



CITY COUNCIL WORKSHOP MEETING AGENDA
VIRTUAL MEETING
WEDNESDAY, APRIL 6, 2022, 7:00 P.M.

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.

Items for discussion

1. **Call to Order** (2 Minutes)
2. **Report of the Mayor and Administration** (15 Minutes)
3. **Council Questions/Council Announcements** (10 Minutes)
4. **Status of New Carrollton Parks Plan** (10 Minutes)
5. **Neighborhood Design Center Presentation** (20 Minutes)
6. **ARPA Consultant Contract** (10 Minutes)
7. **4-Cities Coalition Meeting Agenda Items** (10 Minutes)
8. **Proclamation – Municipal Clerks Week (May 1 - May 7, 2022)** (5 Minutes)
9. **Proclamation – Municipal Police Week (May 8 – May 14, 2022)** (5 Minutes)
10. **Proclamation – Municipal Public Works Week (May 15 – May 21, 2022)**
(5 Minutes)
11. **Budget: Revenues and Resources** (20 Minutes)
12. **Meeting Minutes**
 - a.) Council Workshop Meeting Minutes (March 2, 2022)
 - b.) Council Workshop Meeting Minutes (March 14, 2022)
 - c.) Council Legislative Meeting Minutes (March 16, 2022) (5 Minutes)
13. **Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.** (10 Minutes)
(2 Minutes per person)
14. **Adjournment** (1 Minute)

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 858 3255 6019**. You do not need a participant code. If you want to join the meeting via the Computer click on the link Join Zoom Meeting <https://us06web.zoom.us/j/85832556019> Meeting ID: 858 3255 6019 If you have

comments for the Council please email them to City Administrative Officer Latasha Gatling at lgatling@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.



MEMORANDUM

To: Mayor and City Council
From: Latasha C. Gatling, City Administrative Officer
Cc: Department Heads
Re: March 2022 City Administrative Officer's Report
Date: April 4, 2022

Administration

- Continued working on FY23 Budget for presentation to the Mayor and then City Council.
- Participate(d) in weekly meetings with Forerunner Technologies and the transition to the new telephone system.
- Attended a Department of Treasury ARPA Final Rule Webinar through MML
- Prepared a final agreement with Thomas Michael LLC for ARPA consulting services
- Participated in a Green Team coordination meeting for the Spring Festival
- Prepared a final agreement with Total Contracting for the Municipal Center Restroom Upgrade project
- Participated in a number of webinars hosted by MML, MEDA, and Prince George's County
- Mailed 13 Annexation offer letters to property owners along Annapolis Road
- Submitted a Chesapeake Bay Trust Urban Forestry Grant application to plant up to 100+ street trees in City-owned right-of-way
- Prepared and presented a report to the City Council concerning constructing a Community Center 6000 Harland
- Researched various grant programs

Code

- Began the process for a variance request for 57909 85th. Variance Hearing will be held on Wednesday, April 6th @ 12:15 p.m.

Inspections

Single Family Rental Inspections – 0 Inspections
Multi-Family Rental Inspections – 1 Inspections

Building Permits

Building Permits Issued – 9
Business Licenses Issued – 3

Code Violations

Code Compliance – 11 (All Closed)
Dead Vegetation/Leaves – 1 (1 closed, 0 pending)
Overgrowth/Tall Weeds & Grass – 2 (1 closed, 1 pending)
Storage Container – 3 Permits Issued
Sanitation – 34 (26 Closed; 8 Pending)
Stop Work Orders – 6
Refuse in the Public Right-of-Way – 18 (18 closed, 0 pending)
Unauthorized Motor Vehicles (Dead Tags) – 28 (22 closed, 6 pending)
Vehicle Repairs – 1 (1 closed, 0 pending)
Vehicles on Lawn – 4 (4 closed, 0 pending)
Outside Storage – (1 closed, 2 pending)

City Clerk

Events:

- Masks and Covid-19 Home Test Kits Distribution held on March 17th

Social Media Report

Twitter

Impressions - 13
Profile Visits - 739
Mentions – 2
Followers – 6

Instagram

66 posts – 4 Followers

Human Resources

- Updating the City's Personnel, Drug & Communication Media Policies handbook for council approval.
- Working with Paycom to customize the clock in/out process for each department.
- Recruiting for HR/Special Projects Assistant

Finance and Accounting

No report

Information Technology

Administration

- Daily workstations, server, switch and access points maintenance
- Installed and configured Verkada demo camera). Also currently obtaining/requesting building plans for ALL buildings
- Installed and deployed all Voice over Internet Protocol (VOIP) desk phones (Instructional class scheduled for April 5th.)
- Create new employee accounts, conduct various IT related Administrative tasks
- Started Proof of Concept for O365 Microsoft Online services
- Bi-Weekly UMD Capstone project
- Installed and configured newly acquired Xerox printer / Copier for City administration

Police Department

- Various hardware installations for Police department
- Worked with Police department and configured applications
- Replaced and upgraded PD Trailer Comcast router
- Installed and configured upgraded hardware and software in PD Training room
- Created and assigned requested permissions to newly created shared folder

Code Enforcement

- Upgraded Microsoft office application software on Code enforcement workstations
- Assist Code Enforcement department with Toughbook deployments
- Troubleshoot and work with T-Mobile networks for SIM card connectivity and operations

Public Works

- Installed and configured Verkada demo cameras
- Also currently obtaining/requesting building plans for ALL buildings

- Installed and deployed all Voice over Internet Protocol (VOIP) desk phones (Instructional class scheduled for April 5th.)

Join the PGCPROUD Challenge!



Angela D. Alsbrooks
County Executive

Supported by PepsiCo

Make a difference during "Preserve and Beautify our Environment" Week, April 18 - April 23, by registering for the Spring 2022 Growing Green with Pride Day on Saturday, April 23, from 8:00 AM - 12:00 PM, and by completing one of the challenges listed below.

Signing up for one of the community challenges is easy as 1, 2, or 3:

1. Participate in the utilization of PGCLitterTRAK and collect the largest amount of litter in your community (registration for Growing Green with Pride required). Sign up for PGCLitterTRAK here: <https://bit.ly/PGCLitterTRAK>
2. Gather the most volunteers to participate in cleanup efforts on Saturday, April 23 (registration for Growing Green with Pride required). Students are encouraged to participate for community service hours.
3. Create or beautify your community entrance or gateway. Send photos to: growinggreenwithpride@co.pg.md.us (registration for Growing Green with Pride required).

Proudly display your beautification projects and upload your litter collection data and photos into PGCLitterTRAK. Your community could win and receive additional items and surprises to continue keeping Prince George's Growing Green with Pride!



REGISTER BY
FRIDAY, APRIL 15:
[MYPGC.US/GROWINGGREEN](https://mypgc.us/growinggreen)
ENTER FOR A CHANCE TO
WIN \$100 - \$500
GIFT CARDS!



PEPSICO

For more information and contest rules, visit pgcproud.com or email growinggreenwithpride@co.pg.md.us.

All gifts/contributions have been made voluntarily. No promises have been made in receipt of this donation. Prince George's County Government agrees to provide services as outlined in the partnership proposal with the donor/sponsor. The undersigned waives and releases all rights and claims that might be held against the Prince George's County Government, its duly elected officials, and its employees to save and hold harmless the County from losses, damages, or injuries.

**CITY OF NEW CARROLLTON CONSULTING SERVICES FOR
OVERSIGHT AND COMPLIANCE OF AMERICAN RESCUE PLAN
ACT FUNDS**

AGREEMENT

THIS AGREEMENT is made this _____ day of March, 2022, by and between THE CITY OF NEW CARROLLTON, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and THOMAS|MICHAEL LLC, 6305 Ivy Lane Suite 215, Greenbelt, Maryland 20770, a limited liability corporation formed under the laws of the State of Maryland, hereinafter referred to as “Contractor”.

RECITALS

WHEREAS, on March 16, 2022, the City Council authorized the Mayor to enter into an agreement for the purpose of Consulting Services for Oversight and Compliance of American Rescue Plan Act Funds (hereinafter, the “Project”);

WHEREAS, Section 27-14 of the Code of the City of New Carrollton authorizes the City to obtain services from a person or entity who is supplying that same service to another governmental entity, if the bid price, as applicable, to be paid by the City is not more than the bid price to be paid by the other governmental entity and if the price to be paid by the other governmental entity has been established by a competitive bidding process conducted by the other governmental entity; and

WHEREAS, the City of Hyattsville, Maryland recently completed a competitive Request for Qualifications (RFQ)(#Finance 21-01) process for the same consulting services and selected the Contractor; and

WHEREAS, the City desires to use the same Contractor under the same terms and conditions as permitted by Section 27-14 of the Code; and

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to the proposal from the Contractor to the City, including all of Contractor's proposal response documents (hereinafter, the "Proposal"), which are hereby incorporated herein as part of this Agreement.,

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

- A. The Project shall include all work outlined in the Proposal and this Article, as well as all other work as reasonably required by the City.
- B. The Contractor shall be required to provide professional consulting services for the Oversight and Compliance of American Rescue Plan Act (hereafter, the "Act") Funds and to ensure the City is complying with all requirements of the Act; including, but not limited to:
 - Assist in the development of a spending plan for Act funds;
 - Assist in communications with relevant Federal, State, and/or County officials as necessary;
 - Monitor and advise of any updates in the United States Treasury compliance and reporting guidelines and frequently asked questions (FAQs), and additional guidance provided by the State;
 - Participate in periodic meetings with City staff and/or elected officials to ensure

implementation of the spending plan is proceeding on schedule and in accordance with Federal and State guidelines;

- Assist the City in tracking expenditures and selected programmatic data as required by the United States Treasury;
- Provide advice concerning the eligibility of planned uses of Act funds;
- Assist the City's staff in ensuring adequate internal controls and proper program documentation to avoid fraud, waste, and abuse associated with Act funds, and to ensure that funds are not used for ineligible purposes;
- Provide oversight and guidance for 2 CFR, Part 200, and the Single Audit Act;
- Assist the City in CLFRF project management, including program(s) design, implementation, and close-out;
- Assist the City staff in registering and accessing the United States Treasury reporting portal;
- Monitor and assist with the filling of all pertinent reports within the requisite Federal and State reporting deadlines;
- Assist in presentations to relevant stakeholders; and
- Other services as agreed upon by the parties.

ARTICLE II. PERIOD OF PERFORMANCE

Contractor agrees to commence work immediately upon execution of the Contract and shall perform all professional consulting services required by this Agreement or by the City as expeditiously as is consistent with good professional skill and best industry practice. Time is of the essence in the successful execution of the terms of this Agreement. Services to be provided

end no later than December 31, 2023.

ARTICLE III. FEE FOR SERVICES

A. In exchange for these valuable services the Contractor will receive a per hour rate as follows: \$300.00 and not to exceed the total contract value of \$60,000.

B. Contractor shall submit invoices inclusive of all professional consulting services rendered and other related expenses, on a monthly basis, to the Mayor.

ARTICLE IV. THE CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the entire Contract between the parties. Where there is a conflict between any of the contract documents and this Agreement, the language of this Agreement shall govern. The documents identified below are as fully a part of the Contract as if hereto attached. They constitute the entire understanding of the parties and supersede any prior proposals or agreements:

- A. Consultant's Statement of Interest and Consulting Services Proposal, dated February 18, 2022.

ARTICLE V. CONTRACTOR SERVICES

As directed by the City, Contractor shall:

A. Be responsible for the preparation, technical completeness, and sufficiency of all submitted proposals.

B. Comply with the City of New Carrollton Code and Charter, when applicable, and all pertinent Federal, State, and County laws and regulations.

C. Attend hearings/conferences with the City or persons designated by the City as necessary for the successful completion of this Agreement.

D. Be responsible directly to the Mayor or their designee, who is the City's agent and duly authorized representative to whom Contractor shall ordinarily direct communication and submit documents for approval and from whom Contractor shall receive directions concerning the subject of this Agreement and approval of any documents in writing. Any revisions requiring additional compensation to Contractor shall not be commenced without the City's written authorization approved by the Mayor.

E. Prior to final payment to a contractor or a subcontractor, arrange for a final inspection by the City and review all outstanding claims which have not been settled by this Agreement and prepare a written report outlining the background and status of such claims and making recommendations as to the ultimate disposition of such outstanding claims.

ARTICLE VI. CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However, the Contractor shall notify the City in writing of any information or requirements provided by the City, which the Contractor believes to be inappropriate.

ARTICLE VII. COOPERATION

The Contractor agrees to perform its services under this Contract in such manner and at such times so that the City and/or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors deemed necessary by the City.

ARTICLE VIII. OWNERSHIP OF DOCUMENTS

A. The City shall have unlimited rights in the ownership of all required reports, budgets and notes generated by the Contractor for any local Municipality, County, State or

Federal Agency as related to any other work developed in the performance of the Agreement, including the right to use same on any other City Project without additional cost to the City, and with respect thereto Contractor agrees to and does hereby grant to the City an exclusive royalty-free license to all data which he or she may cover by copyright and to all designs as to which he or she may assert any rights or establish any claim under the patent or copyright laws. The City's rights in ownership of documents under this Article shall include any and all electronic files generated by Contractor in the performance of its duties pursuant to this Agreement.

B. In the case of future reuse of the documents, the City reserves the right to negotiate with Contractor for the acceptance of any professional liability.

ARTICLE IX. SPECIAL PROVISIONS

A. Contractor may not assign or transfer any interest in this Agreement except with the City's written approval.

B. The City may waive specific minor provisions of the Agreement on Contractor's request in the interest of expediting the contract. Waiver shall not constitute a waiver of any liability ensuing there from.

C. Except as otherwise provided in the contract documents, the Mayor, shall decide all disputes after consultation with Contractor, and any other appropriate parties. The Mayor's decision shall be reduced to writing and delivered to Contractor and such dispute resolution shall not be considered a Change pursuant to this contract, unless the dispute resolution modifies either the services rendered, per hour rate or the total fee for services as provided herein.

D. The Mayor's decision shall be final and conclusive.

E. Until a dispute is finally resolved, Contractor shall proceed to meet the terms of this Agreement and comply with the Mayor's orders.

F. Contractor shall not hire or pay any employee of the City or any department, commission agency or branch thereof.

ARTICLE X. TERMINATION

A. This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the Contractor.

B. In the event of termination, which is not the fault of Contractor, the City shall pay to Contractor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the termination and for reasonable reimbursable expenses properly incurred prior to the termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustment in the event of termination by the City.

C. In the event the Contractor, through any cause, fails to perform any of the terms, covenants or provisions of this Agreement on his part to be performed, or if Contractor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of Contractor impairs or prejudices the interest of the City, or if Contractor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to Contractor. The City shall have the sole discretion to permit the Contractor to remedy the cause of the contemplated termination without waiving the City's right to terminate the

Agreement. All required generated reports, budgets, notes and electronic files and other documents related to the scope of professional consulting services or supervision of work, not in the public domain, shall be surrendered forthwith by Contractor to the City as required by the City. The City may take over work to be done under this Agreement and prosecute the work to completion, or procure additional related professional services, by contract or otherwise, and Contractor shall be liable to the City for all reasonable cost in excess of what the City would have paid the Contractor had there been no termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustments in the event of such termination.

ARTICLE XI. NOTICES

All notices or other communications required or permitted hereunder shall be in writing and delivered either (a) by hand or (b) by fax and by mail, postage prepaid, certified or registered return receipt requested, addressed as follows:

To the City: Phelecia Nembhard, Mayor
City of New Carrollton
Municipal Center
6016 Princess Garden Parkway
New Carrollton, Maryland 20784

With a copy to: _____, City Attorney

_____, Maryland _____

If to Consultant to: THOMAS|MICHAEL LLC
6305 Ivy Lane, Suite 215
Greenbelt, Maryland 20770
Attention: Thomas Himler, Managing Member
ThomasHimler@ThomasMichaelLLC.com

Either party may change the person designated to receive notice under this by notifying the

other party in writing.

ARTICLE XII. APPLICABLE LAW

The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such suits elsewhere.

ARTICLE XIII. CHANGES

A. The Mayor may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the Mayor, or in his or her absence, the Mayor.

B. Any other written order from the City, which causes any change, shall be treated as a change order under this clause, provided that Contractor gives the City written notice stating the date, circumstance, and source of the order and the City consents to regard the order as a change order.

C. Except as herein provided, no order, statement, or conduct of the City shall be treated as a change under this clause or entitle Contractor to an equitable adjustment hereunder.

D. If any change under this clause causes an increase or decrease in the cost of, or the time required for, the performance of any part of this Agreement, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified in writing

accordingly. If Contractor intends to assert a claim for an equitable adjustment under this clause, Contractor shall, within thirty (30) days after receipt of a written change order under (A) above, or the furnishing of written notice under (B) above, submit to the Mayor a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the Mayor. The statement of claim hereunder may be included in the notice under (B) above.

E. The amount of any adjustment to the contract sum under this clause shall be a negotiated fixed fee.

F. No claim by Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Agreement or if made later than thirty (30) days after receipt as required herein.

ARTICLE XIV. SUCCESSORS AND ASSIGNS

The parties each binds themselves, their partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

ARTICLE XV. INSURANCE

A. All Contractors shall obtain and maintain liability insurance coverage. The Contractor shall, within ten (10) days of the execution of this Agreement, file with the Mayor, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance in the amount of at least One

Million Dollars (\$1,000,000.00) coverage with a deductible no greater than Ten Thousand Dollars (\$10,000.00). Contractor shall be fully and completely responsible to pay the deductible. The City shall be named as an additional insured on the Certificate of Insurance.

B. In addition, Contractor shall, throughout the term of this Agreement, maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to final Agreement approval:

1. Personal injury liability insurance with a limit of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate, where insurance aggregates apply; and

C. Comprehensive general liability insurance shall include completed operations and contractual liability coverage. The Certificates of Insurance evidencing this insurance shall provide that the City shall be given at least thirty (30) days prior written notice of cancellation, intention not to renew, or material change in coverage.

D. Contractor shall also maintain commercial automobile liability insurance for all owned, non-owned, and hired automobiles with a combined single limit for bodily injury and property damage liability in the amount of \$1,000,000.00.

E. Contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance and shall submit an insurance certificate as proof of coverage prior to beginning work under this Agreement.

ARTICLE XVI. INDEMNIFICATION

Contractor hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the

performance of the services herein contracted for or for any failure to perform the obligations of this Agreement, including, but not limited to, attorneys' fees and any other costs incurred by the City, in defending any such claim. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Contractor or any subcontractor regarding the services and work provided to the City pursuant to this Contract. Contractor shall provide the City copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the Contract.

ARTICLE XVII. ADA COMPLIANCE

In performance of this Agreement for public works construction projects, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act. The Contractor hereby indemnifies and holds harmless the City from damages and costs arising from any claim that the Contractor's has failed to conform to the applicable provisions of the Americans with Disabilities Act.

ARTICLE XVIII. CERTIFICATIONS OF CONTRACTOR

The Contractor and the individual executing this Agreement on the Contractor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

ARTICLE XIX. SET-OFF

In the event that the Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Contractor against any compensation due to the Contractor for the provision of professional consulting services covered by the terms of this Agreement.

ARTICLE XX. MISCELLANEOUS

A. This Agreement is subject to audit by the City, and the Contractor agrees to make all its records related to the professional consulting services provided including all required generated reports, budgets, notes and electronic files available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

B. If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

C. The person executing this Agreement on behalf of the Contractor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Contractor.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the

termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above.

E. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Contractor.

F. The recitals above are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper and duly authorized officers, on the day and year first above written.

THOMAS | MICHAEL LLC

WITNESS/ATTEST:

Thomas Himler, Managing Member
THOMAS | MICHAEL LLC

Date

Date

THE CITY OF NEW CARROLLTON

WITNESS/ATTEST:

Robinson Brown
City Clerk

Phelecia Nembhard
Mayor

Date

Date



NATIONAL MUNICIPAL CLERKS WEEK MAY 1 – 7, 2022

- Whereas,* Municipal Clerks, is a time honored and vital part of local government that exists throughout the world, and
- Whereas,* Municipal Clerk is the oldest among public servants; and
- Whereas,* Municipal Clerks provide the professional link between the citizens, the local governing bodies and agencies of government at other levels, and
- Whereas,* Municipal Clerks have pledged to be ever mindful to their neutrality and impartiality, rendering equal service to all, and
- Whereas,* Municipal Clerks serve as the information center on functions of local government and community; and
- Whereas,* Municipal Clerks continually strive to improve the administration of the affairs of the office through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations.

NOW, THEREFORE, I Phelecia E. Nembhard, Mayor of the City of New Carrollton, do hereby recognize the week of May 1 through May 7, 2022, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Robinson H. Brown and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 4th day of May in the year 2022.

Phelecia E. Nembhard
Mayor



NATIONAL POLICE WEEK MAY 8 – 14, 2022

- Whereas,** In 1962 President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, an National Police Week; and
- Whereas,** the members of the law enforcement agency of the City of New Carrollton play an important role in safeguarding the rights and freedoms of the citizens of our community; and
- Whereas,** it is important that all citizens know and understand the problems, duties and responsibilities of their police department and that members of our department recognize their duty to serve the people by safeguarding life and property protecting them against violence or disorder, and protecting the innocent against deception and the week against oppression or intimidation; and
- Whereas,** our police department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; Municipal Clerks have pledged to be ever mindful to their neutrality and impartiality, rendering equal service to all, and

Now Therefore, I Phelicia E. Nembhard, Mayor of the City of New Carrollton urge our citizens to join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their communities, have established for themselves the rights and security of all citizens.

NOW, THEREFORE, I Phelicia E. Nembhard, Mayor of the City of New Carrollton, do hereby recognize the week of May 8 through May 14, 2022, as National Police Week in the City of New Carrollton., and their exemplary dedication to the communities they serve.

Dated this 4th day of May in the year 2022.

Phelicia E. Nembhard
Mayor



National Public Works Week May 15 – 21, 2022

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **New Carrollton**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in New Carrollton to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I Phelecia E. Nembhard and City Council of New Carrollton, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; we urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

NOW, THEREFORE, I Phelecia E. Nembhard, Mayor and the City Council, of the City of New Carrollton do hereby proclaim May 15 through May 21, 2022, as National Public Works Week in the City of New Carrollton, and further extend appreciation to our Department of Public Work employees for the vital services they perform and their exemplary dedication to the residents and the community they serve.

Dated this 4th day of May in the year 2022.

Phelecia E. Nembhard
Mayor

FY 2023 PROPOSED BUDGET							
REVENUE AND RESOURCES							
TAXES, LICENSES AND PERMITS							
							BUDGET
ACCOUNT		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022-2023
NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	PCT CHG
GENERAL PROPERTY TAXES							
01-1000-30100	Real Property	\$5,334,543	\$5,716,336	\$6,131,303	\$6,155,419	\$6,769,823	10%
01-1000-30150	Business Real Property - Public Safety Taxing District	239,624	127,419	134,542	130,000	135,000	4%
01-1000-30200	Personal Property - Business	419,164	455,362	675,702	420,000	676,000	61%
01-1000-30250	Personal Property - Public Safety Taxing District	30,824	35,814	61,888	34,000	60,000	76%
01-1000-30300	Property of Public Utilities	102,026	96,096	97,623	97,000	100,000	3%
01-1000-30510	Penalties / Interest	19,589	34,786	36,870	30,000	35,000	17%
	TOTAL GENERAL PROPERTY TAXES	\$6,145,770	\$6,465,813	\$7,137,928	\$6,866,419	\$7,775,823	13%
STATE SHARED TAXES							
01-1000-30650	Admissions & Amusements	1,939	2,097	115	2,000	1,000	-50%
01-1000-31610	Highway User & Motor Vehicle Tax	295,443	345,900	380,689	363,534	405,899	12%
01-1000-31620	State Income Tax	1,249,195	1,209,657	1,271,203	1,200,000	1,250,000	4%
	TOTAL STATE SHARED TAXES	\$1,546,577	\$1,557,654	\$1,652,007	\$1,565,534	\$1,656,899	6%
COUNTY SHARED TAXES							
01-1000-31630	P.G. County Disposal Fee Rebate	33,468	33,468	33,468	33,468	33,468	0%
01-1000-31650	Hotel / Motel Tax	118,883	77,692	35,779	50,000	40,000	-20%
01-1000-31700	Payment in Lieu of Bank Stocks	19	19	-	19	19,000	0%
	TOTAL COUNTY SHARED TAXES	\$152,370	\$111,180	\$69,247	\$83,487	\$73,487	-12%
	TOTAL TAXES	\$7,844,717	\$8,134,647	\$8,859,182	\$8,515,440	\$9,506,209	12%
LICENSES AND PERMITS							
01-1000-32100	State Traders & Peddlers	5,426	4,961	6,987	5,000	9,000	80%
01-1000-32150	City Business License	13,530	13,240	13,776	13,000	13,000	0%
01-1000-32200	Comcast Franchise Fees	94,130	81,122	78,651	80,000	80,000	0%
01-1000-32210	Verizon Cable Franchise Fees	88,081	87,204	62,009	86,000	86,000	0%
01-1000-32310	Verizon Property Lease	9,522	9,522	9,522	9,522	9,552	0%
01-1000-32400	Building Permit Fees	9,810	7,350	11,890	9,000	9,000	0%
	TOTAL LICENSES AND PERMITS	\$220,499	\$203,399	\$182,835	\$202,522	\$206,552	2%

FY 2023 PROPOSED BUDGET							
REVENUE AND RESOURCE							
GRANTS FROM GOVERNMENT AND OTHER AGENCIES AND SERVICE CHARGES							
							BUDGET
ACCOUNT		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022-2023
NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	PCT CHG
INTERGOVERNMENTAL GRANTS							
01-1000-33700	State Aid for Police Protection	\$167,948	\$161,256	\$167,591	\$152,000	\$152,000	0%
01-1000-33710	Crime Control & Prevention Grant	39,350					
01-1000-33720	Community Policing Service Grant						
01-1000-33725	Domestic Violence Resource Grant						
01-1000-35310	School Bus Grant	-	3,600	-	-	-	
01-1000-35315	COVID Relief Funds			789,188	-	-	
01-1000-35317	American Rescue Plan Act Funds	-	-	-	4,082,261.00		-100%
01-1000-35340	Other Miscellaneous Grants	47,006	40,734	5,081			
	TOTAL INTERGOVERNMENTAL GRANTS	\$254,304	\$205,590	\$961,860	\$4,234,261	\$152,000	-96%
REVENUE FROM OTHER AGENCIES							
01-1000-35600	Cable TV Equip. Support Grant-Comcast	56,478	48,673	47,191	55,000	50,000	-9%
01-1000-35620	Cable TV Equip. Support Grant-Verizon	56,020	55,462	39,437	56,000	50,000	-11%
	TOTAL REVENUE FROM OTHER AGENCIES	\$112,497	\$104,135	\$86,628	\$111,000	\$100,000	-10%
SERVICE CHARGES - GENERAL GOVERNMENT							
01-1000-35810	Advertising Fees	3,454	2,114	435	2,000	1,000	-50%
01-1000-35820	Municipal Center Room Rent	1,853	1,650	75	1,300	-	-100%
	SERVICE CHARGES - POLICE SERVICES						
01-1000-35860	Special Police Service Fees	26,744	12,795	13,710	15,000	15,000	0%
	SERVICE CHARGES - CODE ENFORCEMENT						
01-1000-35910	Rental Property Inspection	315,750	301,950	286,000	300,000	300,000	0%
01-1000-35920	Property Clean-up & Liens	785	149	613	1,000	1,000	0%
	SERVICE CHARGES - SANITATION SERVICE						
01-1000-36000	Trash Pick-up Service Fees	321,060	320,940	322,260	322,000	322,000	0%
01-1000-36010	Recycling Fees	42,579	42,560	42,769	42,769	42,500	-1%
	TOTAL SERVICE CHARGES	\$712,224	\$682,158	\$665,862	\$684,069	\$681,500	0%

FY 2023 PROPOSED BUDGET							
REVENUE AND RESOURCE							
OTHER REVENUES, FINANCING AND FUND DESIGNATIONS							
BUDGET							
ACCOUNT		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022-2023
NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	PCT CHG
FINES							
01-1000-36110	Municipal Infractions			\$1,159	\$2,500	\$2,500	0%
01-1000-36150	Red Light Camera	649,150	836,819	1,046,760	672,000	1,110,000	65%
01-1000-36155	Speed Camera Revenue	484,269	386,249	591,680	350,000	600,000	71%
01-1000-36160	Vehicle Control Fines & Towing	232,064	193,614	93,490	190,000	100,000	-47%
	TOTAL FINES	\$1,365,483	\$1,416,682	\$1,733,089	\$1,214,500	\$1,812,500	49%
INTEREST AND DIVIDENDS							
01-1000-36260	Interest Earned on Investments	210,107	162,895	14,360	150,000	15,000	-90%
01-1000-36261	Unrealized Loss/Gain in Market Value	165,500	44,144	(35,822)	50,000	30,000	-40%
01-1000-36270	Interest Earned on Fidelity CD Investments	-56,536	69,558	41,686	40,000	45,000	13%
	TOTAL INTEREST AND DIVIDENDS	\$319,072	\$276,597	\$20,224	\$240,000	\$90,000	-63%
OTHER REVENUES							
01-1000-36300	Scrap Metal & Paper	855	2,028	2,002	1,000	1,500	50%
01-1000-36320	Seized Revenues	3,113	-2,843	765	1,000	1,500	50%
01-1000-36350	Right-of-Way Fees	19,368	19,368	19,368	19,368	19,368	0%
01-1000-36390	Insurance Proceeds			87,706.00	-	50,000	100%
01-1000-36400	Miscellaneous Revenues	330,990	304,461	254,688	-	225,000	50%
01-1000-36410	Vending Machine Revenue		848	1,706	1,000	1,500	100%
01-1000-36500	Community Outreach Revenue			4,657	-	5,000	100%
	TOTAL OTHER REVENUES	\$354,327	\$323,862	\$370,892	\$22,368	\$303,868	1258%
OTHER FINANCING SOURCES							
01-1000-36730	Designated for Wellness Fund				10,000	10,000	0%
01-1000-36740	Bond Proceeds-Municipal Building Upgrade	173,881	96,271	87,668	-	-	
01-1000-36755	Designated Weinbach Scholarship	-	-		5,000	5,000	0%
	TOTAL OTHER FINANCING SOURCES	\$173,881	\$96,271	\$87,668	\$15,000	\$15,000	0%
APPROPRIATED FUND BALANCES							
01-1000-36810	Designated for Street Repair				142,000	150,000	6%
01-1000-36840	Contingency Reserve				130,000	130,000	0%
01-1000-36850	Undesignated Prior Year Surplus	-	-	-	-	-	0%
01-1000-36900	Operating Reserve				150,000	150,000	0%
	TOTAL FUNDING FROM APPROPRIATIONS	\$0	\$0	\$0	\$422,000	\$430,000	2%
TOTAL REVENUES AND RESOURCES		\$11,357,004	\$11,443,339	\$12,968,240	\$15,661,160	\$13,297,629	-15%

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
WEDNESDAY, MARCH 2, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Wednesday, March 2, 2022, as a virtual meeting. In attendance was Chairperson Cynthia DB Mills; Councilmembers Katrina R. Dodro Allyne Hooks; Sarah Potter-Robbins and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; HR Director Cynthia Johnson; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; Chief of Police David Rice; and City Clerk Robinson Brown .

1. CALL TO ORDER

Chairperson Mills asked everyone to take thirty seconds for the war victims in Ukraine. Chairperson Mills then welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Nembhard started the meeting with Chief David Rice. He mentioned that he sent an email to everyone regarding the gentleman who lost his life due to a fatal car accident. He did not release his name as the family had not been notified the family. Chief Rice then provided the January and February Stats.

Director of Public Works Andre Triplett was called to give his report. He began by stating that the Clear Water Partnership installed the handrails on the bridge located on Carrollton Parkway. He is now waiting for a date to be given to open the bridge. Public works has begun filling potholes in the city with temporary filling repair and will be doing a permanent repair in the near future (within a month or two). Public works is slowly dismantling snow equipment. All equipment will be serviced and stored. The community gardens will be tilled and water tanks will be serviced.

Mr. Triplett then gave the following stats: Senior Van service had 43 riders in February; Bulk Pick-Ups had in December and 189 in January; Sump Discharges 3 in February; Trees trimmed 0 in February; Trees removed 0 in February; Vehicles in for service 17 in February; Pot-holes filled 0 in February.

City Administrative Officer Latasha Gatling stated that we are still working on the budget and should have it completed on schedule by March 30th, 2022. Ms. Gatling also informed everyone that we are two or three weeks out from having the new phone system implemented. We are also working on a few different grants for the city. She, the mayor, and chief had the first round of negotiations with the FOP. Ms. Gatling also informed everyone that they should be receiving a flyer soon about when we will be distributing COVID test kits and masks to families in the city.

Mayor Nembhard wished all the women on the call a “Happy Women’s Month.” She then thanked Andre Triplett for the update on the bridge. She addressed the speeding in the city and expressed her concerns for pedestrians in the city. Mayor Nembhard thanked all residents who responded to the city’s survey.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Chairperson Mills introduced the city's new HR Director, Ms. Cynthia Johnson.

Chief Rice informed everyone of the complaints he received about the orange cones in the city and that he and his department will begin enforcing the Commercial Vehicle Policy.

Mr. Triplett responded that Public Works has swept the entire City and all cones have been removed.

Chairperson Mills then asked the Council if they have questions or comments.

Councilmember Hooks wished Chairperson Mills and Councilmember Potter-Robins a speedy recovery.

Councilmember Hooks sent best wishes to Councilmember Dodro's mother and daughter.

Councilmember Hooks sent condolences on behalf of the council to the elderly gentleman who lost his life in the city. Councilmember Hooks addressed the grammatical error found in the previous report and requested clarification on the term "City staff."

Assistant City Administrative Officer, Michael McMahon clarified the term for her.

Councilmember Urbina thanked all who supported and helped her family as she returned home after having her baby.

Councilmember Urbina asked Chief Rice about the carjacking incident that occurred in the city. Chief Rice informed her that they were working with the Task Force and that the person(s) involved were apprehended.

Councilmember Dodro thanked everyone who had asked and expressed concern for her family.

Councilmember Dodro asked Andre Triplett about the dead trees that were exposed during the snow storm and needed to be removed. He informed her that the city is going to remove them within a week.

Councilmember Dodro asked the Chief about the funding for the new Youth Task Force. She also wanted to know if the monies and/or resources were being shared with other municipalities? He replied yes and proceeded to explain the program and its mission. Chief Rice then provided an update about the carjacking that took place in the city, stating that it took place at the condominiums in the Fountain Club community.

Councilmember Dodro addressed the advertisement that was placed in the Constant Contact eNewsletter, stating that it needed to be removed as it is for Prince George's County residents, not New Carrollton residents.

4. 6000 HARLAND STREET AS COMMUNITY CENTER REVIEW

Chairperson Mills initiated the discussion inquiring about the survey that was given to the residents. Mr. McMahon gave a brief history of the property followed by the results of the survey. The results indicated that most of the residents were in support of a community center with a pool.

Councilmember Potter-Robbins was in favor of the idea.

Councilmember Hooks was in favor of the Community Center, but not the pool.

Councilmember Urbina was in favor of the Community Center.

Councilmember Dodro was in favor of the Community Center.

5. ARPA UPDATE DISCUSSION

Mr. McMahan provided an update for the American Rescue Plan Act.

Chairperson Mills asked if the ARPA fund would allow the city to place trash cans on some of the main streets in New Carrollton?

Mr. McMahan responded that it falls under general government services, so yes it would.

6. ANNEXATION PLAN DISCUSSION

Mr. McMahan briefly discussed the history of Annexation in the City of New Carrollton. He provided the results of his research as well as his recommendations for future Annexation endeavors.

Councilmember Potter-Robbins had no comment.

Councilmember Hooks asked if the Annexation included the Shopping Center on Annapolis Road?

Mr. McMahan responded: No, it is not.

Councilmember Urbina stated that she supports the Annexation, but wanted to know more about the process.

Councilmember Dodro stated that she was in favor of reaching out to the property owners again, but offering a 3–5 year tax credit instead of a 10 year tax abatement for Annexation.

Mayor Nembhard offered some suggestions and emphasized that some businesses expressed interest in becoming part of New Carrollton, and how they too could benefit from the Annexation.

7. AUDIO VISUAL ROOM RFP UPDATE/RECOMMENDATION

Andrew Facey reiterated that the City issued a Request-For-Proposals to redesign the Municipal Center Audio Visual Room. Three proposals were received. AVI was the low bidder but staff determined their proposal was unresponsive to the RFP. Staff is recommending Wiser AV at \$58,680 with an annual maintenance fee of \$6,360.

Chairperson Mills shared what she had witnessed when she toured the Audio Visual Room and agreed that the current situation has to be rectified.

Councilmember Hooks suggested that we have more than one technician come in to assess the situation and salvage the equipment that can still be of use.

Councilmember Urbina was unsure, but much more inclined to spend the PEG funds after seeing the photos of the Audio Visual Room.

Councilmember Dodro was in favor of using the PEG funds to update the Audio Visual Room.

8. CURBSIDE PICK-UP

Chairperson Mills discussed curbside pick-up after being presented with the amount of money it is costing the city for employees injured as a result of picking up trash from the backyards of city residents.

Councilmember Urbina was not in favor of curbside pick-up.

Councilmember Dodro was not in favor of curbside pick-up.

9. MEETING MINUTES

a.) Council Workshop Meeting Minutes (February 2, 2022)

b.) Council Workshop Meeting Minutes (February 14, 2022)

c.) Council Legislative Meeting Minutes (February 16, 2022)

No discussion.

10. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

Pamela Lucky of 6406 Kaslo informed the council that is trying to get more of her neighbors involved with the meetings, and the mayor and council are doing a great job.

11. REQUEST FOR FUTURE AGENDA ITEMS

No discussion.

12. ADJOURNMENT

There being no further business, Councilmember Urbina moved to adjourn the Council Workshop Meeting of Wednesday, March 2, 2022. Seconded by Councilmember Hooks. The motion was approved (3-0-0).

The meeting ended at 9:00 p.m.

Respectfully submitted,

Robinson Brown

City Clerk

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Wednesday, March 2, 2022, has been posted to the City of New Carrollton's website.

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
MONDAY, MARCH 14, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Monday, March 14, 2022, as a virtual meeting. Attending was Chairperson Cynthia DB Mills; Councilmember Katrina R. Dodro; Councilmember Allyne Hooks; Councilmember Sarah Potter-Robbins; and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; City Clerk Robinson Brown; Assistant City Administrative Officer Michael McMahon; Major William Everts; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; and Administrative Assistant Araceli Guzman.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Director of Public Works Triplett was called on to give his report and began with a report on the recent storm that occurred over the weekend. The streets were not pre-treated due to the ground temperature. There was some freezing overnight and those areas were treated early on Saturday evening. The pothole on Lamont Drive was reported again to WSSC. They then came out to fill the pothole. The bridge on Carrollton Parkway failed inspection. The city will place signs there until the bridge is in compliance.

City Administrative Officer Gatling was asked to give the Administration report. She referred the Council to the agenda packet for her written report. She then stated that her report has not changed since the last meeting. City Administrative Officer Gatling reminded everyone of the COVID Test Kits and N95 Masks giveaway on Thursday, March 17, 2022 from the hours of 9:30 a.m. to 4 p.m. and again on April 1st at the same time and location. She also reminded everyone of the upcoming Spring Festival Event on Saturday, April 9, 2022.

Major Everts reported he has no official report but added that the police department is working on improving their social media contact with our citizens. They are adding more “Protect Yourself” information as the number of carjackings and robberies are increasing. The police department is also raising awareness about “Fraud” so that our citizens will know how to protect themselves against identity theft etc.

Mayor Nembhard began her report highlighting “Women’s History Month”. Mayor Nembhard also made mention of the “Women’s Mayor Salute” for the first time in history, saluting all female mayors in Prince George’s County on March 29th, 2022. Mayor Nembhard also emphasized to everyone “If you see something, say something!” as there have been complaints of trespassing and littering throughout the city.

Mayor Nembhard reminded everyone that COVID is still active, so please take the necessary precautions to stay safe and protect those around you.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Chairperson Mills then asked the Council if they have questions or comments.

Councilmember Potter-Robbins provided a health update and stated that she enjoys the council meetings and misses everyone.

Councilmember Hooks wished Chief David Rice well and thanked Public Works Director Andre Triplett for resolving the bridge mishap. Councilmember Hooks also reminded the Administration to proofread documents before printing and posting them.

Councilmember Dodro asked for an update on the tree removal. Mr. Triplett replied that Pepco did a lot of tree trimming in the area and Public Works were back on track with their tree trimming as well. Lastly, Councilmember Dodro thanked the Police department for updating their social media.

Councilmember Urbina wished Councilmember Potter-Robbins well on her recovery and introduced a new edition to her family. Councilmember Urbina asked if the sidewalk repair will continue as the weather is changing? Mr. Triplett responded: Yes, the sidewalk repairs will continue.

Chairperson Mills asked Ms. Gatling if the Administration needed help with the Masks and COVID Test kit distribution on March 17th and April 1st? Ms. Gatling replied, “Yes, she can always use more help.” Ms. Gatling then proceeded to announce if any students need volunteer hours, please contact Araceli Guzman for the Spring Festival Event taking place on April 9th.

Chairperson Mills asked each Councilmember if they have been to City Hall to see the current state of the Audio Visual Room? If not, please make time to see it.

4. Census 2020 Presentation

Presentation given by: James Cannistra (Prince George’s County Planning Department)

Charles Wade

Kui Zhao

5. NEW TRASH CAN/ TOTERS FOR THE CITY

Chairperson Mills stated that in the last meeting, everyone agreed that the trash cans would stay in the yard and the city would purchase toters. All were in favor of 64-Gallon Trash Toters.

6. ARPA CONSULTANT CONTRACT

Mr. McMahon discussed the ARPA Consultant Contract and answered questions following his presentation. The council agreed to further discuss this matter in the workshop meeting, scheduled for April 6, 2022.

7. BUILDING/RESTROOM UPGRADE CONTRACT REVIEW PRICE

Chairperson Mills asked if there was a contract and start date?

Mr. McMahon responded that there is a memo and agreement in the packet. After providing the update, Mr. McMahon answered questions asked by the council.

8. LETTER OF ANNEXATION

The council agreed that the letter can be sent out.

9. ARBOR DAY PROCLAMATION

Chairperson Mills asked Councilmember Hooks to read the Arbor Day Proclamation on Wednesday, March 16, 2022.

10. 600 HARLAND STREET AS COMMUNITY CENTER REVIEW

Chairperson asked all councilmembers if they could have someone come in with plans and estimates for the Harland Street Community Center

11. MEETING MINUTES

a.) Council Workshop/Special Legislative Meeting Minutes (February 2, 2022)

b.) Council Workshop Meeting Minutes (February 14, 2022)

c.) Council Legislative Meeting Minutes (February 16, 2022)

No discussion.

12. REVIEW OF BILLS

Batch #1 (February 11, 2022); Batch #2 (February 18, 2022); Batch # 3 (February 25, 2022); and Batch #4 (March 7, 2022)

No discussion

13. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

No discussion.

14. REQUEST FOR FUTURE AGENDA ITEMS

No discussion.

15. ADJOURNMENT

There being no further business, Councilmember Hooks moved to adjourn the Council Workshop Meeting of Monday, March 14, 2022. Seconded by Councilmember Potter-Robbins. The motion was approved (3-0-0).

The meeting ended at 8:55 p.m.

Respectfully submitted,

Robinson Brown
City Clerk

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Monday, March 14, 2022, has been posted to the City of New Carrollton's website.

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**CITY OF NEW CARROLLTON MINUTES
COUNCIL LEGISLATIVE MEETING
WEDNESDAY, MARCH 16, 2022**

The Council Legislative Meeting was held at 7:00 p.m., on Wednesday, March 16, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers Sarah Potter-Robbins; Allyne Hooks, Katrina Dodro and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; City Clerk Robinson Brown; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; and Information Technology Administrator Andrew Facey.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. MEETING MINUTES

- a.) Council Workshop/Council Legislative Meeting Minutes (February 2, 2022)
- b.) Council Workshop Meeting Minute (February 14, 2022)
- c.) Council Legislative Meeting Minutes (February 16, 2022)

There was no discussion. Chairperson Mills called for the vote. The motion was approved (3-0-0).

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Chairperson Mills asked everyone if they were registered for the MML 2022 Conference? Councilmember Urbina stated she would call Ms. Gatling and get registered.

Chairperson Mills asked if everyone has been to City Hall to see the Audio Visual Room? Everyone answered yes.

Councilmember Hooks stated she was displeased about the Vendor Vetting process. She feels as though the councilmembers should have more input.

Chairperson Mills asked who is monitoring the contractor while the work is being done?

Ms. Gatling explained the process to the council.

Councilmember Urbina informed everyone that COVID is on the rise again, so please be safe!

Councilmember Dodro thanked Mr. Andre Triplett and his staff for their hard work. She also informed everyone of an upcoming foodbank posted on her website.

4. ADDITIONS TO THE AGENDA BY THE COUNCIL

There were no additions to the agenda.

5. OLD BUSINESS

None

6. NEW BUSINESS

Chairperson Mills asked Councilmember Hooks to read the motion to approve the Purchase of 64-Gallon Trash Toters. Councilmember Urbina seconded the motion.

All were in favor of the motion. Councilmember Potter-Robbins abstained.

Councilmember Potter-Robbins read the motion to approve the Restroom Upgrade Contract. Councilmember Hooks seconded the motion.

All were in favor and the motion passed.

Councilmember Dodro read the Proclamation for Arbor Day
Councilmember Hooks seconded the motion.

All were in favor and the motion passed.

7. ADJOURNMENT

There being no further business, Councilmember Dodro moved to adjourn the Council Legislative Meeting of Wednesday, February 16, 2022. Councilmember Hooks seconded the motion. The motion was approved (3-0-0).

The meeting ended at 7:24 p.m.

Respectfully submitted,

Robinson Brown

City Clerk

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Legislative Meeting of Wednesday, March 16, 2022, has been posted to the City of New Carrollton's website.