



**Special Council Workshop/Special Council Legislative Meeting
Agenda
VIRTUAL MEETING
City of New Carrollton
WEDNESDAY, JULY 7, 2021, 7:00 P.M.**

Council Action

- 1. **Call-to-Order**
- 2. **Comments from Chair Mills**
- 3. **NEW BUSINESS**
- 4. **Discussion of 2021 Maryland Municipal League Conference**

- 5. **Resolution 22-01 Addition of a Personnel Position – Information Technology Administrator (Grade 125)**

Motion: I move that the City Council adopt Resolution 22-01, a resolution of the City Council of New Carrollton amending City Personnel Polices to establish a new personnel position – Information Technology Administrator (Grade 125). – **Robbins**

- 6. **Emergency Ordinance 22-01 Budget Amendment Reconciliation No. One: to Amend Ordinance 21-10 Current Expense Budget for FY 2022, as Amended**

Motion: I move that the City Council adopt Ordinance 22-01, an emergency ordinance of the City Council of New Carrollton amending the adopted budget for the fiscal year beginning July 1, 2021 and ending June 20, 2022 as embodied in ordinance 21-10, as amended, to create an IT Administrator Position, and to eliminate Heath Insurance from the Mayor and Council. – **Hooks**

- 7. **Adjournment**

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton’s website: www.newcarrolltonmd.gov. If you have any questions, please contact the City Clerk at (301) 459-6100.

PLEASE NOTE: This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 990 9999 0882**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join the Zoom Meeting: <https://zoom.us/j/99099990882>
Meeting ID: 990 9999 0882

If you have comments for the City Council please email them to City Clerk Doug Barber at dbarber@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.



Resolution 22-01
Addition of a Personnel Position – Information Technology Administrator
(Grade 125)

Effective: July 7, 2021

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING
 CITY PERSONNEL POLICIES TO ESTABLISH A NEW PERSONNEL POSITION –
 INFORMATION TECHNOLOGY ADMINISTRATOR**

WHEREAS, New Carrollton City Code, §23-6 “Personnel Policies” requires that the City Council adopt, by resolution, and approve, establish, abolish and/or modify positions or classes of positions and approve, establish, and/or modify all salary schedules for classes of positions; and

WHEREAS, the Mayor and the Administration reviewed the structure of the City of New Carrollton’s General Administration and Department of Administrative Services staff and decided to establish the position of Information Technology Administrator to oversee the entire City of New Carrollton information technology; and

WHEREAS, the City Council desires to add the position of Information Technology Administrator effective July 7, 2021 and direct the Administration to post the job opening as soon as possible so that the position can be filled as soon as possible thereafter.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the City Personnel Policies are hereby amended to establish the position of Information Technology Administrator, and that the City of New Carrollton’s Pay Plan classifying the position of Information Technology Administrator as Grade 125, is hereby approved. Furthermore, City Administration is hereby directed to take any and all action required to reflect the addition of the position of Information Technology Administrator in the City of New Carrollton Personnel Policies.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 7th DAY OF JULY 2021.

[SEAL]

ATTEST:

 Douglass A. Barber, MMC, City Clerk

 Cynthia Mills, Chair
 City Council

APPROVED:

 Phelecia Nembhard, Mayor

Date: _____



Ordinance 22-01
Budget Amendment Reconciliation No. One:
To Amend Ordinance 21-10
Current Expense Budget for FY 2022, as amended

Effective: July 7, 2021

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 AS EMBODIED IN ORDINANCE 21-10, AS AMENDED, TO CREATE AN IT ADMINISTRATOR POSITON, AND TO ELIMINATE HEALTH INSURANCE FROM MAYOR AND COUNCIL

WHEREAS, the City Council of New Carrollton (the “City Council”), a body politic and corporate of the State of Maryland is authorized to adopt a fiscal year budget, pursuant to City Charter, §C-14 “Budget and Finance”; and

WHEREAS, the City Council adopted a budget for FY 2022 via Ordinance No. 21-10, which it has amended via Ordinance Nos. 22-01; and

WHEREAS, the City desires to employ an IT Administrator to oversee its technology needs, and eliminate Health Insurance for the Mayor and Council; and

WHEREAS, the City Council wishes to amend the FY 2022 Budget to account for new expenditures since the enactment of the Budget; and

WHEREAS, the City Council may, by a four-fifths vote, declare any proposed ordinance or any proposed amendment to an ordinance to be an “emergency” and shall thereupon be authorized to introduce and enact such ordinance or amendment at a single meeting; and

WHEREAS, an emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the Mayor or passed over her veto by the City Council; and

WHEREAS, the City Council hereby declares that it is in the best interest of the City that this Ordinance be deemed an emergency ordinance so that it may become effective immediately upon approval by the Mayor or when passed over her veto by the City Council.

Section 1. NOW THEREFORE, BE IT ENACTED AND ORDAINED by the City Council of New Carrollton, that Ordinance 21-10, Current Expense Budget for the City of New Carrollton, Maryland for Fiscal Year 2022, under the heading of “City of New Carrollton FY 2021 Adopted Budget” be and hereby is amended as follows:

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Account # and Description	Original Budget	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
Revenues				0
Total Revenues			0	
General Government				
Expenses				
01-1110-46500 - HEALTH INSURANCE	26,000		26,000	0
01-1510-45400 - EMPLOYEE SERVICES	570,000	90,000		660,000
01-1510-46300 - FICA	55,064	6,885		61,949
01-1510-46500 - HEALTH INSURANCE	92,000	756		92,756
01-1510-4700 - WORKERS' COMPENSATION	5,200	4,165		9,365
01-510-48000 - RETIREMENT/PENSION	61,000	6,300		67,300
01-1510-48010 - LIFE AND LTD	5,100	70		5,170
Total General Government		108,176	26,000	
Account # and Description	Original/ Amended Budget Thru #6	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
Public Safety				
Expenses				0
Total Public Safety		0	0	
Public Works				
Expenses				
01-3710-52570 - SANITATION SUPPLIES	121,291		82,176	39,115
Total Public Works		0	82,176	
Total Budget Amendment		108,176	108,176	

Section 2. BE IT FURTHER ENACTED AND ORDAINED by the City Council of New Carrollton, Maryland with at least four-fifths of the total Council concurring, that this Ordinance be deemed an emergency ordinance so that it may be introduced and enacted on the same date and so that it shall become effective immediately upon approval by the Mayor or when passed over her veto by the City Council.

INTRODUCED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND ON THE 7th DAY OF JULY, 2021.

EFFECTIVE DATE: July 7, 2021

Attest:

City of New Carrollton

Douglass A. Barber, MMC
City Clerk

Cynthia DB Mills, Chair
City Council

Date: _____

Approved:

Phelecia E. Nembhard, Mayor

Date: _____

City of New Carrollton, MD

Title: Information Technology Administrator

Class Code: ITA



6

General Description

The purpose of this class within the organization is to ensure that all City of New Carrollton Administrative, Police and Public Works sites are adequately supported in all systems that the City offers.

This class works independently, under limited supervision and reports major activities through periodic meetings and monthly reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Ensure all information technology systems and staff are operating effectively and functioning within the limits of budget, time-lines and specifications of the organization.

Construct and implement plans to the organization's network continues to operate smoothly on a daily basis and in the event of a problem.

Works closely with the City Administrative Officer in the day-to-day operations of the City, as well as in decision making as it relates to technological infrastructure. Carry out operational tasks, user administration, housekeeping tasks and system monitoring to ensure the effective operation of Information Technology systems and facilities. Carry out Information Technology installations, implementations, configuration, rollouts and other technical duties as required.

Works closely with organization's Department Managers to assess the growth needs and maintenance of the organization's network.

Ensure customer expectations are met and a consistent Information Technology service is delivered to the customer in a consistent manner.

Serve as the primary technical implementation point of contact; understand customer requirements and business objectives. Design Information Technology systems and networks ensuring the right architecture and functionality.

Develop and implement policies and procedures to support Information Technology software and systems. Install and update organization's software and hardware as needed.

Develop new network troubleshooting strategies to reduce downtime and decrease maintenance costs.

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City of New Carrollton, MD

Title: Information Technology Administrator

Class Code: ITA



7

Implement adequate security measures for the organization.

Develop and train Information Technology staff; work collaboratively with internal and external stakeholders.

Maintain and update website with proper coding and content pertinent to organizational needs.

Oversee and update city's social media content on Facebook, Twitter, etc.

Monitor security certificates and organization's compliance requirements.

Monitor clicks, links, usability and overall status of the organizational webpage, landing pages and supporting pages.

Manage Information Technology initiatives and collaborate with internal and external resources.

Stay up to date on new technology and sharing updates with leadership team on a quarterly basis.

Create rational strategies for upgrading the organization's network software whenever a new update becomes available.

Produce and maintain technical and procedural documentation as required.

Provide strategic advice on using technology to achieve goals.

Maintain system to record city property assigned to employees.

Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree in computer science, Information Technology, or closely related field; Master's in Computer Science, Information Technology or Business Administration preferred.

Requires four years of experience in Information Technology or closely related experience.

Expert level knowledge of Information Technology best practices, policies and regulations; In-depth understanding of programming, computer science and digital security; Strong understanding of client/server technology architecture; Excellent oral and written communication skills; Excellent customer service and interpersonal skills; Strong attention to detail; Superior

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8

project management skills, including organization, planning, time management and prioritization; the ability to interpret a problem and determine the best way to resolve it; The ability to diplomatically work with customers while working toward a solution; Excellent management/supervisory skills, team building skills, decision-making skills; Ability to translate

technical issues and concepts into business language; Provide regular and timely communication of request/incident status.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves sitting and stooping, walking or standing; also involves exerting between 10 to 50 pounds of lifting in the relocation of servers; hardware; and peripherals that are important to the operation of the organization.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves moving machinery.

Special Certifications and Licenses:

N/A

Americans with Disabilities Act Compliance

The City of New Carrollton is an Equal Opportunity Employer. ADA requires New Carrollton to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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