

**COUNCIL OF SEAT PLEASANT
PUBLIC SESSION AGENDA
JANUARY 11, 2016
7:00P.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
- 1.1.5. Approval of December Meeting Minutes

1.I. December Meeting Minutes

Documents: [15-12-07 REGULAR WORK SESSION MEETING MINUTES.PDF](#), [15-12-07 CLOSED SESSION MEETING MINUTES.PDF](#), [15-12-14 PUBLIC SESSION MEETING MINUTES.PDF](#), [15-12-18 CLOSED SESSION MEETING MINUTES.PDF](#)

2. Presentation

- 2.I. National League Of Cities Diamond Achievement Presentation-Mayor Grant

3. Legislation

- 3.I. Resolution R-16-08 Approval Of Policies, Application And Receipt Of Funding For Energy Administration Grant

Documents: [RESOLUTION R-16-08 APPROVAL OF POLICIES, APPLICATION AND RECEIPT OF FUNDING FOR ENERGY ADMINISTRATION GRANT 010716.PDF](#)

4. Reports

- 4.I. Elenora Simms, Council President Report

Documents: [COUNCIL PRESIDENT REPORT DECEMBER 2015.PDF](#)

4.II. 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](#)

5. Unfinished Business

- 5.I. None

6. New Business

- 6.I. None

7. Citizen Comment

Please register with the City Clerk to address the Council; speakers limited to 5 minutes
[Seat Pleasant Res.09-03 repealed Res.97-19]

8. Announcements

- 8.I. Financial Literacy Seminar, Thursday, January 14, 2016, Seat Pleasant Activity Center
At 6:00p.m.
- 8.II. Regular Work Session, Monday, February 1, 2016, Seat Pleasant City Hall-Council
Chambers At 6:00p.m.
- 8.III. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 From
10:00a.m.-2:00p.m. By Appointment Only
- 8.IV. Public Session Monday, February 8, 2016, Seat Pleasant City Hall-Council Chambers
At 7:00p.m.

9. 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.

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, DECEMBER 7, 2015
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Simms called the meeting to order at 6:06p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Johnie L. Higgs, Sr., Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Reveral Yeargin

Absent: Councilmember Eugene Kennedy, Councilmember Aretha Stephenson

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Orson Carter, Assistant City Treasurer, Christopher Cotillo, Chief of Police, Lt. Earl Ivey, Dashaun N. Lanham, City Clerk, Chane'e Williams, Code Enforcement Officer, Ukkunkdoowaka, Nuisance & Abatement Coordinator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter

1.1.4 Approval of Agenda

It was motioned by Councilmember Porter and seconded by Councilmember Raynor to approve the agenda. The motion carried and the agenda was unanimously approved.

2. PRESENTATIONS:

2.1. None

3. REPORTS:

3.1. Mayor Grant stated that he does not have a report for the month of December.

3.2. Mr. Ashton stated that the City Administrator and City Treasurer reports are included in the packet.

3.3. Departmental Reports

- The Council reviewed the written reports submitted by the departments for the month of November.

3.4. City Council Committee Reports

- The Council Committee report were included in the meeting packet, which details the meetings of the committee.
- Councilmember Raynor stated that the Finance and Budget Committee met to discuss the re-alignment of the City Wards, replacement of the audio equipment in the council chambers and meeting with the Financial Planner regarding the final report.
- Councilmember Porter stated the Economic Development Report is the Ordinance that is being introduced today.

4. LEGISLATION

4.1. Ordinance O-16-02 Chapter 148 Vacant Property Registration. Ordinance O-16-02 was introduced by the City Council on Monday, December 7, 2015 and read by the City Clerk.

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS:

6.1. Approval of Final Payment for Website Redesign

- Mr. Ashton stated that the website was redesign and the total amount for the redesign was \$8,000. The city has a balance of \$4,000 and he would like for the City Council to authorize the payment.
- The City Council requested for a budget amendment to be prepared and submitted to them on Monday, December 14, 2015 to pay for the balance of the invoice.

6.2. Approval to Execute Verizon Settlement Agreement

- The City Council approved for the Acting City Administrator to execute the settlement agreement letter with Verizon. The City Council signed a letter giving the Acting City Administrator authority to execute the document on behalf of the City.
- It was motioned by Councilmember Yeargin and seconded by Councilmember Higgs to authorize the Acting City Administrator to execute the settlement agreement letter for Verizon. The motion carried and was unanimously approved by the City Council.

7 ANNOUNCEMENTS

- 7.1. PGCMA Legislative Dinner, Tuesday, December 8, 2015, Newton White Mansion at 6:00p.m.**
- 7.2. Register of Wills, Thursday, December 10, 2015, Seat Pleasant City Hall-Council Chambers at 10:00a.m.**
- 7.3. Public Session, Monday, December 14, 2015, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.4. Seat Pleasant Holiday for Kids, Saturday, December 19, 2015, Seat Pleasant City Hall-Council Chambers at 2:00p.m.**
- 7.5. Regular Work Session, Monday, January 4, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 7.6. Public Session, Monday, January 11 2015, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**

- It was motioned by Councilmember Yeargin and Seconded by Councilmember Higgs to begin the Closed Session. The motion carried. The City Council met in accordance with General Provisions Article §3-305 (b)
 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; or any other personnel matter that affects one or more specific individuals.
- The City Council reconvened in the Regular Work Session at 8:01p.m.
- It was motioned by Councilmember Yeargin and seconded by Councilmember Higgs to terminate the contract of LaTasha C. Gatling as

the City Administrator. The motioned carried and was unanimously approved by the City Council.

- It was motioned by Councilmember Porter and seconded by Councilmember Higgs to pay the former City Administrator LaTasha C. Gatling three month severance pay at the rate she was giving as the City Administrator.
- FOR: Higgs, Porter, Raynor and Simms
- ABSTAIN: Yeargin
- AGAINST: None

ADJOURN-The City Council departed the meeting 8:12p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
MONDAY, DECEMBER 7, 2015
7:00P.M.**

1. OPENING

Call to Order

Council President Simms called the meeting to order at 7:20p.m.

- It was motioned by Councilmember Yeargin and Seconded by Councilmember Higgs to begin the Closed Session. The motion carried.

Roll Call

Present: Councilmember Johnie Higgs, Sr., Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Reveral Yeargin

Absent: Councilmember Eugene Kennedy, Councilmember Aretha Stephenson

- The City Council met in accordance with General Provisions Article §3-305 (b) 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; or any other personnel matter that affects one or more specific individuals.
- The City Council met with the Mayor, Acting City Administrator and Assistant Treasure and discuss the termination of the former City Administrator.

The meeting was adjourned at 8:00p.m.

The Closed Session was held at Seat Pleasant City Hall

The Councilmember's who voted to Close the meeting: Higgs, Porter, Raynor, Simms, Yeargin

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
PUBLIC SESSION
MONDAY, DECEMBER 14, 2015
7:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Simms called the meeting to order at 7:06p.m.

1.1.2 Roll Call

Present: Councilmember Johnie L. Higgs, Sr., Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr. Councilmember Elenora Simms

Absent:

Mayor Eugene W. Grant, Councilmember Eugene Kennedy (Excused), Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Dashaun N. Lanham, City Clerk

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter

1.1.4. Approval of Agenda

It was motioned by Councilmember Higgs and seconded by Councilmember Porter to approve the Public Session agenda. The motion carried and the agenda was unanimously approved by the Council.

1.1.5. Approval of Meeting Minutes

- It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to approve the Regular Work Session meeting minutes for Monday, November 2, 2015. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Raynor and seconded by Councilmember Higgs to approve the Public Session meeting minutes for

Monday, November 9, 2015. The motion carried and the minutes were unanimously approved.

- It was motioned by Councilmember Porter and seconded by Councilmember Raynor to approved the Closed Session meeting minutes for Monday, November 9, 2015. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Raynor and seconded by Councilmember Porter to approved the Special Session meeting minutes for Tuesday, November 17, 2015. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Porter and seconded by Councilmember Higgs to approved the Closed Session meeting minutes for Tuesday, November 17, 2015. The motion carried and the minutes were unanimously approved.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

3.1. Ordinance O-16-02 Chapter 148-Vacant Property Registration. Ordinance O-16-02 was introduced by the City Council and the first reading by the City Clerk was on Monday, December 7, 2015. The second reading was on Monday, December 14, 2015. It was motioned by Councilmember Porter and seconded by Councilmember Higgs to approve Ordinance O-16-02. The motion carried and was unanimously approved.

3.2. Ordinance O-16-03 Amendment of Fiscal Year 2015-2016 Budget. Ordinance O-16-03 was introduced by the City Council and the first reading by the City Clerk on Monday, December 14, 2015.

3.3. Ordinance O-16-04 Amendment of Chapter 35-Police Department.
Ordinance O-16-04 was introduced by the City Council and the first reading by the City Clerk on Monday, December 14, 2015.

4. REPORTS:

4.1. Council President Report

- Council President Simms stated that the report for the month of November is on the information stand.

4.2. Dave McGill, Acting Fire Chief

- The Seat Pleasant Volunteer Fire Department did not attend the Public Session or submit report for the month of November.

4.3. City Administrator Report:

- Mr. Ashton, Acting City Administrator and City Treasurer stated that the report for the month of November is on the information stand. However, he would like to schedule a meeting with the City Council to discuss the distribution of the Outstanding Speed Camera fees. The City Council requested for the City Clerk to poll the Council for meeting dates.

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. None

7. TREE LIGHTING CEREMONY

8. CITIZENS COMMENT

8.1. -70th., Seat Pleasant, MD- Resident stated that she has been having problems with Bates and the destruction of her trash receptacle. Bates has replaced one of them, but they continue to damage them by throwing them. She has been sending Ms. Gatling weekly e-mails regarding her concerns.

8.2. Katrina Robinson - Addison Rd., Seat Pleasant, MD- Ms. Robinson stated that she a 18 wheeler truck has been parking on Addison Road a few nights each week. The truck is parked outside of her driveway. She has sent a message to one of Seat Pleasant Police Officers regarding this matter.

9 ANNOUNCEMENTS

- 9.1. Seat Pleasant Holiday for Kids, Saturday, December 19, 2015, Seat Pleasant City Hall-Council Chambers at 2:00p.m.**
- 9.2. Regular Work Session, Monday, January 4, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m**
- 9.3. Public Session, Monday, January 11, 2016, Seat Pleasant City Hall-Council Chamber at 7:00p.m.**

10 ADJOURN

ADJOURN-

The meeting adjourned at 7:43p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
FRIDAY, DECEMBER 18, 2015
6:00P.M.**

1. OPENING

Call to Order

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

- It was motioned by Councilmember Higgs and Seconded by Councilmember Raynor to begin the Closed Session. The motion carried.

Roll Call

Present: Councilmember Johnie Higgs, Sr., Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson

Absent: Councilmember Eugene Kennedy, Councilmember Reveral Yeargin

- The City Council met in accordance with General Provisions Article §3-305 (b) 8. To consult with staff, consultants, or other individuals about pending or potential litigation.
- The City Council and the Mayor, Acting City Administrator and Assistant Treasurer to discuss and review the documents pertaining to the outstanding speeding tickets.

The meeting was adjourned at 6:43p.m.

The Closed Session was held at Seat Pleasant City Hall

The Councilmember's who voted to Close the meeting: Higgs, Porter, Raynor, Simms, Stephenson

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-16-08

Introduced By **City Council**
Date Introduced **January 6, 2016**
Date Adopted
Date Effective

A RESOLUTION to

APPROVE THE CITY OF SEAT PLEASANT, RECEIPT OF FINANCING FOR A (ENERGY CONSUMPTION PROJECT) MARYLAND ENERGY ADMINISTRATION PROJECT (S) FURTHER DESCRIBED IN THE ENERGY APPLICATION (“THE APPLICATION”), TO BE FINANCED EITHER DIRECTLY BY THE DEPARTMENT OF ENERGY (THE “DEPARTMENT”) OF THE STATE OF MARYLAND OR THROUGH OTHER DEPARTMENTS OR AGENCIES OF THE STATE OF MARYLAND..

WHEREAS, the City of Seat Pleasant in Seat Pleasant, Maryland, in Prince George’s County intent to take a leadership role in reducing Transportation Petroleum Consumption within Seat Pleasant by partnering with the Maryland Energy Administration, and enrolling as a Maryland Smart Energy Community; and

WHEREASs, by adhering to the Maryland Energy Administration’s Smart Energy Communities Program the City of Seat Pleasant has committed to being a socially responsible leader by reducing their local impact by better managing its transportation petroleum consumption; and,

WHEREAS, the City of Seat of Seat Pleasant recognizes that by smartly investing in alternative transportation uses, it can have significant monetary savings and create environmental benefits; and

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Seat Pleasant hereby endorses the Project in the; and, hereby approves the City’s receipt for Project Financing in the form of a grant, loan or other financial vehicle in the approximate amount of \$ _____; and

BE IT FURTHER RESOLVED THAT, the Mayor of the City of Seat Pleasant be, and is hereby requested to endorse his signature on this Resolution, thereby indicating his approval thereof, and,

BE IT FURTHER RESOLVED THAT, the Mayor and City Council of Seat Pleasant hereby approves the purpose of this policy to become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland; and

BE IT FURTHER RESOLVED THAT, the Mayor and City Council of Seat Pleasant to reduce on-road vehicle petroleum consumption by the City of Seat Pleasant fleet vehicles by 20% within five (5) years of the baseline year, to report petroleum consumption and reductions progress annually to the Maryland Energy Administration in order to assure that the City of Seat Pleasant in Prince George's County accomplishes said goals in a timely fashion.

BE IT FURTHER RESOLVED THAT, the City of Seat Pleasant will provide details on the current fleet vehicle petroleum consumption, characteristics of the fleet including the make, model, year, purchase date, fuel type used, gallons consumed, and miles driven, estimates the required amount of petroleum needed to meet the minimum of a twenty (20) percent reduction, and design plans with detailed measures and timetables for reaching the reduction goal within five (5) years

BE IT FURTHER RESOLVED THAT, the City of Seat Pleasant will maintain an annual petroleum consumption inventory for all local-government-owned vehicles and contracted-service vehicles. This annual inventory will include at a minimum the information presented in the above table. The results of which will be presented to the Maryland Energy Administration by no later than April 1st of each year until the completion of said goals are accomplished.

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to the State of Maryland Energy Administration for consideration by the Energy Board.

READ AND PASSED THIS ____ day of _____, 2016.

BY ORDER: We hereby certify that Resolution Number R-16-08 is true and correct and duly adopted by the City Council of the City of Seat Pleasant, Prince George's County, Maryland.

:

Eugene W. Grant, Mayor

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

CITY COUNCIL PRESIDENT REPORT

CITY OF SEAT PLEASANT



DECEMBER 2015

CITY OF EXCI

COUNCIL PRESIDENT REPORT

ACTIVITIES-DECEMBER 2015

City Council Meetings

Regular Work Session

- Monday, December 7, 2015

Public Session

- Monday, December 14, 2015

Special Session

- The City Council did not hold any Special Meetings for the month of December.

Closed Session

- Monday, December 7, 2015, 2015
- Friday, December 18, 2015

Public Hearing

- The City Council did not have any Public Hearings in the month of December.

LEGISLATION

- Ordinance O-16-02 Chapter 148-Vacant Property Registration Ordinance O-16-03 Amendment of Fiscal Year 2015-2016 Budget for the website redesign.
- Ordinance O-16-04 Amendment of Chapter 35-Police Department

EVENTS

- Tree Lighting Ceremony, Monday, December 14, 2015
- Holiday for Kids, Saturday, December 19, 2015.

PROJECTS

- Feggans Center Renovations
- Police Department Building and site

ATTENDANCE

Mayor & Councilmember	Public	Work Session	Special	Closed
Eugene Grant	A	P	N	P
Johnie Higgs, Sr.	P	P	N	P
Kelly Porter	P	P	N	P
Elenora Simms, Ward I	P	P	N	P
Aretha Stephenson, Ward II	A	A	N	A
Reveral Yeargin, Ward III	A	P	N	P
Gerald Raynor, Sr., Ward IV	P	P	N	P
Eugene Kennedy, Ward V	A	A	N	A

- P-Present
- C-Cancelled
- N-None
- A-Absent
- E-Excused
- L-Late
- U-Unexcused

Note: The City Council held two Closed Sessions during the month of December. If you desire to see the attendance record of the Council, please contact the City Clerk.

City Council Events/Programs Month of: December 2015

EVENT	LOCATION	DATE
TREE LIGHTING CEREMONY	SEAT PLEASANT CITY HALL	12/14/15
HOLIDAY FOR KIDS	SEAT PLEASANT CITY HALL	12/19/15
STAFF APPRECIATION AND HOLIDAY PARTY	SEAT PLEASANT ACTIVITY CENTER	12/18/15

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			
-----------	--	--	--



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):

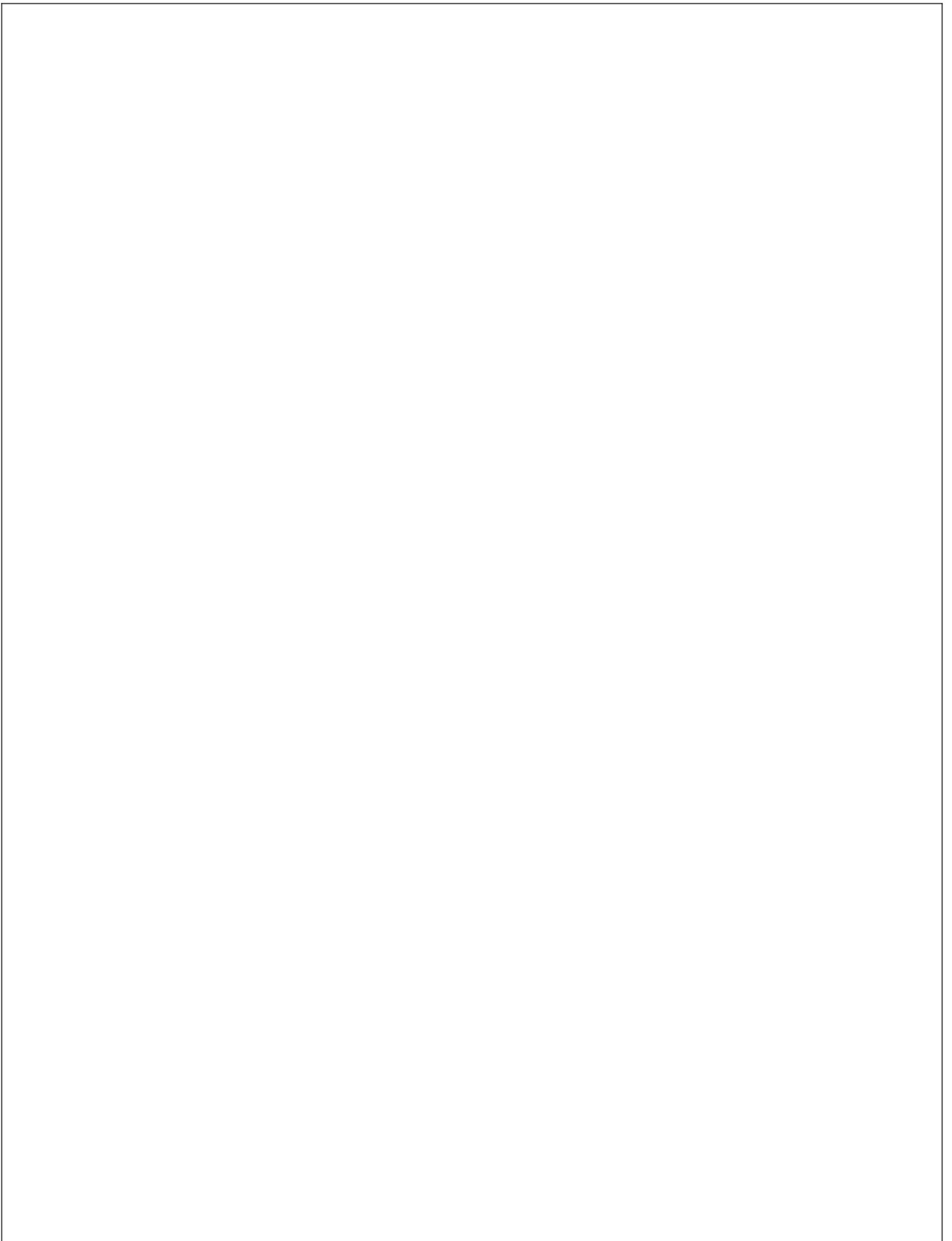
- In the period of October 22, 2015-November 20, 2015, the Code Enforcement office went to court for cases involving high grass, rusted fences, unregistered vehicles and the accumulation of trash and debris.
- We have been continuing to reach out to homeowners that are currently renting. Our goal is 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.
-

***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.