



City of Glenarden
Special Work Session
April 12, 2018 at 6:30PM
Minutes

Attendees:

Council President – Deborah Eason
Council Vice President – James Herring
Councilwoman – Angela D. Ferguson
Councilwoman – Robin Jones
Councilwoman – Carolyn Smallwood
Councilman – Donjuan Williams
Councilwoman – Celestine Wilson
Mayor Edward Estes
Eddie Tobias – Interim City Manager
Alvin Bratton – Treasurer

- Call to Order at 6:30PM
- Invocation led by Councilwoman Jones
- Roll Call

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Councilwoman – Carolyn Smallwood
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Councilwoman – Celestine Wilson

We have a Quorum

- Motion to Adopt Agenda

Councilman Williams motion to adopt the agenda – Seconded by Councilwoman Jones

Councilwoman Eason - Yes
Councilman Herring - Yes
Councilwoman Ferguson - Yes
Councilwoman Jones - Yes



Councilwoman Smallwood – Yes
Councilman Williams - Yes
Councilwoman Wilson – Yes

7 Yes

Agenda Approved

- Presentation

- M-NCPPC with State Highway Representative regarding WB&A Trail extension along MD 704

- Fred Schaefer c/o Maryland National Parks and Planning Commission – Presentation Report – see the attached report
 - Awaiting the Feasibility Study
 - Who will maintain the bike path has yet to be determined
 - Infrastructure for citizens for walking and exercise
 - Andre Fugrell c/o Maryland State Highway Administration
 - Plan to share the scope with the City after the Feasibility Study Report is returned
 - The Feasibility Study will offer if the roads can support a bike trail
 - Crystal Hartfied – Office of Governor Larry Hogan
 - Wendy Irming and Chuck Boyd c/o The Maryland-National Capital Park and Planning Commission - Planning assistance for the County
 - Implementing the planning from processes
 - \$25K is the cost for assistance after completing the application inclusive of staff to help with research, census data, etc. with different kind of Planners to assist the community
 - Be very specific in the application and the needs that maybe required
 - Also, the City can apply for Grant funding, once a project is determined
 - Assistance with Grant Writing
 - Each community has a designated Planner assigned

- Councilman Williams – Budget Learning Tutorial



- Budget 101
- Assistance with the budget process especially for the new Councilmember
- Mayor's office submits budget priorities in April, Council review budget, Pass budget in June and Budget effective in July
- Elected Official role in the budget – Council are Policy Makers
- Government Accounting vs. Corporate Accounting
- Revenue is what you earn and Expenses is what you pay out
- Need to have a balance budget
- Surplus is extra monies not spent
- Spend within the City's Means
- Manual of Revenue Sources to be created for incoming Council and Administration
- Diagnostic and Strategic Questions- such as long/short range goals
- Important to maintain Reserves - 10% - 20% of the City's budget
- Understand Variances (actual vs. budgeted)
- Topic of Discussion
 - Unbuildable Lots – History of unbuildable lots from Councilman Herring

 - MML Main Street Booth – update of the Display and Giveaways for the 2018 MML Summer Conference Main Street Booth that Council President Eason, Councilmember Wilson, Council Clerk, Toni Taylor and City Receptionist, Michelle Cheek are working on.
- Adjourn at 8:35PM

Submitted By:

Toni Taylor, Council Clerk