Department of Legislative 2024 Budget Presentation

September 11, 2023

Introduction – Legislative

- Director of Legislative Services/City Secretary – Tara Schiano
  - Legislative Division
    - Legislative Coordinator/Deputy City Secretary – Diana Reed
    - Administrative Professional II – Vacant
    - Administrative Professional I – Jordan Herring
    - Part-time Administrative Professional I – Violet Harvey
  - Records Division
    - Digital Records Management Coordinator – Raquel Arban
    - Digital Scanner/Records Assistant II – Sandra Bradley
    - Digital Scanner/Records Assistant II – Fred Anthony
    - Part-time Secretary – Anastasia Baluk

Accomplishments/Goals – Legislative

- Accomplishments
  - Implementation of a new and more sophisticated hybrid meeting system.
  - Makeover of CSO including "new to us" workstations and a completely recreated and updated filing system.

- Goals
  - Execute the initial implementation of public access to the City's scanned records.
  - Continued enhancement of in-person/hybrid meeting experience to better engage the public and increase attendance.
  - Promote the accessibility and transparency to Newark citizens of City records and legislative processes.
  - Implementation of the new CivicClerk Electronic Agenda Software

Accomplishments/Goals – Records

- Accomplishments
  - A reignited relationship with Delaware Public Archives to ensure the continued documentation of historical records.
  - Staffed the essential vacant Records Coordinator position.
  - Sorted, prepped and transferred 20 boxes of historical documents to Delaware Public Archives.

- Goals
  - Implement a key contact in each City department to coordinate the scanning, destruction or transfer of City documents.
  - Continue the backlog scanning process of City documents with the goal of eliminating paper and becoming a digital work environment.

Legislative Budget Overview

					*as amended	**as proposed		
LEGISLATIVE DEPARTMENT SUMMARY:	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET *	$ DIFFERENCE FROM 2023 BUDGET	% DIFFERENCE FROM 2023 BUDGET
Legislative	$ 1,029,744	$ 1,118,381	$ 1,168,627	$ 1,244,495	$ 1,415,299	$ 1,505,676	$ 90,377	6.4%
Total Legislative:	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,505,676**	**$ 90,377**	**6.4%**

NEWARK DELAWARE
Committed to Service Excellence

Legislative Budget Overview –By Object Level

					*as amended	**as proposed		
LEGISLATIVE DEPARTMENT							$ DIFFERENCE	% DIFFERENCE
	2019	2020	2021	2022	2023	2024	FROM 2023	FROM 2023
SUMMARY (BY OBJECT LEVEL):	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET *	BUDGET *	BUDGET	BUDGET
Personnel Services	656,472	718,040	736,221	661,702	778,590	886,857	108,267	14%
Materials and Supplies	17,350	12,444	11,167	14,373	15,500	13,600	(1,900)	-12%
Contractual Services	640,761	617,108	652,139	763,161	846,794	856,969	10,175	1%
Equipment Depreciation	4,120	4,120	3,743	3,366	1,680	-	(1,680)	-100%
Other Expenditures	8,835	2,594	3,041	5,174	22,000	22,000	-	0%
Inter-Dept. Charges	(297,794)	(235,925)	(237,684)	(203,281)	(249,265)	(273,750)	(24,485)	10%
Total	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,505,676**	**$ 90,377**	**6.4%**

General Budget Overview (Changes from 2023)

Operating Budget Changes (+$90,377)

- Personnel Costs (+$108,000)
  - No position requests/changes
  - $21,000 increase for previously-approved Council pay adjustment
  - $33,000 for Staff wages
  - $54,000 Health benefits
- Contractual Services (+10,175): increase due to share of Facility Maintenance
- Reductions (-$28,065):
  - -$24,485 reduction to shared costs of City-wide expenses (Indirect Charges)
  - -$1,900 reduction to Materials and Supplies
  - -$1,680 reduction to Equipment Depreciation

Questions

LEGISLATIVE DEPARTMENT

2024 BUDGET PRESENTATION

TO CITY COUNCIL

AS PRESENTED ON:
SEPTEMBER 11th, 2023

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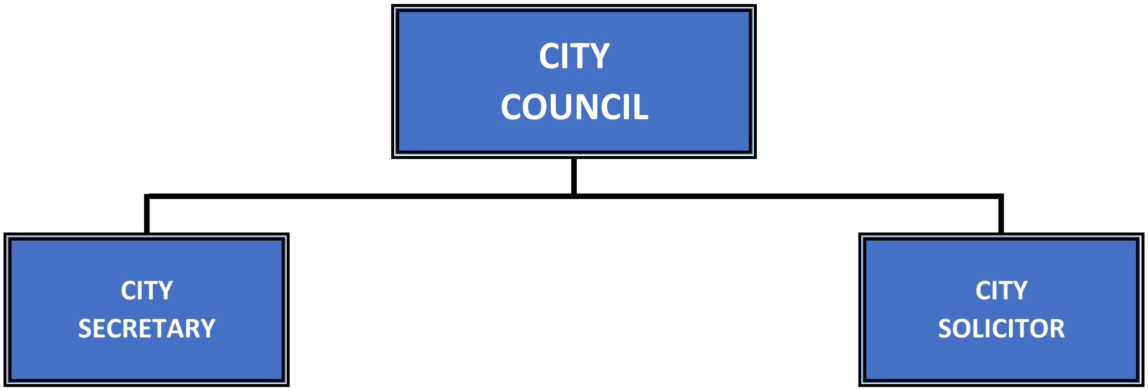
CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
ORGANIZATIONAL CHART



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
2024 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, 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 is 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.

The department processes the applications for the newly created Nuisance Abatement Plan in conjunction with the City's Code Enforcement Division.

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 for the City's Alderman's Court.

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2023 DEPARTMENTAL ACCOMPLISHMENTS

Key accomplishments in 2023 include:

- Coordinated with the IT Division and the Purchasing Department to purchase and implement a new and more sophisticated hybrid system to enhance in-person and virtual meetings to encourage continued public participation for all City staffed meetings.

- Anticipate staffing 67 Council and committee meetings in 2023, including 33 Council meetings, 12 Board of Adjustment meetings, 12 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 more recent City board, Diversity and Inclusion Commission, with staffing and administrative support to the Conservation Advisory Commission and Board of Adjustment as well.

- Processed 126 FOIA requests as of August 25, 2023.

- Processed 353 lien certificate requests as of August 25, 2023, which continues to hold fairly steady from year to year.

- Progress continues with departmental scanning backlogs during the COVID-19 crisis within all City departments.

- Digital Records Coordinator, department staff member, has reignited an essential relationship with the Delaware Public Archives to ensure the continued documentation of historical documents.

- Scanned 268,480 pages as of August 25, 2023 and processed over 250 boxes of documents for approval by State Archives for destruction.

- Continued to fill several vacancies to fully staff the City's Secretary's Office and the Records Division; including the Digital Records Coordinator, the Deputy City Secretary and Administrative Professional I and II positions.

- Continued implementation of a more detailed City Secretary cross-training program to ensure adequate coverage that was revealed during the event of COVID crisis related absences

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2024 DEPARTMENTAL GOALS

Goals for 2024 include:

- Successful execution of the 2024 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.
- Continued Council member training as needed.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2025 budget process.
- Execute the initial implementation of public portals to access the City's scanned records.
- Surpass the benchmark of 3,518,480 pages scanned.
- Completion of the Legislative Services/City Secretary updated procedures manual.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

LEGISLATIVE DEPARTMENT

2024 OPERATING EXPENDITURES

General Fund - Legislative Department

Summary:

* as amended ** as proposed

LEGISLATIVE DEPARTMENT - SUMMARY	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
OPERATING EXPENSES								
Personnel Services	$ 656,472	$ 718,040	$ 736,221	$ 661,702	$ 778,590	$ 886,857	$ 108,267	13.9%
Materials and Supplies	17,350	12,444	11,167	14,373	15,500	13,600	(1,900)	-12.3%
Contractual Services	640,761	617,108	652,139	763,161	846,794	856,969	10,175	1.2%
Other Charges	12,955	6,714	6,784	8,540	23,680	22,000	(1,680)	-7.1%
Subtotal	$ 1,327,538	$ 1,354,306	$ 1,406,311	$ 1,447,776	$ 1,664,564	$ 1,779,426	$ 114,862	6.9%
Inter-Dept. Charges	(297,794)	(235,925)	(237,684)	(203,281)	(249,265)	(273,750)	(24,485)	9.8%
Total Operating Expenses	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,505,676**	**$ 90,377**	**6.4%**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures: * as amended ** as proposed

PERSONNEL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111132	6020	Supervisory	$ 91,691	$ 99,038	$ 95,642	$ 91,305	$ 93,287	$ 95,451	$ 2,164	2.3%
0111132	6080	Clerical	151,987	162,180	157,255	133,184	156,602	172,134	15,532	9.9%
0111132	6090	Digital Records Employees	143,155	156,431	143,641	113,781	149,558	162,572	13,014	8.7%
0111132	6400	Mayor and Council	50,131	52,608	47,492	50,400	91,667	112,300	20,633	22.5%
0111132	6580	Service Award	1,125	1,302	1,468	2,092	2,322	2,486	164	7.1%
0111132	6590	Sick Pay	758	1,170	1,549	1,611	2,149	-	(2,149)	-100.0%
0111132	6600	Part-Time	901	-	13,699	31,431	27,434	29,378	1,944	7.1%
0111132	6620	Overtime	12,432	7,792	7,916	11,836	17,500	17,500	-	0.0%
0111132	6885	Device Reimbursement	600	600	600	550	600	600	-	0.0%
0111132	6920	Unemployment Comp. Ins.	3,221	3,585	3,470	2,440	3,256	1,008	(2,248)	-69.0%
0111132	6930	Social Security Taxes	32,921	34,800	34,016	32,373	37,485	43,659	6,174	16.5%
0111132	6940	City Pension Plan	19,090	23,895	56,750	54,081	64,909	58,661	(6,248)	-9.6%
0111132	6941	Defined Contribution 401(a) Plan	19,699	22,694	21,616	15,467	19,613	20,427	814	4.2%
0111132	6950	Term Life Insurance	1,169	1,286	1,467	1,285	1,798	1,817	19	1.1%
0111132	6960	Group Hospitalization Ins.	105,143	125,138	124,198	88,959	85,515	141,361	55,846	65.3%
0111132	6961	Long-Term Disability Ins.	762	854	671	367	478	504	26	5.4%
0111132	6962	Dental Insurance	6,014	6,247	6,026	4,333	3,912	6,221	2,309	59.0%
0111132	6963	Flexible Spending Account	179	126	116	63	63	126	63	100.0%
0111132	6965	Post-Employment Benefits	7,371	8,541	9,683	19,904	11,880	11,880	-	0.0%
0111132	6966	Retirement Health Savings Account	6,571	7,380	6,983	5,947	7,430	7,540	110	1.5%
0111132	6967	Emergency Room Reimbursements	1,200	2,000	1,600	-	870	870	-	0.0%
0111132	6968	Vision Insurance Premiums	352	373	363	293	262	362	100	38.2%
TOTAL PERSONNEL SERVICES			**$ 656,472**	**$ 718,040**	**$ 736,221**	**$ 661,702**	**$ 778,590**	**$ 886,857**	**$ 108,267**	**13.9%**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

* as amended ** as proposed

MATERIALS AND SUPPLIES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111133	7131	Information Technology Supplies	$ 8,364	$ 2,786	$ -	$ -	$ 2,800	$ -	$ (2,800)	-100.0%
0111133	7150	Office Supplies	4,103	2,333	3,778	1,878	4,500	4,500	-	0.0%
0111133	7160	Books, Periodicals, Etc.	4,780	5,607	6,151	10,147	5,700	6,600	900	15.8%
0111133	7210	Election Expenses	103	1,635	1,238	2,308	1,500	1,500	-	0.0%
0111133	7550	Miscellaneous Supplies	-	83	-	40	1,000	1,000	-	0.0%
TOTAL MATERIALS & SUPPLIES			**$ 17,350**	**$ 12,444**	**$ 11,167**	**$ 14,373**	**$ 15,500**	**$ 13,600**	**$ (1,900)**	**-12.3%**

* as amended ** as proposed

CONTRACTUAL SERVICES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET *	2024 BUDGET **	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111134	8020	Advertising	$ 14,530	$ 17,837	$ 23,037	$ 14,328	$ 25,000	$ 25,000	$ -	0.0%
0111134	8030	Casualty Insurance	10,520	11,262	15,855	17,930	20,305	18,374	(1,931)	-9.5%
0111134	8033	Insurance - Broker	1,104	1,115	1,555	2,671	2,988	2,825	(163)	-5.5%
0111134	8035	Insurance - Worker's Compensation	650	793	1,035	1,276	1,400	1,400	-	0.0%
0111134	8050	Phone/Communications	310	348	303	257	350	350	-	0.0%
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,300	6,300	6,300	-	0.0%
0111134	8131	Information Technology Cont'l	26,790	7,278	12,217	16,007	16,704	17,819	1,115	6.7%
0111134	8160	City Solicitor & Deputy	334,998	322,829	343,951	340,193	375,000	375,000	-	0.0%
0111134	8161	Lobbyist	54,000	54,000	54,000	55,000	56,000	56,000	-	0.0%
0111134	8162	Legal/Consulting Services	104,224	119,817	115,639	208,319	200,000	200,000	-	0.0%
0111134	8163	Codification of Ordinance	6,839	10,082	6,822	1,503	12,000	12,000	-	0.0%
0111134	8210	Election Expenses	16,558	5,390	6,717	-	35,000	35,000	-	0.0%
0111134	8312	Fleet & Facilities Services	43,109	52,713	59,535	78,466	80,747	91,901	11,154	13.8%
0111134	8550	Misc. Contracted Svc.	11,143	241	5,075	1,852	5,000	5,000	-	0.0%
0111134	8741	Special Council Events	9,986	7,403	398	19,059	10,000	10,000	-	0.0%
TOTAL CONTRACTUAL SERVICES			**$ 640,761**	**$ 617,108**	**$ 652,139**	**$ 763,161**	**$ 846,794**	**$ 856,969**	**$ 10,175**	**1.2%**

CITY OF NEWARK, DELAWARE
2024 OPERATING BUDGET

General Fund - Legislative Department

Expenditures:

OTHER CHARGES			2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET * (as amended)	2024 BUDGET ** (as proposed)	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
0111135	9020	Mileage & Small Bus. Exp.	$ 1,357	$ 1,002	$ 1,101	$ 823	$ 2,000	$ 2,000	$ -	0.0%
0111135	9060	Depreciation Expense	4,120	4,120	3,743	3,366	1,680	-	(1,680)	-100.0%
0111135	9070	Training & Continuing Educ/Conf	7,478	1,592	1,940	4,351	20,000	20,000	-	0.0%
TOTAL OTHER CHARGES			**$ 12,955**	**$ 6,714**	**$ 6,784**	**$ 8,540**	**$ 23,680**	**$ 22,000**	**$ (1,680)**	**-7.1%**

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

INTER-DEPT. CHARGES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET * (as amended)	2024 BUDGET ** (as proposed)	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
Billings and Accounting	$ 5,894	$ 34,792	$ 36,066	$ 35,216	$ 36,794	$ 40,257	$ 3,463	9.4%
Electricity Used	100	10,080	6,619	6,283	7,674	7,178	(496)	-6.5%
Information Technology	65,728	76,285	73,442	70,697	81,219	82,860	1,641	2.0%
Mailroom and Postage	1,209	1,204	1,227	1,097	1,349	1,350	1	0.1%
Printing and Reproduction	128	83	104	82	143	157	14	9.8%
Records	(55,752)	(62,355)	(58,343)	(45,038)	(60,298)	(67,255)	(6,957)	11.5%
Services to Utility Funds	(315,101)	(296,014)	(296,799)	(271,618)	(316,146)	(338,297)	(22,151)	7.0%
TOTAL INTER-DEPT. CHARGES	**$ (297,794)**	**$ (235,925)**	**$ (237,684)**	**$ (203,281)**	**$ (249,265)**	**$ (273,750)**	**$ (24,485)**	**9.8%**

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET * (as amended)	2024 BUDGET ** (as proposed)	$ DIFFERENCE FROM 2023-24	% DIFFERENCE FROM 2023-24
TOTAL OPERATING EXPENSES	**$ 1,029,744**	**$ 1,118,381**	**$ 1,168,627**	**$ 1,244,495**	**$ 1,415,299**	**$ 1,505,676**	**$ 90,377**	**6.4%**

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LEGISLATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
APPENDIX A - OBJECT CODE 7131 AND 8131 - (2023 AND 2024 BUDGET COMPARISON)

LEGISLATIVE DEPARTMENT

Code	2024 IT Annual Operating Expense	Renewal	2023 Budget	2024 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	5,557.00	5,834.43	277.43	City Council Agenda Management Software Annual Subscription
8131	FTR - Recordadeck Maintenance	Annual	699.00	800.00	101.00	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	6,640.45	736.21	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:		*19,504.24*	*17,818.88*	*(1,685.36)*	
			$ 19,504.00	**$ 17,819.00**	**$ (1,685.00)**	
	7131 Subtotal:		*2,800.00*	*-*	*(2,800.00)*	
	8131 Subtotal:		*16,704.00*	*17,819.00*	*1,115.00*	