

**COUNCIL OF SEAT PLEASANT
REGULAR WORK SESSION AGENDA
MONDAY, JANUARY 4, 2016
6:00 P.M.**

1. Opening
 - 1.1.1. Call to Order
 - 1.1.2. Roll Call
 - 1.1.3. Invocation and Pledge of Allegiance
 - 1.1.4. Approval of Agenda

2. Presentation
 - 2.I. None

3. Reports
 - 3.I. Departmental Reports

Documents: [ACTING CITY ADMINISTRATOR REPORT FOR DECEMBER 2015.PDF](#), [CITY CLERK MONTHLY REPORT DECEMBER 2015.PDF](#), [CODE ENFORCEMENT DEPARTMENT MONTHLY REPORT DECEMBER 2015.PDF](#), [COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT DECEMBER 2015.PDF](#), [NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT DECEMBER 2015.PDF](#), [POLICE DEPARTMENT MONTHLY REPORT DECEMBER 2015.PDF](#), [PUBLIC WORKS DEPARTMENT MONTHLY REPORT DECEMBER 2015.PDF](#), [FINANCE DEPARTMENT REPORT FOR THE MONTH OF DECEMBER 2015.PDF](#)

4. Legislation
 - 4.I. Ordinance O-16-03 Amendment Of Fiscal Year 2015-2016

Documents: [ORDINANCE O-16-03 BUDGET AMENDMENT FY2015-2016.PDF](#)

5. Unfinished Business
 - 5.I. Revised Budget Calendar

Documents: [BUDGET CALENDAR 2017.PDF](#)
 - 5.II. Discussion Of Ordinance O-16-04 Amendment Of Chapter 35 Police Department

Documents: [ORDINANCE O-16-04 AMENDMENT OF CHAPTER 35 POLICE DEPARTMENT.PDF](#)

6. New Business
 - 6.I. Approval Of Vacant Property And Removal Registration Forms

Documents: [VACANT PROPERTY REGISTRATION FORM.PDF](#), [VACANT PROPERTY REGISTRATION REMOVAL FORM.PDF](#)
 - 6.II. Approval Of Trash Receptacle And Recycle Bins
 - 6.III. Approval To Hire For Human Resources Position
 - 6.IV. Committee For Feggans Center Development Project

7. Announcements

7.I. Public Session, Monday, January 11, 2016, Seat Pleasant City Hall-Council Chambers
At 7:00p.m.

7.II. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 From
10:00a.m.-2:00p.m. By Appointment Only

8. Adjourn

**THE MEETINGS ARE BEING RECORDED, PLEASE TURN OFF ALL CELLULAR
DEVICES AND PAGERS DURING THE MEETING, PLEASE REMAIN QUIET, UNLESS
ADDRESSING THE COUNCIL**

SEAT PLEASANT TAX CODE IS '1721', PLEASE ENSURE TO AFFIX LABEL WHEN
RETURNING YOUR TAX BILL.

Acting City Administrator Report for December 2015

**FROM THE DESK OF THE ACTING CITY ADMINISTRATOR
ACTING CITY ADMINISTRATOR
MONTHLY REPORT FOR DECEMBER 2015
Submitted by Robert L. Ashton**

As was highlighted in the November report, the Online Business and Rental License system has completed. The program is opened to the public, businesses and rental property owners are able to log onto the city's website complete the application, and submit payment from the City's website. Several businesses has started processing payment though our web site.

Met with Council President Simms, Councilmember Reveral Yeargin and Assistant Treasurer Orson Carter to develop a plan of action to purchase regular and bulk roll out carts for city residents.

The city is still awaiting for the state completion of the review of the city's application to join the State of Maryland Retirement System.

Attended a training session on Creative Financing for Sustainability Projects.

In accordant with the court decision we secured the Gaskins Property with the orderly eviction of Crusaders World Revival Church.

Worked with the Public Works Department to complete the street improvemens in Program Year 39 under Community Development Block Grant.

Attended the Prince Georges County Municipal Association Legislative Dinner where Maryland Municipal officials reflected on some of the priorities they want to have the Maryland General Assembly address in the 2016 General Session.

Met with Councilmembers Stephenson, Higgs, and Raynor of the Governmental Affairs and Technology Committee to discuss the issue of redistricting.

Met with Councilmembers Raynor and Porter of the Budget and Finance Committee to discuss the financing of redistricting and the procurement of audio visual equipment in the 2017 Budget.



DEPARTMENTAL MONTHLY REPORTING FORM

Department: CITY CLERK	Date Submitted: 12/21/15
Month: December	

Last Month (Synopsis/Issues/Achievements):

The City Clerk will staff meetings for the month of December, prepare the agenda for each meeting, retrieve supporting documentation, disseminate meeting packets, post electronic agenda on website. The City Clerk will prepare the monthly newsletter articles for the Council President and the Clerk's Office. The City Clerk will prepare the monthly reports for the Council President and the Clerk's Office.

The City Clerk resubmitted the assignments to the City Council Committee's from the Strategic Plan and will assist the committee's with scheduling meetings. The City Clerk met with the Acting City Administrator to discuss processes, training, reports and basic administration needs. The City Clerk, Receptionist and the Administrative Assistant of Community Services will be working on the planning of the Staff Holiday Party and Employee Appreciation. The City Clerk has discussed cellular needs with the current provider and compared cost and services. The City can revert the cellular services back to Sprint at nominal billable rate to receive the devices. The Acting City Administrator will be seeking approval to cancel the service with the current provider. The City Clerk posted and advertised the City Administrator position on the City's website, MML website and in the Prince George's Post. The City Clerk attended the Holiday for Kids on Saturday, December 19, 2015.

The City Clerk will continue to post meeting minutes and legislation on the city's website from 1930's to current. The City Clerk will work the City Council and staff on legislation for the City.

Current Month (Synopsis/Issues/Achievements):

The City Clerk will staff meetings for the month of January, prepare the agenda for each meeting, retrieve supporting documentation, disseminate meeting packets, post electronic agenda on website. The City Clerk will prepare the monthly newsletter articles for the Council President and the Clerk's Office. The City Clerk will prepare the monthly reports for the Council President and the Clerk's Office.

The City Clerk will be attending the IIMC Region II Conference in Atlantic City, NJ from January 12-15, 2016. The City Clerk will be meeting with the Acting City Administrator on a weekly basis. The City Clerk will continue to post meeting minutes and legislation on the city's website from 1930's to current. The City Clerk will work the City Council and staff on legislation for the City.

Next Month (Goals/Targets)

The City Clerk will staff meetings for the month of February, prepare the agenda for each meeting, retrieve supporting documentation, disseminate meeting packets, post electronic agenda on website. The City Clerk will prepare the monthly newsletter articles for the Council President and the Clerk's Office. The City Clerk will prepare the monthly reports for the Council President and the Clerk's Office.

The City Clerk will continue to post meeting minutes and legislation on the city's website from 1930's to current.

The City Clerk will work the City Council and staff on legislation for the City.

***Department Statistics:
(Adjust the Title(s) as appropriate for your department)(Add additional sheets/blocks if necessary)***

<u>COMMITTEE ASSINGMENT</u>	<u>DATE ASSIGNED</u>	<u>COMMITTEE MEETING DATE</u>	<u>RESULTS</u>
Economic Development, Housing and Planning Committee-Vacant Housing	02/02/15	03/23/15	Pending-The committee members were not able to meet on the scheduled meeting date.

Public Safety, Civil Rights-Police Department Non Profit	02/02/15	02/17/15 Meeting was cancelled due to inclement weather. Meeting held on 02/19/15	Pending
Government Affairs and Technology Committee- 8d Amend City Charter to modify boundaries	05/04/15	11/30/15	City Clerk e-mailed the assignment to the committee on Thursday, May 14, 2015.
Economic Development, Housing and Planning Committee- 4b Establish a business code for the City 4c Redevelop ongoing plans for 311 68th Pl.- Plan presented on Monday, May 4, 2015	05/04/15	06/08/15	The committee recommended the adoption of a Vacant Property Registration code, which was approved by the City Council on Monday, December 14, 2015.
Finance and Budget Committee- 8b Budget/fund production of survey and maps	05/04/15	11/20/15	City Clerk e-mailed assignment to committee on Thursday, May 14, 2015.
Human Services, Health and Education Committee-3a Health and Education Committee chair to establish formal municipal/education partnerships with Seat Pleasant Elementary School. 5a Resolution to support becoming a sustainable MD certified community- Implementing specified activities to attain certification. 6a Conduct community survey at ward and town meetings with City Council	05/04/15	TBD	City Clerk e-mailed the assignment to the committee on Thursday, May 14, 2015
Public Safety, Civil Rights Committee- 2a Support Community Public Advisory Safety Committee 2b Understand the future of Seat Pleasant	05/04/15	TBD	City Clerk e-mailed the assignment to the committee on Thursday, May 14, 2015.

firehouse			
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DEPARTMENTAL MONTHLY REPORTING FORM

Department: Code Enforcement	Date Submitted: December 22, 2015
Month: November 21, 2015 – December 22, 2015	Submitted by: Chane'e L. Williams

Last Month (Synopsis/Issues/Achievements):

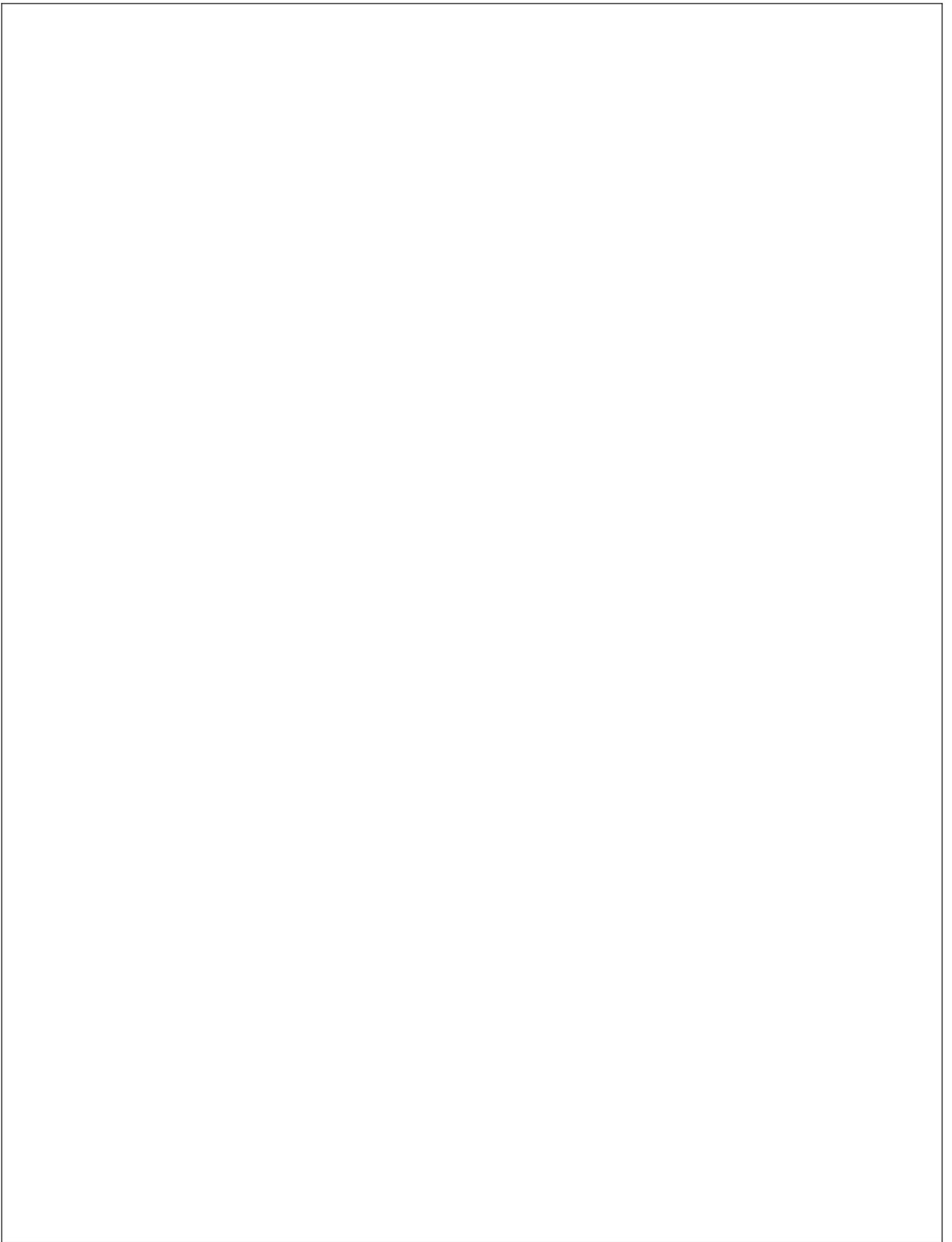
- In the period of October 22, 2015-November 20, 2015, the Code Enforcement office went to court for cases involving high grass, rusted fences, unregistered vehicles and the accumulation of trash and debris.
- We have been continuing to reach out to homeowners that are currently renting. Our goal is to ensure that every landlord in Seat Pleasant is compliant with the rental permit requirements. We will continue to do this for an undetermined amount of time
- We have met (informally) with the property manager for Save-A-Lot & Family Dollar; the accumulation of trash and stagnant water on the property has been rectified and continuous at present. We will continue to monitor the property for future violations.
- There were 2 citizen complaints that I responded to: Resident on James Farmer Way complained about not being able to park in front of her home due to several construction projects. Resident is seeking a designated parking area in front of her home; after speaking to Mr. Thompson, resident was referred to her Ward Representative for further assistance in the matter.
- The second complaint (on Greig Street) was in regards to construction practices without a proper permit. I made contact with the contractor and put a "Stop Work" order on the property. I have trolled the property every day since the order was put into place and found no additional work being done. However, this is still a work in progress because the Code Enforcement Office has not seen a permit to date.
- We have commenced with a new 48-hour corrective action notice via hangtag.
- We have increased our patrol of commercial business (namely CVS) due to the excessive amount of trash that has been on the property; they currently have two citations for two separate offenses regarding trash.

Current Month (Synopsis/Issues/Achievements):

- Code Enforcement & Nuisance and Abatement are continuing the 48-hour efforts to allow residents to correct violations
- There has been a consistent nuisance with regards to trash on the property of CVS; the trash is abundant and in public view
- Code Enforcement & Nuisance and Abatement have begun to fine the property on a weekly basis at the amount of \$1,000
- CE&NA are continuing to single out motor vehicles that are inoperable, wrecked and/or unregistered. Additionally, we are working with the Seat Pleasant Police Department with regards to these violations
- We have continued to seek out construction sites to identify County and SP Permits; stop work orders were posted for those whom were not compliant
- For those that were not in compliance, all SP permits have been paid for and satisfied
- The Code Enforcement Office has made contact with the Grants Manager regarding the Elderly project that we hope to kick off in 2016; our first meeting will take place in January

Next Month (Goals/Targets):

- Our next month goals is to continue with the 48-hour corrective action notice
- We will continue to work alongside the Treasurer Department to seek potential violators with regards to having a rental permit.
- The Elderly Project will kick off!
- We will be enforcing the transfer of out-of-state registration rules and regulations as it pertains to the State of Maryland (MVA)
- We will be seeking out each business in Seat Pleasant to ensure that their business license is current





DEPARTMENTAL MONTHLY REPORTING FORM

Department: Community Services	Date Submitted: 12/23/2015
Month: December 2015	

Last Month (Synopsis/Issues/Achievements):

- The Veterans Day event was a success. There were over 50 people in attendance, 20 who were veterans .
- The food bank donated produce to the city for Thanksgiving basket. There were 20 turkeys ordered and additional items purchased from B.J'S for Thanksgiving. The baskets were distributed on November 23rd.
- The Newsletter was sent off for print on November 23rd.

Current Month (Synopsis/Issues/Achievements):

- The Department of Register of Wills gave their presentation on December 10th. There were about 8 residents that participated in the event. Many asked for another presentation with a lawyer that could help answer questions about constructing a will and how to protect their assets.
- I am currently working on getting group members for the city's ***Lets Move*** and ***Sustainable Maryland Partnership***. In order to participate in both programs there must be a participants from the community who can assist the city creating a timeline and plans.
- The newsletter was completed on December 23rd.

Next Month (Goals/Targets)

- To send out letter for participants to join the Job Fair in March, also have the advertising completed by the end of January so that it may be displayed in February.
- Have the Sustainable Maryland and Lets Move Group by the end of January.
- Have a completed timeline of upcoming movie nights.
- Have the newsletter sent to the printer by January 22nd.
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***Department Statistics:
(Adjust the Title(s) as appropriate for your department)(Add additional sheets/blocks if necessary)***

Event	Date	Time	Location
Financial Literacy Seminar	1/14/2016	6:30 p.m.	
AARP Registration	1/ 18/2016	n/a	n/a



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Nuisance and Abatement	Date Submitted: December 17, 2015
Month: November 23, 2015 – December 17, 2015	Code Enforcement: Ward 1-5
Ukkundo'Oohwaka	Nuisance and Abatement: Ward 1-5

Last Month (Synopsis/Issues/Achievements): October 22, 2015 - November 23, 2015

Training of new personnel

Acquired information for legislation for assisting the elderly

Acquired information for legislation for vacant houses

Awaiting dates for Municipal Infractions Mailed

Prepared court cases:

- 35 Municipal Infractions for court November 18, 2015

Attended court on November 18 for 35 cases

Prepared layout of door hangers for code violators

Placed Notices of Code Violations on resident of:

- High grass
- Accumulation of deposits
- Unregistered, unlicensed, inoperable, wrecked vehicles
- Unsecured houses
- Rusted fences and siding

Enforced Building, Rental and Business Licenses

Inspected construction of renovated houses

Building Permits:

- 516 69th Place
- 423 71st Avenue

Demolition In progress of:

- Preparation for demolition of 6600 Central Avenue (Renovating)
- Preparation for demolition of 6209 Field Street (Renovating)
- Preparation for demolition of 6810 G Street (Renovating)
- Preparation for demolition of 420 69th Place

Citizen Complaints:

- List completed
- Calls Handled
- Respond to complaints in person

Current Month (Synopsis/Issues/Achievements):

This Period: November 23, 2015 – December 17, 2015

Training of new personnel

Acquired information for legislation for assisting the elderly

Awaiting dates for Municipal Infractions Mailed

Prepared court cases:

- 2 Municipal Infractions for court December 9, 2015
- 3 Municipal Infractions for court December 16, 2015

Attended court on November 9th and 16th for 5 cases

Prepared layout of door hangers for code violators

Nuisance and Abatement:

- 815 Booker Drive; Adolescence children outside after 11:00 P.M. (Called CPS)
- CVS continuous having excessive trash (Fine weekly \$1,000.00)
- Family Dollar and Sav A Lot unsanitary behind structure (Fine weekly \$1,000.00)
- Vagrants living in vacant houses and stripping them (Call Police, fine & re-boarder)
- Continuous loitering (Call Police)
 1. Eastern Avenue and Martin Luther King, Jr. Hwy
 2. Family Dollar parking lot
 3. Field Street and 62nd Street
 4. Sugar Shack and across Seat Pleasant Drive
 5. 420 69th Place
 6. 63rd Street and Field Street
- Motor Bikes running thru Booker Drive (Talked to biker)

Placed Notices of Code Violations on resident of:

- High grass
- Accumulation of deposits
- Unregistered, unlicensed, inoperable, wrecked vehicles
- Unsecured houses
- Rusted fences and siding

Enforced Building, Rental and Business Licenses

Inspected construction of renovated houses

Building Permits:

- 606 63rd Street
- 500 69th Place
- 516 69th Place
- 301 71st Avenue
- 423 71st Avenue
- 6209 Addison Road
- 6600 Central Avenue (In Process)
- 6209 Foote Street
- 6115 Seat Pleasant Drive(In Process)

Demolition In progress of:

- Preparation for demolition of 6600 Central Avenue (Renovating)
- Preparation for demolition of 6209 Field Street (Renovating)

- Preparation for demolition of 6810 G Street (Renovating)
- Preparation for demolition of 420 69th Place

Citizen Complaints:

- List completed
- Calls Handled
- Respond to complaints in person

Next Month (Goals/Targets) December 17, 2015 – January 15, 2015

Mail 200 Municipal Infractions

Place Notices of Code Violations (door hangers) on resident of:

- High grass
- Accumulation of deposits
- Unregistered, inoperable vehicles
- Unsecured houses
- Rusted fences and siding
- Chipped and worn paint

Enforce Building, Rental and Business Licenses

Demolition:

- Demolition order for any dilapidated, damaged and/or hazardous building

Ward I			
50 Municipal Infractions			
Ward II			
20 Municipal Infractions			
Ward III			
40 Municipal Infractions			
Ward IV			
50 Municipal Infractions			
Ward V			
40 Municipal Infractions			

ACD = Accumulation of deposits

MI = Municipal Infraction

RL = Registered Letter

WOF=Weeds on fence



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Police	Date Submitted: December 22, 2015
Month: December 2015 (As of 12-22-15)	

Last Month: November 2015

Arrests / Calls for Service / Reports Written / Traffic Citations Issued

- 14 arrests were made
- 126 calls for service.
- 55 reports written.
- 147 traffic citations issued.

During the month of November 2015, officers spent approximately 40 hours, outside of routine patrol, conducting foot patrols, high visibility patrols, and attending community events.

In an effort to invest in the future of the department, as well as to increase staff capabilities and promote professionalism, officers attended approximately 35 hours of specialized training.

Current Month: December 2015

Arrests / Calls for Service / Reports Written / Traffic Citations Issued

- 11 arrests were made
- 59 calls for service.
- 34 reports written.
- 128 traffic citations issued.

During the month of December 2015, officers spent approximately 25 hours, outside of routine patrol, conducting foot patrols, high visibility patrols, and attending community events.

In an effort to invest in the future of the department, as well as to increase staff capabilities and promote professionalism, officers attended approximately 30 hours of specialized training.

Next Month: January 2016

- Continue to maintain high visibility patrol throughout the community.
- Strengthen our current community partnerships and strive to create new ones.
- Focus on winter weather quality of life issues.
- Attend and host community educational and informational events.
- Prepare for holiday crime issues.

Police Department Crime Statistics 2015 YTD:

Total Crime down 20.5%



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Public Works	Date Submitted: December 11, 2015
Month: December	

Last Month (Synopsis/Issues/Achievements):

- Completing Work Orders
- Abating vacant properties. Cutting high grass and maintaining common areas.
- Work on unsatisfactory areas of Department of Environment's inspection-Recommendation to have spill kits on site and in vehicles.

Current Month (Synopsis/Issues/Achievements):

- Completion of CDBG PY39 on G Street and 69th Place
- Waiting on approval for CDBG PY40
- Submittal for CDBG for PY42
- Working with WSSC closely to make needed repairs to various problem areas within the City

Next Month (Goals/Targets)

- Installation of Auto Lift
- Preparations of trailer to haul/store hot water pressure washer
- Winterizing all equipment. Installation of snow plows and salt spreaders
- Working with WSSC closely to make needed repairs to various problem areas within the City



Finance Department's Monthly Report

Department: Finance	Date Submitted: December 15, 2015
Month: October	

Last Month (Synopsis/Issues/Achievements):

1. **Cash Disbursement function synopsis/issue/achievement**
 - a. Processed 83 purchase orders for procurement of goods and services.
 - b. Verified account codes for proper assignment of budget expenditures for 116 purchase requisitions.
 - c. Entered 83 purchase orders and invoices into vendor files.
2. **Payroll Function synopsis/issue/achievement**
 - a. Reviewed 80 payroll time sheets for accuracy.
 - b. Processed 80 city payroll checks
3. **Cash Receipt function synopsis/issue/achievement**
 - a. Prepared 21 cash receipts for all daily incoming revenues to the city.
 - b. Prepared 11 deposits for all incoming revenues
 - c. Entered 1,012 real estate tax payment transactions into the cash receipt journal.

Current Month (Synopsis/Issues/Achievements):

1. ***Cash Disbursement function synopsis/issue/achievement***
 - a. *Processed 138 purchase orders for procurement of goods and services.*
 - b. *Verified account codes for proper assignment of budget expenditures for 140 purchase requisitions.*
 - c. *Entered 138 purchase orders and invoices into vendor files.*
2. ***Payroll Function synopsis/issue/achievement***
 - a. *Reviewed 82 payroll time sheets for accuracy.*
 - b. *Reviewed wage computations for 78 payroll proof checks.*
 - c. *Processed 82 city payroll checks.*
3. ***Cash Receipt Function synopsis/issue/achievement***
 - a. *Prepared 44 cash receipt for all incoming revenues to the city.*

b. Prepared 8 deposits for all incoming revenues.

c. Entered 711 real estate tax payment transactions into the cash receipt journal.

Next Month (Goals/Targets)

In addition to maintaining the achievements for functions noted above, other targeted goals and innovates for the next month are the listed below.

1. Assist the City Administrator in the administration of Mayor's Fiscal Plan for the year beginning July 1, 2015 and ending June 30, 2016...
2. Evaluating the following services
 - a. Payroll services
 - b. Treasury Management
 - c. E payments.
 - d. Life Insurance
 - e. Virtual John Doe account in Paychex
3. Assist the City Administrator in capitalizing on the services of a Financial Advisor or Planner.
4. Assisting the Grant Writer and Public Works Director in executing the documents for Community Development Block Grant Program Year
5. Conducting an inventory of City's Fixed Assets.

**MAYOR AND CITY COUNCIL
SEAT PLEASANT, MARYLAND**

Ordinance No.: O-16-03
Introduced By: City Council
Date Introduced: December 14, 2015
First Reading: December 14, 2015
Second Reading January 4, 2016

Amendments Adopted

Dated Adopted:

Date Effective:

AN ORDINANCE concerning

**AMENDMENT OF THE
FISCAL YEAR 2015-2016 BUDGET
FOR THE CITY OF SEAT PLEASANT, MARYLAND**

SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the 2015-2016 Budget of the City of Seat Pleasant, as enacted by Ordinance O-15-09, adopted on May 26, 2015, shall be amended as follows:

GENERAL FUND

Account Title	Account Number	Current Budgeted Amount	Adjustment	New Budgeted Amount
Expenditures Decrease the following line item: Expenditure Account Contingency Fund for City Administrator	4-5979	70,679	4,000	66,679
Expenditure Increase the following line item: Capital Improvement and Outlay: City Wide Technology Upgrade	4-5950	0	4,000	4,000

SECTION 2. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that, having been approved by the affirmative vote of at least a majority the of the total elected membership of the Council shall be necessary for adoption, the City Clerk shall certify to the adoption of this Ordinance, and cause the same to be published as required by law; and that this Ordinance shall become effective immediately following approval by the Mayor or passage by the Council after the veto by the Mayor.

COUNCIL OF THE CITY OF SEAT PLEASANT

Johnie L. Higgs, Sr., Councilmember

Eugene F. Kennedy, Councilmember

Kelly Porter, Councilmember

Gerald R. Raynor, Sr., Councilmember

Elenora Simms, Councilmember

Aretha A. Stephenson, Councilmember

Reveral L. Yeargin, Councilmember

ATTEST:

Dashaun N. Lanham, CMC
City Clerk

This Ordinance was presented to the Mayor for his approval or disapproval pursuant to Section C-313 of the Charter of the City of Seat Pleasant this ____ day of _____, 2015

Dashaun N. Lanham, CMC
City Clerk

In accordance with Section C-313 of the Charter of the City of Seat Pleasant, I hereby Approve or Disapprove this Ordinance this ____ day of _____, 2015

Eugene W. Grant

Mayor

EXPLANATION

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from the bill by amendment or deleted from the law.

City of Seat Pleasant Proposed Budget Calendar For Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017

Date	Event	Participant	Purpose
March 21, 2016	Budget Hearing	City Council, City Administrator, Citizens of Seat Pleasant	To allow the residents to provide the City Council with recommendations for the budget.
April 4, 2016	Presentation of the Mayor's Proposed 2017 Budget to the City Council	Mayor	To allow the Mayor to forward his Proposed Fiscal Plan For Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017 to the City Council
April 6, 2016 and April 7, 2016	Budget Presentation	City Administrator, City Treasurer, and Senior Staff	Departmental presentation of their Budgets to the City Council
April 11, 2016	Budget Hearing	City Council, City Administrator, Citizens of Seat Pleasant	To allow the residents to provide the City Council with recommendations for the budget.
April 16, 2016	Budget Hearing	City Council, City Administrator, Citizens of Seat Pleasant	To allow the residents to provide the City Council with recommendations for the budget.
April 16, 2016	Budget Review	City Council & City Treasurer	To finalize the Budget for the Year beginning July 1, 2016 and ending June 30, 2017
April 23, 2016	Budget Review	City Council & City Treasurer	To finalize the Budget for the Year beginning July 1, 2016 and ending June 30, 2017.
April 25-May 2, 2016	Forward of the final Budget to the City Treasurer	City Council & City Treasurer	To enable the City Treasurer to assemble the Budget Book
May 3-6, 2016	Forward of the final Budget to the City Treasurer	City Council and City Treasurer	To enable the City Treasurer to assemble the Budget Book
May 9, 2016 Public Session*	First reading FY 2017 Budget Ordinance	City Council	To read the City's Budget Ordinance for the first time
May 10-13, 2016	Budget Review	City Council and City Treasurer	To finalize the Budget for the Year beginning July 1, 2016 and ending June 30, 2017.
May 16, 2016	Second reading FY 2017 Budget Ordinance	City Council	To adopt the City's Budget for the Year beginning July 1, 2016 and ending June 30, 2017
May 17, 2016	Provide Budget Ordinance to Mayor Grant for signing	Mayor & City Clerk	Mayor has six days to sign or VETO Budget Ordinance due by June 2, 2016
May 24, 2016	Budget Ordinance Returned by Mayor	Mayor & City Clerk	If Ordinance is <u>APPROVED</u> by Mayor the Budget will be effective on June 13, 2016 for FY2017, but spending cannot be done until <u>July 1, 2016</u>
July 1, 2016	Budget Year begin	Mayor, City Council, City Administrator, and City staff	To kick off the fiscal year

CITY COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

Ordinance No.: O-16-04
Introduced by: City Council
Date Introduced: December 14, 2015
First Reading: December 14, 2015
Second Reading:
Date Adopted:
Date Effective:

AN ORDINANCE concerning

CHAPTER 35 – Police Department

FOR the purpose of amending Chapter 35 – Police Department of the Code of the City of Seat Pleasant by providing that the Chief of Police is authorized to adopt rules and procedures, including General Orders, for the Seat Pleasant Police Department; providing that members of the Seat Pleasant Police Department shall be subject to the provisions of Chapter 31 – Personnel Policies of the Code of the City of Seat Pleasant and the City’s Personnel Rules and Regulations Manual; provided, however, that if any provision thereof conflicts with any General Order adopted by the Chief of Police or any applicable State law, including the Maryland Law Enforcement Officers’ Bill of Rights, such General Order or State law shall control; providing that the title of this Ordinance shall be deemed a fair summary; and generally relating to the City of Seat Pleasant Police Department.

BY amending Chapter 35 – Police Department
Sections 35-44
Code of the City of Seat Pleasant (1994 Edition, as amended)

WHEREAS, pursuant to § 5-207 of the Local Government Article of the Maryland Annotated Code and § C-501(b)(34) of the Charter of the City of Seat Pleasant, the City Council of the City of Seat Pleasant (the “City Council”) is authorized and empowered to establish, operate, and maintain a police force; and

WHEREAS, in accordance with the foregoing authority, the City Council established Chapter 35 of the Code of the City of Seat Pleasant, establishing a police force for the City of Seat Pleasant (the “City”) and the qualifications and rules of conduct for City police officers; and

WHEREAS, it is the intent of the City Council that the Chief of Police be authorized to adopt rules and procedures, including General Orders, for the City's police department;

WHEREAS, it is also the intent of the City Council that the City's police force be subject to the City's Personnel Rules and Regulations Manual unless any provisions thereof conflict with the General Orders adopted by the Chief of Police or State law; and

WHEREAS, to clearly evidence its intent, the City Council desires to amend Chapter 35 – Police Department of the Code of the City of Seat Pleasant by providing that the Chief of Police is authorized to adopt rules and procedures, including General Orders, for the Seat Pleasant Police Department and providing that members of the Seat Pleasant Police Department shall be subject to the provisions of Chapter 31 – Personnel Policies of the Code of the City of Seat Pleasant and the City's Personnel Rules and Regulations Manual; provided, however, that if any provision thereof conflicts with any General Order adopted by the Chief of Police or any applicable State law, including the Maryland Law Enforcement Officers' Bill of Rights, such General Order or State law shall control; and

WHEREAS, the City Council deems it in the interest of the public health, welfare and safety of the citizens of the City, and for the good government of the City, to enact this Ordinance and to take the actions as described herein.

SECTION 1. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that Chapter 35 – Police Department, § 35-43, of the Code of the City of Seat Pleasant (1994 Edition, as amended), be and it is hereby amended to read as follows:

§ 35-43. General provisions.

((The City of Seat Pleasant adopts as its manual of rules and procedures the Manual of Prince George's County, Maryland Police Department, with all amendments made thereto.))

- A. THE CHIEF OF POLICE IS AUTHORIZED TO ADOPT RULES AND PROCEDURES, INCLUDING GENERAL ORDERS, FOR THE SEAT PLEASANT POLICE DEPARTMENT.
- B. MEMBERS OF THE POLICE DEPARTMENT SHALL BE SUBJECT TO THE PROVISIONS OF CHAPTER 31 – PERSONNEL POLICIES OF THE CODE OF THE CITY OF SEAT PLEASANT AND THE CITY'S PERSONNEL RULES AND REGULATIONS MANUAL; PROVIDED, HOWEVER, THAT IF ANY PROVISION THEREOF CONFLICTS WITH ANY GENERAL ORDER ADOPTED BY THE CHIEF OF POLICE OR APPLICABLE STATE LAW, INCLUDING THE MARYLAND LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS, SUCH GENERAL ORDER OR STATE LAW SHALL CONTROL.

SECTION 2. AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that the Recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION 3. AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that all other ordinances or parts of ordinances or provisions of the Code of the City of Seat Pleasant (1994 Edition, as amended) in conflict with the provisions of this Ordinance or the property maintenance code adopted by this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that the title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

SECTION 5. AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that, if any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the City Council that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase or portion hereof.

SECTION 6. AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT that the City Clerk shall certify to the adoption of this ordinance, and cause the same or, to the extent permitted by the Charter, a fair summary of the same, to be published as required by law, and that this Ordinance shall become effective at the expiration of twenty (20) days following approval by the Mayor or passage by the City Council over the Mayor's veto.

THE CITY COUNCIL OF THE CITY OF SEAT PLEASANT

Johnie L. Higgs, Sr., Councilmember

Eugene F. Kennedy, Councilmember

Kelly Porter, Councilmember

Gerald R. Raynor, Sr., Councilmember

Elenora Simms, Councilmember

Aretha A. Stephenson, Councilmember

Reveral L. Yeargin, Councilmember

ATTEST:

Dashaun N. Lanham, CMC
City Clerk

APPROVED:

This Ordinance was presented to the Mayor for his approval or disapproval pursuant to Section C-313 of the Charter for Seat Pleasant this _____, 201_.

Dashaun Lanham
City Clerk

In accordance with Section C-313 of the Charter for Seat Pleasant, I hereby (**APPROVE**) (**DISAPPROVE**) of this Ordinance this _____, 201_.

Eugene W. Grant, Mayor

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
((Double Parenthesis)) indicate matter deleted from existing law.
Underlining indicates amendments to bill.
~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.



CITY OF SEAT PLEASANT

Foreclosed and Vacant Property Registration Form

6301 Addison Road • Seat Pleasant, Maryland 20743-2125 • (301) 336-2600 • Fax (301) 336-0029
Website: www.seatpleasantmd.gov

REGISTRATION FEE: \$ _____

A City of Excellence

PRINT OR TYPE • COMPLETE ALL SECTIONS FRONT AND BACK OF FORM

City Code Chapter 148 requires that written notice be given to the City within five (5) calendar days of an order to docket, or a complaint to foreclose, a mortgage or deed of trust is filed on residential property located within the City limits. Please complete the following form and remit to the address listed above.

Address of Residential Property Subject to Foreclosure:

Property Tax Account Number: _____

Name of Property Owner (s):

Telephone Number: () _____

Mailing Address:

Name of Person Authorized to Maintain Property _____

Telephone Number: () _____

Mailing Address:

Pursuant to the City of Seat Pleasant City Code Chapter 148, the person authorized to make sale of the above referenced property hereby provides notice of the filing of an Order to Docket or Complaint to Foreclose.

Name Date _____

Signature



CITY OF SEAT PLEASANT

Foreclosed and Vacant Property Removal Form

6301 Addison Road • Seat Pleasant, Maryland 20743-2125 • (301) 336-2600 • Fax (301) 336-0029
Website: www.seatpleasantmd.gov

A City of Excellence

PRINT OR TYPE • COMPLETE ALL SECTIONS FRONT AND BACK OF FORM

In order to remove a property from the Vacant Property Registration Program you must complete this form and return it to: City of Seat Pleasant Nuisance and Abatement Department. Please complete the following form and remit to the address listed above.

PROPERTY INFORMATION: (Please print or type)

Property Address:

Legal Description: Subdivision: _____ Block: _____ Lot:

Please provide the status of the above reference property and the reason for removal?
(FORECLOSURE, SHORT SALE, SALE, RENTAL, OCCUPIED, NEW SERVICER):

Agent/Owner Requesting Removal:

Name: _____

Address:

City: _____

State: _____ Zip Code: _____

Telephone Number: () _____ Facsimile: ()

E-Mail Address: _____

New Responsible Party:

Name: _____
Address: _____

City: _____

State: _____

Zip Code: _____

Telephone Number: () _____ Facsimile: ()

E-Mail Address: _____

Date Change is to go into effect: _____