



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

A handwritten signature in black ink, appearing to be "GW", written over the name "Graham Waters" in the "From:" field.

Cc: Department Heads

Re: City Administrative Officer's Report for the August 18, 2014 Council Work Session

Date: 08.18.2014

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**Administration**

- The Mayor and his staff met with Victor Hoskins, the new Deputy Administrator of Economic Development for Prince George's County. We were encouraged by his enthusiasm for investing in New Carrollton and ensuring that our efforts are successful.
- The City is still waiting for approval from the County on our CDBG grant funding for an Economic Development Coordinator. Once the approval is given we will begin the hiring process.
- A company has approached the City proposing taking over the maintenance and ownership of City streetlights from Pepco. The purchase of the lights would be paid for through a 15-year loan and the difference in our power bill after installing LED energy saving streetlights. The company would get a contract with the city for the maintenance and upkeep as well as assisting us in securing financing.
- The City posted RFP FY15-01 – Customized Code Enforcement Database Software. The Code Enforcement software is part of the capital budget coming before you later this evening. This project is being put out to bid to replace the existing Code Enforcement database, which is not maintainable for the Code Enforcement Department.
- The Administration has finalized the registration process and rules for the City dog park at West Field, a copy of the registration form and rules has been posted to the City's website.
- The ordinances on tonight's agenda are all part of an effort by the Administration to review and update City code chapters that are noncompliant or need revising.

- The Administration recently completed and submitted the following grants:
  - A \$109,203 grant for Community Parks and Playground, for the following projects:
    - Development of a Capital Parks Plan \$45,000
    - Upgrades to Dog Park \$20,934
    - Oak Lane Park \$43,269
  - A \$5,000 grant with Home Depot for the renovation of Veterans Park
- The City's social media presence continues to build, we currently have over 500 followers on twitter, and our latest efforts to live tweet have been a success with several favorites, followers, and re-tweets. The City live tweeted the PD/Fire Kickball game. The item is one of the Administration's goals for 2014, to reach out to our residents in new ways, along with the resident surveys we have been distributing.
- Community Day is Sept. 13 from Noon to 6pm on Beckett Field. We are in search of 20 volunteers to help us on that day. Please contact City Hall at 301-459-6100 if you are interested in volunteering. This year's sponsors are Carrollton Enterprises, MetroPoints Hotel, and the Friends of New Carrollton Library, if you are interested in sponsoring New Carrollton Community Day, please contact City Hall to find out more information.
- Any resident interested in joining the City's Dog Park Committee, please contact Assistant City Administrative Officer, Miranda Braatz also at City Hall to enlist with the committee.
- The City's ad-hoc Veterans Committee held two meetings over the past month, the committee is working hard on soliciting grant funding for the redevelopment of Veterans Park, some of which was previously mentioned with the Home Depot grant.

#### **Code Enforcement**

- See attached.

#### **Finance and Accounting**

- Monthly Balance Report: Attached is the July Balance Sheet and Fund Balance report.

#### **Human Resources**

- We would like to thank everyone who attended the Annual Employee Barbecue at the Public Works Department on August 1<sup>st</sup>. The food was great, and everyone had a good time. A special thanks goes out to the Public Works Department, we truly appreciate all of their hard work and efforts in helping prepare for the event.

- Our new City Clerk, Douglas Barber is scheduled to start on Monday, August 25<sup>th</sup>. Doug has many years of experience working in local government and as a City Clerk. We are extremely excited and look forward to working with him.

Department of



Code Enforcement

## MEMORANDUM

**Date:** August 14, 2014  
**To:** Graham Waters, City Administrative Officer  
**From:** Joseph C. Welch, Director  
**Re:** Citizen Concerns

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The following is an updated status of each violation that was recorded by Mr. Bechtold on Sunday, 7/27/14.

**6436 Fairbanks St.** The items mentioned in the complaint had already been placed on the special pickup list by this department and subsequently removed.

**7600 Riverdale Rd.** A letter was mailed to the property owner along with a code brochure.

**6203 85<sup>th</sup> PI.** A letter was mailed to the property owner along with a code brochure.

**7516 Riverdale Rd.** - This is not a violation, but in any event, the vehicle was removed. Incidentally, this is a vacant property.

**7305 Gavin St.** - A violation had been issued for this vehicle on June 21<sup>st</sup> and later, a citation was issued on July 1<sup>st</sup> for parking a commercial vehicle on residential property. This was sent to District Court on July 24<sup>th</sup> for adjudication.

**8200 Carrollton Pkw.** - This is not a violation. The Lincoln Continental is registered until 1/15. (sticker is in the wrong spot).

**8106 Carrollton Pkw.** - Trash bags were removed.

**7410 Farmcrest Dr.** - This fence has been at this location for over 12 years. (house is vacant).

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**7405 Farmcrest Dr.** – A fence was disapproved by the City Council and removed, however, one section remains which has been standing for over 10 years.

**8410 Carrollton Pkw.** - Car on the grass. A letter was mailed to the property owner along with a code brochure, however, the owner called and vociferously declared that his car was ever parked on the grass.

**8434 Carrollton Pkw.** - A letter was mailed to the property owner along with a code brochure.

**8418 Carrollton Pkw.** - A letter was mailed to the property owner along with a code brochure. The vehicle has been removed.

**6416 Fairbanks St.** - Item was removed. The residents were in the process of working on their yard and placed cuttings temporarily in recycling bags in the tree box.

SUNDAY - 27 JULY 2014 (2-3 PM)

6436 FAIRBANKS ST	OLD TVS AND TREE BRANCHES IN TREE WELL
7600 RIVERDALE RD	CAR ON GRASS
6203 85 <sup>TH</sup> PLACE	CAR ON GRASS
7516 RIVERDALE RD	DUAL WHEEL TRUCK IN DRIVEWAY
7305 GAVIN ST	TRUCK <u>STILL</u> IN DRIVEWAY
<del>CORNER</del> CARROLLTON PKY + JODIE	EXPIRED TAGS - LINCOLN #876-319 MI
8106 CARROLLTON PKY	PILE OF RECYCLE BAGS
7410 FARMCREST ST	FRONT YARD FENCE OVER 2 FEET
7405 FARMCREST ST	FRONT YARD FENCE OVER 2 FEET
8410 CARROLLTON PKY	CAR ON GRASS
8434 CARROLLTON PKY	CAR ON GRASS
8418 CARROLLTON PKY	CAR ON GRASS
6416 FAIRBANKS ST	PAPER BAG - RECYCLE IN TREE WELL

PER E-MAIL - MR BURKETT WAS ON DUTY  
FRIDAY EVENING AND SATURDAY MORNING.

**Balance Sheet**  
**CITY OF NEW CARROLLTON**  
**For 6/30/2014**

## Financial Report

	Current Year
<b>Assets</b>	
10100- TD BANK GENERAL ACCOUNT	660,714.91
10115- TD BANK PAYROLL ACCOUNT	40,832.68
10300- SUNTRUST BANK-SPEED CAMERA	287,524.81
10500- PETTY CASH	500.00
10600- TD BANK MONEY MARKET	223,587.96
10700- MD POOL GENERAL ACCOUNT	7,444,215.90
10730- MD POOL CABLE TV	230,577.56
10740- MD POOL - GLOBAL SIGNAL	477,377.07
10800- MD POOL WEINBACH SCHOLARSHIP	47,860.76
12410- A/R BUSINESS LICENSE	7,900.00
12430- A/R CONDO RENTAL PROP. INSPECTION	11,925.00
12435- A/R SINGLE FAMILY RENTAL PROP. INSP.	7,800.00
12510- A/R REAL PROPERTY CURRENT	20,994.68
12530- A/R PUBLIC SAFETY REAL PROPERTY	43,265.15
12540- A/R PERSONAL PROPERTY CURRENT	8,204.67
12550- A/R PUBLIC SAFETY PERSONAL PROPERTY TAX	1,410.64
13100- A/R DUE FROM STATE GOVERNMENT	39,195.25
13500- A/R DUE FROM COUNTY GOVERNMENT	34,663.50
14100- A/R MISCELLANEOUS	85,487.74
14200- A/R CREDIT CARD RECEIVABLE	520.00
14300- A/R PROPERTY CLEAN UP	68,078.60
14350- VEHICLE CONTROL & RED LIGHT CAMARA FINES	620.00
14400- A/R EMPLOYEE ADVANCES	499.70
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<b>Total Assets</b>	<b>9,743,756.58</b>
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<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
20100- ACCOUNTS PAYABLE	154,227.45
21000- SALARY PAYABLE	130,881.33
21035- DC INCOME TAX PAYABLE	330.55
21040- VIRGINIA INCOME TAX PAYABLE	857.46
21120- ACCIDENT & LIFE INSURANCE WITHHOLDING	422.55
21125- NEW YORK LIFE INSURANCE PAYABLE	344.83
21140- LEGAL SERVICES WITHHOLDING	150.68
22100- ACCRUED SALARY	11,615.81
22120- ACCRUED FICA	888.62
22250- COMMUNITY GARDEN PAYABLE	1,025.00
22300- DEF REV-RENTAL LICENSE	137,950.00
22500- DEF REV-PROPERTY CLEANING	68,078.60
22750- REAL PROPERTY TAX UNCOLLECTED	20,994.68
22760- PERSONAL PROP. TAX UNCOLLECTED	4,284.90
22765- PUBLIC SAFETY TAX UNCOLLECTD	1,357.61
22800- DEF. REVENUE-OTHER	1,000.00
25500- MD UNCLAIMED PROPERTY	951.37
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<b>Total Liabilities</b>	<b>535,361.44</b>
<b>FUND BALANCE</b>	
<b>Restricted Fund Balance</b>	
26100- WEINBACH FUND	45,211.00
26120- PUBLIC SAFETY-SPEED CAMERA	142,684.00
26150- STREET IMPROVEMENTS(HUR+LOANS)	833,725.00
26160- CABLE TV EQUIPMENT GRANT	303,776.50
<b>Committed Fund Balance</b>	
26200- OPERATING RESERVE	250,000.00
<b>Assigned Fund Balance</b>	
27300- DESIG-STREET WORK	361,736.00
27400- DESIG-SIDEWALK WORK	406,100.00
27500- DESIG-BRIDGE WORK	97,310.00
27610- DESIG-VEHICLE REPLACEMENT	29,000.00
27700- DESIG-NARD INCENTIVE FUND	1,000,000.00
27800- DESIG. GLOBAL SIGNAL PROCEEDS	477,377.07
27820- OPERATING RESERVE-REAL PROPERTY	468,500.00
27850- DESIG.-COMPENSATED ABSENCE	178,179.60
28100- OPERATING RESERVE-APPROPRIATED	665,000.00
28200- CONTINGENCY RESERVE	130,000.00
<b>Unassigned Fund Balance</b>	
28300- UNASSIGNED FUND BALANCE	3,563,957.64
<b>Change in Net Assets</b>	<b>255,838.33</b>
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	<b>9,208,395.14</b>

Fy 2013 Audited

**Balance Sheet**  
**CITY OF NEW CARROLLTON**  
For 6/30/2014

Financial Report

Total Liabilities and Net Asserts

<u>Current Year</u>
<u><u>9,743,756.58</u></u>