

**COUNCIL OF SEAT PLEASANT  
PUBLIC SESSION AGENDA  
MONDAY, APRIL 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.I. February & March Meeting Minutes

Documents: [16-02-01 REGULAR WORK SESSION MEETING MINUTES.PDF](#), [16-02-08 PUBLIC SESSION MEETING MINUTES.PDF](#), [16-03-07 REGULAR WORK SESSION MEETING MINUTES.PDF](#), [16-03-14 PUBLIC SESSION MEETING MINUTES.PDF](#), [16-03-21 BUDGET HEARING MEETING MINUTES.PDF](#)

2. Presentation

- 2.I. Feggans Center Development Charrette, Johnny Thompson, Director Of Public Works

3. Legislation

- 3.I. Ordinance O-16-06 Amendment Of Fiscal Year 2015-2016 Budget For Community Development Block Grant Funding 2nd Reading

Documents: [ORDINANCE O-16-06 FY2015-2016 BUDGET AMENDMENT FOR CDBG FUNDING.PDF](#)

- 3.II. Ordinance O-16-07 Amendment Of Fiscal Year 2015-2016 Budget For The Purchase Of The Recycle Bins 2nd Reading

Documents: [ORDINANCE O-16-07 BUDGET AMENDMENT FY2015-2016 FOR THE PURCHASE OF THE RECYCLE BINS1.PDF](#)

- 3.III. Resolution R-16-09 Approval Of Seat Pleasant Vacant Property Fee Structure

Documents: [RESOLUTION R-16-09 APPROVAL OF REGISTRATION FEES FOR VACANT BUILDINGS AND LOTS.PDF](#)

4. Reports

- 4.I. Elenora Simms, Council President

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

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

Documents: [ACTING CITY ADMINISTRATOR REPORT FOR MARCH 2016.PDF](#), [CITY CLERK MONTHLY REPORT MARCH 2016.PDF](#), [CODE ENFORCEMENT MONTHLY REPORT MARCH 2016.PDF](#), [COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT MARCH 2016.PDF](#), [FINANCE DEPARTMENT REPORT FOR THE MONTH OF MARCH 2016.PDF](#), [NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT MARCH 2016.PDF](#), [POLICE DEPARTMENT MONTHLY REPORT MARCH 2016.PDF](#), [PUBLIC WORKS DEPARTMENT MONTHLY REPORT MARCH 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[Seat Pleasant Res.09-03 repealed Res.97-19]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. Community Budget Hearing, Saturday, April 16, 2016, Seat Pleasant City Hall-Council  
Chambers At 10:00a.m.

8.III. Council Budget Review, Saturday, April 16, 2016 Seat Pleasant City Hall-Council  
Chambers At 12:00p.m.-5:00p.m.

8.IV. PGCMA Meeting, Thursday, April 21, 2016, County Administration Building, 14741  
Governor Oden Bowie Dr., Upper Marlboro, MD At 7:00p.m.

8.V. Council Budget Review, Saturday, April 23, 2016, Seat Pleasant City Hall-Council  
Chambers At 9:00a.m.

8.VI. Regular Work Session, Monday, May 2, 2016, Seat Pleasant City Hall-Council  
Chambers At 6:00p.m.

8.VII. Annual Seat Pleasant Day, Saturday, May 7, 2016, Parade At 11:00a.m., Park  
Activities At 12:00p.m.-5:00p.m.

8.VIII. Public Session, Monday, May 9, 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, FEBRUARY 1, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 6:17p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene Grant, Councilmember Johnie L. Higgs, Sr., Councilmember Kelly Porter, Councilmember Elenora Simms, Councilmember Aretha Stephenson

Absent: Councilmember Eugene Kennedy (Excused), Councilmember Gerald R. Raynor, Sr. (Excused), 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 Stephenson and seconded by Councilmember Higgs 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 the Quarterly reports were sent electronically and the hard copy will be forthcoming.

- Mr. Ashton stated that the second Quarter Financial Report will be completed by February 13, 2016.
- Mr. Ashton commended the Public Works Department and Director of Public Works on job well done with the snow removal.
- Mr. Ashton stated that he has received a request to use the City's logo for Kevin Durant. He will provide the City Council with a copy of the e-mail request.

### **3.2. Departmental Reports**

- The Departments presented their reports to the City Council for the month of January. The staff provided the City Council with answers to each of the questions. The City Council provided recommendations to the staff regarding events.
- Mr. Thompson presented as his report the snow removal process and procedures.

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

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

## **4. LEGISLATION**

### **4.1. Ordinance O-16-05 Amendment of Fiscal Year 2015-2016 Budget.**

Ordinance O-16-05 was introduced by the City Council on Monday, February 1, 2016 and read by the City Clerk.

## **5. UNFINISHED BUSINESS**

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

- Councilmember Higgs stated that Council President Simms has sent the legislation and e-mail from Chief to the City Attorney to address the concerns. The Council is waiting on the response from the City Attorney to address the ordinance.

### **5.2. Vacant Property Application and Fees for Registration**

- Councilmember Porter stated that he will meet with the Code Enforcement Officer to discuss the fees and provide the City Council with a recommendation next month.

## **6. NEW BUSINESS:**

### **6.1. Snow Removal Post Review**

- Mr. Ashton stated that the presentation by the Director of Public Works has provided the City Council with the process and the post review.

## **7 ANNOUNCEMENTS**

- 7.1. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m.**
- 7.2. Public Session, Monday, February 8, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.3. Seat Pleasant Black History Month Activity, Thursday, February 18, 2016, African American Civil War Memorial & Museum at 9:30a.m.**
- 7.4. Seat Pleasant Black History Month Activity, Friday, February 19, 2016, Movie Night, Seat Pleasant Activity Center at 6:30p.m.**
- 7.5. Seat Pleasant Black History Month Activity, Friday, February 26, 2016, The Newseum-1966 Civil Rights at 9:30a.m.**

**ADJOURN**-The City Council departed the meeting 7:19p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
PUBLIC SESSION  
MONDAY, FEBRUARY 8, 2016  
7:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 7:05p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene W. Grant (Late), Councilmember Johnie L. Higgs, Sr., Councilmember Kelly Porter, Councilmember Elenora Simms, Councilmember Reveral Yeargin

**Absent:**

Councilmember Eugene Kennedy (Excused), Councilmember Gerald Raynor, Sr. (Excused), Councilmember Stephenson

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

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Yeargin

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Yeargin and seconded by Councilmember Higgs 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 Yeargin to approve the Regular Work Session meeting minutes for Monday, January 4, 2016. The motion carried and the minutes were unanimously approved.

- It was motioned by Councilmember Higgs and seconded by Councilmember Yeargin to approve the Closed Session meeting minutes for Monday, January 4, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Higgs and seconded by Councilmember Porter to approve the Public Session meeting minutes for Monday, January 11, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Higgs and seconded by Councilmember Yeargin to approve the Special Session meeting minutes for Tuesday, January 19, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Yeargin and seconded by Councilmember Higgs to approve the Closed Session meeting minutes for Tuesday, January 19, 2016. The motion carried and the minutes were unanimously approved.

## **2. PRESENTATIONS:**

### **2.1. None**

## **3. LEGISLATION**

**3.1. Ordinance O-16-05 Amendment of Fiscal Year 2015-2016 to purchase rollout carts 2nd Reading.** Ordinance O-16-05 was introduced by the City Council and the read by the City Clerk was on Monday, February 1, 2016. It was motioned by Councilmember Higgs and died to due to lack of second.

## **4. REPORTS:**

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

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

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

- Mr. Ashton, Acting City Administrator and City Treasurer stated that he and Mr. Carter met with Mayor Grant to discuss the FY2017 Budget. They are working to submit the council a balance budget by April 1, 2016 or sooner.

#### **5. UNFINISHED BUSINSS**

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

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

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

#### **7. . CITIZENS COMMENT**

**7.1.** Gloria Sistrunk-69th., Seat Pleasant, MD- Ms. Sistrunk gave commendations to Mayor Grant on the Stop The Violence program held on Monday, January 18, 2016. Ms. Sistrunk stated that she received a citation from the Code Enforcement Officer regarding the removal of the snow. She stated that the snow storm was a blizzard and an unusual situation. She feels that the Mayor and Council need to review the section of the code. Ms. Sistrunk read the notice from the Code Enforcement Officer. The Mayor and Council President Simms stated that the Chapter 137 is being reviewed for revision. Ms. Sistrunk stated that Councilmember Porter informed her in October 2015

**7.2.** Katrina Robinson-Addison Rd, Seat Pleasant, MD-Ms. Robinson stated that a resident has a concern regarding the type of paper the newsletter is printed upon. The paper has a glare and it is hard for him to see the newsletter. He would like to receive a plain paper newsletter.

**7.3.** Amanda Feggans-69 St., Seat Pleasant, MD-Mrs. Feggans stated that the snow plow had come up the hill and did not complete the plowing of the snow. It was pushed up the hill, but was not completed.

#### **8 ANNOUNCEMENTS**

**8.1. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m. FREE BY APPOINTMENT ONLY!**

**8.2. Seat Pleasant Black History Month Activity, Thursday, February 18, 2016, African American Civil War Memorial & Museum at 9:30a.m. MUST REGISTER WITH MS. DARBY TO PARTICIPATE!!**

- 8.3. Seat Pleasant Black History Month Activity, Friday, February 19, 2016, Movie Night, Seat Pleasant Activity Center at 6:30p.m.
- 8.4. Seat Pleasant Black History Month Activity, Friday, February 26, 2016The Newseum-1966 Civil Rights at 9:30a.m. MUST REGISTER WITH MS. DARBY TO PARTICIPATE!!
- 8.5. National League of Cities Congressional Conference, Marriot Wardman Park, Washington, DC , Saturday, March 5-Wednesday, March 9, 2016
- 8.6. Regular Work Session, Monday, March 7, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m
- 8.7. District 24 Night, Monday, March 14, 2016, Annapolis, MD at 6:00p.m. **PLEASE REGISTER WITH CITY CLERK**
- 8.8. Public Session, Monday, March 14, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.

## 10 ADJOURN ADJOURN-

The meeting adjourned at 7:59p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
REGULAR WORK SESSION  
MONDAY, MARCH 7, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 6:17p.m.

**1.1.2 Roll Call**

Present: Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Elenora Simms, Councilmember Reveral Yeargin

Absent: Mayor Eugene Grant, Councilmember Johnie L. Higgs, Sr (Excused), Councilmember Gerald R. Raynor, Sr., 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, 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 Yeargin

**1.1.4. Approval of Agenda**

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

**2. PRESENTATIONS:**

**2.1. Patrick Prangley, Senior Advisor**

- Mr. Prangley explained to the City Council the Senior Advisor Program with ICMA.

- Mr. Prangley requested for the City Council to provide him with an expectation check-list for the City Administrator.

### **3. REPORTS:**

**3.1.** Mr. Ashton stated that the Quarterly reports were sent electronically and the hard copy will be forthcoming.

- Mr. Ashton stated that the second Quarter Financial Report will be completed by February 13, 2016.
- Mr. Ashton commended the Public Works Department and Director of Public Works on job well done with the snow removal.
- Mr. Ashton stated that he has received a request to use the City's logo for Kevin Durant. He will provide the City Council with a copy of the e-mail request.

### **3.2. Departmental Reports**

- The Departments presented their reports to the City Council for the month of January. 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 February with the exception of Economic Development, Housing and Planning Committee had the Nuisance and Abatement Officer Ukkunkdo' Oohwaka to present on the registration fee for the vacant properties.
- Councilmember Yeargin requested for the Acting City Administrator to provide the City Council with a status report of the Gaskin property.

## **4. LEGISLATION**

### **4.1. None**

## **5. UNFINISHED BUSINESS**

### **5.1. Bates Contract Review and Discussion**

- The City Council requested for the Acting City Administrator to advertise an RFP for the Refuse and Recycling services.

### **5.2. Update on Speed Camera Collection**

- Mr. Ashton stated that the collection on the outstanding speed camera citation is moving forward.

## **6. NEW BUSINESS:**

### **6.1. Chapter 137 Snow Removal Policy Recommendations**

- Mr. Ashton stated that the recommended changes to the chapter has been provided to the City Council for review and approval.
- Council President Simms requested for the City Council to review the document for discussion next month.

### **6.2. March Public Session**

- Council President Simms stated 24 District Night will be held the same night as the public session. We have the Charrette for the development of Feggans Center on the agenda for Monday, March 14, 2016, which has been advertised to the public.
- The meeting will be scheduled for the Charrette to continue, but we may not have a quorum to conduct business.

### **6.3. Interview Panel for City Administrator position**

- Council President Simms requested for the City Council to review the memorandum from the Human Resources Officer.
- Council President Simms requested that the City Clerk forward the packet to Mr. Prangley for him to weigh in on the questions.

## **7 ANNOUNCEMENTS**

- 7.1. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m.**
- 7.2. District 24 Night, Monday, March 14, 2016 at 6:00p.m., Annapolis, MD**
- 7.3. Public Session, Monday, March 14, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.4. Feggans Center Development Charrette, Monday, March 14, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.5. PGCMA Meeting, Thursday, March 17, 2016, Colmar Manor Townhall 3701 Lawrence St., Colmar Manor, MD at 7:00p.m.**
- 7.6. Budget Hearing, Monday, March 21, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**

**ADJOURN**-The meeting was adjourned at 7:26p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

UNAPPROVED

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
PUBLIC SESSION  
MONDAY, MARCH 14, 2016  
7:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Simms called the meeting to order at 7:15p.m.

Council President Simms stated that due to the lack of quorum the Public Session could not be held, but the Charrette will be held only.

**1.1.2 Roll Call**

Present: Mayor Eugene W. Grant (Late), Councilmember Johnie L. Higgs, Sr. (Late), Councilmember Gerald Raynor, Sr. (Late), Councilmember Elenora Simms,

**Absent:**

Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Stephenson, Councilmember Reveral Yeargin

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Orson Carter, Assistant City Treasurer, Markisha Garner, Administrative Assistant, Dashaun N. Lanham, City Clerk, Johnny Thompson, Director of Public Works

**2. PRESENTATIONS:**

**2.1. Feggans Center Development Charrette**

- Mr. Thompson presented the plans for the development of the Feggans Center to the residents.
- Mr. Thompson stated that the cost to develop the building will be approximately 7million dollars.
- Mr. Thompson stated the city will be seeking grants and other financing source to cover the development cost of the building.

## **8 ANNOUNCEMENTS**

- 8.1. AARP Tax Preparation, Wednesday, February 3-Wednesday, April 13, 2016 from 10:00a.m.-2:00p.m. FREE BY APPOINTMENT ONLY!**
- 8.2. PGCMA Meeting, Thursday, March 17, 2016, Colmar Manor Townhall, 3701 Lawrence St., Colmar Manor, MD at 7:00p.m.**
- 8.3. Seat Pleasant Pre-Employment Seminar, Thursday, March 17, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 10:00a.m.**
- 8.4. Budget Hearing, Monday, March 21, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 8.5. Seat Pleasant Career Fair, Friday, March 25, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 10:00a.m.**
- 8.6. Regular Work Session, Monday, April 4, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 8.7. Public Session, Monday, April 11, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**

## **10 ADJOURN-**

The meeting adjourned at 7:59p.m.

Submitted by,

Dashaun N. Lanham, CMC  
City Clerk

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
FISCAL YEAR 2017 BUDGET HEARING  
MONDAY, MARCH 21, 2016  
6:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Councilmember Higgs called the meeting to order at 6:17p.m.

**1.1.2 Roll Call**

Present: Eugene Grant (Late), Councilmember Johnie Higgs, Sr.(Absent), Councilmember Eugene Kennedy (Absent), Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Absent)

Staff: Robert Ashton, Acting City Treasurer, Orson Carter, Assistant City Treasurer, Dashaun Lanham, City Clerk

**2. Meeting Topics**

**2.1.1. FY2017 Proposed Budget Hearing**

- City Council held the Budget Hearing Meeting in accordance to the City Charter and one resident to attend.
- Mayor Grant and the Assistant City Treasurer had provided the City Council with an update on the upcoming proposed FY2016-2017 Budget.

**CITIZEN'S COMMENTS:**

- Shireka McCarthy-7228 Hylton St., Seat Pleasant, MD- Ms. McCarthy stated that she would like to see the city become excellent across the board. She would like to know what the city can do as a community for job readiness program. She want to know what we can do to actually help the residents. She would like to see in the budget where there's going to be allotment for changes within the community.

**4. ANNOUNCEMENTS**

**4.1.1. Regular Work Session, Monday, April 4, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**

**4.1.2. Community Budget Review Hearing Meeting, Monday, April 11, 2016  
Seat Pleasant City Hall-Council Chambers from 6:00p.m.**

**4.1.3. City Council Budget Review, Saturday, April 16, 2016, Council  
Chambers at 9:00am -5:00p.m.**

**4.1.4. Regular Work Session, Monday, May 2, 2016, Seat Pleasant City  
Hall-Council Chambers at 6:00p.m.**

**4.1.5. Annual Seat Pleasant Day, Saturday, May 7, 2016, Parade at  
11:00a.m., Goodwin Park from 12:00p.m.-5:00p.m.**

**4.1.6. Public Session, Monday, May 9, 2016, Council Chambers at  
7:00p.m.**

The Budget hearing adjourned at 7:30 p.m.

Submitted by,

Dashaun N. Lanham  
City Clerk

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

**Ordinance No.:** O-16-06  
**Introduced By:** City Council  
**Date Introduced:** April 4, 2016  
**First Reading:** April 4, 2016  
**Second Reading:** April 11, 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>Increase</b> the following line item: Revenue for Community Development Block Grant	4412-00	0	150,000	150,000
Expenditure <b>Increase</b> the following line item: Expenditure Account Goodwin Park Capital Improvements	10-5975	0	150,000	150,000
Expenditures <b>Increase</b> the following line item: Revenue Account Community Development Block Grant for Program Year 40	4310-00	118,000	150,000	268,000
Expenditure <b>Increase</b> the following line item:	14-8500	118,000	150,000	268,000

**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**

\_\_\_\_\_  
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.

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

**Ordinance No.:** O-16-07  
**Introduced By:** City Council  
**Date Introduced:** April 4, 2016  
**First Reading:** April 4, 2016  
**Second Reading:** April 11, 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		475,078

Expenditure Account Public  
Works Salaries

23,257

Expenditure **Increase** the                    13-7605                    0                    61,246                    61,246  
following line item:  
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**

\_\_\_\_\_  
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**

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**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**

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**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.



**WHEREAS**, the City has found it difficult to identify and notify owners of such vacant properties when violations of the City’s property maintenance code occur and, as such, it is difficult for the City to obtain timely abatement of such violations; and

**WHEREAS**, the City’s difficulty in obtaining timely abatement of such violations is detrimental to the public health, welfare, and safety of the citizens of the City; and

**WHEREAS**, the City Council has adopted a new Chapter 148 for the Code of the City of Seat Pleasant, entitled “Vacant Property Registration,” providing for the registration of vacant buildings and lots in the City of Seat Pleasant and penalties for the failure to properly register such properties and pay the fees associated therewith; and

**SECTION I. NOW THEREFORE BE IT RESOLVED** by the Seat Pleasant City Council that the registration filing fee for vacant building designed other than a single family dwelling shall be six hundred dollars (\$600.00). The registration filing fee for a single family dwelling shall be three hundred dollars (\$300.00). The registration filing fee shall be valid for a period of six (6) months. The registration filing fee for a vacant lots shall be \$75.00 annually for the City of Seat Pleasant.

**SECTION II. AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

**ADOPTED** and effective this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
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



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## MARCH 2016

CITY OF EXCI

# COUNCIL PRESIDENT REPORT

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## ACTIVITIES-MARCH 2016

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### City Council Meetings

#### Regular Work Session

- Monday, March 7, 2016

#### Public Session

- Monday, March 14, 2016

#### Special Session

- The City Council did not hold any Special Sessions for the month of March

#### Closed Session

- The City Council did not hold any Closed Sessions for the month of March

#### Public Hearing

- The City Council held the Public Hearing Charrette on the Feggans Center Redevelopment on Monday, March 14, 2016.

### **LEGISLATION**

- The City Council did not pass any legislation in the month of March.

### **EVENTS**

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

### **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	L	A	N	N/A
Johnie Higgs, Sr.	p	E	N	N

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

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

Note: The City Council did not have a quorum for the Public Session meeting scheduled for Monday, March 14, 2016.

City Council Events/Programs Month of: March 2016

EVENT	LOCATION	DATE
NATIONAL LEAGUE OF CITIES CONGRESSIONAL CITY CONFERENCE	WASHINGTON, DC	03/04-03/09/16
MOVIE NIGHT	ACTIVITY CENTER	03/11/16
Prince George's County Women's History Month Luncheon	Greenbelt, MD	03/16/16
Employment Readiness Seminar	ACTIVITY CENTER	03/18/16
NAACP Women's History Luncheon and Program	Upper Marlboro, MD	03/19/16
2nd Annual Career Fair	ACTIVITY CENTER	03/25/16

***Acting City Administrator Report for March 2016***

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

The Business and Rental License Renewal Process will be starting the month of March. As was pointed out in my earlier reports the online renewal process is now available for Business and Rental Owners. 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 through our web site. This initiative streamline the business license process and give the business owners another way to procure their business license.

Worked with City Council to formulate and adopt legislation for a source of funds to procure regular and bulk roll out carts for city residents.

The city is in the process of conducting an analysis of the best way to fund a retirement plan.

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

Secured reimbursement of fund for the street improvements in Program Year 39 under Community Development Block Grant.

Worked 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.

Along with the Human Resource Officer, Assistant Treasurer and Councilmember Porter selected a candidates for Health Insurance Consultant.



## DEPARTMENTAL MONTHLY REPORTING FORM

Department: CITY CLERK	Date Submitted: 03/24/16
Month: March	

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

The City Clerk will staff meetings for the month of March, prepared the agenda for each meeting, retrieved supporting documentation, disseminate meeting packets, post electronic agenda on website. The City Clerk prepared the monthly newsletter articles for the Council President and the Clerk's Office. The City Clerk prepared the monthly reports for the Council President and the Clerk's Office. The City Clerk submitted Chapter 137-Streets and Sidewalks to the Department Heads for review and recommendation to submit to Council for amendment. The City Clerk continues to study and complete the courses for the parliamentarian 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 prepared and presented the FY2016-2017 Budget for the Clerk's Office to the Mayor. Met with Mayor Grant, Acting City Administrator and Assistant City Treasurer to review and discuss proposed budget. The City Clerk met with the Acting City Administrator to discuss the upcoming Administrative Professional Day.

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

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

The City Clerk will staff meetings for the month of April, 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 will be preparing travel memorandums for the City staff that will be attending training in the month of April. The City Clerk will continue to study and complete the courses for the parliamentarian 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. The City Clerk will be preparing the budget for the Clerk's office for the Proposed FY2017 budget.

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

The City Clerk will staff meetings for the month of May, 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: March 19, 2016</b>
<b>Month: February 18, 2016-March 18, 2016</b>	<b>Submitted by: Chane'e L. Williams</b>

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

- For the period January 15-February 17, 2016, we placed over 150 hangtags on the doors of potential violators. The violations include: failure to remove snow within the appropriate time frame, wrecked and/or abandoned vehicles and trash placement in front of home without proper encasement.
- We received an enormous amount of feedback regarding the snow removal process. Most of the feedback was in regards to property lines and which part of the property the homeowner is responsible for.
- The Police Department have been working diligently with CE & NA in towing vehicles that are in violation; a fraction of the vehicles have either been removed or have become compliant
- We ordered (and received) all the necessary tools for rental permit and business license renewal season; letters were mailed on March 1<sup>st</sup>.
- We did some research other cities that have implemented a vacant home registry; we should have information regarding our findings within the next few weeks
- On March 16, we attended court with over 35 cases
- As spring approaches, we will be resuming the enforcement of rusted fences and high grass and weeds
- CVS continued to show negligence regarding their trash and debris; another fine for \$1,000 was issued on February 18<sup>th</sup>
- We responded to a complaint on 62<sup>nd</sup> Place with squatters occupying a vacant property; the Police Department assisted; we have no follow up information at the moment, the owner was advised on the legal ramifications
- I received a call from a concerned citizen regarding an elderly citizen who had not been seen in a few days and was suspected of not having heat. We went out to the residence, checked the meter, and attempted to speak to the resident. Although it took us a few days to make direct contact, we did on Monday, 2/8. Kudos to Officer Brian Stevens who did several checks for the Code Enforcement Office over the weekend.

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

- For this period, we have attended a court session with 35 cases; we essentially playing “catch up” with the courts as many of these properties were cited between October-December 2015.
- The rental and business license permit process has begun; letters were sent out on March 1<sup>st</sup>.
- We have received a significant amount of renewals at this early stage; this is particularly important as we do anticipate a rush closer to the deadline.
- In response to several complaints in the Capitol Heights area, I made successful contact with the Code Enforcement Officers and placed them in contact with the residents. Thank you Code Enforcement Officer Barry Wade.
- The Code Enforcement Office has recently made a commitment to actively seeking out vacant properties and making the effort to find whoever owns them. Currently, I am developing a piece that I am seeking to get approval on to be submitted in the Monthly Newsletter. The efforts of the community will definitely have a large impact.
- CVS has finally responded to the citations that we have been submitting to their corporate office (RI); last week during my commercial property checks, the trash dumping area behind CVS was clean!
- I have responded to several resident complaints regarding squatters and abandoned vehicles; anything beyond the scope of Code Enforcement has been referred to the Police Department as usual.
- I am continuing the process of scoping out potential violators with regards to building permit possession. As the weather is “breaking” I am confident that the increase of construction will begin to take place.

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

- A vacant property insert into the Seat Pleasant Monthly Newsletter
- Continuous monitoring for abandoned and unregistered vehicles
- Continuous scoping for illegal building and construction



## DEPARTMENTAL MONTHLY REPORTING FORM

<b>Department: Community Services</b>	<b>Date Submitted: 3/29/2016</b>
<b>Month: March 2016</b>	

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

The goals for this month are to have businesses signed on for the Career Fair. So far the Prince Georges Administration has signed on and also Maryland State Troopers.

A field trip for Black History Month was taken to the Newseum. There were 8 participants on the trip.

The Newsletter was sent out on the 28th of February

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

- I had a meeting with the principal of Seat Pleasant Elementary School on Friday March 11. We discussed ideas to help get parent and students involved in the community.

- Family Movie night was on Friday March 11th. There were not any participants. Flyers were given to Seat Pleasant Elementary and Carmody Hills Elementary and put in the newsletter. The Seat Pleasant Activity Center was shut down for almost 30 minutes because of an accident on Addison road.

\_The Career Fair was on March 25. There were only 12 residents that participated. The businesses and offices that joined the city were Prince Georges Administration Office, Chick -Fil- A (District Heights), Maryland State Troopers, The Training Source, Devry University. The Home Depot representative was out sick.

- The plans for Seat Pleasant Day are being finalized. I am reaching out to additional participants and vendors.

**Next Month (Goals/Targets)**

-My main focus will be on Seat Pleasant Day. I will finalize all contracts by April 8th.

Goal is to have as many participants in the parade as possible.

I have attached the Seat Pleasant Day update with this Monthly Report.

**Department Statistics:**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Family Movie Night	3/11/2016	6:30 pm - 9 pm	Seat Pleasant Activity Center
Pre-Employment Seminar	3/18/2016	10 am - 1 pm	Seat Pleasant Activity Center
Career Fair	3/25/2016	10 am- 2 pm	Seat Pleasant Activity Center



## Finance Department's Monthly Report

Department: Finance	Date Submitted: March 19, 2016
Month: 2016	

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

1. **Cash Disbursement function synopsis/issue/achievement**
  - a. Processed 154 purchase orders for procurement of goods and services.
  - b. Verified account codes for proper assignment of budget expenditures for 140 purchase requisitions.
  - c. Entered 154 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 33 cash receipts for all daily incoming revenues to the city.
  - b. Prepared 10 deposits for all incoming revenues
  - c. Entered 118 real estate tax payment transactions into the cash receipt journal.

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

1. **Cash Disbursement function synopsis/issue/achievement**
  - a. Processed 143 purchase orders for procurement of goods and services.
  - b. Verified account codes for proper assignment of budget expenditures for 154 purchase requisitions.
  - c. Entered 143 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 82 payroll proof checks.
  - c. Processed 82 city payroll checks.
3. **Cash Receipt Function synopsis/issue/achievement**
  - a. Prepared 68 cash receipt for all incoming revenues to the city.

- b. Prepared 13 deposits for all incoming revenues.**
- c. Entered 67 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 in the administration of Mayor's Fiscal Plan for the year beginning July 1, 2016 and ending June 30, 2017...
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
  - g. Health Insurance
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 &40
5. Participated in the select of a broker for our life and health insurance.



## DEPARTMENTAL MONTHLY REPORTING FORM

<b>Department:</b> Nuisance and Abatement	<b>Date Submitted:</b> March 24, 2016
<b>Month:</b> February 19, 2016 – March 24, 2016	
<b>Ukkundo'Oohwaka</b>	Nuisance and Abatement: Ward 1-5

**Last Month (Synopsis/Issues/Achievements):** January 14, 2016 – February 19, 2016

Training of new personnel

Prince George's Atlas Class on February 4, 2016

Preparation of Rental and business License Letters and License For July 1, 2016 thru June 30, 2017

Awaiting dates for Municipal Infractions Mailed

Prepared notices for Newsletters

Answered Complaints from citizens

Talked to resident about complains and concerns

Prepared court cases:

- 2 Municipal Infractions for court January 20, 2016
- 13 Municipal Infractions for court January 27, 2016
- \$118,480.00 court fines from March 18, 2015 – January 27, 2016 from Municipal Infractions
- Preparation of 40 Court cases for March 16 and 23, 2016

Attended court on January 20 & 27, 2016, 17 Cases

### **Nuisance and Abatement:**

- CVS continuous having excessive trash (Fine weekly \$1,000.00) March 16, 2016, first court date
- Vagrants living in vacant houses and stripping them (Call Police, fine & re-boarder)
- Removed two male living at 600 62<sup>nd</sup> Place, house posted, new owner bought house at Tax Sales
- 6221 Foote Street has no utilities, house posted, (Notice sent to place utilities on or vacate)
- Continuous loitering (Call Police)

Eastern Avenue and Martin Luther King, Jr. Hwy

Family Dollar parking lot

Field Street and 62<sup>nd</sup> Street

Sugar Shack and across Seat Pleasant Drive

Yost Place

420 69<sup>th</sup> Place

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

Enforced Building, Rental and Business Licenses

Inspected construction of renovated houses

Building Permits:

- 7204 Joplin Street

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 (Owner would like to 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:** February 19, 2016 – March 24, 2016

Answered phone calls of citizens complaint

Talked to citizens to see if there were any complaints in the neighborhood

Prepared 2017 Nuisance and Abatement Budget

Budget Meeting with Mayor Eugene Grant, Robert Ashton and Orson Carter

Municipal Infractions to Nuisance Properties:

1. 510 67<sup>th</sup> Place
2. 510 69<sup>th</sup> Street
3. 520 69<sup>th</sup> Street
4. 5931 Addison Road

Vacant houses

1. Adding the Vacant house registration fee to the Vacant House legislation
2. Renewing the vacant house listing
3. Contacting contractors and realtors to buy and sell houses to renovate or rent
4. Notices to owners of unsecured vacant properties
5. Municipal Infraction to unsecured, unmaintained vacant properties

Commercial Establishments:

1. Loitering is still active around Yost Place (Informed Police Department)
2. CVS was fined by court and has cleaned the trash area.
3. Sav A Lot and Family Dollar were fined and area is cleaned.
4. Auto Zone were fined and area is cleaned.

Reported PEPCO light outages

Mailed first notices to Business owners to renew their 2017 Business License

**Next Month (Goals/Targets)** March 18, 2016 – April – 22, 2016

Mail 200 Municipal Infractions

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

- Cease the loitering in The City of Seat Pleasant
- Cease the vagrancy in the City.
- Renew listing of vacant houses
- Report to PEPCO light outages
- Enforce Building, Business Licenses

Demolition:

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

<b>Ward I</b>			
20 Municipal Infractions			
<b>Ward II</b>			
20 Municipal Infractions			
<b>Ward III</b>			
20 Municipal Infractions			
<b>Ward IV</b>			
20 Municipal Infractions			
<b>Ward V</b>			
20 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> March 28, 2016
<b>Month:</b> March 2016 (as of March 28 <sup>th</sup> )	

**Last Month:** February 2016

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

- 9 arrests were made
- 51 calls for service.
- 46 reports written.
- 75 traffic citations issued.

During the month of February 2016, officers spent approximately 13 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:** March 2016

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

- 8 arrests were made
- 62 calls for service.
- 54 reports written.
- 80 traffic citations issued.

During the month of March 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 40 hours of specialized training.

***Next Month:*** April 2016

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

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

Violent Crime

-25%

Property Crime

-8.3%

Total Crime

-10.7%



## DEPARTMENTAL MONTHLY REPORTING FORM

Department: Public Works	Date Submitted: March 11, 2016
Month: March	

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

- 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

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

- Pipe and other minor repairs at Church on Gaskins Property. Issue caused severe flooding inside Church.
- Notification that the City may start PY40 Street Repairs on various street within the City
- Replacement of Welcome to Seat Pleasant sign on Central Ave. Damaged by motor vehicle
- Spring landscaping for Beautification of City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains

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

- Replacement of Welcome to Seat Pleasant sign on Central Ave. Damaged by motor vehicle
- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains