NEWARK
DELAWARE
Committed to Service Excellence

LEGISLATIVE DEPARTMENT

2023 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:
SEPTEMBER 12th, 2022

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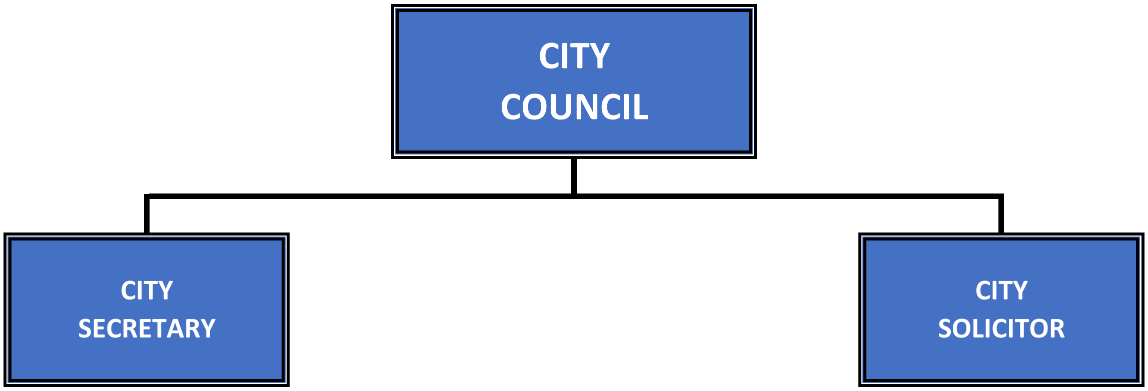
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



City Secretary:

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

City Solicitor:

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

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 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 Legislative Division and three full-time and one part-time in the Records Division.

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

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

This department is the City's record keeper for Council and permanent documents and houses the Records Division. The Records Division is working with City departments to review the approximately 8.9 million pages of records currently housed within the City of Newark; determine what 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. Staff also processes lien certificates for every property transfer within the City of Newark, which provides the seller with all outstanding funds owed to the City prior to the transfer.

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

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

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2022 include:

- Continue working with the IT Division to ensure the continued success of the City's hybrid in-person and virtual meeting platform to allow to continue encouraging public participation during the ongoing COVID crisis.

- Anticipate staffing 67 Council and committee meetings in 2022, including 35 Council meetings, 10 Board of Adjustment meetings, 11 Conservation Advisory Commission meetings, 2 Election Board meetings and 11 Diversity and Inclusion Commission meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).

- Continued support of the newly constituted Diversity and Inclusion Commission.

- Processed 126 FOIA requests as of July 29, 2022.

- Processed 407 lien certificate requests as of July 29, 2022, which is a 57% increase over the same time period in 2021.

- Substantial progress continues with departmental scanning backlogs during the continued COVID-19 crisis within the City departments.

- Scanned 354,427 pages as of July 29, 2022 and processed over 225 boxes of documents for approval by State Archives for destruction.

- Continued full staffing of the department after the promotion of the Deputy City Secretary to the City Secretary position, the Administrative Professional I position to the Deputy City Secretary position, the promotion of the Administrative Professional 1 to an Administrative Professional II and the hiring of a new Administrative Professional I.

- Implementation of a more detailed City Secretary cross-training program to ensure adequate coverage in the event of COVID crisis related absences

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 DEPARTMENTAL GOALS

Goals for 2023 include:

- Successful execution of the 2023 Council elections as well as a potential City-wide referendum.
- Continued enhancement of in-person hybrid meetings to better engage the public and increase attendance.
- Successful completion of Council member training series.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2024 budget process.
- Execute the initial implementation of public portals to access the City's scanned records.
- Surpass the benchmark of 3,250,000 pages scanned.
- 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

2023 BUDGET DOCUMENTS

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET
LEGISLATIVE DEPARTMENT

EXECUTIVE SUMMARY

EXPENDITURE BUDGET

Object Level Detail:		2022 BUDGET *As Amended		2023 BUDGET **As Proposed		$ +/- 2022* over 2023**	% +/- 2022* over 2023**	Comments
Personnel Services Detail:								
Full-time Wages		*392,756*		*365,464*		*(27,292)*	*-6.95%*	**Step increases and advancements and personnel/staffing changes leading to an overall FY23 reduction.*
Part-time Wages		*114,779*		*153,084*		*38,305*	*33.37%*	*Please reference Agenda Item 2-D from March 14. New Mayor/Council pay starts 5/1/23.
Other Wages		*18,854*		*22,571*		*3,717*	*19.71%*	**FY23 increase is largely due an increase of $2,500 to object 6620 (Overtime).*
Benefits		*277,823*		*229,792*		*(48,031)*	*-17.29%*	**FY23 decrease is largely due City-wide changes of -$3,860 to object 6941 (Defined Contribution 401(a) Plan) and -$42,354 to object 6960 (Group Hospitalization Insurance).*
Personnel Services	$	804,212	$	770,911		(33,301)	-4.14%	*Sum of above listed wages and benefits
Materials and Supplies	$	12,700	$	15,500		2,800	22.05%	*FY23 increase of $2,800 is related to our Council Tablets being due for replacement.
Contractual Services	$	818,996	$	846,794		27,798	3.39%	*FY23 increase is largely due to a $25,000 increase to line item 8160 (City Solicitor & Deputy) as well as some insurance allocation updates being made in 2023.
Other - Depreciation	$	13,648	$	1,680		(11,968)	-87.69%	*Finance Calculation.
Other Expenditures	$	22,000	$	22,000		-	0.00%	*No budgeted change from FY2022 to FY2023.
Subtotal:	**$**	**1,671,556**	**$**	**1,656,885**	**$**	**(14,671)**	**-0.88%**	
Inter-Dept. Charges	$	(258,179)	$	(249,266)		8,913	-3.45%	*Reflects the cost share of City overhead which includes: Billings and Accounting, Electricity Used, Information Technology, Mailroom and Postage, Printing and Reproduction, Records and Service to Utility Funds.
Total Operating Expenses:	**$**	**1,413,377**	**$**	**1,407,619**	**$**	**(5,758)**	**-0.41%**	
Full-time Positions		6		6		0		*No change in FTE from FY2022 to FY2023.

General Fund - Legislative Department

Summary:

* as amended ** as proposed

LEGISLATIVE DEPARTMENT - SUMMARY	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
OPERATING EXPENSES								
Personnel Services	$ 583,486	$ 656,472	$ 718,040	$ 736,221	$ 804,212	$ 770,911	$ (33,301)	-4.1%
Materials and Supplies	11,316	17,350	12,444	11,167	12,700	15,500	2,800	22.0%
Contractual Services	952,823	640,761	617,108	652,139	818,996	846,794	27,798	3.4%
Other Charges	31,094	12,955	6,714	6,784	35,648	23,680	(11,968)	-33.6%
Subtotal	$ 1,578,719	$ 1,327,538	$ 1,354,306	$ 1,406,311	$ 1,671,556	$ 1,656,885	$ (14,671)	-0.9%
Inter-Dept. Charges	(251,786)	(297,794)	(235,925)	(237,684)	(258,179)	(249,266)	8,913	-3.5%
Total Operating Expenses	**$ 1,326,933**	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,413,377**	**$ 1,407,619**	**$ (5,758)**	**-0.4%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Legislative Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111132	6020	Supervisory	$ 88,426	$ 91,691	$ 99,038	$ 95,642	$ 95,642	$ 93,287	$ (2,355)	-2.5%
0111132	6080	Clerical	117,974	151,987	162,180	157,255	196,186	156,602	(39,584)	-20.2%
0111132	6090	Digital Records Employees	133,675	143,155	156,431	143,641	165,307	149,558	(15,749)	-9.5%
0111132	6400	Mayor and Council	50,400	50,131	52,608	47,492	50,400	91,667	41,267	81.9%
0111132	6580	Service Award	1,008	1,125	1,302	1,468	1,645	2,322	677	41.2%
0111132	6590	Sick Pay	-	758	1,170	1,549	1,609	2,149	540	33.6%
0111132	6600	Part-Time	-	901	-	13,699	-	27,434	27,434	100.0%
0111132	6620	Overtime	19,345	12,432	7,792	7,916	15,000	17,500	2,500	16.7%
0111132	6885	Device Reimbursement	600	600	600	600	600	600	-	0.0%
0111132	6920	Unemployment Comp. Ins.	2,986	3,221	3,585	3,470	3,283	3,256	(27)	-0.8%
0111132	6930	Social Security Taxes	30,426	32,921	34,800	34,016	38,197	37,485	(712)	-1.9%
0111132	6940	City Pension Plan	16,681	19,090	23,895	56,750	54,081	57,230	3,149	5.8%
0111132	6941	Defined Contribution 401(a) Plan	17,927	19,699	22,694	21,616	23,473	19,613	(3,860)	-16.4%
0111132	6950	Term Life Insurance	881	1,169	1,286	1,467	1,825	1,798	(27)	-1.5%
0111132	6960	Group Hospitalization Ins.	84,052	105,143	125,138	124,198	130,267	85,515	(44,752)	-34.4%
0111132	6961	Long-Term Disability Ins.	506	762	854	671	514	478	(36)	-7.0%
0111132	6962	Dental Insurance	5,007	6,014	6,247	6,026	6,872	3,912	(2,960)	-43.1%
0111132	6963	Flexible Spending Account	126	179	126	116	126	63	(63)	-50.0%
0111132	6965	Post-Employment Benefits	7,087	7,371	8,541	9,683	10,692	11,880	1,188	11.1%
0111132	6966	Retirement Health Savings Account	5,674	6,571	7,380	6,983	7,215	7,430	215	3.0%
0111132	6967	Emergency Room Reimbursements	400	1,200	2,000	1,600	870	870	-	0.0%
0111132	6968	Vision Insurance Premiums	305	352	373	363	408	262	(146)	-35.8%
TOTAL PERSONNEL SERVICES			**$ 583,486**	**$ 656,472**	**$ 718,040**	**$ 736,221**	**$ 804,212**	**$ 770,911**	**$ (33,301)**	**-4.1%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111133	7131	Information Technology Supplies	$ -	$ 8,364	$ 2,786	$ -	$ -	$ 2,800	$ 2,800	100.0%
0111133	7150	Office Supplies	6,158	4,103	2,333	3,778	4,500	4,500	-	0.0%
0111133	7160	Books, Periodicals, Etc.	4,808	4,780	5,607	6,151	5,700	5,700	-	0.0%
0111133	7210	Election Expenses	155	103	1,635	1,238	1,500	1,500	-	0.0%
0111133	7550	Miscellaneous Supplies	195	-	83	-	1,000	1,000	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 11,316**	**$ 17,350**	**$ 12,444**	**$ 11,167**	**$ 12,700**	**$ 15,500**	**$ 2,800**	**22.0%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111134	8020	Advertising	$ 14,510	$ 14,530	$ 17,837	$ 23,037	$ 25,000	$ 25,000	$ -	0.0%
0111134	8030	Casualty Insurance	11,084	10,520	11,262	15,855	18,229	20,305	2,076	11.4%
0111134	8033	Insurance - Broker	1,073	1,104	1,115	1,555	1,676	2,988	1,312	78.3%
0111134	8035	Insurance - Worker's Compensation	-	650	793	1,035	1,600	1,400	(200)	-12.5%
0111134	8050	Phone/Communications	360	310	348	303	1,265	350	(915)	-72.3%
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,300	300	5.0%
0111134	8131	Information Technology Cont'l	9,523	26,790	7,278	12,217	16,447	16,704	257	1.6%
0111134	8160	City Solicitor & Deputy	321,910	334,998	322,829	343,951	350,000	375,000	25,000	7.1%
0111134	8161	Lobbyist	54,000	54,000	54,000	54,000	55,000	56,000	1,000	1.8%
0111134	8162	Legal/Consulting Services	183,637	104,224	119,817	115,639	200,000	200,000	-	0.0%
0111134	8163	Codification of Ordinance	11,468	6,839	10,082	6,822	12,000	12,000	-	0.0%
0111134	8210	Election Expenses	13,922	16,558	5,390	6,717	35,000	35,000	-	0.0%
0111134	8220	Community Groups	(355)	-	-	-	-	-	-	0.0%
0111134	8312	Fleet & Facilities Services	293,487	43,109	52,713	59,535	81,779	80,747	(1,032)	-1.3%
0111134	8550	Misc. Contracted Svc.	22,596	11,143	241	5,075	5,000	5,000	-	0.0%
0111134	8741	Special Council Events	9,608	9,986	7,403	398	10,000	10,000	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 952,823**	**$ 640,761**	**$ 617,108**	**$ 652,139**	**$ 818,996**	**$ 846,794**	**$ 27,798**	**3.4%**

CITY OF NEWARK, DELAWARE
2023 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

OTHER CHARGES			2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
0111135	9020	Mileage & Small Bus. Exp.	$ 3,095	$ 1,357	$ 1,002	$ 1,101	$ 2,000	$ 2,000	$ -	0.0%
0111135	9060	Depreciation Expense	7,293	4,120	4,120	3,743	13,648	1,680	(11,968)	-87.7%
0111135	9070	Training & Continuing Educ/Conf	20,706	7,478	1,592	1,940	20,000	20,000	-	0.0%
TOTAL OTHER CHARGES			**$ 31,094**	**$ 12,955**	**$ 6,714**	**$ 6,784**	**$ 35,648**	**$ 23,680**	**$ (11,968)**	**-33.6%**

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

* as amended ** as proposed

INTER-DEPT. CHARGES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
Billings and Accounting	$ 29,115	$ 5,894	$ 34,792	$ 36,066	$ 33,508	$ 36,794	$ 3,286	9.8%
Electricity Used	10,148	100	10,080	6,619	10,175	7,674	(2,501)	-24.6%
Information Technology	74,994	65,728	76,285	73,442	86,164	81,219	(4,945)	-5.7%
Mailroom and Postage	7	1,209	1,204	1,227	1,269	1,349	80	6.3%
Printing and Reproduction	137	128	83	104	143	142	(1)	-0.7%
Records	(51,861)	(55,752)	(62,355)	(58,343)	(66,715)	(60,298)	6,417	-9.6%
Services to Utility Funds	(314,326)	(315,101)	(296,014)	(296,799)	(322,723)	(316,146)	6,577	-2.0%
TOTAL INTER-DEPT. CHARGES	**$ (251,786)**	**$ (297,794)**	**$ (235,925)**	**$ (237,684)**	**$ (258,179)**	**$ (249,266)**	**$ 8,913**	**-3.5%**

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* as amended ** as proposed

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET *	2023 BUDGET **	$ DIFFERENCE FROM 2022-23	% DIFFERENCE FROM 2022-23
TOTAL OPERATING EXPENSES	**$ 1,326,933**	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,413,377**	**$ 1,407,619**	**$ (5,758)**	**-0.4%**

LEGISLATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2022 AND 2023 BUDGET COMPARISON)

LEGISLATIVE DEPARTMENT

Code	2023 IT Annual Operating Expense	Renewal	2022 Budget	2023 Budget	+/- Prior Year	Description
7131	Council Tablets	Annual	-	2,800.00	2,800.00	Tablet for Agenda Management Software program
8131	Agenda Management Software	Annual	5,300.00	5,557.00	257.00	City Council Agenda Management Software Annual Subscription
8131	FTR - Recordadeck Maintenance	Annual	699.00	699.00	-	Council Chamber Recording System Annual Maintenance
8131	Scanner Maintenance	As Needed	300.00	300.00	-	Service Scanners in Records
8131	Tyler Technologies Munis Annual Maintenance - Allocated	Annual	5,904.24	5,904.24	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,244.00	4,244.00	-	VOIP Phone System
	7131 and 8131 Subtotals:		*16,447.24*	*19,504.24*	*3,057.00*	
			$ 16,447.00	**$ 19,504.00**	**$ 3,057.00**	
	7131 Subtotal:		*-*	*2,800.00*	*2,800.00*	
	8131 Subtotal:		*16,447.00*	*16,704.00*	*257.00*	