



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: May City Administrative Officer's Report

Date: June 15, 2015

Administration

- Staff meet with the Public Works Director to discuss bulk trash collection fees and any changes to the trash ordinance. Any changes to the fees or ordinance will come before Council when appropriate.
- The Mayor and staff held a phone call with Marshall Craft, the Municipal Center Space Study contractor, to discuss the financial borrowing capacity of the City and that impact on the scope of the study.
- Staff had a strategic plan meeting to finalize long-term goals and assign to each department the task of creating shorter term goals to achieve the long term goals.
- The Administrative Department staff met and created short term goals for Finance, Econ. Dev., HR and Admin areas.
- Staff, along with the Mayor, attended the New Carrollton Boys and Girls Club Annual Awards Banquet. The event was held at the New Carrollton Metro Points hotel.

Code Enforcement

- Attached is the report from Code Enforcement for the month of May. Attachment 1

City Clerk

- City Clerk Barber worked with the Board of Elections to prepare and hold the City Election on Monday, May 4, 2015.
- City Clerk Doug Barber and Administrative Assistant Araceli Guzman prepared the July/August Newsletter.
- Ms. Guzman sent out all outstanding Invoices for FY 2015 Business Licenses and sent out all FY 2016 Business License Invoices.
- City Clerk Barber and Ms. Guzman are now focusing their attention on preparing for the 2015 Community Day event scheduled for Saturday, September 12, 2015.

- City Clerk Barber and Ms. Guzman are working with the Department of Public on the transition of the Call-A-Bus Program to Public Works as of July 1, 2015. Letters have been sent to all Call-A-Bus Program riders.

Economic Development

- Staff continued conducting door-to-door outreach to local businesses located in the City's commercial district. Staff will continue to make introductions in the coming weeks as preparations begin for the launch of a New Carrollton Business Association
- Staff spoke with the manager of Lowe's to learn more about his experiences as a large employer in the City, as well as how the City's transit and services influence his business and hiring practices
- Staff continued support for the "*Bring Trader Joe's to New Carrollton*" campaign through flyers and regular posts to Facebook
- On May 5, Staff met with Sean Egan, Director of the Washington Area Transit Office at the Maryland Department of Transportation, to share New Carrollton's economic development priorities and vision for transportation improvements along the Annapolis Road corridor
- On May 6, Staff met with Reemberto Rodriguez, the Executive Director of the Silver Spring Urban District and toured the Annapolis Road commercial area to share best practices for urban design, placemaking and programming to support economic development and revitalization
- On May 8, Staff met with representatives from Baker Tilly and Associates and Taurus Development to learn more about Federal New Market Tax Credits and how they may be applicable to new development along Annapolis Road
- Staff continued efforts to engage PEPCO and the Maryland State Highway Administration in revitalization efforts along Annapolis Road, include design guidelines, regulations and requirements that apply to CDBG-funded improvement efforts in the commercial district
- On May 18, Staff met with Councilmember Dannielle Glaros to discuss New Carrollton economic development priorities, including: food trucks, mixed-use redevelopment opportunities, and transit opportunities to draw shoppers and visitors to Annapolis Road
- On May 18, Staff met with and provided a guided tour of the City's commercial district to Derick Berlage, Chief of Planning for Prince George's County at the Maryland-National Capital Park & Planning Commission.
- On May 19, Staff attended the inaugural Prince George's County Department of the Environment Green Summit in Fort Washington
- On May 20 and 28, Staff met with the Neighborhood Design Center to tour and coordinate planning for the design phase of the CDBG-funded economic development revitalization efforts on Annapolis
- On May 21, Staff met and provided a guided tour to Dan McCabe, Development Partner and Vice President of Construction with Urban Atlantic to explain New Carrollton economic development priorities and potential partnership opportunities when Urban Atlantic completes construction on south side of Metro Station

- On May 26, Staff attended the NAIOP networking event and tour of The Wharf on the waterfront in the District of Columbia

Finance and Accounting

- Monthly Budget Report: Attached is the FY2015 to FY2014 (MTD / YTD) July 1, 2014 – April 30, 2015 Budget Report

Human Resources

- The City's Annual Benefits Open Enrollment was held on Tuesday, June 9th from 10am to 2pm in the Multi-Purpose Room. Representatives from Cigna, Benecon, Connect Care 3, National Vision Administrators, Aflac, Colonial Life and SECU attended. The carrier presentations were extremely informative and well received. Overall, the event was a success.
- On Friday, June 5th, our Human Resources Coordinator attended Chesapeake Employer's Insurance 6th Annual Maryland Workplace Health & Wellness Symposium. The speakers provided helpful tips to motivate and engage employees in health and wellness. It was also a great opportunity to network with other Maryland employers and share health and wellness ideas.
- The Human Resources Coordinator and Assistant City Administrative Officer are partnering together to apply for a \$500 HEAL kick-off grant. The grant will assist the City in adopting a nutrition standard when catering City meetings and events.

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report
May 01 – May 30, 2015

Total Violations 303
Violations Resolved 262

No Building Permit	2
Building Permit	4
Overgrown Vegetation/ Tall Grass & Weeds	164
Dead Tree/ Stump Removal	3
Trash Cans	1
Hedges/Shrubs/Trees	1
Storage Containers – No Permit	1
Sanitation: Litter, Garbage, Rubbish or Solid Waste	15
Open Storage and Nuisance Prohibited	1
Failure to apply for a Rental License	2
Temporary Rental License	4
SFD Rental Inspection	5
MFD Rental Inspection	7
Obstruction by shrubbery	1
Refuse on Public Right-of-way	18
Vehicle blocking	16
Parking against the flow of traffic	6
Unauthorized Motor Vehicle	17
Vehicle Under a tarp	1
Vehicle repairs	10
Vehicle on lawn	5
Outside Storage	4
Acc. Struc. Driveways, Sidewalks Parking areas	3
Acc. Struc. Driveways, Sidewalks, Parking areas	3
Acc. Struc. Sheds, Fences, steps, garages	4
Premises ID-House Numbers	1
Exterior: Good Repair, structurally sound & Sanitary	1
Window, skylight & Door Frames in Good Repair	1
Protective Treatment: C/F Paint	1
Roofs and Drainage	1
Electrical System Hazards	1
Electrical Equipment: Properly Installed	1
Holiday Lighting	1

Attachment_2_April Finance Report

CITY OF NEW CARROLLTON, MARYLAND
FOR MONTH AND YTD ENDING May 31, 2015

	ACTUAL May 14	ACTUAL Jul 13 -May14	ACTUAL FY 14 (per audit)	Percent of full yr pd thru YTD		ACTUAL May 15	ACTUAL Jul 14 - May 15	AMENDED BUDGET FY 15	Percent of budget pd thru YTD		Actual FY 15-14 fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	212,969	5,829,936	6,138,701	95%		203,538	5,892,793	6,083,051	97%		62,857
Other revenues	69,298	1,678,949	1,928,685	87%		75,747	1,632,999	1,858,221	88%		(45,950)
TOTAL REVENUES	282,267	7,508,885	8,067,386	93%		279,285	7,525,792	7,941,272	95%		16,907
Reserves and appropriations								1,831,706			
TOTAL REVENUES AND RESERVES	282,267	7,508,885	8,067,386	93%		279,285	7,525,792	9,772,978	77%		16,907
EXPENDITURES											
Personnel - General Government	126,735	1,168,350	1,284,889	91%		141,294	1,085,552	1,394,909	78%		82,798
Personnel - Public Safety	188,931	1,662,128	1,787,515	93%		226,890	1,799,698	2,060,510	87%		(137,570)
Personnel - Public Works	163,298	1,560,110	1,657,321	94%		189,191	1,579,910	1,934,804	82%		(19,800)
TOTAL PERSONNEL	478,964	4,390,588	4,729,725	93%		557,375	4,465,160	5,390,223	83%		(74,572)
Operations - General Government	48,435	560,187	631,219	89%		50,246	494,554	762,622	65%		65,633
Operations - Public Safety	15,855	270,859	328,403	82%		21,689	269,016	442,383	61%		1,843
Operations - Public Works	56,773	779,655	928,627	84%		66,619	792,593	1,118,460	71%		(12,938)
TOTAL OPERATIONS	121,063	1,610,701	1,888,249	85%		138,554	1,556,163	2,323,465	67%		54,538
Capital - General Government	17	72,597	87,018	83%		14,573	121,151	283,500			(48,554)
Capital - Public Safety	1,629	92,823	95,097	98%		2,948	110,162	166,653			(17,339)
Capital - Public Works	20,348	573,450	602,620	95%		1,017	129,085	621,817			444,365
TOTAL CAPITAL	21,994	738,870	784,735	94%		18,538	360,398	1,071,970			378,472
Weinbach scholarship	-	5,674	5,674	100%		-	2,000	4,500	44%		3,674
TOTAL EXPENDITURES	622,021	6,745,833	7,408,383	91%		714,467	6,383,721	7,500,953	85%		362,112
Reserves and appropriations								653,470			
TOTAL EXPENDITURES AND RESERVES	622,021	6,745,833	7,408,383	91%		714,467	6,383,721	9,390,516	68%		362,112
REVENUE OVER EXPENSES BEFORE FINANCING	(339,754)	763,052	659,003			(435,182)	1,142,071	339,785			379,019
Net financing costs	24,502	352,070	376,571	93%		17,342	312,438	339,785	92%		39,632
REVENUE OVER EXPENSES AFTER FINANCING	(364,256)	410,982	282,432			(452,524)	829,633	-			418,651

BENEFITS ANALYSIS							
			FULL YEAR				
	ACTUAL	PCT OF	ACTUAL	PCT OF		ACTUAL	PCT. OF
	Jul 13 -May14	WAGES	Jul 13-Jun 14	WAGES		Jul 14 - May 15	WAGES
Detail of Personnel Costs:							
Wages	3,045,782		3,309,709			3,082,221	
FICA	226,368	7.4%	249,531	7.5%		226,830	7.4%
Health & Life Insurance	619,548	20.3%	635,995	19.2%		807,677	26.2%
Less: Employee Contribution						(104,470)	-3.4%
Employee Assistance Program	3,500	0.1%	3,500	0.1%		4,030	0.1%
Workman's Comp	158,510	5.2%	184,083	5.6%		127,574	4.1%
Retirement & Pension	320,928	10.5%	320,928	9.7%		310,794	10.1%
TOTAL BENEFITS	1,328,854	43.6%	1,394,037	42.1%		1,372,435	44.5%
TOTAL PAYROLL AND BENEFITS	4,374,636		4,703,746			4,454,656	

CASH AND INVESTMENTS SUMMARY							
	May-14				May-15		
Cash Balance:							
TD Bank General		411,954				110,088	
TD Bank Payroll		25,877				45,600	
Suntrust Speed Camera		275,268				373,576	
Petty Cash		500				500	
TD Bank Money Market		223,573				226,752	
PNC MD Pool General		7,769,669				6,025,606	
PNC MD Pool Cable TV		230,567				303,901	
PNC MD Pool Global Signal		477,356				40	
PNC MD Pool Weinbach Scholarship		47,586				45,231	
TOTAL CASH		9,462,350				7,131,294	
Fidelity CD's		-				3,005,517	
TOTAL CASH & INVESTMENT		9,462,350				10,136,811	