NEWARK
DELAWARE
Committed to Service Excellence

LEGISLATIVE DEPARTMENT

2020

BUDGET PRESENTATION

TO CITY COUNCIL

SEPTEMBER 9, 2019

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:		FY2019 Appr'd		FY2020 Rec'd		FY2019 App'd vs. FY2020 Rec'd	% +/- over FY2019 Appr'd	Comments
Full-time Wages		*346,872*		*368,970*		*22,098*	*6.37%*	
Part-time Wages		*101,036*		*104,065*		*3,029*	*3.00%*	
Other Wages		*8,043*		*18,378*		*10,335*	*128.50%*	
Benefits		*193,431*		*245,078*		*51,647*	*26.70%*	
Personnel Services	$	649,382	$	736,491		87,109	13.41%	*Sum of above listed wages and benefits
Materials and Supplies	$	22,033	$	23,590		1,557	7.07%	Overall increase of $1,557 in FY2020 due to a decrease of -$8,393 to line [7131] caused by Accounting changes related to GASB, an increase of $350 to line [7210] for election expense supplies, and an increase of $9,600 to line [7550] allocated to redesign the Legislative Department offices and conference room.
Contractual Services	$	786,707	$	790,246		3,539	0.45%	Overall increase of $3,539 in FY2020 is largely due to a decrease of -$14,640 to line [8131] caused by Accounting changes related to GASB, a decrease of -$7,000 to line [8210] for election expense contractual, an increase of $6,000 to line [8020] for advertising for the additional council meetings planned for 2020, an increase of $13,000 to line [8160] for the City Solicitor and Deputy, and an increase of $5,141 to line [8312] for the department's buildings and grounds allocation which is calculated by Finance.
Depreciation	$	7,293	$	4,120		(3,173)	-43.51%	*Finance Calculation
Other Expenditures	$	33,000	$	23,000		(10,000)	-30.30%	Decrease of $10,000 in FY2020 is due to reduction of Training/Continuing Education
Subtotal:	**$**	**1,498,415**	**$**	**1,577,447**	**$**	**79,032**	**5.27%**	
Inter-Dept. Charges	$	(308,003)	$	(320,746)		(12,743)	4.14%	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:	**$**	**1,190,412**	**$**	**1,256,701**	**$**	**66,289**	**5.57%**	
Full-time Positions		6		6		0	0.00%	No change in FTE from FY2019 to FY2020

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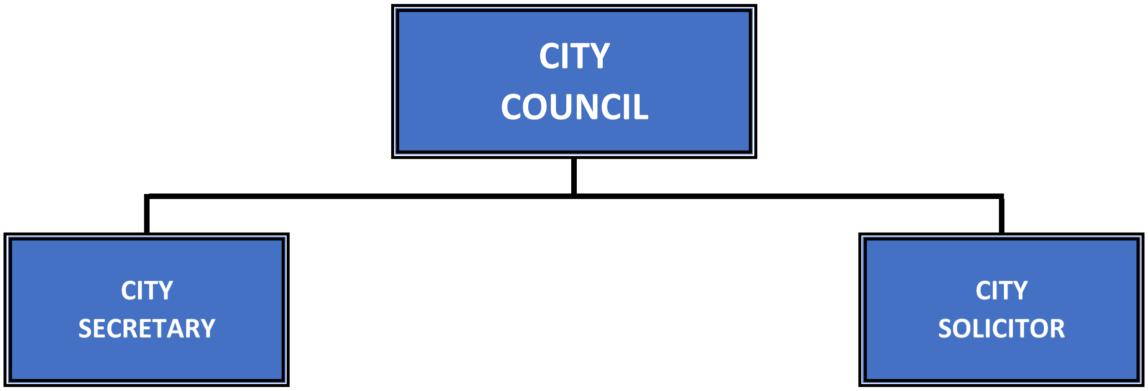
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



- City Council
- City Seal
- Boards and Commissions
- Elections
- FOIA Compliance
- City Records

- Legal Opinions
- Representation
- Research
- Alderman's Court Prosecution

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2020 DEPARTMENTAL NARRATIVE

The Legislative Department provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor as well as electronic and paper document management for the City. The department is led by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, 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 and compliance with open meeting requirements.

This department is the City's record keeper for Council and permanent documents and as of October 2017 houses the Records Division, which was formerly under the IT Division. The Records Division is working to review the approximately 8.9 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.

Department staff ensure 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 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
2019 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2019 include:

- Successfully executed City-wide election in 2019.
- Facilitated the completion of the City Manager search process by liaising with Council, staff and GovHR to plan and execute numerous meetings and events.
- Cross-trained employees in anticipation of City Secretary's extended leave in 2019.
- Anticipate staffing 57 Council and committee meetings in 2019, including 35 Council meetings, 7 Board of Adjustment meetings, 12 Conservation Advisory Commission meetings and 3 Election Board meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Processed 119 FOIA requests as of August 23, 2019.
- Implemented the Records Division Strategic plan with the City-wide rollout of the project to all departments. The Division also added Police Department records to its responsibilities, which brings another approximately 1.2 million pages of records to be reviewed and processed.
- Scanned 395,270 pages as of August 23, 2019.

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2020 DEPARTMENTAL GOALS

Goals for 2020 include:

- Successful execution of the 2020 Council elections.
- Surpass the benchmark of 2,000,000 pages scanned.
- Create a strategic plan for the implementation and cost of public portals to access the City's scanned records in advance of the FY2021 budget process.
- Evaluate the status of projects completed at the end of 2019 and work to complete the remainder in 2020.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

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LEGISLATIVE DEPARTMENT

GENERAL OPERATING BUDGET

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Legislative Department

Summary:

LEGISLATIVE DEPARTMENT - SUMMARY	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
OPERATING EXPENSES						
Personnel Services	$ 406,060	$ 583,486	$ 649,382	$ 736,491	$ 87,109	13.4%
Materials and Supplies	7,406	11,316	22,033	23,590	1,557	7.1%
Contractual Services	752,328	952,823	786,707	790,246	3,539	0.4%
Other Charges	38,190	31,094	40,293	27,120	(13,173)	-32.7%
Subtotal	$ 1,203,984	$ 1,578,719	$ 1,498,415	$ 1,577,447	$ 79,032	5.3%
Inter-Dept. Charges	(107,280)	(251,786)	(308,003)	(320,746)	(12,743)	4.1%
Total Operating Expenses	**$ 1,096,704**	**$ 1,326,933**	**$ 1,190,412**	**$ 1,256,701**	**$ 66,289**	**5.6%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

PERSONNEL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111132	6020	Supervisory	$ 85,949	$ 88,426	$ 88,426	$ 93,342	$ 4,916	5.6%
0111132	6080	Clerical	146,049	117,974	165,222	179,051	13,829	8.4%
0111132	6090	Digital Records Employees	-	133,675	143,860	150,242	6,382	4.4%
0111132	6400	Mayor & Council	50,400	50,400	50,400	50,400	-	0.0%
0111132	6580	Service Award	414	1,008	1,125	1,302	177	15.7%
0111132	6590	Sick Pay	610	-	318	1,476	1,158	364.2%
0111132	6620	Overtime	6,234	19,345	6,000	15,000	9,000	150.0%
0111132	6885	Device Reimbursement	-	600	600	600	-	0.0%
0111132	6920	Unemployment Comp. Ins.	2,599	2,986	2,112	3,046	934	44.2%
0111132	6930	Social Security Taxes	21,636	30,426	33,227	35,410	2,183	6.6%
0111132	6940	City Pension Plan	25,686	16,681	19,090	23,895	4,805	25.2%
0111132	6941	Defined Contribution 401(a) Plan	9,375	17,927	21,360	22,242	882	4.1%
0111132	6950	Term Life Insurance	832	881	1,619	1,694	75	4.6%
0111132	6960	Group Hospitalization Ins.	40,023	84,052	96,158	136,888	40,730	42.4%
0111132	6961	Long-Term Disability Ins.	337	506	630	855	225	35.7%
0111132	6962	Dental Insurance	2,444	5,007	5,894	7,199	1,305	22.1%
0111132	6963	Flexible Spending Account	121	126	916	126	(790)	-86.2%
0111132	6965	Post-Employment Benefits	9,058	7,087	4,240	5,346	1,106	26.1%
0111132	6966	Retirement Health Savings Account	2,614	5,674	7,000	7,105	105	1.5%
0111132	6967	Emergency Room Reimbursements	1,522	400	870	870	-	0.0%
0111132	6968	Vision Insurance Premiums	157	305	315	402	87	27.6%
TOTAL PERSONNEL SERVICES			**$ 406,060**	**$ 583,486**	**$ 649,382**	**$ 736,491**	**$ 87,109**	**13.4%**

LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2020

Title	Union Affiliation	Grade	2019 # of Positions		2019 Approved	2020 # of Positions		2020 Requested	Position Difference		$ Difference	% Change
FULL TIME POSITIONS												
Director of Legislative Services	E & A	Appt	1.0	$	88,426	1.0	$	93,342	0.0	$	4,916	5.6%
Admin Professional II	CWA F/T	13	1.0	$	62,065	1.0	$	63,831	0.0	$	1,766	2.8%
Admin Professional I	CWA F/T	10	2.0	$	80,562	2.0	$	91,297	0.0	$	10,735	13.3%
Digital Records Mgmt Coord	CWA F/T	16	1.0	$	68,598	1.0	$	70,408	0.0	$	1,810	2.6%
Digital Scanner/Records Asst II	CWA F/T	8	1.0	$	47,221	1.0	$	50,092	0.0	$	2,871	6.1%
Total Full-Time Positions			6.0	**$**	**346,872**	6.0	**$**	**368,970**	0.0	**$**	**22,098**	**6.4%**
PART-TIME FUNDING												
Mayor and Council	E & A			$	50,400		$	50,400		$	-	0.0%
Secretary P/T	CWA P/T			$	50,636		$	53,665		$	3,029	6.0%
Total Part-Time Funding				**$**	**101,036**		**$**	**104,065**		**$**	**3,029**	**3.0%**
OTHER												
Service Award				$	1,125		$	1,302		$	177	15.7%
Sick Pay				$	318		$	1,476		$	1,158	364.2%
Overtime				$	6,000		$	15,000		$	9,000	150.0%
Device Reimbursements				$	600		$	600		$	-	0.0%
Total Other				**$**	**8,043**		**$**	**18,378**		**$**	**10,335**	**128.5%**
Total All			**6.0**	**$**	**455,951**	**6.0**	**$**	**491,413**	**0.0**	**$**	**35,462**	**7.8%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

MATERIALS AND SUPPLIES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111133	7131	Information Technology Supplies	$ -	$ -	$ 9,893	$ 1,500	$ (8,393)	-84.8%
0111133	7150	Office Supplies	1,705	6,158	6,340	6,340	-	0.0%
0111133	7160	Books, Periodicals, Etc.	5,136	4,808	5,000	5,000	-	0.0%
0111133	7210	Election Expenses	61	155	400	750	350	87.5%
0111133	7550	Miscellaneous Supplies	420	195	400	10,000	9,600	2400.0%
0111133	7570	Merchandise For Resale	84	-	-	-	-	#DIV/0!
TOTAL MATERIALS & SUPPLIES			**$ 7,406**	**$ 11,316**	**$ 22,033**	**$ 23,590**	**$ 1,557**	**7.1%**

CONTRACTUAL SERVICES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111134	8020	Advertising	$ 14,652	$ 14,510	$ 14,000	$ 20,000	$ 6,000	42.9%
0111134	8030	Casualty Insurance	12,338	11,084	11,550	11,700	150	1.3%
0111134	8033	Insurance - Broker	809	1,073	1,075	1,088	13	1.2%
0111134	8035	Insurance - Worker's Compensation	-	-	-	850	850	#DIV/0!
0111134	8050	Phone/Communications	829	360	300	325	25	8.3%
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	-	0.0%
0111134	8070	Aetna Hose, Hook & Ladder	70,246	-	-	-	-	#DIV/0!
0111134	8071	Newark Ambulance	3,000	-	-	-	-	#DIV/0!
0111134	8131	Information Technology Cont'l	14,743	9,523	22,692	8,052	(14,640)	-64.5%
0111134	8160	City Solicitor & Deputy	299,905	321,910	337,000	350,000	13,000	3.9%
0111134	8161	Lobbyist	53,200	54,000	54,000	54,000	-	0.0%
0111134	8162	Legal/Consulting Services	156,238	183,637	250,000	250,000	-	0.0%
0111134	8163	Codification of Ordinance	10,402	11,468	8,000	8,000	-	0.0%
0111134	8210	Election Expenses	4,576	13,922	15,000	8,000	(7,000)	-46.7%
0111134	8220	Community Groups	55,037	(355)	-	-	-	#DIV/0!
0111134	8312	Fleet & Facilities Services	26,901	293,487	48,590	53,731	5,141	10.6%
0111134	8550	Misc. Contracted Svc.	15,946	22,596	8,500	8,500	-	0.0%
0111134	8741	Special Council Events	7,506	9,608	10,000	10,000	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 752,328**	**$ 952,823**	**$ 786,707**	**$ 790,246**	**$ 3,539**	**0.4%**

CITY OF NEWARK, DELAWARE
2020 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

OTHER CHARGES			2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
0111135	9020	Mileage & Small Bus. Exp.	$ 1,757	$ 3,095	$ 3,000	$ 3,000	$ -	0.0%
0111135	9060	Depreciation Expense	10,466	7,293	7,293	4,120	(3,173)	-43.5%
0111135	9070	Training & Continuing Educ/Conf	25,967	20,706	30,000	20,000	(10,000)	-33.3%
TOTAL OTHER CHARGES			**$ 38,190**	**$ 31,094**	**$ 40,293**	**$ 27,120**	**$ (13,173)**	**-32.7%**

INTER-DEPT. CHARGES	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
Billings and Accounting	$ 22,868	$ 29,115	$ 27,979	$ 27,656	$ (323)	-1.2%
Electricity Used	30,870	10,148	9,340	8,605	(735)	-7.9%
Information Technology	70,400	74,994	82,560	79,371	(3,189)	-3.9%
Mailroom and Postage	-	7	1,176	1,368	192	16.3%
Printing and Reproduction	147	137	200	200	-	0.0%
Records	-	(51,861)	(58,008)	(58,799)	(791)	1.4%
Services to Utility Funds	(231,565)	(314,326)	(371,250)	(379,147)	(7,897)	2.1%
TOTAL INTER-DEPT. CHARGES	**$ (107,280)**	**$ (251,786)**	**$ (308,003)**	**$ (320,746)**	**$ (12,743)**	**4.1%**

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2017 ACTUAL	2018 ACTUAL	2019 BUDGET AS AMENDED	2020 BUDGET	$ DIFFERENCE FROM 2019-20	% DIFFERENCE FROM 2019-20
TOTAL OPERATING EXPENSES	**$ 1,096,704**	**$ 1,326,933**	**$ 1,190,412**	**$ 1,256,701**	**$ 66,289**	**5.6%**

LEGISLATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2019 AND 2020 BUDGET COMPARISON)

LEGISLATIVE DEPARTMENT

Code	2020 IT Annual Operating Expense	Renewal	2019 Budget	2020 Budget	+/- Prior Year	Description
7131	FTR Touch 6.0 w/Motu 8PRE Mixer Replacement & 2 Gold Licenses	One Time	5,893.00	-	(5,893.00)	Replacement of outdated Recordadeck with FTR Touch all-in-one recording device
7131	Council Tablets	Annual	4,000.00	1,500.00	(2,500.00)	Tablet replacement for Agenda Management Software program (3 stipends)
8131	Agenda Management Software	Annual	1,000.00	1,000.00	-	City Council Agenda Management Software Annual Subscription
8131	FTR - Recordadeck Maintenance	Annual	699.00	699.00	-	Council Chamber Recording System Annual Maintenance
8131	Tyler Technologies Munis Annual Maintenance	Annual	2,185.88	2,077.38	(108.50)	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription	Monthly	4,166.67	4,166.67	-	VOIP Phone System
8131	Canon Financial - Copier Lease	Monthly	6,179.26	-	(6,179.26)	Canon Copier Leases* In 2020, this item is reported in the Debt Service Fund per the updated GASB reporting standards.
8131	Canon Financial - Copier Lease	Monthly	8,461.68	-	(8,461.68)	Canon Copier Leases - Records* In 2020, this item is reported in the Debt Service Fund per the updated GASB reporting standards.
	7131 and 8131 Subtotals:		*32,585.49*	*9,443.05*	*(23,142.44)*	
			$ 32,585.00	**$ 9,443.00**	**$ (23,142.00)**	