

**COUNCIL OF SEAT PLEASANT
PUBLIC SESSION AGENDA
MONDAY, NOVEMBER 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 October Meeting Minutes

1.I. Meeting Minutes

Documents:

[16-10-03 SPECIAL SESSION MEETING MINUTES.PDF](#)
[16-10-03 SPECIAL SESSION MEETING MINUTES.PDF](#)
[16-10-10 PUBLIC SESSION MEETING MINUTES.PDF](#)
[16-10-18 CLOSED SESSION MEETING MINUTES.PDF](#)
[16-10-19 CLOSED SESSION MEETING MINUTES.PDF](#)

2. Presentation

- 2.I. Former Councilmember Simms Plaque Presentation

3. Legislation

- 3.I. Ordinance O-17-09 Amendment Of Fiscal Year 2016-2017 Budget For Smart City Project, Police Vehicles And Speed Camera Revenue

Documents:

[ORDINANCE O-17-09 BUDGET AMENDMENT FY2016-2017 FOR THE SMART CITY PROJECT CONTRACTORS AND POLICE VEHICLES.PDF](#)

- 3.II. Ordinance O-17-10 Amending And Supplementing Ordinance O-17-04 To Modify Definition Of The Project 2nd Reading

- 3.III. Ordinance O-17-11 Chapter 14-Departments And Committees 2nd Reading

Documents:

[ORDINANCE O-17-11 AMENDMENT OF CHAPT 14-DEPARTMENTS AND COMMITTEES.PDF](#)

- 3.IV. Resolution R-17-08 Approve The City Of Seat Pleasant's Designation Of A Municipal Collaboration Application And Receipt Of Financing For The MEA And DHCD Sustainable Communities For Community Legacy

Documents:

[RESOLUTION R-17-08 A RESOLUTION TO SUPPORT THE MUNICIPAL COLLABORATIONS FY 2017 COMMUNITY LEGACY APPLICATION AND](#)

4. Reports

4.I. Reveral L. Yeargin, Council President Report

Documents:

[COUNCIL PRESIDENT REPORT OCTOBER 2016.PDF](#)

4.II. Eugene W. Grant, Mayor Report

Documents:

[MAYOR MONTHLY REPORT OCTOBER 2016.PDF](#)

4.III. Jeannelle Wallace, Acting City Administrator Report

Documents:

[CITY ADMINISTRATOR MONTHLY REPORT OCTOBER 2016.PDF](#)
[CITY CLERK DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[CODE ENFORCEMENT DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[COMMUNITY SERVICES DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[FINANCE DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[HUMAN RESOURCES MONTHLY REPORT OCTOBER 2016.PDF](#)
[NUISANCE AND ABATEMENT DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[POLICE DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)
[PUBLIC WORKS DEPARTMENT MONTHLY REPORT OCTOBER 2016.PDF](#)

5. Unfinished Business

6. New Business

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. Mobile Market Food Distribution, Thursday, November 17, 2016, Seat Pleasant Fire Department, 6305 Addison Rd., Seat Pleasant, MD From 5:00p.m.-8:00p.m.

8.II. Regular Work Session, Monday, December 5, 2016, Seat Pleasant City Hall-Council Chambers At 6:00p.m.

8.III. Public Session, Monday, December 12, 2016, Seat Pleasant City Hall-Council Chambers At 7:00p.m.

8.IV. Mobile Market Food Distribution, Thursday, December 15, 2016, Seat Pleasant Fire Department, 6305 Addison Rd., Seat Pleasant, MD From 5:00p.m.-8:00p.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
SPECIAL SESSION
MONDAY, OCTOBER 3, 2016
1:00P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember Yeargin called the meeting to order at 1:24p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Dashaun N. Lanham, City Clerk, Jeannelle Wallace, Acting City Administrator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter

2. PRESENTATIONS:

2.1. None

3. MEETING TOPICS:

3.1. Vote for President of Council

- The City Clerk provided the City Council to vote for the President of the Council.
- The City Clerk stated that Councilmember Yeargin received six (6) votes and Councilmember Stephenson receive one (1) vote for the Council President seat.

3.2. Council Committee Appointment

- Council President Yeargin provided the City Council with the Council Committee list for October 2016-October 2017.

3.3. City Council Committee Reports

- Council President Yeargin read the name of each committee chair for the City of Seat Pleasant.

4. LEGISLATION

4.1. Charter Amendment Resolution R-17-01 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. It was motioned by Councilmember Maxwell and seconded by Councilmember Sistrunk to approve Charter Amendment Resolution R-17-01. The motion carried.

FOR: Jones, Maxwell, McCarthy, Porter, Sistrunk and Yeargin

AGAINST: Stephenson

4.2. Ordinance O-17-04 Authorization to Borrow Money in Connection with the Renovation of City Hall and Publics Works Facility. Ordinance O-17-04 was introduced by the City Council on Thursday, September 8, 2016 and read by the City Clerk. The second reading was held on Monday, October 3, 2016.

It was motioned by Councilmember McCarthy and seconded by Councilmember Maxwell to approve Ordinance O-17-04. The motion carried and was unanimously approved.

4.3. Ordinance O-17-05 FY2016-2017 Budget Amendment was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016.

4.4. Resolution R-17-06 Amendment of Resolution R-17-04 Appointment of City Administrator. Resolution R-17-06 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. It was motioned by Councilmember Jones and seconded by Councilmember Sistrunk. The motion carried and was unanimously approved by the City Council.

5. UNFINISHED BUSINESS

5.1. None

6 ANNOUNCEMENTS

6.1.1. Regular Work Session, Monday, October 3, 2016, Seat Pleasant City Hall-Council Chambers at 5:00p.m.

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

ADJOURN-The meeting was adjourned at 2:45p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

UNAPPROVED

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL SESSION
MONDAY, OCTOBER 3, 2016
1:00P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember Yeargin called the meeting to order at 1:24p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Dashaun N. Lanham, City Clerk, Jeannelle Wallace, Acting City Administrator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Porter

2. PRESENTATIONS:

2.1. None

3. MEETING TOPICS:

3.1. Vote for President of Council

- The City Clerk provided the City Council to vote for the President of the Council.
- The City Clerk stated that Councilmember Yeargin received six (6) votes and Councilmember Stephenson receive one (1) vote for the Council President seat.

3.2. Council Committee Appointment

- Council President Yeargin provided the City Council with the Council Committee list for October 2016-October 2017.

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- Council President Yeargin read the name of each committee chair for the City of Seat Pleasant.

4. LEGISLATION

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FOR: Jones, Maxwell, McCarthy, Porter, Sistrunk and Yeargin

AGAINST: Stephenson

4.2. Ordinance O-17-04 Authorization to Borrow Money in Connection with the Renovation of City Hall and Publics Works Facility. Ordinance O-17-04 was introduced by the City Council on Thursday, September 8, 2016 and read by the City Clerk. The second reading was held on Monday, October 3, 2016.

It was motioned by Councilmember McCarthy and seconded by Councilmember Maxwell to approve Ordinance O-17-04. The motion carried and was unanimously approved.

4.3. Ordinance O-17-05 FY2016-2017 Budget Amendment was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016.

4.4. Resolution R-17-06 Amendment of Resolution R-17-04 Appointment of City Administrator. Resolution R-17-06 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. It was motioned by Councilmember Jones and seconded by Councilmember Sistrunk. The motion carried and was unanimously approved by the City Council.

5. UNFINISHED BUSINESS

5.1. None

6 ANNOUNCEMENTS

6.1.1. Regular Work Session, Monday, October 3, 2016, Seat Pleasant City Hall-Council Chambers at 5:00p.m.

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

ADJOURN-The meeting was adjourned at 2:45p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

UNAPPROVED

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
PUBLIC SESSION
MONDAY, OCTOBER 10, 2016
7:00P.M.**

1. OPENING

1.1.1 Call to Order

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

1.1.2 Roll Call

Present: Mayor Eugene W. Grant (Late Arrival), Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter (Late Arrival), Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: Dashaun N. Lanham, City Clerk, Jeannelle Wallace, Acting City Administrator

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 Sistrunk and seconded by Councilmember Maxwell to approve the Public Session agenda. The motion carried and the agenda was unanimously approved by the Council.

1.1.5. Approval of Meeting Minutes

- It was motioned by Councilmember Stephenson and seconded by Councilmember Sistrunk to approve the Special Session meeting minutes for Thursday, September 8 2016. The motion carried and the minutes were unanimously approved.
- It was motioned by Councilmember Stephenson and seconded by Councilmember Jones to approve the Special Session Minutes meeting

minutes for Wednesday, September 14, 2016. The motion carried and the minutes were unanimously approved.

- It was motioned by Councilmember Jones and seconded by Councilmember McCarthy to approve the Closed Session meeting minutes for Wednesday, September 14, 2016. The motion carried.
- FOR: Jones, Maxwell, McCarthy, Porter, Sistrunk and Yeargin
AGAINST: Stephenson
- It was motioned by Councilmember Maxwell and seconded by Councilmember Jones to approve the Public Session Meeting Minutes for Wednesday, September 14, 2016, 2016. The motion carried.
- FOR: Jones, Maxwell, McCarthy, Porter, Sistrunk and Yeargin
AGAINST: Stephenson

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

3.1. Ordinance O-17-05 Amendment of Fiscal Year 2016-2017 Budget. Ordinance O-17-05 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. The second reading was held on Monday, October 10, 2016. It was motioned by Councilmember Maxwell and seconded by Councilmember Sistrunk to approve Ordinance O-17-05. The motion carried and was unanimously approved.

3.2. Ordinance O-17-06 Amendment of Chapter 6-Checks. Ordinance O-17-06 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. The second reading was held on Monday, October 10, 2016. It was motioned by Councilmember McCarthy and seconded by Councilmember Jones to approve Ordinance O-17-06. The motion carried and was unanimously approved.

3.3. Ordinance O-17-07 Amendment of Chapter 14-Departments and Committees. Ordinance O-17-07 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. The second reading was held on Monday, October 10, 2016. It was motioned by Councilmember Jones and

seconded by Councilmember Maxwell to approve Ordinance O-17-07. The motion carried and was unanimously approved.

3.4. Ordinance O-17-08 Amendment of Chapter 12-City Hall. Ordinance O-17-08 was introduced by the City Council and read by the City Clerk on Monday, October 3, 2016. The second reading was held on Monday, October 10, 2016. It was motioned by Councilmember Stephenson and seconded by Councilmember Sistrunk to approve Ordinance O-17-08. The motion carried and was unanimously approved.

4. REPORTS:

4.1. Council President Report

- Council President Yeargin stated that the report for the month of September is on the information stand.

4.2. City Administrator Report:

- Mrs. Wallace, Acting City Administrator stated that the month of September the city had been focused on Smart City. Mrs. Wallace stated that there areas that we need to be proactive on and resolve sooner rather than later; assign a Public Safety Officer, educate, empower and engage residents on personal safety issues and codes pertaining to trash and property maintenance; Establish goal of 48 hours response time to citizens, elected officials and City Administrator request; Economic Development Page on Website; resolve abatement on private vacant property as a priority; Establish policies for complying wit Clean Water Mandates; Schedule State Highway Administration Traffic Engineer to present on traffic issues on MLK Highway
- Mrs., Wallace requested the City Council to approve payment in the amount of \$132, 150.00 from the reserve account for the Smart City Vendors.
- It was motioned by Councilmember Maxwell and seconded by Councilmember Sistrunk to approve the payment for the vendors in the amount of \$132, 150.00 to Arel for \$78,000, RDA Engineering \$34,000 and \$9,750.00, Nehemiah Management Project Management \$10,400.00. The motion carried.
- FOR: Jones, Maxwell, McCarthy, Porter, Sistrunk and Yeargin
- ABSTAIN0: Stephenson

5. UNFINISHED BUSINSS

5.1. None.

6. NEW BUSINESS

6.1. None

7 CITIZEN COMMENTS

- Barbara Kennedy-Mrs. Kennedy requested that they receive a monthly report showing the monies coming in and going out. She would like for the residents to get more information on the Smart City as well as the information being including on the city website.
- M. Charlina Watson-Ms. Watson stated that she has more of a comment. The website isn't in tuned to the people. The website isn't easy to navigate. She would like to get update minutes and documents on the website.
- Earl Ross, Jr. Mr. Ross stated that the City approved the handicap parking space in front of his home about ten (10) years ago. He was informed that he could receive a break on his property taxes if his income is less than \$35,000 annually. He was informed that by the County Executive Office that he was no longer eligible to receive the discount on his taxes. He has requested a driveway installed for a handicap person.
- Pastor Stephen Joyce-Pastor Joyce stated that he is interested in renting the Gaskin property on MLK. He stated that he has heard the City Administrator mention the upcoming report for the property and he recommends About his Father Business to repair the church. They are willing to lease and repair the church.
- Dino Sawyer-Mr. Sawyer stated they have a great concern in Seat Pleasant Community as well as every community. Mr. Sawyer was stopped on a routine traffic stop by the Seat Pleasant Police Department. They were requested to get out of the car and searched by the police officer. When he requested the officer badge he was told to leave or he would be arrested. The officer use profanity toward the individuals. They were informed by the officers to watch his back. They were instructed to complete a complaint form for the matter to be investigated.
- Bernita Bishop-Ms. Bishop wanted to know the laws for parking on Martin Luther King, Jr. Highway. She stated that she has resided in the city for three (3) years and she is pleased with the cleanliness of the city.
- Mayor Grant stated that the city has implemented a speed camera on Central Avenue. He stated the Former Chief of Police worked very hard to have the

speed cameras on Central Avenue. He gave kudos to Former Chief Cotillo and the outgoing Council for the passage of the legislation.

8 ANNOUNCEMENTS

- 8.1. Rain Barrel Demonstration, Sunday, October 23, 2016, Seat Pleasant Activity Center, 5720 Addison Rd.,**
- 8.2. Seat Pleasant Annual Community Flea Market, Saturday, October 1, 2016 from 10:00a.m. to 4:00p.m., Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD**
- 8.3. Regular Work Session, Monday, October 3, 2016, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 8.4. Public Session, Monday, October 10, 2016, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**

9. ADJOURN-

The meeting adjourned at 8:17p.m.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
TUESDAY, OCTOBER 18, 2016
6:00P.M.**

1. OPENING

Call to Order

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

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

Roll Call

Present: Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

- The City Council met in accordance with General Provisions Article §3-305 (b) 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- The City Council met with the Mayor, Acting City Administrator and the Executive Team for discussion of each department needs in the current fiscal year.

The meeting was adjourned at 7:43p.m.

The Closed Session was held at Seat Pleasant City Hall

The Councilmember's who voted to Close the meeting: Jones, Maxwell, McCarthy Porter, Sistrunk, Stephenson, and Yeargin.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

**CITY COUNCIL
CITY OF SEAT PLEASANT
CLOSED SESSION
WEDNESDAY, OCTOBER 19, 2016
6:00P.M.**

1. OPENING

Call to Order

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

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

Roll Call

Present: Councilmember Charl Jones, Councilmember Lamar Maxwell, Councilmember Shireka McCarthy, Councilmember Kelly Porter, Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

- The City Council met in accordance with General Provisions Article §3-305 (b) 1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- The City Council met with the Mayor, Acting City Administrator and the Executive Team for discussion of each department needs in the current fiscal year.

The meeting was adjourned at 7:52p.m.

The Closed Session was held at Seat Pleasant City Hall

The Councilmember's who voted to Close the meeting: Jones, Maxwell, McCarthy Porter, Sistrunk, Stephenson, and Yeargin.

Submitted by,

Dashaun N. Lanham, CMC
City Clerk

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

Ordinance No.: O-17-09
Introduced By: City Council
Date Introduced: November 7, 2016
First Reading: November 7, 2016
Second Reading
Amendments Adopted
Dated Adopted:
Date Effective:

AN ORDINANCE concerning

**AMENDMENT OF THE
FISCAL YEAR 2016-2017 BUDGET
FOR THE CITY OF SEAT PLEASANT, MARYLAND**

SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the 2016-2017 Budget of the City of Seat Pleasant, as enacted by Ordinance O-16-08, adopted on May 16, 2016, shall be amended as follows:

GENERAL FUND

Account Title	Account Number	Current Budgeted Amount	Adjustment	New Budgeted Amount
Expenditures Decrease the following line item: Reserve Account	3305.00	2,869,100	132,150	2,736,950
Expenditures Increase the following line item: Expenditure Account Administration Contractual Services for the Smart City Project	4-6017	68,000	132,150	200,150

Expenditures				
Decrease the following line item:	4-6017	200,150	78,000	122,150
Expenditure Administration				
Contractual Services for the				
Smart City Project Architect				
Expenditure Decrease the	4-6017	122,150	43,750	78,400
following line item:				
Administration Contractual				
Services for the Smart City				
Project				
Expenditures				
Decrease the following line item:	4-6017	78,400	10,400	68,000
Expenditure Administration				
Contractual Services for the				
Smart City Project				
Revenues Increase the following	4357.00	0	50,000	50,000
line item: USDA Grant for the				
purchase of a Police Vehicle				
Expenditure Increase the	7-5975-PV	68,125	50,000	118,125
following line item:				
Police Department Vehicles with				
USDA Grant				
Expenditures Decrease the	7-5975-PV	118,125	16,000	112,125
following line item:				
Police Department Vehicles				

SECTION 2. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that, having been approved by the affirmative vote of at least a majority the of the total elected membership of the Council shall be necessary for adoption, the City Clerk shall certify to the adoption of this Ordinance, and cause the same to be published as required by law; and that this Ordinance shall become effective immediately following approval by the Mayor or passage by the Council after the veto by the Mayor.

COUNCIL OF THE CITY OF SEAT PLEASANT

 Charl Jones, Councilmember

 Lamar Maxwell, Councilmember

 Shireka McCarthy, Councilmember

 Kelly Porter, Councilmember

Gloria L. Sistrunk, Councilmember

Aretha A. Stephenson, Councilmember

Reveral L. Yeargin, Councilmember

ATTEST:

Dashaun N. Lanham, CMC
City Clerk

This Ordinance was presented to the Mayor for his approval or disapproval pursuant to Section C-313 of the Charter of the City of Seat Pleasant this _____ day of _____ 2016

**Dashaun N. Lanham, CMC
City Clerk**

In accordance with Section C-313 of the Charter of the City of Seat Pleasant, I hereby Approve or Disapprove this Ordinance this _____ day of _____, 2016

**Eugene W. Grant
Mayor**

EXPLANATION

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from the bill by amendment or deleted from the law.

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

Ordinance No.: O-17-11
Introduced by: City Council
Date Introduced: November 7, 2016
First Reading: November 7, 2016
Second Reading: November 14, 2016
Date Passed:
Date Effective:

AN ORDINANCE concerning

CHAPTER 14 – Departments and Committees

FOR the purpose of amending Chapter 14 – Departments and Committees of the Code of the City of Seat Pleasant to rename the Community Services Department to Public Engagement of the City to better reflect their respective purposes; providing that the title of this Ordinance shall be deemed a fair summary; and generally relating to departments and committees in The City of Seat Pleasant.

BY amending Chapter 14 – Departments and Committees
Section 14-1
Code of the City of Seat Pleasant (1994 Edition, as amended)

WHEREAS, pursuant to Md. Code Ann., Local Gov’t § 5-202(1) and § C-501(a) of the Charter of the City of Seat Pleasant (the “Charter”), the Council of the City of Seat Pleasant (the “City Council”) has the power to pass all ordinances not contrary to the Constitution and laws of Maryland or the Charter as it may deem necessary for the good government of the City; and

WHEREAS, the City Council desires to amend Chapter 14 – Department and Committees of the Code of the City of Seat Pleasant for the purposes of renaming certain committees of the City to better reflect their respective purposes; and

WHEREAS, the City Council deems it in the interest of the public health, welfare and safety of the citizens of The City of Seat Pleasant, and for the good government of The City of Seat Pleasant, to enact this Ordinance and to take the actions as described herein.

SECTION 1. BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that Section 14-1 of the Code of the City of Seat Pleasant (1994 Edition, as amended) be and it hereby is amended to read as follows:

§ 14-1. Departments established.

The following departments, Public Works Department, Public Safety/Police Department, Finance Department and ((Community Services)) PUBLIC ENGAGEMENT Department, are heretofore created and established as permanent departments of the Mayor and Council of Seat Pleasant, and they shall continue to function as heretofore ordained, as per the Article creating them in such case made and provided. The city shall, by majority vote of the Council then sitting, establish and disestablish departments from time to time.

SECTION 2. AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that the Recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION 3. AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that all other ordinances or parts of ordinances or provisions of the Code of the City of Seat Pleasant (1994 Edition, as amended) in conflict with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that the title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

SECTION 5. AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that, if any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the City Council that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase or portion hereof.

SECTION 6. AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT that the City Clerk shall certify to the passage of this ordinance, and cause the same or, to the extent permitted by the Charter, a fair summary of the same, to be published as required by law, and that this Ordinance shall become effective at the expiration of twenty (20) days following approval by the Mayor or passage by the City Council over the Mayor's veto.

COUNCIL OF THE CITY OF SEAT PLEASANT

Charl Jones, Councilmember

Lamar Maxwell, Councilmember

Shireka McCarthy, Councilmember

Kelly Porter, Councilmember

Gloria L. Sistrunk, 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 § C-313 of the Charter of the City of Seat Pleasant this _____, 2016.

Dashaun Lanham, CMC
City Clerk

In accordance with § C-313 of the Charter of the City of Seat Pleasant, I hereby **(APPROVE) (DISAPPROVE)** of this Ordinance this _____, 2016.

Eugene W. Grant, Mayor

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-17-08

Introduced By **City Council**
Date Introduced **November 14, 2016**
Date Adopted
Date Effective

A RESOLUTION to

APPROVE THE CITY OF SEAT PLEASANT’S DESIGNATION OF A MUNICIPAL COLLABORATION APPLICATION AND RECEIPT OF FINANCING FOR THE MEA AND DHCD SUSTAINABLE COMMUNITIES-COMMUNITY LEGACY PROJECTS FURTHER DESCRIBED IN THE MEA EMPOWER AND COMMUNITY LEGACY APPLICATION, TO BE FINANCED EITHER DIRECTLY BY THE MARYLAND ENERGY ADMINISTRATION, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OF THE STATE OF MARYLAND, OR THROUGH OTHER DEPARTMENTS OR AGENCIES OF THE STATE OF MARYLAND.

WHEREAS, the Municipal Collaboration consists of the municipal governments of the Towns of Bladensburg, Cheverly, Colmar Manor, Cottage City, Brentwood, North Brentwood, Edmonston, Forest Heights, Landover Hills, Capitol Heights, and Morningside, and the Cities of Seat Pleasant, Glenarden, Hyattsville, Bowie, Riverdale Park, New Carrollton, University Park, and Mount Rainier; and

WHEREAS, the Municipal Collaboration has formed to pursue and obtain, and has successfully obtained, grant funding that is used to reinvest in communities, such as the Maryland Energy Administration’s (“MEA”) MEA Empower Clean Energy Communities Grant Program (\$2,715,000.00), the Department of Housing and Community Development’s (“DHCD”) Community Legacy Program (\$515,000.00), and U.S. Department of Energy funding (“EECBG”) (over \$1,000,000.00) through Prince George’s County, Maryland, which funding has been fully allocated to installing solar retrofits on nine municipal complexes with no findings on any audit; and

Resolution No. R-17-08 A Resolution to Approve The City of Seat Pleasant’s Designation of a Municipal Collaboration Application and Receipt of Financing for the MEA and DHCD Sustainable Communities/Community Legacy Projects Further Described in the MEA EmPower and Community Legacy Application, to be Financed Directly by the Maryland Energy Administration, Department of Housing and Community Development of the State of Maryland, or Through Other Departments or Agencies of the State of Maryland

July 13, 2015

Page 1 of 3

WHEREAS, the Municipal Collaboration recognizes that there exists a significant need for reinvestment and revitalization of its member municipalities; and

WHEREAS, the Municipal Collaboration proposes to operate within Special Conditions set forth by the MEA Empower LMI Communities; and

WHEREAS, the Municipal Collaboration proposes to operate only in authorized designated areas within the boundaries of its member municipalities and/or as defined and approved by DHCD as Sustainable Community/Community Legacy Areas (collectively, the "Areas"), and to develop Community Legacy Projects in such Areas (the "Projects"), the purpose of which will be to contribute to the reinvestment and revitalization therein; and

WHEREAS, DHCD, either through Community Legacy or its other programs, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Projects (the "Project Financing"), which financing will assist in making the same financially feasible; and

WHEREAS, with respect to DHCD, the Areas are all located within priority funding areas under Md. Code Ann., St. Fin. & Proc. § 5-7B-02, et seq., and the Projects will conform to the local zoning codes and ordinances applicable in each Area; and

WHEREAS, the applicable laws and regulations require approval of the Community Legacy designation of the Areas, the Projects, and financing therefor by the City of Seat Pleasant, as lead agency for the Municipal Collaboration, and, where appropriate, by the chief elected executive official thereof; and

NOW, THEREFORE BE IT RESOLVED, THAT the City Council of the City of Seat Pleasant hereby endorses the designation of the Areas and the development of the Projects in such Areas, and hereby approves the request for funding therefor in the form of a grant, loan, or other financial vehicle(s); and

BE IT FURTHER RESOLVED THAT the Mayor of the City of Seat Pleasant, as the City's chief elected executive official, be and is hereby requested to endorse his signature on this Resolution, thereby indicating his approval thereof; and

BE IT FURTHER RESOLVED THAT the Mayor and the City Council of the City of Seat Pleasant are hereby authorized to execute any and all documents and take any and all actions necessary to carry out the intent of this Resolution; and

Resolution No. R-17-08 A Resolution to Approve The City of Seat Pleasant's Designation of a Municipal Collaboration Application and Receipt of Financing for the MEA and DHCD Sustainable Communities/Community Legacy Projects Further Described in the MEA EmPower and Community Legacy Application, to be Financed Directly by the Maryland Energy Administration, Department of Housing and Community Development of the State of Maryland, or Through Other Departments or Agencies of the State of Maryland

July 13, 2015

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BE IT FURTHER RESOLVED THAT copies of this Resolution be sent to the Secretary of DHCD of the State of Maryland and Maryland Energy Administration upon its adoption.

READ AND ADOPTED THIS ____ day of _____, 2016.

BY ORDER: We hereby certify that Resolution Number R-17-08 is true and correct and has been duly adopted by the City Council of the City of Seat Pleasant, Prince George's County, Maryland.

Eugene W. Grant, Mayor

Charl Jones, Councilmember

Lamar Maxwell, Councilmember

Shireka McCarthy, Councilmember

Kelly Porter, Councilmember

Gloria L. Sistrunk, Councilmember

Aretha Stephenson, Councilmember

Reveral L. Yeargin, Councilmember

ATTEST:

Dashaun N. Lanham, CMC
City Clerk

Resolution No. R-17-08 A Resolution to Approve The City of Seat Pleasant's Designation of a Municipal Collaboration Application and Receipt of Financing for the MEA and DHCD Sustainable Communities/Community Legacy Projects Further Described in the MEA EmPower and Community Legacy Application, to be Financed Directly by the Maryland Energy Administration, Department of Housing and Community Development of the State of Maryland, or Through Other Departments or Agencies of the State of Maryland

July 13, 2015

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CITY COUNCIL PRESIDENT REPORT

CITY OF SEAT PLEASANT



OCTOBER 2016

CITY OF EXCI

COUNCIL PRESIDENT REPORT

ACTIVITIES-OCTOBER 2016

City Council Meetings

Regular Work Session

- Monday, October 3, 2016

Public Session

- Monday, October 10, 2016

Special Session

- Monday, October 3, 2016
- Wednesday, October 18, 2016
- Thursday, October 19, 2016

Closed Session

- Tuesday, October 18, 2016
- Wednesday, October 19, 2016

Public Hearing

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

LEGISLATION

- Charter Amendment Resolution R-17-01 Powers and Duties of the Mayor **Approved 6-0-1**
- Ordinance O-17-04 Authorization to borrow money for the Smart City Project for the renovation to Seat Pleasant City Hall and Public Works Facility 2nd Reading **Approved 7-0-0**
- Ordinance O-17-05 FY2016-2017 Budget Amendment **Approved 7-0-0**
- Ordinance O-17-06 Amendment of Chapter 6-Checks **Approved 6-1-0**
- Ordinance O-17-07 Amendment of Chapter 14-Departments and Committees **Approved 7-0-0**
- Ordinance O-17-08 Amendment of Chapter 12-City Hall **Approved 7-0-0**
- Resolution R-17-06 Amendment of Resolution R-17-04 to Appointment of City Administrator **Approved 7-0-0**

EVENTS

- The newly elected Mayor and City Council was sworn in on Monday, October 3, 2016.

PROJECTS

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

ATTENDANCE

Mayor & Councilmember	Public	Work Session	Special	Closed
Eugene Grant	P	P	P	N/A
Shireka McCarthy	P	P	P	P
Kelly Porter		P	P	P
Lamar Maxwell, Ward I		P	P	P
Aretha Stephenson, Ward II		P	P	P
Reveral Yeargin, Ward III	P	P	P	P
Charl Jones, Ward IV	P	P	P	P
Gloria Sistrunk, Ward V		P	P	P

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

Note: _

City Council Events/Programs Month of: OCTOBER 2016

EVENT	LOCATION	DATE
SEAT PLEASANT INAUGURATION	SEAT PLEASANT	10/03/16



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Office of the Mayor

Date of Report 11/7/16

Reporting Period: October 1, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- MML Fall Conference
- PGCMA Joint Mtg. with Montgomery County Chapter
- Success of City Council/Executive Management Team
- PG Chamber of Commerce “2016 Excellence In Business” Kim Rhim (The Training Source) a Seat Pleasant business, one of the recipients
- Executive Management Team meetings

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- All efforts to go paperless in all the city government offices become effective November 1, 2016

Indicate problems identified, barriers encountered and solutions reached.

Identify goals for the next reporting period.

- Improving Mayor’s page on City website

- Executive Management Team Project completions
-

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue +
Line Item _____

FY ____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

Expenditures

Line Item _____

FY ____ Budget (Previous Year)	FY __2017__ Budget (Current Year)	FY __2017__ Actual (Current Year)
	\$15,227.00	\$14,543.83

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



Figure 1 Executive Management Team Mtg. w/ the City Council 10/18-19/16



City of Seat Pleasant

Office of the City Administrator

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Department Name Administration

Date of Report November 4, 2016 Reporting Period October 1-31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Requested property tax liens against vacant property owners for failure to register the properties as vacant – total amount of lien request equals \$8,000

Created monthly departmental report form

Recommended to the council various code revisions and additions (see attachment)

Directed public work to obtain estimates for restoration and mold remediation for Gaskins Property

Advised Treasurer on new monthly financial data required for reporting purposes

Drafted text for grant to Chesapeake Bay Trust for Clean-up of the Chesapeake Trail

Attending LGIT Training

Made Recommendations re water problems on Greig Street (see attachment)

Goal 100 % abatement of vacant residential properties

All 30 day goals met.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

Received a compliment from resident Brenda Foxx for responding to her complaint re dogs. Advised her of the notice in October Newsletter referencing the requirement for dog owners to pick up animal feces.

Newsletter now contains departmental reports; all departmental reports will be placed on the website on each departmental page

Each executive team/department developed 30-day, 6 month, and 12 month goals.

City will now only issue electronic packets to the Council (excluding legislation)

Code Enforcement and Finance are coordinating better re revenue for licenses and fines

Indicate problems identified, barriers encountered and solutions reached.

Getting additional phone equipment and lines installed for additional staff; city needs to reduce the monthly bills and line rentals through Verizon

Identify goals for the next reporting period.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal 50 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal 50 % increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Expenditures

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the City Clerk

A CITY OF EXCELLENCE SMART CITY

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Department Name: City Clerk

Date of Report November 3, 2016

Reporting Period October 1-October 31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The City Clerk attended the Mayor and City Council Inauguration on Monday, October 3, 2016

The City Clerk prepared the agenda's and legislation for the October Meetings

The City Clerk registered the Mayor and City Council to attend the MML Fall Conference and the National League of Cities City Summit Conference

The City Clerk updated the City's website to reflect the newly elected Council

The City Clerk transferred and trained the Human Resources Officer on setting up the cellular devices; contacted the cellular vendor and added the Human Resources Officer to the account to make necessary changes.

The City Clerk set-up an account with Dell and ordered computers for the staff. Scheduled for the computers to be set-up with the IT contractor.

The City Clerk scheduled the delivery and training of the new copiers for the Administration, Finance, Police and Public Works Department.

The City Clerk attended the webinar for the recommended Board Docs program on Friday, October 14, 2016.

The program will make the monthly agenda completely electronic.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The City Clerk will be working on the implementation of the Board Docs for agenda management. The City Clerk will be reviewing and discussing with General Code, the E-code for the City's Code Book. This will make automatically update the Charter and Code as amendments are approved by the City Council.

Indicate problems identified, barriers encountered and solutions reached.

The City Clerk will be working with the newly elected City Council by ensuring their training needs are met and scheduled accordingly.

Ensure that Elected Officials and Executive Team will be trained on the Board Docs System

Identify goals for the next reporting period.

Monthly Meeting Agenda will be 100% electronically
Update City Charter and Code with approved amendments by the City Council
Research Business Codes for the City

Examples of Goals

- Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
- Goal _____% increase in recyclables (based on statistics from refuse contractor)
- Goal 100 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
- Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$0	\$0	\$0

Expenditures

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$21,408	\$55,600	\$15,031.18

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE: SMART CITY

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Department Name: Code Enforcement

Date of Report: November 1, 2016

Reporting Period: October-November 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The departmental progress that I have noticed for this reporting period is really the progress that has been made with regards to the vacant and abandoned homes. Previously, the department had been receiving complaints regarding high grass, open doors and windows, loitering and vagrants that have plagued these properties. Although this did was not a result of the “smart city” efforts via technology, it is a great example of what can be done via the “internet of things” as it relates to informing the residents when significant changes and improvements are made concerning their complaints.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The department is definitely in need of the technology that will enable us to better keep track of residences, streets, businesses, vehicles, trees, etc. in order to effectively provide a service or cite a property. It will also enable us to differentiate a nuisance property or issue immediately. At present, a nuisance property may be referred to as such after it is communicated in conversation. Also, we are in need of the technology that will allow us to get behind properties and identify any problems that are not openly visible.

Indicate problems identified, barriers encountered and solutions reached.

Current problems in Code Enforcement really are not code enforcement per se, but it definitely affects how the delivery of resources (or lack thereof) hinges on the fact that many of our residents are elderly. With that said, for example, we have a code that addresses dead trees. Even if a violation actually exists, the cost is often times astronomical, especially for a household that is operating on a fixed income. We have existing problems but do not have the resources in which residents can turn to for assistance. It is my recommendation that the Code

Enforcement Department have a meeting with either the Community Services Director or Grants Director to identify possible solutions.

Identify goals for the next reporting period.

- Having identified some resources that pertain to Code Enforcement that may provide relief for the residents that need them
- With the assistance of the County, begin to inspect food establishments and cite based on findings
- Begin preparation for the winter season with an informative piece submitted from the Department regarding snow removal, numbers to call in case of outages, etc.

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY2016 Budget (Previous Year)	FY2017 Budget (Current Year)	FY2017 Actual (Current Year)
\$4,149.50	(127.50)	\$4,022.00

Expenditures

Line Item _____

FY2016 Budget (Previous Year)	FY2017 Budget (Current Year)	FY2017 Actual (Current Year)
\$940.07	\$3,093.93	\$4,034.00

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Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the City Administrator

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Department Name: Community Services

Date of Report: 11/04/2016

Reporting Period: 10/3/2016-10/31/2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

On October 3rd, the community services department embarked on a new course to find initiatives ways to better engage, empower, and educate our community. Through our engagement efforts, our department planned, and organize four impactful community engagement events in a matter of four weeks. Nearly 50% or higher of Seat Pleasant residents attended one or more community engagement. Surveying the residents who did attend the events enjoyed and provided positive feedback.

- **Rain Barrel Event** – Understanding the vision of transiting our community to a smarter and environmental friendly city, our department planned a Rain Barrel Event. Attracting 12 community members, this event emphasized the importance of collecting rain water to save run off water pollution. Additionally, this event educated our community on ways to save money of water bills and the various uses of the barrel itself. It was publicized within the September issue of the Newsletter, Social Media and Flyers that were distributed to resident’s homes.
- **Meet the Chief** – Working in partnership with the Police department and its leadership, our department co-organized a the Meet the Chief event. Over 38 people had the opportunity to learn the new vision of the Chief of Police.
- **Trunk and Treat-** Creating a safe and engaging environment for children to attend while trick or treating our department co-organized this harvest event. Nearly 500 community members enjoyed decorated police vehicles, give-a-ways, popcorn, and tons of candy. This event is a first in our City’s history and was funded by the community and police department through sponsorship.

- **“Mobile Market” Food Bank** – In response of the closing of a national chain grocery store in our community. Our department was able, to organize a food bank/market for our residents. This event attracted near 130 community members over two distribution days. It was publicized through social media, the City Newsletter, and printed flyers.

The November Newsletter recently came out and the feedback from residents has been positive. In addition to the beneficial content, residents enjoyed the seasonal and warm feel that the colors pictures bring. Included brief bio’s of our newly appointed department leaders. In the future, we will like to use the new letter in a more educational and engage way to reach our residents.

Moving forward Mayor Grant would like the name of the department changed to Community Engagement as well as the description and concepts for the department.

Department Description:

Provide external support by establishing open and effective communication channels between the government and its citizens, residents, business and greater community. The Department will be responsible for creating and overseeing special programs and services that increase all segments of community involvement; and strength and build capacity for the mutual benefits of all. The Department will research and implement innovative approaches for the development of culturally sensitive and results driven strategies for outreach, communication, training and management practices designed to meet the diverse needs of the community. The Department shall work to assist in obtaining grant funds to sustain departmental work, work closely with community partners in developing effective partnerships, and develop a comprehensive system for data tracking that helps to guide good public policy and best practices.

The Community Engagement Department will develop the City’s Official Volunteer Program, oversee all Volunteer Committees, etc.

The Community Engagement Department shall be responsible for creating protocols for ALL city functions, oversee ALL city functions to protect and maintain the over image, branding and reputation of the city.

Key community engagement concepts may involve the use of relevant community benefit sectors such as:

- Fundraising
- Community impact planning
- Community-driven governance
- Asset-based resource development
- Vision-based community impact planning
- Organizational wellness planning
- Building programs on shared resources
- Community-based program development

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The only improvements that need to be made and/or achieved from my department based on the Smart City model would be to go paperless when hosting events or programs. We use paper to collect data from residents. As paper is convenient it is inefficient and time consuming. With mobile Smart devices such as iPads, we are able to capture data using voice recognition features and able to read and process the data collected effectively.

Website, Email address of residents create better communications between the government departments.

Indicate problems identified, barriers encountered and solutions reached.

An issue that we have had thus far would be the lack of briefing packages. Being prepared in advance for events with every detail in place would make the event run smooth. Without an official briefing package for the events we have had thus far, there have been last minute decisions made that cause confusion. We identified the problem and are in the midst of perfecting the briefing packages for future reference.

Identify goals for the next reporting period.

Examples of Goals

Goal 50 % reduction in household consumable waste (based on statistics from refuse contractor)

Goal 50 % increase in attendance (based on statistics from refuse contractor)

Goal 50 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal 50 % increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Total Revenue

FY2016 Budget (Previous Year) 0	FY 2017 Budget (Current Year) 0	FY 2017 Actual (Current Year) \$300.00
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Total Expenditures

FY 2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Current Year)
\$103,550.00	\$98,600.00	\$26,646.74

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



Mobile Market

Trunk or Treat



Meet the Chief

Rain Barrel





City of

Office of the City
Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 11-01-2016

Reporting Period 10-1 to 10-31-2016

1. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of cash disbursement are the Finance Department :
 - a. Processed electronically 108 purchase orders for procurement of goods and services from the departments within the same day the purchase order was authorized.
 - b. Processed electronically and verified account codes for proper assignment of budget expenditures for 108 purchase requisitions within the same day the purchased was authorized by the City Administrator.
 - c. Processed electronically 108 purchase orders and invoices into vendor files within the same day the purchase order was approved by the City Administrator.

2. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing payroll are the Finance Department :
 - a. Reviewed 82 payroll time sheets for accuracy within 2 hours during the payroll week.
 - b. Processed electronically 82 city payroll checks within 15 minutes during the payroll week.

3. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing cash payment are the Finance Department.

- a. Processed customer services requests for incoming revenues to the city within 2 minutes per transaction.
- b. Processed deposits for all incoming revenues within 3 minute per transactions.
- c. Processed 31 real estate tax payment transactions into the cash receipt journal within 15 minutes.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- 1) Finance Department has a small staff with a shallow skill base in analysis and forecasting.
- 2) Cash flow is low in the summer months.

Indicate problems identified, barriers encountered and solutions reached.

- 1) In the past the Finance Department receive no input from the various department in determining departmental staffing levels and capital equipment needs. The city now conducts executive staff meeting to solicit input from the various department on staffing levels and capital equipment needs.
- 2) Finance Department needs to develop some collection points in the city where citizen can drop off a payment on a 24 hour basis. The city staff is looking at the cost of depository boxes to be place in various location in the city.

Identify goals for the next reporting period.

- 1. 10 % reduction in the processing of paper checks.
- 2. 10 % increase in the processing of payment of fees online.
- 3. 100% collection of Business licenses.
- 4. Development of a comprehensive lien data base.

Revenue

Line Item N/A

FY Budget (Previous Year)	FY Budget (Current Year)	FY Actual (Current Year)

--	--	--

Expenditures

FY 16 Budget (Previous Year)		FY 17 Budget (Current Year)		FY 17 Actual (Current Year)	
Line items					
5-5110	\$ 1,518	\$ 500		\$ 290.79	
5-5112	94	94		0.00	
5-5250	240	240		0.00	
5-5600	5,150	7,650		0.00	
5-5975		0		0.00	
5-6010	7,000	7,000		100.00	
5-6011		0		0.00	
5-6017	15,000	12,500		0.00	

-	\$29,002	\$27,984		390.79	

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the Human Resources

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Department Name: Human Resources

Date of Report November 3, 2016

Reporting Period October 1, 2016 – October 31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Currently working, researching the recommendations of the Executive Team members, County HR Department & another municipality DLLR & SHRM of their Personnel Manual for updates.
- Working with current representative of Mutual of America (MOA) to review the current retirement plan
- Creating current policy/procedures for City inventory of transferable electronics

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- Working with NTI team to streamline inventory of electronics
- Scheduled training with Paychex
- Electronic unemployment verification completed
- Electronic benefits registrations, enrollments, changes, proofing (health, dental, vision, TASC, Aflac)
-

Indicate problems identified, barriers encountered and solutions reached.

- It has been difficult to obtain authorization from the Finance department to move forward in obtaining retirement plan information.
- Essential Employees Recommendations – Exec Team made recommendations. Sending memo to ACA for final approval.
- Verification of employment(s) Paychex training next week

Identify goals for the next reporting period.

- Since starting the Executive Team, Smart City goals. HR has dropped printing by 40%. Registered majority billings, benefits electronically.
 - Complete MOA review, recommendation to the ACA.
 - Present 40% of the drafted Personnel Manual to ACA

Examples of Goals

- Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
- Goal _____% increase in recyclables (based on statistics from refuse contractor)
- Goal 40 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
- Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer
Revenue

Line Item _____

FY ____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

Expenditures

Line Item _____

FY ____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the City Administrator

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Department: Nuisance and Abatement

Date of Report: October 31, 2016

Reporting Period: September 28, 2016 - October 31, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The only progress is that some residents are taking better care of their property so as not to receive a Municipal Infraction. Some property owners of vacant properties are moving their families in their properties, some are selling their property and some are renovating their property to sell or rent. The squatters seem to be less frequent to be in vacant property at this time, but it is getting colder and they will be looking for somewhere to stay.

Departmental Report:

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

List of Nuisance violation Properties:

1. 508 67 th Place	Mosquitoes Infestation	Notified
2. 511 67 th Place	Mosquitoes Infestation	Notified
3. 510 67 th Place	Continuous Code violations	Notified
4. 118 69 th Street	Various Nuisances	In Court
5. 314 71 st Avenue	Continuous Code violations	Notified
6. 823 Carrington Avenue	Ongoing investigation	
7. 710 Carrington Place	Ongoing investigation	
8. 6701 Eads Street	Mosquitoes Infestation	Notified
9. 6707 Eads Street	Mosquitoes Infestation	Notified
10. 6807 Eads Street	Mosquitoes Infestation	Notified

11. 7241 and 7243 G Street	Water Drainage	In process
12. 5702 Martin Luther King Court	Excessive police calls	M. I.
13. 6023 Martin Luther King Court	Excessive domestic violence calls	Notified
14. 5603 Martin Luther King Court	Mosquitoes Infestation	Notified
15. 5607 Martin Luther King Court	Mosquitoes Infestation	Notified

M. I. Municipal Infraction

Awaiting Nuisance court date:

Address:	Violation:	Condition:	Status:
523 68 th Place	Squatters	Vacant house	Municipal Infraction
520 69 th Street	Squatter	Vacant house	Municipal Infraction
5911 Addison Road	No Permits Roof, fence, interior	Vacant house	Municipal Infraction
5918 Addison Road	Squatter	No water or electric	Municipal Infraction
815 Booker Drive	Nuisance neighbors	No water or electric	Municipal Infraction
6302 Field Street	Vacant	No registration	New Owner
6303 Field Street	Unregistered Vehicles	Remove or Register	Municipal Infraction
6221 Foote Street	Squatters (Owner died)	No water or electric	Municipal Infraction
7243 G Street	Drainage	Overflow water	Investigation
6705 JFW	Squatters	Abandoned house	Municipal Infraction
6802 JFW	Squatters	Abandoned house	Municipal Infraction
6804 JFW	Squatters	Abandoned house	Municipal Infraction
6806 JFW	Squatters	Abandoned house	Municipal Infraction
5702 MLK Jr., Hwy	Various Nuisance	Comm. Est.	Municipal Infraction
6033 MLK Jr., Court	Squatters	Illegal water	Municipal Infraction

Analyze department improvements that are needed and/or achieved based on the Smart City model.

1. Cellular phone
 - A. If we're out in the street when we need to dial 911
 - B. Excessive calls and text to personal phone
 - C. Call property owners of vacant properties when there are For Sale signs, to inform them of property violations
 - D. Call commercial property violations of violations
 - E. Cuts down on time, if calls are made while out
2. Electronic Ticket writer
3. Computer in vehicle
4. Printer mounted in vehicle

Indicate problems identified, barriers encountered and solutions reached.

1. 150-4 The Code on commercial need to state vehicle parked on private property
2. Code for personnel working on vehicles on the street
3. Ordinance to make Recycling Mandatory (Give tenants recycling containers)

Identify goals for the next reporting period.

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

1. Monitor, inspect and send notices to Nuisance properties
2. Update all Rental Property Files in preparation for yearly Inspection.
3. Inspect Commercial properties

4. Continue updating Vacant Property listing
5. Attend court on November 7th and 16.
6. Storm Water Property Maintenance Training; November 18, 2016

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item

FY 2016 Budget (Previous Year) \$ \$13,471.87	FY 2017 (Current Year) \$8,218.13	FY2017 Actual (Current Year) \$21,690
Subtotal – Revenues \$13,471.87	\$8,218.13	\$21,690

Expenditures

Line Item

FY 2016 Budget (Previous Year) \$598.41	FY 2017 (Current Year) \$3,224.59	FY 2017 Actual (Current Year) \$3,823
Net Surplus/(Loss) \$12,873.46	\$4,993.54	\$17,867

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.



City of Seat Pleasant

Office of the City Administrator

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Department Name: POLICE

Date of Report: 11/01/2016

Reporting Period: October 3rd – October 31st 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

On October 3rd, the Police Department began making operational improvements, organizational re-structuring, and strategic community engagement efforts to provide better services to our residents and community. The organizational re-structuring allowed for more manpower to be shifted to the Patrol Division to ensure timely and quality Police services. Additionally, the re-structuring placed the department in compliance with the adapted City Budget and staffing requirements. The community engagement initiatives started with two events the “Meet the Chief” and the “Trunk or Treat” which was both successful in helping to bridge the Police-Community relationship.

“Meet the Chief” event allowed for members of our community to hear the vision and direction of our new department. Additionally, the event fostered an opportunity for members of our community to engage with their police department. Our officers were exposed to a new element of community service in which they excised proactive community police strategies to engage members of the community.

“Trunk or Treat” event created a safe and family fun environment for our community to participate in the harvest events. The event attracted nearly 500 members of our community. The event was a success and allowed our officers a chance to engage our community. Additionally, this event assisted in the moral boost of our staff.

The operational improvements included but not limited to revised personnel scheduling, implementation of a reserve officer program, secondary employment policy review, revision of the uniform policy, and general orders review. The departments 30 day goals are mostly accomplished.

The department has improved on inter-governmental communication with all of the City’s other departments to ensure continuity of government and effective service to the community.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The department has embarked on a vehicle fleet replacement plan, which would replace the currently outdated Ford Crown Victoria Fleet. After the appropriate approvals the department created a purchase plan with Ford Municipal Leasing to obtain state of the art vehicles in anticipation of the technology coming to our smart city. The vehicles include some of the most up to date in car computer systems, latest LED technology for emergency lighting, and the capability to report data back to the IOC once opened.

We are working towards a smarter city within the department's processes by eliminating as much paper producing process as possible. We've begun to distribute more information via electronic mail instead of printing and posting more documentation to the shared police drive.

Indicate problems identified, barriers encountered and solutions reached.

As the department compiled statistical data on the crime rates within the City, it was determined that we had the highest crime rates of any of our neighboring municipal communities. We faced difficulty with ensuring adequate patrol coverage on the streets to abate some of the common city nuisance and public safety issues.

An immediate crime suppression initiative was formulated enabling overtime for Officers to saturate the community in an effort to deter crimes. The crime suppression initiative proved as a powerful tool as Officer's were able to recover over 60 grams of marijuana, 1 illegally possessed firearm, temporary confiscation of over \$1,600 in US currency which will be processed as asset forfeiture, over 30 investigative subject stops allowing us to identify pan handlers, loiters, and criminal elements. Which all lead to multiple arrest for violations of state, local, and City laws.

Identify goals for the next reporting period.

Goal: Increase in reviewing and rewriting the department's general orders.

Goal: Increase the preparation of the body worn camera program.

Goal: Increase the development of the smart policing model.

Goal: Establishment of the Community Patrol Zones program.

Goal: Establishment of the senior awareness program.

Supporting Documentation: Source: Office of the City Treasurer

Revenue

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$118,500	\$158,000	\$108,131.97

Expenditures

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$137,359	\$171,344	\$33,456.92

Attachments: Photos



“Trunk or Treat” – 10/31/2016



“Trunk or Treat” – 10/31/2016



“Meet the Chief” – 10/26/2016



“Meet the Chief” – 10/26/2016



“Crime Suppression Confiscation” – 10/28/2016



”Crime Suppression Confiscation” – 10/22/2016



”Crime Suppression Confiscation” – 10/28/2016



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Department Name Public Works

Date of Report 11/04/16

Reporting Period October, 2016

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- The Department Mission Statement, Ethic Statement, Organizational Chart and Payroll adjustments have been completed.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

- Cleaned Public Works Building
- Repaired Public Works Trucks
- Removed Storage Container to 311 68th Place
- A new contract mechanic has been identified and retained.
- The staff has been proved with new computers.

Indicate problems identified, barriers encountered and solutions reached.

- Limited storage space contracted additional container

Identify goals for the next reporting period.

- Clean Chesapeake Trail
- Complete Inventory
- All vehicles have received a complete diagnostic assessment and all critical repairs have been made.
- Complete and
- Review of the winter equipment and supply needs.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal 5 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re: green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY 2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Current Year)
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Expenditures

Line Item Various

FY2016 Budget (Previous Year)	FY 2017 Budget (Current Year)	FY 2017 Actual (Spent in October)
10-5600-5,000.00	5,000.00	-\$75.00
10-6058-1,500.00	1,500.00	-132.80
10-6129-20,000.00	20,000.00	-4,600.00
10-5260-12,864.00	12,864.00	-1,599.31
10-5175-25,000.00	25,000.00	-1,414.86
07-5175-35,000.00	35,000.00	-7,535.94
10-5201-15,000.00	15,000.00	-445.50
04-5200-5,000.00	5,000.00	-1,318.55
07-5215-5,000.00	5,000.00	-1,155.00
10-6046-15,000.00	15,000.00	-1,058.27
10-5100-52,000.00	52,000.00	-1,500.00

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.