

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
SPECIAL SESSION  
WEDNESDAY, MAY 24, 2023  
7:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President McCarthy called the meeting to order at 6:02p.m.

**1.2 Roll Call**

Present: Councilmember Monica Higgs, Councilmember Hope Love, Council President Shireka McCarthy, Mayor Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott, and Councilmember James Wright, Jr.

Staff: and Dashaun Lanham, City Clerk, and Myneca Ojo, City Manager

**2. MEETING TOPICS**

**2.1. Review and Discussion of Fiscal Year 2023-2024 Proposed Budget**

- Ms. Ojo stated that the proposed budget was reworked based upon the changes that were recommended. The departments reviewed the videos and made the changes accordingly.
- Ms. Ojo stated that there was slight revision in the expenditures, and it is a negative -759% change in the proposed budget, and the page numbers will change and be reflected in the Table of Contents.
- The City Council Proposed budget increased by 7.42% to \$345,728.
- The City Clerk Proposed budget increased by 10.65%, and the Staff Assistant salary reflects the same as last year, and the Staff Assistant will not receive the COLA due to the position being new.
- The Mayor Proposed budget increased by 23.17%
- The Administration with a request of Executive Assistant, increased in contractual services, IT Support, General Fund Reserve
- Councilmember Wright stated that the reason the City Manager was not giving an increase has nothing to do with her performance but the city's financial position, and he feels that she should have an executive assistant based upon the work for her department.

- Economic Development increase in salary by 4.70% due to the grant writing and the request to make consensus and attend the Economic Development Program across the county without a COLA but an overtime.
- Council President McCarthy reviewed the current position description for the Grants Manager and stated that it does not detail any changes in duties.
- Councilmember Love stated that she does not feel that any new position should not be included in the budget because the city is three years behind in the audits. The staff assistant can be utilized more to assist the City Manager.
- Councilmember Scott stated that she feels that the salaries should be based upon the city.
- Councilmember Love stated that the staff who did not receive an increase last year and who deal with the elements should receive an increase.
- The Council recommended a decrease in the salary for the grant manager position.
- The Finance department new position for payroll clerk, and COLA for Accounting Manager only, increase in office supplies, and association dues, contractual services for PEAKE, and shred it.
- Council President McCarthy stated that the payroll position description needs to be reviewed, and the salary is on the higher end.
- Councilmember Wright stated that the payroll clerk position salary is at a high-end and may need to be reduced 10-15 thousand.
- The Council recommended for the money to be included in contractual services, and Council President McCarthy stated that she is amenable to go without NetSuite for another year.
- The Human Resources department increased by 20.11%.
- The City Council agreed to remove the HR Generalist position and place the \$55,000 in retirement.
- Public Engagement budget increased by 6.10% with an increase for the Constituent Support, PT Market Master, and full-time Transportation Support.
- The council recommended overtime be increased in the Public Engagement budget, and the office supplies should be included in the budget. The council requested a job description for the Market Master position.
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### **3. CITIZEN COMMENTS**

**3.1** There were no citizens on the zoom call and no written comments were submitted.

#### 4. ANNOUNCEMENTS

**4.1. Ward V Vacancy Public Hearing, Monday, April 24, 2023, by Zoom Webinar at 7:30p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD**

**4.2. Regular Work Session Meeting, Monday, May 1, 2023, by Zoom Webinar at 6:00p.m., Meeting Line details are available on the city's website, Seat Pleasant, MD.**

#### 5. ADJOURN:

The City Council adjourned the meeting at 7:52p.m.

Submitted by,

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*Dashaun N. Lanham*

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Dashaun N. Lanham, CMC  
City Clerk

APPROVED 06/12/2023