



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: October 2015 City Administrative Officer's Report

Date: November 16, 2015

Administration

- Staff assisted the Mayor in executing a termination contract with Cricket Wireless communications to terminate its cell phone tower lease with the City. Cricket agreed to a \$10,000 buyout offer.
- The Administration's Park Project Coordinator continued to work on the City's Master Park Plan designs, completing concept drawings for Beckett Field.
- The City staff switched cell phone service to T-Mobile, saving the City ~60% on its cell phone costs.
- Staff held a meeting with Chesapeake Insurance, the City's workers compensation insurance company, for its annual review. The City is trending well and benefiting from low claims over the past three years. Our current MOD rate is 0.85, which is extremely low. The MOD is used to determine our workers compensation insurance premium amounts. The last three years are averaged to get the MOD rating. A MOD of 1.00 is considered average, anything below 1.00 is considered good.
- Staff completed interviews for a new Code Enforcement Manager; we hope to have the individual hired soon, and have the operations of the department return to normal.
- Staff attended a review roundtable for the County's revision of its Zoning Master Plan. Councilmember Dodro was in attendance as well.
- The Youth Activities Grant is available online under the "residents" section of the website, or in-person at City Hall. The deadline is December 14th at 5pm emailed to mbraatz@newcarrolltonmd.gov, or paper copy in person. Grant submissions will be given to the Council for review in January.

Code Enforcement

- Attached is the report from Code Enforcement for the month of October. (Attachment 1)

City Clerk

- City Clerk Barber coordinated the 2015 Annual Halloween Event “Halloween Spooktacular”, held on Saturday, October 24, 2015. The event was a huge success with the new sponsors, entertainment, and games.
- City Clerk Barber and Administrative Assistant Guzman prepared the November/December Newsletter.
- City Clerk Barber worked with the American Red Cross to have a Blood Drive at the City Municipal Center, which was held on Thursday, October 15, 2015.
- City Clerk Barber worked with vendors to schedule the following events:
 - Community Shredding Day Event to be held on Saturday, November 21, 2015
- Ms. Guzman prepared the monthly call-a-bus report (operating statement) for the County. Ms. Guzman also provided the weekly mileage and monthly mileage reports to the County.
- Ms. Guzman prepared the the Share Food Program order forms for November and December.

Economic Development

- Staff met with ReCreative Spaces a nonprofit arts organization that installs art exhibits in untenanted retail spaces to facilitate bringing art to New Carrollton during Artomatic. Staff connected ReCreative Spaces with local property owners who expressed interest in hosting temporary art exhibitions.
- Staff continued support for the “Bring Trader Joe’s to New Carrollton” campaign through flyers and regular posts to Facebook.
- Staff met with Artomatic organizers on numerous occasions and participated in conference calls to facilitate event marketing, cross-marketing and the installation of a New Carrollton Lounge near one of the live performance stages.
- Staff attended a mandatory workshop for prospective Community Development Block Grant (CDBG) applicants.

- On October 6, Staff facilitated the monthly New Carrollton Business Association meeting, which was hosted by Lowe's at their store. NCBA members discussed Artomatic and marketing opportunities for the City and the local business community.
- Staff continued outreach to local businesses and expanded the reach of the New Carrollton Business Association and membership.
- Staff met with Neighborhood Design Center to plan and prepare design charrette materials as part of Community Development Block Grant-funded improvements along Annapolis Rd.
- Staff attended an input session hosted by the County to discuss retail attraction to Prince George's County.
- Staff continued outreach to State and County agencies, including MDP, SHA, DPW&T) to establish connections and support for local improvement efforts along Annapolis Rd.
- On Oct. 24, Staff hosted a Business Community Clean up to pick up trash and debris along Annapolis Road. Volunteers in attendance represented Metro Points Hotel, Quiznos and St. Christopher's Church, as well as Mayor Hanko, Chief Rice and staff. Volunteers also included youth athletes representing the New Carrollton Boys & Girls club. Special thanks to Starbucks for donating coffee and Quiznos for donating lunch to all who volunteered.
- Staff attended the ribbon cutting for Artomatic 2015 at 8100 Corporate Drive on the south side of the Metro Station.
- Staff launched New Carrollton's newest marketing website to support commercial businesses in the City. Go to www.VisitNewCarrollton.com to see complete listings and links to businesses in the City.

Finance and Accounting

- Monthly Budget Report: Attached is the FY 2016 September budget report. (Attachment 2)

Human Resources

- The Health & Wellness Clinic held on Wednesday, November 4th was a great success. Many employees participated and received a flu vaccination, wellness screening, completed a health assessment and indulged in a massage. We are still running the Annual Health Assessment Campaign, and employees have until November 30th to complete the Health Assessment on www.mycigna.com to become eligible for the drawing. The drawing will be held at our Annual Holiday Party on Friday, December 18th, and prizes include an iPad, \$100 gift cards and \$50 gift cards to local retailers.
- On Thursday, October 29th, Human Resources Coordinator, Alayna Rowlett attended the 28th Annual LGIT meeting along with Councilman Rosenberg, Mayor Hanko, Chief Rice, and City Administrative Officer Graham Waters. During the meeting, LGIT launched a new online

training portal for members and held the quarterly Maryland Local Government Health Cooperative meeting.

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report
Octoberber 1 – October 31, 2015

Code	Code Description	Total
041-1	No Building Permit	2
041-3	Building Permits	6
066-3 (O) [A],[B],[C]	Tall Grass and Weeds/ Overgrowth	24
071-4.3	Sanitation: Litter, Garbage, Rubbish or Solid Waste	17
089-7C	Rental Inspections	20
100-8A	Refuse on Public Right-of-Way	7
110-21, 114-1 & 2	All Vehicle Violations	33
72-1	Illegal Signs Removed	56
	Abatements	1
	Citations	0

Attachment_2_September Finance Report

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

	ACTUAL October 2014	ACTUAL Jul 14 - Oct 14	ACTUAL FY 15	Percent of full yr pd thru YTD		ACTUAL October 15	ACTUAL Jul 15 - Oct 15	ORIGINAL BUDGET FY 16	Percent of budget pd thru YTD		Actual FY 15-14 fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	3,051,586	3,847,480	6,173,740	62%		3,226,433	4,039,606	6,278,409	64%		192,126
Other revenues	109,895	563,341	1,907,437	30%		122,116	596,943	1,817,362	33%		33,602
TOTAL REVENUES	3,161,481	4,410,821	8,081,177	55%		3,348,549	4,636,549	8,095,771	57%		225,728
Reserves and appropriations								1,140,307			
TOTAL REVENUES AND RESERVES	3,161,481	4,410,821	8,081,177	55%		3,348,549	4,636,549	9,236,078	50%		225,728
EXPENDITURES											
Personnel - General Government	69,325	318,080	1,180,726	27%		112,657	384,893	1,275,500	30%		(66,813)
Personnel - Public Safety	118,905	565,713	1,967,072	29%		239,949	722,417	2,168,241	33%		(156,704)
Personnel - Public Works	93,216	489,802	1,713,653	29%		193,321	568,706	2,049,373	28%		(78,904)
TOTAL PERSONNEL	281,446	1,373,595	4,861,451	28%		545,927	1,676,016	5,493,114	31%		(302,421)
Operations - General Government	66,998	210,345	574,593	37%		54,784	223,478	747,059	30%		(13,133)
Operations - Public Safety	30,701	119,986	341,261	35%		30,238	159,477	353,769	45%		(39,491)
Operations - Public Works	84,004	289,724	957,322	30%		102,913	283,164	1,042,215	27%		6,560
TOTAL OPERATIONS	181,703	620,055	1,873,176	33%		187,935	666,119	2,143,043	31%		(46,064)
Capital - General Government	-	6,587	198,729	3%		139	16,281	76,000			(9,694)
Capital - Public Safety	1,332	1,452	161,873	1%		76,811	96,381	249,000			(94,929)
Capital - Public Works	20,501	38,328	230,910	17%		21,667	38,070	696,000			258
TOTAL CAPITAL	21,833	46,367	591,512	8%		98,617	150,732	1,021,000			(104,365)
Weinbach scholarship	-	500	2,000	25%		-	2,000	2,000	100%		(1,500)
TOTAL EXPENDITURES	484,982	2,040,517	7,328,139	28%		832,479	2,494,867	8,659,157	29%		(454,350)
Reserves and appropriations								288,700			
TOTAL EXPENDITURES AND RESERVES	484,982	2,040,517	7,328,139	28%		832,479	2,494,867	8,947,857	28%		(454,350)
REVENUE OVER EXPENSES BEFORE FINANCING	2,676,499	2,370,304	753,038			2,516,070	2,141,682	288,221			(228,622)
Net financing costs	35,343	102,409	333,719	31%		21,282	96,860	288,221	34%		5,549
REVENUE OVER EXPENSES AFTER FINANCING	2,641,156	2,267,895	419,319			2,494,788	2,044,822	-			(223,073)

BENEFITS ANALYSIS							
	FULL YEAR						
	ACTUAL	PCT OF	ACTUAL	PCT OF		ACTUAL	PCT. OF
	Jul 14 -Oct 14	WAGES	Jul 13-Jun 14	WAGES		Jul 15 - Oct 15	WAGES
Detail of Personnel Costs:							
Wages	1,010,415		3,360,675			1,223,045	
FICA	74,463	7.4%	247,347	7.4%		89,944	7.4%
Health & Life Insurance	268,222	26.5%	883,912	26.3%		330,359	27.0%
Less: Employee Contribution	(38,936)	-3.9%	(116,836)	-3.5%		(42,589)	-3.5%
Employee Assistance Program	4,030	0.4%	4,030	0.1%		5,335	0.4%
Workman's Comp & Unemployment	45,799	4.5%	159,782	4.8%		64,417	5.3%
Retirement & Pension	5,873	0.6%	310,794	9.2%		2,763	0.2%
TOTAL BENEFITS	359,451	35.6%	1,489,029	44.3%		450,229	36.8%
TOTAL PAYROLL AND BENEFITS	1,369,866		4,849,704			1,673,274	

CASH AND INVESTMENTS SUMMARY							
	Oct-14		Oct-15				
Cash Balance:							
TD Bank General		628,177				120,642	
TD Bank Payroll		167,499				84,223	
Suntrust Speed Camera		280,104				464,020	
Petty Cash		500				500	
TD Bank Money Market		223,648				226,829	
PNC MD Pool General		9,225,125				7,367,399	
PNC MD Pool Cable TV		303,818				312,362	
PNC MD Pool Global Signal		411,452				40	
PNC MD Pool Weinbach Scholarship		45,218				45,245	
TOTAL CASH		11,285,543				8,621,260	
Fidelity CD's		-				3,005,507	
TOTAL CASH & INVESTMENT		11,285,543				11,626,767	