

CITY OF ABERDEEN
Council Meeting
November 7, 2016

Council Present: Mayor Patrick McGrady, Councilwoman Sandra Landbeck,
Councilman Timothy Lindecamp, and Councilman Melvin Taylor

Absent: Councilman Steven Goodin

Also Present: Randy Robertson, City Manager
Phyllis Grover, Director of Planning and Community Development
Kyle Torster, Director of Public Works
Chief Henry Trabert, Aberdeen Police Department
Opiribo Jack, Director of Finance
Monica Correll, City Clerk
Helen Screen-Rucker, Recording Secretary

Mayor McGrady called the meeting to order at 7:00 p.m. in the Council Chambers. The prayer was delivered by Pastor Merritt Schatz, Grove Presbyterian Church, and the Pledge of Allegiance was led by Councilwoman Landbeck.

APPROVAL OF MINUTES:

A motion was made by Councilman Lindecamp and seconded by Councilwoman Landbeck to approve the minutes of the October 24, 2016 Council Meeting. **The motion passed by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp,
and Councilman Taylor.

Nays: None.

Absent: Councilman Goodin.

A motion was made by Councilwoman Landbeck and seconded by Councilman Lindecamp to approve the minutes of the October 24, 2016 Council Closed Meeting. **The motion passed by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp,
and Councilman Taylor.

Nays: None.

Absent: Councilman Goodin.

STATEMENT OF CLOSED MEETING:

The Mayor read the Statement of Closed Meeting: On October 24 2016, the Mayor and Council held a regular Council Meeting in the Council Chambers at 7:00 p.m. All members voted by roll call in the affirmative to close the session.

At approximately 8:15 p.m., a closed meeting was convened by the Mayor and Council in the second floor administrative conference room. Members present were: Mayor Patrick McGrady,

Councilman Steven Goodin, Councilwoman Sandra Landbeck, Councilman Timothy Lindecamp, and Councilman Melvin Taylor. Also in attendance was Randy Robertson, City Manager, and Monica Correll, City Clerk. Henry Trabert, Chief of Police, attended 8:15 p.m. – 8:21 p.m. under citations (1)(8)(12). Kyle Torster, Director of Public Works, attended 8:23 p.m. to 8:39 p.m. under citation (4).

The session was held pursuant to the Open Meetings Act, Statutory Authority Md. Code Annotated, General Provisions Article § 3-305(b): (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; (4) to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; (8) to consult with staff, consultants, or other individuals about pending or potential litigation; and, (12) to conduct or discuss an investigative proceeding on actual or possible criminal conduct. The topic of the meeting under citations (1)(8)(12) was a personnel matter involving a City employee. The topic of the meeting under citation (4) was a contractual issue with an existing business.

Under citations (1)(8)(12), the Mayor and Council discussed a personnel matter involving a City employee from 8:15 p.m. to 8:21 p.m. Under citation (4), the Mayor and Council discussed a contractual issue with an existing business from 8:23 p.m. to 8:39 p.m. No action was taken under any of the citations. The meeting was adjourned at approximately 8:39 p.m.

PRESENTATIONS:

1. Fallen Employee Memorial Update, Mr. Charlie Nietubicz
Mr. Charlie Nietubicz apprised the Council of the Aberdeen Proving Grounds 100th Anniversary plans including the APG Workers Memorial.
2. General Discussion of Off Site Expectations, Ms. Jonita Shoaff, Facilitator
Ms. Shoaff detailed her credentials and plans for the Council Offsite planned for November 12, 2016 at the Holiday Inn Express. Mr. Robertson apprised the Council of the Offsite agenda and subject matters.
3. Presentation of Awards to the City, Mr. Charles Johnson, Risk & Safety Manager
Mr. Johnson informed the Council that the City was given two awards: “2016 Award of Appreciation for Your Valued Support to the SBU Government Council” from Chesapeake Employers Insurance and the “Board of Trustees of the Local Government Insurance Trust Risk Management Services Award.”

Mr. Robertson said that a blood pressure monitor would be placed in the City Hall lobby made possible from donations from outside organizations.

PUBLIC HEARINGS:

1. Ordinance No. 16-O-17, Forest Conservation: There were no public comments.
2. Ordinance No. 16-O-18, Amendment of FY 2017 Budget: There were no public comments.

PUBLIC COMMENTS:

1. Ms. Carolyn Jones, S. Rogers Street: Ms. Jones inquired on the status of a petition she submitted to have trash removal in her neighborhood revert back to the alleys instead of the front streets. Mr. Robertson read a letter intended for the Council, Ms. Jones, and the staff which stated that safety was the compelling factor in this decision.
2. Mr. Robert Hartman, Paradise Road: Mr. Hartman remarked on the homeless situation, bicycle driving offenses, and that laws should be enforced. The Chief responded that homelessness is a national and social issue and that Harford County, the Police, and others were working toward appropriate ways to help them.

LEGISLATIVE SESSION:

1. Charter Resolution No. 16-CR-02, Resolving Electoral Tie Votes

Action on Charter Resolution No. 16-CR-02, Resolving Electoral Tie Votes was postponed.

2. Ordinance No. 16-O-17, Forest Conservation

Action on Ordinance No. 16-O-17, Forest Conservation was postponed.

3. Ordinance No. 16-O-18, Amendment of FY 2017 Budget

A motion was made by Councilman Lindecamp and seconded by Councilwoman Landbeck to adopt Ordinance No. 16-O-18, Amendment of FY 2017 Budget. **The motion passed by a by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp, and Councilman Taylor.

Nays: None.

Absent: Councilman Goodin.

4. Ordinance No. 16-O-20, (Emergency), Transfer of Code Enforcement Duties and Responsibilities

A motion was made by Councilwoman Landbeck and seconded by Councilman Lindecamp to introduce Ordinance No. 16-O-20, (Emergency), Transfer of Code Enforcement Duties and Responsibilities. **The motion passed by a by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp, and Councilman Taylor.

Nays: None.

Absent: Councilman Goodin.

A motion was made by Councilwoman Landbeck and seconded by Councilman Lindecamp to amend the language on Ordinance No. 16-O-20, (Emergency), Transfer of Code Enforcement Duties and Responsibilities to read Department of Planning and Community Development instead of Department of Planning and Growth Management in the Ordinance. **The motion passed by a by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp, and Councilman Taylor.
Nays: None.
Absent: Councilman Goodin.

A motion was made by Councilwoman Landbeck and seconded by Councilman Taylor to suspend the prohibition against passing the ordinance at the meeting it was introduced for Ordinance No. 16-O-20, (Emergency), Transfer of Code Enforcement Duties and Responsibilities. **The motion passed by a by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp, and Councilman Taylor.
Nays: None.
Absent: Councilman Goodin.

A motion was made by Councilman Lindecamp and seconded by Councilwoman Landbeck to adopt Ordinance No. 16-O-20, (Emergency), Transfer of Code Enforcement Duties and Responsibilities. **The motion passed by a by a vote of 4 – yes; 0 – no; 1- absent.**

Ayes: Mayor McGrady, Councilwoman Landbeck, Councilman Lindecamp, and Councilman Taylor.
Nays: None.
Absent: Councilman Goodin.

BUSINESS OF THE CITY:

1. Unfinished Business - None
 2. New Business - None
 3. Updates from City Manager and Staff
 - A Special Council Meeting was scheduled on November 14, 2016 regarding the City's Personnel Policy Manual.
 - The Victory Park playground would be operational by end of the month. A water source would be put in the park springtime.
 - The State Highway Administration accepted responsibility for the maintenance and repair of APG Road.
 - The State ranked West Bel Air Avenue, between Rt. 40 and Paradise Road, as one of their top priority roads for construction in 2018.
- a) Year-to-Date Financial Activities

Mr. Jack reported on the City's Year-to-Date Financial Activities, July 1, 2016 through September 30, 2016 comparing revenues and expenses to budgeted amounts for the various funds. The following is his summary of the activities, by fund.

General Fund: Total revenues exceeded total expenses (including transfers-out) by \$2.8 million, with revenues of \$7.5 million, and expenses of \$4.8 million. Revenues were \$293 thousand less than budgeted. Property tax collection was more than budgeted by \$198 thousand. State Shared revenues were \$421 thousand less than budgeted due to delay in Income Tax and Highway User Revenue remittance from the State. County Shared revenues were in line with budget. Expenses were better than budgeted by \$199 thousand.

Capital Projects Fund: There were no revenue activities in the Capital Projects Fund other than the transfer-in from the General Fund of \$1.1 million. Expenses were only \$71 thousand.

Water Fund: Total revenues exceeded total expenses by \$62 thousand, with revenues of \$617 thousand and expenses of \$555 thousand. Revenues were less than budgeted by \$262 thousand partly due to fewer capital connections. Expenses were less than budgeted by \$203 thousand savings in various costs and possibly due to timing of purchases.

Sewer Fund: Total expenses exceeded total revenues by \$7 thousand, with expenses of \$812 thousand and revenues of \$805 thousand. Revenues were less than budgeted by \$209 thousand. This is partly due to fewer capital connections. Expenses were less than budgeted by \$508 thousand because of delay in implementation of capital projects.

Stadium Fund: Total receipts were more than total expenses by \$350 thousand, with receipts of \$407 thousand (including transfer-in of \$374 thousand from the General Fund), and expenses of \$58 thousand. Revenues were \$52 thousand less than budgeted, while expenses were, mostly, in line with budget.

All Funds: Overall, the City's total revenues and other sources exceeded total expenses and other uses by \$4.2 million, with revenues and other sources of \$10.5 million and expenses and other uses of \$6.2 million.

b) Summary of 2016 Financial Statements Audit

The financial statements for the fiscal year ended June 30, 2016 were audited by the independent accounting firm, RSM US, LLP. The City received an unqualified opinion on the financial statements.

Overall, the financial position of the City improved over the prior fiscal year. The General Fund had a budgetary surplus of \$1.8 million. Most of the surplus came from property, income, and hotel tax revenues, APG management fees, and savings in expenses.

The Water and Sewer funds posted net losses of \$419 thousand and \$279 thousand, respectively. The Stadium Fund posted net profit of \$195 thousand including transfer-in from the General Fund.

The City's long-term liabilities decreased by \$1.3 million to \$25.4 million.

The City's net position increased by \$3 million to \$75.6 million. Net position is the difference between total assets and total liabilities. This increase is primarily from tax revenues, management fees, and savings in expenses.

The fund balance for the City's governmental funds (General, Capital Projects, and Special Funds) was \$12.7 million. Fund balance is the difference between the assets and liabilities of a governmental fund. About \$11.3 million of the \$12.7 million is unassigned and can be used to support the general government's operating needs.

In the governmental funds, revenues increased by \$860 thousand compared to prior year. Expenses increased by \$600. The hotel tax was the most significant line item that contributed to the increase in the revenues, while sidewalk repairs were the main factor in the increase in expenses. There were no other significant line item fluctuations compared to 2015.

In the enterprise funds, charges for services decreased by \$1.8 million from the prior year mainly due to a decrease in the number of capital connections during 2016. Expenses increased by \$232 thousand due to increases in costs of service provided to customers.

The basic financial activities of the General and Enterprise funds were as follows:

City of Aberdeen		
Schedule of Revenues, Expenditures, and Changes in Fund Balance		
General Fund		
FY 2016		
Description	Description	Actual
<i>Revenues:</i>		
	Real Estate Taxes	8,800,954
	Personal Property Taxes	1,249,583
	State Shared Taxes	1,486,197
	Local Taxes	277,870
	Licenses and Permits	110,186
	Intergovernmental (includes Hotel Tax)	2,674,802
	APG Management fees	928,326
	Miscellaneous Income	388,694
	Total Revenues	15,916,612
<i>Expenditures:</i>		
	General Government	2,337,282
	Public Safety	4,101,240
	Public Works	2,515,691
	Parks and Recreation	98,922
	Miscellaneous	3,255,042
	Debt Service	462,649
	Transfers out - Capital Projects Fund	788,111
	Transfers out - Stadium Fund	525,206
	Total Expenditures	14,084,143
	Surplus (Deficit)	1,832,469

Schedule of Revenues,					
Expenditures, and					
Changes in Fund Net Position					
Enterprise Funds					
FY 2016					
Description		Water Fund	Sewer Fund	Stadium	Total
<i>Revenues:</i>					
	Charges for Services	2,427,192	2,860,486	-	5,287,678
	Other Revenues	248,098	877,326	131,780	1,257,204
	Gain/Interest Income on Notes Receivable	-	-	65,697	65,697
	Transfers in	-	-	525,206	525,206
	Total Revenues	2,675,290	3,737,812	722,683	7,135,785
<i>Expenses:</i>					
	Cost of Service	1,953,373	2,468,721	96,661	4,518,755
	Other Expenses	265,173	334,151		599,324
	Debt Service	285,794	92,008	96,894	474,696
	Depreciation	589,844	1,122,202	334,020	2,046,066
	Total Expenses	3,094,184	4,017,082	527,575	7,638,841
	Revenues Over (Under) Expenses	(418,894)	(279,270)	195,108	(503,056)

PUBLIC COMMENT: None.

BUSINESS OF THE COUNCIL:

1. Business from the City Council: The Council discussed the status of replacing the screens at the Waste Water Treatment Plant, the train station and APG Road conditions, and the reasons regarding trash pickup location changes.
2. Business from the Mayor: The Mayor reported on the “Keep Aberdeen Beautiful” volunteer group activities.

ANNOUNCEMENTS:

1. Planning Commission Meeting: Wednesday, November 9, 2016 at 7 PM
2. Veterans Day Ceremony, Veterans Memorial Park, Friday, November 11, 2016, 11 AM
3. Council Offsite, Holiday Inn Express, 1007 Beards Hill Rd., Saturday, Nov. 12, 2016, 8 AM
4. Special Council Meeting: Monday, November 14, 2016 at 7 PM
5. Regular Council Meeting: Monday, November 21, 2016 at 7 PM

ADJOURNMENT: Being no further business the meeting was adjourned at 8:56 p.m.