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**CITY OF CARLISLE COUNCIL – WORK SESSION MINUTES**  
**MONDAY, MAY 16, 2022**  
**CARLISLE COUNCIL CHAMBERS - CARLISLE, OHIO**

Mayor Winkler called the Carlisle, Ohio City Council Work Session of Monday, May 16, 2022, to order at 7:10pm in the Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio with the following members in attendance:

***Council Attendees:***

Mr. Tim Humphries  
Mr. Chris Stivers  
Mr. William Bicknell

Mrs. Debbie Kemper  
Mr. Michael Kilpatrick  
Mr. Randy Winkler, Mayor

Staff members present: City Manager Julie Duffy and Finance Director Ryan Rushing

Mrs. Duffy indicated that Mrs. Bilbrey was unable to attend the evening's work session due to a family medical emergency. A motion was made by Mrs. Bilbrey and seconded by Mr. Kilpatrick to excuse Mrs. Bilbrey for the evening. Council agreed by voice vote to excuse Mrs. Bilbrey. Mrs. Duffy also indicated that Chief Rogers had planned on attending tonight's work session but was unable to attend due to a personal illness.

**Discussion Items:**

**Carlisle Police Revenue Options**

Staff provided a summary of the key points discussed from previous meetings on this topic with Council. Key points made were:

- Mr. Rushing reminded Council that any issue placed on the November 2022 ballot would require a first reading of the legislation during the May 24<sup>th</sup> regular meeting.
- Mr. Rushing stated that staff was seeking direction from Council this evening if such legislation was to be presented at the May 24<sup>th</sup> meeting and what language it should contain.
- Mr. Rushing reminded Council that this discussion regarding alternative revenue options began in September 2021 and continued with several subsequent meetings over the past eight months.
- Mr. Rushing stated that staff's current understanding is that Council desires to keep and maintain a Carlisle Police Department. With this understanding, staff was looking for direction on what option Council wished to pursue to obtain additional revenues.
- Mr. Rushing reminded Council that the Police fund was in an operational deficit and that it was projected to fall below the required 20% fund reserve policy by the end of FY2023.
- Mr. Rushing summarized 3 options to increase revenue that supported police services: 1) reduce allowed tax credit, 2) additional income tax percentage, and 3) increase to the property tax.
- Mr. Rushing stated that the current department has 7 full-time officers and 1 full-time chief and that all proposed options were to bring stability to the fund for the next several years and maintain the current level of services.
- Mr. Rushing reminded Council that the current operational deficit for the police department in 2022 was approximately \$530,000. He indicated that this deficit was absorbed by a \$412,000 transfer from the General Fund with the remainder taken from Police Fund reserves.
- Mr. Rushing indicated that using reserves for on-going operational expenditures was not sustainable and that the police reserves were projected to be depleted in FY2024.
- Mr. Rushing stated that the cost to maintain the current level of services would naturally increase each year as the majority of expenditures to the department was for personnel.
- General discussion was made regarding the overall costs to maintain personnel and the projected increases for medical/dental insurance and pension funding that would further burden the fund. Mr.

Rushing stated that the total cost for an entry level patrol officer was approximately \$100,000 and would continue to rise each year based upon contractual increases and cost for health insurance. He stated that this figure did not include equipment – just the cost associated salary, overtime, pension and medical/dental insurance.

- Mr. Rushing provided estimated figures to Council for the 3 additional revenue options: 1) reduced tax – approx. \$650,000 - \$700,000, 2) additional 0.5% income tax with no increase in allowed credit – approx. \$700,000 - \$800,000, and 3) new 7-8-mill property tax levy – approx. \$700,000 - \$800,000. Mr. Rushing indicated that all options would initially bring in more money than the department initially would use but that this was needed in order to provide stability to the department for a longer period and build up the necessary reserves.
- Mr. Rushing indicated that each of the new revenue options would allow the police department to be self-sufficient for at least the next five years without relying upon transfers from the General Fund. General discussion was made about various new and delayed projects that could be supported by the General Fund if the department could become self-sufficient.

General discussion was made regarding the future growth of the Police Department. Key points made were:

- Mr. Rushing indicated that Chief Rogers has assessed the needs of the department based upon the demonstrated needs of the community as well as his professional experience of 40+ years of policing. Chief Rogers has indicated that his 5-year plan for the department would be to add three additional personnel – 1 detective, 1 supervisory position (sergeant or lieutenant), and 1 road officer. In addition, the department would require 2 additional vehicles plus equipment for the new personnel with one of the vehicles being an unmarked car.
- Mr. Rushing provided a letter from Chief Rogers that outlined his plans for growing the department. Chief Rogers' letter also indicated that national standards for policing indicates that a community our size should have a department of 11 – 14 officers. Mrs. Duffy indicated that this figure did not incorporate expect future population growth of the community and using the same national standards formula would indicate a possible department size 15 – 16 officers by the next census.
- Mr. Rushing indicated that current staffing of the department did not guarantee Council's goal of 2 officers per shift. However, Chief Rogers' approach to scheduling has allowed the department to regularly have 2 overlapping officers for most of a day – but not for 24/7 coverage. General discussion was made regarding the challenges with the current level of staffing and the ability of the department to respond to multiple calls.
- General discussion was made regarding mutual aid and the level of support the Carlisle Police Department currently provides to the Warren County Sheriff's office in the unincorporated area of Franklin Township.
- General discussion was made regarding a potential future School Resource Officer. Chief Rogers' letter indicated that such officer is typically split between the city and school to align with the amount of dedicated support it would provide the school during the school year.
- Mr. Rushing indicated that Chief Rogers' staffing priority was first for a detective and secondly for a supervisory position.

General discussion was made regarding funding options.

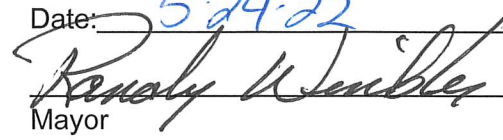
- Mrs. Duffy indicated that staff was looking for direction on which revenue option Council wanted to pursue and if an item was placed on the ballot for a public vote, what would be the next steps should it fail.
- Mayor Winkler stated that he supported the reduced tax credit option. But he would prefer to look at an increase to the overall tax rate versus a property tax levy. He also questioned what the next step would be by Council if the levy failed and if Council would reduce the tax credit at that time.
- Mr. Bicknell asked the group if the plan would be to reduce the tax credit should the ballot-issue fail. He indicated that Council should look at this option now if that was the plan moving forward.
- General discussion was made regarding the role of Council and what decisions they could and should make on behalf of the citizens and what should go to a vote of the electorate.
- General discussion was made regarding a November versus May ballot issue. Mr. Rushing stated that a November ballot would allow the city to collect the additional withholdings beginning January 1, 2023, and that a May ballot issue may delay such collections by another year – depending upon the proposed ballot language.
- General discussion was made regarding if the department would be downsized should the ballot-issue fail or if other city services would be cut instead. Mrs. Kemper stated that the General Fund would need to be looked at in greater detail since this is what provide current additional funding to the police department. Mr. Kilpatrick indicated that he had reviewed the city's budget in detail before he took office and that there was no extra money to be pinched.
- Mrs. Duffy stated that it came down to the level of service that our businesses and citizens expected and the cost to provide such service. She reminded Council that most of the city services were provided by single-person offices and any reduction in staffing levels could eliminate entire departments. She questioned the overall impact to the community of any staffing reduction.
- General discussion was made regarding the concept of reducing an income tax credit as compared to an increase in the overall tax rate. A majority of Council stated that they wanted to pursue a 0.5% for police services as a ballot issue with language that kept the allowed tax credit capped at the current rate.
- General discussion was made regarding if this issue should be on the November 2022 ballot or May 2023 ballot. The consensus of the group was to place the issue on the November 2022 ballot.
- Mrs. Duffy confirmed that Council's direction was to: 1) maintain the Carlisle Police department at its current level of service, 2) place a proposed 0.5% increase to the local income tax rate dedicated to police services on the November 2022 ballot, and 3) no allowed credit for taxes paid to other jurisdictions would be permitted towards the additional 0.5% tax rate.
- General discussion was made regarding the actual ballot language. Mrs. Duffy indicated that she would work with the Law Director on the simplest appropriate language and provide to Council. She also indicated that she would have the Law Director meet with Council on a later date regarding the dos and don'ts of a campaign.
- General discussion was made regarding the creation of the FY2023 budget. Council indicated that the FY2023 budget should be created with no reductions in services.

**Adjournment:**

With no further business, Council adjourned the meeting by voice vote with all in favor.

Meeting adjourned at 8:40 p.m.

Attest:   
City Manager

Date: 5-24-22  
  
Mayor