



**PLANNING AND DEVELOPMENT
DEPARTMENT**

2021

BUDGET PRESENTATION TO CITY COUNCIL

**AS PRESENTED ON:
AUGUST 31, 2020**

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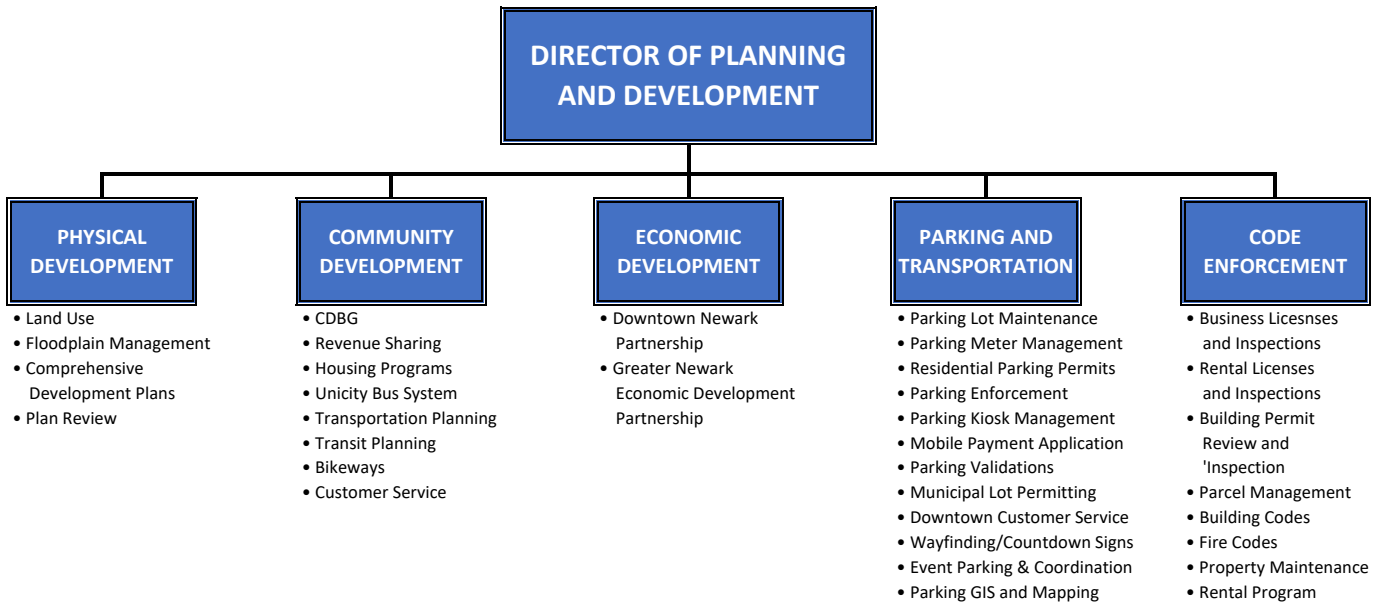
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CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART



**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL NARRATIVE**

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

Land Use and Planning Division:

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

Staff

The Land Use and Planning Division is comprised of four (4) staff. One (1) Director, two (2) Planner II, and one (1) Administrative Assistant.

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Transportation and Technical Services:

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

Economic Development:

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

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2021 DEPARTMENTAL NARRATIVE**

Code Enforcement Division:

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

Staff

The Code Enforcement staff includes: The Code Enforcement Manager, three (3) Property Maintenance Inspectors, four (4) Code Enforcement Officers, one (1) Fire Marshal/Emergency Management Coordinator and two (2) Administrative Assistants.

Parking Division:

- This division is responsible for the oversight, management, and supervision of the downtown off-street parking facilities, the maintenance and operation of all on-street parking kiosks and meters, mobile payment applications, and residential parking, permitting, and enforcement throughout Newark. This division is responsible for Newark's 18 residential parking permit zones, 1200+ municipal parking spaces, and 7 municipal parking lots. Inter-department cooperation occurs on a daily/weekly basis, which includes the Public Works and Water Resources Department regarding maintenance and repairs; Electric for the construction and maintenance of lighting; Finance for accounting and bookkeeping of parking services; Police Department for crime prevention and community policing; Parks and Recreation Department for landscape maintenance and snow removal; and The Newark Partnership to ensure parking is available for events.
- The division also handles quarterly financial reporting, with assistance from the Finance Department, so that the division can provide a better understanding of incoming parking revenue and how changes to the municipal Code could affect parking revenue streams coming into the City. The division is responsible for parking enforcement and the Residential Parking Permit Program, ensuring residents in areas near the University of Delaware have available on-street parking available in front of their homes. The parking enforcement team, known as Parking Ambassadors, help to enforce residential parking, municipal parking payment, Americans with Disabilities Act regulations, municipal and state fire codes, and assist the Newark Police in event organization and safety.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL NARRATIVE**

Parking Division (continued):

Staff

The two Parking Division management employees oversee and lead a team of 24-28 individuals to ensure proper facility maintenance and construction for six parking lots and one temporary parking lot, named parking lot 7, and on-street meters, and other facets of managing a 24/7 parking operation.

UNICITY Bus:

- The UNICITY Bus service is administered by the Planning Department. The UNICITY program provides free bus transportation to Newark residents via agreements with the Delaware Transit Corporation and the University of Delaware.
- Three buses are utilized to provide these free services. The City is responsible for the maintenance of the buses and the reporting requirements to the Delaware Transit Corporation. The University of Delaware is responsible for the operation of the buses.

Community Development Block Grant (CDBG):

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

**CITY OF NEWARK, DELAWARE
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2020 DEPARTMENTAL ACCOMPLISHMENTS**

Land Use and Planning Division:

As indicated in the Planning Commission Activities below, there continues to be sustained activity and interest in land use applications which continues to take a significant amount of staff time. Other activities and accomplishments beyond the land use development and related activity as described below includes:

- The Planning and Development Department in working through a collaborative process over an eighteen month period that included a broad based steering committee and working with the Conservation Advisory Committee with the assistance of the consultant AECOM through grant funding from DNREC, completed a plan for sustainability for the City of Newark called the *Sustainable Newark Plan* that was adopted by Council in November 2019. https://newarkde.gov/DocumentCenter/View/12803/SustainableNewark_FINAL_30OCT19?bidId=
- The Rental Housing Workgroup (Workgroup) was approved by the City Council by way of a recommendation from the Planning Commission to examine the issues related to the high demand for student housing due to student growth, the management of rental housing, and to address the need for non-student as well as affordable rental housing. The Workgroup started meeting on April 2019 and met regularly through November 2019 where they developed a set of recommendations. These meetings were open to the public and all of the meeting materials were posted on the Rental Housing Workgroup website: <https://newarkde.gov/1118/Rental-Housing-Workgroup> These recommendations were vetted in the community by way of a public workshop, a booth at Community Day on September 15, 2019, distribution of a survey on the recommendations from September 15, 2019 through October 15, 2019 and a presentation to Council for input that was originally scheduled for October 28, 2019. However, this presentation was tabled by Council at the October 28, 2019 Council meeting and was rescheduled to the next available Council agenda which was February 3, 2020. Upon the February 3, 2020, the Workgroup reviewed the comments by the public and City Council and revisions were made to the recommendations. In addition, a prioritization matrix of the recommendations and a report was also developed. Council approved the revised recommendations and prioritization matrix and report with some revisions on May 18, 2020. The next step is to bring these revisions back to Council along with an implementation Work Plan for Council review and approval.
- By way of background, the Planning Commission established a Parking Subcommittee in May 2018 to review the Parking Code requirements. The Parking Subcommittee was represented by members from the Planning Commission, development community, non-profit community, the University of Delaware, a University of Delaware student, and the downtown merchants. They met for seven (7) months and put together a downtown Parking Strategy that was presented to City Council on June, 25, 2018 where Council approved the recommendations in the Parking Strategy and directed Planning Staff to put together a work plan to bring back to City Council for their review and approval. Planning staff conducted a technical analysis of the Parking Subcommittee findings and compiled a workplan that included a prioritized implementation plan, cost-analysis and timeline. This report, titled *A Bold New Future for Newark: A Comprehensive Parking Solution* and workplan *Parking Policy Matrix: Timeline and Costs*, was presented to the Planning Commission on December 5, 2018 and City Council on March 26,

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

2019 for their review and comment, where it was approved by Council. The approved workplan included the City hiring a consultant to do take on tasks described in Phase I and II of the workplan. An RFP was advertised, and bids were received on Tuesday June 17, 2019. A review team scored the responses and made a recommendation to Council on September 9, 2019 where Council approved the award to Kimley-Horn and Associates. For 2020, the consultant is on-board and is working through Phase I. A website was created for this effort <https://newarkde.gov/1022/Parking-Requirements-Subcommittee>

- Planning Staff is working with WILMAPCO on implementing the outcome of the Newark Area Transit Study Project. This study was the next step in the process in trying to better coordinate the four agencies that provide public transportation in Newark. These agencies include: The University of Delaware, Cecil Transit, Unicity, and DART. Planning Staff is currently working on refining and revising the Unicity bus routes to make them more efficient and cost effective as well as install security cameras and GPS systems to make them safer and more reliable for riders and drivers alike.
- By way of background, Planning Staff worked with DelDOT to start the process of developing a Transportation Improvement District (TID) for the City of Newark in 2017. Staff then worked with Council to establish a TID Steering Committee (Committee) to provide guidance throughout the TID development process whereby Council approved the Committee September 24, 2018. The City hired AECOM to provide technical and administrative assistance on this effort. The first meeting of the TID Steering Committee was held on May 8, 2019. Since then, the TID Steering Committee has been meeting monthly with the occasional month off. The Committee developed a facility boundary and TID agreement that was referred to the Planning Commission and ultimately to City Council where City Council adopted both the TID boundary and the TID agreement with some minor revisions on January 6, 2020. Since then, the TID Committee completed their recommendations on the land use analysis and is currently working on levels of service. The next step after that will be a public workshop in the fall of 2020 to review and receive input on these recommendations. A website has been developed for this effort. <https://newarkde.gov/1127/Transportation-Improvement-District-Comm>
- Planning Staff worked with the Planning Commission on establishing a Green Building workgroup to make proposed recommended revisions to the LEED provisions of the Code. The Green Building workgroup started meeting in November 2018 and met monthly through the end of 2019. In 2020, they have held a public workshop on February 6, 2020, presented the draft ordinance to the Planning Commission on April 7, 2020 and to the City Council on May 4, 2020 for their input and have met again on June 15, 2020 to make final tweaks on ordinance in anticipation to make a presentation of the final ordinance to Council in the near future.
- Planning staff is continuing to work with the GIS and related staff to portray land use development information in a parcel-based format.

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2020 DEPARTMENTAL ACCOMPLISHMENTS**

- The division continued to provide technical assistance to other City departments, Planning Commission and Council. Technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City library, and preparing maps, charts and visual aids.

Planning Commission Activities (October 2019 through June 2020):

Code Amendments

1. Chapter XX, Agricultural and farm-related uses in RH, RS, RT zoning districts (November 2019)
2. Chapters 27 and 32, Increase in schedule of fees (March 2020)
3. Chapter XX, Fraternity and Sorority as special use permit in RM and RA zoning districts (May 2020)
4. Chapter 32, Landscape screening and treatment (June 2020)

Annexations

1. 734 Paper Mill Road and 5 and 11 Possum Hollow Road (February 2020)

Rezoning

1. 287 East Main Street (October 2019)
2. 734 Paper Mill Road and 5 and 11 Possum Hollow Road (February 2020)
3. 19 Amstel Avenue (May 2020)

Comprehensive Development Plan Amendments

1. 287 East Main Street (October 2019)
2. 19 Amstel Avenue (January 2020)
3. 118, 126, 130 New London Road (February 2020)
4. Planning Area 7 (February 2020)

Major/Minor Subdivisions

1. 287 East Main Street (Major Subdivision) (October 2019)
2. 118, 126, 130 New London Road (Minor Subdivision) (February 2020)
3. 734 Paper Mill Road and 5 and 11 Possum Hollow Road (Major Subdivision) (February 2020)
4. 1 North Twin Lake Boulevard (Major Subdivision) (March 2020)

Site Plan Approval

1. 118, 126, 130 New London Road (February 2020)

Administrative Subdivisions

1. 532 and 540 Old Barksdale Road (October 2019)
2. 0 Nathan Hale Court (October 2019)
3. 1089, 1091, 0 Elkton Road (October 2019)

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2020 DEPARTMENTAL ACCOMPLISHMENTS**

Special Use Permits

1. 287 East Main Street (apartments in BB zoning district) (October 2019)
2. 136 South Main Street (restaurant with alcoholic beverages) (October 2019)
3. 1325 Old Coochs Bridge Road (commercial indoor recreational facility) (October 2019)
4. 265 South Main Street (restaurant with alcoholic beverages) (January 2020)
5. 111 Sandy Drive (commercial indoor recreational facility) (April 2020)

Parking Waiver

None to-date

Plans Received (October 2019 through June 11, 2020)

4. 532 and 540 Old Barksdale Road – administrative subdivision (October 2019)
5. 0 Nathan Hale Court – administrative subdivision (October 2019)
6. 136 South Main Street – special use permit (October 2019)
7. 1089, 1091, 0 Elkton Road – administrative subdivision (October 2019)
8. 1325 Old Coochs Bridge Road – special use permit (October 2019)
9. 265 South Main Street – special use permit (January 2020)
10. 111 Sandy Drive – special use permit (April 2020)
11. 124 East Main Street – sketch plan (April 2020)

Ongoing Land Use Projects (plans received prior to October 2019)

1. 1119 South College Avenue – major subdivision, special use permit (November 2016)
2. 0 Independence Way – annexation, rezoning, major subdivision (June 2016)
3. 46 Welsh Tract Road – sketch plan (November 2017)
4. 1501 Casho Mill Road – Comp Plan amendment, major subdivision (November 2017)
5. 515 Capitol Trail – rezoning, major subdivision, site plan approval (February 2018)
6. 1105 Elkton Road – annexation, rezoning, minor subdivision (July 2018)
7. 132-138 East Main Street – major subdivision, site plan approval, special use permit (October 2018)
8. 54 East Main Street – sketch plan (May 2019)
9. 268 East Main Street – Comp Plan amendment, rezoning, major subdivision, site plan approval, special use permit (June 2019)
10. 751 Paper Mill Road – annexation, rezoning, minor subdivision (August 2019)
11. 734 Paper Mill Road and 5 and 11 Possum Hollow Road – annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision (August 2019)

Transportation Improvement District (TID)

1. Update on TID (November 2019)
2. TID committee meeting (November 2019)
3. Review and consideration of TID agreement (December 2019)
4. TID committee meeting (January 2020)
5. TID committee meeting (February 2020)
6. TID committee meeting (March 2020)
7. TID committee meeting (April 2020)
8. TID committee meeting (May 2020)

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Rental Housing Workgroup

1. Workgroup meeting (October 2019)
2. Workgroup meeting (November 2019)

Green Building Code Work Group

1. Workgroup meeting (October 2019)
2. Workgroup meeting (December 2019)
3. Public workshop (February 2020)
4. Workgroup meeting (February 2020)
5. Discussion of amendments to 2018 IECC (March 2020)
6. Review and consideration of amendments to 2018 IECC (April 2020)
7. Workgroup meeting (June 2020)

Organization Changes to Chapter 32 Zoning

1. Update on organization changes (November 2019)

Newark Downtown Parking Plan

Nothing to-date

Capital Improvements Plan

1. Review and consideration of 2020-2024 Capital Improvements Program

2020/2021 Work Plan

1. Review and consideration of 2019 Annual Report and 2020 Work Plan (October 2019)
2. Quarterly report for 2020 Work Plan (February 2020)
3. Quarterly report for 2020 Work Plan (May 2020)
4. Discussion of 2021 Work Plan (July 2020)

Special Meetings

None to-date

Planning Commission Bylaws

1. Discussion of Planning Commission Bylaws (June 2020)

Newark Community Sustainability Plan

1. Update on Sustainability Plan (October 2019)

Planning Commission Training

1. APA Delaware Fall Conference (Will Hurd, Alan Silverman, Karl Kadar, Pete Drake (November 2019)
2. Annexation Seminar (Will Hurd, Alan Silverman, Karl Kadar) (February 2020)
3. Discussion of topics for Planning Commission training (June 2020)

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Land Use Division Permitting Activities:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 through May 31</u>
Deed Transfer Affidavits	402	378	424	418	78
Building Permit Reviews	1,733	1,698	1,057	1,748	620
Certificates of Completion/Occupancy	39	70	18	48	20
Total	2,174	2,146	1,361	2,214	718

Code Enforcement Division:

- An extensive review and collaboration were done during 2019 and the 2018 International Building, Plumbing, Mechanical, Energy, and Fire Code was completed and adopted early in 2020.
- A review and recommendations of new and proposed projects within the City of Newark.
- The review and approval of over 1000 building construction permits were conducted by the Code Enforcement Officers and Fire Marshal.
- The review and inspection of over 1,500 rental permits and rental inspections were conducted by the Property Maintenance Inspectors.
- The team is looking at ways to work through technology for plan reviews, plan submissions and overall access to the permitting process.
- The Emergency Management Office has been working on the updating of the current Emergency Operations Plan, Continuity of Operation Plan and overall base model of emergency operations during events within the City of Newark.
- The Fire Marshal and Code Enforcement Manager have been working on streamlining and simplifying the business license and fire registration submittal and approval process in an effort to make a consistent model for inspections and billing purposes.
- The Code Enforcement Manager has done an evaluation of the department processes was conducted. The evaluation identified areas of improvement resulting the establishment of a Department Policies and Procedures Manual.
- The Code Enforcement Manager with the assistance of some Code Staff has reviewed several Enforcement software programs were evaluated by staff for consideration as an enhancement to work in tandem with the present software system and is working on a recommendation to allow us to streamline our processes.

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2020 DEPARTMENTAL ACCOMPLISHMENTS**

Code Enforcement Division (continued):

- The Property Maintenance staff along with the Code Enforcement Manager, the Newark Police Department, Fire Marshal and representatives from the University of Delaware Office of student conduct along with UD Office of Fraternity and Sorority Life have been working together throughout the past year to address issues with properties that have been sited for repeated violations. It is the expectation that having a continuing dialog with student tenants to clearly define expectations will reduce the amount of repeat violations and therefor have less impact on the surrounding properties.

**CODE ENFORCEMENT PERMITTING ACTIVITIES
2019**

Rentals:

Number of Rental Licenses:	1,892	
<hr/>		
	Billed	Paid
2019 Rental Billings:	\$ 496,225.00	\$ 437,230.00

Business Licenses:

Number of Business Licenses:	813	
<hr/>		
	Billed	Paid
2019 Business License Bills	\$264,158.39	\$ 212,678.62

<u>Code Violation Cases:</u>	910
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Number of Violations:	1,225
Citation Billings:	\$ 34,568.00

2019 Permits:

Totals:	Billed	# of Applications
Total Fees:	\$ 1,213,701.59	1,726

	Billed	Paid
Contractors	\$ 50,790.66	\$ 49,609.69

**CITY OF NEWARK, DELAWARE
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2020 DEPARTMENTAL ACCOMPLISHMENTS**

Parking Division:

In 2020, the Parking Division made improvements to the Residential Parking Permit Program (RPP), continuing to give residents additional access to online resources and forms to allow for quicker sign up to the program. This coincided with safety improvements made to ensure residents and staff were kept as safe as possible during the COVID-19 pandemic. This was in response to public feedback on the program, ensuring that the division provided highest level of customer service to our residents, streamlining the special residential parking application process by allowing renewals to submit their information via digital methods and without having to physically come to the office. By doing this, the division continues to cut down on usage of supplies and employee resources, resulting in financial savings and satisfied residents, while reducing the spread risk of COVID-19.

With the temporary loss of parking in Municipal Lot #3 to the LANG-Hyatt hotel project and the loss of on-street parking to the Main Street Rehabilitation Project, staff worked diligently to find parking alternatives for Main Street patrons and employees. The municipal parking supply was supplemented in 2020 with the leasing of the property at 19 Haines Street, which was turned into Municipal Lot #7, managed by the T2 Luke Cosmo Multi-Space System and the Passport Parking mobile application. Municipal Lot #1 also was expanded and repaved, resulting in an extra fifty parking spaces in one of

Newark's busiest parking lots. Lot #1 is in the process of being expanded and is due to have the new parking inventory available near the end of the year. As parking occupancy during the school year is often high and at other select times, we are certain that these new parking spaces will be utilized more as people become aware of the availability. The division continues to work with DeIDOT and developers throughout the City to ensure that parking inventory that is removed and/or temporarily blocked gets replaced in other areas for public use.

Additions to inventory and more public access to parking was made possible at a modest cost with the continued addition of multi-space kiosks. These kiosks, slated to replace the current on-street smart parking meter inventory over the next year, allow for more control and options for the Parking Division's current parking inventory. More options allow for more public access to parking spaces, increasing the overall availability of parking and spreading out the parking footprint to alleviate some vehicle congestion and stress the central business district experiences during select times. The multi-space kiosks also don't force patrons to return to their parking meters to make payments like single-space meters do, as multi-space meters are unified and allow patrons to pay at any space with their license plate number.

Multi-space kiosks also made pay-by-app parking more feasible. Pay-by-app parking allows users to use their mobile smart phones to pay for parking without ever going to a physical kiosk. An app user can easily keep track of their parking expenses, refresh their parking duration, and gets notices when their parking time is about to run out. The division believes that these new options make parking easier for patrons and makes the City more inviting to visit, a benefit for all businesses and the City as a whole.

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2020 DEPARTMENTAL ACCOMPLISHMENTS**

Parking Division (continued):

The Parking Division worked with Kimley-Horn Consulting in regard to parking zoning, regulations, and code in 2020. Bringing in consulting services allowed the Parking Division to get an outside view its operation, as well as the rules and regulations of the areas it is responsible for managing, to ensure that the service we provide to our residents and patrons is the best it can be. Through multiple public workshops and consultation meetings, the Parking Division has been given a thorough guide on improvements that can be made throughout the parking system in the foreseeable future.

Transportation and Technical Services:

The division continues to coordinate with DART, the University of Delaware, WILMAPCO and Cecil transit on Newark Transit Improvement Partnership (TRiP) to better coordinate the existing transit services of UNICTY, University of Delaware, Cecil County and DART. The division also continues to oversee the Unicity Bus system and provide customer service. With the onset of the COVID 19 Pandemic, the Unicity bus service was paused starting in mid-March when the UD bus system was also paused when the University shut down. Unicity will remain paused until the UD bus system is up and running and when the Unicity bus system has the proper safeguards in place to protect both the driver and riders per the CDC guidelines for cough guards, hand sanitation and cleaning. These measures are currently being put in place now and we are optimistic that they will be complete by the time the UD bus system is ready to run.

Community Development Block Grant (CDBG):

In the 45th year (July 1, 2019 to June 30, 2020), the City allocated \$245,814.53 in CDBG funds to 11 separate projects and programs. The City's allocation is accessed through New Castle County under an entitlement formula based on population. Loan repayments generated by the City's Home Improvement and Facade Improvement Programs augment this allocation throughout the year.

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL GOALS**

Land Use and Planning Division:

During 2021, the Planning and Development Department has several areas of responsibility as defined by Code, determined City management or City Council as well as determined by Department directives. In the area of Planning and Land Use, staff is responsible for the following activities as described below. The City Code mandated activity takes priority.

Boards, Committees, and Meetings

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

Land Use and Land Development Activities

- Implementation and maintenance of Comprehensive Development Plan V
- Interaction with the development community and city residents in dealing with zoning and land development codes
- Code Amendments
- Process Code-mandated responsibilities:
 - Annexations
 - Rezoning
 - Comprehensive Plan Amendments
 - Major Subdivisions
 - Minor Subdivisions
 - Site Plan Approval Plans
 - Special Use Permits
 - Parking Waivers
 - Requests for Extensions
- Other Code-mandated responsibilities
 - Subdivision Advisory Committee (SAC) administration
 - Building permit review
 - Flood plain review
 - Construction Improvement plan review
 - Review of variance applications

Planning Related Major Initiatives

- Work with the Planning Commission, City Council and the public on the five (5) year review of the Comprehensive Development Plan V per Delaware State Title 22 Chapter 7 Section 702 (e) whereby “At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas...”
- Continue to work with the Conservation Advisory Committee on implementing the *Newark Sustainability Plan*.

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2021 DEPARTMENTAL GOALS**

Planning Related Major Initiatives (continued)

- Continue to work with WILMAPCO on follow up to the completed *Newark Area Transit Study Project*.
- Provide staff support and guidance to the *Transportation Improvement District* Subcommittee for the City of Newark in its work to implement a Transportation Improvement District.
- Start to implement the Work Plan for the approved recommendations and priority matrix of the Rental Housing Workgroup.
- Participate in the Delaware State Housing Authority Analysis of Impediments to Fair Housing.
- Continue to work with the GIS program and related GIS staff to portray land use development information in a parcel-based format.
- Review the Code and make recommended revisions to Planning Commission and City Council.
- Continue to work on developing policy recommendations to address the student housing issue for consideration by the Planning Commission and City Council.

Other Regular Duties

- Continue to implement the *Community Development Block Grant Program*.
- Participation in WILMAPCO Technical Advisory Committee (TAC)
- Participation in WILMAPCO Public Advisory Committee (PAC)
- Participation in Bike Newark
- Managing Unicity Bus system
- Community Rating Service
- Process Buyer's Affidavit
- Zoning verification letters
- Responding to zoning and related planning inquires (phone and walk-in)

Planning Commission Support

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

Code Enforcement Division:

- Work with IT to utilize GIS as a tool for permitting and Code Enforcement
- Create a recommendation for Code change to include Air B&B's
- Create a comprehensive process for issuing Business Licenses
- Conduct an inventory of business signs in the city
- Provide additional training opportunities for Administrative staff so that they can provide more support to Code Enforcement Inspectors
- Continue to work with IT to improve the permitting process
- Review department policies and procedures and make revisions in order to streamline processes for maximum efficiency

**CITY OF NEWARK, DELAWARE
PLANNING AND DEVELOPMENT DEPARTMENT
2021 DEPARTMENTAL GOALS**

Parking Division:

The Parking Division hopes to continue expanding parking inventory and services provided to residents, patrons, employees, students, and visitors alike. With new parking equipment and services, the division hopes to provide better services to those parking customers and residents that lives within the City of Newark. As we continue our commitment to service excellence, we want those that use the public parking inventory to have a good experience within the City, ensuring that they want to return and patronizing its businesses, parks, and other amenities it provides. The division plans on doing this by continuing is expansion of multi-space parking system in 2021 and beyond, pending public feedback on the new system and the services provided by it. The division hopes to have more dialogue with the University of Delaware, an important partner in the success of the City, to ensure that all persons that visit the City have good experiences through parking wayfinding and are aware when parking areas are difficult to park in due to high occupancy. The division is eager to work with not only U.D., but also with private partners to increase the parking inventory and ensure that parking through Newark is managed properly and with our residents and patrons in mind. The division will continue to get public input through events and workshops to increase the quality of customer service it provides and to ensure that those who visit Newark are likely to come back. The Parking Division also plans to continue working closely with those that live in special residential parking districts and gather their feedback on ways to improve residential parking for our residents, ensuring that those that live in these areas always have sufficient parking available to them.

Transportation and Technical Services:

In 2021, the division will continue to follow up on the TRiP effort and coordinate with WILMAPCO and their consultant on transit systems in Newark. In addition, the Division will continue implementing recommendations from the Newark Transportation Study, the Comprehensive Development Plan V, and the Newark Bicycle Plan, as well as participating in the management and related activities associated with the Newark Regional Transportation Center, and operating Unicity. Regarding Unicity we will work to refine and revise the Unicity bus routes to make them more efficient and cost effective as well as install security cameras and GPS systems to make them safer and more reliable for riders and drivers alike.

Economic Development:

In 2021, the division goal is to continue to review and assess Newark's Economic Development Strategy and Action Plan and set a path for proactive economic development.

Community Development Block Grant (CDBG):

In 2021, the division's goal is to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newark residents.



PLANNING AND DEVELOPMENT DEPARTMENT – PLANNING DIVISION

2021 BUDGET DOCUMENTS

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
<i>Full-time Wages</i>	267,322	281,320	13,998	5.24%	<i>*Step increases and advancements</i>
<i>Part-time Wages</i>	12,000	-	(12,000)	-100.00%	<i>*Decrease of \$12,000 is due to removal of budgeted interns in FY2021</i>
<i>Other Wages</i>	19,532	30,170	10,638	54.46%	<i>*2021 increases of \$9,800 to line item 6620 (OT), \$245 to item 6580 (Service Award) and \$593 to item 6590 (Sick Pay)</i>
<i>Benefits</i>	161,843	161,936	93	0.06%	<i>*Generally flat, less than 0.1% increase from FY2020 to FY2021</i>
Personnel Services	\$ 460,697	\$ 473,426	12,729	2.76%	<i>*Sum of above listed wages and benefits</i>
Materials and Supplies	\$ 2,950	\$ 2,750	(200)	-6.78%	<i>*Decrease of \$200 is due to reductions of \$100 to line items 7160 (Books, Periodicals, Etc.) and 7550 (Misc. Supplies)</i>
Contractual Services	\$ 291,089	\$ 211,582	(79,507)	-27.31%	<i>*Overall decrease is largely due to reduction of \$90,000 to our line item 8180 (Consulting Fees). Additionally, in 2021 there is a City-Wide increase to our insurance coverage. Insurance lines increased a total of \$10.428</i>
Other Expenditures	\$ 190,996	\$ 181,956	(9,040)	-4.73%	<i>*Decrease of \$9,040 is due to reduction to the 9070 (Training) code, which was decreased from \$13,300 in FY2020 to \$4,260 in FY2021</i>
Subtotal:	\$ 945,732	\$ 869,714	\$ (76,018)	-8.04%	
Inter-Dept. Charges	\$ 26,536	\$ 26,006	(530)	-2.00%	<i>Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing</i>
Total Operating Expenses:	\$ 972,268	\$ 895,720	\$ (76,548)	-7.87%	
Full-time Positions	4	4	0		<i>No change in FTE from FY2020 to FY2021</i>



PLANNING AND DEVELOPMENT DEPARTMENT – PLANNING DIVISION

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

General Fund - Planning and Development Department - Planning Division

Summary:

PLANNING DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
<u>OPERATING EXPENSES</u>								
Personnel Services	\$ 453,201	\$ 440,758	\$ 398,045	\$ 461,618	\$ 460,697	\$ 473,426	\$ 12,729	2.8%
Materials and Supplies	1,271	1,665	3,343	2,524	2,950	2,750	(200)	-6.8%
Contractual Services	166,745	72,158	215,386	314,530	291,089	211,582	(79,507)	-27.3%
Other Charges	47,405	1,811	7,216	339,129	190,996	181,956	(9,040)	-4.7%
Subtotal	\$ 668,622	\$ 516,392	\$ 623,990	\$ 1,117,801	\$ 945,732	\$ 869,714	\$ (76,018)	-8.0%
Inter-Dept. Charges	83,351	17,578	25,347	12,641	26,536	26,006	(530)	-2.0%
Total Operating Expenses	\$ 751,973	\$ 533,970	\$ 649,337	\$ 1,130,442	\$ 972,268	\$ 895,720	\$ (76,548)	-7.9%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

PERSONNEL SERVICES			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111112	6020	Supervisory	\$ 197,107	\$ 132,112	\$ 98,960	\$ 113,363	\$ 109,440	\$ 114,278	\$ 4,838	4.4%
0111112	6030	Engineering/Technical	35,712	83,303	94,658	101,926	105,985	111,763	5,778	5.5%
0111112	6080	Clerical	41,597	44,516	46,296	48,871	51,897	55,279	3,382	6.5%
0111112	6580	Service Award	7,883	2,093	1,677	1,881	2,031	2,276	245	12.1%
0111112	6590	Sick Pay	4,402	4,540	1,481	1,503	1,701	2,294	593	34.9%
0111112	6615	Interns	3,709	-	-	7,249	12,000	-	(12,000)	-100.0%
0111112	6620	Overtime	1,729	-	12,843	34,566	15,200	25,000	9,800	64.5%
0111112	6885	Device Reimbursement	-	-	550	600	600	600	-	0.0%
0111112	6920	Unemployment Comp. Ins.	1,539	1,693	1,026	1,327	1,407	1,076	(331)	-23.5%
0111112	6930	Social Security Taxes	21,490	19,928	18,903	23,093	24,092	22,291	(1,801)	-7.5%
0111112	6940	City Pension Plan	59,663	55,742	17,975	20,790	25,830	21,863	(3,967)	-15.4%
0111112	6941	Defined Contribution 401(a) Plan	5,793	11,306	15,144	15,955	16,944	17,796	852	5.0%
0111112	6950	Term Life Insurance	1,133	921	1,049	1,301	1,121	2,075	954	85.1%
0111112	6960	Group Hospitalization Ins.	53,096	59,166	69,900	68,944	74,456	78,088	3,632	4.9%
0111112	6961	Long-Term Disability Ins.	499	379	432	561	587	1,003	416	70.9%
0111112	6962	Dental Insurance	4,139	3,501	3,918	3,918	4,235	4,183	(52)	-1.2%
0111112	6963	Flexible Spending Account	16	-	-	-	-	-	-	0.0%
0111112	6964	Health Savings Account	3,000	1,500	1,500	3,000	2,401	2,432	31	1.3%
0111112	6965	Post-Employment Benefits	8,153	16,116	7,399	8,377	5,779	6,070	291	5.0%
0111112	6966	Retirement Health Savings Account	2,291	3,373	4,138	4,201	4,263	4,329	66	1.5%
0111112	6967	Emergency Room Reimbursements	-	400	-	-	522	525	3	0.6%
0111112	6968	Vision Insurance Premiums	250	169	196	192	206	205	(1)	-0.5%
TOTAL PERSONNEL SERVICES			\$ 453,201	\$ 440,758	\$ 398,045	\$ 461,618	\$ 460,697	\$ 473,426	\$ 12,729	2.8%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2021
PLANNING DIVISION**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Planning & Development	MGMT	32	1.0	\$ 109,440	1.0	\$ 114,278	0.0	\$ 4,838	4.4%
Planner II	CWA F/T	14	2.0	\$ 105,985	2.0	\$ 111,763	0.0	\$ 5,778	5.5%
Admin Professional I	CWA F/T	10	1.0	\$ 51,897	1.0	\$ 55,279	0.0	\$ 3,382	6.5%
Total Full-Time Positions			4.0	\$ 267,322	4.0	\$ 281,320	0.0	\$ 13,998	5.2%
PART-TIME FUNDING									
Graduate Intern				\$ 12,000		\$ -		\$ (12,000)	-100.0%
Total Part-Time Funding				\$ 12,000		\$ -		\$ (12,000)	-100.0%
OTHER									
Service Award				\$ 2,031		\$ 2,276		\$ 245	12.1%
Sick Pay				\$ 1,701		\$ 2,294		\$ 593	34.9%
Overtime				\$ 15,200		\$ 25,000		\$ 9,800	64.5%
Device Reimbursements				\$ 600		\$ 600		\$ -	0.0%
Total Other				\$ 19,532		\$ 30,170		\$ 10,638	54.5%
Total All			4.0	\$ 298,854	4.0	\$ 311,490	0.0	\$ 12,636	4.2%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

MATERIALS AND SUPPLIES										\$ DIFFERENCE	% DIFFERENCE		
										FROM 2020-21	FROM 2020-21		
			2016		2017		2018		2019	2020 BUDGET	2021		
			ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	BUDGET		
0111113	7150	Office Supplies	\$ 927	\$ 1,310	\$ 1,531	\$ 1,656	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600			
0111113	7160	Books, Periodicals, Etc.	190	183	276	353	450	350					
0111113	7550	Miscellaneous Supplies	154	172	1,536	515	900	800					
TOTAL MATERIALS & SUPPLIES			\$ 1,271	\$ 1,665	\$ 3,343	\$ 2,524	\$ 2,950	\$ 2,750				\$ (200)	-6.8%

CONTRACTUAL SERVICES										\$ DIFFERENCE	% DIFFERENCE		
										FROM 2020-21	FROM 2020-21		
			2016		2017		2018		2019	2020 BUDGET	2021		
			ACTUAL		ACTUAL		ACTUAL		ACTUAL	AS AMENDED	BUDGET		
0111114	8020	Advertising	\$ 1,787	\$ 1,954	\$ 3,611	\$ 5,572	\$ 4,000	\$ 4,000					
0111114	8030	Casualty Insurance	6,029	3,045	4,821	5,665	6,300	4,382					
0111114	8032	Insurance - Auto	-	1,713	-	-	-	-					
0111114	8033	Insurance - Broker	-	380	505	520	512	974					
0111114	8035	Insurance - Worker's Compensation	-	-	-	611	850	12,734					
0111114	8050	Phone/Communications	600	250	486	-	-	-					
0111114	8070	Aetna Hose, Hook & Ladder	-	-	74,246	-	-	-					
0111114	8071	Newark Ambulance	-	-	3,000	-	-	-					
0111114	8131	Information Technology Cont'l	1,037	12,314	15,803	14,458	12,189	12,189					
0111114	8180	Consulting Fees	9,490	49,694	41,200	226,542	200,000	110,000					
0111114	8220	Revenue Sharing Program	-	-	46,926	55,834	61,810	61,810					
0111114	8312	Fleet & Facilities Services	-	2,453	24,772	3,639	4,428	4,493					
0111114	8550	Misc. Contracted Services	5,247	355	16	1,689	1,000	1,000					
0111114	8800	Unicity Bus (1)	142,555	-	-	-	-	-					
TOTAL CONTRACTUAL SERVICES			\$ 166,745	\$ 72,158	\$ 215,386	\$ 314,530	\$ 291,089	\$ 211,582				\$ (79,507)	-27.3%

(1) Expenditures reimbursable by the Delaware Transit Corporation. Budget moved to Unicity Transportation Fund in 2017.

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Planning Division

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0111115	9002 Subvention - Aetna Hook and Ladder	\$ -	\$ -	\$ -	\$ 174,246	\$ 174,246	\$ 174,246	\$ -	0.0%
0111115	9003 Subvention - Newark Ambulance	-	-	-	3,000	3,000	3,000	-	0.0%
0111115	9005 Subvention - Newark Partnership	-	-	-	150,000	-	-	-	0.0%
0111115	9020 Mileage & Small Bus. Exp.	31	-	164	39	450	450	-	0.0%
0111115	9040 Dues & Professional Organizations	4,210	-	150	-	-	-	-	0.0%
0111115	9060 Depreciation Expense (1)	43,014	-	-	-	-	-	-	0.0%
0111115	9070 Training & Continuing Educ/Conf	150	1,811	6,902	11,844	13,300	4,260	(9,040)	-68.0%
TOTAL OTHER CHARGES		\$ 47,405	\$ 1,811	\$ 7,216	\$ 339,129	\$ 190,996	\$ 181,956	\$ (9,040)	-4.7%

(1) Includes Unicity Bus Assets. Budget moved to Unicity Transportation Fund in 2017.

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Billings and Accounting	\$ 15,357	\$ 8,690	\$ 10,630	\$ 1,783	\$ 10,091	\$ 10,441	\$ 350	3.5%
	Buildings and Grounds	9,263	-	-	-	-	-	-	0.0%
	Electricity Used	6,106	1,196	1,224	-	1,057	1,228	171	16.2%
	Information Technology	15,509	24,368	21,692	19,014	23,046	22,145	(901)	-3.9%
	Mailroom and Postage	-	-	3	447	455	518	63	13.8%
	Printing and Reproduction	9,285	472	439	409	639	457	(182)	-28.5%
	Records	-	-	8,694	9,795	10,531	11,193	662	6.3%
	Services to Utility Funds	(21,067)	(17,148)	(17,335)	(18,807)	(19,283)	(19,976)	(693)	3.6%
	Unicity Bus	48,898	-	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES		\$ 83,351	\$ 17,578	\$ 25,347	\$ 12,641	\$ 26,536	\$ 26,006	\$ (530)	-2.0%

OPERATING EXPENSES - PLANNING DIVISION		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ 751,973	\$ 533,970	\$ 649,337	\$ 1,130,442	\$ 972,268	\$ 895,720	\$ (76,548)	-7.9%



PLANNING AND DEVELOPMENT DEPARTMENT – CODE ENFORCEMENT DIVISION

2021 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	766,753	802,602	35,849	4.68%	*Staffing/Personnel changes as well as step increases and advancements
Other Wages	55,083	54,630	(453)	-0.82%	*Decrease is due to reduction in budgeted OT, most of which is offset by payroll generated increases to our Service Award and Sick Pay line items
Benefits	567,648	556,321	(11,327)	-2.00%	*City Pension, Defined Contribution, Group Hospitalization increases and OPEB
Personnel Services	\$ 1,389,484	\$ 1,413,553	24,069	1.73%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 11,740	\$ 11,740	-	0.00%	*No change from FY2020 to FY2021
Contractual Services	\$ 112,468	\$ 119,596	7,128	6.34%	*Increase largely due City-Wide increase to our insurance coverage. Insurance lines increased a total of \$8,465, while the 8131 (IT Contractual) and 8550 (Misc. Contractual) decreased by \$1.680 in total
Depreciation	\$ 10,287	\$ 18,877	8,590	83.50%	*Finance Calculation
Other Expenditures	\$ 6,545	\$ 6,045	(500)	-7.64%	*Decrease of \$500 is due to reduction to the 9070 (Training) code, which was decreased \$6,500 in 2020 to \$6,000 in 2021
Subtotal:	\$ 1,530,524	\$ 1,569,811	\$ 39,287	2.57%	
Inter-Dept. Charges	\$ 89,798	\$ 88,344	(1,454)	-1.62%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 1,620,322	\$ 1,658,155	\$ 37,833	2.33%	
Full-time Positions	11	11	0		No change in FTE from FY2020 to FY2021

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing projects</u> BEQSF	Equipment Replacement Program	Perpetual Project



PLANNING AND DEVELOPMENT DEPARTMENT – CODE ENFORCEMENT DIVISION

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

General Fund - Planning and Development Department - Code Enforcement Division

Summary:

CODE ENFORCEMENT DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
OPERATING EXPENSES								
Personnel Services	\$ 1,287,520	\$ 1,187,758	\$ 1,288,198	\$ 1,251,964	\$ 1,389,484	\$ 1,413,553	\$ 24,069	1.7%
Materials and Supplies	54,573	8,126	7,306	9,496	11,740	11,740	-	0.0%
Contractual Services	203,228	89,161	145,932	121,042	112,468	119,596	7,128	6.3%
Other Charges	8,372	16,053	7,070	12,223	16,832	24,922	8,090	48.1%
Subtotal	\$ 1,553,693	\$ 1,301,098	\$ 1,448,506	\$ 1,394,725	\$ 1,530,524	\$ 1,569,811	\$ 39,287	2.6%
Inter-Dept. Charges	(265,917)	88,626	86,056	58,986	89,798	88,344	(1,454)	-1.6%
Total Operating Expenses	\$ 1,287,776	\$ 1,389,724	\$ 1,534,562	\$ 1,453,711	\$ 1,620,322	\$ 1,658,155	\$ 37,833	2.3%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

PERSONNEL SERVICES			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0121082	6020	Supervisory	\$ 73,817	\$ 76,379	\$ 71,928	\$ 42,000	\$ 79,182	\$ 82,684	\$ 3,502	4.4%
0121082	6080	Clerical	94,655	101,493	105,607	109,771	114,108	119,184	5,076	4.4%
0121082	6230	Maintenance Workers	145,382	4,401	99	-	-	-	-	0.0%
0121082	6260	Code Enforcement	502,433	526,865	567,606	544,600	573,463	600,734	27,271	4.8%
0121082	6580	Service Award	13,181	15,267	15,408	15,538	17,130	18,552	1,422	8.3%
0121082	6590	Sick Pay	4,329	3,732	12,919	3,968	7,433	8,558	1,125	15.1%
0121082	6615	Interns	1,081	-	-	-	-	-	-	0.0%
0121082	6620	Overtime	18,290	18,387	18,740	24,393	28,000	25,000	(3,000)	-10.7%
0121082	6880	Uniform Allowance	1,605	1,455	1,840	1,920	1,920	1,920	-	0.0%
0121082	6885	Device Reimbursement	-	-	-	350	600	600	-	0.0%
0121082	6920	Unemployment Comp. Ins.	6,552	3,688	3,239	3,120	3,168	3,267	99	3.1%
0121082	6930	Social Security Taxes	63,918	55,312	58,921	54,763	60,634	63,690	3,056	5.0%
0121082	6940	City Pension Plan	117,505	116,255	146,139	150,090	190,766	157,957	(32,809)	-17.2%
0121082	6941	Defined Contribution 401(a) Plan	16,001	14,049	14,304	15,312	18,694	19,800	1,106	5.9%
0121082	6950	Term Life Insurance	3,131	3,332	3,309	3,935	3,552	8,020	4,468	125.8%
0121082	6960	Group Hospitalization Ins.	183,472	184,301	187,255	202,187	225,685	234,739	9,054	4.0%
0121082	6961	Long-Term Disability Ins.	1,282	1,269	1,262	1,582	1,772	3,526	1,754	99.0%
0121082	6962	Dental Insurance	11,114	10,921	10,357	9,933	11,133	11,823	690	6.2%
0121082	6963	Flexible Spending Account	289	273	294	205	189	189	-	0.0%
0121082	6964	Health Savings Account	1,500	1,500	1,500	1,500	1,500	1,500	-	0.0%
0121082	6965	Post-Employment Benefits	21,403	41,757	62,210	59,659	42,679	43,853	1,174	2.8%
0121082	6966	Retirement Health Savings Account	5,194	4,130	4,300	5,009	5,684	5,772	88	1.5%
0121082	6967	Emergency Room Reimbursements	800	2,400	400	1,600	1,595	1,595	-	0.0%
0121082	6968	Vision Insurance Premiums	586	592	561	529	597	590	(7)	-1.2%
TOTAL PERSONNEL SERVICES			\$ 1,287,520	\$ 1,187,758	\$ 1,288,198	\$ 1,251,964	\$ 1,389,484	\$ 1,413,553	\$ 24,069	1.7%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2021
CODE ENFORCEMENT DIVISION**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Code Enforcement Manager	MGMT	22	1.0	\$ 79,182	1.0	\$ 82,684	0.0	\$ 3,502	4.4%
Lead Code Officer	CWA F/T	19	1.0	\$ 84,367	1.0	\$ 89,140	0.0	\$ 4,773	5.7%
Code Enforcement Officer	CWA F/T	17	3.0	\$ 240,270	3.0	\$ 248,556	0.0	\$ 8,286	3.4%
Fire Marshall	CWA F/T	17	1.0	\$ 67,877	1.0	\$ 72,302	0.0	\$ 4,425	6.5%
Property Maintenance Inspector II	CWA F/T	14	3.0	\$ 180,949	3.0	\$ 190,736	0.0	\$ 9,787	5.4%
Admin Professional I	CWA F/T	10	1.0	\$ 60,662	1.0	\$ 62,375	0.0	\$ 1,713	2.8%
Secretary II	CWA F/T	8	1.0	\$ 53,446	1.0	\$ 56,809	0.0	\$ 3,363	6.3%
Total Full-Time Positions			11.0	\$ 766,753	11.0	\$ 802,602	0.0	\$ 35,849	4.7%
OTHER									
Service Award				\$ 17,130		\$ 18,552		\$ 1,422	8.3%
Sick Pay				\$ 7,433		\$ 8,558		\$ 1,125	15.1%
Overtime				\$ 28,000		\$ 25,000		\$ (3,000)	-10.7%
Uniform Allowance				\$ 1,920		\$ 1,920		\$ -	0.0%
Device Reimbursements				\$ 600		\$ 600		\$ -	0.0%
Total Other				\$ 55,083		\$ 54,630		\$ (453)	-0.8%
Total All			11.0	\$ 821,836	11.0	\$ 857,232	0.0	\$ 35,396	4.3%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

MATERIALS AND SUPPLIES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
		2016	2017	2018	2019	2020 BUDGET	2021				
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET				
0121083	7110	Safety Shoes & Supplies	\$ 970	\$ 1,449	\$ 1,389	\$ 1,944	\$ 2,340	\$ 2,340	\$	-	0.0%
0121083	7130	Tools, Field Sup., & Small Eq.	811	2,217	1,153	885	1,800	1,800		-	0.0%
0121083	7140	Uniforms	-	-	-	11	-	-		-	0.0%
0121083	7150	Office Supplies	2,181	3,337	3,189	2,405	3,600	3,600		-	0.0%
0121083	7160	Books, Periodicals, Etc.	1,305	1,006	1,575	4,251	4,000	4,000		-	0.0%
0121083	7230	Janitorial Supplies	20,313	-	-	-	-	-		-	0.0%
0121083	7250	Building & Grounds Maint, Supplies	28,993	117	-	-	-	-		-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 54,573	\$ 8,126	\$ 7,306	\$ 9,496	\$ 11,740	\$ 11,740	\$	-	0.0%

CONTRACTUAL SERVICES										\$ DIFFERENCE	% DIFFERENCE
										FROM 2020-21	FROM 2020-21
		2016	2017	2018	2019	2020 BUDGET	2021				
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET				
0121084	8020	Advertising	\$ 363	\$ -	\$ 58	\$ -	\$ 1,500	\$ 1,500	\$	-	0.0%
0121084	8030	Casualty Insurance	19,392	9,864	7,219	7,013	7,800	12,050		4,250	54.5%
0121084	8032	Insurance - Auto	-	5,032	10,155	9,505	8,442	11,465		3,023	35.8%
0121084	8033	Insurance - Broker	-	1,237	1,640	1,689	1,664	2,678		1,014	60.9%
0121084	8035	Insurance - Worker's Compensation	-	-	-	24,530	34,850	35,019		169	0.5%
0121084	8040	Merchant Fees and Discounts	10,629	8,818	33,961	20,636	10,000	10,000		-	0.0%
0121084	8050	Phone/Communications	6,323	3,144	2,707	2,088	-	-		-	0.0%
0121084	8120	Outside Consulting	475	-	-	-	1,000	1,000		-	0.0%
0121084	8131	Information Technology Cont'l	18,855	39,294	42,919	23,306	22,629	21,449		(1,180)	-5.2%
0121084	8230	Janitorial Services	354	-	-	-	-	-		-	0.0%
0121084	8250	Building & Grounds Maintenance	146,613	1,615	-	-	-	-		-	0.0%
0121084	8312	Fleet & Facilities Services	-	19,970	47,079	32,065	24,083	24,435		352	1.5%
0121084	8550	Misc. Contracted Services	224	187	194	210	500	-		(500)	-100.0%
TOTAL CONTRACTUAL SERVICES			\$ 203,228	\$ 89,161	\$ 145,932	\$ 121,042	\$ 112,468	\$ 119,596	\$	7,128	6.3%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

General Fund - Planning and Development Department - Code Enforcement Division

Expenditures:

OTHER CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
0121085	9020 Mileage & Small Bus. Expense	\$ -	\$ -	\$ -	\$ -	\$ 45	\$ 45	\$ -	0.0%
0121085	9040 Dues & Professional Organizations	1,074	415	120	830	-	-	-	0.0%
0121085	9060 Depreciation Expense	4,781	12,993	3,599	9,113	10,287	18,877	8,590	83.5%
0121085	9070 Training & Continuing Educ/Conf	1,812	2,645	3,351	2,280	6,500	6,000	(500)	-7.7%
0121085	9099 Contingencies	705	-	-	-	-	-	-	0.0%
TOTAL OTHER CHARGES		\$ 8,372	\$ 16,053	\$ 7,070	\$ 12,223	\$ 16,832	\$ 24,922	\$ 8,090	48.1%

INTER-DEPT. CHARGES		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	Billings and Accounting	\$ 25,978	\$ 22,367	\$ 24,555	\$ 4,689	\$ 23,461	\$ 24,269	\$ 808	3.4%
	Buildings and Grounds	(365,932)	-	-	-	-	-	-	0.0%
	Electricity Used	5,192	930	952	-	822	955	133	16.2%
	Information Technology	37,913	64,986	58,922	51,644	62,597	60,149	(2,448)	-3.9%
	Mailroom and Postage	-	-	6	1,024	1,042	1,188	146	14.0%
	Printing and Reproduction	6,732	343	318	296	463	331	(132)	-28.5%
	Records	-	-	1,303	1,333	1,413	1,452	39	2.8%
	Vehicles and Equipment	24,200	-	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES		\$ (265,917)	\$ 88,626	\$ 86,056	\$ 58,986	\$ 89,798	\$ 88,344	\$ (1,454)	-1.6%

OPERATING EXPENSES - CODE ENFORCEMENT DIVISION		2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES		\$ (265,917)	\$ 1,389,724	\$ 1,534,562	\$ 1,453,711	\$ 1,620,322	\$ 1,658,155	\$ 37,833	2.3%



PLANNING AND DEVELOPMENT DEPARTMENT – CODE ENFORCEMENT DIVISION

2021-2025 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2021-2025
(with current year amended budget)

GENERAL FUND - PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021-----		2021	2022	2023	2024	2025	TOTAL
				RESERVES AND OTHER FUNDING	CURRENT FUNDING						
BEQSF	Equipment Replacement Program	B	\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total General Fund - Code Enforcement Division			\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
	LESS: USE OF RESERVES		-	-	-	-	-	-	-	-	-
	VEHICLE & EQUIPMENT REPLACEMENT		(16,148)	-	-	-	(32,914)	-	-	-	(32,914)
	GRANTS		-	-	-	-	-	-	-	-	-
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		\$ 3,852	\$ -	\$ -	\$ -	\$ 17,086	\$ -	\$ -	\$ -	\$ 17,086

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Code Enforcement
FUND:	General
PROJECT LOCATION:	Various
PROJECT PRIORITY:	1 - Highest Priority Level Project underway and must be completed
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Sustainable Community

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Per email discussion with Dave Vispi on June 6, 2020, vehicle replacements scheduled for 2020 and 2021 can be put on hold if needed.

§ 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:	\$ 70,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ 20,000
% Complete (if underway):	28.6%
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."

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	3,852	-	3,852	\$ -	-	17,086	-	-	-	\$ 17,086
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	16,148	-	16,148	\$ -	-	32,914	-	-	-	\$ 32,914
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2021-2025
OTHER DEPARTMENTS**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS				
										2021	2022	2023	2024	2025
CODE ENFORCEMENT DIVISION:														
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2022	20,545		25,000			
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043					
827	2000 Ford Crown Victoria Sedan	a. 08/11/00	19,851	48,954	65,000	12	2012	2020	19,851					
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043					
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779					
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2022	12,369		25,000			
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020					
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122					
TOTAL CODE ENFORCEMENT DIVISION										-	50,000	-	-	-
FINANCE DEPARTMENT:														
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369			35,000		
TOTAL FINANCE DEPARTMENT										-	-	35,000	-	-
UNICITY TRANSPORTATION FUND:														
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-				150,000	
1304	2020 Int'l Mini-Bus	b. --	--	--	--	7	2019	2026	-					
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-	130,000				
	Less: Unicity Transportation Grant Funding									(114,073)			(114,073)	
TOTAL UNICITY TRANSPORTATION FUND										15,927	-	-	35,927	-
TOTAL OTHER DEPARTMENTS														
										GROSS ACQUISITION COST				
										\$ 130,000	\$ 50,000	\$ 35,000	\$ 150,000	\$ -
										LESS: USE OF CAPITAL RESERVES				
										(15,927)	-	-	(35,927)	
										LESS: USE OF GRANT FUNDING				
										(114,073)	-	-	(114,073)	
										LESS: USE OF CURRENT RESOURCES				
										-	(17,086)	(22,631)	-	
										NET EQUIPMENT SINKING FUND TOTAL				
										\$ -	\$ 32,914	\$ 12,369	\$ -	\$ -

a. This vehicle is scheduled to be replaced in 2020.

b. This vehicle was recently replaced in 2020. Details to be provided.



PLANNING AND DEVELOPMENT DEPARTMENT – PARKING DIVISION

2021 BUDGET DOCUMENTS

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
Full-time Wages	456,496	482,787	26,291	5.76%	*Step increases and advancements
Part-time Wages	362,497	329,169	(33,328)	-9.19%	*Decrease in FY2021 is largely due to reduction of \$30,000 to our budgeted Attendants (PT). This item was decreased from \$100,000 in FY2020 to \$70,000 in FY2021
Other Wages	19,857	19,952	95	0.48%	*Generally flat, less than 0.5% increase from FY2020 to FY2021
Benefits	394,340	383,327	(11,013)	-2.79%	*City Pension, Defined Contribution, Group Hospitalization increases and OPEB
Personnel Services	\$ 1,233,190	\$ 1,215,235	(17,955)	-1.46%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 43,850	\$ 39,850	(4,000)	-9.12%	*Decrease of \$4,000 is due to decreases of \$2,500 to our line item 7140 (Uniforms) and \$1,500 to our line item 7180 (Billing Supplies)
Contractual Services	\$ 494,772	\$ 471,294	(23,478)	-4.75%	*Overall decrease is largely due to reductions to the following line items; decrease of \$20,000 to item 8040 (Merchant Fees and Discounts), \$9,607 to 8131 (IT Contractual), \$5,000 to 8300 (Mach. and Equipment Maintenance) and \$10,000 to 8550 (Misc. Contracted Services). Additionally, in 2021 there is a City-Wide increase to our insurance coverage. Insurance lines increased a total of \$12,665
Depreciation	\$ 86,255	\$ 132,506	46,251	53.62%	*Finance Calculation
Other Expenditures	\$ 11,235	\$ 1,835	(9,400)	-83.67%	*Decrease of \$9,400 is due to decreases of \$9,000 to our line item 9070 (Training) and \$400 to our line item 9093 (Subvention)
Subtotal:	\$ 1,869,302	\$ 1,860,720	\$ (8,582)	-0.46%	
Inter-Dept. Charges	\$ 293,419	\$ 289,086	(4,333)	-1.48%	Reflects the cost share of City overhead which includes: Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Utility Billing
Total Operating Expenses:	\$ 2,162,721	\$ 2,149,806	\$ (12,915)	-0.60%	
Full-time Positions	8	8	0		No change in FTE from FY2020 to FY2021

CAPITAL IMPROVEMENT PLAN (CIP)

Project ID:	Project Description:	Comments
<u>Ongoing projects</u>		
V2002	Campus District Kiosk Installation	Project listed in 2021-2025 CIP
V1901	Parking Lot Surface Maintenance	Projected to be completed by EOY 2020
V1905	Newark Parking Kiosk Program	Projected to be completed by EOY 2020
V1703	Lot Countdown Signs	Project listed in 2021-2025 CIP
VEQSF	Equipment Replacement Program	Perpetual Project



PLANNING AND DEVELOPMENT DEPARTMENT – PARKING DIVISION

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

Parking Fund - Planning and Development Department - Parking Division

Summary:

PARKING DIVISION - SUMMARY	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
REVENUE								
Parking Lot Revenues	\$ 2,742,577	\$ 2,894,678	\$ 2,916,733	\$ 2,715,771	\$ 2,853,000	\$ 2,553,000	\$ (300,000)	-10.5%
Other Revenues	36,344	17,793	28,551	49,383	10,160	11,000	840	8.3%
Gross Operating Revenue	\$ 2,778,921	\$ 2,912,471	\$ 2,945,284	\$ 2,765,154	\$ 2,863,160	\$ 2,564,000	\$ (299,160)	-10.4%
OPERATING EXPENSES								
Personnel Services	\$ 1,059,391	\$ 1,189,754	\$ 1,285,104	\$ 1,406,090	\$ 1,233,190	\$ 1,215,235	\$ (17,955)	-1.5%
Materials and Supplies	27,916	31,884	37,230	37,898	43,850	39,850	(4,000)	-9.1%
Contractual Services	302,012	360,996	485,835	455,963	494,772	471,294	(23,478)	-4.7%
Other Charges	99,191	109,303	111,648	91,804	97,490	134,341	36,851	37.8%
Subtotal	\$ 1,488,510	\$ 1,691,937	\$ 1,919,817	\$ 1,991,755	\$ 1,869,302	\$ 1,860,720	\$ (8,582)	-0.5%
Inter-Dept. Charges	232,426	303,643	281,509	214,795	293,419	289,086	(4,333)	-1.5%
Total Operating Expenses	\$ 1,720,936	\$ 1,995,580	\$ 2,201,326	\$ 2,206,550	\$ 2,162,721	\$ 2,149,806	\$ (12,915)	-0.6%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

PERSONNEL SERVICES			2016	2017	2018	2019	2020 BUDGET	2021	\$ DIFFERENCE	% DIFFERENCE
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET	FROM 2020-21	FROM 2020-21
5495402	6020	Supervisory	\$ 132,481	\$ 138,113	\$ 143,708	\$ 149,056	\$ 156,341	\$ 160,026	\$ 3,685	2.4%
5495402	6040	Accounting	44,923	6,432	-	-	-	-	-	0.0%
5495402	6072	Parking Enforcement	213,341	241,263	290,031	344,373	360,075	363,406	3,331	0.9%
5495402	6080	Clerical	9,692	58,846	77,103	82,700	86,421	96,972	10,551	12.2%
5495402	6230	Maintenance Workers	106,760	126,796	108,366	114,507	116,156	121,552	5,396	4.6%
5495402	6580	Service Award	7,190	5,964	6,497	7,077	7,733	8,682	949	12.3%
5495402	6590	Sick Pay	3,311	8,074	2,665	3,438	6,324	5,970	(354)	-5.6%
5495402	6600	Part-Time	219,433	248,658	272,490	262,578	100,000	70,000	(30,000)	-30.0%
5495402	6620	Overtime	4,046	1,427	639	1,419	1,600	1,600	-	0.0%
5495402	6621	Shift Differential	2,804	3,357	3,676	3,462	1,200	700	(500)	-41.7%
5495402	6880	Uniform Allowance	1,800	2,350	1,200	1,200	1,200	1,200	-	0.0%
5495402	6885	Device Reimbursement	-	-	1,650	1,800	1,800	1,800	-	0.0%
5495402	6920	Unemployment Comp. Ins.	8,752	9,464	9,361	9,780	5,324	5,643	319	6.0%
5495402	6930	Social Security Taxes	56,682	63,167	68,074	72,558	62,561	61,976	(585)	-0.9%
5495402	6940	City Pension Plan	128,012	112,662	118,015	170,228	121,882	100,691	(21,191)	-17.4%
5495402	6941	Defined Contribution 401a Plan	635	7,024	8,756	9,269	9,819	10,827	1,008	10.3%
5495402	6950	Term Life Insurance	1,554	1,817	1,992	2,462	2,145	3,969	1,824	85.0%
5495402	6960	Group Hospitalization Ins.	72,478	101,679	130,447	138,107	149,099	155,337	6,238	4.2%
5495402	6961	Long-Term Disability Ins.	617	697	765	997	1,060	1,863	803	75.8%
5495402	6962	Dental Insurance	5,027	5,928	7,980	8,479	9,159	8,988	(171)	-1.9%
5495402	6963	Flexible Spending Account	-	58	63	63	63	63	-	0.0%
5495402	6964	Health Savings Account	750	-	-	-	-	-	-	0.0%
5495402	6965	Post-Employment Benefits	38,445	42,241	26,256	16,239	27,269	27,953	684	2.5%
5495402	6966	Retirement Health Savings Account	309	3,346	4,139	4,201	4,263	4,329	66	1.5%
5495402	6967	Emergency Room Reimbursements	-	-	766	1,600	1,160	1,160	-	0.0%
5495402	6968	Vision Insurance Premiums	349	391	465	497	536	528	(8)	-1.5%
TOTAL PERSONNEL SERVICES			\$ 1,059,391	\$ 1,189,754	\$ 1,285,104	\$ 1,406,090	\$ 1,233,190	\$ 1,215,235	\$ (17,955)	-1.5%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2021
PARKING DIVISION**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Parking Manager	MGMT	22	1.0	\$ 88,614	1.0	\$ 88,955	0.0	\$ 341	0.4%
Parking Supervisor	MGMT	17	1.0	\$ 67,727	1.0	\$ 71,071	0.0	\$ 3,344	4.9%
Customer Service Clerk I	CWA F/T	10	1.0	\$ 49,314	2.0	\$ 96,972	1.0	\$ 47,658	96.6%
Maintenance IV	AFSCME LOCAL 1670 F/T	8	1.0	\$ 58,909	1.0	\$ 61,848	0.0	\$ 2,939	5.0%
Parking Ambassador	CWA F/T	7	2.0	\$ 97,578	2.0	\$ 104,237	0.0	\$ 6,659	6.8%
Maintenance III	AFSCME LOCAL 1670 F/T	6	1.0	\$ 57,247	1.0	\$ 59,704	0.0	\$ 2,457	4.3%
Secretary I	CWA F/T	3	1.0	\$ 37,107		\$ -	(1.0)	\$ (37,107)	-100.0%
Total Full-Time Positions			8.0	\$ 456,496	8.0	\$ 482,787	0.0	\$ 26,291	5.8%
PART-TIME FUNDING									
Parking Ambassador	CWA P/T			\$ 262,497		\$ 259,169		\$ (3,328)	-1.3%
P/T Attendant				\$ 100,000		\$ 70,000		\$ (30,000)	-30.0%
Total Part-Time Funding				\$ 362,497		\$ 329,169		\$ (33,328)	-9.2%
OTHER									
Service Award				\$ 7,733		\$ 8,682		\$ 949	12.3%
Sick Pay				\$ 6,324		\$ 5,970		\$ (354)	-5.6%
Overtime				\$ 1,600		\$ 1,600		\$ -	0.0%
Shift Differential				\$ 1,200		\$ 700		\$ (500)	-41.7%
Uniform Allowance				\$ 1,200		\$ 1,200		\$ -	0.0%
Device Reimbursements				\$ 1,800		\$ 1,800		\$ -	0.0%
Total Other				\$ 19,857		\$ 19,952		\$ 95	0.5%
Total All			8.0	\$ 838,850	8.0	\$ 831,908	0.0	\$ (6,942)	-0.8%

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

MATERIALS AND SUPPLIES										\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET					
5495403 7110	Safety Shoes and Supplies	\$ 1,029	\$ 752	\$ 566	\$ 316	\$ 600	\$ 600	\$ -	0.0%		
5495403 7130	Tools, Field Supplies, Small Equip	1,412	2,466	6,338	3,172	3,000	3,000	-	0.0%		
5495403 7140	Uniforms	2,593	2,403	6,386	4,647	10,000	7,500	(2,500)	-25.0%		
5495403 7150	Office Supplies	2,330	2,740	3,260	2,008	2,500	2,500	-	0.0%		
5495403 7180	Billing & Collection Supplies	16,957	17,251	15,398	20,947	21,500	20,000	(1,500)	-7.0%		
5495403 7250	Building & Grounds Maintenance	3,595	4,122	2,922	5,690	4,750	4,750	-	0.0%		
5495403 7300	Mach & Equip Maintenance	-	2,084	2,360	1,118	1,000	1,000	-	0.0%		
5495403 7550	Miscellaneous Supplies	-	66	-	-	500	500	-	0.0%		
TOTAL MATERIALS & SUPPLIES		\$ 27,916	\$ 31,884	\$ 37,230	\$ 37,898	\$ 43,850	\$ 39,850	\$ (4,000)	-9.1%		

CONTRACTUAL SERVICES										\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET					
5495404 8020	Advertising/Signage	\$ 2,577	\$ 1,520	\$ 3,432	\$ 4,764	\$ 7,500	\$ 7,500	\$ -	0.0%		
5495404 8030	Casualty Insurance	10,675	6,546	4,723	4,586	5,100	14,242	9,142	179.3%		
5495404 8031	Insurance - Property	-	-	-	-	-	26	26	100.0%		
5495404 8032	Insurance - Auto	-	3,319	6,233	6,122	6,332	7,166	834	13.2%		
5495404 8033	Insurance - Broker	-	809	1,073	1,104	1,088	3,165	2,077	190.9%		
5495404 8035	Insurance - Worker's Compensation	-	-	-	28,696	40,800	41,386	586	1.4%		
5495404 8040	Merchant Fees and Discounts	196,656	177,936	192,045	191,875	180,000	160,000	(20,000)	-11.1%		
5495404 8050	Phone/Communications	6,891	7,390	10,514	4,772	1,200	1,200	-	0.0%		
5495404 8130	Building & Equipment Rental	33,611	34,506	59,722	48,622	112,000	120,000	8,000	7.1%		
5495404 8131	Information Technology Cont'l	12,843	40,362	30,205	70,977	62,456	52,849	(9,607)	-15.4%		
5495404 8250	Building & Grounds	475	464	81	425	1,500	1,500	-	0.0%		
5495404 8300	Mach. & Equip. Maint.	36,366	62,859	68,034	57,241	25,000	20,000	(5,000)	-20.0%		
5495404 8312	Fleet & Facilities Services	-	23,041	107,041	35,017	31,796	32,260	464	1.5%		
5495404 8313	Self-Insurance Services	-	-	1,238	-	-	-	-	0.0%		
5495404 8550	Misc. Contracted Services	1,918	2,244	1,494	1,762	20,000	10,000	(10,000)	-50.0%		
TOTAL CONTRACTUAL SERVICES		\$ 302,012	\$ 360,996	\$ 485,835	\$ 455,963	\$ 494,772	\$ 471,294	\$ (23,478)	-4.7%		

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

Parking Fund - Planning and Development Department - Parking Division

Expenditures:

OTHER CHARGES			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
5495405	9040	Dues & Professional Organizations	\$ 3,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
5495405	9051	Debt Service Principal	32,453	33,782	35,166	-	-	-	-	0.0%
5495405	9052	Debt Service Interest	5,972	3,466	2,071	619	-	-	-	0.0%
5495405	9060	Depreciation Expense	55,827	66,848	70,445	86,137	86,255	132,506	46,251	53.6%
5495405	9070	Training & Continuing Educ/Conf	125	4,372	3,131	4,213	10,000	1,000	(9,000)	-90.0%
5495405	9093	Subventions	835	835	835	835	1,235	835	(400)	-32.4%
5495405	9099	Contingencies	706	-	-	-	-	-	-	0.0%
TOTAL OTHER CHARGES			\$ 99,191	\$ 109,303	\$ 111,648	\$ 91,804	\$ 97,490	\$ 134,341	\$ 36,851	37.8%

INTER-DEPT. CHARGES			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
		Billings and Accounting	\$ 58,193	\$ 58,761	\$ 60,951	\$ 15,367	\$ 59,212	\$ 61,188	\$ 1,976	3.3%
		Buildings and Grounds	6,922	-	-	-	-	-	-	0.0%
		Electricity	15,200	11,900	11,300	11,800	10,500	11,900	1,400	13.3%
		Information Technology	134,414	232,861	203,551	178,403	216,247	207,788	(8,459)	-3.9%
		Mailroom and Postage	-	-	14	2,486	2,530	2,885	355	14.0%
		Other Indirect Expenses	1,575	121	2,529	3,503	1,500	1,800	300	20.0%
		Records	-	-	3,164	3,236	3,430	3,525	95	2.8%
		Vehicles and Equipment	16,122	-	-	-	-	-	-	0.0%
TOTAL INTER-DEPT. CHARGES			\$ 232,426	\$ 303,643	\$ 281,509	\$ 214,795	\$ 293,419	\$ 289,086	\$ (4,333)	-1.5%

OPERATING EXPENSES - PARKING DIVISION			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
TOTAL OPERATING EXPENSES			\$ 1,720,936	\$ 1,995,580	\$ 2,201,326	\$ 2,206,550	\$ 2,162,721	\$ 2,149,806	\$ (12,915)	-0.6%



PLANNING AND DEVELOPMENT DEPARTMENT – PARKING DIVISION

2021-2025 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2021-2025
(with current year amended budget)

PARKING FUND - PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 90,920	\$ -	\$ -	\$ 40,000	\$ -	\$ 130,920
*Prior Authorized Balance:	\$ 65,280	\$ -	\$ -	\$ -	\$ -	\$ 65,280
2021-2025 Funding:	\$ 156,200	\$ -	\$ -	\$ 40,000	\$ -	\$ 196,200

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021-----		2021	2022	2023	2024	2025	TOTAL
				RESERVES AND OTHER FUNDING	CURRENT FUNDING						
V2002	Campus District Kiosk Installation	C	\$ -	\$ -	\$ 87,200	\$ 87,200	\$ -	\$ -	\$ -	\$ -	\$ 87,200
V1901	Parking Lot Surface Maintenance	B	105,000	-	-	-	-	-	-	-	-
V1905	Newark Parking Kiosk Program	C	187,391	-	-	-	-	-	-	-	-
V1703	Lot Countdown Signs	D	-	-	15,000	15,000	-	-	-	-	15,000
VEQSF	Equipment Replacement Program	D	51,000	32,459	21,541	54,000	-	-	40,000	-	94,000
Total Parking Fund - Parking Division			\$ 343,391	\$ 32,459	\$ 123,741	\$ 156,200	\$ -	\$ -	\$ 40,000	\$ -	\$ 196,200

PLANNED FINANCING SOURCES												
GROSS CAPITAL IMPROVEMENTS												
	\$	343,391	\$	32,459	\$	123,741	\$	156,200	\$	-	\$	196,200
LESS: USE OF RESERVES		(67,861)		-		-		-		-		-
VEHICLE & EQUIPMENT REPLACEMENT		(41,029)		(32,459)		-		(32,459)		-		(56,916)
GRANTS		(8,822)		-		-		-		-		-
BOND ISSUES		-		-		-		-		-		-
OTHER FINANCING SOURCES		(19,530)		-		-		-		-		-
NET CAPITAL IMPROVEMENTS	\$	206,149	\$	-	\$	123,741	\$	123,741	\$	-	\$	139,284

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



PROJECT NO: V2002
PROJECT TITLE: Campus District Kiosk Installation
PROJECT STATUS: New Project

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 87,200	\$ -	\$ -	\$ -	\$ -	\$ 87,200
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 87,200	\$ -	\$ -	\$ -	\$ -	\$ 87,200

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	On-Street Campus District
PROJECT PRIORITY:	3 - Medium-High
The City would be taking a calculated risk in the deferral of this item	
COMPREHENSIVE DEVELOPMENT PLANNING VISION ELEMENT:	Inclusive Community

§ 806.1(3) SUMMARY OF PROJECT DATA	
First Year in Program:	2020
Est. Completion Date:	2021
Est. Useful Life (in years):	12
Est. Total Cost:	\$ 87,200
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 87,200

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:	5495406.9620	\$ 10,000
Materials:	5495406.9622	\$ 77,200
Other Contracts:		\$ -
TOTAL PROJECT COST		\$ 87,200

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:

An extension of approved project V1905, V2001 - Campus District Kiosk Installation is the completion of the T2 Multi-Space Kiosk project through the City of Newark. As V1905 - Newark Parking Kiosk Program has been approved by Council through 2020, the 2021 costs that have not been discussed have been put under their own project title. V1905 includes the installation of multi-space kiosks on the streets closest to the University of Delaware campus, known as the 'Campus District,' and originally included Kent Way, Amstel Avenue, Courtney Street, and Academy Street, south of Delaware Avenue (a.k.a. Long Academy). After further research and discussion, it was realized we could reduce the number of physical kiosks in the campus district, as students tend to favor the Passport parking application. Due to this, we were able to get better coverage and complete some streets early. We have reduced our request from 21 kiosks to 10 kiosks.

The breakdown of each street is as follows:

- Kent Way - 4 Kiosks (down from 7)
- Amstel Avenue - 6 Kiosks (down from 9)
- Courtney Street - 0 Kiosks (down from 1)**Completed in 2020 under V1905 equipment**
- Long Academy - 0 Kiosks (down from 4) **Completed in 2020 under V1905 equipment**

Total: 10 Kiosks (down from 21)

In addition to the hardware, there is an installation cost and a set-up fee. Fees are dependent on how many machines are purchased, but with this cost included, each machine would generally cost around \$8,000. This does not include increased subscription fees from the new hardware after installation. Fees from the kiosks installed under V1905 will be put under the I.T. subscription budget. New subscription fees will be part of V2002. Incremental cost savings will increase by year, as the new system allows for Pay-by-App and a lower overall cost to credit card usage will turn a savings, currently an increasing expenditure, but the multi-space system allows for cost savings in multiple areas for credit card users. The division is asking for an additional \$87,200 (down from the previously requested \$168,000) to complete the removal of single-space parking meters in the Campus District.

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	87,200	-	-	-	-	\$ 87,200
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 87,200	\$ -	\$ -	\$ -	\$ -	\$ 87,200
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET					OPERATING IMPACT:					
					2021	2022	2023	2024	2025	TOTAL
					(7,500)	(15,000)	(18,000)	(21,000)	-	\$ (61,500)



PROJECT NO: V1703
PROJECT TITLE: Lot Countdown Signs
PROJECT STATUS: In Progress (with end date)

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 720	\$ -	\$ -	\$ -	\$ -	\$ 720
*Prior Authorized Balance:	\$ 14,280	\$ -	\$ -	\$ -	\$ -	\$ 14,280
2021-2025 Funding:	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
PROJECT LOCATION:	Hourly Off-Street Lots
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:	2017
Est. Completion Date:	2021
Est. Useful Life (in years):	10
Est. Total Cost:	\$ 15,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 15,000

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:	5495406.9622	\$ 15,000
TOTAL PROJECT COST		\$ 15,000

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:	
<p>Lot countdown signs have been installed at multiple entrances to Lots 1, 3, and 4, indicating to customers the accurate count of open spaces available in the lots, to increase customer convenience and reduce traffic congestion. These signs allow the customer to make an educated decision to which parking lot they enter to find parking, rather than pulling into and circling a lot that has no available parking spaces.</p> <p>With the advice of City Council, the signs were installed in select locations. Occupancy can be reported to an online GIS map so that patrons with access to the internet can see the real-time occupancy of any pay-by-hour municipal parking lot before coming downtown. Upon recommendation from the Parking Subcommittee, this program should be extended to include major entrance points into the City of Newark into multi-lot countdown signs that shows availability in all parking lot options offered by the City.</p> <p>Originally, the City wanted to work the University of Delaware on a collaborative countdown sign, but those plans are currently tabled. The division is requesting \$15,000 in 2021 as it continues to work with University of Delaware on a collaborative project for select locations, with suggestions from the parking consultation RFP.</p>	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	12,000	-	-	\$ 12,000	15,000	-	-	-	-	\$ 15,000
CAPITAL RESERVES	2,280	-	-	\$ 2,280	-	-	-	-	-	-
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	-
GRANTS (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	-
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	-
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	-
TOTAL:	\$ 14,280	\$ -	\$ -	\$ 14,280	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 3,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 43,000
*Prior Authorized Balance:	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ 51,000
2021-2025 Funding:	\$ 54,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 94,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Parking
FUND:	Parking
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):	10
Est. Total Cost:	\$ 94,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 94,000

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:	5495426.9623	\$ 94,000
TOTAL PROJECT COST		\$ 94,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2021-2025).

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	1,149	-	-	\$ 1,149	21,541	-	-	15,543	-	\$ 37,084
CAPITAL RESERVES	-	-	-	\$ -	-	-	-	-	-	\$ -
EQUIPMENT REPLACEMENT	41,029	-	-	\$ 41,029	32,459	-	-	24,457	-	\$ 56,916
GRANTS Green Energy	8,822	-	-	\$ 8,822	-	-	-	-	-	\$ -
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ 51,000	\$ -	\$ -	\$ 51,000	\$ 54,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 94,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2021-2025
PLANNING AND DEVELOPMENT DEPARTMENT, PARKING DIVISION**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS				
										2021	2022	2023	2024	2025
<u>STAFF VEHICLES</u>														
1100	2017 Ford T150 Transit Cargo Van	09/14/16	26,687	8,126	55,000	10	2026	2026	26,687					
1101	2015 Ford T150 Transit Cargo Van	12/31/14	24,457	10,207	80,000	10	2024	2024	24,457				40,000	
1102	2008 Ford Focus	02/26/08	11,281	38,840	60,000	8	2016	2021	11,281	24,000				
1103	2011 Ford Ranger Pickup Truck	03/09/12	21,178	98,448	80,000	8	2020	2021	21,178	30,000				
1104	2017 Ford Transit Connect	03/02/17	22,768	30,803	90,000	10	2027	2027	22,768					
TOTAL PARKING DIVISION										\$ 54,000	\$ -	\$ -	\$ 40,000	\$ -
LESS: USE OF CAPITAL RESERVES										-	-	-	-	-
LESS: USE OF GRANT FUNDING										-	-	-	-	-
LESS: USE OF CURRENT RESOURCES										(21,541)	-	-	(15,543)	-
NET EQUIPMENT SINKING FUND TOTAL										\$ 32,459	\$ -	\$ -	\$ 24,457	\$ -



**PLANNING AND DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT**

2021 BUDGET DOCUMENTS

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET					
Object Level Detail:	FY2020 Appr'd	FY2021 Rec'd	FY2020 Appr'd vs. FY2021 Rec'd	% +/- over FY2020 Appr'd	Comments
<i>Full-time Wages</i>	27,600	29,362	1,762	6.38%	<i>*Step increases and advancements</i>
<i>Benefits</i>	12,954	13,036	82	0.63%	<i>*Generally flat, less than 0.7% increase from FY2020 to FY2021</i>
Personnel Services	\$ 40,554	\$ 42,398	1,844	4.55%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 4,400	\$ 4,400	-	0.00%	*No change from FY2020 to FY2021
Contractual Services	\$ 368,828	\$ 156,300	(212,528)	-57.62%	*Majority of the decrease from FY2020 to FY2021 is related to our item 8813 (CDBG - CARES Act Response Funds) which decreased by \$168,782 as it was a 2020 amendment and we do not yet know if we will be getting assistance in 2021. In addition, substantial decreases of \$30,646 to item 8810 (CDBG - Housing) and \$15,900 to item 8500 (Parks Maintenance) are seen in 2021's budget
Total Operating Expenses:	\$ 612,564	\$ 233,098	\$ (379,466)	-61.95%	



**PLANNING AND DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT**

2021 OPERATING EXPENDITURES

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET**

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

Expenditures:

COMMUNITY DEVELOPMENT BLOCK GRANT - SUMMARY			2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET AS AMENDED	2021 BUDGET	\$ DIFFERENCE FROM 2020-21	% DIFFERENCE FROM 2020-21
1191192	6020	Supervisory	\$ -	\$ 121	\$ 250	\$ 38	\$ -	\$ -	\$ -	0.0%
1191192	6030	Engineering/Technical	14,066	20,987	27,173	26,372	27,600	29,362	1,762	6.4%
1191192	6040	Accounting	-	110	321	191	-	-	-	0.0%
1191192	6260	Code Enforcement	-	-	39	-	-	-	-	0.0%
1191192	6610	Seasonal	4,492	3,724	2,046	4,117	-	-	-	0.0%
1191192	6620	Overtime	-	-	-	312	-	-	-	0.0%
1191192	6920	Unemployment Comp. Ins.	-	-	138	171	105	112	7	6.7%
1191192	6930	Social Security Taxes	1,395	1,855	2,225	2,444	2,156	2,178	22	1.0%
1191192	6941	Defined Contribution 401(a) Plan	1,060	701	14	-	-	-	-	0.0%
1191192	6950	Term Life Insurance	40	146	125	146	132	322	190	143.9%
1191192	6960	Group Hospitalization Ins.	9,464	8,830	8,534	8,587	9,243	9,115	(128)	-1.4%
1191192	6961	Long-Term Disability Ins.	(3)	89	47	57	63	129	66	104.8%
1191192	6962	Dental Insurance	27	550	529	530	571	532	(39)	-6.8%
1191192	6964	Health Savings Account	-	-	-	-	599	568	(31)	-5.2%
1191192	6966	Retirement Health Savings Account	387	235	3	-	-	-	-	0.0%
1191192	6967	Reimbursement - Emergency Room	-	-	-	-	58	55	(3)	-5.2%
1191192	6968	Vision Insurance Premiums	(34)	24	21	25	27	25	(2)	-7.4%
1191193	7500	Parks Maintenance	-	-	3,550	10,400	-	-	-	0.0%
1191193	7550	Miscellaneous Supplies	680	1,213	461	396	4,400	4,400	-	0.0%
1191194	8500	Parks Maintenance	-	-	-	-	15,900	-	(15,900)	-100.0%
1191194	8550	Misc. Contracted Services	-	-	2,802	-	-	2,800	2,800	100.0%
1191194	8810	CDBG - Housing	120,183	105,330	145,546	123,587	154,146	123,500	(30,646)	-19.9%
1191194	8811	CDBG - Social Services	51,284	9,031	31,835	24,220	30,000	30,000	-	0.0%
1191194	8812	CDBG - Economic Development	1,950	-	-	-	-	-	-	0.0%
1191194	8813	CDBG - CARES Act Response Funds	-	-	-	-	168,782	-	(168,782)	-100.0%
1191195	9020	Mileage & Business Expense	(55)	-	-	184	-	-	-	0.0%
1191195	9070	Training	-	25	-	-	-	-	-	0.0%
TOTAL COMMUNITY DEVELOPMENT			\$ 204,936	\$ 152,971	\$ 225,659	\$ 201,777	\$ 413,782	\$ 203,098	\$ (210,684)	-50.9%

**PLANNING AND DEVELOPMENT DEPARTMENT
WAGE AND SALARY BUDGET - 2021
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Planner II *	CWA F/T	14		\$ 27,600		\$ 29,362	0.0	\$ 1,762	6.4%
Total Full-Time Positions			0.0	\$ 27,600	0.0	\$ 29,362	0.0	\$ 1,762	6.4%
Total All			0.0	\$ 27,600	0.0	\$ 29,362	0.0	\$ 1,762	6.4%

* Please be advised that the Planner II position will be partially funded through Capital in 2021.

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

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

Programs:

ESTIMATED ACTIVITY ALLOCATION (46TH PROGRAM YEAR)	45TH YEAR 7/1/19-6/30/20	46TH YEAR 7/1/20-6/30/21
Home Improvement Program	\$ 71,600	\$ 110,000
Home Buyer Incentive Program	5,000	-
Newark Day Nursery (NDN) Day Care	29,700	31,600
Senior Home Repair and Weatherization Program	40,000	42,100
Parks and Recreation Fee Assistance	500	500
Youth Beautification Corps Program (YBC)	4,700	2,800
Program Administration	40,000	20,000
Dickey Park Programming	5,600	25,000
Dickey Park Playground Improvements	17,900	5,600
NHA Property Acquisition	30,000	32,400
Public Works ADA Ramps (1)	25,000	-
TOTAL	\$ 270,000	\$ 270,000

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



PLANNING AND DEVELOPMENT DEPARTMENT – UNICITY TRANSPORTATION FUND

2021 BUDGET DOCUMENTS

**CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET
PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY TRANSPORTATION FUND**

EXECUTIVE SUMMARY

EXPENDITURE BUDGET						
Object Level Detail:	FY2020	FY2021	FY2020 Appr'd	% +/- over	Comments	
	Appr'd	Rec'd	vs. FY2021 Rec'd	FY2020 Appr'd		
Materials and Supplies	\$ 15,000	\$ 15,000	-	0.00%	*No change from FY2020 to FY2021	
Contractual Services	\$ 246,013	\$ 212,151	(33,862)	-13.76%	*Decrease largely due to reduction in funds budgeted for line 8800 (Unicity Bus Operators) from \$180,000 down to \$145,000	
Depreciation	\$ 19,256	\$ 42,908	23,652	122.83%	*Finance Calculation	
Total Operating Expenses:	\$ 261,013	\$ 227,151	\$ (33,862)	-12.97%		

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
<u>Ongoing project</u> UEQSF	Equipment Replacement Program	Perpetual Project



PLANNING AND DEVELOPMENT DEPARTMENT – UNICITY TRANSPORTATION

2021 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2021 OPERATING BUDGET

Transportation Fund - Planning and Development Department - Unicity Special Revenue

Revenue:

TRANSPORTATION FUND - SUMMARY											\$ DIFFERENCE	% DIFFERENCE													
											FROM 2020-21	FROM 2020-21													
150	4331	Unicity Grant Revenue	\$	-	\$	143,380	\$	143,380	\$	143,380	\$	143,380	\$	-	0.0%										
150	4497	Capital Contributions		-		-		-		114,073		-		-	0.0%										
15T	4999	Transfer from General Fund		-		100,000		102,531		15,113		136,889		126,679	-7.5%										
TOTAL UNICITY TRANSPORTATION FUND																									
SPECIAL REVENUE ACCOUNTS											\$	-	\$	243,380	\$	245,911	\$	272,566	\$	280,269	\$	270,059	\$	(10,210)	-3.6%

Expenditures:

TRANSPORTATION FUND - SUMMARY											\$ DIFFERENCE	% DIFFERENCE													
											FROM 2020-21	FROM 2020-21													
MATERIALS AND SUPPLIES																									
1591503	7070	Fuel and Oil	\$	-	\$	13,785	\$	16,777	\$	14,504	\$	15,000	\$	15,000	0.0%										
CONTRACTUAL SERVICES																									
1591504	8030	Casualty Insurance		-		-		614		809		900		-	(900)	-100.0%									
1591504	8032	Insurance - Auto		-		-		3,298		3,185		3,166		4,299	1,133	35.8%									
1591504	8312	Repairs and Maintenance		-		54,195		47,891		25,809		61,947		62,852	905	1.5%									
1591504	8800	Unicity Bus Operators		-		172,238		177,331		185,967		180,000		145,000	(35,000)	-19.4%									
OTHER CHARGES																									
1591505	9060	Depreciation Expense		-		41,993		40,973		42,292		19,256		42,908	23,652	122.8%									
TOTAL UNICITY TRANSPORTATION FUND																									
SPECIAL REVENUE ACCOUNTS											\$	-	\$	282,211	\$	286,884	\$	272,566	\$	280,269	\$	270,059	\$	(10,210)	-3.6%

*Previous to 2017, the Unicity program was budgeted and accounted for in the Planning and Development Department on line item number 0111114.8800.



PLANNING AND DEVELOPMENT DEPARTMENT – UNICITY TRANSPORTATION

2021-2025 CAPITAL IMPROVEMENT PROGRAM

CITY OF NEWARK, DELAWARE
CAPITAL IMPROVEMENTS PROGRAM 2021-2025
(with current year amended budget)

TRANSPORTATION FUND - PLANNING AND DEVELOPMENT DEPARTMENT - UNICITY

FUNDING SUMMARY						
	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 95,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 245,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 95,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 245,000

*Prior Authorized Balance includes 2020 carryover funding only.

PROJECT NUMBER	PROJECT NAME	*	2020 BUDGET AS AMENDED	-----2021----- RESERVES AND OTHER FUNDING	CURRENT FUNDING	2021	2022	2023	2024	2025	TOTAL
UEQSF	Equipment Replacement Program	D	\$ -	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 280,000
Total Unicity Transportation Fund			<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>
PLANNED FINANCING SOURCES											
	GROSS CAPITAL IMPROVEMENTS		\$ -	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 280,000
	LESS: USE OF RESERVES		-	(15,927)	-	(15,927)	-	-	(35,927)	-	(51,854)
	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	-	-	-	-
	GRANTS		-	(114,073)	-	(114,073)	-	-	(114,073)	-	(228,146)
	BOND ISSUES		-	-	-	-	-	-	-	-	-
	OTHER FINANCING SOURCES		-	-	-	-	-	-	-	-	-
	NET CAPITAL IMPROVEMENTS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



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

FUNDING SUMMARY:

*Prior Authorized Balance includes 2020 carryover funding only.

	2021	2022	2023	2024	2025	Total 5 Year
New Funding:	\$ 95,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 245,000
*Prior Authorized Balance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021-2025 Funding:	\$ 95,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 245,000

CAPITAL BUDGET - PROJECT DETAIL	
DEPARTMENT:	Planning & Development
DIVISION:	Unicity Transportation Fund
FUND:	Unicity Transportation Fund
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:	\$ 280,000
Est. Spend @ 12/31/2020 (if underway) ¹ :	\$ -
% Complete (if underway):	0.0%
Balance to be funded ¹ :	\$ 280,000

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:	1591506.9623	\$ 280,000
TOTAL PROJECT COST		\$ 280,000

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

Charter § 806.1(2) DESCRIPTION & JUSTIFICATION:	
Planned advance funding accumulated through depreciation to replace essential equipment when necessary.	
Please reference the supporting documentation on the following page for the Vehicle Replacement Program Schedule (2020-2024). Assumed grant from DelDOT is \$143,380. City contribution \$95,000. Reduced bus route and service miles estimated projected savings of \$35,000.	

PROJECT FINANCING BY PLAN YEAR										
§ 806.1(3) SOURCE OF FUNDS:	Prior Authorized ²	Actual Funds Utilized as of 03/31/20	Estimated Expenditures 04/01/20 - 12/31/20	Estimated Authorized Balance ² 12/31/20	2021	2022	2023	2024	2025	TOTAL 5 Year CIP
CURRENT RESOURCES	-	-	-	\$ -	-	-	-	-	-	\$ -
CAPITAL RESERVES	-	-	-	\$ -	15,927	-	-	35,927	-	\$ 51,854
EQUIPMENT REPLACEMENT	-	-	-	\$ -	-	-	-	-	-	\$ -
GRANTS (SPECIFY)	-	-	-	\$ -	114,073	-	-	114,073	-	\$ 228,146
BOND ISSUES	-	-	-	\$ -	-	-	-	-	-	\$ -
STATE REVOLVING LOAN	-	-	-	\$ -	-	-	-	-	-	\$ -
OTHER (SPECIFY)	-	-	-	\$ -	-	-	-	-	-	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 280,000
§ 806.1(4) ESTIMATED ANNUAL COST OF OPERATING / MAINTAINING PROJECT OR ASSET	OPERATING IMPACT:				2021	2022	2023	2024	2025	TOTAL
	INCREMENTAL COSTS (NET SAVINGS)				-	-	-	-	-	\$ -

**CITY OF NEWARK, DELAWARE
VEHICLE REPLACEMENT PROGRAM SCHEDULE 2021-2025
OTHER DEPARTMENTS**

VEHICLE NUMBER	DESCRIPTION	PURCHASE DATE	PURCHASE PRICE	MILEAGE AS OF 7/31/2019	RECOM'D MILEAGE AT REPL	NORMAL YEARS LIFE	NORMAL REPL YEAR	BUDGET REPL YEAR	EQUIPMENT SINKING FUND BASIS	REPLACEMENT COSTS					
										2021	2022	2023	2024	2025	
CODE ENFORCEMENT DIVISION:															
803	2007 Dodge Durango 4x4	02/09/07	20,545	48,735	70,000	9	2016	2022	20,545		25,000				
804	2019 Chevrolet Equinox AWD	01/18/19	22,043	3,157	70,000	12	2031	2031	22,043						
827	2000 Ford Crown Victoria Sedan	a. 08/11/00	19,851	48,954	65,000	12	2012	2020	19,851						
836	2019 Chevrolet Equinox AWD	01/18/19	22,043	1,115	75,000	12	2031	2031	22,043						
837	2017 Ford Fusion	08/04/17	17,779	15,378	70,000	12	2029	2029	17,779						
838	2009 Ford Focus	04/03/09	12,369	33,526	75,000	12	2021	2022	12,369		25,000				
839	2018 Chevy Equinox LS AWD	02/21/18	22,020	6,269	65,000	12	2018	2030	22,020						
840	2019 Chevrolet Equinox AWD	06/07/19	22,122	306	65,000	12	2031	2031	22,122						
TOTAL CODE ENFORCEMENT DIVISION										-	50,000	-	-	-	
FINANCE DEPARTMENT:															
1056	2009 Ford Focus	04/03/09	12,369	48,127	75,000	12	2021	2023	12,369		35,000				
TOTAL FINANCE DEPARTMENT										-	-	35,000	-	-	
UNICITY TRANSPORTATION FUND:															
1301	2018 Int'l Mini-Bus	03/09/17	113,426	34,868	100,000	7	2024	2024	-				150,000		
1304	2020 Int'l Mini-Bus	b. --	--	--	--	7	2019	2026	-						
1305	2015 Int'l Mini-Bus	06/30/14	110,342	79,620	100,000	7	2021	2021	-	130,000					
Less: Unicity Transportation Grant Funding										(114,073)			(114,073)		
TOTAL UNICITY TRANSPORTATION FUND										15,927	-	-	35,927	-	
TOTAL OTHER DEPARTMENTS										\$ 130,000	\$ 50,000	\$ 35,000	\$ 150,000	\$ -	
										LESS: USE OF CAPITAL RESERVES	(15,927)	-	-	(35,927)	
										LESS: USE OF GRANT FUNDING	(114,073)	-	-	(114,073)	
										LESS: USE OF CURRENT RESOURCES	-	(17,086)	(22,631)	-	
NET EQUIPMENT SINKING FUND TOTAL										\$ -	\$ 32,914	\$ 12,369	\$ -	\$ -	

a. This vehicle is scheduled to be replaced in 2020.

b. This vehicle was recently replaced in 2020. Details to be provided.



PLANNING AND DEVELOPMENT DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2020 AND 2021 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PLANNING DIVISION

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,000.00	5,000.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	4,154.77	4,154.77	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,736.11	1,736.11	-	VOIP Phone System
8131	HP T2530PS - Plotter (48 month) - Allocated	Year 1 of ?	1,298.28	1,298.28	-	Wide Format Plotter and Scanner
<i>8131 Subtotal:</i>			<i>12,189.16</i>	<i>12,189.16</i>	-	
			\$ 12,189.00	\$ 12,189.00	\$ -	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2020 AND 2021 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - CODE ENFORCEMENT DIVISION

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	Esri Small Government ELA - Allocated	Annual	5,000.00	5,000.00	-	GIS Server, Client, Cloud Licensing
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	8,309.54	8,309.54	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	Verizon - Cellular/Data - Allocated	Monthly	5,500.00	4,320.00	(1,180.00)	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	3,819.44	3,819.44	-	VOIP Phone System
<i>8131 Subtotal:</i>			<i>22,628.98</i>	<i>21,448.98</i>	<i>(1,180.00)</i>	
			\$ 22,629.00	\$ 21,449.00	\$ (1,180.00)	

CITY OF NEWARK, DELAWARE
 PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION
 APPENDIX A - OBJECT CODE 8131 - (2020 AND 2021 BUDGET COMPARISON)

PLANNING AND DEVELOPMENT DEPARTMENT - PARKING DIVISION

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	ONSSI Camera License Contract - Allocated	Annual	5,000.00	5,000.00	-	Camera Management and Recording Software
8131	Parkingsoft Off-street Parking Management Software	Annual	26,000.00	-	(26,000.00)	Parking Division Parking Management Software (Parking Lots, not Street Meters)
8131	Parkinglogix	Annual	-	3,060.00	3,060.00	Countdowns for Lot 1, 3, 4
8131	T2 Ticketing Hosted Service - Allocated	Annual	26,666.67	40,000.00	13,333.33	T2 Parking Enforcement and Administration Cloud Hosted Service
8131	Verizon - Cellular/Data - Allocated	Monthly	3,400.00	3,400.00	-	Computer Mobile Internet Connectivity
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	1,388.89	1,388.89	-	VOIP Phone System
	<i>8131 Subtotal:</i>		<i>62,455.56</i>	<i>52,848.89</i>	<i>(9,606.67)</i>	
			\$ 62,456.00	\$ 52,849.00	\$ (9,607.00)	