

**COUNCIL OF SEAT PLEASANT  
PUBLIC SESSION AGENDA  
MONDAY, FEBRUARY 8, 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 January Meeting Minutes

1.I. January Meeting Minutes

Documents: [16-01-04 REGULAR WORK SESSION MEETING MINUTES.PDF](#), [16-01-04 CLOSED SESSION MEETING MINUTES.PDF](#), [16-01-11 PUBLIC SESSION MEETING MINUTES.PDF](#), [16-01-19 SPECIAL SESSION MEETING MINUTES.PDF](#), [16-01-19 CLOSED SESSION MEETING MINUTES.PDF](#)

2. Presentation

- 2.I. None

3. Legislation

- 3.I. Ordinance O-16-05 Amendment Of Fiscal Year 2015-2016 Budget To Purchase The Rollout Carts 2nd Reading

Documents: [ORDINANCE O-16-05 BUDGET AMENDMENT FY2015-2016 FOR THE PURCHASE OF THE ROLLOUT CARTS AND RECYCLE BINS.DOC](#)

4. Reports

- 4.I. Elenora Simms, Council President Report

Documents: [COUNCIL PRESIDENT REPORT JANUARY 2016.PDF](#)

- 4.II. Robert L. Ashton, Acting City Administrator Report

Documents: [ACTING CITY ADMINISTRATOR MONTHLY REPORT JANUARY 2016.PDF](#), [CITY CLERK MONTHLY REPORT JANUARY 2016.PDF](#), [CODE ENFORCEMENT DEPARTMENT MONTHLY REPORT JANUARY 2016.PDF](#), [COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT JANUARY 2016.PDF](#), [FINANCE DEPARTMENT REPORT FOR THE MONTH OF JANUARY 2016.PDF](#), [NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT JANUARY 2016.PDF](#), [POLICE DEPARTMENT MONTHLY REPORT JANUARY 2016.PDF](#), [PUBLIC WORKS DEPARTMENT MONTHLY REPORT JANUARY 2016.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[Seat Pleasant Res.09-03 repealed Res.97-19]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. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 From 10:00a.m.-2:00p.m. By Appointment Only
- 8.II. Seat Pleasant Black History Month Activity, Thursday, February 18, 2016, African American Civil War Museum Leaving City Hall At 9:30a.m.
- 8.III. Seat Pleasant Black History Month Activity, Friday, February 19, 2016, Movie Night, Seat Pleasant Activity Center At 6:30p.m.
- 8.IV. Seat Pleasant Black History Month Activity, Friday, February 26, 2016, The Newseum, Leaving City Hall At 9:30a.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, JANUARY 4, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 6:02p.m.

**1.1.2 Roll Call**

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

Absent: Mayor Eugene Grant, Councilmember Reveral Yeargin

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

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Higgs 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.** Mr. Ashton stated that his report on the RFP for and his other items will be discussed under New Business.

**3.2. Departmental Reports**

- The Departments presented their reports to the City Council for the month of December. The staff provided the City Council with answers to each of the questions. The City Council provided recommendations to the staff regarding events.

**3.3. City Council Committee Reports**

- The Council Committee did not have any reports for the month of December.

**4. LEGISLATION**

**4.1. Ordinance O-16-03 Amendment of Fiscal Year 2015-2016 Budget.**

Ordinance O-16-03 was introduced by the City Council on Monday, December 14, 2015 and read by the City Clerk. The second reading was held on Monday, January 4, 2016. It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to approve Ordinance O-16-03. The motion carried.

FOR: Higgs, Kennedy, Porter, Raynor, Simms

ABSTAIN: Stephenson

**5. UNFINISHED BUSINESS**

**5.1. Revised Budget Calendar**

- Council President Simms stated that the Budget Calendar has some revision and for the City Council to review.

**5.2. Discussion of Ordinance O-16-04 Amendment of Chapter 35-Police Department**

- Councilmember Higgs stated that he has just provided the Chief Cotillo with the revision to the ordinance. The Public Safety, Civil Rights Committee will be meeting on Wednesday, January 13, 2016.
- Council President Simms requested for the City Council to review and provide any revisions to the City Clerk.

**6. NEW BUSINESS:**

**6.1. Approval of Vacant Property and Removal Registration Forms**

- Councilmember Porter stated that the Vacant Property Registration Ordinance was approved last month. However, the City need to assign a registration fee.
- It was recommended that the Nuisance and Abatement Officer check the County and other municipalities for the registration fee.

## **6.2. Approval to Trash Receptacle and Recycle Bins**

- The City Council reviewed the proposal and requested for the Finance and Budget Committee to meet to review and recommend to the Council the funding source for the proposal. The City Council requested for the City Clerk to review and provide an update regarding the receptacle fee for the residents to be included in the City Code or approved by a Resolution.

## **6.3. Approval of hire for Human Resources Position**

- Mr. Ashton provided the City Council with the resume of the individual he recommends for the part-time Human Resources position.
- It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to authorize the Acting City Administrator to hire a part-time/contractual Human Resources Officer for the vacant position.
- It was requested that the Acting City Administrator provide the City Council with a copy of the contract for the Human Resources Officer.

## **6.4. Committee for Feggans Center Project Development**

Council President Simms stated that the City will hold charrettes for the citizens to have an input on the plans.

## **7 ANNOUNCEMENTS**

- 7.1. Public Session, Monday, January 11, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.2. Maryland General Assembly, Wednesday, January 13, 2016, Annapolis, MD**
- 7.3. PGCMA Meeting, Thursday, January 21, 2016 from 7:00p.m.-9:00p.m., location TBD**
- 7.4. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m.**

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

**ADJOURN**-The City Council departed the meeting 8:09p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**CITY COUNCIL  
CITY OF SEAT PLEASANT  
CLOSED SESSION  
MONDAY, JANUARY 4, 2016  
8:00P.M.**

**1. OPENING**

**Call to Order**

Council President Simms called the meeting to order at 8:10p.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 Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson

Absent: 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 met with the Acting City Administrator and Assistant Treasurer to discuss the proposal for the purchase of the rollout carts.

The meeting was adjourned at 8:35p.m.

The Closed Session was held at Seat Pleasant City Hall

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

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
PUBLIC SESSION  
MONDAY, JANUARY 11, 2016  
7:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 7:01p.m.

**1.1.2 Roll Call**

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

**Absent:**

Mayor Eugene W. Grant, Councilmember Eugene Kennedy (Excused), Councilmember Kelly Porter (Excused), Councilmember Gerald Raynor, Sr. (Excused)

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Orson Carter, Assistant City Treasurer

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Higgs and seconded by Councilmember Stephenson 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 Stephenson and seconded by Councilmember Higgs to approve the Regular Work Session meeting minutes for Monday, December 7, 2015. The motion carried and the minutes were unanimously approved.

- It was motioned by Councilmember Stephenson and seconded by Councilmember Higgs to approve the Closed Session meeting minutes for Monday, December 7, 2015. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Higgs to approve the Public Session meeting minutes for Monday, December 14, 2015. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Higgs and seconded by Councilmember Stephenson to approve the Closed Session meeting minutes for Friday, December 18, 2015. The motion carried and the minutes were unanimously approved.

## **2. PRESENTATIONS:**

**2.1.** Mayor Grant was unable to attend public session to present the Certification Achievement to Councilmember Yeargin. Council President Simms stated that award certification and the certificate was provided to the Councilmember Yeargin.

## **3. LEGISLATION**

**3.1. Resolution R-16-08 Approval of Policies, Application and Receipt of Finding for Maryland Energy Grant.** Resolution R-16-08 was introduced by the City Council and the read by the Acting City Administrator was on Monday, January 11, 2016. It was motioned by Councilmember Higgs and seconded by Councilmember Stephenson to approve Resolution R-16-08. The motion carried and was unanimously approved.

## **4. REPORTS:**

### **4.1. Council President Report**

- Council President Simms stated that the report for the month of December 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 December.

#### **4.3. City Administrator Report:**

- Mr. Ashton, Acting City Administrator and City Treasurer stated that the report for the month of December is on the information stand.

#### **5. UNFINISHED BUSINESS**

##### **5.1. None**

#### **6. NEW BUSINESS**

##### **6.1. None**

#### **7. TREE LIGHTING CEREMONY**

#### **8. CITIZENS COMMENT**

**8.1.** Gloria Sistrunk-69th., Seat Pleasant, MD- Ms. Sistrunk inquired of the status of the Trash and Recycle Cans for the Seat Pleasant residents. The City Council explained that they carts will be ordered and provided to the residents at a later date.

#### **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 7:17p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
SPECIAL MEETING  
TUESDAY, JANUARY 19, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 6:00p.m.

**1.1.2 Roll Call**

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

Absent: Mayor Eugene Grant, Councilmember Eugene F. Kennedy (Excused), Councilmember Aretha Stephenson, Councilmember Yeargin

**2. PRESENTATIONS:**

- Kemrey Heinold, Rehrig Pacific Company
- Ms. Heinold presented to the City Council the features and benefits of the Rehrig Pacific Rollout Carts for regular and bulk trash pick-up.
- Ms. Heinold stated that lid on each cart is designed to protect against intrusion from wind and animals, the base of the cart is wider than other competitors, the lid is structure is designed to eliminate discoloration and breakage and sizes can accommodate all doorways and gates.
- Councilmember Porter stated he has concerns regarding the carts being tracked.
- Councilmember Higgs and Simms stated that were concerned about the durability of the carts.

**3. MEETING TOPICS:**

**3.1.1.** None

**4. LEGISLATION**

- **4.1.1.** None

**5. UNFINISHED BUSINESS**

**5.1.1.** None

## **6. ANNOUNCEMENTS**

### **6.1.1. None**

It was motioned by Councilmember Higgs and seconded by Councilmember Porter to go into a Closed Session under Statutory Authority to Close Session, 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; (5) To consider the investment of public funds.

The City Council reconvened in the Special Session at 8:15p.m.

It was motioned by Councilmember Porter and seconded by Councilmember Higgs to pay the former City Administrator the remaining of the buyout in increments every two weeks from January 29, 2016 to April 8, 2016. The motion carried and was unanimously approved by the City Council.

It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to purchase the rollout carts for regular and bulk trash with option 2, to finance 50% of the cost to purchase. The motion carried and was unanimously approved by the City Council.

### **ADJOURN**

The meeting was adjourned at 8:58p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**CITY COUNCIL  
CITY OF SEAT PLEASANT  
CLOSED SESSION  
TUESDAY, JANUARY 19, 2016  
7:00P.M.**

**1. OPENING**

**Call to Order**

Council President Simms called the meeting to order at 7:08p.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

Absent: Councilmember Eugene Kennedy, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

- 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
- (5) To consider the investment of public funds.
- The City Council met with the Acting City Administrator and Assistant Treasurer to discuss the proposal for the purchase of the rollout carts and matter relating to personnel.

The meeting was adjourned at 8:05p.m.

The Closed Session was held at Seat Pleasant City Hall

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

Submitted by,

Dashaun N. Lanham, CMC

City Clerk

UNAPPROVED

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

**Ordinance No.:** O-16-05  
**Introduced By:** City Council  
**Date Introduced:** February 1, 2016  
**First Reading:** February 1, 2016  
**Second Reading:** February 8, 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**

<b>Account Title</b>	<b>Account Number</b>	<b>Current Budgeted Amount</b>	<b>Adjustment</b>	<b>New Budgeted Amount</b>
Expenditures <b>Decrease</b> the following line item: Expenditure Account Administration Salaries	4-5100	224,399	31,216	193,183
Expenditures <b>Decrease</b> the following line item: Expenditure Account Administration FICA	4-5105	12,138	2,388	9,750
Expenditures <b>Decrease</b> the following line item: Expenditure Account Administration Insurance	4-5114	113,558	4,386	109,172
Expenditures <b>Decrease</b> the following line item:	10-5100	498,335	26,000	472,335

Expenditure Account Public  
Works Salaries

Expenditures

**Decrease** the following line item: 10-5105 43,356 1,989 41,367

Expenditure Account Public  
Works FICA

Expenditures

**Increase** the following line item:  
Expenditure Account Other 4904-00 99,890 61,904 161,794

Financing Source

Expenditure **Increase** the following line item: 13-7605 0 127,882.00 127,882.00

Sanitation-Trash Receptacles

**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 \_\_\_\_\_, 2016**

\_\_\_\_\_  
**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 \_\_\_\_\_, 2016**

\_\_\_\_\_  
**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 COUNCIL PRESIDENT REPORT

CITY OF SEAT PLEASANT



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## JANUARY 2016

CITY OF EXCI

# COUNCIL PRESIDENT REPORT

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ACTIVITIES-JANUARY JANUARY 2016

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## City Council Meetings

### Regular Work Session

- Monday, January 4, 2016

### Public Session

- Monday, January 14, 2016

### Special Session

- Tuesday, January 19, 2016.

### Closed Session

- Monday, January 4, 2016
- Tuesday, January 19, 2016

### Public Hearing

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

## **LEGISLATION**

- Ordinance O-16-03 Amendment of Fiscal Year 2015-2016 Budget.

## **EVENTS**

- The City Council did not have any events in the month of January.

## **PROJECTS**

- Feggans Center Renovations
- Police Department Building and site

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## ATTENDANCE

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<b>Mayor &amp; Councilmember</b>	<b>Public Work Session</b>		<b>Special</b>	<b>Closed</b>
Eugene Grant	A	A	N	N/A
Johnie Higgs, Sr.	P	P	N	P

Kelly Porter	E	L	N	P
Elenora Simms, Ward I	P	P	N	P
Aretha Stephenson, Ward II	P	P	N	P
Reveral Yeargin, Ward III	P	A	N	A
Gerald Raynor, Sr., Ward IV	E	P	N	P
Eugene Kennedy, Ward V	E	P	N	P

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 January. If you desire to see the attendance record of the Council, please contact the City Clerk.

City Council Events/Programs Month of: January 2016

EVENT	LOCATION	DATE
NONE		

***Acting City Administrator Report for January 2016***

***FROM THE DESK OF THE ACTING CITY ADMINISTRATOR  
ACTING CITY ADMINISTRATOR  
MONTHLY REPORT FOR JANUARY 2016  
Submitted by Robert L. Ashton***

To reiterate again, 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. This initiative streamline the business license process and give the business owners another way to procure their business license.

Met with City Council to locate a source of funds to procure 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.

Conducted an inspection of the mechanically systems of the church property located in Gaskin Property Complex.

Worked with the Public Works Department and Grants Manager to secure reimbursement of fund for the street improvements in Program Year 39 under Community Development Block Grant.

working with the Governmental Affairs and Technology Committee to set up a meeting with Election Data Services to educate the committee members on the redistricting process.

Soliciting price quotes to upgrade the audio visual equipment used in the city public sessions and the work sessions.

Issue a Request for Qualification for Health Insurance broker and developer.

Hired a Human Resource Officer on a contractual arrangement.



## DEPARTMENTAL MONTHLY REPORTING FORM

Department: CITY CLERK	Date Submitted: 01/19/16
Month: January	

### ***Last Month (Synopsis/Issues/Achievements):***

The City Clerk will staff meetings for the month of January, prepared 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 prepared two pieces of legislation for the month of January.

The City Clerk will be attending the IIMC Region II Conference in Atlantic City, NJ from January 12-15, 2016. The City Clerk continues to study and complete the courses for the parliamentary classes. The City Clerk has completed the first six lessons under Course 1. Each course has ten lessons. The goal is to complete the course by June 30, 2016, or sooner.

The City Clerk completed the registration and travel arrangements for the upcoming NLC Conference and accommodations for the MML Annual Conference for a few of the elected officials. The City Clerk worked with the IT Contractor to ensure that the Human Resources Officer has access to the necessary files on the City server. The City Clerk has researched various application that the elected officials can use on their iPads and/or iPhone to track their expenditure while traveling. 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 February, prepares 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 prepared two pieces of legislation for the month of February.

The City Clerk will be preparing travel memorandums for the City staff that will be attending training in the month of February. The City Clerk will continue to study and complete the courses for the parliamentary class. 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 March, 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)*

<b><u>COMMITTEE ASSINGMENT</u></b>	<b><u>DATE ASSIGNED</u></b>	<b><u>COMMITTEE MEETING DATE</u></b>	<b><u>RESULTS</u></b>
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. The committee is currently

			reviewing the application and fees for the registration of vacant property in the city.
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- <b>Implementing specified activities to attain certification.</b> 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 firehouse	05/04/15	01/13/16	The Public Safety Committee met with the Chief Cotillo regarding the Ordinance to amend Chapter 35-Police Department.

The City Clerk resubmitted the assignments to the committee's in October 2015. The committees has been meeting to implement or recommend new policies for the City.



## DEPARTMENTAL MONTHLY REPORTING FORM

<b>Department: Code Enforcement</b>	<b>Date Submitted: January 15, 2016</b>
<b>Month: December 22, 2015-January 15, 2016</b>	<b>Submitted by: Chane'e L. Williams</b>

### *Last 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

***Current Month (Synopsis/Issues/Achievements):***

- We have continued to show success with the 48 hour corrective notices as they are shedding other pertinent light to the CE & NA team
- We have continued to fine CVS (most recent on January 14<sup>th</sup>) at the rate of \$1,000 for continuous trash located behind the property
- We attended court on January 13, 2016 with 55 cases; these cases were mostly from the latter part of the summer
- We are discontinuing the fining for rusted fences for this season; we will resume on March 1 (weather permitting)
- Alongside the Police Department, we are seeking inoperable and wrecked vehicles that are parked on public streets and private property
- We are preparing to move forward with a plan inspecting all businesses in the City for updated licenses
- We will also be “surface checking” business for sanitary and quality of life compliance
- The Elderly Project kick off’s first meeting will take place next week with the Grants manager
- We responded to several complaints regarding fallen trees; also, to an elderly woman’s complaint regarding an unsecure, vacant home with possible squatters

***Next Month (Goals/Targets):***

- Our next month goals is to continue with the 48-hour corrective action notices
- A municipal infraction will follow unless a resident confides an issue and the need for an extension
- We should be in full swing with regards to the business permits and inspections
- The Elderly Project will be in its first phase
- We will be enforcing the transfer of out-of-state registration rules and regulations as it pertains to the State of Maryland (MVA)



## DEPARTMENTAL MONTHLY REPORTING FORM

Department: Community Services	Date Submitted: 1/28/2015
Month: January 2016	

### *Last 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.

### *Current Month (Synopsis/Issues/Achievements):*

This month the focus was to finalize plans for the upcoming Black History Month Trips and Events. On February 18th and 26th the city will takes trips, the African American Civil War Memorial and Museum and The Newseum.

I have also been working on the upcoming Movie Nights, Newsletter and Career Fair. The next meeting for Seat Pleasant Day will the first week of February.

The Financial Seminar will be set for another date. The coordinator from The University of Maryland had to cancel for the night of the 18th. The day will most like be rescheduled for another day in April.

***Next Month (Goals/Targets)***

The goals for this month are to have all the businesses signed on for the Career Fair.

Have the advertising started and contract for the entertainment completed for Seat Pleasant Day.

Set up advertising outside of Addison and Central Avenue for the Career Fair.

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

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



## Finance Department's Monthly Report

Department: Finance	Date Submitted: January 22 , 2016
Month: October	

### *Last 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 116 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. Processed 82 city payroll checks
3. **Cash Receipt function synopsis/issue/achievement**
  - a. Prepared 44 cash receipts for all daily 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.

### *Current Month (Synopsis/Issues/Achievements):*

1. ***Cash Disbursement function synopsis/issue/achievement***
  - a. *Processed 106 purchase orders for procurement of goods and services.*
  - b. *Verified account codes for proper assignment of budget expenditures for 140 purchase requisitions.*
  - c. *Entered 106 purchase orders and invoices into vendor files.*
2. ***Payroll Function synopsis/issue/achievement***
  - a. *Reviewed 123 payroll time sheets for accuracy.*
  - b. *Reviewed wage computations for 78 payroll proof checks.*
  - c. *Processed 123 city payroll checks.*
3. ***Cash Receipt Function synopsis/issue/achievement***
  - a. *Prepared 36 cash receipt for all incoming revenues to the city.*

- b. Prepared 7 deposits for all incoming revenues.***
- c. Entered 795 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 and Health Insurance
  - e. Virtual John Doe account in Paychex
  - f. Roll Out Carts
3. Working with the Financial Advisor or Planner to finalize the report on the city's financial conditions
4. Assisting the Grant Writer and Public Works Director in executing the documents for Community Development Block Grant Program Year 39
5. Conducting an request for qualification for broker for our life and health insurance.



## DEPARTMENTAL MONTHLY REPORTING FORM

<b>Department:</b> Nuisance and Abatement	<b>Date Submitted:</b> January 14, 2016
<b>Month:</b> December 17, 2015 – January 14, 2016	Code Enforcement: Ward 1-5
<b>Ukkundo'Oohwaka</b>	Nuisance and Abatement: Ward 1-5

**Last Month (Synopsis/Issues/Achievements):** 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 9<sup>th</sup> and 16<sup>th</sup> 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 62<sup>nd</sup> Street
  4. Sugar Shack and across Seat Pleasant Drive
  5. Yost Place
  6. 420 69<sup>th</sup> Place
  7. 63<sup>rd</sup> 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 63<sup>rd</sup> Street
- 500 69<sup>th</sup> Place
- 516 69<sup>th</sup> Place
- 301 71<sup>st</sup> Avenue

- 423 71<sup>st</sup> 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 69<sup>th</sup> Place

Citizen Complaints:

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

***Current Month (Synopsis/Issues/Achievements):***

**This Period:** December 17, 2015 – January 14, 2015

Training of new personnel

Training of new computer course on Rental and Business License

Awaiting dates for Municipal Infractions Mailed

Prepared notices for Newsletters and Residential Flyer

Answered Complaints from citizens

Talked to resident about complains and concerns

Prepared court cases:

- 55 Municipal Infractions for court January 13, 2016

Attended court on January 13, 2016 55 Cases

Nuisance and Abatement:

- 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 62<sup>nd</sup> Street
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  5. Yost Place
  6. 420 69<sup>th</sup> Place
  7. 63<sup>rd</sup> Street and Field Street

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 69<sup>th</sup> Place
- 516 69<sup>th</sup> Place
- 512 70<sup>th</sup> Place
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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 69<sup>th</sup> Place

Citizen Complaints:

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

**Next Month (Goals/Targets)** January 14, – February 19, 2016

Mail 200 Municipal Infractions

PGAtlas Class on February 4, 2016 (Code Enforcement)

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

- High grass
- Accumulation of deposits
- Unregistered, inoperable vehicles
- Vehicles with out of state tags
- Unsecured houses
- Renew listing of vacant houses
- Report to PEPCO light outages

Enforce Building, Rental and Business Licenses

Demolition:

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

<b>Ward I</b>			
50 Municipal Infractions			

<b>Ward II</b>			
20 Municipal Infractions			
<b>Ward III</b>			
40 Municipal Infractions			
<b>Ward IV</b>			
50 Municipal Infractions			
<b>Ward V</b>			
40 Municipal Infractions			

ACD = Accumulation of deposits  
MI = Municipal Infraction  
RL = Registered Letter  
WOF=Weeds on fence



## DEPARTMENTAL MONTHLY REPORTING FORM

<b>Department:</b> Police	<b>Date Submitted:</b> January 29, 2016
<b>Month:</b> January 2016 (As of 01-29-16)	

**Last Month:** December 2015

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

- 18 arrests were made
- 66 calls for service.
- 46 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.

**Current Month:** January 2016

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

- 14 arrests were made
- 41 calls for service.
- 41 reports written.
- 68 traffic citations issued.

During the month of January 2016, officers spent approximately 15 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 24 hours of specialized training.

\*Major Snow Storm occurred during this reporting period\*

***Next Month:*** February 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 winter weather crime issues.

***Police Department Crime Statistics 2016 YTD:***

Due to a data base change there is no statistical data available at this time.



## DEPARTMENTAL MONTHLY REPORTING FORM

Department: Public Works	Date Submitted: January 8, 2016
Month: January	

### *Last Month (Synopsis/Issues/Achievements):*

- Completion of CDBG PY39 on G Street and 69<sup>th</sup> 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

### *Current Month (Synopsis/Issues/Achievements):*

- 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

### *Next Month (Goals/Targets)*

- Preparations for Winter Weather
- Series of meetings with WSSC for Early Spring to repave City streets
- Spring landscaping for Beautification of City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains