



The City of Glenarden  
Work Session (Virtual)  
Monday, November 1<sup>st</sup>, 2021, at 7:00 PM  
**Minutes**

**Attendees:**

Council President – Derek D. Curtis, II  
Council Vice President – Angela D. Ferguson  
Councilwoman – Erika L. Fareed  
Councilwoman – Kathleen J. Guillaume  
Councilman – Maurice A. Hairston  
Councilman – James A. Herring  
Councilwoman – Robin Jones

- Called to Order at 7:00 PM
- Invocation led by Vice President Angela D. Ferguson
- Roll Call
  - Councilwoman – Erika L. Fareed – Present
  - Councilwoman – Kathleen J. Guillaume - Present
  - Councilman – Maurice A. Hairston – Absent
  - Councilman – James A. Herring – Present
  - Councilwoman – Robin Jones – Present
  - Council Vice President – Angela D. Ferguson – Present
  - Council President – Derek D. Curtis, II – Present**6 Present, 1 Absent**
- Motion to Adopt Agenda
  - Vice President Angela D. Ferguson to adopt the agenda – Second by Councilman James A. Herring.
- Discussion
  - **E. Fareed** – Request to add the charter review committee to the agenda.
    - Councilwoman – Erika L. Fareed - Yes
    - Councilwoman – Kathleen J. Guillaume - Yes
    - Councilman – Maurice A. Hairston - Absent
    - Councilman – James A. Herring - Yes
    - Councilwoman – Robin Jones - Yes

Council Vice President – Angela D. Ferguson - Yes  
Council President – Derek D. Curtis, II - Yes  
**6 Yes, 0 No = PASSED**

- Introduction of Resolution:

- R-XX-2022 A Resolution to Authorize Purchase of Two Police Vehicles
- R-XX-2022 A Resolution to Authorize Purchase to Outfit the Police Vehicles
- R-XX-2022 A Resolution to Authorize Purchase of Two In-Car Radios for the Vehicles and One Portable Police Radio
  - **K. Guillaume** – Line 29: Says there the services were purchased during a bidding process, however, line 34 states it was purchased without a formal bidding process. Should line 34 be changed to 818 (c)?
    - **President Curtis** – Requested the Council Clerk to notate that modification.
  - **E. Fareed** – Is there a formal police management policy or a police vehicle purchasing policy in place to equip vehicles?
    - **Acting Chief Jackson** – The equipment we get is the standard equipment. All police vehicles must be outfitted with in car radios, computer stand and computer, emergency equipment, cages, the number on the cruiser, antennas, decals, etc.
    - **President Curtis** – Is the standard ordering procedure process for the purchase of a police package written down somewhere?
    - **Acting Chief Jackson** – No, we get the invoices from the vendor and present it to the council for resolutions.
    - **R. Jones** – Is this information not written in the general orders for PG County on how to outfit a vehicle?
    - **Acting Chief Jackson** – No.
    - **J. Herring** – When you order the cars it's a standard police package that is ordered from the dealership, correct? Is this standard the same standard police package that is ordered from Prince Georges County Police Department and other municipalities from these dealerships? You would normally get an invoice of what is included in that package, correct?

- **Acting Chief Jackson** – Yes.
- R-XX-2022 A Resolution to Authorize Renewal of Contract with Axon Enterprise, Inc. for 20 Body Worn Cameras for Police Officers
- Topics of Discussion
  - ARPA Funds
    - **President Curtis** – The city can create a utility/water assistance program to aid residences behind on their water bill due to COVID. The City of Glenarden has a \$429k water bill debt.
    - **R. Jones** – Can we hire a person to manage/oversee the ARPA fund program to keep us in compliance, and a ARPA Intake Case Manager?
      - **President Curtis** – This is definitely an option. We want to make sure that we are spending more of the funds on direct cost and not indirect cost, however, this is a great idea.
    - **R. Jones** – Would the funds go directly to the citizens, or would the funds be distributed directly to the utility companies.
      - **President Curtis** – No, the funds would be paid directly to the utility companies.
    - **E. Fareed** – Would like the council to look into some infrastructure projects and long-term investments for the city. Has concerns about assisting with bills, how long that would last before they fall behind again and need further assistance. The city could invest in building up departments, water infrastructure, broadband infrastructure, etc.
    - **K. Guillaume** – Councilwoman Guillaume received the following resident suggestion:
      - Focus on the beautification of Glenarden’s gateway streets leading into the city.
      - Street and Sidewalk Repair
      - Street Flooding
      - Small Business Paycheck Protection Program (PPP)
      - Ward 3 Property Tax Assistance
      - Housing Code Compliance Assistance for residence impacted by COVID to prevent code violations for elderly, or people on fixed incomes.
    - **Vice President Ferguson** – Vice President Ferguson received the following resident suggestions:
      - Security Cameras
      - Small Business Assistance
      - Outfit the Council Chambers for COVID Prevention to reopen for in-person meetings.
      - Revenue Loss (Gold Room)
      - Resident (6) Bike Share Program

- **J. Herring** – Second Councilwoman Fareed’s suggestion for a separate meeting dedicated to ARPA. Councilman James A. Herring provided the following suggestions:
  - HOA Grant Program
- **President Curtis** – Tabled the ARPA conversation. Will provide a more detailed discussion during a public hearing.

➤ Lobbying Consultants (G.S. Proctor and Associates, Inc.)

- **K. Guillaume** – Was the administrations previously experience using G.S. Proctor and Associates a good experience?
  - **J. Herring** – Councilman Herring was the original councilmember who brought this lobbying firm on in 2005 or 2008. This firm has obtained close to one million dollars in grants and bond bail money from the state for the City of Glenarden. This firm provided grant writing services for Glenarden and they have strong connections at the state level and in Annapolis, MD.
  - **President Curtis** – Do you know why we stopped working with G.S. Proctor and Associates?
    - **J. Herring** – I am not sure why, however, it is important to have uniformity amongst the council and the administration.
    - **R. Jones** – During budget evaluations, the previous City Manager Timothy George questioned why we are paying G.S. Proctor and Associates 2k a month for lobbying services and what scope of work/project justified this expenditure on an ongoing basis. The legislative year is during Jan – March, there was no explanation on what G.S. Proctor was doing for the city during the closed legislative season that required a 2k a month fee.
    - **K. Guillaume** – Who was responsible for providing the scope of work to G.S. Proctor the administration or the legislative office?
    - **R. Jones** – It was a break down between both divisions...there was no direct department who provided directives to G.S. Proctor.
    - **R. Jones** – I can see putting an attorney on retainer; however, Councilwoman Jones does not foresee a reason to retain services from a lobbying firm on a continual basis at a 2k monthly fee.
    - **J. Herring** – Councilman Herring isn’t sure how their contract got extended past six months in the past as they normally provide services to the city during the legislative season.
- **President Curtis** – Is there an option for a six-month contract, or are their contracts only annual agreements?

- **Mayor Cross** – The agreement is an annual contract.
- **E. Fareed** – There is a current trend where with professional services firms where they are starting to charge a flat rate based on the quality of services provided. The question is how we negotiate or structure the payment terms.
- **President Curtis** – Requests a consensus vote on moving forward with contract negotiations with G.S. Proctor & Associates:
  - **R. Jones** – Are there other companies that we can receive bids on to counter their offer for services? Have we reached out to other companies?
  - **Mayor Cross** – The Mayor recommends that we use G.S. Proctor as we have utilized them before and have a great reputation. Mayor Cross has received two other offers from other companies that were not as reputable. No, no further search was done as Mayor Cross feels G.S. Proctor is best qualified and cost effective.
  - **President Curtis** – Can you please share the other lobbying firm proposals with the council?
  - **Mayor Cross** – Mayor Cross does not feel comfortable with disclosing who those companies with the council at this time. Request the council to make a yes or no determination on G.S. Proctor.
  - **R. Jones** – Feels we should bid this out to other contractors.
  - **Vice President Ferguson** – Feels slighted by Mayor Cross denying the council access to review the other lobbying proposals to counter G.S. Proctors offer.
  - **President Curtis** – Transparency is key! President Curtis requested that Mayor Cross please send the other two offers for view of the council.
  - **R. Jones** – Per the bidding process in Sections 818 and 823 (c) of the charter states that a bidding process must commence if the purchase exceeds \$6,000 and all bids must be reviewed by the Mayor and the Council for consideration:
    - **Section 818 (A)** All supplies material, equipment, construction of public improvements and contractual services, except as otherwise provided in this Charter, when the estimated cost thereof shall exceed \$6,000, shall be purchased by formal written contract from the bidder who offers the lowest or best bid as determined by the Mayor or Council as provided in this Charter, after due notice inviting bids.
    - **Section 823 (C)** Minimum number of bids. All open market purchases shall wherever possible, be based on at least three competitive bids, and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in this section.

Councilwoman – Erika L. Fareed - Yes

Councilwoman – Kathleen J. Guillaume - Yes

Councilman – Maurice A. Hairston - Absent

Councilman – James A. Herring - Yes

Councilwoman – Robin Jones - No  
Council Vice President – Angela D. Ferguson - Yes  
Council President – Derek D. Curtis, II - Yes  
**5 Yes, 1 No = PASSED**

➤ Gold Room

- **R. Jones** – The rates need to be reviewed and revised by the legislative body.
- **President Curtis** – The ARPA funds can be used to modify the infrastructure and software utilized in the Gold Room. Once it is reviewed how we can upgrade the infrastructure of the Gold Room we can offer more things to increase revenue.
- **R. Jones** – The electrical work needs to be reviewed.

➤ Charter Review Committee

- **E. Fareed** – Councilwoman Fareed and Vice President Ferguson would like to move forward with formulating a committee of 2-3 councilmembers, an expert on charters such as the City Attorney, a representative from MML, and in the past we worked with the University of Maryland to make sure our charter is fit for purpose. This committee would review the charter to identify areas that need modification or further clarification to reduce redundancy or contradiction in wording. The charter recommendations would be brought to the council and discussed in a public hearing for citizens comments.
  - **J. Herring** – Councilman Herring would like to sit on this committee
  - **Mayor Cross** – Would like the administration to be a part of the committee as well.
  - **Mayor Cross** – Relative to the Gold Room, there is no more storage space due to the city storing old broken tables and chairs that could potentially be a safety hazard to guest. Mayor Cross wishes to move or discard of those broken items.
    - **President Curtis** – Please prepare an inventory list and proposal of the items you wish to dispose of.
    - **J. Herring** – To follow proper protocol, an inventory list needs to be presented to the council to be voted on before its disposed of.

➤ Elevator/Wheelchair Accessibility

- **R. Jones** – The grant was taken out in 2006; Senate Bill 506 was awarded to the city of Glenarden from 2006 – 2015. Communication was sent out to the former City Manager Mr. Kenneth Jones and Treasurer Mr. Alvan Bratton requesting a status update on the project within 30 days or the project would be considered abandoned. The city was granted \$150k and \$116,010 was used with 33,990 remain. The funds were technically terminated seven years from 2006, to June 2001 to 2013. Acting Treasure Dean Stewart did a deep dive in the books and could not determine where the funds are designated. There was an issue with the selected contractor Wilkins Company. The librarian at the State House sent

Councilwoman Jones states that the money was abandoned, and does not think we should leave the money a.

- **J. Herring** – The balance of that money was sent to the city and was placed in the general funds account. The vendor who was a recommendation from the state of Maryland went bankrupt resulting in the balance being released to the city. Councilman Herring will share a copy of the bond.
- **J. Herring** – Residents with disabilities have problems accessing the building and the ability to participate in their government due to lack of elevator accessibility.
- **R. Jones** – Councilwoman Jones' mission is to locate where remaining money is stored within the budget. Also, to find out if the blueprints/drawings are salvageable or should start from scratch. Originally, a cage was going to be built out on the side of the building for an elevator, however, codes and building permit standards have since changed.
  - **J. Herring** – The drawings and diagrams can be used from the previous elevator project in 2006. We can have the architects to review the current drawings to offer any revisions.
- **President Curtis** – Agrees the municipal building needs elevator access after the a few residents had issues accessing the building during the expungement fair. What are the next steps?
- **K. Guillaume** – Has there been a cost assessment been done associated to install an elevator?
  - **R. Jones** – C.P. Johnson the city engineers need to assess the current structure of the building. The ventilation and electrical system need to be upgraded. We may have to start from scratch, so an assessment of the building needs to be done first.
  - **K. Guillaume** – Can research if ARPA funds can be used to address some of the building issues since it is for the safety and accessibility of the citizens.
- **President Curtis** – Councilwoman Jones would you like to take lead on this project?
  - **R. Jones** – Yes and will provide an update to the council.

➤ Meeting Sandwich Boards

- **J. Herring** – Councilman Herring believes that 12k is a lot of money to spend for replacement signage.
- **R. Jones** – Agrees with Councilman Herring that 12k is a lot of money and wants a commitment from Public Works that they will take better care of the signs going forward.
- **J. Herring** – They are throwing the signage on the trucks and need to take better care of the city's property!

- **Vice President Ferguson** – If they damage the signage it needs to be replaced out of the Public Works budget.
- **Acting City Manager Jackson** – If city property is damaged it needs to be reported otherwise it is a violation. Communication will be made with Public Works about the upkeep of the city property.
- **J. Herring** – Where is the money coming from?
  - **President Curtis** – We will have the designation identified to the council on a later date.
- **President Curtis** – Requests a consensus vote on moving forward with purchase of replacement signage from Signarama, Inc.:

Councilwoman – Erika L. Fareed - No  
Councilwoman – Kathleen J. Guillaume - Yes  
Councilman – Maurice A. Hairston - Absent  
Councilman – James A. Herring - Yes  
Councilwoman – Robin Jones - Yes  
Council Vice President – Angela D. Ferguson - Yes  
Council President – Derek D. Curtis, II - Yes  
**5 Yes, 1 No = PASSED**

- Adjourned at 9:09 pm

Submitted by:

Victoria Lewis, Council Clerk