REVISED CITY COUNCIL WORKSHOP/SPECIAL LEGISLATIVE MEETING
VIRTUAL MEETING
WEDNESDAY, OCTOBER 7, 2020, 6:00 P.M.

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

Items for discussion

1. **Call to Order**

2. **Motion to go into a Closed Session**
   Motion: I move that the City Council of New Carrollton go into a Virtual Closed Meeting in accordance with General Provisions Article of the Annotated Code of Maryland §3-305 (b) (7) to consult with counsel to obtain legal advice and (b)(8) to consult with staff, consultants, or other individuals about potential litigation. **– John**

3. **Report of the Mayor and Administration**

4. **Council Questions/Council Announcements**

5. **Proclamation – Municipal Government Works Month (November)**

6. **Creation of a Community Relations Committee**

7. **Creation of a Community Outreach Committee**

8. **Community Events for October through December 2020**

9. **2020 City of New Carrollton Legislative Dinner**

10. **City of New Carrollton Economic Development Grants Program**

11. **4-Cities Coalition Meeting – Thursday, October 29, 2020 (Hosted by the City of New Carrollton)**

12. **Budget Book/Budget Book Software**

13. **Emergency Ordinance 20-02 Ordinance 21-01 Budget Amendment Reconciliation No. One: To Amend Ordinance 20-14 Expense Budget for FY 2021 (Emergency Ordinance)**
    Motion: I move that that the Council adopt Ordinance 21-02, as an Emergency Ordinance of the City Council of New Carrollton amending the adopted budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as embodied in Ordinance 20-14, as amended to reflect money brought into the budget from City designated and undesignated funds, add additional revenues relating to Coronavirus Relief Fund (Prince George's County), and to adjust various expenditures among existing line items and to create a budget for covid related expenses, vending machines, community outreach, municipal center updates, heal grant, pedestrian safety, board up services, packers and New Carrollton Area Revitalization District **(Emergency Ordinance) – John**

14. **Discussion on Giving Department Heads the Authority to Make Their Own Line Item Adjustments**

15. **Discussion on Payment in Lieu of Annual Leave**

16. **Committee Appointments:**
    Ethics Commission
    Board of Elections
    Weinbach Scholarship

17. **2020 Election Wrap-Up and 2021 Election Planning – Cost Breakdown**

18. **Letter Offering Comments on the Draft Environmental Impact Statement and Section 4(F) Evaluation for the I-495 and I-270 Managed Lane Study**

19. **Meeting Minutes**
    a.) Council Workshop Meeting/Special Council Legislative Meeting Minutes (September 2, 2020)
    b.) Council Workshop Meeting Minutes (September 14, 2020)
    c.) Council Legislative Meeting Minutes (September 16, 2020)

20. **Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**

21. **Request for Future Agenda Items**

22. **Adjournment**

PLEASE NOTE: This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 912 5694 3330**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join the Zoom Meeting: Join Zoom Meeting https://zoom.us/j/91256943330**Meeting ID: 912 5694 3330**. **If you have comments for the Council please email them to City Clerk Doug Barber at dbarber@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.**

CLOSED MEETING
AGENDA
(Virtual Meeting by Zoom)
City of New Carrollton Municipal Center
6016 Princess Garden Parkway, Room # 220
New Carrollton Maryland, 20784

Wednesday, October 7, 2020 @ 6:00 p.m.

<u>Items for discussion</u>

1. **Call to Order**

2. **Discussion with Counsel to obtain legal advice regarding potential litigation**

3. **Adjournment of Closed Meeting**

PUBLIC NOTICE OF CLOSED MEETING

CITY OF NEW CARROLLTON

The City Council of New Carrollton proposes to go into a Virtual Closed Meeting via Zoom, on Wednesday, October 7, 2020, at 6:00 p.m., in accordance with the General Provisions Article of the Annotated Code of Maryland §3-305 (b) (7) to consult with counsel to obtain legal advice and (b)(8) to consult with staff, consultants, or other individuals about potential litigation.

The public may attend the Meeting of the City Council immediately prior to the closed session and observe the vote of Council to move into closed session on Wednesday, October 7, 2020, at 6:00 p.m.

Lincoln Lashley, Chair
Attest: Douglass A. Barber, City Clerk

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Doug Barber, City Clerk

DATE: October 2, 2020

RE: Proclamation – Municipal Government Works Month

Administration requests that the City Council proclaim November 2020 as Municipal Government Works Month in the City of New Carrollton.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, October 21, 2020.

CITY OF NEW CARROLLTON
Municipal Government Works Month
Proclamation

The Mayor and Council of the City of New Carrollton, proclaim November 2020 to be Municipal Government Works Month.

Whereas, the City of New Carrollton was incorporated in 1953; and

Whereas, Maryland is home to 157 municipalities; and

Whereas, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

Whereas, in an effort to educate citizens about municipal government and the importance of their participation, the City of New Carrollton is proud to promote municipal government awareness; and

Whereas, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAMED that the Mayor and the City Council of New Carrollton hereby join the Maryland Municipal League in declaring November to be Municipal Government Works Month in New Carrollton.

IN WITNESS THEREOF, we have hereunto set our hand and caused the Seal of the City of New Carrollton affixed this Sixteenth of October, Two Thousand Twenty.

_____	_____
Phelecia E. Nembhard, Mayor	Sarah Potter Robbins, Mayor Pro-Tem
_____	_____
Lincoln H.G. Lashley, Chair	Stephen L. John, Vice Chair
_____	_____
Allyne Hooks, Alternate Treasurer	Cynthia DB Mills, Councilmember

DATE: _____

ATTEST: **[SEAL]**

_____
Douglass A. Barber, MMC

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: The City Council of New Carrollton

FROM: Doug Barber, City Clerk

DATE: October 2, 2020

RE: Creation of a Community Relations Committee

Councilmember Hooks requested the Council discuss forming a Community Relations Committee at the Council Workshop Meeting held on September 14, 2020. The Community Relations Committee would recognize our elderly residents with cards signed by the Mayor and include posts on our City website of residents who are celebrating their milestone birthdays (80th, 90th or 100th). Attached is the proposed outline of the functions of the Community Relation Committee.

The creation of a committee would place a bridge between our residents and the City Administration, and provide positive recognition to our senior residents.

Upon the receiving input from the City Council a formal resolution will be prepared for the creation and formation of the Community Relations Committee. The proposed resolution would then be presented to the Council at the Council Workshop Meeting scheduled for Monday, October 19, 2020, for their consideration.

City of New Carrollton Community Relations Committee

Purpose: The City of New Carrollton Community Relations/Outreach Committee shall advise the City about City residents' special life events and assist the City in recognizing these events.

Methods of Outreach: The Committee will use a variety of ways to perform outreach efforts in the City to learn of residents' special life events, to include but not be limited to publications in City newsletters, eNewsletters, website and social media, where appropriate.

Types of Special Life Events to be Recognized:

The Committee will assist the City in recognizing the following types of special life events:

a. Milestone Birthdays (70, 75, 80, 85, 90, 95, 100)
b. Milestone Wedding Anniversaries (40, 50, 60, 70)
c. Milestone Educational Events (High School and College graduation, Doctorate)
d. Military person returning home from a tour of active duty
e. Longevity of City employees and promotions of City employees

Composition of the Committee: The Committee will consist of 5 members. Members shall be volunteers and will not be paid.

Committee Responsibilities:

- The Committee will meet twice a month (on a day and time determined by the Committee members). The Committee shall discuss new ideas, comments, opinions and perspectives for its operations.
- The Committee will acquire resident information (name, mailing address, date of events) from a reliable source. The Committee shall also obtain permission to publish the information.
- The Committee will coordinate with the Mayor and City Council a quarterly meeting for the signing of outgoing congratulatory material. The Committee will strive to send materials the first week of the month of an event.

DRAFT

- Members will be provided a meeting agenda and committee materials in advance of the meeting to be prepared for discussion/comment.
- A Staff Liaison will be assigned to the Committee.

DRAFT

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Doug Barber, City Clerk

DATE: October 2, 2020

RE: Community Events – October through December 2020

Halloween 2020:
The City staff has been discussing Halloween 2020, all while addressed the current COVID-19 restrictions and have put forth the following for doing something for the children of the area for Halloween. The City of New Carrollton plans to hold a Trick-or-Trunk on Saturday, October 31, 2020, at Beckett Field (8511 Legation Road) from 1:00 p.m. until 4:00 p.m. Chief Rice and City Clerk Barber will be able to provide additional details of the Trunk-or-Treat to the Council during Council Workshop Meeting on Wednesday, October 7, 2020.

Shredding Event 2020:
The City of New Carrollton's Annual Shredding Event will be held on Saturday, November 14, 2020, from 9:00 a.m. until 12:00 p.m. at the Andrew C. Hanko Building at Beckett Field (8511 Legation Road). Please see event details on the provided flyer.

2020 Holiday Decorating Contest
The City of New Carrollton's Annual Holiday Decorating Contest will be judged on Monday, December 7, 2020. Please submit the 2020 Holiday Decorating Contest Application to the City Clerk by Friday, December 4, 2020. You must submit an application for your residents to be judged. Direct all questions to City Clerk Doug Barber at (301) 459-6100 or by email at dbarber@newcarrolltonmd.gov. Please see event details on the provided flyer.

Chief Rice will be providing details on the 2020 Santa with a Badge Program during the event discussion.

These are all outside events (except Santa with a Badge) and we will be taking precautions due to COVID-19 restrictions. The 2020 Halloween Event Flyer, 2020 Shredding Event Flyer, and the 2020 Holiday Decorating Contest Flyer are attached. The City will be promoting these event through all of the City's social media outlets.

The City of New Carrollton

Shredding Day

WHERE: **Andrew C. Hanko Building @ Beckett Field**
8511 Legation Road
New Carrollton, Maryland 20784

WHEN: **Saturday, November 14, 2020**

TIME: **9:00 a.m. until 12:00 p.m. (Noon)**

Requirements:

- There is a 5 box/bag maximum per person.
- Unattended papers or contaminated papers will not be shredded.
- Residential Shredding Only

Please Note: **Paper Only** – no plastic, electronics, batteries, etc.

For More Information call the New Carrollton Municipal Center at 301.459.6100;
E-mail: City@newcarrolltonmd.gov or visit the City's Website at:
www.newcarrolltonmd.gov

Join us for the City of New Carrollton's 2020 Holiday Decorating Contest

2020 HOLIDAY DECORATING CONTEST ENTRY FORM

Name: _____

Address: _____
New Carrollton, Maryland 20784

Phone: _____

Cell Phone: _____

Email: _____

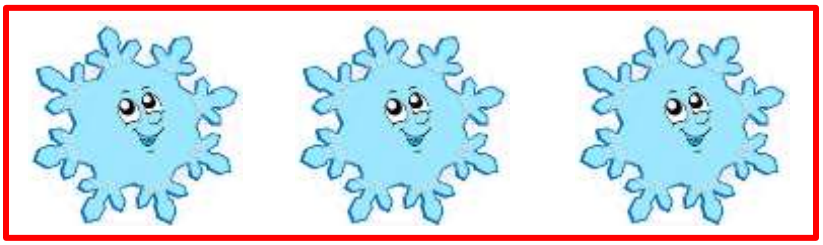
Please return completed Entry Form to:

City of New Carrollton
Holiday Decorating Contest – 2020
6016 Princess Garden Parkway
New Carrollton, Maryland 20784
Attn: Doug Barber, City Clerk

E-Mail: dbarber@newcarrolltonmd.gov

All entry forms must be received no later than 5:00 p.m. on Friday, December 4, 2020.

Questions? Please call Doug Barber, City Clerk at 301-459-6100.



CONTEST RULES

The Contest is open to homes and apartment balconies with New Carrollton addresses only.

Nominations will be accepted beginning Friday, November 20, 2020.

An entry form must be received for the decoration to be judged. Entry forms must be received by the City Clerk by 5:00 p.m. on Friday, December 4, 2020.

Entries will only be accepted in person, by mail or email. Telephone entries will not be accepted.

Judging will be held on Monday, December 7, 2020, at 6:00 p.m. Holiday lights and decorations must be turned on prior to the start of the judging.

Prizes will be awarded to the winning homes/balconies. The winners will be notified by phone on Friday, December 12, 2020.

A list of Holiday Decorating Contest Winners will be posted on the City's website and Cable Channel 71/Channel 30.

Prizes will be awarded at the City Council Legislative Meeting scheduled for Wednesday, December 16, 2020.

CITY OF NEW CARROLLTON

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MEMORANDUM

TO: City Council of New Carrollton

FROM: Doug Barber, City Clerk

DATE: October 4, 2020

RE: New Carrollton Legislative Dinner

This time of year, Mayor and City Council usually discuss proposed dates to hold a Legislative Dinner with our District 22 State Delegation. Given the ever changing restrictions on gatherings and input from Mayor Nembhard, City Administration, we request that the Council discuss and provide their input to staff on this issue.

CITY OF NEW CARROLLTON

MEMORANDUM

TO: City Council of New Carrollton

CC: Phelecia Nembhard, Mayor

FROM: Karen Ruff, City Administrative Officer

DATE: October 2, 2020

RE: City of New Carrollton Economic Development Grants Program

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In March, 2019, the City of New Carrollton created an Economic Development Grants Program ("Program"). The Program is outlined in the attached Exhibit A. The Program was designed to improve the City's commercial tax base or otherwise enhance the quality of businesses in the City and the commercial district as a whole. As originally conceived, the Program was designed to finance physical improvements to structures that would result in business retention or commercial revitalization. Grants cannot be used for business operations or to pay or refinance current debt. The amount of a grant, which is determined on an individual basis, is not to exceed $25,000. To date, nobody has applied for a grant.

The COVID-19 pandemic has had an impact on businesses and commercially zoned properties in the City. It has also hampered the City's ability to attract new businesses. An opportunity exists for the City to help its businesses and to help attract new businesses by making the following amendments to the Program:

1. Clarify that when faced with competing grant requests, priority is given for physical improvements that result in business retention and commercial revitalization.
2. During the COVID-19 pandemic and for six months thereafter, grants may be used to pay for relocation expenses for new businesses coming to the City and utility, rent and office/business supply expenses of existing businesses located in the City.
3. Increase the amount of the grant from "up to $25,000" to "up to $50,000."

The Program is funded with money from the City's "Assigned Fund Balance Designated for NARD [New Carrollton Area Revitalization District] Incentive Fund." *See* p. 6 City of New Carrollton, Maryland, FY2021 Budget, Fund Balance Summary – Restricted & Assigned. Seventy-Five Thousand Dollars ($75,000) from this fund will brought into the current fiscal year budget by way of a budget amendment that will be presented later in the City Council's meeting.

CITY OF NEW CARROLLTON

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Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Doug Barber, City Clerk

DATE: October 2, 2020

RE: 4-Cities Coalition Meeting Scheduled for Thursday, October 29, 2020, at 7:30 p.m. Agenda Items (Hosted by the City of New Carrollton)

The City of New Carrollton will be hosting the upcoming 4-Cities Coalition Meeting scheduled for Thursday, October 29, 2020, at 7:30 p.m. Please submit any agenda items to me for consideration. I have reached out to the other cities as requested to obtain their agenda items. Given the ever changing restrictions on gathering and input from the other municipalities a decision has been made to hold the meeting virtually.

Proposed Agenda Items:

Berwyn Heights:

- I-495 and I-270 Managed Lanes Study DEIS – joint letter
- Beltway Plaza redevelopment update

College Park – No Items to Date

Greenbelt – No Items to Date

New Carrollton:

- Expansion of Beltway

CITY OF NEW CARROLLTON

MEMORANDUM

TO: City Council of New Carrollton

CC: Phelecia Nembhard, Mayor

FROM: Karen Ruff, City Administrative Officer

DATE: October 2, 2020

RE: Budget/Budget Book Software – Subject of an Upcoming Budget Amendment

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Administration has been researching how to improve the City's annual budget book and to achieve a previously articulated goal of the City Council - to receive the Government Finance Officers Association budget award. Staff would like to be able to make changes to the budget book throughout the process of creating it without jeopardizing the end product. Currently, the City creates its budget book by utilizing Accufund, Adobe, Microsoft Word, and Excel. Using four different software programs to create the book means that when text in the budget book changes, text will automatically shift and overwrite the "pictures," which are the charts and graphs contained in the book. Furthermore, when one number is changed, it may affect several other pages in the document. For these reason, whenever there is one change made to the book, the entire book has to be reviewed.

Administration has participated in several demonstrations of budget book software to determine if such software could help build a better, more informative budget book. After seeing the various types of budget book software that are available, the Mayor and Staff have concluded that budget book software would be quite beneficial. Administration would like to purchase ClearGov budget book software. ClearGov's product is a cloud-based software with audit and control points throughout the budget book creation process. It will also provide census information to publish on the City's website. ClearGov budget book software will also help the City to receive the Government Finance Officers Association budget book award. With the software, the City would be able to submit for the GFOA budget award for its FY22 budget. Copies of two case studies and a letter of reference are attached for your information.

The ClearGov budget book software will cost $15,700 per year, plus there is an $1,800 one-time set up fee. ClearGov offers a full customer satisfaction guarantee, as well. If after going live, 90 days into working with ClearGov, the City is not satisfied, the City can opt out without owing ClearGov anything. Given that money was not budgeted for this expense in the current budget, Administration will be presenting a budget amendment to the City Council that will include this expense.

CLEARGOV

CASE STUDY:
Town of Capitol Heights, MD

"I could not be more enthusiastic about an application for government. Everything else we have is clunky and unwieldy, but ClearGov's transparency tool actually does exactly what it says it will do — and it does it in a really easy way."

Jason Small, Esq.
Town Administrator

PRIMARY OBJECTIVE:

Find an affordable transparency tool that doesn't pile more tasks onto an already full plate

CHALLENGE:

With only 1500 households and a population of 4000+, the Town of Capitol Heights is relatively small. Like many agencies tasked with serving a community of this size, they have limited resources and staff.

Still, Capitol Heights is a bustling town with a train station on the Washington Metro line and big economic development plans. As such, residents are extremely engaged. So, when the mayor and council voiced resident concerns that the financials posted online weren't up to par, town administrator Jason Small began researching alternatives.

"The budget PDFs were cumbersome, hard to understand, and not at all searchable," says Small. "If residents can't find answers on our website, they pick up the phone or come into the office, which cuts into their already busy day."

Fielding inquiries is not the best use of staff time either. Small needed an efficient way to make the town's fiscal information clearer and more accessible to residents, without having to invest in new hires or pricey, complicated software.

SOLUTION:

When Small happened upon ClearGov's transparency site and searched for his town profile, he instantly saw the benefit. "There was already a clear, searchable Capitol Heights page on the ClearGov site. It was like a dream come true."

Once the town subscribed to ClearGov, updating the publicly available data with their own financials was easy. "We didn't have to explain or fix anything. We just sent ClearGov our spreadsheets and they updated the site."

Small says ClearGov actually helped him do more than just make the budget more accessible to residents. As town administrator he needs to collaborate with the mayor and council throughout the budget cycle and having all that data right at his fingertips is an unexpected bonus, especially for the price.

He explained, "there's always a fire in small government. You spend a lot of time addressing issues as they come up. So, having a tool like ClearGov that not only solves the fiscal transparency problem, but also helps us to forecast and make budget decisions is really amazing — and an incredible value."

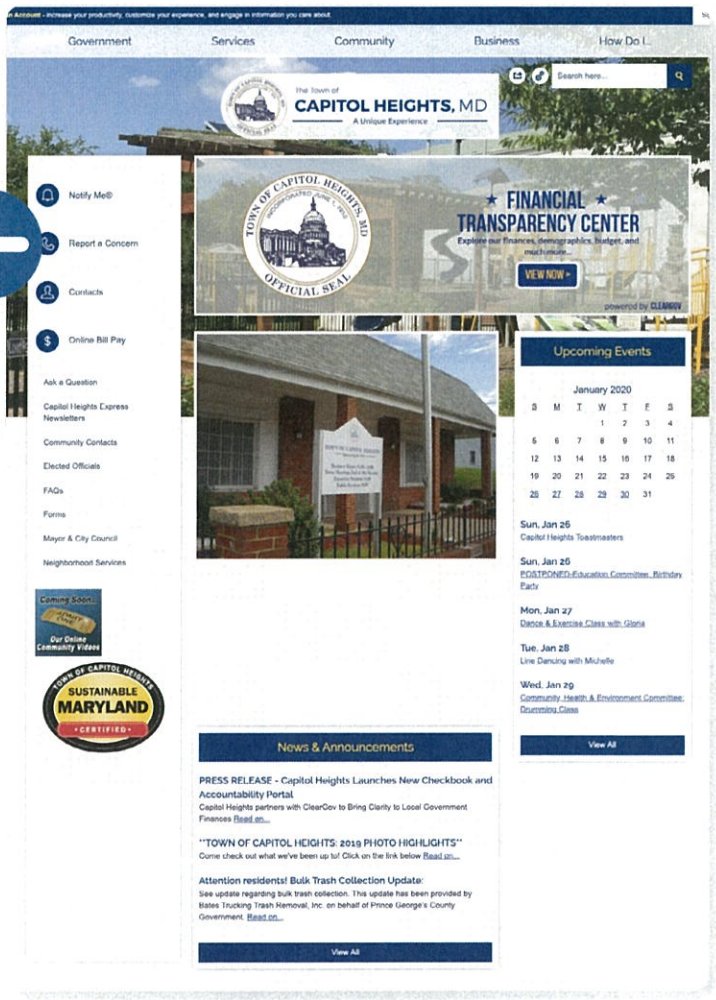
CASE STUDY:
Town of Capitol Heights, MD

"For small towns with limited bandwidth and tight budgets, ClearGov is the perfect solution. It's made my life so much easier."

Jason Small, Esq.
Town Administrator

CLEARGOV PROFILE

CAPITOL HEIGHTS WEBSITE



CLICK TO VISIT
ClearGov Profile

CLICK TO VISIT
Capitol Heights Website

"We are amazed at how easy and functional ClearGov's transparency tool is. It's a game changer for towns like ours."

CLEARGOV

CASE STUDY:
Town of Barre, MA

"We signed with ClearGov in October and had a draft budget distributed to department heads by November 1st! ClearGov's client success team got our financial data uploaded, mapped, and verified — and trained our team — all within two weeks."

Andrew M. Golas
Town Administrator

PRIMARY OBJECTIVE:

Streamline the annual budgeting process and make it easier for everyone to navigate

CHALLENGE:

Andrew Golas had been in the market for budgeting software since he became town administrator of Barre back in 2017. Like the town where Golas worked before, Barre was using Excel to build their annual budget — and experiencing similar challenges.

"Spreadsheet-based budgeting has always been a headache — especially in my previous position as executive assistant for a larger town," said Golas. "Typically, you manage three different budget scenarios at a time. Version control issues aside, all it takes is one bad calculation cell to mess everything up."

Even in a small town like Barre, building the annual budget requires close collaboration between dozens of department heads, committee members, and selectmen. And, as any Excel user knows, the more hands in the spreadsheet the greater the margin of error. Deciphering who changed what when can be a nightmare too.

Golas said it's been his goal to "get everyone singing off the same sheet of music" since day one. Of course, Barre is a small town with a modest budget so whatever alternative he presented to his finance committee would have to be affordable, quick to implement, and super easy to use.

SOLUTION:

In mid October, the finance committee agreed to purchase ClearGov Budgets with one firm caveat: they needed to be up and running fast. Barre starts building their annual budget in November, so there was no time for complicated implementations or steep learning curves.

After a short kickoff call with ClearGov's client success (CS) team, Golas produced the handful of reports needed to get started and emailed them to ClearGov. Three days later, CS had already uploaded all of Barre's financial data to the platform and recreated their chart of accounts. Golas and his team quickly reviewed the data, requested minor adjustments, and scheduled training. By November 1st they were ready to roll.

Golas said that making the deadline was easy, especially since ClearGov did all the heavy lifting. In fact, he and the finance committee were so impressed with both the implementation and the product, they purchased ClearGov's transparency tool too.

"We're especially excited to get information out to residents about upcoming projects," Golas explained. "Our new transparency profile, powered by ClearGov, will help us communicate both fiscal impact and benefits."

CASE STUDY:
Town of Barre, MA

"ClearGov did all the heavy lifting. They've been great to partner with and the platform delivers everything we were looking for in a budgeting tool. In fact, once we saw the value in ClearGov Budgets, we decided to implement ClearGov's transparency tool too."

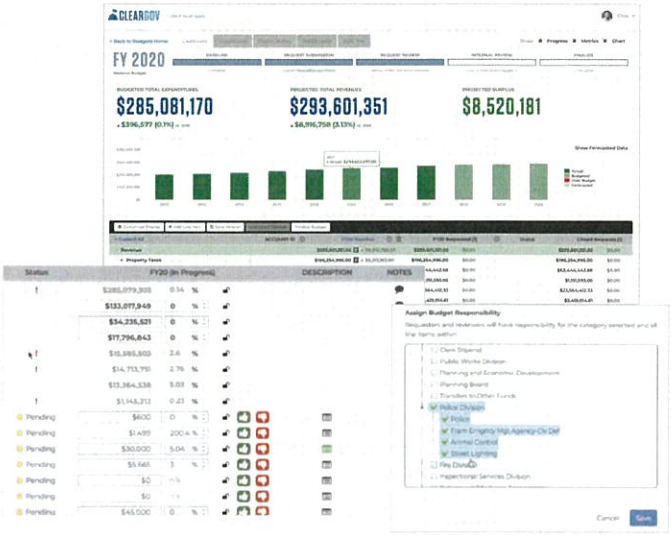
Andrew M. Golas
Town Administrator

How Barre is using ClearGov to budget more efficiently, collaboratively, and transparently

The town administrator invites contributors to create, share, and collaborate on the annual budget — specifying edit and access privileges based on role.

Department heads and other stakeholders can easily comment and attach relevant supporting documents to any line item in the file.*

**Screenshots are for example purposes only.*



Barre is currently displaying five years of financials on their ClearGov transparency site. Once the FY2021 budget is approved, they can use the one-click publishing option to instantly display their adopted budget too.

VISIT BARRE, MA
ClearGov Profile

Letter of Reference for ClearGov

Town of Middleton, Massachusetts

ClearGov Subscription: Budgets Suite

Annual Budget ~$38M

Population ~10,000

To My Fellow Municipal Leaders,

The Town of Middleton, MA signed up for ClearGov's Budgets Suite in May 2019. We selected ClearGov because we wanted to streamline our budget process and reduce the amount of manual entry and duplication of effort regarding entering and updating our annual budget. We realized those improvements and more as we built our FY2021 budget using the ClearGov Budgets solution.

Some of the best features of the solution are the ability to collaborate online with everything in one place, and we have found the user interface to be very friendly. The built-in audit trail is a great way to keep track of all changes to the budget as we go through the process. One of the most significant benefits to Middleton is that everyone involved in the budget - over twenty people in our case - can review the budget in real time and not have to wait for spreadsheets to be updated and emailed out. Plus, all supporting documentation and notations are in one place, so you don't have to go back and forth through files to see the whole budget picture.

The ClearGov team is very hands on and easy to work with when there are changes that need to be made and very responsive whenever we have questions.

Sincerely,

Sarah Wood
Town Accountant / CFO

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Maisha Williams, Director of Accounting and Finance/Treasurer

DATE: October 2, 2020

RE: Ordinance 21-02 Budget Amendment No. One: To Amend Ordinance 20-14 Current Expense Budget for FY 2021 (Emergency Ordinance)

Set forth below is an explanation of the items contained in the proposed Budget Amendment:

As discussed previously, the City of New Carrollton has been approved for $791,000 in Coronavirus Relief Funds through its Agreement with Prince George's County. The City received the FY2020-2021 Agreement for Coronavirus Relief Funds and accompanying documentation on August 31, 2020. The City must amend its current fiscal year budget to reflect the receipt of these funds (as it does with other anticipated revenues). The money will be received upon submission of paperwork for reimbursement of expenditures. *See* 01-1000-35315. These funds are then expended as set forth in the City's contracted amount from the County through 01-2010-50471. The City expended some of the funds last fiscal year ($148,339), which leaves $642,661 for allocation in this budget.

Several of the requested budget amendments relate to moving the security guard from Administration to the Police Department. *See* 01-1510-45400, 01-1510-46300, 01-3050-45400 and 01-3050-46300.

Workers Compensation is paid annually in two payments, one in July and the other after the payroll for the prior fiscal year is audited. Both payments have been made for this fiscal year. Accordingly, money had been taken from these line items to re-allocate the actual workers compensation costs for the three Departments. The same applies to general liability insurance and auto insurance. *See* 01-3010-47000, 01-3030-47000, 01-3040-47000, 01-3050-47000, 01-3010-50700, 01-3010-50710, 01-1510-50710.

The City received a Community Development Administration loan for improvements to the Municipal Center. The City needs to move $288,345 from designated capital purchases to cover

costs such as the resurfacing of the back parking lot, flooring and a new boiler, as well as other anticipated improvements to the Municipal Center. *See* 01-1000-36835 and 01-1110-57011.

The City has a Business Grant Program that has not yet been used. However, there is interest in the grant program by a business who desires to locate in the City. Accordingly, the Program must be funded. *See* 01-1000-36780 and 01-1520-54425.

The Police Department desires to install speed humps and pedestrian signs. *See* 01-1000-36750 and 01-3010-52560.

The City received a $10,000 Healthy Eating and Active Living Grant to address the stormwater management issues near one of the Community Gardens. The City needs to allocate additional funds to pay for the remainder of the work to be done for the project in the amount of $18,000. (Last year the City budgeted $23,000 for this item and spent $5,000. No monies were allocated for this fiscal year, however.) *See* 01-1000-36850 and 01-1510-54560.

Although two packers were ordered in May, the packers are due to be delivered in the October/November timeframe. Money must be appropriated to pay for the packers upon their delivery. *See* 01-1000-36835 and 01-3710-57140.

The City issued four more Weinbach Scholarship Grants than was originally anticipated, each in the amount of $1,000. (Account No. o1-1000-36755 and 01-4521-62200)

Staff proposes to reduce the Green Team funding by $1,000 to seed the Community Outreach Program. *See* 01-1510-54450 and 01-1110-54340.

Travel and Meetings is seeding Office Supplies and Training with $500. *See* 01-1110-53540 and 01-1110-52520.

Community Day ($5,500/01-1510-5446) is seeding Uniforms and Apparel ($1,000/01-110-53570) and Holiday Decorating Contest ($1,000/01-1510-54448) and Supplies/Promotional ($2,000/01-1510-54452) and Vending Machine ($1,500/01-1510-54552).

Workers Comp for Public Works is seeding Board up services for Public Works in the amount of $1,000. *See* 01-3610-47000 and 01-3610-52120.

Ordinance 21-02
Budget Amendment Reconciliation No. One:
To Amend Ordinance 20-14
Current Expense Budget for FY 2021

Effective: October 7, 2020

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 AS EMBODIED IN ORDINANCE 20-14 TO REFLECT MONEY BROUGHT INTO THE BUDGET FROM CITY DESIGNATED AND UNDESIGNATED FUNDS, ADD ADDITIONAL REVENUES RELATING TO THE CORONAVIRUS RELIEF FUND (PRINCE GEORGE'S COUNTY), AND TO ADJUST VARIOUS EXPENDITURES AMONG EXISTING LINE ITEMS AND TO CREATE A BUDGET FOR COVID RELATED EXPENSES, VENDING MACHINES, COMMUNITY OUTREACH, MUNICIPAL CENTER UPGRADES, HEAL GRANT, PEDESTRIAN SAFETY, BOARD UP SERVICES, PACKERS AND NEW CARROLLTON AREA REVITALIZATION DISTRICT

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

WHEREAS, the City Council adopted a budget for FY 2021 via Ordinance No. 20-14; and

WHEREAS, certain expenses reflected in the City budget will exceed their appropriated amount and require an adjustment in the FY 2021 Budget to reflect additional money being appropriated to these items; and

WHEREAS, the City Council wishes to amend the FY 2021 Budget to account for new revenues and expenditures since the enactment of the Budget, and to create line items for various expenditures; and

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

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

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

Section 1. NOW THEREFORE, BE IT ENACTED AND ORDAINED by the City Council of New Carrollton, that Ordinance 20-14, Current Expense Budget for the City of New Carrollton, Maryland for Fiscal Year 2021, under the heading of "City of New Carrollton FY 2021 Adopted Budget" be and hereby is amended as follows:

Account # and Description	Original Budget	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
Revenues				
01-1000-35315- COVID RELIEF FUNDS			642,661	642,661
01-1000-36750- DESIGNATED FOR SPEED CAMERA			10,000	10,000
01-1000-36755- DESIGNATED WEINBACH SCHOLARSHIP	5,000		4,000	9,000
01-1000-36780- DESIGNATED FOR NARD INCENTIVE FUND			150,000	150,000
01-1000-36835- DESIGNATED FOR CAPITAL PURCHASE			657,564	657,564
01-1000-36850- UNDESIGNATED PRIOR YEAR SURPLUS	85,813		18,000	103,813
Total Revenues			**1,482,225**	
		.		
General Government				
Expenses				
01-1110-52520- OFFICE SUPPLIES & PRINTING	250	500		750
01-1110-53540- TRAVEL & MEETINGS	20,000		500	19,500
01-1110-53570- UNIFORMS/APPAREL	300	1,000		1,300
01-1110-54340- COMMUNITY OUTREACH EXPENSES		1,000		1,000
01-1110-57011- MUNICIPAL BUILDING UPGRADE		288,345		288,345
01-1510-45400- EMPLOYEE SERVICE-GG. ADMINISTRATION	690,782		21,000	669,782
01-1510-46300- FICA	64,252		1,607	62,646
01-1510-50710- AUTO INSURANCE	3,000		2,000	1,000
01-1510-54446- COMMUNITY DAY	19,000		5,500	13,500
01-1510-54448- HOLIDAY DECORATING CONTEST	500	1,000		1,500
01-1510-54450- NEW CARROLLTON GREEN TEAM	2,500		1,000	1,500
01-1510-54452- SUPPLIES/PROMOTIONAL	3,000	2,000		5,000
01-1510-54552- VENDING MACHINE		1,500		1,500
01-1510-54560- HEAL GRANT		18,000		18,000
01-1520-54425- NARD GRANT		150,000		150,000
01-2010-50471- COVID RELATED EXPENSES		642,661		642,661
01-4521-62200- WEINBACH SCHOLARSHIP GRANT	5,000	4,000		9,000
Total General Government		**1,110,006**	**31,607**	

Account # and Description	Original/ Amended Budget Thru #6	Decrease Revenue/ Increase Expense	Increase Revenue/ Decrease Expense	Amended Budget
Public Safety				
Expenses				
01-3010-47000- WORKERS' COMPENSATION	64,776		2,800	61,976
01-3010-50700- GENERAL LIABILITY INSURANCE	39,000		2,277	36,723
01-3010-50710- AUTO INSURANCE	24,000	4,277		28,277
01-3010-52560- PEDESTRIAN SAFETY		10,000		10,000
01-3030-47000- WORKERS' COMPENSATION	9,852	1,090		10,942
01-3040-47000- WORKERS' COMPENSATION	133,612	3,050		136,662
01-3050-45400- EMPLOYEE SERVICES	197,845	21,000		218,845
01-3050-46300- FICA	15,899	1,607		17,506
01-3050-47000- WORKERS' COMPENSATION	11,619		1,340	10,279
Total Public Safety		**41,024**	**6,417**	
Public Works				
Expenses				
01-3610-47000- WORKERS' COMPENSATION	13,054		1,000	12,054
01-3610-52120- BOARD UP SERVICES		1,000		1,000
01-3710-57140- PACKER		369,219		369,219
Total Public Works		**370,219**	**1,000**	
Total Budget Amendment		**1,521,249**	**1,521,249**	

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

INTRODUCED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND ON THE 7th DAY OF OCTOBER, 2020.

EFFECTIVE DATE: October 7, 2020

Attest:

_____
Douglass A. Barber, MMC
City Clerk

City of New Carrollton

_____
Lincoln H.G. Lashley, Chair
City Council

Approved:

_____
Phelecia E. Nembhard
Mayor

Date: _____

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Phelecia Nembhard, Mayor

DATE: September 11, 2020

RE: Payment in Lieu of Annual Leave

Recently employees have inquired about being paid for their annual leave (vacation), rather than taking it. As is further explained below, in September 2018, the City amended the City's Personnel Policies to prohibit payment in lieu of annual leave. (*See* attached Resolution 19-03 changing the City's Personnel Policy: Compensatory Time and Payment in Lieu of Annual Leave.) Although Payment in Lieu of Annual Leave was terminated, under certain circumstances, the City does allow for the advancement of salary when an employee is in need of additional funds. The advancement is paid back to the City. Administration is seeking guidance from the City Council on the issue of payment in lieu of annual leave, as a return to the City's previous policy would require Council approval.

Prior to September 2018, the City had what was commonly referred to as a leave buy back policy. The policy, formally "Payment in Lieu of Annual Leave, stated:

> Payment in lieu of annual leave is to be permitted only in extreme and unusual circumstances. However, at the option of the City, and when it is advantageous to the City, Payment in Lieu of Annual Leave may be granted, but not to exceed two weeks. The City Administrative Officer, the Chief of Police, or the Director of Public Works, as appropriate, may approve payment in lieu of Annual Leave, provided the employee has the accrued leave on the record.

The City Council establishes an annual budget that provides for the payment of employees' salaries, plus any anticipated increases (ie. COLAs and merit increases). When an employee "sells back" their annual leave to the City, the employee then receives an additional two weeks' pay that was not anticipated nor budgeted. The policy essentially allowed for an employee to receive up to one extra pay check per year, thereby increasing their salary. A leave buy back by the City sometimes triggered the need for a budget amendment. Another reason the policy was changed in 2018 is that it required the subjective interpretation and application of "extreme and unusual circumstances."

Resolution 19-03
Changes to the City's Personnel Policy: Compensatory Time and Payment in Lieu of Annual Leave

Effective: September 19, 2018

A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING CITY PERSONNEL POLICIES REGARDING COMPENSATORY TIME AND PAYMENT IN LIEU OF ANNUAL LEAVE TO LIMIT THE AMOUNT OF COMPENSATORY TIME EMPLOYEES MAY ACCRUE AND TERMINATING THE POLICY THAT ALLOWED FOR PAYMENT IN LIEU OF ANNUAL LEAVE

WHEREAS, New Carrollton City Code, §23-6 "Personnel Policies" requires that the City Council adopt, by resolution, personnel policies and procedures and that it amend the policies as necessary; and

WHEREAS, the Administration reviewed the City's Compensatory Time and Payment in Lieu of Annual Leave policies ("Policies") and recommends the changes to the Policies contained in Exhibit A, which are, in short, limiting the amount of compensatory time that employees, other than sworn employees, may accrue to 40 hours and limiting sworn employees to 100 hours, and terminating the ability of employees to receive payment in lieu of annual leave; and

WHEREAS, these changes will clarify the Policies and provide for better administration of personnel matters; and

WHEREAS, the Administration held employee meetings to review the proposed changes to the Policies with City employees on Tuesday, September 4, 2018, at which no significant concerns were voiced; and

WHEREAS, a memorandum from the Administration outlining the proposed changes and providing further detail on the changes is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the Policies, as set forth in Exhibit A, are hereby approved and the City Administration is hereby directed to make these changes to the City's Personnel Policy regarding the Compensatory Time and Payment in Lieu of Annual Leave policies.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND THIS 19TH DAY OF SEPTEMBER 2018.

Richard Bechtold, Chairman
City Council

[SEAL]

ATTEST:

Douglass A. Barber, CMC, City Clerk

APPROVED:

Duane H. Rosenberg, Mayor
Date: 09-20-2018

City of New Carrollton
6016 Princess Garden Parkway
New Carrollton, Maryland 20784-2898

MEMORANDUM

To: Councilmembers

From: Duane Rosenberg, Mayor
Alayna Rowlett, Human Resources Administrator

Re: Changes to the City's Personnel Policies

Date: 09.19.18

In an effort to reduce certain financial liabilities and ensure that City policies are clear and concise, the following changes are being proposed to the City's Compensatory Time and Payment in Lieu of Annual Leave Policies. The Policies will be presented to the City Council for approval at the Council's September 19 meeting. The policy changes are in bold text.

D. Compensatory Time:

Compensatory time off is leave earned by an employee when working overtime that is required by business necessity and is approved as required below. Exempt and non-exempt employees may be eligible for compensatory time off for hours worked in excess of an employee's normally scheduled work day, subject to the following provisions:

1. **Compensatory time shall not be earned without prior written approval from the employee's immediate supervisor.**

2. **Non-exempt employees who elect to receive compensatory time in lieu of overtime pay must submit a written request to their supervisor and the Accounting Department upon submitting their time sheet for approval.**

3. **Compensatory time earned by employees in each Department of the City shall be reviewed at the end of each pay period by the employee's Department head as appropriate (ie. Administrative Officer, Chief of Police or the Director of Public Works), and reported to the Director of Finance and Accounting. The Director of Finance and Accounting shall maintain the official record of employees' compensatory leave balances.**

4. The employee may use accumulated compensatory time in the same manner as accumulated leave.

5. With the exception of sworn personnel, employees may accumulate a maximum of forty (40) hours of compensatory time. However, once this amount has been accumulated, employees will no longer earn additional compensatory time until the employee's use of such compensatory time reduces his/her accumulated balance to an amount below the maximum, except as provided hereinbelow. Accordingly, non-exempt (hourly) employees reaching this level will receive overtime pay. Exempt employees who have accumulated the maximum compensatory time permissible, will be required to flex their work hours within two pay periods of working the additional hours, upon their supervisor's approval.

6. Sworn personnel may accumulate a maximum of one hundred (100) hours of compensatory time. However, once this amount has been accumulated, an employee will no longer earn additional compensatory time until the employee's use of such compensatory time reduces his/her accumulated balance to an amount below the maximum, except as provided hereinbelow. Accordingly, non-exempt (hourly) sworn personnel reaching this level will receive overtime pay. Exempt, sworn personnel who have accumulated the maximum compensatory time permissible, will be required to flex their work hours within two pay periods of working the additional hours, upon their supervisor's approval.

7. All non-exempt employees will be paid their accumulated compensatory time balances upon leaving employment with the City. Exempt employees will not receive payment for compensatory time. In addition, compensatory time will not be transferred to Annual or Sick Leave balances.

8. Exempt employees who are required to attend evening meetings that begin after their normal work day ends are free to leave at the end of their normal work day, but must report back to work for the scheduled meeting. Employees will only accumulate compensatory time for actual hours worked from the end of the employee's normal work day until the meeting that are approved in accordance with this Policy.

   Employees who, at the time of adoption of this amended Policy, have a compensatory time balance over forty (40) hours and sworn personnel with a balance over one hundred (100) hours must reduce their compensatory balances to the new maximum amounts by 11:59 p.m.

on January 4, 2020. As of January 5, 2020, no City employee shall have a compensatory leave balance that exceeds the amount established herein.

The Compensatory Time policy currently states the following:

Exempt and non-exempt employees may be eligible for compensatory time off after working abnormally long hours, subject to the following provisions:

1. Compensatory time shall not be earned without prior written approval from the employee's immediate supervisor.

2. Compensatory time earned shall be reviewed at the end of each pay period by the Administrative Officer, Chief of Police and the Director of Public Works, as appropriate, and reported to the Financial Officer.

3. The employee may use accumulated compensatory time in the same manner as accumulated leave.

4. Payment for accumulated compensatory time shall not be made without approval by the Mayor; compensatory time may be transferred to Annual Leave or Sick Leave.

5. A maximum of thirty days compensatory time may be accumulated by administrative and public works personnel, and once this amount has been accumulated, the employee will cease to earn additional compensatory time until the use of such compensatory time reduces his/her accumulated balance to an amount below this maximum. For non-exempt (hourly) employees reaching this level, overtime pay requirements will be reinstated.

6. Public Safety personnel may accumulate a maximum of sixty days compensatory time, at which time the employee will cease to earn additional compensatory time until the use of such compensatory time reduces his/her accumulated balance to an amount below this maximum. For non-exempt employees reaching this level, overtime pay requirements will be reinstated.

Payment in Lieu of Annual Leave

As of the date of adoption of this Policy, the City will no longer allow payment in lieu of annual leave. Employees will only be paid their accumulated vacation balances upon leaving employment with the City. Employees must use their vacation leave throughout the year and are only permitted to rollover a maximum of two hundred and forty (240) hours. Employees that do not use vacation leave in excess of 240 hours before the end of the last pay period of the fiscal year will lose the accumulated leave.

All leave balances will be adjusted on the beginning of the first full pay period of the fiscal year.

The Payment in Lieu of Annual Leave policy currently states the following:

> Payment in lieu of annual leave is to be permitted only in extreme and unusual circumstances. However, at the option of the City, and when it is advantageous to the City, Payment in Lieu of Annual Leave may be granted, but not to exceed two weeks. The City Administrative Officer, the Chief of Police, or the Director of Public Works, as appropriate, may approve payment in lieu of Annual Leave, provided the employee has the accrued leave on their record.

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: New Carrollton Board of Elections

DATE: October 2, 2020

RE: 2020 Elections Wrap-Up/2021 Election Planning – Cost Breakdown

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Mr. Charles Davis, Chair of the New Carrollton Board of Elections and Doug Barber, City Clerk presented to the City Council a wrap-up of the 2020 Election at the Council Workshop Meeting held on Monday, September 14, 2020. The Council requested a breakdown of costs from the 2020 Election.

Provided for your discussion is the cost breakdown for the following Election Years: 2018, 2019, and 2020. Please note that in 2019 the City of New Carrollton Board of Elections conducted not only the general election but also a special election.

As stated at the Council Workshop Meeting of September 14, 2020, the Board will shortly begin the planning process for the May 2021 election. Accordingly, the Board requests that the City Council decide whether the 2021 City election will be a vote by mail or in person election. If the election will be conducted via mail, a charter amendment resolution is necessary and must be effective by February 1, 2021.

FY 2018 Election Expenses

Budget:	$15,000.00
Identifiers	**Amount**
Advertising	$414.00
Board of Elections Compensation	$1,188.00
Election Judges Compensation	$1,450.00
Election Services	$8,384.24
Printing	$2,699.94
Supplies	$495.67
Total Expenses for FY2018 Elections	**$14,631.85**
Under Budget	**($368.15)**

Election Result Totals:
General Election – **547**

FY 2019 Election Expenses

Budget:	$15,000.00
Identifiers	**Amount**
Advertising	$204.00
Board of Elections Compensation	$1,782.00
Election Judges Compensation	$2,300.00
Election Services	$13,869.38
Printing	$2,909.30
Supplies	$576.46
Total Expenses for FY2019 Elections	**$21,641.14**

Over Budget	**$6,641.14**

Election Result Totals:
Special Election – **230**
General Election – **308**

FY 2020 Election Expenses

Budget:	$15,000.00
Identifiers	**Amount**
Advertising	$180.00
Board of Elections Compensation	$1,356.00
Election Services	$39,545.77
Post Office Box Rental	$144.00
Printing	$3,129.28
Supplies	$103.21
Total Expenses for FY2020 Elections	**$44,458.26**

Over Budget	**$29,458.26**

Election Result Totals:
General Election – **1,981**

Variances

	Variance from FY18 to FY19	Variance from FY19 to FY20	Justification
Advertising	-50.7%	-11.8%	Utilized new vendor
Board of Elections Compensation	50.0%	-23.9%	In 2019 there were two elections
Election Judges Compensation	58.6%	-100.0%	No judges required
Election Services	65.4%	185.1%	They handled the election process/mailing
Post Office Box Rental	0.0%	100.0%	Wasn't required in 2019
Printing	7.8%	7.6%	Additional outreach required
Supplies	16.3%	-82.1%	Extra supplies not required

Board of Elections Chair Charles Davis and City Clerk Doug Barber will be on hand to respond to any election questions posed by the Council during the discussion.

CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100Fax (301) 459-8172

MEMORANDUM

TO: City Council of New Carrollton

FROM: Karen Ruff, City Administrative Officer

DATE: October 2, 2020

RE: Letter Offering Comments on the Draft Environmental Impact Statement and Section 4(f) Evaluation for the I-495 and I-270 Managed Lane Study

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At the City Council's September 2 Workshop meeting, the proposed Beltway Expansion Project, including the Draft Environmental Impact Statement ("DEIS") and Section 4(f) Evaluation for the I-495 & I-270 Managed Lane Study, were discussed. Council directed staff to draft a letter in opposition to the Project, pointing out the deficiencies of the DEIS. City Council reviewed the proposed letter and made several suggested changes. Those changes have been incorporated into the attached letter. The letter must be submitted by November 9, 2020. City Council approval of the letter is requested.

Proposed Letter in Opposition to the Beltway Expansion Project

October __, 2020

[Add Addressees]

RE: The I-495 & I-270 Managed Lane Study – Draft Environmental Impact Statement and Draft Section 4(f) Evaluation for the Managed Lane Study

Dear _____:

The Maryland Department of Transportation's plan to widen I-495, the Capital Beltway, is ill advised and will have a deleterious impact on the City of New Carrollton, as explained below. Accordingly, the City of New Carrollton opposes the Beltway widening project and takes issue with the Draft Environmental Impact Statement ("DEIS") and Draft Section 4(f) Evaluation for the Managed Lane Study. Although the DEIS analyzes seven possible alternatives for the project, the only acceptable option proposed is the no build option.

The proposed Beltway expansion will, depending on the alternative selected:

- result in the loss of a significant amount of parkland, ranging from 144.7 to 149 acres;
- eliminate or significantly reduce the buffer between the Capital Beltway and existing homes located proximate to the Beltway, creating an increased level of traffic noise for residents in those homes, thereby ruining the peaceful enjoyment of their properties;
- incur a cost of construction in the neighborhood of $9 billion to $12 billion, including an estimate of $2 billion for WSSC water and stormwater abatement, which may result in exorbitant tolls that creates a situation where people will not be able to afford to use the newly created lanes (the DEIS mentions that the average daily toll rates would range between $0.68/mile to $0.77/mile). Furthermore, the DEIS shows that there may be a need for s State subsidy in the amount of $482 to $1,088 million;
- increase air pollution;
- impact wetlands, possibly over 16 acres of wetlands;
- result in a tremendous loss of tree canopy; and
- contribute adversely to climate change.

The DEIS analyzes seven possible alternatives considered for the project, one of which is a no build option, although it is recognized that the no build option does not achieve the goal of

DRAFT

the Study. The acquisition of properties in the City for this project is expected to be 5.3 acres[1]. The DEIS identifies eight public park property owners along the study corridor that will be impacted, including the City of New Carrollton. The City's Beckett Field will be impacted by a taking of 0.2 acres for all of the alternatives, other than the no build. The DEIS shows that the northeast portion of the City of New Carrollton will be directly affected by the project.

Furthermore, there will be significant disruptions to traffic along the Capital Beltway during construction. Cars trying to avoid the construction related congestion may exit 495 onto roads within the City, ie Md. Route 450 and roads near the City, Md. Routes 193 or 201, which could traffic driving through our City. And, the environmental and social impacts will be everlasting, with potential stormwater runoff issues, reduction in trees, parks and green space, homes being destroyed and/or yards decreased, to name a few.

It is imperative that the State and the DEIS not only seriously consider alternative ways to relieve congestion on the Capital Beltway, but also further explore the impact that the coronavirus pandemic has had on the way that businesses, schools, colleges, and governments operate. Although the DEIS recognizes the COVID-19 pandemic and the "uncertainty surrounding post-shutdown traffic levels and transit use," it fails to offer a traffic model that predicts how the pandemic will affect long-term future traffic projections and transit use. Many businesses have stated that they may not return to the traditional business model, which means allowing employees to telework resulting in a decrease in vehicles on the highway. This step is an absolute must as the selection of the action/alternative to be taken requires consideration of "all practicable means to avoid, minimize or mitigate environmental harm."

Since the next step is the development of a Final Environmental Impact Statement identifying the preferred alternative, it is important that all comments be fairly considered, including those in opposition to the project. Given the potential tremendous negative impact of the Beltway expansion project, and the lack of proof that any of the proposed alternatives will reduce traffic congestion, one can only conclude that the no build option is the only option. The City of New Carrollton vehemently opposes the widening of the Beltway as proposed and evaluated in the DEIS. **The Mayor and the City Council of New Carrollton unanimously supports the no build option**.

Sincerely,

Phelecia Nembhard, Mayor

[1] The Overview of Potential Impacts by CEA Analysis Area Community as Summarized from the Community Profiles.