



**CITY COUNCIL WORKSHOP MEETING AGENDA
VIRTUAL MEETING
TUESDAY, FEBRUARY 16, 2021, 7:00 P.M.**

This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website: www.newcarrolltonmd.gov. If you have any questions please contact the City Clerk at (301) 459-6100.

Items for discussion

- 1. Call to Order**
- 2. LGIT (Local Government Insurance Trust) Health Claims Reimbursement for 2020 – Mr. Tim Ailsworth**
- 3. Request for Proposal – Frenchman's Creek – Landscaping and Playground Renovation Status Update on Project – Ms. Grace Fielder**
- 4. Planning Assistance for Municipalities – Draft Economic Strategy for the City of New Carrollton – Ms. Abigail Ferretti**
- 5. Report of the Mayor and Administration**
- 6. Council Questions/Council Announcements**
- 7. Emergency Ordinance 21-08: Chapter 50: Elections**
- 8. Resolution 21-08: Approving the 2021 City of New Carrollton Election be held as a Vote-by-Mail Election**
- 9. Authorize the Purchase of a Freightliner Boom Truck – Department of Public Works**
- 10. Committee Appointments**
- 11. Meeting Minutes**
 - a.) Council Workshop/Special Legislative Meeting Minutes (January 6, 2021)
 - b.) Council Workshop Meeting Minutes (January 19, 2021)
 - c.) Council Legislative Meeting Minutes (January 20, 2021)
- 12. Review of Bills**

Batch #1 (January 11, 2021); Batch #2 (January 15, 2021); Batch #3 (January 22, 2021); and Batch #4 (February 8, 2021)
- 13. Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
- 14. Request for Future Agenda Items**
- 15. Adjournment**

PLEASE NOTE: This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 915 3605 7121**. You do not need a participant code. If you want to join the meeting via the Computer click on the link Join Zoom Meeting <https://zoom.us/j/91536057121> Meeting ID: 915 3605 7121. If you have comments for the Council please email them to City Clerk Doug Barber at dbarber@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.

MEMORANDUM

TO: City Council of New Carrollton

CC: Phelecia Nembhard, Mayor

FROM: Andre Triplett, Director of Public Works

DATE: February 11, 2020

RE: Request for Proposals – Frenchman’s Creek – Landscaping and Playground Renovation – Status Update on Project

The City of New Carrollton requested grant assistance from the State of Maryland for a project titled “New Carrollton Playground and Open Space Project.”

As for RFP 2021-02 Vegetation Removal, Site Restoration and Landscape Planting, the City received three responses: \$29,977 (Lorenz, Inc.), \$54,832.75 (Bry’s Lawn Care & Landscaping, LLC) and \$99,130.46 (EJJ Global Enterprise Corp.). The City is in the process of reviewing the proposals and discussing them with the State of Maryland. If the State authorizes the City to enter into a contract with the low bidder, Lorenz, Inc. is the lowest most responsive and responsible bidder, then the contract will not come back to the City Council if approval as it is less than \$30,000.

With respect to RFP 2021-03 Playground Renovation, the City received four responses: \$27,393.70 (Metro Recreation, Inc.), \$30,914 (Younger Services, LLC), \$55,320 (Bry’s Lawn Care & Landscaping, LLC) and \$69,677 (Dad Environmental Construction). The City has evaluated these bids under consultation with Ms. Fielder to determine the lowest most responsive and responsible bidder. Younger Services was selected under the recommendation of Ms. Fielder, landscape planner. Albeit the bid amount was over the lowest bidder, the recommendation was based on Younger Services LLC., having a more comprehensive plan.

The Administration is seeking permission to update and proceed with the bid selection. Upon receiving input on the item from the Council, the Administration will seek approval of the selected vendor and contract award at the City Council Meeting scheduled for March 3, 2021.

John T. Gontrum, Esq.
Executive Secretary

Gabriel Gnall, Esq.
Procurement Advisor

SECOND NOTICE

JAN 28 2021

David Bohannon, Esq.
General Counsel

William Morgante, PWS
Wetlands Administrator

October 20, 2020

The Honorable Phelecia Nembhard
Mayor
Mayor and City Council of the City of New Carrollton
6016 Princess Garden Parkway
New Carrollton, Maryland 20784

City Of New Carrollton

FEB 4 - 2021

Re: NEW CARROLLTON PLAYGROUND & OPEN SPACE PROJECT Received

Dear Mayor Nembhard:

State law requires grant recipients to expend capital funds within seven years from the effective date of the Act that authorizes the grant. After seven years, the funding authorization automatically terminates (**except in circumstances described below**). Section 8-128(c), State Finance and Procurement Article, Maryland Code.

The seven-year deadline is almost up for your grant. If you do not spend or encumber the funds they will automatically revert to the State. You may retain your funding in one of the following ways:

1. To fully encumber the balance, submit your contracts to the Department of General Services' **Jack Howard** (410.767.0979) before **June 1, 2021** (seven years from the effective date of your authorizing Act). To have your contract documents reviewed and approved in time, please make sure to contact Mr. Howard well in advance of the June 1, 2021 deadline.

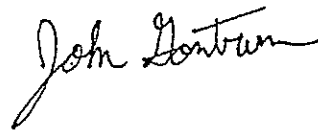
2. Obtain from the General Assembly an amendment to the authorizing act to extend the termination date beyond June 1, 2021. You may discuss this with the legislator who sponsored your original bill or with any other interested legislator.

COMPLETED PROJECTS: If your project is complete and you do not intend to use the balance of your grant, please provide a letter to the following address stating that your tasks are finished, and the funds are no longer needed.

Comptroller of Maryland
Attn: Re Rentuma
P O Box 466
Annapolis, Maryland 21401

Please address any questions to Ms. Rentuma (410.260.7851) or Mr. Howard (410.767.0979).

Sincerely,



John T. Gontrum



CITY OF NEW CARROLLTON

MEMORANDUM

TO: City Council of New Carrollton

CC: Phelecia Nembhard, Mayor

FROM: Karen Ruff, City Administrative Officer

DATE: November 13, 2020

RE: Request for Proposals – Frenchman’s Creek – Landscaping and Playground Renovation

The City of New Carrollton requested grant assistance from the State of Maryland for a project titled “New Carrollton Playground and Open Space Project.” The purpose of the grant was for “the acquisition, planning, design, construction, repair, renovation, reconstruction and capital equipping of the New Carrollton Playground and related open space” (Frenchman’s Creek). The City received a grant of \$100,000. A \$20,000 matching fund is required of the City. The City’s matching funds are work that can be performed by Public Works and money paid to the consultant to draft the plans required for the Project. These terms are contained in a State of Maryland Capital Projects Grant Agreement between the State of Maryland and the City.

There are two phases of work to be performed at Frenchman’s Creek Park, namely vegetation removal along with site restoration and landscape plantings, and playground renovation. Not knowing how much either phase would cost, the City went out to bid on both phases. Below is a status update and request for approval of the award of the playground renovation RFP.

1. As for RFP 2021-02 Vegetation Removal, Site Restoration and Landscape Planting, the City received three responses: \$29,977 (Lorenz, Inc.), \$54,832.75 (Bry’s Lawn Care & Landscaping, LLC) and \$99,130.46 (EJJ Global Enterprise Corp.). The City is in the process of reviewing the proposals and discussing them with the State of Maryland. If the State authorizes the City to enter into a contract with the low bidder, as he is the lowest most responsive and responsible bidder, then the contract will not come back to the City Council for approval as it is less than \$30,000.
2. With respect to RFP 2021-03 Playground Renovation, the City received four responses: \$27,393.70 (Metro Recreation, Inc.), \$30,914 (Younger Services, LLC), \$55,320 (Bry’s Lawn Care & Landscaping, LLC) and \$69,677 (Dad Environmental Construction). The City is in the process of evaluating these bids in consultation with Ms. Fielder and the State of Maryland to determine the lowest most responsive and responsible bidder.

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION
PROCUREMENT & LOGISTICS • REAL ESTATE

June 20, 2014

The Honorable Andrew C. Hanko
Mayor
Mayor and City Council of the City of New Carrollton
6016 Princess Garden Parkway
New Carrollton, Maryland 20784

Re: New Carrollton Playground and Open Space Project
Prince George's County
DGS Item G112, Chapter 463, Acts of 2014 - \$100,000

Dear Mayor Hanko:

Congratulations on receiving your State grant. Funds for your grant are authorized in a "bond bill" enacted by the General Assembly and signed by Governor Martin O'Malley.

The Department of General Services will administer your grant on behalf of the State Board of Public Works (BPW). This application package contains the necessary forms for you to complete and return to us in order to access your grant funds. We will request the Board of Public Works to approve your grant agreement and, when applicable, to certify that you have met your matching fund requirement based on the application information you provide us.

The legislation authorizing your grant requires certain deadlines are met by grant recipients as follows:

- (a) The deadline for obtaining BPW certification of matching funds is two (2) years from the date the grant is authorized, or **June 1, 2016**.
- (b) The deadline for grant recipients to encumber (enter into project contracts) or expend the State funds is seven (7) years from the date of authorization, or **June 1, 2021**.

Please pay close attention to the important State policies that are outlined in the Capital Grants Program booklet found on the Capital Grants Program web page (www.dgs.maryland.gov/grants). The Board of Public Works is especially concerned that grant recipients utilize a competitive process to select their contractors.

POC: Capital Projects Administrator, Ms. Re Rentuma
Phone: 410-260-7851
Email: rrentuma@comp.state.md.us

The following attachments are provided:

Directions
General Information worksheet

Sincerely,



Richard E. Norman
Director

Enclosures (2)

rlr

CONTRACT SELECTION

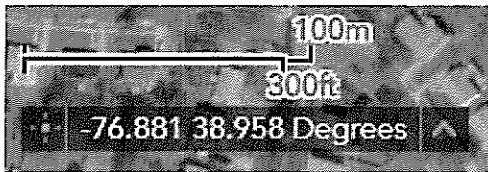
The following contract information must be submitted for all costs you intend to claim against your grant. DGS will review your information and provide an eligibility determination for funding participation.

SUBMIT TO:

**Department of General Services
Capital Grants Program, Room ~~703~~ 703
301 West Preston Street
Baltimore, Maryland 21201**

CHECKLIST:

1. Estimated project schedule (design and construction).
2. Detailed scope of work for each contract (Plans and Specifications **only if requested**).
3. Engineer's cost estimate for each contract (if available).
4. Procurement procedures used for each contract.
5. Bid tabulation including name, address, and bid amount/score for each bidder.
6. Name of selected vendor. *Explanation if low bid or highest-scoring offer is not selected.
7. Copy of the selected proposal.
8. Statement certifying that the selected contractor is not debarred or suspended.
(Contact: www.bpw.state.md.us)
9. Statement certifying wage rates will be applied, as required, when a contract is \$500,000 or more and is at least 50% State funded. (Contact DGS if you need wage rates.)
10. Copy of each contract/agreement. *Explanation if the contract amount is different from bid award.
11. Information about Minority/Women's Business Enterprise (M/WBE) outreach and award.
12. Copies of all subsequent change orders/amendments.



Source of Aerial:
Maryland Merlin

AERIAL PHOTO

FRENCHMAN CREEK RENOVATION

CITY OF NEW CARROLLTON, MARYLAND

DECEMBER 8, 2020

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor



Robert S. McCord, Secretary
Sandy Schrader, Deputy Secretary

Maryland
DEPARTMENT OF PLANNING
MARYLAND HISTORICAL TRUST

January 8, 2021

Karen Ruff
City of New Carrollton
6016 Princess Garden Parkway
New Carrollton, MD 20784-2898
Sent via email to kruff@newcarrolltonmd.gov

RE: City of New Carrollton, Frenchman Creek Playground Renovation- Loan of 2014
Chapter 463, DGS Item No. G112
Prince George's County, Maryland
Historic Preservation Review

Dear Ms. Ruff:

Thank you for your recent submittal, received by the Maryland Historical Trust (Trust) on December 23, 2020, regarding the above-referenced bond bill project. The Trust, a division of the Maryland Department of Planning, has reviewed the project to assess its effects on historic properties, pursuant to the Maryland Historical Trust Act of 1985 (State Finance and Procurement Article § 5A-325 of the Annotated Code of Maryland). In our opinion, the proposed project will have no effect on historic properties, including historic structures and archeological sites.

As provided by the Bond Bill, the Maryland Historical Trust has examined the proposed project to determine whether, prior to the issuance of the bonds, the grantee or owner of the property must convey a perpetual preservation easement to the Trust. After review of the documentation provided, the Trust has determined that the property is not historic [COMAR 34.04.05.03B (11)]. Therefore, the Trust does **not** require the conveyance of a perpetual preservation easement on this property.

By copy of this letter, we are notifying the Board of Public Works (BPW) that the project's historic preservation review and consultation have been completed. If you have questions or require further information, please contact me at beth.cole@maryland.gov. Thank you for providing us this opportunity to comment.

Sincerely,

Beth Cole (signed electronically)

Beth Cole
Administrator, Project Review and Compliance

BC/202005291

cc: BPW / email.bpw@maryland.gov
Comptroller / CAPITAL_GRANTS@comp.state.md.us
DGS / dgs.capitalgrants@maryland.gov

Maryland Historical Trust • 100 Community Place • Crownsville • Maryland • 21032

Tel: 410.697.9591 • toll free 877.767.6272 • TTY users: Maryland Relay • MHT.Maryland.gov

MEMORANDUM

TO: City Council of New Carrollton

CC: Phelecia Nembhard, Mayor

FROM: Joesph Nagro, Interim City Administrative Officer
Doug Barber, City Clerk

DATE: February 12, 2020

RE: Planning Assistance to Municipalities – Draft Economic Development Strategy
for the City of New Carrollton

On June 4, 2020, the Prince George’s County Planning Board voted unanimously to approve \$49,660 to undertake the development of an economic development strategy for the City of New Carrollton (“Project”). The Project was approved through the Maryland-National Capital Park and Planning Commission’s Planning Assistance to Municipalities program. The contract for the Project was awarded to Partners for Economic Solutions (“PES”), an urban economics firm with significant experience in market and financial feasibility analysis, economic development strategies, public/private partnerships and small area planning. Abigail Ferretti with PES addressed the City Council on November 16, 2020, on the project. Ms. Ferretti has submitted the attached proposed draft for the project and will be attending the City Council’s Workshop meeting on Tuesday, February 16, 2021, to address the City Council on the project.

Cover page

Title: City of New Carrollton Economic Development Strategy

Date:

Suggested imagery:



Abstract

Date March 2021

Title City of New Carrollton Economic Development Strategy

Author The Maryland-National Capital Park and Planning Commission

Subject Economic Development

Source of copies The Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Series number

Number of pages

The City of New Carrollton remains a vibrant small city within Prince George's County. In an effort to ensure the City of New Carrollton's continued economic vitality with sustainable development, the City partnered with the Maryland-National Capital Park and Planning Commission to hire a consultant to prepare an Economic Development Strategy. The economic development strategy reflects community vision and local stakeholders' feedback on current economic conditions and future goals.

The economic development strategy will address many of the following issues including: commercial tenant retention and attraction; assistance to enhance retailers' ability to compete; assistance to retailers as they recover from the COVID-19 shutdown; ways to better link New Carrollton businesses and sites to the enhanced activity and investment at the New Carrollton Metro station; potential redevelopment sites in and adjacent to the City; tools to support existing businesses and attract additional businesses and property owners; and recommended short- and long-term actions.

The consultant team prepared an implementation plan with step-by-step actions, identifying the roles and responsibilities of specific parties, timelines, relative priorities and performance measures.

DRAFT 2-11-2021

Date: March, 2021

Consultant names: Partners for Economic Solutions, LLC

&Access LLC

The Maryland-National Capital Park and Planning Commission

Prince George's County Planning Department

14741 Governor Oden Bowie Drive

Upper Marlboro, MD 20772

www.pgplanning.org

The Maryland-National Capital Park and Planning Commission

Casey Anderson, Chairman

Elizabeth M. Hewlett, Vice Chairman

Officers

Anju Bennett, Acting Executive Director

Joseph Zimmerman, Secretary-Treasurer

Adrian R. Gardner, General Counsel

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a bicounty agency, created by the General Assembly of Maryland in 1927. The Commission's geographic authority extends to the great majority of Montgomery and Prince George's Counties: the Maryland-Washington Regional District (M-NCPPC planning jurisdiction) comprises 1,001 square miles, while the Metropolitan District (parks) comprises 919 square miles, in the two counties.

The Commission has three major functions:

- The preparation, adoption, and, from time to time, amendment or extension of the General Plan for the physical development of the Maryland-Washington Regional District.
- The acquisition, development, operation, and maintenance of a public park system.
- In Prince George's County only, the operation of the entire county public recreation program.

The Commission operates in each county through a Planning Board appointed by and responsible to the County government. All local plans, recommendations on zoning amendments, administration of subdivision regulations, and general administration of parks are responsibilities of the Planning Boards.

The Prince George's County Planning Department:

- Our mission is: To promote economic vitality, environmental sustainability, design excellence, and quality development in Prince George's County.
- Our vision: Thriving communities—now and into the future.

Prince George's County Planning Board

Elizabeth M. Hewlett, Esq., chairman

Dorothy F. Bailey, vice chair

Manuel R. Geraldo

William Doerner

A. Shuanise Washington

Montgomery County Planning Board

Casey Anderson, chairman

Natali Fani-Gonzalez, vice chair

Gerald R. Cichy

Tina Patterson

Partap Verma

Prince George's County

Angela Alsobrooks, County Executive

County Council

The County Council has three main responsibilities in the planning process: (1) setting policy, (2) plan approval, and (3) plan implementation. Applicable policies are incorporated into area plans, functional plans, and the general plan. The Council, after holding a hearing on the plan adopted by the Planning Board, may approve the plan as adopted, approve the plan with amendments based on the public record, or disapprove the plan and return it to the Planning Board for revision. Implementation is primarily through adoption of the annual Capital Improvement Program, the annual Budget, the water and sewer plan, and adoption of zoning map amendments.

Council Members

Thomas E. Dernoga, 1st District

Deni Taveras, 2nd District

Dannielle Glaros, 3rd District

Todd M. Turner, 4th District, Council Chair

Jolene Ivey, 5th District

Derrick L. Davis, 6th District

Rodney Streeter, 7th District, Council Vice Chair

Monique Anderson-Walker, 8th District

Sydney J. Harrison, 9th District

Mel Franklin, At-large

Calvin Hawkins, At-large

Clerk of the Council: Redis C. Floyd

Acknowledgements

Mayor Phelecia Nembhard, *City of New Carrollton*

Councilmember Cynthia DB Mills, *City of New Carrollton*

Councilmember Allyne Hooks, *City of New Carrollton*

Councilmember Lincoln Lashley, *City of New Carrollton*

Councilmember Stephen L John, *City of New Carrollton*

Councilmember Sarah Potter Robbins, *City of New Carrollton*

Joe Nagro, *City of New Carrollton Interim City Administrative Officer*

Isiah Harris Jr., *City of New Carrollton Code Enforcement Manager*

Alayna Rowlett., *City of New Carrollton Human resources Administrator*

Andrew Triplett., *City of New Carrollton Director of Public Works*

Col. David G Rice, *City of New Carrollton Chief of Police*

Maisha Williams, *City of New Carrollton Finance Director*

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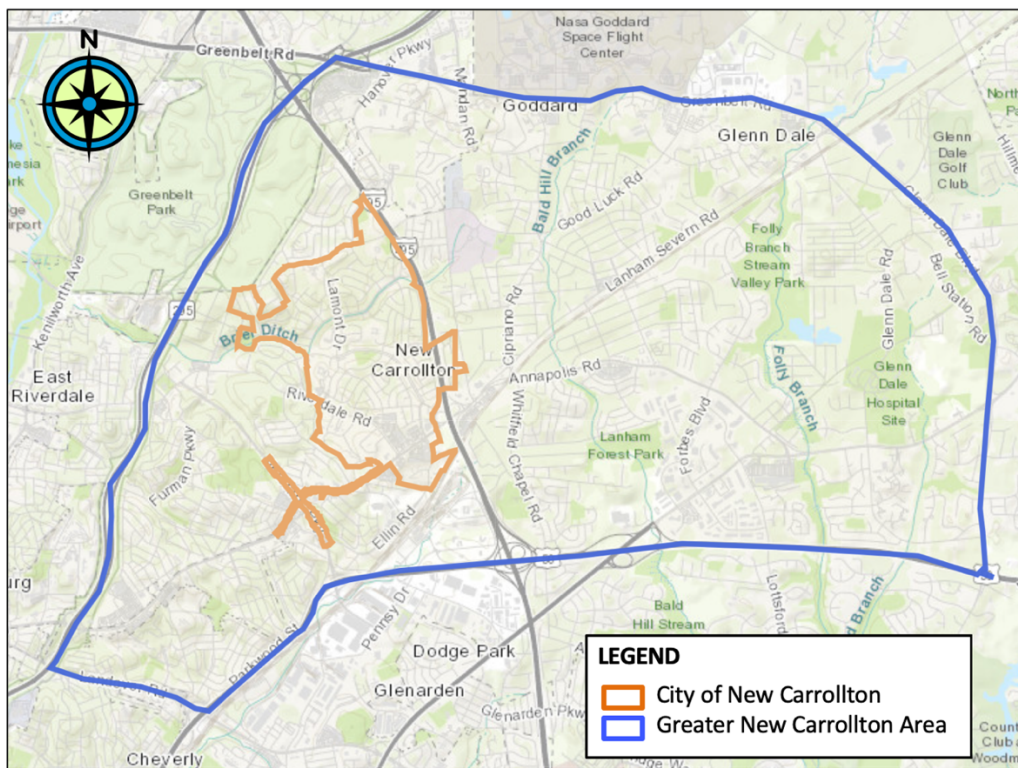
Existing Conditions Assessment

Partners for Economic Solutions, LLC and Access LLC began an Economic Development Strategy in the summer of 2020. This work commenced with a tour of the City of New Carrollton and areas immediately outside the City boundaries, including the New Carrollton Metro station. The consultant team worked to gather detailed market data. These valuable insights included input from stakeholder interviews, conducted as one-on-one interviews to help target the market research.

The City of New Carrollton is characterized by a stable population and attractive neighborhoods. Its location along the Beltway (I-495) and major commuter corridors, including the MARC commuter rail and Metro's Orange line, provides excellent regional access.

A review of demographic conditions in the City of New Carrollton, with comparison information for the broader area surrounding the city and Prince George's County, profiles existing conditions and retail spending potential. These data highlight meaningful demographic trends that impact the market conclusions. The boundaries of "Greater New Carrollton" follow the major thoroughfares and are defined in the map below.

Map 1. New Carrollton and Greater New Carrollton Area Boundaries



Demographics

The City of New Carrollton's 11,991 residents live in roughly 3,800 households, based on data from ESRI, a national demographic data provider. This is slightly less than the 12,900 population estimate used by City officials. Another 67,200 people live within the Greater New Carrollton area outside the city's boundaries. This Greater New Carrollton area has a total of 25,131 households and 79,190 residents with a median age of 36.2 years, slightly younger than Prince George's County's median age of 36.7 years. The Greater New Carrollton area's median age of 36.2 years is somewhat higher than the city's average of 35.9 years.

Table 1. Population and Household Trends, 2000-2020						
	City of New Carrollton		Greater New Carrollton Area		Prince George's County	
	Number	Percent	Number	Percent	Number	Percent
Population						
2000	12,028		70,994		801,473	
2010	11,979		77,834		863,420	
2020	11,991		79,190		904,929	
2000-2020 Change	(37)	-0.3%	8,196	11.5%	103,456	12.9%
2010-2020 Change	12	0.1%	1,356	1.7%	41,509	4.8%
Households						
2000	4,308		25,021		286,599	
2010	3,898		25,287		304,042	
2020	3,794		25,131		316,756	
2000-2020 Change	(514)	-11.9%	110	0.4%	30,157	10.5%
2010-2020 Change	(104)	-2.7%	(156)	-0.6%	12,714	4.2%

Note: The Greater New Carrollton Area is bounded by Route 50 to the south; Maryland Route 193 to the north and east; Baltimore-Washington Parkway (1-295) to northwest and Maryland 202 to the southwest.
Source: ESRI, Community Profile, 2020; Partners for Economic Solutions, 2020.

The City of New Carrollton's median household income of \$68,699 is 17 percent lower than the Prince George's County median household income of \$83,429. The Greater New Carrollton area has a median household income closer to the county at \$78,700. Nearly 20 percent of New Carrollton households make less than \$35,000, and 14 percent make \$150,000 or more. In the broader community, only 15.2 percent of households earn less than \$35,000 compared with 16.3 percent in Prince George's County. The higher proportion of low-income households in the City of New Carrollton reflects the urban nature of the community and the availability of more modest housing. The majority of New Carrollton residents commute by car – 64.7 percent drive alone but one in five residents use public transit to commute, reflecting the highly accessible nature of the city. In contrast, only 13.3 percent of Prince George's County residents use public transit.

More than half or 57 percent of employed City of New Carrollton residents work in white-collar jobs; that is a slightly smaller share than the 64 percent of Prince George's employed residents. Blue-collar

occupations employ one out of every four city residents. For all three geographies, residents working in service professions represent between 17 and 18 percent of all employed residents.

Data on the business climate include the number of businesses, employees and expected daytime population in the City of New Carrollton. As a small city, New Carrollton's business community with roughly 169 businesses and 2,177 employees provides only part of the story. A broader review of businesses in the Greater New Carrollton area indicated more than 2,824 businesses that employ roughly 31,238 workers. ESRI, a national data provider, estimates the daytime population (which includes people working in the city) reaches 9,386 people daily within the city boundaries as compared to 71,766 in the Greater New Carrollton community.

Economic Generators

Economic activity in the City of New Carrollton supported roughly 1,600 jobs in 2017, a gain of 400 jobs from 2013 to 2017, as estimated by data provided by the U.S. Census Bureau. During that time period, the largest job gains consisted of 100 jobs in area hotels and 93 new jobs in professional and business services as well as 75 jobs in health and education services. Table 2 shows that 50 percent of the employment in the city involves businesses in the trade, transportation and utilities industry. Another 15 percent of New Carrollton jobs are in leisure and hospitality industries.

Industry	2013	2014	2015	2016	2017	2013-2017 Change	
						Number	Percent
Construction, Natural Resources and Mining	43	35	39	59	62	19	44.2%
Manufacturing	-	-	-	-	-	-	N/A
Trade, Transportation and Utilities	765	807	630	804	823	58	7.6%
Information	-	-	-	-	-	-	N/A
Financial Activities	90	107	118	125	139	49	54.4%
Professional and Business Services	69	53	61	99	162	93	134.8%
Education and Health Services	67	108	150	141	142	75	111.9%
Leisure and Hospitality	148	184	170	192	248	100	67.6%
Other Services	75	85	79	89	85	10	13.3%
Total Private Employment	1,257	1,379	1,247	1,509	1,661	404	32.1%

Source: Longitudinal Employer-Household Dynamics (LEHD), Census; Partners for Economic Solutions, 2020.

Office Development

Office market supply and demand conditions do not reflect a singular type of office space; rather, tenants vary space use depending on availability and price point.

The New Carrollton office market consists of 291,000 square feet of office space within the city limits including general office space, flexible office space in non-traditional office buildings and neighborhood-serving office space. The analysis of market conditions includes general office market insights and review of neighborhood-serving offices in less traditional space. The Greater New Carrollton area has an

inventory of 4.9 million square feet of general market office space in commercial buildings along major thoroughfares and in traditional business parks with access and visibility along I-495.

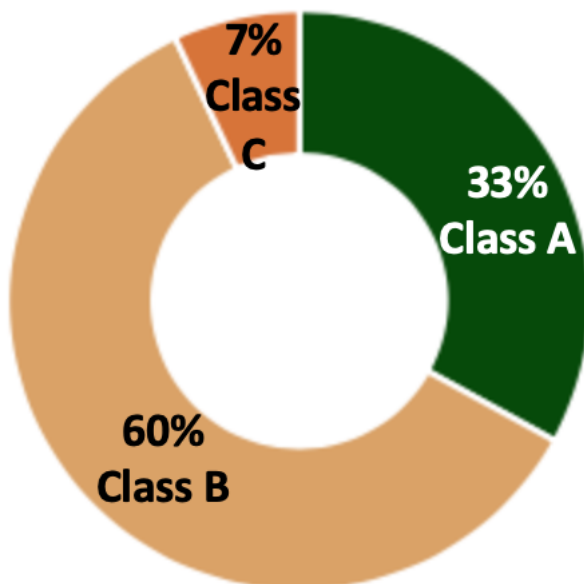
Prince George’s County office space consists of 27.3 million square feet in roughly 1,180 buildings with an occupancy rate of 86.2 percent. That is well in excess of the 8- to 10-percent vacancy rate that would indicate a market with a good supply/demand balance. The City of New Carrollton sits within several emerging office submarkets centered on the New Carrollton station transit hub. The most notable new addition to the Greater New Carrollton area office market is a single office building for Kaiser Permanente.

The Greater New Carrollton office market suffers due to an overbuilt metropolitan area office market with a vacancy rate of 14.6 percent in 2019. Office spaces rent for \$18 to \$20 per square foot on average. These are relatively low rents that would not support the costs of new building construction.

Within the Greater New Carrollton community, the office market absorbed (i.e., increased its occupied space) an average of 106,200 square feet of space annually over the last five years (2014 to 2019) with two buildings developed in the Greater New Carrollton community but no new office space constructed in the City of New Carrollton. In comparison, the Prince George’s County office market absorbed an annual average of 285,000 square feet of space during the same time period with an average of three new buildings each year. Greater New Carrollton “captured” 37 percent of the county’s net new office leasing activity.

Classing of commercial space helps to properly evaluate existing supply by differentiating buildings by physical condition and operating performance. Class A represents the newest buildings with high-quality

Chart 1. Greater New Carrollton Class of Office



finishes that command the highest rents, and Class C represents those older properties in average condition receiving lower than average rents often in secondary locations. Within the Greater New Carrollton community, one-third of the existing inventory is Class A space but the majority of space (60 percent) is Class B office space.

Interestingly, the vacancies based on the classification of office space show differences in the performance of existing office assets. Class B office space in the Greater New Carrollton community has the highest vacancy rate at 17.6 percent for the 2.9 million square feet of space. Class C’s vacancy rate of 5.1 percent highlights the success of these affordable spaces in maintaining occupancy. The Class A office inventory of 1.6 million square feet has a vacancy rate of 11.1 percent.

The Greater New Carrollton community has a limited supply of modern office space; much of the inventory was developed in the 1980s (65 percent) and is outdated by today’s office standards. In fact, 88 percent of the office space classified as Class B was built in the 1980s, representing 2.2 million square feet of space. Development over the last decade added 325,528 square feet of new office space.

With vacancies at 14.6 percent as of the third quarter of 2020, conditions are slightly worse in the Greater New Carrollton's portion of the Prince George's County market than county-wide, which has 14.0 percent vacancies overall. Leasing of vacant space has improved significantly over the last five years with net absorption averaging 162,700 square feet annually in the area. This includes the Maryland Department of Housing and Community Development at the New Carrollton Metro station. Shown in Table 3 below, the average office asking rent was reported by CoStar to be \$20.96 per square foot (full service), which is typically too low to support the costs of building new office space.

Year	Inventory		Vacant Space		Square Feet		Gross Rent per Sq. Ft.
	Buildings	Square Feet	Square Feet	Percent	Net Absorption	Deliveries	
2006	132	4,421,537	448,358	10.1%	28,865	-	\$19.97
2007	132	4,421,537	492,231	11.1%	(43,873)	-	\$21.18
2008	136	4,559,763	770,448	16.9%	(139,991)	138,226	\$20.25
2009	137	4,600,256	878,462	19.1%	(67,521)	40,493	\$19.88
2010	137	4,600,256	783,742	17.0%	94,720	-	\$20.03
2011	137	4,600,256	811,022	17.6%	(27,280)	-	\$20.55
2012	137	4,600,256	965,239	21.0%	(154,217)	-	\$20.24
2013	137	4,600,256	956,948	20.8%	8,291	-	\$20.16
2014	137	4,600,256	1,308,924	28.5%	(351,976)	-	\$19.92
2015	138	4,710,256	1,274,430	27.1%	144,494	110,000	\$20.75
2016	138	4,710,256	1,002,084	21.3%	272,346	-	\$20.53
2017	138	4,710,256	699,595	14.9%	302,489	-	\$20.93
2018	138	4,710,256	673,096	14.3%	46,726	-	\$20.54
2019	139	4,925,784	665,279	13.5%	223,345	215,528	\$21.32
Sept. 2020	139	4,925,784	719,042	14.6%	(53,763)	-	\$20.96
2010-September 2020 Change							
Amount	2	325,528	(64,700)	-2.4%	505,175	325,528	\$0.93
Percent	1.5%	7.1%	-8.3%	-14.1%			4.6%
Source: CoStar, 2020; Partners for Economic Solutions, 2020.							

Until net absorption reduces the supply of vacant space and rents increase significantly, this section of Prince George's County can expect limited development of new office facilities, though some build-to-suit activity may occur periodically. The recent addition of larger institutional users, such as Kaiser Permanente and the Maryland Department of Housing and Community Development are examples of the build-to-suit activity.

Part of the explanation for the overall pace of office absorption relates to the changing ways in which companies are using office space. With advances in technology, it is much simpler for employees to work remotely, spending less time and requiring less space in the office. Changes in office design to open floor plans have greatly increased the efficiency of office space use with a significant decline in the square footage required per employee. Thus, economic growth that generates employment gains need not generate a net increase in the amount of office space used, though it may generate demand for new spaces designed for open floor plan operations.

Worker shortages with specialized technical skills and security clearances have shifted the balance of power in favor of workers to some extent. As companies compete to attract and retain talented

workers, they are increasingly looking to the quality of the workplace to help them in that competition. Younger workers have expressed preferences for mixed-use environments that allow them to walk or bike to work and be able to eat and shop in a walkable environment.

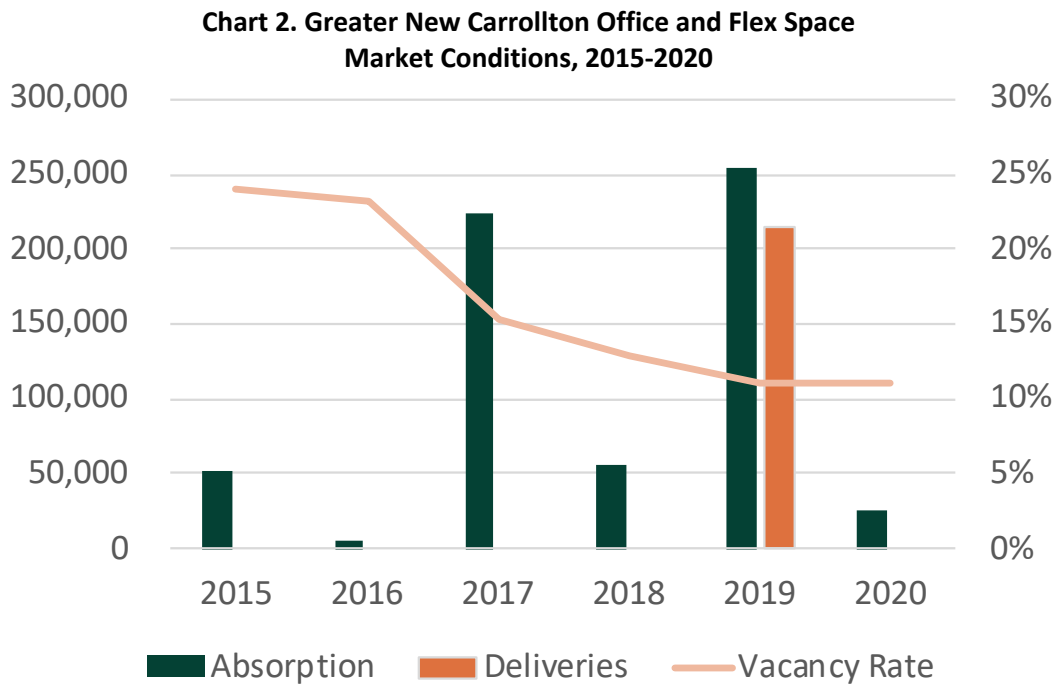
Under these very competitive market conditions, the City of New Carrollton cannot expect to compete successfully for significant blocks of new office space outside the Metro-adjacent parcels beyond the city limits. In fact, even these Metro-adjacent spaces remain challenged in maintaining full occupancy.

Most of the office space located within the city limits competes with flex space in this segment of the market. Flex space involves single-story buildings which can be finished out as either office or warehouse/industrial space. The flex office space within Prince George's County represents another 9.4 million square feet of inventory. In the Greater New Carrollton community, flex office space amounts to 1.6 million square feet of space with the very healthy vacancy rate of 3.5 percent. This low vacancy rate was achieved through an average net absorption of 25,735 square feet annually over the last five years, which is expected to continue into the future.

Year	Inventory		Vacant Space		Square Feet		Gross Rent per Sq. Ft.
	Buildings	Square Feet	Square Feet	Percent	Net Absorption	Deliveries	
2006	32	1,598,551	195,796	12.2%	72,827	-	\$9.09
2007	32	1,598,551	145,252	9.1%	50,544	-	\$9.78
2008	32	1,598,551	187,648	11.7%	(42,396)	-	\$10.26
2009	32	1,598,551	235,792	14.8%	(48,144)	-	\$10.16
2010	32	1,598,551	276,952	17.3%	(41,160)	-	\$9.92
2011	32	1,598,551	244,710	15.3%	32,242	-	\$9.89
2012	32	1,598,551	238,140	14.9%	6,570	-	\$9.24
2013	32	1,598,551	241,633	15.1%	(3,493)	-	\$9.21
2014	32	1,598,551	221,822	13.9%	19,811	-	\$8.40
2015	32	1,598,551	185,193	11.6%	36,629	-	\$9.16
2016	32	1,598,551	182,871	11.4%	2,322	-	\$9.16
2017	32	1,598,551	165,521	10.4%	17,350	-	\$9.94
2018	32	1,598,551	83,219	5.2%	82,302	-	\$8.51
2019	32	1,598,551	73,409	4.6%	9,810	-	\$9.83
Sept. 2020	32	1,598,551	56,520	3.5%	16,889	-	\$11.53
2010-September 2020 Change							
Amount	0	0	(220,432)	-13.8%	179,272	0	\$1.61
Percent	0.0%	0.0%	-79.6%	-79.8%			16.2%

Source: CoStar, 2020; Partners for Economic Solutions, 2020.

Within the Greater New Carrollton community, tenants and users attracted to rent spaces in the marketplace do not make significant distinctions between office space and flex space. Many tenants switch between the two categories without consideration for the differences in the space characteristics. The following chart details the combined office and flex space conditions in the Greater New Carrollton community. As shown, the vacancy rate fell over the last five years with the only delivery of new space in 2019. This shows a market in flux as demand begins to fill the overhang of vacant space.



Over the near- to mid-term, most of the region’s office leasing activity will be businesses upgrading to more efficient space, particularly in mixed-use transit-oriented environments that will help attract young workers.

The City of New Carrollton does not compete well with such locations due to its distance from the Metro station. It will continue to be most competitive for small neighborhood-serving office spaces such as medical office buildings. Some of the small office-based service businesses that serve area residents will choose among available storefront spaces as lower-rent options to new office development.

Industrial Development

In the Greater New Carrollton area, many communities have succeeded in encouraging quality industrial development. The area’s easy access to several modes of transportation provides a stable industrial environment for industrial operations with 1.68 million square feet of space in 2019. During the last year roughly 400,000 square feet of new construction in the Greater New Carrollton area increased the total industrial space supply by 24 percent, nearly tripling the vacancy rate to 21.5 percent from 7.6 percent in 2019. There is no space classified as industrial located within the City of New Carrollton limits according to CoStar.

Table 5. Greater New Carrollton Area Industrial Trends, 2006-July 2020							
Year	Inventory		Vacant Space		Square Feet		Gross Rent per Sq. Ft.
	Buildings	Square Feet	Square Feet	Percent	Net Absorption	Deliveries	
2006	37	1,446,655	180,790	12.5%	56,556	-	\$9.85
2007	38	1,451,381	144,206	9.9%	41,310	4,726	\$8.30
2008	39	1,533,881	134,885	8.8%	91,821	82,500	\$9.41
2009	39	1,533,881	135,505	8.8%	(620)	-	\$8.17
2010	40	1,555,093	158,295	10.2%	(1,578)	21,212	\$8.56
2011	40	1,555,093	169,017	10.9%	(10,722)	-	\$7.58
2012	40	1,555,093	27,945	1.8%	141,072	-	\$8.03
2013	41	1,581,793	53,741	3.4%	904	26,700	\$9.02
2014	41	1,581,793	58,960	3.7%	(5,219)	-	\$8.30
2015	41	1,581,793	79,014	5.0%	(20,054)	-	\$9.40
2016	42	1,680,446	129,132	7.7%	48,535	98,653	\$9.85
2017	42	1,680,446	243,225	14.5%	(114,093)	-	\$8.47
2018	42	1,680,446	163,495	9.7%	79,730	-	\$8.30
2019	42	1,680,446	126,902	7.6%	36,593	-	\$8.51
Sept. 2020	45	2,080,901	447,812	21.5%	79,545	400,455	\$10.22
2010- September 2020 Change							
Amount	5	525,808	289,517	11.3%	234,713	547,020	\$1.66
Percent	12.5%	33.8%	182.9%	110.8%			19.4%
Source: CoStar, 2020; Partners for Economic Solutions, 2020.							

The Greater New Carrollton community has attracted regional and national companies. Among the largest area private tenants is Thompson Creek Windows, window manufacturer and showroom, located north of U.S. 50.

In addition to the advantages of superior access points for industrial and distribution operations and the region's rail network, the area benefits from various incentives offered by Prince George's County, including the Enterprise Zone designation, which provides access to low-interest funds and grants. The area also has been designated as an Opportunity Zone, which can provide favorable capital gains tax treatment for qualified investments.

The key constraint on additional industrial development is the small amount of developable land still available in New Carrollton without current encumbrances or proximity to residential uses.

Retail Development

The retail market in Greater New Carrollton is home to a stable retail market currently consisting of approximately 3.6 million square feet of retail space. Prominent anchors include Lowe's Home Improvement, K&G Fashion Superstore, Shoppers Food, Foodway, Forman Mills, and New Grand International Market, joined by a mix of other local and national brands occupying smaller footprints. This retail cluster developed over the past decades but experienced substantial new construction in 2006 with over 490,000 square feet of retail space delivered. The largest addition represents the retail power center in Bowie, anchored by Target. However, after 2007, a comparatively small amount of

retail development was completed, including pad sites currently occupied by Starbucks, Bojangles, and others.

As of September 2020, vacancy rates are at 4.8 percent or approximately 175,000 square feet, maintaining an approximately 15-year average. Historically, the lower vacancy rates contributed to the limited shopping center improvements by their respective property owners. However, with the exit of the dry cleaner at Carrollton Shopping Center, Carvel Ice Cream at the Shoppes at New Carrollton, and Jackson Hewitt and the Mexican restaurant at Plaza 30, vacancies are increasing. Tailored Brands, the parent company of K&G Fashion Superstore, filed for bankruptcy in August 2020, although there are no known planned store closures as of September 2020.

Despite a reasonably stable vacancy rate, rent rates since 2006 decreased over time; however, available rent data are limited and may not accurately reflect the true area average in times when few spaces were turning over. Most recently, rent rates spiked from \$15.42 per square foot in 2019 to \$21.71 as of September 2020. Note, rental rates are a factor of available spaces on the market. Newer vacant retail spaces can command higher rates than those in legacy buildings, a condition that likely contributed to the peak in rents this year.

The newly constructed retail in mixed-use multifamily residential buildings has not been completely adopted by the market, noted by vacancies at The Remy near the New Carrollton transit hub. Area retail tenants have continued to show a preference for the ease of parking, increased visibility, and other physical conditions characteristic of strip center development.

Table 6. Greater New Carrollton Area Retail Trends, 2006-September 2020							
Year	Inventory		Vacant Space		Square Feet		Gross Rent per Sq. Ft.
	Buildings	Square Feet	Square Feet	Percent	Net Absorption	Deliveries	
2006	221	3,393,241	124,427	3.7%	366,956	490,917	\$20.51
2007	225	3,552,945	117,515	3.3%	166,616	159,704	\$23.84
2008	225	3,545,951	197,978	5.6%	(62,538)	3,200	\$22.70
2009	227	3,574,066	235,608	6.6%	(9,515)	28,115	\$21.16
2010	227	3,574,066	159,948	4.5%	75,660	-	\$21.62
2011	227	3,574,066	164,566	4.6%	(4,618)	-	\$20.68
2012	227	3,579,859	185,206	5.2%	(14,847)	7,773	\$18.81
2013	230	3,602,922	152,859	4.2%	55,410	23,063	\$18.65
2014	231	3,609,221	182,920	5.1%	(23,762)	6,299	\$20.04
2015	231	3,609,221	259,323	7.2%	(76,403)	-	\$20.37
2016	231	3,609,221	235,669	6.5%	23,654	-	\$20.07
2017	232	3,614,096	107,332	3.0%	133,212	4,875	\$18.36
2018	232	3,614,096	116,114	3.2%	(8,782)	-	\$14.65
2019	232	3,614,096	150,764	4.2%	(34,650)	-	\$15.42
Sept. 2020	232	3,614,096	175,026	4.8%	(24,262)	-	\$21.71
2010- September 2020 Change							
Amount	5	40,030	15,078	0.3%	100,612	42,010	\$0.09
Percent	2.2%	1.1%	9.4%	6.7%			0.4%

Source: CoStar, 2020; Partners for Economic Solutions, 2020.

SWOT Analysis

Preliminary evaluations based on the data, direct interviews with stakeholders and city staff identified the following strengths, weaknesses, threats and opportunities.

Strengths	Weaknesses
Excellent accessibility with multi-modal options, major highways and thoroughfares, Metro and bus service	High office vacancy rate with overhang of space
Long-term residents with strong community ties	Few available storefronts for new businesses / limited supply
Desirable location for small businesses, flex and industrial distribution	Lack of residential density near shopping centers
Historically stable retail occupancy	Hostile pedestrian environment due to traffic congestion and speeds
	Limited sites available for new development
	Metro / rail access located outside the city
Opportunities	Threats
Some property owners willing to make improvements	Retail visibility somewhat limited by topography
Start-up independent retailers could benefit from financial and operating support	New competitive space being built in proximity to New Carrollton Metro station
Possible logistics potential	Market has not adopted mixed-use retail development
Potential to market as an access-rich environment	Limited tenant turnover allows property owners to maintain current conditions without upgrades
	Covid-19 impact on existing retailers

Strategic Framework

This section of the Economic Development Strategy provides recommendations to enhance quality of life and economic development opportunities throughout the City of New Carrollton. It will serve as a roadmap for City officials as well as public agencies, the community and other potential partners on actions to be taken as they lay the foundation for longer-term economic vitality. Over the next few years, new tools need to be created and partnerships formed that will bring about economic development improvements.

The strategic framework focuses on policies to:

- maintain and enhance community facilities and activities;
- support new and existing businesses;
- improve the local workforce;
- improve connections to the Metro station/new development;
- enhance the public realm; and
- redevelop key parcels.

While interconnected, the strategies address key sectors of the economy – businesses, workers, community, infrastructure, the public realm and development. These strategies are not sequential though some will take longer to accomplish; many relate to processes that repeat themselves over time as businesses move in and out of the economy. The need will depend on a variety of players working together and independently. Where possible, actions should build upon and reinforce each other. As the market develops over time, less public investment will be needed to spur positive economic activity.

Maintain and Enhance Community Facilities and Activities

At its core, New Carrollton is a well-maintained residential community with a good quality of life, community amenities and programming. Though healthy, its commercial sector is relatively limited in scale, and there is almost no land available to expand that commercial development

Most critical to the City's long-term economic and fiscal health is protecting and enhancing the residential base. Investments in community beautification and environmental stewardship, such as the on-going stormwater improvements to restore the creek bed (as a part of the Clean Water Partnership) along Carrollton Parkway, should continue to provide a desirable setting to live, raise a family and enjoy the outdoors. The residents value the seasonal festivals, events and recreational activities that help to build community. Going forward, that integral part of the community fabric should continue to be funded and prioritized.

Full staffing of City code enforcement positions will allow them to work with apartment managers to maintain high standards in property maintenance and operations and assure that these residential complexes remain a valued asset. The opening of the Purple Line coupled with improvements to the New Carrollton transit hub should increase demand for local rental housing, providing the rental income needed to renovate and maintain apartment buildings as they age.

Support New and Existing Businesses

The actions of existing businesses and entrepreneurs creating new businesses provide the economy's lifeblood. The continual process of innovation, investment, growth and response to change supports the economy and provides needed goods, services and employment opportunities. Small businesses depend on entrepreneurial skills, accessibility, the ability to attract customers, their workers, supportive services and financing. Most businesses depend on a network of relationships with suppliers, service providers, customers, lenders and investors. Sound economic development includes a focus on nurturing and supporting the growth of local businesses. Such nurturing typically requires a variety of skills and programs, including counseling, help accessing resources, and technical assistance in management, business structuring, marketing, logistics and a variety of technological challenges.

The Prince George's County Economic Development Corporation has developed a full suite of services and resources with trained staff to assist small businesses and entrepreneurs. A city the size of New Carrollton could not begin to develop comparable expertise and depth. The best option for New Carrollton is to act as a bridge to the EDC's services. The Doing Business page of the City's website provides valuable guidance and resources for accessing business and rental licenses and permits. The addition of links to the EDC's small business assistance specialists and its EMPLOY Prince George's program would help local businesses trying to access these valuable resources.

Small Business Access to Capital

Access to capital for small businesses became increasingly challenging in the pandemic. The Entrepreneur-Backed Assets (EBA) fund, created by support from philanthropic community allows qualified Community Development Financial Institutions (CDFIs) to provide more capital and support to entrepreneurs of color. The fund is expected to extend more capital to hard-hit businesses by purchasing existing loans from lenders, thus allowing those lenders to further reinvest in the community. The Prince George's EDC may be able to direct CDFIs to the City of New Carrollton for additional investments. In the long-term there may be an opportunity to offer small business loans in partnership with area CDFI's and the Prince George's EDC.

Develop the Local Workforce

The ability of area businesses to access and retain skilled workers is often critical to their success. New Carrollton businesses would benefit from a better trained workforce; however, the primary benefits of workforce training flow to the individual participants who improve their long-term career and earnings potential. New Carrollton should encourage and support its residents in receiving the workforce training they will need to thrive and adapt with the region's constantly changing economy. Increasing residents' earnings and their disposable income will improve the business climate for local retailers and service providers.

The Economic Development Commission's EMPLOY Prince George's provides general workforce development services for businesses and residents. In addition, the Office Business Services as a component of the American Job Center Largo offers customized recruitment services for local businesses.

Key constraints on participation in training programs typically relate to transportation to the job training site, child care availability and cost, and lost wages for those with current jobs. The City should consider small grants to help its residents take full advantage of the County's training opportunities.

In Barre City, VT the region received a three-year \$300,000 grant to implement workforce development for single-mothers, offering support for transportation and child-care services through the Working Communities Challenge grant program. The WCC program sponsored by the Federal Reserve Bank of Boston, State of Massachusetts and national and local philanthropic support offers a good example of the type of investment for smaller cities available to target workforce challenges.

Youth Employment

Building economic growth in any community relies on the education system's ability to prepare individuals for work. Robust workforce development efforts led by the Prince George's County Economic Development Corporation (EDC) offer assistance to job seekers but studies indicate that early interventions with youth still in school provide even greater sustained benefits. Unfortunately, as unemployment rose throughout the nation, youth employment opportunities declined even more. This trend was experienced most severely in low-income and more diverse households with summer employment opportunities much less common for Black youth than for White youth.

One potential opportunity to help young residents prepare for their careers would be a mentoring effort by the City's elected officials and municipal staff. The City of New Carrollton's elected officials work as part-time legislators and municipal staff may offer a unique opportunity to mentor the city's youth each year. As part-time legislators, New Carrollton's elected officials could mentor youth, providing a view about two different types of career paths as well as the need for civic involvement. As smaller cities' municipal employees tend to juggle more responsibilities and connect with more direct results, a few weeks of job shadowing during the summer could provide young people with a good view of the work world.

The potential to expand Prince George's County Parks and Planning summer camp programs into City of New Carrollton using local elementary schools may offer other youth opportunities for entry-level employment.

Such programs help youth develop soft skills, professional relationships and the networks and social capital typically available only to more affluent youth. These programs typically range from unpaid to paid programs for youth within a specific age range and run for a short period of time, roughly four to six weeks. A small wage or stipend would be appropriate to ensure that low-income youth can afford to participate. In some instances, the participants work outside the public sector with larger private companies, such as hospitals, summer camp operators and other small businesses. To initiate this type of program, City of New Carrollton may only need to consider offering a handful of positions annually for four weeks of job shadowing.

Connect to the Metro Station / New Development

Businesses tend to locate in close proximity to customers, other support businesses or client offices and in locations that offer ample opportunities to attract key talent. Recent research highlights the

importance of a mixed-use environment with a high quality of place for attracting skilled workers. Millennial and other young workers and the companies that want to employ them place a high value on locations with excellent public transit access, retail amenities and recreational assets.

While New Carrollton cannot now offer such a business location without annexation, it can benefit from the emerging mixed-use cluster being developed at the New Carrollton Metro station along Harkins Road. The New Carrollton Metro station – terminus for Metro’s Orange Line service, Maryland Area Commuter Rail (MARC) and Amtrak service combine to give the area unparalleled accessibility, which will be augmented by the addition of a Purple Line station. Better pedestrian facilities across the rail lines are simplifying access to transit from New Carrollton. New offices for Kaiser Permanente and the Maryland Department of Housing and Community Development and future plans for a Washington Metropolitan Area Transit Agency (WMATA) office building will host thousands of employees while housing development brings new residents. The station area itself does not offer the full range of retail services, so these residents and employees can be attracted to retailers located within the city limits. The growing job base also will increase demand for nearby housing, benefitting the New Carrollton housing market.

The City should work closely with Prince George’s County to connect as seamlessly as possible with the Metro station area through physical improvements and branding efforts.

Improve Infrastructure

Access to the Metro station area focuses on Annapolis Road, 85th Avenue and Harkins Road.

Infrastructure improvements should focus on those routes to better connect the City to the new Metro area developments. These infrastructure improvements include sidewalks, street trees and bike trails to upgrade the pedestrians’ and cyclists’ experiences and encourage city residents to access the station using alternative modes. In particular, the back side of Plaza 30 that faces 85th Avenue is relatively inhospitable. The City could work with the property’s owner to better screen and landscape that façade to upgrade the pedestrian environment.

Streets, medians, stormwater drainage and other support infrastructure also will need continual maintenance and upgrading over time.

Improve Gateways and Extend Station Area Branding

Gateway improvements along the Annapolis Road corridor will better link the city’s commercial center to the Metro station area activity. Public art can mark and highlight key entrances, including Annapolis Road at 85th Avenue and at Harkins Road. Investment in the public realm seeds private investment, especially when the investment captures broader branding elements. The investment at the New Carrollton Metro station includes a branding effort; mirroring those same efforts in the public right-of-way along the Annapolis Road corridor would not only enhance but also advance the business development efforts within the city’s boundaries. It is important to incorporate common themes as components of streetscape and wayfinding improvements, strengthening the psychological links between the two areas.

Enhance the Public Realm

Enrich the Quality of the Public Realm Environment

The quality of the public realm environment, which incorporates street trees, sidewalks/pathways, lighting and roadways, creates an aesthetic that drives private investment decisions. Successful creation of place depends on investments in and maintenance of public spaces. The Annapolis Road corridor would benefit from a significant redesign and rebuilding to provide a better pedestrian environment and first impression. Opening of the Purple Line stations at Glenridge and the New Carrollton Metro will encourage even more travel through the area. An enhanced public realm could lay the foundation for future redevelopment efforts along the corridor.

Currently the Code Enforcement division operates under the Chief of Police with a budgeted staff of four full-time inspectors and one part-time inspector as well as a receptionist. At this time, there are open positions within the department that need to be filled to operate effectively. These positions should be filled as soon as possible.

Activate Public and Private Spaces

The competition for City of New Carrollton retailers and commercial small businesses reflects many of the challenges across the nation. As a built-out urban community, there are limited opportunities for retail and small businesses to expand into newly constructed space within the city's boundaries. Though well leased, the existing shopping centers could benefit from interventions to activate the few vacant spaces and underutilized portions of the surface parking lots.

Activation of parking lots and public open spaces with temporary events, festivals, art installations and pop-up retailers can help enliven older commercial strip development. The City of New Carrollton uses existing public space at public facilities, such as schools, library and recreation fields, all of which well known to residents, but activity in those locations does not attract people to the Annapolis Road corridor. Adding outposts of current events to these shopping centers or splitting existing activation would enhance the competitive environment for retailers and small businesses by drawing more potential customers. In addition, temporary activation of space in the existing commercial properties along the Annapolis Road corridor could develop direct ties back to the New Carrollton Metro station area development. Kaiser Permanente and WMATA, for example, could be interested in sponsoring fun runs or healthy community events.

Review of the regulatory process for temporary use approvals suggests it may be overly burdensome, causing delays or discouraging potential activation. Creating a streamline approach for approvals, with a simple list of steps, would simplify the process. The City could consider offering insurance riders for operators of temporary events as a way to encourage the property owners and event sponsors to activate spaces along the Annapolis Road corridor.

Life in Vacant Space (LIVS) is a charitable trust created to activate of vacant spaces created in Christchurch, New Zealand by the major earthquake of 2011. LIVS provides a comprehensive brokerage service for land owners. It established a site organization with online documents for license agreements, participation agreements, and advice on traffic management, health and safety, events management and opening a small business. LIVS holds \$2 million in liability insurance to reduce the hassle of allowing property access for temporary uses, and ultimately reducing property upkeep costs.

Redevelop Key Parcels / Annexation

A key constraint on the ability to attract new development to New Carrollton is the lack of available sites. The city's existing commercial business operations, single-family neighborhoods and multifamily developments represent a healthy existing city land use base but leave it without available greenfield or redevelopment sites. New Carrollton shopping centers include a variety of profitable commercial businesses that serve city residents and other customers, as well as providing jobs and generating taxes. As previously discussed, the city's commercial space remains well occupied, benefiting from the competitive advantages associated with excellent access to highways and transit. The high occupancy rates generate a steady flow of rental revenues and good return on investment. As long as that situation continues, it is unlikely that much of the city's commercially zoned land will become available for redevelopment.

The sites with the best redevelopment potentials include two existing commercial properties:

- **New Carrollton Town Center** — The existing full-service hotel property occupies 4.6 acres with a 197-room hotel, 46,000 square feet of medical office space, 18,656 square feet of retail and 329 parking spaces. The Metro Points Hotel has a restaurant and 9,100 square feet of meeting and event space. However, the hotel lost its Sheraton affiliation and has been performing at below-normal occupancies over the last two years. The hotel would lend itself to reuse for rental housing or senior housing. An alternative less likely in the near term could involve demolition of the existing hotel and redevelopment for a mix of uses.
- **Plaza 30** — Located at both 8301 and 8401 Annapolis Road, this 24-acre shopping center accommodates roughly 130,000 square foot of retail space. Owned by out-of-state investors, it represents a prime opportunity for reuse at a much higher density. The site enjoys a direct connection to the New Carrollton Metro station area via 85th Avenue.

Other sites, such as the Lowe's parking lot, may warrant exploration for infill development or temporary urbanism on parking lots.

The City of New Carrollton relies primarily on residential taxes due to the limited commercial base within the city's boundaries. Municipal annexation, the process of expanding the city's boundaries to include unincorporated properties in Prince George's County, presents an opportunity to expand the commercial tax base. Annexation with adjoining properties would enlarge the City of New Carrollton's corporate boundaries, allow for upgrades to these fringe areas with environmental protections and improve the existing residents' quality of life.

The City of New Carrollton's history with annexation shows repeated interest in considering commercial and residential properties contiguous with the existing city boundaries. Approximately 40 years ago elected officials sought to expand the city to incorporate parcels across the rail line. More recently in 2019 the City of New Carrollton annexed 13.28 acres of land along Goodluck Road, Harlan Street and Sunset Terrace.

Property owners would require reasonable advantages to persuade them to annex their existing unincorporated property into the City of New Carrollton. These advantages may include reduced taxes

and/or more affordable and efficient public services. Based on a quick review of tax policies in Prince George's County and the City of New Carrollton it appears that commercial properties annexed would incur additional tax burdens. This tends to be true for many smaller municipalities in Maryland. In response, the City of Laurel offers newly annexed properties five years of tax abatement to offset the increased tax burden. The City of Laurel statute states that properties are "exempt from City real property taxes for a period of five (5) fiscal years".

Strategic Action Plan

The following action plan focuses on near-term actions to support a healthy community and economic environment and the desired physical change over time. Summarized in matrix form, it identifies specific actions and responsible entities to carry out these tasks as well as the optimal timeframe for their completion. Where possible, potential funding sources and relevant programs are shown for each action.

City of New Carrollton Economic Action Plan				
Actions	Agency / Department	Supporting Entities	Resources	Phasing
Continue to Maintain and Enhance Community Facilities and Activities				
Continue to invest in community beautification and maintenance to reinforce the city's appeal	City of New Carrollton	Maryland-National Capital Park and Planning Commission	Maryland Environmental Trust; Maryland Department of Housing and Community Development; Maryland Department of Transportation- Keep Maryland Beautiful Grants	On-going
Work with multi-family property owners to maintain high standards for building and site maintenance	City of New Carrollton Code Enforcement	Property Owners / Rental Management Entities	City Budget	On-going
Monitor new stimulus programs offered by the COVID-19 pandemic response in 2021	City of New Carrollton	Prince George's County Economic Development Corporation	City Staff	On-going
Hire new Economic Development staff for City of New Carrollton to serve City and work on accessing any grant funding opportunities	City of New Carrollton	N/A	City Budget	On-going
Support New and Existing Businesses				
Supplement Doing Business website information with direct links to County/State/Federal and non-profit programs and resources for start-up businesses	City of New Carrollton	Prince George's County Economic Development Corporation	City Staff	Near-Term
Add links for existing business assistance programs, workshops, webinars and podcasts (Workforce Wire)- such as EMPLOY Prince George's County	City of New Carrollton	Prince George's County Economic Development Corporation	City Staff	Near-Term
Provide links to the Emerging Strong sessions offered on Prince George's County EDC website for existing businesses impacted by COVID-19	City of New Carrollton	Prince George's County Economic Development Corporation	City Staff	Near-Term
Consider grants for residents in workforce training programs for a small stipend, childcare and transportation	City of New Carrollton, Prince George's County Economic Development Corporation	Federal Reserve Bank of Richmond	City Budget	Near- to Mid-Term
Offer summer youth mentoring/ job shadowing program	City of New Carrollton	Federal Reserve Bank of Richmond	City Budget	Near-Term
Seek Prince George's County Summer Camp Program in City of New Carrollton school properties	City of New Carrollton; Maryland-National Capital Park and Planning Prince George's County Parks Division	Prince George's County Public Schools	Prince George's County Parks Division	Near-Term
Publicize the ability for home-based businesses in the City of New Carrollton	City of New Carrollton	Prince George's County Planning Department	City Staff	Near-Term

City of New Carrollton Economic Action Plan				
Actions	Agency / Department	Supporting Entities	Resources	Phasing
Improve Connections to the Metro Station and New Development				
Upgrade pedestrian / bike infrastructure, streetscape and other infrastructure to better connect the city to the Metro station; improve residents' access to transit and engage new Metro station residents in city businesses	City of New Carrollton; Prince George's County Department of Public Works & Transportation	Prince George's County Planning Department	City Capital Budget	Near- to Mid-Term
Improve gateway treatment and match branding developed for the New Carrollton Metro station area	City of New Carrollton	Prince George's County Planning Department; WMATA and Urban Atlantic	Set aside in the Capital Improvements Program FY '23	Near- to Mid-Term
Work with Plaza 30 owner to better landscape and screen its buildings along 85th Avenue to reduce the negative impacts of back doors turned to this important gateway route	City of New Carrollton	Prince George's County Planning Department	City Budget	Mid-Term
Enhance Public Realm				
Work with the County and State to accelerate improvements to the Annapolis Road corridor, improving the environment for pedestrians and cyclists	City of New Carrollton; Prince George's County Department of Public Works & Transportation	Maryland Department of Transportation State Highway Administration	Federal / State funding; Maryland Department of Transportation Sidwalk Retrofit Program	Near-Term
Continue to program festivals, events and other community building activities to help maintain a high quality of life for city residents. Consider expanding these events to enliven surface parking lots along the Annapolis Road corridor	City of New Carrollton; Maryland-National Capital Park and Planning Prince George's County Parks Division	Begin with fairs/events targeting transit users. Work with small businesses and institutional event organizers such as Urban Atlantic; WMATA; Kaiser Permanente and Maryland Department of Housing and Community Development	Access private support from institutional anchors and nearby employers.	Near-Term
Apply for NEA Art Works funding from the National Endowment for the Arts	Prince George's County Economic Development Corporation; Maryland-National Capital Park and Planning Prince George's County Division	Prince George's Arts & Humanities Council	Using matching City Capital Budget funding to produce art innovation at key sites	Near-Term
Actively Seek to Redevelop Key Parcels				
Work with owners of key potential redevelopment sites to encourage quality development. Consider offering incentive packages to support redevelopment	Prince George's County Economic Development Corporation/ City of New Carrollton	Prince George's County Planning Department	Economic Development Incentive Fund	Near-Term
Partner with existing property owner to allow temporary uses during marketing period for Metro Points hotel site	City of New Carrollton	Property Owner	N/A	Near-Term
Work in partnership with Prince George's EDC to market available properties	City of New Carrollton, Prince George's County Economic Development Corporation	Property Owner	N/A	Mid-Term
Notes: Near-Term defined as three year period (2021-2023), Mid-Term defined as starting after Near-Term period (2024-2026), Long-Term anything starting after six years.				

Appendix: COVID-19 Pandemic Impact

The impact of the COVID-19 pandemic on small cities' fiscal health creates a more challenging environment and the need for nimble responses to support the business community. Initial outreach to local businesses showed that the majority of all retail tenants have been impacted by COVID-19. A few businesses remain closed, and others are struggling with depressed sales. Most tenants are not paying full rent.

Prince George's County has three specific COVID-19 relief programs: Business Recovery Initiative; Restaurant Resiliency Fund; Child Care Recovery Program. The \$20 million small business grant program provides up to \$100,000 in working capital funding (including rent for existing small businesses whose operations have been interrupted by COVID-19). The specified restaurant fund represents \$3.3 million in grants of up to \$25,000 for each food service operator (restaurants, food trucks), accepting applications in January 2021. The County set aside \$2 million in CARES funding for up to \$20,000 to child care providers and \$3,000 for home child care providers. In addition to these funding measures, the Emerge Stronger program offers direct technical assistance and business operations and financial management tools for small businesses, including online access to webinars and other programming.

The City can help its businesses by providing information on how to access federal, state and County assistance through direct email and social media outreach and links on its website. In smaller cities like New Carrollton, a few small businesses may have received assistance through the Emergency Economic Injury Grant or the Small Business Debt Relief programs. The Emergency Economic Injury Grant offers up to \$10,000 for small businesses via the SBA Economic Injury Disaster Loan (EIDL) program to businesses with less than 500 employees. The Small Business Debt Relief program includes loans up to \$5 million and a microloan program with an average of \$13,000 borrowed. The Small Business Administration provides direct loans of up to \$25,000 to small businesses impacted by COVID-19. The expansion and continuation of these programs require further federal authorization.

In 2020, COVID-related business closures and unemployment reduced revenues to most American cities, and the National League of Cities anticipates an average revenue decline of 13 percent in fiscal year 2021. COVID-19 has disproportionately impacted the African-American and Hispanic communities. A Pew Research Center survey conducted in August showed that 29 percent of Black adults lost jobs as a result of the pandemic, compared to 23 percent of White adults. The Brookings Institution identified higher risks of reduced tax revenues for majority-minority cities with particular vulnerability in property tax revenues.

Federal assistance for local governments offered by the Coronavirus Relief Fund (CRF), created under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, offers direct aid to cities, but local small cities did not receive CRF aid. The State of Maryland funneled CRF assistance directly to County governments. Prince George's County received federal CARES Act funds directly from the US Treasury. However, these federal funds may not be used for revenue replacement in local government budgets and must be expended by December 20, 2021. Unfortunately, additional funding sources such as the Federal Reserve's Municipal Liquidity Facility (MLF) only provided assistance to larger cities with a minimum of population of 250,000.

The potential for new Federal Reserve guarantee programs aimed at credit enhancement for the hardest hit cities may be useful for the City of New Carrollton. A temporary guarantee program that would broaden the municipal securities obligations for the City could lower borrowing costs, allowing for more substantial participation in public / private partnerships. Additionally, a program to expand real estate financing and value capture mechanisms might expand underutilized funding for smaller cities like New Carrollton, based on its fiscal distress and racial disparities.



MEMORANDUM

To: Mayor and City Council
 From: Joseph Nagro, Interim City Administrative Officer
 Cc: Department Heads
 Re: January 2021 City Administrative Officer's Report
 Date: February 12, 2021

Administration

- The Administration met virtually with Mr. Grace Fielder regarding the Frenchman's Creek Project. Ms. Fielder is schedule to present a status update on the project at the Council Workshop Meeting scheduled for Tuesday, February 16, 2021.
- FY 2022 Budget preparations have commenced, with meetings to establish priorities and to review expenditures in FY2021 and proposed expenditure for FY 2022.
- I have been working with staff to provide status updates on outstanding items for the Administration. I am working to prioritizing the pending items to move them forward.

City Clerk

Events:

City Barber previously announced at a Council Workshop Meeting that due to the current COVID-19 restrictions that the City of New Carrollton would not hold their annual Spring Event in 2021. Mr. Barber will continue to update the City Council and residents on all future events.

Election 2021:

The Board of Elections and City Clerk Barber are working on the preparations for the 2021 Election. The 2021 Candidate Registration will opened on Tuesday, February 16, 2021, at 8:30 a.m. and will close on Tuesday, March 31, 2021, at 5:00 p.m. The City of New Carrollton 2021 Election is scheduled for Monday, May 3, 2021, and is being prepared to be done by mail. If you have any question regarding the City Elections please reach out to City Clerk Doug Barber by email at dbarber@newcarrolltonmd.gov. We have also created an official election email for those with elections comments or concerns: The email is: elections@newcarrolltonmd.gov

Social Media Report

Highlighting the social media activity over the past periods on our Twitter account:

Twitter:

Twitter earned 6,716 impressions over the last 28 days. The top tweet with the Agenda Packet and announcement for the Council meeting. It received

- 289 impressions
- 9 engagements.

Followed by a tweet announcing the City of New Carrollton started accepting applications for its Home Repair Loan Assistance Program.

- 269 impressions
- 19 engagements.

Twitter also gained 5 followers.

Human Resources

Recruiting

We are actively recruiting for several vacancies in all City departments. We hope to resume virtual interviews in the upcoming weeks.

HR Administration

The Human Resources Department is currently in the process of completing year-end requirements such as 1095-C and OSHA reporting.

Wellness

In an effort to continue to promote health and wellness in the new year, we will begin our first New Carrollton Biggest Loser Contest for employees on January 25, 2021. All employees are encouraged to participate. There will be prizes for the individual that loses the most weight, as well as the most percentage of weight.

Finance and Accounting

Attached is the Monthly Budget Report: FY 2021 January 2021.

CITY OF NEW CARROLLTON, MARYLAND
FOR MONTH AND YTD ENDING JANUARY 31, 2021

	ACTUAL JAN 20	ACTUAL JUL 19-JAN 20	ACTUAL FY 20	Percent of full yr pd thru YTD		ACTUAL JAN 21	ACTUAL JUL 20 - JAN 21	AMENDED BUDGET FY 21	Percent of budget pd thru YTD		Actual FY 21-20 fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	1,747,411	6,845,423	8,023,467	85%		1,792,421	6,826,775	8,430,682	81%		(18,648)
County revenues	28,540	36,907	111,160	33%		-	14,122	123,468	11%		(22,785)
Other revenues	325,887	1,568,283	3,308,713	47%		213,451	2,565,662	4,788,978	54%		997,379
TOTAL REVENUES	2,101,838	8,450,613	11,443,340	74%		2,005,872	9,406,559	13,343,128	70%		955,946
Reserves and appropriations						-	-	150,000			
TOTAL REVENUES AND RESERVES	2,101,838	8,450,613	11,443,340	74%		2,005,872	9,406,559	13,493,128	70%		955,946
EXPENDITURES											
Personnel - General Government	82,023	651,136	1,122,771	58%		195,363	739,371	1,269,970	58%		(88,235)
Personnel - Public Safety	235,419	1,987,268	3,294,253	60%		328,870	2,115,061	3,638,900	58%		(127,793)
Personnel - Public Works	157,515	1,378,865	2,247,457	61%		201,202	1,289,679	2,643,855	49%		89,186
TOTAL PERSONNEL	474,957	4,017,269	6,664,481	60%		725,435	4,144,111	7,552,725	55%		(126,842)
Operations - General Government	60,983	371,657	680,264	55%		49,225	956,167	1,680,847	57%		(584,510)
Operations - Public Safety	66,224	520,043	921,862	56%		69,651	542,723	845,520	64%		(22,680)
Operations - Public Works	108,520	606,681	1,124,067	54%		63,429	654,218	1,260,408	52%		(47,537)
TOTAL OPERATIONS	235,727	1,498,381	2,726,193	55%		182,305	2,153,108	3,786,775	57%		(654,727)
Capital - General Government	-	15,081	125,550	12%		-	89,269	499,345	18%		(74,188)
Capital - Public Safety	15,832	62,059	258,537	24%		-	1,030	151,802	1%		61,029
Capital - Public Works	-	124,093	157,509	79%		-	371,525	878,219	42%		(247,432)
TOTAL CAPITAL	15,832	201,233	541,596	37%		-	461,824	1,529,366	30%		(260,591)
Weinbach scholarship	-	5,000	5,000	100%		-	8,000	9,000	89%		(3,000)
TOTAL EXPENDITURES	726,516	5,721,883	9,937,270	58%		907,740	6,767,043	12,877,866	53%		(1,045,160)
Reserves and appropriations						-	-	130,000			
TOTAL EXPENDITURES AND RESERVES	726,516	5,721,883	9,937,270	58%		907,740	6,767,043	13,007,866	52%		(1,045,160)
REVENUE OVER EXPENSES BEFORE FINANCING	1,375,322	2,728,730	1,506,070			1,098,132	2,639,516	485,262			(89,214)
Net financing costs	9,315	92,535	328,780	28%		9,314	84,075	485,263	17%		8,460
REVENUE OVER EXPENSES AFTER FINANCING	1,366,007	2,636,195	1,177,290			1,088,818	2,555,441	(1)			(80,754)

BENEFITS ANALYSIS

	ACTUAL JUL 19-JAN 20 YTD	PCT OF WAGES	FULL YEAR ACTUAL FY 20	PCT OF WAGES	ACTUAL JUL 20 - JAN 21	PCT. OF WAGES
Detail of Personnel Costs:						
Wages	2,585,436		4,769,656		2,735,153	
FICA	191,135	7.39%	352,840	7.40%	202,428	7.40%
Health & Life Insurance	636,794	24.63%	928,518	19.47%	501,008	18.32%
Employee Assistance Program	6,657	0.26%	6,657	0.14%	5,929	0.22%
Workmans' Comp & Unemployment	254,767	9.85%	254,767	5.34%	320,643	11.72%
Retirement & Pension	338,187	13.08%	344,532	7.22%	378,104	13.82%
TOTAL BENEFITS	1,427,540	55.21%	1,887,314	39.57%	1,408,112	51.48%
TOTAL PAYROLL AND BENEFITS	4,012,976		6,656,970		4,143,265	

CASH AND INVESTMENTS SUMMARY

	JAN 20	JAN 21
Cash Balance:		
TD Bank General	81,235	206,717
TD Bank Payroll	86,793	66,010
Suntrust Speed Camera	515,882	701,322
Petty Cash	500	500
TD Bank Money Market	237,611	239,861
TD General Investments	1,182,204	1,352,380
PNC MD Pool General	9,740,706	10,597,493
PNC MD Pool Cable TV	768,895	773,019
PNC MD Pool Weinbach Scholarship	41,440	31,661
TOTAL CASH	12,655,266	13,968,963
Fidelity CD's	3,237,232	3,310,640
TOTAL CASH & INVESTMENT	15,892,498	17,279,603



CITY OF NEW CARROLLTON

DEPARTMENT OF PUBLIC WORKS

6318 WESTBROOK DRIVE • NEW CARROLLTON, MARYLAND 20784

(O) 301.577.1008 (F) 301.577.6953

To: Mayor and City Council

Subject: Public Works Report

Date: February 10, 2021

Clean Water Partnership - The work on Carrollton Parkway has crossed Lamont Dr. and is approaching Jodie Street. This will complete the branch re-construction part of the project. Planting of Shrubs and trees will follow. The walk bridge is expected to be replaced

City Bulk Pick-up - In observance of President's Day, bulk collection will be suspended February 17th. Monday and Tuesday trash collection will fall on Tuesday and Wednesday.

Snow Removal - The City's snow removal team has been busy. Equipment remains healthy and ready for deployment. A salt order has been placed.

Leaf Collection - Resumed 2/8/2021. This will be the final pass of the season. Bagged leaves will continue to be collected on your first collection day of the week.

Stats for the month of January

Senior Van Service - Currently suspended.

Bulk Pick-up - 197

Sump Discharge - 2

Trees Trimmed - 12

Trees Removed - 0

Vehicles in for service - 7



CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100 Fax (301) 459-8172

MEMORANDUM

TO: The City Council of New Carrollton
FROM: Doug Barber, City Clerk
DATE: February 11, 2021
RE: Emergency Ordinance 21-08: Chapter 50 "Elections"

Emergency Ordinance 21-08, an Ordinance to make changes to some election process and add the provision for a vote by mail election. Upon receiving input from the City Council on the proposed ordinance, it will be presented to the City Council at the Council Legislative Meeting scheduled for Wednesday, February 17, 2021, for formal adoption. Please note Ordinance 21-08 will become effective on February 26, 2021, to coincide with other election legislation.



Ordinance 21-08
Chapter 50 Elections
The Code of the City of New Carrollton

Effective: February 26, 2021

EMERGENCY ORDINANCE OF THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND TO AMEND, CITY CODE CHAPTER 50, “ELECTIONS”, TO ADOPT CHANGES TO §50-4 CAMPAIGN TREASURER; §50-7 ELECTIONEERING; ADDING §50-8 CAMPAIGN SIGNS; ADDING ARTICLE II GENERAL ELECTION PROCEDURES ADDING VOTING BY MAIL PROVISIONS AND RE-NUMBERING OF SECTIONS

WHEREAS, The Maryland Code, Local Government Article, Section 5-202, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to pass ordinances that such legislative body deems necessary to assure the good government of the municipality, to protect and preserve the municipality’s rights, property and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the municipality; and

WHEREAS, after the most recent election the City’s Mayor and City Council recognized that the City’s election laws needed updating to improve voter participation; and

WHEREAS, the Council recognizes that there is tremendous uncertainty about the course of the COVID 19- pandemic and there is presently a resurgence of the disease across the globe and in many states in the United States of America; and

WHEREAS, the Council is committed to ensuring the 2021 election is accessible, secure, and safe, while minimizing, to the extent possible, the potential for exposure to COVID-19 to the voting public and City employees and election workers: and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to create the option to conduct an election primarily by mail.

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 February 26, 2021.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of New Carrollton in regular session assembled that Chapter 50-Elections, of the City of New Carrollton municipal ordinance be amended as follows.

CITY OF NEW CARROLLTON

Chapter 50 - Elections

* * *

§ 50-4 Campaign Treasurer.

A. EACH CANDIDATE FOR ELECTIVE OFFICE IN THE CITY OF NEW CARROLLTON SHALL APPOINT A CAMPAIGN TREASURER WHO SHALL BE A RESIDENT OF THE CITY OF NEW CARROLLTON. The appointment of a Treasurer and the acceptance of such appointment by the Treasurer shall be on a form prescribed by the Board of Election Supervisors and must be submitted along with the nominating petition, affidavit and initial campaign contributions and disbursement report.

* * *

§50-7 Electioneering.

No person shall canvass, electioneer or post any campaign material, or other handouts of any kind, in any polling place or within a one-hundred-foot radius from the front of the polling location. Polling places and voting stations shall be frequently cleaned to ensure the removal of candidate paraphernalia and other material of the candidate. All political signs shall comply with the City Code. No election signs shall be allowed on any City-owned property, except on Election Day and on early voting days at voting locations [~~nor shall election signs be allowed within a right-of-way~~]. Campaigning shall not be permitted at any time on City property, except on Election Day. [Authority] **AN AUTHORITY** line must appear on all campaign materials.

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[~~**Boldfaced brackets**~~]: Denote language in the City Code that is to be deleted.

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§ 50-8 [(Reserved)] CAMPAIGN SIGNS.

CAMPAIGN SIGNS IDENTIFYING CANDIDATES FOR A CITY OF NEW CARROLLTON ELECTION SHALL ONLY BE PLACED WITHIN THE CORPORATE BOUNDARIES OF THE CITY. CANDIDATES ARE REQUIRED TO OBTAIN PERMISSION OF A PROPERTY OWNER PRIOR TO PLACING CAMPAIGN SIGNS ON PRIVATE PROPERTY. SIGNS SHALL BE ERECTED WITHIN THE BOUNDARIES OF THE OWNER'S PROPERTY AND NOT WITHIN THE PUBLIC RIGHT-OF-WAY. CAMPAIGN SIGNS ARE NOT ALLOWED WITHIN THE PUBLIC RIGHT-OF-WAY. THE LOCATION OF CAMPAIGN SIGNS ON PRIVATE PROPERTY SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY AND LOCAL REQUIREMENTS. THE BOARD OF ELECTIONS WILL NOT INTERVENE IN DISPUTES BETWEEN A PROPERTY OWNER OR RESIDENT AND A CANDIDATE REGARDING THE PLACEMENT OF SIGNS ON PRIVATE PROPERTY. THE BOARD OF ELECTIONS WILL MONITOR SIGNS THAT ARE PLACED IN THE PUBLIC-RIGHT-OF-WAY AND CONTACT THE CANDIDATE TO HAVE THEM REMOVED.

ARTICLE II GENERAL ELECTION PROCEDURES

§ 50-11 VOTE-BY-MAIL ELECTION.

- A. CITY ELECTIONS MAY UTILIZE VOTE-BY-MAIL BALLOT VOTING. VOTE-BY-MAIL IS THE PROCESS WHEREBY VOTERS SUBMIT COMPLETED BALLOTS BY EITHER MAIL OR IN-PERSON DROP-OFF AT A LOCATION AUTHORIZED BY THE BOARD OF ELECTIONS.
- B. THE CITY COUNCIL MAY DETERMINE BY RESOLUTION WHETHER VOTE-BY-MAIL BALLOT VOTING SHALL BE THE MEANS OF VOTING. IN THE EVENT THAT THE CITY COUNCIL DETERMINES THAT VOTE-BY-MAIL BALLOT VOTING SHALL BE THE MEANS OF VOTING, SUCH AN

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ELECTION SHALL BE CALLED A “VOTE-BY-MAIL ELECTION.”

- C. IN A VOTE BY MAIL ELECTION.
 - a. THE BOARD OF ELECTIONS WILL OVERSEE THE ENTIRE ELECTION.
 - b. THERE WILL BE NO ABSENTEE BALLOT PROCESS; AND
 - c. THERE WILL BE NO EARLY VOTING.
- D. IN A VOTE-BY-MAIL ELECTION, ON ELECTION DAY THERE WILL ONLY BE BALLOT DROP OFF AT THE MUNICIPAL CENTER FROM 7:00 A.M. UNTIL 8:00 P.M. THERE WILL BE NO IN PERSON VOTING.
- E. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CHAPTER. IN AN ELECTION THAT USES VOTE-BY-MAIL BALLOTS, THE BOARD OF ELECTIONS MAY BEGIN TO ORGANIZE THE BALLOTS TO PROVIDE VOTER HISTORY. VOTES MAY NOT BE COUNTED OR TABULATED UNTIL THE POLLS CLOSE ON ELECTION DAY.

§ 50-12 VOTE-BY-MAIL GENERAL PROVISIONS

- A. ANY PERSON QUALIFIED TO VOTE IN A CITY ELECTION MAY USE A VOTE-BY-MAIL BALLOT PURSUANT TO THE PROVISIONS OF THIS CHAPTER.
- B. MAIL IN BALLOTS FOR A GENERAL ELECTION MUST BE MAILED OR DISTRIBUTED NO MORE THAN 30 DAYS AND NO LESS THAN 24 DAYS PRIOR TO AN ELECTION TO WHICH THEY APPLY. POSTAGE FOR TRANSMITTING THE BALLOT MATERIAL TO THE VOTER AND POSTAGE FOR THE RETURN OF BALLOTS SHALL BE PAID FOR BY THE CITY OF NEW CARROLLTON.
- C. THE BOARD WILL MAIL NOTICE TO ALL REGISTERED VOTERS IN THE CITY INFORMING THEM OF A VOTE-BY-MAIL ELECTION, VOTING DEADLINES AND DATES, AND TIMES WHEN AN OFFICIAL BALLOT CAN BE DROPPED OFF

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AS DETERMINED BY THE BOARD OF ELECTIONS. THE BOARD OF ELECTIONS WILL ALSO USE THE CITY OF NEW CARROLLTON'S SOCIAL MEDIA PLATFORMS AND OFFICIAL PUBLICATIONS TO PROVIDE OFFICIAL NOTICE OF ANY ELECTION.

D. ALL BALLOTS SHALL SHOW THE NAME OF EACH CANDIDATE NOMINATED FOR ELECTIVE OFFICE IN ACCORDANCE WITH THE PROVISIONS OF THE CITY CHARTER, ARRANGED IN ALPHABETICAL ORDER BY OFFICE WITH NO PARTY OR PRINCIPAL DESIGNATION OF ANY KIND.

E. A MAIL-IN BALLOT SHALL BE COUNTED ONLY IF IT IS RECEIVED BY THE BOARD OF ELECTIONS BY 8:00 P.M. ON ELECTION DAY.

F. A REGISTERED VOTER MAY OBTAIN A REPLACEMENT BALLOT IF THE ORIGINAL BALLOT WAS DESTROYED, SPOILED, LOST, OR FOR ANY REASON NOT RECEIVED BY THE REGISTERED VOTER. A REGISTERED VOTER WHO OBTAINS A BALLOT IN ACCORDANCE WITH THIS SUBSECTION WILL BE REQUIRED TO SIGN AN AFFIDAVIT IN A FORM APPROVED BY THE BOARD OF ELECTIONS, SPECIFYING THE REASON FOR REQUESTING THE REPLACEMENT BALLOT.

G. IF THE CITY RECEIVES MORE THAN ONE BALLOT FROM A REGISTERED VOTER, THE FIRST BALLOT RECEIVED BY THE CITY WILL BE THE ONLY BALLOT COUNTED.

H. ANY VOTE BY MAIL BALLOT THAT CONTAINS A VOTE FOR A PERSON WHO HAS CEASED TO BE A CANDIDATE SHALL

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NOT BE COUNTED FOR THAT CANDIDATE BUT SUCH VOTE SHALL NOT INVALIDATE THE REMAINDER OF THE BALLOT.

§ 50-13 FORM AND CONTENTS OF VOTE-BY-MAIL BALLOTS AND RELATED MATERIAL

- A. THE BOARD SHALL PRESCRIBE THE SIZE, FORM ARRANGEMENT AND PRINTED CONTENTS OF VOTE-BY-MAIL BALLOTS, EXCEPT THAT SUCH BALLOTS SHALL:**
- 1. BE IN PAPER FORM**
 - 2. DISPLAY THE HEADING “VOTE-BY-MAIL BALLOT” PRINTED IN LARGE LETTERS IN A CLEAR SPACE AT THE TOP OF EACH PAPER BALLOT.**
 - 3. DISPLAY THE FOLLOWING INSTRUCTIONS PRINTED IN LARGE LETTERS IN A CLEAR SPACE BELOW THE BALLOT HEADING: MARK BALLOT BY FILLING IN THE PROPER SPACE AFTER CANDIDATE OR QUESTION. DO NOT ERASE OR MAKE IDENTIFYING MARKS.**
 - 4. LIST CANDIDATES BY OFFICE AND THEN ALPHABETICALLY BY LAST NAME WITHIN EACH OFFICE; AND**
 - 5. LIST REFERENDUM QUESTIONS, IF ANY, FOLLOWING THE LIST OF CANDIDATES FOR ALL OFFICES.**
- B. THE BOARD SHALL PRESCRIBE THE SIZE, FORM ARRANGEMENT AND PRINTED CONTENTS OF THE FOLLOWING MATERIAL, WHICH SHALL BE INCLUDED WITH EVERY VOTE-BY-MAIL BALLOT:**
- 1. VOTE-BY-MAIL BALLOT MATERIAL ENVELOPES, PROVIDING FOR A COVERING ENVELOPE, A BALLOT ENVELOPE AND A RETURN ENVELOPE:**
 - 2. PRINTED INSTRUCTIONS FOR THE MARKING AND CASTING OF VOTE-BY-MAIL BALLOTS; AND**

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~~[Boltfaced brackets]~~: Denote language in the City Code that is to be deleted.

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3. A CERTIFICATION OF ASSISTANCE FORM, WHICH FORM SHALL BE COMPLETED BY ANY PERSON ASSISTING ANOTHER VOTER WHO IS UNABLE TO MARK THEIR OWN BALLOT DUE TO A PHYSICAL DISABILITY.

§ 50-14 DELIVERY OF COMPLETED VOTE-BY-MAIL BALLOTS

COMPLETED VOTE-BY-MAIL BALLOTS MAY BE DELIVERED:

- A. BY MAIL TO THE ADDRESS DESIGNATED BY THE BOARD,
OR
B. BY HAND AT THE ELECTION DROP BOX AT THE MUNICIPAL CENTER ON ELECTION DAY ON DAY; OR
C. THE BOARD AT ANY OTHER PLACE AND TIME DESIGNATED BY THE BOARD.

§ 50-15 COMPLAINTS

- A. THE BOARD SHALL INVESTIGATE AND RESOLVE ANY WRITTEN COMPLAINT OR CONTEST RELATING TO VOTING, THE VALIDITY OF ANY BALLOT, CANDIDATE CERTIFICATION, VIOLATIONS OF THIS CHAPTER, OR OTHER CITY ELECTION MATTER WITHIN THE AUTHORITY OF THE BOARD PURSUANT TO THE CITY CHARTER OR CODE.
- B. ALL COMPLAINTS MUST BE SUBMITTED IN WRITING USING A CITY OF NEW CARROLLTON ELECTION COMPLAINT FORM. THE FORM CAN BE OBTAINED FROM THE CITY OF NEW CARROLLTON WEBSITE, UNDER ELECTIONS OR BY CALLING THE CITY CLERK TO HAVE ONE MAILED. ALL OFFICIAL COMPLAINTS MUST BE SUBMITTED ON THE OFFICIAL FORM. THE FORMS CAN BE MAILED TO THE CITY OF NEW CARROLLTON ATTENTION: BOARD OF ELECTIONS OR

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SUBMITTED ELECTRONICALLY TO:
ELECTIONS@NEWCARROLLTONMD.GOV

- C. THE CHAIR OF THE BOARD OF ELECTIONS WILL OFFICIALLY RESPOND TO ALL COMPLAINTS RECEIVED BY THE BOARD OF ELECTIONS. THE BOARD OF ELECTIONS WILL ONLY RESPOND TO OFFICIAL WRITTEN COMPLAINTS.**
- D. WHEN REVIEWING A COMPLAINT OR OTHER POTENTIAL VIOLATION WITHIN ITS AUTHORITY TO REVIEW PURSUANT TO THIS CHAPTER, THE BOARD HAS THE POWER TO:**
- 1. CONDUCT A REASONABLE INVESTIGATION**
 - 2. CONDUCT ONE OR MORE HEARINGS**
 - 3. ADOPT REASONABLE RULES AND PROCEDURES FOR THE CONDUCT OF HEARINGS THAT ARE NOT INCONSISTENT WITH THIS CHAPTER**
 - 4. SUMMON CONCERNED PARTIES AND/OR NECESSARY WITNESSES TO HEARINGS**
 - 5. DISMISS A COMPLAINT**
 - 6. CONCILIATE A COMPLAINT**
 - 7. ISSUE ORDERS**
 - 8. IMPLEMENT ENFORCEMENT ACTIONS AS PROVIDED BY THIS SECTION AND**
 - 9. EXTEND THE TIME FOR ANY HEARING AND THE ISSUANCE OF ANY FINDING, OPINION AND/OR ORDERS.**

RENUMBERING OF THE FOLLOWING SECTIONS

**CHANGE ARTICLE II ABSENTEE BALLOT TO ARTICLE III
ABSENTEE BALLOT WITH THE FOLLOWING SECTIONS**

§ 50-11 COMPLAINTS RENUMBERED TO §50-16 COMPLAINTS

**§ 50-12 PERSONS WHO MAY VOTE AS ABSENTEE VOTERS TO §50-17
PERSONS WHO MAY VOTE AS ABSENTEE VOTERS**

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§ 50-13 ASSISTANCE IN MARKING BALLOTS, ETC., FOR DISABLED PERSONS TO §50-18 ASSISTANCE IN MARKING BALLOTS, ETC., FOR DISABLED PERSONS

§ 50-14 APPLICABILITY TO §50-19 APPLICABILITY

§ 50-15 APPLICATIONS TO §50-20 APPLICATIONS

§ 50-16 APPLICATION FORMS TO §50-21 APPLICATION FORMS

§ 50-17 DETERMINATION ON APPLICATION; DELIVERY OF BALLOTS; RECORDS; NUMBER OF BALLOTS PER APPLICANT TO §50-22 DETERMINATION ON APPLICATION; DELIVERY OF BALLOTS; RECORDS; NUMBER OF BALLOTS PER APPLICANT

§ 50-18 PRINTING OF BALLOTS AND INSTRUCTIONS; FORMS; AFFIDAVIT TO §50-23 PRINTING OF BALLOTS AND INSTRUCTIONS; FORMS; AFFIDAVIT

§ 50-19 CANVASSING OF BALLOTS TO §50-24 CANVASSING OF BALLOTS

CHANGE ARTICLE III EARLY VOTEING TO ARTICLE IV EARLY VOTING WITH THE FOLLOWING SECTIONS

§ 50-30 EARLY VOTING

CHANGE ARTICLE IV MISCELLANEOUS TO ARTICLE V MISCELLANEOUS WITH THE FOLLOWING SECTIONS

§ 50-35 AUTHORITY LINE

§ 50-36 VOTE COUNT

§ 50-37 CHALLENGERS AND WATCHERS

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§ 50-38 CERTIFICATION OF CANDIDATES ELECTED

§ 50-39 SUSPENSION, ALTERATION OR AMENDMENT OF PROVISIONS DURING STATE OF EMERGENCY OR PUBLIC HEALTH EMERGENCY

INTRODUCED AND ADOPTED BY THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND ON THE 17th DAY OF FEBRUARY, 2021.

ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON ON THE 26TH DAY OF FEBRUARY, 2021.

EFFECTIVE: FEBUARY 26, 2021

Attest:

City of New Carrollton

Douglass A. Barber, MMC
City Clerk

Lincoln Lashley, Chair
City Council

Date: _____

Approved:

Phelecia E. Nembhard, Mayor

Date: _____

Approved as to Form

Law Offices of Gabriel J. Christian & Associates, LLC

BY _____
Gabriel J. Christian, Esq.

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CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
Phone (301) 459-6100 Fax (301) 459-8172

MEMORANDUM

TO: The City Council of New Carrollton
FROM: Doug Barber, City Clerk
DATE: February 11, 2021
RE: Resolution 21-08 Approving the 2021 City of New Carrollton Election be held as a Vote-by-Mail Election

Resolution 21-08, a Resolution approving the 2021 City of New Carrollton Election be held as a Vote-by-Mail Election. Upon receiving input from the City Council on the proposed resolution, it will be presented to the City Council at the Council Legislative Meeting scheduled for Wednesday, February 17, 2021, for formal adoption. Please note Resolution 21-08 will become effective on February 26, 2021, to coincide with other election legislation.



Resolution 21-08
Approving 2021 Election as a Vote by Mail Election

Effective: February 26, 2021

**A RESOLUTION
OF THE CITY COUNCIL OF NEW CARROLLTON DECLARING THE CITY OF NEW
CARROLLTON'S 2021 ELECTION TO BE A VOTE-BY-MAIL ELECTION**

WHEREAS, the City Council recognizes that there is tremendous uncertainty about the course of the COVID-19 pandemic across the globe and in many states in the United State of America; and

WHEREAS, the City Council is committed to ensuring the 2021 election is accessible, secure, and safe, while minimizing, to the extent possible, the potential for exposure to COVID-19 to the voting public and City employees and election workers; and

WHEREAS, the City Charter provides that the Council may determine that an election is a vote-by-mail election; and

WHEREAS, the City Council deem it in the best interest of the residents to conduct a vote-by-mail election pursuant to the City Charter and City Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the City of New Carrollton 2021 Election be a vote-by-mail election.

ADOPTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 17th DAY OF FEBRUARY, 2021.

ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON THIS 26th DAY OF FEBRUARY 2021.

[SEAL]

Lincoln H.G. Lashley, Chair
City Council

ATTEST:

APPROVED:

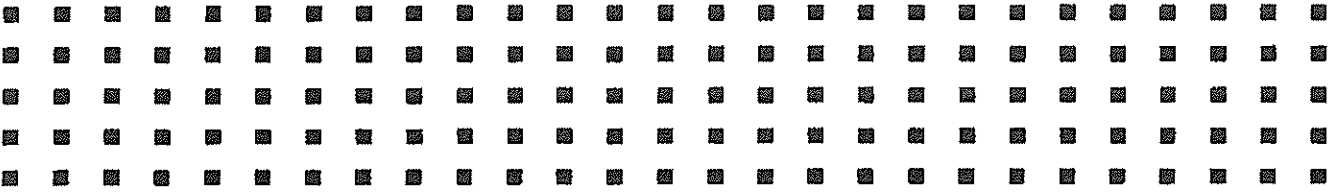
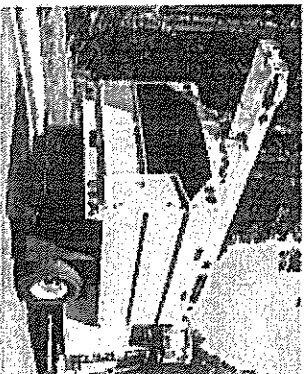
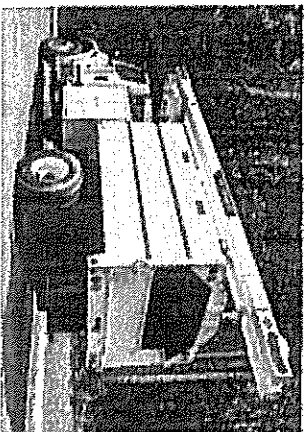
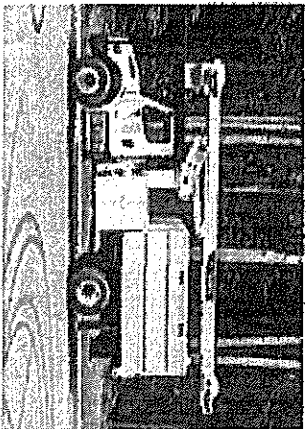
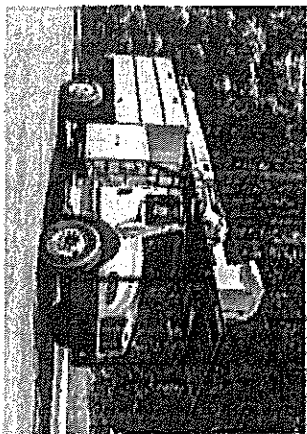
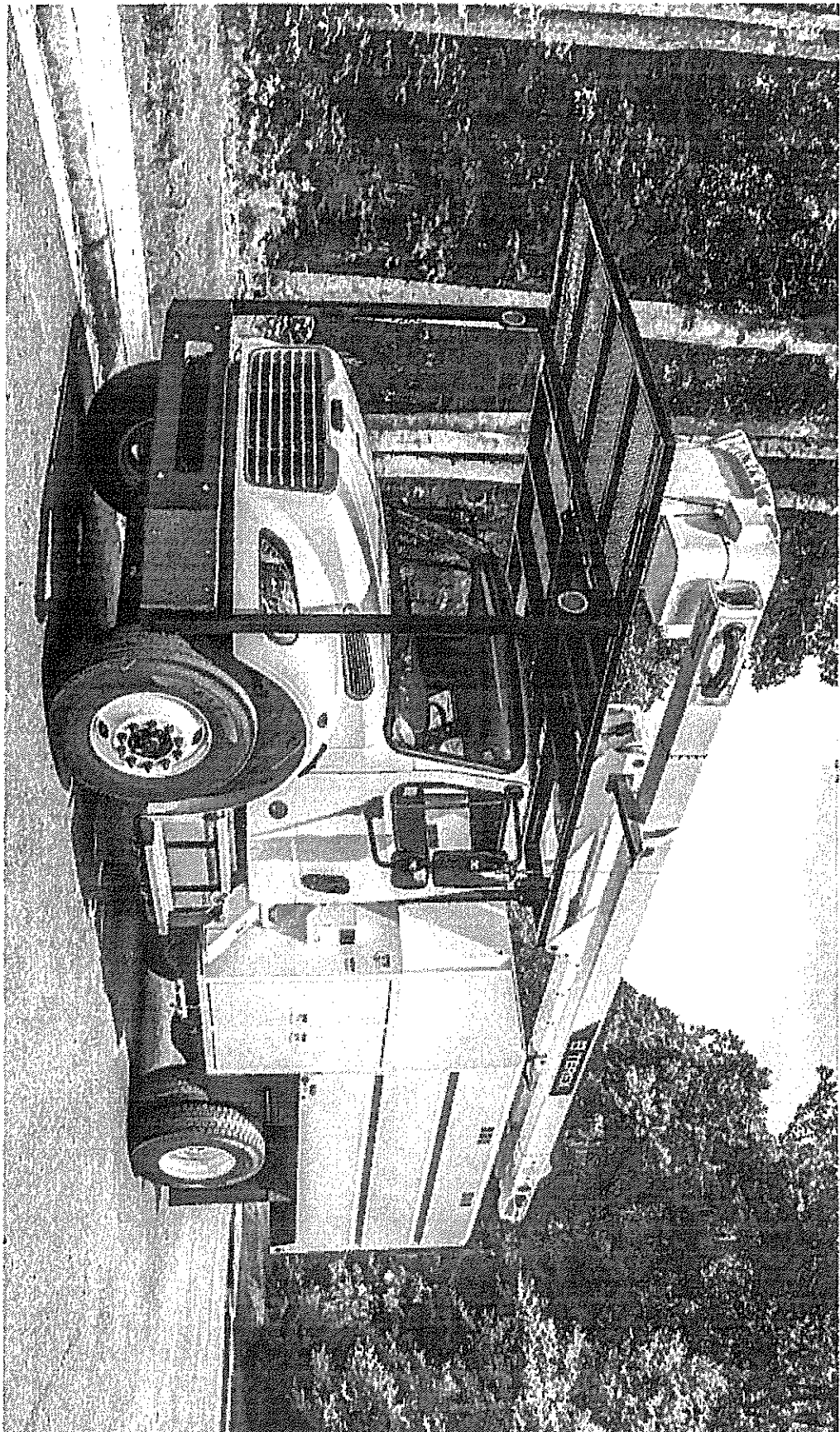
Douglass A. Barber, MMC, City Clerk

Phelecia E. Nembhard, Mayor

Date: _____

1 CUSTOM
TRUCK
ONE SOURCE™

**XT56 PRO FORESTRY
AERIAL DEVICE**





**CUSTOM
TRUCK
ONE SOURCE™**

12660 East Lynchburg Salem Turnpike, Forest, VA 24551
Phone: 434-525-2929 – Fax: 434-525-0917

Date: 02-05-2021

Sales Quote: ADIarcangelo(0201)56F Carrollton
QR-020824

Quote Valid: 30 Days or Availability

Sales Rep: Anthony DIArcangelo
(adiarcangelo@customtruck.com)

.....

Company: City of New Carrollton
Contact: Nadab Gordon
Address: 6016 Princess Garden Pkwy
City, State: New Carrollton, MD 20784
Phone: (301)577 1008
E-Mail: ngordon@newcarrolltonmd.gov

Sale Price: \$140,544.00
FCA, New Carrollton, MD: \$525.00
Deposit: PO Required
Total Investment: \$141,069.00
Terms: Payment Due Prior to Delivery

.....

FREIGHTLINER XT PRO 56 FORESTRY

2021 Freightliner M2 106 (Painted White)
Cummins ISB Diesel, 250 HP
Block Heater
120" CA
Allison 3500 Series Automatic Transmission
Air Brakes with Heated Air Dryer
Driver Controlled Exhaust Brake
13,300 lb. Front Axle, 21,000 lb. Rear Axle
Factory De-Rated to 33,000 lb. GVWR
Aluminum Cab & Fuel Tank (Reduced Weight)
LH and RH Grab Handles
Dust/Bug Screen Mounted Behind Grill
Cruise Control
Air Conditioning
High Back Non-Suspension Driver's Seat
2-Man Toolbox Mid-Back Non-Suspension Passenger Seat
Weather Band AM/FM/AUX/USB/Bluetooth Radio
Dash Mounted PTO Hour Meter
Pre-Trip Lamp Inspection Switch
Mud Flaps

Terex Hi-Ranger XT PRO 56 Lift (Painted White)
61' Working Height
24" x 24" x 42" Platform & Liner with Scuff Pad
"3D" One Hand Control
35 Gallon Hydraulic Reservoir with Shut-Off Valve (Painted White)
Upper Boom Rest Tie Down
Mechanical Platform Tilt
Full Pressure, Open Center Hydraulic System
Self-Locking Hydraulic Rotational Gear Box
Continuous Unrestricted Rotation
Dual Hydraulic Tool Outlets at Platform
(1) Set Hydraulic Outriggers (Painted White)
(1) Set Outrigger Pads with Holders (Painted Black)
(2) Sets Outrigger Controls/Electric over Hydraulic
Outrigger & Parking Brake Interlock

Full Hydraulic Pressure at 1100 RPM Engine Speed
10 Year Maintenance Free Leveling Chain
One Piece Molded Control Covers

11' Chip Box, Hoist Assembly & Holding Valve with Curb-Side
Ladder/Storage Compartment (Painted White)
48" L, 4-Door thru Box Assembly, (2) Keyed Padlocks Included
(Painted White)
Spring Loaded Cab Guard with Access Steps & Grab Handles
(Painted Black)
(2) Wheel Chocks with Underbody Storage (Painted Black)
Trailer Brake Controller
6-Prong & 7-Prong Trailer Socket
HOT Shift PTO with Electric Dash Switch Installed in Cab
Rear Bumper (Painted Black) with PH30 Pintle Hook
Rear Hitch Security Plate, (1) Keyed Padlock Included
Heavy Duty Front Construction Bumper (Painted Black)

All Lights on Body Package to be LED
Lighting Kit to Meet FMVSS #108 Standards
4-Point Amber LED Strobe Package
2.5 lb. ABC Fire Extinguisher
Triangle Reflector Kit
Full Body Harness with Attached Lanyard
(1) Replacement Hydraulic Filter
DOT Inspection
Road Tested
Safety Inspected, and Dialectic Tested

Delivery: 10-12 WEEKS

Terms and Conditions:

- If the Customer is to supply CUSTOM TRUCK ONE SOURCE with a Chassis, the Chassis must meet all required specs.
- Customer to provide a complete copy of the Chassis specs for review prior to acceptance of PO.
- **DISCLAIMER:** For non-CDL vehicles the maximum gross vehicle weight is 26,000 U.S. pounds. The owner must consider for example, the weight of fuel, tools, number of vehicle occupants, equipment of board, cargo (such as chips), and any equipment towed (such as a chipper) when operating the vehicle on highways. The above is for example only and is by no means all-inclusive CUSTOM TRUCK ONE SOURCE/ CUSTOM TRUCK assumes no responsibility for customer operation of its product in a manner that violates federal, state or local laws.
- Upon receipt of your purchase order, CUSTOM RUCK ONE SOURCE will send you an Order Acknowledgement via email or fax with standard Terms and Conditions of Sale which shall govern the transaction. This standard Order Acknowledgement allows CUSTOM TRUCK ONE SOURCE to confirm receipt of your order and must be returned signed to schedule production and delivery.
- There is a \$0.00 processing fee.
- Price guarantee does not include government mandates and associated costs, taxes, tag nor title fees. CUSTOM TRUCK ONE SOURCE does not collect taxes; local taxes are to be paid to the resident registrar at time of vehicle registration by purchaser.
- 30-Day tags will be supplied, with exception of a dealer to dealer sale.
- If the Federal Excise Tax (FET) has not been included (only applicable for vehicles 33,000 GVWR and higher) a current exemption/resale certificate must be on file and provided with purchase order for a tax-exempt sale. FET will be added if certificate is not supplied with order.
- Other items not included: freight, vendor price increases, specification changes and components availability or model discontinuation, and material shortage surcharges.
- Above quoted price and delivery time are subject to change without notice. All dates given are subject to the receipt of vendor supplied parts. Every effort is made to meet or exceed quoted delivery dates.
- Quotes for in-stock units are valid while supplies last only.
- These terms and conditions are in response to situations that are beyond CUSTOM TRUCK ONE SOURCE's control.

SIGNATURE CONFIRMS ACCEPTANCE OF QUOTE/ORDER – SIGN AND DATE:

SIGN: _____

Date: _____

Nadab Gordon - City of New Carrollton

ADlarcangelo(0201)56F Carrollton

<u>Please review and correct company information and contact information:</u>	
Full Legal Operating Name:	City of New Carrollton
Contact Name:	Nadab Gordon
Contact Phone Number:	(301)577 1008
Full Billing Address:	6016 Princess Garden Pkwy New Carrollton, MD 20784
Delivery Address (if Different from Billing):	
Email Address:	ngordon@newcarrolltonmd.gov
Do you plan to have your truck delivered?	

WORKSHOP/LEGISLATIVE MEETINGMORE THAN \$10,000 CHECKS:

1. GOODE COMPANIES INC (Recycling contract - CITY HALL)	10,833.79
2. PRINCE GEORGE'S COUNTY (Landfill fees -12/20)	19,667.65
3. BRIDGETT MOCK & ASSOCIATES PA. (Audit services - FY 2020)	12,200.00
4. ADVANCED COLLISION CENTER LLC (Repairs to police vehicles)	11,304.51
5. LOCAL GOVT. INSURANCE TRUST (Monthly health insurance)	80,581.90

134,587.85
PAYMENT DESCRIPTION:

1st BATCH TOTAL (1/11/21) - 3 pages (Total amount of all of the bills for this batch)	34,368.89
2nd BATCH TOTAL (01/15/21) - 3 pages (Total amount of all of the bills for this batch)	40,570.04
3rd BATCH TOTAL 01/22/21) -3 pages (Total amount of all of the bills for this batch)	36,687.76
4th BATCH TOTAL 02/08/21) -4 pages (Total amount of all of the bills for this batch)	136,200.63
SUNTRUST CARD (Electronic transfer - Nov 2020)	9,114.82
SUNTRUST CARD (Electronic transfer - Dec 2020)	20,203.77
SUNTRUST CARD (Electronic transfer - Jan 2021)	6,460.01

Dept	Dept Name	Dept Head
1110	Mayor and Council	Karen Ruff
1510	Admin	Karen Ruff
1530	H/R	Karen Ruff
1520	Economic Development	Karen Ruff
2010	Finance	Karen Ruff
2510	Code Enforcement	Chief Rice
3010	Police Admin	Chief Rice

CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/11/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal		8,761.10	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-8761.10
EFT	ACCUFUND INC	COMPUTER & IT SUPPORT	2010 Finance and Accounting	0.00	01-2010-50200-00000-00000 COMPUTER & IT SUPPORT	6320.00
EFT	ACE FIRE EXTINGUISHER SERVICE INC	SERVICE CHARGE FOR FIRE EXTINGUISHERS - CUST# N0065-2	1510 City Administration	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	97.40
0040446	BGE	6016 PRINCESS GARDEN PKWY - ACC# 0195120000	1510 City Administration	1,175.39	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	1175.39
0040447	CENTRAL TRUCK CENTER INC.	Invoices 975490, 976699, 977114, 977118, CM969303	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	51.50	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	51.50
EFT	CINTAS CORPORATION LOC 41	Invoices 4068783972, 4071429954, 4072073112	1510 City Administration 3510 Public Works Administration 3510 Public Works Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	225.62 741.09
0040448	COLONIAL LIFE	3RD PARTY INSURANCE	1530 Human Resources	3,096.52	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	3096.52
0040449	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	8314A ANNAPOLIS RD POLICE TRAILER - ACC# 8299 42 060 2061445	3010 Police Administration	193.93	01-3010-52105-00000-00000 TRAILER MAINT. & SUPPLIES	193.93
0040450	EXPRESS SERVICES INC	PAYMENT FOR WEEKENDING 01/03/21 FOR M. PAYNE	3510 Public Works Administration	330.14	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	330.14
0040451	GOODE COMPANIES INC.	5400 85TH AVE - ACC# 498937 01/21	3710 Public Works Sanitation	3,653.14	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	3653.14
0040452	GOODE COMPANIES INC.	RECYCLING -6016 PRINCESS GARDEN PKWY - 12/20	3710 Public Works Sanitation	10,833.79	01-3710-50550-00000-00000 RECYCLING CONTRACT	10833.79

CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/11/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT	HOMESTEAD GARDENS, INC.	Invoices 121652, 121678	3810 Public Works Grounds Maintenance 3810 Public Works Grounds Maintenance	0.00	01-3810-54250-00000-00000 PARKS, FIELDS & TREE MAINTENANCE	253.00
0040453	KOHLER EQUIPMENT	EQUIPMENT REPAIR & MAINT - ACC# 112201	3810 Public Works Grounds Maintenance	76.24	01-3810-52210-00000-00000 EQUIPMENT REPAIR & MAINTENANCE	76.24
0040454	NATIONAL CAPITAL INDUSTRIES	TRAFFIC SAFETY SUPPLIES	3010 Police Administration	2,141.23	01-3010-52560-00000-00000 PEDESTRIAN SAFETY	2141.23
0040455	ORKIN INC AC 689632	8511 LEGATION RD - ACC# 689632	1510 City Administration	62.40	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	62.40
0040456	ORKIN LLC AC 740578	6016 PRINCESS GARDEN PKWY - ACC# 740578	1510 City Administration	141.19	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	141.19
0040457	P.G. TIRE INC	Invoices 256946, 257220	3510 Public Works Administration 3510 Public Works Administration	977.02	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	977.02
EFT	PASSPORT LABS, INC	VEHICLE CONTROL FINES	3010 Police Administration	0.00	01-3010-54495-00000-00000 VEHICLE CONTROL FINE SERVICE FEES	1123.99
0040458	PENNMARVA INC	WESTBROOK/LEGATION COURT	3810 Public Works Grounds Maintenance	449.75	01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS	449.75
0040459	PEPCO	7510 GOODLUCK RD - ACC# 5502 3553 195	3610 Public Works Infrastructure Maintenance	26.12	01-3610-51210-00000-00000 STREET LIGHTING	26.12
0040460	PITNEY BOWES GLOBAL FINANCIAL SERV LLC	PHOTOCOPY MACHINE LEASE - ACC# 0012397850	1510 City Administration	345.27	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	345.27
0040461	READYREFRESH	PANTRY SUPPLIES- POLICE-ACC # 0437380884	3010 Police Administration	123.61	01-3010-52510-00000-00000 PANTRY SUPPLIES	123.61
0040462	ROBERTS OXYGEN COMPANY INC	VEHICLE MAINTENANCE	3510 Public Works Administration	142.12	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	142.12
0040463	SHRED-IT USA	MONTHLY SERVICE CHARGE - CUST# 11776711	1510 City Administration	141.37	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	141.37
0040464	STAPLES ADVANTAGE	Invoices 8060146063, 8060822317	1510 City Administration 3010 Police Administration	55.05	01-1510-52510-00000-00000 PANTRY SUPPLIES 01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-52510-00000-00000 PANTRY SUPPLIES	15.11 27.18 12.76
0040465	T-MOBILE	CELL PHONE CHARGES - POLICE-ACC# 952269421	3010 Police Administration	1,111.07	01-3010-54020-00000-00000 CELL PHONES	1111.07

CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/11/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040466	T-MOBILE	CELL PHONE CHARGES - POLICE - ACC# 951721991	3010 Police Administration	440.71	01-3010-54020-00000-00000 CELL PHONES	440.71
0040467	VERIZON WIRELESS	ACC# 902009495-0001 - POLICE	3010 Police Administration	40.23	01-3010-54020-00000-00000 CELL PHONES	40.23
Total for Check Run:				34,368.89		

 Signature and Date to Approve Checks
[Handwritten Signature] 1/12/21

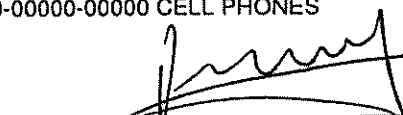
 Signature and Date to Approve Checks


CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/11/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal		8,761.10	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-8761.10
EFT	ACCUFUND INC	COMPUTER & IT SUPPORT	2010 Finance and Accounting	0.00	01-2010-50200-00000-00000 COMPUTER & IT SUPPORT	6320.00
EFT	ACE FIRE EXTINGUISHER SERVICE INC	SERVICE CHARGE FOR FIRE EXTINGUISHERS - CUST# N0065-2	1510 City Administration	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	97.40
0040446	BGE	6016 PRINCESS GARDEN PKWY - ACC# 0195120000	1510 City Administration	1,175.39	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	1175.39
0040447	CENTRAL TRUCK CENTER INC.	Invoices 975490, 976699, 977114, 977118, CM969303	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	51.50	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	51.50
EFT	CINTAS CORPORATION LOC 41	Invoices 4068783972, 4071429954, 4072073112	1510 City Administration 3510 Public Works Administration 3510 Public Works Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	225.62 741.09
0040448	COLONIAL LIFE	3RD PARTY INSURANCE	1530 Human Resources	3,096.52	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	3096.52
0040449	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	8314A ANNAPOLIS RD POLICE TRAILER - ACC# 8299 42 060 2061445	3010 Police Administration	193.93	01-3010-52105-00000-00000 TRAILER MAINT. & SUPPLIES	193.93
0040450	EXPRESS SERVICES INC	PAYMENT FOR WEEKENDING 01/03/21 FOR M. PAYNE	3510 Public Works Administration	330.14	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	330.14
0040451	GOODE COMPANIES INC.	5400 85TH AVE - ACC# 498937 01/21	3710 Public Works Sanitation	3,653.14	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	3653.14
0040452	GOODE COMPANIES INC.	RECYCLING -6016 PRINCESS GARDEN PKWY - 12/20	3710 Public Works Sanitation	10,833.79	01-3710-50550-00000-00000 RECYCLING CONTRACT	10833.79

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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040466	T-MOBILE	CELL PHONE CHARGES - POLICE - ACC# 951721991	3010 Police Administration	440.71	01-3010-54020-00000-00000 CELL PHONES	440.71
0040467	VERIZON WIRELESS	ACC# 902009495-0001 - POLICE	3010 Police Administration	40.23	01-3010-54020-00000-00000 CELL PHONES	40.23
Total for Check Run:				34,368.89		



 Signature and Date to Approve Checks


 Signature and Date to Approve Checks
 1/12/21

CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/15/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal		1,727.23	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-1727.23
0040468	AUTOZONE STORES LLC	Invoices 1833796597, 1833796598	3510 Public Works Administration 3510 Public Works Administration	87.13	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	87.13
EFT	CINTAS CORPORATION LOC 41	Invoices 4072814615, 9111003989	3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-53570-00000-00000 UNIFORMS	679.98
0040469	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	6016 PRINCESS GARDEN PKWY - ACCOUNT # 8299 42 060 0450608	1510 City Administration	16.38	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	16.38
0040470	FLEETPRIDE	Invoices 65758158, 65758299	3510 Public Works Administration 3510 Public Works Administration	319.85	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	319.85
0040471	GARDEN STATE HIGHWAY PRODUCTS INC	TRAFFIC SAFETY SUPPLIES	3610 Public Works Infrastructure Maintenance	166.65	01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES	166.65
0040472	HOME PARAMOUNT	6318 WESTBROOK DR. - MONTHLY PEST CONTROL SERVICE	3510 Public Works Administration	78.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	78.00
0040473	LANDOVER PRINTING CENTER	OFFICE SUPPLIES - MAYOR - CUST# 405	1110 Mayor & City Council	107.55	01-1110-52520-00000-00000 OFFICE SUPPLIES & PRINTING	107.55
0040474	LOWE'S BUSINESS ACCOUNT	Invoices 2012 - 1488, 2012 - 2273, 2012 - 2710, 2012 - 43664, LOWES - ADMIN	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	119.58	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS 01-3810-53130-00000-00000 SMALL EQUIPMENT	39.24 54.72 25.62
0040475	MARYLAND ENVIRONMENTAL SERVICE	SINGLE STEAM RECYCLING - ACC# 13829	3710 Public Works Sanitation	2,330.10	01-3710-50550-00000-00000 RECYCLING CONTRACT	2330.10
0040476	NOW TECHNOLOGIES INC	COMPUTER & IT SUPPORT	1510 City Administration	4,245.25	01-1510-50200-00000-00000 COMPUTER & IT SUPPORT	4245.25

CITY OF NEW CARROLLTON

TD GENERAL

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Check	Vendor	Description or Invoice Numbers	Dept	Check Amount	Invoice Distribution Accounts	Distribution Amount
EFT	P & H AUTO - ELECTRIC INC.	Invoices 235618, 235650	3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	619.97
0040477	PEPCO	Invoices 200401443176, 210003710673	3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance	8,320.58	01-3610-51210-00000-00000 STREET LIGHTING	8320.58
0040478	PRINCE GEORGE'S COUNTY	LANDFILL FEES - 12/20 - ACC# 3214	3710 Public Works Sanitation	19,667.65	01-3710-51100-00000-00000 LANDFILL FEES-COUNTY	19667.65
0040479	READYREFRESH	PANTRY SUPPLIES - ADMIN- ACC# 7802571500	1510 City Administration	10.99	01-1510-52510-00000-00000 PANTRY SUPPLIES	10.99
0040480	RTI RESTORATION SERVICES, LLC	DISINFECTING PUBLIC WORKS - CUST# 150855	3510 Public Works Administration	950.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	950.00
0040481	SAM'S CLUB DIRECT	PURCHASES/CHARGES FOR THE MONTH OF NOV 2020	3510 Public Works Administration	76.84	01-3510-52510-00000-00000 PANTRY SUPPLIES	76.84
0040482	SANIJOHN	MONTHLY EQUIPMENT RENTAL - 01/21 - CUST# 100061	3810 Public Works Grounds Maintenance	645.00	01-3810-52180-00000-00000 EQUIPMENT RENTAL & PORT A POTTY	645.00
0040483	STAPLES ADVANTAGE	JANITORIAL SUPPLIES - P.W - CUST# 1823375	3510 Public Works Administration	25.77	01-3510-52550-00000-00000 JANITORIAL SUPPLIES	25.77
0040484	THE CARLSEN GROUP INC	MONTHLY SERVICE CHARGES - CUST# 14	1510 City Administration	312.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	104.00 104.00 104.00
0040485	VERISK/3E COMPANY	SUBSCRIPTION - P.W - CUST# 0-0424-61	3510 Public Works Administration	287.50	01-3510-53510-00000-00000 DUES & SUBSCRIPTIONS	287.50
0040486	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2011 - 010000, 2011 - 1740000, 2011 - 740000	3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	1,075.99	01-1510-54070-00000-00000 UTILITY-WATER 01-3510-54070-00000-00000 UTILITY - WATER	437.77 638.22

CITY OF NEW CARROLLTON


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A/P Detail Check Register for Check Date 1/22/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040506	XEROX CORPORATION	OFFICE PRINTING - POLICE - CUST# 725457931	3010 Police Administration	189.25	01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	189.25
Total for Check Run:				36,687.76		



 Signature and Date to Approve Checks



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CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/15/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal		1,727.23	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-1727.23
0040468	AUTOZONE STORES LLC	Invoices 1833796597, 1833796598	3510 Public Works Administration 3510 Public Works Administration	87.13	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	87.13
EFT	CINTAS CORPORATION LOC 41	Invoices 4072814615, 9111003989	3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-53570-00000-00000 UNIFORMS	679.98
0040469	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	6016 PRINCESS GARDEN PKWY - ACCOUNT # 8299 42 060 0450608	1510 City Administration	16.38	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	16.38
0040470	FLEETPRIDE	Invoices 65758158, 65758299	3510 Public Works Administration 3510 Public Works Administration	319.85	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	319.85
0040471	GARDEN STATE HIGHWAY PRODUCTS INC	TRAFFIC SAFETY SUPPLIES	3610 Public Works Infrastructure Maintenance	166.65	01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES	166.65
0040472	HOME PARAMOUNT	6318 WESTBROOK DR. - MONTHLY PEST CONTROL SERVICE	3510 Public Works Administration	78.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	78.00
0040473	LANDOVER PRINTING CENTER	OFFICE SUPPLIES - MAYOR - CUST# 405	1110 Mayor & City Council	107.55	01-1110-52520-00000-00000 OFFICE SUPPLIES & PRINTING	107.55
0040474	LOWE'S BUSINESS ACCOUNT	Invoices 2012 - 1488, 2012 - 2273, 2012 - 2710, 2012 - 43664, LOWES - ADMIN	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	119.58	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS 01-3810-53130-00000-00000 SMALL EQUIPMENT	39.24 54.72 25.62
0040475	MARYLAND ENVIRONMENTAL SERVICE	SINGLE STEAM RECYCLING - ACC# 13829	3710 Public Works Sanitation	2,330.10	01-3710-50550-00000-00000 RECYCLING CONTRACT	2330.10
0040476	NOW TECHNOLOGIES INC	COMPUTER & IT SUPPORT	1510 City Administration	4,245.25	01-1510-50200-00000-00000 COMPUTER & IT SUPPORT	4245.25

CITY OF NEW CARROLLTON

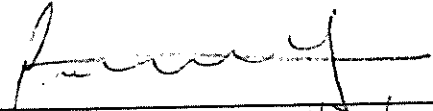
TD GENERAL

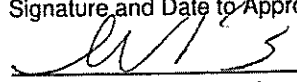
A/P Detail Check Register for Check Date 1/15/2021

Check	Vendor	Description or Invoice Numbers	Dept	Check Amount	Invoice Distribution Accounts	Distribution Amount
EFT	P & H AUTO - ELECTRIC INC.	Invoices 235618, 235650	3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	619.97
0040477	PEPCO	Invoices 200401443176, 210003710673	3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance	8,320.58	01-3610-51210-00000-00000 STREET LIGHTING	8320.58
0040478	PRINCE GEORGE'S COUNTY	LANDFILL FEES - 12/20 - ACC# 3214	3710 Public Works Sanitation	19,667.65	01-3710-51100-00000-00000 LANDFILL FEES-COUNTY	19667.65
0040479	READYREFRESH	PANTRY SUPPLIES - ADMIN- ACC# 7802571500	1510 City Administration	10.99	01-1510-52510-00000-00000 PANTRY SUPPLIES	10.99
0040480	RTI RESTORATION SERVICES, LLC	DISINFECTING PUBLIC WORKS - CUST# 150855	3510 Public Works Administration	950.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	950.00
0040481	SAM'S CLUB DIRECT	PURCHASES/CHARGES FOR THE MONTH OF NOV 2020	3510 Public Works Administration	76.84	01-3510-52510-00000-00000 PANTRY SUPPLIES	76.84
0040482	SANIJOHN	MONTHLY EQUIPMENT RENTAL - 01/21 - CUST# 100061	3810 Public Works Grounds Maintenance	645.00	01-3810-52180-00000-00000 EQUIPMENT RENTAL & PORT A POTTY	645.00
0040483	STAPLES ADVANTAGE	JANITORIAL SUPPLIES - P.W - CUST# 1823375	3510 Public Works Administration	25.77	01-3510-52550-00000-00000 JANITORIAL SUPPLIES	25.77
0040484	THE CARLSEN GROUP INC	MONTHLY SERVICE CHARGES - CUST# 14	1510 City Administration	312.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	104.00 104.00 104.00
0040485	VERISK/3E COMPANY	SUBSCRIPTION - P.W - CUST# 0-0424-61	3510 Public Works Administration	287.50	01-3510-53510-00000-00000 DUES & SUBSCRIPTIONS	287.50
0040486	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2011 - 010000, 2011 - 1740000, 2011 - 740000	3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	1,075.99	01-1510-54070-00000-00000 UTILITY-WATER 01-3510-54070-00000-00000 UTILITY - WATER	437.77 638.22

CITY OF NEW CARROLLTON
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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT	XEROX FINANCIAL SERVICES	LEASE PAYMENT - 12/16 - 1510 City 01/15 - ADMIN - CONTRACT# 010- 0037890-002	Administration	0.00	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	427.28
Total for Check Run:				<u>40,570.04</u>		



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 1/14/21

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CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/22/2021

Check	Vendor	Description or Invoice Numbers	Dept	Check Amount	Invoice Distribution Accounts	Distribution Amount
EFT		EFT Transmittal		18,899.41	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-18899.41
EFT	BRIDGETT MOCK & ASSOCIATES PA	AUDIT SERVICES - FY 2020	2010 Finance and Accounting	0.00	01-2010-50110-00000-00000 AUDITING SERVICE	12200.00
0040487	CENTRAL TRUCK CENTER INC.	VEHICLE MAINTENANCE	3510 Public Works Administration	113.05	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	113.05
EFT	CINTAS CORPORATION LOC 41	JANITORIAL SUPPLIES PAYER# 17368045	1510 City Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	197.57
0040488	ERNIE'S LOCK CO., INC	BUILDING MAINTENANCE - POLICE DOOR	1510 City Administration	259.90	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	259.90
0040489	EXPRESS SERVICES INC	Invoices 24901748, 24934862	3510 Public Works Administration 3510 Public Works Administration	737.96	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	737.96
EFT	GENERAL CODE LLC	ORDINANCE RECODIFICATION	1510 City Administration	0.00	01-1510-54470-00000-00000 ORDINANCE RECODIFICATION	1844.20
EFT	LABORATORY CORPORATION OF AMERICA HOLDINGS	WELLNESS SERVICES - FINGERSTICK TESTING	1530 Human Resources	0.00	01-1530-53600-00000-00000 WELLNESS PROGRAMS	537.00
EFT	LEGAL RESOURCES OF VA	LEGAL SERVICE CHARGES - 01/21	1530 Human Resources	0.00	01-0000-21140-00000-00000 LEGAL SERVICES WITHHOLDING	228.02
0040490	MARYLAND ENVIRONMENTAL SERVICES	COMPOST FEES - ACC# 3829	3710 Public Works Sanitation	417.25	01-3710-51115-00000-00000 COMPOST FEES	417.25
0040491	MARYLAND MUNICIPAL LEAGUE	COMPENSATION SURVEY	1510 City Administration	160.00	01-1510-50325-00000-00000 CONSULTING SERVICES	160.00
EFT	NAC MECHANICAL SERVICES, LLC	6016 PRINCESS GARDEN PKWY	1510 City Administration	0.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	569.25
0040492	NEW YORK LIFE	3RD PARTY INSURANCE - REMITTER ID# 021017768	1530 Human Resources	996.83	01-0000-21125-00000-00000 NEW YORK LIFE INSURANCE PAYABLE	996.83
0040493	OCCUPATIONAL MEDICAL SERVICES, INC	POST EVALUATION EMPLOYEES- P.W	3510 Public Works Administration	283.00	01-3510-53550-00000-00000 EMPLOYEE SUB. TESTING & PHYSICALS	283.00
0040494	ORKIN INC AC 689632	8511 LEGATION RD - ACC# 689632	1510 City Administration	62.40	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	62.40
0040495	P.G. TIRE INC	VEHICLE MAINTENANCE	3510 Public Works Administration	769.70	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	769.70
0040496	PEPCO	7510 GOODLUCK RD - ACC# 5502 3553 195	3610 Public Works Infrastructure Maintenance	17.57	01-3610-51210-00000-00000 STREET LIGHTING	17.57

CITY OF NEW CARROLLTON
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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040497	READYREFRESH	PANTRY SUPPLIES- POLICE-ACC # 0437380884	3010 Police Administration	104.64	01-3010-52510-00000-00000 PANTRY SUPPLIES	104.64
0040498	RMS OMEGA TECHNOLOGIES GROUP, INC	Invoices MF210343, MF210402, MF210402F	3010 Police Administration 1510 City Administration 1510 City Administration	2,065.64	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	1410.01 655.63
0040499	RTI RESTORATION SERVICES, LLC	COVID-19 DISINFECTING - POLICE	1510 City Administration	1,500.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	1500.00
0040500	STAPLES CREDIT PLAN	Invoices 2012 - 19204172, 2012 - POLICE	2010 Finance and Accounting 3010 Police Administration	353.08	01-2010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-52510-00000-00000 PANTRY SUPPLIES 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	88.49 199.60 64.99
EFT	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE & AD&D PREMIUM	1530 Human Resources	0.00	01-0000-20102-00000-00000 LIFE INSURANCE PAYABLE	3323.37
0040501	THE PRINCE GEORGE'S POST, INC	ADVERTISING EXPENSES	1510 City Administration	400.00	01-1510-50400-00000-00000 ADVERTISING EXPENSES	400.00
0040502	VERIZON A/C # 755-300- 184-0001-65	6016 PRINCESS GARDEN PKWY - ACC# 755 300 184 0001 65	1510 City Administration	241.78	01-1510-54010-00000-00000 TELEPHONES	241.78
0040503	WASHINGTON GAS	Invoices 2012 - 003822, 2012 - 055198, 2012 - 055354, 2012 - 613886	1510 City Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	3,233.92	01-1510-54060-00000-00000 UTILITY-NATURAL GAS 01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54060-00000-00000 UTILITY - NATURAL GAS	1516.85 187.16 1529.91
0040504	WILDES-SPIRIT PRINTINGCITY NEWSLETTER MAILING		1510 City Administration	3,741.22	01-1510-50450-00000-00000 CITY NEWSLETTER	3741.22
0040505	WINDSTREAM	Invoices 2012 - 2272451, 2101 - 2272451	1510 City Administration 1510 City Administration	2,141.16	01-1510-54010-00000-00000 TELEPHONES 01-3510-54010-00000-00000 TELEPHONES	1627.52 513.64

CITY OF NEW CARROLLTON


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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040506	XEROX CORPORATION	OFFICE PRINTING - POLICE - CUST# 725457931	3010 Police Administration	189.25	01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	189.25
Total for Check Run:				36,687.76		



 Signature and Date to Approve Checks



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CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 2/08/2021

<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
EFT		EFT Transmittal		97,600.36	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-97600.36
EFT	ADVANCED COLLISION CENTER LLC	Invoices 12988, 13039, 55636	3010 Police Administration 3010 Police Administration 3010 Police Administration	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	11304.51
EFT	AFLAC	3RD PARTY INSURANCE	1530 Human Resources	0.00	01-0000-21120-00000-00000 AFLAC WITHHOLDING	2746.88
0040507	APPLICANT POOL	QUARTERLY APPLICANT POOL	1530 Human Resources	447.00	01-1530-50200-00000-00000 COMPUTER & IT SUPPORT	447.00
0040508	ASCAP	ANNUAL LICENSE RENEWAL - 01/21- 12/21	1510 City Administration	367.00	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	367.00
0040509	CENTRAL TRUCK CENTER INC.	VEHICLE MAINTENANCE	3510 Public Works Administration	166.80	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	166.80
EFT	CINTAS CORPORATION LOC 41	Invoices 4072073112-1, 4072814615-1, 4073381688, 4074122857	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	164.64 318.48
0040510	COLLIFLOWER	VEHICLE MAINTENANCE	3510 Public Works Administration	548.80	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	548.80
0040511	COLONIAL LIFE	3RD PARTY INSURANCE	1530 Human Resources	3,096.52	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	3096.52
0040512	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	Invoices 2012 - 0303439, 2101 - 2061445	1510 City Administration 3010 Police Administration	499.33	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3010-52105-00000-00000 TRAILER MAINT. & SUPPLIES	267.64 231.69
0040513	EXPRESS SERVICES INC	Invoices 24959869, 24993620	3510 Public Works Administration 3510 Public Works Administration	1,204.04	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	1204.04

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<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040514	FANNON PETROLEUM SERVICES INC	GASOLINE USAGE	3510 Public Works Administration	9,836.79	01-1510-52140-00000-00000 VEHICLE GASOLINE USE 01-2510-52140-00000-00000 VEHICLE GASOLINE USE 01-3010-52140-00000-00000 VEHICLE GASOLINE USE 01-3510-52140-00000-00000 VEHICLE GASOLINE USE	32.42 190.33 5674.95 3939.09
EFT	GRAFIX SHOPPE	VEHICLE MAINTENANCE	3010 Police Administration	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	1468.95
0040515	INTERNATIONAL CARTRIDGE CORP.	WEAPONS PURCHASE	3040 Police Patrol	1,877.26	01-3040-53140-00000-00000 SMALL WEAPONS	1877.26
0040516	JOHNSON TRUCK CENTER	VEHICLE MAINTENANCE 99	3510 Public Works Administration	2,771.65	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	2771.65
0040517	LANDOVER PRINTING CENTER	OFFICE SUPPLIES - FORMS- P.W - CUST# 405	3510 Public Works Administration	354.22	01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	354.22
EFT	LOCAL GOVT. INSURANCE TRUST	MONTHLY HEALTH INSURANCE	1530 Human Resources	0.00	01-0000-20101-00000-00000 HEALTH INSURANCE PAYABLE	80581.90
0040518	OCCUPATIONAL MEDICAL SERVICES, INC	Invoices 5168-327, 5181-285, 5181-287	3510 Public Works Administration 3010 Police Administration 1530 Human Resources	213.00	01-1530-53590-00000-00000 POST-EMPLOYMENT SCREENINGS 01-3010-53550-00000-00000 PRE-EMPLOYMENT & MENTAL WELLNESS 01-3510-53550-00000 EMPLOYEE SUB. TESTING & PHYSICALS	74.00 74.00 65.00
0040519	ORKIN LLC AC 740578	6016 PRINCESS GARDEN PKWY - ACC# 740578	1510 City Administration	141.19	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	141.19
0040520	PEPCO	Invoices 200021510325, 200031506671, 200031506672, 200061500907, 200261479144, 200281475458, 200321471056, 200401457462, 200461451719, 200541432851, 200541432853, 200571427505,	3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance	1,506.99	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54050-00000-00000 UTILITY - ELECTRICITY 01-3610-51210-00000-00000 STREET LIGHTING	268.67 1011.33 226.99
EFT	PT ARMOR INC	UNIFORMS - POLICE	3010 Police Administration	0.00	01-3010-53570-00000-00000 UNIFORMS	1015.00

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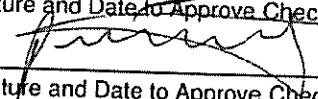
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0040521	QUILL CORPORATION	OFFICE & JANITORIAL SUPPLIES - P.W ACC# 5817433	3510 Public Works Administration	315.91	01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3510-52550-00000-00000 JANITORIAL SUPPLIES	211.78 104.13
0040522	RMS OMEGA TECHNOLOGIES GROUP, INC	EQUIPMENT - POLICE	1510 City Administration	1,410.07	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	1410.07
0040523	ROBERTS OXYGEN COMPANY INC	Invoices 554258, K09096	3510 Public Works Administration 3510 Public Works Administration	171.65	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	171.65
0040524	SANIJOHN	MONTHLY EQUIPMENT RENTAL - 02/21 - CUST# 100061	3810 Public Works Grounds Maintenance	645.00	01-3810-52180-00000-00000 EQUIPMENT RENTAL & PORT A POTTY	645.00
0040525	SHRED-IT USA	MONTHLY SERVICE CHARGE - CUST# 11776711	1510 City Administration	142.17	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	142.17
0040526	STAPLES ADVANTAGE	Invoices 8060829233, 8060879581, 8061122305	3510 Public Works Administration 1510 City Administration 2510 Code Enforcement	1,107.02	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3510-52550-00000-00000 JANITORIAL SUPPLIES	103.68 283.70 719.64
0040527	STATE TREASURER OF MD	Invoices APP-7-088, APP-7J-104, APP-8J-110, APP-9J-111	3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration	123.00	01-3010-53550-00000-00000 PRE-EMPLOYMENT & MENTAL WELLNESS	123.00
0040528	T-MOBILE	Invoices 2011 - 020832, 2012 - 020832, 2101 - 020832	1510 City Administration 1510 City Administration 1510 City Administration	103.34	01-1110-54020-00000-00000 CELL PHONES 01-1510-54020-00000-00000 CELLPHONES 01-2510-54020-00000-00000 CELL PHONES 01-3510-54020-00000-00000 CELL PHONES	-162.58 85.89 85.30 94.73
0040529	THE PRINCE GEORGE'S COUNTY MUNICIPAL ASSOC.	PGCMA MEMBERSHIP DUES - 2021	1110 Mayor & City Council	1,160.00	01-1110-53510-00000-00000 DUES & SUBSCRIPTIONS	1160.00
0040530	VERIZON WIRELESS	ACC# 902009495-0001 - POLICE	3010 Police Administration	40.13	01-3010-54020-00000-00000 CELL PHONES	40.13

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0040531	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2012 - 010000, 2012 - 1430000, 2012 - 1740000, 2012 - 740000, 2101 - 310000	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration 1510 City Administration	1,293.91	01-1510-54070-00000-00000 UTILITY-WATER 01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54070-00000-00000 UTILITY - WATER	412.60 278.13 603.18
0040532	WB WASTE SOLUTIONS, LLC	FRENCHMANS CREEK - 2/21- CUST# 150006306	3710 Public Works Sanitation	8,745.70	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	8745.70
0040533	ZEP SALES & SERVICE	JANITORIAL SUPPLIES - CUST# 11158472	1510 City Administration	311.78	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	311.78
Total for Check Run:				<u>136,200.63</u>		



 Signature and Date to Approve Checks



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