

Administrative Department 2026 Budget Presentation

August 25, 2025

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Introduction – Administrative Full-Time Staff

Department Director: Tom Coleman, City Manager

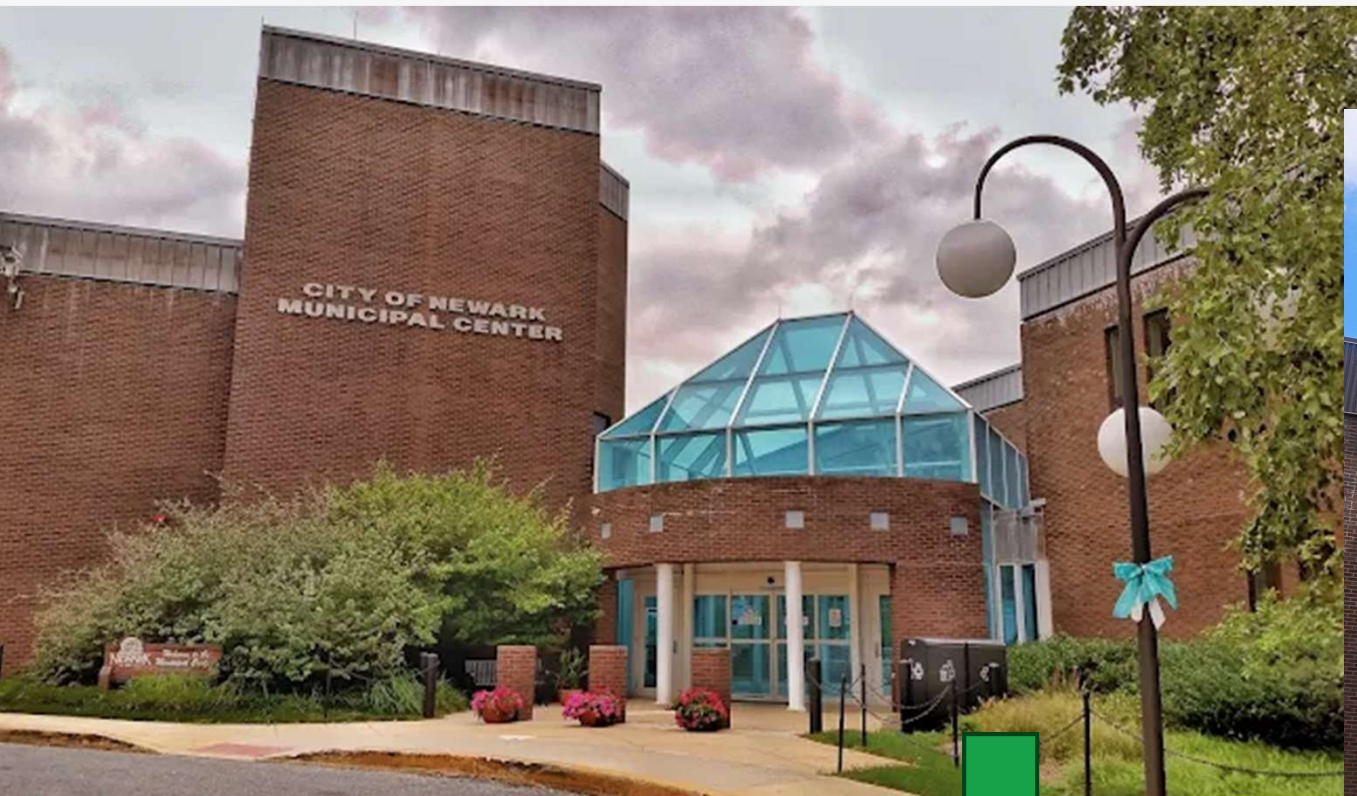
Communications	Human Resources and Labor Relations	Facilities Maintenance	Purchasing	Records Management
Jayne Gravell Chief of Community Engagement	Devan Hardin Assistant City Manager – Personnel	Jeff Martindale Assistant City Manager – Operations		
Jenny Darden Administrative Professional I	Marta Pacheco HR Administrator	Chris LaPorte Facilities Maintenance Supervisor	Cathy Trykowski Purchasing Assistant	Raquel Arban Digital Records Management Coordinator
	Tracy Bak HR Administrator			Sandy Bradley Digital Records Scanner II
				Ana Baluk Digital Records Scanner II

Accomplishments – Facilities

Completed several high-priority facilities projects

- ▶ Municipal Center signage replacement and cleaning
- ▶ Municipal Center and George Wilson Center electronic street sign installation
- ▶ Municipal Center loading dock flooding protections
- ▶ Municipal Center underground storage tank (UST) replacement
- ▶ Reservoir solar field repairs
- ▶ Field Operations Complex warehouse expansion (est. August 2025)
- ▶ Historic Newark Passenger Railroad Station restoration (est. November 2025)
- ▶ NPD Sallyport Slab replacement (est. November 2025)

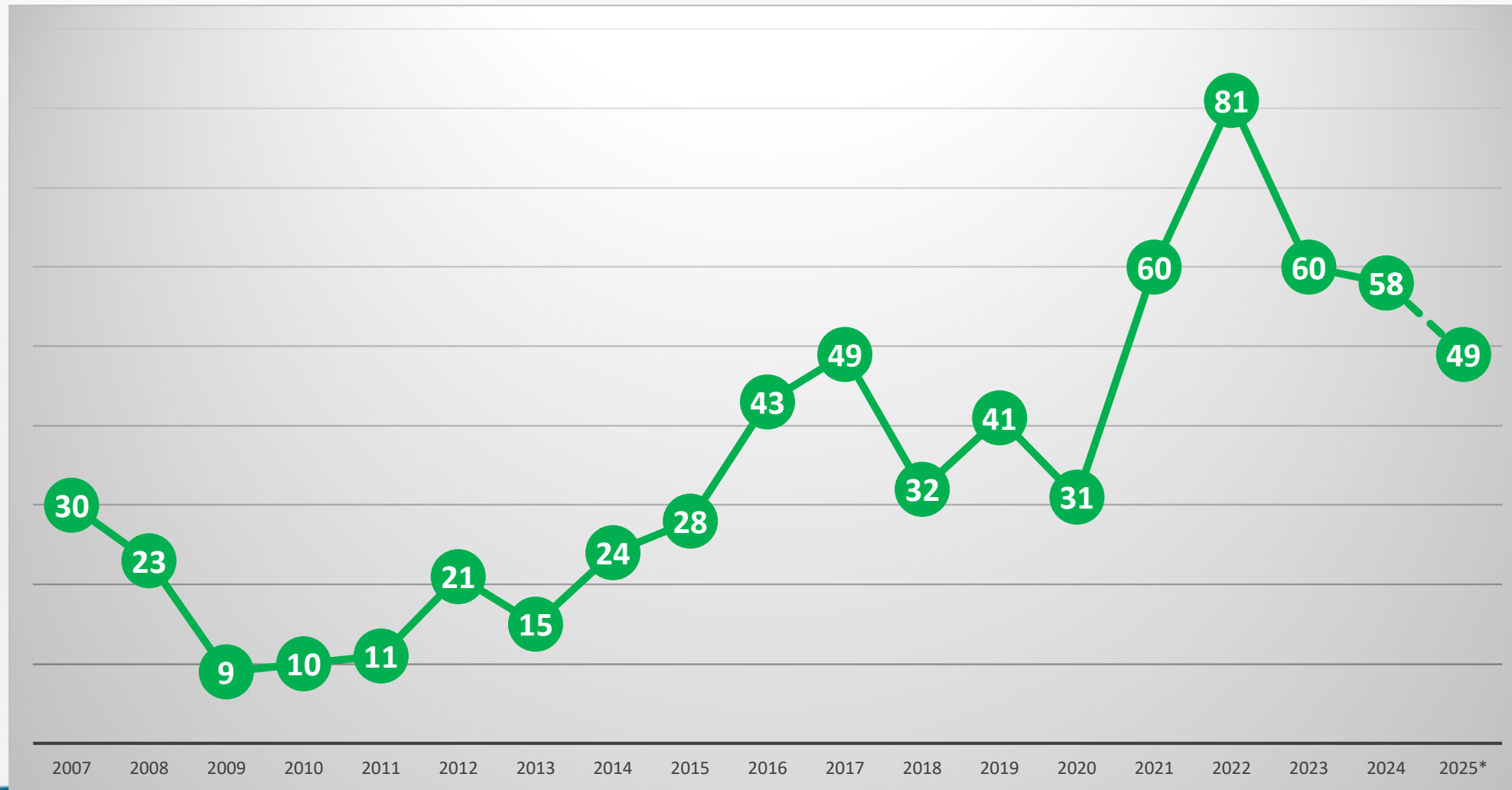
Signage, Cornice, and Awning Upgrades



Accomplishments – Human Resources/Labor Relations

- Reimplemented traditional pension for AFSCME 1670 & 3919, CWA, and management
- Ratified AFSCME 1670 collective bargaining agreement (1/1/25 – 12/31/27)
- Negotiating FOP Lodge 4 collective bargaining agreement (effective date of 7/1/25)
- Procured consultant firm Bolton Talent to conduct an employee climate survey
 - Results are still being reviewed
 - 60% of all employees completed the survey
- Processed 25 job postings as of 7/31/25 and onboarded 40 FT, PT, and temporary/seasonal employees

Number of Job Postings by Year: 2007 Thru 7/31/25



*2025 figure is an estimate based on 33 job postings thru August so far
($33 \times 1.5 = 49.5$)

Accomplishments – Community Engagement & Purchasing

Community Engagement:

- Overhauled the City's website in conjunction with CivicPlus to improve user experience and accessibility
 - September 2025 estimated rollout
- Implemented Meta ads for specific job postings, opportunities, and City events with substantial success
- Participated in three Community Advisory Panels (FMC, DuPont, Chemours)
- Assisted with Veteran's Banner Project, CSX mural, and other TNP initiatives

Purchasing:

- Since 1/1/24:
 - Solicited 23 Invitations to Bid (ITBs) and 5 Requests for Proposal (RFPs)
 - Processed approximately 2,000 purchase orders (POs) and 5,000 invoices
- Completed staff training on the newly updated Purchasing Manual and required procurement steps for departments

Accomplishments – Records *Brought over from Legis.

- ▶ 291,296 pages scanned and 201,417 pages modified since 1/1/25 (492,713 pages total)
- ▶ Met with several departments to overview Records processes and help with training
- ▶ Eliminated scanning of records with short retention timelines before destruction (e.g., Miss Utility tickets, timecards)
 - ▶ This freed up approximately a full FTE's worth of time for additional tasks
- ▶ Worked with Alderman's Court to establish a new system for processing expungements given massive recent request upticks
 - ▶ 2025 expungements processed as of 8/8: 1,647 (up ~800% from 2024 already)
 - ▶ 2024 expungements processed: 211 (up ~300% from 2023)
 - ▶ 2023 expungements processed: 77

Achievements – General Admin/Special Projects

- Created Main Street Safety Committee which designed and implemented slate of safety improvements to Main Street
- Worked with speed camera vendor Elovate, DelDOT, and DELJIS implement speed cameras in Newark as discussed with Council
- Successfully lobbied for and Implemented Colleges/Universities tax - \$50/student/semester
- Updated Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) – November 2025 completion date
- Completed update of the Newark Community Sustainability Plan – Will bring to Council for adoption in the Fall of 2025
- Completed electric cost of service study and preliminary rate designs.
 - Rate Design to be presented to council in fall of 2025 for final adoption.
- City Manager Coleman continued his role as Vice Chair for the Delaware Municipal Electric Corporation's (DEMEC) Board and 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, the DFIT Finance Committee, and the TNP board.

Achievements – General Admin/Special Projects (Continued)

- Procured \$2,266,000 in grant funding since 7/1/24:

Grant Received	Project	Funding Amount Received
Energy Efficiency Community Block Grant (EECBG)	Climate Action Plan creation	\$76,000 (likely canceled at the federal level prior to receiving funds)
Charging and Fueling Infrastructure (CFI)	Installation of numerous charging station across Newark	\$590,000 (likely canceled at the federal level prior to receiving funds)
Green Capital Municipal Investment Fund (MIF)	Solar capacity testing and community outreach	\$250,000
State Community Reinvestment Fund (CRF)	Main Street safety improvements, Parks Maintenance warehouse	Direct: \$750,000 From UD: \$600,000

Goals

- ▶ Continue searching for grants to achieve critical infrastructure and security improvements, as well as offset future year expenses, without using current resources.
- ▶ Continue to support operating departments for successful implementation of projects that are included in the 2025 and 2026 capital budget, and spend funds associated with ARPA by 12/31/26.
- ▶ Continue work on the projects funded by the 2025 and 2026 CRF/Bond Bill allocations from the State, including:
 - ▶ Main Street Safety Improvements
 - ▶ Underground Storage Tank (UST) Replacement – FOC
 - ▶ Renovating the George Wilson Community Center
 - ▶ Olan Thomas Warehouse/Police Impound Lot Improvements
 - ▶ Parks and Recreation FOC Warehouse
 - ▶ Water Utility Infrastructure Security Improvements
- ▶ Complete ongoing update of the City's Personnel Policy Manual, Employee Handbook, and remaining job descriptions using the PowerDMS system.

Goals (Continued)

- ▶ Conduct tabletop exercises for the recently updated Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP)
- ▶ Finalize and implement an action plan from the results of the employee climate study by establishing a working group to address higher-level concerns.
- ▶ Bring the Records Division's Strategic Plan to City Council for adoption once updated
- ▶ Continue the backlog scanning process of City documents with the goal of eliminating paper and becoming a digital work environment, where feasible
- ▶ Oversee the rollout of an updated City website
- ▶ Integrate Meta ads for appropriate job postings, events, and other City business

Administrative Budget Overview – By Division

* as amended ** as proposed

ADMINISTRATIVE DEPARTMENT								
DIVISION SUMMARY:	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 *BUDGET	2026 ** BUDGET	% FROM 2025 BUDGET	\$ FROM 2025 BUDGET
Administrative	1,292,080	1,319,625	1,409,605	1,438,172	1,794,445	2,103,312	17.2%	308,867
Facilities Maintenance	914,932	1,142,038	1,156,457	271,333	1,289,367	1,311,668	1.7%	22,301
Total Administrative Department:	\$ 2,207,012	\$ 2,461,663	\$ 2,566,062	\$ 1,709,505	\$ 3,083,812	\$ 3,414,980	10.7%	\$ 331,168

Ongoing note for Admin presentation:

- Majority increase in the Admin budget is resultant of Records' move from Legislative (personnel expense is largely offset in Legis)
- Approximately \$240,000 transferred from Legis & \$95,000 transferred from Water
- Admin operating shows a net decrease excluding transfer

Administrative Budget Overview – By Object Level

* as amended ** as proposed

ADMINISTRATIVE DEPARTMENT								
SUMMARY (BY OBJECT LEVEL):	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 *BUDGET	2026 ** BUDGET	% FROM 2025 BUDGET	\$ FROM 2025 BUDGET
EXPENDITURES								
Personnel Services	1,441,968	1,446,110	1,602,267	1,562,740	1,807,931	2,196,218	21.5%	388,287
Materials and Supplies	212,049	259,606	259,753	272,124	339,350	319,350	-5.9%	(20,000)
Contractual Services	484,974	541,225	536,087	(308,671)	727,385	691,176	-5.0%	(36,209)
Equipment Depreciation	17,477	24,459	36,970	44,977	39,586	57,844	46.1%	18,258
Other Expenditures	252,905	263,108	276,005	297,027	367,200	367,200	0.0%	-
Inter-Dept. Charges	(273,713)	(285,406)	(335,074)	(348,903)	(389,744)	(409,928)	5.2%	(20,184)
Debt Service - Principal	-	119,050	122,553	126,247	130,137	134,228	3.1%	4,091
Debt Service - Interest	71,352	93,511	66,888	63,964	61,967	58,892	-5.0%	(3,075)
Total Operating Expenditures	\$ 2,207,012	\$ 2,461,663	\$ 2,565,449	\$ 1,709,505	3,083,812	\$ 3,414,980	10.7%	\$ 331,168

Excluding Records Transfer

	2025 Budget	2026 Budget	% From 2025 Budget	\$ From 2025 Budget
Personnel Services	\$ 1,807,931	\$ 1,860,837	2.93%	\$ 52,906
Total Operating Expenditures	\$ 3,083,812	\$ 3,079,599	- 0.14%	\$ (4,213)

Records Staff Transfer

- ▶ Transfer of 3 FTE and 1 PT [From the Legislative Department to the Administrative Department]
- ▶ Transfer occurred in August 2024 but was not captured in the 2025 budget
 - ▶ Change is purely administrative at this point
- ▶ FTE Titles: Digital Records Management Coordinator (1) & Digital Scanner/Records Assistant II (2)
- ▶ PT Title: Digital Scanner/Records Assistant II (1)

OPEX Highlights (Changes from 2025)

Operating Budget Changes: Administrative (+\$274,249):

- Overall increase of \$274,249 or 15.3%
 - 2025: \$1,794,445 vs 2026: \$2,068,694
- Personnel Services: (+\$339,042):
 - Net of the contractually obligated wage adjustments, advancements and merit increases along with the reorganization of the Records Staff moving from our Legislative Department to our Administrative Department.
- Contractual Services (-\$50,273):
 - Overall reduction is mainly the result of two large reductions from 2025. 8162 – Legal/Consulting Services decreased by - \$20,000 (fewer CBA negotiations in 2026), and 8550 – Misc. Contracted Services decreased by -\$40,000 (completion of EOP/COOP in 2025).
- Other Charges (+\$5,000):
 - \$5,000 increase to 9060 – Depreciation due to updated equipment depreciation for the Department. This increase is specifically related to the current Capital Project A2301 [Holiday Lighting].

OPEX Highlights (Changes from 2025)

Operating Budget Changes: Facilities Maintenance (+\$22,301):

- Overall increase of \$22,301 or 1.7%
 - 2025: \$1,289,367 vs 2026: \$1,311,668
- Personnel (+\$14,621):
 - No FTE change. Wage adjustments due to contractual obligations, advancements and merit increases.
- Materials and Supplies (-\$21,000):
 - Reductions from 2025 to 2026 to:
 - 7020 – Heating Fuel – Decreased by -\$6,500.
 - 7230 – Janitorial Supplies – Decreased by -\$2,000.
 - 7250 – Buildings and Grounds Maint. Supplies – Decreased by -\$10,000
 - 7255 – Vandalism Supplies – Decreased by -\$2,500
- Contractual Services (+\$14,064):
 - Largely due to 8030-8035 Insurance Lines – increased by at total of \$15,741. Increased premiums.
- Equipment Depreciation (+\$13,258):
 - Based on equipment depreciation schedules. 2024 acquisitions receiving full year depreciation now.
- Debt Service (+1,016):
 - Increased based on ESCO debt service schedules.

Personnel Requests: Administrative/Facilities

1. Grants Administrator - FTE

- ▶ Full-time position in Purchasing Division – Pay Grade 16 (CWA 1036)
 - ▶ Cost (Salary + Benefits): ~\$98,000 (Bottom of Scale) to ~\$116,000 (Mid Point)
 - ▶ Benchmark: Comparable to UD Associate Policy Scientist; aligns with similar City positions
- ▶ Centralizes grant acquisition, reporting, and compliance across City departments
 - ▶ Responsibilities: coordinate submissions, identify opportunities, manage compliance and reporting, maintain grant calendar
- ▶ Relieves department directors and senior staff of grant duties
 - ▶ Enables pursuit of smaller grants, which we typically haven't done much of in the past
 - ▶ Increases efficiency at higher-cost employee levels
- ▶ Would provide needed backup in the Purchasing Division, which is one of the only divisions without more than 1 non-management FTE

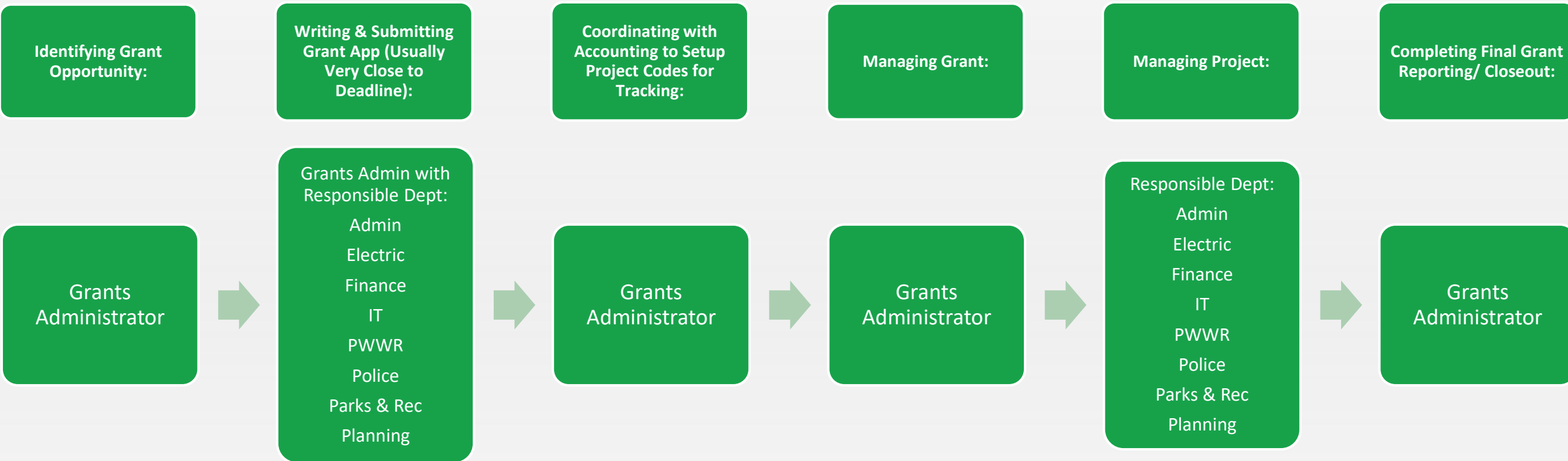
1. Grants Administrator – FTE

Current Grant Process Visualization



1. Grants Administrator – FTE

Updated Grant Process with GA Visualization



Personnel Requests: Administrative/Facilities

2. Building Maintenance Worker- FTE

- ▶ Full-time position in Facilities Maintenance Division
 - ▶ Pay Grade 4 (AFSCME 1670)
 - ▶ Cost (Salary + Benefits): ~\$85,000
- ▶ **Net Cost: ~\$9,000**
 - ▶ Cost largely offset by reduction of 2 PT maintenance workers (-\$56,000) and reduced contractual budget (-\$20,000)
 - ▶ Increases staff capacity throughout work week and in-house maintenance
- ▶ Would provide needed backup in the Facilities Maintenance Division, which is one of the only divisions without more than 1 non-management FTE
 - ▶ Adds redundancy to EOP and COOP for Facilities items, which is currently missing

Personnel Requests: Administrative/Facilities

3. Temporary Part-Time Digital Records Scanner

- ▶ Part-time position in Records Management Division – CWA 1036 Pay Grade 8, Step C (~\$34,000)
- ▶ Cost offset by removal of vacant PT Creative Designer/Web Specialist in Admin (CWA Pay Grade 9) also budgeted for \$34,000
- ▶ Temporary addition to the division only to get through work backlog
 - ▶ Position would be removed through eventual attrition
 - ▶ Opportunity to reduce an approved PT Records position in the future through attrition as well if enough scanning is completed in the interim
- ▶ If Council is satisfied with this position, staff requests direction related to starting this position transfer in 2025, as funding for the PT is available due to the vacancy in the PT Web Specialist position

Capital Project Highlights (Administrative)

Capital Improvement Program Changes and Updates: Administrative

- A2301: Main Street and City Hall Holiday Lighting Enhancement
 - \$50k in current resources slated for 2026 to add more utility pole snowflake lights (requested by Council members during 2023 budget process, up for discussion).
 - Not included in the final budgets for 2024 or 2025.

Capital Project Highlights (Administrative) - Continued

Town of Elkton
2024 Holiday Decorating Contest
Join in the Holiday fun by participating in the
Town of Elkton's Holiday Decorating Contest!
Registration is open to homes located within the
corporate limits of Elkton
First Prize: \$125.00
Second Prize: \$75.00
Third Prize: \$60.00
Fourth Prize: \$40.00
Prizes consist of gift cards to local businesses
Registration Deadline:
December 13, 2024 at 12:00 p.m.
Winners will be announced on
December 18, 2024
Holiday Decorating Contest Registration
(please print)

Name: _____
Address: _____
Contact Phone/Email: _____

Please mail completed registration to:
Town of Elkton Holiday Decorating Contest
P.O. Box 157
Elkton, Maryland 21922-0157
or email to:
administration@elkton.org

Capital Improvement Program Changes and Updates: Administrative

- **Alternative idea for A2301: City Decoration Contest:**

- Holiday decorating contest with cash prize for residential and commercial winners
- Idea borrowed from the Town of Elkton
- Prize can be increased from Elkton's to enhance participation while still cutting from \$50k figure

- **Example (\$8,000 instead of \$50,000):**

Residential Category: \$1,500 for first place, \$1,000 for second, \$500 for third

Business Category: \$2,500 for first place, \$1,500 for second, \$1,000 for third

Capital Project Highlights (Facilities Maintenance)

Capital Improvement Program Changes and Updates: Facilities Maintenance

- N1806: FOC - Master Plan
 - Currently budgeted with \$500,000 in 2026 Current Resources. These funds will be used to replace underground diesel and unleaded gasoline storage tanks at 30-year mark.
- N2601: Energy Savings Performance Contract
 - Following successful completion of Phases 1 and 2 of the City's energy savings performance contracts between 2019 and 2025, a 3rd Phase is recommended to complete additional energy/cost-saving projects.
 - This project will likely be moved under Electric, but managed by ACM – Operations Jeff Martindale, so it is left here for discussion purposes.
- N2602: Parks Maintenance Storage Facility
 - To ensure proper security of Police impounded evidence, the Olan Thomas warehouse needs to be reutilized as an impound facility. In order to facilitate this transfer, Parks Maintenance equipment currently stored at Olan Thomas will need to be relocated.
- N2603: NPD Building Improvements
 - Added a new project in FY2026. Spending not currently expected to begin until 2027 which includes Evidence Room engineering structural analysis and design for a doorway between evidence areas (\$10,000 est.) and NPD 2nd floor kitchenette renovation (\$10,000 est.).

Capital Project Highlights (Facilities Maintenance)

	FUNDING SUMMARY					
	2026	2027	2028	2029	2030	Total 5 Year
	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000
2026-2030 Funding:	*Prior Authorized Balance includes 2025 carryover funding only.					

PROJECT NUMBER	PROJECT NAME	*	2025 BUDGET AS AMENDED	-----2026-----							
				RESERVES AND OTHER FUNDING	CURRENT FUNDING	2026	2027	2028	2029	2030	TOTAL
N2601	ESCO 3: Re-Energized	B	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,050,000
N2602	Parks Maintenance Storage Facility	B	-	650,000	-	650,000	-	-	-	-	650,000
N2603	NPD Building Improvements	B	-	-	-	-	20,000	60,000	-	-	80,000
N2401	Olan Thomas Warehouse/Police Impound Lot Improvements	C	-	-	-	-	-	-	-	-	-
N2301	George Wilson Community Center Master Plan	B	-	-	-	-	-	-	-	-	-
N2302	Municipal Center Master Plan	B	650,000	-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	-	-	500,000	500,000	-	-	-	-	500,000
N1809	Historic Newark Train Station Master Plan	C	-	-	-	-	-	-	-	-	-
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	50,000	50,000	-	100,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 650,000	\$ 700,000	\$ 500,000	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000
PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS			\$ 650,000	\$ 700,000	\$ 500,000	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000
LESS: USE OF RESERVES			-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT			-	-	-	-	-	(23,535)	(38,774)	-	(62,309)
GRANTS			(650,000)	(700,000)	-	(700,000)	-	-	-	-	(700,000)
BOND ISSUES			-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT			-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			-	-	-	-	(2,000,000)	-	-	-	(2,000,000)
NET CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 20,000	\$ 86,465	\$ 11,226	\$ -	\$ 617,691

Conclusion

Administrative

▶ Operating budget:

- ▶ Increase of 10.8%, or +\$193,263.
- ▶ Personnel Transferred: + 3.5 staff (3 FTE, 1 PT).
 - ▶ Transferred Records to Administrative.
- ▶ Personnel Request:
 - ▶ +1.5 staff (1 FTE, 1 PT).
 - ▶ -0.5 staff (1 PT).

▶ Capital projects:

- ▶ +\$50,000 Current resources:
 - ▶ Main Street and City Hall Holiday Lighting Enhancement

Facilities Maintenance

▶ Operating budget:

- ▶ Increase of 1.7%, or +\$22,301.
- ▶ Personnel Request:
 - ▶ +1.0 staff (1 FTE).
 - ▶ -1.0 staff (2 PT).

▶ Capital projects:

- ▶ +\$500,000 Current Resources:
 - ▶ FOC – Master Plan

Conclusion

Staff requests feedback/direction from Council on the following items:

1. **Admin and Facilities budgets as outlined (general)**
2. **Position Requests:**
 - ▶ **PT Digital Scanner II (net cost: ~\$0)** – Admin (cost offset by 1-for-1 swap for current PT Web Specialist)
 - ▶ **FT Building Maintenance Worker (net cost for 2026: ~\$9,000)** – Facilities (cost largely offset by 2-for-1 swap for current PT carpenters + contractual budget reduction)
 - ▶ **FT Grants Administrator (net cost for 2026: ~\$98,000 to \$116,000)** – Admin (New add, no financial offsets)
3. **State CRF Funding – Underground Storage Tank (UST) vs. Parks Maintenance Building:**
 - ▶ Option 1: Use CRF for Parks Building and current resources for UST (cash cost is distributed b/t general fund and utilities)
 - ▶ Option 2: Use CRF for UST and push Parks Building (immediate need is met but future cost will hit general fund hardest; needed impound improvements are delayed)
4. **Holiday Lighting:**
 - ▶ Option 1: Fund snowflake lights as outlined in CIP (\$50,000)
 - ▶ Option 2: Fund holiday decorating contest instead (price set by Council, far less than \$50k)
 - ▶ Option 3: Do neither (\$0)



ADMINISTRATIVE DEPARTMENT

2026 BUDGET PRESENTATION TO CITY COUNCIL

**AS PRESENTED ON:
AUGUST 25th, 2025**

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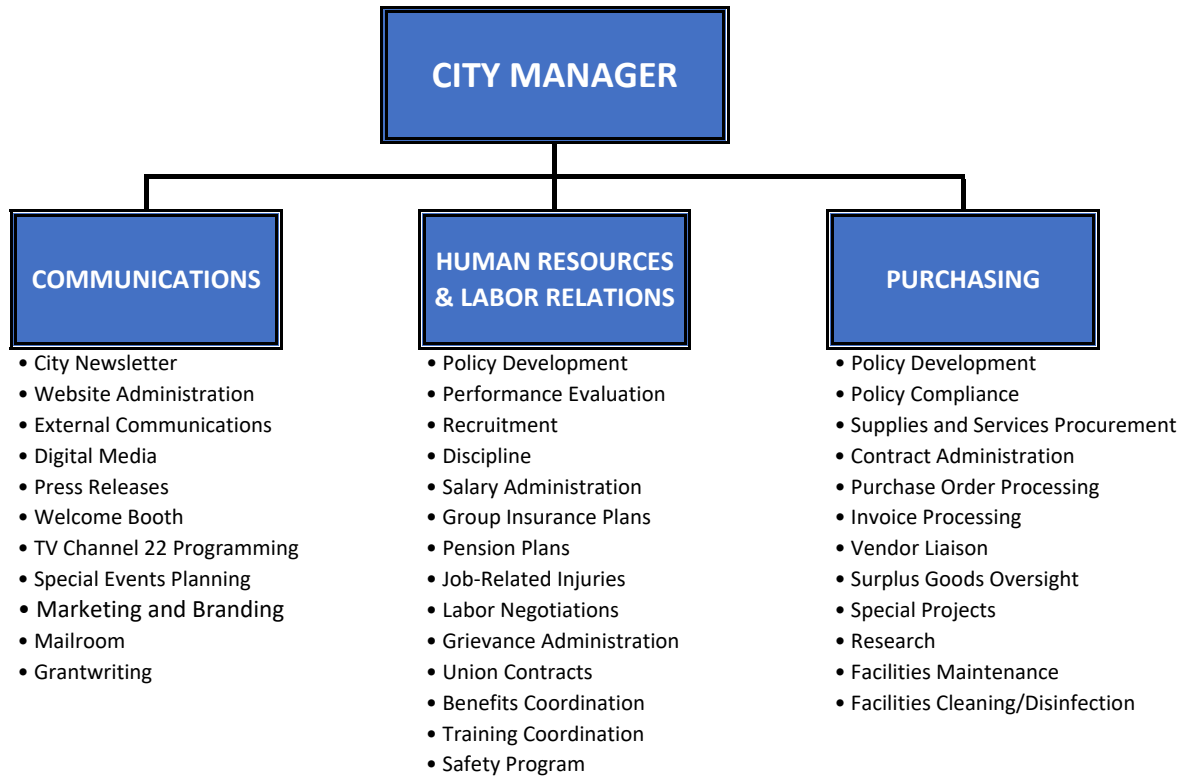
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**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
ORGANIZATIONAL CHART**



**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2026 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
- Records Management

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.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2026 DEPARTMENTAL NARRATIVE**

Human Resources (continued):

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

Purchasing:

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:

The Facilities Maintenance Division is responsible for the upkeep, functionality, and appearance of City-owned buildings, including City Hall, the Newark Police Department, the Parking Office, the Field Operations Complex, and additional satellite facilities. The division ensures that these spaces are safe, functional, and well-maintained to meet the needs of staff, residents, and visitors.

Facilities Maintenance oversees a range of responsibilities, including custodial services, preventative maintenance, and repair coordination for building systems such as HVAC, electrical, and plumbing. The division works closely with internal departments and outside contractors to address day-to-day needs as well as support larger facility-related projects. This includes responding to maintenance requests, coordinating scheduled work, and ensuring compliance with City policies and procedures.

Through proactive planning and responsive service, the Facilities Maintenance Division plays a key role in supporting City operations. Whether through routine upkeep or emergency response, the division contributes to the overall efficiency and effectiveness of government services while preserving the long-term integrity of City assets.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2026 DEPARTMENTAL NARRATIVE**

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.

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.

Records Management:

The Records Management Division ensures the secure, efficient, and legally compliant handling of public records for the City of Newark. The division is responsible for overseeing the lifecycle of both physical and electronic records—from creation and classification through retention and eventual disposition. Its work underpins transparency, legal compliance, and operational efficiency across the organization.

By implementing citywide policies, training, and retention protocols, the division facilitates the transition to digital recordkeeping using Tyler Content Manager (TCM) as the City's primary records repository. It also manages coordination with the Delaware Public Archives for permanent archival transfers and oversees the secure destruction of records that have met retention. These efforts reduce storage burdens, improve access to records, and support compliance with Delaware's public records laws.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2026 DEPARTMENTAL NARRATIVE**

Records Management (continued):

In addition to managing internal records processes, the division also plays a strategic role in supporting the City's long-term goals for digital modernization and interdepartmental collaboration. By streamlining access to critical documents and reducing reliance on paper storage, Records Management helps departments operate more effectively and make data-informed decisions. The division's focus on secure systems, standardized procedures, and staff training ensures that records remain accessible, accurate, and protected—reinforcing the City's commitment to good governance and operational excellence.

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
2025 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2025 include:

- **Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP):**

The City Manager's Office solicited proposals through a formal RFP process and selected the Olson Group to update Newark's EOP and COOP. Each department has met with the Olson Group in one-on-one and group seminar settings throughout the update process. Final completion and training on the updated documents is estimated to be complete in November 2025.

- **Main Street Safety Improvements:**

Following the tragic fatalities on Main Street during the 2024/2025 academic school year, staff worked with local legislators, DelDOT representatives, UD representatives, Aetna Hose, Hook & Ladder, and other stakeholders to develop a plan for short-, medium-, and long-term safety improvements to Main Street and the broader downtown area. Short-term solutions are estimated to be completed by the time the majority of students return for the 2025 fall semester.

- **Speed Camera Installation(s):**

While delayed significantly from initial vendor estimates, staff made tangible progress toward implementing speed cameras at various locations around Newark. Additionally, staff worked with our local state representatives to change necessary laws to allow for more broad use of speed cameras on Main Street.

- **Bid, Purchase Order, and Invoicing Management:**

In 2024, the Purchasing Division solicited bids/proposals for fifteen (15) Invitations to Bid (ITBs) and four (4) Requests for Proposal (RFP). The division also processed 1,372 purchase orders and approximately 3,000 invoices.

- **Grant Applications and Administration:**

In conjunction with the Finance Department, in 2024 Purchasing procured \$1,600,000 in competitive grant funding and \$76,000 in non-competitive grant funding for various City projects, including:

- Olan Thomas Warehouse/Police Impound Lot Improvements (project in design phase)
- Parks Recreation Equipment Installation – Pavilions and Playgrounds (project in design phase)
- Historic Newark Passenger Railroad Station Restoration – Additional Funding (project in construction)
- George Wilson Center Renovations – Additional Funding (project in design phase)
- Equipment replacements (complete)
- Water Utility Infrastructure Security Improvements (project in design phase)
- NPD Security Fencing (complete)
- Climate Action Plan (likely canceled at the federal level)

So far in 2025, \$2,190,000 worth of competitive grants were procured, though \$590,000 of this amount is likely to be canceled at the federal level before distributed:

- Community EV Charging Station installations (likely canceled at the federal level)
- Solar capacity testing and community outreach
- Main Street Safety Improvements
- Field Operations Complex Infrastructure Improvements

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2025 DEPARTMENTAL ACCOMPLISHMENTS**

- **Records Management Strategic Planning and Implementation:**

Under new management since August 2024, the Records Division has prioritized strategic recordkeeping practices to enhance efficiency and effectiveness. This includes no longer scanning documents with one-year-only retention requirements, prioritizing scanning physical documents to eliminate on-site storage needs, and providing training to and coordinating with other departments related to retention schedules and digital file searching.

- **Facilities Projects Completed:**

- Municipal Center signage replacement and cleaning
- Municipal Center and George Wilson Center electronic street sign installation
- Municipal Center loading dock flooding protections
- Municipal Center underground storage tank (UST) replacement
- Reservoir solar field repairs
- Field Operations Complex warehouse expansion (est. August 2025)
- Historic Newark Passenger Railroad Station restoration (est. November 2025)
- NPD Sallyport Slab replacement (est. November 2025)

- **Website cleanup and redesign**

The city's website underwent a complete redesign to improve user experience and streamline navigation. The new layout prioritizes the most commonly sought after information by placing it in easy to find locations. The fresh design offers a simplified menu and more intuitive structure to help residents and visitors quickly find answers. (est. September 2025)

- **Successful Ratification of AFSCME 1670 Contract**

The City and AFSCME 1670 in good faith negotiated a successor contract which goes into effect January 1, 2025 through December 31, 2027.

- **Job Postings and Recruitment**

To date, the city has posted 30 jobs with the anticipation there will be 5-10 more postings before the end of 2025. The HR staff have onboarded 40 new hires so far in 2025.

- **2025 Climate Study**

In Spring 2025, the City contracted with Bolton Talent to conduct a climate survey that went out to all employees. The survey had a 60% completion rate with more than half of the workforce participating. The consultants provided a high-level overview of the results for all employees. The next step in the process will involve creating focus groups to address the most prevalent concerns in the survey.

- **Anti-Harassment Training**

Per Delaware law, employers are required to have all employees complete anti-harassment training bi-annually. The HR team will work with all departments to get this completed by the December 31, 2025 deadline.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2025 DEPARTMENTAL ACCOMPLISHMENTS**

- **Pension Plan Implementation**

As part of the negotiations process with CWA Local 1036, AFSCME 3919, and AFSCME 1670, the City pension plan was reactivated for all new hires and current employees who were hired under the 401a defined contribution plan were permitted a one-time irrevocable option to use their defined contribution funds to purchase their time. This project required assistance from the city's actuary. Management employees were also provided with this opportunity.

**CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT
2026 DEPARTMENTAL GOALS**

Goals for 2026 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 2025 and 2026 capital budget, and spend funds associated with ARPA by 12/31/26.
- Continue work on the projects funded by the 2025 and 2026 CRF/Bond Bill allocations from the State, including:
 - Main Street Safety Improvements
 - Underground Storage Tank (UST) Replacement – FOC
 - Renovating the George Wilson Community Center
 - Olan Thomas Warehouse/Police Impound Lot Improvements
 - Parks and Recreation FOC Warehouse
 - Water Utility Infrastructure Security Improvements
- Complete ongoing update of the City's Personnel Policy Manual, Employee Handbook, and remaining job descriptions using the PowerDMS system.
- Oversee the rollout of an updated City website.
- Integrate Meta ads for appropriate job postings, events, and other City business.
- Conduct tabletop exercises for the recently updated Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP).
- Finalize and implement an action plan from the results of the employee climate study by establishing a working group to address higher-level concerns.
- Continue working with Records division to digitize personnel records in TCM.
- Implement new DE Paid Family Leave Insurance Program which goes into effect January 1, 2026, for all eligible employees.
- Collaborate with DEMEC staff to create training programs for staff at all levels.
- Work with internal and external stakeholders to create employee engagement programs that promote staff development and retention.

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**ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION**

2026 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Summary:

* as amended

** as proposed

MANAGEMENT DIVISION - SUMMARY	2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
<u>OPERATING EXPENSES</u>				
Personnel Services	\$ 1,265,939	\$ 1,233,137	\$ 1,412,748	\$ 1,786,414
Materials and Supplies	152,662	168,954	185,100	186,100
Contractual Services	265,068	264,622	407,337	357,064
Other Charges	119,245	142,153	204,413	209,413
Subtotal	\$ 1,802,914	\$ 1,808,866	\$ 2,209,598	\$ 2,538,991
Inter-Dept. Charges	(393,309)	(370,694)	(415,153)	(435,679)
Total Operating Expenses	\$ 1,409,605	\$ 1,438,172	\$ 1,794,445	\$ 2,103,312

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 373,666	26.4%
1,000	0.5%
(50,273)	-12.3%
5,000	2.4%
\$ 329,393	14.9%
(20,526)	4.9%
\$ 308,867	17.2%

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **	\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
0111122	6020	Supervisory	\$	454,084	\$ 487,258	\$ 507,905	\$ 542,549	\$ 34,644	6.8%
0111122	6030	Engineering/Technical		48,711	-	-	30,647	30,647	100.0%
0111122	6080	Clerical		261,846	263,558	298,276	310,178	11,902	4.0%
0111122	6090	Digital Records Employees		-	-	-	248,229	248,229	100.0%
0111122	6580	Service Award		11,265	12,620	12,005	21,031	9,026	75.2%
0111122	6590	Sick Pay		7,667	7,998	8,255	8,760	505	6.1%
0111122	6600	Part-Time		11,252	10,587	11,915	12,806	891	7.5%
0111122	6615	Interns		1,584	-	-	5,500	5,500	100.0%
0111122	6620	Overtime		13,577	14,662	15,000	15,600	600	4.0%
0111122	6875	Vehicle Allowance		6,000	6,000	6,000	6,000	-	0.0%
0111122	6885	Device Reimbursement		1,900	1,600	2,400	2,400	-	0.0%
0111122	6920	Unemployment Comp. Ins.		1,433	1,069	1,008	1,386	378	37.5%
0111122	6925	Delaware Paid Leave Plan		-	-	3,447	4,815	1,368	39.7%
0111122	6930	Social Security Taxes		59,604	57,281	64,173	90,332	26,159	40.8%
0111122	6940	City Pension Plan		118,906	111,073	188,672	188,672	-	0.0%
0111122	6941	Defined Contribution 401(a) Plan		31,327	29,743	37,187	39,046	1,859	5.0%
0111122	6950	Term Life Insurance		2,939	2,953	3,214	4,421	1,207	37.6%
0111122	6960	Group Hospitalization Ins.		164,602	159,553	197,545	193,006	(4,539)	-2.3%
0111122	6961	Long-Term Disability Ins.		863	823	849	1,139	290	34.2%
0111122	6962	Dental Insurance		8,604	7,920	10,166	9,784	(382)	-3.8%
0111122	6963	Flexible Spending Account		236	315	315	378	63	20.0%
0111122	6964	Health Savings Account		-	-	-	1,700	1,700	100.0%
0111122	6965	Post-Employment Benefits		48,760	50,186	35,070	35,070	-	0.0%
0111122	6966	Retirement Health Savings Account		8,294	7,135	7,655	10,878	3,223	42.1%
0111122	6967	Emergency Room Reimbursements		2,000	400	1,160	1,595	435	37.5%
0111122	6968	Vision Insurance Premiums		485	403	531	492	(39)	-7.3%
TOTAL PERSONNEL SERVICES				\$ 1,265,939	\$ 1,233,137	\$ 1,412,748	\$ 1,786,414	\$ 373,666	26.4%

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
0111123	7130	Tools, Field Sup., & Small Eq.	\$	3,690	\$ 120	\$ 800	\$ 800
0111123	7150	Office Supplies		8,427	8,998	4,000	5,000
0111123	7160	Books, Periodicals, Etc.		-	170	300	300
0111123	7170	Mailroom Supplies & Postage		136,864	155,254	175,000	175,000
0111123	7200	Copying Supplies		3,681	4,412	5,000	5,000
TOTAL MATERIALS & SUPPLIES				\$ 152,662	\$ 168,954	\$ 185,100	\$ 186,100

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ -	0.0%
1,000	25.0%
-	0.0%
-	0.0%
-	0.0%
\$ 1,000	0.5%

* as amended

** as proposed

CONTRACTUAL SERVICES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
0111124	8020	Advertising	\$	-	\$ 1,026	\$ -	\$ -
0111124	8030	Casualty Insurance		10,561	13,104	14,230	19,246
0111124	8032	Insurance - Auto		-	-	5,910	1,676
0111124	8033	Insurance - Broker		2,106	2,063	2,168	2,168
0111124	8035	Insurance - Worker's Compensation		1,251	1,408	1,746	4,404
0111124	8050	Phone/Communications		50	-	200	150
0111124	8131	Information Technology Cont'l		64,464	81,916	104,813	107,155
0111124	8162	Legal/Consulting Services		64,655	102,266	80,000	60,000
0111124	8312	Fleet & Facilities Services		74,152	31,413	81,770	85,765
0111124	8550	Misc. Contracted Svc.		36,521	10,408	95,000	55,000
0111124	8560	Employee Testing Svc.		3,213	4,007	4,000	4,000
0111124	8570	Annual Reports & Pub. Rel.		8,095	17,011	17,500	17,500
TOTAL CONTRACTUAL SERVICES				\$ 265,068	\$ 264,622	\$ 407,337	\$ 357,064

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ -	0.0%
5,016	35.2%
(4,234)	-71.6%
-	0.0%
2,658	152.2%
(50)	-25.0%
2,342	2.2%
(20,000)	-25.0%
3,995	4.9%
(40,000)	-42.1%
-	0.0%
-	0.0%
\$ (50,273)	-12.3%

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

General Fund - Administrative Department - Management Division

Expenditures:

* as amended

** as proposed

OTHER CHARGES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
0111125	9020	Mileage & Small Bus. Exp.	\$	-	\$ 286	\$ 200	\$ 200
0111125	9030	Recruitment & Retention Expenses		96,179	113,720	170,000	170,000
0111125	9060	Depreciation Expense		10,135	13,213	13,213	18,213
0111125	9070	Training & Continuing Educ/Conf		11,931	13,934	21,000	21,000
0111125	9090	Other Special Programs		1,000	1,000	-	-
TOTAL OTHER CHARGES				\$ 119,245	\$ 142,153	\$ 204,413	\$ 209,413

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ -	0.0%
-	0.0%
5,000	37.8%
-	0.0%
-	0.0%
\$ 5,000	2.4%

* as amended

** as proposed

INTER-DEPT. CHARGES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
		Billings and Accounting	\$	(87,032)	\$ (99,931)	\$ (112,805)	\$ (114,911)
		Electricity Used		8,009	11,067	9,691	11,067
		Information Technology		59,132	69,600	85,389	96,023
		Mailroom and Postage		(19,453)	(22,107)	(25,050)	(25,354)
		Printing and Reproduction		(3,329)	(3,991)	(4,523)	(4,523)
		Records		553	1,591	1,667	1,798
		Services to Utility Funds		(351,189)	(326,923)	(369,522)	(399,779)
TOTAL INTER-DEPT. CHARGES				\$ (393,309)	\$ (370,694)	\$ (415,153)	\$ (435,679)

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ (2,106)	1.9%
1,376	14.2%
10,634	12.5%
(304)	1.2%
-	0.0%
131	7.9%
(30,257)	8.2%
\$ (20,526)	4.9%

* as amended

** as proposed

OPERATING EXPENSES - MANAGEMENT DIVISION				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
TOTAL OPERATING EXPENSES				\$ 1,409,605	\$ 1,438,172	\$ 1,794,445	\$ 2,103,312

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 308,867	17.2%



**ADMINISTRATIVE DEPARTMENT
MANAGEMENT DIVISION**

2026-2030 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2026-2030
(with current year amended budget)

CAPITAL PROJECTS FUND - ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

FUNDING SUMMARY					
	2026	2027	2028	2029	2030
New Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
*Prior Authorized Balance includes 2025 carryover funding only.					
Total 5 Year					
	\$ 200,000				

PROJECT NUMBER	PROJECT NAME	*	2025 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2026	2027	2028	2029	2030	TOTAL
A2401	Affordable Housing Feasibility	B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A2402	NHA Birchwood at Barksdale Design	B	-	-	-	-	-	-	-	-	-
A2301	Main Street and City Hall Holiday Lighting Enhancement	B	-	-	50,000	50,000	50,000	50,000	-	-	150,000
AEQSF	Equipment Replacement Program	B	-	-	-	-	-	-	50,000	-	50,000
Total Capital Projects Fund - Management Division			\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 200,000
PLANNED FINANCING SOURCES											
GROSS CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 200,000
LESS: USE OF RESERVES			-	-	-	-	-	-	-	-	-
VEHICLE & EQUIPMENT REPLACEMENT			-	-	-	-	-	-	(36,581)	-	(36,581)
GRANTS			-	-	-	-	-	-	-	-	-
BOND ISSUES			-	-	-	-	-	-	-	-	-
AMERICAN RESCUE PLAN ACT			-	-	-	-	-	-	-	-	-
OTHER FINANCING SOURCES			-	-	-	-	-	-	-	-	-
NET CAPITAL IMPROVEMENTS			\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 13,419	\$ -	\$ 163,419

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



PROJECT NO: A2401
PROJECT TITLE: Affordable Housing Feasibility
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 54,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 54,000
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
This project is underway and should be finalized by End of Year 2025. A2401 initially \$110,000 on 08/12/24 Item 6-A. Amount was later reduced. A2402 on 12/09/24 Item 6-A.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	54,000	-	54,000	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 54,000	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: A2402
PROJECT TITLE: NHA Birchwood at Barksdale Design
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Management
FUND:	Capital Projects
PROJECT LOCATION:	NHA Birchwood at Barksdale
PROJECT PRIORITY:	2 - High Priority Level
Critical need to remediate failing service, prevent failure, or generate savings	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 50,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 50,000
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

This project has been completed and finalized in year 2025.

\$50,000 of American Rescue Plan Act funding to the Newark Housing Authority Birchwood at Barksdale project for the preparation of land development plans for 52 units of age restricted affordable housing.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	50,000	-	50,000	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -

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PROJECT NO: A2301
PROJECT TITLE: Main Street and City Hall Holiday Lighting Enhancement
PROJECT STATUS: Reoccurring (with no end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2028
Est. Useful Life (in years):	15
Est. Total Cost:	\$ 170,643
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 20,643
% Complete (if underway):	12.1%
Balance to be funded ² :	\$ 150,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:	3063006.9622	\$ 30,000
Materials:	3063006.9622	\$ 120,000
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 150,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

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

2026: \$50,000: purchase and installation of snowflakes of 30 new utility poles (est.)

2027: \$50,000: purchase and installation of snowflakes of 30 new utility poles (est.)

2028: \$50,000: purchase and installation of snowflakes of 30 new utility poles (est.)

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

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

PROJECT FINANCING BY PLAN YEAR

§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	50,000	50,000	50,000	-	-	\$ 150,000
CAPITAL RESERVES	20,643	-	20,643	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 20,643	\$ -	\$ 20,643	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2026	2027	2028	2029	2030	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 50,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 50,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	3063026.9623	\$ 50,000
TOTAL PROJECT COST		\$ 50,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
Please reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2026-2030).

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	13,419	-	\$ 13,419
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	36,581	-	\$ 36,581
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF					2026	2027	2028	2029	2030	TOTAL
OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					INCREMENTAL COSTS (NET SAVINGS)					
					-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2026 - 2030
ADMINISTRATIVE DEPARTMENT, MANAGEMENT DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2026	2027	2028	2029	2030
	STAFF VEHICLES											
1200	2023 Nissan Leaf S Plus	05/30/23	36,581	5	2029	2029	36,581				50,000	
TOTAL MANAGEMENT DIVISION				GROSS ACQUISITION COST				\$ -	\$ -	\$ -	\$ 50,000	\$ -
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	-	(13,419)	-
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ -	\$ -	\$ 36,581	\$ -



**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2026 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Summary:

* as amended

** as proposed

FACILITIES MAINTENANCE DIVISION - SUMMARY	2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
<u>OPERATING EXPENSES</u>				
Personnel Services	\$ 336,328	\$ 329,603	\$ 395,183	\$ 409,804
Materials and Supplies	107,091	103,170	154,250	133,250
Contractual Services	271,632	(573,293)	320,048	334,112
Other Charges	383,171	390,062	394,477	408,751
Subtotal	\$ 1,098,222	\$ 249,542	\$ 1,263,958	\$ 1,285,917
Inter-Dept. Charges	58,235	21,791	25,409	25,751
Total Operating Expenses	\$ 1,156,457	\$ 271,333	\$ 1,289,367	\$ 1,311,668

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 14,621	3.7%
(21,000)	-13.6%
14,064	4.4%
14,274	3.6%
\$ 21,959	1.7%
342	1.3%
\$ 22,301	1.7%

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

PERSONNEL SERVICES			2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
6006012	6020	Supervisory	\$ -	\$ 6,923	\$ 89,305	\$ 100,227
6006012	6230	Maintenance Workers	283,744	272,450	243,419	246,039
6006012	6580	Service Award	-	-	-	109
6006012	6620	Overtime	4,036	608	6,500	5,000
6006012	6622	Holiday Premium	1,348	2,020	2,000	2,150
6006012	6880	Uniform Allowance	240	220	240	240
6006012	6885	Device Reimbursement	3,625	3,600	3,300	3,300
6006012	6920	Unemployment Comp. Ins.	1,470	1,324	126	126
6006012	6925	Delaware Paid Leave Plan	-	-	1,379	1,428
6006012	6930	Social Security Taxes	21,988	21,446	26,374	27,315
6006012	6941	Defined Contribution 401(a) Plan	5,798	6,283	6,425	6,746
6006012	6950	Term Life Insurance	366	399	428	428
6006012	6960	Group Hospitalization Ins.	11,622	12,212	13,266	14,195
6006012	6961	Long-Term Disability Ins.	100	105	104	121
6006012	6962	Dental Insurance	475	475	544	582
6006012	6963	Flexible Spending Account	-	-	63	63
6006012	6966	Retirement Health Savings Account	1,486	1,508	1,531	1,554
6006012	6967	Emergency Room Reimbursements	-	-	145	145
6006012	6968	Vision Insurance Premiums	30	30	34	36
TOTAL PERSONNEL SERVICES			\$ 336,328	\$ 329,603	\$ 395,183	\$ 409,804

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 10,922	12.2%
2,620	1.1%
109	100.0%
(1,500)	-23.1%
150	7.5%
-	0.0%
-	0.0%
-	0.0%
49	3.6%
941	3.6%
321	5.0%
-	0.0%
929	7.0%
17	16.3%
38	7.0%
-	0.0%
23	1.5%
-	0.0%
2	5.9%
\$ 14,621	3.7%

**CITY OF NEWARK, DELAWARE
2026 OPERATING BUDGET**

Maintenance Fund - Administrative Department - Facilities Maintenance Division

Expenditures:

* as amended

** as proposed

MATERIALS AND SUPPLIES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
6006013	7020	Heating Fuel	\$	11,059	\$ 8,654	\$ 18,500	\$ 12,000
6006013	7110	Safety Shoes and Supplies		120	545	1,750	1,750
6006013	7130	Tools, Field Sup., & Small Eq.		3,971	3,244	4,000	4,000
6006013	7150	Office Supplies		67	236	500	500
6006013	7230	Janitorial Supplies		22,426	19,788	27,000	25,000
6006013	7250	Buildings and Grounds Maint. Supplies		69,318	70,703	100,000	90,000
6006013	7255	Vandalism Supplies		130	-	2,500	-
TOTAL MATERIALS & SUPPLIES				\$ 107,091	\$ 103,170	\$ 154,250	\$ 133,250

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ (6,500)	-35.1%
-	0.0%
-	0.0%
-	0.0%
(2,000)	-7.4%
(10,000)	-10.0%
(2,500)	-100.0%
\$ (21,000)	-13.6%

* as amended

** as proposed

CONTRACTUAL SERVICES				2023 ACTUAL	2024 ACTUAL	2025 BUDGET *	2026 BUDGET **
6006014	8020	Advertising	\$	613	\$ -	\$ -	\$ 700
6006014	8030	Casualty Insurance		7,041	8,697	9,486	16,254
6006014	8032	Insurance - Auto		4,333	4,205	3,152	2,933
6006014	8033	Insurance - Broker		1,404	1,369	1,445	1,445
6006014	8035	Insurance - Worker's Compensation		13,132	14,425	18,333	27,525
6006014	8050	Phone/Communications		1,506	1,801	1,800	2,300
6006014	8131	Information Technology Cont'l		23,340	26,638	26,092	27,779
6006014	8250	Buildings and Grounds Maint.		211,656	227,078	250,000	75,000
6006014	8255	Vandalism Cont'l		1,350	-	2,500	1,500
6006014	8312	Fleet & Facilities Services		6,162	2,984	7,240	3,676
6006014	8313	Self-Insurance Services		1,095	(860,490)	-	-
6006014	8550	Misc. Contracted Services		-	-	-	175,000
TOTAL CONTRACTUAL SERVICES				\$ 271,632	\$ (573,293)	\$ 320,048	\$ 334,112

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 700	100.0%
6,768	71.3%
(219)	-6.9%
-	0.0%
9,192	50.1%
500	27.8%
1,687	6.5%
(175,000)	-70.0%
(1,000)	-40.0%
(3,564)	-49.2%
-	0.0%
175,000	100.0%
\$ 14,064	4.4%

Maintenance Fund - Administrative Department - Facilities Maintenance Division

* as amended ** as proposed

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 13,258	50.3%
-	0.0%
-	0.0%
4,091	3.1%
(3,075)	-5.0%
\$ 14,274	3.6%

* as amended ** as proposed

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ (3,132)	-22.4%
275	14.2%
3,199	33.7%
\$ 342	1.3%

* as amended ** as proposed

\$ DIFFERENCE FROM 2025-26	% DIFFERENCE FROM 2025-26
\$ 22,301	1.7%

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**ADMINISTRATIVE DEPARTMENT
FACILITIES MAINTENANCE DIVISION**

2026-2030 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2026-2030
(with current year amended budget)

MAINTENANCE FUND - ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

FUNDING SUMMARY					
	2026	2027	2028	2029	2030
New Funding:	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -
*Prior Authorized Balance includes 2025 carryover funding only.					
Total 5 Year					
\$ 3,380,000					

PROJECT NUMBER	PROJECT NAME	*	2025 BUDGET AS AMENDED	RESERVES AND OTHER FUNDING	CURRENT FUNDING	2026	2027	2028	2029	2030	TOTAL
N2601	ESCO 3: Re-Energized	B	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,050,000
N2602	Parks Maintenance Storage Facility	B	-	650,000	-	650,000	-	-	-	-	650,000
N2603	NPD Building Improvements	B	-	-	-	-	20,000	60,000	-	-	80,000
N2401	Olan Thomas Warehouse/Police Impound Lot Improvements	C	-	-	-	-	-	-	-	-	-
N2301	George Wilson Community Center Master Plan	B	-	-	-	-	-	-	-	-	-
N2302	Municipal Center Master Plan	B	650,000	-	-	-	-	-	-	-	-
N1806	FOC - Master Plan	D	-	-	500,000	500,000	-	-	-	-	500,000
N1809	Historic Newark Train Station Master Plan	C	-	-	-	-	-	-	-	-	-
NEQSF	Equipment Replacement Program	D	-	-	-	-	-	50,000	50,000	-	100,000
Total Maintenance Fund - Facilities Maintenance Division			\$ 650,000	\$ 700,000	\$ 500,000	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000

PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 650,000	\$ 700,000	\$ 500,000	\$ 1,200,000	\$ 2,020,000	\$ 110,000	\$ 50,000	\$ -	\$ 3,380,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	(23,535)	(38,774)	-	(62,309)
	GRANTS		(650,000)	(700,000)	-	(700,000)	-	-	-	-	(700,000)
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	AMERICAN RESCUE PLAN ACT		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	(2,000,000)	-	-	-	(2,000,000)
	NET CAPITAL IMPROVEMENTS		\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 20,000	\$ 86,465	\$ 11,226	\$ -	\$ 617,691

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



PROJECT NO: N2601
PROJECT TITLE: ESCO 3: Re-Energized
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ 50,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,050,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 50,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,050,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Various
PROJECT PRIORITY:	4 - Medium
This project is a NEED and not a WANT, but no significant risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2026
Est. Completion Date:	2028
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 2,050,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 2,050,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6006016.9621	\$ 2,050,000
TOTAL PROJECT COST		\$ 2,050,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

Following successful completion of Phases 1 and 2 of the City's energy savings performance contracts between 2019 and 2025, a 3rd Phase is recommended to complete additional energy/cost-saving projects, which may include the following:

- Solar array expansion at the newly expanded warehouse at the Field Operations Complex (Bldg. 2)
- Solar canopies in various City-owned parking lots
- LED lights in City parks and along City trails, with the installation of directional light shielding
- Miscellaneous other directional light shielding installations (requested by CAC on multiple occasions)
- Integration of additional City lights on Smart Node dimming system
- Low-flow plumbing features in City-owned restrooms

2026 funding will go toward Investment Grade Audit procedures, the first step in the ESPC process. 2027 funding will be through a loan program covered through energy savings generated from the project itself.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS CAC/DESEU	-	-	-	\$ -	50,000	-	-	-	-	\$ 50,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER ESPC Loan (Covered by Savings)	-	-	-	\$ -	-	2,000,000	-	-	-	\$ 2,000,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,050,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: N2602
PROJECT TITLE: Parks Maintenance Storage Facility
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2026
Est. Completion Date:	2026
Est. Useful Life (in years):	25
Est. Total Cost:	\$ 650,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 650,000

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
To ensure proper security of Police impounded evidence, the Olan Thomas warehouse needs to be reutilized as an impound facility (see N2401). In order to facilitate this transfer, Parks Maintenance equipment currently stored at Olan Thomas will need to be relocated.	
Funding for the Olan Thomas warehouse renovations for Police is secured through the State FY25 CRF and funding for the new Parks Maintenance Storage facility design was covered through ARPA. As such, only construction costs for the new Parks building remain. This funding is realized through the FY26 CRF.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS CRF	-	-	-	\$ -	650,000	-	-	-	-	\$ 650,000
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -



PROJECT NO: N2603
PROJECT TITLE: NPD Building Improvements
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ 20,000	\$ 60,000	\$ -	\$ -	\$ 80,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ 20,000	\$ 60,000	\$ -	\$ -	\$ 80,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Newark Police Department
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2026
Est. Completion Date:	2028
Est. Useful Life (in years):	25
Est. Total Cost:	\$ 80,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 80,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:	6006016.9621	\$ 10,000
Other Contracts:	6006016.9621	\$ 70,000
TOTAL PROJECT COST		\$ 80,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
With the completion of the majority of the Municipal Center Master Plan (N2302), some smaller additional improvements are required for the Newark Police Department to improve usability and accessibility. Specifically, following the Sallyport slab replacement project, NPD would like to reutilize the "undedicated space" in the NPD basement as a training area, office, or equivalent staff space. This will require a separate entrance to the evidence room to be built. Lastly, the NPD 2nd floor kitchenette has not been renovated since being constructed in 1993; minor refurbishments are recommended here.
2027: Evidence room engineering structural analysis and design (\$10,000 est.) and NPD 2nd floor kitchenette renovation (\$10,000 est.)
2028: Evidence room CMU demo; fram, door, and header construction (\$60,000 est.)

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	20,000	60,000	-	-	\$ 80,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 60,000	\$ -	\$ -	\$ 80,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2026	2027	2028	2029	2030	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



PROJECT NO: N2401
PROJECT TITLE: Olan Thomas Warehouse/Police
Impound Lot Improvements
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Administrative
DIVISION:	Facilities Maintenance
FUND:	Maintenance
PROJECT LOCATION:	Olan Thomas Warehouse
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2024
Est. Completion Date:	2025
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 756,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 756,000
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

Olan Thomas Warehouse/Police Impound Lot Improvements (\$650,000):

\$240,000: Security fencing and site improvements

\$200,000: Siding improvements

\$85,000: Estimated prevailing wage added project cost (20%)

\$80,000: Estimated engineering consultant design services (~15%)

\$45,000: Contingency/cost variation allowance (~10%)

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	159,600	-	159,600	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	490,400	-	490,400	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	106,000	-	106,000	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 756,000	\$ -	\$ 756,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -

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PROJECT NO: N2301
PROJECT TITLE: George Wilson Community Center Master Plan
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2025
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 1,220,383
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 1,220,383
% Complete (if underway):	100.0%
Balance to be funded ² :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
This project highlights the needed facility and park repairs needed at the George Wilson Community Center. This project has been submitted for review through the Congressional Appropriations Committee and is on the short list for Senator Chris Coons' submission for the eventual bill. City staff will have one year to complete all associated work if/when approved.	
The project line items and costs, as submitted to Senator Coons' office, are as follows:	
\$90,000.00:	Flooring replacement
\$75,000.00:	Exterior water drainage system inspection and repair
\$55,000.00:	Front and rear entry door structural upgrade and ADA-accessible automatic door
\$50,000.00:	Procurement and installation of a new pavilion
\$50,000.00:	Installation of stucco wall siding and brick repair on building exterior
\$40,000.00:	Installation of a new educational history display in conjunction with Friends of School Hill and the Newark chapter of the NAACP
\$40,000.00:	Replacement of damaged ceiling tile (11,000 sq. ft.)
\$40,000.00:	Bathroom improvements
\$40,000.00:	Purchase of electronic sign and associated electrical infrastructure work
\$40,000.00:	Installation of new playground equipment
\$40,000.00:	George Wilson Center pool resurfacing
\$35,000.00:	Installation of fiber optic cable to connect the facility to the City's network
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$530,000	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	(87)	-	-	\$ (87)	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF	596,601	-	596,514	\$ 87	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 596,514	\$ -	\$ 596,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2026	2027	2028	2029	2030	TOTAL
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -

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

Images #1 and 2: GWC Exterior



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

Images #3 and 4: GWC Exterior



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

Images #5 and 6: GWC Exterior



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

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



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

Images #10 and 11: GWC Interior: Damaged Flooring



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

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





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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2023
Est. Completion Date:	2025
Est. Useful Life (in years):	11
Est. Total Cost:	\$ 1,458,160
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 1,458,160
% Complete (if underway):	100.0%
Balance to be funded ¹ :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

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

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

Project items completed by 12/31/24:

- Alderman's Court seating upgrades
- Breakroom kitchenette
- Council Chamber security/ADA renovations
- Diesel tank replacement

PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP		
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -		
CAPITAL RESERVES	387,125	-	387,125	\$ -	-	-	-	-	-	\$ -		
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -		
GRANTS PILOT	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -		
AMERICAN RESCUE PLAN ACT	167,158	-	167,158	\$ -	-	-	-	-	-	\$ -		
OTHER Court Security Fees	650,000	-	650,000	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ 1,204,283	\$ -	\$ 1,204,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2026	2027	2028	2029	2030	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

N2302: Municipal Center Master Plan
Supporting Documentation - Page 1 of 5
Associated Photos

Images #1 & 2: Wall beneath NPD sally port and motorcycle garage



N2302: Municipal Center Master Plan
Supporting Documentation - Page 2 of 5
Associated Photos

Image #3: Corrosion of metal decking under sally port



N2302: Municipal Center Master Plan
Supporting Documentation - Page 3 of 5
Associated Photos

Image #4: Corrosion of metal decking under sally port



N2302: Municipal Center Master Plan
Supporting Documentation - Page 4 of 5
Associated Photos

Image #5: Corrosion of metal decking under sally port



N2302: Municipal Center Master Plan
Supporting Documentation - Page 5 of 5
Associated Photos

Images #6 & 7: Corrosion of decking along walkway between sally port and loading dock





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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2026
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 976,345
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 476,345
% Complete (if underway):	48.8%
Balance to be funded ¹ :	\$ 500,000

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:

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

Phase 1: Needs Assessment and Master Planning (Completed 2016)

Phase 2: Salt Shed Construction (Completed 2017)

Phase 3: Demolition of Building #3 (Completed 2018)

Phase 4: Fencing and gate repairs/private slats, associated trimming work, misc. security improvements (completed 2024)

Phase 5: Replace Overhead Doors at Bldg. 4 (Parks & Rec), which are failing and present a safety risk (completed 2023)

Phase 6: Replace underground diesel and unleaded gasoline storage tanks at 30-year mark (2026, est. \$500,000)

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

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	500,000	-	-	-	-	\$ 500,000
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2026	2027	2028	2029	2030	TOTAL
					-	-	-	-	-	\$ -

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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2018
Est. Completion Date:	2025
Est. Useful Life (in years):	20
Est. Total Cost:	\$ 805,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ 805,000
% Complete (if underway):	100.0%
Balance to be funded ² :	\$ -

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

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

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
The estimated cost of renovations is very close to the current valuation of the building (\$787,000). Our insurance broker has recommended receiving another appraisal to determine this cost more substantially (\$5,000).
This budget breakdown accounts for prevailing wage rate requirements, assuming this receives funding from the Bond Bill Committee.
\$225,000.00: Replacement of deteriorating windows
\$260,000.00: Repair/replacement of roof, wooden awnings, and other external issue areas
\$200,000.00: Interior repairs (plaster walls and ceilings, cracks, plumbing, electrical, etc.)
\$65,000.00: Project contingency/unidentified issues
The historic Newark Passenger Railroad Station is owned and operated by the City of Newark. The station was built by the Philadelphia, Wilmington, and Baltimore (PW&B) Railroad in 1877. While the station was considered one of the several prestigious commuter stations in Delaware for nearly a century, Amtrak closed the station in the 1970s. The City of Newark took ownership of the facility in 1986 and began investing in its restoration. The City maintains the facility to this day and leases the property to the Newark Historical Society for the purpose of using the station as a history museum. This site no longer is an active railroad station and sits adjacent to the new Newark Transportation Hub at the STAR Campus.
Although the City kept the station intact for its nearly 40 years of ownership, additional funding to preserve the facility is needed to avoid further deterioration of the property if the City maintains ownership of the site. Specifically, since at least 2018, the City of Newark sought grant funding to replace the windows on the station; the windows are damaged beyond repair and eventually will give way to water entry or collapse. The roof on the building has not been replaced in several decades and is at end of life. There are also several wooden awnings near windows that are severely dated and may give way to rot soon. Two HVAC units service the station (one installed in 1988 and one in 2002), both of which failed in 2022 and will be replaced same-year for approximately \$40,000. Lastly, interior issues such as cracking in the plaster walls and ceilings, plumbing problems, and electrical work must be addressed soon to avoid internal deterioration of the property and damage to the Newark Historical Society's museum.
Bond Bill/Community Reinvestment Fund (CRF) Funding: \$675,000

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	(25,630)	-	-	\$ (25,630)	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS Bond Bill/CRF/NHS	700,205	-	674,575	\$ 25,630	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 674,575	\$ -	\$ 674,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					2026	2027	2028	2029	2030	TOTAL
OPERATING IMPACT:					-	-	-	-	-	\$ -
INCREMENTAL COSTS (NET SAVINGS)					-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2025 carryover funding only.

	2026	2027	2028	2029	2030	Total 5 Year
New Funding:	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2026-2030 Funding:	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000

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

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	Perpetual
Est. Completion Date:	Perpetual
Est. Useful Life (in years):	Various
Est. Total Cost:	\$ 100,000
Est. Spend @ 12/31/2025 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 100,000

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

PROJECT COST BY CATEGORY		
CLASSIFICATION	ACCOUNT NUMBER	AMOUNT
Labor:		\$ -
Materials:		\$ -
Other Contracts:	6016016.9623	\$ 100,000
TOTAL PROJECT COST		\$ 100,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
Please reference the supporting documentation at the end of this section for the Vehicle Replacement Program Schedule (2026-2030).

PROJECT FINANCING BY PLAN YEAR												
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 04/30/25	Estimated Expenditures 04/01/25 - 12/31/25	Estimated Authorized Balance ² 12/31/25	2026	2027	2028	2029	2030	TOTAL 5 Year CIP		
CURRENT RESOURCES	-	-	-	\$ -	-	-	26,465	11,226	-	\$ 37,691		
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -		
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	23,535	38,774	-	\$ 62,309		
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -		
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -		
AMERICAN RESCUE PLAN ACT	-	-	-	\$ -	-	-	-	-	-	\$ -		
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -		
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000		
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:		2026	2027	2028	2029	2030	TOTAL
					INCREMENTAL COSTS (NET SAVINGS)		-	-	-	-	-	\$ -

CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2026 - 2030
MAINTENANCE FUND, ADMINISTRATIVE DEPARTMENT, FACILITIES MAINTENANCE DIVISION

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	R E P L A C E M E N T C O S T S				
								2026	2027	2028	2029	2030
	STAFF VEHICLES											
641	2022 Ford Transit Connect	06/01/22	38,774	7	2029	2029	38,774				50,000	
642	2016 Ford F250 Pickup Truck 4x4	01/22/16	23,535	12	2028	2028	23,535			50,000		
TOTAL FACILITIES MAINTENANCE DIVISION				GROSS ACQUISITION COST				\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
				LESS: USE OF CAPITAL RESERVES				-	-	-	-	-
				LESS: USE OF CURRENT RESOURCES				-	-	(26,465)	(11,226)	-
				NET EQUIPMENT SINKING FUND TOTAL				\$ -	\$ -	\$ 23,535	\$ 38,774	\$ -



ADMINISTRATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION
APPENDIX A - OBJECT CODE 8131 - (2025 AND 2026 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - MANAGEMENT DIVISION

Obj.	IT Annual Operating Expense	Renewal	2025 Budget	2026 Budget	+/- Prior Year	Description
8131	Adobe Creative Suite Annual Maintenance - Allocated (1)	Annual	954.40	1,198.70	244.30	Web and Graphic Design Software
8131	Barracuda Sign Now	Annual	200.00	200.00	-	Electronic Signatures for Website Forms
8131	CivicPlus	Annual	39,038.01	48,043.69	9,005.68	City Website
8131	Everbridge - Maintenance - Inform Me	Annual	18,059.51	17,402.80	(656.71)	Everbridge "InformMe" Community Communication System
8131	TextPower	Annual	13,500.00	5,000.00	-	Texting Notification Service
8131	Lumen5	Annual	-	708.00	708.00	Video Editing Tool
8131	Messages on Hold - The Informer	Monthly	3,120.00	3,120.00	-	Phone System Professional Voice Recording
8131	Scanner Maintenance	As Needed	-	300.00	300.00	Records - Service Scanner
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	20,917.42	21,917.52	1,000.09	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	1,020.00	1,020.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	8,004.13	8,244.25	240.12	VOIP Phone System
8131 Subtotal:			104,813.47	107,154.96	10,841.49	
			\$ 104,813.00	\$ 107,155.00	\$ 2,342.00	

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION
APPENDIX A - OBJECT CODE 8131 - (2025 AND 2026 BUDGET COMPARISON)

ADMINISTRATIVE DEPARTMENT - FACILITIES MAINTENANCE DIVISION

Obj.	IT Annual Operating Expense	Renewal	2025 Budget	2026 Budget	+/- Prior Year	Description
8131	Advantech Hosted Access Control System	Annual - PPE	18,360.00	19,620.00	1,260.00	Municipal, PD and Utility Gate Hosted Access Control System
8131	Gasboy Annual Maintenance	Annual	1,662.10	1,828.31	166.21	Gas Pump Software Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	5,229.36	5,479.38	250.02	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	480.00	480.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	360.50	371.32	10.82	VOIP Phone System
8131 Subtotal:			26,091.96	27,779.00	1,687.05	
			\$ 26,092.00	\$ 27,779.00	\$ 1,687.00	