



City of Gaithersburg

31 South Summit Avenue
Gaithersburg, Maryland 20877

Mayor and City Council Work Session Minutes City Hall - Council Chambers Monday, November 14, 2016

I. CALL TO ORDER

A work session of the Mayor and City Council was called to order at 7:30 p.m., Mayor Ashman presiding. Council Members present: Harris, Sesma, and Spiegel. Council Members absent: Wu. Staff present: City Manager Tomasello, Deputy City Manager Enslinger, City Attorney Board, Assistant City Attorney Johnson, Police Office III Lane, Sustainability Coordinator Backe, Director of Community, Public Relations Monaco and Director of Parks, Recreation and Culture Potter, and Environmental Affairs and Police Advisory Committee Members.

II. ANNOUNCEMENTS

A. Executive Session Announcement / Motion

Motion was made by Michael Sesma, seconded by, Ryan Spiegel, to conduct a closed session on Monday, November 14, 2016, at City Hall. The meeting is proposed to be closed pursuant to the General Provisions Article of the Annotated Code of Maryland, Sections 3-305(b)(3) to consider the acquisition of real property for a public purpose and matters directly related thereto and 3-305(b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation. The topics to be discussed are the acquisition of property for public use and to consider participation in an amicus brief in the case of Siena Corporation et. al. v. Mayor and City Council of Rockville, Maryland.

Vote: 3-0

III. DISCUSSION TOPICS

A. Annual Briefing - Police Advisory Committee

Committee Members Bove and Hardaway briefed the Mayor and City Council on the Committee's history, membership, this past year's discussion topics such as body worn cameras, nationwide issues revolving around police as well as community outreach. The members also briefed the City Council on the future

plans of Committee recruiting and community involvement. The Mayor and City Council thanked the committee for their work.

There were no speakers from the public.

B. **Annual Briefing - Environmental Affairs Committee**

Sustainability Coordinator Backe introduced Environmental Affairs Committee (EAC) Chair Wolf and member Gravunder who presented a brief PowerPoint detailing the committee's efforts and outlining future goals and recommendations for the upcoming year. The presentation covered the committee's efforts in the areas of community outreach, recognition, programs, and action. Mr. Wolf and Ms. Gravunder also highlighted an off-site tour that committee members took during the past year.

Following the presentation, the Mayor and City Council thanked the EAC members for their contributions to the City and provided guidance regarding various environmental initiatives including green procurement, pesticide usage, energy benchmarking, meeting with other City committees, recognition programs, and recycling.

There were no speakers from the public.

C. **Staff Update on Working with Trail Groups**

During the March 7, 2016 Mayor and City Council Regular Session, staff was directed to explore options of working with organizations for trail improvements. A PowerPoint was presented to share that staff met internally with Montgomery Parks and with two interest groups, Muddy Branch Alliance and Mid Atlantic Off Road Enthusiasts. Staff created a Project Submission Process and outlined responsibilities of volunteer groups and the City. Staff is currently working with Muddy Branch Alliance for trail enhancements. Mayor and Council asked staff to evaluate the resources and priorities necessary for such a program. It was suggested that staff work in conjunction with the Transportation and Environmental Affairs Committees.

Speakers from the public:

1. *Tom Newton, Pheasant Run*, commented he is excited to share his knowledge, expertise and passion in trail design and construction. He uses trails, mapped trails through GPS, solicits funding, recruit volunteers and suggested connectivity in City parks.
2. *Paul Hivanika, Westleigh*, stated he has been improving the trails along Muddy Branch and has seen an increase in public support and trail users. He recruits volunteers and scouts to perform trail enhancements.

There were no other speakers from the public.

Staff emphasized that it will continue to work on projects with organizations within the existing framework.

D. **Staff Presentation for Drone Policy**

Staff presented information about the pursuit of approval from the Federal Aviation Administration to operate a drone. To be coordinated by the City's Public Information Office, the drone was initially intended to capture images to promote the City's parades, festivals and other special events. Identified uses also include monitoring public construction and stormwater facility inspections, collecting GIS data, and planning analysis and review. The approval process is complex, including pilot training for FAA certification and safety, inspection and privacy policies. Staff recommends that the City Attorney's Office work with an industry consultant to establish use and maintenance policies and procedures, assist with the application and coordinate the training of pilots and observers. It is anticipated that the drone could be operational by late spring of 2017.

The Mayor and City Council emphasized that the proposed drone would not be used for law enforcement or code enforcement purposes. A more specific identification of interdepartmental uses and a detailed cost analysis were requested.

Speakers from the public:

1. Peter Rouleau asked how many drones the City intends to fly
2. Darline Bell-Zuccarelli requested assurance that a drone would not fly over her private property

There were no other speakers from the public.

V. **ADJOURNMENT**

There being no further business to come before this session of the City Council, the meeting was duly adjourned at approximately 9:30 p.m.

Respectfully submitted,

Dan Lane, Police Officer III
Dyan Back, Sustainability Coordinator
Michele Potter, Director of Parks, Recreation and Culture
Frank Johnson, Assistant City Attorney
Britta Monaco, Director of Community and Public Relations