

**City Council of the Mayor and Council of New Castle
Special Council Budget Workshop Meeting
Town Hall – 201 Delaware Street – New Castle
Monday – May 29, 2012 – 6 p.m.**

Present:

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

Also present: Mayor Donald Reese, Treasurer Janet Carlin, City Administrator Cathryn Thomas, Finance Director Marian Delaney, Police Chief Kevin McDerby, Lt. Adam Brams

Council Review of Requests for the 2012/2013 City Budget

Public safety

Police Chief McDerby went through the requested fiscal year 2013 budget. He said the budget is chiefly the same as the prior year with some minor changes.

Professional development is requested at \$2,500, the same as fiscal 2012; to date this year \$521 has been spent. It covers training for officers. Books, publications and dues is requested at \$2,500, the same as fiscal 2012.

Computer line is requested at \$6,000. Chief McDerby said the Department tries to rotate them. The laptops in the vehicles are fairly new so they don't have to be replaced.

The maintenance contracts line is requested at \$13,500, it includes maintenance for the computer network and the generator, among other items.

Administrator Thomas asked for his recommendation in terms of the overtime line.

A discussion was held about the amounts spent on various lines for overtime being double-checked.

President Barthel asked about the uniform maintenance line which in fiscal 2012 was budgeted for \$15,500 but year to date is \$10,698.

Chief McDerby said the bills from the cleaners are quarterly and are for roughly \$1,500 each quarter. Motor fuel was budget this year at \$40,875 and year-to-date is \$44,085.

Administrator Thomas said if the average year to date were to stay the same, the year-end amount would be \$53,000.

President Barthel said to be realistic the budgeted amount should be \$47,000.

Chief McDerby said on grants he has eliminated some lines. Highway safety and drug enforcement grants have been consistent.

A discussion was held on why Homeland Security funding has dropped. Chief McDerby said grant money now goes to larger departments.

On the seasonal bike patrol, Chief McDerby said they have eliminated 30 hours a week. The \$10,200 proposed is to get through the end of this year and the start of the patrol next year (July 1). That is going with two officers and 60 hours per week. It would be \$12,300 to get through this year with two officers and the start up next year with three officers, depending on what the Trustees do.

Chief McDerby said on the new police vehicle he is asking for \$7,600. The \$30,200 the Trustees allowed the Department this year will pay to buy one administrative vehicle and with the remainder of the funding the Department could buy a second vehicle for \$7,600 from the City. That will take care of the administrative vehicles for six or seven years.

Chief McDerby said two items have been discussed in previous fiscal year workshops. Funding has been requested through the Trustees but not approved. The Collins Business Systems recording system in the Police Department is based on old software and there could be a future expense if it fails. He also has talked to Council about Futuretech Consulting replacing the records management system. The current price to replace it is \$28,600. The system generates all reports and does tracking. The system is 12 years old.

Councilperson Cochran asked if Edmunds offers something that would do this.

Finance Director Delaney said it would not do everything exactly as the staff would be used to.

Chief McDerby explained it would involve the transfer all the historical data into a new program.

Councilperson Cochran said he thought the Edmunds system which the City purchased has been good.

Councilperson Megginson said there have been a lot of complaints about it at the Trolley Barn.

Finance Director Delaney said that when the City evaluated the software the people at the Trolley Barn were there and endorsed the software. It won't do everything exactly the way the employees have been used to. But it has compromises and they will always add to the software.

Lt. Brams said Futuretech indicated that there is so much information in the system it will have to be Web-based at some point or it will shut down.

Finance Director Delaney said at that price the system would require multiple quotes.

A discussion was held about past Trustee funding requests related to software.

Councilperson Cochran asked about the professional development line can be cut back to \$1,500 from \$2,500. The actual amount spent in recent past has been less than \$2,500.

Chief McDerby said he does not send people to school unless it is good training. He said to train 17 officers \$2,500 is not an unreasonable request.

Councilperson Cochran asked if the computer line can be taken back to the \$3,000 spent in fiscal 2012 from \$6,000 requested.

Chief McDerby said he only replaced two computers this year. He held off on some.

Councilperson Cochran asked if uniform maintenance can be brought down from \$15,500 to \$13,500.

Chief McDerby said he can spend what Council gives him.

President Barthel said Council can revisit these lines at its next meeting.

Chief McDerby said 90 percent of the budget is salaries and benefits. What was looked at this meeting is only 10 percent of the budget.

Councilperson Cochran said Council can't touch the salary portion.

Councilperson Petty asked how long a uniform lasts.

Chief McDerby said some uniforms can last five years.

Professional Services

Finance Director Delaney went through this section. She said the only item for the City Accountant in this section for fiscal 2012 was a Separation Day statement. In the future that will be done in-house. With the new auditing firm, there are items they want to talk with the auditor about. The amount budgeted for fiscal 2012 was \$13,000; the amount requested for 2012 is \$6,000.

President Barthel asked if there will be additional costs for the ARRA audit.

Administrator Thomas said that would be in with the City audit budget line, which is a different line item.

Mrs. Thomas said on the City Engineer line the City used to be able to get the road and street repair specifications for no charge from the T² Square Center but that has changed. Now the City has to hire a professional firm and hire the City Engineer. Also the City has asked the City Engineer to look at various other matters, including working to get the Army Corps permit redone related to the ARRA project. She suggested budgeting \$7,000 for that in fiscal 2013, up from \$3,000 in the fiscal 2012 budget.

On the City Solicitor line, Administrator Thomas said she looked to Council for guidance. The line was budgeted for \$42,000 for fiscal year 2012. With two months left, the amount spent was \$56,135. If the City does not do as much it could be less, if the City Council has additional projects for the City Solicitor to work on it would increase the line. Administrator Thomas listed an array of items that the City Solicitor has been involved with this year.

President Barthel said the five-year average is \$40,000.

The consensus was \$42,000.

Under Contractual Service, the AFSCME contract negotiations line was reduced to \$2,500 pending further review. Internet services were reduced from \$4,000 to \$250.

Council discussed additional meetings for the budget. A meeting was set for Monday, June 11 at 6 p.m. and Monday, June 18 at 6 p.m.

Councilperson Megginson said early today two individuals from the Air Guard stopped in and wanted to use the bandstand on Saturday. They later dropped off a request letter.

Administrator Thomas read the letter and the request was for the bandstand for use June 2 for a change of command ceremony.

Consensus of Council was the City would take the bandstand there, set it up and bring it back.

Councilperson Cochran made a motion to adjourn the meeting into an Executive Session. Councilperson Megginson seconded the motion. The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Michael Dickinson
New Castle City Clerk