



**City of Glenarden
Special Work Session
July 29, 2014 - 6:30PM
Minutes**

Council President – Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman - Jennifer Jenkins
Mayor Dennis C. Smith

- Call to Order at 6:30PM
- Invocation led in Silent Prayer
- Roll Call

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

We have a Quorum

- Motion to Adopt Agenda

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

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

Approved Agenda

- Topic of Discussion
 - City Manager Contract

Councilwoman Smallwood – contract is written as if he is a full time permanent City Manager instead of a 90 day Interim City Manager and wants to see some items deleted and added.

1. He cannot fire any staff member during his 90 day term.
2. Does not want to credit him 160 hours of leave from the onset of employment. Page 3 Section 5 wants removed.

Councilwoman Jenkins – confirms her understanding that the Interim City Manager could be considered as the permanent City Manager after the 90 day term, if all projects are in good standing and he proves himself as a full time permanent City Manager.

Councilwoman Eason – Clarifies the interim City Manager is specifically for only 90 days - Not a permanent City Manager contract. This was stated in the Regular meeting during the vote.

Mayor Smith – Also, is confirming his understanding that after the 90 days it could be re-evaluated and possibly go into has the permanent City Manager.

Councilwoman Smallwood – notes the interim City Manager is to only work on the following projects as noted in the contract for the 90 day term.

Insert core hours section (12 page) Monday thru Friday, 8:30AM until 5:00PM

Section 14 – bonding and background check (Mayor will talk to the City's insurance company on the terms on who conducts the background investigation).

These are the following deliverables for the 90 day term position:

Commence work 2013 audit and complete the 2014 audit

Dance Hall License – check with Chief O'Donnell

Assistance with hiring the City Manager & Treasurer

Councilman Herring - Section 2 H to be deleted. And COLA for a 90 day position should not be there.

Reference City Manager should say Interim City Manager.

Credit of sick leave should be deleted.

Section 8 delete a & b

E – open to discussion.

See contract for edits.

Mayor Smith notes that once the agreement is concluded then a background check will be done.

Councilwoman Smallwood will review the background check.

Council Clerk will do the edits to the contract, and give to Mayor Smith and Council Attorney, Mrs. Ferguson for legal review.

- T-Spec Proposal for Server – Councilwoman Eason and Councilwoman Diggs wants two more proposals with more information and also inquiry on what line items will this be drawing from.
 - Identify the line item for this purchase.
 - Councilwoman Eason – will not continue to approve items that are not in 2014 nor the 2015 budget.
 - Councilman Herring – ordinance was approved for the IRS for the \$38K penalty fee, and we are using the 2014 as the 2015 budget.

Councilwoman Diggs - request to see other IT proposals.

Councilman Herring - request to have TSPEC in to present to the Council.

Councilwoman Carter – thought the City was moving ahead with TSPEC due to the urgency of the need and also offers the Administration time to look further for IT needs.

Consensus Vote to go with TSPEC:

Councilwoman Carter – Yes

Councilman Herring – Yes

Councilwoman Eason – Pass

Councilwoman Jenkins - Yes

Councilwoman Smallwood – Yes

Councilwoman Diggs – Already have the majority vote

4 Yes

Council is giving the Administration the authority to have TSPEC to do the work - and the Resolution will be brought forth in September Regular Meeting.

TSPEC can commence work within 10 business days.

May effect the Staff work production.

- Bill Butler Proposal / Invoice – need to discuss the electrician invoice for \$780 approved / holding on the wish list until the 2015 budget is brought forth.
 - Innoface contract in the scope of work for a project manager for \$50 an hour was noted on the phase two proposal.
- Gold Room AC Unit proposals
 - ✓ AC unit – which unit is in question to be worked on compared to the previous unit a few months back
 - ✓ Councilwoman Diggs – needs a break down for the proposals
 - ✓ Councilwoman Eason – serial numbers should be supplied.
 - ✓ Councilwoman Carter – say confirm the serial number and go with this vendor.
 - ✓ Councilwoman Smallwood ask the wishes of the Council to move forward with Huges

- ✓ Councilwoman Eason – pass
- ✓ Councilman Herring –fine with Hugee still need a vote.
- ✓ Councilwoman Diggs – fine with Hugee

Council agrees to move forward with Hugee and Councilwoman Smallwood will contact Hugee to confirm which unit was worked on and receive the serial number of that unit.

- Status of Audit - Need to contact the State
 - Mayor Smith – the temp firm to be used is Account Temps, which is owned by Robert Half – will be coming in next week and will have that person to contact the State
 - A temporary Treasurer will be coming from the temporary agency
 - Then plans are to bring in another Staff Accountant
 - There is a Fiscal assistant open in the Finance Office - cannot keep running over budget.
- Engineers
 - Mayor recommended AED for the streets, and to be paid from the professional service line item.
 - Councilwoman Eason - states that there is nothing in the 2014 budget for an engineer - And then excused herself.
- Adjourn at 8:56 PM

Submitted By:
Toni Taylor, Council Clerk