

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
FISCAL YEAR 2021 BUDGET HEARING
SATURDAY, MAY 16, 2020
12:00P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember President Yeargin called the meeting to order at 12:30p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Late), Councilmember Charl Jones (Excused), Councilmember Hope Love, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Reveral Yeargin

Staff: Sherry Armfield-Ballentine, Administrative Assistant, C. Reginald Bagley, Brandon Booker, Acting Director of Economic Development, Monay Henry, Administrative Assistant, Marcus Jones, NCO, Dashaun N. Lanham, City Clerk, Sharron Lipford, Director of Public Engagement, Devan Martin, Acting Chief Operating Officer, Joel Montgomery, Acting Director of Public Works, Diamond Plater, Council Clerk, Kyrthlyn Rhoda, Grants Manager

2. Citizens Comment:

- City Clerk Lanham stated that no citizens comments were submitted to the Citizen Comment e-mail address.

3. Meeting Topics

- **3.1.1. FY2021 Proposed Budget Review**
- Mr. Martin stated that he will begin on Page 23 with the Administration Budget:
- Mr. Martin stated the administration budget provides most of the things around the COVID-19 pandemic and we are focusing on the Charter Mandate requirements of the Budget.
- Mr. Martin stated that the salary changed to add an Administrative Assistance to the COO and FICA Increase reflects that as well
- Mr. Martin stated that the Association dues was removed from the budget for the department.

- Mr. Martin stated that the training was reduced
- Mr. Martin stated that General Liability Insurance reflects an increase due to the lawsuits.
- Mr. Martin stated that the Telephone cost center will be revisited, and any changes will be reflected in the next meeting.
- Mr. Martin stated that the MML Membership Dues will remain the same for the Fiscal Year.
- Mr. Martin stated that the Special Occasions was reduced to \$1000 to provide sympathy basket on behalf of the city.
- Mr. Martin stated that the Legal Fees was increased based upon the needs and usage of the legal counsel. We will use LGIT hotline for the services that they provide.
- Mr. Martin stated that the Contingency was increased to ensure any emergency and or unanticipated expenses. The City Council approved a COVID budget and without it we would have needed to use the contingency.
- Mr. Martin stated that the IT SUPPORT Mrs. Barber will be working with PEAKE on this to ensure the connectivity of City Hall during the transition to the next building.
- Mr. Martin stated that Activity Center Insurance will remain, as we own the building and are required to keep insurance on the building.
- Mr. Martin stated that the Capital Outlay is to purchase computers for new staff.
- Mr. Martin stated that the Janitorial services is to provide for a contract for cleaning the building.
- Councilmember Sistrunk stated that the Administration budget shows an increase and she's concerned that it was stated all departments had taken a cut and this budget shows an increase.
- Mr. Martin stated that we are still fine tuning this document. The biggest change that you see in the Administration is the General Liability Insurance. We will discuss somethings on Monday, May 18, 2020 in the Closed Session to ensure that we can remove some of the liability. This is the same as the Workers Compensation. The additional increase in the salary is to include an Administrative Assistance for the COO. This is the only department outside of the environmental justice department to receive an increase. We are going to go back through the budget to ensure the numbers are accurate.

- **Finance**

- Mr. Martin stated that the salaries was not changed, and he feels that the salary is too low to hire a CFO at the rate of \$65,000.
- Mr. Martin stated that the overtime will remain the same for the department.
- Mr. Martin stated that the Contractual Services is to pay for the CPA Firm to assist us during this time.
- Mr. Martin stated that the NetSuite Training is from the previous Administration signing a contract to pay for training for the entire staff.
- Mr. Martin stated that the Capital Outlay is to replace a computer for the department.
- Councilmember Sistrunk stated that this department budget increased and not decreased.
- Mayor Grant stated that the focus appears to be on the numbers and not the services that will be provided to the citizens.
- Mayor Grant stated that if you want to attract the talent and maintain the services to the citizen of Seat Pleasant.
- Mayor Grant stated that we need to be transparent in our numbers and criticism.
- Councilmember Sistrunk stated that she is looking at the numbers and we are saying all departments made sacrifices and the two department numbers show an increase.
- Councilmember McCarthy stated that she agrees with Mayor Grant and, regarding the General Liability insurance increase is due to what we are not doing in the government. As well as the city being sued.
- Councilmember Love inquired if most of the claims are being generated from the Police Department and Environmental Justice/Public Works.

- **Public Safety**

- Mr. Martin stated that we have 22 FTE's no part-time personnel an increase for Grants.
- Mr. Martin stated that the Speed Camera shows an increase for staff
- Mr. Martin stated that the CGS reduction is due to the Public Engagement Department being able to build them out and the subscription service will be allocated there.

- Councilmember McCarthy inquired if we anticipate, or have we anticipated any of the services that can be cut due to COVID?
- Mr. Martin stated that the services of the police department has not stopped. We just shift the way that we are addressing the concerns. We will continue to look at this and see where we can reallocate the funding.

- **Public Engagement-**

- Director Lipford stated that the salary was reduced and strategic on their part.
- Director Lipford stated that the FICA reduced for the change in the staff
- Director Lipford stated that the training was reduced due to fact that we cannot travel anywhere due to the pandemic.
- Director Lipford stated that the Resident Employment Program was changed from the Summer Youth Program to provide jobs throughout the year.
- Director Lipford stated that the Emergency Relief is a new effort in the department to ensure we are setting up emergency funding for the grab and go, and we had seen increase in the needs of the citizens for utilities, food, etc.
- Director Lipford stated we will not be funding the Seat Pleasant Elementary School donation this year.
- Director Lipford stated we had increased the newsletter to include special edition during the COVID.
- Director Lipford stated that the CGS/IBM funds the digital platforms and contractors.
- Director Lipford stated that the Capital Outlay decreased due to the decrease of the staff.
- Director Lipford stated that the department efforts will be focused on assisting residents.
- Councilmember McCarthy inquired about the number of staff in the department and the vacancies?
- Director Lipford stated that we have six (6) staff members and three vacancies this current Fiscal Year and two in the next Fiscal Year.

- Councilmember McCarthy inquired on the Food and Beverages and if it can be decreased since we are not providing events?
- Director Lipford stated that the Food and Beverages is used for the volunteers.
- Mayor Grant stated that the Emergency Relief Fund will be managed by the Department to include the donation of \$10,000 from Wanda Durant for the COVID relief.
- Mayor Grant stated that Mrs. Lanham will be writing the responses to the residents, as the initial plan was to provide every resident in the city with \$250 without having a criterion for the funds.
- Mayor Grant stated that we did not raise enough money to provide the initial amount. The funding will be on a first come and first come basis. Once that household has received a card that household will be removed from the list. We have other players involved in the process. Mrs. Gzifa wanted to know about the accountability of the money received.
- Mayor Grant stated that he did not want to reveal the names of the persons that the money will be provided. We will provide the address, but not the name of the person.
- Councilmember McCarthy wanted to know where we are with completing the requirements for the cards. She would like to ensure that they had completed the census.
- Mayor Grant stated that they will take the recommendation on the census as a criterion to receive the card.
- **Economic Development-**
- Mr. Bagley stated that the salaries were kept the same in the department
- Mr. Bagley stated that the Meeting Conferences was removed from the budget for the current Fiscal Year.
- Mr. Bagley stated that the USDA Project is coming to end, and the repayment has been placed in another area of the budget.
- Mr. Bagley stated that the Housing Trust will not be funded, and we are looking to a new housing initiative and the new director will be implementing this program.
- Mr. Bagley stated that the Smart Buy Program will not be funded in this budget.
- Mr. Bagley stated that the Vacant Property Maintenance-The Mayor may want to elaborate on this as another partner can provide the services.

- Mr. Bagley stated that the Bond Bill has been secured.
- Councilmember Sistrunk had inquired on the census grant and how we can get people signed up?

- **Human Resources-**

- Mr. Biddix stated that the increase is due to health and worker's compensation.
- Mr. Biddix stated that the contractual services include ready refresh, which provides water for the entire government.
- Councilmember McCarthy stated that Worker's Compensation includes the entire government in your budget?

- **Environmental Justice-**

- Mr. Montgomery stated that the salaries are increased to include the new staffing for the department.
- Mr. Montgomery stated that the regular overtime will remain the same in the budget.
- Mr. Montgomery stated that he had reduced the events overtime due to the cancellation of the events for the city.
- Mr. Montgomery stated that the FICA has increased due to the increase in the staffing.
- Mr. Montgomery stated that the office supplies will remain the same
- Mr. Montgomery stated that he reduced training due to the lack of travel that will occur in the next Fiscal Year.
- Mr. Montgomery stated that the Waste Management is a new division for the department and the funding is a new request.
- Mr. Montgomery stated that the sanitation cost center will not be funded as it is now a part of the Waste Management division.

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- **City Clerk**

- City Clerk Lanham stated that the salary and FICA will remain the same as the current Fiscal Year.

- City Clerk Lanham stated that the Election Expenses increased as this is the year of the City's election.
- Mayor Grant stated that we may need to increase the amount of the Election, as we may need to change to Vote by Mail.
- City Clerk Lanham stated that she reduced the following cost centers, supplies, meeting refreshments, notices for advertisement of approved legislation, Subscription, and professional development.
- City Clerk Lanham stated that the professional development maybe held virtual and may have cost associated with the registration, etc.

- **Mayor**

- Mayor Grant stated that the salary and FICA was reduced to reflect for one position of the Executive Assistant.
- Mayor Grant stated that Promotional Activities, Professional Development and Smart City Advisory Board was reduced.
- Mayor Grant stated that he removed the Conventions, State of the City and Dues and Membership from the budget for the Fiscal Year.
- Councilmember McCarthy stated that she would like to see Mayor Grant continue to pay dues for the Maryland Black Mayors Association, as a great deal of information is provided from them.
- Mayor Grant stated that the monies will be restored to Association Dues as he wants to continue his membership with Maryland Black Mayors Association.

- **Council**

- Ms. Plater stated that she and Finance and Budget Committee met to compile the number for the Council Budget.
- Ms. Plater stated that the salary and FICA was changed to reflect the correct amount of the council salary in accordance to the approved amount.
- Ms. Plater stated that the overtime left as the same, but the Council will not have any events. She stated that she can reduce this amount.
- Mr. Martin stated that he has sent a request to Mr. Biddix to provide him with the amount used in the current Fiscal Year.
- Ms. Plater stated that the dues, public liability insurance, PGCMA, annual audit and Capital Outlay numbers were not changed.

- Ms. Plater stated that the committee reduced training, professional development, contingency, council retreat, strategic planning and council uniform.
- Ms. Plater stated the Council Constituent services was removed.
- Councilmember Sistrunk and Councilmember Love stated that they feel this should be funded.
- Mayor Grant stated that the Council will need to find the cost centers to reduce to restore the funding to the Constituent Services.
- Councilmember McCarthy stated that the money for PGCMA can be reduced.
- Councilmember Sistrunk stated that she will locate the cost centers and provide the recommendation.
- Mayor Grant dismissed the staff and executives with the exception of Mr. Martin and Mrs. Lanham.
- Mr. Martin requested for the staff to provide their department budget changes to him by Tuesday, May 17, 2020.
- City Council agreed to meet on Saturday, May 23, 2020 to have the recommended changes presented to them.

The Budget Review Meeting adjourned at 3:10 p.m.

Submitted by,

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Dashaun Lanham

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Dashaun N. Lanham, CMC
City Clerk

APPROVED 05/08/2020