



City of Glenarden  
Special Work Session (Budget)  
July 7, 2015 - 6:30PM  
Minutes

**Attendees:**

Council President – Maxine Phifer  
Council Vice President – James Herring  
Councilwoman – Elaine Carter  
Councilwoman – Judy Diggs  
Councilwoman – Deborah Eason  
Councilwoman – Jennifer Jenkins  
Councilwoman - Carolyn Smallwood  
Mayor Dennis C. Smith  
City Manager – Kenneth Jones  
Treasurer – Alvin Bratton

- Call to Order at 6:32PM
- Invocation led by Council President Maxine Phifer
- Roll Call

Councilwoman Carter - Present  
Councilwoman Diggs – Present  
Councilwoman Eason – Present  
Councilwoman Jenkins – Late Arrival  
Councilwoman Smallwood – Late Arrival  
Councilman Herring – Present  
Councilwoman Phifer – Present

**We have a Quorum**

- Motion to Adopt Agenda

Councilwoman Diggs motion to adopt the agenda - Councilwoman Carter Seconded

Councilwoman Carter - Yes

Councilwoman Diggs – Yes

Councilwoman Eason – Yes

Councilwoman Jenkins – Late Arrival

Councilwoman Smallwood – Late Arrival

Councilman Herring – Yes

Councilwoman Phifer – Yes

**5 Yes**

**Agenda Approved**

- Topic of Discussion
  - Mayor’s Proposed Budget for FY 2016
    - Public Works
      - Tax rate of .331 vs. .336 discussion
      - The new tax rate eliminates the surplus
      - Merit should be noted as a Cost of Living Adjustment (COLA) – which is across the board for all employees
      - Consensus by Council to give a 3.0% COLA on Current Salary – Retroactive for July 1, 2015
      - Salaries in Public Works is very low and a salary increase is needed for the Department
      - Public Works Clerk should read “Inactive” Position
      - Council agrees to the New Public Works Tech III - working hours from 1pm – 8pm being responsible to open doors/cleaning the City Hall building
      - City needs to build the Public Works Department up

- Council does not approve the part-time Director for Public Works
- Formal Training is an option for the Public Works Department
- Public Works job descriptions need to be re-evaluated
- Salary increase of \$5K to each Public Works Tech and a 3% COLA
- Public Works Field Supervisor to receive \$1K and the 3% COLA
- Add \$3K for Conference & Training – required training
- Accountability of the equipment / and what the Public Works Staff need to purchased new
- Water Buffalo vs. Fire Hydrant
- Uniforms – Council wants to see the Uniform Contract
- Council will re-visit the Public Works budget – Council is asking Administration for Public Works inventory and the up-keep of the maintenance schedules
- Take out the word Nextel for the cell phones
- Council request to Clean up the old detail information from the budget
- Code Enforcement
  - The full-time Code Enforcement Officer working hours are 9:30 am until 5pm
  - Expectations for the Code Enforcement Officers are not up to the expectations

- More accountability for the Code Enforcement Officers
  - A lot of complaints and violation; possibly lack of the job performance
  - Mayor Smith recommends the Code enforcement officer be a 40 hour work week
  - Council agree to have \$1500 in required training
  - Remove E-code 360 Annual Maintenance from Code Enforcement budget line item
  - Council request a better presentation of the budget from Administration; more justification from each department; individual departments head to holds a meeting with the City Manager to discuss their areas needs
- Gold Room
    - Council wants to see job descriptions for the Gold Room Coordinator and the part-time Gold Room Crew
    - \$61,484 Revenue for 2015 until April 2015; and Salaries Paid out \$66,557 - needs to be addressed
    - Fire Inspection of the Gold Room is upcoming
    - Councilwoman Carter will offer a plan for the Gold Room Coordinator to the Administration
    - Inventory of Gold Room to be completed
    - Gold Room Coordinator's office needs decorating

- Add the Woodmore Town Community space to the Gold Room space.
- Legal
  - City Attorney line items to be increased to \$50K – Council agrees to increase the legal budget by consensus
- Cable
  - Never completed the entire upgrade
  - More proposal should be offered
- Adjourn at 9:33PM

Submitted by:

Toni Taylor, Council Clerk