



COMMITTEE of the WHOLE

CITY COUNCIL

MINUTES

October 19, 2016

Penn Room

Immediately following the Capital Public Hearing

COUNCIL MEMBERS PRESENT:

S. Marmarou, J. Waltman, J. Slifko, B. Twyman, M. Goodman-Hinnershitz, D. Reed, C. Daubert

OTHERS PRESENT:

L. Kelleher, C. Younger, G. Steckman, D. Cituk, H. Tangredi, J. Encarnacion, D. Pottiger

The Committee of the Whole meeting was called to order at approximately 5:25 pm by Mr. Waltman. He announced the need for an executive session with Mr. Steckman regarding an employee matter. The executive session concluded at 6:15 pm.

I. Budget Review

1. Mayor's Office

Mr. Steckman stated that the 2017 budget contains the same number of positions that was approved by Council. He reminded Council that in the Spencer administration budgeted for one (1) assistant, one (1) administrative assistant and the mayor for 2016. Prior to taking office Mr. Scott asked Council for an amendment to increase the number of staff positions and Council agreed to allow the number of assistants afforded to Mr. Spencer; therefore the 2016 Budget number reflected in the proposed 2017 Budget shows the amount originally budgeted, not the amount as authorized through the amendment.

In response to a question from Ms. Reed, Mr. Steckman explained that the increase to \$10K in Community Promotions and to \$2500 in Advertisement are to cover sponsorship of organization and/or neighborhood events and the proclamation covers, respectively.

Mr. Steckman noted that the proposed salary line item contains an error and the line item should be reduced by \$29K as the former part-time position was eliminated. (*\$29K increase to Contingency*)

Ms. Kelleher noted that the Mayor's Office does contain a total of \$16K in reductions in the Contracted Services, Conferences and Training, Subscription and Dues line items.

2. Council Office

Ms. Kelleher explained that the Community Promotions line item increased to provide funding for an event associated with the completion of the Lauer Statue rehabilitation. Mr. Steckman noted that Council should have some funding to support events that benefit the City or its neighborhoods.

Mr. Steckman stated that the increase in the Printing line item will allow the Council office to begin catching up on the backlog of printing that was slowed due to Act 47 pressure.

Ms. Kelleher explained that the increase in the Codified Ordinance expense was a projection based on prior year's costs.

In response to a question related to the increase in IT costs, Mr. Tangredi explained that the allocation estimates the expected IT usage that will occur in the coming year for all areas and divide the cost of the IT Refresh over the areas affected.

3. Auditor's Office

There are no changes to the proposed Auditor's Budget.

4. Managing Director's Office

Mr. Steckman stated that the salary line item eliminates the Business Analyst position.

The Contingency line item is added to cover unforeseen expenses that may occur. Mr. Slifko questioned why the Contingency line item for \$318K is placed in this area. Mr. Waltman reminded the group that some past budgets included a Contingency amount and that Council approval is required before any of the Contingency funding is used.

Mr. Steckman explained that the Conferences and Training allocation was increased to \$5000 from \$500 to provide coverage for professional development. He stated that the administration will be placing more emphasis on professional development across all departments as training was severely overlooked over many years.

5. Administrative Services Department

The Contracted Services line item in HR covers payroll services. The temporary employee in HR was eliminated.

Mr. Daubert noted that in areas where salaries are reduced, the pension line item is unchanged and he questioned why that line item is not reduced. Mr. Steckman asked Mr. Pottiger to check the formula to see why that calculation is unchanged when the salary line item is adjusted.

In Purchasing the Rental expense covers the copiers. He noted that there were changes made to this area that reduced costs by \$1000 per month. He noted that the Maintenance Agreement expense covers the radios.

Mr. Steckman stated that there are two (2) part-time positions in Purchasing and one (1) full time position.

Mr. Slifko noted the need for improved accuracy in the Purchasing Office.

In the Accounting area, the salary line item covers five (5) employees.

Mr. Slifko questioned if additional accounting professionals are needed. Mr. Pottiger expressed the belief that no additional employees are needed at this time due to the skill level of the current employees.

Mr. Tangredi explained that the changes to the IT salary line item reflects adjustments in various positions. He stated that the proposed budget contains funding to move the Hansen CRM (Customer Relationship Management) software to a new CRM cloud based program, which will save money.

Mr. Steckman stated that IT also covers the cell phone expense. He expressed the belief that too many cell phones are issued and the administration may change the program to pay employees who use personal cell phones for professional use.

II. Next Review Session

Mr. Steckman suggested moving the review of CD and the Action Plan to the meeting scheduled for the 24th.

The meeting adjourned at approximately 7:10 pm.

*Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk*