



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: April City Administrative Officer's Report

Date: May 13, 2015

Administration

- The City successfully applied for the Prince George's County ReLeaf grant, which is covering the costs of approximately 160 native Maryland trees, equivalent to \$7,000. The trees will be planted throughout the City and help to replace some of the trees lost to Pepco.
- Administration staff met with County Councilwoman Dannielle Glaros' Office to discuss the proposal of legislation to legalize food trucks in the County. The Administration is looking to have this as a discussion item on the June 3rd agenda.
- Administration staff met with representatives from LGIT to discuss safety grants for which the City can apply, as well as our annual renewal rates.
- Administration staff met with Marshall Craft representatives to review the 50% draft of the Building Needs Analysis commissioned by the City. The final report will be presented to Council in June, most likely at the June 15th Council Work Session.

Code Enforcement

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

City Clerk

- City Clerk Barber focus has been working with the Board of Election to prepare for the upcoming City Election to be held on Monday, May 4, 2015. City Clerk Barber oversaw the setup and preparation of Candidate Nights (Thursday, April 23, 2015); Early Voting (Saturday, April 25, 2015) and Election Day (Monday, May 4, 2015).

- City Clerk Barber and staff prepared the April 2015 Election Newsletter and the May/June 2015 Newsletter. They also prepared the agenda and the meeting coordination for the Town Hall Meeting held on Saturday April 11, 2015, as well for the 4-Cities Coalition Meeting hosted by the City of New Carrollton on Thursday, April 30, 2015.

Economic Development

- Staff has conducted 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
- Responding to requests from citizens, Staff launched the "*Bring Trader Joe's to New Carrollton*" campaign and created a Facebook page to provide public information and a forum for organizing and community outreach
- Staff has met on three occasions with owners and brokers at the Regional Medical Center located at 8500 Annapolis Rd. to assist with tenant attraction and marketing of the new medical center. Staff has also coordinated with Prince George's County Economic Development Corporation business development specialists to provide tours of the location and provide clear guidance about the type of medical practices that would be a good fit for the building
- On April 2, Staff conducted a business attraction meeting with a start-up medical firm looking to for office space in the new Regional Medical Center located at 8500 Annapolis Rd.
- Staff reviewed best practices for Economic Development websites and developed guidelines for future Economic Development content on the City's official website, as well as, a potential parallel Economic Development website targeted to shoppers and visitors
- On April 10, Staff met with Howard Ways, the Executive Director of the Prince George's County Redevelopment Authority to discuss potential opportunities to partner in support of larger-scale redevelopment along Annapolis Road
- On April 10 Staff hosted a lunch at Stonefish Grill with the Mayor and our raffle winner from the New Carrollton Development Opportunity Tour in March. The winner is prominent local real estate developer who invited real estate finance and facilitation partners as his guests.
- On April 16 Staff attended the Prince George's County *State of the Prince George's Economy* event where New Carrollton was recognized as one of only two municipalities in attendance
- On April 23 Staff hosted a meeting with representatives from the PGCEDC to discuss potential alignment between the County's Foreign Trade Zone business attraction strategies and New Carrollton's economic development priorities.
- Staff worked closely with the Prince George's County Community Development Block Grant administrator to submit the Q1 Quarterly Activity Report for the Annapolis Rd Revitalization Project.
- Staff met with the Vice President of the New Carrollton TD Bank branch to discuss possible community outreach events along Annapolis Road

- Staff met on three occasions with representatives from Baker Tilly advisors, a real estate and public finance accounting organization, to discuss Federal New Market Tax Credits and the potential of applying for NMTC to support the redevelopment of older commercial properties along Annapolis Road
- Staff met with the Neighborhood Design Center (NDC) to conduct a site tour for CDBG-funded design work along Annapolis Road, including wayfinding, streetscape and landscape improvements
- Staff worked with the City's Attorney to move forward with the annexation of the West Lanham Hills Volunteer Fire Department
- On April 22 staff met with Bea Tignor, a representative from the County Executive's Office, to discuss the County's proposed Tax Increment Financing (TIF) district in New Carrollton
- On April 25 Staff attended a walking tour of the New Carrollton Metro station with Mayor Hanko. The tour was attended by Councilwoman Dannielle Glaros, as well as agency heads from WMATA, MDOT, MNCPPC, and Urban Atlantic.
- Staff continued to follow up on the City's annexation priorities

Finance and Accounting

- Monthly Budget Report: Attached is the FY2015 to FY2014 (MTD / YTD) July 1, 2014 – March 31, 2015 Budget Report
- The \$3 million CD Ladder with Fidelity settled. The City earned more than \$3500.00 in interest in the first month.

Human Resources

- The City's Annual Benefits Open Enrollment is quickly approaching. Employees will receive open enrollment packets shortly. The Benefits Open Enrollment Fair is scheduled for 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 more will be in attendance. The Benefits Fair is a great opportunity for employees speak with the carrier Reps and learn ways to maximize their benefit offerings.
- Our Human Resources Coordinator, Finance Director and Staff Accountant completed the State of Maryland's Retirement Coordinator certification at the end of April.

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report

Thus far, this month, the Department has issued 105 tall grass and weeds violations*.

In addition, the Department issued 13 citation fines.

A total of 53 vehicle violations were issued.

Inspections of rental properties both single family and multi-family were 17

There were 28 sanitation violations for litter, garbage, rubbish or solid waste.

*The City contractor, Marty Mows is in the city today abating 9 different violations.

Note: other items of interest

The Code Enforcement Department was responsible for the removal of a front yard of a 4 foot wooden fence at 6513 Lamont Drive erected without a permit and in violation of the City Code. This was accomplished with a great deal of effort and only after issuing 5 citation fines to the property owner.

A Zoning case was brought before the Zoning Board of Appeals with respect to a request for a variance to permit a retaining wall in the front of the property at 6411 Carrollton Court. After due deliberation, the board voted to allow a variance. The City was represented by our attorney, Karen Ruff, and Officers Joseph Welch and John Fulbright.

After the Department of Code Enforcement made an inspection of approximately 550 telephone poles in the City to identify those with excess wiring and cables it was agreed that all interested parties would be contacted: Verizon, PEPCO and Comcast with a view to removing extraneous material. This is already underway.

Attachment_2_April Finance Report

CITY OF NEW CARROLLTON, MARYLAND											
FOR MONTH AND YTD ENDING April 30,2015											
	ACTUAL	ACTUAL	ACTUAL	Percent		ACTUAL	ACTUAL	AMENDED	Percent		Actual
	APR 14	Jul 13 -Apr 14	FY 14	of full yr pd		Apr 15	Jul 14 - Apr 15	BUDGET	of budget pd		FY 15-14
			(per audit)	thru YTD				FY 15	thru YTD		fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	45,035	5,656,967	6,138,701	92%		130,144	5,689,254	6,083,051	94%		32,287
Other revenues	144,973	1,569,653	1,928,685	81%		133,735	1,557,252	1,640,500	95%		(12,401)
TOTAL REVENUES	190,008	7,226,620	8,067,386	90%		263,879	7,246,506	7,723,551	94%		19,886
Reserves and appropriations								1,731,706			
TOTAL REVENUES AND RESERVES	190,008	7,226,620	8,067,386	90%		263,879	7,246,506	9,455,257	77%		19,886
EXPENDITURES											
Personnel - General Government	101,899	1,041,610	1,284,889	81%		71,228	944,258	1,394,909	68%		97,352
Personnel - Public Safety	131,581	1,473,197	1,787,515	82%		117,059	1,572,810	2,060,510	76%		(99,613)
Personnel - Public Works	121,714	1,396,814	1,657,321	84%		89,427	1,390,721	1,934,804	72%		6,093
TOTAL PERSONNEL	355,194	3,911,621	4,729,725	83%		277,714	3,907,789	5,390,223	72%		3,832
Operations - General Government	32,395	511,756	631,219	81%		34,944	444,307	764,280	58%		67,449
Operations - Public Safety	29,980	255,006	328,403	78%		3,651	247,328	432,209	57%		7,678
Operations - Public Works	99,091	722,882	928,627	78%		62,690	725,979	1,078,200	67%		(3,097)
TOTAL OPERATIONS	161,466	1,489,644	1,888,249	79%		101,285	1,417,614	2,274,689	62%		72,030
Capital - General Government	1,086	72,579	87,018	83%		10,376	106,578	179,500			(33,999)
Capital - Public Safety	-	91,194	95,097	96%		-	107,214	153,950			(16,020)
Capital - Public Works	6,943	553,102	602,620	92%		4,998	128,068	501,817			425,034
TOTAL CAPITAL	8,029	716,875	784,735	91%		15,374	341,860	835,267			375,015
Weinbach scholarship	-	5,674	5,674	100%		-	2,000	4,500	44%		3,674
TOTAL EXPENDITURES	524,689	6,123,814	7,408,383	83%		394,373	5,669,263	7,500,953	76%		454,551
Reserves and appropriations								610,793			
TOTAL EXPENDITURES AND RESERVES	524,689	6,123,814	7,408,383	83%		394,373	5,669,263	9,115,472	62%		454,551
REVENUE OVER EXPENSES BEFORE FINANCING	(334,681)	1,102,806	659,003			(130,494)	1,577,243	339,785			474,437
Net financing costs	84,508	327,567	376,571	87%		86,281	295,095	339,785	87%		32,472
REVENUE OVER EXPENSES AFTER FINANCING	(419,189)	775,239	282,432			(216,775)	1,282,148	-			506,909

BENEFITS ANALYSIS							
			FULL YEAR				
	ACTUAL	PCT OF	ACTUAL	PCT OF		ACTUAL	PCT. OF
	Jul 13 -Apr 14	WAGES	Jul 13-Jun 14	WAGES		Jul 14 - Apr 15	WAGES
Detail of Personnel Costs:							
Wages	2,665,920		3,309,709			2,699,593	
FICA	198,085	7.4%	249,531	7.5%		198,643	7.4%
Health & Life Insurance	569,878	21.4%	635,995	19.2%		671,768	24.9%
Less: Employee Contribution						(95,609)	-3.5%
Employee Assistance Program	3,500	0.1%	3,500	0.1%		4,030	0.1%
Workman's Comp	143,244	5.4%	184,083	5.6%		112,202	4.2%
Retirement & Pension	318,159	11.9%	320,928	9.7%		307,859	11.4%
TOTAL BENEFITS	1,232,866	46.2%	1,394,037	42.1%		1,198,893	44.4%
TOTAL PAYROLL AND BENEFITS	3,898,786		4,703,746			3,898,486	

CASH AND INVESTMENTS SUMMARY							
	Apr-14		Apr-15				
Cash Balance:							
TD Bank General		290,069				199,743	
TD Bank Payroll		42,213				170,869	
Suntrust Speed Camera		361,657				354,343	
Petty Cash		500				500	
TD Bank Money Market		223,558				226,738	
PNC MD Pool General		8,007,913				6,095,071	
PNC MD Pool Cable TV		230,556				303,886	
PNC MD Pool Global Signal		477,333				40	
PNC MD Pool Weinbach Scholarship		47,856				45,229	
TOTAL CASH		9,681,656				7,396,418	
Fidelity CD's						3,003,524	
TOTAL CASH & INVESTMENT		9,681,656				10,399,942	