



LEGISLATIVE DEPARTMENT

2019 BUDGET PRESENTATION TO CITY COUNCIL

AUGUST 27, 2018

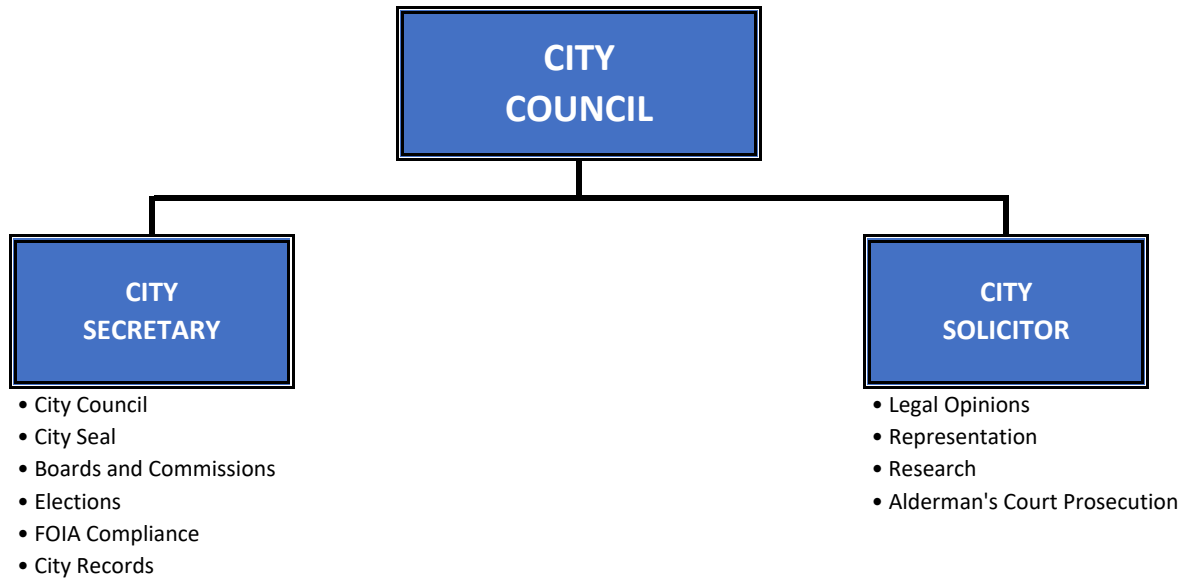
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**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
EXECUTIVE SUMMARY**

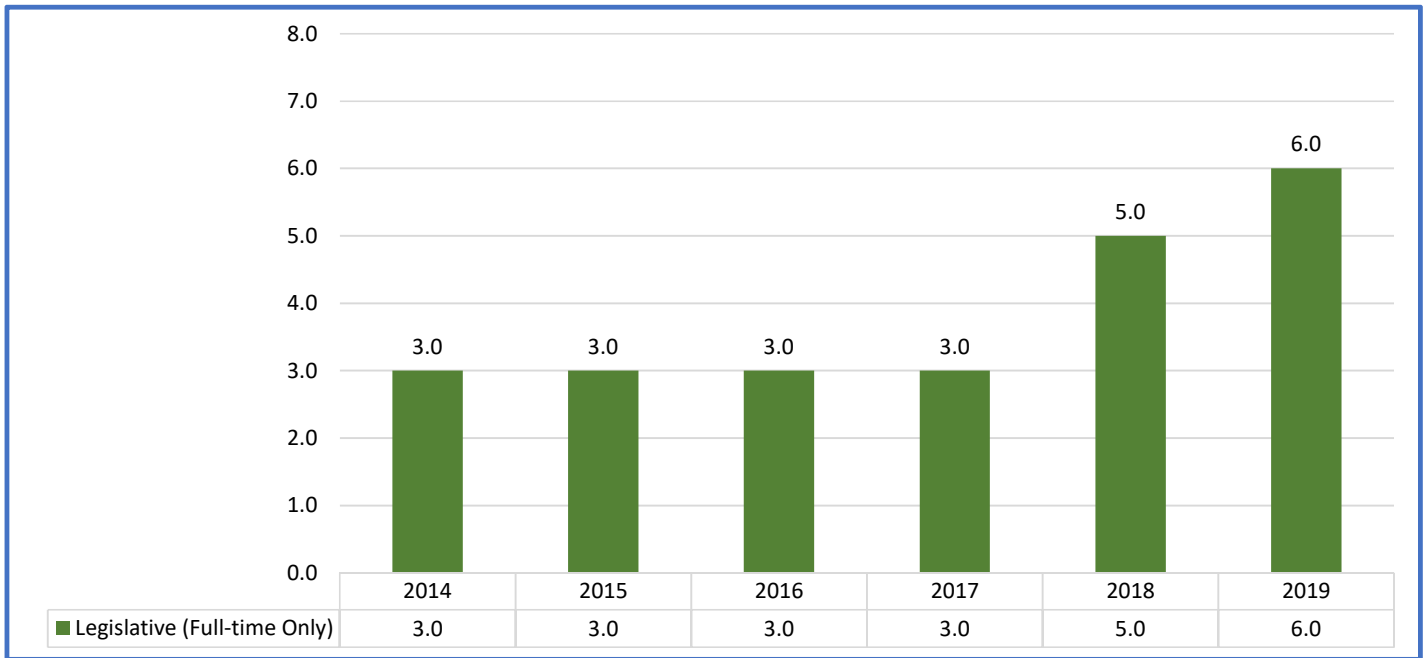
EXPENDITURE BUDGET					
Object Level Detail:	FY2018 App'd	FY2019 Rec'd	FY2018 App'd vs. FY2019 Rec'd	% +/- over FY2018 App'd	Comments
<i>Full-time Wages</i>	\$299,803	\$346,872	\$47,069	15.70%	<i>Increase of 1 FTE for Administrative Professional I</i>
<i>Part-time Wages</i>	\$100,821	\$101,036	\$215	0.21%	
<i>Other Wages</i>	\$7,534	\$8,043	\$509	6.76%	
<i>Benefits</i>	\$164,838	\$226,027	\$61,189	37.12%	<i>Addition of one FTE (Administrative Professional I) - Benefits. Estimated increase for health care premiums.</i>
Personnel Services	\$572,996	\$681,978	\$108,982	19.02%	Increase due largely to new Admin Prof I Position
Materials and Supplies	\$11,440	\$22,033	\$10,593	92.60%	Includes replacement of outdated Recordadeck (\$5893) and tablet replacement for Agenda Management software (\$4,000 - eight stipends).
Contractual Services	\$764,857	\$783,789	\$18,932	2.48%	Copier lease for Records (\$8,462). Annual subscription for Agenda Management Software (\$1,000). Increase of \$12,000 for City Solicitor and Deputy (\$325,000 to \$337,000). Offset by a \$10,000 reduction to election expenses.
Depreciation	\$10,500	\$7,293	-\$3,207	-30.54%	*Finance Calculation
Other Expenditures	\$33,000	\$33,000	\$0	0.00%	No change from 2018 to 2019
Sub-Total:	\$1,392,793	\$1,528,093	\$135,300	9.71%	
Inter-Dept. Charges	-\$166,078	-\$319,820	(\$153,742)	92.57%	Reflects the cost share of City overhead which includes: Billing and Accounting, Electricity, Information Technology, Mailroom and Postage, Other Indirect Charges, Printing and Reproduction, and Records.
Total Operating Expenses:	\$1,226,715	\$1,208,273	(\$18,442)	-1.50%	
Full-time Positions	5	6	1		Increase of 1 FTE for Administrative Professional I

CAPITAL IMPROVEMENT PLAN (CIP)		
Project ID:	Project Description:	Comments
N/A	N/A	No planned (2019-2023) Legislative Capital Projects at this time.

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



**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FTE History/Vacancies as of August 13, 2018**

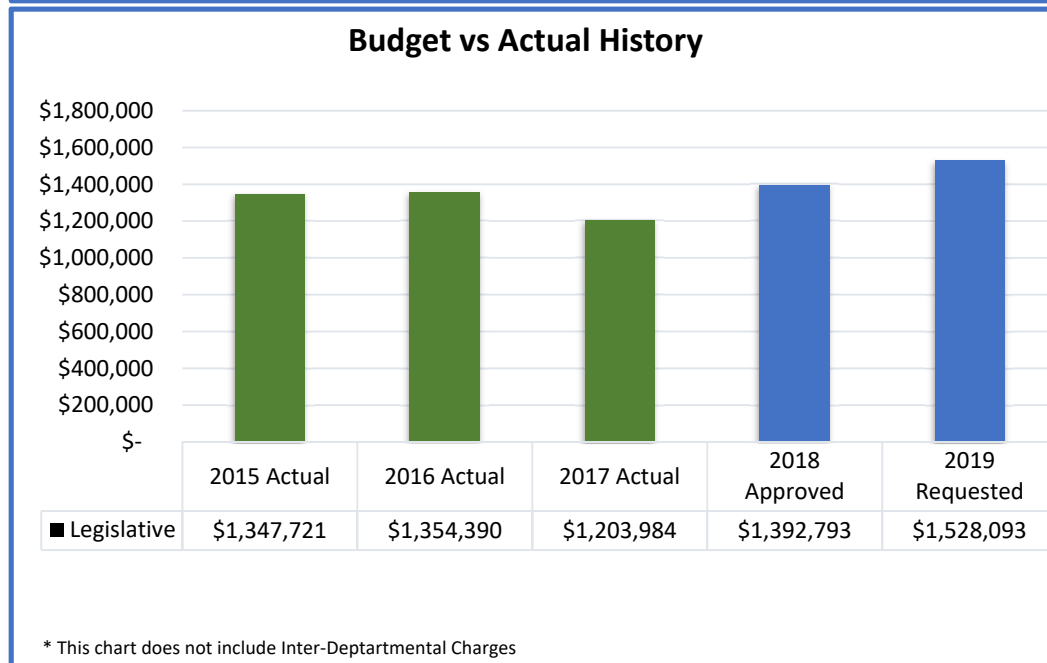
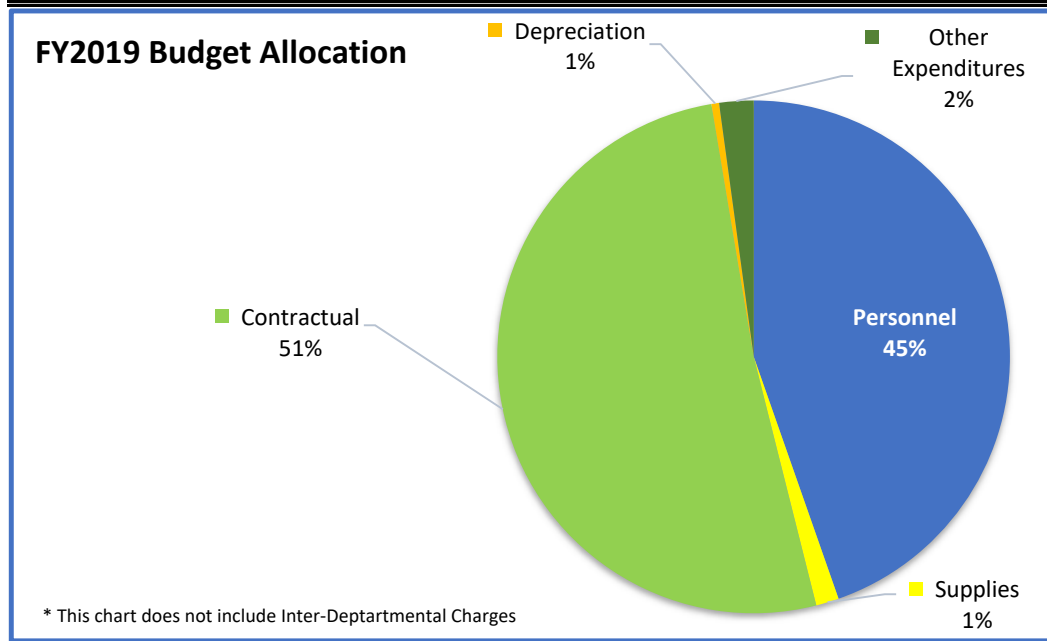


FTE VACANCIES (Included Above)			
Division	Title	#	Reason for Vacancy
Legislative	N/A	0.0	No current vacancies
Total		0.0	

COMMENTS			
Division	Title	Change (+/-)	Reason for Adjustment
Legislative	Admin Professional II	1.0	Reclassification
	Admin Professional I	2.0	Reclassification + Approved Position
	Secretary II	(1.0)	Reclassification
	Secretary I	(1.0)	Reclassification
Total		1.00	

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FY2019 BUDGET RECOMMENDATION**

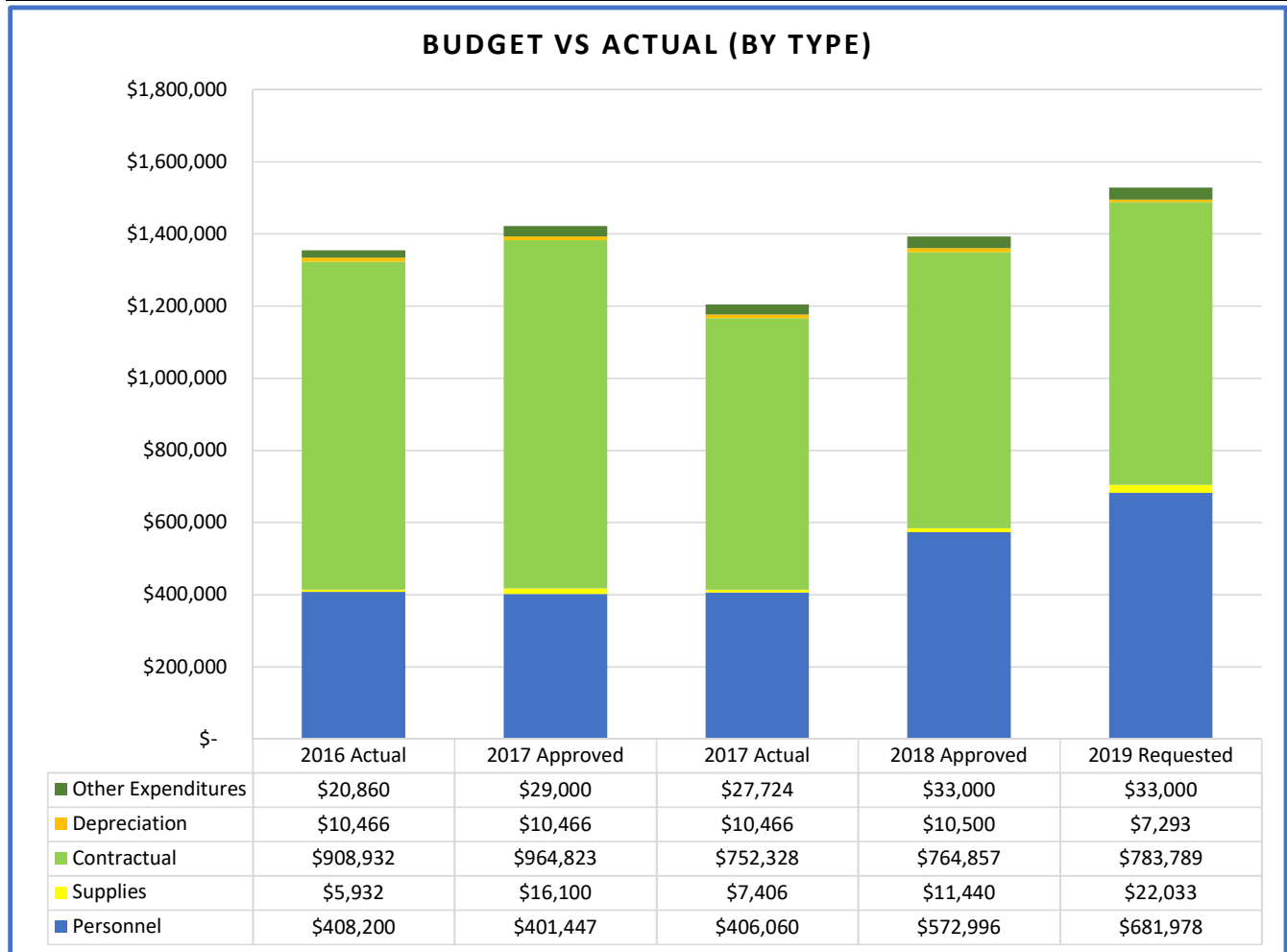
Object Level	FY2018 Approved	FY2019 Recommended	FY2018 Approved vs. FY2019 Recomm'd	% Incr (Decr) over FY2018 Approved
Personnel Services	\$ 572,996	\$ 681,978	\$ 108,982	19.0%
Materials and Supplies	\$ 11,440	\$ 22,033	\$ 10,593	92.6%
Contractual Services	\$ 764,857	\$ 783,789	\$ 18,932	2.5%
Depreciation	\$ 10,500	\$ 7,293	\$ (3,207)	-30.5%
Other Expenditures	\$ 33,000	\$ 33,000	\$ -	0.0%
Inter-Dept Charges	\$ (166,078)	\$ (319,820)	\$ (153,742)	92.6%
Total:	\$ 1,226,715	\$ 1,208,273	\$ (18,442)	-1.5%



**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FY2019 BUDGET RECOMMENDATION**

Object Level (\$)	2016 Actual	2017 Approved	2017 Actual	2018 Approved	2019 Requested
Personnel Services	\$ 408,200	\$ 401,447	\$ 406,060	\$ 572,996	\$ 681,978
Materials and Supplies	\$ 5,932	\$ 16,100	\$ 7,406	\$ 11,440	\$ 22,033
Contractual Services	\$ 908,932	\$ 964,823	\$ 752,328	\$ 764,857	\$ 783,789
Depreciation	\$ 10,466	\$ 10,466	\$ 10,466	\$ 10,500	\$ 7,293
Other Expenditures	\$ 20,860	\$ 29,000	\$ 27,724	\$ 33,000	\$ 33,000
Sub-Total:	\$ 1,354,390	\$ 1,421,836	\$ 1,203,984	\$ 1,392,793	\$ 1,528,093
Inter-Dept Charges	\$ (78,523)	\$ (43,473)	\$ (107,280)	\$ (166,078)	\$ (319,820)
Total:	\$ 1,275,867	\$ 1,378,363	\$ 1,096,704	\$ 1,226,715	\$ 1,208,273

Object Level (%)	2016 Actual	2017 Approved	2017 Actual	2018 Approved	2019 Requested
Personnel Services	30.1%	28.2%	33.7%	41.1%	44.6%
Materials and Supplies	0.4%	1.1%	0.6%	0.8%	1.4%
Contractual Services	67.1%	67.9%	62.5%	54.9%	51.3%
Depreciation	0.8%	0.7%	0.9%	0.8%	0.5%
Other Expenditures	1.5%	2.0%	2.3%	2.4%	2.2%
Total:	100.0%	100.0%	100.0%	100.0%	100.0%



*The above chart does not include Inter-Departmental Charges

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FY2019 PROGRAM NARRATIVE**

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

The department serves as a liaison between citizens and City Council. It oversees agenda preparation for Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings. The City Secretary also serves as FOIA Coordinator for the City and works with the departments for timely fulfillment of citizen requests.

This department is the City's record keeper for Council and permanent documents and as of October 2017 houses the Records Division formerly under the IT Division. The Records Division is working to review the approximately 7.7 million pages of records currently housed within the City of Newark, determine what it required to be kept versus what can be destroyed as a duplicate or document having met its retention schedule and digitize the City's numerous paper records that are required to be retained to create an electronic archive to better serve the citizens and staff of the City of Newark. This department is also responsible for the official recording of numerous documents with the New Castle County Recorder of Deeds. The City Secretary serves as the complaint officer charged with resolving cable television issues covered by the City's franchise agreements with providers.

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

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FY2018 ACCOMPLISHMENTS**

Key accomplishments in 2018 include:

- Successfully executed two elections in 2018, including the City-wide referendum.
- Facilitated the City Manager search process by liaising with Council, staff and GovHR to plan and execute numerous meetings and events.
- Recruitment, hire and training of three new employees in the Legislative Department to get staffing up to full capacity for the first time since August 2017.
- Anticipate staffing 67 Council and committee meetings in 2018, including 38 Council meetings, 11 Board of Adjustment meetings, 10 Conservation Advisory Commission meetings and 8 Election Board meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Completed transition of Records Division staff into the Department, which began in October 2017, created a strategic plan for the Division, including a City of Newark Document Retention Schedule, created trainings and planned the City-wide rollout of the project to all departments.

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
FY2019 GOALS**

Goals for 2019 include:

- Completion of the recodification process for City Code, if not concluded in 2018.
- Complete the City-wide rollout of the digital records project to all departments.
- Successful execution of the 2019 Council and Mayoral elections.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

LEGISLATIVE DEPARTMENT OPERATING BUDGET

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
PERSONNEL SERVICES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Personnel Services:	\$681,978	\$108,982	19.0%
Wages:	\$455,951	\$47,793	11.71%
Benefits:	\$226,027	\$61,189	37.12%
Health insurance assumes an increase of 8% for 2019, which is equal to the increase experienced by the City in 2018. Salary assumptions include anticipated step increases when due per contract, applicable cost of living adjustments for CWA employees. Reflects the addition of one full-time Administrative Professional I position.			

Personnel Services (Org: 0111132)

Object Line	2018	2019	\$ Difference	% Difference
6020 Supervisory	\$ 85,850	\$ 88,426	\$ 2,576	3.0%
6080 Clerical	\$ 154,227	\$ 165,222	\$ 10,995	7.1%
6090 Digital Records Employees	\$ 110,147	\$ 143,860	\$ 33,713	30.6%
6400 Mayor & Council	\$ 50,400	\$ 50,400	\$ -	0.0%
6580 Service Award	\$ 1,534	\$ 1,125	\$ (409)	-26.7%
6590 Sick Pay	\$ -	\$ 318	\$ 318	#DIV/0!
6620 Overtime	\$ 6,000	\$ 6,000	\$ -	0.0%
6885 Device Reimbursements	\$ -	\$ 600	\$ 600	#DIV/0!
6920 Unemployment Comp. Ins.	\$ 2,205	\$ 2,112	\$ (93)	-4.2%
6930 Social Security Taxes	\$ 26,677	\$ 33,227	\$ 6,550	24.6%
6940 City Pension Plan	\$ 16,681	\$ 19,090	\$ 2,409	14.4%
6941 Defined Contribution 401(a) Plan	\$ 18,194	\$ 21,360	\$ 3,166	17.4%
6950 Term Life Insurance	\$ 1,832	\$ 1,619	\$ (213)	-11.6%
6960 Group Hospitalization Ins.	\$ 82,978	\$ 128,754	\$ 45,776	55.2%
6961 Long-Term Disability Ins.	\$ 878	\$ 630	\$ (248)	-28.2%
6962 Dental Insurance	\$ 4,771	\$ 5,894	\$ 1,123	23.5%
6963 Flexible Spending Account	\$ 78	\$ 916	\$ 838	1074.4%
6965 Post-Employment Benefits	\$ 4,017	\$ 4,240	\$ 223	5.6%
6966 Retirement Health Savings Account	\$ 5,520	\$ 7,000	\$ 1,480	26.8%
6967 Emergency Room Reimbursements	\$ 725	\$ 870	\$ 145	20.0%
6968 Vision Insurance Premiums	\$ 282	\$ 315	\$ 33	11.7%
Personnel Services Total	\$ 572,996	\$ 681,978	\$ 108,982	19.0%

**LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2019**

Title	Union Affiliation	Grade	2018 # of Positions	2018 Approved	2019 # of Positions	2019 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Legislative Services	E & A	Appt	1.0	\$ 85,850	1.0	\$ 88,426	0.0	\$ 2,576	3.0%
Admin Professional II	CWA F/T	13		\$ -	1.0	\$ 62,065	1.0	\$ 62,065	#DIV/0!
Admin Professional I	CWA F/T	10		\$ -	2.0	\$ 80,562	2.0	\$ 80,562	#DIV/0!
Secretary II	CWA F/T	13	1.0	\$ 59,538		\$ -	(1.0)	\$ (59,538)	-100.0%
Secretary I	CWA F/T	10	1.0	\$ 44,268		\$ -	(1.0)	\$ (44,268)	-100.0%
Digital Records Mgmt Coord *	CWA F/T	16	1.0	\$ 65,237	1.0	\$ 68,598	0.0	\$ 3,361	5.2%
Digital Scanner/Records Asst II *	CWA F/T	8	1.0	\$ 44,910	1.0	\$ 47,221	0.0	\$ 2,311	5.1%
Total Full-Time Positions			5.0	\$ 299,803	6.0	\$ 346,872	1.0	\$ 47,069	15.7%
PART-TIME FUNDING									
Mayor and Council	E & A			\$ 50,400		\$ 50,400		\$ -	0.0%
Secretary P/T	CWA P/T			\$ 50,421		\$ 50,636		\$ 215	0.4%
Total Part-Time Funding				\$ 100,821		\$ 101,036		\$ 215	0.2%
OTHER									
Service Award				\$ 1,534		\$ 1,125		\$ (409)	-26.7%
Sick Pay				\$ -		\$ 318		\$ 318	#DIV/0!
Overtime				\$ 6,000		\$ 6,000		\$ -	0.0%
Device Reimbursements				\$ -		\$ 600		\$ 600	#DIV/0!
Total Other				\$ 7,534		\$ 8,043		\$ 509	6.8%
Total All			5.0	\$ 408,158	6.0	\$ 455,951	1.0	\$ 47,793	12%

*Please note that the Records Team was transferred from under the Information Technology Division to the Legislative Department in 2018.

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
MATERIALS AND SUPPLIES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Materials/Supplies:	\$22,033	\$10,593	92.6%
Funding is primarily for office and election supplies as well as costs related to any potential Council turnover. Increase is primarily due to the replacement of Recordadeck (\$5893) and funding for Agenda Management Software program (\$4000).			

Materials/Supplies (Org: 0111133)

Object Line	2018	2019	\$ Difference	% Difference
7131 Information Tech Supplies	\$ -	\$ 9,893	\$ 9,893	#DIV/0!
7150 Office Supplies	\$ 6,340	\$ 6,340	\$ -	0.0%
7160 Books, Periodicals, Etc.	\$ 4,300	\$ 5,000	\$ 700	16.3%
7210 Election Expenses	\$ 400	\$ 400	\$ -	0.0%
7550 Miscellaneous Supplies	\$ 400	\$ 400	\$ -	0.0%
Materials/Supplies Total	\$ 11,440	\$ 22,033	\$ 10,593	92.6%

MATERIALS AND SUPPLIES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
7131 Information Tech Supplies	\$ 9,893	Funding for the replacement of outdated Recordadeck (\$5893) and Tablet replacement stipend for Agenda Management Software program (8 stipends - \$4000)
7150 Office Supplies	\$ 6,340	Supplies including funding transferred from the IT Division that had been budgeted for the Records Division.
7160 Books, Periodicals, Etc.	\$ 5,000	Legal periodicals for the City Solicitor and Deputy City Solicitor
7210 Election Expenses	\$ 400	Supplies for the 2019 City Election
7550 Miscellaneous Supplies	\$ 400	Miscellaneous supplies such as notary renewal materials, etc.
Total	\$ 22,033	

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
CONTRACTUAL SERVICES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Contractual Services:	\$783,789	\$18,932	2.5%
Changes in the budget for contractual services are due primarily to an increase for the City Solicitor (\$12,000) and IT contractual (\$9,028), which are offset by a decrease in election expenses (\$10,000).			

Contractual Services (Org: 0111134)

Object Line	2018	2019	\$ Difference	% Difference
8020 Advertising	\$ 12,500	\$ 14,000	\$ 1,500	12.0%
8030 Casualty Insurance	\$ 11,551	\$ 11,550	\$ (1)	0.0%
8033 Insurance - Broker	\$ 1,075	\$ 1,075	\$ -	0.0%
8050 Phone/Communications	\$ 300	\$ 300	\$ -	0.0%
8060 DE League of Local Govt.	\$ 6,000	\$ 6,000	\$ -	0.0%
8131 Information Technology Cont'l	\$ 13,664	\$ 22,692	\$ 9,028	66.1%
8160 City Solicitor & Deputy	\$ 325,000	\$ 337,000	\$ 12,000	3.7%
8161 Lobbyist	\$ 53,200	\$ 54,000	\$ 800	1.5%
8162 Legal/Consulting Services	\$ 250,000	\$ 250,000	\$ -	0.0%
8163 Codification of Ordinance	\$ 8,000	\$ 8,000	\$ -	0.0%
8210 Election Expenses	\$ 25,000	\$ 15,000	\$ (10,000)	-40.0%
8312 Fleet & Facilities Services	\$ 42,567	\$ 47,172	\$ 4,605	10.8%
8550 Misc. Contracted Svc.	\$ 8,500	\$ 8,500	\$ -	0.0%
8741 Special Council Events	\$ 7,500	\$ 8,500	\$ 1,000	13.3%
Contractual Services Total	\$ 764,857	\$ 783,789	\$ 18,932	2.5%

CONTRACTUAL SERVICES DETAIL

Object Code - Description	Amount	Use of Funds (Description)
8020 Advertising	\$ 14,000	Legal notices and agenda advertisements in Newark Post and The News Journal
8030 Casualty Insurance	\$ 11,550	Allocation provided by Finance
8033 Insurance - Broker	\$ 1,075	Allocation provided by Finance
8050 Phone/Communications	\$ 300	Landline and Fax Services
8060 DE League of Local Govt.	\$ 6,000	Dues based on population size
8131 Information Technology Cont'l	\$ 22,692	Department's share of IT costs, please see Appendix A
8160 City Solicitor & Deputy	\$ 337,000	City Solicitor and Deputy City Solicitor funds
8161 Lobbyist	\$ 54,000	Lobbyist contract funds
8162 Legal/Consulting Services	\$ 250,000	Outside legal services retained for specific cases/topics and unbudgeted Council requests for contractual services
8163 Codification of Ordinance	\$ 8,000	Maintenance of online and hard copy books for City Code
8210 Election Expenses	\$ 15,000	Expenses related to 2019 City-wide election
8312 Fleet & Facilities Services	\$ 47,172	Internal service charges for Fleet & Facilities Maintenance
8550 Misc. Contracted Svc.	\$ 8,500	Online transcription service for Council meetings
8741 Special Council Events	\$ 8,500	Employee holiday party/gift and miscellaneous expenses (e.g. funeral services acknowledgement)
Total	\$ 783,789	

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
DEPRECIATION**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Depreciation Expense:	\$7,293	-\$3,207	-30.5%
Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will rise and fall depending on the number of equipment, cost of equipment and useful life of the assets.			

Other Charges (Org: 0111135) - *Depreciation Expense Only

Object Line	2018	2019	\$ Difference	% Difference
9060 Depreciation Expense	\$ 10,500	\$ 7,293	\$ (3,207)	-30.5%
Other Charges Total *	\$ 10,500	\$ 7,293	\$ (3,207)	-30.5%

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
OTHER CHARGES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Other Charges:	\$33,000	\$0	0.0%
Training and conferences for staff and members of Council.			

Other Charges (Org: 0111135) - *Excluding Depreciation Expense

Object Line	2018	2019	\$ Difference	% Difference
9020 Mileage & Small Bus. Expense	\$ 3,000	\$ 3,000	\$ -	0.0%
9070 Training	\$ 30,000	\$ 30,000	\$ -	0.0%
Other Charges Total *	\$ 33,000	\$ 33,000	\$ -	0.0%

OTHER CHARGES DETAIL

Object Code - Description	Amount Requested	Use of Funds (Description)
9020 Mileage & Small Bus. Expense	\$ 3,000	Mileage and event attendance, i.e. DLLG meetings
9070 Training	\$ 30,000	Training and conferences for Council and Legislative Department staff
Total	\$ 33,000	

**LEGISLATIVE DEPARTMENT
FY2019 RECOMMENDED BUDGET
INTER-DEPT. CHARGES**

Object Level	FY2019 Recommended	\$ Change over FY2018	% Change
Inter-Dept. Charges:	-\$319,820	-\$153,742	92.6%
<p>Billings and Accounting: Various costs of the Finance Department are allocated based on pertinent ratios; for example, the payroll function is allocated based on the percentage of equivalent personnel head count (including temporary part-time), accounts payable function is allocated by the percentage of total budget dollars, and the accounting function is allocated by an average of the two previous ratios.</p> <p>Electricity: Electricity consumption allocated to the department based on square footage of the department offices compared to the total City Hall building. Meter readings are obtained by the Electric Department at the end of each year. Cost is based on budget DEMEC rate.</p> <p>Information Technology: Costs are allocated based on percentage of equivalent personnel head count (including temporary part-time) with the exception of items identified specifically for utility fund items such as support for Harris billing system and smart meter network.</p> <p>Mailroom and Postage: Costs associated with maintaining and operating the City's postal services are allocated based on previously observed percentages of usage by each department.</p> <p>Other Indirect Charges: Includes charges for work done by other divisions to benefit the receiving division offset by credits for work done by this division for other division. Example: For Parks, the Electric, Street, and Refuse crews performing work for Community Day.</p> <p>Printing and Reproduction: The costs of supplies for copiers is allocated based on previously observed percentage of use by each department.</p> <p>Records: Allocation of Records related tasks are based on departmental determination of assigned departments, divisions, and responsibilities.</p>			

Inter-Dept. Charges

Object Line	2018	2019	\$ Difference	% Difference
Billings and Accounting	\$ 16,681	\$ 24,467	\$ 7,786	46.7%
Electric Used	\$ 9,083	\$ 9,341	\$ 258	2.8%
Information Technology	\$ 53,985	\$ 76,365	\$ 22,380	41.5%
Mailroom and Postage	\$ -	\$ 1,018	\$ 1,018	#DIV/0!
Other Indirect Charges	\$ (246,027)	\$ (373,533)	\$ (127,506)	51.8%
Printing and Reproduction	\$ 200	\$ 200	\$ -	0.0%
Records	\$ -	\$ (57,678)	\$ (57,678)	#DIV/0!
Inter-Dept. Charges Total	\$ (166,078)	\$ (319,820)	\$ (153,742)	92.6%

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APPENDICES

**LEGISLATIVE DEPARTMENT
APPENDIX A
OBJECT CODES 7131 AND 8131 - (2018 & 2019 BUDGET COMPARISON)**

Code	2019 IT Annual Operating Expenses	2018 Budget	2019 Budget	Over/Under	Description
7131	FTR Touch 6.0 w/Motu 8PRE Mixer Replacement & 2 Gold Licenses	\$ -	\$ 5,893.00	\$ 5,893.00	Replacement of outdated Recordadeck with FTR Touch all-in-one recording device
7131	Council Tablets	\$ -	\$ 4,000.00	\$ 4,000.00	Tablet replacement for Agenda Management Software program (8 stipends)
	7131 Subtotal:	\$ -	\$ 9,893.00	\$ 9,893.00	
7131	Actual Budgeted Numbers	\$ -	\$ 9,893.00	\$ 9,893.00	

Code	2019 IT Annual Operating Expenses	2018 Budget	2019 Budget	Over/Under	Description
8131	Collins - Recordadeck Maintenance - Council Chamber Recording System	\$ 2,266.00	\$ 699.00	\$ (1,567.00)	Recordadeck annual maintenance
8131	Agenda Management Software	\$ -	\$ 1,000.00	\$ 1,000.00	City Council Agenda Management Software Annual Subscription
8131	Tyler Technologies Munis Annual Maintenance	\$ 1,903.60	\$ 2,185.88	\$ 282.28	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription	\$ 3,088.24	\$ 4,166.67	\$ 1,078.43	VOIP Phone System
8131	Canon Financial - Copier Lease	\$ 6,406.20	\$ 6,179.26	\$ (226.94)	Canon Copier Leases
8131	Canon Financial - Copier Lease	\$ -	\$ 8,461.68	\$ 8,461.68	Canon Copier Leases - Records
	8131 Subtotal:	\$ 13,664.04	\$ 22,692.49	\$ 9,028.45	
8131	Actual Budgeted Numbers	\$ 13,664.00	\$ 22,692.00	\$ 9,028.00	

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
DOCUMENT VERSION CONTROL

Date:	Version:	Description of Change(s):
8/20/18	1	Initial Submission (Version 1)