

**Action Item Tracker
September 13 , 2021
Public Session**

No.	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
42.	01/07/19	Updated HOA for London Woods and the Town Draft waiting for a response from the HOA/Town MOU Partnership; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session	Resolution 2021-20; not provided for meeting	ATA Miller TA Jason Small	06/21/21 03/01/21 11/16/20 09/21/20
57.	07/06/20 01/22/19	Prioritize Annexation of Metro City, Petzena Woods and Highmount-ATA Miller will follow through and provide a status	Work Session Work Session Work Session Public Session Work Session Work Session	TA Habada; will reschedule meeting No meeting held Bi-Weekly updates requested by CM Williams Status Update Talked with Petzena developer	ATA Miller	TBD 06/07/21 05/03/21 04/05/21 02/16 21 01/11/21
67.	02/04/19	3 rd Monday (Quarterly) designated for training –	Work Session	Ethics Training - Legit in attendance	Mayor and Council	06/21/21 02/08/21
112.	04/15/19	Multiple Services Home Rehab; sent final draft to Town Attorney and Home Rehab team for review; What other companies are interested?	Work Session		TA Habada ATA Miller	TBD 06/21/21
138.	06/03/19	Combined Flyer Process; Robin and CM Brown to review and update what Jason wrote	Work Session		CM Brown ATA Miller	06/07/21
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	To be discussed in Closed Session Suggestion by CM Brown to open the search for candidates CM Cason – Determine from current candidates who will be the alternative member Ran out of time Ran out of time	Council CM Brown Mayor and Council	06/21/21 02/08/21 10/26/20 10/19/20 07/20/20

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165.	07/22/19	Responsibility transferred to Town Clerk along with ATA Miller Codification; Pat Webster working on the documentation; Combined with # 240 – Code Updates	Work Session Work Session Work Session Work Session Work Session	TA Habada will work with Acting Town Clerk to gather information and reach out to the vendor.	TA Habada	TBD 06/07/21 12/07/20 11/16/20 11/02/20 09/21/20
177.	09/09/19	Retirement Plan; Mayor requests a presentation by the State Contractor	Work Session	TA Habada will work with the Finance Clerk to review what’s been done and move forward Status of Retirement committee ATA Miller reported that a Retirement Committee has been formed (Deputy Morgan, Charles Simpson, Michael Coleman, James Greene, Robin Bailey-Walls (asked to be a member) and ATA Miller)	ATA Miller ATA Miller	TBD 06/07/21 04/19/21 01/11/21 TBD
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		TA Habada CM Brown ATA Miller	06/07/21
203.	11/12/19	Lighting on Parking Lot next to D&V Beauty Salon Building	Work Session		Charles Simpson ATA Miller CM Chew	06/07/21
213.	12/09/19	Status Update – Creation of a Project Tracker; Included in Status update	Work Session		TA Habada ATA Miller/ CM Brown	06/07/21
214.	12/09/20	Charter Review; Updates and additions	Special Session		Mayor Pro Tem and Council	Ongoing

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216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		TA Habada ATA Miller	06/07/21 04/05/21
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session	Chaired by ATA Miller and CM Akers; Move to another month; possibly September Looking to do virtual activities; CM Brown suggested having the parade	ATA Miller	06/07/21 05/03/21 04/19/21 04/05/21
220.	02/03/20	Mediation	Work Session		ATA Miller	06/21/21
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	In process Will update in March ATA Miller provided an update on Moved to next Public Session	TA Habada ATA Miller ATA Miller	06/07/21 01/11/21 12/28/20 12/14/20
242.	03/02/20	CGI Update; Edited video	Work Session Public Session Public Session Work Session Work Session	Updates sent to CM Brown and TA Habada Send photos to CM Brown Some footage not reflective of Town; Provide CM Brown with additional photos of residents and Town events to be incorporated in to the video	CM Brown CM Akers/ ATA Miller CM Akers/ATA Miller	06/07/21 01/11/21 12/14/20 11/02/20 09/14/20
248.	04/13/20	Status of Grant Files Centralized at Town Hall Recommendation was to have ATA Miller manage the grants during Budget Hearings	Work Session Public Session Work Session Work Session Public Session Public Session	In process – currently in electronic form Status Update Status Update NTI working on Creating Mirror Drive – Ran out of time Ran out of time	TA Habada ATA Miller ATA Miller ATA Miller	TBD 06/21/21 01/11/21 12/07/20 11/09/20 11/02/20 09/14/20

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279 and 363.	05/11/20	Develop a Tracking System for Grants; Grant Management	Work Session	Completed Bev will provide the information	Bev Habada	06/21/21 05/17/21
	03/22/21	Grant Management	Work Session Work Session Public Session Public Session	No meeting held Ran out of time Ran out of time Status Update No Update No Update Develop a plan to manage grants	CM Williams ATA Miller ATA Miller CM Williams	05/03/21 02/16/21 11/09/20 11/02/20 09/14/20 05/18/20
310.	07/03/20	Status of CARES Reimbursements; Documentation requested; Spreadsheet requested to include what was purchased, cost, what was submitted and what was reimbursed	Work Session Work Session Work Session Public Session Work Session Public Session Public Session	Working to find information Overview provided; requested documentation to be provided at a later date No meeting held List of items sent and status reimbursement; specifics requested for gift cards - # purchased and monetary breakdown; how many are left No funds reimbursed; will follow through and provide a list of what was submitted. Update provided -ATA Miller requested to discuss Reviewed at Public Session - Council requested a document to review of expenditures and reimbursement	TA Habada ATA Miller Ran out of time CM Chew/ CM Akers	TBD 06/21/21 05/17/21 05/17/21 05/03/21 03/08/21 02/16/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20
311.	07/13/20	Status Updates on Town Projects (Monthly)	Work Session Public Session Public Session Public Session Work Session	No meeting held Ran out of time Moved to next Public Session Provided in Report Ran out of time	ATA Miller	06/07/21 05/03/21 04/05/21 02/16/21 01/11/21 12/14/20

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314.	07/13/20	Status Update of Grant Reimbursements	Work Session	Monthly	Bev Habada	
315.	07/13/20	Parliamentarian; Contact MML and other resources to provide a free resource	Work Session Work Session Work Session	ATA Miller to follow through	ATA Miller ATA Miller ATA Miller	06/07/21 11/02/20 10/19/20
329.	09/10/20	Legislative Committee - Policy for Rental and Business Licenses	Work Group Work Session Work Session	Will work with PSA to make recommendations to Council Home Based Businesses – fees	CM Cason/PSA Manager	06/21/21 04/05/21 12/07/20
338.	10/13/20	To Do Lists	Work Session Work Session	Requested Feedback	CM Brown	06/07/21 10/19/20
341.	10/19/20	Status of Newsletter Mailer to residents with information on COVID, budget; not to exceed page limit; post on website	Work Session Public Session Public Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	ATA Miller stated the Newsletters had been sent; requested information for the next publication Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	06/07/21 03/22/21 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20

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345.	02/16/21 10/26/20	Transfer to Town; Road resurfacing; should Ramada be responsible Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session Work Session	Conflicts of ownership between Ramada and County; follow through needed Done by County No meeting held Follow-up on Grant Status Bev Habada provided information on the pending grant Follow-up A grant was applied for to facilitate this; Will talk with Bev to get information. No transition with NSD Director; will have to investigate	ATA Miller Bev Habada	06/21/21 05/17/21 05/03/21 03/01/21 12/21/20 12/07/20
346.	10/26/20	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trail period	Work Session Work Session Work Session Work Session Work Session Public Session	Meeting scheduled with vendor to discuss set-up Ran out of time ATA Miller reported the start date is February Miller anticipates start up soon ATA Miller discussed cost after trial period; to get up and running Previously approved for Trial period	Robin Bailey-Walls ATA Miller ATA Miller ATA Miller	06/07/21 04/05/21 02/16/21 01/11/21 01/04/21 12/21/20 12/07/20 09/14/20
351.	12/07/20 10/29/20	Council Concerns	Special Session Work Session Work Session	Council voted to hold special meeting(s) to work out issues; no date established	CM Williams	06/21/21 11/09/20
352.	10/29/20	Meeting Minutes – Attendance (Sept 14 th , 21 st and 28 th)	Work Session Work Session Work Session	Approval Required at a Public Session	CM Akers CM Akers	06/07/21 12/07/20

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353.	12/21/20	COVID-19 and Emergency Plans	Work Session		TA Habada ATA Miller/ CM Ford ATA Miller	06/07/21
	12/14/20	COVID-19 and Emergency Plans	Work Session	Stated there is a Town Covid-19 Plan; Asked for additional time present the emergency plan due to County changes		05/17/31
	12/07/20	COVID -19 Plan		No meeting held		
			Public Session	Requested an extension	ATA Miller	05/03/21
			Work Session	ATA Miller requested an extension	CM Ford/ ATA Miller	04/05/21
		Work Session	Requested to see the documentation; Town Clerk requested the Protocol be disseminated to the staff also	ATA Miller ATA Miller ATA Miller	03/01/21 02/01/21	
			ATA Miller stated the Town will follow the State/County; Emergency plans are in place	ATA Miller	01/11/21	
			CM Ford requested the Plans for Council review		12/21/20	
356.	01/04/21	London Woods MOU with Police Department	Work Session	Resolution or new agreement?	Chief Cummings	TBD
			Public Session	Vote found invalid per Attorney Best	CM Cason/ ATA Miller	06/21/21
			Public Session	Approved however issue regarding original MOU to be resolved		03/08/21
			Work Session	Reviewed		02/22/21
			Work Session	Ran out of time. CM Cason requested this be discussed at the next Work Session		02/16/21
			Ran out of Time		02/01/21	
					01/19/21	
358.	01/11/21	Update Personnel Handbook and Protocol to state internal employees that meet the position requirements are able to apply when positions become available before an outside employment search begins	Public Session	Resolution to be presented	CM Akers	06/14/21
			Work Session	Review and agreed upon; some work smithing required		05/17/21
				No meeting held		05/03/21
				Ran out of Time		03/29/21
			Ran out of time		02/16/21	

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359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Direction/ Author Ordinance Ran out of time	CM Cason/ James Greene	06/21/21 02/16/21
360.	02/08/21	Create a protocol to ensure delivery to Council when email system is down	Work Session	Document the Process/ Add phone tree Ran out of Time	ATA Miller	06/07/21 03/01/21 02/16/21
361.	02/08/21	Request that Management Reports be received in writing as opposed to oral reports	Public Session	Reports to be in writing	ATA Miller	Ongoing 03/08/21 02/22/21
363.	02/08/21	Protocol for Virtual Meetings	Work Session	Document the protocol for virtual meetings Not in attendance; moved to next No meeting held Assigned to CM Ford’s committee	CM Ford	06/07/21 05/17/21 05/03/21 04/19/21
364.	02/16/21	Resident PIA request for Town budget and documentation on gift cards	Work Session	Gift Card Documentation Town Budget Provided	ATA Miller	06/07/21 03/01/21
365.	02/19/21	Resolution 2021-17; A Resolution to approve Mayor and Council Rules	Work Session Public Session		ATA Miller	06/21/21 04/05/21 03/08/21 02/22/21
366.	02/22/21	Process for Town Manager Hiring	Closed Session	Completed No Discussion Mayor Pro Tem requested 3 top candidates be sent to Town Clerk for a tally by 03/12/21 Have documentation to discuss	Council	TBD 03/22/21 03/12/21 03/08/21 03/01/21

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367.	02/25/21	PIA Request All attorney bills and invoices during the months of January 2021 through today (Feb 25, 2021, Land Disposition Agreement and contract specifications Re: Argos and TOD project near Capitol Heights Metro Station, Written plan, suggestion, and/or process for hiring a new Town Attorney and a copy of meeting minutes (January 11 2021)	Via email request		ATA Miller	06/07/21
369..	03/08/21	Bates supplying trash cans (resident request)	Requested at Work Session	Determine if the Town will supply the residents trash cans replacements if Bates won't	Charles Simpson ATA Miller	TBD 06/07/21
373.	03/30/21	Audio Recordings of Council on website	Work Session Work Session		ATA Miller	06/07/21 04/19/21 04/05/21
375.	04/02/21	Resolution 2021-23 A Resolution Appointing the Town Auditor for FY 2019-20 and 2020-21	Work Session Public Session Work Session Public Session Work Session	More company alternatives are required	ATA Miller	05/17/21 05/03/21 04/19/21 04/12/21 04/05/21
376.	04/02/21	New GovQA Automation – PIA Requests, Rental/Business Licenses and Building Permits	Work Session		Robin Bailey-Walls ATA Miller	TBD 06/07/21 04/05/21
388.	04/05/21	Hiring Policy; Review hiring package	Work Session	Discussed	Mayor Pro Tem Cason	05/17/21
390.	04/12/21	Mayor Pro Tem suggested to provide residents with more information on – A letter of Understanding?	Work Session		ATA Miller	06/07/21

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391.	04/12/21	Discussion on not approving absence due to a family emergency	Closed Session	No meeting held	CM Cason	05/24/21 05/17/21 05/10/21 05/03/21 04/26/20
392.	04/12/21	Check Pot hole repair Status on Sultan Avenue Status of road repair due to construction on Brooke Road	Work Session		ATA Miller	06/07/21
393.	04/16/21	Charter Amendment Resolution 2021-26 – A Charter Amendment Resolution to Allow the Mayor/Mayor Pro Tem or Chair to Vote on Budget Legislation	Work and Public Session		ATA Miller	06/07/21
394.	04/16/21	Resolution 2021-27 A Resolution Authorizing the Purchase of Two NSD/PSA Vehicles	Work Session Special Session Work Session Public Session Work and Public Session		ATA Miller	06/07/21 05/20/21 04/26/21 04/19/21
395.	04/19/21	Metro City Presentation	Work Session Work and Public Session	Reschedule Presentation No Meeting Held/No Quorum	ATA Miller/ Andrew Interdonato	05/24/21 04/19/21
396.	04/26/21	Cost of Auto Insurance for NSD additional proposed vehicles	Work Session	Provided to CM Chew; no additional cost provided there are the same number of vehicles covered No meeting held	ATA Miller / CM Chew	05/17/21 05/03/21

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397.	04/26/21	Man-holes not flush with road; possible; wear/vehicle hazard	Work Session	ATA Miller to discuss with contractor	ATA Miller	06/07/21
398.	04/26/21	Dangerous Potholes on Sultan/Davey/ Capitol Heights Blvd	Work Session	Status - ATA working to find out which utility is responsible for repair from the work they have done	ATA Miller	06/21/21
399.	04/26/21	NSD Safety Committee – Beautification Projects	Work Session		CM Akers	06/21/21
400.	04/26/21	Records Retention Legislation	Work Session	Determine length of records to be retain by type; Develop a review schedule/Legislative Committee	CM Cason	06/21/21
401.	4/26/21	Block Captains	Work Session	NSD Safety and Communication/ Outreach Committees Joint Project	CM Akers/ CM Ford	06/21/21
402.	4/26/21	Bingo in the Air Activity	Work Session	Parks and Recreation Committee	CM Chew	06/21/21
403.	4/26/21	Mother’s Day and Father’s Day Celebration	Work Session	Completed - Education/TV Committee	CM Brown	05/16/21 TBD
404.	4/26/21	Spring Cleaning Activities	Work Session	Dumpsters requested back again	ATA Miller	06/21/21
405.	05/07/21	Chambers Street Update	Public Session Work Session	Completed Resolution to be presented -Approval required	Bev Habada	05/24/21 05/17/21
406.	05/07/21	Congressman Brown – American Rescue Plan Presentation	Public Session	Presented	Congressman Brown	05/24/21
407.	05/10/21	Put a committee together specifically to manage the new funds coming to the Town	Work Session	Approval by Council	CM Brown	06/07/21
408.	05/21/21	Grant Summary Deadlines	Work Session	Completed	Bev Habada	06/07/21
409.	05/21/21	Grant Summary Funding Deadlines	Work Session	Completed	Bev Habada	06/07/21
410.	09/07/21	Budget Review	Work Session		TA Habada	09/20/21
411.	09/07/21	Election Discussion	Work Session		TA Hadaba	10/04/21

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