



**City Council Workshop Meeting  
Hybrid  
New Carrollton Municipal Center  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Monday December 1, 2025, 7:00 PM**

**November 21 Closed Council Session.**

**On November 21, the City was advised that the recently negotiated tentative Police Department car purchase would cost \$1,625 more than the Council approved. A quorum of 4 Council Members voted to approve the price increase via email. The City Manager accepted the vote and advised that the City would proceed with the purchase. There was no vote to go into or out of closed session. There was no meeting announcement or public notice, and there are yet-to-be minutes of the closed session.**

### **Workshop Items for Discussion**

- |  |                   |
|--|-------------------|
| <b>1. Call to Order</b>  |                   |
| <b>2. Get to Know your Councilmember</b>                                   | <b>5 min</b>      |
| <b>3. Public Comments</b>  | <b>3 min each</b> |
| <b>4. Council Announcements</b>  | <b>10 min</b>     |
| <b>5. Open Meetings Act Guidance - Councilmember Urbina</b>                | <b>15 min</b>     |
| <b>6. Request for Proposal RFP-NC-2026-3 Audit, Org Assess, Comp Study</b> | <b>20 min</b>     |
| <b>7. Budget Calendar</b>  | <b>10 min</b>     |
| <b>8. All Resident Voting-Current Council Perspectives</b>                 | <b>10 min</b>     |
| <b>9. Samsara Dormancy Report</b>  | <b>10 min</b>     |
| <b>10. Public Comments</b>   | <b>3 min each</b> |
| <b>11. Motion to Adjourn</b>   |                   |

#### **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

Monday, December 1 · 7:00 – 10:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/dga-ponq-hmh>

Or dial: (US) +1 929-282-1439 PIN: 155 306 319#

More phone numbers: <https://tel.meet/dga-ponq-hmh?pin=2131493624567>

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.



**Reunión del taller del Ayuntamiento  
Híbrido  
Centro municipal de New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Lunes 1 de diciembre de 2025, 19:00 horas**

**Sesión cerrada del Consejo del 21 de noviembre.**

**El 21 de noviembre, se informó a la Ciudad que la propuesta de ley de la Policía recientemente negociada La compra de un vehículo del Departamento costaría \$1,625 más de lo que aprobó el Consejo. Un quórum Los 4 concejales votaron a favor del aumento de precio por correo electrónico. El administrador municipal. Aceptó la votación y informó que la Ciudad procedería con la compra.**

**No hubo votación para entrar o salir de la sesión a puerta cerrada. No hubo anuncio de reunión. o aviso público, y aún no existen actas de la sesión cerrada.**

### **Temas del taller para discusión**

- |  |                       |
|--|-----------------------|
| <b>1. Llamar al orden</b>  |                       |
| <b>2. Conozca a su concejal</b>  | <b>5 minutos</b>      |
| <b>3. Comentarios públicos</b>   | <b>3 min cada uno</b> |
| <b>4. Anuncios del Consejo</b>   | <b>10 minutos</b>     |
| <b>5. Guía de la Ley de Reuniones Abiertas - Concejal Urbina</b>   | <b>15 minutos</b>     |
| <b>6. Solicitud de propuesta RFP-NC-2026-3 Auditoría, evaluación organizacional, estudio de compensación</b> | <b>20 minutos</b>     |
| <b>7. Calendario presupuestario</b>  | <b>10 minutos</b>     |
| <b>8. Perspectivas actuales del Consejo y la votación de todos los residentes</b>                            | <b>10 minutos</b>     |
| <b>9. Informe de inactividad del Samsara</b>   | <b>10 minutos</b>     |
| <b>10. Comentarios públicos</b>  | <b>3 min cada uno</b> |
| <b>11. Moción de aplazamiento</b>  |                       |

#### **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

Lunes 1 de diciembre · 19:00 – 22:00 horas

Zona horaria: América/Nueva York

Información para unirse a Google Meet

Enlace de videollamada: <https://meet.google.com/dga-ponq-hmh>

O marque: (EE. UU.) +1 929-282-1439 PIN: 155 306 319#

Más números de teléfono: <https://tel.meet/dga-ponq-hmh?pin=2131493624567>

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.



**Réunion de travail du conseil municipal  
Hybride  
Centre municipal de New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Lundi 1er décembre 2025, 19h00**

**Séance du Conseil à huis clos du 21 novembre.**

**Le 21 novembre, la Ville a été informée que l'accord provisoire récemment négocié par la police L'achat d'une voiture de fonction coûterait 1 625 \$ de plus que ce qu'a approuvé le Conseil. Un quorum Quatre membres du conseil municipal ont voté par courriel en faveur de l'augmentation des prix. Le directeur municipal Le vote a été accepté et la Ville a indiqué qu'elle procéderait à l'achat. Aucun vote n'a eu lieu pour entrer ou sortir de séance à huis clos. Aucune annonce de réunion n'a été faite. ou un avis public, et le procès-verbal de la séance à huis clos n'est pas encore disponible.**

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

- |  |                     |
|--|---------------------|
| <b>1. Appel à la commande</b>  |                     |
| <b>2. Apprenez à connaître votre conseiller municipal</b>  | <b>5 min</b>        |
| <b>3. Commentaires du public</b>   | <b>3 min chacun</b> |
| <b>4. Annonces du Conseil</b>  | <b>10 min</b>       |
| <b>5. Directives relatives à la loi sur les réunions publiques - Conseillère municipale Urbina</b>     | <b>15 min</b>       |
| <b>6. Demande de propositions RFP-NC-2026-3 Audit, évaluation organisationnelle, étude comparative</b> | <b>20 min</b>       |
| <b>7. Calendrier budgétaire</b>  | <b>10 min</b>       |
| <b>8. Tous les résidents votant – Perspectives du conseil actuel</b>                                   | <b>10 min</b>       |
| <b>9. Rapport sur la dormance du Samsara</b>   | <b>10 min</b>       |
| <b>10. Commentaires du public</b>  | <b>3 min chacun</b> |
| <b>11. Motion d'ajournement</b>  |                     |

**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

Lundi 1er décembre · 19h00 – 22h00

Fuseau horaire : Amérique/New\_York

Informations de connexion à Google Meet

Lien pour l'appel vidéo : <https://meet.google.com/dga-ponq-hmh>

Ou composez le : (États-Unis) +1 929-282-1439 Code PIN : 155 306 319#

Autres numéros de téléphone : <https://tel.meet/dga-ponq-hmh?pin=2131493624567>

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.

## A bit about my personal background...

I grew up in the Bronx and suburbs of NYC.

I was raised by a single dad.

I have an older sister and a younger brother.

Laura and I have been together for 18 years and married for 16 years.

We adopted Javarie when he was 8 years old in 2016.

## What do I love...

My family

## What I don't love...

Pickles, Boston Red Sox fans, spicy food, and TikTok.

## A bit about my professional background...

I have had dozens of jobs, including retail stores, housekeeper, waitress, hostess, Jenny Craig weight loss consultant, personal assistant to a billionaire, full-time Uber driver, community organizer, teacher, lawyer, project manager, and a nanny..

## My passion is...

Serving others and defeating injustice.

## Something fun coming up...

Celebrating Halloween with Luisito. He is going to be a firefighter and he is really excited about candy. Last year, he was recovering from pneumonia and didn't enjoy trick or treating, so I am excited to watch him enjoy it this year.

# Brianna Urbina



# Lincoln Lashley

## A bit about my personal background...

My parents immigrated from the twin island nation of Trinidad and Tobago. I am musically inclined and I enjoy playing the clarinet and singing in my church choir. I also like to exercise and maintain a certain level of physical fitness.

## A bit about my professional background...

I am a DC Government employee. I have been with the Department of Small and Local Business Development for almost twenty (20) years. My title is project manager. However, I mostly manage the finances for the Commercial Revitalization Division.



## What do I love...

My faith, my family, and my friends.

## What I don't love...

Discrimination, hate, and selfishness.

## My passion is...

Serving and helping those who are in need of assistance.

## Something fun coming up...

A trip to Miami, Florida to visit family members.

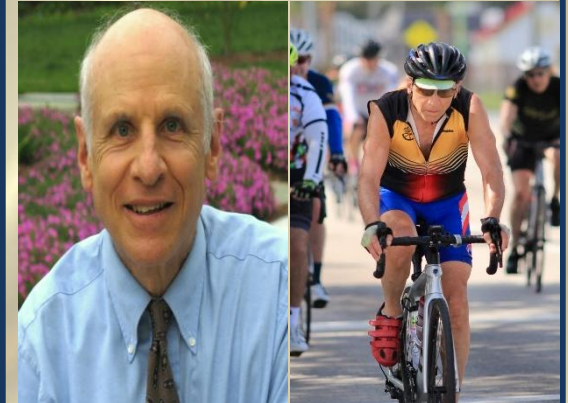
### **A bit about my personal background...**

Childhood in New Jersey. Adult years in Baltimore, Colorado, and the D.C. area. New Carrollton resident now for 45 years.

### **A bit about my professional background...**

Baltimore CPA firms in the 1970s;  
Airline Industry and Telecommunications Industry in the 1980s;  
Accounting Instructor at Prince George's Community College in the 1990s;  
Bank Supervision with the FDIC to wrap up my career.  
Elected official in New Carrollton for 20 years.

## **Duane Rosenberg**



### **What do I love...**

My family and privacy.

### **What I don't love...**

Group gatherings and crowds.

### **My passion is...**

Bicycle riding and my bike clubs. My motorcycle buddies. Reading.

### **Something fun coming up...**

Gathering with family and friends for Thanksgiving.

### **A bit about my personal background...**

Nickname: Ms. Cat  
Five-year breast cancer survivor  
Mother of three, stepmother of one  
Grandmother of nine  
(and a half due 2026)

### **What do I love...**

Gardening, growing plants,  
baking (owner of Cat's Sweet Shoppe),  
Cheddar (my cat),  
making blankets  
serving on seven different organizations at St/ Joseph Church in Largo

### **What I don't love...**

ironing and phony/selfish people.

### **A bit about my professional background...**

Attended Elizabeth Seton Catholic High School  
Received a BA in Journalism from Gannon University and a Master's degree in Organizational Communications (Public Relations) from Bowie State University.  
Management Analyst for the Dept. of Education  
President of Local 2607 (15 yrs),  
President of National Council 803 (10 yrs),  
Chief negotiator for the current CBA for the National Union Council. Retired from the Federal Government after 42 years of service.

### **My passion is...**

Serving people

### **Something fun coming up...**

New grandbaby

# **Cynthia D B Mills**



## **A bit about my personal background...**

Born and raised in the suburbs of San Juan, Puerto Rico. Small family-only child, only grandchild. College in St. Louis (BA), then Chicago (MPA), and back to PR (MPH) for 10 years.

In the DMV area since 2008.

In New Carrollton since 2009.

## **A bit about my hearing**

**loss...**diagnosed in 1994, but suspected since childhood; it took 22 years (2016) to become deaf. Grateful for my 2 cochlear implants.

Never married, no kids.

## **What do I love...**

Making a difference in people's lives, camping, and giraffes

## **What I don't love...**

Hypocrisy, unequal treatment

## **A bit about my professional background...**

Public Health Analyst at the Center for Medicare & Medicaid Innovation (10 years).

Gerontology Research at Howard Univ of Social Work.

Owner and Administrator of 33-bed nursing home in PR.

Administrator assisted living facility for Latino seniors in Chicago.

Manager of community-based residential services for individuals with intellectual disabilities, in St. Louis & DC.

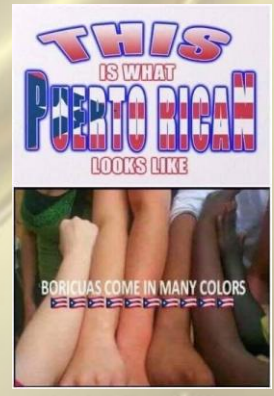
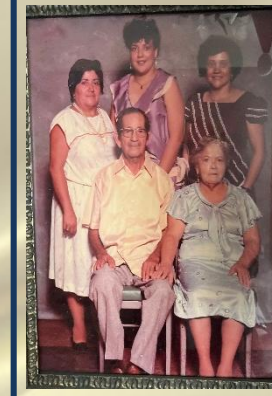
## **My passion is...**

Travel the world. Support the Britons School, in the Mukuru Nwa Kjenga slum in Nairobi, and my adoptive Onchieku family in Kenya.

## **Something fun coming up...**

Back to Kenya - Early 2026

## **Agnelli Sybel Malave**





**Request for Proposals (RFP) for Audit of Salaries, Analysis of the City's  
Organizational Structure, and Compensation Study  
for the City of New Carrollton, MD**

[Draft 11.30.25]

**I. Summary**

The City of New Carrollton, Maryland, is seeking a qualified consulting firm to audit the wages and salaries of city employees, review and provide recommendations on the city's organizational structure, and provide guidance on compensation processes and the wage and salary structure.

The project includes three main tasks:

1. Audit of Employees' Salaries and Annual Pay Increases
2. Organizational Assessment
3. Comprehensive Compensation Study

The City Council of the City of New Carrollton has identified multiple issues regarding compensation of city employees and determined that, in the best interests of residents, good governance, and fiscal responsibility, a temporary pay freeze, as well as a hiring freeze, will remain in effect until data and recommendations are received from an external consultant.

It is essential that the City's compensation practices are equitable, transparent, and competitive, while confirming that its organizational framework operates efficiently and effectively. The City Council's goal is to ensure the City of New Carrollton remains competitive within the D.C. Metro area labor market, ensures internal equity, aligns pay with modern HR best practices, and supports long-term recruitment and retention goals.

The City currently employs approximately 78 employees across three main departments: Administration, Public Safety (Police), and Public Works. Its current compensation framework, last revised in 2017, consists of 30 pay grades, each with 25 incremental steps. City employees receive annual Cost of Living Adjustments (COLA) and annual step increases, contingent upon satisfactory performance.

## II. Detailed Specifications

### Task 1: Audit of Employees' Salaries and Annual Pay Increases

1. Conduct an internal audit of all city employees' starting wages/salaries and the annual pay increases received since June 2020, including current and former employees.
  - a. Note: The City's fiscal year (FY) runs from July 1 to June 30.
2. Determine if the annual increases in wages/salaries for each employee align with the COLA adjustment for that year, and the next step on their corresponding pay scale.
3. Prepare a report that will mask the employee's name, but will include the following data:  
Department/ Position / Employee ID/ starting date/ starting Grade/Step/ starting salary/  
and
  - o June 2020 Salary/ July 2020 Grade (#)/ Step (\$)/ Salary for FY2021
  - o June 2021 Salary/ July 2021 Grade (#)/ Step (\$)/ Salary for FY2022
  - o June 2022 Salary/ July 2022 Grade (#)/ Step (\$)/ Salary for FY2023
  - o June 2023 Salary/ July 2023 Grade (#)/ Step (\$)/ Salary for FY2024
  - o June 2024 Salary/ July 2024 Grade (#)/ Step (\$)/ Salary for FY2025
  - o June 2025 Salary/ July 2025 Grade (#)/ Step (\$)/ Salary for FY2026
4. The audit will exclude current city employees covered by the Fraternal Order of Police Collective Bargaining Agreement (CBA).
5. Review contemporaneous documentation justifying any annual step increase larger than one step in a fiscal year.
6. Review documentation summarizing annual increases prepared by Human Resources, provided to Finance for the next fiscal year budget preparation.
7. After a review of all wages/salary decisions, pay raises, and related documentation, identify potential issues and provide recommendations for process improvements to ensure consistency, fairness, and transparency in wages/salaries for all city employees.

### Task 2: Organizational Assessment

Review the City's current organizational structure, reporting lines, and staffing levels across all departments. The assessment should include the following:

1. Identify inefficiencies, duplication of roles, and gaps in service delivery.
  - o This involves a thorough examination of current workflows to pinpoint areas where processes are cumbersome, responsibilities overlap, or services to the residents are not adequately provided.

2. Assess overall operational performance, accountability mechanisms, and resource allocation.
  - This involves a thorough examination of current workflows to pinpoint areas where processes are cumbersome, responsibilities overlap, or services to the residents are not adequately provided.
3. Review existing job descriptions and conduct interviews with employees and managers to determine whether the current framework of 30 pay grades and workforce composition is an effective, efficient, and fiscally responsible framework for a city of New Carrollton's size.
4. Confirm the exempt or non-exempt status of each position, per Fair Labor Standards Act requirements.
5. Ensure job descriptions reflect essential responsibilities and duties, minimum and preferred qualifications, and working conditions and physical requirements.
6. Ensure job descriptions comply with relevant federal, state, and county regulations.
7. Recommend classification changes (additions, deletions, and/or consolidations) and provide strategies for maintaining or altering the classification system.
8. Provide actionable recommendations to optimize operations and enhance service delivery.

### **Task 3: Comprehensive Compensation Study**

Using information gathered during the organizational assessment and a market-based survey, evaluate the compensation and benefits currently in place and provide recommendations to ensure the City of New Carrollton remains competitive within the D.C. Metro area labor market.

The compensation study should involve an:

1. Internal Analysis and External Benchmarking
  - 1.1. Evaluate current job classifications and update as needed.
  - 1.2. Assess internal equity across departments and positions.
  - 1.3. Compare compensation and benefits for existing/proposed job classifications with comparable municipalities and public-sector employers in the D.C. Metro region, as well as municipalities outside the area that are comparable in size and the suburban location of the City of New Carrollton.
  - 1.4. Recommend a competitive pay structure, including revised pay grades, salary ranges, and implementation strategies.
  - 1.5. Identify any compression issues, pay disparities, and market gaps.
  - 1.6. Review and analyze the municipality's benefits package relative to market norms.

## 2. Policy and Process Development

- 2.1. Develop a policy and process that enables the City to maintain the proposed wage and salary structure in future years.
- 2.2. Provide clear tools and methodologies for maintaining compensation systems in the future.
- 2.3. Provide recommendations on how transfers, promotions, demotions, and reclassifications should be incorporated into a revised compensation structure.
- 2.4. Recommendations for revised job classifications, pay grades, and annual pay increases must take into account the FY2026 budget for employee compensation and benefits, recognizing that the City's financial resources are limited by its tax base.

## III. Service Requirements

The selected firm will collaborate with HR staff, the City Mayor, the City Manager, and the City Council to carry out the work outlined in this RFP.

### 1. Project Management -

- 1.1. Initiate the project with a meeting to define the tasks, timeline, assign key personnel, and identify the consultant's project manager.
- 1.2. Establish a comprehensive communication plan for all stakeholders.
- 1.3. Identify necessary information from the City, such as current job descriptions.
- 1.4. Attend required meetings with the City of New Carrollton to explain the methodologies, best practices, and the pros and cons of the proposed approach, justifying why it best serves the City's interests.
- 1.5. Clarify expectations for the process, outcomes, roles, tasks, responsibilities, budget, deadlines, deliverables, survey instruments, and goals, class specification formats, and review of current classification and compensation structures.

### 2. Audit of Employees' Wages and Salaries Annual Pay Increases

- 2.1. Collaborate with HR staff to identify records needed to track the progression of compensation over the years to be audited.
- 2.2. Provide raw data and a draft of the audit results for internal review by the City Mayor, City Manager, and City Council.
- 2.3. Present the final survey results.

### 3. Design the Benchmark Salary Survey Instrument and Conduct Market Study

- 3.1 Select appropriate benchmarks for the compensation survey.

- 3.2 Identify appropriate comparison jurisdictions (e.g., small municipalities in the MD/VA/DC region with similar population, services, and workforce size).
- 3.3 Identify and select targeted peer and competitor organizations to be surveyed for compensation data collection.
- 3.4 Conduct a comprehensive labor market analysis, including:
  - Salary ranges
  - Actual incumbent pay where available
  - Benefits package (health, retirement, leave, incentives)
- 3.5 Conduct the compensation survey.

#### **4. Overall Compensation Review**

- 4.1 Assess current salary grades and ranges.
- 4.2 Identify compression, inequity, and misalignment with market trends.
- 4.3 Evaluate benefits package competitiveness
- 4.4 Recommend updates to:
  - Pay philosophy
  - Pay grade structure
  - Salary ranges
  - Position placement
  - Benefits package
- 4.5 Implementation options (cost-neutral, phased, or full adoption)
- 4.6 Implementation Guidance: Provide the City Manager and City Human Resources staff with instructional information to implement recommended changes, update City policies as needed, and conduct future individual salary and classification audits. This will ensure the maintenance of internal equity and a competitive market position, and facilitate the placement of positions into any new or revised structure.

#### **5. Develop and Submit Final Project Reports**

- 5.1 Provide a final report and supportive documentation that covers all the required tasks of the contract. Includes all items identified above with City feedback. A draft report will be furnished to the City for comments before the report is finalized and made public.
- 5.2 Present the findings to the City Manager, Mayor & Council in a public hearing to be held by the City.

#### **IV. Delivery Requirements**

The selected firm will be required to deliver the following draft documents and reports:

1. Provide preliminary findings and draft report for internal review by the City within a timeline identified by the contractor and agreed to by the City.
2. Report of audit of employees' wages/salaries annual increases. Report in PDF format; raw data in Excel format. Deviance reports per fiscal year.
3. Results of review of job descriptions, job titles, and pay.
4. Results of the internal equity analysis.
5. Market study comparison tables of comparable jurisdictions.
6. Results of the classification and compensation labor market analysis
7. Updated job descriptions - Provide electronic, editable copies of all revised and/or created job descriptions.
8. Proposed salary structure – pay grades and steps
9. Job classification recommendations
10. Draft policies and processes needed to implement changes in the compensation framework for city employees.
11. Tools and methodologies for maintaining compensation systems from now on.
12. Implementation plan with options and associated costs, and timelines.
13. Recommendations on how and when to lift the hiring and pay freeze currently in place.
14. Recommendations to ensure the City is “competitive” in the market, based on the City’s compensation philosophy and pay strategy.
15. Recommendations for individual pay adjustments.
16. Recommendations and strategies for addressing and alleviating wage compression.
17. Recommendations for changes to the City’s classification structure, including objective classification criteria to assist staff in implementation of the recommendations;
18. Recommendations for any changes to the City’s salary step structure;
19. Recommendations for any changes to the City’s job titles, along with recommendations for titling guidelines;
20. Recommendations for any changes to the City’s salary scales, including the development of separate scales where appropriate;
21. Recommendations for career pathing (i.e., identifiable job families, career path matrices), where appropriate;
22. Recommendations for any changes to the City’s classification evaluation process and any relevant City policies.

23. Address the financial impact of implementing any recommended changes to the existing salary structure, recommended solutions to address pay inequities, and recommended pay adjustments to maintain the City's competitive position in the labor market; and
24. Provide strategies to alleviate wage compression going forward and any salary placement strategies that would assist with and minimize wage compression in the future.

## **V Proposal Requirements**

Firms interested in submitting a proposal should include the following information:

1. Cover Letter
2. Firm Background
  - Company history and qualifications
  - Relevant project experience with municipal governments
3. Project Team
  - Key personnel resumes, their roles, and qualifications
4. Project Approach & Methodology for Each Task
5. Work Plan & Timeline
  - Key milestones for each task and projected completion date
6. References
  - At least three references from municipalities serviced within the last 5 years
7. Cost Proposal
  - Detailed cost breakdown
  - Optional/alternative pricing for expanded scope
8. Insurance Requirements
  - Proof of professional liability insurance





**Maisha Williams**

to Mayor, Kaitlyn, Linwood

Nov 21, 2025, 11:26 AM (4 days ago)

Good morning Council,

Unfortunately, the vehicle the Council approved on Wednesday evening has been sold.

We have sourced a replacement vehicle from the local dealer, which is priced at \$44,995.00. This is \$1,625.00 more than the previously approved price (\$43,370.00). The total cost for both vehicles remains under the budgeted line item of \$110,000.

Given the risk of losing this replacement vehicle if we delay, I need to know if the Council will approve us to move forward immediately or if we must wait for an official meeting.

Please reply only to me, Kaitlyn, and Mr. Rosenberg, and not to the entire group.

Maisha M. Williams, MBA, CPM  
City Manager  
City of New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
443-876-4978 Cell  
240-297-6602 Direct  
301-459-6100 Ext. 1011  
[mmwilliams@newcarrolltonmd.gov](mailto:mmwilliams@newcarrolltonmd.gov)  
<https://www.newcarrolltonmd.gov/>

**[Book a Meeting with Me](#)**

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----- Forwarded message -----

From: **Quentin Dawson** <[qdawson@newcarrolltonmd.gov](mailto:qdawson@newcarrolltonmd.gov)>  
Date: Fri, Nov 21, 2025, 8:26 AM  
Subject: Re: Chief Car Price  
To: Maisha Williams <[mmwilliams@newcarrolltonmd.gov](mailto:mmwilliams@newcarrolltonmd.gov)>  
Cc: Linwood Alston <[lalston@newcarrolltonpd.com](mailto:lalston@newcarrolltonpd.com)>

Hey Maisha,

Here is the updated price sheet for the Chief's car.

On Fri, Nov 21, 2025 at 10:03 AM Quentin Dawson <[qdawson@newcarrolltonmd.gov](mailto:qdawson@newcarrolltonmd.gov)> wrote:

The original price sheet is in this email

On Fri, Nov 21, 2025 at 9:38 AM Quentin Dawson <[qdawson@newcarrolltonmd.gov](mailto:qdawson@newcarrolltonmd.gov)> wrote:

Good Morning Maisha,

The City Council approved \$43,370.00 for the Chief's new vehicle after the previous car was sold.

The replacement vehicle they are considering is priced at \$44,995.00, which results in a difference of \$1,625.00 over the approved amount.

Thanks,

Quentin

--

**Quentin L. Dawson**

Purchasing Officer

City of New Carrollton

One attachment • Scanned by Gmail

- Briana Urbina

Nov 21, 2025, 11:34 AM (4 days ago)

I approve and if we have to have an emergency meeting today or tomorrow, I can jump on virtually for a 15 minute approval meeting
- Cynthia Mills

Nov 21, 2025, 12:04 PM (4 days ago)

I vote Yea Sent from my iPhone On Nov 21, 2025, at 11:26 AM, Maisha Williams <mmwilliams@newcarrolltonmd.gov> wrote:
- Agnelli Sybel Malave

Nov 21, 2025, 12:22 PM (4 days ago)

I approve the purchase of the higher cost of the vehicle.
- Lincoln Lashley

Nov 21, 2025, 12:27 PM (4 days ago)

Hello Maisha, Thank you for the update. I vote "yes". Please move forward. Kind Regards- Lincoln Lashley Councilmember City of..
- Maisha Williams

Nov 21, 2025, 12:37 PM (4 days ago)

Good morning just to summarize I heard from 4 Councilmembers with a Yes. We will move forward with the purchase and also ad...
- Briana Urbina

Nov 21, 2025, 2:38 PM (4 days ago)

Fantastic. Peace, Briana Urbina, Esq. Sent from my iPhone Please forgive any typos contained in this message. On Nov 21, 2025..
- Duane Rosenberg

Nov 22, 2025, 2:56 PM (3 days ago)

to Cynthia

**Duane Rosenberg** <drosenberg@newcarrolltonmd.gov>

Fri, Nov 21, 2025 at 4:58 PM

To: Briana Urbina <burbina@newcarrolltonmd.gov>, Agnelli Sybel Malavé <asybel\_malave@newcarrolltonmd.gov>, Lincoln Lashley <llashley@newcarrolltonmd.gov>, Cynthia Mills <cmills@newcarrolltonmd.gov>

Cc: Maisha Williams <mmwilliams@newcarrolltonmd.gov>, Kaitlyn Schisler <kschisler@newcarrolltonmd.gov>

Council,

I was away today. When I returned, I found that the City Council conducted a meeting via email. The meeting was called and Chaired by the City Manager. The meeting was held in closed session without public participation or awareness.

This meeting violates our charter (the City Manager does not Chair Council Meetings) and the OMA (public meetings with a quorum taking votes must be announced and the agenda made publicly available as soon as the meeting becomes scheduled). An emergency session should have been made public today, or ASAP, depending on when we could get a quorum. Today's events further violate the principle of closed sessions - purchasing cars is not one of the justifications for closed sessions (today's session fits the definition of closed because the public was precluded).

At this point, Maisha/Kaitlyn, please provide the minutes of today's, November 21, closed session for our approval in our December 3 meeting.

In the future, I encourage all of us to comply with the charter and OMA when conducting City business with a quorum of Council members. Emergency sessions can and should be called and held in person or virtually. The City Manager taking action and chairing a meeting for a Council vote at a session that was not announced violates too many laws.

When today's events are summarized in minutes and added to a future agenda, we can all take note of today's shortsightedness and take greater caution in the future. The fact that the dollar amount was de minimis is not an exception to the OMA. A quorum taking a vote that resulted in an action with tax dollars is a meeting. The law requires us to make the public aware of our meetings and actions.

Thanks.

Duane

Maisha Williams <mmwilliams@newcarrolltonmd.gov>

Fri, Nov 21, 2025 at 5:39 PM

To: Duane Rosenberg <drosenberg@newcarrolltonmd.gov>

Cc: Briana Urbina <burbina@newcarrolltonmd.gov>, Agnelli Sybel Malavé <asybel\_malave@newcarrolltonmd.gov>, Lincoln Lashley <lflashley@newcarrolltonmd.gov>, Cynthia Mills <cmills@newcarrolltonmd.gov>, Kaitlyn Schisler <kschisler@newcarrolltonmd.gov>, Phelecia Nembhard <pnembhard@newcarrolltonmd.gov>, Linwood Alston <lalston@newcarrolltonmd.gov>, Quentin Dawson <qdawson@newcarrolltonmd.gov>

Dear Council,

I apologize for the confusion regarding today's email session. My intention was to expedite city business, but I understand the need for proper protocol.

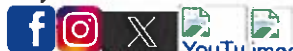
We will immediately halt the vehicle purchase until we can hold an official, properly announced meeting in compliance with the City Charter and OMA.

Thank you for your understanding and guidance on this matter.

Maisha M. Williams, MBA, CPM  
City Manager  
City of New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
443-876-4978 Cell  
240-297-6602 Direct  
301-459-6100 Ext. 1011  
mmwilliams@newcarrolltonmd.gov  
<https://www.newcarrolltonmd.gov/>

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# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898

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Fax (301) 459-8172

## Resolution 25-08

City Council of New Carrollton, Maryland  
Amending The Charter of the City of New Carrollton,  
§C-6 “Qualifications and Registration of Voters”

### CHARTER AMENDMENT RESOLUTION 25-08

**CHARTER AMENDMENT RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND AMENDING THE CHARTER OF THE CITY OF NEW CARROLLTON, § C-6 “QUALIFICATIONS AND REGISTRATION OF VOTERS” TO MODIFY THE PROVISIONS FOR THE QUALIFICATIONS TO BECOME A REGISTERED VOTER OF THE CITY ELIGIBLE TO VOTE IN MUNICIPAL ELECTIONS AND TO PERMIT REGISTRATION ON THE DAY OF A MUNICIPAL ELECTION WITH EVIDENCE SUBMITTED TO PROVE RESIDENCY IN THE CITY.**

**WHEREAS**, pursuant to the authority contained in Article XI-E, §4 of the Constitution of the State of Maryland and Md. Code Ann., Local Gov’t Art., §4-301 et seq., the City Council has the authority to amend the City’s Charter, in accordance with the procedures set forth therein; and

**WHEREAS**, the USA Data 2020 Survey provides that as of 2020, 43% of New Carrollton, MD residents (5.56k people) were born outside of the United States and nearly half of those residents are not naturalized U.S. Citizens; and

**WHEREAS**, these residents pay taxes and participate in community functions yet do not have an ability to elect their local public officials;

**WHEREAS**, the Council of the City of New Carrollton deems it to be necessary and appropriate for good government and for the good of the City of New Carrollton to amend the City Charter in order to update the Charter as it pertains to the City’s Qualifications and registration of voters;

**WHEREAS**, the Council of the City of New Carrollton seeks to enfranchise as many residents as possible, allowing for same day registration eliminates a barrier for all residents to be able to vote whether or not they are able to register in advance;

**Section 1: NOW, THEREFORE, BE IT FURTHER RESOLVED** by the City Council of New Carrollton, Maryland that the Charter of the City of New Carrollton, C-6 “Qualifications and Registration of Voters”, be and hereby is amended to add § C-6(E) to read as follows:

**§ C-6 Qualifications and registration of voters.**

[Amended 11-20-2002 by Res. No. 02-06; 3-10-2014 by Res. No. 14-05; 1-17-2018 by Res. No. 18-04]

A. Qualifications. Every person who is a citizen of the United States, is at least eighteen (18) years of age on or before the day of the next general or special election, who has resided within the corporate limits of the City for at least thirty (30) days next preceding any City election, who is a resident of the City as of the time for the closing of registration next preceding any election, if registered, shall be entitled to vote at any or all City elections.

B. Registration. In accordance with the State Universal Registration Act, as contained in MD. Code Ann., Elections Article, § 3-403, as amended, any person residing in the City who is registered with the Board of Supervisors of Elections of Prince George's County shall be deemed to be registered to vote in City elections. RESIDENTS MAY REGISTER TO VOTE BEFORE A CITY ELECTION BY SUBMITTING A VOTER REGISTRATION APPLICATION WITH THE CITY CLERK. THOSE RESIDENTS WHO REGISTER BEFORE A CITY ELECTION WILL BE ADDED TO THE CITY’S VOTER REGISTRATION LIST. RESIDENTS MAY ALSO REGISTER TO VOTE ON THE DAY OF A CITY ELECTION. THOSE WHO

REGISTER ON THE DAY OF A CITY ELECTION SHALL REGISTER WITH THE MEMBER OF THE BOARD OF ELECTIONS ASSIGNED TO THAT TASK, OR ITS DESIGNEE. THOSE WHO REGISTER ON THE DAY OF THE ELECTION SHALL NOT BE ADDED TO THE CITY'S VOTER REGISTRATION LIST.

C. Removal. The Board of Elections for Prince George's County shall maintain the registration lists in accordance with its usual procedures, including but not limited to removing names because of changes of address and cancellation of registration for failure to vote.

D. Appeal. Challenges to the registration of any individual not believed to be qualified to vote in City elections shall be filed with the Board of Elections of Prince George's County, Maryland, in accordance with said Board's procedures.

E. ADDITIONAL QUALIFIED VOTERS.

(1) EVERY PERSON WHO IS A RESIDENT OF THE CITY OF NEW CARROLLTON, WHO IS AT LEAST EIGHTEEN (18) YEARS OF AGE OR WILL BE EIGHTEEN (18) YEARS OF AGE ON OR BEFORE THE DATE OF THE NEXT CITY ELECTION, WHO DOES NOT CLAIM VOTING RESIDENCE OR CLAIM THE RIGHT TO VOTE IN ANOTHER JURISDICTION, AND WHO HAS ESTABLISHED AND MAINTAINED A RESIDENCE IN THE CITY FOR A PERIOD OF (30) THIRTY CONTINUOUS DAYS MAY THEREBY QUALIFY AND REGISTER TO VOTE IN ACCORDANCE WITH THE PROVISIONS OF THIS CHARTER.

(2) EVERY QUALIFIED AND REGISTERED VOTER OF THE CITY IS ENTITLED TO VOTE IN ALL CITY ELECTIONS, AND MAY SIGN NOMINATING, REFERENDA AND OTHER PETITIONS AUTHORIZED BY THIS CHARTER.

F. EVIDENCE REQUIRED TO REGISTER FOR NEW CARROLLTON MUNICIPAL ELECTIONS

- (1) ALL RESIDENTS SEEKING TO REGISTER WITH THE CITY MUST PROVIDE ONE OF THE FOLLOWING:
- a. FOREIGN PASSPORT
  - b. CONSULAR IDENTIFICATION CARD

- c. A DRIVERS LICENSE ISSUED IN THE UNITED STATES AND OR UNITED STATES TERRITORIES
- d. A STATE IDENTIFICATION CARD
- e. AN INTERNATIONAL DRIVERS LICENSE

PLUS, ONE OF THE ITEMS BELOW DISPLAYING A NEW CARROLLTON ADDRESS:

- f. A PIECE OF MAIL OR BENEFITS STATEMENT FROM THE FEDERAL, STATE OR LOCAL GOVERNMENT POSTMARKED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION;
- g. A BANK STATEMENT DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION;
- h. A UTILITY STATEMENT DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION;
- i. A RESIDENTIAL LEASE AGREEMENT;
- j. A TITLE TO A HOME;
- k. AN UNEXPIRED MARYLAND MOTOR VEHICLE REGISTRATION;
- l. CREDIT CARD STATEMENT DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION
- m. TELEPHONE OR CELL PHONE BILL DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION
- n. MORTGAGE STATEMENT;
- o. PROPERTY TAX BILL FOR THE MOST RECENT TAX YEAR;
- p. MEDICAL OR HOSPITAL BILL DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION
- q. RESIDENTIAL SERVICE CONTRACT DATED WITHIN 30 DAYS OF SUBMISSION FOR REGISTRATION
- r. SALES TAX OR BUSINESS LICENSE.

**Section 2: BE IT FURTHER RESOLVED** that this Charter Amendment Resolution is adopted this \_\_\_ day of October, 2024 and that the amendments to the Charter of the City of New Carrollton, hereby proposed by this enactment, shall be and become effective fifty (50) days after its passage by the City unless petitioned to referendum in accordance with the Local Government Article of the Annotated Code of Maryland within 40 days following its passage. A fair summary of this Resolution shall be posted in the City Hall for forty (40) days following its adoption and published in a newspaper having general circulation in the City no fewer than four (4) times at weekly intervals within the forty (40) days following its passage by the City.

**Section 3: BE IT FURTHER RESOLVED** that as soon as the Charter Amendment Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Administrative Officer shall send to the Department of Legislative Services, the following information concerning the Charter Amendment Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of New Carrollton or in a referendum; and (iv) the effective date of the Charter Amendment.

**Section 4: BE IT FURTHER RESOLVED** that the City Administrative Officer of the City of New Carrollton, Maryland be, and hereby is specifically instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and the City Administrative Officer shall cause to be affixed to the minutes of this meeting an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Amendment shall have been published, and shall further cause to be completed and executed the Certificate of Effect.

**INTRODUCED AND ADOPTED** by the Council of the City of New Carrollton, Maryland at a Meeting on the \_\_\_\_\_ day of October.

**Attest:**

**City of New Carrollton**

\_\_\_\_\_  
Ashli Pressey  
City Clerk

\_\_\_\_\_  
Briana Urbina, Council Chair

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

**Approved:**

\_\_\_\_\_  
Katrina R. Dodro, Mayor

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

Device Last Connected	Vehicle Model	Vehicle Year	Vehicle Vin	End Odometer (mi)	Tag: Name	Status
Nov 22 2025 1:19AM EST	COMPASS	2025	3C4NJDBN7ST537151	1,302	New Carrollton Admin	
Nov 22 2025 1:19AM EST	COMPASS	2025	3C4NJDBN3ST559759	1,402	New Carrollton Admin	
Nov 22 2025 1:19AM EST	AVENGER	2014	1C3CDZAB9EN145686	-	New Carrollton Admin	Need to understand why not giving info
Sep 8 2025 1:20PM EDT	JOURNEY	2015	3C4PDDBG3FT561289	19,618	New Carrollton Admin	
Nov 22 2025 1:19AM EST				-	New Carrollton Admin, Electric Vehicles	EV Bus need to check why it's not giving
Nov 22 2025 1:19AM EST	LEAF	2019	1N4AZ1CP1KC308858	24,410	New Carrollton Admin, Electric Vehicles	
Nov 22 2025 1:19AM EST	LEAF	2019	1N4AZ1CP7KC316334	18,702	New Carrollton Admin, Electric Vehicles	
Nov 22 2025 1:19AM EST	LEAF	2020	1N4AZ1CP3LC307700	25,192	New Carrollton Admin, Electric Vehicles	
Nov 22 2025 1:19AM EST	LEAF	2024	1N4CZ1CV1RC553466	2,137	New Carrollton Admin, Electric Vehicles	
Nov 22 2025 1:19AM EST	LEAF	2024	1N4CZ1CV6RC556508	645	New Carrollton Admin, Electric Vehicles	
Nov 22 2025 1:19AM EST	E-150	2010	1FTNE1EW1ADA11402	122,439	New Carrollton PD	Animal Control
Nov 22 2025 1:19AM EST	EXPLORER	2013	1FM5K8AR9DGC63026	117,739	New Carrollton PD	Speed Camera
Nov 22 2025 1:19AM EST		1500	2015 1C6RR7XTXFS778140	119,218	New Carrollton PD	Officer 1
Nov 22 2025 1:19AM EST	EXPLORER	2016	1FM5K8AR0GGC08307	152,087	New Carrollton PD	Pool 1
Nov 22 2025 1:19AM EST	EXPLORER	2017	1FM5K8AR6HGC57545	104,364	New Carrollton PD	Officer 2
Nov 22 2025 1:19AM EST	TAURUS	2017	1FAHP2MK4HG130927	99,346	New Carrollton PD	Pool 2
Nov 22 2025 1:19AM EST	TAURUS	2018	1FAHP2MK3JG101361	75,660	New Carrollton PD	Pool 3
Nov 22 2025 1:19AM EST	EXPLORER	2020	1FM5K8AB6LGA72276	77,174	New Carrollton PD	Officer 3
Nov 22 2025 1:19AM EST	EXPLORER	2020	1FM5K8AB8LGA72277	44,151	New Carrollton PD	Officer 4
Nov 22 2025 1:19AM EST	EXPLORER	2022	1FM5K8AB4NGB29738	43,928	New Carrollton PD	Officer 5
Nov 22 2025 1:19AM EST	EXPLORER	2022	1FM5K8AB2NGB31214	53,778	New Carrollton PD	Officer 6
Nov 22 2025 1:19AM EST	EXPLORER	2022	1FM5K8AB2NGB29950	33,356	New Carrollton PD	Officer 7
Nov 22 2025 1:19AM EST	EXPLORER	2022	1FM5K8ABXNGB29887	30,054	New Carrollton PD	Officer 8
Nov 22 2025 1:19AM EST	EXPLORER	2025	1FM5K8AB5SGA81646	6,449	New Carrollton PD	Officer 9
Nov 22 2025 1:19AM EST	EXPLORER	2025	1FM5K8AB0SGA81733	136,402	New Carrollton PD	Officer 10
Nov 22 2025 1:19AM EST	FUSION	2018	3FA6P0LU2JR223233	71,237	New Carrollton PD	Officer 11
Nov 22 2025 1:19AM EST	TAURUS	2013	1FAHP2M86DG105915	127,430	New Carrollton PD	Officer 12
Nov 22 2025 1:19AM EST	EXPLORER	2022	1FM5K8AB6NGB30499	41,625	New Carrollton PD	Officer 13
Nov 22 2025 1:19AM EST	EXPLORER	2017	1FM5K8AR0HGC57542	113,753	New Carrollton PD	Officer 14
Oct 16 2025 12:09PM EDT	EXPEDITION	2010	1FMJU1G58AEA71513	188,106	New Carrollton PD	Range vehicle no heating/ air
Oct 13 2025 11:39AM EDT	EXPLORER	2020	1FM5K8AB8LGC14644	62,156	New Carrollton PD	totaled
Sep 12 2025 5:57PM EDT	EXPLORER	2013	1FM5K8AR7DGB84616	151,234	New Carrollton PD	Pool 4
Jul 28 2025 11:04AM EDT	EXPLORER	2020	1FM5K8AB7LGD09602	56,040	New Carrollton PD	totaled

Aug 22 2024 8:52AM EDT	EXPLORER	2015 1FM5K8AR1FGB51470	98,158	New Carrollton PD	totaled
Jul 25 2024 1:40PM EDT	EXPLORER	2013 1FM5K8AR9DGB84617	190,262	New Carrollton PD	totaled
Jun 23 2024 1:46PM EDT	TAHOE	2012 1GNSK2E04CR320131	164,411	New Carrollton PD	Gov Deals
May 3 2024 12:19PM EDT	EXPLORER	2022 1FM5K8AB4NGB29738	21,955	New Carrollton PD	Officer 15
Nov 22 2025 1:19AM EST	TRANSIT	2025 1FTBW1YM7SKA27899	3,497	New Carrollton PD, Electric Vehicles	Animal Control
Nov 22 2025 1:19AM EST	LEAF	2023 1N4AZ1BVXPC563533	17,939	New Carrollton PD, Electric Vehicles	Parking 1
Nov 22 2025 1:19AM EST	LEAF	2023 1N4AZ1BV3PC563325	16,422	New Carrollton PD, Electric Vehicles	Parking 2
	EXPLORER	2020 1FM5K8AB5LGD09601			Officer 16

5F12S1610M1002550	WANCO	SIGN TRAILER	Police	Trailer	19,000.00
5F12S1612M1002551	WANCO	SIGN TRAILER	Police	Trailer	19,000.00
5F12S1619G1007914	WANC TL	Digital Sign Trailer	Police	Trailer	Message Trailer Destroyed after being struck by a MV. LGIT paid \$17,600 to CNC via check #75168 dated 7/8/2025