

**COUNCIL OF SEAT PLEASANT
REGULAR WORK SESSION AGENDA
WEDNESDAY, SEPTEMBER 7, 2016
6:00P.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

2. Presentation

- 2.I. None

3. Reports

- 3.I. Jeannelle Wallace, Acting City Administrator Report

Documents:

[CITY ADMINISTRATOR MONTHLY REPORT AUGUST 2016.PDF](#)

- 3.II. Departmental Reports

Documents:

[CITY CLERK MONTHLY REPORT JULY 2016.PDF](#)
[COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT JULY 2016.PDF](#)
[CITY CLERK MONTHLY REPORT AUGUST 2016.PDF](#)
[CODE ENFORCEMENT DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF](#)
[COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF](#)
[FINANCE DEPARTMENT REPORT FOR THE MONTH OF AUGUST 2016.PDF](#)
[FINANCE DEPARTMENT REPORT FOR THE MONTH OF JULY 2016.PDF](#)
[BALANCE STATEMENT 7312016.PDF](#)
[BALANCE STATEMENT 8312016.PDF](#)
[FINANCIAL REPORT 7312016.PDF](#)
[FINANCIAL REPORT 8312016.PDF](#)
[NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT JULY 2016.PDF](#)
[NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF](#)
[POLICE DEPARTMENT MONTHLY REPORT JULY 2016.PDF](#)
[POLICE DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF](#)
[PUBLIC WORKS DEPARTMENT MONTHLY REPORT JULY 2016.PDF](#)
[PUBLIC WORKS DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF](#)
[FUEL REPORT - JULY 2016.PDF](#)

4. Legislation

- 4.I. Resolution R-17-05 USDA Loan Resolution

Documents:

[SEAT PLEASANT USDA 2016 - RD 1942-47 LOAN RESOLUTION FOR ADOPTION.PDF](#)

- 4.II. Ordinance O-17-04 Authorization To Borrow Money In Connection With The Smart City Project For City Hall And Public Works Improvements

Documents:

[ORDINANCE O-17-04 AUTHORIZATION TO BORROW MONEY IN CONNECTION WITH THE SMART CITY PROJECT FOR CITY HALL AND PUBLIC .PDF](#)

5. Unfinished Business

- 5.I. Recycle Bin Proposal

Documents:

[RECYCLE BIN PROPOSAL.PDF](#)

6. New Business

- 6.I. FY2017 IT Contractual Services

Documents:

[FY2017 IT SERVICE CONTRACT.PDF](#)

- 6.II. Copier Contract RFP Update

Documents:

[COPIER COMMITTEE RECOMMENDATION MEMORANDUM 072016.PDF](#)

- 6.III. Tree Removal Purchase Requisition

Documents:

[TREE REMOVAL PURCHASE REQUISITION.PDF](#)

- 6.IV. PY40 Revision Of Scope Of Services

- 6.V. Gaskin Annual Property Report

- 6.VI. Spending Moratorium

7. Announcements

- 7.I. Seat Pleasant General Election, Monday, September 12, 2016, Seat Pleasant City Hall-Council Chambers From 7:00a.m.-8:00p.m.

- 7.II. Public Session, Wednesday, September 14, 2016, Seat Pleasant City Hall-Council Chambers At 7:00p.m.

- 7.III. Seat Pleasant Free Community Shred Day, Saturday, September 17, 2016 From 10:00a.m.-2:00p.m., Seat Pleasant Activity 5720 Addison Rd., Seat Pleasant, MD

7.IV. Seat Pleasant Annual Community Flea Market, Saturday, October 1, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD From 10:00a.m. - 4:00p.m.

8. Adjourn

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

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



City of Seat Pleasant

*Office of the Acting City Administrator Jeannelle
Branson Wallace*

CITY ADMINISTRATOR REPORT AUGUST 22-SEPTEMBER 1, 2016

Code Enforcement/Nuisance Abatement

A subsequent meeting was held with the code enforcement officer and nuisance abatement officer with regard to property owners in violation of registering their property as vacant and paying the appropriate vacant registration fees. Requests for property tax liens will be made the week of September 5, 2016 for 16 properties in the amount of \$8,000 which includes administrative fees. The nuisance abatement officer has been directed to provide an updated list of all non-compliant property maintenance issues on vacant property as well. The remainder of this meeting focused on abatement issued needed that will be presented to the City Council at the September 7, 2016 work session for city abatement by the department of public works.

Citizen Complaint

The Acting City Administrator met with a resident of the 600 block of 62nd Place about the rear alleyway that has no street light which results in loitering and some fear of the residents due to darkness. A request will be made for the council to consider installation of a street light in the area. The Acting City Administrator (ACA) will also discuss with the Chief concerns of the police department for the area as well. At request, the code enforcement officer provided pictures of the area which also validates the resident's concern as the area is dark during the day light hours as well due to the foliage from the trees on the street. The ACA will request at the September 7, 2016 approval for the city to move forward with estimates from PEPCO for the installation of a street light.

Gaskins Property

There are two parties interested in leasing the property formerly used by a church. The ACA requested Mr. Thompson to view the location on August 24, 2016. Mr. Thompson was directed to obtain estimates from various realtors as to what the City should charge for leasing the space. The property is in very poor condition with a strong smell of mildew and possibly mold as a result of leaks from both the roof and sump pump. It is the recommendation of the ACA to obtain estimates from a restoration company to inspect for mold spores, asbestos, and any other harmful substances, in addition to the current code upgrades that will need to be required prior to leasing to a potential tenant. At this point the City will need to know its current costs to upgrade the facility according to the current code regulations prior to entering into any lease agreements.

The Public Works Department contacted four (4) realtors (e.g., Coldwell Banker, Long and Foster, ReMax, and Weichert Realtors. Only Weichert responded in time for this report with a Comparative Market Analysis based on similar size facilities in the immediate area. The market rate range for rentals of similar square footage is \$3-4,000.00. I am still awaiting the information from finance/public works on the amount of expenditures that

the City has absorbed in maintenance and repairs on this property during the past year. The Council will be requested to determine an amount (if any) they want to spend on further repairs and/or maintenance.

Another option is to lease as is and require the tenant to make the necessary repairs.

Local Government Insurance Trust (LGIT) Training

The ACA scheduled training through LGIT for users of the member portal which is provided to each member municipality to add and or delete property, vehicles, and equipment, submit claims for damaged/destroyed insured vehicles, property, and equipment. Staff representatives from various departments attended the training and will also attend the annual free training and workshop scheduled for October 27, 2016. The ACA has full access to the portal, while staff will have limited access.

The significant issues that were discovered during the training is enumerated below:

1. An annual LGIT questionnaire/survey is sent to each member municipality to complete which asks the person who complete the survey to respond to questions pertaining to the public safety (e.g., does the member require driver safety training after an automobile collision, does the member have an assigned safety officer or safety committee, etc.) The survey was either incomplete or the respondent answered no to many of the questions. A no answer automatically disqualifies the municipality for a credit towards its annual premium. All yes answers means that the city has reduced some of its risk exposures and qualifies for a reduction in its annual premium usually in the neighborhood of \$3-4,000.
2. The Feggans Center, which was demolished, is still listed on the City's property list which should have been deleted once the structure was razed. While LGIT does not insure unimproved land, structures on the land owned by the City should be insured. The ACA is still waiting for an updated list of parks owned by the City that has structures on it that should be insured. For example, the new playground equipment and gazebo at Goodwin Park should be included on the property list.
3. City owned vehicles that are no longer serviceable and determined to be cost prohibitive due to age, mileage, and/or cost of repairs, need to be placed in a surplus category approved by the Council through legislation.

Position Vacancies

According to the Human Resource Officer, the following positions have been funded through the Fiscal Year 2017 Budget, were advertised, and for which the City has received applications/resumes. Due to the spending moratorium on hiring, staff would like consensus from the Council to move forward with interviews or direction to hold off until further notice. The vacancies are as follows:

<u>Department</u>	<u>Position</u>
*Public Works	Gardner/Labor
Public Works	Laborer
Public Works	CDL
Administration	Director of Community Services
Administration	Economic Development Coordinator
Administration	Grants Manager
Administration	Administrative Assistant to the City Administrator

Finance Payroll Specialist (currently using temp)
Finance Accounts Payable (currently using temp)

*Ample applicants. This department may now have 2 available slots.

City Administrator Report
August 22-September 1, 2016
Page 3 of 3

Program Year (PY 40) Community Development Block Grant

As indicated in previous reports, the ACA instructed the public works director to obtain revised bid proposals in response to the RFP for PY 40 Street Repair Work. This instruction was given because the original bids received for the scope of work for five (5) city streets exceeded the award amount of \$150,000. The scope of work was revised to include two streets, however only one company provided a revised bid. There were initially three companies that responded to the RFP. The public works director was advised to solicit revised bids from all of the responders to ensure transparency, equal opportunity, and fairness to all responders. The results are indicated below:

VMP Construction's bid:

James Farmer Way	\$97,280.00
<u>Martin Luther King Jr. Court</u>	<u>33,821.00</u>
TOTAL	\$131,101.00

Espina Paving's bid:

James Farmer Way	\$ 87,765.00
<u>Martin Luther King Jr. Court</u>	<u>34,344.00</u>
TOTAL	\$122,109.00

KC Delivery Service General Contractor's bid:

James Farmer Way	\$ 85,195.50
<u>Martin Luther King Jr. Court</u>	<u>30,994.00</u>
TOTAL	\$116,189.50

If KC Delivery Service is selected there will be excess funds of \$14,810.50. This can easily be used by adding in an additional curb or sidewalk etc. Please note that KC Delivery Service has satisfactorily completed previous projects in the City.

The CDBG program Monitor has approved the revised scope but is concerned that the city has to complete the project and spend the funding by December 2016. Council approval of the revised scope and contract award is required to move forward expeditiously.

Department of Natural Resources Open Space Grant – Retaining Wall/Goodwin Park

In order to ensure that the city is compliant with revised scope of work and change orders, the ACA has requested approval and sign off by the program monitor for work related to the retaining wall, and expenditures to date are within the guidelines of the grant award. The program monitor, public works director, and ACA will meet on site at Goodwin Park Tuesday, September 6, 2016.

RFP for Refuse Collection and Fiscal Year Audit for the period ending June 30, 2016

The RFP for both refuse collection and the Fiscal Year Audit have been prepared by the finance department. The ACA requested the Public Works Director to ensure that the bid packages for the RFP for refuse collection contain at a minimum:

- Collection route in conjunction with a City Street Map
- Total number of residential properties
- Addresses of residential properties
- Primary contact information for public works director
- Copy of City code pertaining to refuse collection recycling, bulk trash, and times of service, etc.
- Vendor should include in cost service provided to residents with special needs (i.e., the elderly, handicapped, etc.)

The Public Works Director is to update these and any other documents as needed.

City Contributions to Employee Retirement 457B Plan

The City has allocated \$20,000 for FY 2017 which amounts to approximately 1.5% of the total payroll for employees. It appears that the city has not contributed anything during the first quarter of the current fiscal year due to previous recommendations of management to look into other providers.

Other Matters

In addition to the above, numerous meetings were attended with USDA and vendors for the Smart City Project. Staff meetings occurred with various department heads and staff, and numerous requests from the City Council were addressed. Reviews of RFP advertisements, purchase requisitions, and the annual budget were also reviewed.

Public Works has indicated that the City has a strong policy against entering private property. Clarification is needed to ensure that this department is supportive of the needs of code enforcement in terms of property maintenance violation issues.

Action items needed by the City Council:

PY 40 revised scope and contract award
Decision to fill position vacancies
Public Works Abatement of Private Property
Installation of Street Light in alley behind 600 block of 62nd Place
Expenditure limit for maintenance of Gaskins Property

End of Report



DEPARTMENTAL MONTHLY REPORTING FORM

Department: CITY CLERK	Date Submitted: 07/29/16
Month: July	

Last Month (Synopsis/Issues/Achievements):

The City Clerk staffed meetings for the month of July, prepared the agenda for each meeting, retrieved supporting documentation, disseminated 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. The City Clerk continues to study and complete the courses for the parliamentary classes. The City Clerk attended meetings for the Smart City Project and work as the liaison to schedule meetings and retrieve documents. The City Clerk met with the Board of Supervisors of Election to certify the candidates for the 2016 Election. The City Clerk worked with the vendor for production of the ballot.

The City Clerk prepared flyers for Council upcoming Ward Meetings. The City Clerk will continue to post meeting minutes and legislation on the city's website.

Current Month (Synopsis/Issues/Achievements):

The City Clerk will staff meetings for the month of August, 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. The City Clerk attended meetings with the Smart City Team and the USDA Officials regarding the approved loan.

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. The City Clerk will work the City Council and staff on legislation for the City. The City Clerk will prepare legislation for Council consideration for the month of August.

The City Clerk and the Board of Election Supervisors met with the poll workers and conducted a training session for the upcoming election. The poll workers and the Board of Election Supervisor were each sworn in during the meeting/training session.

Next Month (Goals/Targets)

The City Clerk will staff meetings for the month of September, 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. 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. The City Clerk will work the City Council and staff on legislation for the City.

The City Clerk and the Board of the Election Supervisors will conduct the city election on September 12, 2016.

Department Statistics:

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

<u>COMMITTEE ASSINGMENT</u>	<u>DATE ASSIGNED</u>	<u>COMMITTEE MEETING DATE</u>	<u>RESULTS</u>
Economic Development, Housing and Planning Committee-Vacant Housing	02/02/15	03/23/15	The Committee recommended and finalized the Vacant Property Registration Fee, which was approved by the City Council on 04/11/16
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	05/04/15	06/08/15	The committee recommended the adoption of a Vacant Property Registration code, which was approved by the City

plans for 311 68th Pl.- Plan presented on Monday, May 4, 2015			Council on Monday, December 14, 2015. The committee will be reviewing a business code to be considered by the Council.
Finance and Budget Committee- 8b Budget/fund production of survey and maps	05/04/15	11/20/15	City Clerk e-mailed assignment to committee on Thursday, May 14, 2015.
Human Services, Health and Education Committee-3a Health and Education Committee chair to establish formal municipal/education partnerships with Seat Pleasant Elementary School. 5a Resolution to support becoming a sustainable MD certified community- Implementing specified activities to attain certification. 6a Conduct community survey at ward and town meetings with City Council	05/04/15	TBD	City Clerk e-mailed the assignment to the committee on Thursday, May 14, 2015
Public Safety, Civil Rights Committee- 2a Support Community Public Advisory Safety Committee 2b Understand the future of Seat Pleasant 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

Department: Community Services	Date Submitted: 7/15/2016
Month: July 2016	

Last Month (Synopsis/Issues/Achievements):

There are 6 summer interns that are working within the departments of at city hall from July 5th to August 19th.

Preparation of the schedule for Seat Pleasant Activity Center will be planned this month for the year of August 2016 - July 2017.

The Community Market is set for Saturday October 1st, 10 am to 4 pm.

The Community Shred will be September 17th an advertisement will be posted in the August newsletter.

Advertising will be completed for all upcoming events.

Current Month (Synopsis/Issues/Achievements):

Letters were mailed out to local businesses and churches about Back To School Night and the fundraiser for the school supplies.

Have advertising in the local paper for back to school night, community market and community shred and banner made by August 8th.

Continue planning City Schedule and complete paperwork for use of the Activity Center, MNCPP supplies and city partnership.

Next Month (Goals/Targets)

Have advertising in the local paper for back to by the first week of August for back to school night, community market and community shred and banner made.

Assist with NNO event and complete preparations for Back To School Night.

Prepare letters for Veterans Day ceremony , begin looking for a speaker.

Prepare newsletter articles, all articles for the September newsletter should be sent to Community Services by August 5th.

Department Statistics:

Event	Date	Time	Location
Movie	7/15/16	8 pm	Foote Street
National Night Out	8/2/2016	6 pm	Seat Pleasant Act. Center
Back To School Night	8/13/2016	5 pm	Good win Park



DEPARTMENTAL MONTHLY REPORTING FORM

Department: CITY CLERK	Date Submitted: 08/31/16
Month: June	

Last Month (Synopsis/Issues/Achievements):

The City Clerk will staffed the meeting in the month of August, as the City Council was on recess. The City Clerk prepared the agenda for the 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. The City Clerk attended meetings with the Smart City Team and the USDA Officials regarding the approved loan.

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. The City Clerk will work the City Council and staff on legislation for the City. The City Clerk will prepare legislation for Council consideration for the month of August.

The City Clerk and the Board of Election Supervisors met with the poll workers and conducted a training session for the upcoming election. The poll workers and the Board of Election Supervisor were each sworn in during the meeting/training session.

Current Month (Synopsis/Issues/Achievements):

The City Clerk will staff meetings for the month of September, 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. 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. The City Clerk will work the City Council and staff on legislation for the City.

The City Clerk and the Board of the Election Supervisors will conduct the city election on September 12, 2016. The City Clerk will schedule and attend the Swearing-In ceremony for the newly elected and re-elected officials.

Next Month (Goals/Targets)

The City Clerk will staff meetings for the month of October, 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 drafted and submitted legislations to the City Attorney for review and approval before Council approved. 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. The City Clerk will work the City Council and staff on legislation for the City.

The City Clerk will attend the swearing-in ceremony for the newly elected and re-elected officials on Monday, October 3, 2016. The City Clerk will continue to work closely with the elected officials through the transition.

Department Statistics:

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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

Department: Code Enforcement	Month Submitted: August 2016
Month: July 2016 – August 2016	Submitted by: Chane'e L. Williams

Last Month (Synopsis/Issues/Achievements):

- ALL businesses in the City of Seat Pleasant were compliant with regards to business licensing payment at the stated deadline.
- Single family rental licenses are coming in sporadically. As rental properties are constantly being identified, applications are being sent to the homeowner's address for submission to the Treasurer's Office with payment.
- For this period, there were 12 calls for service to the Code Enforcement Office.
- SolarCity has applied for several building permits in the City; for the period, the Code Enforcement Office has issued five in total.
- The hazardous uses of grills have been addressed with several residents.

Current Month (Synopsis/Issues/Achievements):

- The City is continuing to experience high grass and weeds (with a majority of it being problematic) on vacant/abandoned properties.
- The City is also plagued with unregistered vehicles on the street and also on private property. We are continuing to coordinate towing efforts with the Police Department to remove any vehicle that is within illegal limits that is parked on the street.
- Dead trees and water-related issues have come up several times over the course of about three months; these issues are still on-going.
- Stop Work Orders were issued to three properties that were in violation of the building permit guidelines. Neither property had a Prince George's County permit of a permit issued by the City.
- Single-family rental licenses were distributed to all properties that complied with the deadline; I am confident that there are more rental properties in the City as I have uncovered a few when issuing 48-hour corrective notices.
- SolarCity is continuing to apply for permits in the City as residents are taking advantages of energy-efficient opportunities that solar panels provide.
- Code Enforcement has responded to numerous amounts of service calls. Vacant property-related issues are high on the list of complaints.
- The remaining service calls have been for other reasons that were handled promptly.

Next Month (Goals/Targets):

- The Code Enforcement Office has finally been placed on the court docket for September; our last court appearance was in March.
- Continuous monitoring for abandoned and unregistered vehicles
- Continuous monitoring for illegal building and construction
- All code enforcement related issues and concerns of the public
- Continuous oversight of properties with tree-related and water issues. As the winter is approaching, the plan is to ensure that a resolution is met prior.



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Community Services	Date Submitted: 8/12/2016
Month: August 2016	

Last Month (Synopsis/Issues/Achievements):

Letters were mailed out to local businesses and churches about Back To School Night and the fundraiser for the school supplies.

Have advertising in the local paper for back to school night, community market and community shred and banner made by August 8th.

Continue planning City Schedule and complete paperwork for use of the Activity Center, MNCPP supplies and city partnership.

Current Month (Synopsis/Issues/Achievements):

Banners were made for the upcoming Fall Events.

Assisted with NNO event and completed preparations for Back To School Night.

Prepare letters/ invitations for Veterans Day ceremony , begin looking for a speaker.

Preparing upcoming newsletter. The goal is to have the newsletter sent to print by August 22nd. I have also spoken with HBP about the mailing list. I will have to send an updated list to them so that we can make sure that the entire city will receive the newsletter.

Spoke with the Capitol Food Bank about the closing of Safeway which they were unaware of. They are planning the hold a community forum next to discuss ways to help the city.

The Stiletto Lady Drivers were able to raise over \$1,500 For their Backpack Drive,. Some of those donations will go to residents of Seat Pleasant.

August 13th was the last day for the summer interns.

Next Month (Goals/Targets)

Continue to promote the Community Market. The goal is to have at least 25 vendors signed up for the event.

Promote the free community shred, make sure that the local businesses are aware of the event including residents.

Have a speaker signed up for the Veterans Day event by the end of September.

Department Statistics:

Event	Date	Time	Location
NNO	8/2/16	6 pm	Seat Pleasant Act. Ctr.
Movie Night	8/5/2016	8 pm	Seat Pleasant Act. Ctr.
Back To School Night	8/13/2016	5 pm	Good win Park



Finance Department's Monthly Report

Department: Finance	Date Submitted: August 26, , 2016
Month: July	

Last Month (Synopsis/Issues/Achievements):

1. **Cash Disbursement function synopsis/issue/achievement**
 - a. Processed 114 purchase orders for procurement of goods and services.
 - b. Verified account codes for proper assignment of budget expenditures for 140 purchase requisitions.
 - c. Entered 114 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 40 cash receipts for all daily incoming revenues to the city.
 - b. Prepared 9 deposits for all incoming revenues
 - c. Entered 17 real estate tax payment transactions into the cash receipt journal.

Current Month (Synopsis/Issues/Achievements):

1. ***Cash Disbursement function synopsis/issue/achievement***
 - a. *Processed 108 purchase orders for procurement of goods and services.*
 - b. *Verified account codes for proper assignment of budget expenditures for 94 purchase requisitions.*
 - c. *Entered 108 purchase orders and invoices into vendor files.*
2. ***Payroll Function synopsis/issue/achievement***
 - a. *Reviewed 94 payroll time sheets for accuracy.*
 - b. *Reviewed wage computations for 82 payroll proof checks.*
 - c. *Processed 94 city payroll checks.*
3. ***Cash***
4. ***Receipt Function synopsis/issue/achievement***

5. *Prepared 46 cash receipt for all incoming revenues to the city.*
6. *Prepared 14 deposits for all incoming revenues.*
7. *Entered 31 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 Council in the adoption of 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. 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 in executing the documents for the Department of Agriculture



Finance Department's Monthly Report

Department: Finance	Date Submitted: July 28, , 2016
Month: July	

Last Month (Synopsis/Issues/Achievements):

1. **Cash Disbursement function synopsis/issue/achievement**
 - a. Processed 94 purchase orders for procurement of goods and services.
 - b. Verified account codes for proper assignment of budget expenditures for 140 purchase requisitions.
 - c. Entered 94 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 89 cash receipts for all daily incoming revenues to the city.
 - b. Prepared 11 deposits for all incoming revenues
 - c. Entered 87 real estate tax payment transactions into the cash receipt journal.

Current Month (Synopsis/Issues/Achievements):

1. ***Cash Disbursement function synopsis/issue/achievement***
 - a. *Processed 114 purchase orders for procurement of goods and services.*
 - b. *Verified account codes for proper assignment of budget expenditures for 94 purchase requisitions.*
 - c. *Entered 114 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***
4. ***Receipt Function synopsis/issue/achievement***

5. *Prepared 40 cash receipt for all incoming revenues to the city.*
6. *Prepared 9 deposits for all incoming revenues.*
7. *Entered 17 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 Council in the adoption of 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. 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 the Department of Agriculture

City of Seat Pleasant
Balance Sheet
July 31, 2016
L

ASSETS

Current Assets

1100	Camera Funds	\$ 368,378.05
1101	Nationsbank- General Fund	367,620.05
1102	Petty Cash	600.00
1104	Cash - MICRF	12,678.52
1105	Cash - Food Distr Grnt	948.76
1106	Cash - Police Seizure FD	44,072.35
1107	Cash LLEG	26.67
1108	Cash Junior Police	2,220.82
1109	Cash Greendale Fund	8,617.23
1109a	Gaskins Property	35,799.84
1110	Real Estate Taxes Receivable	39,870.11
1111	Personal Property Taxes Rec.	1,632,812.63
1112	Allow for Uncollectible Taxes	(1,227,313.80)
1113	Income Tax Recievables	27,902.00
1117	Accounts Receivable	833.19
1118	Accounts Recievable Scott	147.80
1119	Accounts Recievables Liens	881.00
1128	Due from Other Government	22,878.36
1141	Invest - Nations - Collateral	188,520.15
1142	Invest - Nationsbank CD	84,835.69
1146	Investment MLCIP/General	17.51
1147	Investment MLCIP/UDAG	1,036,593.48
1161	Note Rec - Central Ave	(405.00)
1162	Account Rec.	2,125.71
1165	Prepaid Items	59,145.56
1166	Acct Rec - Business License	1,005.24
1168	Prepaid Expense Gas	23,792.53
1170	Salary Advance	144.50
4614.00		(1,041.52)
4703		(1,068.00)
4904	OTHER FINANCE SOURCE	(22,513.19)
5225.01ES		973.51
5260.01		<u>230.00</u>

City of Seat Pleasant
Balance Sheet
July 31, 2016
L

Total Current Assets **2,711,329.75**

Property and Equipment

1500	Land	628,830.00
1501	Building	4,409,405.51
1502	Equipment & Vehicles	2,004,341.32
1503	Furniture & Fixtures	204,906.45
1504	Work of Art/Historical Treasur	518.00
1601	Accumulated Depreciation Build	(2,272,393.03)
1602	Accumulated Depreciation Eq &V	(1,473,244.27)
1603	Accumulated Depreciation Furni	<u>(318,259.30)</u>

Total Property and Equipment **3,184,104.68**

Total Assets **\$ 5,895,434.43**

ES AND FUND BALANCE

Current Liabilities

2012	Deferred Revenue	\$ 27,140.56
2013	Deferred Rev - Tax Revenue	8,348.69
2014	Deferred Rev - Bussiness Licen	42,320.00
2202	Accounts Payable	(43,187.46)
2310	Accrued Salaries	73,005.58
2312	Reserve- Junior Police	2,220.80
2400	Overpayments	2,433.97
2401	Goodwin Park Deposit	<u>1,948.50</u>

Total Current Liabilities **114,230.64**

Long-Term Liabilities

2600	Loan Proceeds - Nations	<u>(305,138.20)</u>
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City of Seat Pleasant
Balance Sheet
July 31, 2016
L

Total Long-Term Liabilities (305,138.20)

Total Liabilities (190,907.56)

Fund Balance

2309	Reserve - Police Seizure	38,024.19
3100	Invest in General F/A	3,183,526.58
3305	Fund Balance - Designated	2,976,372.10
3400	Fund Balance - Enterprise Fund	(2,389.00)
	Net Income	<u>(151,915.00)</u>

Total Fund Balance 6,043,618.87

Total Liabilities and Fund Balance \$ 5,852,711.31

City of Seat Pleasant
Balance Sheet
August 31, 2016
L

ASSETS

Current Assets

1100	Camera Funds	\$ 363,675.03
1101	Nationsbank- General Fund	373,938.03
1102	Petty Cash	600.00
1104	Cash - MICRF	12,678.52
1105	Cash - Food Distr Grnt	948.76
1106	Cash - Police Seizure FD	44,072.35
1107	Cash LLEG	26.67
1108	Cash Junior Police	2,220.82
1109	Cash Greendale Fund	8,617.23
1109a	Gaskins Property	37,049.84
1110	Real Estate Taxes Receivable	37,790.57
1111	Personal Property Taxes Rec.	1,632,812.63
1112	Allow for Uncollectible Taxes	(1,227,313.80)
1113	Income Tax Recievables	27,902.00
1117	Accounts Receivable	833.19
1118	Accounts Recievable Scott	147.80
1119	Accounts Recievables Liens	881.00
1128	Due from Other Government	8,278.96
1141	Invest - Nations - Collateral	188,520.15
1142	Invest - Nationsbank CD	84,835.69
1146	Investment MLCIP/General	17.51
1147	Investment MLCIP/UDAG	1,036,593.48
1161	Note Rec - Central Ave	(405.00)
1162	Account Rec.	2,125.71
1165	Prepaid Items	59,145.56
1166	Acct Rec - Business License	720.24
1168	Prepaid Expense Gas	25,268.67
1170	Salary Advance	144.50
4000.05		(512.57)
4614.00		(1,041.52)
4703		(1,068.00)
4904	OTHER FINANCE SOURCE	(22,513.19)
5225.01ES		973.51
5260.01		230.00

City of Seat Pleasant
Balance Sheet
August 31, 2016
L

Total Current Assets	2,698,194.34
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Property and Equipment

1500	Land	628,830.00
1501	Building	4,409,405.51
1502	Equipment & Vehicles	2,004,341.32
1503	Furniture & Fixtures	204,906.45
1504	Work of Art/Historical Treasur	518.00
1601	Accumulated Depreciation Build	(2,272,393.03)
1602	Accumulated Depreciation Eq &V	(1,473,244.27)
1603	Accumulated Depreciation Furni	(318,259.30)

Total Property and Equipment	3,184,104.68
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Total Assets	<u>\$ 5,882,299.02</u>
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ES AND FUND BALANCE

Current Liabilities

2012	Deferred Revenue	\$ 27,140.56
2013	Deferred Rev - Tax Revenue	8,348.69
2014	Deferred Rev - Bussiness Licen	42,320.00
2202	Accounts Payable	(37,678.66)
2215	Group Ins Prem W/H	5,408.88
2228	Deferred Savings Plan W/H	1,685.00
2310	Accrued Salaries	73,005.58
2312	Reserve- Junior Police	2,220.80
2400	Overpayments	2,433.97
2401	Goodwin Park Deposit	1,348.50

Total Current Liabilities	126,233.32
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City of Seat Pleasant
Balance Sheet
August 31, 2016
L

Long-Term Liabilities

2600	Loan Proceeds - Nations	<u>(308,922.35)</u>	
	Total Long-Term Liabilities		<u>(308,922.35)</u>
	Total Liabilities		(182,689.03)

Fund Balance

2309	Reserve - Police Seizure	38,024.19	
3100	Invest in General F/A	3,183,526.58	
3305	Fund Balance - Designated	2,976,372.10	
3400	Fund Balance - Enterprise Fund	(2,389.00)	
	Net Income	<u>(173,268.94)</u>	
	Total Fund Balance		<u>6,022,264.93</u>
	Total Liabilities and Fund Balance		<u><u>\$ 5,839,575.90</u></u>

City of Seat Pleasant
Unaudited Income Statement
 July 31, 2016
 (includes salaries & benefits)

	Year-to-Date Expenditures	FY17 Budget	Left in Budget
Revenues:			
Tax Revenues	62,654.56	2,966,289	2,903,634.44
Licenses & Permits	44,019.00	48,522	4,503.00
Copier, Maps & Misc.	59.75	400	340.25
County Revenues	0.00	20,632	20,632.00
Special Trash Pickup	0.00	500	500.00
Franchise Fees	0.00	28,855	28,855.00
Violations	45,018.68	179,690	134,671.32
Interest Income	317.03	2,000	1,682.97
Rental Income	1,450.00	15,000	13,550.00
Vending Machines	0.00	700	700.00
Seat Pleasant Day	0.00	0	0.00
Proceeds from Prior Year Seizure Funds	0.00	44,070	44,070.00
Grants	0.00	400,000	400,000.00
Total Revenues	153,519.02	3,706,658	3,553,138.98
Expenses:			
Council - Salaries & Benefits	6,121.10	36,736	30,614.90
Council - General Expenses	19.99	73,304	73,284.01
Council	6,141.09	110,040	103,898.91
Mayor - Salaries & Benefits	1,132.36	8,250	7,117.64
Mayor - General Expenses	0.00	15,227	15,227.00
Mayor	1,132.36	23,477	22,344.64
Clerk - Salaries & Benefits	6,435.49	56,176	49,740.51
Clerk - General Expenses	0.00	55,600	55,600.00
City Clerk	6,435.49	111,776	105,340.51
City Admin - Salaries & Benefits	15,552.05	413,412	397,859.95
City Admin - General Expenses	10,304.74	447,686	437,381.26
City Administration	25,856.79	861,098	835,241.21
Econ & Comm Devlp	0.00	70,000	70,000.00
Finance - Salaries & Benefits	14,948.58	228,969	214,020.42
Finance - General Expenses	0.00	27,984	27,984.00
Finance	14,948.58	256,953	242,004.42
Police - Salaries & Benefits	89,968.51	799,951	709,982.49
Police - General Expenses	(1,628.95)	126,274	127,902.95
Police	88,339.56	926,225	837,885.44
Codes - Salaries & Benefits	4,374.90	38,039	33,664.10
Codes - General Expenses	0.00	4,034	4,034.00

For Management Purposes Only

City of Seat Pleasant
Unaudited Income Statement
 July 31, 2016
 (includes salaries & benefits)

	Year-to-Date Expenditures	FY17 Budget	Left in Budget
Codes Enforcement	4,374.90	42,073	37,698.10
Nuisance - Salaries & Benefits	5,742.49	49,933	44,190.51
Nuisance - General Expenses	0.00	3,823	3,823.00
Nuisance Abatement	5,742.49	53,756	48,013.51
Comm Serv - Salaries & Benefits	4,124.48	90,800	86,675.52
Comm Serv - General Expenses	875.00	3,130	2,255.00
Comm Serv - Social Services	4,839.27	12,220	7,380.73
Comm Serv - Recreation Expenses	1,000.00	83,250	82,250.00
Community Services	10,838.75	189,400	178,561.25
PW - Salaries & Benefits	61,137.24	569,306	508,168.76
PW - General Expenses	0.00	66,571	66,571.00
PW - Streets & Signs	0.00	50,500	50,500.00
PW - Building Maintenance	115.00	68,000	67,885.00
PW - Horticulture & Park Maint.	914.27	35,000	34,085.73
PW - Fleet Maintenance	7,746.90	120,983	113,236.10
Public Works	69,913.41	910,360	840,446.59
Sanatation	0.00	0	0.00
Speed Camera	13,553.35	169,829	156,275.65
Capital Improvements	0.00	364,678	364,678.00
Grants	0.00	0	0.00
Total Expenses	247,276.77	4,089,665	3,842,388.23
Net Surplus/(Loss):	\$ (93,757.75)	(383,007)	(289,249.25)

City of Seat Pleasant
Unaudited Income Statement
 August 31, 2016
 (includes salaries & benefits)

	Year-to-Date Expenditures	FY17 Budget	Left in Budget
Revenues:			
Tax Revenues	290,810.29	2,966,289	2,675,478.71
Licenses & Permits	44,553.00	48,522	3,969.00
Copier, Maps & Misc.	3,105.14	400	(2,705.14)
County Revenues	1,153.79	20,632	19,478.21
Special Trash Pickup	0.00	500	500.00
Franchise Fees	0.00	28,855	28,855.00
Violations	45,733.68	179,690	133,956.32
Interest Income	317.03	2,000	1,682.97
Rental Income	1,650.00	15,000	13,350.00
Vending Machines	0.00	700	700.00
Seat Pleasant Day	0.00	0	0.00
Proceeds from Prior Year Seizure Funds	0.00	44,070	44,070.00
Grants	0.00	400,000	400,000.00
	<hr/>	<hr/>	<hr/>
Total Revenues	387,322.93	3,706,658	3,319,335.07
	<hr/>	<hr/>	<hr/>
Expenses:			
Council - Salaries & Benefits	6,121.10	36,736	30,614.90
Council - General Expenses	6,402.46	73,304	66,901.54
	<hr/>	<hr/>	<hr/>
Council	12,523.56	110,040	97,516.44
	<hr/>	<hr/>	<hr/>
Mayor - Salaries & Benefits	1,132.36	8,250	7,117.64
Mayor - General Expenses	51.94	15,227	15,175.06
	<hr/>	<hr/>	<hr/>
Mayor	1,184.30	23,477	22,292.70
	<hr/>	<hr/>	<hr/>
Clerk - Salaries & Benefits	6,489.45	56,176	49,686.55
Clerk - General Expenses	301.94	55,600	55,298.06
	<hr/>	<hr/>	<hr/>
City Clerk	6,791.39	111,776	104,984.61
	<hr/>	<hr/>	<hr/>
City Admin - Salaries & Benefits	23,949.29	413,412	389,462.71
City Admin - General Expenses	33,020.67	447,686	414,665.33
	<hr/>	<hr/>	<hr/>
City Administration	56,969.96	861,098	804,128.04
	<hr/>	<hr/>	<hr/>
Econ & Comm Devlp	0.00	70,000	70,000.00
	<hr/>	<hr/>	<hr/>
Finance - Salaries & Benefits	17,745.33	228,969	211,223.67
Finance - General Expenses	0.00	27,984	27,984.00
	<hr/>	<hr/>	<hr/>
Finance	17,745.33	256,953	239,207.67
	<hr/>	<hr/>	<hr/>
Police - Salaries & Benefits	89,968.51	799,951	709,982.49
Police - General Expenses	10,501.25	126,274	115,772.75
	<hr/>	<hr/>	<hr/>
Police	100,469.76	926,225	825,755.24
	<hr/>	<hr/>	<hr/>
Codes - Salaries & Benefits	4,374.90	38,039	33,664.10
Codes - General Expenses	298.77	4,034	3,735.23

City of Seat Pleasant
Unaudited Income Statement
 August 31, 2016
 (includes salaries & benefits)

	Year-to-Date Expenditures	FY17 Budget	Left in Budget
Codes Enforcement	4,673.67	42,073	37,399.33
Nuisance - Salaries & Benefits	5,742.49	49,933	44,190.51
Nuisance - General Expenses	55.52	3,823	3,767.48
Nuisance Abatement	5,798.01	53,756	47,957.99
Comm Serv - Salaries & Benefits	4,124.48	90,800	86,675.52
Comm Serv - General Expenses	1,058.10	3,130	2,071.90
Comm Serv - Social Services	4,839.27	12,220	7,380.73
Comm Serv - Recreation Expenses	7,339.24	83,250	75,910.76
Community Services	17,361.09	189,400	172,038.91
PW - Salaries & Benefits	61,137.24	569,306	508,168.76
PW - General Expenses	6,566.60	66,571	60,004.40
PW - Streets & Signs	0.00	50,500	50,500.00
PW - Building Maintenance	2,884.81	68,000	65,115.19
PW - Horticulture & Park Maint.	1,198.03	35,000	33,801.97
PW - Fleet Maintenance	16,649.90	120,983	104,333.10
Public Works	88,436.58	910,360	821,923.42
Sanatation	(1,560.00)	0	1,560.00
Speed Camera	18,266.37	169,829	151,562.63
Capital Improvements	0.00	364,678	364,678.00
Grants	0.00	0	0.00
Total Expenses	328,660.02	4,089,665	3,761,004.98
Net Surplus/(Loss):	\$ 58,662.91	(383,007)	(441,669.91)



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Nuisance and Abatement	Date Submitted: July 5, 2016
Month: May 23, 2016 – July 5, 2016	By: Ukkundo'Oohwaka

Last Month (Synopsis/Issues/Achievements):

1. Prepared Vacant Property data sheet
2. Mailed first vacant property registration notice
3. Continue working with residents of neighborhood nuisances on the phone and in the city.
4. Attended a Code Enforcement Zoning Organization Association meeting in Ocean City on Revitalization.
5. Prepared Business License third data sheet
6. Mailed third notice of Business License
7. Prepared the basis for steps of Municipal Infractions
8. Preparing for court for violated properties.
9. Continue to work with our Treasurer Department s to track all paid and unpaid Business, Nuisance and Abatement fees and Municipal Infractions payments.

Current Month (Synopsis/Issues/Achievements):

1. Prepared Business License
2. Mailed third Business Letter notices to Business owners
3. Handed fourth notice to unpaid Business owners
4. Update the vacant address listing
5. Mail notices to vacant property owners.
6. Continue working with residents of neighborhood nuisances on the phone and in the city.
7. Continue weekly inspections of the entire City for nuisances.
8. Attended MML and manned The City of Seat Pleasant Booth
9. Attended 2 classes at MML

Next Month (Goals/Targets)

The office of Nuisance & Abatement are working to streamline the processes currently in place, and reduce redundant work processes, which will result in greater use of man hours.

The goals of the targets for Nuisance and Abatement next month are as follows;

1. Continue to work with our Treasurer Department s to track all paid and unpaid Business, Nuisance and Abatement fees and Municipal Infractions payments.
2. Continue weekly inspections of the entire City for code nuisance violations.
3. Continue Operation Squatters to remove squatters out of vacant houses.
4. Continue to work with the Police Department to eliminate loiters and squatters at vacant properties, gas stations and other commercial establishments.

Department Statistics:

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

List of Nuisance properties:

Address:	Violation:	Condition:	Status:
523 68 th Place	Squatters	Vacant house	Municipal Infraction
520 69 th Street	Squatters	Vacant house	Municipal Infraction
5911 Addison Road	No Permits Roof, fence, interior	Vacant church	Municipal Infraction
5918 Addison Road	Squatter	No water or electric	Municipal Infraction
615 Booker Drive	Nuisance neighbors	Noise, ruckus	Calm at this time
6302 Field Street	Vacant	No registration	New Owner
6303 Field Street	Unregistered Vehicle	Remove or Register	Trying to find owner
6221 Foote Street	Squatters (Owner died)	No water or electric	Municipal Infraction
7243 G Street	Drainage	Water run onto residents property	Working with owner
6705 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6802 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6804 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6806 James Farmer way	Squatters	Abandoned house	Municipal Infraction
5702 MLK Jr., Hwy	Loitering	Comm. Est.	Municipal Infraction
6033 MLK Jr., Court	Squatters	Illegal water	Municipal Infraction



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Nuisance and Abatement	Date Submitted: August 18, 2016
Month: July 5, 2016 – August 18, 2016	By: Ukkundo'Oohwaka

Last Month (Synopsis/Issues/Achievements):

1. Prepared Business License
2. Mailed third Business Letter notices to Business owners
3. Handed fourth notice to unpaid Business owners
4. Update the vacant address listing
5. Mail notices to vacant property owners.
6. Continue working with residents of neighborhood nuisances on the phone and in the city.
7. Continue weekly inspections of the entire City for nuisances.
8. Attended MML and manned The City of Seat Pleasant Booth
9. Attended 2 classes at MML

Current Month (Synopsis/Issues/Achievements):

1. Completed Business License
2. Handed fourth notice to unpaid Business owners
3. Continued update the vacant address listing
4. Continued mailing notices to vacant property owners.
5. Continue working with residents of neighborhood nuisances on the phone and in the city.
 - A. 518 68th Place – Pit dogs jumping the fence and disturbance with neighbors. Dogs gone.
 - B. 815 Booker Drive – Out of control, mother has no control of youth, stop house (hang out), parking across the sidewalk & left wheel against the curb, neighbor moved, loud, cursing Etc... Talked to owner and renter, next incident he will evict them.
 - C. 702 65th Avenue – Loud Music –his Birthday party will keep music down lower in the future.
6. Continue weekly inspections of the entire City for nuisances.
7. Photographed Code Enforcement violations in the City.
8. Re-inspected the violations

Next Month (Goals/Targets)

The office of Nuisance & Abatement are working to streamline the processes currently in place, and reduce redundant work processes, which will result in greater use of man hours.

The goals of the targets for Nuisance and Abatement next month are as follows;

1. Continue to work with our Treasurer Department s to track all paid and unpaid Business, Nuisance and Abatement fees and Municipal Infractions payments.
2. Continue weekly inspections of the entire City for code nuisance violations.
3. Continue Operation Squatters to remove squatters out of vacant houses.
4. Continue to work with the Police Department to eliminate loiters and squatters at vacant properties, gas stations and other commercial establishments.

Department Statistics:

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

List of Code Violations:

Address / Violation:	Date:					
601 62nd Place	Mon 8/8/16					
Premises Address						
Weeds on fence						
Damaged window Screen						
Chipped paint						
602 62nd Place	Wed 8/17/16					
High grass, excessive weeds						
603 63rd Street	Wed 8/17/16					
Unsecured						
Excessive weeds on fence						
Rusted fence						
610 63rd Place	Mon 8/8/16					
Damaged and rusted fence						
High grass / weeds on fence						
615 63rd Place	Mon 8/8/16					
Oxidation on siding						
Untrimmed trees						
High grass						
Unsecure						
617 63rd Place	Mon 8/8/16					
Excessive Accumulation of deposits						
High grass / weeds / weeds on fence						
616 64th Avenue	Mon 8/8/16					
Excessive Accumulation of deposits						
High grass / weeds / weeds on fence						

510 67th Place	Thurs 8/4/16						
Expired tag on a panel truck							
Unregistered vehicle							
Sanitation							
102 68th Place	Tues 8/9/16						
Excessive Accumulation of deposits							
502 68th Place	Wed 8/10/16						
High grass / weeds / weeds on fence							
Exterior door damaged							
No protective treatment on rear porch							
417 69th Place	Tues 8/9/16						
High grass							
420 69th Place	Tues 8/9/16						
High grass							
Rusted and damaged fence							
Demolition							
523 69th Place	Tues 8/9/16						
High grass / weeds / weeds on fence							
524 69th Place	Tues 8/9/16						
High grass / weeds / weeds on sidewalk							
Damaged wall							
526 69th Place	Tues 8/9/16						
High grass / weeds / weeds on sidewalk							
116 69th Street	Tues 8/9/16						
Weeds on fence							
522 70th Street	Wed 8/17/16						
Expired tag on vehicle							
300 70th Place	Mon 8/1/16						
High grass							
419 70th Place	Mon 8/1/16						
Unregistered vehicle							
507 70th Place	Wed 7/27/16						
Unregistered vehicle							
314 71st Avenue	Mon 8/1/16						
Fallen tree							
Excessive weeds							
Untrimmed trees & shrubbery							
Expired tag on a GMC							

Chipped paint						
Trash not in containers & no lid						
Rusted and damaged fence						
413 71st Avenue	Wed 8/17/16					
Damaged deck						
High grass, weeds						
Oxidation on brick						
602 71st Avenue	Mon 8/8/16					
Excessive weeds on fence						
5915 Addison Road	Wed 8/10/16					
Excessive high grass						
5935 Addison Road	Tues 6/7/16					
For Rent sign						
6413 Adak Street	Tues 6/7/16					
Exp tags on veh on street & pked over 72 hrs						
6534 Adak Street	Tues 6/7/16					
Exp tags on veh on street & pked over 72 hrs						
6115 Addison Road	Wed 8/17/16					
Dead tree						
617 Birchleaf Avenue	Tues 8/9/16					
Weeds along fenceline						
Trash and debris						
Accumulation of deposits						
High grass						
822 Booker Place	Tues 8/2/16					
Accumulation of deposits						
High grass						
805 Carrington Avenue	Mon 8/1/16					
Unregistered vehicle						
6520 Central Avenue	Wed 8/17/16					
Accumulation of deposits						
High grass, excessive weeds						
6208 Field Street	Wed 8/17/16					
High grass / weeds on fence						
6209 Field Street	Mon 8/8/16					
Expired Building Permit						
Unfinished construction						
Rusted damaged fence						
Weeds on fence						

6303 Field Street	Mon 8/8/16						
Oxidation on siding							
Damaged fascia							
Abandoned vehicle							
Unregistered vehicle							
Accumulation of deposits in shed							
Damaged fence							
6313 Field Street	Wed 8/10/16						
High grass							
6201 Foote Street	Wed 8/10/16						
Rusted fence							
6207 Foote Street	Wed 8/10/16						
High grass / weeds							
Trash not in containers & no lid							
Rusted fence							
Dead tree							
6220 Foote Street	Wed 8/10/16						
Unregistered vehicle							
6224 Foote Street	Wed 8/10/16						
Rusted fence							
Weeds on fence							
Accumulation of deposits							
6301 Foote Street							
Weeds on fence							
6308 Foote Street							
High grass / weeds							
Accumulation of deposits							
7107 Fresno Street	Tues 8/9/16						
High grass							
7112 Fresno Street	Tues 8/9/16						
Expired Tags on vehicle							
6908 G Street	Tues 8/9/16						
High grass							
6910 G Street	Tues 8/9/16						
Demolition							
7234 G Street	Tues 8/9/16						
Expired tag on Volvo							
Rusted fence							
Weeds along fence line							
7243 G Street	Tues 8/9/16						
Drainage onto neighbors property							

7206 Joplin Street	Tues 8/9/16						
Untrimmed shrubbery							
7208 Joplin Street	Tues 8/9/16						
Untrimmed shrubbery							
7249 Joplin Street	Tues 8/9/16						
Accumulation of deposits							
Abandoned vehicle							
6017 Seat Pleasant Drive	Mon 8/1/16						
Extremely high grass							
6100 Seat Pleasant Drive	Mon 8/1/16						
Extremely high grass							
6110 Seat Pleasant Drive - R/W	Fri 7/1/16						
Fallen tree /high grass							
6006 Seat Pleasant Drive	Mon 8/8/16						
Extremely high grass, weeds on fence							
112 Soper Lane							
Excessive weeds							
Three unregistered vehicles & boat							

List of Nuisance Properties:

Awaiting court date:			
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Address:	Violation:	Condition:	Status:
523 68 th Place	Squatters	Vacant house	Municipal Infraction
520 69 th Street	Squatters	Vacant house	Municipal Infraction
5911 Addison Road	No Permits Roof, fence, interior	Vacant church	Municipal Infraction
5918 Addison Road	Squatter	No water or electric	Municipal Infraction
815 Booker Drive	Nuisance neighbors	Noise, ruckus	Calm at this time
6302 Field Street	Vacant	No registration	New Owner
6303 Field Street	Unregistered Vehicle	Remove or Register	Working with maintenance
6221 Foote Street	Squatters (Owner died)	No water or electric	Municipal Infraction
7243 G Street	Drainage	Water run onto residents property	Municipal Infraction
6705 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6802 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6804 James Farmer way	Squatters	Abandoned house	Municipal Infraction
6806 James Farmer way	Squatters	Abandoned house	Municipal Infraction
5702 MLK Jr., Hwy	Loitering	Comm. Est.	Municipal Infraction
6033 MLK Jr., Court	Squatters	Illegal water	Municipal Infraction



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Police	Date Submitted: August 5, 2016
Month: July 2016	

Last Month: June 2016

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

- 23 arrests were made
- 88 calls for service.
- 65 reports written.
- 109 traffic citations issued.

During the month of June 2016, officers spent approximately 18 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 15 hours of specialized training.

Current Month: July 2016

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

- 13 arrests were made
- 113 calls for service.
- 66 reports written.
- 95 traffic citations issued.

During the month of July 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 20 hours of specialized training.

Next Month: September 2016

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



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Police	Date Submitted: August 10, 2016
Month: August 2016 (as of August 10, 2016)	

Last Month: July 2016

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

- 13 arrests were made
- 113 calls for service.
- 66 reports written.
- 95 traffic citations issued.

During the month of July 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 20 hours of specialized training.

Current Month: August 2016

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

- 6 arrests were made
- 51 calls for service.
- 21 reports written.
- 35 traffic citations issued.

Next Month: September 2016

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



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Public Works	Date Submitted: July 7, 2016
Month: July	

Last Month (Synopsis/Issues/Achievements):

- 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
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant
- James Farmer Way sidewalk repairs

Current Month (Synopsis/Issues/Achievements):

- 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
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant

Next Month (Goals/Targets)

- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant
- WSSC is milling and repaving the following streets: Capon St @ 71st Ave, Drylog @ 71st St, Drylog St @ 70th Pl, 70th Pl, Drylog St to 71st Ave, Eads St to 67th Pl, 69th St to James Farmer Way, Addison Rd from James Farmer Way to MLK Jr Hwy, Addison from MLK Jr Hwy to Greig St, Greig St to 64th Ave from MLK Jr. Hwy, G St from Addison to 64th Ave, 64th Ave from G St to Greig St.



DEPARTMENTAL MONTHLY REPORTING FORM

Department: Public Works	Date Submitted: August 12, 2016
Month: August	

Last Month (Synopsis/Issues/Achievements):

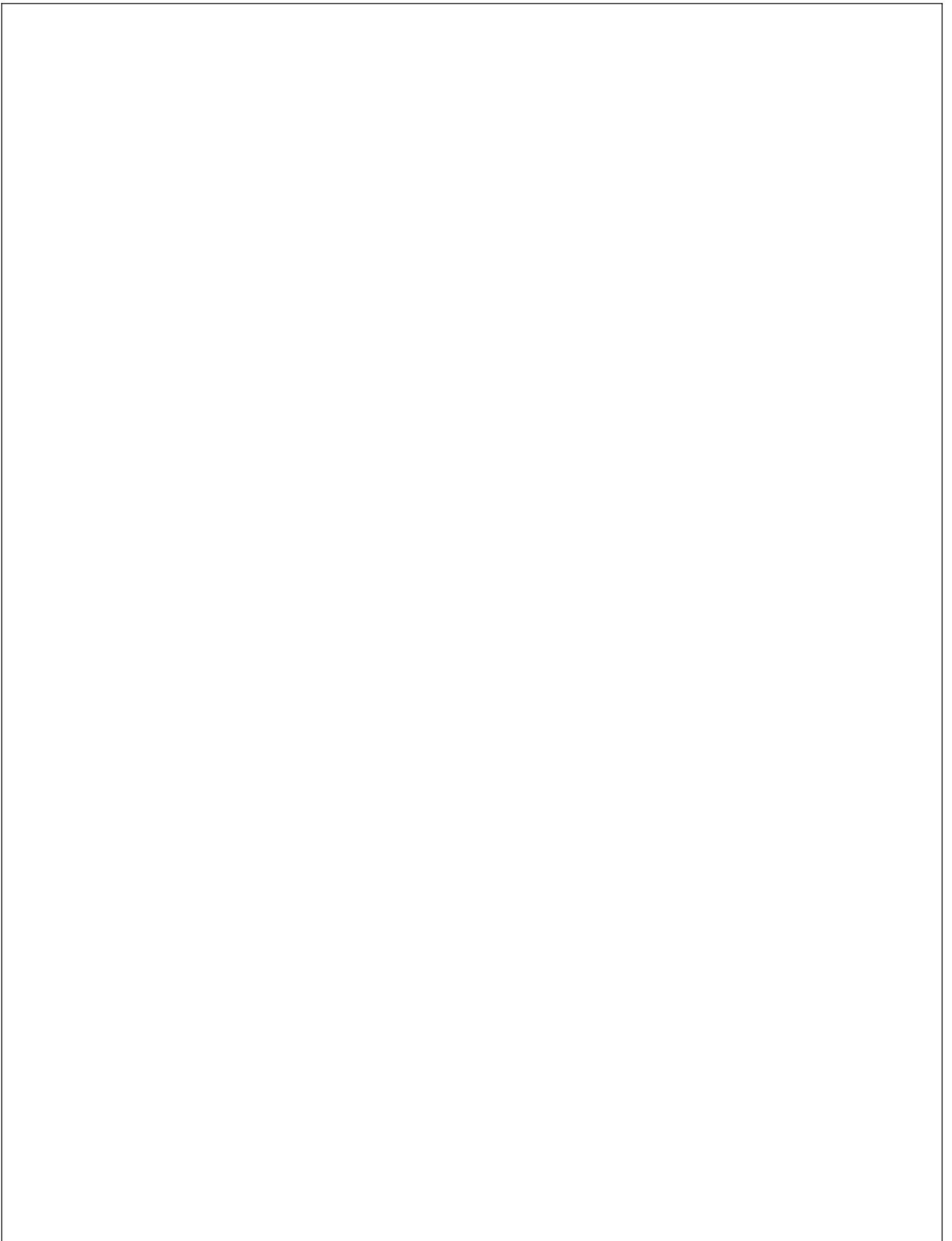
- Replacement of Welcome to Seat Pleasant sign on Central Ave. Damaged by motor vehicle
- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant

Current Month (Synopsis/Issues/Achievements):

- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant
- Upgrading of signs throughout Goodwin Park

Next Month (Goals/Targets)

- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation Grant
- Upgrading of signs throughout Goodwin Park
- Upgrading of the Gaskins Property HVAC units , painting and other repairs



City of Seat Pleasant
Fuel Usage
 Fiscal Year 2017
 Jul-16

KEY	
Police	
Code Enforcement	
Public Works	
Totals by Dept	

EMPLOYEE	TRANS #	DATE	Fuel Type	MILEAGE XXXXXX	GALLONS
Busby, Todd-2	310	6/29/2016	1	X98422	9.7
Busby, Todd-2	331	7/5/2016	1	X98554	10.4
Busby, Todd-2	335	7/6/2016	1	X98633	9.3
Busby, Todd-2	354	7/11/2016	0	xxxxxx	0
Busby, Todd-2	375	7/15/2016	1	X98713	11.7
Busby, Todd-2	408	7/21/2016	1	X98831	12.5
Subtotal - Busby, Todd (2)					53.60
Foster, Aaron-3	311	6/29/2016	1	X39786	10
Foster, Aaron-3	349	7/9/2016	1	X28080	10
Foster, Aaron-3	368	7/13/2016	1	X39900	10
Foster, Aaron-3	384	7/15/2016	1	X39963	10.2
Foster, Aaron-3	404	7/20/2016	1	X40058	10.5
Foster, Aaron-3	409	7/21/2016	1	X40156	10
Foster, Aaron-3	419	7/23/2016	0	XX????	0
Foster, Aaron-3	421	7/23/2016	1	X40245	10.1
Foster, Aaron-3	443	7/28/2016	1	X40358	10.5
Foster, Aaron-3	452	7/30/2016	1	X40443	10.1
Subtotal - Foster, Aaron (3)					91.40
Ivey, Earl-4	307	6/29/2016	1	107509	12
Ivey, Earl-4	341	7/8/2016	1	107680	12.1
Ivey, Earl-4	360	7/12/2016	1	107832	12.1
Ivey, Earl-4	374	7/15/2016	1	107994	12
Ivey, Earl-4	394	7/19/2016	1	108407	17.3
Ivey, Earl-4	429	7/25/2016	1	108317	12
Ivey, Earl-4	448	7/29/2016	1	108452	12.3
Subtotal - Ivey, Earl (4)					89.80
Matthews, Jaime-5	306	6/29/2016	1	X41037	15.6
Matthews, Jaime-5	332	7/5/2016	1	X41173	15.7
Matthews, Jaime-5	343	7/8/2016	1	X41335	16.1
Matthews, Jaime-5	356	7/12/2016	1	X41498	14
Matthews, Jaime-5	366	7/13/2016	1	X41655	15.7

City of Seat Pleasant
Fuel Usage
 Fiscal Year 2017
 Jul-16

KEY	
Police	
Code Enforcement	
Public Works	
Totals by Dept	

EMPLOYEE	TRANS #	DATE	Fuel Type	MILEAGE XXXXXX	GALLONS
Matthews, Jaime-5	376	7/15/2016	1	X41790	14
Matthews, Jaime-5	397	7/19/2016	1	X41926	15.7
Matthews, Jaime-5	407	7/21/2016	1	X42056	15.3
Matthews, Jaime-5	415	7/22/2016	1	X42213	18
Matthews, Jaime-5	439	7/27/2016	1	X42371	14.9
Matthews, Jaime-5	449	7/29/2016	1	X42502	13.1
Matthews, Jaime-5	450	7/30/2016	1	X42637	14.6
Subtotal-Matthews, Jaime (5)					182.70
Lane, Charles-6	315	6/30/2016	1	X96450	16.7
Lane, Charles-6	321	7/2/2016	1	X95400	12.1
Lane, Charles-6	338	7/7/2016	1	X97500	15.3
Lane, Charles-6	346	7/8/2016	1	X96500	14.1
Lane, Charles-6	348	7/9/2016	1	X97200	12.3
Lane, Charles-6	353	7/11/2016	1	X97600	6.4
Lane, Charles-6	371	7/14/2016	1	X96500	7.1
Lane, Charles-6	379	7/15/2016	1	X96700	10.6
Lane, Charles-6	386	7/16/2016	1	X98200	8
Lane, Charles-6	395	7/19/2016	1	X98400	10.2
Lane, Charles-6	418	7/23/2016	1	X98600	7.8
Lane, Charles-6	430	7/25/2016	1	X98600	13.3
Subtotal - Lane, Charles (6)					133.90
Perez, Jose-7	320	7/1/2016	1	X17997	14.6
Perez, Jose-7	330	7/5/2016	1	X99413	16
Perez, Jose-7	345	7/8/2016	1	X18111	14
Perez, Jose-7	365	7/13/2016	1	X18202	10.6
Perez, Jose-7	381	7/15/2016	1	X18389	14.6
Perez, Jose-7	403	7/20/2016	1	X18474	15
Perez, Jose-7	438	7/26/2016	1	X18554	13.2
Subtotal - Perez, Jose (7)					98.00
Whitaker, Cedric-9	380	7/15/2016	1	X28138	14.5
Whitaker, Cedric-9	413	7/22/2016	1	X28477	14.7

City of Seat Pleasant
Fuel Usage
 Fiscal Year 2017
 Jul-16

KEY	
Police	
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Totals by Dept	

EMPLOYEE	TRANS #	DATE	Fuel Type	MILEAGE XXXXXX	GALLONS
Whitaker, Cedric-9	444	7/28/2016	1	X28617	14.4
Subtotal-Whitaker, Cedric (9)					43.60
Powell, Joan-11	329	7/5/2016	1	XX0000	15.4
Powell, Joan-11	378	7/15/2016	1	X49889	15.4
Powell, Joan-11	442	7/28/2016	1	103085	11.7
Powell, Joan-11	453	7/31/2016	1	103218	15.9
Subtotal - Powell, Joan (11)					58.40
Stevens, Brian-12	340	7/7/2016	1	XXX001	10.8
Subtotal - Stevens, Brian (12)					10.80
Police Chief -13	314	6/30/2016	1	X79438	10
Police Chief -13	327	7/5/2016	1	X79616	7.8
Police Chief -13	342	7/8/2016	1	X79899	12.7
Police Chief -13	357	7/12/2016	1	X80076	7.5
Police Chief -13	369	7/14/2016	1	X80261	8.1
Police Chief -13	391	7/18/2016	1	X80488	10.7
Police Chief -13	412	7/22/2016	1	X80717	10
Police Chief -13	434	7/26/2016	1	X80908	8.3
Police Chief -13	445	7/29/2016	0	XX????	0
Police Chief -13	446	7/29/2016	1	X81158	0
Police Chief -13	447	7/29/2016	1	X81158	11.1
Subtotal - Police Chief (13)					86.20
Loving, Marcellus-14	309	6/29/2016	1	100982	17.7
Loving, Marcellus-14	317	6/30/2016	1	102589	15.25
Loving, Marcellus-14	319	7/1/2016	1	X10258	9.3
Loving, Marcellus-14	325	7/4/2016	1	X10258	15.3
Loving, Marcellus-14	344	7/8/2016	1	X10089	14.9
Loving, Marcellus-14	350	7/9/2016	1	X10899	11.9
Loving, Marcellus-14	352	7/10/2016	1	10899	7.7
Loving, Marcellus-14	370	7/14/2016	1	102899	13.2
Loving, Marcellus-14	382	7/15/2016	1	102569	9.4
Loving, Marcellus-14	393	7/18/2016	1	102663	7.6

City of Seat Pleasant
Fuel Usage
 Fiscal Year 2017
 Jul-16

KEY	
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Totals by Dept	

EMPLOYEE	TRANS #	DATE	Fuel Type	MILEAGE XXXXXX	GALLONS
Loving, Marcellus-14	399	7/19/2016	1	100820	12.5
Loving, Marcellus-14	417	7/23/2016	1	X10288	5.4
Loving, Marcellus-14	422	7/24/2016	1	102888	9
Loving, Marcellus-14	431	7/25/2016	1	102888	9.1
Loving, Marcellus-14	436	7/26/2016	1	X12899	11.2
Subtotal-Loving, Marcellus (14)					169.45
Harris, Wayne-29	308	6/29/2016	1	X85523	17.1
Harris, Wayne-29	322	7/2/2016	1	X85631	12.3
Harris, Wayne-29	324	7/4/2016	1	X85639	9.3
Harris, Wayne-29	339	7/7/2016	1	X85897	9.7
Subtotal - Harris, Wayne (29)					48.40
Ukk & Chane'-17	406	7/20/2016	1	XXXXX0	16.8
Ukk & Chane'-17	428	7/25/2016	1	X16906	14.8
Subtotal - Ukk & Chane' (17)					31.60
Subtotal - Police & Codes/Nuisance					1097.85
PW - Unleaded -18	316	6/30/2016	1	XX1234	5
PW - Unleaded -18	328	7/5/2016	1	X12345	4
PW - Unleaded -18	333	7/6/2016	1	X12345	4
PW - Unleaded -18	361	7/13/2016	1	XX1234	3.2
PW - Unleaded -18	385	7/16/2016	1	X12345	3.3
PW - Unleaded -18	390	7/18/2016	1	X12345	4
PW - Unleaded -18	401	7/20/2016	1	XX1234	4.6
PW - Unleaded -18	402	7/20/2016	1	X12345	0.01
PW - Unleaded -18	416	7/23/2016	1	X12345	5
PW - Unleaded -18	433	7/26/2016	1	X12345	4.6
PW - Unleaded -18	440	7/27/2016	1	X12345	2
Subtotal - PW Unleaded (18)					39.71
PW - Diesel-20	312	6/30/2016	2	XX1234	6.1
PW - Diesel-20	313	6/30/2016	2	X19763	29.9
PW - Diesel-20	318	7/1/2016	2	X12709	20.2
PW - Diesel-20	326	7/5/2016	2	X33460	28.8
PW - Diesel-20	336	7/7/2016	2	XX1234	6.4
PW - Diesel-20	337	7/7/2016	2	X35911	32.3

City of Seat Pleasant
Fuel Usage
 Fiscal Year 2017
 Jul-16

KEY	
Police	
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Totals by Dept	

EMPLOYEE	TRANS #	DATE	Fuel Type	MILEAGE XXXXXX	GALLONS
PW - Diesel-20	355	7/11/2016	2	XX1234	7.7
PW - Diesel-20	358	7/12/2016	0	XXXXXX	0
PW - Diesel-20	359	7/12/2016	2	X12865	16.6
PW - Diesel-20	362	7/13/2016	0	XXXXXX	0
PW - Diesel-20	363	7/13/2016	2	X82112	25.8
PW - Diesel-20	373	7/15/2016	2	XX1234	5.1
PW - Diesel-20	377	7/15/2016	2	X36254	37.4
PW - Diesel-20	389	7/18/2016	2	XXXXX2	26.9
PW - Diesel-20	392	7/18/2016	2	X13074	17.5
PW - Diesel-20	396	7/19/2016	2	X76728	39.5
PW - Diesel-20	400	7/20/2016	2	XX1234	7
PW - Diesel-20	410	7/22/2016	0	XXXXXX	0
PW - Diesel-20	411	7/22/2016	2	X12345	3.7
PW - Diesel-20	423	7/25/2016	0	XXXXXX	0
PW - Diesel-20	424	7/25/2016	2	X36101	0.1
PW - Diesel-20	425	7/25/2016	2	X76031	33.1
PW - Diesel-20	426	7/25/2016	2	X13213	16
PW - Diesel-20	427	7/25/2016	2	X36523	32
PW - Diesel-20	435	7/26/2016	2	XX1234	6.9
Subtotal - PW Diesel (20)					399.00
Subtotal - PW					438.71
Total Gallons Used City wide for the Month of July					\$1,536.56

TRA NS	PI N'S	6/3/2016	TI ME	l=G,2=D	M I LEAG E	GALLO NS
198	1	6/3/2016	7:39	1	X10025	12.9
210	1	6/3/2016	11:57	1	101354	26.2
223	1	6/3/2016	15:04	1	X85500	7.3
251	1	6/3/2016	17:45	1	X88888	10.5
270	1	6/5/2016	21:49	1	X88888	15.5
280	1	6/5/2016	21:24	1	X88888	12.1
299	1	6/6/2016	8:44	1	X88888	13
303	1	6/6/2016	5:34	1	X88888	14.1
222	2	6/6/2016	12:11	1	X97957	8.4
237	2	6/6/2016	10:54	1	X97054	9.1
269	2	6/6/2016	15:32	1	XX9832	9.8
295	2	6/7/2016	11:02	1	X98253	10.2
302	2	6/7/2016	14:35	1	X98336	7.3
188	3	6/7/2016	20:16	1	X39223	10.1
212	3	6/7/2016	23:32	0	xxxxxxx	0
213	3	6/7/2016	23:32	1	X39315	0
214	3	6/8/2016	23:34	1	X39315	10.3
248	3	6/8/2016	18:08	1	X39415	10.1
265	3	6/8/2016	23:35	1	X39519	10
286	3	6/8/2016	16:09	1	X39603	10.1
298	3	6/8/2016	1:00	1	X39705	10.4
186	4	6/8/2016	13:40	1	106635	13.9
211	4	6/8/2016	14:57	1	106819	8.8
226	4	6/8/2016	5:28	1	106895	12.1
257	4	6/8/2016	11:30	1	107097	12.1
274	4	6/8/2016	5:31	1	107242	7.1
292	4	6/8/2016	7:06	1	107350	12.1
185	5	6/8/2016	7:35	1	X40122	19.4
194	5	6/8/2016	11:24	1	X40347	16.4
240	5	6/8/2016	7:28	1	X40513	16.1
277	5	6/9/2016	7:39	1	X40698	15.5
296	5	6/9/2016	11:40	1	X40860	13.6
195	6	6/9/2016	14:16	1	X95300	12.5
219	6	6/9/2016	6:29	1	XX9540	8.9
247	6	6/9/2016	15:42	1	X95500	10.5
256	6	6/9/2016	4:46	1	X95600	14.7
263	6	6/9/2016	15:30	1	X96200	12.9
285	6	6/9/2016	14:20	1	X96300	14
291	6	6/9/2016	6:36	1	X96400	13.9
228	7	6/9/2016	8:25		1X17562	13
279	7	6/10/2016	9:09		1X17730	12.8
293	7	6/10/2016	11:14		1X17782	15.2
190	9	6/10/2016	16:57		1X27427	15
236	9	6/10/2016	7:35		1X27581	15.6
264	9	6/11/2016	16:23		1X27737	16.2
294	9	6/11/2016	9:49		1X27891	13.8
305	9	6/11/2016	12:04		1X27976	16
193	11	6/12/2016	10:46		1X00000	12.9
221	11	6/13/2016	11:46		1X49278	10.2
238	11	6/13/2016	17:40		1X49371	13.5
249	11	6/14/2016	18:47		1X49457	13.5
268	11	6/14/2016	15:29		1X49555	12.9
297	11	6/14/2016	19:08		1X49725	15.5
187	12	6/14/2016	18:17		1XXX001	11.5
189	12	6/14/2016	14:52		1XXX001	15
224	12	6/14/2016	20:27		1XXX001	13.5
239	12	6/15/2016	19:16		1XXX001	15.1
242	12	6/15/2016	22:58		1XXX001	13.2
184	13	6/15/2016	5:39		1X77560	9
209	13	6/16/2016	10:14		1X77781	10
227	13	6/16/2016	5:40		1X77957	10.6
250	13	6/16/2016	5:39		1X78239	12.5
258	13	6/16/2016	5:41		1X78424	9
276	13	6/17/2016	5:29		1X78646	11.5
290	13	6/17/2016	5:37		1X78951	13
304	13	6/17/2016	5:49		1X79200	11.4
192	14	6/17/2016	9:58		1XX1025	10.6
230	14	6/17/2016	17:01		1XXXXX1	15.5
246	14	6/17/2016	14:53		1XXXXX1	8.6
252	14	6/18/2016	17:47		1 100982	12.2
261	14	6/18/2016	10:36		1XXXXX1	15.2

283	14	6/18/2016	9:30	1X10255		16.6
287	14	6/18/2016	12:58	1X10520		13.5
220	17	6/19/2016	8:41	1X16320		14.1
278	17	6/20/2016	7:58	1X14701		12.3
202	18	6/20/2016	4:06	1X12345		3.2
203	18	6/20/2016	4:09	1XX1234		0.8
205	18	6/20/2016	7:22	1X12345		5.3
207	18	6/21/2016	9:14	1XX1234		1.2
215	18	6/21/2016	4:05	1X12345		5.1
225	18	6/21/2016	4:12	1X12345		5
232	18	6/21/2016	3:43	1X65108		8.8
234	18	6/22/2016	4:05	2XX1234		5.1
255	18	6/22/2016	4:22	1X12345		4.1
262	18	6/22/2016	13:50	1XX1234		2.2
266	18	6/24/2016	4:02	1X50681		6.2
272	18	6/24/2016	4:34	1XX1234		1.1
281	18	6/24/2016	4:15	1X12345		10.3
289	18	6/24/2016	5:08	1	123451	5.2
191	20	6/25/2016	4:11	2XX1234		7.9
196	20	6/25/2016	4:10	2XX5978		31.8
197	20	6/25/2016	5:20	2X63726		21.7
199	20	6/25/2016	10:48	2X12272		12.6
201	20	6/26/2016	3:56	2XX1234		3.8
204	20	6/26/2016	5:40	2XX1234		3.2
218	20	6/27/2016	4:11	2X81614		31.6
235	20	6/28/2016	4:47	2X47652		40.1
241	20	6/28/2016	11:02	2X63996		30.6
253	20	DATE	3:46	2X30197		25.2
254	20		3:53	2X12359		13.9
259	20		8:26	2X60403		32.7
260	20		9:54	2	178888	25.8
271	20		3:51	2	641602	22
273	20		4:51	2XX1234		7.6
282	20		4:45	2X12417		14.5
300	20		4:02	2XX1234		4.4
301	20		4:41	2X35614		35.4
200	29		13:23	1X85124		9.2
245	29		14:51	1X85203		10
284	29		10:39	1X85478		18.1
288	29		13:00	1X85569		8.1

LOAN RESOLUTION
(Public Bodies)A RESOLUTION OF THE COUNCIL

OF THE CITY OF SEAT PLEASANT

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING
A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITSCity Hall/Public Works Facility

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for ~~XXX~~ The City of Seat Pleasant
(Public Body)(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of
\$4,100,000pursuant to the provisions of the Local Gov't. Article of the Ann. Code of MD and the Charter; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.

- 11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
- 12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
- 13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
- 14. That if the Government requires that a reserve account be established and maintained, disbursements from that account may be used when necessary for payments due on the bond if sufficient funds are not otherwise available. With the prior written approval of the Government, funds may be withdrawn for:
 - (a) Paying the cost of repairing or replacing any damage to the facility caused by catastrophe.
 - (b) Repairing or replacing short-lived assets.
 - (c) Making extensions or improvements to the facility.
- 15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain the Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
- 16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
- 17. To accept a grant in an amount not to exceed \$ _____

under the terms offered by the Government; that the _____

and _____ of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee

The vote was: Yeas _____ Nays _____ Absent _____

IN WITNESS WHEREOF, the *** SEE SIGNATURE BLOCK PROVIDED ON SEPARATE PAGE *** _____ of the

_____ has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this _____ day of _____, _____.

(SEAL)

By _____

Attest:

Title _____

Title

REPLACEMENT SIGNATURE BLOCK OF THE COUNCIL OF THE CITY OF SEAT PLEASANT TO PAGE 2 OF USDA FORM RD 1942-47 LOAN RESOLUTION (PUBLIC BODIES)

IN WITNESS WHEREOF, the Council of The City of Seat Pleasant has duly adopted this resolution and caused it to be executed by the officers below in duplicate this _____ day of _____, 2016.

COUNCIL OF THE CITY OF SEAT PLEASANT

By: _____
Mable Charlina Watson, Council Member

By: _____
Barbara Kennedy, Council Member

By: _____
Kelly Porter, Council Member

By: _____
Gerald R. Raynor, Sr., Council Member

By: _____
Elenora Simms, Council Member

By: _____
Aretha A. Stephenson, Council Member

By: _____
Reveral L. Yeargin, Council Member

(SEAL)

Attest:

Dashaun N. Lanham, CMC
City Clerk

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as the City Clerk of ~~the~~ The City of Seat Pleasant

hereby certify that the Council of such Association is composed of

7 members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and

held on the _____ day of _____, 2016; and that the foregoing resolution was adopted at such meeting

by the vote shown above. I further certify that as of _____, the date of closing of the loan from the Government, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____, _____.

Title City Clerk

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

Ordinance No.: O-17-04
Introduced by: City Council
Date Introduced: September 7, 2016
First Reading: September 7, 2016

Second Reading:

Amendments Passed (if applicable):

Date Passed:

Date Effective:

AN ORDINANCE concerning

**GENERAL OBLIGATION BORROWINGS FOR THE PURPOSE
OF FINANCING, REIMBURSING OR REFINANCING COSTS
OF IMPROVEMENTS TO CITY HALL AND THE PUBLIC WORKS FACILITY**

FOR the purpose of authorizing and empowering The City of Seat Pleasant (the “City”), to issue and sell from time to time, upon its full faith and credit, for the public purpose of financing, reimbursing or refinancing costs of activities relating to renovating, expanding and improving the existing City Hall and Public Works facility buildings as described herein (the “Project”), one or more series of (1)(A) general obligation bonds and (B) general obligation bond anticipation notes, each in an aggregate principal amount not to exceed \$4,100,000.00, and (2) general obligation refunding bonds, provided that the aggregate principal amount of any series of refunding bonds shall not exceed one hundred thirty percent (130%) of the aggregate principal amount of the bonds refunded therefrom; determining that each series of bonds be sold at private (negotiated) sale without advertisement or solicitation of competitive bids to the United States of America, acting through the United States Department of Agriculture, or to any other purchaser determined by resolution, unless otherwise provided by resolution; providing that each series of bond anticipation notes and refunding bonds be sold at private sale, unless otherwise provided by resolution; authorizing the Council to adopt resolutions to determine and provide for various matters relating to the authorization, sale, security, issuance, delivery, payment, prepayment and redemption of and for any series of bonds, bond anticipation notes or refunding bonds; pledging the full faith and credit and unlimited taxing power of the City to the payment of the principal of and interest on each series of bonds, bond anticipation notes or refunding bonds (each, a series of

Ordinance O-17-04 Approval to Finance for Reimbursement of the Smart City Project for the City Hall and Public Works Renovation

September 7, 2016

Page 1 of 12

“obligations”); providing for the levy of ad valorem taxes upon all real and personal property in the City that is subject to assessment for unlimited municipal taxation to pay the principal of and interest on any such series of obligations in each fiscal year, subject to reduction to the extent other revenues or funds are available for such purpose; providing that the principal of and interest on any such series of obligations also may be paid from any other sources of revenue lawfully available to the City for that purpose; providing that any of the bonds, bond anticipation notes or the refunding bonds authorized hereby may be consolidated with any bonds, bond anticipation notes and/or refunding bonds authorized by the Council and issued as a single series of bonds, bond anticipation notes and/or refunding bonds; authorizing the Council by resolution to make or provide for certain other determinations or modifications with respect to any series of the obligations; providing that the provisions of this Ordinance shall be liberally construed; and otherwise generally relating to the issuance, sale, delivery and payment of and for any such series of obligations.

RECITALS

WHEREAS, The City of Seat Pleasant, a municipal corporation of the State of Maryland and a municipality within the meaning of the Enabling Act, the Bond Anticipation Note Act and the Refunding Act identified below (the “City”), is authorized and empowered by Sections 19-301 to 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland (previously codified as Sections 31 to 37, inclusive, of Article 23A of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Enabling Act”), and Sections C-817 and C-818 of the Charter of the City of Seat Pleasant, as replaced, supplemented or amended (the “Charter”), to borrow money for any public purpose, and to evidence such borrowing by the issuance and sale of its general obligation bonds, notes or other evidences of indebtedness; and

WHEREAS, the City has determined to undertake the renovation, expansion and improvement of the existing City Hall and Public Works facility buildings located on the property known as 6301 Addison Road, Seat Pleasant, Maryland, and, in connection therewith, to acquire or pay for, as applicable, necessary property rights and equipment, related site and utility improvements (including, without limitation, paving, repaving, sidewalk, curb, gutter, water, sewer, drain and landscaping improvements), related architectural, planning, design, feasibility, engineering, bidding, permitting, demolition, removal, acquisition, construction, construction management, reconstruction, renovation, rehabilitation, expansion, improvement, installation and equipping expenses, costs of additional activities related to any of the foregoing, and costs of issuance of any borrowing therefor, and, if the Council of the City (the “Council”) so determines by resolution, paying interest during construction and for a reasonable period thereafter (collectively, the “Project”), and has determined to borrow money for the public purpose of financing, reimbursing or refinancing costs of the Project; and

WHEREAS, the United States of America, acting through the United States Department of Agriculture, and any related department, division, agency or

Ordinance O-17-04 Authorization to Borrow Money in Connection with the Smart City Project for City Hall and Public Works Improvements

September 7, 2016

Page 2 of 12

instrumentality thereof (any such entity, “USDA”), has issued an obligation of funds to provide up to \$4,100,000.00 in loan funds to the City for purposes of the Project, and any loan obtained by the City from USDA will be evidenced by one or more general obligation bonds issued by the City to the United States of America; and

WHEREAS, while it is anticipated that any series of general obligation bonds authorized by this Ordinance will be issued to the United States of America, the City reserves the right to issue one or more series of general obligation bonds to one or more other purchasers in the event USDA is not able to provide all of the obligated loan funding, provided that the aggregate principal amount of bonds issued by the City for Project purposes pursuant to the authority of this Ordinance will not exceed \$4,100,000.00; and

WHEREAS, prior to issuing all or any portion of the bonds authorized hereby, the City expects that, as commonly required by USDA, it will need to obtain financing in order to finance or reimburse costs of the Project on an interim basis through the issuance of one or more series of its general obligation bond anticipation notes pursuant to the authority of Sections 19-211 to 19-223, inclusive, of the Local Government Article of the Annotated Code of Maryland (previously codified as Section 12 of Article 31 of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Bond Anticipation Note Act”); and

WHEREAS, subsequent to the issuance of any series of bonds authorized hereby, the City may desire to currently refund or advance refund all or a portion of such series of bonds pursuant to the authority of Section 19-207 of the Local Government Article of the Annotated Code of Maryland (previously codified as Section 24 of Article 31 of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Refunding Act”); and

WHEREAS, the City has determined to pledge its full faith and credit and unlimited taxing power to the prompt payment of debt service on any series of bonds, bond anticipation notes or refunding bonds authorized hereby, provided that the City may apply any other legally available funds to the payment of debt service on any such obligations; and

WHEREAS, the City has determined to issue any series of bonds, bond anticipation notes or refunding bonds authorized hereby in accordance with the terms and conditions provided for in a resolution or resolutions to be adopted by the Council pursuant to the authority of the Charter, this Ordinance and any other applicable law.

SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that:

(a) The Recitals to this Ordinance are deemed a substantive part of this Ordinance and are incorporated by reference herein. Capitalized terms used in the

Sections of this Ordinance and not defined herein shall have the meanings given to such terms in the Recitals.

(b) References in this Ordinance to any official by title shall be deemed to refer (i) to any official authorized under the Charter, the code of ordinances of the City (the “City Code”) or other applicable law or authority to act in such titled official’s stead during the absence or disability of such titled official, (ii) to any person who has been elected, appointed or designated to fill such position in an acting capacity under the Charter, the City Code or other applicable law or authority, (iii) to any person who serves in a “Deputy”, “Associate” or “Assistant” capacity as such an official, provided that the applicable responsibilities, rights or duties referred to herein have been delegated to such deputy, associate or assistant official in accordance with the Charter, the City Code or other applicable law or authority, and/or (iv) to the extent an identified official commonly uses another title not provided for in the Charter or the City Code, the official, however known, who is charged under the Charter, the City Code or other applicable law or authority with the applicable responsibilities, rights or duties referred to herein.

SECTION 2. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that pursuant to the authority of the Enabling Act, Sections C-817 and C-818 of the Charter and any other applicable law, the City hereby determines to borrow money and incur indebtedness for the public purpose of financing, reimbursing or refinancing all or a portion of the cost of any one or more activities comprising the Project. References in this Ordinance to the Project shall be deemed to include any modifications in the components of the Project made by the Council in accordance with applicable budgetary or other law. It is the intention of the Council that by enactment of this Ordinance, the City shall be authorized to apply proceeds of the Bonds (as defined in Section 3 hereof) or the BANs (as defined in Section 7 hereof) to costs of the Project, as any components of the Project may be so modified, and, to the extent applicable, as authorized by USDA. The total cost of the Project not otherwise payable from other sources is not expected to exceed Four Million One Hundred Thousand Dollars (\$4,100,000.00). Proceeds of the Bonds may be applied to prepay or pay principal, premium and/or interest on any BANs issued by the City for the Project, and any such expenditure shall be deemed the payment of costs of the Project for purposes of this Ordinance.

SECTION 3. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that to evidence the borrowing and indebtedness authorized in Section 2 of this Ordinance, the City, acting pursuant to the authority of the Enabling Act, Sections C-817 and C-818 of the Charter and any other applicable law, hereby determines to issue and sell from time to time, upon its full faith and credit, one or more series of its general obligation bonds in an aggregate principal amount not to exceed Four Million One Hundred Thousand Dollars (\$4,100,000.00) (individually, a “Bond” and, collectively, the “Bonds”). Any such series of the Bonds may consist of one or more general obligation bonds and any bond may be issued in installment form and/or draw-down form.

SECTION 4. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that:

(a) Pursuant to the authority of the Enabling Act, Sections C-817 and C-818 of the Charter and any other applicable law, and subject to the provisions of subsection (b) below, the City hereby determines to sell each series of the Bonds to the United States of America, acting through USDA, at private (negotiated) sale without advertisement or solicitation of competitive bids, due to the attractive loan program offered by USDA, including a longer amortization period than a bank typically would be willing to offer, a competitive interest rate and the ability to prepay the Bond in whole or in part at any time. Any series of the Bonds issued to the United States of America shall bear interest at the rate per annum of two and seventy-five hundredths percent (2.75%) as provided in USDA's obligation of funds accepted by the City in August 2016; notwithstanding such obligated interest rate, in the event the interest rate offered by USDA is less than 2.75% at the time any series of the Bonds is issued to the United States of America, the Council by the Resolution (as defined in Section 6 of this Ordinance) may accept or provide for the acceptance of such lower per annum interest rate offered by USDA in accordance with USDA's standard program practice.

(b) Notwithstanding the provisions of subsection (a) above, in the event USDA is not in a position to close on a series of the Bonds at the time the City needs funding, or in the event USDA declines to close on a series of the Bonds, the City hereby determines to sell such applicable series of the Bonds at private (negotiated) sale without advertisement or solicitation of competitive bids to another purchaser or purchasers due to the ability to time the market and negotiate terms with potential purchasers, and the lower costs of issuance typically incurred for a private (negotiated) sale as compared to a public sale at competitive bid, unless the Council determines in the Resolution to sell any series of the Bonds by public sale at competitive bid.

SECTION 5. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the proceeds of each series of the Bonds shall be used and applied by the City exclusively and solely for the public purposes described in Section 2 of this Ordinance, unless a supplemental Ordinance is enacted by the Council to provide for the use and application of such proceeds for some other proper public purpose authorized by the Enabling Act, the Charter or any other applicable law.

SECTION 6. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that:

(a) Pursuant to the authority of the Enabling Act, Sections C-817 and C-818 of the Charter, any other applicable law and this Ordinance, the Council, prior to the issuance, sale and delivery of any series of the Bonds, shall adopt a resolution or resolutions (individually or collectively, the "Resolution") specifying, prescribing, determining, providing for and approving such matters, details, forms (including, without limitation, the form of the Bonds of such series), documents or procedures as may be required by the Enabling Act, the Charter, any other applicable law or this Ordinance or as the Council may

Ordinance O-17-04 Authorization to Borrow Money in Connection with the Smart City Project for City Hall and Public Works Improvements

September 7, 2016

Page 5 of 12

deem appropriate for the authorization, sale, security, issuance, delivery, payment, prepayment or redemption of or for such series of the Bonds. The Resolution shall set forth, contain, determine or provide for the determination of, approve or provide for the approval of, among other matters, the designation of such series of the Bonds; the aggregate principal amount of such series of the Bonds; the denominations of such series of the Bonds; the maturity or maturities of such series of the Bonds; the installments payable on such series of the Bonds; the rate or rates of interest payable on such series of the Bonds, or the method of determining the rate or rates of interest, which may be fixed or variable; provisions for the payment of late fees and/or additional interest or penalties payable on such series of the Bonds or adjustments to interest rates in appropriate circumstances; the purchase price for such series of the Bonds and the method of disbursing the purchase price; provisions relating to the prepayment or redemption of such series of the Bonds at the City's option or by mandatory sinking fund redemption; provisions allowing the registered owners of such series of the Bonds to put or cause the prepayment or redemption of the same at their option; any provisions relating to certifications, representations, determinations, designations or elections relating to the tax-exempt or taxable status of interest payable on such series of the Bonds; the manner of selling such series of the Bonds, which is expected to be by private (negotiated) sale without advertisement or solicitation of competitive bids unless the Council by the Resolution determines to sell any series of the Bonds at public sale by competitive bid after publication or dissemination of the notice of sale or a summary thereof, and all matters in connection therewith, including any forms of documents, certificates, instruments or notices authorized or required by applicable law; to the extent applicable, any limitation on the Project costs that are to be financed, reimbursed or refinanced from proceeds of such series of the Bonds; provisions for the appropriation, disposal and investment of proceeds of such series of the Bonds; provisions for the application of unexpended proceeds, any reoffering premium or investment earnings on proceeds of such series of the Bonds, which may include, without limitation, on costs of the Project or on debt service payable on such series of the Bonds, to the extent permitted by applicable law; the selection of any bond registrar, paying agent, investment bidding agent or other appropriate service providers in connection with such series of the Bonds; and all other terms and conditions pursuant to which such series of the Bonds will be issued, sold and delivered, including any terms and conditions required by USDA, to the extent applicable, and any other determinations authorized to be made by resolution pursuant to Section C-817(c) of the Charter. Among other matters, the Council, pursuant to the Resolution, may authorize, approve or otherwise provide for (i) any commitment fee or similar fee and any other costs (including other parties' legal costs) payable in connection with any series of the Bonds, (ii) the obtaining of credit enhancement or liquidity enhancement for any series of the Bonds (and the execution and delivery of any agreements or documents relating thereto), and (iii) any other agreements, documents, instruments or determinations necessary to enhance the marketability of or as security for any series of the Bonds, including (without limitation) any ratings, any official statement or similar disclosure document or any continuing disclosure undertaking required to satisfy the requirements of Securities and Exchange Commission Rule 15c2-12. Pursuant to the Resolution the Council may delegate to one or more City officials the authority to make any final determinati

with respect to a series of the Bonds. Any Resolution may determine the matters identified in this Section 6 for more than one series of the Bonds.

(b) The Council hereby acknowledges that with respect to any series of the Bonds issued to the United States of America, pursuant to Form RD 1942-47 Loan Resolution (Public Bodies) or any similar loan resolution required by USDA, either adopted by the Council prior to the passage of this Ordinance or to be adopted by the Council subsequent to passage of this Ordinance (the “USDA Loan Resolution”) the City, among other matters, (i) agrees to indemnify USDA in certain circumstances, (ii) resolves that upon certain defaults USDA may declare such series of the Bonds immediately due and payable and/or take certain actions with regard to the Project, (iii) agrees not to take certain actions with respect to the Project without the prior written consent of USDA, and (iv) agrees not to defease such series of the Bonds or undertake other borrowings in connection with the Project without the prior written consent of USDA in certain circumstances, and by passage of this Ordinance the Council hereby acknowledges and confirms the provisions of the USDA Loan Resolution as if the same were set forth in full in this Ordinance.

SECTION 7. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that:

(a) Pursuant to the authority of the Bond Anticipation Note Act, Sections C-817 and C-818 of the Charter and any other applicable law, the City is hereby authorized and empowered to issue and sell from time to time, upon its full faith and credit, one or more series of its general obligation bond anticipation notes (individually, a “BAN” and, collectively, the “BANs”) in an aggregate principal amount not to exceed Four Million One Hundred Thousand Dollars (\$4,100,000.00) prior to and in anticipation of the sale of any series of the Bonds in order to finance or reimburse costs of the Project (including costs of issuance and, to the extent determined by the Council by resolution, capitalized interest) on an interim basis. Any such series of the BANs may consist of one or more general obligation bond anticipation notes and any note may be issued in installment form and/or draw-down form. Prior to the issuance, sale and delivery of each series of the BANs, the Council shall adopt a resolution or resolutions pursuant to the authority of the Bond Anticipation Note Act, Sections C-817 and C-818 of the Charter, any other applicable law and this Ordinance authorizing such series of the BANs and specifying, prescribing, determining or providing for the determination of, providing for, or approving or providing for the approval of, with respect to such series of the BANs, the same types of matters, details, forms, documents or procedures and determinations specified to be made or addressed in Section 6(a) above with respect to each series of the Bonds, to the extent applicable with respect to such series of the BANs, and as otherwise may be authorized or required by applicable law. As authorized by the Bond Anticipation Note Act, each series of the BANs shall be sold at private sale unless the Council determines otherwise by resolution. Any such sale by at private sale is hereby determined to be in the public interest due to the ability to time the market, negotiate terms and thereby serve the public interest by achieving a beneficial interest rate or rates and other beneficial terms, and the lower costs of issuance typically incurred with a private sale. By resolution the Council may delegate to

one or more City officials the authority to make any final determinations with respect to a series of the BANs. Any resolution may specify, prescribe, determine, provide for and approve the details required by this Section 7 for more than one series of the BANs.

(b) The City hereby covenants (i) to pay from the proceeds of one or more series of the Bonds the principal of and/or interest on any series of the BANs actually issued, (ii) to pay interest on any series of the BANs from other sources to the extent not paid from such series of the BANs or a series of the Bonds and (iii) to issue the applicable series of the Bonds as soon as there is no longer a reason for deferring its issuance. This covenant shall not be construed to prevent the City from paying principal of and/or interest on any series of the BANs from sources of funds other than Bond proceeds, to the extent available therefor.

(c) As authorized by the Bond Anticipation Note Act, by resolution the Council may provide for the renewal of any series of the BANs at maturity with or without resale, together with any amendments or modifications to such series of the BANs and any related documentation.

SECTION 8. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that pursuant to the authority of the Refunding Act, Sections C-817 and C-818 of the Charter and any other applicable law, the City is hereby authorized and empowered to issue and sell from time to time, upon its full faith and credit, one or more series of general obligation bonds (individually, a “Refunding Bond” and, collectively, the “Refunding Bonds”) for the purpose of currently refunding or advance refunding any of the Bonds then outstanding, including paying in whole or in part outstanding principal, prepayment or redemption premium and/or interest accrued or to accrue to the date of prepayment, redemption, purchase or maturity of the Bonds to be refunded, paying costs and expenses in connection with the issuance, sale and delivery of such Refunding Bonds, and, to the extent determined by the Council by resolution, paying interest on such Refunding Bonds, for the public purpose of realizing savings to the City in the total cost of debt service on a direct comparison or present value basis or in order to accomplish any debt restructuring that is permitted by applicable law; provided that, the aggregate principal amount of any such series of the Refunding Bonds may not exceed one hundred thirty percent (130%) of the aggregate principal amount of the Bonds refunded therefrom. Any such series of the Refunding Bonds may consist of one or more general obligation refunding bonds and any bond may be issued in installment form and/or draw-down form. Prior to the issuance, sale and delivery of each series of the Refunding Bonds, the Council shall adopt a resolution or resolutions pursuant to the authority of the Refunding Act, Sections C-817 and C-818 of the Charter, any other applicable law and this Ordinance authorizing such series of the Refunding Bonds and specifying, prescribing, determining or providing for the determination of, providing for, or approving or providing for the approval of, with respect to such series of the Refunding Bonds, the same types of matters, details, forms, documents or procedures and determinations specified to be made or addressed in Section 6(a) above with respect to each series of the Bonds, to the extent applicable with respect to such series of the Refunding Bonds, and as otherwise may be authorized or required by applicable law, including the

purposes of the Refunding Act to be accomplished by the issuance of such series of the Refunding Bonds. Unless the Council determines otherwise in a resolution providing for any series of the Refunding Bonds, such series of the Refunding Bonds shall be sold at a private sale, without soliciting bids. Any such sale on a private basis is hereby determined to be in the public interest due to the ability to time the market, negotiate terms and thereby achieve a beneficial rate or rates and other beneficial terms (including restructuring terms, if applicable) by undertaking a private sale, and the lower costs of issuance typically associated with a private sale. By resolution the Council may delegate to one or more City officials the authority to make any final determinations with respect to a series of the Refunding Bonds. Any resolution may specify, prescribe, determine, provide for and approve the details required by this Section 8 for more than one series of the Refunding Bonds.

SECTION 9. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that:

(a) The full faith and credit and unlimited taxing power of the City are hereby pledged to the prompt payment of the principal of and interest on each series of the Bonds, the BANs and the Refunding Bonds authorized hereby (each, a series of the “Obligations”) as and when the same are payable and to the levy and collection of the taxes hereinbelow described as and when such taxes may become necessary in order to provide sufficient funds to meet the debt service requirements of such series of the Obligations. The City shall levy or cause to be levied, for each and every fiscal year during which each such series of the Obligations may be outstanding, ad valorem taxes on all real and tangible personal property in the City that is subject to assessment for unlimited municipal taxation in rate and amount sufficient to pay the principal of and the interest on such series of the Obligations payable in each such fiscal year and, in the event the proceeds from the collection of the taxes so levied may prove inadequate for such purposes in any fiscal year, additional taxes shall be levied in the subsequent fiscal year to make up any deficiency. The City hereby covenants with the registered owner of each Obligation to take any action that lawfully may be appropriate from time to time during the period that such Obligation remains outstanding and unpaid to provide the funds necessary to pay the principal and interest due thereon.

(b) The foregoing provisions shall not be construed so as to prohibit the City from paying the principal of and interest on any series of the Obligations from the proceeds of the sale of any other obligations of the City (including, without limitation, (i) with respect to any BANs, from the proceeds of any Bonds, and (ii) with respect to any Bonds, from the proceeds of any Refunding Bonds) or from any other funds legally available for that purpose. Subject to any provisions of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder applicable to any series of the Obligations issued with the expectation that interest thereon shall be excludable from gross income of the holders thereof for federal income tax purposes, the City may apply to the payment of the principal of or interest on each series of the Obligations any funds received by it from the State of Maryland or the United States of America, or any governmental agency or instrumentality, or from any other source, if the funds are granted or paid to the

City for the purpose of assisting the City in accomplishing the type of project or projects which such series of the Obligations are issued to finance or refinance or are otherwise available for such purpose, and to the extent of any such funds received or receivable in any fiscal year, the taxes hereby required to be levied may be reduced proportionately.

SECTION 10. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that by resolution, the Council may make any appropriate arrangements (including, without limitation, by authorizing one or more appropriate officials to make any elections, designations, determinations or filings on the City's behalf) in the event the right of any registered owner of any Obligation to put or cause the prepayment or redemption of such Obligation at its option, or any change in the interest rate of an Obligation, or any modification of an Obligation could lead to a reissuance of such Obligation for purposes of the Internal Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

SECTION 11. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that by resolution, the Council may determine that any of the Bonds, the BANs or the Refunding Bonds authorized hereby may be consolidated with any bonds, bond anticipation notes and/or refunding bonds authorized by the Council and issued as a single series of bonds, bond anticipation notes and/or refunding bonds.

SECTION 12. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that by resolution the Council may make or authorize any modifications to (i) any series of the Bonds, the BANs or the Refunding Bonds, once issued, and (ii) any related documentation, certificates or instruments.

SECTION 13. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the title of this Ordinance is deemed to be a fair summary of this Ordinance for publication and all other purposes; provided that, the City may make any required publications with respect to this Ordinance in any form that otherwise satisfies Charter or other applicable requirements.

SECTION 14. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the provisions of this Ordinance shall be liberally construed in order to effectuate the transactions contemplated by this Ordinance.

SECTION 15. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that, having been approved by the favorable vote of at least a majority of the members of the Council present and voting at a meeting at which a quorum was present, the City Clerk shall cause a fair summary of this Ordinance to be published as required by Section C-311 of the Charter; and that this Ordinance shall become effective at the expiration of twenty calendar days following approval by the Mayor or passage by the Council after the Mayor's veto.

[CONTINUED ON FOLLOWING PAGE]

COUNCIL OF THE CITY OF SEAT PLEASANT

Mable Charlina-Watson, Councilmember

Barbara 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

[CONTINUED ON FOLLOWING PAGE]

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

Underlining indicates amendments to Ordinance

~~Strike-Out~~ indicates matter stricken from the Ordinance by amendment



Facilities Located:
 Raco Court, Lawrenceville, GA 30046
 625 West Mockingbird Lane, Dallas, TX 75247
 W. 20th St, Erie, PA 16502
 7452 Presidents Dr, Orlando, FL 32809
 8875 Commerce Dr, DeSoto, KS 66018
 7800 100th St, Pleasant Prairie, WI 53158
 4010 East 26th St, Los Angeles, CA 90058

1000

1738

INVOICE

Proposal: 35 Gallon Recycling Roll Out

March 25, 2016

PREPARED FOR:	SHIP TO:
Seat Pleasant 6301 Addison Rd. Seat Pleasant, MD 20743 Phone: 301-336-2600 Markisha Garner Markisha.garner@seatpleasantmd.gov	Seat Pleasant 6301 Addison Rd. Seat Pleasant, MD 20743 Phone: 301-336-2600 Markisha Garner Markisha.garner@seatpleasantmd.gov

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
35 Gallon ROC RECYCLING	1,400	\$34.89	\$ 48,846.00
RFID Tag	1,400	\$1.25	\$ 1,750.00
Body Color: Standard Lid: Standard Brand Plate: White Date of manufacture must be printed under bar code. Cart brand Pleasant	"Recycling Only" on Lid Custom Plate 1	\$500.00	\$ 500.00
One Carts Delivered to Each House Hold (1) 35 Gallon Cart List must be provided with collection day or route number 3 weeks Includes: Project manager, Crews, Transportation for Crews, Assigning Assembled Carts to Each House hold via serial number, CARTS portal to view delivery staus.	1,400	\$7.25	\$ 10,150.00
Subtotal =			\$ 61,246.00
Sales Tax on Product and Services =		Tax Exempt	
Freight=		Delivered	
Total =			\$ 61,246.00

ADDITIONAL INFORMATION:

Order Details: 1.5 TL of 35 Gallon ROC
Freight Info: Freight From Erie
Lead Time: TBD - April Roll Out
Terms: Net 30
Quote Valid: **30 Days**
Taxes: Tax Exempt
Additional:

PRESENTED BY:	ACCEPTED BY:
 1/28/2016 Date Kemrey Heinold Environmental Sales Representative Cell: 202-731-3937 kheinold@rehrigpacific.com	Seat Pleasant Sign and Print Name Date Title: _____

FY2017 Managed Service Contract for Information Technology Service & Support

The City of Seat Pleasant

6301 Addison Road
Seat Pleasant, MD 20743

This Managed Service Contract defines the scope and level of computer and network support to be provided to The City of Seat Pleasant (CoSP) by Now Technologies, Inc. (NTI).

A Managed Service Contract provides NTI the ability to regularly maintain the servers, computers, peripherals, and network systems at their peak operating condition. Regular maintenance allows our team of certified engineers to detect and repair issues that may arise before they can become larger problems affecting your business.

The types of services and support that NTI offers in this Managed Service Contract include:

- Hardware & Software Support
- Infrastructure Security
- Endpoint Protection (Anti-Virus)
- IT Consulting Services
- Backup/Disaster Recovery
- Handheld/PDA Support
- Cloud Services
- 24 x 7 Server/Network Monitoring
- Emergency Support
- Telephone & Email Support
- Remote Access Support
- On-site Business Hours Support

Clients under an active Managed Service Contract receive expedited response times to service calls and preferred scheduling over non-contract clients. NTI's umbrella of services and the discounted rates associated with NTI's Managed Service Contract make financial sense for small businesses. Our team of Microsoft Certified Professionals and Cisco Engineers have years of experience with complex business network systems.

The following sections detail the elements of this Managed Service Contract.

1.0 Service Location

All service and support covered under this Managed Service Contract will be for equipment located at the following locations:

The City of Seat Pleasant
6301 Addison Road
Seat Pleasant, MD 20743

The City of Seat Pleasant Public Works
6301 Addison Road
Seat Pleasant, MD 20743

The City of Seat Pleasant Police Dept
6264 Central Ave
Seat Pleasant, MD 20743

The City of Seat Pleasant Police Dept
6011 Addison Road
Seat Pleasant, MD 20743

2.0 Scope

The support provided under this Service Contract covers the repair and maintenance of COSP's computer workstations, servers, network hardware, software, and other computer-related peripherals. It also covers user support and consulting services.

Services include the installation and/or replacement of internal and external computer components; reconfiguration of system devices; changes to operating systems, changes to software configurations; addition or deletion of software; and other labor-related computer services not specifically mentioned. In the event a particular service or repair falls outside of our area of expertise, appropriate notice will be given and a suitable service provider will be arranged for.

A regular weekly site visit of 6 hours each will be conducted to assess server, workstation, and network system health. During each visit we will check all server logs including, System, Security, Application, Anti-Virus, Backup, and others. During the visits we will also address any issues that have arisen since the last visit as well as monitoring any issues that are ongoing. The regular visits also allow us to maintain the server and network systems in top performance and allow us to analyze performance trends so that corrective action can be taken before major problems occur.

This Service Contract includes support for interfacing with product vendors and service providers to correct problems that directly affect COSP or to effect changes in service(s) as needed.

Consulting service are also covered including hardware and software recommendations, vendor evaluation and selection, software customization, and other services. This also includes software solutions development and programming and can include the retention of other consultants and contractors as needed to complete certain tasks.

This Service Contract does not cover stand-alone copiers, fax machines, or similar office machines.

Support may be provided by telephone, e-mail, or on-site visit as deemed necessary to provide effective service and support.

3.0 Required Resources

The following resources are required in order to provide timely service and support.

Building/Suite Access - Access to service the location(s) will be required during normal business hours. This includes access to the building and access to the suite(s). Coordination with an employee to allow access during non-business hours may also be required on an as required basis.

System Access - Administrator level access to COSP's servers, workstations, and all computer peripherals.

Authorization - Appropriate level of authority with COSP's vendors and service providers is needed to effect changes to the level of service(s) and to request support from these providers.

Workspace - We will require some space in which to work. This can coincide with the server area/room.

4.0 Onsite Support

Onsite Support provides for a fixed number of support hours per month. This is based on the quantity and type of technology in use at COSP. For onsite support the monthly fee of \$1800.00 provides for up to 24 hours of support per month at the discounted local gov-rate of \$75.00 per hour. Time in excess of the 24 hours per month is billed at the normal local gov-rate of \$100.00 per hour.

The monthly fee will be invoiced to COSP at the beginning of each month starting at the designated Contract Period start date noted in section 7.0. A minimum of 1 hour of on-site time will be charged for all site visits. Time beyond the first hour will be charged in ½ hour increments and rounded up to the next ½ hour.

All materials used that are not provided or purchased by COSP will be charged to COSP as incurred. An estimate of additional costs associated with additional materials and/or services will be provided to COSP prior to the service being performed.

5.0 Designated Point of Contact

It is preferred that one person be designated as the primary point of contact for placing service calls – this will reduce confusion and improve communication. An alternate point of contact should also be designated as a backup. Service calls can be made any time of day or night and can be made either via telephone or e-mail. Emergency contact information will be made available upon execution of this Service Contract.

Primary Point of Contact Dashaun N. Lanham, City Clerk

5.1 Placing a Service Call

Now Technologies, Inc. headquarters is located at 9602E MLK Jr Hwy, Lanham, MD. We can be contacted at the following numbers and email addresses.

Office Phone: (301) 306-0790

Email:

support@nowtechs.com

Matt.Deskin@nowtechs.com

Chris.Aers@nowtechs.com

James.Wise@nowtechs.com

Sean.Williams@nowtechs.com

Kathy.Hart@nowtechs.com

Support Requests

Service or Technical Questions

Service or Technical Questions

Service or Technical Questions

Contracts/Order Information

Contracts/Billing Information/Questions

To request support please use the support@nowtechs.com email address as your first point of contact. Your request will be received and handled by our support staff in a timely manner. For emergency support please use the support@nowtechs.com email and also place a phone call to our office. If the request is after hours please leave a message and a technical engineer will contact you as soon as possible.

6.0 Response Time

All efforts will be made to respond to a service call within 2 hours. A response may be in the form of a phone call, email, or onsite visit. Many service issues can be resolved either over the phone or via remote access to the file server saving your business valuable time. However, our preferred method of support is to be on-site assessing the issue and solving the problem. If an on-site visit is required, one will be scheduled at the next available opening in our engineer's schedule.

6.1 Emergency Responses

For those situations deemed an emergency by COSP and requiring an immediate, unscheduled on-site visit, a reduced response time will be effected. An engineer will be onsite for emergency calls within 24 business hours. Time for emergency calls is accrued at 2 times the actual time expended.

Unscheduled, overnight calls (between 6:00 PM and 7:30 AM), or unscheduled calls on weekends or holidays are also billed at 2 times the actual time accrued in addition to the monthly service fee.

Emergency contact information will be made available upon execution of this Service Contract.

7.0 Period

This Service Contract will be in effect for the 12-month period beginning 1 July 2016 and terminating 30 June 2017. Either party may terminate this Service Contract prior to the termination date with a minimum of 30 days written notice to the other party. A prepaid month of Contracted Service will not be refundable.

8.0 Commercial Labor Categories & Pricing

The following labor categories may be utilized to provide service during the time period of this contract:

N0001	Network Manager	\$115.00
N0002	Network Operations Center Manager	\$ 85.00
N0003	Network Engineer 4	\$175.00
N0004	Network Engineer 3	\$105.00
N0005	Network Engineer 2	\$ 85.00
N0006	Network Engineer 1	\$ 75.00
N0007	Network Administrator 3	\$115.00
N0008	Network Administrator 2	\$100.00
N0009	Network Administrator 1	\$ 95.00
N0010	Network Technician 2	\$155.00
N0011	Network Technician 1	\$105.00
N0012	Server Administrator	\$ 85.00
N0013	Program Manager	\$175.00
N0014	Project Manager 2	\$150.00
N0015	Project Manager 1	\$125.00
N0016	Project Manager Assistant	\$ 85.00
N0017	Sr. Computer Software Integration Analyst	\$150.00
N0018	Senior Computer Specialist	\$115.00
N0019	Computer Specialist	\$110.00
N0020	Senior Systems Engineer	\$150.00
N0021	Systems Engineer	\$115.00
N0022	Service Desk Manager	\$115.00
N0023	Service Desk Specialist 4	\$105.00
N0024	Service Desk Specialist 3	\$100.00
N0025	Service Desk Specialist 2	\$ 85.00
N0026	Service Desk Specialist 1	\$ 40.00
N0027	Help Desk Call Center Technician 2	\$ 50.00
N0028	Help Desk Call Center Technician 1	\$ 45.00
N0029	Desktop Technician 4	\$105.00
N0030	Desktop Technician 3	\$ 90.00
N0031	Desktop Technician 2	\$ 75.00
N0032	Desktop Technician 1	\$ 55.00
N0033	Senior Systems Administrator	\$150.00
N0034	Systems Administrator 2	\$135.00
N0035	Systems Administrator 1	\$125.00
N0036	Data Security Specialist	\$125.00
N0037	Project Engineer	\$120.00
N0038	Logistics Manager	\$ 95.00
N0039	Procurement Manager	\$120.00
N0040	Sr. Systems Programmer	\$175.00
N0041	Software Developer	\$150.00
N0042	Computer Repair Technician	\$ 65.00

9.0 Billing

Invoices will be provided on a monthly basis and are due on net-30 terms. NTi utilizes an electronic ticketing system which provides a detailed account of work performed on a per visit basis. These tickets are emailed to the designated POC at the conclusion of each service visit and are the backup for the invoices.

10.0 Liability

NTI carries \$1,000,000 of liability insurance.

COSP agrees to hold NTI, its owners, officers, and employees, harmless against any damages incidental, consequential, or otherwise arising from the malfunction of any component of computer hardware, network hardware and media, software, and/or other related items and/or the repair, attempt to repair; or inability to repair such items, excluding circumstances of gross negligence or mal-intent.

To the extent permitted by law, NTI shall indemnify and hold harmless the City, including its officers, agents, and employees, from and against all actions, claims, suits, damages, costs, penalties, or expenses of any kind, including attorney's fees, which may be brought or made against the City or which the City must pay and incur by reason of, or in any manner resulting from, any injury to, or death of, any person or damage to property of any kind, which injury, death, or damage arises out of or in any way connected with NTI's performance of services under this proposal. Furthermore, under no circumstances shall the City be liable for any injury to NTI or its officers, agents, and employees, including any and all costs and expenses relating in any way to said injury, except, to the extent permitted by law, where such injury shall occur as a direct result of the sole negligence of the City or its officers, agents, or employees.

11.0 Non-Compete

During contract period with Now Technologies, Inc., and for six (6) months thereafter, COSP shall not induce or attempt to induce any NTI client to reduce its business with NTI, nor shall COSP divert or attempt to divert any business reasonably within the scope of NTI's contracts with its clients. COSP also agrees not to solicit NTI employees for employment within their business or any other businesses. Any violation of this covenant shall be deemed sufficient cause for termination of employment by NTI, in addition to such other remedies as are deemed appropriate and applicable in law or equity.

12.0 Notices

All notices under this Service Contract shall be in writing and shall be deemed given when sent by mail, postage prepaid, or by hand delivery, to the addresses set forth below:

If to the COSP:

The City of Seat Pleasant
Attn: Latasha C. Gatling, City Administrator
6301 Addison Road
Seat Pleasant, Maryland 20743

If to Now Technologies, Inc.:

Now Technologies, Inc.
Attn: Sean Williams, President/CEO
9620 Martin Luther King Jr. Highway
Lanham, Maryland 20706

13.0 Agreement Constructed under Maryland Law

This Service Contract shall be interpreted in accordance with the laws of the State of Maryland. Any suit to enforce the terms hereof, or for remedy for breach hereof, shall be brought exclusively in the courts of the State of Maryland for Prince George's County and the parties expressly consent to the jurisdiction thereof and waive any right that they may otherwise have to bring, transfer, or remove such suit in or to the courts of any other jurisdiction.

14.0 Modification of Agreement

This Service Contract constitutes the entire agreement between the COSP and Now Technologies, Inc., and it shall not be amended, altered or changed except by written agreement signed by the parties.

15.0 Confidentiality

Any confidential information provided to Now Technologies, Inc. by the COSP or developed by Now Technologies, Inc. based on confidential information provided by the COSP in the performance of this Maintenance Agreement shall be kept confidential and shall not be made available to any individual or organization by Now Technologies, Inc. without the COSP's prior written approval. Upon termination or expiration of this Maintenance Agreement, Now Technologies, Inc. shall deliver all confidential information in its possession to the COSP within thirty (30) days or destroy such information in accordance with mutually-agreed upon or customary practices related to the destruction of such information. Now Technologies, Inc. shall certify complete destruction of such confidential information within thirty (30) days of termination or expiration.

"Confidential Information," as used herein, means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) that consists of or comprises (1) matters deemed confidential under local, State or federal law or regulations; (2) non-public COSP budget, expense, payment and other financial

information; (3) attorney-client communications and privileged work product; (4) information designated by the COSP or any other local, State or federal agency as confidential; and (5) COSP information that is utilized, received, or maintained by Now Technologies, Inc. for the purpose of fulfilling a duty or obligation under this Maintenance Agreement and that has not been publicly disclosed.

16.0 Data Rights

Any and all data stored on Now Technologies, Inc.'s servers or within Now Technologies, Inc.'s custody as a result of this Management Agreement is the sole property of the COSP. Neither Now Technologies, Inc. nor its subcontractor(s), officers, employees, agents or assigns shall make use of, disclose, sell, copy or reproduce such data in any manner or provide such data to any entity or person outside of the COSP without the COSP's express written authorization.

17.0 Injunctive Relief

In the event of a breach or a threatened breach by Now Technologies, Inc. of any provision of the Maintenance Agreement, Now Technologies, Inc. recognizes the substantial and immediate harm that a breach or threatened breach will impose upon the COSP, and further recognizes that, in such event, monetary damages will be inadequate to protect the COSP. Accordingly, in the event of a breach or threatened breach of this Maintenance Agreement, Now Technologies, Inc. consents to the COSP's entitlement to such ex parte, preliminary, interlocutory, temporary or permanent injunctive or other equitable relief, protecting and fully enforcing the COSP's rights hereunder and preventing Now Technologies, Inc. from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the COSP from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from the Contractor.

18.0 Signature

I have read and agree to the terms of this Service Contract:

Authorized Representative of The City of Seat Pleasant. (Signed name)

Date

Please print name and title.

For Now Technologies, Inc.

June 30, 2016
Date

Sean Williams, President/CEO

Please print name and title.



City of Seat Pleasant

Office of the City Clerk

MEMORANDUM

DATE: August 16, 2016

TO: Jeannelle Wallace, Acting City Administrator

FROM: Dashaun N. Lanham, City Clerk

SUBJECT: Copier Recommendation

Background

The City advertised a Request for Proposal for Copier Machine Services from June 9, 2016 through June 24, 2016. At the deadline six responses were received. It was recommended in July to establish a Copier Committee. The committee was comprised of Orson Carter, Assistant City Treasurer, Markisha Garner, Administrative Assistant, Marcus Jones, Administrative Assistant and Dashaun Lanham, City Clerk. The committee met on July 6, 2016 to review each of the seven proposals.

Minimum Copier Functions

- 1) Minimum of 65/45 PPM Black/White Copies
- 2) Minimum of 60 and three additional copiers with 20 PPM Color Copies
- 3) Reduction/Enlargement Feature
- 4) Paper Tray Selection Feature
- 5) Color Mode Feature
- 6) Ability to Track Copies by Department
- 7) Lighten/Darken Feature
- 8) Photo Quality Adjustment
- 9) Adjustable Multiple Paper Size Trays
- 10) Scan/Print to E-mail
- 11) Staple/Collate Feature
- 12) Automated document Feeder
- 13) Facsimile

After careful review of the proposals, the Committee recommends Capitol Document Solutions for the Copier Services for the City.

Needs from the City Council

Authorize the City Administrator to sign the Lease Agreement with DeLage Financial Services, Inc. This will create an savings/reduction in the amount \$2,160.00.

PROPOSAL

BOOTH SPECIALIZED SERVICES

P.O. Box 806
Brandywine, Md 20613
301-399-7045

PROPOSAL NO.	74
SHEET NO.	1
DATE	8/10/2016

PROPOSAL SUBMITTED TO:

NAME	City of Seat Pleasant
ADDRESS	6301 Addison Rd Seat Pleasant, MD
PHONE NO.	301-336-2600

WORK TO BE PERFORMED AT:

ADDRESS	68th Ave + EAD St. (Alley)
DATE OF PLANS	(Alley)
ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Remove 4 Mulberry trees that
are in the Alley + Stump Grind

Contractor will remove all Wood + Debris

Haul Debris - Yes / No / Haul Wood - Yes / No

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

~~9,500~~
3,500 Dollars (\$)

with payments to be made as follows.

Check / Cash / Visa / Master Card / Discover

Cell 240-988-7552

Respectfully submitted

Anthony T. Watson

Per Anthony T. Watson Date _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note - This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____ Signature _____