

# **CITY OF NEW CASTLE**

## **FISCAL YEAR 2021 AMENDED BUDGET**



Adopted by Resolution #2020-28  
November 10, 2020

**CITY OF NEW CASTLE**  
**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND REVENUES**

Account Number	Revenue Account Description	FY2021 Revenues
10-0000-420-0001	Property Tax Current Year	3,040,000.00
10-0000-420-0002	Tax Penalties	15,000.00
10-0000-420-0003	Property Tax Transfers	160,000.00
10-0000-420-0004	Delinquent Tax Collection	10,000.00
10-0000-430-0001	Business Licenses	64,000.00
10-0000-430-0002	Rental	37,500.00
10-0000-430-0003	Building/HAC Applications	40,000.00
10-0000-430-0004	Bldg Dept Penalties	0.00
10-0000-430-0005	Vacant Bldg Registration Fees	0.00
10-0000-430-0006	Code Violation Penalties	10,000.00
10-0000-430-0007	Code Enforcement Cost Reimbursements	500.00
10-0000-430-0008	Special Trash	5,000.00
10-0000-440-0001	State Courts	20,000.00
10-0000-440-0002	Towing/Storage Fees	2,000.00
10-0000-450-0003	Impact Fees-Riverbend	0.00
10-0000-450-0004	Accident Reports	2,500.00
10-0000-450-0005	Engineering/Planning Dev Reimbursement	1,000.00
10-0000-450-0006	Zoning/BOA Hearings	3,000.00
10-0000-450-0007	Real Estate/Cash Donations	0.00
10-0000-455-0001	Franchise Fees	125,000.00
10-0000-470-0001	CCATT, TMobile, Fibertech	80,000.00
10-0000-470-0004	Trustees Appropriations	225,000.00
10-0000-470-0005	MSC Appropriation	661,760.00
10-0000-470-0007	Rivertown Ride and Festival	5,000.00
10-0000-480-0001	Interest Other	5,000.00
10-0000-480-0002	Insurance/Delmarva Reimbursement	161,400.00
10-0000-480-0003	Misc Income Gen Fund	1,000.00
10-0000-480-0004	Proceeds - Sale of Assets	500.00
10-000-480-0005	Cares Reimb/Families First Credits	60,000.00
10-0000-511-0005	Restricted Fund Balance Carry Forward	1,611,703.00
10-0000-511-0006	Unreserved Fund Balance Carry Forward	75,260.00
10-0000-524-0000	Police Pension Supplement	0.00
10-0000-526-0000	Pay Job Reimbursement	6,750.00
<b>GRAND TOTAL GENERAL FUND REVENUES:</b>		<b>6,428,873.00</b>

**CITY OF NEW CASTLE**

**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND EXPENSES**

<b>Account Number</b>	<b>Expense Account Description</b>	<b>FY2021 Expenses</b>
<b><u>PUBLIC SAFETY</u></b>		
10-0101-001-6001	Salaries - PSAF	882,939.00
10-0101-001-6002	Salaries Supervision - PSAF	252,000.00
10-0101-001-6003	Shift Differential - PSAF	23,000.00
10-0101-001-6004	Salaries Civilian - PSAF	48,444.00
10-0101-001-6005	Overtime/Contract Holiday - PSAF	70,000.00
10-0101-001-6008	Vacation/Sick Sellback - PSAF	15,000.00
10-0101-001-6010	FICA Expense - PSAF	99,556.00
10-0101-001-6015	Health/Life/Dental Expense - PSAF	155,347.00
10-0101-001-6020	Pension Plan - PSAF	191,707.00
10-0101-001-6105	Prof Development & Travel - PSAF	300.00
10-0101-001-6110	Books/Publications/Dues/Tolls - PSAF	2,000.00
10-0101-001-6120	Computer - PSAF	1,500.00
10-0101-001-6155	Maintenance Contracts - PSAF	8,800.00
10-0101-001-6170	Office Supplies/Equipment - PSAF	4,000.00
10-0101-001-6180	Postage - PSAF	750.00
10-0101-001-6195	Phone Service - PSAF	8,600.00
10-0101-001-7066	Security Cameras/Citywide - PSAF	6,000.00
10-0101-001-7120	Administrative Expense - PSAF	500.00
10-0101-001-7130	Canine Supplies - PSAF	0.00
10-0101-001-7200	Uniforms/Maintenance - PSAF	10,000.00
10-0101-001-7400	Mandatory Training - PSAF	2,000.00
10-0101-001-8020	Medical Testing - PSAF	3,000.00
10-0101-001-8030	Janitorial Services - PSAF	5,500.00
10-0101-001-8050	Bldg Repairs/Maint - PSAF	5,000.00
10-0101-001-8060	Preventative/Termite/Pest Control - PSAF	350.00
10-0101-001-8070	Building Heat/Electric - PSAF	18,000.00
10-0101-001-8085	Special Events Supplies - PSAF	0.00
10-0101-001-8095	SEO Pay Job Overtime - PSAF	5,000.00
10-0101-001-8098	Investigative/Evidence Testing - PSAF	7,000.00
10-0101-002-7005	Range Supplies - PSAF	6,000.00
10-0101-002-7125	Motor Fuel - PSAF	25,000.00
10-0101-002-7150	Radar/Radio/VehCamera Purch/repair -PSAF	4,000.00
10-0101-002-7220	Vehicle Parts/Repair - PSAF	20,000.00
10-0107-001-6198	Debt Service / Vehicles - PSAF	42,056.00
10-0107-001-7350	Leased Color Copier - PSAF	3,400.00
<b><u>SEASONAL BIKE PATROL</u></b>		
10-0130-001-6001	Salaries - SBP	8,100.00
10-0130-001-6010	FICA Expense - SBP	600.00
10-0130-001-7200	Equipment/Uniforms - SBP	0.00
10-0130-001-8020	Physicals - SBP	0.00
<b>Public Safety Total =</b>		<b>1,935,449.00</b>

**CITY OF NEW CASTLE**

**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND EXPENSES**

Account Number	Expenses Account Description	FY2021 Expenses
<b><u>PUBLIC SERVICES</u></b>		
10-0200-001-6001	Salaries Supervision - PSERV	126,215.00
10-0200-001-6003	Salaries Bldg Code Enforcement - PSERV	49,500.00
10-0200-001-6005	Overtime - PSERV	5,000.00
10-0200-001-6006	Salaries - PSERV	350,730.00
10-0200-001-6008	Vacation & Sick Sellback - PSERV	10,000.00
10-0200-001-6010	FICA - PSERV	41,420.00
10-0200-001-6015	Health/Life/Dental Expense - PSERV	161,263.00
10-0200-001-6020	Pension Plan - PSERV	38,225.00
10-0200-001-6105	Professional Dev & Travel - PSERV	200.00
10-0200-001-6110	Book/Reference Materials - PSERV	564.00
10-0200-001-6120	Computer & Software Expense - PSERV	600.00
10-0200-001-6170	Office Supplies/Equip/Printing - PSERV	1,000.00
10-0200-001-6175	Operating Supplies - PSERV	4,000.00
10-0200-001-6180	Postage - PSERV	500.00
10-0200-001-6195	Phone Service - PSERV	6,800.00
10-0200-001-7075	Reimbursable Private Prop. Maint. - CODE	500.00
10-0200-001-8020	Medical Testing - PSERV	2,000.00
10-0200-001-8030	Janitorial Services - PSERV	1,000.00
10-0200-001-8040	Temporary Labor	3,500.00
10-0200-001-8050	Bldg Repairs/Sec Maint - PSERV	5,000.00
10-0200-001-8060	Preventative/Termite/Pest Control	384.00
10-0200-001-8070	Bldg Heat/Electric/Street lights - PSERV	35,000.00
10-0200-003-7085	Fuel & Lubricants - PSERV	20,000.00
10-0200-003-7105	Landfill Fees/Recycle - PSERV	147,000.00
10-0200-003-7106	Yard Waste - PSERV	25,000.00
10-0200-003-7155	Safety Equipment/Signs/Markings - PSERV	3,500.00
10-0200-003-7170	Small Tools/Equip Repairs/Maint. - PSERV	1,500.00
10-0200-003-7171	Radio Repairs - PSERV	0.00
10-0200-003-7195	Truck/Vehicle Repair/Maint. - PSERV	35,000.00
10-0200-003-7200	Uniforms/Maintenance - PSERV	2,500.00
10-0200-003-8095	Special Event Overtime - PSERV	0.00
10-0200-003-8105	Street Materials - PSERV	0.00
10-0200-004-8120	Street Repairs / Curb Cuts - PSERV	49,000.00
10-0203-003-8080	Sand & Abrasives/ Snow & Ice Control	5,000.00
10-0203-003-8090	Outside Contractors / Snow & Ice Control	2,000.00
10-0203-003-8110	Equipment Rental/ Snow & Ice Control	500.00

**CITY OF NEW CASTLE**

**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND EXPENSES**

<b>Account Number</b>	<b>Expense Account Description</b>	<b>FY2021 Expenses</b>
<b><u>PW PARKS &amp; PUBLIC PROPERTY</u></b>		
10-0204-003-7060	Equipment - PARKS	8,700.00
10-0204-003-7061	Pruning/Planting Trees - ROW/PARKS	10,000.00
10-0204-003-7100	Playground Maintenance/Wood Carpet-PARKS	0.00
10-0204-003-7430	Contract Maintenance - City Prop/PARKS	99,326.00
<b><u>CAPITAL OUTLAY - PSERV</u></b>		
10-0205-004-7446	Handicap Curb Ramps	25,000.00
10-0205-004-7533	Debt Service / Vehicle lease - PSERV	12,670.00
10-0205-004-7534	Debt Service / Road Repair -GO Bond 2018	225,000.00
10-0205-004-7536	Storm Drainage/MS4 - PSERV	92,600.00
10-0205-004-7545	Capital Improvement/Delaware St.- PSERV	1,595,144.00
10-0223-003-8015	Pier Expense:DEMA - PSERV	0.00
<b>Public Services Total =</b>		<b>3,202,841.00</b>
<b><u>MAYOR AND COUNCIL</u></b>		
10-0301-001-6001	Salaries - M&C	20,100.00
10-0301-001-6010	FICA Expense - M&C	1,540.00
10-0301-001-6101	Advertising - M&C	9,000.00
10-0301-001-6105	Prof Development - M&C	500.00
10-0301-001-6106	Association Dues - M&C	4,000.00
10-0301-001-6550	Economic Dev Activities - M&C	0.00
10-0301-001-7024	General Code Updates - M&C	3,000.00
10-0301-001-7040	Contributions - M&C	1,500.00
10-0301-001-7055	Meeting Security - M&C	1,000.00
10-0301-003-6185	Election Expenses - M&C	3,500.00
10-0301-003-6190	Rivertowns Ride & Festival - M&C	5,000.00
10-0301-003-7010	Annual Calendar/Monthly Newsletter - M&C	3,600.00
10-0301-003-7011	Transcription Services - M&C	15,000.00
10-0301-003-7042	Fees to Good Will Riverbend - M&C	0.00
10-0301-006-7035	Contingency - M&C	45,624.00
<b>Mayor &amp; Council Total =</b>		<b>113,364.00</b>
<b><u>CITY CLERK / CITY TREASURER</u></b>		
10-0302-001-6001	Salaries - CLERK/TREAS	5,000.00
10-0302-001-6010	FICA Expense - CLERK/TREAS	383.00
<b>City Clerk/City Treasurer Total =</b>		<b>5,383.00</b>
<b><u>FINANCE</u></b>		
10-0303-001-6001	Salaries - FIN	120,640.00
10-0303-001-6008	Sellback Vacation & Sick - FIN	1,500.00
10-0303-001-6010	FICA Expense - FIN	9,330.00
10-0303-001-6015	Health/Life/Dental Expense - FIN	11,710.00
10-0303-001-6020	Pension Plan - FIN	8,520.00
10-0303-003-7090	FY Audit - FIN	21,000.00
<b>Finance Total =</b>		<b>172,700.00</b>

**CITY OF NEW CASTLE**

**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND EXPENSES**

<b>Account Number</b>	<b>Expense Account Description</b>	<b>FY2021 Expenses</b>
<b><u>ADMINISTRATION</u></b>		
10-0304-001-6001	Salaries - ADMIN	198,020.00
10-0304-001-6008	Sellback Vacation & Sick - ADMIN	4,200.00
10-0304-001-6010	FICA Expense - ADMIN	15,470.00
10-0304-001-6015	Health/Life/Dental Expense - ADMIN	36,020.00
10-0304-001-6020	Pension Plan - ADMIN	13,980.00
10-0304-001-6105	Professional Development - ADMIN	0.00
10-0304-001-6115	City Administrator Expense - ADMIN	250.00
10-0304-001-6120	Computer, Hardware & IT Services - ADMIN	12,000.00
10-0304-001-6130	Dues & Publications - ADMIN	0.00
10-0304-001-6155	Maintenance Contracts - ADMIN	65.00
10-0304-001-6170	Office Supplies/Printing - ADMIN	4,500.00
10-0304-001-6180	Postage - ADMIN	3,000.00
10-0304-001-6195	Telephone Service - ADMIN	5,500.00
10-0304-001-7120	Administrative Expense - ADMIN	2,000.00
10-0304-001-8020	Medical Testing - ADMIN	0.00
10-0304-001-8030	Janitorial Services - ADMIN	3,500.00
10-0304-001-8050	Building Repairs - ADMIN	3,500.00
10-0304-001-8055	Bldg Security Maintenance - ADMIN	1,800.00
10-0304-001-8060	Preventative/Termite/Pest Control -ADMIN	700.00
10-0304-001-8070	Building Heat - ADMIN	4,500.00
10-0304-002-7085	Fuel & Oil - ADMIN	1,000.00
10-0304-003-6122	Software Support / PR Contract - ADMIN	25,300.00
10-0304-004-7350	Lease Copier ADMIN	3,450.00
<b>Administration Total =</b>		<b>338,755.00</b>
<b><u>HUMAN RESOURCES</u></b>		
10-0308-001-6001	Salaries - HR	48,381.00
10-0308-001-6010	FICA Expense - HR	3,702.00
10-0308-001-6015	Health/Life/Dental Expense - HR	618.00
10-0308-001-6020	Pension Expense- HR	3,416.00
10-0308-001-6101	Advertising- HR	0.00
10-0308-001-6105	Professional Development- HR	0.00
10-0308-001-6130	Dues & Publications- HR	0.00
10-0308-001-6183	Temporary Labor/Consultant- HR	1,850.00
10-0308-001-7404	Employee Training Programs- HR	0.00
10-0308-001-8096	Contract Reimbursements- HR	2,500.00
10-0308-001-8098	Pre-employ Background Investigation- HR	0.00
<b>Human Resources Total =</b>		<b>60,467.00</b>
<b><u>BOARD OF ADJUSTMENT</u></b>		
10-0801-001-6101	Advertising - BOA	500.00
10-0801-001-6105	Professional Fees - BOA	12,500.00
<b>Board of Adjustment Total =</b>		<b>13,000.00</b>

**CITY OF NEW CASTLE**

**FISCAL YEAR 2021 AMENDED BUDGET - GENERAL FUND EXPENSES**

<b>Account Number</b>	<b>Expense Account Description</b>	<b>FY2021 Expenses</b>
<b><u>BUILDING MAINTENANCE</u></b>		
10-0901-001-7045	County Sewer Assessments - BLDG	1,600.00
10-0901-001-7135	Contractual Services - BLDG	500.00
10-0901-001-8077	Town Hall Heat - BLDG	2,500.00
10-0901-003-8082	Capital Reserves - BLDG	53,500.00
10-0901-004-8085	Battery Park / Porta Potties - BLDG	2,000.00
<b>Building Maintenance Total =</b>		<b>60,100.00</b>
<b><u>INSURANCE</u></b>		
10-1001-001-7145	Public Officials Liability - INS	6,000.00
10-1001-001-8055	Police Liability - INS	11,309.00
10-1001-001-8065	Property and Liability - INS	98,000.00
10-1001-001-8130	Workers Compensation - INS	150,000.00
10-1001-001-8135	Unemployment Insurance - INS	11,000.00
<b>Insurance Total =</b>		<b>276,309.00</b>
<b><u>PROFESSIONAL/CONTRACTUAL SERVICES</u></b>		
10-1002-001-8011	City Engineer - CONT	25,000.00
10-1002-001-8025	City Solicitor - CONT	75,000.00
10-1002-003-6141	HR/Other Legal - CONT	15,240.00
10-1002-003-6145	FOP Contract Negotiations - CONT	7,000.00
<b>Professional/Contractual Total =</b>		<b>122,240.00</b>
<b><u>PLANNING COMMISSION</u></b>		
10-1102-003-6105	Professional Dev & Training - PC	665.00
10-1102-003-6190	Contractual Services - PC	26,500.00
10-1102-003-7004	Comprehensive Plan Update - PC	8,500.00
<b>Planning Commission Total =</b>		<b>35,665.00</b>
<b>HISTORIC AREA COMMISSION</b>		
10-1103-003-6162	Architect - HAC	6,100.00
<b>Historic Area Commission Total =</b>		<b>6,100.00</b>
<b>BOARD OF HEALTH</b>		
10-1109-001-6180	Postage - BOH	1,500.00
<b>Board of Health Total =</b>		<b>1,500.00</b>
<b><u>LONG TERM FINANCING/RESERVES</u></b>		
10-1110-004-6124	Accrued Benefits	35,000.00
10-1110-004-6125	Restricted/Capital Reserves	50,000.00
<b>Long Term Financing/Reserves Total =</b>		<b>85,000.00</b>
<b>GRAND TOTAL GENERAL FUND EXPENSES:</b>		<b>6,428,873.00</b>

**CITY OF NEW CASTLE**  
**FISCAL YEAR 2021 ADOPTED BUDGET - GRANT FUND**

Account Number	Grant Revenue Account Description	FY2021 Revenues
20-0000-500-0000	Municipal Street Aid	0.00
20-0000-500-0001	Municipal Street Aid Reserve carry over	27,250.00
25-0000-500-0000	CTF 16-P-PROG-01 (Storm Sewers)	65,000.00
26-0000-500-0000	CTF 20-P-PROG-77 (Delaware Street)	60,000.00
82-0000-500-0000	CJC JAG COVID-19	5,000.00
83-0000-500-0000	FCVC GRANT / V-XX-21	37,700.00
84-0000-500-0000	SALLE Grant	6,000.00
85-0000-500-0000	Highway Safety Grants	7,000.00
88-0000-500-0000	EIDE Grant	6,300.00
95-0000-500-0000	Separation Day Grant	35,000.00
95-0000-500-0001	Separation Day -Fees/Contributions	34,000.00
95-0000-500-0002	Separation Day -Admission/Sales	8,500.00
<b>Grant Revenue Total =</b>		<b>291,750.00</b>

Account Number	Grant Expense Account Description	FY2021 Expenses
20-0208-001-8121	MSAF Expenses	0.00
20-0208-001-8125	MSAF Reserve Expenses	27,250.00
25-0207-001-8120	CTF 16-P-PROG-01 (Storm Sewers)	65,000.00
26-0204-004-7545	CTF 20-P-PROG-77 (Delaware Street)	60,000.00
82-0101-001-6005	COVID-19 Overtime	925.00
82-0101-001-6010	COVID-19 FICA	75.00
82-0101-001-7060	COVID-19 Equipment	4,000.00
83-0101-001-6001	V-XX-21 Overtime	16,500.00
83-0101-001-6010	V-XX-21 FICA	1,200.00
83-0101-001-8050	V-XX-21 EQUIPMENT	20,000.00
84-0104-001-7060	Equipment/Rental - SALLE	6,000.00
85-0102-001-6005	Overtime - Hightway Safety	7,000.00
88-0103-001-6005	Overtime - EIDE	5,850.00
88-0103-001-6010	FICA Expense - EIDE	450.00
95-1108-001-6105	Professional Fees - SEPDAY	49,000.00
95-1108-001-6170	Supplies - SEPDAY	5,500.00
95-1108-001-6185	Printing/Publications/Adv - SEPDAY	1,500.00
95-1108-001-6190	Rent - SEPDAY	4,500.00
95-1108-001-7120	Administrative Expense - SEPDAY	7,500.00
95-1108-001-7222	Police/EMS/Public Works - SEPDAY	8,500.00
95-1108-001-8065	Insurance - SEPDAY	1,000.00
<b>Grant Expenses Total =</b>		<b>291,750.00</b>



**RESOLUTION 2020-28**

**Amending the Fiscal Year 2021 General Fund  
Budget for the City of New Castle**

**WHEREAS**, the City Administrator has presented a proposed amendment to the Fiscal Year 2021 General Fund to City Council members, the Mayor and the City Treasurer; and

**WHEREAS**, the Mayor and City Council members have advertised and held public meetings to discuss and make appropriate amendments to the current budgets; and

**WHEREAS**, the original Fiscal Year 2021 General Fund Budget is balanced at \$5,997,873.00; and

**WHEREAS**, the City Council of the City of New Castle wishes to amend the General Budget to \$6,428,873; and

**WHEREAS**, the General Budget is to be managed by the City Administrator.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Fiscal Year 2021 General Budget is amended at. \$6,428,873.

**Passed this 10th day of November, 2020**

DocuSigned by:  
*Linda Ratchford*  
109B122F05DA4D6...  
Linda Ratchford, City Council President

DocuSigned by:  
*Michael M Platt*  
8CBF5804D18846D...  
Michael M. Platt, Councilperson

DocuSigned by:  
*Suzanne M. Souder*  
EC910F9BF77A419...  
Suzanne M. Souder, Councilperson

DocuSigned by:  
*Valerie W. Leary*  
8A949BD20F9A47C...  
Valarie W. Leary, Councilperson

DocuSigned by:  
*Russell P. Smith*  
A752E80AE8B04AA...  
Russell P. Smith, Councilperson

Attest:

DocuSigned by:  
*Brian G. Whitaker*  
AEE0AC008F3D464...  
Brian G. Whitaker, City Clerk.