

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
REGULAR WORK SESSION  
MONDAY, APRIL 5, 2021  
6:00P.M.**

**1. OPENING**

**1.1 Call to Order**

Council President Porter called the meeting to order at 6:03p.m.

**1.2 Roll Call**

Present: Mayor Eugene Grant (Absent), Councilmember Monica Higgs, Councilmember Hope Love, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Kizzie Scott, Councilmember Gloria Sistrunk

Staff: Dashaun N. Lanham, City Clerk, Michael Lightfield, Interim Chief Financial Officer and Jeannelle B. Wallace, Interim City Manager

**1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs.

**1.4. Approval of Agenda**

It was motioned by Councilmember Sistrunk and seconded by Councilmember Higgs to approve the agenda. The motion carried and was unanimously approved by the City Council.

**2. PRESENTATIONS:**

**2.1.** Proposed Fiscal Year 2021-2022 Budget-Jeannelle Wallace, Interim City Manager and Mike Lightfield, Interim Chief Financial Officer

- Mrs. Wallace stated that without the support and assistance of Dashaun Lanham and Mike Lightfield it would not have been possible to submit this budget to you tonight.
- Mrs. Wallace stated that the department had submitted their budgets on time, and we had to cut some of the departments.
- Mrs. Wallace thanked the Council over the past year as the city leadership had faced many changes to include this historic pandemic. We had been faced with budget deficits and not enough income to support the city financially. The pandemic had forced the staff to work remotely and

fortunately for the City we did not lose many of our businesses. We had a few setbacks for the completion of City Hall.

- Mrs. Wallace stated that the major highlights include 3% increase across the board with 1.5% COLA and 1.5% merit, which is based upon performance. The 3% is not included in the Administration and the salary was approved in FY21. Whomever is appointed maybe hired at the top of the salary range depending on their experiences. We had initially included the Deputy City Manager position, but the revenues do not support the position, as we had a deficit of \$223,000 and we had to go back over the budget and reduce cost centers in each department to balance the budget. The salary of the department directors is the same as the salary that was approved in the FY2021 budget. We had decreased the Public Engagement Department significantly due to the pandemic and we do not anticipate any major events and if you had been listening to the Dr. Fauci, we will be in this pandemic until next year. The meetings will be held virtually. We did not include an Economic Development Director but retained the Grants position. The next item in the budget is the financial highlights and in spite of the rumors, the city is not broke. We had paid back most of the advance and if it was not for the USDA project and the cost overruns, we would have 2.5 million in the budget right now. We had cost that we did not anticipate. We would be in a lot better financial shape at the conclusion of the project. There were a large increased the Environmental Justice Department due to the hiring of the Waste Management staff. The Police Department and the environmental justice departments are the largest departments in the city. The city is slated to receive 1.4 million this year of the American Recovery Act money, the general fund revenue, tax revenue and the property assessable base will increase by 2.7% and we anticipate an increase in revenue from the taxes. The City has not increased the taxes. One of the questions that you may hear next week at the Constant Yield Hearing is their property taxes had increased and the staff is proposing that the city rate remain the same in order for the city to receive the same revenue they received last year. This is the formula we must use for the Constant Yield Tax Rate. Licensing and Permits includes the Violations, General Fund, Intergovernmental, Franchise fees and grants are included in the Revenue Summary. The proposed budget is \$12, 459,425. • The total budget for all City funds for 2022 is \$12,459,425 an increase of \$2,852,821 over the 2021 Revised Budget.

- Staff has forecasted a revenue increase for 2021-2022. The staff anticipates

the following: an increase in offender-based revenues with a 5% growth rate equals a projected total of \$6,354,408, an increase in tax revenue to a projected total of \$4,000,000.

- The budget includes a reduction in FTE staffing than what was included in FY 2021. Majority of the staffing revisions occurred in the following departments Economic Development and Public Engagement.
- Mrs. Wallace stated that the FY 2022 Revenue Summary is \$12, 459, 425 for Tax Revenue, Licenses & permits, Intergovernmental, Violations, Franchise Fees, Interest Income, Charges for Services, Miscellaneous Income, Grants, Bond Bill, Prior Year Speed Camera reserves, Prior Year Red Light Reserves, American Recovery Act. We are not anticipating a bond bill this year unless the senator or delegates have a bond bill that the city may need to request. We did not include any funding for the speed camera and red-light camera revenue, Mr. Lightfield stated that we needed this in the past to balance the budget.
- Mrs. Wallace stated that we did not make any changes to the Council or the Mayor budget this year. The City Clerk budget had increased slightly due to the Staff Assistant position being included. The Administration budget was increased due to the American Recovery Act money being included. The economic development was decreased due to staffing and software in the prior budget. The Finance budget was reduced, the Public Engagement department was decreased due to software, staffing and the IBM was paid in full, Public Safety was increased in the Speed Enforcement and Environmental Justice was increased due to staffing and the debt services is the USDA repayment.
- Mrs. Wallace stated that the expenditures on page 13 City Council include the following accomplishments.
- **ACCOMPLISHMENTS FOR FISCAL YEAR 2021**
  - Approved funding for the demolition of the Old City Hall and Public Works facility.
  - Approved funding for the acquisition of seven properties
  - Held virtual Ward Meetings to keeps constituency informed of city issues and activities.
  - Approved major charter revisions to address an adopted an official form of government to a Council Manager Form of Government which is one of the four (4) forms of government recognized by the Maryland Municipal League in Maryland.
  - Approved other revisions throughout the Charter establishing the protocol

and policies for misconduct in office

- Currently accepting applications for the City's Ethics Committee which will be reviewed by the Governmental Affairs Committee
- Met with SPICE to review financial documents
- Mrs. Wallace stated that the GOALS AND OBJECTIVES FOR FISCAL YEAR 2022 is as follows:
  - To formulate policies and ordinances to guide the orderly administration of the city.
  - To determine the optimal use of tax dollars and other funding sources to meet citizen need for the delivery of public services.
  - conduct public hearings to provide citizens with opportunities to voice their opinions.
  - To participate in conferences, forums, and meeting with municipal, county, state and federal official to obtain funding for city services.
  - To conduct Ward meetings and forums to keeps constituency inform of city issues and activities.
  - To respond to citizens demand for services and information.
  - To obtain funds for new government center building.
  - On-going dialogue with SPICE concerning audit question
  - On-going dialogue with SPICE concerning dissolution of other corporations to include SPEDC and the Center for Governmental Services (CGS)
- Mrs. Wallace state that the City Clerk budget increased by 44.04% due to the staffing position and the goals consistent with responsibilities of the office.
- Mrs. Wallace stated that the Mayor budget decreased significantly due to staffing changes by -76.69%. The office of the Mayor was very instrumental in the following within the Police Department:
  - Implemented/Integrated new technologies into the department including
  - Starchase pursuit management tech - <https://www.starchase.com/>
  - Mobile Command Bus - CRU-22 Mobile Command Center which will be deployed in high traffic areas. It is equipped with City's Smart City software solutions for policing as well as the new Fotokite- a tethered drone with thermal and low light cameras, which can stay airborne for 24+ hours!
  - The Physical Command Center which will serve as future home of SPPD communications and dispatch  
Coming in 2022
  - Opening newly renovated City Hall and Public Works Facilities

Mrs. Wallace stated that the Administration budget increased significantly due to the American Recovery Act by 151.72%

Goals for FY 22

- o Advising the Grants Division with review and recommendations on all grant applications
- o Reviewed with the Economic Development Committee of the City Council the Maryland Housing Trust Grant Initiatives – the goal of which is to produce a housing development construction guide
- o Meeting with potential developers concerning potential development on Martin Luther King, Jr., Highway
- o Continue with the partnership with the University of Maryland to ascertain potential development of two strip malls on Martin Luther King, Jr., Highway
- o Participation and co-leading in a community charrette to hear from residents express their wish-list for development in the MLK corridor
- o Working with the leadership team on the annexation project – the first potential development project to come to fruition in two decades.
- Mrs. Wallace stated that the economic Development Department has a significant reduction due to staffing and the only person for the department is the Grants Manager. The NCC has been moved back to the Police Department, which is the enforcement division.
- Mrs. Wallace stated that the Finance Department budget includes two position for a CFO and an Accounting Manager who will not receive COLA or merit due to the personnel being new. We removed overtime due to positions being salaried. The contractual funding was deleted. The NetSuite has a year subscription due to the change in the accounting system.
- Mrs. Wallace stated the Human Resources Department did not have any major changes.
- Mrs. Wallace stated that the Public Engagement Department title change was approved to Manager from Director and department is staffed with three persons. We significantly decreased the budget to \$384,669.
- Mrs. Wallace stated that the Public Safety Department Office of the Chief, deputies, NCC, Administrative Assistant and the K-9, Bike patrol, postage for NCC and all the increases are due to NCC. The department does not have a lot of changes.
- Mrs. Wallace stated that the Environmental Justice Department budget had a few changes to include funding for snow removal and street repairs. We are anticipating grant money to assist with the street repair.

- Mrs. Wallace stated that the debt services include the repayment for the USDA loan.
- Mrs. Wallace stated that the charges against the speed camera includes Snow Removal, Tree Removal, Signs, Street Repairs/Resurfacing, Street Lighting, Brown Landfill, Pavement Markings, and Mosquito Control. She feels the money budgeted for the Mosquito control is too low, as the last invoice had come in higher.
- Council President stated that the percentages need to be corrected throughout the budget.

### **3. REPORTS:**

#### **3.1. Mayor's Report**

- Mayor Grant did not attend the Regular Work Session on Monday, April 5, 2021. His report was submitted in writing.

#### **3.2 Chief Operating Officer Report**

- Mrs. Wallace stated that the third quarter goals for the Administration department was to obtain the financial statements from SPICE and we were able to obtain those documents this year.
- Mrs. Wallace stated that we had an opportunity to meet with Planet Fitness and our legal counsel is currently working on resolving the issues due to them being in arrears.
- Mrs. Wallace stated that the Administration has met with the Governmental Affairs to review the Charter and the Charter Amendment Resolution was forwarded to the City Attorney for legal sufficiency.
- Mrs. Wallace stated the staff was diligent and staying within the budgets in the midst of the pandemic and working remotely.
- Mrs. Wallace stated that she cannot thank the staff enough. We were successful in completing the Annexation on Central Avenue which has excessive speeding on Central Avenue up to 70 MPH. There will not be any additional camera installed on Central Avenue, but the removal of the County camera for a Seat Pleasant Camera. We are monitoring the speed and safety of the road, and SHA will continue to maintain the roadway with snow removal and repairs.
- Mrs. Wallace stated that we will have a separate hearing next week on the Constant Yield Hearing. The city has not imposed a tax increase on residential property. We are working on completing the financial audit.



- Mrs. Wallace stated that the City Clerk department goals was to continue to provide support for the executive branch and legislative branch of the government. The City Clerk prepared six pieces of legislation in the last quarter; the meeting minutes were approved for January-February. The Staff Assistant attended numerous meetings on behalf of the Mayor and the City Council. The PIA Request shows the allotted days and we had record number request this entire year. The Clerk had been handling the Business Personal Property Tax Payment in the amount of \$1.3. The City Clerk notified the Clerk of the Circuit Courts of the delinquent business tax reports and the reports are for prior year period. The City Clerk mailed delinquent tax notice with a 1% fee has been charged to each business. Include the fees for each year of delinquent tax.
  - Mrs. Wallace stated the Public Engagement Department during this quarter, Mentoring Through Athletics (MTA), a partnered non-profit organization contacted the Public Engagement Department for an opportunity to assist residents in need of food. The organization also asked to be put in touch with Councilwoman Hope Love to focus on the residents of Ward 2 to start with. Ward 2 accommodates a portion of the 7% of residents living in rental assistance units in the City. MTA, Councilwoman Love, Director Lipford and Gloria Matthews (Senior Community Apartment Manager), assisted with the creation, coordination, implementation, and success of the food distribution. MTA was able to receive food contributions from multiple commercial food companies that gave eggs, bread, apple juice, herbs, various vegetables, potatoes among other nonperishable food items. Initially it was planned to distribute food 3 different times during this quarter, but because of the less-than-ideal weather and coordinating challenges, there was only 1 food distribution that was conducted and approximately 40 households were served total. Accommodations to address the challenges faced this quarter will need to be addressed with the partnered organization to ensure we are serving residents in need during the pandemic.
2. During this quarter Women's History Month was celebrated. A friend of a former employee called the Public Engagement Department to inquire if the former employee could be celebrated during Women's History Month. The former employee just so happened to be one of the first female officers to work for the City of Seat Pleasant Police Department in the year of 1992. This officer's name is Myra L. Lucas and one of the first female officers she used her skills and assets to engage community to ensure that services were being met and that trust was being built between the police department and residents. Ms. Lucas was also honored for living a life of service outside of

Seat Pleasant by serving her country within the U.S. Army, the Prince George's Police Department and now she is in school to become a nurse to service her community further. Ms. Lucas also mentored many young people that wanted to become officers, to include Chief Devan A. Martin as well as Lieutenant Cedric Heyward. Ms. Lucas' life of service was highlighted through a video recorded interview which was conducted on a Monday and produced and published on the City's social media accounts and website on a Friday within the same week. The video was posted on the City's Facebook Page which reached over 2,700 individual social media accounts, there were over 1,700 collective views of the video, the video was shared and posted on 19 other Facebook accounts, 73 comments were made, 242 reactions and 14 (YouTube) link clicks. In conclusion, the video highlight of this phenomenal woman's history allowed the City's Facebook Page to receive an increased reach percentage of 114% with the last 28 days, 639% increase for post engagement and 375% increase for page likes. The increase highlights Seat Pleasant from a positive perspective and can increase which may influence the perspective of future stakeholders and investors as well. 3. The Annual Maryland Municipal League (MML) "If I Were A Mayor" Essay Contest commenced this quarter. The Director of Public Engagement attended virtual monthly meetings held after work hours hosted by the MML Engagement and Outreach Committee to understand the direction the committee needed to take amidst the COVID-19 pandemic. 4. The Transportation Engineer made an effort to ensure more than 200 residents received resourceful information. As the County continues to address the COVID-19 pandemic by providing vaccination information to its residents, some residents have challenges keeping up with the changes. 5. The Public Engagement, Environmental Justice and Police Department coordinated to participate in a birthday parade drive by celebration for a long-time resident in Pleasant Valley this quarter. The engaged resident turned 85.

- Mrs. Wallace stated that the Grants Division submitted for the reimbursement of the Grant from the Maryland Department of Planning of the Census Grant awarded in the amount of \$18, 636. We submitted reimbursement for the Bond Bill in the amount of \$250,000 to cover the cost overruns of the renovation project.
- Mrs. Wallace stated that the Police Department had successfully transitioned to providing police services around the clock. The patrol shifts now include day, evening, and midnight tours of duty. Additional signs (Kids at Play, Zero Tolerance, and old non intersection stop signs) as well as installation materials have been ordered. The installation of the signs will be scheduled



through DPW. They will install and replace all old signage with up-to-date signs with inventory stickers. There is a 5- year life span on signs. The full project should be completed in 2-3 weeks if the weather permits.

#### Traffic/SOD Training & Other Pertinent Updates

- Officer Kilgore has graduated Commercial Vehicle Enforcement Training and is currently working on the practical portion with Maryland State Police. We anticipate that Officer Kilgore will be fully certified by the End of April.
  - Sgt O'Connor has completed Leading Effective Traffic Safety Enforcement Programs through Baltimore County Police Department and Maryland Highway Safety Office. He is currently slated for Traffic Safety Specialist Level II through Maryland Highway Safety Office.
  - Sgt O'Connor has attended (virtually) the Impaired Driving Emphasis Area Team meeting through Maryland Highway Safety Office.
  - MD-214, District III Office has been contacted regarding signage improvements, tree removal, and roadway enhancement plans.
- SPPD 3rd Quarter Gun Recoveries
- From January to March 2021 the Seat Pleasant Police Department recovered 18 handguns as a part of our Gun Violence Reduction program. An average of 6 guns were intercepted by our department for each of the 3 months, and subsequent arrests were made.
  - Council President Porter stated that if we are allocated the Chesapeake Bay grant the summer youth can assist with this effort.

### **3.3. City Council Committee Reports**

#### **3.4 Economic, Planning, Development & Housing Committee**

- The Economic, Planning, Development & Housing Committee did not have report for the month of April.

#### **3.5 Finance & Budget Committee**

- The Finance and Budget Committee did not have report for the month of April.

#### **3.6 Government Affairs & Technology Committee**

- Councilmember McCarthy stated that the committee met to go through the Charter line by line for the changes. The Charter Amendment will be presented on May 3, 2021 and the all the changes will be presented to the City Council as a whole.

#### **3.7 Human Services, Health and Education Committee**

- Councilmember Higgs stated that the committee met with the 4th grade classes at Seat Pleasant Elementary School for the "If I Were Mayor Contest" we met to give them some incentives to participate. The contest ended on March 31, 2021, and we do not know how many children submitted their essay.
- Council President Porter inquired if MML will be hosting the children in Annapolis?
- Councilmember Higgs stated that they are giving them a cash donation.

### **3.8 Public Safety Committee**

- The Public Safety Committee did not have report for the month of April.

### **3.9 Environmental Justice & Transportation Committee-**

- The Environmental Justice & Transportation Committee did not have report for the month of April.

## **4. LEGISLATION**

**4.1.** Resolution R-21-12 Joint Resolution of Mayor and City Council on Diversity and Inclusion. The Motion to Approve Resolution R-21-12 Joint Resolution of Mayor and City Council on Diversity and Inclusion was motioned by Councilmember Higgs and second by Councilmember Sistrunk. The motion was unanimously approved.

Final Resolution: Motion Carried

Yes: Monica Higgs, Hope Love, Shireka McCarthy, Kelly Porter, Gerald Raynor Sr, Kizzie Scott, Gloria L Sistrunk

## **5. UNFINISHED BUSINESS**

**5.1.** None

## **6. NEW BUSINESS**

**6.1.** City of Greenbelt Collaboration Request Letter

- Councilmember Sistrunk recommended that we contact Delegate Barron about the Maglev and the impact it will have on the City.

It was the consensus of the Council to have Delegate Barron provide an update to the city next week.

**6.2** Potholes and Street Repairs in Seat Pleasant

- Council President Porter stated that he had received a letter from a citizen regarding the concerns of potholes in the city.

- Mrs. Wallace had sent an email to the Council and citizens regarding their concerns, and she responded with a thank you. We are looking for revenue to repair the concerns.
- Mrs. Wallace requested for the Council to send the complaints regarding the potholes and the city can address them accordingly.
- Mrs. Wallace stated that she has had Director Mosley review the area to determine what can be addressed now and in the future.
- Councilmember Sistrunk stated that there are water issues in Ward V on 68th Street and 69th Place and the water is running down these streets and flooding people out. The water freezes in the winter. The properties that had experienced the water issues are 107, 112, 114 69th Street and around the corner we have several homes, and she will send the information to Mrs. Wallace.
- Council President requested for the Public Works to drive around the city to assess the streets with potholes, and street repairs.
- Mrs. Wallace stated that Public Works has already begun this process. Councilmember Love stated that the gentleman on 64th Place sidewalk was going to be repaired when the weather broke.
- Mrs., Wallace stated that she will follow-up with Director Mosley.

## **7. ANNOUNCEMENTS**

7.1 Fiscal Year 2022 Budget Hearing, Monday, April 12, 2021, by Zoom Video at 6:00p.m., Meeting link details will be on the city's website, Seat Pleasant, MD

7.2 Constant Yield Hearing, Monday, April 12, 2021, by Zoom Video at 7:00p.m., Meeting link details will be on the city's website, Seat Pleasant, MD

7.3 Public Session, Monday, April 12, 2021, by Zoom Video at 8:00p.m., Meeting link details will be on the city's website, Seat Pleasant, MD

7.4 Fiscal Year 2022 Budget Hearing, Saturday, April 17, 2021, by Zoom Video from 10:00am-11:30am. Meeting link details will be on the city's website, Seat Pleasant, MD

7.5 Fiscal Year 2021 Budget Review, Saturday, April 17, 2021, by Zoom Video from 12:00pm-5:00pm. Meeting link details will be on the city's website, Seat Pleasant, MD

**8. ADJOURN:**

**The Meeting was adjourned at 8:38pm**

Submitted by,

DocuSigned by:

*Dashaun N. Lanham*

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Dashaun N. Lanham, CMC  
City Clerk

APPROVED 05/10/2021