



2018 Departmental Budget Presentation

(Version 2)

Legislative Department

July 31, 2017

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Opening Remarks

- ▶ Based on feedback received in previous years, staff felt it was the desire of Council to be involved in the budget process earlier. By presenting the budget today and in greater detail, it is our hope that the direction staff receives from Council will help meet expectations when the entire budget is presented during the Fall.
- ▶ Departments met internally to review the 2018 OpEx and CIP budget requests from July 10th through July 12th with the City Manager's Office, the Finance Director and Finance staff.
- ▶ The departmental budgets Council will see over the next few weeks represent the requests of all departments derived from our Budget Workshop.
- ▶ It is important to stress that these presentations are starting very early in the process and are subject to change as we roll up the total requests across departments and make cuts as necessary to trim the budget to meet our revenue projections.
- ▶ The 2018 budget will represent the first operating budget where the Munis system was used by departments to submit their budget requests.
 - ▶ Information Technology and Finance Staff successfully installed, tested and trained City staff to use the Budget module of Munis this past Spring.
 - ▶ Presentations you will see over the next few weeks were created specifically for these departmental budget hearings and will all be presented in the same, uniform format to help simplify the amount of information that is to be presented.

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Overview of Budget Process

TITLE	DATE	COMMENTS	NOTE
Department Budget Hearing	Monday, July 31, 2017	Council Direction to be given for Information Technology & Legislation	7/13/2017 - Swap Electric and Alderman's Court with Information Technology
Department Budget Hearing	Wednesday, August 16, 2017	Council Direction to be given for Parks, Planning & Development	Move to 8/14 if agenda permits
Department Budget Hearing	Monday, August 21, 2017	Council Direction to be given for PWWR	
Department Budget Hearing	Wednesday, September 6, 2017	Council Direction to be given for Alderman's Court, Electric and Finance	Move to 9/11 if agenda permits. 7/13/2017 - Move to July 31 and swap with Electric, Alderman's Court
Department Budget Hearing	Wednesday, September 13, 2017	Council Direction to be given for Police & Administration	
Financial Workshop #1	Monday, September 18, 2017	Budget Overview - 3rd Monday	
Planning Commission Approval of CIP	Tuesday, October 3, 2017	1st Tuesday	
Budget Hearing #1	Monday, November 6, 2017	1st Monday	
Budget Hearing #2	Monday, November 20, 2017	3rd Monday (if needed)	
Adoption of Budget	Monday, December 4, 2017	1st Monday (if needed)	

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Legislative Department General Duties

- ▶ Provides clerical, administrative, research and staff support to Council, boards/commissions/committees, and the City Solicitor and Deputy City Solicitor.
- ▶ Serves as FOIA Coordinator for the City ensuring that document requests are fulfilled in a timely fashion and that meetings are open and accessible to citizens.
- ▶ Acts as keeper of the City's permanent records and documents in both digital and hard copy formats.
- ▶ Performs as the administrative support for the City Solicitor's Office.
- ▶ Fulfills other duties as assigned by the City Code or by Council, such as serving as franchise complaint officer and issuing peddler/vendor licenses, solicitation registrations and lien certificates.

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Legislative Department Accomplishments for 2017

- ▶ Completion of the Boards and Commissions Review Committee reviews of all 14 City boards and commissions with all recommendations presented to and considered by Council.
- ▶ Completion of the proofing of the legal review of the City Code for the recodification process.
- ▶ Realignment of duties in the Legislative Department to distribute them more efficiently and effectively.
- ▶ Cross training of all staff members in the Legislative Department to serve as backups while individuals are out of the office to ensure more effective service to internal and external customers.
- ▶ Anticipate staffing 66 Council and committee meetings in 2017, including 39 Council meetings, 9 Board of Adjustment meetings, 3 Boards and Commissions Review Committee meetings, 11 Conservation Advisory Commission meetings and 4 Election Board meetings. This includes agendas, minutes, website postings, legal notices (where applicable), and agenda packets (where applicable).
- ▶ Successfully executed 2017 City Council election with significant Board turnover before and during the election cycle, including training of new members, consolidation of worker training and utilization of new polling places.

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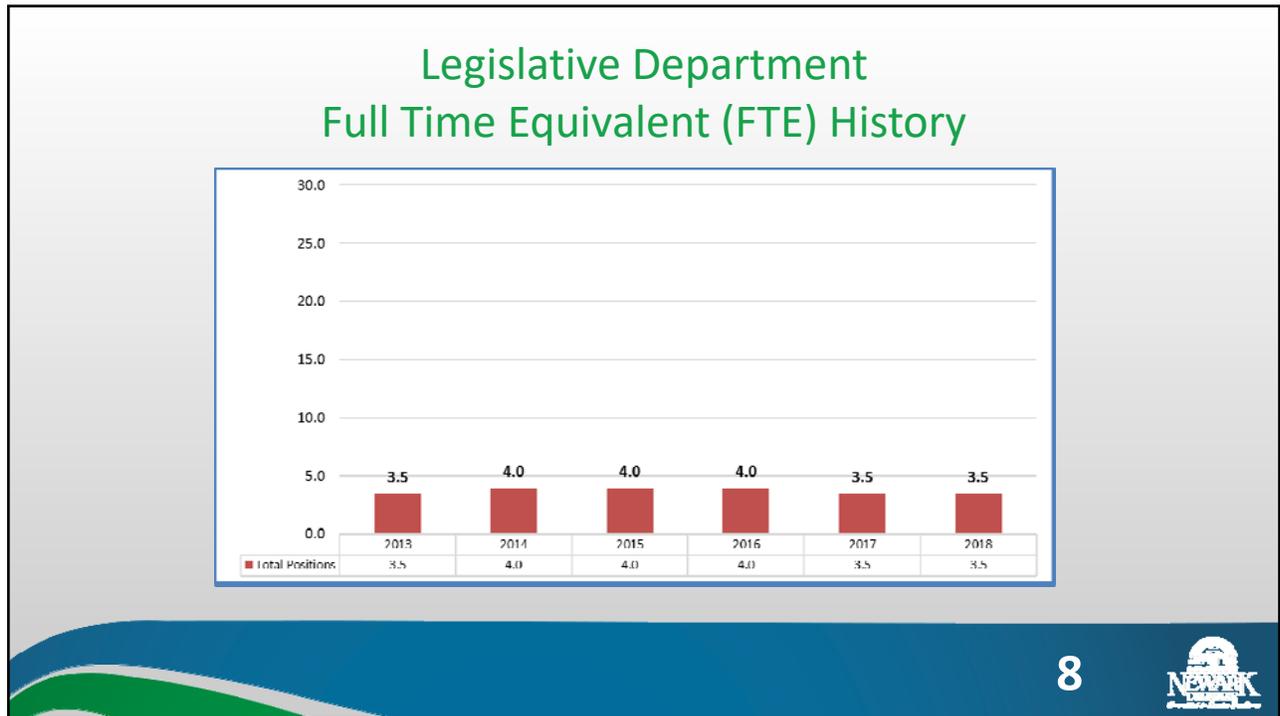
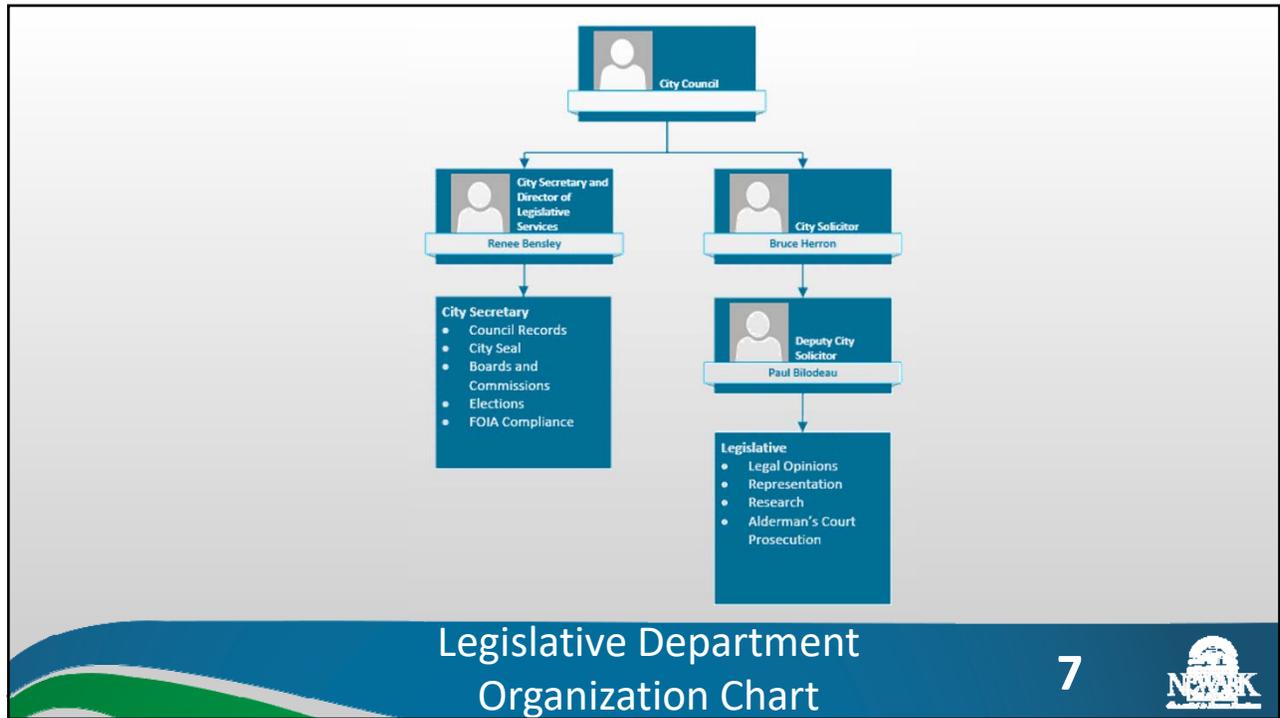


Legislative Department Goals for 2018

- ▶ Completion of the recodification process for City Code.
- ▶ Completion of the implementation of agenda management software and electronic packets if approved by Council.
- ▶ Successful execution of the 2018 Council elections and an anticipated referendum.
- ▶ 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 Budget Details

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Personnel Services:	\$379,781	-\$21,666	-5.40%
<p>Health insurance assumes an increase of 8% for 2018, which is equal to the increase experienced by the City in 2017. Salary assumptions include anticipated step increases when due per contract, and cost of living adjustments of 1.5% for Management, CWA and FOP employees. Overtime increase is reflective of the additional Council meetings requiring coverage in 2017 and anticipated to continue in 2018.</p>			

Legislative Department Budget Details

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Materials and Supplies:	\$9,100	(\$7,000)	-43.48%
<p>Funding is primarily for office and election supplies as well as costs related to any potential Council turnover.</p>			

Legislative Department Budget Details

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Contractual Services:	\$922,536	(\$42,287)	-4.38%
<p>Increase in budget request for City Solicitor (\$25,000) and elections (\$3,000) offset by transfer of Revenue Sharing funds to Planning and Development (\$60,000), decrease in phone/communications (\$6,000) and IT contractual (\$4,353).</p>			



Legislative Department Budget Details

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Depreciation:	\$10,500	\$34	0.32%
<p>Depreciation expense is calculated annually by the Department of Finance and is based upon the equipment utilized by each department. This amount will rise and fall depending on the number of equipment, cost of equipment and useful life of the assets.</p>			



Legislative Department Budget Details

Object Level	FY2018 Recommended	\$ Change over FY2017	% Change
Other Expenditures:	\$33,000	\$4,000	13.79%
Increase in Training line is reflective of the increase in Council members attending conferences in 2017 with the budget line adjusted proportionately.			

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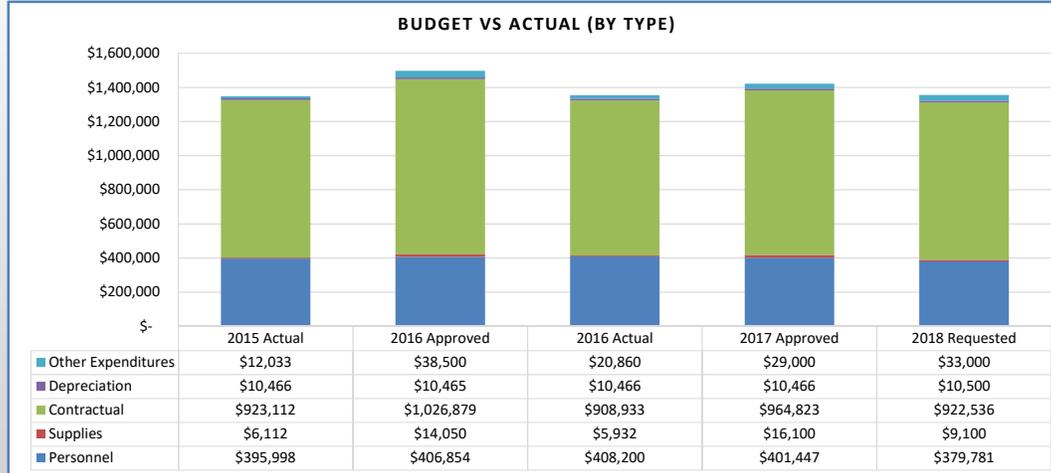
Legislative Department Contractual Services Detail

Object Code	Description	Amount Requested	Use of Funds (Description)
8020	Advertising	\$ 12,500	Legal notices and agenda advertisements in Newark Post and The News Journal
8030	Casualty Insurance	\$ 11,551	Allocation provided by Finance.
8033	Insurance - Broker	\$ 1,075	Allocation provided by Finance.
8050	Phone/Communications	\$ 300	Landline and Fax Services
8060	DE League of Local Govt.	\$ 6,000	Dues based on population size
8070	Aetna Hose, Hook & Ladder	\$ 70,246	Annual revenue sharing.
8071	Newark Ambulance	\$ 3,000	Annual revenue sharing.
8131	Information Technology Cont'l	\$ 40,664	Department's share of IT costs, as provided by Information Technology.
8160	City Solicitor & Deputy	\$ 325,000	City Solicitor and Deputy City Solicitor funds
8161	Lobbyist	\$ 53,200	Lobbyist contract funds
8162	Legal/Consulting Services	\$ 350,000	Outside legal services retained for specific cases/topics and unbudgeted Council requests for contractual services
8163	Codification of Ordinance	\$ 8,000	Maintenance of online and hard copy books for City Code
8210	Election Expenses	\$ 25,000	Expenses related to elections for three Council members in April and one referendum
8550	Misc. Contracted Svc.	\$ 8,500	Online transcription service for Council meetings
8741	Special Council Events	\$ 7,500	Employee holiday party/gift and miscellaneous expenses (e.g. funeral services acknowledgement)
Total		\$ 922,536	

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Legislative Department Budget vs. Actual



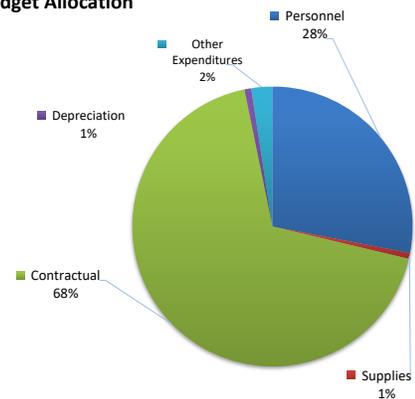
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Legislative Department Budget vs. Actual

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recomm'd	% Incr (Decr) over FY2017 Approved
Personnel Services	\$401,447	\$379,781	(\$21,666)	-5.40%
Materials and Supplies	\$16,100	\$9,100	(\$7,000)	-43.48%
Contractual Services	\$964,823	\$922,536	(\$42,287)	-4.38%
Depreciation	\$10,466	\$10,500	\$34	0.32%
Inter-Dept Charges	(\$43,473)	(\$26,231)	\$17,243	-39.66%
Other Expenditures	\$29,000	\$33,000	\$4,000	13.79%
Total:	\$1,378,363	\$1,328,687	(\$49,677)	-3.60%

FY2018 Budget Allocation



* This chart does not include Inter-Departmental Charges

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QUESTIONS?

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