

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, MAY 1, 2023
6:00P.M.**

1. OPENING

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, Councilmember James Wright

Staff: Beverly Barber, Human Resources Manager, Michael Barber, Interim Foreman, Demetrious Harris, Chief, Dashaun Lanham, City Clerk, Myneca Ojo, City Manager, Kyrthlyn Rhoda, Grants Manager, LaShaya Johnson, Staff Assistant and Leittia Vaughn, Accounting Manager

1.3 Invocation and Pledge of Allegiance:

Mayor Porter gave the invocation.

1.4. Approval of Agenda

Motion to approve the agenda.

Motion by Gerald Raynor Sr, second by James Wright Jr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr

2. PRESENTATIONS

2.1. Greenwill Consulting Group, Ivan Lanier, President

- Mr. Lanier stated that they have been around for twenty-five years doing government and state of Maryland work. They were excited to work with the city of Annapolis this year. They were brought on late this year but had a successful outcome.
- Mr. Lanier stated that they worked with several municipalities and chief of police, and they are extremely in-depth in working to include Grants. Mr. Carpenter stated that they he would like to speak of the strength as they

are multi-jurisdictionally local, state, and federal. They are an experienced organization with years of experience, and he was a public lobbyist for ten years and performed business development with a wealth of resources, and experience.

- Jacob Moore, Government Relations Representative, has been involved with local government and the work has been impactful. They had twenty-five hundred bills to be introduced and passed in ninety days to include the budget and amendments that came out. This allows them to know where the money is located, which allows them to know where to go to obtain municipal grants.
- Lesly Feliz attended the University of Maryland and Prince Georges locally. She is the Government Affairs Associates, and they have extensive knowledge in working with municipalities. They will ensure the packet has the materials and letters of support. They work with all departments and now is an important time to be planned for those. If the city has projects and seeking funding this is the time for the city to obtain the assistance. They work to ensure that the city is aware of the changes as language is being changed in the legislation. They worked to assist the city obtain tax revenue from the cannabis shops.
- Mr. Ivan Lanier stated that they love budget work, and it is important that the lobbyist read each piece of legislation. The representative in Annapolis needs to go the extra mile to ensure that there will be no impact on the municipalities. They work closely with public safety and infrastructure projects. They were a part of the Governor Moore transition team, and they worked with Delegate Alston on SB116 to bring it down, and they had reached out to other members in the committee to request that they ask questions. They reached out to ensure that there are ways to reach out to meet the needs. They are happy to assist to ensure that the HUR is restored to the city.
- Ms. Ojo thanked the team of Greenwill Group to assist the city on SB116 and HB450. She is making a recommendation to the council to make Greenwill Group the lobbyist team for the city.
- Mr. Lanier stated that they had worked with the Landover housing and secured \$750,000 for the five HOA for the by product, and they are working on the Blue Line Corridor, and they can be a voice for Seat Pleasant. Mayor Porter stated that he wanted the council to understand that lobbying is year around event and does not take place during the session.
- Mr. Lanier stated that they still work with the assistance of any grants, and they have a good handle with all the state agencies for the grants. They will

walk the city through the grant process with any agency, and he brags that they are one of the best firms in Maryland. They are government affairs and economic development for their clients. They passed on the Route 1 corridor for the port towns, and they worked on a gateway arts redevelopment authority for commercial development.

- Councilmember Wright stated that he is for the city having a lobbyist firm, and he is curious if they will be open to nine months oppose to twelve months.
- Councilmember Raynor inquired about clarity for the work on the grants and seeking funding.
- Councilmember Scott inquired if they could take on the whole process of the grants with submitting the initial grant and resubmitting.
- Mr. Lanier stated that they do not take over the process, but they guide the city through the application.

2.2 ADP Services, Scott Evans, Senior District Manager

- Mr. Scott stated that the services that they would like to implement for Seat Pleasant. The platform has been sunset, and the program lacks the support around time and attendance, and they can automate the process, and allow people support for HR and Payroll. It will eliminate paper and pen time off request. They are looking to begin at the start of a quarter. The program is technology with people's support. It will interact with changes throughout the state, and federal. They are the people to lean for some place to go for HR. The payroll will be taken out of your hands that will allow the staff to perform from a strategic position.
- Council President McCarthy was hoping that a demonstration of the software could be presented to the council.
- Ms. Ojo stated that he has done quite a few demonstrations for the city, to submit time and attendance, time off request, and leave balances. They will work with someone that understands benefits and review them as well. Mr. Scott demonstrated the system for on-boarding being streamlined and forwarded to payroll.
- Mr. Scott demonstrated the time and attendance, and the employees can see their leave balances, request time off, and approve their timecard, and the people they oversee. This will streamline the process from employee to practitioner, and over to payroll. The system allows you to streamline the open enrollment period, and enroll the employees from medical, dental to retirement.
- Mr. Scott demonstrated how time input in the system.

- Councilmember Raynor inquired how user friendly is the system?
- Mr. Scott stated that it is very easy with one click, and the staff will be trained.
- Councilmember Raynor inquired about the tracking of the compensatory or overtime hours in the system.
- Mr. Scott stated that the city will have a specialist and the payroll person. Councilmember Raynor inquired on the benefits and changes in the system?
- Mr. Scott stated that it can be changed in the system and there is a benefits and open enrollment specialist.

3. REPORTS

3.1 Mayor's Report

- Mayor Porter stated that his report can be found in Board Docs, and it details the meeting he attended in the month of April.
- Mayor Porter stated that he submitted a letter of opposition for SB516, and it was a successful opposition.
- Mayor Porter stated that the Proclamation was provided for the Former City Manager, Jeannelle Branson Wallace.
- Mayor Porter stated that he had participated in events for the Maryland Black Mayors.
- Mayor Porter stated that there will be a Mayors Beautification Day on Saturday, May 6, 2023.
- Councilmember Higgs inquired of the event for this weekend, as the start and end time.
- Mayor Porter stated that the event will be held for approximately five hours.
- Councilmember Higgs inquired if the school had been notified to assist the students with obtaining community service hours.
- Mayor Porter stated that he did ask for the document to be sent to the other cities, and it is a good suggestion for it to go to the schools.
- Ms. Umoh stated that she had contacted the schools to drop off the form for the students to obtain community service hours, and the event will be held from 10:00am-2:00pm
- Councilmember Love inquired about the starting point being at City Hall, and will it be in every ward?
- Ms. Umoh stated that they will start at City Hall to plant flowers, and memorial parkway near the veteran's memorial, and Cabin Branch, they had identified areas throughout the city, and they are going to three locations, city hall, MLK veterans and Cabin Branch.

3.2 City Manager Report

- Ms. Ojo stated that the month of April is budget season in the City of Seat Pleasant, and this is first budget for Seat Pleasant, and she has learned a lot.
- Ms. Ojo stated that they have been working on the audit and obtained access to NetSuite.
- Ms. Ojo stated that she wants to re-imagine the city through the City Manager and the City Council and she is looking for recommendations from the council.
- Ms. Ojo stated that they have Juneteenth and the First Beautician this coming Saturday, May 6, 2023.
- Ms. Ojo stated that she wanted to give special tribute to Jeannelle Wallace as her works still shine through the four municipalities she has worked. She did not have the opportunity to meet her but did have a chance to speak with her before starting the City Manager position.
- Ms. Ojo stated that she had worked with a leadership team to departmentalize their budgets, and she met with many stakeholders, and businesses owners in Seat Pleasant.
- Ms. Ojo stated that the front door is now automatic from 9:00am-5:00pm with reading sources in the lobby, to pick up a book or bring a book and share it.
- Ms. Ojo stated that Ms. Bilbro sister had volunteer to make the area more appealing.
- Ms. Ojo stated that there were several meetings with SB116 and HB450, and after the bills had failed to move forward, they placed a limit in the state budget as it pertains to the HUR until the audits are completed. They worked with Greenwill Group on SB516 to allow municipalities to obtain taxes from the marijuana sells.
- Ms. Ojo stated that we will have a CFO starting on May 8, 2023.
- Ms. Ojo stated that she met with the legal representative for several litigation and one was postponed and to discuss annexation.
- Ms. Ojo stated that she attended the monthly meetings with the city council, and she attended the PGCMA meeting.
- Ms. Ojo stated that they have four officers in Public Safety, HR onboarding for CCFO, City Clerk preparation of Best Yard Award, Public Engagement focusing on Ridership, and the annual ARP report has been completed. Salt dooms have been installed. The Neighborhood Design center completed Goodwin Park, and finance had completed payroll and balance of the DOJ reports for public safety, they have training help for Streetsweeper in EJD. The interim foreman, and EJD Manager attended the two-day training.

- Councilmember Higgs inquired about the street sweeper signs, and if the dates had been communicated to the residents to ensure that the vehicles are not parked on the streets.
- Ms. Ojo stated that they have advertised the information in the city's newsletter, and the VMS Board to provide the residents' notice. The street sweeper has been assigned to the County for maintenance.
- Council President McCarthy inquired of the meeting with Pepco?
- Ms. Ojo stated that she has contacted him and will follow up with the dates.
- Council President McCarthy stated that the VMS Boards needs to be changed the Tuesday after the meetings.
- Ms. Ojo stated that she had to give credit to Ms. Johnson and Ms. Rhoda for going out and posting information on the signs.

3.3. Departmental Reports

HUMAN RESOURCES:

- Ms. Barber stated that the city hired one person in the month of April.
- Ms. Barber stated that we had personnel actions forms due to changes in the position in certain departments.
- Ms. Barber stated that the benefits began on the 1st of April and changes will be made to the system due to cost and any changes in the benefits.
- Ms. Barber stated that she is preparing for the CFO to start next week, and getting the devices prepared.
- Ms. Barber stated that she had conducted an exit interview with an employee.
- Ms. Barber stated that she had assisted with the FY24 Budget.
- Ms. Barber stated that she had made some recommendations for changes to the Personnel Rules and Regulations Manual to the department heads and the council for review.
- Ms. Barber stated that she had made changes to the position description and sent them to the City Manager and City Council for review.

CITY CLERK:

- Ms. Lanham stated that the city had a busy month in the month of April due to the budget, and Public Hearing for the Ward V Vacancy.
- Ms. Lanham stated that she had attended a meeting with the College of Southern Maryland to have a training program for the Maryland Clerks.
- Ms. Lanham stated that she had prepared the meeting minutes for the month of April to be approved by May 8, 2023.

- Ms. Lanham stated that she had prepared the Ordinance for Amendment of Chapter 30-Personnel Appeals Board.
- Ms. Lanham stated that we had received another application from a resident for the Personnel Appeals Board.
- Ms. Lanham stated that she will be attending IIMC training from May 13-May 28, 2023.
- Ms. Lanham stated that the Staff Assistant has been preparing the meeting flyers, Best Yard Awards for Ward I, Ward III, and Ward IV and working with Councilmember Higgs for the Ward I Business meeting for next month.
- Ms. Lanham stated that we had received nine Public Information Act Request with one still pending with eight of them closed.
- Ms. Lanham stated that the city had received one report from the State department of Assessment and Taxation for Business Personal Property taxes for Fiscal Year 2022-2023. If the businesses do not file their annual reports the department cannot provide a report.
- Ms. Lanham stated that the city had received \$261,177.83 in revenue from March/April and for the Fiscal Year in the amount of \$1,025,900.73.
- Ms. Lanham stated that the Clerk of Circuit Courts was notified of the delinquent businesses, and some of them had received letters regarding their business licensing. Unfortunately, some of the businesses may not meet obtain a Tax Certification letter until they pay the full past due amount of their taxes.
- Ms. Lanham stated that the vendor will be conducting a walk-through to schedule a time to install the Audio-Visual Equipment in Council Chambers.

PUBLIC SAFETY:

- Chief Harris stated that he reported an uptick in car theft, and the vendor will be providing wheel locks for Hyundai, and they had recently posted a recall for those vehicles. The department will receive three-hundred-wheel locks.
- Chief Harris stated that they are currently in the process of the speed study on Seat Pleasant Dr. The traffic/speed study usually charges a fee, but the vendor conducted the study at no charge to the city.
- Chief Harris stated that one of the cameras was recently destroyed and he will be working with LGIT on this matter. They had apprehended a suspect in this matter.
- Chief Harris stated that they will be conducting sound the alarm with the Prince Georges County Fire Department.
- Chief Harris stated that this month of Mental Health Awareness and they will be promoting this on their social media platforms. They will be

incorporating Mental Health Awareness in the PAL program. They are still seeking mentors as some of them are in the academy.

- Council President McCarthy stated that she is willing to help with the promoting of mental health awareness, as license clinician.
- Mayor Porter stated that he can make himself available on Tuesday for the PAL program.

ECONOMIC/GRANTS

- Ms. Rhoda stated that they are still awaiting the report from the brown field study.
- Ms. Rhoda stated that they are going after additional money for the DHCD grant as the cost has increased to renovate the houses, as they were able to complete one house. They are looking for other vacant properties in the city to acquire and renovate them. The vacant homes number has decreased significantly.
- Ms. Rhoda stated that the ARP report has been submitted.
- Ms. Rhoda stated that they are looking for additional signage, and they had delays in the construction of the dog park.
- Ms. Rhoda stated that the storm water completion project is to address the run-off of the vehicles to the EJD lot.
- Ms. Rhoda stated that the home repair and accessibility program is being considered on a case-by-case basis.
- Ms. Rhoda stated that she did receive four telephone calls today and she noted the Ward, and she will be contacting the representative to see what we can do.
- Ms. Rhoda stated that a notice was sent to the council regarding the Addison Road Seat Pleasant Walking Tour on Thursday, May 4, 2023, from 6:00-8:00pm. They have a total of seven stops and the city is stop number five. They need someone to speak for about ten minutes about Seat Pleasant. We will have Councilmember Oriadha and Delegate Jazz Lewis and other representatives at the event.
- Mayor Porter stated that Councilmember Wright will be in attendance for the Walking Tour, and he is asking the Council President to speak on behalf of the city.
- Ms. Rhoda stated that she had prepared a few speaking points, and we can discuss the renovation of city hall and Goodwin Park.
- Council President McCarthy inquired of the type of flooring that will be installed at the dog park.
- Ms. Rhoda stated that they are installing cushion flooring as this is common. She will inquire about the type of flooring that they are installing.

- Council President McCarthy inquire if the council can receive the guidelines on the program to ensure that they are sharing the same information with the residents.
- Ms. Rhoda stated that the application that had been provided is still usable.
- Council President McCarthy inquired if the application had guidelines.
- Ms. Rhoda stated that they are looking for the individuals that were impacted by COVID.
- Council President McCarthy stated that she would like to be educated on the guidelines.

ENVIRONMENTAL JUSTICE:

- Ms. Ojo stated that the Acting Foreman is traveling from Texas and not present to present the report.
- Ms. Ojo stated that Ms. Danner is on the line, and she wanted to know if she could present the report on behalf of the department.
- Ms. Ojo stated that she is pleased with the accomplishment of the department. They are doing an excellent job with calculating how much waste they are collecting in yard waste, and bulk trash with a grand total of \$6,754.37.
- Ms. Ojo stated that they had focused on the inspection of the vehicles and that Prince George's County will be inspecting the vehicles, which will be a savings to the city.
- Ms. Ojo stated that the department is focusing on training and all drivers are now trained in the street sweeper.
- Ms. Ojo stated that they have two routes for the Street Sweeper, and this is to ensure that the city remains litter free.
- Ms. Ojo stated that EJD is focusing on the fixed assets, weed eaters, lawn mowers and they will be required to check the property in and out.
- Ms. Ojo stated that they had moved Mr. Kelliebrew to the Safety Officer, and they had promoted Mr. Thomas to manage the DPW team, and Mr. Queen continues to maintain and create the inventory list and check in and out all equipment.
- Ms. Ojo stated that Mr. Barber has implemented training for the staff on how to use the equipment.
- Ms. Ojo stated that Mr. Barber had identified sites for the beautification project on Saturday.
- Ms. Ojo stated that Mr. Barber ensured that the tires were replaced on the Call-A-Bus.

- Ms. Ojo stated that they are tagging the equipment for tracking purposes.
- Ms. Ojo stated that the Safety Officer was able to identify the concerns with fire hydrants, and WSSC will be completing the services on 71st St. They are ensuring that the elevator and buildings are being serviced as well.
- Ms. Ojo stated that the department has identified some trees on the city property, and they are working with NDC for assistance in the removal of the trees.
- Ms. Ojo stated that they have identified sink holes and hazards in the city to be corrected.
- Council President McCarthy inquired of the list of repairs for the streets and sidewalks that needs to be repaired.
- Ms. Ojo stated that there is a running list, and the city is required to prepare a list for Prince George's County to ensure that there are now run-offs in the tributaries.
- Council President McCarthy inquired of the person responsible for maintaining the list. She would like to check the list to report to a resident that may have the issue where they are on the list.

FINANCE:

- Ms. Vaughn stated that she wanted to note that unidentified receivables for KS Bank.
- Ms. Vaughn stated that she had been able to provide information for payroll information regarding the police department grant.
- Ms. Vaughn stated that that she provided budget assistance, and the ongoing processing of vendor payments and payroll.
- Council President McCarthy inquired of the transaction on April 17, 2023, in the amount of \$392.98 and she would like to know the purpose of the payment to Planet Fitness, as she was under the impression that the city canceled the membership.
- Ms. Vaughn stated that there was an attempt to cancel the membership but there will need to be more investigations as the paperwork was submitted to cancel the membership.
- Ms. Ojo stated that she had found the list of the employees that was on the membership list.
- Ms. Barber stated that the list of names and information was provided to planet fitness to cancel the membership.
- Ms. Ojo stated that because it was an automatic withdrawal the bank could not stop the transaction.

- Council President McCarthy stated that she would like to receive a report on this next week.
- Ms. Barber stated that the initial list with current, former employees and council members was on the list.
- Ms. Lanham stated that she is on the membership list, and she is willing to go in to cancel the membership.

PUBLIC ENGAGEMENT:

- Ms. Umoh stated that she has been working very closely with EJD to launch the Beautification project and looking at areas in the city that have not been touched.
- Ms. Umoh stated that she would like the city to investigate making an urban farm and it is a great way to have a community garden that will allow residents to grow their own food, fruits, and vegetables. This may be done overtime.
- Ms. Umoh stated that if the councilmember has an area of recommendation, please send it to her.
- Ms. Umoh stated with the renovating of Goodwin Park, we need to consider increasing the price for the park rental. She feels that the city can do what the Park and Planning does with residential and non-residential rates.
- Ms. Umoh stated that the granddaughter of Goodwin had commented on the post and stated that she wanted to see what was being done in Goodwin Park. The post has received a lot of positive feedback, and we can use this as an opportunity to bring more revenue to the city with the non-residential prices.
- Council President McCarthy stated that she comments regarding the swings being too low, and the swings are being drawn up, and we need to investigate getting the swings changed.
- Council President McCarthy stated that she has books for the library in her vehicle and would like to know what type of books they are looking for in the library.
- Ms. Umoh stated that they are looking for books for everyone, children, and adults.
- Councilmember Scott stated that she mentioned last year about the changing table being installed in the bathroom. She had mentioned this before.

- Council President McCarthy stated that she agrees with Councilmember Scott regarding the changing tables, and she thought the building should be AD Compliant.
- Ms. Ojo stated that she will look into the changing tables being installed in the restroom on the first floor.
- Mayor Porter stated that he wanted to discuss the book stands in the community.
- Mayor Porter stated that he works in the library system, and he can provide books for the library and there is way to provide light and seating arrangements.

Council Committee Reports

- Finance & Budget Committee-Councilmember Love stated that they met on April 17, 2023, with the committee, city manager, Ms. Vaughn, Staff Assistant, Robert Diss, and the meeting was to understand the breakdown in the Fiscal Year 2020 Audit completion. The City Manager stated that she had hired a firm to assist with the financial for the audit, and she now has access to NetSuite. The engagement letter was signed in March 2022, and the previous employee did not provide accurate information. The city will provide the trial balance, general ledger to the auditor and they will follow-up in thirty days.
- Public Safety Committee-Councilmember Higgs stated that the committee met on April 5, 2023, with Chief Harris, Chief Tyson from Prince George's County, Staff Assistant and City Clerk Lanham. They will have a Business Meeting on May 24, 2023, as it was recommended to meet on a smaller scale, and the Narcan training will be sent out when available.

4. CITIZEN COMMENTS

4.1. We had three citizens attend the meeting without any written or verbal comments.

5. LEGISLATION

5.1 Ordinance O-23-06 Amendment of Chapter 30-Personnel Appeals Board.

- Ordinance O-23-06 Amendment of Chapter 30 Personnel Appeals Board was read and introduced on Monday, May 1, 2023.

5.2. Resolution R-23-06 Approval of Application for Community Legacy Grant and Receipt of Financing for the City of Seat Pleasant for Operating Assistance.

- It was motioned by Councilmember James Wright and seconded by Councilmember Hope Love.
- Final Resolution: Motion Carried
- Yes: Hope Love, Gerald Raynor, Sr., Shireka McCarthy, James Wright, Jr.
- Abstain: Monica Higgs, Kizzie Scott

6. UNFINISHED BUSINESS

6.1 Approval of Candidate Donovan Bilbro for Ward V Councilmember

Motion to approve Donovan Bilbro as Ward V Councilmember

Motion by James Wright Jr, second by Hope Love.

Final Resolution: Motion Failed

Yes: Monica Higgs, Hope Love, James Wright Jr

No: Shireka McCarthy

Abstain: Gerald Raynor Sr, Kizzie Scott

6.2 Approval of Candidate Sean Michael Wilson for Ward V Councilmember

Motion to Approve Sean Michael Wilson as Councilmember for Ward V

Motion by Gerald Raynor Sr, second by James Wright Jr.

Final Resolution: Motion Failed

Yes: Gerald Raynor Sr, Shireka McCarthy, James Wright Jr

No: Monica Higgs, Hope Love

Abstain: Kizzie Scott

7. NEW BUSINESS

7.1 Department Reports:

- Ms. Ojo stated that she wanted to discuss with the council with regards to how we report to the council with regards to the quarterly reports.
- Ms. Ojo stated that we report monthly, and the quarterly reports are repetitive as it pertains to the monthly reports.
- Ms. Ojo stated that she wanted to see if we can remove the quarterly reports from the process and report monthly.
- Council President McCarthy stated that she does not mind the monthly reports if the reports are comprehensive.
- Councilmember Wright stated that if Ms. Ojo does not see the need for the quarterly reports, we can do the same as the other municipalities and report monthly.
- Councilmember Raynor stated that he agrees with the Council President and Councilmember Wright.

- Councilmember Higgs stated that when she came onboard, they only received the quarterly reports. She is fine with the monthly reports.
- Councilmember Love inquired if the reporting had an impact on the budget.
- Ms. Ojo stated that this will not have an impact as the finance department report will provide the numbers.
- City Clerk Lanham stated that the Budget Ordinance requires quarterly reports, and last year the council requested for the departments to come before them monthly. The budget ordinance requires the departments to provide the quarterly reports, and the Charter requires the City Manager to give monthly reports.
- Councilmember Love inquired if the previous City Manager provided the monthly reports. If this can be done with Ms. Ojo interacting with the departments and providing the information.
- Ms. Ojo stated that she feels that the departments can still give their monthly reports.
- Councilmember Raynor stated that he prefers the heads of the departments to give their monthly reports.
- Ms. Ojo stated that the intent is not for them to report but to eliminate the quarterly reports.
- Council President McCarthy stated that to Councilmember Love point, the department heads should be present because we had to wait for our questions to be answered in the past.
- Councilmember Scott stated that now the city council has a better understanding of the forms, and the information is being provided consistently. We do not ask questions of the department heads, and she feels that Ms. Ojo can provide the information.
- Councilmember Wright stated that he will go along with the council, and he will go with the monthly, and he feels that the department heads should report to the council monthly.
- Councilmember Scott stated that we need to follow the charter.
- Councilmember Higgs stated that we need to follow the charter.
- It was the consensus of the council to have the City Manager give the departmental reports monthly.
- The final quarterly reports will be given in June.

7.2 Review and Approval of Personnel Rules and Regulations Manual Update

- Ms. Barber stated that she had sent the manual and hopes that everyone has had the opportunity to review. The recommendations are from the Seat

Pleasant Standard Operating Procedures and PG County Rules, and the other department manager.

- It was the consensus of the Council for the Governmental Affairs Committee and then to the City Attorney.

7.3 Approval of ADP Service Agreement

- Ms. Ojo stated that the current system for ADP has been aged out, and the city is currently using excel spreadsheets for timesheets. The new system will allow the time to be approved electronically by an approval tree, and they can speak with someone if Human Resources is not available.
- Ms. Ojo stated that the system allows for the managers to approve time off, and the changes will make it an electronic process.
- Ms. Ojo stated that the environmental justice department will remain on a timeclock, and the police department use plan scheduling and they will need to go through the process. This will get us back into Smart City initiatives.
- Councilmember Higgs inquired of the contract listing the Seat Pleasant Police Department which was signed on December 2022.
- Ms. Ojo stated that the police department is currently using planet and it will need to be downloaded in the new system.
- The City Council has requested an updated proposal for the services.

7.4 Juneteenth Event Discussion

- Ms. Umoh stated that the Juneteenth event will be held on Saturday, June 17, 2023.
- Ms. Umoh stated that it will be an intimate gathering for the community, and it will be a moon bounce, and spoken word discussing the purpose of the event.
- Ms. Umoh stated that the event will cost \$5,600 for food and drinks, decorations and entertainment, and a potter potty rental.
- Ms. Umoh stated that the event time will be from noon-5:00pm
- Council President requested for the change to the flyer from annual to inaugural. The city owns a porter potty, and it is on the Police department lot, and they need to check with EJD.
- Councilmember Higgs inquired of risk management plan for the event.

8. ANNOUNCEMENTS

8.1 Public Session, Monday, May 8, 2023, by Zoom Webinar at 7:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

8.2 Regular Work Session, Monday, June 5, 2023, by Zoom Webinar at 6:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

8.3 Public Session, Monday, June 12, 2023, by Zoom Webinar at 7:00p.m., Meeting Link details are available on the city's website, Seat Pleasant, MD

9. ADJOURN

9.1 Adjourn and Logout-Motion to go into Closed Session under General Provisions Art. § 3-305(b) only: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The council departed to the Closed Session at 9:46pm

The Council reconvened in the Regular Work Session at 11:34pm

Motion to go into Closed Session under General Provisions Art. § 3-305(b) only: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Motion by Hope Love, second by James Wright Jr.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Gerald Raynor Sr, Kizzie Scott, Shireka McCarthy, James Wright Jr

8. ADJOURN

8.1 The meeting adjourned at 11:35pm

Respectfully submitted,

DocuSigned by:

Dashaun N. Lanham

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Dashaun N. Lanham, MMC
City Clerk

APPROVED 06/12/2023