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**MINUTES OF THE CITY COUNCIL WORK SESSION held Wednesday, April 3, 2002 for the purpose of reviewing the General Fund Summary and General Government budgets for the proposed FY 2003 budget.**

The meeting began at 8:05 p.m. It was held in the Senior Meeting Room of the Community Center.

PRESENT WERE: Council members Rodney M. Roberts, Alan Turnbull, Edward V.J. Putens, Thomas X. White and Mayor Judith F. Davis.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; Jeffrey Williams, City Treasurer; Stephen Robinson, Information Technology Director; Anne Marie Belton, Executive Associate.

ALSO PRESENT WERE: Amy Boyes, Gazette Newspapers; Sheldon Goldberg, Greenbelt East Advisory Committee; Sandy Smith, Greenbelt News Review.

#### GENERAL FUND SUMMARY

Mr. McLaughlin gave an overview of the estimated revenues for FY 2002 and the proposed revenues for FY 2003. He pointed out that Corporate Business Tax revenues are increasing as well as Fines and Forfeitures. Fines and Forfeitures are increasing due to the addition of the red light camera citations. However, this revenue will be slightly offset by increased expenses in Public Safety for the operation of this program. Mr. McLaughlin also noted that the City's fund balance is still healthy at \$2.6 million.

Mr. Turnbull requested fund balance totals for the previous eight to ten years. Mr. Williams suggested adding the fund balance totals and percentages to page 198 in the proposed budget.

Taxes - Mr. Williams further reviewed the revenues noting that revenues have steadily increased. With construction underway for the Residence Inn, Hotel/Motel tax revenue is projected to increase \$75,000.

Licenses and Permits - Burglar alarm fees are increasing due to having dedicated office staff time to track businesses without permits and gain compliance. Cable television fees are projected to increase \$35,000 with the addition of Comcast service in the Springhill Lake area during the 2nd quarter of this year (April-June). Mayor Davis asked to check on the status of this project before the final budget work session.

Revenue from Other Agencies - FY 2003 will be the final year of grant funding for the COPS and Museum curator grants. The staff hired for these positions will be funded solely by the City beginning in FY 2004. However, the City will have increased funding from the State of Maryland for Police Protection. This grant will increase due to an

increase in police officer salaries and also in finishing the computer system for the Police department.

Service Charges - There is a noticeable decline in revenue for the Aquatic and Fitness Center for fiscal year 2002. This is a result of requiring patrons to present their identification when purchasing a pass to enter the facility and also the policy established allowing only residents and pass holders in the center on weekends. Mr. Williams pointed out the change in the structure of the revenue breakdown due to the reorganization of the Recreation department. Mr. White requested a breakdown of the revenues that are being transitioned into other accounts.

Fines and Forfeitures - FY 2002 estimated revenue for parking citations is less than budgeted due to the City's parking ticket flagging program not operating for approximately eight months during this fiscal year. The fines will still be collected, but not until future years. Revenue for red light camera fines appears to be substantial in both FY 2002 and FY 2003. However, there are off setting expenditures of \$302,000 in FY 2002 and \$314,000 in FY 2003 budgeted in the Police department budget. These expenses are for the operation of the program.

#### GENERAL GOVERNMENT

Mr. McLaughlin reviewed the Accomplishments for FY 2002 and the Issues and Services for FY 2003. In discussing the issues, Mr. McLaughlin informed Council of a plan being formulated to regulate the City's computer equipment. Mr. Robinson explained that approximately one half (1/2) of the equipment was purchased approximately five years ago and has become outdated. Therefore, a plan to upgrade and regulate computer equipment will be developed in FY 2003. This plan will aid in getting the City involved in e-government. Mr. White expressed an interest in reviewing action steps that will be taken in order to get the City into e-government.

Administration - In reviewing the Issues and Services, the suggestion of adding funds for senior staff training was mentioned. Mr. Putens requested this item be placed on a list for consideration at the final budget work session. A request was also made to have the City Manager compile a list of additional staffing needs in all departments for the Council to review.

Public Information and Community Promotion - A request was made to add the number of work sessions cablecast to this department's Performance Measures.

Public Officers - Mayor Davis requested a summary of the individuals attending conferences and where the conferences were held during this fiscal year.

#### INFORMATIONAL ITEMS

Mayor Davis distributed a memo regarding the City Manager evaluation form. She requested that Council members return them to her by April 19.

Mayor Davis informed Council and staff that Pat Unger had open heart surgery the morning of April 3. Ms. Unger is hospitalized at Washington Hospital Center.

Mayor Davis attended a meeting with Mayor Shane and Mayor Brayman this morning and discussed the current possible reorganization of the County fire fighters. She also announced Frederick Robinson was reelected as Mayor of Bowie.

Mayor Davis asked members of Council if any of them were interested in running for a position on the PGCMA board. Members of Council were not interested.

Mr. White requested that the date for the budget public hearing be changed to an earlier date. Mr. McLaughlin suggested moving it to April 22 and keep the second public hearing on the same date, May 28.

The meeting ended at 10:25 p.m.

Respectfully submitted,  
Anne Marie Belton  
Executive Associate