

## **COUNCIL WORK SESSION OF THE CITY COUNCIL HYATTSVILLE, MARYLAND**

May 21, 2009

Mayor Bill Gardiner called the meeting of the Council to order at 7:04 p.m. at the Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.

Present were Mayor Bill Gardiner, Council President Marc Tartaro, Council Vice President Bill Tierney, Council Members Ruth Ann Frazier, Paula Perry, Douglas Dudrow, David Hiles (arrived at 7:35 p.m.) and Matthew McKnight. Council Members Carlos Lizanne, Anthony Patterson and Nicole Hinds were absent.

Also present were City Administrator Murphy, Assistant City Administrator Jones, Chief of Police Holland, Director of Public Works Henry, Director of Recreation Mulkey, Acting City Treasurer Harding, and Director of Code Enforcement Hampton.

### **DISCUSSION ITEM:**

*TATC Efficiency Study Report* – Mr. Ken Murray, Mr. Robin Haley, and Mr. Mike Olsen

Mayor Gardiner opened the meeting and stated that the reason for the Special Council Work Session was for the Council, City Staff, and the public to hear the results from the City hired consultants, TATC, regarding their report of the management and efficiency study done for the City.

*Communications* –

TATC noted that the City uses a wide range of communications and outreach options. With all the changes and with the staffing challenges and adjustments that have occurred, the recommendation was to have the City re-evaluate its communications structure, purpose and intent.

*Information Technology* –

TATC advised and identified that having our full-time IT Manager supporting 125 City employees was a strength.. There is a recommendation to hire additional help to assist the City with IT initiatives beyond the basic needs of service for the organization.

*Equipment/Fleet Replacement* –

TATC recommended setting up a replacement schedule for equipment, which could be a cost savings for the City as it still has worth at the end of the cycle.

*Parking Management –*

TATC noted that the parking management is currently divided among several different departments. The consultants suggested bringing the entire parking management under one department to manage and strong communications to the departments were necessary. The parking meter plans were done in previous years and were noted to be very well done by the City, but should be revised as the City has grown in recent years with more activity throughout the City. The Mayor and Council discussed at length the need to keep the second parking enforcement position, but noting the need for the position to be on a set shift schedule, and hopefully in the later hours of the evening. The consultants responded to questions of clarification given in the report by the Mayor and Council.

*Recreation and the Arts Department –*

TATC noted that at the time of the preliminary review of the department there were some major changes being implemented in the department. TATC recommendation was to have the new director identify and understand what the needs of the residents were and the importance in developing a master plan to guide future parks and recreation services to the City. TATC also recommended a citizen survey to obtain information from the residents on their needs and wants.

*Volunteer Services –*

TATC stated their observation of the involvement and work done in the City's office of Volunteer Services and provided some small recommendations to improve on the City's current processes.

*Treasurer/Collector Office –*

TATC noted the lean staffing in the Treasurer's office, and provided recommendations in the areas of underestimated revenue and overestimated expenses which can lead to growing fund balances. TATC recommended that these areas of concern be addressed by the City. TATC noted the need for a purchasing agent and a purchasing process.

TATC closed their discussion on their Management and Efficiency report to the Mayor and Council by noting that the City is a very well run organization by the executive staff with the resources they are given. The recommendations were provided only to improve on practices and processes currently in place at the City of Hyattsville.

*Code Enforcement –*

The Mayor and Council discussed TATC's recommendations and comments for their report regarding the department of Code Enforcement. Mayor Gardiner requested that the TATC consultants provide brief overview of the report's recommendations for the Code Enforcement Department. Director of Code Enforcement Hampton responded to comments provided in the TATC reports. Director of Code Enforcement Hampton and TATC

consultants responded to comments and questions given by the Mayor and Council on the department's use of the Black Bear system. Senior Code Inspector Giunta, at the request of City Administrator Murphy, provided additional clarifying information on the department's use of the Black Bear system.

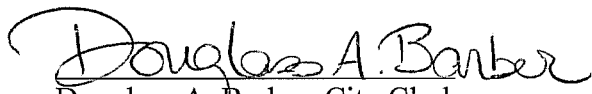
Department of Public Works –

TATC provided an in-depth overview of their recommendations from the Management and Efficiency study presented to the City regarding changing trash collection for the City from twice-a-week to once –a-week trash collection and the reduction of staff and equipment. The Mayor and Council discussed the issue at length. The TATC consultants responded to comments and questions given by the Mayor and Council on their recommendations. Director of Public Works Henry addressed the Mayor and Council and provided a detailed clarification of the once-a-week trash collections vs. the twice a-week trash collection for the City of Hyattsville.

**Council Member Perry moved that the Mayor and Council adjourn the Council Work Session of May 21, 2009.** The motion passed unanimously.

The Council Work Session of May 21, 2009, ended at 9:45 p.m.

Respectfully submitted,

  
Douglass A. Barber, City Clerk

*Pursuant to the requirement of Annotated Code of Maryland State Government Article Section 10-509(c)(2), this statement is included in these minutes:*

*A closed session of the Council of the City of Hyattsville was held at 9:50 p.m., Monday, May 18, 2009, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.*

Present were Mayor Bill Gardiner, Council President Marc Tartaro, Council Vice President Bill Tierney, Council Members Ruth Ann Frazier, Paula Perry, Carlos Lizanne, Douglas Dudrow, David Hiles, Matthew McKnight, and City Administrator Murphy, and Assistant City Administrator Jones, and City Attorney Colaresi. Council Member Nicole Hinds and Anthony Patterson were absent.

*On a motion made as follows by Council President Tartaro: **Council President Tartaro moved that the Mayor and City Council close the City Council Meeting of May 18, 2009, to discuss the terms and conditions of the employment contract and appointment of a City Treasurer and to confer with legal counsel regarding personnel issues** (Motion# 102-05-09). A roll call vote was taken and by unanimous consent of the members present, the session was closed. The authority under which the session was closed was Annotated Code of Maryland State Government Article Section 10-508(a)(1)(i) – The appointment, employment, assignment, promotion, discipline, demotion, compensation, remove, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. The purpose of the meeting was to discuss and authorize the City Administrator to negotiate employment contract for the City Treasurer position and personnel issues. The Mayor and Council discussed both of the issue. The meeting adjourned at 10:30 p.m.*