



# Budget Meeting

## Monday, April 8, 2019

### Mayor and City Council

#### Town of Ocean City, Maryland

#### CALL TO ORDER

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#### THE HONORABLE MAYOR AND CITY COUNCIL PRESIDING

Attendee Name	Organization	Title	Status	Arrived	Departed
Lloyd Martin	Ocean City	Council President	Present		
Mary Knight	Ocean City	Council Secretary	Present		
Dennis Dare	Ocean City	Council Member	Present		
Tony DeLuca	Ocean City	Council Member	Present		
John Gehrig Jr.	Ocean City	Council Member	Present		
Matthew James	Ocean City	Council Member	Present		2:45 PM
Mark L. Paddack	Ocean City	Council Member	Present		
Richard W. Meehan	Ocean City	Mayor	Absent		

STAFF IN ATTENDANCE: City Manager Doug Miller, Budget Manager Jennie Knapp, Finance Director Chuck Bireley, Deputy City Clerk Pamela Peters, City Clerk Diana Chavis, Human Resource Director Wayne Evans, Planning and Community Development Director Bill Neville, City Engineer Terry McGean, Information Technology Director Nancy Bloxom, Risk Manager Eric Lagstrom, Members of the Press and Interested Parties.

Council President Lloyd Martin called this Budget Meeting to order at 1:00 PM in the Council Chambers of City Hall, 301 N. Baltimore Avenue, Ocean City, Maryland 21842.

#### MAYOR & COUNCIL, LEGAL, CITY MANAGER

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Budget Manager Jennie Knapp and City Manager Doug Miller presented FY20 proposed budget. Aside from elected official costs, other items funded include New Year's Day Reception, National Hurricane Conference, printing, intragovernmental allocations and cell phones. Legal fees have decreased from FY19. City Manager's staff includes city manager, budget manager, special programs manager, internal auditor, communications manager, web designer and an executive office associate.

#### CITY CLERK

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City Clerk Diana Chavis presented FY20 proposed budget. Department provides a high level of administrative support to the Mayor and Council and assists the public with a variety of requests, permits and passes. Department is a Passport Acceptance Facility. Staffing includes city clerk, deputy city clerk, office associate and central mail associate. Council requested information about a legal review of the town code during budget wrap-up.

## HUMAN RESOURCES

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Human Resource Director Wayne Evans presented FY20 proposed budget. Staffing includes human resource director, benefits manager, 2 human resource specialists and a human resource representative. Responsible for advertising, application processing, selection, new hire orientation, system entry, policy development, performance management, guidance, employee relations, labor relations, compensation, benefits, training, communications and compliance. Accomplishments include the conversion of 401(a) and 457(b) defined contribution plans from ICMA-RC to Nationwide and the Employee Self Service portal. Council Member DeLuca requested an update on the staff evaluations process and recommended reinstatement of ACE Award program. New minimum wage policy will affect the budget with a 9% increase each year and will be further discussed during wrap-up.

## DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

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Planning and Community Development Director Bill Neville presented FY20 proposed budget highlighting staff, priorities and challenges. Department administers planning and zoning codes and completes building and plumbing inspections. Staff provides support, updates code, MPIA requests, permitting, development code compliance, inspection, enforcement, and GIS mapping. Council requested Mr. Neville breakdown user impact fees [commercial, residential, remodeling] and return to review impact fee structure and any recommendations to alter that fee.

## ENGINEERING

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City Engineer Terry McGean presented FY20 proposed budget. Department provides engineering, design services and advice to Mayor and Council; citizens; and other departments. FY20 projects include Eagle's Landing cart bridges, Whiteside re-development, canal dredging and Convention Center. Mr. McGean announced Convention Center Phase III funding has been approved. Town received beach replenishment contribution of \$458,000. Parking and parking enforcement were discussed.

**Motion requesting city manager meet with staff [engineer, police, public works, etc.] and return to Mayor and Council with recommendation to designate one staff member to address paid-parking concerns.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Dennis Dare, Council Member
<b>SECONDER:</b>	Mary Knight, Council Secretary
<b>AYES:</b>	Martin, Knight, Dare, DeLuca, Gehrig Jr., James, Paddack

## INFORMATION TECHNOLOGY

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City Engineer Terry McGean and Information Technology Director Nancy Bloxom presented FY20 proposed budget discussing primary responsibilities and projects. The 10 member staff is responsible for AS400, government software [payroll/purchasing/building/building permits/etc.], citywide network infrastructure, e-mail, backups, security and phone system. Currently processing the conversion of the AS400 to a cloud based system requiring internet connection only increasing resiliency.

## RISK MANAGEMENT

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Risk/Claims Manager Eric Lagstrom presented FY20 proposed budget stressing the importance of handling all claims aggressively and in a timely manner. Department has the capability of administering drug/alcohol testing 24 hours a day, 7 days a week. Some functions include managing insurance policies, claims handling, case litigation, worker's compensation hearings and annual hearing test.

## FINANCE DEPARTMENT

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Finance Director Chuck Bireley presented FY20 proposed budget detailing primary functions and initiatives. Highlights include the enhanced customer experience with online payments, completion of FY19 CAFR and implementation of staff cross training. Council Secretary Knight requested costs of business license fees, penalties, noise permit fees and percentage town receives/saves on outsourcing ambulance billing be presented at wrap-up.

## SPECIAL APPROPRIATIONS

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Budget Manager Jennie Knapp presented FY20 proposed Special Appropriations budget. Several council members suggested organizations present annual funding requests and in-kind services/economic benefits to the town during Mayor and Council work sessions. A few traditional funding requests were not received for FY20 equating \$18,000. After discussion of Coastal Hospice at the Ocean and recommending their request be presented to Mayor and Council prior to funding, Council Member Paddack suggested book-marking \$10,000 of the \$18,000 not yet appropriated.

**Motion to adjourn at 3:40 PM.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary Knight, Council Secretary
<b>SECONDER:</b>	Tony DeLuca, Council Member
<b>AYES:</b>	Martin, Knight, Dare, DeLuca, Gehrig Jr., Paddack
<b>ABSENT:</b>	James

Approved by Mayor and Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Diana L. Chavis, CMC  
City Clerk