

**City Council of the Mayor and Council of New Castle
Budget Workshops
Town Hall – 201 Delaware Street – New Castle**

Tuesday – May 26, 2009 – 6 p.m.

Roll Call

Present:

Council President William Barthel
Councilperson John Cochran
Councilperson John Gaworski
Councilperson Ted Megginson
Councilperson Teel Petty

Also Present:

City Treasurer Janet Carlin, City Administrator Cathryn Thomas, Finance Director Marian Delaney, Auditor Greg Sarnecki

1. Budget Workshop to discuss 2009-2010 Budget

a) City Council

Administrator Thomas presented the City Council area of the draft budget. Total for salaries remains at \$16,500. Total amount requested for personal service was \$144,200, down from \$147,700 budgeted for Fiscal Year 2009. The amount includes \$100,000 for the second of three years of contributions to the library.

The amount requested for Contractual Service is \$113,700—which does not include an amount budgeted for Departmental Contingency. The City Council budgeted \$201,500 for Fiscal Year 2009, including \$85,000 on the contingency line. City Council will determine the contingency line item amount later in the budget process.

Administrator Thomas said the City has been doing phenomenally well on contingency, with less than \$8,000 spent so far and another \$21,000 earmarked for work on the City Administration Building cornice repair.

The Contractual Service area includes \$100,000 for the Public Safety Building lease with the Trustees of the New Castle Common.

Mr. Sarnecki pointed out the differences between contracts, which have a greater weight of commitment, and contributions, that may not carry the same weight.

b) Finance Department

Finance Director Delaney presented this section. The salaries and benefits area are to be determined by City Council later.

c) Administration

Administrator Thomas presented this section. The salaries and benefits lines are to be determined

later. The City Administrator, like the Police Chief, works under an individual employment contract.

Councilperson Cochran asked how long the City has used Technology Matrix to provide information technology maintenance, whether the City checks those numbers each year and whether the City signs a contract annually. Finance Director Delaney said the City has work with the company approximately four years. The City signed a contract initially with the firm, but not annually. They work on the computers at the administrative offices, the Trolley Barn and at MSC facility on Chestnut Street. The police department is on a different system.

Finance Director Delaney said the City currently has a software package called Main Street, which now is owned by Harris Computer Systems. For the last few years, the City Council has plugged in money, \$25,000 in Fiscal Year 2009, to look at a new software package. The current software is 10 years old.

Mr. Sarnecki said the software is an antiquated program and has recommended that Finance Director Delaney look at an integrated program.

Councilperson Megginson asked why the Public Services area was on a different software system. Administrator Thomas explained the City has not taken a global view of its IT systems, they have been put together piecemeal. Many current packages available are either all-inclusive or have modules for different departments or functions.

Councilperson Cochran said the City needs to start putting money away to do this in the future.

President Barthel added that if the computer systems are that antiquated, the City needs to start addressing it. He would like the City to get a quote for a package.

Treasurer Carlin added it would take time and effort to determine the best package and which modules would work best for the City.

D) Human Resources

Finance Director Delaney presented this section. The salaries and benefits area are to be determined by City Council later.

President Barthel asked why the employee training programs spending was much higher in Fiscal 2009 than in previous years? Finance Director Delaney said she would run the category to show what training was done during the current year.

2. Discussion of a request from the Senior Center for the City to contribute to its operating fund.

President Barthel read a letter from the New Castle Senior Center, requesting the City Council continue its contribution of \$1,000 a month, which was made four years ago in a \$50,000 pledge to the NCSC's capital campaign. The \$1,000 going forward would be used for operating expenses. The NCSC is seeing cuts in state grant funding.

Councilperson Cochran asked about the NCSC's financial situation.

President Barthel will send a letter to NCSC requesting additional financial information on the organization and City participation versus non-resident participation.

3. Discussion on the process set forth for the conduct of City Council meetings.

President Barthel reviewed the process of rules City Council follows at City Council meetings. He wants Council members to be recognized by the Chair before speaking. Any motion should come from Chair. Discussion should be directed toward the Chair rather than to each other.

Councilperson Petty said the rules set forth are important. Council needs orderly structure and that will help.

4. Executive Session

The Council unanimously approved—motion by Councilperson Petty, seconded by Councilperson Gaworski—going into executive session at 7:12 p.m.

The next budget workshop is at 6 p.m. on June 2. The focus is on Public Safety/Police.

Respectfully submitted,

Michael Dickinson
City Clerk