

**CITY OF SHREWSBURY**  
**BOARD OF ALDERMEN**  
**WORK SESSION**  
**November 15<sup>th</sup>, 2011**

A Board of Aldermen Work Session was held at 6:00 p.m. this 15<sup>th</sup> day of November, 2011 in the Aldermanic Conference Room of the Shrewsbury City Center.

There were present:

Mayor ..... Felicity Buckley  
Alderman ..... Elmer Kauffmann  
Alderman ..... Mike Travaglini  
Alderwoman ..... Chris Gorman  
Alderman ..... Sam Scherer  
Alderman ..... Ed Kopff  
Alderwoman ..... Dee Wiecher

There were also present:

Director of Administration ..... Jonathan D. Greever  
Finance Director ..... Danielle Oettle  
Director of Parks ..... Chris Buck  
Police Chief ..... Jeff Keller  
Fire Chief ..... Bill Fox  
Street Superintendent ..... Tony Wagner

**Roll Call**

Mayor Buckley opened the meeting and Director Greever commenced with the roll call. The entire Board of Aldermen was present.

**Budget Workshop Session 1**

The Mayor announced that this evening's meeting would be used as the first workshop session for the 2012 budget. She advised that Mr. Michael Daming, City Counsel, had been instructed that his presence was not required for this evening's workshop nor the second session scheduled for November 22<sup>nd</sup>. The Mayor further advised that for the first time the Board had been sent an original first draft of the 2012 budget, in order to include the Board in all discussions prior to any cuts being made. She additionally pointed out that the budget was prepared to include a City Administrator salary of \$100,000, a 2% cost of living raise, as well as various consulting fees.

Finance Director Danielle Oettle stated that the 2012 budget would be considered for adoption in December. She went on to provide a quick overview of the 2012 budget which included a summary of each fund's revenues, expenditures, estimated ending balances, as well as percentages of ending balances to expenditures. Director Oettle additionally highlighted that the largest portion of the net change between revenues and expenditures was due to the cost of living increases, the increase in benefits, and budgeted capital items. She then went on to discuss the significant impacts to the general fund over the past ten years which was a 33% increase in the Lagers pension, 31% increase in salaries, and a 77% increase in City paid health insurance. Director Oettle again reiterated that in the past ten years the general fund's overall revenues increased by 22% however, during that same timeframe the general fund's expenditures outpaced City revenues with an increase of 27%.

Mayor Buckley stated that next item on the agenda would be each Department's overview of the 2012 budget, and asked Street Superintendent Tony Wagner to take the floor.

Street Superintendent Wagner expressed that he did not have anything further to add from his submitted written report. Finance Director Oettle added that within the Public Works Department expenses for gas & oil were up by 19% and salaries were increased by 9%. Alderman Kauffmann asked why there was an amount budgeted for part-time staff. Superintendent Wagner confirmed that this part-time staff would be utilized for summer help. Mayor Buckley added that part-time summer help in the Public Works had been cut last year and she projected that this cut would continue with the 2012 budget.

Police Chief Jeff Keller took the floor and announced that before giving an overview of his 2012 budget he wanted to advise the Board that he would be pulling one of the Police Department's capital improvements request, which was purchasing 3 new patrol cars with equipment and striping for \$108,722.00. Chief Keller then provided a brief overview of the Police Department's budget by stating that the following expenses had increased: gas & oil (29.7%), tires & repairs (33.3%), car & radio (87.6%), ECDC dispatching fess (14.6%), and weapons/ammo/training (58%).

Fire Chief Bill Fox took the floor and provided highlights for the Fire Department's budget by stating that the following expenses had increased: gas & oil (18.55%), tires & repairs (50%), facility maintenance (28.9%), and ambulance supplies (18.5%).

Administration Director Jonathan Greever took the floor and provided a quick overview of the Administration Department's budget by stating to the Board that office expenses were up by 5.6% and salaries by 4.4%. He further stated that salaries had increased to address an administrative staff member's current salary, who had taken 50% ownership of another staff position 2 years ago without any additional compensation. Director Greever also advised that the City's municipal code updates had increased due to the covering of all 2010 and 2011 ordinance updating. He also informed the Board that within the municipal code line item was the inclusion of a new online monthly and semiannual maintenance fee for the Live Publish version that was being proposed as a new software link with the website redesign project. Director Greever continued in his overview by stating that the Administration budget was trending higher in the miscellaneous office supplies due to overhauls in the organization of data at City Hall. Director Greever ended by stating that the website redesign will additionally cost the City approximately \$2,300 in one time fees for redesign, \$2,400 for ongoing maintenance fees, a \$1,000 one time only fee for reproducing the City's Municipal Code into the online Quickcode format, and a onetime fee of \$300 for a button link URL to Sullivan Publications.

Mayor Buckley then took the floor to provide an update for the Municipal Court's 2012 budget. She advised the Board that salaries within the Municipal Court were up by 16.3% due to part-time staff assisting with the pending warrant status process. The Mayor further advised that this request for part-time staff would be cut based on the audit findings that the function of the pending warrant status process going forward could be handled with only one full time employee. She also went on to state that office expenses were up by 8.5% for additional shelving and that miscellaneous expenses were up 32.3% to accommodate the audit team's request to perform records destruction.

Police Chief Keller next took the floor to update the Board on the Public Safety Building's 2012 budget. He advised that facility maintenance was up by 7.45%, since there had not been any funds built in to the prior year's budget to maintain the building. Chief Keller also advised that the utilities line item would be up by 21% due to the upcoming increased utility rates.

Parks Director Chris Buck then took the floor to provide the Board an overview of the Parks and Recreation 2012 budget. He began by advising the Board that staffing for personal training had increased due to its

success rate over the past year, while summer camp instructors had decreased due to a loss of 40 kids within this summer camp program. Director Buck also advised that over the next year he would be streamlining the basketball league to better facilitate the process, with the intention to ramp back up with more teams in 2013. He ended by stating that office expenses would be down by 8.45% due to changing the process for pass card forms and that expenditure's for vehicle & gas and facility expenses would be respectively up by 15.4% and 6.35%. Director Buck ended by advising the Board that the park maintenance line item had increased due to the proposed replacement of a retaining wall at Brinkop Park for \$5,500.00.

Administration Director Greever next took the floor to provide the Board with an overview for the elected officials' 2012 budget. He advised the Board that consulting fees had increased by \$58,000 due to the demand in specialized issues such as audits. He further advised that built in to the consulting increase of \$58,000 was a proposed \$30,000 city-wide compensation study that had not been performed since 2001. Mayor Buckley took the floor and expressed that this city-wide compensation would be cut from the budget this year, but at some time would need to be incorporated into future annual budgets.

Mayor Buckley announced that next on the agenda was to have Finance Director Oettle cut the following items from the budget's General Fund: Public Works Department budgeted part time (\$14,500), Municipal Courts budgeted part time (\$11,760), Parks Department retaining wall at Brinkop Park (\$5,500) and the compensation study (\$30,000). The Mayor went on to advise that this was still not sufficient in reducing the deficit so she announced that the City would further cut the 2% cost of living raise totaling \$62,110 and the City Administrator salary of \$100,000. Finance Director Oettle added that all the above mentioned cuts had reduced the General Funds deficit to approximately \$175,000.

Mayor Buckley then stated that the next item on the agenda was the capital improvements requested by the various City Departments. Finance Director Oettle stated that the overall deficit for capital improvements was \$388,981.

Street Superintendent Tony Wagner took the floor and stated that the Public Works Department had requested (2) one ton pickup trucks for \$55,000, a lawn tractor mower for \$19,500, chip seal concrete on various streets at two increments of \$30,000 and \$17,000, one utility vehicle for \$12,000 and \$3000 for a new roof system for storage between the salt bin and the storage trailer.

Police Chief Keller took the floor and confirmed that as mentioned earlier the Police Department would be removing from their capital improvements the (3) patrol cars for \$108,722. He then went on to state that the Police Department was still requesting (6) desktop computers and (2) in-car computers for a total of \$24,770, one evidence printer and one large filing cabinet for \$1,200, other minor equipment for \$5,200 as well as body armor/crime scene digital camera/interview recording system/AR-15 armor kit/and ammunition storage vault for a total of \$14,900.

Fire Chief Keller took the floor and stated that the Fire Department had requested a rescue saw for \$700, a fire hose for \$5,000, a vehicle with equipment for \$31,000, a desktop computer for \$1,500, and a self contained breathing apparatus and accessories for \$75,200.

Administration Director Jonathan Greever took the floor and stated that the Administration Department had requested (2) file cabinets and file drawers for \$1,325, office restructuring costs for \$2,500, and (1) desktop computer for \$1,000.

Fire Chief Keller took the floor again and stated that Public Safety Building had requested (2) air conditioners for \$13,782 and painting for the interior portion of the building for \$20,000.

Parks Director Chris Buck took the floor and stated that the Parks Department had requested in capital improvements the stripping and painting of the pool for \$20,000, (4) desktop computers for \$4,000, (1) drop

safe for \$1,000, (1) dolphin pool vacuum for \$2,500, (1) lazy river motor and impeller replacement for \$10,000, a roof removal over council chambers for \$48,890/or a quick fix repair for \$3,590, and a dimmer pack for \$500. Mayor Buckley asked for the next meeting for Parks Director Buck to submit a capital improvements request for replacing the gutters at the City Center. The Mayor explained that she had asked for this request due to the faulty gutters presently creating a safety hazard in flooding the broiler room.

Mayor Buckley took the floor and stated that the Municipal Courts had requested in capital improvements shelving for the court administrator office and record retention storage rooms for \$6,000.

Mayor Buckley then announced that the following items would be removed from the capital improvements budget: the Police Department's 3 patrol cars (\$108,722), the Public Works Department's chip seal concrete repair at two different increments (\$15,000/\$10,000), the Public Works Department (1) one ton pickup truck (\$25,000), the Fire Department's (1) vehicle (\$31,000), the Parks Department stripping and painting of pool (\$20,000), and the Accounting Department's purchase of new accounting software (\$61,000). The Mayor then asked Finance Director Oettle what the capital improvement deficit was after the above-mentioned cuts. Finance Director Oettle stated that the capital improvement deficit reflected a new figure of approximately \$118,000. Mayor Buckley next stated that this would be an appropriate time to end this first budget workshop for the 2012 budget.

**Old Business**

None

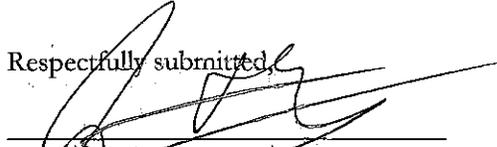
**New Business**

None

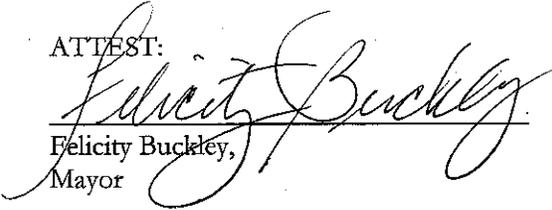
**Adjournment:**

Alderman Travaglini made a motion to adjourn the work session. Alderman Scherer seconded the motion and it was unanimously passed. The work session adjourned at 9:03 p.m.

Respectfully submitted,

  
Jonathan D. Greever,  
Director of Administration/City Clerk

ATTEST:

  
Felicity Buckley,  
Mayor