



**MINUTES OF THE CITY COUNCIL WORK SESSION held Monday, August 27, 2001,
for the purpose of discussing goals for the City Manager.**

The meeting began at 8:06 p.m. It was held in the Council Room of the Municipal Building Center.

PRESENT WERE: Council members Rodney M. Roberts, Alan Turnbull, Edward V.J. Putens, Thomas X. White and Mayor Judith F. Davis.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager and David E. Moran, Assistant to the City Manager

ALSO PRESENT WERE: Sylvia Lewis, Joel Rubinstein, Barbara Young, News Review and Amy Boyes, The Gazette

Mayor Davis began by noting the purpose of the meeting was for the Council and the Manager to discuss goals for the Manager for the upcoming year. She also noted there would be a six-month review so that everyone was in agreement on what was expected.

The Mayor indicated 4 information items and the City Manager had 1 information items.

Mr. McLaughlin distributed a handout identifying suggested goals for the upcoming year. They included: a list of projects to complete (Post Office/Sunrise, Jaeger Tract, NORC, Bank of America & Greenbelt Theater), Fiscal Issues (Capital Projects & Replacement Funds, concern about tax increases, bond referendum & fund balance draw down plan), meeting with stakeholders, and a mission statement/visioning for the organization with a customer service focus. Next, Mayor Davis offered each Council the opportunity to suggest additions to the list.

Mr. Roberts stressed the need to finish ongoing projects. He suggested adding protection for the "green belt", acquisition of the 80 acres of NASA buffer and public safety initiatives (such as a reorganization to increase patrol).

Mr. Putens agreed that a public safety goal was needed. He suggested that the City needed to plan for public safety if the Greenbelt Station development was built. Mr. Putens also believed there needed to be a green space goal including management and maintenance of green space and acquisition. Mr. Putens also stated that the customer service goal needed to include community days on legal issues, mechanical issues, etc.

Mr. Turnbull liked the idea of customer service training. He suggested a "best practices" approach for working with citizens. He noted an example of a resident with a break-in, where the resident did not feel there was adequate follow-up. Mr. Turnbull suggested an emphasis on the police dispatchers because of their front-line role with citizens. On fiscal issues, Mr. Turnbull

suggested the City was "fire-fighting" on business/land use issues. He suggested that the City hire an economic development specialist that would help local merchants and emphasize cooperative business theories and work on public outreach. Mr. Turnbull also noted that there were still problems at Roosevelt Center and suggested an effort to make the Center an asset, by focusing on conduct there.

Mr. White stated that there was a approved budget which outlines goals for the City Manager. He suggested adding Community Center windows and the lake park facility under projects to complete. Mr. White believed that the "concern about tax increases" was more of a philosophy than a goal. Mr. White expressed interest in a plan B if the bond referendum doesn't get approved. He asked about the goal under "fiscal issues". Mr. McLaughlin responded that the goal was to provide more flexibility for Council in the budget process. Mr. White suggested adding a vision or plan for the arts in Greenbelt and also that the visual arts program RFP stay on track.

Mayor Davis emphasized the NORC program and encouraged the City Manager to monitor the program closely. She suggested that Council and staff conduct "walking town meetings" in City neighborhoods. Mayor Davis agreed that a long-range plan was needed to address police and fire issues associated with the proposed Greenbelt Station development.

Mr. Putens expressed a concern about the process, particularly adding new items that were not funded or part of the MBO's in the budget. Mr. Roberts believed all of the items mentioned were longstanding goals of the City and needed to be accomplished, though maybe not all in one year.

Mr. McLaughlin stated that these goals were above and beyond the MBO's in the Budget and they were specific areas that Council wanted the City Manager to focus on.

Mr. Turnbull believed that this list was tied to the performance evaluation process for the City Manager.

Mayor Davis suggested that at the 6 month meeting, Council look at the MBO's in the budget, a list of ongoing projects and this list of goals.

Mr. Turnbull suggested that list presented itself as professional development guide for the City Manager.

Council finalized the goals and identified three specific goals for the City Manager. These were: fiscal issues, a customer service initiative and a vision statement which is a carryover from FY 2001.

Information Items

Mayor Davis announced that Bob Zugby's mother had passed away. She referenced a copy of the Patuxent Sierran newsletter. Mayor Davis noted the hearing before the Prince George's County Redistricting Commission. Council directed staff to write a letter expressing appreciation to the Commission for honoring municipal boundaries. Council also asked that State redistricting be added to the September 10 agenda.

Mr. Turnbull suggested the City apply for a Chesapeake Bay Trust grant. He also noted a Potomac Conference, but indicated displeasure with their approach. Finally he indicated that an ATHA meeting to adopt the management plan was being held on October 9 and that Greenbelt should have a presence.

The meeting ended at 10:12 p.m.

Respectfully Submitted,

David E. Moran

Assistant to the City Manager