

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

Ordinance No.	O-26-05
Introduced by	City Council
Date Introduced	November 3, 2025
First Reading:	November 3, 2025
Second Reading:	November 10, 2025
Dated Adopted:	November 10, 2025
Date Effective:	December 3, 2025

AN ORDINANCE concerning:

AMENDMENT OF THE
FISCAL YEAR 2025-2026 BUDGET
FOR THE CITY OF SEAT PLEASANT, MARYLAND

SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the 2025-2026 Budget of the City of Seat Pleasant, as enacted by Ordinance O-25-13, adopted on May 12, 2025, shall be amended to Repay the Internal Revenue Service’s Overpayment.

GENERAL FUND					
Account Title	Department	Cost Center	Current Budgeted Amount	Adjustment	New Budgeted Amount
Expenditure Decrease the following line item: Expense Account Contingency	Administration	5460	\$423,588	\$208,603	\$214,985
Expenditure Increase the following line item: Administration FICA	Administration	5140	\$21,377	\$208,603	\$229,980

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

Signed by:

Monica Higgs

9FB12B70B75C4F9...

Monica Higgs, Councilmember

Signed by:

Garry Jones

AB633965E0E4472...

Garry A. Jones, Councilmember

Signed by:

Ashley Kearney

D54A486975064FF...

Ashley Kearney, Councilmember

Hope Love, Councilmember

Signed by:

Shireka McCarthy

4DAF49502EBC4FE...

Shireka McCarthy, Councilmember

Signed by:

Gerald R. Raynor

E410AFBBE5D040A...

Gerald R. Raynor, Sr., Councilmember

Kizzie Scott, Councilmember

ATTEST:


DocuSigned by:

Dashaun N. Ball

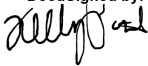
88619229C0EA45B...

Dashaun N. Ball, CPM, MMC
City Clerk

This Ordinance was presented to the mayor for his approval or disapproval pursuant to Section C-313 of the Charter of the City of Seat Pleasant this 13th day of November, 2025.

DocuSigned by:

88619229C0EA45B...
Dashaun N. Ball, CPM, MMC
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 ^{11/13/2025}_____, 2025.

DocuSigned by:

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 the bill by amendment or deleted from the law.

Certificate Of Completion

Envelope Id: 04399D38-599E-4F28-9075-E34350A68370

Status: Completed

Subject: Complete with Docusign: Ordinance O-26-05 Amendment of Fiscal Year 2025-2026 Budget for Interna...

Source Envelope:

Document Pages: 4

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 0

Dashaun Ball

AutoNav: Enabled

City of Seat Pleasant

Envelopeld Stamping: Enabled

6301 Addison Rd

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Seat Pleasant, MD 20743

dashaun.lanham@seatpleasantmd.gov

IP Address: 162.247.193.70

Record Tracking

Status: Original

Holder: Dashaun Ball

Location: DocuSign

11/13/2025 7:24:07 AM

dashaun.lanham@seatpleasantmd.gov

Signer Events

Ashley Kearney

akearney@seatpleasantmd.gov

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

D54A486975064FF...

Signature Adoption: Drawn on Device

Using IP Address:

2607:fb91:1481:8ec2:e573:3b9c:1806:fe6b

Signed using mobile

Timestamp

Sent: 11/13/2025 7:42:16 AM

Viewed: 11/13/2025 8:13:16 AM

Signed: 11/13/2025 8:13:44 AM

Electronic Record and Signature Disclosure:

Accepted: 11/13/2025 8:13:16 AM

ID: 4809db22-6054-4720-94c5-41e02ac01f26


Dashaun N. Ball

dashaun.lanham@seatpleasantmd.gov

City Clerk

CITY OF SEAT PLEASANT

Security Level: Email, Account Authentication
(None)

DocuSigned by:

88619229C0EA45B...

Signature Adoption: Pre-selected Style

Using IP Address: 162.247.193.70

Signed using mobile

Sent: 11/13/2025 7:42:16 AM

Viewed: 11/13/2025 8:07:47 AM

Signed: 11/13/2025 8:08:04 AM

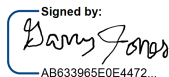
Electronic Record and Signature Disclosure:

Not Offered via Docusign

Garry A. Jones

gjones@seatpleasantmd.gov

Security Level: Email, Account Authentication
(None)

Signed by:

AB633965E0E4472...

Signature Adoption: Drawn on Device

Using IP Address:

2601:152:b80:7210:a21e:e3eb:bc4b:bea4

Signed using mobile

Sent: 11/13/2025 7:42:16 AM

Viewed: 11/14/2025 7:54:47 AM

Signed: 11/14/2025 7:58:23 AM

Electronic Record and Signature Disclosure:

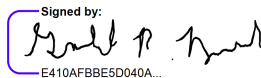
Accepted: 11/14/2025 7:54:47 AM

ID: f59c2948-1cb6-4d5c-8bc1-e78ce2beb0e4

Gerald R. Raynor, Sr.

gerald.raynor@seatpleasantmd.gov

Security Level: Email, Account Authentication
(None)

Signed by:

E410AFBBE5D040A...

Signature Adoption: Drawn on Device

Using IP Address:

2607:fb90:ea96:4944:1534:c885:8723:2dbb

Signed using mobile

Sent: 11/13/2025 7:42:17 AM

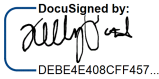
Viewed: 11/13/2025 8:12:31 AM

Signed: 11/13/2025 8:19:33 AM

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Electronic Record and Signature Disclosure:
Accepted: 11/13/2025 8:12:31 AM
ID: aeb39680-71ae-49fd-b2fc-4853ddd5580d

Kelly Porter
kelly.porter@seatpleasantmd.gov
Security Level: Email, Account Authentication (None)



Sent: 11/13/2025 7:42:17 AM
Viewed: 11/13/2025 8:48:20 AM
Signed: 11/13/2025 8:48:41 AM

Signature Adoption: Drawn on Device
Using IP Address: 108.45.86.136
Signed using mobile

Electronic Record and Signature Disclosure:
Accepted: 7/11/2022 6:25:59 PM
ID: 6be124b9-90be-4b11-bf11-0b7ac590daf2

Monica Higgs
monica.higgs@seatpleasantmd.gov
Council President
Security Level: Email, Account Authentication (None)



Sent: 11/13/2025 7:42:18 AM
Viewed: 11/13/2025 7:47:13 AM
Signed: 11/13/2025 7:49:05 AM

Signature Adoption: Pre-selected Style
Using IP Address:
2601:152:b80:c330:4d05:e515:7432:4a23
Signed using mobile

Electronic Record and Signature Disclosure:
Accepted: 11/13/2025 7:47:13 AM
ID: 3e43ef0a-2113-487f-8711-72de5228f3d0

Shireka McCarthy
shireka.mccarthy@seatpleasantmd.gov
Security Level: Email, Account Authentication (None)



Sent: 11/13/2025 7:42:18 AM
Viewed: 11/13/2025 8:44:00 AM
Signed: 11/13/2025 8:44:44 AM

Signature Adoption: Pre-selected Style
Using IP Address:
2607:fb90:640f:444a:b977:66a7:f3c:49b0
Signed using mobile

Electronic Record and Signature Disclosure:
Accepted: 11/13/2025 8:44:00 AM
ID: 2cf62529-b400-4bc9-935a-526013ad7efa

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	11/13/2025 7:42:18 AM
Certified Delivered	Security Checked	11/13/2025 8:44:00 AM
Signing Complete	Security Checked	11/13/2025 8:44:44 AM
Completed	Security Checked	11/14/2025 7:58:23 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CITY OF SEAT PLEASANT (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CITY OF SEAT PLEASANT:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dashaun.lanham@seatpleasantmd.gov

To advise CITY OF SEAT PLEASANT of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dashaun.lanham@seatpleasantmd.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CITY OF SEAT PLEASANT

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dashaun.lanham@seatpleasantmd.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CITY OF SEAT PLEASANT

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dashaun.lanham@seatpleasantmd.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CITY OF SEAT PLEASANT as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CITY OF SEAT PLEASANT during the course of your relationship with CITY OF SEAT PLEASANT.