



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: August City Administrative Officer's Report

Date: September 14, 2015

Administration

- Staff worked with the State of Maryland, Department of Housing and Community Development's Local Government Infrastructure Program, to refinance the City's 2005 CDA Bond. The refinancing is anticipated to save the City over \$60,000 in interest.
- Code Enforcement Director, Joseph "Joe" Welch, retired August 31st, completing 25 years of service with the City. The search for a new Code Enforcement Manager has already begun.
- Staff is continuing to meet with various solar companies and exploring the City Council's concept of using city land for the installation of solar panels. More information will be brought forward as it becomes available.
- The City has been selected to take part in "Clean Up Green Up", we will receive free trees and plantings from the County and will plant them in October.
- Any resident having feedback about the parks in the City, and any ideas on how we can improve them is encouraged to email Vince Yi the Landscape Associate at vyi@newcarrolltonmd.gov to provide feedback for the Parks Plan drawings.

Code Enforcement

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

City Clerk

- The City Clerk used the month of August to prepare for Community Day, which took place on September 12th.

Economic Development

- Staff continued support for the “*Bring Trader Joe’s to New Carrollton*” campaign through flyers and regular posts to Facebook
- On August 3, Staff met with the City’s Attorney to discuss logistics regarding annexation of the West Lanham Hill Volunteer Fire Department
- On August 4, Staff attended National Night Out and engaged in community outreach in the City’s booth
- On August 4, Staff met with a reporter from the Washington Post to discuss economic development in New Carrollton and planned development in the area
- Staff learned about Artomatic from County representatives and engaged in visioning, internal and external meetings to prepare and provide timely information to the Police Department, Public Works, City Administration and Code
- On August 7, Staff engaged in a day-long economic development strategic planning session to establish departmental priorities and direction
- On August 10, Staff attended a meeting with County Councilmember Dannielle Glaros and other County agency staff to meet Artomatic leadership, and begin collaborative planning for the arts festival
- Staff continued to manage the Community Development Block Grant PY40 award through regular communication with County HCD staff
- On August 19, Staff attended a briefing on the Purple Line and related economic empowerment programs that can benefit City workforce and business development initiatives
- On August 21, Staff attended a day-long NAIOP professional development workshop on real estate and redevelopment financing in Bethesda
- On August 25, Staff met with a representative from NAI Michael to discuss the New Carrollton office market and potential tenanting opportunities in the city
- On August 26, Staff met with a representative of bconstrux, an engineering and infrastructure firm seeking office space in New Carrollton to discuss relocation opportunities in the city
- On August 28, Staff participated in an informational call with David Janifer of BTG Group to discuss economic empowerment programs related to the construction of the Purple Line
- Staff continued efforts to schedule a coordination meeting with various departments at the Maryland State Highway Administration to further revitalization efforts along Annapolis Road, including design guidelines, regulations and requirements that apply to CDBG-funded improvement efforts in the commercial district
- Staff conducted ongoing marketing, outreach and planning to support the successful launch of the New Carrollton Business Association

Finance and Accounting

- Monthly Budget Report: Attached is the FY 2016 August budget report.

(Attachment 2)

Human Resources

- No report for the month of August

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report
August 1 – August 30, 2015

Code	Code Description	Total
041-1	No Building Permit	6
041-3	Building Permits	2
066-3 (O) [A],[B],[C]	Tall Grass and Weeds/ Overgrowth	16
071-4.3	Sanitation: Litter, Garbage, Rubbish or Solid Waste	15
089-7C	Rental Inspections	33
100-8A	Refuse on Public Right-of-Way	14
110-21, 114-1 & 2	All Vehicle Violations	51
72-1	Illegal Signs Removed	60
	Abatements	2
	Citations	4

Attachment_2_August Finance Report

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

	ACTUAL August 14	ACTUAL Jul 14 -Aug 14	ACTUAL FY 15	Percent of full yr pd thru YTD		ACTUAL August 15	ACTUAL Jul 15 - Aug 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	184,124	482,914	6,173,740	8%		96,776	410,351	6,278,408	7%		(72,563)
Other revenues	62,200	364,026	1,907,437	19%		58,904	369,374	1,817,362	20%		5,348
TOTAL REVENUES	246,324	846,940	8,081,177	10%		155,680	779,725	8,095,770	10%		(67,215)
Reserves and appropriations								1,140,307			
TOTAL REVENUES AND RESERVES	246,324	846,940	8,081,177	10%		155,680	779,725	9,236,077	8%		(67,215)
EXPENDITURES											
Personnel - General Government	71,512	165,325	1,180,726	14%		92,030	174,643	1,275,500	14%		(9,318)
Personnel - Public Safety	134,148	298,931	1,967,072	15%		169,226	313,540	2,168,241	14%		(14,609)
Personnel - Public Works	123,811	270,213	1,713,653	16%		131,445	241,510	2,049,373	12%		28,703
TOTAL PERSONNEL	329,471	734,469	4,861,451	15%		392,701	729,693	5,493,114	13%		4,776
Operations - General Government	34,096	95,316	574,593	17%		37,715	114,210	747,059	15%		(18,894)
Operations - Public Safety	25,539	82,208	341,261	24%		26,862	108,466	353,769	31%		(26,258)
Operations - Public Works	97,307	144,064	957,322	15%		92,372	133,084	1,042,215	13%		10,980
TOTAL OPERATIONS	156,942	321,588	1,873,176	17%		156,949	355,760	2,143,043	17%		(34,172)
Capital - General Government	-	-	198,729	0%		14,864	14,864	76,000			(14,864)
Capital - Public Safety	-	-	161,873	0%		1,703	7,438	249,000			(7,438)
Capital - Public Works	2,860	2,860	230,910	1%		695	9,262	696,000			(6,402)
TOTAL CAPITAL	2,860	2,860	591,512	0%		17,262	31,564	1,021,000			(28,704)
Weinbach scholarship	500	500	2,000	25%		1,500	1,500	2,000	75%		(1,000)
TOTAL EXPENDITURES	489,773	1,059,417	7,328,139	14%		568,412	1,118,517	8,659,157	13%		(59,100)
Reserves and appropriations								290,700			
TOTAL EXPENDITURES AND RESERVES	489,773	1,059,417	7,328,139	14%		568,412	1,118,517	8,949,857	12%		(59,100)
REVENUE OVER EXPENSES BEFORE FINANCING	(243,449)	(212,477)	753,038			(412,732)	(338,792)	286,220			(126,315)
Net financing costs	21,282	45,784	333,719	14%		29,449	50,731	288,221	18%		(4,947)
REVENUE OVER EXPENSES AFTER FINANCING	(264,731)	(258,261)	419,319			(442,181)	(389,523)	(2,001)			(131,262)

BENEFITS ANALYSIS							
			FULL YEAR				
	ACTUAL	PCT OF	ACTUAL	PCT OF	ACTUAL	PCT. OF	
	Jul 14 -Aug 14	WAGES	Jul 13-Jun 14	WAGES	Jul 15 - Aug 15	WAGES	
Detail of Personnel Costs:							
Wages	495,910		3,360,675		525,098		
FICA	36,400	7.3%	247,347	7.4%	38,636	7.4%	
Health & Life Insurance	199,245	40.2%	883,912	26.3%	166,281	31.7%	
Less: Employee Contribution	(21,347)	-4.3%	(116,836)	-3.5%	(22,848)	-4.4%	
Employee Assistance Program	4,030	0.8%	4,030	0.1%	5,335	1.0%	
Workman's Comp & Unemployment	15,266	3.1%	159,782	4.8%	16,102	3.1%	
Retirement & Pension	2,938	0.6%	310,794	9.2%	-	0.0%	
TOTAL BENEFITS	236,532	47.7%	1,489,029	44.3%	203,506	38.8%	
TOTAL PAYROLL AND BENEFITS	732,442		4,849,704		728,604		

CASH AND INVESTMENTS SUMMARY							
	Aug-14		Aug-15				
Cash Balance:							
TD Bank General	614,475		87,665				
TD Bank Payroll	96,290		66,665				
Suntrust Speed Camera	307,475		418,289				
Petty Cash	500		500				
TD Bank Money Market	223,618		226,799				
PNC MD Pool General	6,775,230		5,006,288				
PNC MD Pool Cable TV	303,795		312,320				
PNC MD Pool Global Signal	477,416		40				
PNC MD Pool Weinbach Scholarship	47,865		45,239				
TOTAL CASH	8,846,665		6,163,804				
Fidelity CD's	-		2,992,614				
TOTAL CASH & INVESTMENT	8,846,665		9,156,418				