



**Minutes for the City of Mount Rainier  
Mayor & Council Work-session**

**Date: 3-20-2012**

**Place: One Municipal Place, Mount Rainier MD 20712**

**Presiding officer: Mayor Miles**

**Councilmember's present: Brent Bolin, Ivy Thompson, William Updike, and Jimmy Tarlau (via phone)**

**Councilmember's absent: None**

**Staff Present: City Manager Jeannelle Wallace, Assistant City Manager Michael Jackson, Captain James Stoots, Sgt. Steve Malley, Sgt. Andre Williams, Sgt. Chris Bacchus, Julia Broadnax**

**Meeting called to order at 7:05 pm**

**Agenda**

**Dept. Presentation: Mount Rainier Police Department**

***Discussion***

**ATHA Grant – Approve Commitment Letter**

**Queens Manor Apartments- Request to reduce rental occupancy fees by bid amount for 17 pothole repairs at \$23,000**

**Holman Group Contract Expiration (March 30, 2012)**

**Draft Press Release and Schedule Public Hearing for Comcast Renewal Negotiations**

**FY13 Budget Discussions**

**Motion to approve Agenda**

**Councilman Bolin**

**2<sup>nd</sup> Councilman Updike**

**Vote 4-0**

**Department Presentation: Mount Rainier Police Department**

A packet was provided to the Mayor and Council that includes the duties of the supervisors of the department.

Chief Scott gives a Power Point Presentation on the history of the Mount Rainier Department. He speaks about the department's...

- ✓ Chief position (known to be established as early as the 1930s)
- ✓ History of the patch (5 different variations)
- ✓ Core values: Mission, Vision, and Values

- ✓ Organizational Structure & Duties – Chief of Police, Assistant Chief/Captain, Sergeant, Corporal, Platoon, Records Manager, Administrative Assistants
- ✓ Individual Sergeant Duties in detail
- ✓ Access to County Language Line
- ✓ Patrol Schedule (12 hour model)
- ✓ Traffic Enforcement
- ✓ Free Ride-Along Program (residents can ride with officers to see what they do)
- ✓ Facebook Safety Tips

*Leadership of the Police Department*

Chief Michael Scott  
 Captain James Stoots (Assistant Chief)  
 Sgt. Steve Malley (Property and Evidence Officer)  
 Sgt. Andre Williams (Patrol Supervisor for Platoon II)  
 Sgt. Chris Bacchus  
 Julia Broadnax (Records Manager)

\*Chief Scott encourages residents to contact department representatives if you have any questions.

Better Block Project

The Mayor and Council approve the Better Block Project. Public Works has already utilized overtime to support the project. Further discussion involves financing and the process of the project. The city is working to find alternatives to tapping into the city reserves for financing and how resident concerns can be addressed.

**Anne Lecure** has been a resident of Mount Rainier for 11 years. She is an expert in creative industries and cultural tourism, has worked at both a national policy level and on the ground in creative communities like Mount Rainier across the country, and teaches cultural leadership at American University in the arts management program. According to her, the Gateway Arts District is an ongoing experiment in community and creative economy that has persisted for 13 years. The Better Block project is an opportunity. The city is missing out on deeper tissue discussions about art. Loss of momentum for the project should not be compromised for that reason. She encourages the city to embrace a public art plan, which would speak to temporary and permanent art.

The goal is to complete the project for the Better Block day April 28, 2012.

Resident concerns for the project include: use of city reserve money, permanency, resident inability for input in artist and design selection, treatment of the brick, risk of town aesthetic appeal down the road, and nearness of deadline among others.

Financing Alternatives: The project coordinators are attempting to receive financing from Kickstarter and fundraising efforts. Residents can go to **kickstarter.com** and give a **\$10 donation** to the citizen paint project. Information for how to donate to the project will be posted by Ms. Lecure on the Mount Rainier Facebook Page.

Councilwoman Ivy reiterates that this is not a city initiated project. It is community organized. City is a participating partner.

The **Better Block Project** will occur on **April 28<sup>th</sup>, 12pm to 5pm**. It will entail the citizen paint project, a mini festival in the bass parking lot, Performances, Workshops on green and creative living, treatments to the Funkhouser Building, and pop-up galleries. A foot traffic plan is being created to help gain visibility for local businesses.

Queens Manor Apartment's request to reduce rental occupancy fees by bid amount for repairs at \$23,000

Jim Mitchell (Senior Vice President of AHD, the ownership of Queens Manor)

The \$23,000 is for repaving of the streets and fixing the curb, which is city-owned property. The City Manager and Public Works agreed to take care of the 17 potholes. Work has already begun on these potholes. The Streets that require paving are the service road on queens Manor between 25<sup>th</sup> and 27<sup>th</sup> and the crumbled curb on 30<sup>th</sup> street. Mr. Mitchell is offering to make the repairs upon reimbursement.

City Manager Wallace: It affects the budget whether we reimburse outright or reduce fees.

The city will send Mr. Mitchell a reimbursement proposal with its specs for the repairs.

Holman Group Contract Expiration (March 30, 2012)

The Holman Group has acted as a developer consultant to help generate responses in the RFP process. They have been meeting with the county Executive's Office and have been working with the County Economic Development Office to provide potential developers with tax credit information. They brought 6-8 interested parties for development in the city. They are waiting for submission of proposals. Upon receipt of the proposals, they will review and provide recommendations to the Mayor Council.

The Mayor and Council approve funding for the Holman Group Contract extension at \$4,999. This contract will end when the Holman Group gets a developer to sign a contract and development is underway.

Draft Press Release and Schedule Public Hearing for Comcast Renewal Negotiations

The City of Mount Rainier is using a modified version of the county press release for all the cities within the consortium agreement with Comcast. The city has to schedule 1-2 public hearings in April and May to solicit input from citizens regarding the franchise agreement. If citizens are unable to attend, an electronic survey will be provided.

Comcast and Verizon have a franchise fee agreement with the city to transfer a portion of citizen subscriptions to the city. Previously, the city has received \$64,000 to \$70,000 for its broadcast network costs, including the cable channel (peg channel), studio, equipment, staff, and I-net charges. There is concern for the possibility that these franchise fees would be transferred to the state instead of the city to reduce the state deficit. The county has impact on this decision. The mayor urges for the city to gain a consensus of stance and become involved in the decision.

The **Mayor and Council Meeting**, previously scheduled for April 3<sup>rd</sup>, and the **First Public Hearing** regarding cable television will be held on **April 10th**. The public hearing will start at **7pm** and the council meeting will follow after.

#### ATHA Grant- Approve Commitment Letter

The City Manager wrote a draft commitment letter for the ATHA Way-Finding Signage Program. The grant proposal includes three large maps detailing North Prince George's County (the heritage piece) on one side and the Town Center on the other. The Town Center part will show what to see, where to go, and where to park in Mount Rainier. It will also speak to the new parking lot and the Route 1 Ride. The funding request is \$60,000. The city is responsible for matching half (\$30,000). Councilman Bolin outlines that of the \$30,000 from the city, 50% would go towards in-kind work from public works and the city manager's project management. Actual dollars for the project would consist of 25% of the overall request (\$15,000).

To complete the grant application, the City of Mount Rainier must submit a commitment letter that shows that the City agrees to do this program and is planning to finance it. The final copy is due by the first week of April. Word will be received in July whether or not the application was approved.

Councilman Bolin communicates that if ATHA does not provide the grant, the city can still use ATHA to create signage and seek funding elsewhere.

The letter of intent has been sent out. The Mayor and Council agree to move forward with the commitment letter.

#### FY13 Budget Discussions

The city treasurer Vijay Manjani presents the FY13 Budget. He cautions that there may be unexpected expenditures within this period. The period will end 15 months from now. The figures presented are rounded up to the nearest \$250.

Statement of General Fund Balance was audited slightly shy of \$3 million. Anticipated Fund Balance as of June 30<sup>th</sup> is 1.1 Million.

\$445,000	Transfer from the Reserves FY12
\$438,500	Ordinance 2-2012
\$128,000	Expected expenditures before FY End
\$1,425,000	June 30, 2012 Anticipated Fund Balance
	<i>Transfer in Reserves FY13</i>
\$179,500	Request for Bond Payments
\$150,000	Capital Improvement Plan
\$1,096,000	June 30, 2013 Anticipated Fund Balance

Combined Fund Statement (General & Special Fund Revenues)

Total = \$ 4, 584, 550

\*Fund Statement shows a balanced budget, which means expenditures equal revenues.

The FY 2011 Fund Statement was approximately \$6.4 million. The difference between the FY2011 and the FY 2012 can be primarily accounted for by the loss of the speed camera at Rhode Island Avenue. \$190,000 of the State Highway Revenue and Police State Aide among other items was cut and add to the difference.

*Tax Revenue*

Real Property	\$2,980,000
Business Property	\$2,980,000
Railroad & Utility	\$75,000
Penalties	N/A
<u>Shared State Income</u>	<u>\$465,000</u>
Total	\$3, 584,000

*License and Permits*

Comcast/ Verizon	\$90,000
Business Occupancy	\$411,400
Residential	\$232,500
Church	
Building	\$4,000
Vacant Building	\$8,000
Franchise fee	\$50,000

Intergovernmental Revenues

State Highway User Fees	\$15,000
State Police Aide	\$90,000
County Disposal Fee	\$22,000 *Fixed Amount

*Charges for Services*

Parking Meter	\$35,000
Call-A-Bus	\$2,500

City Abatement Fees	\$2,000
Other Service Charges	\$4,500
<u>Total Charges</u>	\$49,750

*Fines & Forfeitures*

Parking Violations	
Meter Violations	
<i>Municipal Code Violations</i>	
Impoundment Fees	
<u>Parking Fees</u>	
Total	\$79,500

*Miscellaneous Revenue*

Rent Income	
Bank Interest	
Interest on Investments	
Bus Shelter Advertising	
Tool Shed	
<u>Farmer's Market</u>	
Total	\$21,750

*Speed Camera Violations* \$10,000

Of the two initial city cameras, one is left on Queens Chapel Road. The State Highway Administration ordered the removal of the other camera on Rhode Island Avenue because it was no longer within the half-mile-radius of Mount Rainier Elementary. Speed Cameras are only permitted within a half-a-mile radius of school. Mayor and Council have concern about the placement of the Queens Chapel Road Camera and its effectiveness. Councilman Updike suggests negotiating with SHA about permitting a flashing speed limit sign as an alternative to a speed camera.

*Transfer from Reserve*

Bond Payment Request of	\$179,500
Total General Fund Revenue	\$4, 469, 550

*Changes from FY12 to FY13 (Most line items have not been changed)*

*Departments*

Unemployment Insurance increased from \$750 to \$1,000  
 Association Dues has increased from \$7,000 to \$8,500 (the city is a part of more associations compared to the previous year)  
 Mayor and Council \$52,750

*Legal & Elections (\$2,000 change)*

Audit	\$16,000
<u>Legal services</u>	\$24,000
Total	\$42,000

The mayor suggests putting the audit position out for bid because the city has used the current audit firm, Bridgett Mock & Associates, for the last four years if not longer. Per city policy, if the city gets three quotes \$10,000 or more, the position must be put to bid.

*City Hall*

*Changes in Benefits*

Regular Pay

The City Treasurer Manjani requested a \$20,000 pay cut in the 3010 Regular Pay FY2011. The city clerk position was paying for sick leave of the regular city clerk and for a temporary substitute for the position. The temporary position was cut, thus freeing up \$20,000.

Medical Expenses

Workers Compensation (The city is requesting more money because there was a minor mistake in the way it was calculated before). There is an increase from \$8,700 in FY2011 to \$21,500 in FY2012. Also, in the past, too much of worker's compensation was allocated for the Police department instead of City Hall. This correction shows up in FY2012. In the past, the city had to payout \$140,000 for workers compensation. In FY2012, it will pay \$205,000.

Retirement Contribution

Unemployment Insurance

Office Supplies reduced from \$17,500 to \$13,000

Postage and Delivery (same)

Computer & Printer Supplies (same)

*Computer Services*

Office Equipment Lease increased from \$3,000 to \$7,500. Photocopier machine is 7 or 8 years old. City Treasurer proposes to change the photocopier in 2013.

Reduce employee training from \$1,500 to \$750

Reduced Advertisement from \$7,500 to \$5,000

Conference Expenses reduced from \$8,500 to \$7,500

City Treasurer Manjani proposes one new computer purchase

Total \$28,000

*Infrastructure & Facility Maintenance*

Telephone \$10,000

Electricity reduced from \$15,000 to \$8,000

Heat \$500 (same)

Repairs & Maintenance Reduced from \$9,500 to \$7,750

Total of City Hall \$597,000

*City Owned Properties (Maintenance Costs)*

3601 Bunker Hill \$5,500

3405 Rhode Island Ave. \$8,000

3409 Rhode Island Ave. \$9,500 (Library)

\$11,000 (Other part of building)

3200 Rhode Island Ave. \$500

3204 \$500

3208 \$500

*Communication & Newsletter*

No change except a reduction in translation services from \$675 in FY2011 to \$0 in FY2012.

Councilwoman Thompson suggests having a Spanish language voice over version of council meetings to be more inclusive of Spanish speakers in the community. She also expresses concern for the use of the newsletter and its effectiveness.

Mayor Miles reiterates that the resolutions should be included in the newsletters.

Total \$31,000

*MRTV*

Most items have remained the same except for the following.

Line item 4318 increased from \$1,500 to \$2,000

Employee Training & Professional services increased from \$4,500 to \$5,000

I-net Services \$10,000

Increase in cost for equipment to allow for video streaming.

Total \$73,250

**Motion to adjourn Work Session at 11:20 p.m. and move to Executive Session to discuss property at**

**3200 Rhode Island Avenue**

**Councilman Updike**

**2<sup>nd</sup> Councilwoman Thompson**

**4-0**