

## **COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND**

**Ordinance No.:** O-25-08

**Introduced by:** City Council

**Date Introduced:** December 2, 2024

**First Reading:** December 2, 2024

**Second Reading:** December 9, 2024

**Date Passed:** December 9, 2024

**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 update position title for Government Administration, and to provide a description and responsibilities for the Council Committees 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  
Sections 14-2, and 14-6  
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 purpose of updating the position title for Government Administration and to provide a description and responsibilities of the City Council Committees to better reflect their respective purposes; and

**WHEREAS**, the City Council deems it to be in the interest of good government for The City of Seat Pleasant, to enact this Ordinance and to take the actions as described herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEAT PLEASANT** that Sections 14-2, and 14-6 of the Code of the City of Seat Pleasant (1994 Edition, as amended) be and it hereby is amended to read as follows:

**§ 14-2. ~~Chief Operating Officer.~~ CITY MANAGER**

The administration of the City shall be headed by the ~~Chief Operating Officer~~ CITY MANAGER, who shall be appointed in accordance with § C-701 of the City Charter.

**§ 14-6. ~~Enumeration; composition.~~ CITY COUNCIL COMMITTEES**

**1. THE ROLE OF CITY COUNCIL COMMITTEES**

- A. CITY COUNCIL COMMITTEES ARE INTENDED TO ENHANCE COMMUNICATION BETWEEN THE CITY COUNCIL AND CITY STAFF AT THE EARLY PHASE OF THE DEVELOPMENT OF SIGNIFICANT ITEMS AFFECTING PUBLIC POLICY QUESTIONS.
- B. THESE COMMITTEES WILL ENABLE CITY STAFF TO OBTAIN EARLY FEEDBACK FROM REPRESENTATIVE MEMBERS OF THE CITY COUNCIL ON ISSUES AFFECTING PUBLIC POLICY PRIOR TO THEIR PRESENTATION, AS NECESSARY, TO THE FULL CITY COUNCIL.
- C. CITY COUNCIL COMMITTEE MEMBERS DEVELOP AND MAINTAIN A DEEPER LEVEL OF KNOWLEDGE ON MATTERS OF A TECHNICAL NATURE WHICH MIGHT AFFECT PUBLIC POLICY IN ORDER TO INCREASE THE POSITIVE EXCHANGE OF INFORMATION AND DISCUSSIONS BETWEEN CITY COUNCIL MEMBERS, CITY STAFF, AND THE PUBLIC.
- D. WHEN APPROPRIATE, ITEMS MAY BE CONSIDERED BY THE CITY COUNCIL COMMITTEE BEFORE A FINAL RECOMMENDATION FROM THE CITY STAFF.
- E. CITY COUNCIL COMMITTEES DO NOT REPLACE THE CITY COUNCIL AS THE FINAL DECISION MAKERS ON BEHALF OF THE FULL CITY COUNCIL. COUNCIL COMMITTEES MAKE NO STAFF DIRECTION ON ADMINISTRATIVE MATTERS, SPECIFIC ASSIGNMENTS, OR WORK TASKS. IF COMMITTEE MEMBERS SEEK ADDITIONAL INFORMATION FROM AN OUTSIDE PARTY OR CONSULTANT RESULTING IN ADDITIONAL COSTS TO THE CITY, APPROVAL TO INCUR SUCH COSTS MUST BE APPROVED BY THE FULL CITY COUNCIL.

**2. OPERATIONAL GUIDELINES AND FUNCTIONAL STRUCTURE**

- A. CITY COUNCIL COMMITTEES CONSIST OF THREE (3) COUNCIL MEMBERS AND ONE SERVING AS THE CHAIR OF THE COMMITTEE WHICH SHALL BE APPOINTED BY THE COUNCIL PRESIDENT IN ACCORDANCE WITH THE CITY

CODE CHAPTER 14-DEPARTMENT AND COMMITTEES. MEMBERS ARE APPOINTED IN OCTOBER OF EACH YEAR.

- B. NO MEMBER OF THE CITY COUNCIL MAY SERVE ON MORE THAN THREE COMMITTEES.
- C. COUNCIL COMMITTEES WILL SCHEDULE MEETINGS AS NEEDED. THE MEETING SCHEDULE SHOULD ALLOW AT LEAST 10 DAYS PRIOR TO THE SUBSEQUENT COUNCIL MEETING.
- D. ALL CITY COUNCIL COMMITTEE MEETING NOTICES WILL BE POSTED, AND MEETINGS WILL BE CONDUCTED IN ACCORDANCE WITH THE MARYLAND OPEN MEETINGS ACT OUTLINED IN TITLE 3 OF THE GENERAL PROVISIONS ARTICLE OF THE MARYLAND ANNOTATED CODE, §§ 3-101 THROUGH 3-501. ALL AGENDAS SHOULD INCLUDE LANGUAGE IDENTICAL OR SIMILAR TO: “ANY DISCUSSION, FEEDBACK OR RECOMMENDATION BY COMMITTEE MEMBER(S) SHOULD NOT BE CONSTRUED OR UNDERSTOOD TO BE AN ACTION OR DECISION BY OR FOR THE SEAT PLEASANT CITY COUNCIL. FURTHER, ANY RECOMMENDATION(S) THE COMMITTEE MAY MAKE TO THE CITY COUNCIL IS BASED ON INFORMATION POSSESSED BY THE COMMITTEE AT THAT POINT IN TIME.”
- E. THE COUNCIL COMMITTEE CHAIR WILL FORWARD TO THE CITY CLERK THOSE ITEMS TO BE PLACED ON THE MEETING AGENDA A MINIMUM OF ONE WEEK IN ADVANCE OF THE SCHEDULED MONTHLY MEETING.
- F. THE CITY MANAGER WILL COORDINATE WITH STAFF MEMBERS THE PREPARATION OF THE AGENDA TO DETERMINE WHETHER ITEMS WILL BE PRESENTED TO A COMMITTEE OR PLACED ON THE COUNCIL’S REGULAR AGENDA TO BE CONSIDERED BY THE FULL CITY COUNCIL. ANY ITEM MAY BE REFERRED TO THE FULL COUNCIL BY THE COMMITTEE CONSIDERING THAT ITEM.
- G. THE FULL CITY COUNCIL BY MAJORITY VOTE MAY REFER ANY ITEM ON ITS AGENDA TO AN APPROPRIATE COMMITTEE.
- H. REGULARLY SCHEDULED COMMITTEE MEETINGS ARE INTENDED TO ALLOW REGULAR ATTENDANCE BY CITY COUNCIL COMMITTEE MEMBERS, AS WELL AS DEPARTMENT MANAGERS, STAFF, AND THE CITY MANAGER, AS NECESSARY. TO PREVENT INADVERTENT VIOLATIONS OF THE MARYLAND OPEN MEETINGS ACT, ATTENDANCE BY NON-MEMBER COUNCIL MEMBERS THAT WILL RESULT IN A QUORUM OF THE FULL CITY COUNCIL IS DISCOURAGED.

- I. THE REGULAR COUNCIL MEETING AGENDA SHALL INCLUDE AN OPPORTUNITY FOR COMMITTEE REPORTS AT WHICH TIME ANY APPOINTED COMMITTEE MEMBER MAY REPORT TO THE MAYOR AND CITY COUNCIL ON PERTINENT AND TIMELY ISSUES BEFORE A COMMITTEE.

### **3. CITY DEPARTMENT MANAGER ROLE**

- A. THE CITY MANAGER AND CITY CLERK OR DESIGNEE SHALL SERVE AS AN ADVISOR TO EACH CITY COUNCIL COMMITTEE; HOWEVER, EACH COMMITTEE HAS AN IDENTIFIED STAFF LEAD AT THE MANAGEMENT/DIRECTOR-LEVEL. THE RESPONSIBILITIES OF THE CITY MANAGER/CITY CLERK ARE AS FOLLOWS:
  - B. ATTENDING ALL MEETINGS OF THE CITY COUNCIL COMMITTEE.
  - C. RESEARCH INFORMATION AND PREPARE REPORTS AND CORRESPONDENCE AS REQUIRED FOR THE COMMITTEE.
  - D. PROVIDE ADMINISTRATIVE SUPPORT TO THE COMMITTEE, INCLUDING DISTRIBUTION OF DOCUMENTS TO THE COMMITTEE AS REQUIRED.
  - E. THE CITY CLERK OR DESIGNEE SHALL COORDINATE WITH THE COMMITTEE CHAIR TO PREPARE AGENDAS.
  - F. THE SCHEDULED MEETINGS SHALL HAVE APPROPRIATE PUBLIC NOTIFICATION BY THE CITY CLERK OR DESIGNEE.
  - G. THE CITY CLERK SHALL PREPARE COMMITTEE MINUTES WITHIN ONE WEEK OF THE MEETING AND SUBMIT THEM TO THE COMMITTEE CHAIR FOR APPROVAL AND DISTRIBUTION TO THE FULL CITY COUNCIL DURING THE REGULAR WORK SESSION.
  - H. THE CITY CLERK SHALL COORDINATE THE POSTING OF ALL COMMITTEE-RELATED ITEMS, INCLUDING AGENDAS AND MINUTES, ON THE CITY WEBSITE.
  - I. THE CITY CLERK OR DESIGNEE SHALL SERVE AS THE COMMUNICATION LINK BETWEEN THE COMMITTEE AND CITY ADMINISTRATION, CITY DEPARTMENTS, AND COUNCIL AS APPROPRIATE.

### **4. COUNCIL COMMITTEE DESCRIPTION**

- A. The committees of the city are as follows:

**1. Economic, Planning, Development and & HOUSING COMMITTEE-**THE COMMITTEE SHALL WORK IN CONJUNCTION WITH THE CITY MANAGER AND GRANTS MANAGER WITH REGARDS TO ALL PROGRAM, FUNDS, GRANTS, AND INITIATIVES DEALING WITH DEVELOPMENT IN THE CITY, REVITALIZATION, IMPLEMENTATION OF SMART GROWTH PLANS, AFFORDABLE HOUSING, BUSINESS, ANNEXATION PLANS FOR FUTURE GROWTH.

**2. Human Services, Health and Education COMMITTEE-**THE COMMITTEE SHALL WORK IN CONJUNCTION WITH THE CITY MANAGER, NEIGHBORHOOD CODE AND COMPLIANCE, AND PUBLIC ENGAGEMENT AS IT PERTAINS TO LEGISLATIVE MATTERS AFFECTING PUBLIC HEALTH, ENFORCEMENT OF THE CITY CODE, AND MONITOR ISSUES PERTAINING TO PUBLIC SCHOOLS THAT SERVICE SEAT PLEASANT RESIDENTS.

**3. Environmental Justice & TRANSPORTATION COMMITTEE-** THE COMMITTEE SHALL WORK IN CONJUNCTION WITH THE CITY MANAGER AND THE DIRECTOR OF THE ENVIRONMENTAL JUSTICE DEPARTMENT WITH JURISDICTION OVER ALL PUBLIC WORKS PROJECTS, SEWER, STREETS, TRASH AND RECYCLE COLLECTION, PARKS, DISPOSITION OF SURPLUS PROPERTY, FLEET MANAGEMENT, FACILITY MAINTENANCE OF ALL CITY OWNED PROPERTIES, INVENTORY OF CITY PROPERTY, SNOW REMOVAL, AND LEAF COLLECTION.

**4 Public Safety COMMITTEE-**THE COMMITTEE SHALL WORK IN CONJUNCTION WITH THE CITY MANAGER AND CHIEF OF POLICE WITH REGARD TO LEGISLATION AND MATTERS PERTAINING OR AFFECTING PUBLIC SAFETY.

**5. Finance and & Budget COMMITTEE-** THE COMMITTEE SHALL REVIEW AND CONSIDER ALL LEGISLATIVE PROPOSALS AMENDING, MODIFYING, OR AFFECTING THE BUDGETARY PROCESS FOR THE CITY BUDGET; REVIEW AND CONSIDER ALL ACTIONS, LEGISLATION, AND PROPOSALS AFFECTING THE BUDGET AND SPENDING CAP; REVIEW HOW THE CHIEF FINANCIAL OFFICER IS INVESTING THE CITY'S MONIES TO MAXIMIZE INVESTMENT RETURNS; AND CONSIDER WHETHER OR NOT THE CITY IS EFFECTIVELY MANAGED FINANCIALLY,

**6. Governmental Affairs and & TECHNOLOGY COMMITTEE**-THE COMMITTEE SHALL WORK IN CONJUNCTION WITH THE CITY MANAGER AND HUMAN RESOURCES MANAGER ON MATTERS PERTAINING TO POLICY INVOLVING CITY EMPLOYEES AND OVERSIGHT OF INFORMATION TECHNOLOGY, AND ANY ALL MATTERS THAT ARE RECOMMENDED TO THE COMMITTEE PERTAINING TO LEGISLATION OR CODE AMENDMENTS, AND THE REVIEW OF ADMINISTRATIVE POLICY RECOMMENDATIONS OR CHANGES.

**B. NO CHANGES**

**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

Signed by:  
*Monica Higgs*  
9FB12B70B75C4F9...  
Monica Higgs Councilmember

Signed by:  
*Ashley Kearney*  
D54A486975064FF...  
Ashley Kearney, Councilmember

Signed by:  
*Garry A. Jones*  
8E5A735EBF12498...  
Garry A. Jones, Councilmember

Signed by:  
*Hope Love*  
C82C3DB994TC490...  
Hope Love, Councilmember

Signed by:  
*Shireka McCarthy*  
4DAF49502EBC4FE...  
Shireka McCarthy, Councilmember

Signed by:  
*Gerald R. Raynor, Sr.*  
E410AFBBE5D040A...  
Gerald R. Raynor, Sr., Councilmember

Kizzie Scott, Councilmember

ATTEST:  
Signed by:  
*Dashaun N. Ball*  
88619229C0EA45B...  
Dashaun N. Ball, CPM, MMC  
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 12/11/2024, 2024.

DocuSigned by:

*Dashaun N. Ball*

88619229C8EA45B...

Dashaun N. Ball, CPM, MMC  
City Clerk

In accordance with § C-313 of the Charter of the City of Seat Pleasant, I hereby (APPROVE) (DISAPPROVE) of this Ordinance this 12/9/2024, 2024.

DocuSigned by:

*Kelly Porter*

DEBE4E408CFF457...

Kelly Porter, 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.