

**COUNCIL OF SEAT PLEASANT
PUBLIC SESSION AGENDA
WEDNESDAY, SEPTEMBER 14, 2016
7:00P.M.**

1. Opening

- 1.1.1. Call to Order
- 1.1.2. Roll Call
- 1.1.3. Invocation and Pledge of Allegiance
- 1.1.4. Approval of Agenda
- 1.1.5. Approval of Meeting Meetings

1.I. July Meeting Minutes

Documents:

[16-07-05 REGULAR WORK SESSION MEETING MINUTES.PDF](#)
[16-07-05 CLOSED SESSION MEETING MINUTES.PDF](#)
[16-07-11 PUBLIC SESSION MEETING MINUTES.PDF](#)
[16-07-11 SPECIAL SESSION MEETING MINUTES.PDF](#)
[16-07-14 CLOSED SESSION MEETING MINUTES.PDF](#)
[16-07-14 SPECIAL SESSION MEETING MINUTES.PDF](#)
[16-07-19 SPECIAL SESSION MEETING MINUTES.PDF](#)

1.I.i. August Meeting Minutes

Documents:

[16-08-01 CLOSED SESSION MEETING MINUTES.PDF](#)
[16-08-01 SPECIAL SESSION MEETING MINUTES.PDF](#)
[16-08-19 SPECIAL SESSION MEETING MINUTES.PDF](#)

2. Presentation

- 2.I. Seat Pleasant Board Of Election Supervisors

3. Reports

- 3.I. Elenora Simms, Council President

Documents:

[COUNCIL PRESIDENT REPORT JULY AND AUGUST 2016.PDF](#)

- 3.II. Jeannelle Wallace, Acting City Administrator

Documents:

[CITY ADMINISTRATOR MONTHLY REPORT AUGUST 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
NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT AUGUST
2016.PDF
POLICE DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF
PUBLIC WORKS DEPARTMENT MONTHLY REPORT AUGUST 2016.PDF

4. Legislation

4.I. None

5. Unfinished Business

5.I. Tree Removal Purchase Requisition

Documents:

[TREE REMOVAL PURCHASE REQUISITION.PDF](#)

6. New Business

6.I. None

7. Citizen Comment

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[Seat Pleasant Res.09-03 repealed Res.97-19]

8. Announcements

8.I. 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

8.II. 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.III. Regular Work Session, Monday, October 3, 2016, Seat Pleasant City Hall-Council
Chambers At 6:00p.m.

8.IV. Public Session, Monday, October 10, 2016, Seat Pleasant City Hall-Council Chambers
At 7:00p.m.

9. Adjourn

**THE MEETINGS ARE BEING RECORDED, PLEASE TURN OFF ALL CELLULAR
DEVICES AND PAGERS DURING THE MEETING, PLEASE REMAIN QUIET, UNLESS
ADDRESSING THE COUNCIL**
SEAT PLEASANT TAX CODE IS '1721', PLEASE ENSURE TO AFFIX LABEL WHEN
RETURNING YOUR TAX BILL.

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
TUESDAY, JULY 5, 2016
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember Porter called the meeting to order at 6:16p.m.

1.1.2 Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms (Late Arrival), Councilmember Aretha Stephenson, Councilmember M. Charlina Watson, Councilmember Reveral Yeargin

Absent: Mayor Eugene Grant

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

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Stephenson

1.1.4 Approval of Agenda

It was motioned by Councilmember Yeargin and seconded by Councilmember Stephenson to approve the agenda. The agenda was unanimously approved by the City Council.

2. PRESENTATIONS:

2.1. None

3. REPORTS:

3.1. Mr. Ashton stated that the City had submitted USDA application on July 1, 2016. The Risk Management Committee was re-established with representation for each department. This committee is established to avoid and eliminate a decrease in the insurance premium and to ensure staff safety. The Copier Committee was re-established and the Human Resources Officer will be looking into the Council being included on the health insurance plan.

- The City Council requested for Mr. Ashton to request from WSSC and Pepco a five year plan.
- The City Council requested for Mr. Ashton to provide them with a detail report on the Smart City Expenditures.
- The City Council requested for Mr. Ashton to consult with the City Attorney regarding the vacant property list.
- Councilmember Stephenson requested to have a form for WSSC or street repair.

3.2. Departmental Reports

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

3.3. City Council Committee Reports

- The Council Committee did not have any reports for the month of June. However, Councilmember Kennedy stated that she met with the Public Works and Transportation Committee.

4. LEGISLATION

4.1. Ordinance O-17-01 Amendment of Fiscal Year 2016-2017 Budget for the Feasibility Study. Ordinance O-17-01 was introduced by the City Council and read by the City Clerk on Tuesday, July 5, 2016.

4.2. Resolution R-17-01 Council Recess. Resolution R-17-01 was introduced by the City Council and read by the City Clerk on Tuesday, July 5, 2016. It was motioned by Councilmember Stephenson and seconded by Councilmember Simms to approve Resolution R-17-01. The motion carried and was unanimously approved by the City Council.

5. UNFINISHED BUSINESS

5.1. Approval of Bates Contract

- The City Council tabled the discussion for two weeks to allow the Council to review contract before making an approval.

6. NEW BUSINESS:

6.1. None

7 ANNOUNCEMENTS

- 7.1. Seat Pleasant Movie Night, Friday, July 8, 2016, Goodwin Park-311 68th Pl., Seat Pleasant, MD at 7:30p.m.**
- 7.2. Public Session, Monday, July 11, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 7.3. Ward I Meeting, Saturday, July 23, 2016, Seat Pleasant City Hall-Council Chambers at 11:00a.m.**
- 7.4. National Night Out, Tuesday, August 2, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD from 6:00p.m.-8:00p.m.**
- 7.5. Seat Pleasant Movie Night, Friday, August 5, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 7:30p.m.**

ADJOURN-The meeting was adjourned at 8:36p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
TUESDAY, JULY 5, 2016
8:30P.M.**

1. OPENING

Call to Order

Councilmember Porter called the meeting to order at 8:34p.m.

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

Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

- The City Council met in accordance with General Provisions Article §3-305 (b) 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- The City Council met with the Acting City Administrator to discuss a contractual position and other personnel matter.
- The City Council agreed to the contract terms for the Human Resources Officer and extended the contract for the Grants Manager until September 30, 2016.

The meeting was adjourned at 9:15p.m.

The Closed Session was held at Seat Pleasant City Hall

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

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

UNAPPROVED

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

1. OPENING

1.1.1 Call to Order

Council President Simms called the meeting to order at 7:02p.m.

1.1.2 Roll Call

Present: Mayor Eugene W. Grant, Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

Absent:

Councilmember Gerald Raynor, Sr.

Staff: Robert Ashton, Acting City Administrator & City Treasurer, Orson Carter, Assistant City Treasurer, Christopher Cotillo, Chief of Police, Lt. Earl Ivey, Marcus Jones, Administrative Assistant, Dashaun N. Lanham, City Clerk

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Yeargin

1.1.4. Approval of Agenda

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

1.1.5. Approval of Meeting Minutes

- It was motioned by Councilmember Watson and seconded by Councilmember Yeargin to approve the Regular Work Session meeting minutes for Monday, June 6, 2016. The motion carried and the minutes were unanimously approved.

- It was motioned by Councilmember Yeargin and seconded by Councilmember Stephenson to approve the Closed Session Minutes meeting minutes for Monday, June 6, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Yeargin to approve the Special Session meeting minutes for Monday, June 13, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Porter to approve the Public Session Meeting Minutes for Monday, June 13, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Watson and seconded by Councilmember Porter to approve the Smart City Public Hearing meeting minutes for Tuesday, June 14, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Porter to approve the Special Session meeting minutes for Friday, June 17, 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Porter to approve the Closed Session for Friday, June 17, 2016. The motion carried and the minutes were unanimously approved.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

3.1. Ordinance O-17-01 Amendment of Fiscal Year 2016-2017 Budget for the Feasibility Study. Ordinance O-17-01 was introduced by the City Council and read by the City Clerk on Tuesday, July 5, 2016. The second reading was held on Monday, July 11, 2016. It was motioned by Councilmember Stephenson and seconded by Councilmember Yeargin to approve Ordinance O17-01. The motion carried and was unanimously approved by the City Council.

3.2. Ordinance O-17-02 Amendment of Chapter 150-Vehicles and Traffic School Zone. Ordinance O-17-02 was introduced by the City Council and read by the City Clerk on Monday, July 11, 2016.

3.3. Ordinance O-17-03 Amendment of Chapter 150-Vehicles and Traffic Red Light Camera Enforcement. Ordinance O-17-03 was introduced by the City Council and read by the City Clerk on Monday, July 11, 2016.

4. REPORTS:

4.1. Council President Report

- Council President Simms stated that the report for the month of June is on the information stand. Council President Simms provided the City Council with revised Council Committee list.

4.2. Kevin Brenner, Acting Fire Chief

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

4.3. City Administrator Report:

- Mr. Ashton, Acting City Administrator and City Treasurer stated that his report is included in the packet.

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. None

7 CITIZEN COMMENTS

- Bettye McGhee-Price-Mrs. McGhee-Price stated that the sidewalk needs to be repaired in front of Dunkin Donuts and inquired on the street repair on Seat Pleasant Drive.

8 ANNOUNCEMENTS

- 8.1. Ward I Meeting, Saturday, July 23, 2016, Seat Pleasant City Hall-Council Chambers at 11:00a.m.**
- 8.2. National Night Out, Tuesday, August 2, 2016, Seat Pleasant Activity Center-5720 Addison Rd., Seat Pleasant, MD from 6:00p.m.-8:00p.m.**
- 8.3. Seat Pleasant Movie Night, Friday, August 5, 2016, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 7:30p.m.**

9. ADJOURN-

The meeting adjourned at 8:30p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
MONDAY, JULY 11, 2016
6:00P.M.**

1. OPENING

1.1.1 Call to Order

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

1.1.2 Roll Call

Present: Mayor Eugene Grant (Late Arrival), Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson (Late Arrival), Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin (Late Arrival)

Absent: Councilmember Gerald Raynor, Sr.,

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

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

3.1.1. Discussion of Refuse Contract

- Mr. Ashton provided the City Council with the expired contract, the proposed 2014 and 2016 contracts, the response from the RFP in 2015.
- The City Council requested an RFP for Refuse collection and for cost for the City to begin their own trash collection.

4. LEGISLATION

- None

5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1 Please see Public Session agenda for announcements.

ADJOURN

The meeting was adjourned at 6:53p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

UNAPPROVED

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
THURSDAY, JULY 14, 2016
6:00P.M.**

1. OPENING

Call to Order

Council President Simms called the meeting to order at 6:22p.m.

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

Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr. (Late Arrival), Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson

Absent: Councilmember Reveral Yeargin

- The City Council met in accordance with General Provisions Article §3-305 (b) 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- The City Council met to discuss a personnel matter.

The meeting was adjourned at 7:30p.m.

The Closed Session was held at Seat Pleasant City Hall

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

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
THURSDAY, JULY 14, 2016
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Simms called the meeting to order at 6:14p.m.

1.1.2 Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr. (Late Arrival), Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson

Absent: Mayor Eugene Grant, Councilmember Reveral Yeargin

Staff: Orson Carter, Assistant City Treasurer, Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

3.1.1. Review of Recycle Bin Proposal

- Council President Simms presented the City Council with the proposal for the recycle bins for them to review.
- Council President Simms requested for the item to be added to the Regular Work Session agenda in September.

4. LEGISLATION

- **Resolution R-17-02 Appoint a New Acting City Administrator.** Resolution R-17-02 was introduced by the City Council and read by the City Clerk. It was motioned by Councilmember Kennedy and seconded by Councilmember Watson to approve ResolutionR-17-02. The motion carried and was unanimously approved by the City Council.

5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1. Movie Night, Friday, July 15, 2016 at 6225 Foote St., Seat Pleasant, MD at 8:00p.m.

6.1.2. Ward I Meeting, Saturday, July 23, 2016, Seat Pleasant City Hall-Council Chambers from 11:00a.m.-1:00p.m.

6.1.3. Regular Work Session, Wednesday, September 7, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.

ADJOURN

It was motioned by Councilmember Kennedy and seconded by Councilmember Watson to go into a Closed Session. The motion passed and was unanimously approved. The City Council Closed Session begin at 6:22p.m., in accordance to Statutory Authority to Close, General Provisions Article, §3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

The City Council reconvene in the Special Session at 7:33p.m.

It was motioned by Councilmember Watson and seconded by Councilmember Stephenson to remove Robert L. Ashton as the Acting City Administrator and return to his duties as City Treasurer and have Christopher Cotillo to serve as the Acting City Administrator. The motion carried

FOR: Kennedy, Raynor, Simms, Stephenson and Watson

AGAINST: Porter

Council President Simms contacted Chief Cotillo at 7:45p.m., to confirm that he would serve as the Acting City Administrator. Chief Cotillo accepted the appointment and stated that Lt. Ivey could serve as the Acting Chief until he returns to the Police Department.

Councilmember Porter stated that he has an issue with the Chief Cotillo being placed as the Acting City Administrator and feels that the Council should move forward with interim Acting City Administrator through the proper channels.

Councilmember Raynor requested that the Council look into other sources to find someone that has experience to perform the duties as the City Administrator.

The City Council requested for the City Clerk to prepare the Resolution to make the appointment official. The above Resolution under legislation was properly prepared and read for the record.

The meeting was adjourned at 7:46p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

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

1. OPENING

1.1.1 Call to Order

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

1.1.2 Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson (Late Arrival), Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin(Late Arrival)

Absent: Mayor Eugene Grant

Staff: Christopher Cotillo, Acting City Administrator and Chief of Police, Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

- 3.1.1.** None

4. LEGISLATION

- **Ordinance O-17-02 Amendment of Chapter 150-Vehicles and Traffic School Zones Speed Monitoring System 2nd Reading.** Ordinance O-17-02 was introduced by the City Council and read by the City Council on Monday, July 11, 2016. The second reading was held on Tuesday, July 19, 2016. It was motioned by Councilmember Watson and seconded by Councilmember Porter to approve Ordinance O-17-02. The motion carried and was unanimously approved.
- **Ordinance O-17-03 Amendment of Chapter 150-Vehicles and Traffic Red Light Camera Enforcement.** Ordinance O-17-03 was introduced by the City Council and read by the City Clerk on Monday, July 11, 2016. The second

reading was held on Tuesday, July 19, 2016. It was motioned by Councilmember Yeargin and seconded by Councilmember Raynor to approve Ordinance O-17-03. The motion carried and was unanimously approved.

- **Resolution R-17-03 Approval of Community Legacy Grant Application and Receipt of Funding for Community Legacy Grant.** Resolution R-17-03 was introduced by the City Council and read by the City Clerk on Tuesday, July 19, 2016. It was motioned by Councilmember Watson and seconded by Councilmember Yeargin to approve Resolution R-17-03. The motion carried and was unanimously approved by the City Council.

5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1. Ward I Meeting, Saturday, July 23, 2016, Seat Pleasant City Hall-Council Chambers from 11:00a.m.-1:00p.m.

6.1.2. Ward II Meeting, Thursday, August 11, 2016, Pleasant Homes Community Center, 6810 Greig St., Seat Pleasant, MD from 5:30p.m.-7:00p.m.

ADJOURN

The meeting was adjourned at 6:14p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
MONDAY, AUGUST 1, 2016
6:30P.M.**

1. OPENING

Call to Order

Council President Simms called the meeting to order at 6:59p.m.

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

Roll Call

Present: Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

Absent:

None

- The City Council met in accordance with General Provisions Article §3-305 (b) 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- The City Council met with the Acting City Administrator, the Director of Public works regarding a personnel matter.

The meeting was adjourned at 7:47p.m.

The Closed Session was held at Seat Pleasant City Hall

The Councilmember's who voted to Close the meeting: Porter, Raynor, Simms, Stephenson, Watson and Yeargin.

Councilmember Barbara Kennedy was against going into a Closed Session.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
MONDAY, AUGUST 1, 2016
6:00P.M.**

1. OPENING

1.1.1 Call to Order

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

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Barbara Kennedy, Councilmember Kelly Porter, Councilmember Gerald Raynor, Sr. (Late Arrival), Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

Absent:

Staff: Christopher Cotillo, Acting City Administrator and Chief of Police, Orson Carter, Assistant City Treasurer, Sgt. Aaron Forster, Marcus Jones, Administrative Assistant, Lt. Earl Ivey, Dashaun N. Lanham, City Clerk, Sgt. Jose Perez, Johnny Thompson, Director of Public Works

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

3.1.1. Smart City Project Update

- Mr. Cotillo, Acting City Administrator and Chief of Police stated that he has been in the position of Acting City Administrator for five days. Mr. Cotillo stated that he prepared a memorandum to the City Council at the request of Council President Simms with the current status of the Smart City Project.
- Mr. Cotillo stated there are some concerns that he felt the Council needed to be aware. He stated that Mr. Ashton had only provided him with the resolutions and the budget lines that funds were diverted and the signed contracts. He stated that Mr. Ashton was unable to provide him with an itemized budget for the 4.1 million dollars or a contact list.

- Mr. Cotillo met with the project manager, Mr. Wilkins and was provided with the itemized budget and the contact list. The project directory only listed Mayor Grant and Ms. Lanham. He requested for the project manager to include Mr. Thompson and him in every correspondence and decisions going forward.
- Mr. Cotillo stated that the contractors for the project had not provided the license or insurance information to the City to show that they could conduct business in the city.
- Mr. Cotillo stated that the Technical Writer had contacted him and stated that Mayor Grant had terminated him. He met with the Mr. Rogers who provided him with the work that he was doing behalf of the City. Mr. Cotillo informed Mr. Rogers to continue to work. Mr. Cotillo stated that Mr. Rogers had not received his bi-weekly payment in accordance to the contract.
- Mr. Cotillo stated that the City is being billed for services from the contractors and no money has been allocated in the budget to pay the invoices.
- Mr. Cotillo stated that there are misappropriation of funds as we have approved budget expenditures for \$35,000 and the contract was entered into for less.
- The Mayor signed contracts and the Ms. Lanham attested to contracts, which may be a violation of the Charter section C-820.
- Councilmember Raynor asked Mr. Cotillo if he met with all parties involved in the Smart City Project.
- Mr. Cotillo stated that he met with the Project Manager, but did not meet with anyone else.
- Mr. Cotillo stated that USDA require you to use their vendors and the contractors that the city used will not be approved.
- Mr. Cotillo stated that USDA was going to stop the project as the City has not met the condition in accordance to the letter of conditions.
- Mr. Cotillo stated that USDA recommended that the project manager be an employee of the City.
- Mr. Cotillo stated that he is recommending that that City Council suspend the Smart City Project.
- Mr. Cotillo stated that USDA said the federal process takes two years and he spoke with Charlene Pagan.
- Councilmember Stephenson asked Mayor Grant a question regarding the contracts.
- Mayor Grant stated that he is just hearing of the allegations. He will meet with Mr. Ashton and Ms. Lanham and we will respond to each allegation in writing.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Watson to postpone the Smart City Project. The motion carried

- FOR: Kennedy, Stephenson and Watson
- AGAINST: Porter, Simms and Yeargin
- ABSTAIN: Raynor
-

4. LEGISLATION

4.1.1. Resolution R-17-04 Appoint a New Acting City Administrator. Resolution R-17-04 was introduced by the City Council and read by the City Clerk on Monday, August 1, 2016. It was motioned by Councilmember Yeargin and seconded by Councilmember Porter to approve Resolution R-17-04. The motion carried.

FOR: Porter, Raynor, Simms and Yeargin
 AGAINST: Kennedy, Stephenson and Watson

5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1. Ward II Meeting, Thursday, August 11, 2016, Pleasant Homes Community Center, 6810 Greig St., Seat Pleasant, MD from 5:30p.m.-7:00p.m.

6.1.2. Regular Work Session, Wednesday, September 7, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.

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

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

ADJOURN

It was motioned by Councilmember Porter and seconded by Councilmember Raynor to go into a Closed Session. The motion passed and was unanimously approved. The City Council Closed Session begin at 6:22p.m., in accordance to Statutory Authority to Close, General Provisions Article, §3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

The City Council reconvene in the Special Session at 7:50p.m.

It was motioned by Councilmember Stephenson and seconded by Councilmember Raynor to terminate the employment of Philip Scott. The motion carried.

FOR: Kennedy, Porter, Raynor, Simms, Stephenson and Watson

AGAINST: None

ABSTAIN: Yeargin

It was motioned by Councilmember Porter and seconded by Councilmember Yeargin to remove Christopher Cotillo as the Acting City Administrator and replace with Jeannelle Wallace. The motion carried.

FOR: Porter, Raynor, Simms and Yeargin

AGAINST: Kennedy, Stephenson and Watson

Councilmember Watson stated that this is not the process as to how this should be handled.

The City Council introduced the above legislation Resolution R-17-04.

The meeting was adjourned at 8:25p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
FRIDAY, AUGUST 19, 2016
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember Porter called the meeting to order at 5:34p.m.

1.1.2 Roll Call

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

Absent: Mayor Eugene Grant, Councilmember Barbara Kennedy, Councilmember Mable Charlina Watson, Councilmember Reveral Yeargin

Staff: Dashaun N. Lanham, City Clerk

2. PRESENTATIONS:

- None

3. MEETING TOPICS:

3.1.1. Mayor and Council Salary Increase Ballot Question

- Councilmember Porter stated that he read the e-mail from the Acting City Administrator to the City Attorney and the response from the attorney being that he agrees that the questions should be two separate questions because the Mayor and Council salaries are addressed in two separate sections of the City Charter.
- Councilmember Simms stated that she thought the question was going to be the same as it is was written in the Ordinance summary.
- The City Council agreed to have the Acting City Administrator to send an e-mail to the City Attorney to request for him to provide the Council with a legal opinion that is in comparison to surrounding municipalities and the state law.

4. LEGISLATION

4.1.1. None

5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1. Regular Work Session, Wednesday, September 7, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.

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

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

ADJOURN

The meeting was adjourned at 6:02p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

CITY COUNCIL PRESIDENT REPORT

CITY OF SEAT PLEASANT



JULY AND AUGUST 2016

CITY OF EXCI

COUNCIL PRESIDENT REPORT

ACTIVITIES-JULY AND AUGUST 2016

City Council Meetings

Regular Work Session

- Tuesday, July 5, 2016

Public Session

- Monday, July 11, 2016

Special Session

- Monday, July 11, 2016
- Thursday, July 14, 2016
- Tuesday, July 19, 2016
- Monday, August 1, 2016
- Friday, August 19, 2016

Closed Session

- Tuesday, July 5, 2016
- Thursday, July 14, 2016
- Monday, August 1, 2016

Public Hearing

- The City Council did not hold any Public Hearings for the month of July or August 2016.

LEGISLATION

- Resolution 17-01 Council Recess. **Approved 7-0-0**
- Ordinance O-17-01 Amendment of Fiscal Year 2016-2017 Budget for the Feasibility Study. **Approved 7-0-0**
- Ordinance O-17-02 Amendment of Chapter 150-Vehicles and Traffic School Zone Speed Monitoring System. **Approved 7-0-0**
- Ordinance O-17-03 Amendment of Chapter 150-Vehicles and Traffic Red Light Camera Enforcement. **Approved 7-0-0**

- Resolution R-17-02 Appoint a New Acting City Administrator. The City Council appointed Christopher Cotillo as the Acting City Administrator. **Approved 5-0-0**
- Resolution R-17-03 Approval of Community Legacy Grant Application and Receipt of Funding for Community Legacy Grant. **Approved 7-0-0**
- Resolution R-17-04 Appoint a New Acting City Administrator. The City Council appointed Jeannelle Wallace as the Acting City Administrator. **Approved 4-3-0**

EVENTS

- The City held it's annual National Night Out on Tuesday, August 2, 2016.

PROJECTS

- **Feggans Center Renovations**
- Police Department Building and site
- Seat Pleasant Smart City Innovation Village Project

ATTENDANCE

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

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

Note: The City Council held two Closed Sessions in the month of July and one Closed Session in the month of August. The City Council held three Special Sessions in the month of July and two Special Sessions in the month of August, if you are interested in viewing the attendance of the City Council for the meetings, please contact the City Clerk.

City Council Events/Programs Month of: July and August 2016

EVENT	LOCATION	DATE
NATIONAL NIGHT OUT	SEAT PLEASANT	08/02/16



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: 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:

(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: 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



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 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: August 12, 2016
Month: August	

Last Month (Synopsis/Issues/Achievements):

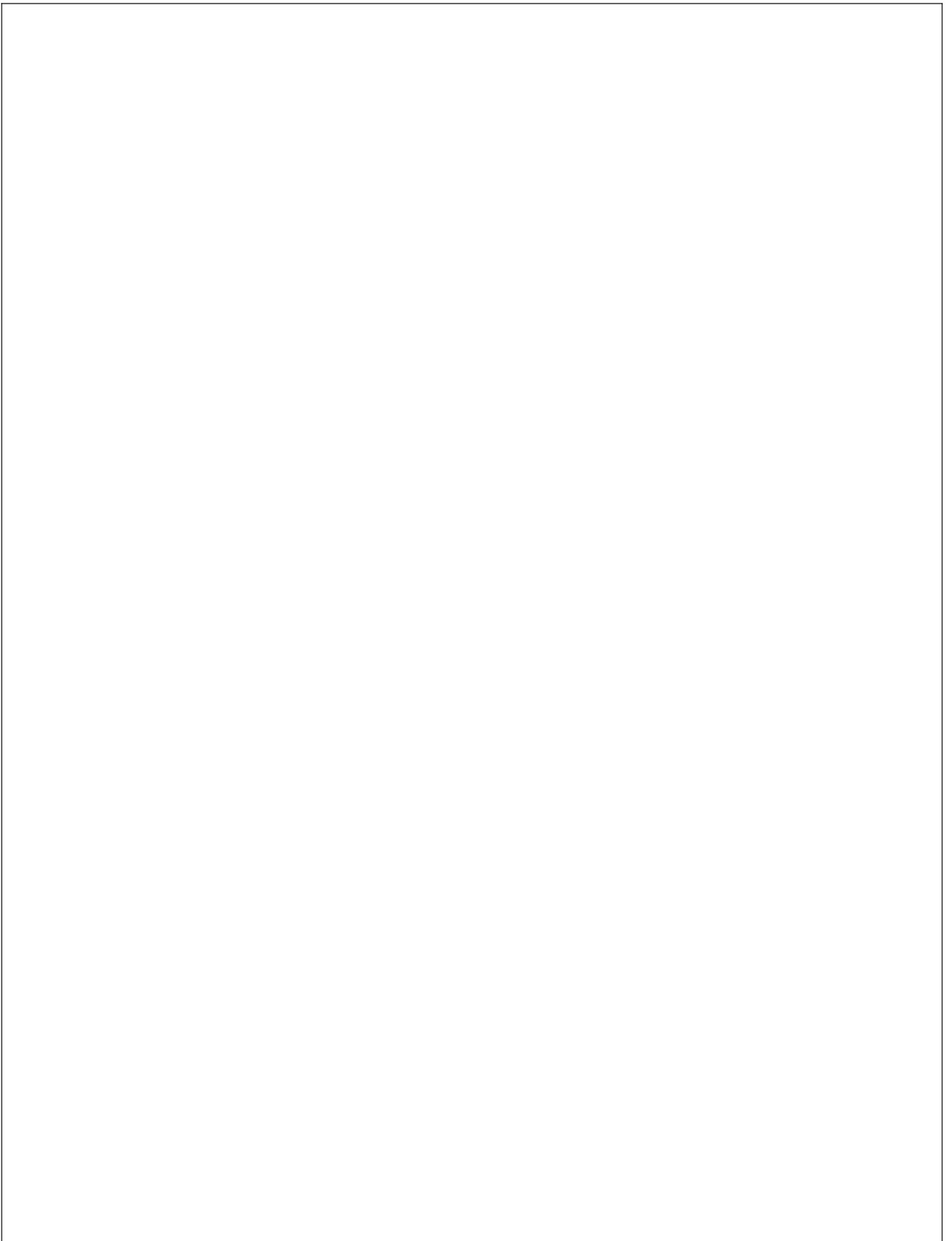
- Replacement of Welcome to Seat Pleasant sign on Central Ave. Damaged by motor vehicle
- Spring landscaping for Beautification of Goodwin Park, City Hall, Monument and Police Department
- Continuous maintenance and upkeep of City Storm Drains
- Proceed with CDBG PY 40
- Proceed with Goodwin Park Rehabilitation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



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 _____