



City of Seat Pleasant

Office of the Chief Operating Officer

January Monthly Report Summary

Department of Operations

- The Department process property tax liens in the amount of \$28,523.15; another \$23,000+ was collected in vacant building registration for vacant lots of one property owner on Addison Road due to the diligence of NCC officers;
- The office consulted with the City attorney on several matters including business personal property taxes, Prince George's County Zoning re-write, the City's Personnel Rules and Regulations Manual; there is also a court hearing for Planet Fitness re-scheduled for June 2020
- The department also worked diligently with the HR department concerning two unemployment hearings
- Submitted an application to MML for the Annual Achievement Award for the Command and Control Center;
- Citizen Comment/Complaint response letters were sent to 9 residents and business owners;
- Checks sent to the following vendors/clients exceeded the \$10,000 threshold requested by the Council are as follows:

Maryland Municipal League \$16,000

CSRE Development – remaining renovations for 6512 Seat Pleasant Drive \$43,695

CRSE Development – remaining renovations for 6003 Seat Pleasant Drive \$22,755

Bank of America \$27,360.82

Bates Trash Service \$22,050

Milestone Developers (USDA Project) \$194,524.58

Polestar Solutions CCC - \$15,653.44

Milestone Developers \$194,524.58

Capital Structures Real Estate \$16,245.00

Milestone Developers \$194,524.58

William Scotsman (Rental of Trailers) \$28,897.29

Herc Truck Rentals (for rental of POW fleet prior to delivery of new fleet) \$21,587.52

Polestar Solutions \$18,722.06

The remaining checks exceeding the threshold were to ADP for Federal and State tax payments

Department of Human Resources

Employee Hire/Term Report

- Since November 2019 there has been a total of:
 - o (3) New Hires

311-68th Place ▪ Seat Pleasant MD 20743-2125 ▪ (301) 336-2600 ▪ Fax (301) 456-8681

- Foreman – DPW
- Acting Director of DPW
- Executive Assistant to Mayor
- (2) **Terms**
 - Assistant to Finance
 - Marketing and Communication Specialist
- (2) **Resignations**
 - Admin Assistant to Public Engagement
 - Police Officer

HR hosted it's (3rd) Lunch & Learn session with Legal Shield (a legal service company)

- Presented a pre-paid Legal Benefit Plan for City employees, allowing employees access to variety of advice and counsel on personal legal issues from attorneys. This is considered an Employee paid benefit, costing the City zero dollars.

Health Benefit Renewals for FY 2020-21 and Open Enrollment Season

- At this time, the City must renew their benefits for this upcoming Open Enrollment Season (March 2020). I met with the City's health benefit administration team, Benefit Mall, to prepare and review all renewals. The City has been presented with various options to remain with current vendors or enroll into other health plans to help reduce cost. Benefit Mall was provided an updated Employee Census with current staff count and age ranges to receive premium estimates.
- HR will present health benefit changes to COO for review once all cost has been finalized by Benefit Mall.

Employee Training

- In relation to a recent failed OSHA inspection, I was able to assist DPW with locating (FREE) seminar with the City's Workers Comp insurance (Chesapeake Employers Insurance Workers Comp – CEIWC). On occasion, I receive notices from CEIWC regarding upcoming trainings and seminars in the area. I noticed there was a "*Best Practices in the Control of Hazardous Energy, Lock Out/Tag Out Procedures, Conducting Hazard Assessments and Workplace Inspections*" seminar scheduled for January 28, 2020 and notified DPW immediately.
- I was able to enroll and register the following employees for the seminar: Acting Director of DPW, Mr. Montgomery, Admin Assistant to DPW, Mrs. Armfield-Ballentine, Foreman, Mr. Dual, and Safety Officer, Mr. Kelliebrew.
- I provided DPW a list of all upcoming Workplace Safety Trainings and Seminars with CEIWC, in hopes to encourage DPW to attend (1) seminar/training per month (based upon budget allocations).

Police Department – see attached graphics

Public Works – see attached graphics

Public Engagement –

1. A **Community Service Survey** was conducted throughout the month of January.

26 Surveys Taken	
42%	50 & up yrs old
31%	26-49 yrs old

27%	18-25 yrs old
52%	Prefer to receive information via Phone Calls (Besides face to face engagement)
28%	Prefer to receive information via Text (Besides face to face engagement)
20%	Prefer to receive information via Email (Besides face to face engagement)
11%	Survey responses from Ward 1
15%	Survey responses from Ward 2
27%	Survey responses from Ward 3
11%	Survey responses from Ward 4
34%	Survey responses from Ward 5

2. CALL EM ALL – is used to make Robo calls/texts to constituents and stakeholders all at once, which saves the Constituent Service Support Specialist a lot of time.

Row Labels	Count of Phone Number
Answering Machine	10
Live Person	15
No Answer	2
Grand Total	27

3. The My Seat Pleasant received 407 downloads to date. The app has received a consistent stream of downloads. Over the last 3 months the app has an average of 23 downloads per month.

407 App Downloads	
November	23
December	25
January	22

Economic Development- See attached flyer “Smart by the Numbers”

Housing Trust

Economic Development Department has sold **1** home from the housing trust this month that generated **\$8,234.38** in profit for the city.

NCC

33 parking tickets have been issued in February totaling **\$1,650**

Grants

The Grant Department has applied for **2** grants this year totaling **\$150,000** and are currently administering

City Clerk

The Office of the City Clerk has completed the following within the last 30 days:

The City Clerk prepared for approval by the City Council the January 2020 Monthly Meeting Minutes.

Business Personal Property Taxes Invoices for FY 18/19 and FY 19/20:

6 Invoices for FY 19/20 \$105,484.50

0 Invoices for FY 18/19 \$0.00

FY2019/2020 Business Personal Property Taxes Collected \$ **1,391,519.34**

Mailed 12 outstanding letters with invoices for un-paid taxes in the amount of \$281,333.20

FY2018/2019 Business Personal Property Taxes Collected **\$1,696,104.69**

Mailed 11 outstanding letters with invoice for un-paid taxes in the amount of \$ 185,102.12

All delinquent accounts for un-paid Business Personal Property Taxes for Fiscal Years 2016, 2017, 2018 and 2019 were reported to the Clerk of the Circuit Court on January 24, 2020.

We received four PIA Request in the last 30 days.

Processed Requests Report 2020-01-16 to 2020-02-14

Request				Days	
#	Request Type	Date of Request	Status	in Queue	Date Complete
	Public Information	1/24/2020 3:00			2/13/2020
4-2020	Act Request Form	PM	Complete	14	4:43 PM
	Public Information	1/14/2020 9:35			2/13/2020
2-2020	Act Request Form	AM	Complete	21	4:25 PM
	Public Information	1/28/2020 11:09			2/13/2020
5-2020	Act Request Form	AM	Complete	12	4:48 PM
	Public Information	1/15/2020 12:15			1/17/2020
3-2020	Act Request Form	PM	Complete	2	4:30 PM

The City Clerk attended the Region II Conference from January 28-31, 2020 in Atlantic City, NJ. The details will be provided in the Third Quarter Report due in April 2020.