



**City Council Workshop Meeting  
Hybrid  
New Carrollton Municipal Center  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Wednesday, January 21, 2026, 7:00 PM**

**Workshop Items for Discussion**

- 1. Call to Order**
- 2. Residents Concerns**
- 3. DPW Request for Employees**
- 4. Administration Request for Employee**
- 5. Ordinance 26-05 Draft-Public Toilets**
- 6. Dates for Public Hearing**
- 7. Adjust November Minutes**
- 8. Future Council Meeting Topics**
- 9. Public Comments**
- 10. Motion to Adjourn**

**Legislative Meeting Agenda**

- 1. Call to Order**
- 2. Non Consent Agenda**
  - a. DPW Request for Employees  
**Motion:** I move that the City Council of the City of New Carrollton approve DPW to hire for the position of sanitation worker and administrative assistant.
  - b. Administration Request for Employee  
**Motion:** I move that the City Council of the City of New Carrollton approve the administration to hire for the position of Accounting Specialist.
  - c. Resolution 26-06

**Motion:** I move that the City Council of the City of New Carrollton approve Resolution 26-06, a Resolution limiting the administration's ability to transfer monies to cover salary expenditures.

**3. Consent Agenda - Items on the Consent Agenda are presented for approval through a single motion.**

- a. **Motion:** I move that the City Council of the City of New Carrollton approve the consent items listed herein A:

<b>a.</b>	Approve the Council Workshop Meeting Minutes (December 1, 2025). Council Workshop Minutes (December 15, 2025) Council Legislative Meeting Minutes (December 17, 2025).	<b>Motion By:</b>  <b>2nd:</b>  <b>Vote:</b>
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**4. Motion to Adjourn**

**Closed Session (if needed)**

The Council may vote to enter into a closed session in accordance with the Maryland Open Meetings Act, General Provisions Article § 3-305(b), to discuss any matter permitted to be discussed in closed sessions under the Act, including, but not limited to, such as personnel issues, legal advice, pending litigation, or the acquisition of real property. If a closed session is held, the Council will announce the specific statutory authority and topics prior to the session as required.

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PLEASE NOTE: This meeting of the City of New Carrollton Council will be a hybrid meeting. This means that you can attend in person, or virtually by using the below information.

**Google Meet Link**

City Council Workshop Meeting  
Wednesday, January 21 · 7:00 – 10:00pm  
Time zone: America/New\_York  
Google Meet joining info

Video call link: <https://meet.google.com/nmr-yrht-avs>

Or dial: (US) +1 267-419-7066 PIN: 847 306 194#

More phone numbers: <https://tel.meet/nmr-yrht-avs?pin=7905992614807>

If you would like to submit comments in writing please email Kaitlyn Schisler, at [clerk@newcarrolltonmd.gov](mailto:clerk@newcarrolltonmd.gov) by 3:00 pm the day of the meeting. Comments are also welcome after any meeting.



**Atelier du conseil municipal et réunion législative  
Hybride  
Centre municipal de New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Mercredi 21 janvier 2026, 19h00**

**Points à aborder lors de l'atelier**

- |  |                 |
|--|-----------------|
| 1. Appel à la commande                                     |                 |
| 2. Préoccupations des résidents                            | (3 min chacune) |
| 3. Demande d'employés du DPW                               | 10 min          |
| 4. Demande administrative concernant un employé            | 10 min          |
| 5. Projet d'ordonnance 26-05 - Toilettes publiques         | 10 min          |
| 6. Dates des audiences publiques                           | 10 min          |
| 7. Ajustement du procès-verbal de novembre                 | 10 min          |
| 8. Sujets des prochaines réunions du conseil               | 5 min           |
| 9. Commentaires du public                                  | 3 min chacune   |
| 10. Motion d'ajournement - Passage à la séance législative |                 |

**Points législatifs à discuter**

1. Appel à la commande
2. Ordre du jour sans consentement
  - a. Demande d'employés du DPW  
**Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve le recrutement par le DPW d'un agent d'entretien et d'un assistant administratif.
  - b. Demande administrative concernant un employé  
**Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve la décision de l'administration d'embaucher une personne pour le poste de \_\_\_\_\_.
  - c. Résolution 26-06  
**Mouvement:** Je propose que le conseil municipal de la ville de New Carrollton approuve la résolution 26-06, une résolution limitant la capacité de l'administration à transférer des fonds pour couvrir les dépenses salariales.
3. Ordre du jour par consentement – Les points inscrits à l'ordre du jour par consentement sont présentés pour approbation par une seule motion.

**Je propose que le conseil municipal de la ville de New Carrollton approuve les points suivants, à prendre avec consentement :**

<b>un.</b>	<b>Approuver le procès-verbal de la réunion de l'atelier du Conseil (1er décembre 2025). Procès-verbal de l'atelier du Conseil (15 décembre 2025) Procès-verbal de la réunion législative du conseil (17 décembre 2025).</b>	<b>Motion par :</b>  <b>2e :</b>  <b>Voter:</b>
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#### **4. Motion d'ajournement**

#### **Séance à huis clos (si nécessaire)**

Le Conseil peut voter pour entrer en séance à huis clos conformément à la loi du Maryland sur les réunions publiques, articles § 3-305(b) des dispositions générales. pour discuter de toute question dont la discussion est autorisée à huis clos en vertu de la loi, y compris, mais sans s'y limiter, Les séances à huis clos peuvent porter sur des sujets tels que des questions de personnel, des avis juridiques, des litiges en cours ou l'acquisition de biens immobiliers. Si une séance à huis clos est tenue, le Conseil annoncera préalablement, conformément à la loi, le fondement juridique et les sujets abordés.

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À NOTER : Cette réunion du conseil municipal de New Carrollton se tiendra en format hybride. Vous pourrez donc y assister en personne ou en ligne en utilisant les informations ci-dessous.

#### **Lien Google Meet**

Réunion de travail du conseil municipal

Mercredi 21 janvier · 19h00 – 22h00

Fuseau horaire : Amérique/New\_York

Informations de connexion à Google Meet

Lien pour l'appel vidéo : <https://meet.google.com/nmr-yrht-avs>

Ou composez le : (États-Unis) +1 267-419-7066 Code PIN : 847 306 194#

Autres numéros de téléphone : <https://tel.meet/nmr-yrht-avs?pin=7905992614807>

Si vous souhaitez soumettre des commentaires par écrit, veuillez les adresser à Kaitlyn Schisler, à l'adresse [clerk@newcarrolltonmd.gov](mailto:clerk@newcarrolltonmd.gov), avant 15 h le jour de la réunion. Les commentaires sont également les bienvenus après chaque réunion.



**Taller del Ayuntamiento y Reunión Legislativa  
Híbrido**

**Centro municipal de New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784**

**Miércoles 21 de enero de 2026, 19:00 horas**

**Temas del taller para discusión**

- |  |                    |
|--|--------------------|
| 1. Llamar al orden   |                    |
| 2. Preocupaciones de los residentes                                | 3 min cada una     |
| 3. Solicitud de DPW para empleados                                 | 10 minutos         |
| 4. Solicitud de Administración para Empleado                       | 10 minutos         |
| 5. Ordenanza 26-05 Borrador - Baños Públicos                       | 10 minutos         |
| 6. Fechas de la Audiencia Pública                                  | 10 minutos         |
| 7. Ajustar las actas de noviembre                                  | 10 minutos         |
| 8. Temas de las futuras reuniones del Consejo                      | 5 minutos          |
| 9. Comentarios públicos  | 3 minutos cada uno |
| 10. Moción para aplazar la sesión - Pasar a la reunión legislativa |                    |

**Temas legislativos para debate**

1. Llamar al orden
2. Agenda sin consentimiento
  - a. Solicitud de DPW para empleados  
**Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe que DPW contrate para el puesto de trabajador de saneamiento y asistente administrativo.
  - b. Solicitud de Administración para Empleado  
**Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe la administración para contratar para el puesto de \_\_\_\_\_.
  - c. Resolución 26-06  
**Movimiento:** Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe la Resolución 26-06, una Resolución que limita la capacidad de la administración para transferir dinero para cubrir gastos salariales.
3. Agenda de Consentimiento – Los puntos de la Agenda de Consentimiento se presentan para su aprobación mediante una única moción.

**Propongo que el Concejo Municipal de la Ciudad de New Carrollton apruebe los puntos de consentimiento enumerados en el presente documento A:**

a.	<p><b>Aprobar el Acta de la Reunión del Taller del Consejo (1 de diciembre de 2025).</b>  <b>Actas del taller del Consejo (15 de diciembre de 2025)</b>  <b>Actas de la reunión legislativa del Consejo (17 de diciembre de 2025).</b></p>	<p><b>Moción de:</b></p> <p><b>2do:</b></p> <p><b>Votar:</b></p>
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**4. Moción de aplazamiento**

**Sesión cerrada (si es necesario)**

El Consejo puede votar para entrar en una sesión a puertas cerradas de conformidad con la Ley de Reuniones Abiertas de Maryland, Disposiciones Generales, Artículo § 3-305(b), para discutir cualquier asunto permitido discutir en sesiones cerradas según la Ley, incluyendo, pero no limitado a, como asuntos de personal, asesoramiento legal, litigios pendientes o la adquisición de bienes inmuebles. Si se celebra una sesión a puerta cerrada, el Consejo anunciará la autoridad estatutaria específica y los temas antes de la sesión, según sea necesario.

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NOTA: Esta reunión del Consejo Municipal de New Carrollton será híbrida. Esto significa que puede asistir presencialmente o virtualmente utilizando la información a continuación.

**Enlace de Google Meet**

Reunión del taller del Ayuntamiento

Miércoles 21 de enero · 19:00 – 22:00 horas

Zona horaria: América/Nueva York

Información para unirse a Google Meet

Enlace de la videollamada: <https://meet.google.com/nmr-yrht-avs>

O marque: (EE. UU.) +1 267-419-7066 PIN: 847 306 194#

Más números de teléfono: <https://tel.meet/nmr-yrht-avs?pin=7905992614807>

Si desea enviar comentarios por escrito, envíe un correo electrónico a Kaitlyn Schisler a [clerk@newcarrolltonmd.gov](mailto:clerk@newcarrolltonmd.gov) antes de las 15:00 h del día de la reunión. También se agradecen los comentarios después de la reunión.



# CITY OF NEW CARROLLTON

DEPARTMENT OF PUBLIC WORKS

6318 WESTBROOK DRIVE • NEW CARROLLTON, MARYLAND 20784

(O) 301.577.1008 (F) 301.577.6953

**Dear Mayor, City Manager and Council Members,**

I am writing to formally request approval for two categories of staffing support. I am aware of the City's current hiring freeze, which I completely respect. However, I must formally request an exception for the immediate hiring of a full-time "Sanitation Worker and Administrative Assistant". This is not a request for a new position, but a critical replacement for an essential operational roles that has recently become vacant. These positions are currently budgeted and the potential new employees will come in as entry level employees.

## **1. Sanitation Worker / Salary: Entry Level**

Operating with a reduced sanitation crew has already placed an unsustainable burden on the remaining staff, leading to increased overtime costs and potential delays in mandated service delivery. Unlike the support positions detailed above, this role cannot be effectively managed through a part-time, intern, or volunteer initiative.

## **2. Request for Administrative Assistant / Salary: Entry Level**

We are requesting a dedicated full-time position to provide consistent administrative and technical support that will report to the Director of Public Works. This role would significantly improve our team's efficiency by managing ongoing administrative tasks (Vialytics, Open gov and Samsara) which are currently placing a strain on full-time administrative staff.

Thank you for your consideration.


Sincerely,

William Barclay

Grade	Step	Salary	Hourly Rate	Exempt Rate	MDSR	Description
108	1	42,262	\$20.32	1,625.46	\$113.78	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	2	43,318	\$20.83	1,666.10	\$116.63	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	3	44,401	\$21.35	1,707.75	\$119.54	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	4	45,511	\$21.88	1,750.44	\$122.53	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	5	46,649	\$22.43	1,794.20	\$125.59	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	6	47,815	\$22.99	1,839.06	\$128.73	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	7	49,011	\$23.56	1,885.03	\$131.95	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	8	50,236	\$24.15	1,932.16	\$135.25	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	9	51,492	\$24.76	1,980.46	\$138.63	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	10	52,779	\$25.37	2,029.98	\$142.10	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	11	54,099	\$26.01	2,080.72	\$145.65	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	12	55,451	\$26.66	2,132.74	\$149.29	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	13	56,838	\$27.33	2,186.06	\$153.02	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	14	58,259	\$28.01	2,240.71	\$156.85	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	15	59,715	\$28.71	2,296.73	\$160.77	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	16	61,208	\$29.43	2,354.15	\$164.79	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	17	62,738	\$30.16	2,413.00	\$168.91	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	18	64,307	\$30.92	2,473.33	\$173.13	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	19	65,914	\$31.69	2,535.16	\$177.46	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	20	67,562	\$32.48	2,598.54	\$181.90	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	21	69,251	\$33.29	2,663.50	\$186.45	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	22	70,982	\$34.13	2,730.09	\$191.11	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	23	72,757	\$34.98	2,798.34	\$195.88	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	24	74,576	\$35.85	2,868.30	\$200.78	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
108	25	76,440	\$36.75	2,940.01	\$205.80	Grounds Maintenance Worker, Maintenance Worker, Sanitation Worker
112	1	51,369	\$24.70	1,975.73	\$138.30	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	2	52,653	\$25.31	2,025.13	\$141.76	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	3	53,970	\$25.95	2,075.76	\$145.30	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	4	55,319	\$26.60	2,127.65	\$148.94	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	5	56,702	\$27.26	2,180.85	\$152.66	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	6	58,120	\$27.94	2,235.37	\$156.48	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	7	59,573	\$28.64	2,291.25	\$160.39	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	8	61,062	\$29.36	2,348.53	\$164.40	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	9	62,588	\$30.09	2,407.24	\$168.51	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	10	64,153	\$30.84	2,467.43	\$172.72	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	11	65,757	\$31.61	2,529.11	\$177.04	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	12	67,401	\$32.40	2,592.34	\$181.46	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	13	69,086	\$33.21	2,657.15	\$186.00	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	14	70,813	\$34.04	2,723.58	\$190.65	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	15	72,583	\$34.90	2,791.67	\$195.42	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	16	74,398	\$35.77	2,861.46	\$200.30	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	17	76,258	\$36.66	2,932.99	\$205.31	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	18	78,164	\$37.58	3,006.32	\$210.44	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	19	80,118	\$38.52	3,081.48	\$215.70	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	20	82,121	\$39.48	3,158.51	\$221.10	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	21	84,174	\$40.47	3,237.48	\$226.62	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	22	86,279	\$41.48	3,318.41	\$232.29	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	23	88,436	\$42.52	3,401.37	\$238.10	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	24	90,647	\$43.58	3,486.41	\$244.05	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist
112	25	92,913	\$44.67	3,573.57	\$250.15	Digital Media Specialist, Accounting Clerk, Administrative Assistant, Cable TV Operator, Property and Evidence Specialist

2026

Grade	Step	Salary	Hourly Rate	Exempt Rate	MDSR	
114	1	56,634	\$27.23	2,178.23	\$152.48	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	2	58,049	\$27.91	2,232.67	\$156.29	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	3	59,501	\$28.61	2,288.48	\$160.19	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	4	60,988	\$29.32	2,345.70	\$164.20	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	5	62,513	\$30.05	2,404.34	\$168.30	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	6	64,076	\$30.81	2,464.45	\$172.51	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	7	65,678	\$31.58	2,526.06	\$176.82	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	8	67,319	\$32.37	2,589.21	\$181.24	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	9	69,002	\$33.17	2,653.94	\$185.78	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	10	70,728	\$34.00	2,720.29	\$190.42	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	11	72,496	\$34.85	2,788.30	\$195.18	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	12	74,308	\$35.73	2,858.00	\$200.06	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	13	76,166	\$36.62	2,929.45	\$205.06	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	14	78,070	\$37.53	3,002.69	\$210.19	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	15	80,022	\$38.47	3,077.76	\$215.44	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	16	82,022	\$39.43	3,154.70	\$220.83	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	17	84,073	\$40.42	3,233.57	\$226.35	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	18	86,175	\$41.43	3,314.41	\$232.01	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	19	88,329	\$42.47	3,397.27	\$237.81	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	20	90,537	\$43.53	3,482.20	\$243.75	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	21	92,801	\$44.62	3,569.25	\$249.85	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	22	95,121	\$45.73	3,658.49	\$256.09	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	23	97,499	\$46.87	3,749.95	\$262.50	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	24	99,936	\$48.05	3,843.70	\$269.06	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor
114	25	102,435	\$49.25	3,939.79	\$275.79	Accounting Specialist, Code Enforcement Officer, Grounds Maintenance Supervisor, Mechanic, Sanitation Supervisor

City of New Carrollton, MD	
Title: Accounting Specialist	
Class Code: AS	

**General Description**

The purpose of this class within the organization is to apply basic bookkeeping principles in the payment and reconciliation of all City billing, along with accounting services for the organization and back up of biweekly payroll.

This class works under general supervision according to set procedures, but determines how or when to complete tasks.

**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.**

Ensures vendors provide a W-9 and certificate of liability when applicable.

Collects all invoices that have the required authorization signatures; enters all authorized invoices into the system; processes all accounts payable bills by verifying purchase order, payment authorization and the assigned department; ensures proper coding of all accounts payable bills.

Processes 1099s at the end of the year.


Prints report confirming all invoices are ready for payment; submits reports and invoices to the Comptroller for review.

Submits checks to Comptroller, City Manager, and Mayor for signatures; Prepares and mails checks.

Handles all accounts receivables activities; creates property tax invoices, handles petty cash, collects monies from all departments and deposits; ensures proper general ledger coding for all invoices.

Secures filing of documents, purchase journals, invoices, cash requirements, accounts payables, and receivables..

Reviews and understands the City budget.

City of New Carrollton, MD	
Title: Accounting Specialist	
Class Code: AS	

Processes and distributes incoming mail; assists with customer and employee inquiries and communicates with county, state and federal agencies.

Communicates and works with a diverse population in a professional manner.

Performs related work as assigned.

**Minimum Education and Experience Requirements:**

Requires High School Diploma with specialized courses/training equivalent to satisfactory completion of two years of college in business, accounting or a closely related field.

Requires five years of experience in accounting, billing or closely related experience.

**Physical Demands:**

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

Perform sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

**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.*

None.

**Special Certifications and Licenses:**

None.

**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.



**Ordinance 26-05**  
**An Ordinance to Amend City Code**  
**Chapter 66-3 “Prohibited Acts”**  
**Effective: XX, 2026**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND, AMENDING CITY CODE §66-3 “PROHIBITED ACTS,” TO AUTHORIZE THE TEMPORARY USE OF PORTABLE TOILETS DURING CONSTRUCTION AND RECONSTRUCTION ACTIVITIES BY PERMIT**

**WHEREAS**, the City of New Carrollton is an incorporated municipality governed pursuant to Article XI-E of the Constitution of Maryland; and

**WHEREAS**, the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the City of New Carrollton have the authority to pass such ordinances as it deems necessary to preserve peace and good order, and to protect the health, comfort and convenience of the residents of the municipality; and

**WHEREAS**, the City of New Carrollton seeks to ensure that construction and reconstruction activities conducted within the City are performed in a manner that protects public health, safety, and welfare; and

**WHEREAS**, temporary access to sanitary facilities is necessary for workers engaged in construction, demolition, renovation, or reconstruction activities; and

**WHEREAS**, The City desires to establish clear standards and permitting requirements governing the placement, maintenance, and duration of portable toilets to prevent nuisance conditions and ensure compliance with public health and safety regulations;

**Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Mayor and Council of the City of New Carrollton, Maryland that the City Code §§66-3 “PROHIBITED ACTS,” be amended and enacted as follows:

**Section 1. PURPOSE AND POLICY.**

The purpose of this Ordinance is to permit the temporary placement and use of portable toilets during authorized construction or reconstruction activities, subject to a City-issued permit and compliance with established health, safety, location, and maintenance standards.

**SECTION 2. DEFINITIONS**

For purposes of this Ordinance, the following terms shall have the meanings indicated:

**A. Portable Toilet**

A temporary, self-contained sanitation facility designed for short-term use, not permanently connected to a water supply or sanitary sewer system.

**B. Construction or Reconstruction Activity**

Any permitted construction, demolition, renovation, rehabilitation, or reconstruction of a structure or site, including associated site work.

**C. Permit**

A written authorization issued by the City of New Carrollton allowing the placement and use of a portable toilet in accordance with this Ordinance.

**SECTION 3. AUTHORIZATION**

Portable toilets shall be permitted **only as temporary accessory use** during approved construction or reconstruction activities and **only with an approved permit issued by the City.**

**SECTION 4. PERMIT REQUIREMENTS**

**A. Permit Required**

No person shall place or use a portable toilet within the City limits during construction or reconstruction activities without first obtaining a permit from the City.

**B. Application**

The permit application shall include, at minimum:

1. Address and parcel number of the construction site.
2. Description and duration of the construction activity.
3. Number and type of portable toilets proposed.
4. Proposed placement location(s) on the site or within the public right-of-way (if applicable).
5. Name and contact information of the portable toilet service provider; and
6. Acknowledgment of compliance with all applicable City, County, and State health and safety regulations.

**C. Permit Term**

A permit shall be renewed monthly for the duration of the active construction or reconstruction permit, unless revoked earlier by the City or extended upon approval.

**SECTION 5. LOCATION AND PLACEMENT STANDARDS**

**A. Site Placement**

Portable toilets shall:

1. Be placed on the construction site whenever feasible.
2. Not obstructing sidewalks, travel lanes, fire hydrants, utilities, or emergency access.
3. Not encroach into the public right-of-way without separate City approval.

**B. Screening**

Where visible from a public street or adjacent residential property, the City may require reasonable screening to reduce visual impact.

**SECTION 6. MAINTENANCE AND HEALTH STANDARDS**

**A. Sanitation**

Portable toilets shall:

1. Be maintained in a clean, sanitary, and operable condition.

2. Regular servicing shall be provided **by an authorized and licensed scavenger** to prevent odor, overflow, or unsanitary conditions..
3. Comply with all applicable Prince George’s County Health Department regulations.

**B. Responsibility**

The property owner, contractor, or permit holder shall be jointly responsible for compliance with all maintenance and servicing requirements.

**SECTION 7. PROHIBITIONS**

Portable toilets:

1. Shall not be used as a permanent or long-term sanitation facility.
2. Shall not be occupied outside of active construction or work hours, except as authorized.
3. Shall be removed promptly upon completion or cessation of construction activity.

**SECTION 8. ENFORCEMENT AND PENALTIES**

**A. Enforcement Authority**

This Ordinance shall be enforced by the City’s Code Enforcement Officer, Department of Public Works, or other authorized City officials.

**B. Violations**

Failure to comply with this Ordinance or permit conditions may result in:

1. Revocation of the portable toilet permit.
2. Issuance of municipal citations.
3. Fines as established by the City’s general penalty provisions;
4. Removal of the portable toilet at the owner’s expense if conditions pose a public health or safety risk.

**SECTION 9. SEVERABILITY**

If any section, subsection, clause, or provision of this Ordinance is held invalid, such invalidity shall not affect the validity of the remaining provisions.

**BE IT FURTHER ORDAINED AND ENACTED**, by the Mayor and Council of the City of New Carrollton, Maryland, this ordinance shall take effect twenty (20) calendar days after its passage.

INTRODUCED BY THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2026.

PASSED, APPROVED, AND ADOPTED THE \_\_\_\_ OF \_\_\_\_\_,2026.

EFFECTIVE DATE: \_\_\_\_\_.

Attest:

City of New Carrollton

\_\_\_\_\_  
Kaitlyn Schisler  
City Clerk

\_\_\_\_\_  
Duane Rosenberg, Council Chair

Date: \_\_\_\_\_

Approved for Legal Sufficiency:

\_\_\_\_\_  
Jason A. DeLoach, Esq., City Attorney

Approved:

\_\_\_\_\_  
Phelecia E. Nembhard, Mayor

Date: \_\_\_\_\_

MINUTES OF CITY COUNCIL SPECIAL WORKSHOP MEETING  
CITY OF NEW CARROLLTON  
NOVEMBER 10, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina (virtual), and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, and City Clerk Kaitlyn Schisler.

**I. Call to Order**

The meeting was called to order at 7:02 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

**II. Public Comments**

The following members of the public made comment:

- Shirley Brown thanked the Mayor for distributing turkeys to the public. She also supported the purchase of all three trucks, citing the hazardous conditions for employees and the financial advantage of buying them now before costs increase.
- Cynthia Poles-Suite supported purchasing the trucks for employee safety. She asked that they purchase three if they needed to be replaced.
- Marilyn Padmore expressed interest in the discussion of dump truck alternatives before spending \$430,000.

**III. Emergency Request to Purchase Dump Trucks**

Mr. Barclay discussed the condition of Public Works' dump trucks, noting only one of three is currently operational, with the others posing serious safety risks due to mechanical failures, electrical issues, and hazardous exhaust. Mr. Barclay explained that leaf collection could proceed with one truck but would be delayed, and the proposed new trucks would improve operations and allow more staff to operate smaller vehicles. Funding for the trucks was suggested from ARPA or capital outlay funds, with expedited delivery possible within 30 days. Councilmembers Mills, Urbina, and Lashley emphasized the urgency of replacing all three trucks due to safety concerns, while Chair Rosenberg and Councilmember Malavé discussed purchasing two to balance budget considerations and fleet rotation. The mayor highlighted that these issues date back to 2018–2019, reinforcing the need to update the fleet.

**IV. Ordinance 26-07**

Ordinance 26-07, a budget amendment to provide money for the trucks was presented. Councilmembers discussed the need for a \$420,000 ARPA budget amendment, noting that most funds in the Public Works capital budget are already allocated, though some building, equipment, and parks funds remain. The City Manager clarified that after the amendment, \$418,427 would still be available in ARPA spending, with a detailed report to follow at the next meeting.

**V. Motion to Adjourn**

Councilmember Urbina made a motion to adjourn the meeting. The motion passed (5-0-0). The meeting was adjourned at 7:47 pm.

NOVEMBER 10, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina (virtual), and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, and City Clerk Kaitlyn Schisler.

### **I. Call to Order**

The meeting was called to order at 7:47 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

### **II. Non-Consent Agenda**

- Councilmember Lashley moved that the City Council of the City of New Carrollton approve DPW to purchase three dump trucks in the amount of \$420,000. Councilmember Mills seconded. The motion passed (3-2-0).
- Councilmember Malavé moved that the Council approve Emergency Ordinance 26-07: Budget Reconciliation No. 4, To Amend Ordinance 25-16 Current Expense Budget for FY 2026. The motion was seconded by Councilmember Urbina. The motion passed (3-2-0).

### **III. Motion to Adjourn**

Councilmember Mills moved to adjourn the meeting. Councilmember Lashley seconded the motion. The motion passed (5-0-0). The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Kaitlyn Schisler  
City Clerk

**Note:** These minutes are a summary of the actions taken by the City Council and do not include all details of the discussions. Please refer to the official meeting video for a complete record.

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Attest:

\_\_\_\_\_  
Kaitlyn Schisler, City Clerk

\_\_\_\_\_  
Duane Rosenberg, Chairman

Date: \_\_\_\_\_

**Approved for legal sufficiency:**

**Approved:**

BY: \_\_\_\_\_  
Jason DeLoach Esq.  
City Attorney

\_\_\_\_\_  
Phelecia E Nembhard, Mayor

Date: \_\_\_\_\_

MINUTES OF CITY COUNCIL WORKSHOP MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 17, 2025

Present were Councilmembers Duane H. Rosenberg (virtual), Cynthia Mills (acting Chair), Lincoln Lashley, and Briana Urbina; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler. Councilmember Malavé was excused.

**I. Call to Order**

The meeting was called to order at 6:01 p.m. by Council Vice Chair Mills in the Municipal Center, Room 230.

**II. Pledge of Allegiance**

Chief Alston led the Council in the pledge of allegiance.

**III. Public Comments**

The following members of the public made comment:

- Mayor Nembhard announced the holiday trash schedule.

**IV. Christmas Decoration Contest Winners**

The Christmas Decoration Contest winners were announced by Mayor Nembhard, and awards were presented.

**V. Vera Weinbach Scholarship Awardees**

The winners of the Vera Weinbach Scholarship were announced.

**VI. Fire Department Grant Announcement**

Mayor Nembhard announced the Fire Department was presented their \$35,000 grant at the tree lighting ceremony.

**VII. Vacancy Report**

The Vacancy Report was presented to the Council in the Agenda Packet. There were no questions.

**VIII. Emergency Ordinance 26-09, Budget Amendment for Boys & Girls Club**

Emergency Ordinance 26-09, Budget Amendment for Boys and Girls Club was presented to Council. There were no questions.

**IX. Future Council Onboarding Process**

The City Clerk presented a memo about a future council onboarding process. The Clerk had reached out to Laurel for their established process, and presented the info to the Council to see if they would support creating something similar for New Carrollton. Council members supported the proposal. They specifically mentioned that the plan should include reviewing the Maryland Open Meetings Act and the Maryland Public Information Act.

**X. Future Council Meeting Topics**

Councilmembers presented items they would like to see on future agendas. These included a taskforce to review the code, focusing discussions with residents on codes that affect them most as well as a

suggestion inviting Prince George County Public Schools to provide an update on the new school construction and any changes made regarding parking and transportation.

**XI. Motion to Adjourn**

Councilmember Lashley made a motion to adjourn the meeting. The motion was seconded by Councilmember Urbina. The motion passed (4-0-0). The meeting was adjourned at 6:15 pm.

MINUTES OF CITY COUNCIL SPECIAL LEGISLATIVE MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 17, 2025

Present were Councilmembers Duane H. Rosenberg (virtual), Cynthia Mills (acting Chair), Lincoln Lashley, and Briana Urbina; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler. Councilmember Malavé was excused.

**I. Call to Order**

The meeting was called to order at 6:15 p.m. by Vice Chair Mills in the Municipal Center, Room 230.

**II. Non-Consent Agenda**

- Councilmember Lashley made a motion for the City Council of the City of New Carrollton to approve Resolution 26-09, budget amendment reconciliation no. 5: to amend Ordinance 25-16 Current Expense Budget for FY2026. The motion was seconded by Councilmember Urbina. The motion passed (4-0-0).

**III. Consent Agenda**

Councilmember Urbina moved that the City Council of the City of New Carrollton approved the consent items listed herein A through C. The motion was seconded by Councilmember Rosenberg. The motion passed (4-0-0).

<b>a.</b>	<b>Approve the Council Workshop &amp; Legislative Meeting Minutes (November 5, 2025). Council Workshop &amp; Legislative Meeting Minutes (November 10, 2025). Council Workshop Meeting Minutes (November 17, 2025). Council Legislative Meeting Minutes (November 19, 2025).</b>
<b>b.</b>	<b>Budget Timeline Calendar</b>
<b>c.</b>	<b>HVAC Contract</b>

**XI. Motion to Adjourn**

Councilmember Urbina moved to adjourn the meeting. Councilmember Rosenberg seconded the motion. The motion passed (4-0-0). The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Kaitlyn Schisler  
City Clerk

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MINUTES OF CITY COUNCIL WORKSHOP MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 15, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina, and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler.

**I. Call to Order**

The meeting was called to order at 7:00 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

**II. Public Comments**

The following members of the public made comment:

- Councilmember Urbina delivered a statement apologizing for her behavior two weeks prior during a discussion about all-resident voting.
- Following Councilmember Urbina’s statement, the Mayor addressed the audience and council members, emphasizing the need for civility despite disagreements.
- Cynthia Poles-Suite raised concerns about animal control as well as concerns regarding the City’s 72 hour rule.

**III. Council Announcements**

Council announcements included holiday greetings and updates on community events, including recognition of the city’s best-decorated home and the judging of the holiday decorating contest, with awards to be presented at an upcoming council meeting. The cancellation of a scheduled blood drive was noted. Upcoming activities were also highlighted, including a safety study walkabout on December 16th, an event on December 19th, and a council town hall on January 10th at the library.

**IV. Boys and Girls Club Discussion**

Melody Daniel from the New Carrollton Boys and Girls Club, presented an overview of the organization’s growth, programming, and need for continued funding support due to delays in county grant decisions. Councilmembers expressed strong support for providing the requested funding of \$50,000, citing the club’s increased enrollment, community impact, and ongoing operations at the Hanko building.

**V. Report of Mayor & Department Heads**

Reports of the Mayor and Department heads were presented. Chief Alston presented the November Police Report, highlighting calls for service, traffic enforcement activity, stop sign camera study findings, and clarification of ICE non-cooperation. Public Works reported November operations, ongoing tree inventory, and safety concerns under review through the Safe Streets study. The Administration provided updates on yearly accomplishments, completed projects, upcoming events. Council discussed traffic safety, parking enforcement, camera revenue, community engagement, and enforcement policy clarifications.

**VI. Review of Bills for November**

The bills for November were presented to Council for review and council presented questions for the administration.

#### **VII. Constant Contact and Public Comments**

Council discussed how to disseminate answers to questions posed during meetings, suggesting sending the questions and answers via city email to those who request it, rather than utilizing the broader Constant Contact list, as they felt the latter was the wrong audience.

#### **VIII. Dec 17 Meeting; First Monday Meetings**

Due to a scheduling conflict with a State Senator's event on December 17, Council reached consensus to move the legislative meeting to 6:00 PM. Council also agreed to change the first legislative meeting of the month from the first Wednesday to the first Monday to align with the Mayor's Motivational Monday and improve staff efficiency.

#### **IX. Code Section 6 Revisions**

Councilmember Urbina led discussion on proposed city code edits related to the budget to improve clarity, detail, and alignment with current practices, including enhanced budget presentation and updated amendment language. Council also discussed public hearing notification requirements, noting existing 21-day publication standards, state law requirements, and concerns about ensuring adequate transparency.

#### **X. RFP for Comp Study/Audit/Org Assessment Status**

City Manager Williams confirmed that the Request for Proposal (RFP) for the comp study, audit, and organizational assessment is drafted and is being finalized for posting, with a plan for a 30-day submission period.

#### **XI. Public Hearing on All Resident Voting Plans**

The Council discussed dates for a public hearing on All Resident Voting. The Council agreed on two public hearings: January 31st and the first council meeting in February (February 2nd).

#### **XII. Budget vs. Actual Report**

The Budget vs. Actual Report was presented to the Council. Council received clarification that the variance report reflects budget minus actual expenditures. Discussion also addressed budget amendment practices, with staff explaining audit-recommended internal adjustments via memo while noting the City currently maintains a higher level of Council oversight.

#### **XIII. November Minutes**

November Minutes were presented to the Council for review.

#### **XIV. HVAC Contract**

The HVAC contract for the Public Works garage was presented to Council, to be voted on at the next Legislative Meeting.

#### **XV. Budget Calendar**

A proposed budget calendar for the upcoming fiscal year was presented to Council. Council agreed to list employee salaries by position with a 25% benefits estimate. Resident notifications would occur via the January newsletter.

#### **XVI. Motion to Adjourn**

Councilmember Mills made a motion to adjourn the meeting. The motion was seconded by Councilmember Lashley. The motion passed (5-0-0). The meeting was adjourned at 9:08 pm.

Respectfully submitted,

Kaitlyn Schisler  
City Clerk

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MINUTES OF CITY COUNCIL WORKSHOP MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 1, 2025

Present were Councilmembers Duane H. Rosenberg, Cynthia Mills, Lincoln Lashley, Briana Urbina, and Agnelli Sybel Malavé; Mayor Phelecia E Nembhard, City Manager Maisha Williams, DPW Director William Barclay, Police Chief Linwood Alston, and City Clerk Kaitlyn Schisler.

**I. Call to Order**

The meeting was called to order at 7:00 p.m. by Council Chair Rosenberg in the Municipal Center, Room 230.

**II. Get to Know your Councilmember**

Councilmember Malavé began the series “Get to Know your Councilmember” which will highlight one councilmember per month. She presented a slide which detailed personal and professional information as an introduction to the public.

**III. Public Comments**

The following members of the public made comment:

- Jolene Ivy expressed strong concern about the council considering changes to the non-resident voting policy.
- Cynthia Poles-Suite raised concerns regarding financial oversight, focusing on the dormancy report. She questioned the need for four administrative cars.
- Marilyn Padmore stated that New Carrollton residents want conversations around the parameters and qualifications of non-citizen voting. She also asked for clarification on certain pieces of information from the Samsara dormancy report.
- David Lai advocated against revisiting the all-resident voting policy, noting that its implementation since last year has resulted in a smooth election.
- Councilmember Urbina reinforced the opposition to reopening the discussion on all resident voting, deeming it premature and irresponsible since the policy was passed less than a year ago with no identified administrative or logistical problems.
- Councilmember Lashley recommended tabling the agenda item, but confirmed his support for the resolution based on valuing the right to vote.
- Councilmember Mills clarified that the council is not trying to abolish all resident voting but wants to discuss updates to qualifications, such as the three-month residency requirement.
- Craig McLane expressed concern over the agenda item revisiting all-resident voting, noting that overturning legislation from previous officials is no way to run a government.
- Mayor Nembhard agreed the issue is controversial and has received calls both for and against it, stressing that the core issue for many residents is the process by which the decision was made.
- Chair Rosenberg summarized public comment emails including a request from Darlene Ward to reverse All Resident Voting. Cynthia Poles-Suite urged a referendum, expressing concern that short residency requirements allow temporary residents to vote. Laura Urbina opposed revisiting the policy, citing potential fear and instability for immigrant residents. Edgar Urena supported the all resident voting policy.

#### **IV. Council Announcements**

Council announcements included updates on potential school delays due to winter weather, and notices of upcoming community events, including a food giveaway on December 19 and the annual gingerbread contest at the Darnell Chance Historic Site and Museum. Scheduling matters were also discussed, including consideration of adjustments to the December 17 legislative meeting due to a scheduling conflict, as well as identification of an email vote that violated OMA requirements, and a reminder that elected officials are required to complete OMA training.

#### **IV. Open Meetings Act Guidance**

Councilmember Urbina gave a brief overview of the Open Meetings Act for the Council and Administration.

#### **V. Request for Proposal RFP-NC-2026-3 Audit, Org Assess, Comp Study**

The Council reviewed and discussed a draft RFP for a compensation study based on October council legislation, outlining an employee salary audit, organizational assessment, and compensation study. Council members provided feedback regarding timelines, task prioritization, clarification of deliverables, data privacy considerations, and inclusion of related resolutions as attachments. The draft RFP was shared for further review prior to submission to the City Manager and procurement.

#### **VI. Budget Calendar**

The Council discussed scheduling an all-day budget review meeting in advance of the March 30 budget submission deadline and emphasized the need to provide residents at least 7–10 days to review the proposed budget prior to a public hearing. Dates of April 25 and May 2 were considered, with a preference expressed for May 2 to allow additional review time.

#### **VII. All Resident Voting-Current Council Perspectives**

The Council discussed revisiting voter eligibility parameters, including residency and identification requirements, while affirming the intent not to reverse existing “all residents voting” legislation. Councilmember Urbina moved to table the discussion until Charles Davis (BOE Chair) could be present. The motion was seconded by Councilmember Lashley. The motion did not pass. Councilmembers identified concerns with the current 30-day residency requirement and discussed potential refinements, including extended residency verification and identification standards. The Chair agreed to continue the discussion and work with a council member to draft proposed revisions for future consideration. Councilmember Urbina exited the meeting (8:46 pm).

#### **VIII. Samsara Dormancy Report**

The Council reviewed vehicle tracking and fleet reports, including administrative and police vehicles, and discussed mileage discrepancies, system data issues, and the status of totaled vehicles pending insurance reimbursement. The Police Chief outlined the use of police pool cars for operational needs and crime deterrence. Follow-up was requested on Samsara data inaccuracies, device issues, and a revised reporting format to support future budget decisions.

#### **IX. Motion to Adjourn**

Councilmember Lashley made a motion to adjourn. Councilmember Mills seconded the motion. The motion passed (4-0-0) and the meeting adjourned at 9:10 pm.

Respectfully submitted,

Kaitlyn Schisler  
City Clerk

**Note:** These minutes are a summary of the actions taken by the City Council and do not include all details of the discussions. Please refer to the official meeting video for a complete record.

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