



Effective: January 1, 2019

**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF NEW CARROLLTON
AMENDING THE CODE OF THE CITY OF NEW CARROLLTON, CHAPTER 6
“BUDGET AND FINANCE” TO ADD §6-0 “CITY TREASURER” TO NAME THE
DIRECTOR OF FINANCE AND ACCOUNTING AS THE CITY TREASURER, TO
AMEND § 6-6 “ISSUANCE OF CHECKS” TO CLARIFY THE CITY’S PROCESS FOR
ISSUING CHECKS TO MAKE PAYMENTS TO SATISFY CITY FINANCIAL
OBLIGATIONS AND TO AUTHORIZE ELECTRONIC SIGNATURES, AND TO
AMEND § 6-7 PETTY CASH FUND TO MAKE THE DIRECTOR OF FINANCE AND
ACCOUNTING RESPONSIBLE FOR THE FUND**

WHEREAS, the City Charter provides for a City Treasurer; and

WHEREAS, the City Treasurer has resigned, effective December 31, 2018; and

WHEREAS, most jurisdictions whose charter provides for a municipal treasurer either call their director of finance the treasurer or assign to their treasurer the duties of a finance director; and

WHEREAS, given the size of the City, the duties of the City Treasurer identified in the Charter, and the fact that the City Director of Finance and Accounting already performs the vast majority of the duties of the City Treasurer, the City Council no longer deems it necessary to have a person separate from the Director of Finance and Accounting be the City Treasurer; and

WHEREAS, City Administration desires to use an automated clearing house to process payments and payroll; and

WHEREAS, City Administration desires to amend the City Code to make changes to the check signing process to facilitate this change and allow for electronic signatures; and

WHEREAS, it is important that the position of Treasurer be filled upon the effective date of the current Treasurer’s resignation. To adopt this Ordinance in the normal course of business would mean that it would not become effective until on or about January 8, 2019, leaving a gap of 7 days when the City would not have a Treasurer; and

WHEREAS, pursuant to City Charter, Sec. C-10, the City Council of New Carrollton is authorized to enact emergency ordinances that become effective on the date specified in the ordinance. Accordingly, the City Council desires to make this Ordinance an Emergency Ordinance for the sole purpose of making it effective on January 1, 2019; and

WHEREAS, the City Council believes that it is the best interest of the efficient administration of the City for the City to use an automated clearing house to process payments and payroll and to make the necessary changes to the City Code to implement this process.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Council of New Carrollton that City Code, Chapter 6 “Budget and Finance”, be and hereby is amended to add §6-0 “City Treasurer” to read as follows:

§6-0 CITY TREASURER

THE CITY TREASURER SHALL BE THE HEAD OF THE DEPARTMENT OF FINANCE AND ACCOUNTING AND MAY ALSO BE REFERRED TO AS THE DIRECTOR OF THE DEPARTMENT OF FINANCE AND ACCOUNTING.

BE IT FURTHER ENACTED AND ORDAINED by the City Council of New Carrollton that City Code, Chapter 6 “Budget and Finance”, §6-6 “Issuance of checks” be and hereby is amended to read as follows:

§ 6-6 PAYMENT OF OBLIGATIONS AND Issuance of checks.

A. THE DIRECTOR OF FINANCE AND ACCOUNTING/ TREASURER (“DIRECTOR”) IS AUTHORIZED TO PAY CITY OBLIGATIONS BY WAY OF AUTOMATED CLEARING HOUSE, WHEN APPROPRIATE, IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE DIRECTOR. THE PROCEDURES SHALL REQUIRE THE DIRECTOR AND THE MAYOR TO APPROVE THE PAYMENT OF INVOICES OR BILLS BY SIGNING AN INTERNAL AUTHORIZATION SHEET. IN THE ABSENCE OF THE DIRECTOR, THE ALTERNATE TREASURER SHALL BE AUTHORIZED TO SIGN THE INTERNAL AUTHORIZATION SHEET, AND IN THE ABSENCE OF THE MAYOR THE MAYOR PRO TEM SHALL BE AUTHORIZED TO SIGN THE SHEET.

B. All checks issued in payment of obligations of the city, other than the salaries of employees WHETHER ISSUED MANUALLY OR ELECTRONICALLY, shall be signed by the City DIRECTOR OF FINANCE AND ACCOUNTING/Treasurer and countersigned by the Mayor.

[B]C. The Alternate Treasurer shall be authorized to sign checks in the absence of the DIRECTOR OF FINANCE AND ACCOUNTING/Treasurer, and the Mayor Pro Tem shall be authorized to countersign checks in the absence of the Mayor.

[C]D. All DIRECT DEPOSITS MADE IN PAYMENT OF EMPLOYEES’ SALARIES AND checks issued in payment of employee salaries, WHETHER ISSUED MANUALLY OR ELECTRONICALLY, shall be drawn upon a separate payroll checking account in which the unexpended balance may not exceed two hundred thousand dollars (\$200,000. 00). The

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[Bold parentheses]: Indicate language deleted from the City Code.

Administrative Officer shall be authorized to **APPROVE DIRECT DEPOSITS AND** sign salary checks drawn upon the payroll account, and the [City Treasurer or] Mayor **OR MAYOR PRO TEM** shall be authorized to **APPROVE DIRECT DEPOSITS AND** sign such checks in the absence of the Administrative Officer.

[D]E. The Mayor shall keep an updated list of current city bank accounts. The Mayor and Administrative Officer shall be authorized to transfer funds only between city accounts. No transfer of funds shall be authorized except between the official list of bank accounts prepared by the Mayor. Each year the Mayor shall update this list and provide notice to each financial business holding city accounts that transfers may only be made between specified bank accounts.

F. WHENEVER THIS SECTION REQUIRES A SIGNATURE FOR A CHECK, AN ELECTRONIC SIGNATURE SHALL SUFFICE PROVIDED THAT (1) THE SIGNATURE KEPT ON FILE IS APPROVED BY THE PERSON WHO'S SIGNATURE IS REQUIRED TO BE USED FOR PURPOSES OF ISSUING CHECKS, AND (2) THE CITY ADMINISTRATIVE OFFICER AND THE MAYOR HAVE APPROVED THE PAYMENT OF THE INVOICE OR BILL TO BE PAID BY SIGNING AN INTERNAL AUTHORIZATION SHEET AUTHORIZING THE USE OF THEIR ELECTRONIC SIGNATURES FOR THE PAYMENT OF THE INVOICE OR BILL.

BE IT FURTHER ENACTED AND ORDAINED by the City Council of New Carrollton that City Code, Chapter 6 "Budget and Finance", §6-7 "Petty cash fund" be and hereby is amended to read as follows:

§ 6-7 Petty cash fund.

A petty cash fund shall be established in the amount of five hundred dollars (\$500.), which shall be in the custody of the City [Administrative Officer] **DIRECTOR OF FINANCE AND ACCOUNTING/TREASURER**. The [Administrative Officer] **DIRECTOR OF FINANCE AND ACCOUNTING/TREASURER** shall be authorized to make incidental cash purchases from this petty cash fund, not to exceed fifty dollars (\$50.) for any single purchase, and it shall be the responsibility of the [Administrative Officer] **DIRECTOR OF FINANCE AND ACCOUNTING/TREASURER** to keep an accurate accounting of all petty cash transactions and a reconciliation of the balance therein at all times.

BE IT FURTHER ENACTED AND ORDAINED by the City Council of New Carrollton that City Code, Chapter 6 "Budget and Finance", §6-13 "Bonding of officers and employees" be and hereby is amended to read as follows:

§ 6-13 Bonding of officers and employees.

The city shall maintain a personal bond on the Mayor, [Treasurer,]**DIRECTOR OF Finance [Officer]AND ACCOUNTING/TREASURER** and the Administrative Officer in the amount of

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one hundred fifty thousand dollars (\$150,000.00) and a blanket position bond on all other officers and employees in an amount of no less than fifty thousand dollars (\$50,000.) to insure against loss sustained through any fraudulent or dishonest act or through the failure of such officer or employee to properly and faithfully perform the duties of his or her position.

BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall become effective January 1, 2019, following adoption and approval by the Mayor, or passage by the Council over the Mayor's veto.

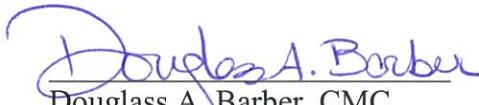
Introduced by the City Council of New Carrollton, Maryland on the 21st day of November, 2018.

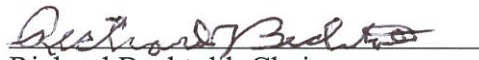
Adopted and enacted by at least a four-fifths majority vote of the City Council of New Carrollton on the 19th day of December, 2018.

Effective: January 1, 2019

Attest:

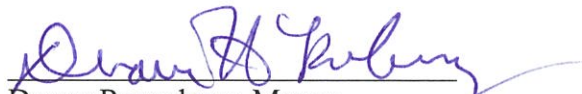
City of New Carrollton


Douglas A. Barber, CMC
City Clerk


Richard Bechtold, Chair
City Council

Date: December 20, 2018

Approved:


Duane Rosenberg, Mayor

Date: December 20, 2018

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