

**Aberdeen City Council Work Session**  
**April 21, 2008**

**Roll Call:** The Aberdeen City Council Roll was called with the following results:

**Present:** Mayor Bennett, Council President Elliott, Councilwoman Young,  
Councilmen Kupferman, and Hiob

**Also Present:** Douglas Miller, City Manager  
Matthew Lapinsky, Director of Public Works  
Randy Rudy, Chief of Police  
Opiribo Jack, Director of Finance  
Monica Correll, City Clerk  
Doris Manner, Recording Secretary

The Aberdeen City Council Work Session was called to order at 4:30 p.m. in the Council Chambers by Mr. Miller.

1. Mr. Miller announced that the scheduled Press Event is postponed.
2. Budget Comments

Mr. Miller noted that the \$.71 ½ tax rate was being maintained in the General Fund. The following items are scheduled to be decreased:

- Highway Revenue
- State Shared Income Tax
- Building Related Fees
- Increase in County Police Aid

The following items are scheduled increases:

- 3% for Payroll
- 10% for Health Expenses
- Additional Receptionist and Work Station
- Centralized City Training
- Volunteer Dinner
- Fuel Account
- Litigation Expenses
- Fire Department Contribution
- Work on the Comprehensive Plan
- Work on City Hall
- IT and GIS City Needs
- BRAC Issues and Required Community Promotions
- Budget Contribution Changes
- LEOPS with No Additional Expenses to the Budget

Changes in other line items  
Addition of 5 Police Cars  
Sidewalk Repairs  
Street Lighting  
Recycling Bins  
Parks Maintenance  
Purchase of a Street Sweeper

Mr. Jack said there was a 1.6 million dollar Capital request of which 1.2 million dollars was funded in the Budget. The following items are part of the Budget:

Computer \$2,500  
Door I.D. Cards \$7,000  
Highway User Revenue Funded \$500,000  
Back Hoe \$20,000  
Shop Equipment \$42,000  
Rear Load Collector Truck \$140,000  
Pick-up Truck \$21,000  
Office/Locker Room Addition \$68,000  
Dump Truck \$60,000  
Grass Cutter \$35,000  
Trailer \$12,000  
Street Sweeper \$220,000 (cost to be spread over 3 years)  
Community Development Block Grant Projects \$100,000  
Police Cars \$122,500

Mr. Miller reviewed the Enterprise Funds and said there will not be an increase in the Water Fund. Some Capital projects are being postponed. The Sewer fund will have an increase due to operating costs and the ENR (Enhanced Nutrient Removal) requirement for upgrades.

Mr. Lapinsky said replacement of water services was needed along Edmund Street. An air compressor and an additional trailer are also required. The Waste Water budget was cut by 3.5 million dollars to maintain the rate without an increase. The ENR design funding is 1.7 million dollars. Next year, there will be a construction and construction management cost of approximately 13 million dollars.

Mr. Miller noted that this was not an easy Budget to balance. The General Fund will provide \$293,000 for the Stadium Fund. There will be a Public Hearing on April 28<sup>th</sup>.

## **Council Comments:**

Council President Elliott:

Are other quotes obtained for employee medical insurance? Mr. Miller said the City works with a broker and shops the coverage yearly.

A \$.02 decrease is desirable. What is the amount in the Contingency Fund? Mr. Miller reported an amount of \$10,000 is in the Contingency Fund.

Is there \$500,000 in the Rainy Day Fund? Mr. Miller stated that that amount is in the Fund, but no additional contributions will be made this year.

The police cars should be limited to within the City limits due to the high cost of fuel.

Councilman Kupferman:

What is the Constant Yield? Mr. Miller gave an amount of \$.65.7.

The \$500,000 is due to insurance projections being reduced. This money is from the taxpayers and should be returned to them. By adding \$1.00 to the Ripken tickets, the City would realize over \$200,000. New construction in the City is looking good.

Councilwoman Young:

What are the Property Tax discounts included in the Budget? Mr. Jack will furnish details later.

How long are the utility pole tax agreements in force? Mr. Miller said the City has the ability to tax poles in public right of ways and is considering an increase.

The school resource officers cost \$30,000. Does any money come from Harford County? Mr. Jack said the City currently has a Grant from the County for Fiscal Year 2008 but he is unsure if there will be one for 2009. Chief Rudy indicated that a large amount is still unused.

What is involved in the Residential Special Patrol Reimbursement fund? Mr. Jack said this includes Washington Park because calls for assistance have been reduced.

What is the "Other" listed under Miscellaneous Income? Mr. Miller stated that this applies to anything without a Line Item.

Is there a MOU (Memorandum of Understanding) for antenna bases?  
Mr. Miller said there are contracts without expiration dates.

What are the amounts of the Block Grant receipts? Mr. Jack noted that there are cumulative amounts which will be spent by the end of this Fiscal Year.

Are there Tower Rental MOU's. Mr. Miller said there are contracts.

What is involved with the Demands Charge. Mr. Jack replied that this is part of the Water Bill.

Why was Other Loan Proceeds removed? Mr. Miller said that was the Infrastructure Loan, three Water Pumping Stations, and new water lines.

What is Appropriation of Retained Earnings? Mr. Jack indicated that this is a DPW request to purchase additional equipment.

What is the Revenues Charge for Service in the amount of \$14,597? Mr. Jack said the method of accounting was changed because Ripken Management reports the receipts to the State only after games are played.

What is the Interest Income on Leases? Mr. Jack noted that when the new auditors reviewed the leases, the agreements were not done properly and that is the reason for the difference.

What is the Transfer from General Fund in the amount of \$50,000, later in the report, there is \$373,338? Mr. Jack indicated that this was a typographical error.

Why is there an amount for Drug and Alcohol Testing? Mr. Jack said this is only an estimate. Mr. Miller indicated that this amount should be under Payroll.

What was the decrease in Government Strategic Planning? Mr. Miller stated that this was a line item for Ms. Grover for a Transportation Study.

Under the Police Department budget amount listed, is it for traffic control for the Stadium? Chief Rudy explained that this amount is for crossing guards.

Please explain the Street Camera Project. Mr. Miller noted that no additional money is added. Mr. Jack may adjust this line item for the final Budget.

Under Miscellaneous, why is there an increase in the On-Line Payment System? Mr. Jack explained that there is a fee to the City for residents to pay bills on-line.

Is the amount under the Liquor Control Board for events at the Stadium? Mr. Jack said this is the liability of the City to the Liquor Retirement Board

which is being shared by other Counties. The cost will be \$1,600 for a few more years.

What types of employee training are there? Mr. Miller said this is any type of Employee Training and will be moved to the Executive Area.

What are the Miscellaneous Expenses? Mr. Jack noted that this includes \$25,000 for the Human Resource study.

Clarify the Rainy Day Account amount of \$500,000. Mayor Bennett indicated that there will be no additions to this account this year.

What is the Hospitality Way Debt Service? Mr. Miller stated that this is a front foot benefit charge.

What are General Government Capital Projects? Mr. Jack said they had been explained previously.

Clarify the Public Works Capital Purchases. Mr. Jack noted they had been explained earlier.

How did salaries go down? Mr. Jack stated that some employees' salaries were moved to other funds depending on their duties.

How is there a decrease in the 401K Fund? Mr. Miller said they are tied to salary areas.

Is the Water Purchase for now or what is proposed? Mr. Miller noted that the \$280,000 is the current amount and also for 2009.

Was Other Expenses for APG moved to another area? Mr. Jack said it was moved to the Salary Line.

Is the MTBE (methyl tert-butyl ether) cost for testing? Mr. Lapinsky said it was for testing MTBE wells.

Is there a list of Capital Expense Projects? Mr. Jack referred to a list on the last page of his report.

What is the amount the City still owes on the Stadium? An amount will be furnished at a later date.

Which employees come under the Executive part of the Budget? Mr. Miller said the amount included him, the City Clerk, the HR Administrator, the Executive Support Specialist, and additional training from other areas.

What is the anticipated cost to replace the telephone system? Mr. Miller will have this figure at a later date.

What is included in the Maintenance for the Government Building? Mr. Lapinsky explained that it included all contracts for maintenance, generators, etc.

Clarify the Water Fund – Production Well Redevelopment. Mr. Lapinsky said this includes the Allocation Permit to try to expand to a 1.7 million gallon yield, and checking all wells as needed.

What is the Water Resource Element Study? Mr. Lapinsky referred to House Bill 1141 and noted that this action must be completed by 2009.

What is the Generator Fee? Mr. Lapinsky said this is for the backup for wells located on APG.

What is the Perchlorate Monitoring? Mr. Lapinsky indicated that this is for periodic monitoring and maintenance to re-engineer the projection.

Why the increase in Wellhead Protection? Mr. Lapinsky said additional funds are needed.

Councilman Hiob:

One cent of the Tax Rate equals \$110,000.

He opposes limiting police car use because this could be a problem with recruiting and for LEOPS this year.

The receptionist cost will be \$40,000 for the person, not including the kiosk. Would it be feasible to have the kiosk unstaffed for people to call the appropriate office from the lobby? Mr. Miller has received complaints regarding returning phone calls and building security. He stated that the receptionist could screen calls and monitor people entering the building. He/she would also provide better customer service

Please explain the General Fund Heritage Committee amounts of \$6,000 - \$15,000. Mr. Miller said part of the money was used for a newsletter; however, there will be a review on the expenditure.

What is the \$19,000 for a Capital Project? Mr. Miller reported that this is an ongoing expense with Comcast for the Cameras. Mr. Jack added that the \$19,000 was from the State and only for 2008.

The current tax rate must be sustained to support the current Budget.

Mayor Bennett:

Mayor Bennett reminded everyone that this Budget is still a work in progress.

Mr. Miller:

Mr. Miller stated that this is an introductory document which is being introduced. There will be two Public Hearings on April 28<sup>th</sup>. A Work Session will be held on May 5<sup>th</sup> for more discussion.

3. Committee Appointments

Copies of current and future appointees were distributed to the Council for their consideration. Selections will be made at a future date. Mr. Miller reminded the Councilmembers that no decisions can be made at the Work Sessions.

4. Aberdeen Corporate Park Rezoning

No decisions can be made tonight. Ms. Grover will provide a Staff Report. The City Attorney wants to add some language and the document will be presented at a later date.

5. Other – None

Adjournment – The meeting was adjourned at 6:00 p.m.