



**CITY COUNCIL WORKSHOP MEETING AGENDA  
\*VIRTUAL MEETING\*  
MONDAY, APRIL 19, 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](http://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. Report of the Mayor and Administration**
- 3. Council Questions/Council Announcements**
- 4. Budget FY 2022: Public Works & Statistical & Support Information**
- 5. Proclamation – Municipal Clerks Week (May 2 – May 8, 2021)**
- 6. Proclamation – Municipal Police Week (May 9 – May 15, 2021)**
- 7. Proclamation – Municipal Public Works Week (May 16 – May 22, 2021)**
- 8. Meeting Minutes**
  - a.) Council Workshop/Special Legislative Meeting Minutes (March 3, 2021)
  - b.) Council Workshop Meeting Minutes (March 15, 2021)
  - c.) Council Legislative Meeting Minutes (March 17, 2021)
- 9. Review of Bills**

Batch #1 (March 12, 2021); Batch #2 (March 19, 2021); and Batch # 3 (April 9, 2021)
- 10. Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
- 11. Request for Future Agenda Items**
- 12. 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 933 9926 7667**. You do not need a participant code. If you want to join the meeting via Computer click on the link Join Zoom Meeting <https://zoom.us/j/93399267667> Meeting ID: 933 9926 7667.



## **MEMORANDUM**

To: Mayor and City Council  
From: Joseph Nagro, Interim City Administrative Officer  
Cc: Department Heads  
Re: March 2021 City Administrative Officer's Report  
Date: April 19, 2021

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### **Administration**

- The Administration has worked with Human Resources Administrator Rowlett in reviewing resumes for the following positions: City Administrative Officer, Assistant City Administrative Officer, and Director of Finance. Interviews have started to take place for the City Administrative Officer position.
- City Newsletter – The City prepared and published the 2021 Election Newsletter. Ms. Benitez is currently finalizing the May/June issue. If you have any items that you would like to see included in an upcoming issue please reach out to Ms. Guzman.
- Constant Contact Report – Currently, 909 members are receiving the City's Constant Contact e-mail that is sent every other Friday. To date, the administration has produced and published 26 editions. We encourage all residents to sign up via our City website.

### **City Clerk**

#### **Election 2021:**

The Board of Elections and City Clerk Barber are working on the preparations for the 2021 Election. The 2021 Candidate Registration closed on Wednesday, March 31, 2021, at 5:00 p.m. The Board of Elections certified six candidates for the 2021 Election. 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 questions regarding the City Election, please reach out to City Clerk Doug Barber by email at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov). We have also created an official election email for those with election comments or concerns: The email is: [elections@newcarrolltonmd.gov](mailto:elections@newcarrolltonmd.gov).

## **Social Media Report**

Highlighting the social media activity over the past periods on our Facebook and Twitter accounts:

### **Facebook:**

In the last 28 days, there have been

- 4.5k people reached through posts
- 1.307 Post Engagements
- 41 Reactions

The top post was information on food distribution at Charles Carroll Middle School. It reached 2,149 people and had 2,339 impressions.

### **Twitter:**

Twitter earned 7,898 impressions over the last 28 days. The top tweet was an announcement for free Covid-19 and HIV testing at the Municipal Center. It received

- 752 impressions
- 33 engagements.

Followed by a tweet informing the residents about a free Introduction to Forest Bathing workshop conducted by the Prince George's County Board of Forestry receiving

- 346 impressions
- 8 engagements.

Twitter also gained 6 followers.

## **Human Resources**

### **Recruiting**

We have identified a candidate for the Code Enforcement Officer vacancy, and began the pre-employment process. We are currently interviewing candidates for the City Administrative Officer and Director of Finance & Accounting/Treasurer vacancies, in the final review stage for the Assistant City Administrative Officer vacancy, and working closely with DPW Director Andre Triplett to fill the vacancies in the Infrastructure Maintenance Department.

### **Benefits**

On Wednesday, May 12<sup>th</sup>, we will host a Virtual Benefits Open Enrollment Fair. Additional details regarding open enrollment will be provided in the upcoming weeks.



# 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:** April 14, 2021

**Clean Water Partnership** - The walk bridge is expected to be replaced (dates to be determined). There will be guardrails installed along very steep areas of the branch. Signs have been erected along the branch to warn pedestrians from entering the branch. Contractors will be removing newly planted trees that were placed too close to other trees. Jodie St. - Longbranch Dr. was cleared by the county through the partnership and the persistence of our Horticulturist. Grass was re-seeded in that work area.

**City Bulk Pick-up** - Bulk trash should be reported to Public Works, then placed to the curb (grass area) between the street and sidewalk no earlier than the Tuesday evening before the scheduled Wednesday collection.

**Tree City USA** - The City has received the Tree City USA recognition for the fourteenth year in a row. I would like to thank Brad and the Parks department for their great work and for keeping our City tree canopy healthy and maintained.

**Leaf Collection** - The curb to curb collection has ended for the season. Bagged leaves and bundled branches will continue to be collected on your first collection day of the week.

**Community Gardens** - Opened April 7, 2021. All flower beds were rototilled and prepped for the season. Please observe all posted signage for COVID restrictions and Garden housekeeping.

## **Stats for the month of March**

**Senior Van Service** - 21

**Bulk Pick-up** - 508

**Sump Discharge** - 0

**Trees Trimmed** - 38

**Trees Removed** - 1

**Vehicles in for service** - 22

**Pot Holes Filled** - 17



# CITY OF NEW CARROLLTON

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

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** April 13, 2021  
**RE:** Proclamation – Municipal Clerks Week (May 2 – May 8, 2021)

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Administration requests that the City Council proclaim May 2 – May 8, 2021, as Municipal Clerks Week in the City of New Carrollton.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, April 21, 2021.



**52<sup>nd</sup> ANNIVERSARY OF MUNICIPAL CLERKS WEEK  
MAY 2, 2021 – May 8, 2021**

*Whereas,* Municipal Clerks, is a time honored and vital part of local government that exists throughout the world, and

*Whereas,* Municipal Clerks is the oldest among public servants; and

*Whereas,* Municipal Clerks provide the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

*Whereas,* Municipal Clerks have pledged to be ever mindful to their neutrality and impartiality, rendering equal service to all, and

*Whereas,* Municipal Clerks serve as the information center on functions of local government and community; and

*Whereas,* Municipal Clerks continually strive to improve the administration of the affairs of the office through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations.

**NOW, THEREFORE,** I Phelecia E. Nembhard, Mayor and the City Council, of the City of New Carrollton do hereby proclaim May 2 through May 8, 2021, as Professional Municipal Clerks Week in the City of New Carrollton, and further extend appreciation to our Municipal Clerk, Douglass A. Barber and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent;

*Dated* this 19<sup>th</sup> day of April in the year 2021.

\_\_\_\_\_  
Phelecia E. Nembhard  
Mayor

\_\_\_\_\_  
Sarah Potter Robbins  
Councilmember

\_\_\_\_\_  
Lincoln H.G. Lashley  
Councilmember

\_\_\_\_\_  
Stephen L. John  
Councilmember

\_\_\_\_\_  
Allyne Hooks  
Councilmember

\_\_\_\_\_  
Cynthia DB Mills  
Councilmember



# CITY OF NEW CARROLLTON

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

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** April 13, 2021  
**RE:** Proclamation – Municipal Police Week (May 9 – May 15, 2021)

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Administration requests that the City Council proclaim May 9 – May 15, 2021, as Municipal Police Week in the City of New Carrollton.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, April 21, 2021.



**NATIONAL POLICE WEEK  
MAY 9 – 15, 2021**

*Whereas,* In 1962 President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, a National Police Week; and

*Whereas,* the members of the law enforcement agency of the City of New Carrollton play an important role in safeguarding the rights and freedoms of the citizens of our community; and

*Whereas,* it is important that all citizens know and understand the problems, duties and responsibilities of their police department and that members of our department recognize their duty to serve the people by safeguarding life and property protecting them against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and

*Whereas,* our police department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; Municipal Police Officers have pledged to be ever mindful to their neutrality and impartiality, rendering equal service to all, and

**NOW, THEREFORE,** I Phelecia E. Nembhard, Mayor and City Council of the City of New Carrollton, do hereby recognize the week of May 9 through May 15, 2021, as National Police Week in the City of New Carrollton, and urge our citizens to join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their communities, have established for themselves the rights and security of all citizens.

*Dated this 19<sup>th</sup> day of April in the year 2021.*

\_\_\_\_\_  
Phelecia E. Nembhard  
Mayor

\_\_\_\_\_  
Sarah Potter Robbins  
Councilmember

\_\_\_\_\_  
Lincoln H.G. Lashley  
Councilmember

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Stephen L. John  
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Allyne Hooks  
Councilmember

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Cynthia DB Mills  
Councilmember





# CITY OF NEW CARROLLTON

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Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** April 13, 2021  
**RE:** Proclamation – Municipal Public Works Week (May 16 – May 22, 2021)

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Administration requests that the City Council proclaim May 16 – May 22, 2021, as Municipal Public Works Week in the City of New Carrollton.

The proposed proclamation would be presented for adoption at the Council Legislative Meeting scheduled for Wednesday, April 21, 2021.



## National Public Works Week

May 16 – 22, 2021

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **New Carrollton**; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in **New Carrollton** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2021 marks the 61<sup>st</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

**RESOLVED**, I, **Phelecia E. Nembhard and the City Council of New Carrollton**, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; we urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**NOW, THEREFORE**, I Phelecia E. Nembhard, Mayor and the City Council, of the City of New Carrollton do hereby proclaim May 16 through May 22, 2021, as National Public Works Week in the City of New Carrollton, and further extend appreciation to our Department of Public Work employees for the vital services they perform and their exemplary dedication to the residents and the community they serve.

**Dated** this 19<sup>th</sup> day of April in the year 2021.

\_\_\_\_\_  
Phelecia E. Nembhard  
Mayor

\_\_\_\_\_  
Sarah Potter Robbins  
Councilmember

\_\_\_\_\_  
Lincoln H.G. Lashley  
Councilmember

\_\_\_\_\_  
Stephen L. John  
Councilmember

\_\_\_\_\_  
Allyne Hooks  
Councilmember

\_\_\_\_\_  
Cynthia DB Mills  
Councilmember



WORKSHOP/LEGISLATIVE MEETING

MORE THAN \$10,000 CHECKS:

1. WEST LANHAM HILLS VOLUNTEER FIRE DEPT (FY 2021 Grant )	12,000.00
2. GCI RESIDENTIAL, INC (Recycling contract -02/21- City Hall)	10,833.79
3. PRINCE GEORGE'S COUNTY ( Landfill fees - 02/21 )	14,589.52
4. CRISWELL NISSAN OF GERMANTOWN INC (Electric car - Code)	32,443.00
5. FORMAN MILLS , INC (Refund of reassessed personal property tax - FY 2021)	17,864.42
6. LONG FENCE ( Entrance gate repairs - 6318 Westbrook Drive)	12,952.00
	<u><u>100,682.73</u></u>

PAYMENT DESCRIPTION:

1st BATCH TOTAL (03/12/21) - 4 pages (Total amount of all of the bills for this batch)	40,678.49
2nd BATCH TOTAL (03/19/21) -3 pages (Total amount of all of the bills for this batch)	134,699.03
3rd BATCH TOTAL 04/09/21) -5 pages (Total amount of all of the bills for this batch)	117,508.37
M & T BANK ( Electronic fund transfer - April 2021)	204,246.03
SUNTRUST BANK ( Electronic transfer - Feb 2021)	7,789.94
	<u><u>504,921.86</u></u>

Dept	Dept Name	Dept Head
1110	Mayor and Council	
1510	Admin	
1530	H/R	
1520	Economic Development	
2010	Finance	
2510	Code Enforcement	Chief Rice
3010	Police Admin	Chief Rice
3030	Police Speed Camera	Chief Rice
3040	Police Patrol	Chief Rice
3050	Parking and Animal	Chief Rice
3510	Public Works Admin	Andre Triplett
3610	Highways	Andre Triplett

Run: 3/11/2021 at 10:09 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/12/2021**

Page: 1

<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		2,098.73	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-2098.73
0040592	AUTOZONE STORES LLC	Invoices 1833843252, 1833848441, 1833849130	3010 Police Administration 3010 Police Administration 3510 Public Works Administration	378.74	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE 01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	177.26 ✓ 201.48 ✓
0040593	BGE	6016 PRINCESS GARDEN PKWY - ACC# 0195120000	1510 City Administration	1,194.90	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	1194.90 ✓
0040594	BROWNELLS INC	WEAPONS - POLICE - ACC#06904927	3040 Police Patrol	123.98	01-3040-53140-00000-00000 SMALL WEAPONS	123.98 ✓
0040595	CENTRAL TRUCK CENTER INC.	VEHICLE MAINTENANCE - #18	3510 Public Works Administration	35.20	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	35.20 ✓
EFT	CINTAS CORPORATION LOC 41	UNIFORMS - P.W - 17353348	3510 Public Works Administration	0.00	01-3510-53570-00000-00000 UNIFORMS	271.01 ✓
0040596	COLONIAL LIFE	3RD PARTY INSURANCE	1530 Human Resources	3,009.05	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	3009.05 ✓
0040597	COLOSSUS INCORPORATED	PUBLIC SAFETY SUBSCRIPTION - POLICE	3010 Police Administration	1,100.00	01-3010-53510-00000-00000 DUES & SUBSCRIPTIONS	1100.00 ✓
0040598	EXPRESS SERVICES INC	Invoices 25097402, 25127829	3510 Public Works Administration 3510 Public Works Administration	1,242.88	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	1242.88 ✓
0040599	FLEETPRO INC	Invoices 575085, 575461, 575464, 581446, 592073, 592264, 592426, 592428	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3710 Public Works Sanitation 3510 Public Works Administration 3510 Public Works Administration	3,526.69	01-3510-51000-00000-00000 PREVENTIVE VEHICLE & MAINT.	3526.69 ✓
0040600	HOME PARAMOUNT	MONTHLY PEST CONTROL -6318 WESTBROOK DR	3510 Public Works Administration	78.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	78.00 ✓
EFT	HOMESTEAD GARDENS, INC.	MISCELLANEOUS - CUST# 601571	3810 Public Works Grounds Maintenance	0.00	01-3510-54550-00000-00000 MISCELLANEOUS	10.42 ✓

Run: 3/11/2021 at 10:09 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/12/2021**

Page: 2

<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>
0040601	JOSE GUVERA	REIMBURSEMENT FOR SAFETY BOOTS	3510 Public Works Administration	150.00 ✓	01-3510-53570-00000-00000 UNIFORMS	150.00 ✓
0040602	LANDOVER PRINTING CENTER	OFFICE SUPPLIES - BUSINESS CARDS - V. LYEW	3010 Police Administration	40.00 ✓	01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	40.00 ✓
EFT	LEGAL RESOURCES OF VA	LEGAL SERVICE CHARGES - 03/21	1530 Human Resources	0.00 ✓	01-0000-21140-00000-00000 LEGAL SERVICES WITHHOLDING	228.02 ✓
0040603	LOWE'S BUSINESS ACCOUNT	Invoices 05796, 06905, 1025, 10661, 11827, 12393, 2221P, 91307	1510 City Administration 1510 City Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	859.92 ✓	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR 01-3510-52510-00000-00000 PANTRY SUPPLIES 01-3510-53120-00000-00000 SAFETY SUPPLIES 01-3610-53000-00000-00000 STREET & STORM DRAIN MAINT. MATERIALS	31.36 ✓ 114.59 ✓ 66.40 12.87 634.70
0040604	MARYLAND ENVIRONMENTAL SERVICE	Invoices 408603, 901015	3710 Public Works Sanitation 3710 Public Works Sanitation	2,751.75 ✓	01-3710-50550-00000-00000 RECYCLING CONTRACT 01-3710-51115-00000-00000 COMPOST FEES	1883.25 ✓ 868.50
0040605	OCCUPATIONAL MEDICAL SERVICES, INC	Invoices 5168-329, 5168-329PW, 5181-289	1530 Human Resources 3510 Public Works Administration 3010 Police Administration	357.00 ✓	01-1530-53590-00000-00000 POST-EMPLOYMENT SCREENINGS 01-3010-53550-00000-00000 PRE-EMPLOYMENT & MENTAL WELLNESS 01-3510-53550-00000-00000 EMPLOYEE SUB. TESTING & PHYSICALS	144.00 ✓ 148.00 ✓ 65.00
0040606	OLD DOMINION BRUSH COMPANY	PREVENTIVE MAINTENANCE - ACC# 33162765	3510 Public Works Administration	84.89 ✓	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	84.89 ✓
0040607	ORKIN INC AC 689632	Invoices 204528126, 205799523	1510 City Administration 1510 City Administration	124.80 ✓	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	124.80 ✓
0040608	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 ✓
EFT	P & H AUTO - ELECTRIC INC.	Invoices 236030, 236039	3010 Police Administration 3010 Police Administration	0.00 ✓	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	233.98 ✓

BATCH 1- Page 2 of 4 CHECK DATE : 03/12/21

Run: 3/11/2021 at 10:09 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/12/2021**

Page: 3

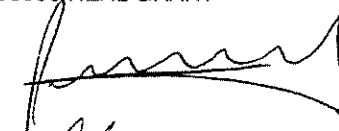
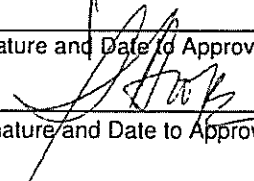
<u>Check</u>	<u>Vendor</u>	<u>Description or Invoice Numbers</u>	<u>Dept</u>	<u>Check Amount</u>	<u>Invoice Distribution Accounts</u>	<u>Distribution Amount</u>
0040609	PEPCO	8326 VERONA DR A - ACC# 5501 7652 672	3610 Public Works Infrastructure Maintenance	15.07 ✓	01-3610-51210-00000-00000 STREET LIGHTING	15.07 ✓
0040610	PHELECIA NEMBARD	REIMBURSEMENT FOR PAYMENT FOR BULK POSTAGE	1510 City Administration	245.00 ✓	01-1510-50450-00000-00000 CITY NEWSLETTER	245.00 ✓
0040611	PROFORCE LAW ENFORCEMENT	WEAPONS - POLICE	3040 Police Patrol	1,354.32 ✓	01-3040-53140-00000-00000 SMALL WEAPONS	1354.32 ✓
EFT	STAPLES ADVANTAGE	Invoices 8061404773, 8061513839	1510 City Administration 3010 Police Administration	0.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-1530-52520-00000-00000 OFFICE SUPPLIES AND PRINTING 01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3010-52510-00000-00000 PANTRY SUPPLIES 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	38.76 156.69 311.71 ✓ 78.57 101.32
0040612	T-MOBILE	Invoices 2102 - 269421, 2102 - 721991	3010 Police Administration 3010 Police Administration	2,206.79 ✓	01-3010-54020-00000-00000 CELL PHONES	2206.79 ✓
0040613	THE CARLSEN GROUP INC	MONTHLY SERVICE CHARGES - CUST# 14	1510 City Administration	95.00 ✓	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	95.00 ✓
0040614	U.S. POSTAL SERVICE	REFILL BULK MAIL POSTAGE PERMIT 2349	1510 City Administration	3,000.00 ✓	01-1510-50450-00000-00000 CITY NEWSLETTER	3000.00 ✓
0040615	WASHINGTON AIR COMPRESSOR RENTAL CO.	VEHICLE MAINTENANCE - ORDER# 177135	3510 Public Works Administration	800.00 ✓	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	800.00 ✓
0040616	WEST LANHAM HILLS VOLUNTEER FIRE DEPT. & RESCUE SQUAD	FY 2021 GRANT	1110 Mayor & City Council	12,000.00 ✓	01-1110-54300-00000-00000 FIRE DEPARTMENT GRANT	12000.00 ✓
0040617	WILDES-SPIRIT PRINTING	CITY NEWSLETTER MAILING	1510 City Administration	3,296.82 ✓	01-1510-50450-00000-00000 CITY NEWSLETTER	3296.82 ✓

Run: 3/11/2021 at 10:09 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/12/2021**

Page: 4

<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>
0040618	XEROX CORPORATION	Invoices 012713366, 012713367	3510 Public Works Administration 3010 Police Administration	367.77	01-3010-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING 01-3510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS 01-3510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	189.25 2.03 167.84 8.65
EFT	XEROX FINANCIAL SERVICES	LEASE PAYMENT - 02/16 - 03/15 - ADMIN - CONTRACT# 010-0037890-002	1510 City Administration	0.00	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	427.28 ✓
EFT	ZEST LLC	Invoices 19-20.001.02, 19-20.001.03	1510 City Administration 1510 City Administration	0.00	01-1510-54560-00000-00000 HEAL GRANT	240.97 ✓
<b>Total for Check Run:</b>				<b><u>40,678.49</u></b>		

  
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 Signature and Date to Approve Checks  
  
 \_\_\_\_\_  
 Signature and Date to Approve Checks



Run: 3/18/2021 at 10:37 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/19/2021**

Page: 1

<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		74,975.84	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-74975.84
EFT	AFLAC	3RD PARTY INSURANCE	1530 Human Resources	0.00	01-0000-21120-00000-00000 AFLAC WITHHOLDING	2682.08 ✓
0040619	AUTOZONE STORES LLC	Invoices 1833521268, 1833530960, 1833636852, 1833637231, 1833637235, 1833637253, 1833756827, 1833758561, 1833774159, 1833774439, 1833774479, 1833790125, 1833790136, 1833850399, 1833851925	3010 Police Administration 3510 Public Works Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration	993.47	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE 01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	512.48 ✓ 480.99 ✓
EFT	CHESAPEAKE FORD OF DC	Invoices 232869, 233009, 233360, 233361, 233415	3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	1680.16 ✓
EFT	CINTAS CORPORATION LOC 41	Invoices 4077969671, 4077969680	3510 Public Works Administration 1510 City Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-52550-00000-00000 JANITORIAL SUPPLIES	228.56 ✓ 101.73 ✓
0040620	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	Invoices 2102 - 0303439, 2103 - 0450608	1510 City Administration 1510 City Administration	52.01	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION 01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	16.38 ✓ 35.63 ✓
0040621	EVERTS, WILLIAM B.	REIMBURSEMENT FOR BOOTS	3010 Police Administration	149.80	01-3010-53570-00000-00000 UNIFORMS	149.80 ✓
0040622	EXPRESS SERVICES INC	PAYMENT FOR WEEK ENDING 03/14/21 FOR M. PAYNE	3510 Public Works Administration	776.80	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	776.80 ✓

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**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/19/2021**

Page: 2


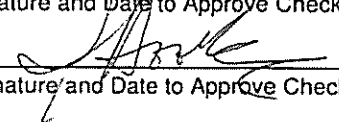
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0040623	FLEETPRO INC	Invoices 557397, 580921, 580937	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	1,381.68	01-3510-51000-00000-00000 PREVENTIVE VEHICLE & MAINT.	1381.68 ✓
0040624	GCI RESIDENTIAL, INC	6016 PRINCESS GARDEN PKWY- 02/21	3710 Public Works Sanitation	10,833.79	01-3710-50550-00000-00000 RECYCLING CONTRACT	10833.79 ✓
EFT	LOCAL GOVT. INSURANCE TRUST	MONTHLY HEALTH INSURANCE	1530 Human Resources	0.00	01-0000-20101-00000-00000 HEALTH INSURANCE PAYABLE	69881.21 ✓
0040625	MML- PEA	2021 TRAINING - V. LYEW & D. RICE	3010 Police Administration	330.00	01-3010-53520-00000-00000 EMPLOYEE TRAINING	330.00 ✓
0040626	NOW TECHNOLOGIES INC	COMPUTER & IT SUPPORT	1510 City Administration	4,245.25	01-1510-50200-00000-00000 COMPUTER & IT SUPPORT	4245.25 ✓
0040627	ON DUTY SUPPLY INC	Invoices 8786, 8787	3010 Police Administration 3010 Police Administration	3,822.42	01-3010-53570-00000-00000 UNIFORMS 01-3510-53570-00000-00000 UNIFORMS	1053.43 ✓ 2768.99 ✓
EFT	P & H AUTO - ELECTRIC INC.	VEHICLE MAINTENANCE	3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	326.97 ✓
0040628	P.G. TIRE INC	VEHICLE MAINTENANCE	3510 Public Works Administration	615.30	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	615.30 ✓
0040629	PEPCO	100 NEW CARROLLTON RD LOC - ACC# 5501 8153 779	3610 Public Works Infrastructure Maintenance	7,647.28	01-3610-51210-00000-00000 STREET LIGHTING	7647.28 ✓
0040630	PRINCE GEORGE'S COUNTY	LANDFILL FEES - 02/21 - ACC# 3214	3710 Public Works Sanitation	14,589.52	01-3710-51100-00000-00000 LANDFILL FEES-COUNTY	14589.52 ✓
0040631	READYREFRESH	PANTRY SUPPLIES - ADMIN - ACC#7802571500	1510 City Administration	10.99	01-1510-52510-00000-00000 PANTRY SUPPLIES	10.99 ✓
EFT	STAPLES ADVANTAGE	OFFICE SUPPLIES - CODE - CUST# DC1823375	2510 Code Enforcement	0.00	01-2510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	75.13 ✓
0040632	VERIZON A/C # 755-300-184-0001-65	Invoices 2102 - 000165, 2103 - 000165	1510 City Administration 1510 City Administration	238.18	01-1510-54010-00000-00000 TELEPHONES	238.18 ✓

Run: 3/18/2021 at 10:37 AM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 3/19/2021**

Page: 3

<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>
0040633	WASHINGTON GAS	Invoices 2102 - 003822, 2102 - 055198, 2102 - 055354, 2102 - 613886	1510 City Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	3,730.46	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	1640.88 ✓ 281.30 ✓ 1808.28 ✓
0040634	WB WASTE SOLUTIONS, LLC	FRENCHMANS CREEK - 3/21- CUST# 150006306	3710 Public Works Sanitation	9,233.30	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	9233.30 ✓
0040635	WINDSTREAM	TELEPHONE CHARGES - ADMIN & P.W - ACC# 012272451	1510 City Administration	1,072.94	01-1510-54010-00000-00000 TELEPHONES 01-3510-54010-00000-00000 TELEPHONES	816.12 ✓ 256.82 ✓
<b>Total for Check Run:</b>				<u>134,699.03</u>		

  
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<b>TD GENERAL</b>		
<b>A/P Detail Check Register for Check Date 4/09/2021</b>		

<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		11,555.91	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-11555.91
0040636	AUTOZONE STORES LLC	Invoices 1833855334, 1833858095, 1833869520, 1833871709	3010 Police Administration 3010 Police Administration 3510 Public Works Administration 3510 Public Works Administration	184.31	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE 01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	82.68 ✓ 101.63 ✓
EFT	AZURA INVESTIGATIONS LLC	PRE- EMPLOYMENT SCREENINGS	1530 Human Resources	0.00	01-1530-53580-00000-00000 PRE-EMPLOYMENT SCREENINGS	189.00 ✓
0040637	BGE	6016 PRINCESS GARDEN PKWY - ACC# 0195120000	1510 City Administration	1,207.57	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	1207.57 ✓
0040638	BRYSON ENTERPRISES	VEHICLE MAINTENANCE #21	3510 Public Works Administration	300.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	300.00 ✓
0040639	CENTRAL TRUCK CENTER INC.	Invoices 246004, 983153	3510 Public Works Administration 3510 Public Works Administration	1,106.14	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	1106.14 ✓
EFT	CHESAPEAKE FORD OF DC	Invoices 233556, 233926, 234180, 234434, 40908, CM233926	3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	3253.89 ✓
EFT	CINTAS CORPORATION LOC 41	Invoices 4074119490, 4074730604, 4078711503, 4079246740, 4079258980, 4079962331	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration 3510 Public Works Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	228.56 ✓ 1402.79 ✓

Run: 4/08/2021 at 1:18 PM

Page: 2

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 4/09/2021**

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0040640	COLONIAL LIFE	3RD PARTY INSURANCE	1530 Human Resources	2,912.13	01-0000-21121-00000-00000 COLONIAL WITHHOLDING	2912.13 ✓
0040641	CONTRACT VIDEO SPECIALISTS, INC	VIDEO CHANGES	1510 City Administration	381.10	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	381.10 ✓
0040642	CRISWELL NISSAN OF GERMANTOWN INC	ELECTRIC CAR - CODE		32,443.00	01-3040-45400-00000-00000 EMPLOYEE SERVICE	32443.00 ✓
0040643	DARCARS CHR JEEP DODGE OF NC	Invoices 21731-1C4W, 22009C4W	3010 Police Administration 3010 Police Administration	1,082.76	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	1082.76 ✓
0040644	EXPRESS SERVICES INC	Invoices 25197563, 25225327	3510 Public Works Administration 3510 Public Works Administration	1,398.24	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	1398.24 ✓
0040645	FORMAN MILLS, INC	Refund: REASSESSED PERSONAL PROPERTY TAX - FY 2021		17,864.42 ✓		
0040646	FORMAN MILLS, INC	Refund: REASSESSED PUBLIC SAFETY TAX FOR 2020/2021		1,614.26 ✓		
EFT	GENERAL CODE LLC	ORDINANCE RECODIFICATION	1510 City Administration	0.00	01-1510-54470-00000-00000 ORDINANCE RECODIFICATION	1180.00 ✓
0040647	GOODE COMPANIES INC.	5400 85TH AVE - ACC# 498937 - 02/21 & 03/21	3710 Public Works Sanitation	7,751.42	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	7751.42 ✓
EFT	GRAFIX SHOPPE	VEHICLE MAINTENANCE	3010 Police Administration	0.00	01-3010-52130-00000-00000 VEHICLE OPERATION & MAINTENANCE	497.88 ✓
EFT	HOMESTEAD GARDENS, INC.	LANDSCAPING MATERIAL-CUST# 601571	3810 Public Works Grounds Maintenance	0.00	01-3810-54250-00000-00000 PARKS, FIELDS & TREE MAINTENANCE	653.93 ✓
0040648	JOHNSON TRUCK CENTER	Invoices X501086362:01, X501086379:01	3510 Public Works Administration 3510 Public Works Administration	826.60	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	826.60 ✓
0040649	KOHLER EQUIPMENT	OPERATING EQUIP REPAIR & MAINT - ACC# 112201	3810 Public Works Grounds Maintenance	290.68	01-3810-52210-00000-00000 EQUIPMENT REPAIR & MAINTENANCE	290.68 ✓
0040650	LANDOVER PRINTING CENTER	ELECTION HANDBOOK LABELS	1510 City Administration	17.50	01-1510-54430-00000-00000 ELECTION	17.50 ✓
EFT	LOCAL GOVT. INSURANCE TRUST	GENERAL LIABILITY - FY 2021	1510 City Administration	0.00	01-1510-50700-00000-00000 GENERAL LIABILITY INSURANCE	225.00 ✓

BATCH 3- Page 2 of 5 CHECK DATE : 04/09/21

Run: 4/08/2021 at 1:18 PM

Page: 3

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 4/09/2021**

<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>
0040651	LONG FENCE	6318 WESTBROOK DR - BUILDING MAINTENANCE & REPAIR (ENTRANCE GATE) \$12000.00 WAS PAID ON CHECK#40303 dated 12/04/20		12,952.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	12952.00 ✓
0040652	MCLAUGHLIN PAINTING AND DECORATING LLC	Refund: REFUND DUE TO REASSESSMENT OF PERSONAL PROPERTY TAX - FY 2021		50.63 ✓		
0040653	NATIONAL CAPITAL INDUSTRIES	Invoices 564058, 564548	3510 Public Works Administration 3610 Public Works Infrastructure Maintenance	469.73	01-3610-52560-00000-00000 TRAFFIC SAFETY SUPPLIES 01-3610-53130-00000-00000 SMALL EQUIPMENT	434.00 ✓ 35.73 ✓
0040654	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 ✓
0040655	OCCUPATIONAL MEDICAL SERVICES, INC	POST EVALUATION EMPLOYEES- P.W	3510 Public Works Administration	65.00	01-3510-53550-00000-00000 EMPLOYEE SUB. TESTING & PHYSICALS	65.00 ✓
EFT	P & H AUTO - ELECTRIC INC.	VEHICLE MAINTENANCE	3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	239.98 ✓
0040656	PEPCO	Invoices 200011551611, 200031547886, 200031547888, 200061544002, 200151534985, 200151534987, 200221526306, 200391500958, 200451491324, 200631446822, 200691435597, 200791396941,	3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance	1,442.05	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54050-00000-00000 UTILITY - ELECTRICITY 01-3610-51210-00000-00000 STREET LIGHTING	232.98 ✓ 968.21 ✓ 240.86 ✓
0040657	PETERBILT OF BALTIMORE LLC	VEHICLE MAINTENANCE	3510 Public Works Administration	35.64	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	35.64 ✓
0040658	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 ✓

Run: 4/08/2021 at 1:18 PM

Page: 4

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 4/09/2021**

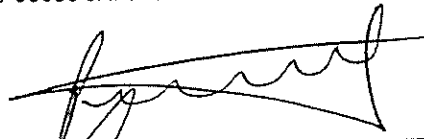
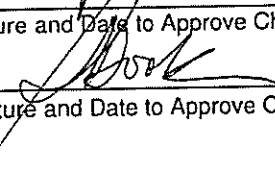
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0040659	PITNEY BOWES INC	OFFICE EQUIPMENT LEASE - ACC# 0012397850	1510 City Administration	239.52	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	239.52 ✓
0040660	POSNER INDUSTRIES	VEHICLE MAINTENANCE	3510 Public Works Administration	144.27	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	144.27 ✓
0040661	READYREFRESH	PANTRY SUPPLIES - POLICE -ACC# 0437380884	3010 Police Administration	137.59	01-3010-52510-00000-00000 PANTRY SUPPLIES	137.59 ✓
0040662	REED, ERICA	REFUND FOR OVERPAYMENT ON RENTAL LICENSE - 5450 85 TH AVE, # 103	2010 Finance and Accounting	50.00	01-1000-35910-00000-00000 RENTAL PROPERTY INSPECTIONS	50.00 ✓
0040663	ROBERTS OXYGEN COMPANY INC	VEHICLE MAINTENANCE	3510 Public Works Administration	143.12	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	143.12 ✓
0040664	SANIJOHN	MONTHLY EQUIPMENT RENTAL - 04/21 - CUST# 100061	3810 Public Works Grounds Maintenance	609.00	01-3810-52180-00000-00000 EQUIPMENT RENTAL & PORT A POTTY	609.00 ✓
0040665	SHRED-IT USA	MONTHLY SERVICE CHARGE - CUST# 11776711	1510 City Administration	143.64	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	143.64 ✓
EFT	STAPLES ADVANTAGE	Invoices 8061570413, 8061712821	1510 City Administration 1510 City Administration	0.00	01-1510-52510-00000-00000 PANTRY SUPPLIES 01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	30.22 ✓ 38.27 ✓
0040666	T-MOBILE	Invoices 2103 - 020832, 2103 - 269421, 2103 - 721991	1510 City Administration 3010 Police Administration 3010 Police Administration	2,511.57	01-1110-54020-00000-00000 CELL PHONES 01-1510-54020-00000-00000 CELLPHONES 01-3010-54020-00000-00000 CELL PHONES 01-3510-54020-00000-00000 CELL PHONES	10.79 ✓ 124.34 2288.22 88.22
0040667	THE CARLSEN GROUP INC	MONTHLY SERVICE CHARGES - CUST# 14	1510 City Administration	95.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	95.00 ✓
EFT	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE & AD&D PREMIUM	1530 Human Resources	0.00	01-0000-20102-00000-00000 LIFE INSURANCE PAYABLE	3189.11 ✓
0040668	THE LUCIAN COMPANY	UNIFORMS - P.W CUST# NEWCA04	3510 Public Works Administration	144.95	01-3510-53570-00000-00000 UNIFORMS	144.95 ✓
0040669	THE PRINCE GEORGE'S POST, INC	Invoices 0139098, 0139163	1510 City Administration 1510 City Administration	280.00	01-1510-54430-00000-00000 ELECTION	280.00 ✓

Run: 4/08/2021 at 1:18 PM

**CITY OF NEW CARROLLTON**  
**TD GENERAL**  
**A/P Detail Check Register for Check Date 4/09/2021**

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0040670	U.S. POSTAL SERVICE	REFILL BULK MAIL POSTAGE PERMIT 2349	1510 City Administration	3,000.00	01-1510-50450-00000-00000 CITY NEWSLETTER	3000.00 ✓
0040671	VERIZON -852-064-628-0001-30	ACCOUNT # 852-064-628 -0001-30 - HANKO BLDG - SERVICE CANCELLED ON 07/23/20	1510 City Administration	352.33	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	352.33 ✓
0040672	VERIZON WIRELESS	ACC# 902009495-0001 - POLICE	3010 Police Administration	40.09	01-3010-54020-00000-00000 CELL PHONES	40.09 ✓
0040673	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2102 - 010000, 2102 - 430000, 2102 - 740000, 2102 - 740000P	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	924.07	01-1510-54070-00000-00000 UTILITY-WATER 01-3510-54070-00000-00000 UTILITY - WATER	408.90 ✓ 515.17 ✓
0040674	WB WASTE SOLUTIONS, LLC	FRENCHMANS CREEK - 4/21- CUST# 150006306	3710 Public Works Sanitation	9,964.70	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	9964.70 ✓
0040675	WILDES-SPIRIT PRINTING	CITY NEWSLETTER MAILING	1510 City Administration	749.13	01-1510-50450-00000-00000 CITY NEWSLETTER	749.13 ✓
EFT	XEROX FINANCIAL SERVICES	LEASE PAYMENT -03/16 - 04/15 - ADMIN - CONTRACT# 010-0037890-002	1510 City Administration	0.00	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	427.28 ✓
0040676	ZEP SALES & SERVICE	Invoices 9006117302, 9006123064	1510 City Administration 1510 City Administration	686.20	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	686.20 ✓

**Total for Check Run: 117,508.37**

  
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