



City of Glenarden
Special Work Session (Budget)
August 25, 2015 - 6:30PM
Minutes

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

- Call to Order at 6:35PM
- Invocation led by Council President Phifer
- Roll Call

Councilwoman Carter – Present
Councilwoman Diggs – Late Arrival
Councilwoman Eason – Present
Councilwoman Jenkins – Absent
Councilwoman Smallwood – Late Arrival
Councilman Herring - Present
Councilwoman Phifer – Present
We have a Quorum

- Motion to Adopt Agenda

Councilwoman Carter motion to adopt the agenda - Seconded by Councilwoman Eason

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

4 Yes

Agenda Approved

- Topics of Discussion

Mayor's Revised Proposed Budget for FY 2016

- Councilwoman Carter notes the printed changes have not occurred to move forward with revenue
 - Support equipment from \$1500 to \$2500
 - Add the Election Board line item with \$1K
 - Legal from \$40K to \$55K
 - Clerk \$41,371 receives a COLA of 3%
 - The bonus of \$1500 does not change the salary
 - Bonus is a one- time occurrence
 - Councilwoman Carter and Diggs offer that the Council Clerk not attend the IIMC conference in Omaha Nebraska for Clerk Certification classes
 - Council discretion fund – not to change
 - Page 13 conference and training including “but not limited” to be deleted; and add National League of Cities
 - Forensic audit is suggested to be done for the Finance office
- Recess for 5 Minutes

- Remove the duplication for e-code website from 7130
- Assistant Staff Accountant job duties does not appear to include the day to day activities – Council request a job description
- PT Fiscal assistant works 30-32 hours a week
- Councilman Herring suggests a Closed meeting and Councilwoman Diggs agrees
- Council request the PT Fiscal Assistant reverts back to active and the Assistant Staff Accountant is inactive
- NFBPA spell out in the detail
- March DC Conferences/Maryland Black Mayor's Conference
- Police Department on Page 16 employees will receive \$500 and then 3% COLA
- FT Code Enforcement officers works 35 hours
- PT Code Enforcement officers works 25 hours
- HR Specialist – No
- Proposed Assistant City Manager – No
- Combine the two positions and change the Assistant City Manager job title to Project Manager/HR Specialist for \$50K – Council will work on the job description
- Water Buffalo – Can now be purchased (support equipment)
- Lawn Mower (1) – Will be purchased

- Public Works needs a Grounds Keeping Maintenance Policy – Summer, Spring, Fall and Winter to be created and brought to the Council
 - Public Works Uniform contract will be expiring and needs to be notified in writing immediately to not renew
 - City will receive their snow from the State
 - City Manager will bring to the Council in September for storage proposal of salt and Mr. Hepler will store salt this upcoming year
 - Still awaiting for last year reapportionment for last year snow contract overage in September
 - Copier agreement – current agreement expires March 2016
 - Transfer \$40K into General Funds leaving a deficit and by Charter we cannot pass a budget with a deficit
 - Councilman Herring request to see a tax bill from the WTC new homes
 - Councilwoman Carter wants the City to create savings account with \$75K in the account
- Adjourn at 9:30PM

Submitted by:

Toni Taylor, Council Clerk