



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads

Re: City Administrative Officer's Report for the July 14, 2014 Council Work Session

Date: 07.14.2014

Administration

The Mayor, City Council, and staff toured the Prince George's County animal facility on Wednesday July 9, 2014. The purpose of the visit was to educate ourselves with the current operations and challenges faced by the county's animal facility. The tour was productive and informative to all who went on the trip.

The City has received the green light by the state to finish erecting the field lights on Beckett Field. The same day the city received word, we instructed our contractor to begin their planning and to work expeditiously to complete the project.

Changes made to the Call-A-Bus service went into effect July 7, 2014. The City direct mailed the new rules to residents directly if they were already registered to ride the Call-A-Bus. If there are residents that have questions or need assistance registering, please contact Araceli Guzman at 301-459-6100. The City hopes that the abuses to the call-a-bus service will cease with the implementation of the new rules.

2014 Community Day - Mr. Peter Parker of the Radio Station WPGC will be the MC for the event and DJ Storm of WPGC will be this year's DJ, Community Day is scheduled for September 13th from 12PM – 6PM on Beckett Field. The City will be featuring an array of music, from Country to 1950's & 60's classic hits, we hope to have something played that everyone will enjoy.

The Administration is currently working on the following grants: A tree grant from the County, A Home Depot grant for Veterans Park, the Community Park and Playground Grant, a grant through Park and Planning for an Economic Development Study, and the 2015 Community Development Block Grant.

The Administration department held its second quarter (April – June) performance goals review meeting. The Finance, Code, Human Resources, and Administrative departments

are all on track with their goals for the 2014 year. It is my hope to incorporate this initiative into the City's strategic plan in the near future, as it is developed.

Finance and Accounting

Capital Budget – The Administration is putting the final additions on to its proposed FY2015 Capital Budget, with introduction to the Council expected at the August Workshop meeting. Again, I would like to reiterate that the Capital Budget is being amended into the FY2015 budget year due to the new arrival of our Public Works Director, giving him time to sort through his department's capital needs.

The Finance and Accounting Office is working on closing out FY2014 and preparing for the City's annual audit, which is set to begin at the end of August. Also, please remember that all travel expenses from meetings and conventions need to be documented and turned into the Finance and Accounting Department.

Human Resources

We successfully completed open enrollment for the 2015 fiscal year. Several employees took advantage of the new Flexible Spending Account benefit, and other voluntary options.

Also, On Friday, August 1st at 12:00 PM, the annual Employee Barbecue will be held at the Public Works Department. There will be plenty of food and lots of fun. Additional details to come later this week.