



LEGISLATIVE DEPARTMENT

2021

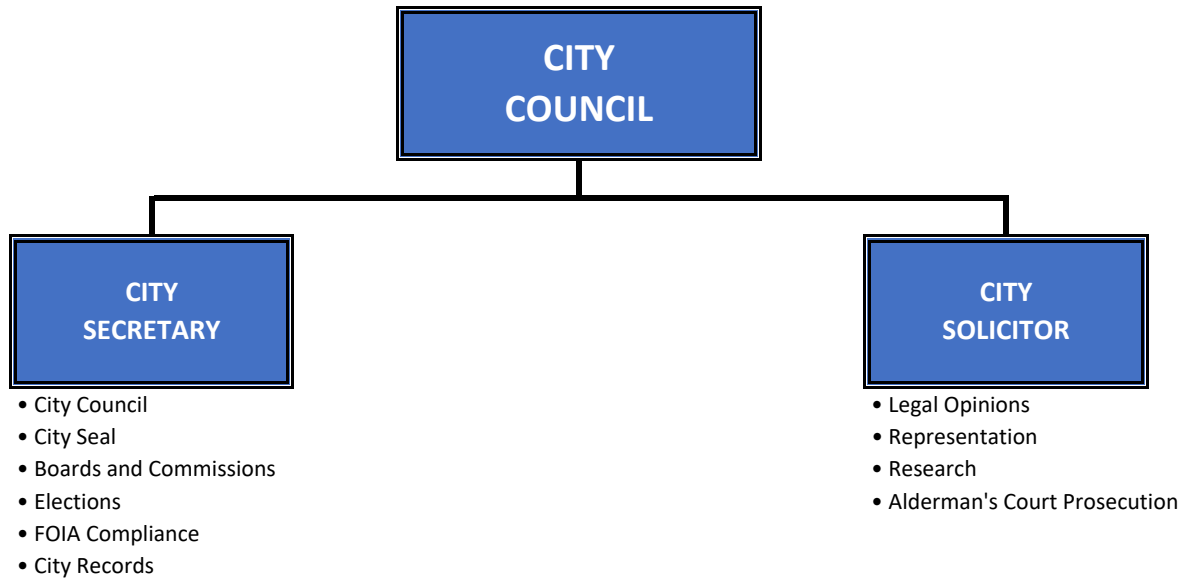
BUDGET PRESENTATION TO CITY COUNCIL

**AS PRESENTED ON:
SEPTEMBER 14, 2020**

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



**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2021 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 (currently vacant) 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'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 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 a fair, safe and accessible election 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 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. 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
2020 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2020 include:

- Successfully executed the first City election conducted by over 80% absentee voting and matched turnout over the last Council election for the districts.
- Facilitated the continued functioning of City government during COVID-19 via the implementation of virtual meetings.
- Anticipate staffing 65 Council and committee meetings in 2020, including 42 Council meetings, 7 Board of Adjustment meetings, 10 Conservation Advisory Commission meetings and 6 Election Board meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Began the implementation of the Boards and Commissions Diversity Initiative to increase outreach to Newark citizens to inform them of opportunities to participate as members of the City's boards and commissions.
- Processed 96 FOIA requests as of August 25, 2020.
- Completed training for all departments on TCM as part of the Records Division Strategic Plan rollout.
- Scanned 267,060 pages as of August 25, 2020.
- By December 31, 2020, electronic Council packets will be implemented, and recodification will be completed.

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2021 DEPARTMENTAL GOALS**

Goals for 2021 include:

- Successful execution of the 2021 Council elections with the requisite preparations for enhanced absentee balloting if required by COVID-19.
- Create a plan for increased accessibility for public meetings to provide for additional remote access for the public after COVID-19 restrictions are lifted in compliance with SS 1 to SB 243.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2022 budget process.
- Create a strategic plan for the implementation and cost of public portals to access the City's scanned records in advance of the FY2022 budget process.
- Surpass the benchmark of 2,500,000 pages scanned.
- Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.



LEGISLATIVE DEPARTMENT

EXECUTIVE SUMMARY

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

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	368,970	380,968	11,998	3.25%	*Step increases and advancements
Part-time Wages	104,065	82,077	(21,988)	-21.13%	*Decrease of -\$21,988 is due to having one Secretary P/T position unfunded in 2021.
Other Wages	18,378	16,646	(1,732)	-9.42%	*Overall decrease of -\$1,732 is due to a reduction of -\$2,000 to line item 6620 (OT) for the 2021. Smaller step increase and advancements include increases of \$166 to line item 6580 (Service Award) and \$102 to item 6590 (Sick Pay).
Benefits	242,578	241,312	(1,266)	-0.52%	*Generally flat, roughly -0.5% decrease from FY2020 to FY2021. The overall decrease in FY2021 is largely due to the following changes. Line item 6940 (City Pension Plan) decreased by -\$3,737 in 2021 while line item 6950 (Term Life Insurance) increased by \$2,476. *Please note, items 6940 and 6950 are currently under review by finance and the disbursement allocation will be updated City-wide following the departmental budget hearings.
Personnel Services	\$ 733,991	\$ 721,003	(12,988)	-1.77%	*Sum of above listed wages and benefits
Materials and Supplies	\$ 23,590	\$ 12,000	(11,590)	-49.13%	*Overall decrease of -\$15,900 in FY2021 is due to reductions of -\$1,500 to line item 7131 (IT Supplies), -\$1,840 to line item 7150 (Office Supplies) and -\$9,000 to item 7550 (Miscellaneous Supplies). Additionally for FY2021, a small increase of \$750 is budgeted for item 7210 (Election Expense).
Contractual Services	\$ 788,980	\$ 722,146	(66,834)	-8.47%	*Overall Contractual Services decreased by roughly -\$45,000 in 2021. The decrease is largely due to reductions of -\$25,000 to line item 8160 (City Solicitor) as well as -\$50,000 to item 8162 (Legal/Consulting Services). These reductions are somewhat offset due to City-Wide changes to our insurance coverage. Insurance lines increased by a total of \$24,144 in 2021. Additionally, smaller increases of \$4,191 to line item 8131 (IT Contractual), \$2,000 to item 8163 (Codification of Ordinance) as well as \$2,000 to item 8210 (Election Expenses) are budgeted in 2021. *Related to insurance, please note that the allocation for 8035 (Worker's Compensation) will be updated City-wide following the departmental budget hearings. The City-wide total will not be impacted however the allocations to each department and division will be adjusted.
Depreciation	\$ 4,120	\$ 3,743	(377)	-9.15%	*Finance Calculation
Other Expenditures	\$ 23,000	\$ 4,500	(18,500)	-80.43%	*Decrease of -\$18,500 budgeted in 2021 is due to reductions of -\$1,000 to line item 9020 (Mileage & Small Bus. Exp.) and -\$17,500 to item 9070 (Training).
Subtotal:	\$ 1,573,681	\$ 1,463,392	\$ (110,289)	-7.01%	
Inter-Dept. Charges	\$ (324,696)	\$ (289,575)	35,121	-10.82%	*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:	\$ 1,248,985	\$ 1,173,817	\$ (75,168)	-6.02%	
Full-time Positions	6	6	0	0.00%	*No change in FTE from FY2020 to FY2021. One Secretary PT position unfunded in 2021.



LEGISLATIVE DEPARTMENT

2021 OPERATING EXPENDITURES

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

General Fund - Legislative Department

Summary:

LEGISLATIVE DEPARTMENT - 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	\$ 408,200	\$ 406,060	\$ 583,486	\$ 656,472	\$ 733,991	\$ 721,003	\$ (12,988)	-1.8%
Materials and Supplies	5,932	7,406	11,316	17,350	23,590	12,000	(11,590)	-49.1%
Contractual Services	908,932	752,328	952,823	640,761	788,980	743,581	(45,399)	-5.8%
Other Charges	31,326	38,190	31,094	12,955	27,120	8,243	(18,877)	-69.6%
Subtotal	\$ 1,354,390	\$ 1,203,984	\$ 1,578,719	\$ 1,327,538	\$ 1,573,681	\$ 1,484,827	\$ (88,854)	-5.6%
Inter-Dept. Charges	(78,523)	(107,280)	(251,786)	(297,794)	(324,696)	(289,575)	35,121	-10.8%
Total Operating Expenses	\$ 1,275,867	\$ 1,096,704	\$ 1,326,933	\$ 1,029,744	\$ 1,248,985	\$ 1,195,252	\$ (53,733)	-4.3%

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

General Fund - Legislative Department

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
0111132	6020 Supervisory	\$ 85,819	\$ 85,949	\$ 88,426	\$ 91,691	\$ 93,342	\$ 96,010	\$ 2,668	2.9%
0111132	6080 Clerical	153,004	146,049	117,974	151,987	179,051	157,165	(21,886)	-12.2%
0111132	6090 Digital Records Employees	-	-	133,675	143,155	150,242	159,470	9,228	6.1%
0111132	6400 Mayor & Council	50,400	50,400	50,400	50,131	50,400	50,400	-	0.0%
0111132	6580 Service Award	1,500	414	1,008	1,125	1,302	1,468	166	12.7%
0111132	6590 Sick Pay	1,356	610	-	758	1,476	1,578	102	6.9%
0111132	6600 Part-Time	-	-	-	901	-	-	-	0.0%
0111132	6620 Overtime	5,140	6,234	19,345	12,432	15,000	13,000	(2,000)	-13.3%
0111132	6885 Device Reimbursement	-	-	600	600	600	600	-	0.0%
0111132	6920 Unemployment Comp. Ins.	2,696	2,599	2,986	3,221	3,046	2,884	(162)	-5.3%
0111132	6930 Social Security Taxes	22,133	21,636	30,426	32,921	35,410	34,640	(770)	-2.2%
0111132	6940 City Pension Plan	26,126	25,686	16,681	19,090	23,895	20,158	(3,737)	-15.6%
0111132	6941 Defined Contribution 401(a) Plan	6,434	9,375	17,927	19,699	22,242	22,811	569	2.6%
0111132	6950 Term Life Insurance	780	832	881	1,169	1,694	4,170	2,476	146.2%
0111132	6960 Group Hospitalization Ins.	43,412	40,023	84,052	105,143	134,388	134,084	(304)	-0.2%
0111132	6961 Long-Term Disability Ins.	355	337	506	762	855	1,762	907	106.1%
0111132	6962 Dental Insurance	2,808	2,444	5,007	6,014	7,199	6,622	(577)	-8.0%
0111132	6963 Flexible Spending Account	126	121	126	179	126	126	-	0.0%
0111132	6965 Post-Employment Benefits	4,586	9,058	7,087	7,371	5,346	5,596	250	4.7%
0111132	6966 Retirement Health Savings Account	1,339	2,614	5,674	6,571	7,105	7,193	88	1.2%
0111132	6967 Emergency Room Reimbursements	-	1,522	400	1,200	870	870	-	0.0%
0111132	6968 Vision Insurance Premiums	186	157	305	352	402	396	(6)	-1.5%
TOTAL PERSONNEL SERVICES		\$ 408,200	\$ 406,060	\$ 583,486	\$ 656,472	\$ 733,991	\$ 721,003	\$ (12,988)	-1.8%

**LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2021**

Title	Union Affiliation	Grade	2020 # of Positions	2020 Approved	2021 # of Positions	2021 Requested	Position Difference	\$ Difference	% Change
FULL TIME POSITIONS									
Director of Legislative Services	E & A	Appt	1.0	\$ 93,342	1.0	\$ 96,010	0.0	\$ 2,668	2.9%
Admin Professional II	CWA F/T	13	1.0	\$ 63,831	1.0	\$ 67,678	0.0	\$ 3,847	6.0%
Admin Professional I	CWA F/T	10	2.0	\$ 91,297	2.0	\$ 89,487	0.0	\$ (1,810)	-2.0%
Digital Records Mgmt Coord	CWA F/T	16	1.0	\$ 70,408	1.0	\$ 74,773	0.0	\$ 4,365	6.2%
Digital Scanner/Records Asst II	CWA F/T	8	1.0	\$ 50,092	1.0	\$ 53,020	0.0	\$ 2,928	5.8%
Total Full Time Positions			6.0	\$ 368,970	6.0	\$ 380,968	0.0	\$ 11,998	3.3%
PART-TIME FUNDING									
Mayor and Council	E & A			\$ 50,400		\$ 50,400		\$ -	0.0%
Secretary P/T *	CWA P/T			\$ 53,665		\$ 31,677		\$ (21,988)	-41.0%
Total Part-Time Funding				\$ 104,065		\$ 82,077		\$ (21,988)	-21.1%
OTHER									
Service Award				\$ 1,302		\$ 1,468		\$ 166	12.7%
Sick Pay				\$ 1,476		\$ 1,578		\$ 102	6.9%
Overtime				\$ 15,000		\$ 13,000		\$ (2,000)	-13.3%
Device Reimbursements				\$ 600		\$ 600		\$ -	0.0%
Total Other				\$ 18,378		\$ 16,646		\$ (1,732)	-9.4%
Total All			6.0	\$ 491,413	6.0	\$ 479,691	0.0	\$ (11,722)	-2.4%

* Please note, total 2020 funding for Secretary P/T positions includes two part-time employees. One of these part-time positions is unfunded in 2021 and will be reassessed for 2022.

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

General Fund - Legislative Department

Expenditures:

MATERIALS AND SUPPLIES								\$ DIFFERENCE	% DIFFERENCE	
			2016	2017	2018	2019	2020 BUDGET	2021	FROM 2020-21	FROM 2020-21
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET		
0111133	7131	Information Technology Supplies	\$ -	\$ -	\$ -	\$ 8,364	\$ 1,500	\$ -	\$ (1,500)	-100.0%
0111133	7150	Office Supplies	1,167	1,705	6,158	4,103	6,340	4,500	(1,840)	-29.0%
0111133	7160	Books, Periodicals, Etc.	4,017	5,136	4,808	4,780	5,000	5,000	-	0.0%
0111133	7210	Election Expenses	102	61	155	103	750	1,500	750	100.0%
0111133	7550	Miscellaneous Supplies	52	420	195	-	10,000	1,000	(9,000)	-90.0%
0111133	7570	Merchandise For Resale	594	84	-	-	-	-	-	0.0%
TOTAL MATERIALS & SUPPLIES			\$ 5,932	\$ 7,406	\$ 11,316	\$ 17,350	\$ 23,590	\$ 12,000	\$ (11,590)	-49.1%

CONTRACTUAL SERVICES								\$ DIFFERENCE	% DIFFERENCE	
			2016	2017	2018	2019	2020 BUDGET	2021	FROM 2020-21	FROM 2020-21
			ACTUAL	ACTUAL	ACTUAL	ACTUAL	AS AMENDED	BUDGET		
0111134	8020	Advertising	\$ 11,144	\$ 14,652	\$ 14,510	\$ 14,530	\$ 20,000	\$ 18,000	\$ (2,000)	-10.0%
0111134	8030	Casualty Insurance	11,615	12,338	11,084	10,520	11,700	13,793	2,093	17.9%
0111134	8033	Insurance - Broker	-	809	1,073	1,104	1,088	1,704	616	56.6%
0111134	8035	Insurance - Worker's Compensation	-	-	-	650	850	22,285	21,435	2521.8%
0111134	8050	Phone/Communications	283	829	360	310	325	325	-	0.0%
0111134	8060	DE League of Local Govt.	6,000	6,000	6,000	6,000	6,000	6,000	-	0.0%
0111134	8070	Aetna Hose, Hook & Ladder	68,200	70,246	-	-	-	-	-	0.0%
0111134	8071	Newark Ambulance	3,000	3,000	-	-	-	-	-	0.0%
0111134	8131	Information Technology Cont'l	5,376	14,743	9,523	26,790	8,052	12,243	4,191	52.0%
0111134	8160	City Solicitor & Deputy	366,171	299,905	321,910	334,998	350,000	325,000	(25,000)	-7.1%
0111134	8161	Lobbyist	53,200	53,200	54,000	54,000	54,000	54,000	-	0.0%
0111134	8162	Legal/Consulting Services	293,877	156,238	183,637	104,224	250,000	200,000	(50,000)	-20.0%
0111134	8163	Codification of Ordinance	9,098	10,402	11,468	6,839	8,000	10,000	2,000	25.0%
0111134	8210	Election Expenses	3,833	4,576	13,922	16,558	8,000	10,000	2,000	25.0%
0111134	8220	Community Groups	62,073	55,037	(355)	-	-	-	-	0.0%
0111134	8312	Fleet & Facilities Services	-	26,901	293,487	43,109	52,465	53,231	766	1.5%
0111134	8550	Misc. Contracted Svc.	8,271	15,946	22,596	11,143	8,500	7,000	(1,500)	-17.6%
0111134	8741	Special Council Events	6,791	7,506	9,608	9,986	10,000	10,000	-	0.0%
TOTAL CONTRACTUAL SERVICES			\$ 908,932	\$ 752,328	\$ 952,823	\$ 640,761	\$ 788,980	\$ 743,581	\$ (45,399)	-5.8%

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

General Fund - Legislative Department

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
0111135	9020 Mileage & Small Bus. Exp.	\$ 1,490	\$ 1,757	\$ 3,095	\$ 1,357	\$ 3,000	\$ 2,000	\$ (1,000)	-33.3%
0111135	9040 Dues & Professional Organizations	19,015	-	-	-	-	-	-	0.0%
0111135	9060 Depreciation Expense	10,466	10,466	7,293	4,120	4,120	3,743	(377)	-9.2%
0111135	9070 Training & Continuing Educ/Conf	355	25,967	20,706	7,478	20,000	2,500	(17,500)	-87.5%
TOTAL OTHER CHARGES		\$ 31,326	\$ 38,190	\$ 31,094	\$ 12,955	\$ 27,120	\$ 8,243	\$ (18,877)	-69.6%

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	\$ 25,342	\$ 22,868	\$ 29,115	\$ 5,894	\$ 27,904	\$ 28,859	\$ 955	3.4%
	Building and Grounds	24,147	-	-	-	-	-	-	0.0%
	Electricity Used	10,677	30,870	10,148	100	8,605	9,980	1,375	16.0%
	Information Technology	37,913	70,400	74,994	65,728	79,669	76,553	(3,116)	-3.9%
	Mailroom and Postage	-	-	7	1,209	1,230	1,403	173	14.1%
	Printing and Reproduction	2,898	147	137	128	200	143	(57)	-28.5%
	Records	-	-	(51,861)	(55,752)	(59,538)	(62,299)	(2,761)	4.6%
	Services to Utility Funds	(179,500)	(231,565)	(314,326)	(315,101)	(382,766)	(344,214)	38,552	-10.1%
TOTAL INTER-DEPT. CHARGES		\$ (78,523)	\$ (107,280)	\$ (251,786)	\$ (297,794)	\$ (324,696)	\$ (289,575)	\$ 35,121	-10.8%

OPERATING EXPENSES - LEGISLATIVE DEPARTMENT		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		\$ 1,275,867	\$ 1,096,704	\$ 1,326,933	\$ 1,029,744	\$ 1,248,985	\$ 1,195,252	\$ (53,733)	-4.3%



LEGISLATIVE DEPARTMENT

APPENDICES

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

LEGISLATIVE DEPARTMENT

Code	2021 IT Annual Operating Expense	Renewal	2020 Budget	2021 Budget	+/- Prior Year	Description
8131	Agenda Management Software	Annual	1,109.00	5,300.00	4,191.00	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 - Allocated	Annual	2,077.38	2,077.38	-	Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management
8131	VOIP Networks - Cloud9 VOIP Subscription - Allocated	Monthly	4,166.67	4,166.67	-	VOIP Phone System
<i>8131 Subtotal:</i>			<i>8,052.05</i>	<i>12,243.05</i>	<i>4,191.00</i>	
			\$ 8,052.00	\$ 12,243.00	\$ 4,191.00	