

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, March 28, 2018, to discuss the Budget Overview, Revenues & General Government/ Other Funds/ Non-Departmental & Fund Transfers.

Mayor Jordan started the meeting at 7:37 p.m. The meeting was held in the Community Center, Room 201.

PRESENT WERE: Judith F. Davis, Leta M. Mach, Colin A. Byrd, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Nicole Ard, City Manager; David Moran, Assistant City Manager; Jeffrey Williams, Finance Director; Dale Worley, IT Director; Beverly Palau, Public Information and Communications Coordinator and Bonita Anderson, City Clerk.

ALSO PRESENT: Bill Orleans

Overview

Ms. Ard noted a correction to the proposed budget to reflect that the police clearance should be 23%. With the correction in the proposed FY 2019 budget, there will be no changes to the city's tax rate and no increase in the fee for trash and recycling. She proposed increasing the fee for each pool pass by 3% and increasing the daily admission rate by \$0.25 cents. There was discussion about the overview of the total expenditures for the proposed Fiscal Year 2019 totaling \$29.8 million, an increase of 5.2 % over the current fiscal year. The revenue increase came from the development of Greenbelt Station. The City's employees will receive a 2% cost of living adjustment (COLA), as well as a merit increase that is based on their performance review. The City's current health insurance provider premiums have increased by 13%. The City plans on trying to negotiate a lower rate or to find a less expensive provider. Ms. Ard also proposed the creation of three additional positions which will consist of a fulltime Economic Development Coordinator, a part-time Volunteer Coordinator and a part-time Mobility Coordinator.

Other significant costs include the purchase of eight new police vehicles, an allocation of \$140,000 for Economic Development, \$30,000 for security cameras and \$40,000 for the development or acquisition of an electronic payroll system. Ms. Ard suggested purchasing several items using the replacement reserve, which are funds that were set aside for the replacement of durable equipment. In FY19, she anticipates purchasing two electric sedans, a skid-steer loader, a pickup truck, a garbage truck and new exercise bikes for the fitness center. In addition, she proposed that the City purchase a new van for the Greenbelt Connection. The previous bus was destroyed by fire and since then, the City has been borrowing Berwyn Heights's bus.

There was discussion concerning abatements. The Council would like to know what other municipalities' abatement processes are. Mr. Putens asked Mr. Williams when the City learns about the status of their abatements. Mr. Williams replied that the City receives a financial report from Prince George's County. Ms. Pope mentioned that Franklin Park had pulled a few

buildings out of service for renovations, which should increase their income value. She also stated that the City will need someone to work on abatements that has knowledge of appraisals.

Mayor Jordan asked the staff about the status of the bond bill. Mr. Moran replied that the City will receive notification in a couple of weeks, after passage of the County budget, once a decision is made.

The proposed budget allocates \$5 million for various capital projects including resurfacing parts of Ridge Road, Ora Glen Drive and Hanover Drive, replacing the heating/ air conditioning and ventilation equipment at the Old Greenbelt Theatre (\$320,000), making State mandated repairs to the Greenbelt Lake dam (\$2.3 million) and funding the WMATA Connection Trail. Ms. Ard also mentioned that the City will be transferring monies from the general fund to the 2001 bond fund. The bond fund had a negative balance due to cost overruns on the Public Works facility, renovations to both the Old Greenbelt Theatre and the Springhill Lake Recreation Center, and for traffic safety improvements in Greenbelt East.

General Fund

Mayor Jordan went over each section of the previous year's adopted budget and estimated transactions in addition to the proposed fiscal year 2019 budget. Ms. Mach inquired about the increase in the fines and forfeitures and miscellaneous revenues section. Mr. Williams stated that the total revenues in FY 2016 were low due to \$1.4M in abatements. He stated that the City's FY 2017 and FY 2018 budgets exceeded a little over \$100,000, which is .5%, and that the proposed FY 2019 is looking good due to the increase in real estate taxes. He also indicated relocating Animal Control and Code Enforcement under Community Service Department. The summary of the funds from FY 2016 to present was relocated to the Community Service Development section.

Mr. Williams explained the assessable base in detail and explained how the City determines this estimation. He noted that the additions were largely due to Greenbelt Station.

Mr. Williams briefly reviewed the sources of revenue narrative. There was a correction to the Homestead Property Tax Credit, which should read \$206,800 for FY 2019. Mr. Williams indicated four changes in the Service Charges section. There is \$1,553,500 for the estimated fee-based recreation revenues for FY 2018, \$1,540,600 for the proposed revenues for FY 2019, and the Aquatic and Fitness Center revenue in FY 2018 and FY 2019 are estimated at \$598,000 and \$603,000 due to the proposed increase for daily admission and passes.

Mr. Williams indicated that changes to the Fund Balance of the General Fund is projected to be \$14.5M at the close of FY 2018 and that in FY 2019, the fund balance will decline 0.7%. He anticipates a 2% cost of living increase (COLA) for all classified employees and 3% merit increases at the anniversary of each employee's hire date. The proposed cost of the COLA and merit pay is \$215,000 and \$240,000. He also stated that there is a projected 13% increase for health insurance premiums. The LGIT insurance premium project increase for FY 2019 is \$13,900 or 8.3%, which is based on a three-year average of actual claims that preceded the current fiscal year.

Mr. Byrd inquired about the type of vehicles that the City Police use and how often the vehicles are replaced. Mr. Williams replied that the City Police use Ford Interceptors and that replacement of vehicles occurs approximately every 7 to 8 years.

Mayor Jordan proceeded to the general fund summary expenditures section of the proposed budget. Mr. Williams indicated that line items 220, Community Development, and 330, Animal Control, were zeroed out. The line items were relocated under the Community Services section as line item 540, Community Development, and line item 550, Animal Control.

Ms. Davis indicated that the title for the Assistant City Manager was missing from the organizational chart. Mr. Williams discussed the Summary of Changes to the General Fund expenditures page.

Ms. Davis inquired about the structure of the Community Services Department. Ms. Ard stated that she proposed a reorganization of the City government by adding a Department of Community Services which will be composed of Greenbelt CARES, the Greenbelt Assistance in Living (GAIL) program, Animal Control and Code Enforcement. She explained the function of the Community Services Department. Mr. Roberts expressed his concerns about moving Code Enforcement and Animal Control under Greenbelt Cares.

General Government

Council reviewed the accomplishments for FY 2018. Ms. Ard and Ms. Palau provided Council with an overview of the FY 2019 goals, which will include implementation of additional surveillance cameras, upgrading the City's website and modification to the agenda packet with multiple users input.

Mr. Putens inquired about the Comcast franchise negotiations. Mr. Worley mentioned meeting with a Federal arbitrator. Ms. Palau stated that the City is in good shape with the franchise.

Ms. Davis inquired about the part-time Production Assistant/Camera Operator.

Mr. Williams stated that there is a proposed reclassification within his department.

Mayor Jordan proceeded to the Finance and Administrative Services-Performance Measures section. There were no comments from the Council.

Ms. Davis and Mayor Jordan commented on the Information Technology section of the proposed FY 2019 budget. Mr. Worley stated that the numbers shown are comparable to other larger municipalities.

Mr. Byrd inquired about the sale of municipal bonds. Mr. Williams stated that the City hasn't sold bonds in over 20 years. He also stated that the City has approached banks with favorable rates for loans.

Council inquired about the replacement of the station bicycles at the GAFC. Mr. Moran replied that the bicycles need to be replaced and that the City will hold on to the ones that are in decent condition.

Ms. Palau replied to Ms. Davis's question about GATE's submission of their annual report.

There were informational items discussed.

The meeting ended at 11:02 pm.

Respectfully submitted,

*Bonita Anderson
City Clerk*