



LEGISLATIVE DEPARTMENT

2022 BUDGET PRESENTATION

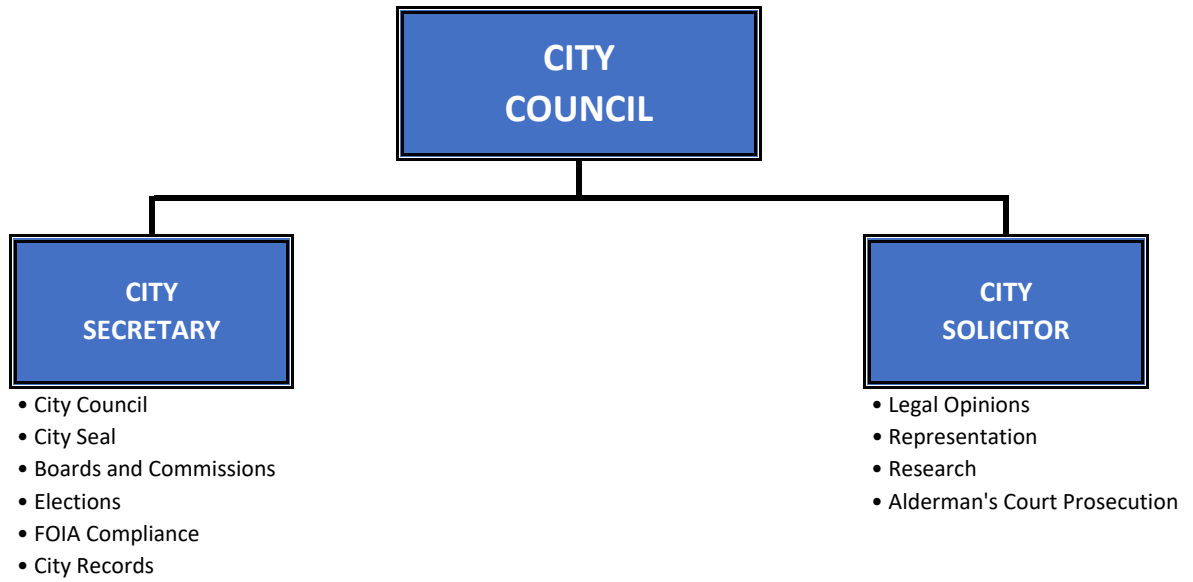
**AS PRESENTED ON:
SEPTEMBER 13th, 2021**

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



**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 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
2021 DEPARTMENTAL ACCOMPLISHMENTS**

Key accomplishments in 2021 include:

- Working with the IT Division to create and implement a hybrid in-person and virtual meeting solution to continue encouraging more avenues of public participation post-COVID.
- Anticipate staffing 67 Council and committee meetings in 2021, including 36 Council meetings, 6 Board of Adjustment meetings, 11 Conservation Advisory Commission meetings, 5 Election Board meetings, 4 Diversity and Inclusion Commission meetings and 5 Reapportionment Committee meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- Successfully executed District 1 special election, including expanded absentee voting program. Preparations, including expanded absentee voting program, were also completed for District 2 prior to the election cancellation.
- Providing administrative support for the decennial Council district reapportionment to go into effect for the 2022 City elections. This includes staffing the Reapportionment Committee and notification of all voters that have been moved to another district prior to the 2022 election.
- Supporting the newly constituted Diversity and Inclusion Commission.
- Processed 101 FOIA requests as of August 27, 2021. Additionally, no FOIA complaints have been filed against the City for the third year in a row.
- Processed 405 lien certificate requests as of August 27, 2021, which is a 57% increase over the same time period in 2020.
- Made substantial progress through the departmental scanning backlogs during the COVID-19 pandemic while departments were working remotely.
- Scanned 269,745 pages as of August 27, 2021 and processed over 250 boxes of documents for approval by State Archives for destruction.
- Achieved full staffing of the department for the first time since April 2020.
- Completed remodeling of City Secretary's Office to better manage employee safety and document storage. With the exception of new shelving that was built in house by the Facilities team, all items used in the renovation were repurposed from existing supplies at minimal cost to the City. This office was last reconfigured in the late 1990s.

**CITY OF NEWARK, DELAWARE
LEGISLATIVE DEPARTMENT
2022 DEPARTMENTAL GOALS**

Goals for 2022 include:

- Successful execution of the 2022 Mayoral and Council elections as well as a potential City-wide referendum.
- Return to in-person public meetings with remote access options to better engage the public and increase attendance.
- Successful completion of inaugural Council member training series.
- Create a plan for the expansion of the electronic packet program for standing boards and commissions in advance of the FY2023 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

2022 BUDGET DOCUMENTS

**CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET
LEGISLATIVE DEPARTMENT**

EXECUTIVE SUMMARY

| EXPENDITURE BUDGET | | | | | |
|----------------------------------|---------------------|---------------------|-----------------------------------|-----------------------------|--|
| Object Level Detail: | FY2021 Appr'd | FY2022 Rec'd | FY2021 Appr'd vs. FY2022 Rec'd | % +/- over FY2021 Appr'd | Comments |
| Full-time Wages | 380,968 | 392,756 | 11,788 | 3.09% | *Step increases and advancements. |
| Part-time Wages | 96,477 | 114,779 | 18,302 | 18.97% | *Increase is FY22 is due to the Admin Professional I P/T position which was partially funded in 2021, now being fully funded in 2022. Also step increases and advancements as well. |
| Other Wages | 12,646 | 18,854 | 6,208 | 49.09% | *FY22 overall increase is largely due to an additional \$6,000 being allocated to item 6620 (Overtime), which brings it back to its FY20 approved budget level and accounts for the return to in-person meetings, addition of monthly staffing for the Diversity and Inclusion Commission, and the potential for two City-wide elections. |
| Benefits | 274,938 | 298,661 | 23,723 | 8.63% | *FY22 increase is largely due to increases of \$3,557 to item 6930 (Social Security Taxes), \$3,340 to item 6940 (City Pension), \$9,824 to item 6960 (Group Hospitalization) and \$6,284 to item 6965 (OPEB). |
| Personnel Services | \$ 765,029 | \$ 825,050 | 60,021 | 7.85% | *Sum of above listed wages and benefits. |
| Materials and Supplies | \$ 11,600 | \$ 12,700 | 1,100 | 9.48% | *FY22 increase of \$1,100 is due to an addition of \$700 to item 7160 (Books, Periodicals, Etc.), which is the result of a rate increase for Solicitor legal books; and an addition of \$400 to item 7210 (Election Supplies) to cover the needs for two potential City-wide elections. |
| Contractual Services | \$ 721,494 | \$ 810,678 | 89,184 | 12.36% | *FY22 overall increase is largely due to City-wide allocation changes to insurance lines, plus increases to the following: * \$7,000 to item 8020 (Advertising) for an anticipated rate increase for legal ads in 2022. * \$4,204 to item 8131 (IT Contractual) for reallocation of software costs and addition of scanner maintenance funding. * \$25,000 to item 8160 (City Solicitor & Deputy) which was the budgeted figure prior to being cut voluntarily in FY2021 as a result of COVID changes. A portion of these funds will be funded by ARPA as they will relate to ARPA compliance legal work. * \$1,000 to item 8161 (Lobbyist) for a contractually obligated increase. * \$2,000 to item 8163 (Codification of Ordinance) for increases due to anticipated updates to City Code for property maintenance and zoning codes. * \$31,200 to item 8210 (Election Expenses) to cover the expenses for two potential City-wide elections. |
| Other - Depreciation | \$ 3,743 | \$ 13,648 | 9,905 | 264.63% | *Finance Calculation. |
| Other Expenditures | \$ 4,500 | \$ 22,000 | 17,500 | 388.89% | *FY22 increase of \$17,500 is in the training line, which includes Mayor, Council and staff related trainings. The training budget was reduced in FY21 due to COVID related changes and reductions and the FY22 request matches the approved FY20 budgeted funding. |
| Subtotal: | \$ 1,506,366 | \$ 1,684,076 | \$ 177,710 | 11.80% | |
| Inter-Dept. Charges | \$ (294,673) | \$ (346,780) | (52,107) | 17.68% | *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: | \$ 1,211,693 | \$ 1,337,296 | \$ 125,603 | 10.37% | |
| Full-time Positions | 6 | 6 | 0 | 0.00% | *No change in FTE from FY2021 to FY2022. Admin Professional I P/T position was partially funded in 2021. now fully funded in 2022. |



LEGISLATIVE DEPARTMENT

2022 OPERATING EXPENDITURES

CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET

General Fund - Legislative Department

Summary:

| LEGISLATIVE DEPARTMENT - SUMMARY | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET AS AMENDED | 2022 BUDGET | \$ DIFFERENCE FROM 2021-22 | % DIFFERENCE FROM 2021-22 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|---------------------|-------------------------------|------------------------------|
| <u>OPERATING EXPENSES</u> | | | | | | | | |
| Personnel Services | \$ 406,060 | \$ 583,486 | \$ 656,472 | \$ 718,040 | \$ 765,029 | \$ 825,050 | \$ 60,021 | 7.8% |
| Materials and Supplies | 7,406 | 11,316 | 17,350 | 12,444 | 11,600 | 12,700 | 1,100 | 9.5% |
| Contractual Services | 752,328 | 952,823 | 640,761 | 617,108 | 721,494 | 810,678 | 89,184 | 12.4% |
| Other Charges | 38,190 | 31,094 | 12,955 | 6,714 | 8,243 | 35,648 | 27,405 | 332.5% |
| Subtotal | \$ 1,203,984 | \$ 1,578,719 | \$ 1,327,538 | \$ 1,354,306 | \$ 1,506,366 | \$ 1,684,076 | \$ 177,710 | 11.8% |
| Inter-Dept. Charges | (107,280) | (251,786) | (297,794) | (235,925) | (294,673) | (346,780) | (52,107) | 17.7% |
| Total Operating Expenses | \$ 1,096,704 | \$ 1,326,933 | \$ 1,029,744 | \$ 1,118,381 | \$ 1,211,693 | \$ 1,337,296 | \$ 125,603 | 10.4% |

**CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET**

General Fund - Legislative Department

Expenditures:

| PERSONNEL SERVICES | | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET AS AMENDED | 2022 BUDGET | \$ DIFFERENCE FROM 2021-22 | % DIFFERENCE FROM 2021-22 |
|---------------------------------|--|------------------------|------------------------|------------------------|------------------------|-----------------------------------|------------------------|---------------------------------------|--------------------------------------|
| 0111132 | 6020 Supervisory | \$ 85,949 | \$ 88,426 | \$ 91,691 | \$ 99,038 | \$ 96,010 | \$ 95,642 | \$ (368) | -0.4% |
| 0111132 | 6080 Clerical | 146,049 | 117,974 | 151,987 | 162,180 | 173,065 | 196,186 | 23,121 | 13.4% |
| 0111132 | 6090 Digital Records Employees | - | 133,675 | 143,155 | 156,431 | 159,470 | 165,307 | 5,837 | 3.7% |
| 0111132 | 6400 Mayor & Council | 50,400 | 50,400 | 50,131 | 52,608 | 48,900 | 50,400 | 1,500 | 3.1% |
| 0111132 | 6580 Service Award | 414 | 1,008 | 1,125 | 1,302 | 1,468 | 1,645 | 177 | 12.1% |
| 0111132 | 6590 Sick Pay | 610 | - | 758 | 1,170 | 1,578 | 1,609 | 31 | 2.0% |
| 0111132 | 6600 Part-Time | - | - | 901 | - | - | - | - | 0.0% |
| 0111132 | 6620 Overtime | 6,234 | 19,345 | 12,432 | 7,792 | 9,000 | 15,000 | 6,000 | 66.7% |
| 0111132 | 6885 Device Reimbursement | - | 600 | 600 | 600 | 600 | 600 | - | 0.0% |
| 0111132 | 6920 Unemployment Comp. Ins. | 2,599 | 2,986 | 3,221 | 3,585 | 2,884 | 3,283 | 399 | 13.8% |
| 0111132 | 6930 Social Security Taxes | 21,636 | 30,426 | 32,921 | 34,800 | 34,640 | 38,197 | 3,557 | 10.3% |
| 0111132 | 6940 City Pension Plan | 25,686 | 16,681 | 19,090 | 23,895 | 56,750 | 60,090 | 3,340 | 5.9% |
| 0111132 | 6941 Defined Contribution 401(a) Plan | 9,375 | 17,927 | 19,699 | 22,694 | 22,811 | 23,473 | 662 | 2.9% |
| 0111132 | 6950 Term Life Insurance | 832 | 881 | 1,169 | 1,286 | 2,085 | 1,825 | (260) | -12.5% |
| 0111132 | 6960 Group Hospitalization Ins. | 40,023 | 84,052 | 105,143 | 125,138 | 134,084 | 143,908 | 9,824 | 7.3% |
| 0111132 | 6961 Long-Term Disability Ins. | 337 | 506 | 762 | 854 | 881 | 514 | (367) | -41.7% |
| 0111132 | 6962 Dental Insurance | 2,444 | 5,007 | 6,014 | 6,247 | 6,622 | 6,872 | 250 | 3.8% |
| 0111132 | 6963 Flexible Spending Account | 121 | 126 | 179 | 126 | 126 | 126 | - | 0.0% |
| 0111132 | 6965 Post-Employment Benefits | 9,058 | 7,087 | 7,371 | 8,541 | 5,596 | 11,880 | 6,284 | 112.3% |
| 0111132 | 6966 Retirement Health Savings Account | 2,614 | 5,674 | 6,571 | 7,380 | 7,193 | 7,215 | 22 | 0.3% |
| 0111132 | 6967 Emergency Room Reimbursements | 1,522 | 400 | 1,200 | 2,000 | 870 | 870 | - | 0.0% |
| 0111132 | 6968 Vision Insurance Premiums | 157 | 305 | 352 | 373 | 396 | 408 | 12 | 3.0% |
| TOTAL PERSONNEL SERVICES | | \$ 406,060 | \$ 583,486 | \$ 656,472 | \$ 718,040 | \$ 765,029 | \$ 825,050 | \$ 60,021 | 7.8% |

**LEGISLATIVE DEPARTMENT
WAGE AND SALARY BUDGET - 2022**

| TITLE | UNION AFFILIATION | GRADE | 2021 # OF POSITIONS | 2021 AS AMENDED | 2022 # OF POSITIONS | 2022 AS PROPOSED | POSITION DIFFERENCE | \$ DIFFERENCE | % CHANGE |
|----------------------------------|-------------------|-------|---------------------|-------------------|---------------------|-------------------|---------------------|------------------|--------------|
| FULL TIME POSITIONS | | | | | | | | | |
| Director of Legislative Services | E & A | Appt | 1.0 | \$ 96,010 | 1.0 | \$ 95,642 | 0.0 | \$ (368) | -0.4% |
| Admin Professional II | CWA F/T | 13 | 1.0 | \$ 67,678 | 1.0 | \$ 70,110 | 0.0 | \$ 2,432 | 3.6% |
| Admin Professional I | CWA F/T | 10 | 2.0 | \$ 89,487 | 2.0 | \$ 94,555 | 0.0 | \$ 5,068 | 5.7% |
| Digital Records Mgmt Coord | CWA F/T | 16 | 1.0 | \$ 74,773 | 1.0 | \$ 77,501 | 0.0 | \$ 2,728 | 3.6% |
| Digital Scanner/Records Asst II | CWA F/T | 8 | 1.0 | \$ 53,020 | 1.0 | \$ 54,948 | 0.0 | \$ 1,928 | 3.6% |
| Total Full Time Positions | | | 6.0 | \$ 380,968 | 6.0 | \$ 392,756 | 0.0 | \$ 11,788 | 3.1% |
| PART-TIME FUNDING | | | | | | | | | |
| Mayor and Council | E & A | | | \$ 48,900 | | \$ 50,400 | | \$ 1,500 | 3.1% |
| Admin Professional I * | CWA P/T | | | \$ 15,900 | | \$ 31,521 | | \$ 15,621 | 98.2% |
| Secretary | CWA P/T | | | \$ 31,677 | | \$ 32,858 | | \$ 1,181 | 3.7% |
| Total Part-Time Funding | | | | \$ 96,477 | | \$ 114,779 | | \$ 18,302 | 19.0% |
| OTHER | | | | | | | | | |
| Service Award | | | | \$ 1,468 | | \$ 1,645 | | \$ 177 | 12.1% |
| Sick Pay | | | | \$ 1,578 | | \$ 1,609 | | \$ 31 | 2.0% |
| Overtime | | | | \$ 9,000 | | \$ 15,000 | | \$ 6,000 | 66.7% |
| Device Reimbursements | | | | \$ 600 | | \$ 600 | | \$ - | 0.0% |
| Total Other | | | | \$ 12,646 | | \$ 18,854 | | \$ 6,208 | 49.1% |
| Total All | | | 6.0 | \$ 490,091 | 6.0 | \$ 526,389 | 0.0 | \$ 36,298 | 7.4% |

* Please note that the Admin Professional I P/T position was partially funded in 2021.

**CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET**

General Fund - Legislative Department

Expenditures:

| MATERIALS AND SUPPLIES | | | | | | | | \$ DIFFERENCE | % DIFFERENCE | |
|---------------------------------------|------|---------------------------------|-----------------|------------------|------------------|--------------------|------------------|----------------------|---------------------|-------------|
| | | | | | | | | FROM 2021-22 | FROM 2021-22 | |
| | | 2017 | 2018 | 2019 | 2020 | 2021 BUDGET | 2022 | | | |
| | | ACTUAL | ACTUAL | ACTUAL | ACTUAL | AS AMENDED | BUDGET | | | |
| 0111133 | 7131 | Information Technology Supplies | \$ - | \$ - | \$ 8,364 | \$ 2,786 | \$ - | \$ - | \$ - | 0.0% |
| 0111133 | 7150 | Office Supplies | 1,705 | 6,158 | 4,103 | 2,333 | 4,500 | 4,500 | - | 0.0% |
| 0111133 | 7160 | Books, Periodicals, Etc. | 5,136 | 4,808 | 4,780 | 5,607 | 5,000 | 5,700 | 700 | 14.0% |
| 0111133 | 7210 | Election Expenses | 61 | 155 | 103 | 1,635 | 1,100 | 1,500 | 400 | 36.4% |
| 0111133 | 7550 | Miscellaneous Supplies | 420 | 195 | - | 83 | 1,000 | 1,000 | - | 0.0% |
| 0111133 | 7570 | Merchandise For Resale | 84 | - | - | - | - | - | - | 0.0% |
| TOTAL MATERIALS & SUPPLIES | | | \$ 7,406 | \$ 11,316 | \$ 17,350 | \$ 12,444 | \$ 11,600 | \$ 12,700 | \$ 1,100 | 9.5% |

| CONTRACTUAL SERVICES | | | | | | | | \$ DIFFERENCE | % DIFFERENCE | |
|-----------------------------------|------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|----------------------|---------------------|--------------|
| | | | | | | | | FROM 2021-22 | FROM 2021-22 | |
| | | 2017 | 2018 | 2019 | 2020 | 2021 BUDGET | 2022 | | | |
| | | ACTUAL | ACTUAL | ACTUAL | ACTUAL | AS AMENDED | BUDGET | | | |
| 0111134 | 8020 | Advertising | \$ 14,652 | \$ 14,510 | \$ 14,530 | \$ 17,837 | \$ 18,000 | \$ 25,000 | \$ 7,000 | 38.9% |
| 0111134 | 8030 | Casualty Insurance | 12,338 | 11,084 | 10,520 | 11,262 | 13,793 | 18,935 | 5,142 | 37.3% |
| 0111134 | 8033 | Insurance - Broker | 809 | 1,073 | 1,104 | 1,115 | 1,704 | 1,786 | 82 | 4.8% |
| 0111134 | 8035 | Insurance - Worker's Compensation | - | - | 650 | 793 | 850 | 1,600 | 750 | 88.2% |
| 0111134 | 8050 | Phone/Communications | 829 | 360 | 310 | 348 | 325 | 1,265 | 940 | 289.2% |
| 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 | 70,246 | - | - | - | - | - | - | 0.0% |
| 0111134 | 8071 | Newark Ambulance | 3,000 | - | - | - | - | - | - | 0.0% |
| 0111134 | 8131 | Information Technology Cont'l | 14,743 | 9,523 | 26,790 | 7,278 | 12,243 | 16,447 | 4,204 | 34.3% |
| 0111134 | 8160 | City Solicitor & Deputy | 299,905 | 321,910 | 334,998 | 322,829 | 325,000 | 350,000 | 25,000 | 7.7% |
| 0111134 | 8161 | Lobbyist | 53,200 | 54,000 | 54,000 | 54,000 | 54,000 | 55,000 | 1,000 | 1.9% |
| 0111134 | 8162 | Legal/Consulting Services | 156,238 | 183,637 | 104,224 | 119,817 | 197,700 | 200,000 | 2,300 | 1.2% |
| 0111134 | 8163 | Codification of Ordinance | 10,402 | 11,468 | 6,839 | 10,082 | 10,000 | 12,000 | 2,000 | 20.0% |
| 0111134 | 8210 | Election Expenses | 4,576 | 13,922 | 16,558 | 5,390 | 3,800 | 35,000 | 31,200 | 821.1% |
| 0111134 | 8220 | Community Groups | 55,037 | (355) | - | - | - | - | - | 0.0% |
| 0111134 | 8312 | Fleet & Facilities Services | 26,901 | 293,487 | 43,109 | 52,713 | 62,579 | 72,645 | 10,066 | 16.1% |
| 0111134 | 8550 | Misc. Contracted Svc. | 15,946 | 22,596 | 11,143 | 241 | 5,500 | 5,000 | (500) | -9.1% |
| 0111134 | 8741 | Special Council Events | 7,506 | 9,608 | 9,986 | 7,403 | 10,000 | 10,000 | - | 0.0% |
| TOTAL CONTRACTUAL SERVICES | | | \$ 752,328 | \$ 952,823 | \$ 640,761 | \$ 617,108 | \$ 721,494 | \$ 810,678 | \$ 89,184 | 12.4% |

**CITY OF NEWARK, DELAWARE
2022 OPERATING BUDGET**

General Fund - Legislative Department

Expenditures:

| OTHER CHARGES | | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET AS AMENDED | 2022 BUDGET | \$ DIFFERENCE FROM 2021-22 | % DIFFERENCE FROM 2021-22 |
|----------------------------|--------------------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------------|------------------------|---------------------------------------|--------------------------------------|
| 0111135 | 9020 Mileage & Small Bus. Exp. | \$ 1,757 | \$ 3,095 | \$ 1,357 | \$ 1,002 | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |
| 0111135 | 9060 Depreciation Expense | 10,466 | 7,293 | 4,120 | 4,120 | 3,743 | 13,648 | 9,905 | 264.6% |
| 0111135 | 9070 Training & Continuing Educ/Conf | 25,967 | 20,706 | 7,478 | 1,592 | 2,500 | 20,000 | 17,500 | 700.0% |
| TOTAL OTHER CHARGES | | \$ 38,190 | \$ 31,094 | \$ 12,955 | \$ 6,714 | \$ 8,243 | \$ 35,648 | \$ 27,405 | 332.5% |

*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 | | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET AS AMENDED | 2022 BUDGET | \$ DIFFERENCE FROM 2021-22 | % DIFFERENCE FROM 2021-22 |
|----------------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------------|------------------------|---------------------------------------|--------------------------------------|
| | Billings and Accounting | \$ 22,868 | \$ 29,115 | \$ 5,894 | \$ 34,792 | \$ 28,262 | \$ 7,195 | \$ (21,067) | -74.5% |
| | Electricity Used | 30,870 | 10,148 | 100 | 10,080 | 9,980 | 10,176 | 196 | 2.0% |
| | Information Technology | 70,400 | 74,994 | 65,728 | 76,285 | 71,928 | 87,640 | 15,712 | 21.8% |
| | Mailroom and Postage | - | 7 | 1,209 | 1,204 | 1,403 | 1,269 | (134) | -9.6% |
| | Printing and Reproduction | 147 | 137 | 128 | 83 | 143 | 143 | - | 0.0% |
| | Records | - | (51,861) | (55,752) | (62,355) | (62,299) | (66,715) | (4,416) | 7.1% |
| | Services to Utility Funds | (231,565) | (314,326) | (315,101) | (296,014) | (344,090) | (386,488) | (42,398) | 12.3% |
| TOTAL INTER-DEPT. CHARGES | | \$ (107,280) | \$ (251,786) | \$ (297,794) | \$ (235,925) | \$ (294,673) | \$ (346,780) | \$ (52,107) | 17.7% |

| OPERATING EXPENSES - LEGISLATIVE DEPARTMENT | | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET AS AMENDED | 2022 BUDGET | \$ DIFFERENCE FROM 2021-22 | % DIFFERENCE FROM 2021-22 |
|--|--|------------------------|------------------------|------------------------|------------------------|-----------------------------------|------------------------|---------------------------------------|--------------------------------------|
| TOTAL OPERATING EXPENSES | | \$ 1,096,704 | \$ 1,326,933 | \$ 1,029,744 | \$ 1,118,381 | \$ 1,211,693 | \$ 1,337,296 | \$ 125,603 | 10.4% |



LEGISLATIVE DEPARTMENT

APPENDICES

CITY OF NEWARK, DELAWARE
 LEGISLATIVE DEPARTMENT
 APPENDIX A - OBJECT CODE 8131 - (2021 AND 2022 BUDGET COMPARISON)

LEGISLATIVE DEPARTMENT

| Code | 2022 IT Annual Operating Expense | Renewal | 2021 Budget | 2022 Budget | +/- Prior Year | Description |
|------|---|-----------|---------------------|---------------------|--------------------|---|
| 8131 | Agenda Management Software | Annual | 5,300.00 | 5,300.00 | - | 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 | 2,077.38 | 5,904.24 | 3,826.86 | Tyler Technologies Munis - Finance and Accounting, Taxes, Permitting, Licenses, Work Order Management |
| 8131 | VOIP Networks - Cloud9 VOIP Subscription - Allocated | Monthly | 4,166.67 | 4,244.00 | 77.33 | VOIP Phone System |
| | <i>8131 Subtotal:</i> | | 12,243.05 | 16,447.24 | 4,204.19 | |
| | | | \$ 12,243.00 | \$ 16,447.00 | \$ 4,204.00 | |