

**CITY OF NEW CARROLLTON
MINUTES
COUNCIL WORKSHOP MEETING
TUESDAY, JANUARY 17, 2017**

The City Council Workshop Meeting was held at 7:00 p.m., on Tuesday, January 17, 2017, in the Council Workshop Room of the Municipal Center. Attending were Chairman Sarah Potter Robbins; Councilmembers Lincoln Lashley, Richard Bechtold, and Katrina R. Dodro; Mayor Andrew C. Hanko, Interim Administrative Officer Joseph Nagro, Assistant Administrative Officer Timothy George, Public Works Director Bernard Wilson Cochran, Captain William Everts, City Attorney Karen Ruff, and City Clerk Doug Barber. Councilmember Duane Rosenberg was absent.

1. CALL TO ORDER

Chairman Robbins welcomed everyone and called the meeting to order.

2. WEST LANHAM HILLS FIRE DEPARTMENT – MR. SCOTT VAZQUEZ, DEPUTY CHIEF

Mayor Hanko invited Mr. Scott Vazquez Deputy Chief of the West Lanham Hills Fire Department to come forward. Mayor Hanko presented Deputy Chief Vazquez with a check from the City of New Carrollton in support of all their efforts on behalf of the City of New Carrollton and the residents for whom they serve. Deputy Chief Vazquez thanked the City and New Carrollton for their support and requested that all residents check their smoke detectors. Mr. Vazquez closed by advising the residents of the Prince George's County Fire Department Program that provides families with a free smoke detector, and to contact the West Lanham Hills Fire Department at 301-577-0777 for more information on the program. Mr. Vazquez closed by wishing everyone a happy and healthy New Year.

7. CITY OF NEW CARROLLTON ETHICS COMMISSION RECOMMENDATION

Ms. Robbins requested that Mayor Hanko bring forward the City of New Carrollton Ethics Commission. Mayor Hanko introduced the Commission: Mr. Stephen Keleti, Chair, Mr. Theodore Michalek, Vice-Chair, and Ms. Glenda Turner. The Commission through an official memorandum to Ms. Robbins requested that the Council consider an amendment to the City's Public Ethics Ordinance (City Code Chapter 12). City Attorney Ruff provided clarification to the Ethics Commission formal request by noting that the commission had reviewed the City's financial disclosure requirements and the financial disclosure reporting forms used and concluded that it would be beneficial to the City to amend the financial disclosure requirements set forth in the City Code so that certain employees have the same financial disclosure reporting requirements as members of City boards and commissions, rather than the same reporting requirements as elected officials and candidates to be elected officials. Ms. Ruff responded to questions of clarification on the proposed recommendation by the Ethics Commission posed by the Council. Ms. Robbins received the consent of the Council to have Ms. Ruff prepare the proposed legislation for the Council's review at a future Council Workshop Meeting.

3. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Hanko advised that the City had been invited to celebrate the retirement of Dr. Loretta Cutright, Principal of the Margaret Brent Region School (5816 Lamont Terrace) on Thursday, February 23, 2017, at 6:00 p.m. Mayor Hanko requested that the Council notify City Clerk Barber if they would like to attend.

Interim Administrative Officer Nagro advised the Council that he provided his written monthly report to the Council and it was posted on the City's website. Interim Administrative Officer Nagro provided the following highlights from his report:

- City Administration has completed the staff move of the Finance and the Code Enforcement departments as a way to enhance the safety and security of all Administrative Staff;
- A new customer service window in Code Enforcement's new offices has been installed to facilitate resident/business questions and permit requests;
- Developers of the proposed Westbrook Towns Apartments to be located behind the MetroPoints hotel will make their presentation to the City Council at the February 1, 2017, Council Workshop Meeting;
- The compensation study process has begun. Human Resource Coordinator, Alayna Rowlett, submitted a detailed compensation report with the City's existing compensation data to Management Advisory Group International, Inc. (MAG) on Wednesday, January 11, 2017. The meetings with MAG and City employees have been scheduled where MAG will discuss the goals of the compensation study, and how employees are to complete the mandatory job analysis questionnaire;
- On Thursday, January 12, 2017, Human Resources Coordinator, Alayna Rowlett met with Cigna and Benecon Representatives to review the annual Consultative Analytics Report. The report provides the City with a population profile and health status, as well as a financial and utilization review.

Mr. Nagro provided to the Council information with regards to the City Council's previous discussion on funds received from the Comptroller of Maryland for the allocation of local income tax revenue, and the interest in using these funds for two CIP projects: the Bicentennial Hill Wall and the Municipal Center parking lot. The Council requested the item be included on the Council Workshop Meeting Agenda of February 1, 2017. Mr. Nagro closed by providing hotel information on the upcoming Maryland Municipal League Conference scheduled in June 2017, to the Council.

Director of Public Works Cochran submitted his official written report to the Mayor and Council. Mr. Cochran highlighted the following from his report:

- The City of New Carrollton Department of Public Works to date had handled a few small snow/ice events with no issues. The new Snow Policy is in the current newsletter and citizens are encourage to familiarize themselves with the new procedures;
- The Parks Department has completed the 2016 leaf pickup;
- Mr. Oscar Amamya, Parks Supervisor has left employment with the City of New Carrollton for a positon at Maryland National Capital Park and Planning Commission;
- The Sanitation Department is currently collecting Christmas Trees as they see them throughout the City. Mr. Cochran reminded residents that the trees can be left with the normal yard waste to be collected;
- The pedestrian bridge on Westbrook Drive has been completed and is being prepared for the re-opening to the public.

Captain Everts reported to the Council on the Police Statistics for December 2016. Captain Everts noted the increase in thefts from auto in the City. Captain Everts will have information placed in the upcoming City newsletter regarding Theft Prevention.

3. COUNCIL QUESTIONS FOR THE ADMINISTRATION

Ms. Dodro requested that the Director of Public Works Cochran ask Mr. Lublin, Interim City Horticulturist to create a Parks Department planting calendar to assist the City in the future.

Mr. Lashley thanked Mayor Hanko for bringing back Mr. Lublin to the City of New Carrollton as the City's interim City Horticulturist.

Mr. Bechtold requested clarification on the City's process regarding the Department of Code Enforcement's Citation process. Mr. Nagro advised he would have Code Enforcement Manager Goodhue provide a response to the questions posed by Mr. Bechtold.

Ms. Robbins had no questions.

4. COUNCIL ANNOUNCEMENTS

Mr. Bechtold reminded the residents of the monthly Friends of the New Carrollton Police Foundation meetings. Mr. Bechtold noted the upcoming City of New Carrollton Police Department 2016 Awards Banquet scheduled for Friday, February 24, 2017, at the Metro Points Hotel.

Mr. Lashley also noted the upcoming City of New Carrollton Police Department 2016 Awards Banquet scheduled for Friday, February 24, 2017, at the Metro Points Hotel. Mr. Lashley advised residents for information on tickets for the event to contact the City of New Carrollton Police Department at 301-459-0142.

Ms. Dodro noted that the City of New Carrollton has started working on their proposed FY 2018 Budget. She requested that residents bring forth program ideas that are geared towards the youth that they would like to see implemented in the City of New Carrollton.

Ms. Robbins advised that the Prince George's Little Theatre 190th production titled The Tin Women has opened at the Bowie Playhouse and is based on a true story.

5. YOUTH ACTIVITIES GRANT APPLICATION

Assistant City Administrative Officer George presented the FY 2017 Youth Activities Grant Submittals. Mr. George advised that the City of New Carrollton received three Youth Activities Grant applications for FY 2017 as follows: Charles Carroll Middle School, Parkdale High School EPICS STEM Program, and Greenbelt Soccer Alliance. The Council requested that the staff provide the application vetting process for the grant. Mr. George advised he will move forward with the vetting process and notify the applicants of their grant awards.

6. CITY WEBSITE REDESIGN CONSULTANT

Assistant City Administrative Officer George presented the City Website Redesign Project to the Council. Mr. George outlined the process the City of New Carrollton followed to obtain the consultant firm for the project. Mr. George advised that the City had received five proposals and then shortened to three finalists. Mr. George conveyed the committee selection of CivicLive. The City will be moving forward with a contract prepared by our City Attorney. Mr. George responded to questions posed by the Council on the project. Ms. Robbins requested staff prepare an official motion and asked that Ms. Dodo read the official motion at the scheduled legislative meeting on Wednesday, January 18, 2017.

8. CITY MUNICIPAL CENTER DISCUSSION

Interim Administrative Officer Nagro and Assistant Administrative Officer George opened the discussion with the Council regarding the Council's request to discuss the future of the current City Municipal Center (6016 Princess Garden Parkway) and the possibility of moving the City Municipal Center to the Harland Street Property (6000 Harland Street). The Council after a brief discussion agreed to allow the staff time to prepare information to assist the Council in having an indepth discussion on the future of the City Municipal Center Project. The Council requested that the City Administrative Staff provide the Council with an update at their next scheduled Council Workshop Meeting (Wednesday, February 1, 2017). Ms. Ruff at the request of Mr. Nagro provided clarification to the Council regarding their ownership (deed) of the City Municipal Center Property (6016 Princess Garden Parkway).

9. **MEETING MINUTES**

- a) City Council Workshop Meeting Minutes (December 19, 2016)
- b) City Council Legislative Meeting Minutes (December 21, 2016)

Chairman Robbins advised the Council that the minutes listed above have been provided to the Council. Ms. Robbins requested that Council provide any corrections to City Clerk Barber.

10. **REVIEW OF BILLS**

Batch # 1 (December 22, 2016); Batch # 2 (December 29, 2016); Batch # 3 (January 5, 2017); Batch # 4 (January 12, 2017)

The Council addressed their comments and concerns regarding the proposed bills. City staff addressed and responded to the questions posed by the Council.

11. **RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS**

No one wished to address the Council.

12. **ADJOURNMENT**

Mr. Lashley moved to adjourn the Council Workshop Meeting of January 17, 2017, seconded by Mr. Bechtold. The motion passed unanimously.

The meeting adjourned at 8:43 p.m.

Respectfully submitted,



Douglass A. Barber, CMC
City Clerk

Adopted by the Council on February 15, 2017.