

**Mayor & Council of Federalsburg
Budget/Strategic Planning Workshop
Saturday, January 18, 2025
10:00 AM**

The Mayor & Council of Federalsburg held a budget/strategic planning workshop meeting on Saturday, January 18, 2025 at 10:00AM, in the Mayor & Council meeting room located at Town Hall. Those in attendance were Mayor Abner, Councilmembers Hammond, Sewell, and James, Town Manager Kristy Marshall, and members of the public.

Call to Order

Mayor Abner called the meeting to order at 10:00AM and welcomed everyone in attendance.

Discussion-FY 2024-2025 Operating Budget

Town Manager Marshall shared information about the 2024-2025 budget. Town Manager Marshall shared the actual spending to date and the comparison to what was budgeted for the fiscal year. She explained that there were unexpected expenses with the treatment plant but has found numerous line items that can be trimmed. Town Manager Marshall explained that the implemented spending freeze has helped and spending has decreased. She asked the Mayor and Council for their guidance on how to proceed with aligning employees salaries with the national pay scale.

Mayor Abner questioned if all the funding for ARPA was committed for projects in the time frame given by the federal government. Town Manager Marshall reported all funding for ARPA has been earmarked within the federal guidelines. Councilmember James asked if the \$1535 that was taken out of the ARPA funding be returned back into the fund and taken from the water/sewer funding. Town Manager Marshall responded that it would be returned to the ARPA funding.

The Mayor and Council questioned about this year being an election year. According to the Charter Town Manager Marshall said elections should be held in 2025 and 2028. After a lengthy discussion, the Mayor and Council and the Town Manager will need to refer to the lawsuit to see if the next election will be held in 2025 or 2026. If the election is to be held in 2026 the \$11,000 slated for this fiscal year can be used for emergency funding. The Mayor and Council stated that the election year will need to be changed in the ordinance.

Mayor Abner questioned if there was a line item for overtime in the budget. Town Manager Marshall responded yes but we are working with the accountant to properly budget that line item. Councilmember James requested a cost comparison of the Police Departments overtime versus outsourcing with the County Sheriffs Department and Maryland State Police to see if that would save us money by not having our officers work overtime. Mayor Abner suggested the town offer comprehensive time to Public Works in lieu of overtime.

Councilmember James requested from Town Manager Marshall a quarterly budget review that would show each line item expenditures and what was budgeted for that line item. The line items that have no spending should be cut. Line items that are over budget like the grass cutting needs to be closely monitored. Town Manager Marshall stated she would get those reports out. She also said there will be a grass cutting contract for this year only, and the bidding for that will be out soon. Our Maintenance Supervisor Eric Hall will be working on getting certified to spray for weeds and that the lawn mowing equipment will be repaired so that the Public Works Department can once again cut all town properties and spray for weeds.

The Mayor and Council would like Town Manager Marshall and Town Attorney Lyndsay Ryan to work on getting St. Michaels Winery and Crazy Cousin's Cookies to pay back the town their small business loans.

Councilmember James questioned why some of our town bank accounts are dormant and why haven't we consolidated them. Town Manager Marshall responded I cannot just consolidate them but I am working with our accountant to see which ones can be consolidated.

Councilmember James questioned if the monthly fee the town pays for the speed cameras was higher than the revenue we are receiving from issuing speeding tickets. Councilmember Hammond would like Chief Gasser to come to a regular Mayor and Council meeting to discuss the speed camera system.

Councilmember James would like a consolidated budget sample so that the Mayor and Council can work on one section of the budget at a time. She would like the finance department to have a budget binder that has the invoices, what items were bought, what category the invoice should fall under, and if it is an allowable expense so the finance department can make a sound decision.

Discussion-Strategic Planning Matters

- **ARPA Funding-** Town Manager Marshall will contact our ARPA representative to see what final steps need to be taken.

- **Boards and Committees-**
 - **Town Council.** Councilmember Williamson has resigned from Town Council. The Mayor and Council will look at the charter on how to proceed with his replacement. The Town of Federalsburg will advertise the empty council seat in order to find interested residents that would like to be on Town Council. According to the charter, possible candidates must be a town resident that lives in District 2. The process will then need to be documented and become part of the charter moving forward for appointments to Town Council when a member resigns.
 - **Ethics Committee-** The Town of Federalsburg is in need of one person because the third person on the committee has moved out of town and according to the charter that person had to resign from the committee.
 - **Planning and Zoning-** The Town of Federalsburg is in need of at least two, maybe three new members for their committee.
 - **Parks & Recreation-** no committee members are needed at this time.
 - **Board of Appeals-** Need one person to act as an alternate
 - **Green Team-** Mayor Abner will reach out to team members for the Maryland Sustainable Communities

- **Community Engagement-** The Town of Federalsburg website needs to be updated
 - Will email sample websites of other towns for ideas to upgrade our website
 - Reach out to Caroline County Public Schools for internship opportunities to work on upgrading the town's website
 - Place audio of town meetings on town's websites and post on facebook when those audios are available

- **Levels of Service, Performance, and Accountability**
 - Have initiatives, for example \$25 of your waterbill, to encourage the community to come out to town events, meetings, sign up for Savvy Citizen and Committees.
 - Brochure display inside the front door of Town Hall for resources throughout the town, and surrounding counties on the Eastern Shore.
 - Smart Sheets on G Suites to track tasks that the Town Council is working on, tasks that are completed, and next steps. Also it is a way to see the progress of tasks the Town employees are completing.

- Performance and Accountability - Job descriptions should be completed, employees should check their emails within 24 hours, communication etc. Job descriptions and budget will be discussed at the Feb. workshop on Wednesday the 19th.
- Annual Reviews will be completed by April 1. Councilmember James requested to send evaluations as soon as they were done. Supervisors will need to have their evaluations done by March 1 and the Town Manager April 1.
- Mayor Abner would like one company to handle payments for everything from speeding tickets, water bills, permits, etc. and be placed` on the website.
- Councilmember James would like an administrative folder created with invoices, being scanned so we have it on cloud in order for the Mayor and Council to have access to everything. This will allow any new hire to have the information easily accesible.
- Everything needs to be put in google folders instead of having the mayor and council having to look back into folders.
- Put zoom links on the google calendar federalsburg.orgs page.
- Put on facebook the water testing schedule and results in layman's terms.
- On the website put the lead line letter that went out to residents
- May 1, 2025 have an Emergency Management Plan in place and will need to be reviewed every May.
- The budget manual and purchasing manual should be on Smart Sheets.
- Councilmember James would like to review everything discussed at today's strategic/planning meeting at the end of this Fiscal Year.

Request for Closed Session to Discuss Personnel Matters

Councilmember James made a motion seconded by Councilmember Sewell and unanimously passed by a vote of four to zero to go into closed session for personnel matters at 12:08 PM.

The regular meeting reconvened at 1:09PM

Regular Session

Mayor Abner reported that the Mayor and Council met in closed session from 12:08 PM to 1:09 PM to discuss personnel matters. No action was taken.

Adjournment

There being no further business, Councilmember Sewell made a motion seconded by Councilmember James and unanimously passed by a vote of four to zero to adjourn the meeting at 1:10PM.

Respectfully Submitted,

Sandra Smith, Town Clerk