny Street (PC – April 2024)
5. 30 South Chapel Street (PC – May 2024; Council – July 2024)
6. 515 Capitol Trail (PC – June 2024)
7. 643 Creek View Road (PC – June 2024; Council – June 2024)

Site Plan Approval
1. 313 East Main Street, 4-15 Independence Circle, and 300 and 302 Delaware Circle (PC – January 2024; Council – February 2024)
2. 50 and 54 Corbit Street (PC – April 2024; Council – July 2024)
3. 55 Benny Street (PC – April 2024)
4. 643 Creek View Road (PC – June 2024; Council – June 2024)

Special Use Permits
1. 1115 South College Avenue (Council – January 2024)
2. 400 Grove Lane (Council – February 2024)
3. 119 Sandy Drive (Council – February 2024)
4. 281 Grove Lane (Council – May 2024)
5. 300 Vassar Drive (Council – May 2024)
6. 19 Amstel Avenue (Council – May 2024)
7. 515 Capitol Trail (PC – June 2024)
8. 750 Library Avenue (PC – June 2024; Council – July 2024)

Capital Improvements Plan
1. Review and consideration of 2024-2028 Capital Improvements Program (October 17, 2023)

2024 Work Plan
1. Adoption of the Planning Commission 2024 Work Plan (December 2023)

Planning Commission Training
1. Commissioners Tauginas and Cloonan attended an Introduction to Land Use Law virtual training hosted by UD (January 2024)
2. Chair Hurd attended an Affordable Housing Training hosted virtually by the University of Delaware (March 2024)
3. Chair Hurd attended a Freedom of Information Act training hosted by the City (April 2024)

Administrative Subdivisions Approved and Recorded
1. 29 West Park Place
2. 44 Corbit Street and 81 New London Road
3. 750 Library Avenue

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

Plans Received and in Review (September 2023 through July 2024)

1. Pending administrative subdivision recordation
    a. 244 Kells Avenue
    b. 174 East Main Street
    c. 125 and 127 Sandy Drive
2. Pending Council review
    a. 1105 Elkton Road
    b. 55 Benny Street
    c. 515 Capitol Trail
3. Pending Planning Commission review
    a. 1110 South College Avenue
    b. 141 East Main Street
    c. 339, 341, and 349 East Main Street
4. Subdivision Advisory Committee review
    a. 1050 South College Avenue
    b. 136 and 160 South Main Street
    c. 124 East Main Street
    d. 87 South Chapel Street
    e. 118, 120, 126 and 129 Lovett Avenue
    f. 73 West Delaware Avenue
    g. 261 and 263 South Chapel Street
    h. 55 West Cleveland Avenue and 46, 52 and 54 Church Street
    i. 401 Phillips Avenue
    j. 502 South College Avenue

Ongoing Land Use Projects

1. The Grove (Formerly College Square Shopping Center)
2. Briarcreek North
3. Milford Run
4. 62 North Chapel Street
5. 1501 Casho Mill Road
6. 268 East Main Street
7. 532 Old Barksdale Road
8. 500-700 Creek View Road
9. 1119 South College Avenue
10. 132-138 East Main Street
11. 65 South Chapel Street
12. 313 East Main Street, 4-15 Independence Circle, and 300 and 302 Delaware Circle
13. 1115 South College Avenue
14. 1 North Twin Lakes Boulevard
15. 502 South College Avenue

Permitting Activities: 2018 to June 30, 2024

Permitting Activities	2018	2019	2020	2021	2022	2023	2024 YTD
Deed Transfer Affidavits	424	418	444	642	541	504	171
Building Permit Reviews	1,057	1,748	1,086	1,463	1,435	1,388	765
Certificates of Completion/Occupancy	18	48	240	115	138	17	14
Total	1,361	2,214	1,770	2,220	2,114	1,909	950

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

Code Enforcement Division:

Code Enforcement Division 2024 Accomplishments Year to Date

1. The Code Enforcement Division has welcomed five new staff members in 2024 with a sixth to be hired in the coming months. Currently 50% of the Division has less than one year in their current positions. The team anticipates being back to full staffing in fall of 2024. With all of the new hires in the Division, training has been a high priority. However, fresh eyes have been extremely beneficial in helping the Division to evaluate current processes to look for improvements. The team continues to work to maintain and improve the level of customer service for permitting and inspections.

2. As of June 24, 2024, the Code Enforcement Division has issued 2,217 Building Permits and collected $761,148.16 in permit fees with over $550,000 in pending receipts for FY2024. Included in the $761,148.16 is the newly created Technology Fee which has generated $46,243.60 to date. The Volunteer Fire Assistance Fund is not included in the amounts noted above but the Division has collected $174,830.00 to date to pass on to the local volunteer fire companies.

3. Staff continued implementation of the nuisance property ordinance resulting in over 50 properties currently in warning status with another 11 properties meeting the threshold to be cited as nuisance properties. With citations beginning to be issued, property owners began taking advantage of the option for a Nuisance Abatement Plan. Council has approved three nuisance abatement plans with another three pending.

4. With the expansion of the Fire Protection team, staff has been able to restart fire safety inspections for City businesses, which had not been completed outside of the original inspections when businesses opened since 2008. Since December, 91 inspections have been completed and 15 unlicensed businesses have been found and brought into compliance. While this may seem like a small number given the number of businesses we have in the City, most businesses required multiple visits to gain compliance due to the amount of time that had passed since their previous fire safety inspections.

5. Staff continues to make progress in evaluating and revising licensing and permitting processes, including auditing the business and rental license databases to identify unlicensed businesses and rentals, and update the business and rental license categorizations and fees that were approved by Council. Additionally, 5,063 open legacy building permits were identified and staff began the work to review and close them with 1,094 completed as of June 24, 2024.

6. Property maintenance staff has worked to execute the updated inspection requirements for the rental permit program which include the expansion of the properties that qualify for the mandatory exterior and interior common area inspections and the additional education efforts of tenants for the voluntary interior inspections. This has resulted in property maintenance and fire inspections in numerous older buildings and given the inspectors the opportunity to make contact with tenants to get into units that have not been inspected in years.

Code Enforcement Division (continued):

CODE ENFORCEMENT 2023 PERMITTING ACTIVITIES

2023 Rentals	
Number of Rental Licenses	1914
Rental Billings (Billed)	$519,001.00
Rental Billings (Collected)	$426,141.36

2023 Business Licenses	
Number of Business Licenses	950
Business License Billings (Billed)	$253,975.19
Business License Billings (Collected)	$252,522.04

2023 Property Maintenance Cases	
Number of Violations	1236
Number of Citations	1262
Citation Billings	$50,000.00

2023 Permits	
Permits Issued	2362
Permit Fees Collected	$1,985,878.27
Volunteer Fire Assistance Fund Fee Collected	$28,660.00
Total Fees Collected	$2,014,538.27

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

Parking Division:

- In 2024, the Parking Division continued to make improvements to the Residential Parking Permit Program (RPPP) and Municipal Parking Permit Program (MPPP) giving residents additional access to online resources and forms to allow for quicker sign up to the program and to quickly make changes to existing permits within the program. The Division continued its move away from physical permits, opting for digital permits that are verified by the License Plate Recognition (LPR) device and extending this capability into the special residential parking zones. These changes allowed the Division to be more effective in its enforcement within special residential areas by speeding up the license plate reading process. Public feedback on the program continued to be positive, specifically from homeowner residents in the special residential parking districts and among Main Street employees in the municipal parking lots. This ensured that the Division continued to provide the highest level of customer service to our residents, streamlining the parking application process and allows the Division to quickly find vehicles that are illegally parking in residential and municipal areas. New services also include automatic letter/email generation for permits residents and customers that have expiring permits so that they can provide their vehicle information prior to permit expiration.

- With the completion of the LANG-Hyatt hotel project in Municipal Lot #3 and the return of municipal parking in that section of the lot, the Parking Division worked diligently to put up wayfinding and payment signage in the area, along with putting a new T2 Multi-Space kiosk in that section of the parking lot. With the closure of the center portion of Lot #4 from new construction at 132-136 East Main Street, these parking spaces serve as supplemental parking spaces for businesses in the area. The municipal parking supply was also supplemented in 2024 with the continued leasing of the property at 19 Haines Street, which was turned into Municipal Lot #7, managed by the T2 Luke Cosmo Multi-Space System and the Passport Parking mobile application. While the owner of the property has approved plans for a new development project, the Parking Division continues to work with the developer in hopes of leasing the surface parking lot until the beginning of construction and possibly beyond.

- The Parking Division made several safety improvements in 2024. A new parking radio network, along with new radios, was established to replace the aging radio system and hardware the division and its employees were using. These updated radios allow for multi-point panic button response in the event of an emergency and use new digital technology for clearer transmissions. In addition, the Parking Division also purchased body cameras for its field and customer service teams. Body cams will allow for reviews of customer service interactions for training purposes, along with being able to be used as evidence within Alderman’s Court or during disputes, adding it as a de-escalation tool for Parking Ambassadors in the field. Implementation for this initiative is anticipated in the fourth quarter of 2024.

Parking Division (continued):

- With the addition of two Parking Coordinators, the Parking Division saw several operational improvements in 2024. The Division transferred Alderman's Court and online appeal duties from Parking Ambassadors to Coordinators, adding a layer of review before disputes go in front of the judges and ensuring that Ambassadors were not reviewing the citations that they themselves wrote. The Parking Office window now stays open until 8:00 p.m. on weekdays and has weekend hours available, ensuring that residents and patrons have ample time to pick up permits, seek payment assistance, or ask general parking questions to staff. There is also quick return-on-investment and improved customer service through enforcement improvements that come out of having the additional level of personnel, as Parking Ambassadors are directed to areas that are in need of enforcement by the Parking Coordinators.

Community Development Block Grant (CDBG):

- In the 50th year (July 1, 2024 to June 30, 2025), the City allocated $289,912.00 in CDBG funds to 7 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement, Home Buyer Incentive, and Facade Improvement Programs augment this allocation throughout the year.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2025 DEPARTMENTAL GOALS

Land Use and Planning Division:

During 2025, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff are responsible for the following activities as described below. The City Code mandated activity and the items provided by Council as part of their annual prioritization exercise take priority.

Planning Related Major Initiatives

- Complete the public training and roll out of Tyler Enterprise Permitting and Licensing (formerly known as EnerGov), a product of Tyler Technologies. This software is expected to be launched in the fourth quarter of 2024 with continued public outreach and education to take place for the development community and the general public throughout 2025.
- Complete the Newark Resident Survey (last completed in 2016) to get feedback from City residents on current services. This was previously done every five years with the goal of all households being surveyed every 10 years.
- Launch the public outreach component for the 10-year update to the Comprehensive Development Plan to be completed in 2026.
- Continue the City's affordable housing initiatives.
    - Continue to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup. For 2025, this includes finalizing recommendations for ordinances for inclusionary zoning and reviewing potential changes to the student home ordinance.
    - Administration of the City's Home Improvement Program, which offers 0% interest deferred loans for income qualifying homeowners in Newark.
    - Providing additional recommendations to Planning Commission and Council as time and staffing allows.
- Continue the 10-year update for the Newark Bicycle Plan incorporating recommendations from the League of American Bicyclists.
- Continue to work with the Conservation Advisory Committee and City of Newark staff on implementing the *Newark Sustainability Plan*.
- Continue to work with WILMAPCO to leverage potential federal grant dollars to fund and complete an update to the completed *Newark Area Transit Study Project*.
- Review the Code and make recommended revisions to Planning Commission and City Council as appropriate.

Boards, Committees, and Meetings

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

Land Use and Land Development Activities

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

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2025 DEPARTMENTAL GOALS

Land Use and Land Development Activities (Continued)

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

Other Regular Duties

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

Planning Commission Support

- Preparation of support material, background reports and information packets
- Public notification and posting requirements
- Administrative and secretarial support (<u>Code</u> - required)
- Transcription services
- Applicant interface
- Commission requests for data and information
- Planning Commission training
- Implement the Planning Commission 2024 Work Plan as resources allow and consistent with Council direction
- Continue to provide exemplary assistance to other City departments, Planning Commission and City Council

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2025 DEPARTMENTAL GOALS

Code Enforcement Division:

In 2025, the Code Enforcement team will continue to evaluate the department's processes and procedures and make improvements to increase efficiency and customer service. The customer education and training process for the Tyler Enterprise Permitting and Licensing software system (fka EnerGov) will continue to be a focus in order to best leverage this new investment to further these goals. In addition, we will be reviewing the 2024 International Codes along with Chapters 7, 14 and 17 of the Municipal Code for proposed amendments with a targeted Council review and possible adoption in late 2025 or early 2026. We will continue the process of updating our Business License Code which is contained in Chapter 13, Article VII of the City Code as well as look into the possible creation of a new code section under Chapter 1 of the Municipal Code for good standing requirements which would be applicable to the entire Municipal Code.

Over the past year, we will have welcomed three new Code Enforcement Officers, two new Fire Protection Specialists, a new Property Maintenance Inspector and a new part-time Administrative Professional to the team. As a result, 2025 will have a heavy concentration on training to earn and maintain the required certifications for their positions. Also, in order to create a more informationally diverse division, the Code Enforcement Officers and Property Maintenance Inspectors will be provided with cross training between the disciplines.

Parking Division:

In 2025, the Parking Division hopes to leverage the investments made by the City in 2024 through the two new Parking Coordinator positions and the safety-related radio and body worn cameras to continue to improve customer service in our parking districts. This includes better coverage of parking areas to ensure availability to customers who need assistance with kiosks and the Passport app, continued training on de-escalation techniques to ensure safe interactions between Parking Ambassadors and patrons, improved signage to convey in clear and concise language the parking requirements for various areas throughout the City, and improving digital options for parking passes in order to make it more convenient for residents to maintain their on-street parking eligibility. Ongoing construction affecting off-street lots and on-street parking will continue to be a challenge; however, the Division continues to work with developers to ensure as minimum a disruption as possible for City businesses and the customers who patronize them.

The Parking Division continues to work with UD and private partners to increase the parking inventory and ensure that parking throughout Newark is managed properly and with our residents and patrons in mind. The Division looks forward to getting public input through the Newark Resident Survey in 2025 to increase the quality of customer service it provides to City residents and to ensure that those who visit Newark are likely to come back. The Parking Division also plans to continue working with City residents to gather their feedback on ways to improve parking for our residents, patrons, and visitors, ensuring that those that live in and are connected to the City have a seat at the table when discussions on parking arise.

In 2025, the Parking Division is looking to implement additional parking changes to help make downtown more desirable. Options being considered are on-street parking permits in less frequently used metered areas to create a lower cost option for businesses and residents, as well as increasing the on-street parking time limit to encourage people to stay downtown longer and patronize more businesses. In order to cut costs while not impacting services, Parking is also investigating changing credit card payment processors in order to cut down on the cost of credit card fees in the Division while recognizing that 98.5% of payments received for parking are via credit card and the cost of processing physical coinage is higher.

CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2025 DEPARTMENTAL GOALS

Transportation and Technical Services:

In 2025, staff will continue the effort to encourage multi-modal transportation in Newark through the 10-year update of the Newark Bicycle Plan. In addition, staff will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V 2.0, and the League of American Bicyclists recommendations, as well as implementing the Newark Transportation Improvement District, and partnering with DART where needed to successfully execute the DART Connect microtransit program.

Economic Development:

In 2025, the goal is to work with The Newark Partnership to continue to develop and expand economic development programs such as the business ambassador program to help new and existing businesses navigate processes in the City to launch or expand as well as the business roundtables to collect feedback on how the City can be more business friendly.

Community Development Block Grant (CDBG):

In 2025, staff's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents.

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General Fund - Planning and Development Department - Planning Division

Summary:

* as amended ** as proposed

PLANNING DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 483,609	$ 522,760	$ 745,490	$ 965,630	$ 840,299	$ 1,053,594
Materials and Supplies	1,359	5,204	7,169	4,195	2,750	2,750
Contractual Services	163,859	157,932	230,458	107,495	228,776	209,671
Other Charges	178,594	183,479	357,266	267,812	445,750	440,500
Subtotal	$ 827,421	$ 869,375	$ 1,340,383	$ 1,345,132	$ 1,517,575	$ 1,706,515
Inter-Dept. Charges	28,181	37,754	40,841	66,055	77,235	86,946
Total Operating Expenses	**$ 855,602**	**$ 907,129**	**$ 1,381,224**	**$ 1,411,187**	**$ 1,594,810**	**$ 1,793,461**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111112	6020	Supervisory	$ 113,263	$ 113,853	$ 176,478	$ 219,648	$ 238,633	$ 276,129
0111112	6030	Engineering/Technical	117,650	122,356	216,210	325,557	238,916	256,562
0111112	6080	Clerical	49,454	37,077	43,537	46,185	49,444	54,359
0111112	6580	Service Award	2,072	2,366	2,748	5,165	5,853	5,853
0111112	6590	Sick Pay	1,562	2,210	3,465	2,919	5,126	5,126
0111112	6615	Interns	6,000	-	-	-	-	-
0111112	6620	Overtime	27,078	40,586	27,247	26,736	20,000	25,000
0111112	6860	Other Wages	5,168	8,141	15,775	15,020	-	-
0111112	6885	Device Reimbursement	600	600	900	1,150	1,200	1,200
0111112	6920	Unemployment Comp. Ins.	1,239	1,479	2,478	1,439	836	832
0111112	6925	Delaware Paid Leave Plan	-	-	-	-	-	2,135
0111112	6930	Social Security Taxes	22,926	24,230	35,515	47,012	41,911	46,716
0111112	6940	City Pension Plan	25,830	58,006	55,593	66,723	60,301	124,872
0111112	6941	Defined Contribution 401(a) Plan	16,625	16,466	26,118	38,151	33,834	35,526
0111112	6950	Term Life Insurance	1,296	1,209	1,733	2,782	2,142	1,906
0111112	6960	Group Hospitalization Ins.	71,439	72,352	105,109	128,249	116,480	168,686
0111112	6961	Long-Term Disability Ins.	566	440	498	808	811	509
0111112	6962	Dental Insurance	3,884	3,760	5,960	6,967	6,040	7,955
0111112	6963	Flexible Spending Account	-	-	58	121	126	126
0111112	6964	Health Savings Account	3,000	3,125	4,500	3,000	-	3,400
0111112	6965	Post-Employment Benefits	9,613	10,161	13,620	15,467	8,310	26,150
0111112	6966	Retirement Health Savings Account	4,155	4,159	7,682	11,739	9,048	9,186
0111112	6967	Emergency Room Reimbursements	-	-	-	-	962	957
0111112	6968	Vision Insurance Premiums	189	184	266	792	326	409
TOTAL PERSONNEL SERVICES			**$ 483,609**	**$ 522,760**	**$ 745,490**	**$ 965,630**	**$ 840,299**	**$ 1,053,594**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111113	7150	Office Supplies	$ 602	$ 5,204	$ 6,903	$ 3,414	$ 1,600	$ 1,600
0111113	7160	Books, Periodicals, Etc.	256	-	266	724	350	350
0111113	7550	Miscellaneous Supplies	501	-	-	57	800	800
TOTAL MATERIALS & SUPPLIES			**$ 1,359**	**$ 5,204**	**$ 7,169**	**$ 4,195**	**$ 2,750**	**$ 2,750**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111114	8020	Advertising	$ 5,224	$ 3,398	$ 2,636	$ 2,737	$ 4,000	$ 3,000
0111114	8030	Casualty Insurance	6,064	5,782	9,320	8,001	10,683	10,780
0111114	8033	Insurance - Broker	525	866	1,551	1,596	1,643	1,643
0111114	8035	Insurance - Worker's Compensation	793	1,035	1,276	1,251	1,400	1,746
0111114	8131	Information Technology Cont'l	12,541	12,861	16,791	16,094	18,471	17,783
0111114	8180	Consulting Fees	106,653	67,134	131,641	6,667	110,000	90,000
0111114	8220	Revenue Sharing Program	21,937	56,687	59,869	63,830	73,300	75,718
0111114	8312	Fleet & Facilities Services	4,449	5,270	7,353	7,284	8,279	8,001
0111114	8550	Misc. Contracted Services	5,673	4,899	21	35	1,000	1,000
TOTAL CONTRACTUAL SERVICES			**$ 163,859**	**$ 157,932**	**$ 230,458**	**$ 107,495**	**$ 228,776**	**$ 209,671**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111115	9002	Subvention - Aetna Hook and Ladder	$ 174,246	$ 174,246	$ 274,246	$ 182,958	$ 350,000	$ 350,000
0111115	9003	Subvention - Newark Ambulance	3,000	3,000	3,000	3,150	5,000	5,000
0111115	9005	Subvention - Newark Partnership	-	-	75,000	75,000	75,000	75,000
0111115	9020	Mileage & Small Bus. Exp.	-	-	237	251	750	500
0111115	9070	Training & Continuing Educ/Conf	1,348	6,233	4,783	6,453	15,000	10,000
TOTAL OTHER CHARGES			**$ 178,594**	**$ 183,479**	**$ 357,266**	**$ 267,812**	**$ 445,750**	**$ 440,500**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 12,650	$ 26,855	$ 31,620	$ 36,756	$ 33,578	$ 35,060
Electricity Used	1,228	823	781	833	926	1,008
Information Technology	22,069	21,246	20,452	43,571	50,191	66,414
Mailroom and Postage	445	454	573	724	705	706
Printing and Reproduction	266	335	261	336	502	457
Records	10,619	11,004	11,224	11,637	12,765	13,735
Services to Utility Funds	(19,096)	(22,963)	(24,070)	(27,802)	(21,432)	(30,434)
TOTAL INTER-DEPT. CHARGES	**$ 28,181**	**$ 37,754**	**$ 40,841**	**$ 66,055**	**$ 77,235**	**$ 86,946**

* as amended ** as proposed

OPERATING EXPENSES - PLANNING DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 855,602**	**$ 907,129**	**$ 1,381,224**	**$ 1,411,187**	**$ 1,594,810**	**$ 1,793,461**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

CODE ENFORCEMENT DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,432,216	$ 1,354,817	$ 1,345,015	$ 1,391,958	$ 1,684,430	$ 1,884,270
Materials and Supplies	5,160	2,785	6,085	18,605	22,942	16,000
Contractual Services	99,610	103,632	111,317	151,786	224,897	333,180
Other Charges	17,396	14,153	15,461	24,559	155,770	126,910
Subtotal	$ 1,554,382	$ 1,475,387	$ 1,477,878	$ 1,586,908	$ 2,088,039	$ 2,360,360
Inter-Dept. Charges	92,956	91,301	88,832	122,557	134,300	167,151
Total Operating Expenses	**$ 1,647,338**	**$ 1,566,688**	**$ 1,566,710**	**$ 1,709,465**	**$ 2,222,339**	**$ 2,527,511**

* as amended
** as proposed

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121082	6020	Supervisory	$ 81,937	$ 77,364	$ 85,592	$ 76,600	$ 97,191	$ 115,567
0121082	6080	Clerical	119,720	118,731	122,653	113,853	149,389	172,424
0121082	6230	Maintenance Workers	363	-	-	-	-	-
0121082	6260	Code Enforcement	598,032	566,562	561,909	580,351	727,822	788,694
0121082	6580	Service Award	17,240	16,604	11,761	11,723	13,507	13,507
0121082	6590	Sick Pay	4,955	12,110	14,486	3,772	3,590	3,590
0121082	6620	Overtime	20,684	17,496	13,782	17,274	25,000	28,000
0121082	6880	Uniform Allowance	1,920	1,760	1,800	1,860	2,400	2,400
0121082	6885	Device Reimbursement	600	600	600	450	600	600
0121082	6920	Unemployment Comp. Ins.	3,470	3,243	3,344	1,857	1,764	1,638
0121082	6925	Delaware Paid Leave Plan	-	-	-	-	-	4,499
0121082	6930	Social Security Taxes	62,619	60,017	59,209	58,600	74,375	86,046
0121082	6940	City Pension Plan	190,766	147,748	131,517	157,848	142,649	206,360
0121082	6941	Defined Contribution 401(a) Plan	19,321	18,609	25,951	29,009	43,289	45,453
0121082	6950	Term Life Insurance	4,255	3,799	3,526	3,241	4,381	4,921
0121082	6960	Group Hospitalization Ins.	215,852	215,722	219,625	237,374	326,391	341,292
0121082	6961	Long-Term Disability Ins.	1,768	1,365	984	915	1,341	1,206
0121082	6962	Dental Insurance	10,981	10,601	10,593	10,426	14,328	14,304
0121082	6963	Flexible Spending Account	247	252	352	352	378	252
0121082	6964	Health Savings Account	1,500	1,500	-	-	-	-
0121082	6965	Post-Employment Benefits	69,516	73,849	66,536	75,595	39,810	34,050
0121082	6966	Retirement Health Savings Account	5,915	5,619	8,082	9,067	13,572	16,841
0121082	6967	Emergency Room Reimbursements	-	685	2,160	1,200	1,885	1,885
0121082	6968	Vision Insurance Premiums	555	581	553	591	768	741
TOTAL PERSONNEL SERVICES			**$ 1,432,216**	**$ 1,354,817**	**$ 1,345,015**	**$ 1,391,958**	**$ 1,684,430**	**$ 1,884,270**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121083	7110	Safety Shoes and Supplies	$ 710	$ 819	$ 1,295	$ 2,255	$ 4,000	$ 4,000
0121083	7130	Tools, Field Sup., & Small Eq.	1,079	432	496	3,279	9,824	5,000
0121083	7131	Information Technology Supplies	-	-	-	8,430	-	-
0121083	7150	Office Supplies	1,777	1,234	2,018	3,074	5,118	3,000
0121083	7160	Books, Periodicals, Etc.	1,594	300	2,276	1,552	4,000	4,000
0121083	7550	Miscellaneous Supplies	-	-	-	15	-	-
TOTAL MATERIALS & SUPPLIES			**$ 5,160**	**$ 2,785**	**$ 6,085**	**$ 18,605**	**$ 22,942**	**$ 16,000**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121084	8020	Advertising	$ -	$ -	$ 175	$ -	$ 500	$ 500
0121084	8030	Casualty Insurance	7,508	13,202	16,416	12,801	17,092	17,248
0121084	8032	Insurance - Auto	9,033	11,280	9,627	13,614	15,690	11,820
0121084	8033	Insurance - Broker	1,705	2,438	2,756	2,553	2,628	2,628
0121084	8035	Insurance - Worker's Compensation	32,500	23,118	3,828	3,752	4,200	5,238
0121084	8040	Merchant Fees and Discounts	8,735	11,312	11,187	38,601	15,750	8,000
0121084	8050	Phone/Communications	274	-	-	30	504	6,200
0121084	8120	Outside Consulting	-	-	-	7,313	85,000	25,000
0121084	8131	Information Technology Cont'l	21,830	22,412	28,487	29,005	35,966	224,819
0121084	8312	Fleet & Facilities Services	17,915	19,728	38,641	25,271	38,567	29,227
0121084	8550	Misc. Contracted Services	110	142	200	18,846	9,000	2,500
TOTAL CONTRACTUAL SERVICES			**$ 99,610**	**$ 103,632**	**$ 111,317**	**$ 151,786**	**$ 224,897**	**$ 333,180**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121085	9020	Mileage & Small Bus. Expense	$ -	$ -	$ -	$ 9	$ -	$ -
0121085	9040	Dues & Professional Organizations	665	-	-	-	-	-
0121085	9060	Depreciation Expense	13,251	13,251	13,574	23,284	145,770	116,910
0121085	9070	Training & Continuing Educ/Conf	3,480	902	1,887	1,266	10,000	10,000
TOTAL OTHER CHARGES			**$ 17,396**	**$ 14,153**	**$ 15,461**	**$ 24,559**	**$ 155,770**	**$ 126,910**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 29,306	$ 30,392	$ 30,941	$ 35,883	$ 37,104	$ 39,635
Electricity Used	955	640	607	648	720	784
Information Technology	59,940	57,706	55,548	84,030	93,214	123,339
Mailroom and Postage	1,020	1,039	971	1,110	1,300	1,303
Printing and Reproduction	193	243	189	244	364	331
Records	1,542	1,281	576	642	1,598	1,759
TOTAL INTER-DEPT. CHARGES	**$ 92,956**	**$ 91,301**	**$ 88,832**	**$ 122,557**	**$ 134,300**	**$ 167,151**

* as amended ** as proposed

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,647,338**	**$ 1,566,688**	**$ 1,566,710**	**$ 1,709,465**	**$ 2,222,339**	**$ 2,527,511**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Summary:

PARKING DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
REVENUE						
Parking Lot Revenues	$ 902,751	$ 1,555,409	$ 2,356,490	$ 3,464,824	$ 3,366,000	$ 3,280,000
Other Revenues	236,064	216,675	6,853	198,994	-	2,000
Gross Operating Revenue	$ 1,138,815	$ 1,772,084	$ 2,363,343	$ 3,663,818	$ 3,366,000	$ 3,282,000
OPERATING EXPENSES						
Personnel Services	$ 1,166,155	$ 1,005,753	$ 1,222,767	$ 1,195,727	$ 1,496,552	$ 1,716,468
Materials and Supplies	21,631	31,696	21,097	42,746	69,545	47,100
Contractual Services	362,934	677,511	782,071	838,853	816,078	801,936
Other Charges	111,801	125,924	133,275	138,649	152,350	169,128
Subtotal	$ 1,662,521	$ 1,840,884	$ 2,159,210	$ 2,215,975	$ 2,534,525	$ 2,734,632
Inter-Dept. Charges	301,310	285,842	278,548	140,034	144,065	175,137
Total Operating Expenses	**$ 1,963,831**	**$ 2,126,726**	**$ 2,437,758**	**$ 2,356,009**	**$ 2,678,590**	**$ 2,909,769**

* as amended ** as proposed

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5495402	6020	Supervisory	$ 161,472	$ 159,015	$ 162,701	$ 174,534	$ 180,153	$ 192,906
5495402	6072	Parking Enforcement	320,341	353,976	362,437	394,289	553,470	676,767
5495402	6080	Clerical	94,498	96,579	102,451	115,237	123,571	134,917
5495402	6230	Maintenance Workers	123,116	121,081	123,473	121,229	131,258	146,442
5495402	6580	Service Award	8,187	8,874	9,644	11,580	12,539	12,539
5495402	6590	Sick Pay	4,822	4,509	3,577	3,608	6,224	6,224
5495402	6600	Part-Time	91,022	38,666	11,218	-	-	-
5495402	6620	Overtime	1,826	1,556	2,151	3,592	5,000	5,000
5495402	6621	Shift Differential	1,426	832	182	-	-	3,500
5495402	6880	Uniform Allowance	1,200	1,200	1,200	1,200	1,200	1,200
5495402	6885	Device Reimbursement	1,800	1,800	1,800	1,800	1,800	1,800
5495402	6920	Unemployment Comp. Ins.	7,405	6,185	5,563	2,934	3,024	1,260
5495402	6925	Delaware Paid Leave Plan	-	-	-	-	-	4,245
5495402	6930	Social Security Taxes	60,287	58,909	58,141	61,304	75,219	90,369
5495402	6940	City Pension Plan	264,864	(193,598)	183,957	93,437	88,345	112,640
5495402	6941	Defined Contribution 401(a) Plan	10,499	9,908	11,240	12,343	18,376	19,295
5495402	6950	Term Life Insurance	2,593	2,470	2,392	2,499	3,063	3,663
5495402	6960	Group Hospitalization Ins.	144,981	138,563	145,904	166,420	241,908	248,992
5495402	6961	Long-Term Disability Ins.	1,066	857	651	691	1,030	870
5495402	6962	Dental Insurance	8,479	7,471	8,638	8,479	11,906	12,262
5495402	6963	Flexible Spending Account	63	58	126	126	126	189
5495402	6965	Post-Employment Benefits	(149,117)	182,318	19,595	13,660	28,690	31,610
5495402	6966	Retirement Health Savings Account	4,428	4,050	4,393	4,458	7,540	7,655
5495402	6967	Emergency Room Reimbursements	400	-	800	1,810	1,450	1,450
5495402	6968	Vision Insurance Premiums	497	474	533	497	660	673
TOTAL PERSONNEL SERVICES			**$ 1,166,155**	**$ 1,005,753**	**$ 1,222,767**	**$ 1,195,727**	**$ 1,496,552**	**$ 1,716,468**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5495403	7110	Safety Shoes and Supplies	$ 326	$ 590	$ 300	$ 363	$ 600	$ 600
5495403	7130	Tools, Field Sup., & Small Eq.	1,937	2,091	3,145	2,533	8,045	5,000
5495403	7131	Information Technology Supplies	-	-	-	-	3,000	-
5495403	7140	Uniforms	3,188	5,700	4,433	10,793	12,500	10,000
5495403	7150	Office Supplies	957	1,623	1,197	1,773	2,900	2,000
5495403	7180	Billing & Collection Supplies	11,320	16,987	9,906	19,165	20,000	15,000
5495403	7250	Buildings and Grounds Maint. Supplies	3,776	4,705	1,898	1,690	5,000	3,500
5495403	7255	Vandalism Supplies	-	-	-	6,179	15,000	8,000
5495403	7300	Mach & Equip Maintenance	127	-	218	250	2,000	2,500
5495403	7550	Miscellaneous Supplies	-	-	-	-	500	500
TOTAL MATERIALS & SUPPLIES			**$ 21,631**	**$ 31,696**	**$ 21,097**	**$ 42,746**	**$ 69,545**	**$ 47,100**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5495404	8020	Advertising/Signage	$ 980	$ 5,283	$ 4,947	$ 2,160	$ 5,000	$ 5,000
5495404	8030	Casualty Insurance	4,909	14,794	19,383	15,041	20,083	20,266
5495404	8032	Insurance - Auto	6,563	7,351	6,123	8,713	10,042	11,820
5495404	8033	Insurance - Broker	1,115	2,669	3,252	3,000	3,088	3,088
5495404	8035	Insurance - Worker's Compensation	38,049	34,431	22,969	22,512	25,200	31,428
5495404	8040	Merchant Fees and Discounts	77,743	303,201	430,910	459,178	400,000	370,000
5495404	8050	Phone/Communications	1,739	1,198	1,174	1,870	1,200	1,400
5495404	8130	Building & Equipment Rental	98,622	114,384	125,558	136,880	143,966	143,966
5495404	8131	Information Technology Cont'l	45,182	65,042	60,811	72,357	83,367	82,937
5495404	8250	Building & Grounds	9,475	-	-	-	1,500	1,000
5495404	8255	Vandalism Cont'l	-	-	-	-	2,500	1,500
5495404	8300	Mach. & Equip. Maint.	24,605	65,933	58,200	63,141	65,000	65,000
5495404	8312	Fleet & Facilities Services	52,129	54,787	46,031	51,202	50,132	59,531
5495404	8313	Self-Insurance Services	-	5,961	-	-	-	-
5495404	8550	Misc. Contracted Services	1,823	2,477	2,713	2,799	5,000	5,000
TOTAL CONTRACTUAL SERVICES			**$ 362,934**	**$ 677,511**	**$ 782,071**	**$ 838,853**	**$ 816,078**	**$ 801,936**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5495405	9060	Depreciation Expense	$ 108,333	$ 124,374	$ 130,575	$ 134,858	$ 144,015	$ 163,293
5495405	9070	Training & Continuing Educ/Conf	2,633	715	1,865	2,956	7,500	5,000
5495405	9093	Subvention	835	835	835	835	835	835
TOTAL OTHER CHARGES			**$ 111,801**	**$ 125,924**	**$ 133,275**	**$ 138,649**	**$ 152,350**	**$ 169,128**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 73,266	$ 75,781	$ 79,142	$ 42,628	$ 63,048	$ 67,009
Electricity	6,300	3,800	4,200	4,700	5,000	5,600
Information Technology	207,061	199,340	191,893	90,251	71,704	94,878
Mailroom and Postage	2,476	2,522	2,432	1,329	2,187	2,192
Other Indirect Expenses	8,464	1,290	(563)	358	(563)	2,500
Records	3,743	3,109	1,444	768	2,689	2,958
TOTAL INTER-DEPT. CHARGES	**$ 301,310**	**$ 285,842**	**$ 278,548**	**$ 140,034**	**$ 144,065**	**$ 175,137**

* as amended ** as proposed

OPERATING EXPENSES - PARKING DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,963,831**	**$ 2,126,726**	**$ 2,437,758**	**$ 2,356,009**	**$ 2,678,590**	**$ 2,909,769**

Parking Fund - Planning and Development Department - Parking Division

Expenditures: * as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
5495406	9622	Machinery & Equipment	$ 100,883	$ 75,571	$ -	$ 48,313	$ 102,336	$ 107,336
5495406	9623	Autos and Trucks	-	-	-	-	-	26,511
TOTAL CAPITAL PROJECTS BUDGET			**$ 100,883**	**$ 75,571**	**$ -**	**$ 48,313**	**$ 102,336**	**$ 133,847**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
V2401 - Parking Ambassador Body Cameras	$ 27,336	$ -	$ -	$ -	$ -	$ -	$ -	$ -
V2302 - Parking Lot Surface Maintenance	80,000	200,000	-	-	-	-	-	-
VEQSF - Equipment Replacement Program	26,511	-	13,489	-	-	-	-	-
TOTAL PARKING FUND	**$ 133,847**	**$ 200,000**	**$ 13,489**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
ORGANIZATIONAL CHART

CHIEF OF POLICE

ADMINISTRATION & SERVICES

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

Auxiliary Services:
- Technology
- Grant Management

CRIMINAL INVESTIGATIONS

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

FIELD OPERATIONS

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

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

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

Police Department's core values are the preservation of human life, integrity, professionalism and service. In January 2023, the police department completed an organizational realignment due to the retirement of the Chief of Police and the appointment of Deputy Chief Mark Farrall to Chief of Police. Due to this appointment, the agency realigned the organizational structure to one Deputy Chief (from two) and added a second Captain (from one).

The Newark Police Department's authorized strength of 103 employees (79 sworn officers and 24 civilians) is dedicated to serving citizens through the bureaus, divisions and units described below.

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

- **Patrol Division:**
  The Patrol Division is the backbone of the Newark Police Department, as they are available twenty-four hours a day, seven days a week. The Patrol Division has the responsibility of being the first responders to all calls for police service in the city. The Patrol Division is comprised of five patrol platoons each with 8 officers assigned to it. In 2023, the police department logged 43,378 calls for service in the Computer Aided Dispatch System. Oversight of the division is maintained by the Patrol Division Lieutenant.

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

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

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

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

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

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

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

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

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

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

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

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

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

  Recruitment Unit - The Recruitment Unit was established in 2024 and is made up of current Administration Division members. The unit handles the recruitment of sworn police officers from the point of initial application, through the various testing phases, up until a conditional offer of employment is made.

- **Administration Division (continued):**
  Community Engagement Unit - The Community Engagement Unit was established in 2024 with the assistance of COPS grant funding. The two-officer unit is charged with participating in and developing the police department's robust community outreach and engagement programs.

  Crime Prevention and Crime Analysis (CP/CA) - The CP/CA officer is responsible for providing security surveys, organizing Neighborhood Watch programs, implementing crime prevention programs, managing social media accounts, public relations functions as well as supervising the department FTO Program. The CP/CA Officer is also responsible for analyzing crime trends and criminal intelligence, then reporting the information to both the Field Operations Bureau and the Criminal Investigations Division, as well as with allied law enforcement agencies.

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

  School Resource Officers (SRO) - The civilian Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable CALEA accreditation standards are accomplished. The Accreditation Manager is responsible for developing and maintaining the Rules and Procedures Manual, preparing personnel allocation studies and management staff studies concerning various functions of the Department. The Accreditation Manager prepares the police department for its on-site assessment and inspection conducted by CALEA. The department participates in both the Advanced Law Enforcement and Public Safety Communications accreditation programs.

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

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

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

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

- **Communications Division:**
  The Communications Center and Records Unit is managed by the PSAP (Public Safety Answering Point) and Police Records Manager who reports directly to the Deputy Chief of Police.

  Communications Center - The communications center is the City of Newark's 911 center. Fourteen full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. In 2023 the communication center handled 67,080 phone calls, of which 11,489 were 911 calls, and dispatched police to 43,378 calls for service.

  Records Unit - The records unit maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department. The records unit is staffed by one full-time and two part-time civilians.

- **Newark Police Department Statistics (shown on following page):**

Newark Police Department Statistics

Total Calls for Police Service	2022	2023
Total Calls	44,268	43,378

Criminal and Civil Charges	2022	2023
Adult Criminal Charges	1,709	1,404
Juvenile Criminal Charges	71	116
Adult Civil Charges	311	199
Juvenile Civil Charges	7	2

Group A - Crimes Against Persons	2022	2023
Homicide (Attempts)	0 (0)	0 (0)
Rape/Sex Offenses	18	15
Aggravated Assault	58	65
Robbery	16	13
Burglary	50	55
Simple Assault	300	247
Intimidation	101	94
Kidnap/Unlawful Imprisonment	7	3

Group A - Crimes Against Property	2022	2023
Thefts	620	485
Motor Vehicle Thefts	56	56
Stolen Property Offenses	15	25
Arson	2	1
Fraud	224	200
Criminal Mischief/Vandalism	287	231

Crimes Against Society	2022	2023
Drug Offenses	194	109
Prostitution	2	7
Weapons Offenses	43	35

Group B - Crimes Not Encompassed in Group A	2022	2023
Disorderly Conduct	152	111
Alcohol Related Complaints	269	229
Noise/Disorderly Premise	363	334
Trespass	421	366
Other	453	566

Miscellaneous/Calls for Service	2022	2023
Alarms	841	692
Recovered Property	193	187
Service/Public Assist	21,983	22,706
Animal Control	483	481
Suspicious Events	460	416

Traffic Related Calls for Service	2022	2023
Traffic Crashes	1,142	1,189
Fatal Crashes	1	2
Personal Injury Crashes	182	225
Property Damage Crashes	959	962
Hit and Run Crashes	183	217

Traffic Summonses Issued	10,578	6,308
DUI Offenses	156	147

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments of 2024 include:

- Accreditation – Successful Year 2 Review (web-based) for Police and Communications
- Created a lateral program for certified officers from outside agencies
- 9 new police officer hires, 1 Officer retired, 2 left for other agencies, 8 vacancies remain
- Continued partnership with Epic Recruiting Services
- Creation of Community Engagement Unit
- Completion of Police Department parking lot security project
- Deployment of Ford Mach-E EV for Criminal Investigations
- Implementation of Assigned Vehicle Program
- Negotiation of a 10-year Axon contract
- Award of Mental Health Connect and Protect Grant for Mental Health Case Manager

Community Events and Social Media Outreach:

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

Technology:

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

<u>Key accomplishments of 2024 include (continued):</u>

Equipment Upgrades:

- Communications systems upgrade for the Mobile Command Post
- 911 Center phone upgrade

Notable Training:

- Anti-Defamation League’s Unlawful or Improper Biased Based Policing and Public Safety
- Active Bystandership for Law Enforcement Project
- Basic/Advanced Crisis Intervention Training
- Supervisory and Executive Leadership Training
- NJSACOP Command and Leadership Program
- Alice (Active Shooter) Instructor Training
- School Resource Officer Training
- Armorer Training
- Drug Recognition Expert Training Conference
- Advanced Firearms Instructor Training
- Critical Incident Tabletop Exercise
- CM Mental Performance Consulting (Officer Wellness Programs)

CITY OF NEWARK, DELAWARE
POLICE DEPARTMENT
2025 DEPARTMENTAL GOALS

Newark Police Department Strategic Goals for 2025 include:

GOAL ONE: PREVENT AND SOLVE CRIME

Objective 1.1 Implement proactive crime fighting strategies

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

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

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

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

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

Objective 1.2 Develop strategies designed to reduce victimization.

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

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

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

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

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

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

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

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

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

Objective 1.4 Enhance Traffic Safety

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

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

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

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

Action item - Conduct educational outreach campaigns.

Action item - Develop and implement targeted enforcement strategies.

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

GOAL TWO: ENHANCE, STRENGHTHEN, AND SUSTAIN PARTNERSHIPS

Objective 2.1 Enhance public perception and value through positive interactions.

Action item - Enhance customer service philosophy.

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

Objective 2.2 Enhance partnership opportunities with local businesses.

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

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

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

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

Action item - Explore utilization of volunteers and interns.

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

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

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

Objective 2.4 Increase proactive media presence

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

Objective 2.5 Continue interagency cooperation

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

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

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

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

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

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

GOAL THREE: RECRUIT A DIVERSE AND QUALITY WORKFORCE

Objective 3.1 Enhance recruiting strategies

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

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

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

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

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

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

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

Objective 3.2 Review hiring practices

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

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

GOAL FOUR: ENHANCE PROFESSIONAL DEVELOPMENT, LEADERSHIP AND OFFICER RETENTION

Objective 4.1 Evaluate and update the Field Training Program

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

Objective 4.2 Develop employee competency and capabilities

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

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

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

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

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

Objective 4.3 Develop current and future leaders

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

Action step - Develop and implement formal succession plan.

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

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

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

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

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

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

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

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

Objective 4.5 Officer Retention

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

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

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

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

Action step - Evaluate and develop growth opportunities for personnel.

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

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

GOAL FIVE: ENHANCE INFRASTRUCTURE, EQUIPMENT, AND TECHNOLOGY

Objective 5.1 Continue with plans to build indoor range facilities

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

Action step - Continue to explore potential range locations.

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

Objective 5.2 Improve evidence storage capabilities

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

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

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

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

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

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

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

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

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

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

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

Objective 5.6 Improve mobile workforce capabilities.

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

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

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

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

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

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

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

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Police Department

Summary:

POLICE DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 13,659,044	$ 13,847,220	$ 14,084,191	$ 14,648,309	$ 15,611,413	$ 15,869,094
Materials and Supplies	141,419	141,875	230,452	269,594	336,924	300,849
Contractual Services	1,430,987	1,557,517	1,524,695	1,644,836	1,762,588	2,327,005
Other Charges	366,131	414,147	612,358	700,102	698,843	604,268
Subtotal	$ 15,597,581	$ 15,960,759	$ 16,451,696	$ 17,262,841	$ 18,409,768	$ 19,101,216
Inter-Dept. Charges	861,598	824,670	816,983	1,026,001	1,138,644	1,404,349
Total Operating Expenses	**$ 16,459,179**	**$ 16,785,429**	**$ 17,268,679**	**$ 18,288,842**	**$ 19,548,412**	**$ 20,505,565**

* as amended ** as proposed

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Police Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121092	6020	Supervisory	$ 2,087,521	$ 2,051,781	$ 2,217,064	$ 2,296,972	$ 2,303,015	$ 2,400,992
0121092	6030	Engineering/Technical	57,210	58,503	62,060	65,834	70,468	77,370
0121092	6070	Police Officers	4,257,354	4,148,969	4,184,943	4,035,146	5,076,294	5,004,786
0121092	6073	Communications	863,656	819,188	820,666	911,718	910,019	1,032,184
0121092	6074	Animal Control	59,713	58,801	59,937	61,095	62,868	68,186
0121092	6080	Clerical	258,513	226,883	286,023	319,552	335,401	399,009
0121092	6540	Education Stipend	54,750	50,000	52,000	47,000	44,000	41,000
0121092	6541	Hazard Pay	-	-	134,000	-	-	-
0121092	6580	Service Award	143,906	145,828	40,439	37,983	43,868	43,868
0121092	6590	Sick Pay	117,555	98,259	130,648	127,450	97,148	92,769
0121092	6600	Part-Time	48,216	48,466	47,175	47,086	48,279	52,498
0121092	6619	Standby Pay	67,402	44,741	58,504	52,782	49,408	50,890
0121092	6620	Overtime	264,846	394,234	407,827	469,330	433,250	446,248
0121092	6621	Shift Differential	15,312	12,347	12,452	16,281	16,907	17,245
0121092	6622	Holiday Premium	178,682	82,870	122,529	114,825	132,613	136,591
0121092	6629	Reimbursable Overtime	186,462	236,120	309,047	209,794	160,512	165,327
0121092	6880	Uniform Allowance	24,351	21,885	21,552	19,075	28,350	27,550
0121092	6885	Device Reimbursement	3,000	2,900	3,100	3,550	3,600	4,200
0121092	6920	Unemployment Comp. Ins.	30,273	27,423	27,985	14,130	12,978	12,600
0121092	6925	Delaware Paid Leave Plan	-	-	-	-	-	37,179
0121092	6930	Social Security Taxes	643,415	621,865	668,174	654,158	715,005	769,287
0121092	6940	City Pension Plan	1,650,000	2,031,940	1,818,243	2,182,385	1,972,180	1,617,528
0121092	6941	Defined Contribution 401(a) Plan	41,692	51,318	60,264	74,343	77,060	80,913
0121092	6943	State Pension Plan	-	8,564	33,966	85,545	193,394	203,064
0121092	6950	Term Life Insurance	36,548	33,342	30,704	31,121	36,059	35,754
0121092	6960	Group Hospitalization Ins.	1,675,957	1,673,428	1,584,226	1,770,134	2,143,048	2,381,911
0121092	6961	Long-Term Disability Ins.	16,115	12,498	9,155	9,358	10,904	9,402
0121092	6962	Dental Insurance	87,038	83,952	79,567	80,135	96,181	107,213
0121092	6963	Flexible Spending Account	882	714	966	877	630	756
0121092	6964	Health Savings Account	7,500	9,000	9,313	8,500	-	8,500
0121092	6965	Post-Employment Benefits	721,839	732,275	725,801	824,565	435,400	439,980
0121092	6966	Retirement Health Savings Account	44,864	46,962	52,744	64,016	82,940	84,205
0121092	6967	Emergency Room Reimbursements	9,855	7,747	8,860	9,264	14,500	14,500
0121092	6968	Vision Insurance Premiums	4,617	4,417	4,257	4,305	5,134	5,589
TOTAL PERSONNEL SERVICES			**$ 13,659,044**	**$ 13,847,220**	**$ 14,084,191**	**$ 14,648,309**	**$ 15,611,413**	**$ 15,869,094**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121093	7040	Firearm Supplies	$ 39,189	$ 10,341	$ 48,969	$ 98,220	$ 76,705	$ 63,352
0121093	7130	Tools and Small Equipment	39,545	38,450	75,046	51,556	103,620	105,345
0121093	7131	Information Technology Supplies	489	-	650	-	1,000	1,000
0121093	7135	Forensic/Photography Supplies	6,343	7,438	7,198	7,197	7,994	8,394
0121093	7140	Uniforms	44,423	70,315	82,206	95,545	119,431	100,308
0121093	7150	Office Supplies	8,540	9,979	9,726	12,733	20,724	15,000
0121093	7160	Books, Periodicals, Etc.	361	1,243	817	598	1,500	1,500
0121093	7200	Copying Supplies	1,911	3,046	4,772	2,750	4,500	4,500
0121093	7530	Prisoners' Expenses	14	-	-	-	250	250
0121093	7550	Misc. Supplies	604	1,063	1,068	995	1,200	1,200
TOTAL MATERIALS & SUPPLIES			**$ 141,419**	**$ 141,875**	**$ 230,452**	**$ 269,594**	**$ 336,924**	**$ 300,849**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121094	8020	Advertising	$ 308	$ 1,305	$ 1,176	$ 644	$ 1,500	$ 1,500
0121094	8030	Casualty Insurance	122,731	126,160	136,000	105,609	141,007	142,295
0121094	8031	Insurance - Property	2,637	918	-	-	-	-
0121094	8032	Insurance - Auto	56,606	65,578	54,859	78,212	90,062	133,172
0121094	8033	Insurance - Broker	17,377	21,415	22,878	21,063	21,679	21,679
0121094	8035	Insurance - Worker's Compensation	395,546	401,350	347,718	340,804	381,500	475,785
0121094	8050	Phone/Communications	13,603	11,291	9,191	6,998	10,900	8,750
0121094	8130	Building & Equipment Rental	30,600	4,500	6,750	4,200	10,350	10,557
0121094	8131	Information Technology Cont'l	119,421	120,031	233,642	238,331	323,044	562,506
0121094	8180	Consulting Fees	4,695	4,695	4,695	4,695	7,690	7,690
0121094	8300	Mach. & Equip. Maintenance	1,824	-	782	4,048	6,000	3,000
0121094	8310	Vehicle Maintenance	-	-	-	9,451	-	-
0121094	8312	Fleet & Facilities Services	606,638	662,854	657,432	790,118	705,256	913,571
0121094	8313	Self-Insurance Services	26,825	95,310	5,165	494	-	-
0121094	8480	Communication Equip. Maint.	1,082	2,074	1,596	1,087	1,500	1,500
0121094	8550	Misc. Contracted Svc.	24,047	32,746	36,259	31,631	54,600	37,500
0121094	8570	Annual Reports & Pub. Rel.	7,047	7,290	6,552	7,451	7,500	7,500
TOTAL CONTRACTUAL SERVICES			**$ 1,430,987**	**$ 1,557,517**	**$ 1,524,695**	**$ 1,644,836**	**$ 1,762,588**	**$ 2,327,005**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Police Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0121095	9010	Bad Debt Expense	$ -	$ -	$ -	$ 275	$ -	$ -
0121095	9020	Mileage & Small Bus. Exp.	1,242	1,211	1,384	2,293	3,500	3,500
0121095	9030	Recruitment & Retention Expenses	12,369	8,443	100,596	79,934	34,000	28,600
0121095	9060	Depreciation Expense	334,838	377,905	465,075	567,079	582,343	493,168
0121095	9070	Training & Continuing Educ/Conf	17,682	26,588	45,303	50,521	79,000	79,000
TOTAL OTHER CHARGES			**$ 366,131**	**$ 414,147**	**$ 612,358**	**$ 700,102**	**$ 698,843**	**$ 604,268**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 260,090	$ 269,879	$ 288,880	$ 309,476	$ 329,059	$ 351,436
Electricity	71,600	55,100	55,000	54,200	65,300	65,600
Information Technology	493,134	474,745	457,007	631,763	717,036	944,170
Mailroom and Postage	9,099	9,270	9,128	9,673	11,527	11,550
Other Indirect Expenses	13,916	4,248	1,551	15,300	1,551	16,000
Records	13,759	11,428	5,417	5,589	14,171	15,593
TOTAL INTER-DEPT. CHARGES	**$ 861,598**	**$ 824,670**	**$ 816,983**	**$ 1,026,001**	**$ 1,138,644**	**$ 1,404,349**

* as amended ** as proposed

OPERATING EXPENSES - POLICE DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 16,459,179**	**$ 16,785,429**	**$ 17,268,679**	**$ 18,288,842**	**$ 19,548,412**	**$ 20,505,565**

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CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
ORGANIZATIONAL CHART

RECREATION
- Recreation Services & Operations
- George Wilson Community Center Operation
- Programming & Operations
- Community Events

PARKS MAINTENANCE
- Park & Facilities Maintenance
- Horticulture & Landscape Maintenance
- Building & Grounds
- Beautification
- Traffic Islands

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

Administration and Planning

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

Parks and Horticulture

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

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events which enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year which includes topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events. Over 6,000 registrations were received in 2023 for the various programs and events with a total of over 62,000 participants throughout the year.

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

Key accomplishments in 2024 included:

- Completed George Read Park enhancements to include installation of walking trail, basketball court improvements and playground installation.
- Completed design, bid process and awarded construction project for Dickey Park enhancements to include walking trail, new pavilion and fitness stations.
- Completed design, bid process and awarded construction project for the Olan Thomas to Kershaw Park sidewalk/trail expansion.
- Completed bid process and awarded construction project for Old Paper Mill Road Park development.
- Completed renovations to Devon Park drainage and installation of new playground.

PARKS:

- Completed Phase 2 of tree pit improvements along Main Street which included planting and establishing 25 large shade tree species.
- Completed Lumbrook Park basketball court resurfacing and installation of ADA path to pavilion.
- Completed basketball court resurfacing at the George Wilson Center.
- Completed Devon Park drainage issues with PWWR and playground installation.
- Completed tennis court repairs at Lewis Park.
- Completed refurbishment of tennis courts at Fairfield Crest and installation of new play feature.
- Completed asphalt overlay of basketball court, parking lot and trail at Folk Park.
- Completed asphalt overlay at Handloff Park parking lot.
- Removed 50 Ash trees from City owned park land bordering private properties.

RECREATION:

- Completed reorganization of Camp REAL and split the locations between Dickey Park for four weeks and Alder Creek for four weeks.
- Worked with the University of Delaware Athletics section to incorporate free swimming lessons for the Camp REAL participants into the camp schedule.
- Updated the department park and program pictures for the website and for use in marketing materials.
- Purchased canopies to replace broken game booths and trash cans for special events.

CITY OF NEWARK, DELAWARE
PARKS AND RECREATION DEPARTMENT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

- Complete construction project for Dickey Park enhancements to include walking trail, new pavilion and fitness stations.
- Complete asphalt overlay of basketball court at Fairfield Crest and updated backboards.
- Install new fiberglass footbridge at Willam Redd Park.
- Complete asphalt overlay of basketball court at Elon Park.
- Complete asphalt overlay of Street Hockey Court at Dickey Park.
- Complete asphalt overlay of trail at Karpinski Park.
- Complete resurfacing of tennis court at Folk Park.
- Complete resurfacing and adding pickleball lines to tennis court at Lumbrook Park.
- Complete new additions to Winterfest event to include vendors.
- Complete updates and implement changes for Memorial Day Ceremony & Parade.
- Continue with Phase 3 of Main Street Tree Pit installation.
- Complete tree and meadow inventories and assessments of city park land.
- Work with the Conservation Advisory Committee (CAC), Delaware State Forest Service (DSFS) and Delaware Natural Resources and Environmental Control (DNREC) to incorporate naturalist and arboriculture education and outreach into the Arbor Day and Earth Day programs.

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Parks and Recreation Department

Summary:

* as amended ** as proposed

PARKS AND RECREATION DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 2,305,918	$ 2,309,975	$ 2,507,973	$ 2,613,651	$ 2,871,811	$ 2,968,578
Materials and Supplies	67,638	75,650	112,310	97,102	147,060	151,930
Contractual Services	639,839	830,941	1,042,693	861,603	1,102,734	1,227,496
Other Charges	60,909	61,189	81,560	123,373	138,392	171,667
Subtotal	$ 3,074,304	$ 3,277,755	$ 3,744,536	$ 3,695,729	$ 4,259,997	$ 4,519,671
Inter-Dept. Charges	358,752	316,333	303,384	236,238	241,830	292,050
Special Revenue Accounts	12,913	16,681	19,034	6,009	124,371	62,195
Total Operating Expenses	**$ 3,445,969**	**$ 3,610,769**	**$ 4,066,954**	**$ 3,937,976**	**$ 4,626,198**	**$ 4,873,916**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0151142	6020	Supervisory	$ 619,479	$ 608,634	$ 638,242	$ 626,230	$ 657,963	$ 711,119
0151142	6030	Engineering/Technical	38,599	37,690	38,369	20,222	48,133	-
0151142	6080	Clerical	52,410	53,605	56,865	64,690	49,052	67,459
0151142	6230	Maintenance Workers	430,790	400,016	378,383	393,057	487,204	536,587
0151142	6580	Service Award	32,023	31,208	28,805	29,437	31,987	25,776
0151142	6590	Sick Pay	13,197	25,809	25,224	20,387	15,510	12,537
0151142	6600	Part-Time	1,520	-	-	-	-	-
0151142	6610	Seasonal Workers	4,204	50,482	90,817	88,918	154,215	154,215
0151142	6615	Interns	-	-	-	3,668	-	-
0151142	6620	Overtime	13,412	27,888	32,517	31,818	34,872	37,313
0151142	6622	Holiday Premium	3,194	705	2,488	1,629	500	750
0151142	6680	Day Camp	36,207	49,501	66,097	62,998	75,045	78,545
0151142	6685	Before and After Care	31,545	60,306	116,772	128,400	141,192	141,192
0151142	6690	Self-Supporting Programs	61,615	65,338	135,563	165,946	174,900	187,143
0151142	6750	Life Guards	3,188	6,618	17,566	17,965	20,460	23,120
0151142	6770	Comm Events - Rec Specialist	33,053	33,611	26,120	32,974	41,297	45,227
0151142	6850	Center Attendants	18,825	29,460	43,089	39,821	35,914	38,827
0151142	6880	Uniform Allowance	4,630	4,340	4,430	4,330	5,280	5,280
0151142	6885	Device Reimbursement	3,275	3,150	4,125	3,875	4,200	4,200
0151142	6920	Unemployment Comp. Ins.	8,258	9,825	13,293	5,760	2,699	2,142
0151142	6925	Delaware Paid Leave Plan	-	-	-	-	-	8,013
0151142	6930	Social Security Taxes	104,031	109,566	127,080	129,803	147,254	158,301
0151142	6940	City Pension Plan	346,539	250,566	223,596	268,368	242,525	260,656
0151142	6941	Defined Contribution 401(a) Plan	9,297	11,442	17,835	20,353	27,317	28,683
0151142	6950	Term Life Insurance	5,654	5,050	4,678	4,661	5,190	5,853
0151142	6960	Group Hospitalization Ins.	280,865	279,762	265,807	281,113	362,837	354,754
0151142	6961	Long-Term Disability Ins.	2,403	1,838	1,331	1,277	1,861	1,439
0151142	6962	Dental Insurance	14,365	13,631	12,882	12,233	15,871	15,557
0151142	6963	Flexible Spending Account	252	226	284	315	189	126
0151142	6964	Health Savings Account	1,500	1,500	1,500	1,500	-	-
0151142	6965	Post-Employment Benefits	127,370	133,100	126,816	144,072	76,080	48,140
0151142	6966	Retirement Health Savings Account	2,952	3,884	6,308	6,688	9,048	12,248
0151142	6967	Emergency Room Reimbursements	400	400	300	400	2,320	2,465
0151142	6968	Vision Insurance Premiums	866	824	791	743	896	911
TOTAL PERSONNEL SERVICES			**$ 2,305,918**	**$ 2,309,975**	**$ 2,507,973**	**$ 2,613,651**	**$ 2,871,811**	**$ 2,968,578**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0151143	7021	Advertising Supplies	$ 801	$ 421	$ 1,064	$ 965	$ 1,250	$ 1,250
0151143	7110	Safety Shoes and Supplies	604	1,106	2,752	2,664	3,400	3,400
0151143	7130	Tools,Field Sup.,Small Equip.	1,186	3,119	6,289	4,519	7,000	7,000
0151143	7150	Office Supplies	946	1,279	1,521	4,352	1,700	2,000
0151143	7250	Buildings and Grounds Maint. Supplies	-	-	-	60	-	-
0151143	7255	Vandalism Supplies	-	-	-	610	2,500	2,500
0151143	7300	Mach. & Equip. Maintenance	1,000	2,129	331	-	2,000	2,000
0151143	7450	Salt, Sand & Snow Removal	-	1,525	1,182	-	1,750	1,750
0151143	7500	Parks Maintenance	29,032	44,169	45,285	51,126	76,760	76,760
0151143	7501	Island Beautification	17,720	3,755	3,031	2,324	6,480	8,000
0151143	7680	Day Camp	1,438	1,038	1,265	1,377	1,850	2,850
0151143	7685	Before and After Care	696	1,105	27,518	1,535	2,000	2,200
0151143	7690	Self-Supporting Programs	10,737	12,658	15,783	20,113	25,600	28,100
0151143	7691	Community Day	-	402	1,406	1,340	4,370	1,870
0151143	7692	Liberty Day Fireworks	105	295	291	126	500	500
0151143	7693	Halloween Parade/Trick or Treat	164	111	359	378	400	500
0151143	7694	Other Special Events	1,881	1,934	2,853	1,384	5,500	6,750
0151143	7850	George Wilson Center	1,328	604	1,380	4,229	4,000	4,500
TOTAL MATERIALS AND SUPPLIES			**$ 67,638**	**$ 75,650**	**$ 112,310**	**$ 97,102**	**$ 147,060**	**$ 151,930**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0151144	8020	Advertising	$ 1,518	$ 3,354	$ 3,436	$ 3,628	$ 4,500	$ 4,500
0151144	8030	Casualty Insurance	8,375	20,757	26,771	20,802	27,775	28,028
0151144	8031	Insurance - Property	7,311	7,488	8,283	9,770	12,573	14,619
0151144	8032	Insurance - Auto	26,420	28,216	23,154	32,946	37,970	44,522
0151144	8033	Insurance - Broker	4,197	4,358	4,485	4,149	4,271	4,271
0151144	8035	Insurance - Worker's Compensation	68,170	56,986	29,349	28,765	32,200	40,158
0151144	8040	Merchant Fees and Discounts	13,365	18,521	30,692	40,501	31,500	10,000
0151144	8050	Phone/Communications	19,413	17,646	18,284	16,163	18,000	16,500
0151144	8130	Building & Equipment Rental	-	833	-	2,417	5,500	10,500
0151144	8131	Information Technology Cont'l	33,627	40,819	36,204	37,797	39,997	41,476
0151144	8255	Vandalism Cont'l	-	-	-	-	2,500	2,500
0151144	8300	Mach. & Equip. Maintenance	77	-	96	-	700	1,500
0151144	8312	Fleet & Facilities Services	216,510	254,366	327,337	295,822	370,022	337,407
0151144	8313	Self-Insurance Services	53,108	29,050	2,118	15,785	-	-
0151144	8410	Creek Maintenance	42,200	39,860	57,800	43,538	60,000	60,000
0151144	8420	Tree Removal & Maintenance	59,900	148,844	147,724	84,662	150,000	300,000
0151144	8500	Parks Maintenance	20,900	32,988	42,632	40,289	66,600	54,600
0151144	8550	Misc. Contracted Services	5,497	462	59	90	500	500
0151144	8680	Day Camp	940	5,649	10,118	10,275	13,850	16,850
0151144	8685	Before and After Care	651	2,372	110,208	2,667	3,000	3,000
0151144	8690	Self-Supporting Programs	26,761	46,354	74,895	55,680	98,650	101,150
0151144	8691	Community Day	1,426	315	4,114	4,387	4,536	5,286
0151144	8692	Liberty Day/Fireworks	5,275	35,576	45,711	48,645	54,853	59,853
0151144	8693	Halloween Parade/Trick or Treat	334	793	1,601	1,028	2,310	2,560
0151144	8694	Other Special Events	2,865	6,363	6,496	7,300	7,508	8,508
0151144	8696	Memorial Day Parade	-	200	2,288	2,547	2,900	3,900
0151144	8850	George Wilson Center	1,514	1,571	1,638	1,678	2,625	2,625
0151144	8899	Retention Basin Mowing	19,485	27,200	27,200	50,272	47,894	52,683
TOTAL CONTRACTUAL SERVICES			**$ 639,839**	**$ 830,941**	**$ 1,042,693**	**$ 861,603**	**$ 1,102,734**	**$ 1,227,496**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Parks and Recreation Department

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0151145	9020	Mileage & Small Bus. Exp.	$ -	$ 40	$ 4	$ -	$ 50	$ 50
0151145	9060	Depreciation Expense	58,798	60,116	79,452	116,482	124,842	158,117
0151145	9070	Training & Continuing Educ/Conf	2,111	1,033	2,104	6,891	13,500	13,500
TOTAL OTHER CHARGES			**$ 60,909**	**$ 61,189**	**$ 81,560**	**$ 123,373**	**$ 138,392**	**$ 171,667**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 81,562	$ 84,502	$ 87,314	$ 60,636	$ 80,940	$ 86,357
Electricity	17,238	13,243	13,958	16,487	16,601	19,962
Information Technology	190,713	183,602	176,743	118,261	114,726	151,804
Mailroom and Postage	2,807	2,860	2,719	1,901	2,829	2,835
Other Indirect Expenses	50,909	16,480	8,847	24,957	8,847	12,200
Printing and Reproduction	1,332	1,675	1,305	1,679	2,510	2,282
Records	14,191	13,971	12,498	12,317	15,377	16,610
TOTAL INTER-DEPT. CHARGES	**$ 358,752**	**$ 316,333**	**$ 303,384**	**$ 236,238**	**$ 241,830**	**$ 292,050**

* as amended ** as proposed

OPERATING EXPENSES - PARKS AND RECREATION DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 3,433,056**	**$ 3,594,088**	**$ 4,047,920**	**$ 3,931,967**	**$ 4,501,827**	**$ 4,811,721**

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CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART

CITY MANAGER

COMMUNICATIONS

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

HUMAN RESOURCES & LABOR RELATIONS

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

PURCHASING

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

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
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

General Fund - Administrative Department - Management Division

Summary:

* as amended ** as proposed

MANAGEMENT DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,071,646	$ 1,088,940	$ 1,149,268	$ 1,265,939	$ 1,292,599	$ 1,412,748
Materials and Supplies	140,583	141,830	154,014	152,662	175,600	185,100
Contractual Services	215,570	270,643	241,112	265,068	409,486	407,337
Other Charges	61,856	106,861	103,796	119,245	194,680	204,413
Subtotal	$ 1,489,655	$ 1,608,274	$ 1,648,190	$ 1,802,914	$ 2,072,365	$ 2,209,598
Inter-Dept. Charges	(331,607)	(316,194)	(328,565)	(393,309)	(397,460)	(415,153)
Total Operating Expenses	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,409,605**	**$ 1,674,905**	**$ 1,794,445**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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 **
0111122	6020	Supervisory	$ 396,536	$ 406,523	$ 432,592	$ 454,084	$ 475,175	$ 507,905
0111122	6030	Engineering/Technical	51,227	52,397	55,584	48,711	60,808	-
0111122	6080	Clerical	185,218	183,039	188,953	261,846	273,555	298,276
0111122	6580	Service Award	6,397	9,290	10,195	11,265	12,005	12,005
0111122	6590	Sick Pay	6,065	6,396	6,576	7,667	9,233	8,255
0111122	6600	Part-Time	25,621	36,647	48,354	11,252	11,033	11,915
0111122	6615	Interns	12,546	-	1,163	1,584	-	-
0111122	6620	Overtime	5,077	5,943	15,767	13,577	11,500	15,000
0111122	6875	Vehicle Allowance	6,000	6,000	6,000	6,000	6,000	6,000
0111122	6885	Device Reimbursement	1,200	1,200	1,200	1,900	2,400	2,400
0111122	6920	Unemployment Comp. Ins.	2,981	3,023	2,887	1,433	1,134	1,008
0111122	6925	Delaware Paid Leave Plan	-	-	-	-	-	3,447
0111122	6930	Social Security Taxes	49,187	53,886	55,065	59,604	62,801	64,173
0111122	6940	City Pension Plan	110,537	104,833	99,063	118,906	107,451	188,672
0111122	6941	Defined Contribution 401(a) Plan	23,605	25,277	26,526	31,327	35,416	37,187
0111122	6950	Term Life Insurance	2,930	2,867	2,681	2,939	3,125	3,214
0111122	6960	Group Hospitalization Ins.	128,623	133,121	137,573	164,602	173,606	197,545
0111122	6961	Long-Term Disability Ins.	1,245	1,046	780	863	1,371	849
0111122	6962	Dental Insurance	6,764	6,764	7,341	8,604	9,306	10,166
0111122	6963	Flexible Spending Account	189	252	315	236	315	315
0111122	6965	Post-Employment Benefits	40,703	41,584	42,910	48,760	25,500	35,070
0111122	6966	Retirement Health Savings Account	7,394	7,251	7,331	8,294	9,048	7,655
0111122	6967	Emergency Room Reimbursements	1,200	1,200	-	2,000	1,305	1,160
0111122	6968	Vision Insurance Premiums	401	401	412	485	512	531
TOTAL PERSONNEL SERVICES			**$ 1,071,646**	**$ 1,088,940**	**$ 1,149,268**	**$ 1,265,939**	**$ 1,292,599**	**$ 1,412,748**

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 **
0111123	7130	Tools, Field Sup., & Small Eq.	$ 552	$ -	$ 694	$ 3,690	$ 800	$ 800
0111123	7150	Office Supplies	4,872	3,243	7,212	8,427	4,000	4,000
0111123	7160	Books, Periodicals, Etc.	256	537	266	-	300	300
0111123	7170	Mailroom Supplies & Postage	131,900	134,379	142,319	136,864	165,000	175,000
0111123	7200	Copying Supplies	2,918	3,671	2,861	3,681	5,500	5,000
0111123	7550	Miscellaneous Supplies	85	-	-	-	-	-
0111123	7694	Special Events Supplies	-	-	662	-	-	-
TOTAL MATERIALS & SUPPLIES			**$ 140,583**	**$ 141,830**	**$ 154,014**	**$ 152,662**	**$ 175,600**	**$ 185,100**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111124	8030	Casualty Insurance	$ 34,365	$ 18,380	$ 13,638	$ 10,561	$ 14,101	$ 14,230
0111124	8032	Insurance - Auto	4,680	1,394	-	-	-	5,910
0111124	8033	Insurance - Broker	3,804	2,559	2,244	2,106	2,168	2,168
0111124	8035	Insurance - Worker's Compensation	1,585	1,562	1,276	1,251	1,400	1,746
0111124	8050	Phone/Communications	414	294	232	50	300	200
0111124	8131	Information Technology Cont'l	49,151	57,723	85,430	64,464	77,841	104,813
0111124	8162	Legal/Consulting Services	51,931	117,645	31,940	64,655	100,000	80,000
0111124	8300	Mach. & Equip. Maintenance	8,864	7,444	310	-	8,000	-
0111124	8312	Fleet & Facilities Services	44,244	53,846	81,518	74,152	90,676	81,770
0111124	8550	Misc. Contracted Svc.	-	-	12,790	36,521	95,000	95,000
0111124	8560	Employee Testing Svc.	3,123	2,321	1,745	3,213	2,500	4,000
0111124	8570	Annual Reports & Pub. Rel.	13,409	7,475	9,989	8,095	17,500	17,500
TOTAL CONTRACTUAL SERVICES			**$ 215,570**	**$ 270,643**	**$ 241,112**	**$ 265,068**	**$ 409,486**	**$ 407,337**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Administrative Department - Management Division

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
							* as amended	** as proposed
0111125	9020	Mileage & Small Bus. Exp.	$ 3	$ -	$ -	$ -	$ -	$ 200
0111125	9030	Recruitment & Retention Expenses	47,930	95,491	74,315	96,179	160,000	170,000
0111125	9040	Dues & Professional Organizations	1,256	-	-	-	-	-
0111125	9060	Depreciation Expense	4,260	3,911	3,911	10,135	8,680	13,213
0111125	9070	Training & Continuing Educ/Conf	5,213	6,304	19,188	11,931	26,000	21,000
0111125	9090	Other Special Programs	3,194	1,155	6,382	1,000	-	-
TOTAL OTHER CHARGES			**$ 61,856**	**$ 106,861**	**$ 103,796**	**$ 119,245**	**$ 194,680**	**$ 204,413**

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
					* as amended	** as proposed
Billings and Accounting	$ (95,788)	$ (97,029)	$ (90,470)	$ (87,032)	$ (114,928)	$ (112,805)
Electricity Used	11,812	7,913	7,512	8,009	8,907	9,691
Information Technology	57,216	55,081	53,023	59,132	64,533	85,389
Mailroom and Postage	(21,652)	(22,059)	(20,973)	(19,453)	(25,000)	(25,050)
Printing and Reproduction	(2,639)	(3,320)	(2,588)	(3,329)	(4,975)	(4,523)
Records	1,599	1,328	589	553	1,515	1,667
Services to Utility Funds	(282,155)	(258,108)	(275,658)	(351,189)	(327,512)	(369,522)
TOTAL INTER-DEPT. CHARGES	**$ (331,607)**	**$ (316,194)**	**$ (328,565)**	**$ (393,309)**	**$ (397,460)**	**$ (415,153)**

OPERATING EXPENSES - MANAGEMENT DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
					* as amended	** as proposed
TOTAL OPERATING EXPENSES	**$ 1,158,048**	**$ 1,292,080**	**$ 1,319,625**	**$ 1,409,605**	**$ 1,674,905**	**$ 1,794,445**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

* as amended ** as proposed

FACILITIES MAINTENANCE DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 362,131	$ 353,028	$ 296,842	$ 336,328	$ 399,767	$ 395,183
Materials and Supplies	84,046	70,219	105,592	107,091	158,250	154,250
Contractual Services	183,018	214,331	300,113	271,632	377,861	320,048
Other Charges	171,169	234,873	396,332	383,171	385,488	394,477
Subtotal	$ 800,364	$ 872,451	$ 1,098,879	$ 1,098,222	$ 1,321,366	$ 1,263,958
Inter-Dept. Charges	43,747	42,481	43,159	58,235	21,861	25,409
Total Operating Expenses	**$ 844,111**	**$ 914,932**	**$ 1,142,038**	**$ 1,156,457**	**$ 1,343,227**	**$ 1,289,367**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

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

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006014	8020	Advertising	$ -	$ -	$ -	$ 613	$ -	$ -
6006014	8030	Casualty Insurance	-	7,458	9,029	7,041	9,401	9,486
6006014	8032	Insurance - Auto	1,673	2,864	2,488	4,333	4,079	3,152
6006014	8033	Insurance - Broker	-	1,065	1,507	1,404	1,445	1,445
6006014	8035	Insurance - Worker's Compensation	11,097	12,712	13,398	13,132	14,700	18,333
6006014	8050	Phone/Communications	2,123	1,851	1,679	1,506	2,000	1,800
6006014	8131	Information Technology Cont'l	6,551	6,922	20,825	23,340	25,170	26,092
6006014	8250	Buildings and Grounds Maint.	134,630	176,586	176,178	211,656	237,500	250,000
6006014	8255	Vandalism Cont'l	-	-	-	1,350	2,500	2,500
6006014	8312	Fleet & Facilities Services	3,104	4,509	73,039	6,162	81,066	7,240
6006014	8313	Self-Insurance Services	23,902	264	1,970	1,095	-	-
6006014	8550	Misc. Contracted Services	(62)	100	-	-	-	-
TOTAL CONTRACTUAL SERVICES			**$ 183,018**	**$ 214,331**	**$ 300,113**	**$ 271,632**	**$ 377,861**	**$ 320,048**

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 **
6006015	9060	Depreciation Expense	$ 20,736	$ 13,566	$ 20,548	$ 26,835	$ 25,291	$ 26,373
6006015	9070	Training & Continuing Educ/Conf	135	-	150	675	1,000	1,000
6006015	9083	Stormwater Fees	150,298	149,955	163,073	166,220	168,000	175,000
6006015	9205	Debt Serv. Prin. - (ESCO)	-	-	119,050	122,553	126,247	130,137
6006015	9206	Debt Serv. Int. - (ESCO)	-	71,352	93,511	66,888	64,950	61,967
TOTAL OTHER CHARGES			**$ 171,169**	**$ 234,873**	**$ 396,332**	**$ 383,171**	**$ 385,488**	**$ 394,477**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 14,140	$ 14,670	$ 16,408	$ 19,288	$ 12,911	$ 13,985
Electricity	2,361	1,582	1,502	1,601	1,780	1,937
Information Technology	27,246	26,229	25,249	37,346	7,170	9,487
TOTAL INTER-DEPT. CHARGES	**$ 43,747**	**$ 42,481**	**$ 43,159**	**$ 58,235**	**$ 21,861**	**$ 25,409**

* as amended ** as proposed

OPERATING EXPENSES - FACILITIES MAINTENANCE DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 844,111**	**$ 914,932**	**$ 1,142,038**	**$ 1,156,457**	**$ 1,343,227**	**$ 1,289,367**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended ** as proposed

CAPITAL PROJECTS BUDGET			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6006016	9621	Buildings & Structures	$ 941,204	$ (7,168)	$ 102,089	$ 8,263	$ 117,490	$ -
6006016	9623	Autos and Trucks	-	-	38,774	-	-	-
TOTAL CAPITAL PROJECTS BUDGET			**$ 941,204**	**$ (7,168)**	**$ 140,863**	**$ 8,263**	**$ 117,490**	**$ -**

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
N2302 - Municipal Center Master Plan	$ -	$ -	$ -	$ 650,000	$ -	$ -	$ -	$ -
N2304 - Police Impound Lot Improvements	-	-	-	650,000	-	-	-	-
TOTAL FACILITIES MAINTENANCE DIVISION	**$ -**	**$ -**	**$ -**	**$ 1,300,000**	**$ -**	**$ -**	**$ -**	**$ -**

*Please note, there are no Facilities Maintenance Division projects with 2025 capital spending budgeted.

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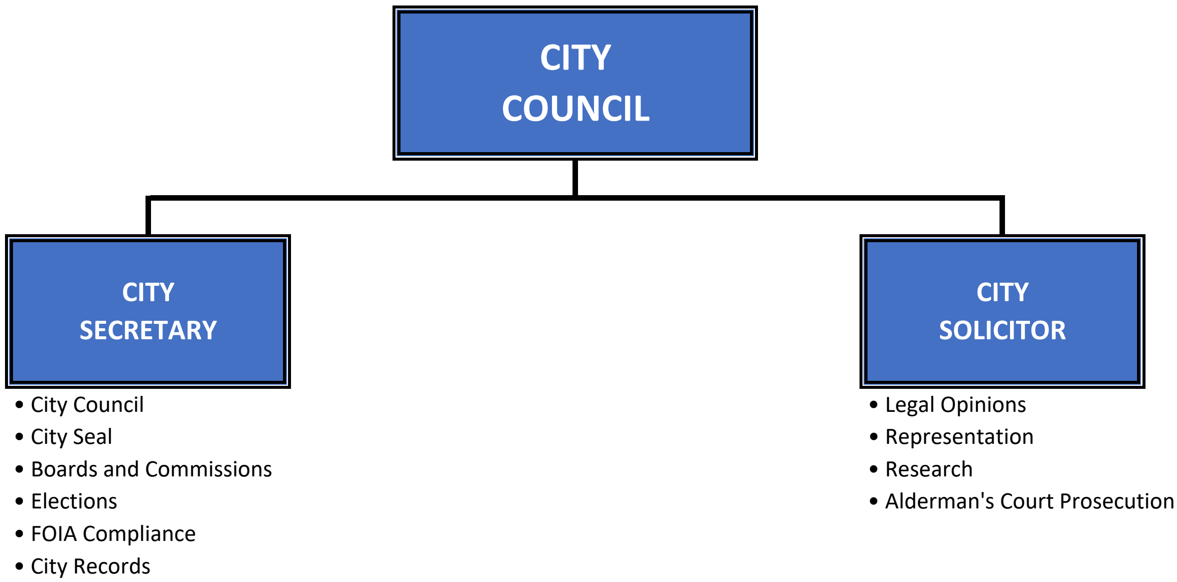
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

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

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

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

This department is the City's record keeper for Council and permanent documents and houses the Records Division. The Records Division is working with City departments to review the approximately 8.9 million pages of records currently housed within the City of Newark; determine what is required to be kept versus what can be destroyed as a duplicate or document having met its retention schedule; and digitize the City's numerous paper records that are required to be retained to create an electronic archive to better serve the citizens and staff of the City of Newark. The records division is currently in the process of moving to the Administrative Department but will remain in the Legislative Department's budget for 2025 during the move. Permanent records related to City Council and Council's appointed boards and commissions will remain in the Legislative Department.

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

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

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

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

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2024 include:

- Anticipated staffing 67 Council and committee meetings in 2024, including 33 Council meetings, 12 Board of Adjustment meetings, 12 Conservation Advisory Commission meetings, 4 Election Board meetings and 11 Diversity and Inclusion Commission meetings. This includes agendas, minutes, website postings, and agenda packets.

- Continued support of the Diversity and Inclusion Commission, Conservation Advisory Commission and Board of Adjustment.

- Processed 58 Legal Notices for advertisement in the Newark Post or News Journal as of August 28, 2024.

- Issued 17 Direct Mail Notices for Council hearings of Development Projects or Special Use Permits.

- Coordinated and oversaw the drafting, execution and recordation of 8 Agreements as of August 28, 2024.

- Processed 151 FOIA requests as of August 28, 2024.

- Processed 295 lien certificate requests as of August 28, 2024, which continues to hold fairly steady from year to year. This included coordinating the update of the Lien Certificate process to include open permits and violations to streamline the information requests received and reduce repetitive FOIA requests submitted as part of the sale of properties within Newark.

- Coordinated recordation of 17 documents with the New Castle County Recorder of Deeds as of August 28, 2024.

- Processed 10 records research tickets submitted by other departments as of August 28, 2024.

- Received, corresponded, scheduled or processed 9 Nuisance Abatement Plan Applications as of August 28, 2024.

- Received and processed 97 requests for expungement as of August 28, 2024.

- Processed and issued 16 Proclamations in coordination with the Mayor.

- Coordinated the creation of a sub-account with Iron Mountain to facilitate the destruction of approved documents by the records division, reducing the backlog of aging documents housed by the City.

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

- Successful execution of the 2025 Council elections.
- Continue enhancement of in-person/hybrid meetings to better engage the public and increase attendance.
- Continue Council member training as needed.
- Implementation of the electronic packet program (CivicClerk) for standing boards and commissions.
- Continue progress to update the Legislative Services/City Secretary procedures manual.
- Continue to promote accessibility and transparency for the citizens of Newark to Council records and the legislative process.
- Continue to support City operating departments with ordinance updates as needed.
- Continue to support subdivision plan review process as needed.
- Continue to support the Diversity and Inclusion Commission, Conservation Advisory Commission, and Board of Adjustment.
- Assist the City Manager's Office with the transition of the digital records team from the Legislative Department to the Administrative Department.

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Legislative Department

Summary:

* as amended ** as proposed

LEGISLATIVE DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 718,040	$ 736,221	$ 661,702	$ 723,740	$ 882,898	$ 929,922
Materials and Supplies	12,444	11,167	14,373	12,707	13,600	14,450
Contractual Services	617,108	652,139	763,161	761,221	855,379	852,262
Other Charges	6,714	6,784	8,540	7,973	22,000	22,000
Subtotal	$ 1,354,306	$ 1,406,311	$ 1,447,776	$ 1,505,641	$ 1,773,877	$ 1,818,634
Inter-Dept. Charges	(235,925)	(237,684)	(203,281)	(279,470)	(261,650)	(233,644)
Total Operating Expenses	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,226,171**	**$ 1,512,227**	**$ 1,584,990**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111132	6020	Supervisory	$ 99,038	$ 95,642	$ 91,305	$ 95,677	$ 95,451	$ 104,161
0111132	6080	Clerical	162,180	157,255	133,184	133,869	172,134	188,244
0111132	6090	Digital Records Employees	156,431	143,641	113,781	115,687	162,572	174,767
0111132	6400	Mayor and Council	52,608	47,492	50,400	87,493	112,300	112,300
0111132	6580	Service Award	1,302	1,468	2,092	2,378	2,486	2,486
0111132	6590	Sick Pay	1,170	1,549	1,611	2,077	-	-
0111132	6600	Part-Time	-	13,699	31,431	33,485	29,378	31,361
0111132	6620	Overtime	7,792	7,916	11,836	11,820	17,500	20,000
0111132	6885	Device Reimbursement	600	600	550	600	600	600
0111132	6920	Unemployment Comp. Ins.	3,585	3,470	2,440	1,292	1,008	756
0111132	6925	Delaware Paid Leave Plan	-	-	-	-	-	2,536
0111132	6930	Social Security Taxes	34,800	34,016	32,373	36,074	43,659	48,495
0111132	6940	City Pension Plan	23,895	56,750	54,081	64,909	58,661	66,352
0111132	6941	Defined Contribution 401(a) Plan	22,694	21,616	15,467	14,126	20,427	21,448
0111132	6950	Term Life Insurance	1,286	1,467	1,285	1,764	1,817	2,082
0111132	6960	Group Hospitalization Ins.	125,138	124,198	88,959	89,063	137,578	120,876
0111132	6961	Long-Term Disability Ins.	854	671	367	417	504	502
0111132	6962	Dental Insurance	6,247	6,026	4,333	4,016	6,055	6,180
0111132	6963	Flexible Spending Account	126	116	63	147	126	189
0111132	6965	Post-Employment Benefits	8,541	9,683	19,904	22,616	11,880	17,710
0111132	6966	Retirement Health Savings Account	7,380	6,983	5,947	5,567	7,540	7,655
0111132	6967	Emergency Room Reimbursements	2,000	1,600	-	400	870	870
0111132	6968	Vision Insurance Premiums	373	363	293	263	352	352
TOTAL PERSONNEL SERVICES			**$ 718,040**	**$ 736,221**	**$ 661,702**	**$ 723,740**	**$ 882,898**	**$ 929,922**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111133	7131	Information Technology Supplies	$ 2,786	$ -	$ -	$ -	$ -	$ -
0111133	7150	Office Supplies	2,333	3,778	1,878	5,024	4,500	5,000
0111133	7160	Books, Periodicals, Etc.	5,607	6,151	10,147	7,097	6,600	6,750
0111133	7210	Election Expenses	1,635	1,238	2,308	-	1,500	1,500
0111133	7550	Miscellaneous Supplies	83	-	40	586	1,000	1,200
TOTAL MATERIALS & SUPPLIES			**$ 12,444**	**$ 11,167**	**$ 14,373**	**$ 12,707**	**$ 13,600**	**$ 14,450**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111134	8020	Advertising	$ 17,837	$ 23,037	$ 14,328	$ 15,302	$ 25,000	$ 25,000
0111134	8030	Casualty Insurance	11,262	15,855	17,930	13,761	18,374	18,542
0111134	8033	Insurance - Broker	1,115	1,555	2,671	2,745	2,825	2,825
0111134	8035	Insurance - Worker's Compensation	793	1,035	1,276	1,251	1,400	1,746
0111134	8050	Phone/Communications	348	303	257	218	350	300
0111134	8060	DE League of Local Govt.	6,000	6,000	6,300	6,300	6,300	6,300
0111134	8131	Information Technology Cont'l	7,278	12,217	16,007	16,421	17,819	18,570
0111134	8160	City Solicitor & Deputy	322,829	343,951	340,193	366,007	375,000	375,000
0111134	8161	Lobbyist	54,000	54,000	55,000	56,000	56,000	57,000
0111134	8162	Legal/Consulting Services	119,817	115,639	208,319	178,634	200,000	200,000
0111134	8163	Codification of Ordinance	10,082	6,822	1,503	8,474	12,000	12,000
0111134	8210	Election Expenses	5,390	6,717	-	-	35,000	35,000
0111134	8312	Fleet & Facilities Services	52,713	59,535	78,466	78,589	90,311	86,979
0111134	8550	Misc. Contracted Svc.	241	5,075	1,852	8,819	5,000	3,000
0111134	8741	Special Council Events	7,403	398	19,059	8,700	10,000	10,000
TOTAL CONTRACTUAL SERVICES			**$ 617,108**	**$ 652,139**	**$ 763,161**	**$ 761,221**	**$ 855,379**	**$ 852,262**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111135	9020	Mileage & Small Bus. Exp.	$ 1,002	$ 1,101	$ 823	$ 148	$ 2,000	$ 2,000
0111135	9060	Depreciation Expense	4,120	3,743	3,366	1,593	-	-
0111135	9070	Training & Continuing Educ/Conf	1,592	1,940	4,351	6,232	20,000	20,000
TOTAL OTHER CHARGES			**$ 6,714**	**$ 6,784**	**$ 8,540**	**$ 7,973**	**$ 22,000**	**$ 22,000**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 34,792	$ 36,066	$ 35,216	$ 23,784	$ 40,578	$ 43,175
Electricity Used	10,080	6,619	6,283	6,699	7,450	8,106
Information Technology	76,285	73,442	70,697	43,571	93,214	123,339
Mailroom and Postage	1,204	1,227	1,097	748	1,410	1,413
Printing and Reproduction	83	104	82	105	157	143
Records	(62,355)	(58,343)	(45,038)	(45,018)	(66,213)	(71,925)
Services to Utility Funds	(296,014)	(296,799)	(271,618)	(309,359)	(338,246)	(337,895)
TOTAL INTER-DEPT. CHARGES	**$ (235,925)**	**$ (237,684)**	**$ (203,281)**	**$ (279,470)**	**$ (261,650)**	**$ (233,644)**

* as amended ** as proposed

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,226,171**	**$ 1,512,227**	**$ 1,584,990**

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

ALDERMAN

DEPUTY ALDERMAN

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

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2025 DEPARTMENTAL NARRATIVE

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

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

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

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

In 2023, a total of 8,876 cases were filed in the City of Newark Alderman's Court and of those 8,876 cases, 1,687 were issued for non-moving violations and 7,189 were issued for moving violations.

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

Key accomplishments in 2024 include:

- Since the pandemic, Alderman's Court started processing traffic PBJ's and Plea in Absentias by mail which the court will continue to do on a case by case basis.

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

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

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

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

CITY OF NEWARK, DELAWARE
JUDICIAL DEPARTMENT - ALDERMAN'S COURT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

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

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

General Fund - Judicial Department - Alderman's Court

Summary:

* as amended ** as proposed

JUDICIAL DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 436,733	$ 451,400	$ 492,816	$ 526,456	$ 554,835	$ 619,412
Materials and Supplies	11,931	4,188	9,402	7,443	9,700	8,300
Contractual Services	51,899	59,450	77,023	94,620	87,444	108,378
Other Charges	339	-	-	709	1,200	2,617
Subtotal	$ 500,902	$ 515,038	$ 579,241	$ 629,228	$ 653,179	$ 738,707
Inter-Dept. Charges	57,917	56,231	56,160	63,495	50,839	59,869
Total Operating Expenses	**$ 558,819**	**$ 571,269**	**$ 635,401**	**$ 692,723**	**$ 704,018**	**$ 798,576**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111152	6020	Supervisory	$ 65,875	$ 66,233	$ 68,882	$ 74,505	$ 79,493	$ 87,030
0111152	6060	Customer Service	137,927	135,930	156,868	163,303	172,330	189,183
0111152	6410	Alderman*	64,343	62,404	62,404	62,404	64,277	66,848
0111152	6420	Bailiffs	60,125	71,886	83,867	94,688	107,322	115,165
0111152	6580	Service Award	244	507	1,086	1,242	1,369	1,369
0111152	6590	Sick Pay	-	-	1,323	1,053	3,616	3,616
0111152	6600	Part-Time	7,710	-	-	-	-	-
0111152	6620	Overtime	-	-	-	-	1,000	1,000
0111152	6885	Device Reimbursement	-	600	600	600	600	600
0111152	6920	Unemployment Comp. Ins.	2,673	2,402	2,608	1,407	1,386	378
0111152	6925	Delaware Paid Leave Plan	-	-	-	-	-	1,859
0111152	6930	Social Security Taxes	25,645	25,729	28,578	30,327	32,798	35,558
0111152	6940	City Pension Plan	21,894	31,920	29,466	35,368	31,960	48,312
0111152	6941	Defined Contribution 401(a) Plan	7,912	8,162	8,525	9,040	9,571	10,050
0111152	6950	Term Life Insurance	998	985	961	998	1,024	1,182
0111152	6960	Group Hospitalization Ins.	28,004	30,927	31,695	34,504	35,783	39,341
0111152	6961	Long-Term Disability Ins.	399	332	250	264	361	276
0111152	6962	Dental Insurance	1,762	1,841	1,841	1,841	1,917	2,109
0111152	6965	Post-Employment Benefits	8,093	8,535	10,411	11,818	6,450	11,900
0111152	6966	Retirement Health Savings Account	3,012	2,885	2,929	2,972	3,016	3,062
0111152	6967	Emergency Room Reimbursements	-	-	400	-	435	435
0111152	6968	Vision Insurance Premiums	117	122	122	122	127	139
TOTAL PERSONNEL SERVICES			**$ 436,733**	**$ 451,400**	**$ 492,816**	**$ 526,456**	**$ 554,835**	**$ 619,412**

*Please be advised that the Alderman's 2025 salary includes a 4% increase.

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111153	7040	Firearm Supplies	$ -	$ 166	$ 3,375	$ 2,289	$ 4,600	$ 3,500
0111153	7131	Information Technology Supplies	9,256	-	-	-	-	-
0111153	7140	Uniforms	531	80	4,107	1,792	2,300	2,300
0111153	7150	Office Supplies	2,144	3,942	1,920	3,362	2,800	2,500
TOTAL MATERIALS AND SUPPLIES			**$ 11,931**	**$ 4,188**	**$ 9,402**	**$ 7,443**	**$ 9,700**	**$ 8,300**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111154	8030	Casualty Insurance	$ 2,021	$ 5,594	$ 7,387	$ 5,760	$ 7,691	$ 7,762
0111154	8033	Insurance - Broker	197	972	1,249	1,149	1,183	1,183
0111154	8035	Insurance - Worker's Compensation	793	2,306	4,466	4,377	4,900	6,111
0111154	8040	Merchant Fees and Discounts	14,676	25,020	30,937	49,561	30,450	50,450
0111154	8050	Phone/Communications	190	166	140	119	200	200
0111154	8131	Information Technology Cont'l	18,053	6,085	6,518	7,372	10,101	10,532
0111154	8300	Mach. & Equip. Maintenance	-	-	-	-	2,800	2,800
0111154	8312	Fleet & Facilities Services	15,649	18,535	25,860	25,618	29,119	28,140
0111154	8550	Misc. Contracted Svc.	320	772	466	664	1,000	1,200
TOTAL CONTRACTUAL SERVICES			**$ 51,899**	**$ 59,450**	**$ 77,023**	**$ 94,620**	**$ 87,444**	**$ 108,378**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Judicial Department - Alderman's Court

Expenditures:

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111155	9060	Depreciation Expense	$ 339	$ -	$ -	$ 709	$ -	$ 1,417
0111155	9070	Training & Continuing Educ/Conf	-	-	-	-	1,200	1,200
TOTAL OTHER CHARGES			**$ 339**	**$ -**	**$ -**	**$ 709**	**$ 1,200**	**$ 2,617**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 12,542	$ 12,991	$ 14,003	$ 14,345	$ 13,048	$ 13,912
Electricity Used	4,319	2,893	2,747	2,928	3,257	3,543
Information Technology	29,971	28,851	27,774	34,233	21,512	28,463
Mailroom and Postage	431	439	437	443	456	456
Printing and Reproduction	57	71	56	71	107	97
Records	10,597	10,986	11,143	11,475	12,459	13,398
TOTAL INTER-DEPT. CHARGES	**$ 57,917**	**$ 56,231**	**$ 56,160**	**$ 63,495**	**$ 50,839**	**$ 59,869**

* as amended ** as proposed

OPERATING EXPENSES - JUDICIAL DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 558,819**	**$ 571,269**	**$ 635,401**	**$ 692,723**	**$ 704,018**	**$ 798,576**

* as amended ** as proposed

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
ORGANIZATIONAL CHART

DIRECTOR OF FINANCE

FINANCE SERVICES

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

ACCOUNTING

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

CUSTOMER SERVICE

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

INFORMATION TECHNOLOGY

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

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2025 DEPARTMENTAL NARRATIVE

The Finance Department of the City of Newark serves as the central hub for financial reporting and services. It encompasses several divisions, including Financial Management, Accounting, Budgeting, Information Technology (IT), and Payments & Utility Billing (PUB). Our primary role is to offer assistance to both internal and external stakeholders

Accounting:

- The accounting program plays a crucial role in ensuring financial integrity and transparency within the organization. Its responsibilities encompass financial accountability and reporting, management of assets and liabilities, revenue recognition and billing, as well as the efficient disbursement of funds. In terms of financial accountability, the program diligently records and reports information in clear formats, catering to both internal and external needs. Asset management involves safeguarding and properly accounting for various assets like cash, receivables, inventory, buildings, equipment, and pension funds. Additionally, liability management entails accurately recording and reporting short and long-term liabilities such as accounts payable, debt, and capital lease obligations. Key activities include investment management, liability insurance, risk management, and overseeing all of the City's funds. Revenue billing, including property taxes and other charges, is handled through the accounting office. Furthermore, the program ensures timely and accurate processing of accounts payable and payroll.

Budgeting:

- The management of the budget is a collaborative effort involving the City Manager and Finance Director. It comprises two primary components: a five-year Capital Improvement Program (CIP) and the yearly operating budget (OPEX). Annually, the five-year CIP is revised alongside the operating budget. The annual budget serves as both a policy declaration and a legally binding directive, outlining the financial blueprint for the upcoming fiscal year. Following a thorough examination by the City Manager and a public hearing, the City Council ratifies both the capital and operating budgets. The overall budget for 2024 encompasses all funds, amounting to $114.9 million, which includes a net capital budget of $3.2 million.

- The budget program carries out various crucial tasks, including revenue estimation, preparing estimated expenditures for the current year, and projecting expenditures for the upcoming budget year. These projections are based on input from the City management team. Throughout the year, the program monitors budget activity and conducts periodic analysis and reporting on the budget's status. Moreover, it is tasked with estimating the necessary resources to fund programs, managing debt, and proposing utility and tax rates at an appropriate level to support these programs.

Payments and Utility Billing (PUB):

- The Payments and Utility Billing program plays a pivotal role in assisting utility customers with various services, such as establishing and terminating utility service, addressing billing and service inquiries, and overseeing the billing process for the City's electric, water, sewer, and stormwater utilities. Additionally, the program manages the processing of customer payments, handles delinquent utility accounts receivable, and provides valuable customer education and information on city operations. Both commercial and residential utility customers, including City residents and out-of-town water customers, receive monthly billing statements reflecting their usage, which is metered by the City's smart meter technology. To efficiently handle the billing volume, cycles are staggered into daily workflow.

Information Technology (IT):

- The IT division assumes a critical role in providing the technological infrastructure, managing line-of-business applications, and delivering daily support services for all buildings, departments, and users affiliated with the City of Newark. Among its responsibilities are providing general workstation and end-user support, managing servers and group services, overseeing web applications, researching new technologies, offering networking and communications support, ensuring security, handling computer operations, and facilitating training and education initiatives.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2024 include:

The Finance Department supports all projects/programs within all City departments, both directly and indirectly. Key accomplishments for 2024 include:

Accounting:

- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" by the Government Officers Association (GFOA) for the 2022 Annual Comprehensive Financial Report.

- Submitted the Annual Comprehensive Financial Report for 2023 to the GFOA for consideration of the "Certificate of Achievement for Excellence in Financial Reporting".

- Received an unmodified audit opinion and no material weaknesses based on the audit of the City's financial statements for the year ended December 31, 2023 by CliftonLarsonAllen LLP.

- Successfully implemented Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription Based Information Technology Agreements (SIBTAs), effective January 1, 2023. This standard provides guidance on the accounting and financial reporting for SIBTAs for government end users. The statement also provides the definition of a SIBTA and establishes that SIBTAs result in an intangible right to use subscription asset and corresponding subscription liability. Implementation was arduous as it required the analysis of all software agreements of the City to determine if they met the definition of a SIBTA. There was no material impact resulting from this new accounting standard.

- RFP underway for auditing services to be completed September 2024.

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

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

- Processed 469 property transfers with a total sales value of $113.9 million in 2023. Thirty-eight percent of these transactions were RTT exempt. Through June, Accounting processed 211 property transfers with a total sales value of $51.3 million (87 exempted, 41%).

Budget:

Accomplishments of the budget program include:

- Worked with staff, legislators and lobbyist to help secure over $6 million in grant funding.

- Actively worked on union negotiations with all four labor groups over the past year.

CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2024 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2024 include (continued):

- Actively managed the City's $18.1 million from the American Rescue Plan Act.
- Continued to work on preserving the financial health of the City to meet our short-term and long-term needs and requirements.
- Worked with directors to help find the resources needed to fund departmental budgetary shortfalls as they occurred during the year due to supply-chain constraints and inflationary increases.
- Participated in six meetings with City Council from August 2024 to November 2024, to deliberate on the 2025 Recommended Approved Operating Budget and 2025 to 2029 Capital Improvement Program, providing a platform for discussion and education among Council members, residents and our business community, ultimately resulting in the approval of these important financial documents.

Payments and Utility Billing (PUB):

- Enrolled 5,524 customers in the Renewable Energy Program. This volunteer program contains over 41% of the City's electric accounts.
- Continued partnership with DEMEC and Efficiency Smart to provide low-cost/no-cost energy efficiency services to the City's electric customers.
- Continued the relationship between Catholic Charities and Efficiency Smart requiring energy education from Efficiency Smart prior to releasing City funds.
- Worked with our utility customers to create payment arrangements and acquire grant eligibility to help our residents and commercial customers.
- Payments and Utility Billing Division attended three Customer Service Representatives Training to better provide service to our customers and residents.
- Implemented automated efficiencies in conjunction with IT Applications……
- Working with IT Applications to replace Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (September 2024).
- Processed 4,760 move in and move out transactions, representing 30% of the City's electric accounts in 2023. 2024 is still ongoing.

Key accomplishments in 2024 include (continued):

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

PUB Activity	2017	2023	Difference	
Annual Calls	32,934	18,914	(14,020)	-42.6%
Calls Answered	27,949	18,236	(9,713)	-34.8%
Dropped Calls	4,985	678	(4,307)	-86.4%
Abandoned Rate	15.1%	3.6%	-11.6%	-76.3%
Service Level	61.10%	93.34%	32.24%	52.8%
Peak Weekly Calls (Move-Out Period)	1,564	890	(674)	-43.1%
Average Hold Time during Move-Out (m/s)	6:33	3:00		
Average Annual Call Wait Times (m/s)	4:20	3:15		

- The table below reflects how the City has changed in regard to how utility customers are paying their bills compared to 2017:

Utility Payment Type	2017		2023		Change from 2017	
	# of Transactions	% of Total	# of Transactions	% of Total	# of Transactions	% Change
Walk in Customer	47,365	24.9%	18,335	8.4%	(29,030)	-61.3%
Electronic Payment	71,457	37.6%	127,071	58.2%	55,614	77.8%
Customer pays through Bank	28,957	15.2%	25,442	11.7%	(3,515)	-12.1%
Pay by Phone	-	0.0%	12,466	5.7%	12,466	100.0%
Check mailed to Lockbox	42,181	22.2%	35,042	16.0%	(7,139)	-16.9%
Total	**189,960**	**100.0%**	**218,356**	**100.0%**	**28,396**	**14.9%**

Information Technology (IT) Applications:

- Worked with Tyler Technologies to implement credit card services fees for permits, licenses, taxes, and general billing.

- Implemented Employee Self Service Open Enrollment for new Hires.

- Implemented the automation of credit control for closed accounts. Automating this process ensures utility customers are provided additional notifications for closed accounts with balances and that accounts are sent to our outside collection agency when necessary.

- Worked with Harris SmartWorks to migrate Compass, meter data management software, to their hosted solution.

- Replaced Harris Customer Connect, customer utility engagement portal, with their upgraded solution Harris SilverBlaze (Sept/Oct 2024).

<u>Key accomplishments in 2024 include (continued):</u>

- Upgraded Harris Northstar Customer Information System (CIS), and mCare6, utility work order solution (Sept/Oct 2024). Harris Northstar is the system used by the City to manage our water, sewer, and electric utilities.

- Hosted annual Tyler User Group Conference for Delaware clients.

- Implemented SSRS utility bill print, this project will allow for bill presentation to customers immediately vs waiting 24 hours. It will save time by eliminating unnecessary processes being performed by the utility billing technician (Dec 2024).

- Over the past couple years, City staff participated in Harris Computers CSR7 customer development group, which provided the City an opportunity to participate in the development of this Software module by providing ideas about functionality, conducting testing, and providing feedback at various stages of the Software Development Period. This product is available for general release and will be implemented before the end of 2024. This product will require an upgrade of Harris Northstar Customer Information System (CIS) to CIS7.

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

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

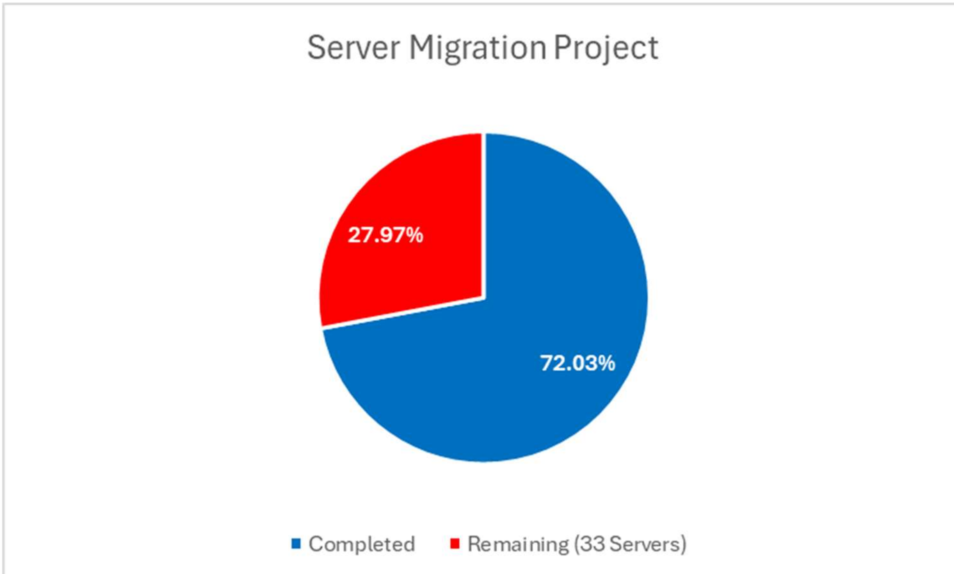
- City staff will begin participation in Harris Computers Biller7 customer development group this year. This product is anticipated to be released Q2 of 2026.

- Staff continued professional development pursuits by attending conferences.

Information Technology (IT) Infrastructure:

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

<u>Key accomplishments in 2024 include (continued):</u>



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

- Through the RFP process, staff successfully replaced an aging Video Management System (VMS) that now allows for more surveillance cameras to be deployed to enhance public safety initiatives.

- Worked with the Electric and Police Departments to deploy 35 new surveillance cameras.

- Assisted with deploying IT equipment in new take home cars for the Police Department.

- Upgraded the bandwidth with the City's primary Internet Service Provider to allow for faster and more connections. Additionally, implemented some cybersecurity enhancements to improve the reliability of City assets.

- Provided VFW with Internet services on the City's network.

- Representatives from the Cybersecurity & Infrastructure Security Agency (CISA) and Idaho National Laboratory (INL) completed a review of our architecture, design, and the configurations of our Supervisory Control and Data Acquisition (SCADA) environment. This was a coordinated effort involving the Electric, IT, and Water teams to improve the overall cybersecurity posture and resiliency of these critical services.

- Work with our federal partners from the Department of Homeland Security to complete a physical Security Assessment at First Entry (SAFE) on all electric substations.

- Completed first penetration test since 2017 and actively worked to mitigate the identified issues.

Key accomplishments in 2024 include (continued):

- Deployed City issued password manager to select staff to strengthen operational security. This project will help improve password hygiene by encouraging the use of more complex and unique passwords across various accounts.

- Deployed over 205 new workstations to employees to replace failing equipment. This represents 3/4 of our workstation inventory.

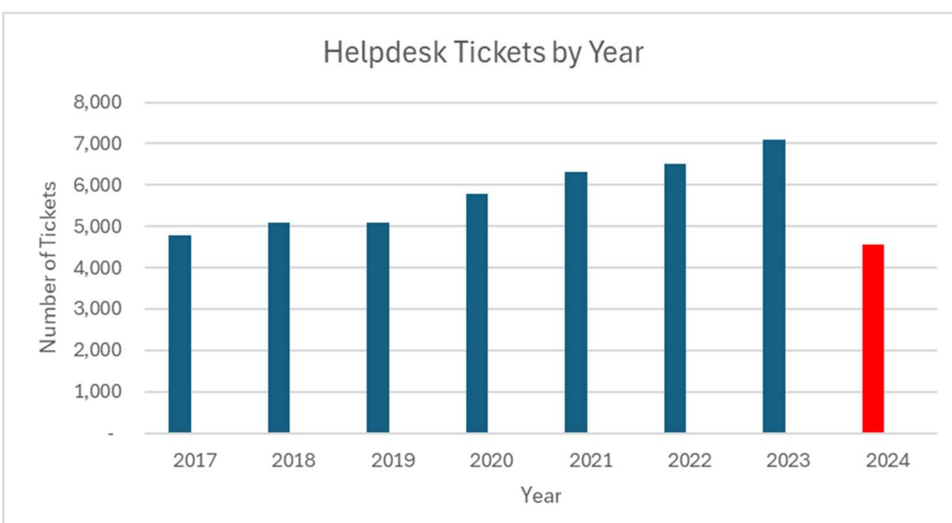
- Participated in the Delaware Technical Community College work-based learning program. This has allowed the City to hire interns during each semester at no cost while assisting these students with entry level workforce experience.

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

IT Division Performance Metrics:

Data as of September 4, 2024.

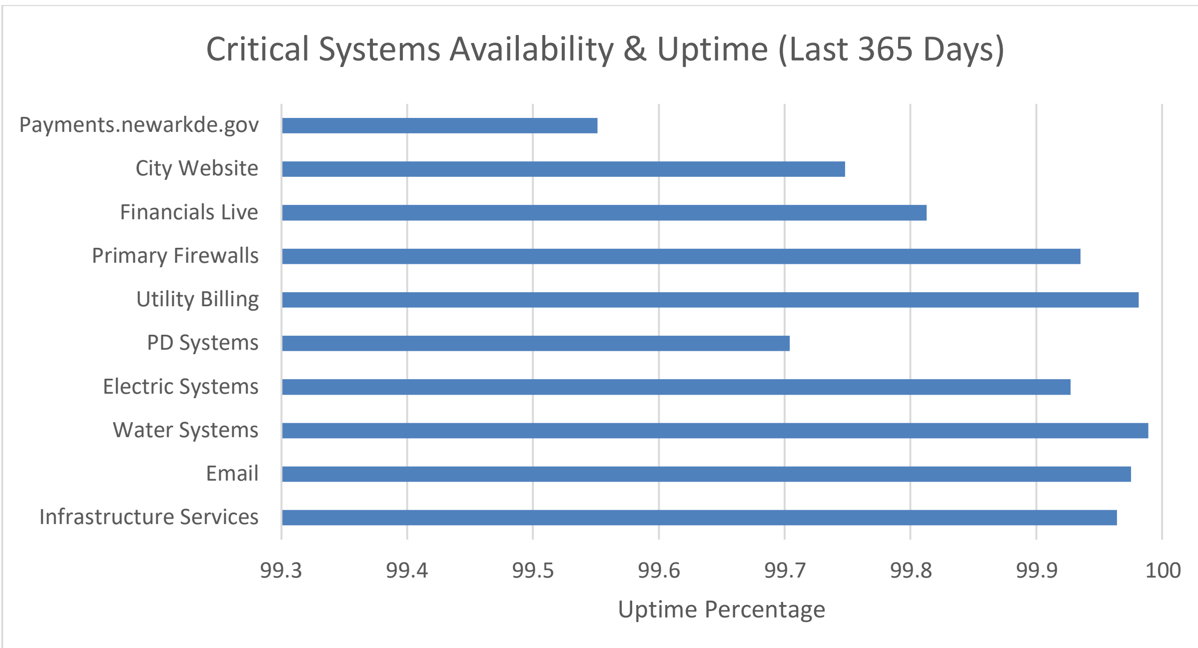
Assets Managed	Number
Computers/Servers	439
Network Devices	360
Security Cameras	169
Cellular Devices/Lines	276
VOIP Devices	176
Apps/Software:	6,177



IT Division Performance Metrics (continued):

Data as of September 4, 2024

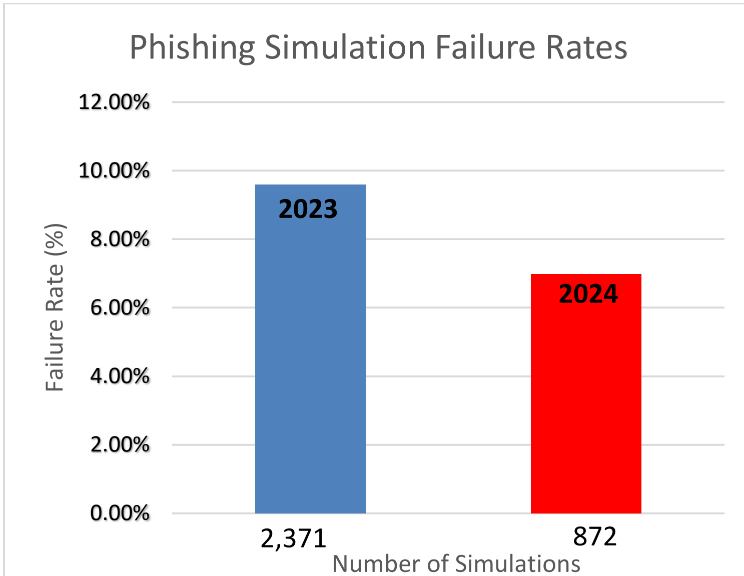
Year	Change Requests	Changes Implemented	Success rate of changes	Denied/Failed Changes	Changes still in Testing
2022	95	73	91%	8	13
2023	76	61	100%	0	15
2024	60	21	98%	3	38



Security Tickets - Phishing reports, Vulnerability Reports, Threat Detections		
Year	**Tickets Submitted**	**Tickets Resolved**
2023	1,122	1,122
2024	1,246	1,244

IT Division Performance Metrics (continued):

Data as of September 4, 2024



CITY OF NEWARK, DELAWARE
FINANCE DEPARTMENT
2025 DEPARTMENTAL GOALS

Goals for 2025 include:

- Maintain national recognition for excellence in financial reporting from the Government Finance Officers Association for the City's 2024 Annual Comprehensive Financial Report.

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

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

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

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

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

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

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

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

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department

Summary:

* as amended ** as proposed

FINANCE DEPARTMENT - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,704,067	$ 1,682,452	$ 1,655,821	$ 1,841,287	$ 1,906,534	$ 2,152,421
Materials and Supplies	26,868	11,846	11,928	10,021	24,157	14,350
Contractual Services	193,544	229,025	266,312	285,610	344,833	297,452
Other Charges	75,174	69,513	60,486	74,153	61,508	48,022
Subtotal	$ 1,999,653	$ 1,992,836	$ 1,994,547	$ 2,211,071	$ 2,337,032	$ 2,512,245
Inter-Dept. Charges	(1,687,056)	(1,667,237)	(1,663,188)	(1,853,972)	(1,948,450)	(2,069,684)
Total Operating Expenses	**$ 312,597**	**$ 325,599**	**$ 331,359**	**$ 357,099**	**$ 388,582**	**$ 442,561**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111102	6020	Supervisory	$ 254,508	$ 249,909	$ 259,070	$ 275,487	$ 280,772	$ 329,050
0111102	6040	Accounting	282,318	283,961	295,683	306,406	345,104	373,570
0111102	6050	Information Technology	71,433	73,877	78,614	82,446	86,589	93,022
0111102	6060	Customer Service	370,794	339,033	329,921	376,014	396,484	429,860
0111102	6270	Meter Readers	-	-	-	-	19,914	22,304
0111102	6580	Service Award	13,495	13,017	12,660	13,297	14,420	12,167
0111102	6590	Sick Pay	5,473	12,843	8,960	12,243	13,208	11,192
0111102	6600	Part-Time	28,096	36,968	35,856	37,366	39,336	44,800
0111102	6620	Overtime	19,953	13,677	16,779	18,369	21,500	24,000
0111102	6885	Device Reimbursement	1,800	1,800	1,600	1,800	1,800	1,800
0111102	6920	Unemployment Comp. Ins.	4,578	4,360	4,187	2,039	2,015	1,638
0111102	6925	Delaware Paid Leave Plan	-	-	-	-	-	5,188
0111102	6930	Social Security Taxes	76,702	74,847	75,998	81,926	90,515	102,337
0111102	6940	City Pension Plan	189,579	168,178	149,229	179,118	161,848	233,156
0111102	6941	Defined Contribution 401(a) Plan	33,502	35,124	39,869	47,151	49,553	52,031
0111102	6950	Term Life Insurance	4,723	4,343	4,015	4,321	4,476	5,057
0111102	6960	Group Hospitalization Ins.	253,015	267,968	247,901	295,661	307,642	326,723
0111102	6961	Long-Term Disability Ins.	2,031	1,589	1,156	1,247	1,579	1,253
0111102	6962	Dental Insurance	12,426	12,767	12,424	13,835	14,399	15,343
0111102	6963	Flexible Spending Account	583	567	535	583	504	504
0111102	6964	Health Savings Account	-	2,875	3,000	3,000	-	3,400
0111102	6965	Post-Employment Benefits	69,250	73,528	66,851	75,945	40,160	47,550
0111102	6966	Retirement Health Savings Account	8,414	9,322	10,532	11,889	12,064	13,779
0111102	6967	Emergency Room Reimbursements	705	1,200	298	400	1,884	1,885
0111102	6968	Vision Insurance Premiums	689	699	683	744	768	812
TOTAL PERSONNEL SERVICES			**$ 1,704,067**	**$ 1,682,452**	**$ 1,655,821**	**$ 1,841,287**	**$ 1,906,534**	**$ 2,152,421**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111103	7110	Safety Shoes and Supplies	$ -	$ -	$ -	$ -	$ 400	$ -
0111103	7130	Tools,Field Sup.,Small Equip.	-	450	-	-	8,907	1,000
0111103	7131	Information Technology Supplies	10,284	1,260	650	-	1,250	1,250
0111103	7150	Office Supplies	2,230	5,313	5,681	4,176	6,000	6,000
0111103	7170	Postage	-	-	122	63	100	100
0111103	7180	Billing & Collec. Supplies	14,354	4,823	5,475	5,782	7,500	6,000
TOTAL MATERIALS & SUPPLIES			**$ 26,868**	**$ 11,846**	**$ 11,928**	**$ 10,021**	**$ 24,157**	**$ 14,350**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111104	8020	Advertising	$ -	$ -	$ -	$ -	$ 2,000	$ 1,500
0111104	8030	Casualty Insurance	5,776	15,297	20,110	15,681	20,938	21,129
0111104	8032	Insurance - Auto	1,086	1,343	1,148	1,634	1,883	1,576
0111104	8033	Insurance - Broker	656	2,644	3,389	3,127	3,219	3,219
0111104	8035	Insurance - Worker's Compensation	2,378	2,343	1,914	1,876	2,100	2,619
0111104	8040	Merchant Fees and Discounts	30,019	37,818	39,708	52,908	36,750	21,750
0111104	8050	Phone/Communications	80	-	-	14	504	-
0111104	8131	Information Technology Cont'l	31,618	34,040	40,120	43,607	82,964	54,812
0111104	8170	Auditing Fees	59,530	60,880	62,105	68,280	65,000	71,500
0111104	8312	Fleet & Facilities Services	44,084	51,790	70,414	72,016	79,475	79,347
0111104	8550	Misc. Contracted Svc.	18,317	22,870	27,404	26,467	50,000	40,000
TOTAL CONTRACTUAL SERVICES			**$ 193,544**	**$ 229,025**	**$ 266,312**	**$ 285,610**	**$ 344,833**	**$ 297,452**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111105	9010	Bad Debt Expense	$ -	$ 13,720	$ 237	$ -	$ -	$ -
0111105	9020	Mileage & Small Bus. Exp.	-	-	-	7	500	500
0111105	9060	Depreciation Expense	73,177	54,084	53,762	62,246	45,008	31,522
0111105	9070	Training & Continuing Educ/Conf	1,997	1,709	6,487	11,900	16,000	16,000
TOTAL OTHER CHARGES			**$ 75,174**	**$ 69,513**	**$ 60,486**	**$ 74,153**	**$ 61,508**	**$ 48,022**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Finance	$ (659,760)	$ (611,392)	$ (570,429)	$ (768,924)	$ (672,474)	$ (746,810)
Electricity Used	11,448	7,669	7,280	7,762	8,633	9,392
Information Technology	81,728	78,685	75,753	90,250	93,220	123,345
Mailroom and Postage	1,416	1,443	1,305	1,322	1,587	1,590
Printing and Reproduction	278	350	273	351	524	477
Records	2,142	1,779	775	764	1,951	2,147
Utility Billing	(1,124,308)	(1,145,771)	(1,178,145)	(1,185,497)	(1,381,891)	(1,459,825)
TOTAL INTER-DEPT. CHARGES	**$ (1,687,056)**	**$ (1,667,237)**	**$ (1,663,188)**	**$ (1,853,972)**	**$ (1,948,450)**	**$ (2,069,684)**

* as amended ** as proposed

OPERATING EXPENSES - FINANCE DEPARTMENT	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ 312,597**	**$ 325,599**	**$ 331,359**	**$ 357,099**	**$ 388,582**	**$ 442,561**

General Fund - Finance Department - Information Technology Division

Summary:

* as amended ** as proposed

INFORMATION TECHNOLOGY DIVISION - SUMMARY	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
OPERATING EXPENSES						
Personnel Services	$ 1,055,315	$ 1,054,420	$ 1,033,943	$ 1,183,504	$ 1,314,829	$ 1,487,374
Materials and Supplies	32,451	61,197	36,386	25,005	44,460	50,519
Contractual Services	440,873	453,976	436,330	455,597	608,120	702,473
Other Charges	65,438	48,385	79,558	211,775	211,169	357,974
Subtotal	$ 1,594,077	$ 1,617,978	$ 1,586,217	$ 1,875,881	$ 2,178,578	$ 2,598,340
Inter-Dept. Charges	(1,594,077)	(1,617,978)	(1,586,217)	(1,875,881)	(2,178,578)	(2,598,340)
Total Operating Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111162	6020	Supervisory	$ 204,184	$ 200,740	$ 204,393	$ 208,009	$ 218,603	$ 248,082
0111162	6050	Information Technology	441,471	454,806	450,217	523,220	598,219	670,168
0111162	6580	Service Award	8,070	8,852	9,683	10,522	11,346	11,346
0111162	6590	Sick Pay	2,577	2,955	2,840	3,142	3,953	3,953
0111162	6620	Overtime	5,898	6,788	6,545	7,842	10,000	9,000
0111162	6621	Shift Differential	307	312	39	385	500	500
0111162	6885	Device Reimbursement	5,300	5,400	5,050	5,300	6,000	6,600
0111162	6920	Unemployment Comp. Ins.	2,509	2,358	2,716	1,305	1,261	1,260
0111162	6925	Delaware Paid Leave Plan	-	-	-	-	-	3,512
0111162	6930	Social Security Taxes	48,193	49,090	48,595	54,419	62,279	72,648
0111162	6940	City Pension Plan	98,451	59,663	57,384	68,881	62,248	127,072
0111162	6941	Defined Contribution 401(a) Plan	27,614	28,291	26,216	32,100	38,040	39,942
0111162	6950	Term Life Insurance	3,780	3,341	2,610	2,945	3,324	3,225
0111162	6960	Group Hospitalization Ins.	150,009	172,744	160,381	199,021	250,530	234,691
0111162	6961	Long-Term Disability Ins.	1,385	1,145	808	914	1,217	938
0111162	6962	Dental Insurance	7,793	8,443	8,029	9,583	11,912	11,223
0111162	6963	Flexible Spending Account	357	462	410	441	378	252
0111162	6964	Health Savings Account	3,000	1,500	3,000	3,000	-	3,400
0111162	6965	Post-Employment Benefits	36,082	38,683	37,067	42,102	22,420	26,830
0111162	6966	Retirement Health Savings Account	7,107	7,214	6,758	8,688	10,556	10,717
0111162	6967	Emergency Room Reimbursements	800	1,200	800	1,200	1,451	1,450
0111162	6968	Vision Insurance Premiums	428	433	402	485	592	565
TOTAL PERSONNEL SERVICES			**$ 1,055,315**	**$ 1,054,420**	**$ 1,033,943**	**$ 1,183,504**	**$ 1,314,829**	**$ 1,487,374**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111163	7130	Tools, Field Sup., & Small Eq.	$ 27,914	$ 45,355	$ 28,182	$ 21,961	$ 38,210	$ 43,519
0111163	7136	Software	4,281	13,978	465	-	1,500	1,500
0111163	7150	Office Supplies	256	1,815	7,739	3,044	4,250	5,000
0111163	7550	Miscellaneous Supplies	-	49	-	-	500	500
TOTAL MATERIALS & SUPPLIES			**$ 32,451**	**$ 61,197**	**$ 36,386**	**$ 25,005**	**$ 44,460**	**$ 50,519**

* as amended ** as proposed

CONTRACTUAL SERVICES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111164	8020	Advertising	$ -	$ -	$ -	$ 1,603	$ 1,200	$ 1,200
0111164	8030	Casualty Insurance	2,599	8,844	11,902	9,281	12,392	12,505
0111164	8033	Insurance - Broker	328	1,540	2,002	1,851	1,905	1,905
0111164	8035	Insurance - Worker's Compensation	1,585	1,562	1,276	1,251	1,400	1,746
0111164	8050	Phone/Communications	2,867	2,366	3,301	3,857	3,492	4,500
0111164	8136	Subscription Services (Software or SAAS)	142,358	197,517	185,454	298,268	347,864	439,000
0111164	8137	Leased Equipment (Contractual)	204,840	146,979	140,709	99,482	143,695	146,695
0111164	8312	Fleet & Facilities Services	19,976	23,661	33,012	32,702	37,172	35,922
0111164	8313	Self-Insurance Services	-	11,980	-	-	-	-
0111164	8550	Misc. Contracted Svc.	66,320	59,527	58,674	7,302	59,000	59,000
TOTAL CONTRACTUAL SERVICES			**$ 440,873**	**$ 453,976**	**$ 436,330**	**$ 455,597**	**$ 608,120**	**$ 702,473**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

General Fund - Finance Department - Information Technology Division

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
0111165	9060	Depreciation Expense	$ 63,814	$ 47,187	$ 71,957	$ 194,850	$ 182,969	$ 329,774
0111165	9070	Training & Continuing Educ/Conf	1,624	1,198	7,601	16,925	28,200	28,200
TOTAL OTHER CHARGES			**$ 65,438**	**$ 48,385**	**$ 79,558**	**$ 211,775**	**$ 211,169**	**$ 357,974**

* as amended ** as proposed

INTER-DEPT. CHARGES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Billings and Accounting	$ 30,870	$ 32,055	$ 29,196	$ 32,337	$ 38,421	$ 41,141
Electricity Used	5,514	3,694	3,506	3,738	4,157	4,523
Information Technology	(1,674,312)	(1,676,995)	(1,638,451)	(1,948,473)	(2,240,767)	(2,664,154)
Other Indirect Charges	43,763	23,158	19,446	36,407	19,446	20,000
Printing and Reproduction	88	110	86	110	165	150
TOTAL INTER-DEPT. CHARGES	**$ (1,594,077)**	**$ (1,617,978)**	**$ (1,586,217)**	**$ (1,875,881)**	**$ (2,178,578)**	**$ (2,598,340)**

* as amended ** as proposed

OPERATING EXPENSES - INFORMATION TECHNOLOGY DIVISION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
TOTAL OPERATING EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Debt Service Fund

Summary:

* as amended ** as proposed

DEBT SERVICE	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Fund Balance - January 1st	**$ 46,340**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**
Receipts						
Transfer from Other Funds	$ 271,446	$ 193,455	$ 319,927	$ 560,695	$ 1,375,863	$ 1,253,844
Total Receipts	**$ 271,446**	**$ 193,455**	**$ 319,927**	**$ 560,695**	**$ 1,375,863**	**$ 1,253,844**
Disbursements						
Interest on GOB Series 2011	$ 5,700	$ -	$ -	$ -	$ -	$ -
Debt Service Interest - 2024 Vehicle/Equipment Leases	-	-	-	-	8,675	27,954
Debt Service Interest - Unit 411 Lease Payment	-	-	-	9,603	-	-
Debt Service Interest - Unit 423 Lease Payment	-	-	9,719	-	10,295	10,295
Debt Service Interest - 2023 Refuse Truck Leases	-	-	-	-	37,063	-
Debt Service Interest - Unit 511 Lease Payment	-	-	-	-	-	3,315
Debt Service Interest - Unit 522 Lease Payment	-	-	-	-	-	6,000
Debt Service Interest - Unit 528 Lease Payment	-	733	-	-	4,943	3,466
Debt Service Interest - Unit 554 Lease Payment	-	-	-	-	9,266	9,266
Debt Service Interest - Unit 916 Lease Payment	-	-	-	-	810	810
Debt Service Interest - Unit 928 Lease Payment	-	-	-	-	810	810
Debt Service Interest - Unit 931 Lease Payment	-	-	-	-	788	788
Debt Service Interest - Unit 945 Lease Payment	-	-	-	-	-	1,223
Debt Service Interest - Unit 946 Lease Payment	-	-	-	-	-	1,223
Debt Service Interest - Unit 947 Lease Payment	-	-	-	-	-	1,223
Debt Service Interest - Unit 948 Lease Payment	-	-	-	-	-	1,223
Debt Service Interest - Unit 949 Lease Payment	-	-	-	-	-	1,223
Debt Service Interest - Unit 950 Lease Payment	-	-	-	-	-	1,545
Debt Service Interest - Unit 951 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 952 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 953 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 954 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 955 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 956 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 957 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 958 Lease Payment	-	-	-	-	-	1,181

(Continued on the following page)

Debt Service Fund

Summary:

* as amended ** as proposed

DEBT SERVICE	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Disbursements (Continued)						
Debt Service Interest - Unit 959 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 960 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 961 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 962 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 963 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 964 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - Unit 965 Lease Payment	-	-	-	-	-	1,181
Debt Service Interest - H2101 BI Street	-	-	-	69,244	-	-
Debt Service Interest - (ESCO)	-	33,258	32,934	31,624	30,274	28,884
Interest on Energy Conservation Loan	1,418	829	209	-	-	-
Interest on Fiber Lease	8,827	7,653	6,494	5,278	4,027	4,027
Interest on Bond Funding for General Fund Projects	-	-	-	-	66,873	58,557
Principal Payments						
GOB Series 2011	190,000	-	-	-	-	-
Debt Service Principal - 2023 Vehicle/Equipment Leases	-	-	-	-	511,441	-
Debt Service Principal - 2024 Vehicle/Equipment Leases	-	-	-	-	26,423	252,510
Debt Service Principal - 2025 Vehicle/Equipment Leases	-	-	-	-	-	110,753
Debt Service Principal - Unit 423 Lease Payment	-	-	-	74,311	31,370	31,370
Debt Service Principal - 2023 Refuse Truck Leases	-	-	-	-	112,932	-
Debt Service Principal - Unit 511 Lease Payment	-	-	-	-	-	14,759
Debt Service Principal - Unit 522 Lease Payment	-	-	-	-	-	6,300
Debt Service Principal - Unit 528 Lease Payment	-	29,972	52,509	-	55,348	56,824
Debt Service Principal - Unit 554 Lease Payment	-	-	-	-	28,233	28,233
Debt Service Principal - Unit 916 Lease Payment	-	-	7,298	-	7,137	7,137
Debt Service Principal - Unit 925 Lease Payment	-	-	35,439	-	-	-
Debt Service Principal - Unit 928 Lease Payment	-	-	7,098	-	7,137	7,137
Debt Service Principal - Unit 931 Lease Payment	-	-	7,298	-	6,941	6,941
Debt Service Principal - Unit 945 Lease Payment	-	-	-	-	-	6,530
Debt Service Principal - Unit 946 Lease Payment	-	-	-	-	-	6,530
Debt Service Principal - Unit 947 Lease Payment	-	-	-	-	-	6,530

(Continued on the following page)

Debt Service Fund

Summary:

* as amended ** as proposed

DEBT SERVICE	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
Principal Payments (Continued)						
Debt Service Principal - Unit 948 Lease Payment	-	-	-	-	-	6,530
Debt Service Principal - Unit 949 Lease Payment	-	-	-	-	-	6,530
Debt Service Principal - Unit 950 Lease Payment	-	-	-	-	-	8,248
Debt Service Principal - Unit 951 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 952 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 953 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 954 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 955 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 956 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 957 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 958 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 959 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 960 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 961 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 962 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 963 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 964 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Unit 965 Lease Payment	-	-	-	-	-	6,303
Debt Service Principal - Office Equipment Lease Payment	-	49,440	39,808	76,553	50,477	50,477
Debt Service Principal - IT Equipment Lease Payment	-	-	-	-	50,000	50,000
Debt Service Principal - H2101 BP Street	-	-	-	192,982	-	-
Debt Service Principal - (ESCO)	-	-	55,490	57,123	58,845	60,658
Energy Conservation Loan	29,379	29,968	22,870	-	-	-
Fiber Lease	40,428	41,602	42,761	43,977	45,228	45,228
Principal on Bond Funding for General Fund Projects	-	-	-	-	210,527	210,527
Total Disbursements	**$ 275,752**	**$ 193,455**	**$ 319,927**	**$ 560,695**	**$ 1,375,863**	**$ 1,253,844**
Fund Balance - End of Period	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**	**$ 42,034**
Bonds Outstanding - December 31st						
GOB Series 2011	-	-	-	-	-	-
TOTAL DEBT SERVICE FUND	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Capital Projects Fund

Expenditures:

CAPITAL IMPROVEMENTS			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
							* as amended	** as proposed
3063006	9620	Land & Land Improvement	$ (37,605)	$ 149,311	$ 34,861	$ 518,729	$ 315,000	$ 262,968
3063006	9621	Buildings & Structures	697,542	-	7,899	21,851	32,325	38,652
3063006	9622	Machinery & Equipment	7,493	-	521,423	68,622	160,000	130,000
3063006	9623	Autos & Trucks	26,606	146,505	565,135	88,033	-	-
3063006	9760	CIP - Streets Material	297,223	260,182	24,100	-	175,045	145,357
3063006	9860	CIP - Lines & Streets Labor	3,544	-	-	-	830	991
3063006	9960	CIP - Streets Contractual	-	-	-	-	1,000,000	-
TOTAL CAPITAL IMPROVEMENTS			**$ 994,803**	**$ 555,998**	**$ 1,153,418**	**$ 697,235**	**$ 1,683,200**	**$ 577,968**

EQUIPMENT REPLACEMENT			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
							* as amended	** as proposed
3063026	9623	Autos & Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL EQUIPMENT REPLACEMENT			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Capital Projects Fund

CAPITAL PROJECT NUMBER AND DESCRIPTION	CURRENT RESOURCES	CAPITAL RESERVES	EQUIPMENT REPLACEMENT	GRANT RESOURCES	BOND ISSUES	STATE REVOLVING LOANS	AMERICAN RESCUE PLAN ACT	OTHER FINANCING
PUBLIC WORKS DEPARTMENT								
H2501 - Annual Street Program	$ -	$ -	$ -	$ 531,950	$ -	$ -	$ -	$ 30,000
H2502 - ADA Accessibility Transition Plan	185,000	-	-	-	-	-	-	-
(CDBG provides the $25,000 grant)								
H2503 - Street Paving Roller	-	-	-	100,000	-	-	-	-
H1503 - Newark Transportation Plan Implementation	-	123,259	-	20,000	-	-	-	-
TOTAL	**$ 185,000**	**$ 123,259**	**$ -**	**$ 651,950**	**$ -**	**$ -**	**$ -**	**$ 30,000**
POLICE DEPARTMENT								
C1401 - Ballistic Vests	$ -	$ -	$ 7,178	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ -**	**$ -**	**$ 7,178**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
PARKS & RECREATION DEPARTMENT								
K2502 - 0 Paper Mill Road/Ruger Property Rehabilitation	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
K2505 - Park Pavilion Replacement and ADA Accessibility	60,000	-	-	-	-	-	-	-
K2507 - Tree & Meadow Inventory, Assessment, Planning & Installation	-	-	-	20,000	-	-	-	-
K2303 - Tree Pit Installations (Main Street)	30,000	-	-	-	-	-	-	-
K2004 - Facilities Accessibilty (ADA Compliance)	20,000	-	-	-	-	-	-	-
K1605 - Redd Park Trail Improvements	18,468	1,532	-	20,000	-	-	-	-
K1301 - Hard Surface Facilities Improvements	194,500	-	-	-	-	-	-	-
K0908 - Children's Play Equipment	-	-	-	60,000	-	-	-	-
TOTAL	**$ 332,968**	**$ 1,532**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**
INFORMATION TECHNOLOGY DIVISION								
I2405 - Cybersecurity Improvements	$ 30,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
I2301 - Surveillance Camera Upgrade and Refresh	30,000	50,000	-	-	-	-	-	-
TOTAL	**$ 60,000**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL CDBG/CAPITAL PROJECTS FUNDS	**$ 577,968**	**$ 174,791**	**$ 7,178**	**$ 751,950**	**$ -**	**$ -**	**$ -**	**$ 30,000**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Expenditures:

* as amended ** as proposed

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
1191192	6030	Engineering/Technical	$ 22,508	$ 24,767	$ 30,480	$ 29,415	$ 27,578	$ 22,613
1191192	6610	Seasonal Workers	(52)	-	-	-	-	-
1191192	6920	Unemployment Comp. Ins.	119	-	-	-	46	50
1191192	6930	Social Security Taxes	1,902	1,995	2,147	2,184	2,104	692
1191192	6950	Term Life Insurance	162	145	135	135	136	-
1191192	6960	Group Hospitalization Ins.	8,286	8,466	8,672	8,819	9,491	5,124
1191192	6961	Long-Term Disability Ins.	65	49	39	42	44	-
1191192	6962	Dental Insurance	486	486	486	486	523	218
1191192	6967	Emergency Room Reimbursements	-	-	-	-	53	58
1191192	6968	Vision Insurance Premiums	23	23	23	23	25	14
1191193	7500	Parks Maintenance	-	2,047	-	-	40,000	25,000
1191194	8500	Parks Maintenance	-	1,986	-	-	-	-
1191194	8550	Misc. Contracted Services	-	-	-	-	25,000	-
1191194	8810	CDBG - Housing	90,814	167,799	153,692	239,910	144,080	173,412
1191194	8811	CDBG - Social Services	11,651	4,638	17,426	54,531	28,533	36,500
1191194	8813	CDBG - CARES Act Response Funds	6,798	9,510	215,960	24,591	-	-
1191195	9020	Mileage & Business Expense	-	56	-	-	-	-
TOTAL COMMUNITY DEVELOPMENT			**$ 142,762**	**$ 221,967**	**$ 429,060**	**$ 360,136**	**$ 277,613**	**$ 263,681**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

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

Programs:

ESTIMATED ACTIVITY ALLOCATION (50TH PROGRAM YEAR)	49TH YEAR 7/1/23-6/30/24	50TH YEAR 7/1/24-6/30/25
Newark Day Nursery (NDN) Day Care	$ 25,000	$ 35,000
Parks and Recreation Fee Assistance	1,000	1,500
Alder Creek Programming	10,180	-
Senior Home Repair and Weatherization Program	40,000	40,000
Public Works - ADA Curb Ramps	25,000	-
Newark Housing Authority - Redevelopment	53,820	58,500
Home Buyer Incentive Program	5,000	-
Program Administration	40,000	55,000
Home Improvement Program	50,000	74,912
Parks and Recreation - George Read Park Pedestrian Track	35,000	25,000
TOTAL	**$ 285,000**	**$ 289,912**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Law Enforcement Fund - Police Department - Law Enforcement Grants

Expenditures:

* as amended ** as proposed

LAW ENFORCEMENT GRANTS			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
1221202	6070	Police Officers	$ -	$ -	$ -	$ 19,872	$ -	$ -
1221202	6619	Standby Pay	7,806	4,598	5,014	2,171	4,880	5,026
1221202	6620	Overtime	121,867	139,959	136,020	74,451	83,301	73,247
1221202	6621	Shift Differential	659	784	437	74	832	857
1221202	6622	Holiday Premium	1,013	2,135	243	-	2,265	2,333
1221202	6930	Social Security Taxes	5,654	7,058	6,679	3,283	9,558	6,232
1221202	6966	Retirement Health Savings Account	402	407	401	173	-	-
1221203	7040	Firearm Supplies	-	-	-	16,770	-	-
1221203	7110	Safety Shoes and Supplies	19,448	-	-	-	-	-
1221203	7130	Small Equipment	50,560	61,594	101,505	79,703	39,775	32,500
1221203	7140	Uniforms	2,618	-	-	-	-	-
1221203	7150	Office Supplies	-	4,987	-	-	-	-
1221203	7210	Election Expenses	130	-	-	-	-	-
1221203	7230	Janitorial Supplies	4,646	-	-	-	-	-
1221203	7250	Buildings and Grounds Maint. Supplies	8,596	-	-	-	-	-
1221203	7550	Miscellaneous Supplies	905	8,210	3,742	9,516	-	-
1221204	8020	Advertising	90	-	-	-	-	-
1221204	8130	Building & Equipment Rental	-	-	-	-	25,000	25,000
1221204	8180	Consulting Fees	-	(3,600)	2,845	2,845	-	-
1221204	8480	Communication Equip. Maint.	13,755	16,257	20,317	27,418	-	-
1221204	8550	Misc. Contracted Services	23,178	46,237	33,688	49,618	281,945	90,000
1221205	9030	Recruitment & Retention Expenses	916	-	-	-	-	-
1221205	9070	Training & Continuing Educ/Conf	16,472	8,074	18,499	15,179	39,500	40,500
1221205	9090	Overtime - Special Programs	298	302	-	35	-	-
TOTAL LAW ENFORCEMENT GRANTS			**$ 279,013**	**$ 297,002**	**$ 329,390**	**$ 301,108**	**$ 487,056**	**$ 275,695**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Law Enforcement Fund - Police Department - Federally Forfeited Property

Expenditures:

FEDERAL FORFEITED PROPERTY			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET * (* as amended)	2025 BUDGET ** (* as amended)
1221293	7040	Firearm Supplies	$ 20,728	$ 1,468	$ 33,430	$ 10,776	$ -	$ -
1221293	7130	Tools, Fld.Sup., Small Equipment	3,834	9,106	6,827	-	-	-
1221293	7140	Uniforms	1,540	-	1,495	-	-	-
1221293	7550	Miscellaneous Supplies	1,005	6,594	-	-	-	-
1221294	8550	Miscellaneous Contracted Svc	2,198	5,350	-	5,000	-	-
1221295	9070	Training & Continuing Educ/Conf	-	9,465	3,058	7,279	-	-
TOTAL FEDERAL FORFEITED PROPERTY			**$ 29,305**	**$ 31,983**	**$ 44,810**	**$ 23,055**	**$ -**	**$ -**

Law Enforcement Fund - Police Department - Law Enforcement Grants

Programs:

CURRENT LAW ENFORCEMENT GRANT PROGRAMS	PROJECTED AMOUNT AVAILABLE
Emergency Illegal Drug Enforcement	$ 9,600
Fund to Combat Violent Crime	100,000
State Aide to Local Law Enforcement	15,500
Federal Edward Byrne Memorial Grant	18,500
Office of Highway Safety Aggressive Driving Enforcement Programs	6,440
Office of Highway Safety Impaired Driving Enforcement Programs	30,080
Office of Highway Safety Distracted Driving Enforcement Programs	7,560
Office of Highway Safety Pedestrian Safety Enforcement Programs	6,720
Office of Highway Safety Motorcycle Enforcement	560
911 Funds	66,287
TOTAL	**$ 261,247**

* Based on projected grant balance at 12/31/2024 and/or grant award amount for 2025.

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Parks Special Revenue Fund - Parks and Recreation Department

Expenditures: * as amended ** as proposed

PARKS SPECIAL REVENUE ACCOUNTS			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
FRIENDS OF SAFETY TOWN (1141)								
1351302	6690	Self-Supporting Programs	$ 734	$ 674	$ 1,388	$ 884	$ 1,389	$ 1,389
1351302	6930	Social Security Taxes	56	52	101	68	106	106
1351303	7690	Self-Supporting Programs Supplies	1,199	748	166	998	2,500	2,500
1351304	8690	Self-Supporting Programs Cont. Svc	-	-	-	50	500	500
COMMUNITY DONATIONS FOR PARKS (1142)								
1351303	7500	Parks Maintenance	-	1,388	13,971	2,664	10,000	10,000
1351304	8500	Parks Maintenance	-	4,338	-	832	5,000	5,000
BEAUTIFICATION (1143)								
1351303	7501	Island Beautification	8,712	7,669	1,984	383	11,000	11,000
1351304	8130	Building & Equipment Rental	-	-	-	-	1,200	1,200
CASH IN LIEU OF PARKLAND (1144)								
1351304	8500	Parks Maintenance	2,199	-	1,169	-	72,176	10,000
COMMUNITY GARDEN (1150)								
1351303	7550	Miscellaneous Supplies	13	1,812	255	130	500	500
CASH IN LIEU OF TREES (1152)								
1351303	7500	Parks Maintenance	-	-	-	-	10,000	10,000
1351304	8500	Parks Maintenance	-	-	-	-	10,000	10,000
TOTAL PARKS SPECIAL REVENUE ACCOUNTS			**$ 12,913**	**$ 16,681**	**$ 19,034**	**$ 6,009**	**$ 124,371**	**$ 62,195**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

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

TRANSPORTATION FUND - SUMMARY			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
150	4331	Unicity Grant Revenue	$ 143,380	$ 143,380	$ 143,380	$ 107,535	$ -	$ -
15T	4999	Transfer from General Fund	53,234	160,344	165,530	89,184	-	-
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS			**$ 196,614**	**$ 303,724**	**$ 308,910**	**$ 196,719**	**$ -**	**$ -**

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

TRANSPORTATION FUND - SUMMARY			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
MATERIALS AND SUPPLIES								
1591503	7070	Fuel and Oil	$ 4,972	$ 12,281	$ 20,528	$ 11,982	$ -	$ -
CONTRACTUAL SERVICES								
1591504	8030	Casualty Insurance	866	221	-	-	-	-
1591504	8032	Insurance - Auto	3,307	4,208	3,636	6,504	-	-
1591504	8312	Repairs and Maintenance	42,558	59,202	67,821	33,617	-	-
1591504	8800	Unicity Bus Operators	101,651	184,903	165,017	144,616	-	-
OTHER CHARGES								
1591505	9060	Depreciation Expense	43,260	42,909	51,908	-	-	-
TOTAL UNICITY TRANSPORTATION FUND SPECIAL REVENUE ACCOUNTS			**$ 196,614**	**$ 303,724**	**$ 308,910**	**$ 196,719**	**$ -**	**$ -**

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

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

CAPITAL PROJECTS BUDGET	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
1591506 9623 CIP - Autos and Trucks	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CAPITAL PROJECTS BUDGET	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

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

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

*Please note, there are no Unicity Special Revenue projects with 2025 capital spending budgeted.

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CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET

Insurance Fund - Self-Insurance

Expenditures: * as amended ** as proposed

SELF-INSURANCE			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
6116104	8162	Legal/Consulting Services	$ -	$ -	$ -	$ -	$ 10,000	$ 10,000
6116104	8891	Claims - Medical	57,204	30,353	6,851	1,589	50,000	50,000
6116104	8892	Claims - Property	2,133	45,404	7,477	3,970	5,000	5,000
6116104	8894	Claims - Liability	23,495	21,806	953	4,120	30,000	30,000
6116104	8895	Claims - Permanent Impairment	23,902	72,465	-	15,785	50,000	50,000
TOTAL SELF-INSURANCE			**$ 106,734**	**$ 170,028**	**$ 15,281**	**$ 25,464**	**$ 145,000**	**$ 145,000**

Other Post-Employment Benefits Fund

Expenditures: * as amended ** as proposed

POST-EMPLOYMENT BENEFITS			2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET *	2025 BUDGET **
7307300	6991	Retiree Health Insurance	$ 524,374	$ 563,029	$ 635,171	$ 710,607	$ 635,000	$ 750,000
7307300	6992	Retiree/Spouse Health Insurance	112,445	109,016	130,659	182,194	130,000	180,000
7307300	6995	Retiree Life Insurance	2,156	1,957	1,851	1,831	2,000	2,000
TOTAL POST-EMPLOYMENT BENEFITS			**$ 638,975**	**$ 674,002**	**$ 767,681**	**$ 894,632**	**$ 767,000**	**$ 932,000**

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CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET
DOCUMENT VERSION CONTROL

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

10/23/2024 *Please note, the below listed changes are following the City's Budget Summary submission for the 10/15/2024 edition of the Newark Post.

2025 Net Surplus: **$ 400,324.00**

10/23/2024 Operating Budget|Change Detail: Increased Stormwater's Equipment Depreciation by $14,876 to account for the 2024 purchase of a Skid Steer (Previously Q2401).

Fund:	Org:	Code:	Line Description:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Stormwater	5595505	9060	Depreciation	$ 69,029.00	$ 83,905.00	$ (14,876.00)	**$ 385,448.00**

10/23/2024 Capital Budget|Change Detail: Removed Project. Decreased Stormwater's 2025 Capital Budget to account for purchase of a Skid Steer in 2024 instead of 2025.

Project:	Project Name:	Year:	Funding Source:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Q2401	Skid Steer Purchase	2025	Capital Reserves	$ 110,000.00	$ -	$ -	**$ 385,448.00**

10/23/2024 Capital Budget|Change Detail: Pushed Project. Project funding/spending advanced from 2025 to 2026.

Project:	Project Name:	Year:	Funding Source:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Q2502	Crawler Inspection Camera	2025	Capital Reserves	$ 100,000.00	$ -	$ -	**$ 385,448.00**

Year:	Funding Source:	2026 Amount Prior:	2026 Amount After:	Net Effect on Surplus:
2026	Capital Reserves	$ -	$ 100,000.00	$ -

10/23/2024 Capital Budget|Change Detail: Increased Project. Updated Stormwater's 2025 Capital Budget to account removal of additional FTE that was originally request but since removed.

Project:	Project Name:	Year:	Funding Source:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Q2501	Catch Basin Repair/Replacement	2025	Current Resources	$ -	$ 50,000.00	$ (50,000.00)	**$ 335,448.00**

10/24/2024 Revenue Budget|Change Detail: Lowered 2025 estimate of parking in lot 1, reduced parking lot revenue by $80,000 in 2025.

Fund:	Org:	Code:	Line Description:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Parking	540	4052	Multi-Space Parking Fees	$ 750,000.00	$ 670,000.00	$ (80,000.00)	**$ 255,448.00**

10/23/2024 Operating Budget|Change Detail: Software changes expected next year for App transactions, reduced credit card fees by $80,000 for 2025.

Fund:	Org:	Code:	Line Description:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	2025 Net Surplus:
Parking	5495404	8040	Merchant Fees and Discounts	$ 450,000.00	$ 370,000.00	$ 80,000.00	**$ 335,448.00**

(Please note: Changes are continued on the following page)

CITY OF NEWARK, DELAWARE
2025 OPERATING BUDGET
DOCUMENT VERSION CONTROL

Date:	Description of Change(s):
10/28/2024	Operating Budget | Change Detail: Added 2025 expenditure estimate for the Speed Camera Program.

Fund:	Org:	Code:	Line Description:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	**2025 Net Surplus:**
General	0121094	8550	Misc. Contracted Services	$ 37,500.00	$ 109,320.00	$ (71,820.00)	**$ 263,628.00**

Date:	Description of Change(s):
10/28/2024	Revenue Budget | Change Detail: Added 2025 revenue estimate for the Speed Camera Program.

Fund:	Org:	Code:	Line Description:	2025 Amount Prior:	2025 Amount After:	Net Effect on Surplus:	**2025 Net Surplus:**
General	010	4519	Speed Camera Program	$ -	$ 111,820.00	$ 111,820.00	**$ 375,448.00**