



CITY COUNCIL WORKSHOP MEETING AGENDA
VIRTUAL MEETING
MONDAY, FEBRUARY 14, 2022, 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** (5 Minutes)
2. **City of New Carrollton Comprehensive Annual Financial Report (CAFR) Fiscal Year ending June 30, 2021 – Ms. Diane Mock** (15 Minutes)
3. **Neighborhood Design Center Presentation** (15 Minutes)
4. **Report of the Mayor and Administration** (15 Minutes)
5. **Council Questions/Council Announcements** (10 Minutes)
6. **Audio Visual Room RFP Update/Recommendation** (5 Minutes)
7. **Review/Comment on Yearly Proclamations** (10 Minutes)
8. **Meeting Minutes**
 - a.) Council Workshop/Special Legislative Meeting Minutes (January 6, 2022)
 - b.) Council Workshop Meeting Minutes (January 19, 2022)
 - c.) Council Legislative Meeting Minutes (January 20, 2022) (5 Minutes)
9. **Review of Bills**
 Batch #1 (January 11, 2022); Batch #2 (January 14, 2022); Batch # 3 (January 24, 2022); and Batch #4 (January 31, 2022); Batch #5 (February 4, 2022) (5 Minutes)
10. **Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.** (10 Minutes)
(2 Minutes per person)
11. **Request for Future Agenda Items** (5 Minutes)
12. **Adjournment** (1 Minute)

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 843 7028 6209**. 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://us06web.zoom.us/j/84370286209> Meeting ID: 843 7028 6209 If you have comments for the Council please email them to City Administrative Officer Latasha Gatling at lgatling@newcarrolltonmd.gov by 3:00 p.m. the day of the meeting.



**CITY OF NEW CARROLLTON
MARYLAND**



**ANNUAL COMPREHENSIVE FINANCIAL REPORT
OF THE
CITY OF NEW CARROLLTON, MARYLAND
FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

CITY OF NEW CARROLLTON, MARYLAND
New Carrollton, Maryland

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For The Year Ended June 30, 2021

Prepared by:
Lorna Grant-Charles, CPA
Director of Finance & Accounting

CITY OF NEW CARROLLTON, MARYLAND
For The Year Ended June 30, 2021
TABLE OF CONTENTS

	PAGE
INTRODUCTORY SECTION	
Letter of Transmittal	1
Certificate of Achievement for Excellence in Financial Reporting.....	5
Organizational Chart.....	6
List of Elected and Appointed Officials	7
 FINANCIAL SECTION	
Independent Auditor’s Report.....	8
Management’s Discussion and Analysis	10
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position	20
Statement of Activities.....	21
Fund Financial Statements	
Balance Sheet – Governmental Funds	22
Reconciliation of the Governmental Funds	
Balance Sheet to the Statement of Net Position.....	23
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds.....	24
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities.....	25
Statement of Revenues and Expenditures – Budget and Actual (Non-GAAP Budgetary Basis) – General Fund.....	26
Summary of Significant Accounting Policies.....	37
Notes to the Financial Statements	43
Required Supplementary Information	
Schedule of the City’s Pension Plan Contributions	59
Schedule of the City’s Proportionate Share of the Net Pension Liability.....	60

CITY OF NEW CARROLLTON, MARYLAND
For The Year Ended June 30, 2021
TABLE OF CONTENTS (continued)

STATISTICAL SECTION	PAGE
Net Position by Component	61
Changes in Net Position.....	62
Governmental Activities Tax Revenues by Source	63
Fund Balances of Governmental Funds	64
Changes in Fund Balances of Governmental Funds	65
General Governmental Tax Revenues by Sources.....	66
Assessed Value and Estimated Actual Value of Taxable Property	67
Property Tax Rates Direct and Overlapping Governments	68
Principal Property Taxpayers.....	69
Real Property Tax Levies and Collections.....	70
Ratios of Outstanding Debt by Type	71
Ratios of Net General Bonded Debt Outstanding.....	72
Direct and Overlapping Governmental Activities Debt.....	73
Legal Debt Margin Information.....	74
Demographic and Economic Statistics	75
Principal Employers.....	76
Full-Time City Government Employees by Function/Program.....	77
Operating Indicators by Function/Program	78
Capital Asset Statistics by Function/Program.....	79



INTRODUCTORY SECTION



CITY OF NEW CARROLLTON

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

December 15, 2021

The Honorable Cynthia D B Mills, Chair, and Members of the City Council of New Carrollton:

City Charter, Section C-14 Budget and Finance, paragraph E, requires that the financial books and accounts of the City be audited annually as required by the Annotated Code of Maryland. The City of New Carrollton has its financial statements prepared in accordance with generally accepted accounting principles and audited in accordance with generally accepted auditing standards by a certified public accountant. The City retained Bridgett, Mock & Associates, P.A., a firm of licensed certified public accountants, to perform the City's FY21 annual audit. The City hereby issues its Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2021.

City Management assumes full responsibility for the accuracy, completeness, fairness and reliability of the information contained in this report that it has provided, based upon a comprehensive framework of internal control that has been established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements. We believe that the data, as presented, is accurate in all material aspects; that it is presented in a manner designed to fairly set forth the financial position and changes in financial position of the City; and, that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been provided.

Bridgett, Mock & Associates, P.A. audited the City of New Carrollton's financial statements. The independent auditor's report is included with the City's financial statements in the Financial Section of this report. The audit was conducted in accordance with auditing standards generally accepted in the United States of America. On the basis of this examination, the independent auditors have issued an unmodified opinion that the presentation of the basic financial statements conforms to accounting principles generally accepted in the United States. In conducting the audit, the auditors performed tests of the accounting records and such other procedures as were considered necessary in the circumstances to provide a reasonable basis for the opinion on the financial statements. The auditors also assessed the accounting principles used and the significant estimates made by management, as well as evaluated the overall financial statement presentation.

Management has provided a narrative introduction, overview, and analysis to accompany the basic financial statements in the Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors in the Financial Section of this report.

PROFILE OF THE GOVERNMENT

The City of New Carrollton is located in central Prince George's County, Maryland, approximately eight miles northeast of Washington, D.C. With a population of 13,715, as estimated by the 2020 Decennial Census, and a land area of 1.6 square miles, New Carrollton is the twenty-first largest municipality in Maryland and the sixth largest in Prince George's County.

The City was incorporated on April 11, 1953, by an act of the Maryland General Assembly and granted a Charter as the City of Carrollton. On February 17, 1965, a resolution was introduced in the City Council for an amendment to the City Charter that would change the name of the City from "Carrollton" to "New Carrollton." A public hearing was held on the name change, and on April 7, 1965, the City Council approved the change. The issue of the new name was brought to referendum and was subsequently approved by the voters on May 2, 1966.

Another significant legal change occurred in 1970 when the citizens voted to alter the form of government. In May 1971, a new City Charter became effective changing the government format from a commission to a Mayor and Council format. The duties of the Mayor and City Council were expressly defined, separating executive and legislative functions.

The Mayor is the City's chief executive officer, directing the administration of the municipal services of general government, including City administration, public works and public safety (police). The Mayor is not a member of the City Council and has no vote at City Council sessions. The Mayor, however, has veto power over any ordinance or resolution passed by the City Council. The Mayor appoints, with the advice and consent of the City Council, all City officers. The Mayor proposes and executes the budget.

The City Council, in its legislative role, adopts all ordinances and resolutions and establishes the general policies for the City. The City Council may also override an executive veto, and it must grant all special exceptions or variances to any ordinance. The City Council sets the tax rate and approves and adopts the budget. Another duty includes the annual appointment of the City Auditor. The City Council may investigate or call for an accounting of any action taken by the Mayor and the executive department. The members of the City Council serve on a part-time basis.

The programs of the City government are carried out through three major departments (administrative, police, and public works), headed by a full-time City Administrative Officer, Police Chief, and a Director of Public Works. These officials report directly to the Mayor. All work priorities are set by the Mayor within the limitations imposed by the budget and the City Council. The Mayor is also assisted in operating the City by a designated law firm. The Board of Election is a semi-autonomous body appointed by the Mayor with approval of the City Council.

Official City committees include the Welcome Committee, the Green Team, the Ethics Commission, the Zoning and Appeals Board, Veterans Memorial Citizen's Advisory Committee and the Weinbach Scholarship Committee. Each of these committees is comprised of citizen volunteers. These committees perform important functions and advise the Mayor and City Council in their respective areas of expertise. The City's operating philosophy has been one which encourages the greatest possible input and participation

ECONOMIC CONDITION AND OUTLOOK

The current economic condition of the City of New Carrollton is positive. The majority of New Carrollton's businesses are characterized as commercial/retail located along Annapolis Road within three large shopping centers. All three shopping centers have reported steady tenancy with few vacancies even during the COVID-19 Pandemic. As a result, the number of jobs within the City has remained relatively constant.

The City of New Carrollton's local economy is impacted by several major regional factors, the largest of which is the housing market for Northern Prince George's County. The current housing market continues to be strong. Prince George's County Association of Realtors reported that September 2021 was another strong month in housing sales. The City is optimistic that the housing market in 2022 will continue to have positive growth despite the COVID-19 Pandemic.

The City receives a large portion of its revenues from state income taxes. As a result, the City is beholden to state income tax collections and the state's employment economy as a whole. The new Purple Line project, while outside of the City limits, will likely bring economic impact and commercial growth in the coming years.

At its core, New Carrollton is a well-maintained residential community with a good quality of life, community amenities, and business climate. Though healthy, its commercial sector is relatively limited in scale, and there is almost no land available to expand that commercial development. For the City to continue on an upward growth track, expanding its boundaries into established commercial areas should be the primary goal. The City should also support a redevelopment strategy by encouraging the growth of mixed-use developments both within its boundaries and nearby unincorporated properties.

LONG-TERM FINANCIAL PLANNING

In its last year of its triennial real estate property assessment cycle, the City maintained the prior year tax rate for Fiscal Year 2021 (.6652 per \$100). The City maintained the personal property tax rate on businesses at \$1.66 per \$100. The City has adequate reserves to handle projected road repairs and sidewalk replacements expected to arise in future fiscal years. The City also has a superb debt-ratio allowing it to borrow funds at low interest rates should the need arise.

The City continues to endeavor to take a longer-range and more structured approach to capital planning.

RELEVANT FINANCIAL POLICIES

FY 2021 INITIATIVES

During the FY 2021, the City undertook the following major project initiatives:

- The City used the COVID Relief Grant to provide its residents with gifts cards and rental and mortgage assistance to supplement loss of income due to the pandemic.
- The City invested \$100,000 into the New Carrollton Area Revitalization District (NARD) initiative.
- The City purchased a Boom truck - a truck with a rotating telescopic-boom crane mounted on a commercial truck chassis – to continue to maintain the City's tree canopy.

- The City expended approximately \$890,000 in capital improvement projects and equipment replacement and upgrades.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of New Carrollton, Maryland for its annual comprehensive financial report for the fiscal year ended June 30, 2020. This was the thirty-seventh consecutive year that the City has achieved this prestigious award.

In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

The preparation of this report could not have been accomplished without the efficient and dedicated services of the Finance and Accounting Office of the Administrative Department Office. I want to express my sincere appreciation to all the members of the Department who assisted in and contributed to its preparation and to all employees of the City for their cooperation throughout the year in supporting the financial goals of the City. I would also like to thank the City Council for their ongoing support in planning the financial operations of the City.

Respectfully submitted,



Phelecia Nembhard
Mayor
City of New Carrollton



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of New Carrollton
Maryland**

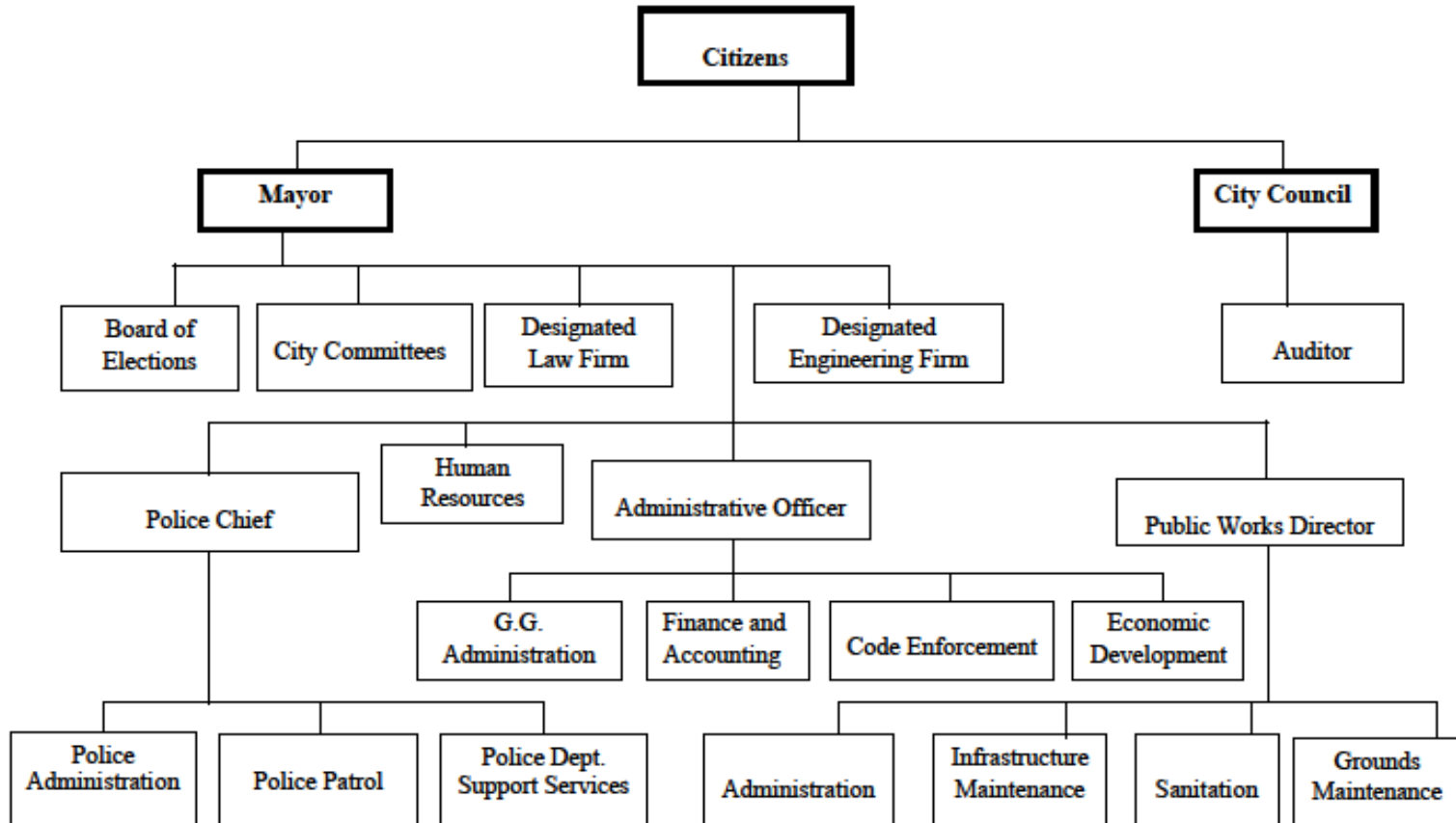
For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrell

Executive Director/CEO

**CITY OF NEW CARROLLTON, MARYLAND
ORGANIZATIONAL CHART
For the Year Ended June 30, 2021**



**CITY OF NEW CARROLLTON, MARYLAND
LIST OF ELECTED AND APPOINTED OFFICIALS
For the Year Ended June 30, 2021**

MAYOR

Phelecia E. Nembhard

CITY COUNCIL

Cynthia D B Mills, Chairperson
Allyne Hooks, Vice Chairperson
Sarah Potter Robbins, Mayor Pro-Tem
Katrina R. Dodro, Alternate Treasurer
Briana Urbina, Council Member

CITY TREASURER

Lorna Grant-Charles

CITY ADMINISTRATIVE OFFICER

Latasha Gatling

CITY LAW FIRM

Gabriel L. Christian & Associates LLC

DIRECTOR OF PUBLIC WORKS

Andre Triplett

CHIEF OF POLICE

Col. David G. Rice

INDEPENDENT AUDITORS

Bridgett, Mock & Associates, P.A.



FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council
City of New Carrollton
New Carrollton, Maryland

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and the budgetary comparison for the general fund of the City of New Carrollton, Maryland, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the City of New Carrollton, Maryland, as of June 30, 2021 and the respective changes in financial position and the budgetary comparison for the general fund thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 10 - 19 and additional information required for the pension on pages 59 - 60 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of New Carrollton, Maryland's basic financial statements. The introductory section and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Bridgett, Ford & Associates, P.A.

Waldorf, Maryland
December 15, 2021

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

INTRODUCTION

The City of New Carrollton is located in Prince George's County, Maryland and is one of twenty-seven municipalities within the County. The Management's Discussion and Analysis (MD&A), a requirement of GASB 34, is intended to be the City of New Carrollton's discussion and analysis of the financial results, prepared by the City's senior management, for the year ended June 30, 2021. The MD&A is best understood if read in conjunction with the transmittal letter and the City's basic financial statements.

FINANCIAL HIGHLIGHTS FOR FISCAL YEAR 2021

- The City's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$18,017,909 (*net position*). Of this amount, \$11,592,429 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors. The City's total net position increased by \$2,215,147.
- As of the close of the current fiscal year, the City's governmental funds reported an ending fund balance of \$16,291,566, an increase of \$1,711,034 in comparison to the prior year.
- During fiscal year 2018, the City authorized bonds for the renovation of the Municipal Building in the amount of \$1,500,000 of which \$87,668 was issued in fiscal year 2021, bringing the total issued to \$1,316,605.

USING THIS ANNUAL COMPREHENSIVE FINANCIAL REPORT

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. This Annual Comprehensive Financial Report (ACFR) consists of two sections - Financial and Statistical. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and, 3) notes to the financial statements. This ACFR also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements – The government-wide financial statements, which are the *Statement of Net Position* and the *Statement of Activities*, provide information about the activities of the City as a whole. They present both short-term and long-term information about the City's overall financial status. They provide readers with a broader overview of the City's finances in a manner similar to a private-sector business entity.

The *Statement of Net Position* presents information on all of the City's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position and condition of the City is improving or deteriorating.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

The *Statement of Activities* presents information on how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for certain items that will result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financials include only the City because the City has no component unit relationships with any other governmental agency. The government-wide financials can be found on pages 20 and 21 of this AFR.

Fund financial statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds – *Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, *governmental fund* financial statements tell how services were financed in the short-term, as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements.

The City only operates one governmental fund, the General Fund. Information is presented for this fund in the Governmental Funds Balance Sheet and in the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance.

The City adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided to demonstrate compliance with the budget.

The basic governmental fund financial statements and statement of budgetary comparison can be found on pages 22 - 36 of this AFR.

Proprietary funds – The City operates no proprietary funds.

Fiduciary funds – The City operates no fiduciary funds.

Summary of significant accounting policies and notes to the financial statements – The summary and notes to the government-wide and fund financial statements provide additional information that is essential to a full understanding of this AFR. They can be found on pages 37 - 57 of this AFR.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

Other information – In addition to the basic financial statements and accompanying notes, this report also presents certain required information related to the City of New Carrollton's net pension liability. This information can be found on pages 59 and 60 of this Report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following tables and analysis discuss the financial position and changes to the financial position for the City as a whole, as of and for the year ended June 30, 2021 with comparative information for the previous fiscal year.

As noted earlier, net position may serve, over time, as a useful indicator of a government's overall financial condition and position. In the case of the City, assets exceeded liabilities by \$18,017,909 at the close of the most recent fiscal year. The City's net position is divided into three categories: 1) net investment in capital assets; 2) restricted net position; and 3) unrestricted net position.

The City's investment in capital assets, net of depreciation and any unamortized debt used to acquire those assets represents approximately 28.8% of total net position. The City uses these assets to provide services to the citizens of the City. Consequently, these assets are not available for future spending.

Restricted net position is resources that are subject to external restrictions on how they may be used. Restricted net position represents 6.9% of net position and are restricted for scholarships to the City's youth, public safety expenses, and cable equipment.

Unrestricted net position of the City represents approximately 64.3% of the City's total net position. The City may use the net position to meet the City's ongoing obligations to citizens and creditors.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

Figure 3 presents a summary of the Statement of Net Position for the City as of June 30, 2021 and 2020, respectively:

Figure 3

<u>Total Governmental Activities</u>		
	2021	2020
Assets		
Current and other assets	\$ 17,531,103	\$ 15,768,479
Land	1,181,189	1,181,189
Capital assets, net	4,999,075	4,617,353
Total Assets	23,711,367	21,567,021
Deferred Outflows of Resources	1,243,377	1,212,466
Liabilities		
Long-term liabilities outstanding	5,966,006	5,926,655
Other liabilities	655,698	644,355
Total Liabilities	6,621,704	6,571,010
Deferred Inflows of Resources	315,131	405,715
Net Position		
Net investment in capital assets	5,182,436	4,796,887
Restricted	1,243,044	896,710
Unrestricted	11,592,429	10,109,165
Total Net Position	\$ 18,017,909	\$ 15,802,762

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

General revenues of governmental activities were approximately \$8.9 million, while total expenses, net of charges for services and grants, were approximately \$6.7 million. The increase in net position for governmental activities was \$2,215,147. Revenues from property taxes increased by \$579,750 over the prior year taxes. Expenses increased from Fiscal Year 2020 to 2021 by \$472,581. Figure 4 presents statement of governmental activities for the City as of June 30, 2021 and 2020, respectively.

Figure 4
Total Governmental Activities

	<u>2021</u>	<u>2020</u>
Revenues		
Program revenues		
Charges for services	\$ 2,601,154	\$ 2,321,606
Operating grants and contributions	1,433,834	655,625
General revenues		
Property tax	7,076,221	6,496,471
Shared taxes	1,441,263	1,451,740
Miscellaneous	346,865	304,494
Investment earnings	20,225	276,597
Total Revenues	<u>12,919,562</u>	<u>11,506,533</u>
Expenses		
General government	2,890,138	2,378,481
Public safety	4,134,481	3,948,375
Public works	3,601,705	3,829,980
Weinbach scholarship	69,091	5,000
Interest	9,000	69,998
Total Expenses	<u>10,704,415</u>	<u>10,231,834</u>
Change in net position	2,215,147	1,274,699
Net position, beginning	<u>15,802,762</u>	<u>14,528,063</u>
Net position, ending	<u>\$ 18,017,909</u>	<u>\$ 15,802,762</u>

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

Figure 5 represents the cost and program revenues of each of the City's activities for the years ending June 30, 2021 and 2020. This table also shows each activity's net cost (total cost less fees generated by the activities and program specific intergovernmental aid). The net cost shows the financial burden placed upon local taxpayers for each of these functions.

Figure 5

Net Cost of Governmental Activities – Year Ending June 30, 2021

	Services	Revenues	Cost of Services
General government	\$ 2,890,138	\$ 1,355,512	\$ 1,534,626
Public safety	4,134,481	1,914,390	2,220,091
Public works	3,601,705	765,086	2,836,619
Weinbach scholarship	69,091	-	69,091
Interest on long-term debt	9,000	-	9,000
Total	\$ 10,704,415	\$ 4,034,988	\$ 6,669,427

Net Cost of Governmental Activities – Year Ending June 30, 2020

	Services	Revenues	Cost of Services
General government	\$ 2,378,481	\$ 657,730	\$ 1,720,751
Public safety	3,948,375	1,590,733	2,357,642
Public works	3,829,980	728,768	3,101,212
Weinbach scholarship	5,000	-	5,000
Interest on long-term debt	69,998	-	69,998
Total	\$ 10,231,834	\$ 2,977,231	\$ 7,254,603

The total cost of all governmental activities this year was approximately \$10.7 million. Some costs of government activities were paid by those who directly benefited from the programs (\$2,601,154) and other governments and organizations that subsidized certain programs with grants and contributions (\$1,433,834).

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

GOVERNMENT FUND FINANCIAL ANALYSIS

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental fund - The focus of the City's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2021, the City reported a fund balance of \$16,291,566, an increase of \$1,711,034 over the prior fiscal year. The general fund is the chief operating and only fund of the City. Of the fund balance, \$461,405 is non-spendable due to prepaid items at year end, \$1,243,044 is restricted due to external restrictions as to usage, \$718,500 is committed due to the restrictions placed upon it by the Mayor and Council of New Carrollton, \$4,148,816 is classified as assigned, and the unassigned fund balance is \$9,719,801. The City's Charter established an operating reserve of \$250,000 which can only be spent in the last three months of the fiscal year if necessary. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 86.3% of total general fund expenditures, while total fund balance represents 144.7% of that same amount.

Total revenues increased by \$1,533,501 over the preceding year. Taxes increased by \$724,536 and fines and forfeitures revenues increased by \$316,407 over the preceding year. Total expenditures increased by \$991,423.

General fund budgetary highlights

During the fiscal year, the City made several amendments to the General Fund original approved budget. On a budgetary basis, actual revenues for the fiscal year were less than the final budget by \$887,074. Actual general fund expenditures were \$2,598,108 less than final budget authorization. The budget was amended to include several capital projects expected to occur in fiscal year 2021 which were delayed.

Actual personal property tax revenue from businesses exceeded the budgeted amount by \$275,702 due to higher-than-expected assessment values. Actual speed camera revenue exceeded the budgeted amount by \$127,080 and red light camera revenue exceeded the budgeted amount by \$157,856.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

CAPITAL ASSET AND DEBT ADMINISTRATION

The City received support grants from Verizon and Comcast for the upgrades to Cable TV Equipment.

An analysis of the budget and actual revenues and expenditures can be found on pages 26 - 36.

Capital assets

As of June 30, 2021, the City had approximately \$6.2 million invested in net capital assets including land, buildings, computers, infrastructure, park facilities, vehicles, and equipment. During the year ended June 30, 2021, the City purchased \$890,434 of capital assets and had total depreciation expense of \$508,712.

Figure 6 displays a summary of governmental activities capital assets by type as of June 30, 2021 and 2020.

Figure 6
Capital Assets, Net of Depreciation
Total Government Activities

	<u>2021</u>	<u>2020</u>
Land	\$ 1,181,189	\$ 1,181,189
Buildings	2,146,346	2,222,817
Improvements other than buildings	130,182	77,604
Street and infrastructure	1,117,328	1,161,519
Equipment	1,605,219	1,155,413
Total	<u>\$ 6,180,264</u>	<u>\$ 5,798,542</u>

Additional information on the City's capital assets can be found in Note 5, pages 45 - 46 of this AFR.

Debt

As of June 30, 2021, the City had total debt outstanding of \$5,966,006. Of this amount, \$1,093,828 is comprised of bonds payable to the Community Development Administration, \$1,060,064 of bonds payable to Sun Trust Bank, and the net pension liability for the City of \$3,495,942. The remaining \$316,172 represents amounts due to City employees for accrued compensated absences.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

The City's net pension liability totaled \$3,495,942, an increase of \$251,959 from the previous year.

Figure 7 displays a summary of governmental activities long-term debt by type as of June 30, 2021 and 2020.

Figure 7
Long-Term Debt
Total Government Activities

	2021	2020
Bonds payable	\$ 2,153,892	\$ 2,330,491
Net pension liability	3,495,942	3,243,983
Compensated absences	316,172	352,181
Total	<u>\$ 5,966,006</u>	<u>\$ 5,926,655</u>

Additional information on the City of New Carrollton's long-term debt can be found in Note 6 on pages 46 - 47 of this AFR.

ECONOMIC FACTORS AND NEXT YEAR'S (FY 2022) BUDGETS AND RATES

- The real property tax rate for Fiscal year 2022 was reduced from \$0.6652 to \$0.6391 per \$100 of assessed value. Though this change represents a 3.92% rate reduction, real property tax revenues are expected to be consistent with previous years because assessed property values have increased.
- The City funded \$565,000 of capital items in the FY 2022 Budget.
- For Fiscal Year 2022, personnel costs including a cost-of-living adjustment, health insurance, workman compensation insurance, and state retirement contribution premiums are expected to increase 19%. This increase includes cola, and a step increase and an increase in employees as the City seeks to fill vacant positions.
- The City is still committed in growing the tax base of its commercial properties. The New Carrollton Area Revitalization District or NARD is an ongoing program to provide economic incentives to the commercial properties within the revitalization district.

**CITY OF NEW CARROLLTON, MARYLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2021**

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide residents, customers, and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have any questions, please contact the City's Finance and Accounting Department at (301) 459-6100.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF NET POSITION
June 30, 2021

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 4,882,674
Investments	10,744,538
Cash, restricted	31,671
Receivables, net	585,354
Prepaid items	461,405
Due from other governments	825,461
Land	1,181,189
Capital assets, net of accumulated depreciation	4,999,075
Total Assets	23,711,367
DEFERRED OUTFLOWS OF RESOURCES	
Deferred pensions (see page 52)	1,243,377
LIABILITIES	
Accounts payable	412,149
Other liabilities	150,371
Unearned revenue	92,227
Due to other governments	951
Non-current liabilities	
Due within one year	403,264
Due in more than one year	2,066,800
Net pension liability	3,495,942
Total Liabilities	6,621,704
DEFERRED INFLOWS OF RESOURCES	
Deferred pensions (see page 52)	315,131
NET POSITION	
Net investment in capital assets	5,182,436
Restricted for	
Weinbach scholarship	28,171
Public safety	413,077
Cable equipment	801,796
Unrestricted	11,592,429
TOTAL NET POSITION	\$ 18,017,909

These financial statements should be read only in connection with
the accompanying summary of significant accounting policies
and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u> <u>Revenues and</u> <u>Changes in Net</u> <u>Position</u>
		<u>Charges for</u> <u>Services</u>	<u>Operating</u> <u>Grants and</u> <u>Contributions</u>	<u>Governmental</u> <u>Activities</u>
Governmental activities				
General government	\$ 2,890,138	\$ 469,958	\$ 885,554	\$ (1,534,626)
Public safety	4,134,481	1,746,799	167,591	(2,220,091)
Public works	3,601,705	384,397	380,689	(2,836,619)
Weinbach scholarship	69,091	-	-	(69,091)
Interest on long-term debt	9,000	-	-	(9,000)
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 10,704,415</u>	<u>\$ 2,601,154</u>	<u>\$ 1,433,834</u>	(6,669,427)
GENERAL REVENUES				
				7,076,221
Property taxes				1,371,901
Income taxes				69,362
Other taxes				346,865
Miscellaneous				20,225
Unrestricted investment earnings				<u>8,884,574</u>
Total General Revenues				<u>8,884,574</u>
				CHANGE IN NET POSITION
				2,215,147
				NET POSITION, BEGINNING
				<u>15,802,762</u>
				NET POSITION, ENDING
				<u>\$ 18,017,909</u>

These financial statements should be read only in connection with
the accompanying summary of significant accounting policies
and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2021

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 4,882,674
Investments	10,744,538
Cash restricted	31,671
Receivables, net	585,354
Prepaid items	461,405
Due from other governments	<u>825,461</u>
TOTAL ASSETS	<u><u>\$ 17,531,103</u></u>
LIABILITIES	
Accounts payable	\$ 412,149
Other liabilities	139,485
Unearned revenue	92,227
Due to other governments	<u>951</u>
Total Liabilities	644,812
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property and income taxes	594,725
FUND BALANCES	
Nonspendable	461,405
Restricted	1,243,044
Committed	718,500
Assigned	4,148,816
Unassigned	<u>9,719,801</u>
Total Fund Balances	<u><u>16,291,566</u></u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u><u>\$ 17,531,103</u></u>

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CITY OF NEW CARROLLTON, MARYLAND
RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2021

TOTAL FUND BALANCE - GOVERNMENTAL FUNDS \$ 16,291,566

Position are different because

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds. The cost of these assets is \$14,038,224 and the accumulated depreciation is \$7,857,960. 6,180,264

Payments made for pension system reduce the long-term liability on the Statement of Net Position but are treated as expenditures in the funds. This is the amount of deferred outflows of resources. 1,243,377

Long-term liabilities are not due and payable in the current period, and therefore, are not reported as liabilities in the funds. (5,966,006)

Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. (10,886)

Deferred inflows of resources related to pension liability and earnings on pension plan investments are not reported on fund financial statements. (315,131)

Certain receivables are offset by unavailable revenue in the governmental funds since they are not available to pay for current-period expenditures. This is the amount of deferred inflows of resources. 594,725

TOTAL NET POSITION - GOVERNMENTAL ACTIVITIES \$ 18,017,909

These financial statements should be read only in connection with
the accompanying summary of significant accounting policies
and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2021

	General Fund
REVENUES	
Taxes	\$ 8,859,182
Licenses and permits	182,833
Intergovernmental grants	961,860
Revenues from other agencies	86,628
Service charges	665,862
Fines and forfeitures	1,733,089
Interest & dividends	20,224
Other revenues	370,892
Total Revenues	12,880,570
EXPENDITURES	
General government	2,514,562
Public safety	4,524,157
Public works	3,874,872
Weinbach scholarship	9,000
Debt service	
Principal	264,267
Interest	70,346
Total Expenditures	11,257,204
EXCESS OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES	1,623,366
OTHER FINANCING SOURCES	
Issuance of debt	87,668
NET CHANGE IN FUND BALANCE	1,711,034
FUND BALANCE, BEGINNING OF YEAR	14,580,532
FUND BALANCE, END OF YEAR	\$ 16,291,566

These financial statements should be read only in connection with
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and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

TOTAL NET CHANGE IN FUND BALANCE - GOVERNMENTAL FUNDS \$ 1,711,034

Amounts reported for governmental activities in the Statement of
 Activities are different because

Capital outlays are reported in governmental funds as expenditures. However,
 in the Statement of Activities, the cost of those assets is allocated over their
 estimated useful lives as depreciation expense. This is the amount by which
 capital outlay \$890,434 exceeds depreciation expense \$508,712 in the period. 381,722

Long-term debt issuance provide current financial resources to governmental
 funds. This is the amount of long-term debt issuance for 2021. (87,668)

Long-term debt repayments are an expenditure in the governmental funds, but
 the repayment reduces long-term liabilities in the Statement of Net Position.
 This is the amount of long-term debt repayments for 2021. 264,267

Some expenses in the statement of activities do not require the use of current
 financial resources and, therefore, are not reported as an expenditure in the
 governmental funds. This is the net amount by which accumulated long-term
 unused compensated absences increased. 36,009

Pension expense pertaining to the net pension liability does not require the use
 of financial resources and, therefore, is not reported in the governmental funds. (130,464)

Interest expense in the Statement of Activities differs from the amount reported
 in governmental funds due to the net change in accrued interest. 1,254

Under the modified accrual basis of accounting, revenues are not recognized
 unless they are deemed "available" to finance current expenditures.
 Accrual-basis recognition is not limited by availability, so certain revenues
 need to be reduced by the amounts that were unavailable at the beginning
 of the year and increased by the amounts that were unavailable
 at the end of the year. This adjustment records a net increase in
 "unavailable" revenues at the end of the year over the amount at the
 beginning of the year. 38,993

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 2,215,147

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
REVENUES				
Taxes				
General property taxes				
Real property	\$ 6,093,430	\$ 6,093,430	\$ 6,131,303	\$ 37,873
Business real property-public safety taxing district	140,000	140,000	134,542	(5,458)
Personal property - business	400,000	400,000	675,702	275,702
Personal property - public safety taxing district	40,000	40,000	61,888	21,888
Property of public utilities	100,000	100,000	97,623	(2,377)
Penalties / interest	20,000	20,000	36,870	16,870
Total General Property Taxes	<u>6,793,430</u>	<u>6,793,430</u>	<u>7,137,928</u>	<u>344,498</u>
State shared taxes				
Admissions & amusements	1,900	1,900	115	(1,785)
Highway user & motor vehicle tax	385,352	385,352	380,689	(4,663)
Income taxes	1,250,000	1,250,000	1,271,203	21,203
Total State Shared Taxes	<u>1,637,252</u>	<u>1,637,252</u>	<u>1,652,007</u>	<u>14,755</u>
County shared taxes				
P.G. county disposal fee rebate	33,468	33,468	33,468	-
Hotel / motel tax	90,000	90,000	35,779	(54,221)
Payment in lieu of bank stocks	19	19	-	(19)
Total County Shared Taxes	<u>123,487</u>	<u>123,487</u>	<u>69,247</u>	<u>(54,240)</u>
Total Taxes	<u>8,554,169</u>	<u>8,554,169</u>	<u>8,859,182</u>	<u>305,013</u>
Licenses and permits				
State traders & peddlers	10,000	10,000	6,987	(3,013)
City business license	12,000	12,000	13,775	1,775
Comcast cable franchise fees	100,000	100,000	78,651	(21,349)
Verizon cable franchise fees	90,000	90,000	62,008	(27,992)
Verizon property lease	9,522	9,522	9,522	-
Building Permit Fees	9,000	9,000	11,890	2,890
Total Licenses And Permits	<u>230,522</u>	<u>230,522</u>	<u>182,833</u>	<u>(47,689)</u>
Intergovernmental grants				
State aid for police protection	153,018	153,018	167,591	14,573
COVID relief grants	-	642,661	789,188	146,527
Other miscellaneous grants	-	-	5,081	5,081
Total Intergovernmental Grants	<u>153,018</u>	<u>795,679</u>	<u>961,860</u>	<u>166,181</u>
Revenues from other agencies				
Cable tv equip. support grant-comcast	60,000	60,000	47,191	(12,809)
Cable tv equip. support grant-verizon	56,000	56,000	39,437	(16,563)
Total Revenue From Other Agencies	<u>116,000</u>	<u>116,000</u>	<u>86,628</u>	<u>(29,372)</u>
Service Charges				
Advertising fees	4,500	4,500	435	(4,065)
Municipal center room rent	1,300	1,300	75	(1,225)
Special police service fees	20,000	20,000	13,710	(6,290)
Rental property inspection	330,000	330,000	286,000	(44,000)
Property clean up & liens	1,000	1,000	613	(387)
Trash pick up service fees	321,060	321,060	322,260	1,200
Recycling fees	42,579	42,579	42,769	190
Total Service Charges	<u>720,439</u>	<u>720,439</u>	<u>665,862</u>	<u>(54,577)</u>

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
REVENUES (continued)				
Fines and forfeitures				
Municipal infractions	2,500	2,500	1,159	(1,341)
Red light camera	672,000	888,904	1,046,760	157,856
Speed camera	300,000	464,600	591,680	127,080
Vehicle control fines & towing	230,000	230,000	93,490	(136,510)
Total Fines And Forfeitures	<u>1,204,500</u>	<u>1,586,004</u>	<u>1,733,089</u>	<u>147,085</u>
Interest & Dividends				
Interest earned on investments	150,000	150,000	14,360	(135,640)
Unrealized loss/gain in market value	75,000	75,000	(35,822)	(110,822)
Interest on Fidelity CD investments	10,000	10,000	41,686	31,686
Total Interest & Dividends	<u>235,000</u>	<u>235,000</u>	<u>20,224</u>	<u>(214,776)</u>
Other revenues				
Scrap metal & paper	500	500	2,002	1,502
Seized revenues	1,000	1,000	765	(235)
Right-of-way fees	16,140	16,140	19,368	3,228
Insurance proceeds	-	41,600	87,706	46,106
Miscellaneous revenues	-	-	254,688	254,688
Vending machine sales	-	80	1,706	1,626
Community outreach revenues	-	-	4,657	4,657
Total Other Revenues	<u>17,640</u>	<u>59,320</u>	<u>370,892</u>	<u>311,572</u>
Other Financing Sources				
Issuance of debt	-	-	87,668	87,668
Designated for				
Wellness fund	10,000	10,000	-	(10,000)
Speed camera	-	103,855	-	(103,855)
Cable TV equipment	-	150,000	-	(150,000)
Weinbach scholarship grant	5,000	9,000	-	(9,000)
NARD incentive fund	-	150,000	-	(150,000)
Designated for capital purchase	-	657,564	-	(657,564)
Contingency Reserve	130,000	130,000	-	(130,000)
Undesignated prior year surplus	85,813	197,760	-	(197,760)
Operating reserve carryover	150,000	150,000	-	(150,000)
Total Designated Funds	<u>380,813</u>	<u>1,558,179</u>	<u>-</u>	<u>(1,558,179)</u>
TOTAL REVENUES	<u><u>11,612,101</u></u>	<u><u>13,855,312</u></u>	<u><u>12,968,238</u></u>	<u><u>(887,074)</u></u>

These financial statements should be read only in connection with
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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
EXPENDITURES				
General Government				
Mayor and City Council				
Personnel				
Mayor salary	7,200	7,200	7,200	-
Council salary	24,000	24,000	24,000	-
F.I.C.A.	2,467	2,467	2,170	297
Health insurance	-	13,000	12,071	929
Worker's compensation	100	100	75	25
Retirement / pension	2,255	4,856	4,855	1
Total Personnel	<u>36,022</u>	<u>51,623</u>	<u>50,371</u>	<u>1,252</u>
Operating				
Office supplies & printing	250	750	645	105
Dues and subscriptions	11,000	11,000	10,488	512
Training and onboarding	3,750	3,750	500	3,250
Travel & meetings	20,000	16,899	10,507	6,392
Gifts and special occasions	-	767	157	610
Uniforms /apparel	300	1,300	486	814
Cell phones	400	400	252	148
Fire department grant	12,000	12,000	12,000	-
Youth activities grant	10,000	10,000	10,000	-
Boys & girls club grant	7,500	7,500	-	7,500
Emergency assistance program	-	50,000	24,331	25,669
Community outreach expenses	-	1,000	403	597
Community promotion	2,000	2,000	288	1,712
Miscellaneous expenses	1,000	1,233	1,232	1
Welcome committee	500	500	-	500
Total Operating	<u>68,700</u>	<u>119,099</u>	<u>71,289</u>	<u>47,810</u>
Capital outlay				
Municipal building upgrade	-	288,345	87,668	200,677
Total Capital Outlay	<u>-</u>	<u>288,345</u>	<u>87,668</u>	<u>200,677</u>
Total Mayor & City Council	<u>104,722</u>	<u>459,067</u>	<u>209,328</u>	<u>249,739</u>
Administration				
Personnel				
Administrative officer	136,370	136,370	105,194	31,176
Employee services	690,782	536,407	492,507	43,900
Cable tv operators	5,245	5,245	1,965	3,280
Overtime - employee services	3,000	4,597	4,596	1
F.I.C.A.	64,252	62,645	49,153	13,492
Health & life insurance	113,600	113,600	75,660	37,940
Worker's compensation	13,787	13,787	4,864	8,923
Retirement/pension	59,093	59,093	57,951	1,142
Life and LTD	7,544	7,544	4,053	3,491
Total Personnel	<u>1,093,673</u>	<u>939,288</u>	<u>795,943</u>	<u>143,345</u>
Operating				
Computer & IT support	51,000	57,236	57,235	1
Website & e-mail services	12,500	12,500	8,425	4,075
City attorney expense	15,000	17,257	17,256	1
Special counsel expenses	15,000	15,000	8,769	6,231
Engineering services	2,500	2,500	-	2,500
Consulting services	5,000	5,000	160	4,840
Temporary office support	1,000	1,000	-	1,000

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and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
EXPENDITURES (continued)				
Advertising	2,500	2,500	1,800	700
Cable television operations	60,000	65,447	65,446	1
I-Net operating cost	16,386	17,438	17,437	1
City newsletter	31,000	32,008	32,007	1
General liability insurance	9,000	9,100	9,097	3
Auto insurance	3,000	1,000	670	330
Public officials liability & bonding	23,000	23,000	14,814	8,186
Equipment maintenance contracts	13,250	13,250	9,888	3,362
Office equip maintenance contracts	10,000	10,000	6,357	3,643
Building maintenance & repair	48,000	48,000	28,248	19,752
Vehicle operations & maintenance	1,000	1,000	250	750
Vehicle gasoline use	1,500	1,500	222	1,278
Computer supplies	500	500	86	414
Pantry supplies	4,000	4,000	1,919	2,081
Office supplies & printing	10,000	10,000	5,792	4,208
Janitorial supplies	7,000	8,190	8,189	1
Dues & subscriptions	4,000	4,000	531	3,469
Employee training	2,500	2,500	1,673	827
Traffic study	-	11,203	-	11,203
Travel and meetings	10,000	10,000	4,756	5,244
Employee gifts -special occasions	2,000	2,000	133	1,867
Uniforms/Apparel	500	1,027	1,026	1
Telephone & cable	15,000	15,000	11,626	3,374
Cell phones	500	2,600	1,584	1,016
GPS tracking	240	240	56	184
Utility - electricity	30,000	28,603	19,703	8,900
Utility - natural gas	10,000	10,000	8,494	1,506
Utility - water	9,000	9,000	6,914	2,086
Postage meter & courier services	5,000	7,000	5,201	1,799
Upkeep of Hanco municipal center building	13,000	13,870	13,866	4
Election	15,000	59,000	38,778	20,222
Community day	19,000	13,500	2,132	11,368
Halloween event	1,500	1,500	1,428	72
Holiday decorating contest	500	1,500	780	720
Shred events	900	900	750	150
New Carrollton green team	2,500	1,500	-	1,500
Spring community event	10,000	10,000	993	9,007
Supplies/promotional	3,000	5,000	4,120	880
Ordinance recodification	7,000	7,000	5,593	1,407
Miscellaneous	2,500	2,500	1,242	1,258
Vending machine	-	1,580	1,579	1
Heal grant	-	18,000	14,934	3,066
Total Operating	<u>505,776</u>	<u>596,449</u>	<u>441,959</u>	<u>154,490</u>
Capital outlay				
Furniture & fixtures	2,500	2,500	-	2,500
Office equipment & computers	500	500	-	500
Building maintenance equipment	2,000	2,000	-	2,000
Cable tv equipment grant	56,000	206,000	37,415	168,585
Total Capital Outlay	<u>61,000</u>	<u>211,000</u>	<u>37,415</u>	<u>173,585</u>
Human Resources - Operating				
Employee assistance program	8,251	8,251	5,929	2,322

These financial statements should be read only in connection with
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and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget - Positive (Negative)
EXPENDITURES (continued)				
Flexible spending account	1,300	1,313	1,312	1
Education reimbursements	10,000	10,000	-	10,000
Computer & IT support	1,850	1,850	1,788	62
Consulting services	1,000	1,000	-	1,000
Advertising	2,250	5,250	1,785	3,465
Office supplies and printing	3,000	1,500	661	839
Dues & subscriptions	800	800	508	292
Employee training	2,250	2,250	285	1,965
HR training, travel & meetings	4,100	3,190	2,795	395
Employee gifts/special occasions	22,000	21,397	20,872	525
Pre-employment screenings	1,350	1,350	1,349	1
Post-employment screenings	5,810	5,810	3,151	2,659
Recruitment & retention program	10,000	7,743	6,594	1,149
Wellness programs	10,000	10,000	4	9,996
Total Human Resources	<u>83,961</u>	<u>81,704</u>	<u>47,033</u>	<u>34,671</u>
Total Administration	<u>1,744,410</u>	<u>1,828,441</u>	<u>1,322,350</u>	<u>506,091</u>
Economic Development				
Operating				
Neighborhood design center	1,500	1,500	-	1,500
Advertising (marketing & promotion)	2,500	2,500	-	2,500
Dues and subscriptions	1,000	1,000	-	1,000
Travel and meetings	1,500	1,500	-	1,500
NARD grant	-	150,000	100,000	50,000
Community promotion	2,500	2,500	-	2,500
Total Operating	<u>9,000</u>	<u>159,000</u>	<u>100,000</u>	<u>59,000</u>
Total Economic Development	<u>9,000</u>	<u>159,000</u>	<u>100,000</u>	<u>59,000</u>
Finance & Accounting				
Personnel				
Employee services-finance	173,145	173,145	137,741	35,404
Overtime - employee services	1,000	1,000	443	557
F.I.C.A.	13,322	13,322	10,244	3,078
Health insurance	28,620	28,620	21,747	6,873
Worker's compensation	557	557	391	166
Retirement / pension	12,220	15,220	14,802	418
Life and LTD	1,566	1,566	1,005	561
Total Personnel	<u>230,430</u>	<u>233,430</u>	<u>186,373</u>	<u>47,057</u>
Operating				
Auditing service	26,000	26,000	25,105	895
Computer & IT support	43,000	58,000	44,402	13,598
COVID related expenses	-	642,661	615,713	26,948
Office supplies & printing	5,000	5,000	3,697	1,303
Dues & subscriptions	400	400	40	360
Employee training	4,000	4,000	1,622	2,378
Travel & meetings	5,000	5,000	2,686	2,314
Credit card service fees	2,000	2,000	1,759	241
Bank service fees	1,500	1,500	1,487	13
Miscellaneous	300	300	-	300
Total Operating	<u>87,200</u>	<u>744,861</u>	<u>696,511</u>	<u>48,350</u>
Total Financial Administration	<u>317,630</u>	<u>978,291</u>	<u>882,884</u>	<u>95,407</u>
Total General Government	<u>2,175,762</u>	<u>3,424,799</u>	<u>2,514,562</u>	<u>910,237</u>

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
EXPENDITURES (continued)				
Public Safety				
Police administration				
Personnel				
Police Chief	137,944	137,944	135,340	2,604
Employee services	579,712	591,676	591,674	2
Overtime - employee services	13,000	13,000	4,878	8,122
F.I.C.A.	55,322	55,322	52,993	2,329
Health insurance	145,163	140,163	137,279	2,884
Worker's compensation	64,776	61,976	61,938	38
Retirement & pension	50,986	50,986	46,181	4,805
Life and LTD	6,489	6,489	5,174	1,315
Total Personnel	<u>1,053,392</u>	<u>1,057,556</u>	<u>1,035,457</u>	<u>22,099</u>
Operating				
Computer & IT support	15,000	15,501	15,500	1
Police radars/calibration/maint	1,000	1,000	490	510
General liability insurance	39,000	36,723	34,843	1,880
Auto insurance	24,000	29,042	29,041	1
Office equipment contracts	4,200	4,200	2,117	2,083
Trailer maint. & supplies	3,000	3,000	2,322	678
Equipment maint. & repair	2,000	2,000	1,800	200
Vehicle operation & maintenance	50,000	51,400	51,399	1
Vehicle gasoline use	50,000	42,271	33,171	9,100
Computer supplies	2,000	2,000	794	1,206
Pantry supplies	3,000	3,250	3,223	27
Office supplies & printing	8,000	8,000	5,394	2,606
Pedestrian safety	-	10,000	7,889	2,111
Dues & subscriptions	3,000	3,116	3,115	1
Employee training	30,000	27,437	15,463	11,974
Travel & meetings	6,000	7,300	7,299	1
Pre-employment and mental wellness	8,600	8,600	5,235	3,365
Uniforms	20,000	20,708	20,707	1
Cell phones	20,000	24,305	24,304	1
GPS tracking	8,800	4,495	1,397	3,098
Postage meter & courier service	3,000	3,000	1,039	1,961
Community promotion	10,000	12,679	12,678	1
National night out	10,000	10,000	8,311	1,689
Explorer program	10,000	6,613	4,222	2,391
Vehicle control fine - service fees	30,000	30,000	20,408	9,592
Red light camera service fees	206,960	423,864	423,863	1
Miscellaneous	2,500	2,836	2,835	1
Total Operating	<u>570,060</u>	<u>793,340</u>	<u>738,859</u>	<u>54,481</u>
Capital outlay				
Furniture & fixtures	1,500	1,500	1,258	242
Dossier fleet management system	-	12,721	12,721	-
Body camera	-	1,598	1,597	1
Total Capital Outlay	<u>1,500</u>	<u>15,819</u>	<u>15,576</u>	<u>243</u>
Total Police Administration	<u>1,624,952</u>	<u>1,866,715</u>	<u>1,789,892</u>	<u>76,823</u>

These financial statements should be read only in connection with
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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget - Positive (Negative)
EXPENDITURES (continued)				
Speed Cameras				
Personnel				
Employee services	72,630	76,539	76,538	1
Overtime - Police Officers	15,000	10,426	6,316	4,110
F.I.C.A.	6,321	6,321	6,129	192
Health and life insurance	18,521	19,186	19,181	5
Worker's compensation	9,852	10,942	10,942	-
Retirement & pension	6,146	6,146	6,088	58
Life and LTD	726	726	631	95
Total Personnel	129,196	130,286	125,825	4,461
Operating				
Computer & IT support	3,500	2,999	2,538	461
Vehicle operation & maintenance	10,000	10,000	9,939	61
Vehicle gasoline use	10,000	8,600	-	8,600
Office supplies & printing	3,300	3,184	-	3,184
Field supplies	2,000	2,000	-	2,000
Uniforms	1,000	1,000	71	929
Cell phones	750	750	-	750
Speed camera vendor fee	114,200	278,800	278,704	96
Total Operating	144,750	307,333	291,252	16,081
Capital outlay				
Vehicles	-	104,802	104,802	-
Vechile equipment	-	33,000	26,100	6,900
Total Capital Outlay	-	137,802	130,902	6,900
Total Speed Cameras	273,946	575,421	547,979	27,442
Police Patrol Service				
Personnel				
Employee services	1,051,657	1,051,657	959,644	92,013
Overtime - police officers	80,000	80,000	70,022	9,978
Appreciation award	5,000	6,263	6,263	-
Bicycle safety program grant	5,000	5,000	-	5,000
F.I.C.A.	85,424	85,424	75,184	10,240
Health and life insurance	210,690	198,690	196,016	2,674
Worker's compensation	133,612	136,662	136,662	-
Retirement & pension	81,114	93,114	92,660	454
Life and LTD	9,903	9,903	8,235	1,668
Total Personnel	1,662,400	1,666,713	1,544,686	122,027
Operating				
Field supplies	10,000	10,000	3,646	6,354
Small equipment	10,000	10,000	7,672	2,328
Small weapons	10,000	10,000	4,074	5,926
Car to car radios	1,000	1,000	-	1,000
Miscellaneous	2,500	1,914	711	1,203
Total Operating	33,500	32,914	16,103	16,811
Capital outlay				
Computers & in car computers	10,000	8,402	-	8,402
Police body camera & scanners	2,500	2,500	1,243	1,257
Total Capital Outlay	12,500	10,902	1,243	9,659
Total Police Patrol Services	1,708,400	1,710,529	1,562,032	148,497

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For The Year Ended June 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts - Budgetary Basis</u>	<u>Variance with Final Budget - Positive (Negative)</u>
EXPENDITURES (continued)				
Support Services				
Personnel				
Employee services	197,845	218,845	171,548	47,297
Overtime	2,000	2,000	1,347	653
F.I.C.A.	15,899	17,506	12,889	4,617
Health and life insurance	37,475	37,475	26,795	10,680
Worker's compensation	11,619	10,279	9,194	1,085
Retirement & pension	14,849	14,849	13,502	1,347
Life and LTD	1,856	1,856	1,468	388
Total Personnel	<u>281,543</u>	<u>302,810</u>	<u>236,743</u>	<u>66,067</u>
Operating				
Field supplies	5,000	5,000	-	5,000
Total Operating	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total Support Services	<u>286,543</u>	<u>307,810</u>	<u>236,743</u>	<u>71,067</u>
Code Enforcement Services				
Personnel				
Employee services	339,356	339,356	247,653	91,703
Overtime - Employee services	5,000	5,980	5,973	7
F.I.C.A.	25,962	25,962	19,678	6,284
Health and life insurance	76,100	74,505	58,339	16,166
Worker's compensation	16,535	16,535	14,138	2,397
Retirement & pension	23,754	24,369	24,365	4
Life and LTD	3,055	3,055	2,046	1,009
Total Personnel	<u>489,762</u>	<u>489,762</u>	<u>372,192</u>	<u>117,570</u>
Operating				
Property clean-up	2,500	2,500	-	2,500
Vehicle operation and maintenance	2,500	2,500	850	1,650
Vehicle gasoline use	2,000	2,000	1,013	987
Insect & mosquito control	2,200	2,200	1,122	1,078
Office supplies & printing	5,000	5,000	4,860	140
Field supplies	2,500	1,840	1,688	152
Signs, notices & permits	500	745	743	2
Dues & subscriptions	1,750	1,750	265	1,485
Employee training	2,500	2,500	2,066	434
Travel & meetings	1,000	1,415	1,414	1
Uniforms	2,500	2,500	242	2,258
Cell phones	3,700	3,700	777	2,923
GPS tracking	960	960	279	681
Community promotion	600	600	-	600
Total Operating	<u>30,210</u>	<u>30,210</u>	<u>15,319</u>	<u>14,891</u>
Total Code Enforcement Services	<u>519,972</u>	<u>519,972</u>	<u>387,511</u>	<u>132,461</u>
Total Public Safety	<u>4,413,813</u>	<u>4,980,447</u>	<u>4,524,157</u>	<u>456,290</u>
Public Works				
Public Works Administration				
Personnel				
Public Works Director	120,635	105,635	103,889	1,746
Employee services	448,637	584,211	357,980	226,231
Overtime	10,000	10,000	6,602	3,398
F.I.C.A.	43,933	43,933	35,569	8,364

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget - Positive (Negative)
EXPENDITURES (continued)				
Health and life insurance	101,399	101,399	77,050	24,349
Worker's compensation	30,964	30,964	23,920	7,044
Retirement & pension	40,422	40,422	38,651	1,771
Life and LTD	5,158	5,158	3,968	1,190
Total Personnel	<u>801,148</u>	<u>921,722</u>	<u>647,629</u>	<u>274,093</u>
Operating				
Computer & IT support	5,000	5,000	2,159	2,841
Temporary labor support	60,000	60,000	59,653	347
General liability insurance	20,000	20,000	14,550	5,450
Auto insurance	26,000	26,300	26,297	3
Equipment maintenance contracts	15,000	15,000	5,056	9,944
Office equipment contracts	4,500	4,500	1,747	2,753
Preventive vehicle repair & maintenance	30,000	28,755	23,323	5,432
Building maintenance & repair	25,000	40,495	40,494	1
Office equipment maintenance & repair	2,500	2,037	-	2,037
Vehicle operations & maintenance	125,000	105,044	96,089	8,955
Vehicle gasoline use	70,000	64,155	60,264	3,891
Gasoline tank maintenance	5,000	5,516	5,516	-
Computer supplies	2,000	1,484	-	1,484
Pantry supplies	3,000	3,000	1,877	1,123
Office supplies & printing	2,500	2,500	2,114	386
Janitorial supplies	5,000	5,000	4,352	648
Safety supplies	6,000	6,000	1,709	4,291
Dues & subscriptions	1,000	1,080	1,079	1
Employee training	2,500	2,500	1,122	1,378
Travel & meetings	6,000	6,000	2,646	3,354
Employee physicals DOT	1,000	1,000	688	312
Employee gifts/spec occasions	3,000	3,000	1,460	1,540
Uniforms	25,000	25,000	22,889	2,111
Telephones	3,000	3,083	3,082	1
Cell phones	2,500	2,500	1,856	644
GPS tracking	6,960	3,660	3,660	-
Utility - electricity	14,000	14,000	10,560	3,440
Utility - natural gas	10,000	10,000	8,333	1,667
Utility - water	12,500	12,500	11,788	712
Community promotion	600	900	896	4
Miscellaneous	2,000	2,000	1,873	127
Total Operating	<u>496,560</u>	<u>482,009</u>	<u>417,132</u>	<u>64,877</u>
Capital outlay				
Dossier fleet management system	-	12,721	12,720	1
Vehicles	-	43,000	43,000	-
Total Capital Outlay	<u>-</u>	<u>55,721</u>	<u>55,720</u>	<u>1</u>
Total Public Works Administration	<u>1,297,708</u>	<u>1,459,452</u>	<u>1,120,481</u>	<u>338,971</u>
Infrastructure Maintenance				
Personnel				
Employee service	208,514	141,445	82,892	58,553
Overtime - employee service	5,000	5,000	271	4,729
Overtime - snow removal	20,000	27,800	27,787	13
F.I.C.A.	17,712	9,912	5,960	3,952

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget - Positive (Negative)
EXPENDITURES (continued)				
Health insurance	67,334	48,260	33,196	15,064
Worker's compensation	13,054	12,054	9,149	2,905
Retirement & pension	16,895	16,895	11,795	5,100
Life and LTD	2,050	2,050	944	1,106
Total Personnel	<u>350,559</u>	<u>263,416</u>	<u>171,994</u>	<u>91,422</u>
Operating				
Landfill fees	15,000	15,000	3,108	11,892
Street lighting	95,000	95,000	85,345	9,655
Street light improvements	5,000	5,000	-	5,000
Board up services	-	1,000	192	808
Small operating equipment & parts	2,000	2,000	357	1,643
Equipment rental	2,000	2,000	358	1,642
Traffic safety supplies	5,000	5,000	4,063	937
Street & storm drain maint. materials	6,500	6,500	3,071	3,429
Snow removal supplies	10,000	10,000	5,567	4,433
Small tools	1,000	1,000	965	35
Shared street sweeper	30,000	30,000	29,336	664
Total Operating	<u>171,500</u>	<u>172,500</u>	<u>132,362</u>	<u>40,138</u>
Capital outlay				
Street repairs	350,000	280,759	28,954	251,805
Sidewalk repairs	150,000	150,000	-	150,000
Total Capital Outlay	<u>500,000</u>	<u>430,759</u>	<u>28,954</u>	<u>401,805</u>
Total Infrastructure Maintenance	<u>1,022,059</u>	<u>866,675</u>	<u>333,310</u>	<u>533,365</u>
Sanitation				
Personnel				
Employee service	553,458	524,958	524,442	516
Overtime - employee service	5,000	5,000	3,000	2,000
F.I.C.A.	42,646	42,646	40,188	2,458
Health insurance	125,260	125,260	111,123	14,137
Worker's compensation	31,218	31,218	29,553	1,665
Retirement & pension	39,140	39,140	39,129	11
Life and LTD	5,010	5,010	4,174	836
Total Personnel	<u>801,732</u>	<u>773,232</u>	<u>751,609</u>	<u>21,623</u>
Operating				
Refuse collection contract	150,000	155,845	155,844	1
Recycling contract	130,148	166,877	166,876	1
Landfill fees - county	200,000	234,241	234,240	1
Compost fees	14,000	14,000	13,476	524
Sanitation supplies	3,000	3,000	1,713	1,287
Miscellaneous	1,200	1,200	718	482
Total Operating	<u>498,348</u>	<u>575,163</u>	<u>572,867</u>	<u>2,296</u>
Capital outlay				
Packer	-	369,219	369,219	-
Total Sanitation	<u>1,300,080</u>	<u>1,717,614</u>	<u>1,693,695</u>	<u>23,919</u>
Grounds Maintenance				
Personnel				
Employee services	476,654	364,654	363,093	1,561
Overtime	5,000	5,000	2,429	2,571
F.I.C.A.	36,695	36,695	27,934	8,761

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CITY OF NEW CARROLLTON, MARYLAND
STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL
(NON-GAAP BUDGETARY BASIS) – GENERAL FUND
(continued)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget - Positive (Negative)
EXPENDITURES (continued)				
Health and life insurance	108,164	71,435	64,453	6,982
Worker's compensation	26,925	26,925	19,817	7,108
Retirement & pension	33,665	33,665	33,235	430
Life and LTD	4,313	4,313	2,671	1,642
Total Personnel	<u>691,416</u>	<u>542,687</u>	<u>513,632</u>	<u>29,055</u>
Operating				
Parks contractual	20,000	20,000	15,830	4,170
Playground equipment maintenance	4,500	4,500	746	3,754
Equipment rental & port a potty	10,000	10,000	8,025	1,975
Equipment repair & maintenance	5,000	8,000	5,889	2,111
Small tools	7,500	7,500	4,413	3,087
Parks, fields & tree maintenance	30,000	30,000	22,426	7,574
Curb trees	2,500	2,500	2,130	370
Community garden	2,500	2,500	122	2,378
Total Operating	<u>82,000</u>	<u>85,000</u>	<u>59,581</u>	<u>25,419</u>
Capital outlay				
Mowers	9,000	9,000	8,799	201
Frenchman's Creek	-	4,306	4,305	1
Boom Truck	-	141,069	141,069	-
Total Capital Outlay	<u>9,000</u>	<u>154,375</u>	<u>154,173</u>	<u>202</u>
Total Grounds Maintenance	<u>782,416</u>	<u>782,062</u>	<u>727,386</u>	<u>54,676</u>
Total Public Works	<u>4,402,263</u>	<u>4,825,803</u>	<u>3,874,872</u>	<u>950,931</u>
Debt Service - Principal & Interest				
Street work & bridge principal	93,000	93,000	93,000	-
Street work principal FY 2012	84,230	79,830	79,767	63
Municipal center principal 2017	91,500	91,500	91,500	-
Street work and bridge interest	5,670	5,670	5,670	-
Street work bond interest FY 2012	27,536	32,007	32,007	-
Municipal center interest 2017	33,327	33,256	32,669	587
Total Debt Service - Principal & Interest	<u>335,263</u>	<u>335,263</u>	<u>334,613</u>	<u>650</u>
Miscellaneous				
Contingency reserve carryover	130,000	130,000	-	130,000
Operating reserve	150,000	150,000	-	150,000
Total Miscellaneous	<u>280,000</u>	<u>280,000</u>	<u>-</u>	<u>280,000</u>
Weinbach Scholarship Grant				
Weinbach scholarship grant	5,000	9,000	9,000	-
Total Weinbach Scholarship	<u>5,000</u>	<u>9,000</u>	<u>9,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>11,612,101</u>	<u>13,855,312</u>	<u>11,257,204</u>	<u>2,598,108</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,711,034</u>	<u>\$ 1,711,034</u>

These financial statements should be read only in connection with
the accompanying summary of significant accounting policies
and notes to financial statements.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

The accounting policies of the City conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to local governments. A summary of significant accounting policies followed by the City are presented below.

REPORTING ENTITY

The City of New Carrollton, Maryland (the City) was incorporated on April 11, 1953 with its legal authority derived from Chapter 310, Section 2 of the Annotated Code of Maryland. The City is to be construed to mean both the City and its inhabitants. The City operates under the Council-Mayor form of government. Services provided include sanitation, highway and streets, parks and recreation, police, and planning and zoning.

For financial reporting purposes, in conformance with accounting principles generally accepted in the United States of America, the reporting entity includes the Mayor and City Council and the primary government.

The City has no component units as defined by generally accepted accounting principles.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Governmental activities are those which are supported by taxes and intergovernmental revenues, whereas business-type activities are those supported through customer service charges. The City does not have any business-type activities.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the City's governmental activities. Direct expenses are those specifically associated with a program or function. Program revenues include charges for services and grants and contributions restricted to the capital or operational requirements of specific programs or functions. Revenues that are not classified as program revenues, such as taxes, are reported as general revenues.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The accounting and financial reporting is determined by its measurement focus. Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flow. Property taxes are recognized in the year of levy and grants are recognized when all eligibility requirements are met.

Governmental fund statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction that can be determined and available means collected within 60 days of the year-end. Expenditures are recorded when the related liability is incurred as in the accrual basis of accounting. However, principal and interest on long-term debt and expenditures for compensated absences are recorded when the payments are due.

Those revenues susceptible to accrual are property taxes, taxes collected by the State and County on behalf of the City, franchise taxes, revenues from other agencies, interest revenue, and charges for services. Fines and forfeitures, licenses, permits, penalties and interest (on property taxes), and other revenues become measurable and available when cash is received by the City and are recognized as revenue at that time.

The City has one major governmental fund, the General Fund. It is used to account for all activities of the government not accounted for in another fund. The general fund accounts for the normal recurring activities of the City such as police, public works, parks and recreation, general government, etc. These activities are financed primarily by property taxes, other taxes, service charges, and grants from other governmental units.

USE OF ESTIMATES IN PREPARING FINANCIAL STATEMENTS

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

**ASSETS, LIABILITIES, DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES,
NET POSITION AND FUND BALANCES**

Cash, cash equivalents, and investments

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within 3 months. Cash deposits of the City are made in accordance with the Annotated Code of Maryland (the Code), which requires depositories to give security in the form of collateral as provided for in the Code, for the safekeeping of these deposits.

Excess funds are also permitted to be invested either in bonds or other obligations for the payment of principal and interest of which the full faith and credit of the United States of America are pledged, obligations of Federal government agencies issued pursuant to acts of Congress, or in the local government investment pool created by the State of Maryland.

Property taxes

Property taxes are reported at their estimated collectible value. The following summarizes the property tax calendar:

	<u>Property</u>	<u>Personal and Corporate</u>
Assessment roll validated	Dec. 31	Jan. 1
Tax rate ordinance approved	June 30	June 30
Beginning of fiscal year for which taxes have been levied	July 1	July 1
Tax bills rendered and due	July 1	On County bill
Owner-occupied residential	July 1 & Jan. 1	July 1 & Jan. 1
Property taxes payable		
Delinquent	Oct. 1, Feb. 1	After 30 days
Terms	60 days	30 days
Delinquent interest	18%	18%
Tax rates constant yield	\$.6652 per \$100	\$1.66 per \$100

Information presented is for “full year” levy. “Half year” levy dates are each 6 months after and relate to new construction in the first six months of the calendar year. A lien is attached to property on the billing date, becomes delinquent October 1 and is sold at tax sale at the end of 18 months.

Allowances for uncollectible accounts are maintained on all types of receivables that historically experience bad debt. Receivables are shown net of such an allowance for uncollectibles. Real property taxes are generally fully collectible.

Restricted assets

Donations for scholarships received from external parties are restricted for the payment of scholarships to eligible students and are held in a separate cash account until disbursement.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

**ASSETS, LIABILITIES, DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES,
NET POSITION AND FUND BALANCES** (continued)

Capital assets

Capital assets, which include property, plant and equipment, and infrastructure such as roads, storm drains and pipe systems, are reported in the government-wide financial statements. The City defines capital assets as those which individually have an acquisition cost or donated value of at least \$2,500 and an estimated useful life of three years or more. Such assets are valued at historical or estimated historical cost if actual is not available. Donated assets are stated at their acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add value or extend asset lives are not capitalized.

Expenditures for major assets and improvements are capitalized as the assets are acquired or constructed. Interest on debt during the construction period is capitalized. Exhaustible capital assets are depreciated, which is charged as an expense against their operations.

Accumulated depreciation is reported in the Statement of Net Position. Depreciation has been provided over the estimated useful lives using the straight-line method. Estimated useful lives are as follows:

Buildings	20 - 40 years
Improvements other than buildings	10 - 15 years
Streets and infrastructure	40 - 50 years
Equipment	4 - 10 years
Computer software	5 - 7 years

Deferred outflows of resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Long-term obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the Statement of Net Position. In the governmental fund financial statements, the face amount of newly issued debt is reported as other financing sources and the amount of principal repayment is reported as an expenditure.

Compensated absences

Vested or accumulated vacation is accrued when earned by employees and a liability is recorded in the government-wide financial statements. No liability is recorded for non-vesting accumulated rights to receive sick pay benefits, as the City does not pay these amounts when employees separate from service.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

**ASSETS, LIABILITIES, DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES,
NET POSITION AND FUND BALANCES** (continued)

Compensated absences (continued)

The City pays all outstanding vacation leave at separation. A liability for vacation pay is recorded in the governmental fund financial statements only if it has matured (i.e., unused reimbursable leave still outstanding following an employee's resignation or retirement).

Deferred inflows of resources

A deferred inflow of resources represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then.

Net position

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

- *Net investment in capital assets* - This category groups all capital assets including infrastructure into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributed to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted net position* - This category presents external restrictions imposed by creditors, grantors or laws and regulations of other governments.
- *Unrestricted net position* - This category presents the net position of the City not included elsewhere.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first and then unrestricted resources as needed.

Fund balance

In the fund financial statements, governmental funds report fund balances in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

- The *nonspendable* fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- *Restricted* fund balance are amounts that are restricted to specific purposes when the constraints are externally imposed by creditors, grantors, contributors or laws or regulations of other governments; or imposed by the City Charter, City Code or enabling legislation.

CITY OF NEW CARROLLTON, MARYLAND
SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
For the Year Ended June 30, 2021

**ASSETS, LIABILITIES, DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES,
NET POSITION AND FUND BALANCES (continued)**

- Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (ordinance) of the City’s Council, the decision-making authority, are to be reported as *committed* fund balance.
- Amounts that are constrained by the City’s intent to be used for specific purposes, but neither restricted nor committed, are to be reported as *assigned* fund balance pursuant to the City Charter. The City’s Council and the City Administrator are authorized to assign amounts for specific purposes.
- *Unassigned* fund balance is the residual classification for the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount.

The City considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The City also considers committed fund balances to be spent first, assigned fund balances to be spent second and unassigned fund balances to be spent last when other unrestricted fund balance classifications are available for use.

STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to July 1, the budget is legally enacted through passage of an ordinance. The ordinance, effective July 1, provides spending authority for the operations of the City government.
2. Subsequent to passage of the budget ordinance, the City Council may approve supplemental expenditures. Management may not make adjustments or transfers within the budget without approval of the City Council.
3. At the end of the fiscal year, unencumbered appropriations lapse.
4. The budget for the General Fund is adopted on a basis consistent with budget estimates. Budgetary control is maintained at the line-item level.
5. The budget information presented in the accompanying financial statements includes all budget ordinances and amendments as approved by the Mayor and City Council for the fiscal year ending June 30, 2021.

Reconciliation of budgetary basis and GAAP basis

Actual results of operations are presented in the Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund on the non-GAAP budgetary basis of accounting in order to provide a meaningful comparison of actual results with budget estimates. The budget includes budgeted amounts for prior year surplus, bond proceeds and a contingency as a revenue source. The only reconciling item between the budgetary basis and GAAP basis for actual revenues is the budget inclusion of \$87,668 from bond proceeds. There are no reconciling items for expenditures between the budgetary basis and the GAAP basis.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 1 – CASH AND CASH EQUIVALENTS

Deposits

Custodial risk, in the case of deposits, is the risk that in the event of a bank failure, the City's exposed balance may not be returned to it. At year-end, the carrying amount of the City deposits (including cash on hand of \$500) was \$4,882,674 and the bank balance was \$4,914,352. As of June 30, 2021, all of the City's deposits were either covered by federal depository insurance or were covered by collateral held by the City's agent in the City's name.

Investments

On June 30, 2021, the City's investment balances were as follows:

	Credit Rating	Fair Value	Investment Maturities (in Year)		
			Less Than 1	1 - 5	More Than 5
Maryland Local					
Government Investment Pool*	AAA	\$ 9,374,347	\$ 9,374,347	\$ -	\$ -
Certificates of Deposit	Not Rated	1,370,191	501,320	868,871	-
Total Investments		\$ 10,744,538	\$ 9,875,667	\$ 868,871	\$ -

*Pooled investments carried at amortized costs.

Reconciliation of cash and temporary investments as shown on the Statement of Net Position:

Carrying amount of deposits	\$ 4,882,674
Carrying amount of temporary investments	10,744,538
Carrying amount of restricted deposits	<u>31,671</u>
Total Cash And Temporary Investments Per Statement Of Net Position	<u>\$ 15,658,883</u>

Investment Interest Rate Risk

Fair value fluctuates with interest rates and increasing interest rates could cause fair value to decline below original cost. To limit the City's exposure to fair value losses arising from increasing interest rates, the City's investment policy limits the term of investment maturities up to five years in order to remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. City management believes the liquidity in the portfolio is adequate to meet cash flow requirements and to preclude the City from having to sell investments below original cost for that purpose. The investments on June 30, 2021, met the City investment policy as of that date. Investment income amounted to \$20,225 for the year ended June 30, 2021.

Credit Risk

The City of New Carrollton's investment policy does not specifically address credit risk. The City permits investment in the following types of investments as authorized by the State of Maryland: direct U.S. obligations, U.S. agency obligations, repurchase agreements, bankers' acceptances, municipal securities, commercial paper, money market mutual funds, and the MLGIP. The MLGIP was established in 1982 under Article 95 Section 220 of the Annotated Code of Maryland and is under the administration of the State Treasurer. It is rated AAA by Standard & Poor's, their highest rating for money market mutual funds. The MLGIP seeks to maintain a constant value of \$1.00 per unit. Unit value is computed using the amortized cost method. In addition, the net asset value of the pool, marked to market, is calculated and maintained on a weekly basis to ensure a \$1.00 per unit constant value.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 1 – CASH AND TEMPORARY INVESTMENTS (continued)

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of failure of the counterparty, the City will not be able to recover all or a portion of the value of its investments or collateral securities that are in the possession of an outside party. The investments of the City were not exposed to custodial credit risk at June 30, 2021.

Fair Value Measurements

The City has adopted GASB Statement No. 72 – *Fair Value Measurement and Application*. This statement establishes a hierarchy of inputs to valuation techniques used to measure fair value:

- Level 1 - quoted market prices in active markets
- Level 2 - inputs other than quoted market prices that are observable either directly or indirectly
- Level 3 - unobservable inputs

The City has the following recurring fair value measurement as of June 30, 2021:

- Amounts invested in certificates of deposits of \$1,370,191 are comprised of securities which are priced at industry standard vendors, using observable inputs such as benchmark yields, reported trades, broker/dealer quotes and issuer spreads (level 2) which are then allocated to position at a per unit value.

The investment in the MLGIP of \$9,374,347 is carried at amortized cost.

NOTE 2 – RECEIVABLES

Receivables as of year-end for the government's funds in the aggregate, including applicable allowances for uncollectible accounts, are as follows:

	Governmental Activities
Taxes - property	\$ 457,995
Accounts receivables - other	127,359
Net Receivables	\$ 585,354

NOTE 3 – UNAVAILABLE AND UNEARNED REVENUE

Governmental funds report advanced revenue in connection to receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not earned. At the end of the fiscal year, the unavailable revenue and unearned revenue reported in the governmental funds were as follows:

	Unavailable	Unearned	Total
Income taxes	\$ 559,669	\$ -	\$ 559,669
Property taxes	35,056	-	35,056
Fees	-	92,227	92,227
	\$ 594,725	\$ 92,227	\$ 686,952

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 4 – DUE FROM OTHER GOVERNMENTS

On June 30, 2021, the balance due from other governments consisted of the following:

State of Maryland	
Income tax	\$ 110,680
Income tax reserve	559,669
Highway user tax	98,935
State aid for police protection	53,529
Other	2,648
Total	<u><u>\$ 825,461</u></u>

NOTE 5 – CAPITAL ASSETS

The following is a summary of governmental capital asset activity for the year ended June 30, 2021:

	<u>Balance at June 30, 2020</u>	<u>Additions</u>	<u>Deletions/ Adjustments</u>	<u>Balance at June 30, 2021</u>
Capital assets (not being depreciated or amortized)				
Land	\$ 1,181,189	\$ -	\$ -	\$ 1,181,189
Capital assets (being depreciated or amortized)				
Building	4,248,043	34,386	-	4,282,429
Improvements other than buildings	466,122	77,382	-	543,504
Streets and infrastructure	1,767,485	-	-	1,767,485
Equipment	5,362,011	778,666	-	6,140,677
Computer software	122,940	-	-	122,940
Total Capital Assets (Being Depreciated Or Amortized)	11,966,601	890,434	-	12,857,035
Less - accumulated depreciation or amortization for				
Buildings	2,025,226	110,857	-	2,136,083
Improvements other than buildings	388,518	24,804	-	413,322
Streets and infrastructure	605,966	44,191	-	650,157
Equipment	4,206,598	328,860	-	4,535,458
Computer software	122,940	-	-	122,940
Total Accumulated Depreciation Or Amortization	7,349,248	508,712	-	7,857,960
Total Governmental Activities Capital Assets, Net	<u><u>\$ 5,798,542</u></u>	<u><u>\$ 381,722</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,180,264</u></u>

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 5 – CAPITAL ASSETS (continued)

Depreciation expense was charged to functions/programs in governmental activities as follows:

General government	\$	88,326
Public safety		150,017
Public works		457,587
		457,587
	\$	695,930

NOTE 6 – LONG-TERM DEBT

The following is a summary of changes in the City’s governmental long-term liabilities for the year ended June 30, 2021:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Principal Repayments & Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities					
General obligation bonds	\$ 2,330,491	\$ 87,668	\$ 264,267	\$ 2,153,892	\$ 274,614
Net pension liability	3,243,983	251,959	-	3,495,942	-
Compensated absences	352,181	120,220	156,229	316,172	128,650
				316,172	128,650
Governmental Activities					
Long-Term Liabilities	\$ 5,926,655	\$ 459,847	\$ 420,496	\$ 5,966,006	\$ 403,264

Bonds payable

The City of New Carrollton adopted a resolution on January 26, 2006 providing for the issuance and sale of \$1,000,000 aggregate par amount of bonds known as “Infrastructure Bond, 2005 Series A.” The bond is issued in connection with the Infrastructure Financing Program of the Community Development Administration, an agency in the Division of Development Finance of the Department of Housing and Community Development, for the purpose of providing a portion of the funds necessary for bridge repairs and street improvements. Interest is paid semiannually and principal is paid annually. The full faith and credit of the City is pledged to the payment of principal and interest.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 6 – LONG-TERM DEBT (continued)

Bonds payable (continued)

The term of the bonds is twenty (20) years, with maturity expected to occur on May 1, 2025. The interest rate was 4.2%. The City of New Carrollton passed an ordinance in FY 2016 to refinance this bond agreement with the Community Development Administration for the sum of the outstanding principal due on the bond of \$598,500. The payment terms remain the same, the interest rate was lowered to a current rate of 2.3%. The rate of interest on the Loan will be determined by CDA in its sole discretion based in substantial part upon the rate of interest on the CDA Bonds. It is presently estimated that the aggregate rate or rates of interest for a total interest cost (expressed as a yield) will not exceed 2.8%. The term of the loan was reduced to seven (7) years and will mature on June 1, 2022. The balance outstanding on June 30, 2021, was \$96,000.

The City of New Carrollton adopted a resolution on February 15, 2012 providing for the issuance and sale of \$1,750,000 aggregate par amount of bonds known as “City of New Carrollton Public Improvements Bond, 2012-1”. The bond is issued for the public purpose of funding the continuation of the City Roads Program. Principal and interest are paid monthly. The full faith and credit of the City is pledged to the payment of principal and interest. The term of the bonds is twenty (20) years, with maturity expected to occur on March 1, 2032. Annual interest rate is 2.52%. The balance outstanding on June 30, 2021, was \$1,060,064.

The City of New Carrollton adopted a resolution on May 17, 2017 providing for the issuance and sale of \$1,500,000 aggregate par amount of bonds known as “City of New Carrollton Infrastructure Bond, 2017 Series A”. The bond is issued for the purpose of funding the repairs and renovations to the City Municipal Center. Interest is paid semiannually and principal is paid annually. The term of the bonds is fifteen (15) years, with maturity expected to occur on April 1, 2032. The interest rate is 2.78%. For the year ended June 30, 2021, the City had \$1,339,119 in bonds and the remainder of \$160,881 is expected to be issued in FY 2022. The balance outstanding on June 30, 2021, was \$997,828.

The annual requirements to amortize bonds payable to maturity are as follows:

<u>For the Years Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	\$ 274,614	\$ 59,720	\$ 334,334
2023	182,361	52,722	235,083
2024	186,669	48,516	235,185
2025	191,038	44,218	235,256
2026	195,969	40,660	236,629
2027-2031	1,022,947	119,334	1,142,281
2032-2033	100,294	1,252	101,546
Total	<u>\$ 2,153,892</u>	<u>\$ 366,422</u>	<u>\$ 2,520,314</u>

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND

Plan description

The employees of the City are covered by the Maryland State Retirement and Pension System (the System), which is a cost sharing employer public employee retirement system. On October 1, 1941, the Employees' Retirement System of Maryland (Retirement System) was established to provide retirement allowances and benefits to State employees, teachers, police, judges, legislators, and employees of participating governmental units. Effective January 1, 1980, the Employees' Retirement System was essentially closed to new members and the Employees' Pension System (Pension System) was established. The Plans are administered by the State Retirement Agency. Responsibility for the System's administration and operation is vested in a 15-member Board of Trustees. This report may be obtained by writing to the State Retirement and Pension System of Maryland, 120 East Baltimore Street, Baltimore, Maryland 21202, or by calling (410)625-5555, or on the website: <http://www.sra.state.md.us>.

The Pension System covers employees hired after December 31, 1979, as well as Retirement System participants who have voluntarily joined the Pension System. The Employees Contributory Pension System of the State of Maryland (Contributory Pension System) was established July 1, 1998. As of July 1, 1999, and retroactively to July 1, 1998, the City elected to participate in the Contributory Pension System for all service earned on or after July 1, 1998.

Benefits provided

All plan benefits are specified by the State Personnel and Pensions Article of the Annotated Code of Maryland. For all individuals who are members of the Employees' Retirement System on or before June 30, 2011, retirement allowances are computed using both the highest three years' Average Final Compensation (AFC) and the actual number of years of accumulated creditable service. For all individuals who are members of the pension systems of the State Retirement and Pension System on or before June 30, 2011, pension allowances are computed using both the highest three consecutive years' AFC and the actual number of years of accumulated creditable service. For any individual who becomes a member of one of the pension systems on or after July 1, 2011, pension allowances are computed using both the highest five consecutive years' AFC and the actual number of years of accumulated creditable service. Various retirement options are available under each system which ultimately determines how a retiree's benefit allowance will be computed. Some of these options require actuarial reductions based on the retiree's and/or designated beneficiary's attained age and similar actuarial factors.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Benefits provided (continued)

In addition, the benefit attributable to service on or after July 1, 2011 in many of the pension systems now will be subject to different cost-of-living adjustments (COLA) that is based on the increase in the Consumer Price Index (CPI) and capped at 2.5% or 1.0% based on whether the fair value investment return for the preceding calendar year was higher or lower than the investment return assumption used in the valuation.

A brief summary of the retirement eligibility requirements of and the benefits available under the various systems in effect during fiscal year 2021, are as follows:

A member of the Employees' Retirement System is generally eligible for full retirement benefits upon the earlier of attaining age 60 or accumulating 30 years of creditable service regardless of age. The annual retirement allowance equals 1/55 (1.81%) of the member's AFC multiplied by the number of years of accumulated creditable service.

An individual who is a member of the Employees' Pension System on or before June 30, 2011, is eligible for full retirement benefits upon the earlier of attaining age 62, with specified years of eligibility service, or accumulating 30 years of eligibility service regardless of age. An individual who becomes a member of the Employees' Pension System on or after July 1, 2011, is eligible for full retirement benefits if the member's combined age and eligibility service equals at least 90 years or if the member is at least age 65 and has accrued at least 10 years of eligibility service.

For most individuals who retired from the Employees' Pension System on or before June 30, 2006, the annual pension allowance equals 1.2% of the member's AFC, multiplied by the number of years of creditable service accumulated prior to July 1, 1998, plus 1.4% of the member's AFC, multiplied by the number of years of creditable service accumulated subsequent to June 30, 1998. With certain exceptions, for individuals who are members of the Employees' Pension System on or after July 1, 2006, the annual pension allowance equals 1.2% of the member's AFC, multiplied by the number of years of creditable service accumulated prior to July 1, 1998, plus 1.8% of the member's AFC, multiplied by the number of years of creditable service accumulated subsequent to June 30, 1998. Beginning July 1, 2011, any new member of the Employees' Pension System shall earn an annual pension allowance equal to 1.5% of the member's AFC multiplied by the number of years of creditable service accumulated as a member of the Employees' Pension System.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Benefits Provided (continued)

Any individual who is a member of the State Retirement and Pension System on or before June 30, 2011, and who terminates employment before attaining retirement age but after accumulating 5 years of eligibility service is eligible for a vested retirement allowance. Any individual who joins the State Retirement and Pension System on or after July 1, 2011, and who terminates employment before attaining retirement age but after accumulating 10 years of eligibility service is eligible for a vested retirement allowance. A member, who terminates employment prior to attaining retirement age and before vesting, receives a refund of all member contributions and interest.

Contributions

The State Personnel and Pensions Article requires both active members and their respective employers to make contributions to the System. Rates for required contributions by active members are established by law. Members of the Employees' Retirement System are required to contribute 7% or 5% of earnable compensation depending upon the retirement option selected. Members of the Employees' Pension System, Alternate Contributory Pension Selection (ACPS), are required to contribute 7%, of earnable compensation.

However, members of the Employees' Retirement System who are employed by a participating governmental unit that elected to remain in the Contributory Pension System are required to contribute 2% of earnable compensation. The members of the Employees' Retirement System who are employed by participating governmental units who elected to remain in the Non-Contributory Pension System are only required to contribute 5% of earnable compensation in excess of the social security taxable wage base.

Contribution rates for employer and other "non-employer" contributing entities are established by annual actuarial valuations using the Individual Entry Age Normal Cost method with projection and other actuarial assumptions adopted by the Board of Trustees. These contribution rates have been established as the rates necessary to fully fund normal costs and amortize the unfunded actuarial accrued liability.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Contributions (continued)

The unfunded actuarial liability was being amortized in distinct layers. The unfunded actuarial accrued liability which existed as of the June 30, 2000, actuarial valuation was being amortized over a 40-year period (as provided by law) from July 1, 1980 and as provided by law, any new unfunded liabilities or surpluses arising during the fiscal year ended June 30, 2001, or any fiscal year thereafter, was being amortized over a 25-year period from the end of the fiscal year in which the liability or surplus arose. However, in the 2014 legislative session, the Legislature changed the method used to fund the System. The unfunded liability for each System is being amortized over a single closed 25-year period.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

On June 30, 2021, the City reported a liability of \$3,495,942 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's portion of the net pension liability was based on actual employer contributions billed to participating government units for the year ending June 30, 2020. The contributions were increased to adjust for differences between actuarial determined contributions and actual contributions by the State of Maryland. On June 30, 2020, the City's proportion share was .0154678 %.

For the year ended June 30, 2021, the City recognized pension expense of \$503,459. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Deferred Outflows of Resources</u>	Year of Deferral	Amortization Period	Beginning of Year Balance	Additions	Current Year Amortization	End of Year Balance
City contributions subsequent to the measurement date			\$ -	\$ 372,995	\$ -	\$ 372,995
Net difference between projected and actual earnings on investments						
	2020	5	-	321,837	64,367	257,470
	2019	5	64,788	-	16,198	48,590
	2018	5	(20,070)	-	(6,690)	(13,380)
	2017	5	(56,437)	-	(20,308)	(36,129)
	2016	5	68,345	-	68,345	-
			<u>56,626</u>	<u>321,837</u>	<u>121,912</u>	<u>256,551</u>
Change in proportion						
	2019	5.682	531,612	-	113,544	418,068
	2018	5.722	251,117	-	67,469	183,648
			<u>782,729</u>	<u>-</u>	<u>181,013</u>	<u>601,716</u>
Change in Assumptions						
	2018	5.7220	12,699	-	3,414	9,285
	2017	5.7789	5,660	-	2,830	2,830
	2015	5.8700	23,112	-	23,112	-
			<u>41,471</u>	<u>-</u>	<u>29,356</u>	<u>12,115</u>
Total Deferred Outflows of Resources						<u><u>\$ 1,243,377</u></u>
Deferred Inflows of Resources						
Difference between expected and actual experience						
	2020	5.5047	\$ -	\$ 6,900	\$ 1,253	\$ 5,647
	2019	5.6820	32,605	-	6,964	25,641
	2018	5.7220	55,227	-	14,846	40,381
	2017	5.7789	66,213	-	23,826	42,387
	2016	5.8647	11,576	-	6,207	5,369
	2015	5.8700	9,456	-	9,456	-
			<u>175,077</u>	<u>6,900</u>	<u>62,552</u>	<u>119,425</u>
Change in Assumptions						
	2019	5.6820	88,286	-	18,857	69,429
Change in proportion						
	2020	5.5047	-	53,655	9,747	43,908
	2017	5.7789	92,293	-	33,213	59,080
	2016	5.8647	50,059	-	26,770	23,289
			<u>142,352</u>	<u>53,655</u>	<u>69,730</u>	<u>126,277</u>
Total Deferred Inflows of Resources						<u><u>\$ 315,131</u></u>

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

The deferred outflow of resources of \$372,995 relating to contributions subsequent to the measurement date will be recognized as a reduction of the City's net pension liability during the fiscal year ended June 30, 2022. Deferred financing outflows and inflows due to changes in actuarial assumptions, differences in actual and expected experience, changes in proportion and net differences in the projected and actual investment earnings represent the City's proportionate share of the unamortized portions of the System's original amounts. The deferred inflows and outflows related to non-investment activity for the years 2015 through 2020 are being amortized over the remaining service lives ranging from 5.50 to 5.87 years. The net difference in investment earnings for the years 2015 through 2020 are being amortized over a closed five-year period.

The following tables show the amortization of these balances:

Fiscal Year Ended June 30	Deferred Outflows			Deferred Inflows			Net Difference in Investment Earnings
	Net Difference in Investment Earnings	Change in Proportion	Change in Assumptions	Actual and Expected Experience	Change in Assumptions	Change in Proportion	
2021	80,564	181,013	6,244	52,258	18,857	66,249	26,998
2022	80,564	181,013	3,414	41,624	18,857	35,614	22,511
2023	80,564	162,254	2,457	18,906	18,857	9,747	-
2024	64,368	77,436	-	6,002	12,858	9,747	-
2025	-	-	-	635	-	4,920	-
Total	<u>\$ 306,060</u>	<u>\$ 601,716</u>	<u>\$ 12,115</u>	<u>\$ 119,425</u>	<u>\$ 69,429</u>	<u>\$ 126,277</u>	<u>\$ 49,509</u>

Actuarial Assumptions

As of the measurement date of June 30, 2020:

Actuarial	Entry age normal.
Amortization Method	Level percentage of payroll, closed.
Inflation	2.60% general, 3.10% wage
Salary Increases	3.10% to 11.60%, including wage inflation
Discount Rate	7.40%
Investment Rate of Return	7.40%
Mortality	Fully generational - Pub-2010/MP2018

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of geometric real rates of return were adopted by the Board after considering input from the System’s investment consultant(s) and actuary(s). For each major asset class that is included in the System’s target asset allocation, these best estimates are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Public Equity	37%	5.2%
Private Equity	13%	6.5%
Rate Sensitive	19%	-0.3%
Credit Opportunity	9%	2.8%
Real Assets	14%	4.3%
Absolute Return	8%	1.8%
Total	<u>100%</u>	

The above was the Board of Trustees adopted asset allocation policy and best estimate of geometric real rates of return for each major asset class as of June 30, 2020.

For the year ended June 30, 2020 the annual money-weighted rate of return on pension plan investments, net of the pension plan investment expense, was 3.50%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts invested.

Discount Rate

A single rate of 7.40% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.40%. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 7 – STATE RETIREMENT AND PENSION SYSTEMS OF MARYLAND
(continued)

Sensitivity of the Net Pension Liability

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 7.40%, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is 1-percentage-point lower or 1-percentage-point higher:

System	1% Decrease to 6.40%	Current Discount 7.40%	1% Increase to 8.40%
System net pension liability	\$ 32,176,695,000	\$ 22,601,360,000	\$ 14,626,005,000
City's proportionate share of the net pension liability	\$ 4,977,027	\$ 3,495,942	\$ 2,262,321

NOTE 8 – FUND BALANCES

The classification of governmental fund balances as of June 30, 2021 is as follows:

Nonspendable for:	
Prepaid items	\$ 461,405
Restricted for:	
Weinbach scholarship	28,171
Public safety projects	413,077
Cable equipment	801,796
	1,243,044
Committed to:	
Operating reserve carryover	250,000
Real property reserve	468,500
	718,500
Assigned for:	
Compensated absences	316,172
Street repairs	634,973
Sidewalk repairs	158,306
Bridge repairs	115,397
Vehicle replacement	35,786
NARD incentive fund	474,500
Global signal proceeds	477,435
Health and wellness fund	969,212
Contingency reserve carryover	130,000
Capital outlay	837,035
	4,148,816

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 9 – POST-RETIREMENT BENEFITS

The City does not provide and therefore has no liability for post-retirement benefits at June 30, 2021.

NOTE 10 – RISK MANAGEMENT

The City's risk financing techniques include participation in a public entity pool and the purchase of commercial insurance. For property, general, and health and dental insurance, the City is covered through commercial insurance carriers subject to deductibles and to annual aggregate/per occurrence dollar limits. For excess environmental liability coverage, the City is a member of the Maryland Local Government Insurance Trust (LGIT). This trust is a public entity risk pool which is owned and directed by the local governments that subscribe to its coverages and operates under the terms of a Trust Agreement. The City pays LGIT an annual premium. Claims are processed and recoveries and administrative costs are paid by LGIT. Similar to a commercial insurance carrier, recoveries are subject to deductibles and to annual aggregate/per occurrence dollar limits. No insurance settlement has exceeded the coverage to date. The City is fully insured for worker's compensation through the Injured Worker's Insurance Fund of Maryland. Employees are bonded through commercial insurance carriers to limit the loss to the City in the event of employees committing acts of embezzlement or theft. There have been no settlements which exceeded coverage during the past four fiscal years.

NOTE 11 – CONTINGENT LIABILITIES

The City participates in certain federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

The City is subject to various legal proceedings and, in the opinion of the City Attorney, the potential liability arising from claims against the City not covered by insurance, would not materially affect the financial statements.

NOTE 12 – NEW ACCOUNTING PRONOUNCEMENTS

The GASB issued several pronouncements prior to the year ended June 30, 2021 that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements of the City:

CITY OF NEW CARROLLTON, MARYLAND
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2021

NOTE 12 – NEW ACCOUNTING PRONOUNCEMENTS

(continued)

Statement No. 87, *Leases*, will be effective for the City beginning with the fiscal year ending June 30, 2022. This Statement removes the traditional classifications of leases as operating or capital and recognizes all leases as financing tools, resulting in reporting of lease transactions as both a liability and an intangible right to use the leased asset. This Statement defines lease transactions and establishes the new accounting and financial reporting requirements.

Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, will be effective for the City beginning with its year ending June 30, 2022. This statement removes the requirement to capitalize interest during construction.

Statement No. 91, *Conduit Debt Obligations*, will be effective for the City beginning with its year ending June 30, 2023. This Statement provides a single method of reporting conduit debt obligations by issues and eliminates diversity in practice.

Statement No. 93, *Replacement of Interbank Offered Rates*, will be effective for the City beginning with its year ending June 30, 2023. This Statement removes the LIBOR rate as a benchmark rate.

Statement No. 96, *Subscription-Based Information Technology Arrangements*, will be effective for the City beginning with its year ending June 30, 2023. This Statement requires reporting of a subscription asset and subscription liability for a SBITA and to disclose the arrangement.

Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2022.

Implementation Guide No. 2019-3, *Leases*. The requirements of this Implementation Guide will take effect for the financial statements starting with the fiscal year that ends June 30, 2022.

NOTE 13 – SUBSEQUENT EVENTS

The City evaluated subsequent events for potential required disclosures through December 15, 2021, which represents the date the financial statements were available to be issued.

CITY OF NEW CARROLLTON, MARYLAND
REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2021

CITY OF NEW CARROLLTON, MARYLAND
SCHEDULE OF THE CITY'S PENSION PLAN CONTRIBUTIONS
For the Year Ended June 30, 2021
Last Ten Fiscal Years *

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Contractually required contribution	\$ 372,995	\$ 331,640	\$ 322,973	\$ 252,312	\$ 221,194	\$ 227,559	\$ 262,145	\$ 320,927	\$ 224,553	\$ 257,316
Contributions in relation to the contractually required contribution	<u>(372,995)</u>	<u>(331,640)</u>	<u>(322,973)</u>	<u>(252,312)</u>	<u>(221,194)</u>	<u>(227,559)</u>	<u>(262,145)</u>	<u>(320,927)</u>	<u>(224,553)</u>	<u>(257,316)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 4,195,990	\$ 4,110,567	\$ 4,158,595	\$ 3,518,210	\$ 3,276,249	\$ 3,186,127	\$ 3,126,034	\$ 3,078,603	*	*
Contributions as a percentage of covered payroll	8.89%	8.07%	7.77%	7.17%	6.75%	7.14%	8.39%	10.42%	*	*

* Additional years will be presented as they become available.

CITY OF NEW CARROLLTON, MARYLAND
SCHEDULE OF THE CITY'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY
Last Ten Fiscal Years *

Employees' Retirement and Pension System:	2021	2020	2019	2018	2017	2016	2015
City's proportionate percentage of the net pension liability	0.0154678%	0.0157279%	0.0126530%	0.0186770%	0.0116812%	0.0124373%	0.0114959%
City's proportionate share (\$) of the net pension liability	\$ 3,495,942	\$ 3,243,983	\$ 2,654,808	\$ 2,349,991	\$ 2,756,060	\$ 2,584,686	\$ 2,040,146
City's covered payroll	\$ 4,195,990	\$ 4,110,567	\$ 4,158,595	\$ 3,518,210	\$ 3,276,249	\$ 3,186,127	\$ 3,126,034
City's proportionate share of the net pension liability as a percentage of its covered payroll	83.32%	78.92%	63.84%	66.80%	84.12%	81.12%	65.26%
Plan fiduciary net position as a percentage of the Plan's total pension liability	70.72%	72.34%	71.18%	69.38%	65.79%	68.78%	71.87%

* Additional years will be presented as they become available.



STATISTICAL SECTION

This part of the City's Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

Contents

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the City's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

CITY OF NEW CARROLLTON, MARYLAND
NET POSITION BY COMPONENT
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
GOVERNMENTAL ACTIVITIES										
Net investment in capital assets	\$ 5,182,436	\$ 4,796,887	\$ 4,887,025	\$ 5,243,346	\$ 5,108,588	\$ 4,702,695	\$ 4,348,185	\$ 4,199,327	\$ 4,210,659	\$ 4,307,241
Restricted	1,243,044	896,710	1,210,663	889,075	1,386,818	1,753,052	1,288,839	783,458	1,096,860	2,279,372
Unrestricted	<u>11,592,429</u>	<u>10,109,165</u>	<u>8,430,375</u>	<u>7,690,637</u>	<u>6,071,997</u>	<u>4,703,420</u>	<u>5,280,013</u>	<u>6,883,402</u>	<u>6,137,280</u>	<u>4,836,591</u>
TOTAL GOVERNMENTAL										
ACTIVITIES NET POSITION	<u>\$ 18,017,909</u>	<u>\$ 15,802,762</u>	<u>\$ 14,528,063</u>	<u>\$ 13,823,058</u>	<u>\$ 12,567,403</u>	<u>\$ 11,159,167</u>	<u>\$ 10,917,037</u>	<u>\$ 11,866,187</u>	<u>\$ 11,444,799</u>	<u>\$ 11,423,204</u>

CITY OF NEW CARROLLTON, MARYLAND
CHANGES IN NET POSITION
Last Ten Fiscal Years
(Accrual Basis of Accounting)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
EXPENSES										
Governmental activities										
General government	\$ 2,890,138	\$ 2,378,481	\$ 2,271,515	\$ 2,034,282	\$ 1,945,063	\$ 2,003,567	\$ 2,004,860	\$ 2,026,850	\$ 1,699,767	\$ 1,850,352
Public safety	4,134,481	3,948,375	3,777,590	3,510,156	3,105,991	3,015,512	2,382,900	2,310,271	2,160,469	2,007,356
Public works	3,601,705	3,829,980	4,208,134	3,899,992	3,700,726	3,311,364	2,804,397	3,279,572	3,792,355	2,649,269
Weinbach scholarship	69,091	5,000	3,500	3,000	3,000	2,000	2,000	5,674	-	2,000
Interest on long-term debt	9,000	69,998	72,715	80,282	45,591	60,280	72,198	79,790	89,890	77,462
Total Government Expenses	<u>10,704,415</u>	<u>10,231,834</u>	<u>10,333,454</u>	<u>9,527,712</u>	<u>8,800,371</u>	<u>8,392,723</u>	<u>7,266,355</u>	<u>7,702,157</u>	<u>7,742,481</u>	<u>6,586,439</u>
PROGRAM REVENUES										
Governmental activities										
Charges for services										
General government	469,958	509,261	542,341	568,766	621,359	545,814	548,911	464,146	452,751	418,981
Public safety	1,746,799	1,429,477	1,392,227	1,629,424	1,492,181	815,273	554,948	565,586	738,266	813,841
Public works	384,397	382,868	383,007	379,779	379,918	379,918	381,478	327,807	327,807	356,914
Operating grants and contributions	1,433,834	655,625	662,245	618,271	644,350	571,559	555,113	553,493	322,490	337,013
Capital grants and contributions	-	-	-	-	5,200	46,390	75,647	92,718	-	118,443
Total Government Program Revenues	<u>4,034,988</u>	<u>2,977,231</u>	<u>2,979,820</u>	<u>3,196,240</u>	<u>3,143,008</u>	<u>2,358,954</u>	<u>2,116,097</u>	<u>2,003,750</u>	<u>1,841,314</u>	<u>2,045,192</u>
Total Government Net Expense	<u>(6,669,427)</u>	<u>(7,254,603)</u>	<u>(7,353,634)</u>	<u>(6,331,472)</u>	<u>(5,657,363)</u>	<u>(6,033,769)</u>	<u>(5,150,258)</u>	<u>(5,698,407)</u>	<u>(5,901,167)</u>	<u>(4,541,247)</u>
GENERAL REVENUES AND OTHER										
CHANGES IN NET POSITION										
Governmental activities										
Taxes										
Property tax	7,076,221	6,496,471	5,967,941	5,865,352	5,439,582	4,993,224	5,110,831	5,020,970	4,927,471	4,975,506
Shared taxes	1,441,263	1,451,740	1,474,555	1,376,826	1,471,218	1,145,291	1,080,762	984,789	886,124	893,906
Miscellaneous revenues	346,865	304,494	297,071	228,456	107,386	58,599	2,732	108,249	98,226	149,448
Unrestricted investment earnings	20,225	276,597	319,072	116,493	47,413	78,785	3,220	5,787	10,941	6,754
Total Government	<u>8,884,574</u>	<u>8,529,302</u>	<u>8,058,639</u>	<u>7,587,127</u>	<u>7,065,599</u>	<u>6,275,899</u>	<u>6,197,545</u>	<u>6,119,795</u>	<u>5,922,762</u>	<u>6,025,614</u>
CHANGE IN NET POSITION, GOVERNMENTAL ACTIVITIES	<u>\$ 2,215,147</u>	<u>\$ 1,274,699</u>	<u>\$ 705,005</u>	<u>\$ 1,255,655</u>	<u>\$ 1,408,236</u>	<u>\$ 242,130</u>	<u>\$ 1,047,287</u>	<u>\$ 421,388</u>	<u>\$ 21,595</u>	<u>\$ 1,484,367</u>

CITY OF NEW CARROLLTON, MARYLAND
GOVERNMENTAL ACTIVITIES
TAX REVENUES BY SOURCE
Last Ten Fiscal Years
(Accrual Basis of Accounting)

Fiscal Year	Property Taxes	Income Taxes	Hotel/Motel Taxes	Other Taxes	Total
2012	4,975,506	796,454	62,399	35,053	5,869,412
2013	4,927,471	777,713	73,471	34,940	5,813,595
2014	5,020,970	879,522	70,265	35,002	6,005,759
2015	5,110,831	959,747	85,733	35,282	6,191,593
2016	4,993,224	983,448	126,887	34,956	6,138,515
2017	5,439,582	1,296,853	138,965	35,400	6,910,800
2018	5,865,352	1,213,513	127,668	35,645	7,242,178
2019	5,967,941	1,320,246	118,883	35,426	7,442,496
2020	6,496,471	1,338,463	77,692	35,585	7,948,211
2021	7,076,221	1,371,901	35,779	33,583	8,517,484

Source: City's financial records.

CITY OF NEW CARROLLTON, MARYLAND
FUND BALANCES OF GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

Fiscal Year	Nonspendable	Restricted	Committed	Assigned	Unassigned	Total
2012	-	2,279,372	250,000	2,657,730	3,964,230	9,151,332
2013	4,424	1,096,860	250,000	3,055,827	4,557,906	8,965,017
2014	-	783,458	250,000	3,986,013	4,227,978	9,247,449
2015	-	1,288,839	250,000	4,422,776	3,910,450	9,872,065
2016	80,452	1,753,052	250,000	3,693,843	4,249,195	10,026,542
2017	91,372	1,386,818	250,000	2,536,870	6,492,527	10,757,587
2018	255,854	889,075	250,000	2,719,798	7,888,676	12,003,403
2019	236,504	1,210,663	250,000	2,652,200	9,053,606	13,402,973
2020	393,837	896,709	250,000	3,410,723	9,629,263	14,580,532
2021	461,405	1,243,044	718,500	4,148,816	9,719,801	16,291,566

Source: City's financial records.

CITY OF NEW CARROLLTON, MARYLAND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
REVENUES										
Taxes	\$ 8,859,182	\$ 8,134,646	\$ 7,844,719	\$ 7,442,024	\$ 7,031,670	\$ 6,430,166	\$ 6,274,894	\$ 6,138,701	\$ 5,950,030	\$ 6,169,959
Licenses and permits	182,833	203,398	220,499	235,325	234,641	253,671	248,727	221,166	206,567	198,170
Intergovernmental	1,048,488	309,725	366,801	350,289	393,442	363,900	408,406	441,308	266,109	368,344
Charges for services	665,862	682,158	712,225	718,197	769,178	677,207	693,188	594,632	584,623	591,171
Fines and forfeitures	1,733,089	1,416,682	1,365,482	1,608,307	1,473,499	793,987	527,283	525,601	711,495	784,255
Investment earnings	20,224	276,598	319,072	66,960	47,414	78,786	3,220	5,787	10,941	6,754
Miscellaneous	370,892	323,862	354,326	318,144	124,926	43,700	38,799	140,191	115,739	165,589
Total Revenues	<u>12,880,570</u>	<u>11,347,069</u>	<u>11,183,124</u>	<u>10,739,246</u>	<u>10,074,770</u>	<u>8,641,417</u>	<u>8,194,517</u>	<u>8,067,386</u>	<u>7,845,504</u>	<u>8,284,242</u>
EXPENDITURES										
General government	2,514,562	2,401,215	2,287,482	2,892,207	2,298,171	1,838,629	2,016,806	2,003,126	1,706,937	1,734,489
Public safety	4,524,157	4,002,020	3,481,518	3,509,660	3,158,993	3,018,865	2,417,173	2,211,015	2,143,502	2,042,737
Public works	3,874,872	3,528,766	3,859,395	3,761,827	3,648,517	3,333,205	2,800,204	3,188,568	3,761,184	2,517,406
Weinbach Scholarship	9,000	5,000	3,500	3,000	3,000	2,000	2,000	5,674	-	2,000
Debt service										
Principal	264,267	257,489	251,551	236,605	185,891	236,380	261,024	296,060	329,844	314,887
Interest	70,346	71,291	73,989	71,634	49,153	57,863	72,694	80,511	90,352	74,103
Total Expenditures	<u>11,257,204</u>	<u>10,265,781</u>	<u>9,957,435</u>	<u>10,474,933</u>	<u>9,343,725</u>	<u>8,486,942</u>	<u>7,569,901</u>	<u>7,784,954</u>	<u>8,031,819</u>	<u>6,685,622</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,623,366	1,081,288	1,225,689	264,313	731,045	154,475	624,616	282,432	(186,315)	1,598,620
OTHER FINANCING SOURCES (USES)										
Issuance of debt	87,668	96,271	173,881	981,503	-	598,500	-	-	-	2,100,000
Repayment of debt	-	-	-	-	-	(598,500)	-	-	-	-
Total Other Financing Sources	<u>87,668</u>	<u>96,271</u>	<u>173,881</u>	<u>981,503</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,100,000</u>
NET CHANGE IN FUND BALANCE	<u>\$ 1,711,034</u>	<u>\$ 1,177,559</u>	<u>\$ 1,399,570</u>	<u>\$ 1,245,816</u>	<u>\$ 731,045</u>	<u>\$ 154,475</u>	<u>\$ 624,616</u>	<u>\$ 282,432</u>	<u>\$ (186,315)</u>	<u>\$ 3,698,620</u>
DEBT SERVICE AS A PERCENTAGE OF NON-CAPITAL EXPENDITURES	<u>3.2%</u>	<u>3.3%</u>	<u>3.4%</u>	<u>3.3%</u>	<u>2.5%</u>	<u>3.8%</u>	<u>4.7%</u>	<u>5.0%</u>	<u>5.5%</u>	<u>6.2%</u>

CITY OF NEW CARROLLTON, MARYLAND
GENERAL GOVERNMENTAL TAX REVENUES BY SOURCES
Last Ten Fiscal Years
(Modified Accrual Basis of Accounting)

Fiscal Year	Other Taxes	Property Taxes	Income Taxes	Highway User Taxes	Disposal Fee Rebate	Hotel/Motel Taxes	Total
2012	1,584	5,149,146	836,249	87,113	33,468	62,399	6,169,959
2013	1,472	4,933,409	852,000	56,210	33,468	73,471	5,950,030
2014	1,534	4,964,559	869,426	199,449	33,468	70,265	6,138,701
2015	1,814	5,024,693	907,333	221,853	33,468	85,733	6,274,894
2016	1,487	5,026,898	987,785	253,550	33,468	126,887	6,430,075
2017	1,932	5,330,907	1,270,791	255,607	33,468	138,965	7,031,670
2018	2,177	5,865,513	1,145,217	267,981	33,468	127,668	7,442,024
2019	1,958	6,145,772	1,249,195	295,443	33,468	118,883	7,844,719
2020	2,116	6,465,813	1,209,657	345,900	33,468	77,692	8,134,646
2021	115	7,137,928	1,271,203	380,689	33,468	35,779	8,859,182

Source: City's financial records.

CITY OF NEW CARROLLTON, MARYLAND
ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
Last Ten Fiscal Years

Fiscal Year	Real Property		Personal Property		Property of Railroads and Public Utilities		Total	
	Assessed Value	Direct Tax Rate (a)	Assessed Value	Direct Tax Rate (a)	Assessed Value	Direct Tax Rate (a)	Assessed Value	Direct Tax Rate (a)
	2012	887,723,800	0.5000	25,742,940	1.00	4,978,280	1.00	918,445,020
2013	629,055,993	0.7136	28,028,700	1.00	4,820,150	1.00	661,904,843	0.7278
2014	635,398,911	0.7121	27,406,740	1.00	4,930,940	1.00	667,736,591	0.7260
2015	632,743,916	0.7059	25,892,270	1.00	4,725,550	1.00	663,361,736	0.7195
2016	672,724,636	0.6652	25,691,810	1.00	4,974,510	1.00	703,390,956	0.6798
2017	715,524,724	0.6652	31,923,330	1.00	5,626,640	1.00	753,074,694	0.6819
2018	755,115,883	0.6652	28,405,160	1.66	5,885,790	1.66	789,406,833	0.7084
2019	807,631,170	0.6652	26,861,190	1.66	6,146,170	1.66	840,638,530	0.7043
2020	864,610,915	0.6652	26,993,340	1.66	5,788,930	1.66	897,393,185	0.7015
2021	931,893,800	0.6652	37,771,850	1.66	5,880,880	1.66	975,546,530	0.7097

(a) In dollars per \$100 of assessed value.

Real and personal property are assessed at 100% of estimated actual value.

Property owned by the City, other governments, churches and schools are exempt, and no estimate of value is included.

Source: Prince George's County Assessments' Office.

**CITY OF NEW CARROLLTON, MARYLAND
PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
(PER \$100 OF ASSESSED VALUE)
Last Ten Fiscal Years**

Fiscal Year	City Total Direct Tax Rate ⁽²⁾	Overlapping Rates					Direct and Overlapping Total
		Prince George's County ⁽¹⁾	Storm Water Management ⁽¹⁾	State of Maryland ⁽¹⁾	Maryland- National Capital Park and Planning Commission ⁽¹⁾	Washington Suburban Sanitary Commission ⁽¹⁾	
2012	0.5167	0.9054	0.0540	0.1120	0.2790	0.0260	1.8931
2013	0.7278	0.9028	0.0540	0.1120	0.2790	0.0260	2.1016
2014	0.7260	0.8971	0.0540	0.1120	0.2790	0.0260	2.0941
2015	0.7195	0.9019	0.0540	0.1120	0.2790	0.0260	2.0924
2016	0.6798	0.9451	0.0540	0.1120	0.2940	0.0260	2.1109
2017	0.6819	0.9364	0.0540	0.1120	0.2940	0.0260	2.1043
2018	0.7084	0.9596	0.0540	0.1120	0.2940	0.0260	2.1540
2019	0.7043	0.9686	0.0540	0.1120	0.2940	0.0260	2.1589
2020	0.7015	0.9660	0.0540	0.1120	0.2940	0.0260	2.1535
2021	0.7097	0.9872	0.0540	0.1120	0.2960	0.0260	2.1849

Source: (1) Prince George's County Department of Finance.

(2) City Records. The City direct rate has no components.

Note: In dollars per \$100 of assessed value.

CITY OF NEW CARROLLTON, MARYLAND
PRINCIPAL PROPERTY TAXPAYERS
Current Fiscal Year and Nine Years Ago

2021			
Taxpayer	Type of Business	Assessed Value⁽¹⁾	Percent of Total Assessed Value
Fountain Club Apartments	Apartment Development	\$ 39,288,533	4.54
Heritage Square Association LLC	Apartment Development	35,507,534	4.11
PG Hilltop	Apartment Development	44,726,300	5.17
Carrollton Enterprises MGT CO (Albert Turner)	Shopping Center	30,931,600	3.58
Lowe's Home Centers Inc.	Shopping Center	13,889,233	1.61
Decar Realty	Shopping Center	13,985,600	1.62
Wide Waters Group, Inc.	Commercial Construction & Development	9,556,267	1.11
Darcars Chrysler Jeep Dodge	Car Dealership	5,450,400	0.63
Ritchbell Carrollton, LLC	Hotel Complex	2,706,400	0.31
Cities Service Station Corp	Corporation	919,433	0.11
Total		\$ 196,961,300	22.78
2012			
Taxpayer	Type of Business	Assessed Value	Percent of Total Assessed Value
Fountain Club Apartments	Apartment Development	\$ 29,598,400	3.33
Norton Butler	Apartment Development	25,587,100	2.88
Carrollton Limited Partnership	Shopping Center	28,032,300	3.16
Bryant Woods Limited Partnership	Apartment Development	14,553,500	1.64
Albert Turner	Shopping Center	20,358,400	2.29
Wedgewood Terrace Associates, Ltd.	Apartment Development	10,200,000	1.15
American Hospitality Management	Hotel Complex	21,643,400	2.44
Darcar Realty	Shopping Center	9,858,400	1.11
Virginia Brush, et al	Car Dealership	4,860,900	0.55
Kim's Apartments Limited Partnership	Apartment Development	7,039,400	0.79
Wide Water, LLC	-	6,337,600	0.71
HGLC	-	2,279,600	0.26
Total		\$ 180,349,000	20.31

Source: Prince George's County Office of the Treasury:

(1) Assessed value equals 100% of total valuation.

CITY OF NEW CARROLLTON, MARYLAND
REAL PROPERTY TAX LEVIES AND COLLECTIONS
Last Ten Fiscal Years

Fiscal Year Ended June 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2012	4,671,202	4,668,798	99.95	(22,551)	4,646,247	99.47
2013	4,669,666	4,663,614	99.87	6,052	4,669,666	100.00
2014	4,708,541	4,695,430	99.72	13,111	4,708,541	100.00
2015	4,751,459	4,738,633	99.73	11,787	4,750,420	99.98
2016	4,759,297	4,750,679	99.82	6,753	4,757,432	99.96
2017	5,039,100	5,030,399	99.83	7,620	5,038,019	99.98
2018	5,296,349	5,292,075	99.92	3,796	5,295,871	99.99
2019	5,681,530	5,680,766	99.99	(13,367)	5,667,399	99.75
2020	6,089,310	6,085,208	99.93	511	6,085,208	99.93
2021	6,495,130	6,490,327	99.93	-	6,490,327	99.93

Source: Finance Department.

CITY OF NEW CARROLLTON, MARYLAND
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds	Loans Payable	Total	Percentage of Personal Income	Per Capita
2012	2,467,907	665,766	3,133,673	N/A	258.23
2013	2,355,537	448,292	2,803,829	N/A	231.05
2014	2,239,911	267,858	2,507,769	N/A	206.66
2015	2,120,484	126,261	2,246,745	N/A	179.54
2016	1,985,643	24,723	2,010,366	N/A	160.65
2017	1,824,475	-	1,824,475	N/A	150.35
2018	2,569,373	-	2,569,373	N/A	211.73
2019	2,491,709	-	2,491,709	N/A	199.11
2020	2,330,491	-	2,330,491	N/A	186.23
2021	2,153,892	-	2,153,892	N/A	177.49

Source: City Financial records.

N/A: Not available currently.

CITY OF NEW CARROLLTON, MARYLAND
RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING
Last Ten Fiscal Years

Fiscal Year	Population ⁽¹⁾	Assessed Value	Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2012	12,135	918,445,020	2,467,907	0.27	203.37
2013	12,135	661,904,843	2,355,537	0.36	194.11
2014	12,135	667,736,591	2,239,911	0.34	184.58
2015	12,135	663,361,736	2,120,484	0.32	174.74
2016	12,135	703,390,956	1,985,643	0.28	163.63
2017	12,135	753,075,694	1,824,475	0.24	150.35
2018	12,135	789,406,833	2,569,373	0.33	211.73
2019	12,135	840,638,530	2,491,709	0.30	205.33
2020	12,135	897,393,185	2,330,491	0.26	192.05
2021	12,135	975,546,530	2,153,892	0.22	177.49

Source: (1) Official U.S. Census.

CITY OF NEW CARROLLTON, MARYLAND
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
(Dollars in Thousands)
For the Year Ended June 30, 2021

	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to this Governmental Unit</u>	<u>Share of Debt</u>
Direct debt			
City of New Carrollton	\$ 2,154	100.00%	\$ 2,154
Overlapping debt ⁽²⁾ :			
Prince George's County	<u>2,575,162</u>	0.99% ⁽¹⁾	<u>25,422</u>
Total Direct And Overlapping Debt	<u><u>\$ 2,577,316</u></u>		<u><u>\$ 27,576</u></u>

⁽¹⁾ Rate of assessed real property value in the City (\$931,893,800) to assessed real property value in the County (\$94,398,463,834).

⁽²⁾ Overlapping debt is not debt of the City of New Carrollton on either a direct or contingent basis. This debt represents the share of debt of overlapping governmental entities which the residents of the City of New Carrollton are obligated to pay through direct tax levies of these respective governmental entities. The debts of Prince George's County, Washington Suburban Sanitary Commission, and Maryland-National Capital Park and Planning Commission are direct general obligation debts of the respective governmental entities for facilities to benefit citizens of the County as a whole, including those residents within municipalities. Facilities include schools, hospitals, police and fire departments, industrial park sites, community college, mass transit, storm drainage, control park land acquisition, etc., and the citizens of the City of New Carrollton benefit generally from their use.

CITY OF NEW CARROLLTON, MARYLAND
LEGAL DEBT MARGIN INFORMATION
Last Ten Fiscal Years

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Debt limit (in thousands)	\$ 46,595	\$ 43,230	\$ 40,382	\$ 37,756	\$ 35,776	\$ 33,636	\$ 31,637	\$ 31,770	\$ 31,453	\$ 45,922
Total net debt applicable to limit (in thousands)	<u>2,154</u>	<u>2,330</u>	<u>2,491</u>	<u>2,569</u>	<u>1,824</u>	<u>2,010</u>	<u>2,247</u>	<u>2,508</u>	<u>2,804</u>	<u>3,134</u>
Legal debt margin (in thousands)	<u>\$ 44,441</u>	<u>\$ 40,900</u>	<u>\$ 37,891</u>	<u>\$ 35,187</u>	<u>\$ 33,952</u>	<u>\$ 31,626</u>	<u>\$ 29,390</u>	<u>\$ 29,262</u>	<u>\$ 28,649</u>	<u>\$ 42,788</u>
Total net debt applicable to the limit as a percentage of debt limit	<u>4.62%</u>	<u>5.39%</u>	<u>6.17%</u>	<u>6.80%</u>	<u>5.10%</u>	<u>5.98%</u>	<u>7.10%</u>	<u>7.89%</u>	<u>8.91%</u>	<u>6.82%</u>

Legal Debt Margin Calculation for Fiscal Year 2021

Fiscal year 2021 assessed value of taxable real property	<u>\$ 931,893,800</u>
Debt limit: 5% of assessed value	<u>\$ 46,594,690</u>
Amount of debt applicable to debt limitation	<u>2,153,892</u>
Legal Debt Margin	<u>\$ 44,440,798</u>

Note: Section 16(a) of the City Charter mandates a limit on the general borrowing authority, as summarized below.

Section 16 - General Borrowing Authority

- a. Authority and Limits - The Council may from time to time authorize the Mayor to borrow upon the faith and credit of the City for general administration purposes and payment of its obligations, and for financing municipal improvements or purchases of property, structures or equipment, and improvements authorized as benefit assessment projects, such sum or sums of money as may be necessary, provided that the total outstanding long-term indebtedness does not exceed at any time a total of five per centum (5%) of the assessed valuation of the taxable real property in the City.
- b. Approval of Borrowing - The Council is prohibited from borrowing money for any purpose, except for improvements for which a benefit assessment has been or will be levied to recover the entire cost of said improvements, unless first approved by a majority vote at a regular or special municipal election. If the money to be borrowed is to be used for more than one specific purpose, each such purpose and the amount of money proposed for each shall be listed as a separate question on the ballot.

**CITY OF NEW CARROLLTON, MARYLAND
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years**

Fiscal Year	Population⁽¹⁾	Personal Income	Per Capita Income⁽²⁾	Median Age⁽²⁾	School Enrollment⁽²⁾	Unemployment Rate (%)⁽²⁾
2012	12,135	N/A	N/A	33	123,833	6.8
2013	12,135	N/A	N/A	33	123,737	6.9
2014	12,135	N/A	N/A	33	125,136	6.2
2015	12,135	N/A	N/A	33	127,576	6.6
2016	12,135	N/A	32,637	34	128,936	4.8
2017	12,135	N/A	73,856	36	130,000	4.3
2018	12,135	N/A	79,184	37	133,158	4.1
2019	12,135	N/A	65,947	37	130,814	4.1
2020	12,135	N/A	65,164	37	132,317	4.1
2021	12,135	N/A	66,991	37	136,500	4.1

Source:(1) Official U.S. Census.

Note: (2) This information is not available for the City of New Carrollton on a separate basis. The data presented above is the latest available data from Prince George's County, Maryland, which includes the City of New Carrollton, Maryland in its totals. The City of New Carrollton accounts for 1.4% of the population and 0.31% of the area of Prince George's County, Maryland.

N/A: Not available currently.

**CITY OF NEW CARROLLTON, MARYLAND
PRINCIPAL EMPLOYERS
Current Fiscal Year and Nine Years Ago**

2021		
Employer	Estimated Employees	Percentage of Total City Employment
Lowes Business	125	2.0%
Shoppers Food Warehouse	74	1.2%
Value City Furniture	70	1.1%
Metro Points	60	0.9%
K & G Men's Company	52	0.8%
Foodway International	50	0.8%
Forman Mills, Inc.	47	0.7%
Darcars	40	0.6%
Chipotle	26	0.4%
CVS Pharmacy	23	0.4%
Total	567	8.9%

2012		
Employer	Estimated Employees	Percentage of Total City Employment
Lowes Business	143	N/A
Four Points by Sheraton	139	N/A
Shoppers Food Warehouse	133	N/A
Forman Mills, Inc.	117	N/A
Foodway International	97	N/A
Darcars	94	N/A
K & G Men's Company	64	N/A
CVS Pharmacy	41	N/A
Staples	33	N/A
Total	861	N/A

Source: Amounts are estimates generated from correspondence with the companies.

N/A: Information Not Available.

CITY OF NEW CARROLLTON, MARYLAND
FULL-TIME CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
Last Ten Fiscal Years

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
General Government	13	11	11	12	12	11	13	10	11	14
Public Works Administration	8	8	9	8	9	8	9	6	6	6
Public Safety – Police	29	27	29	24	24	22	26	25	24	24
Public Health Code	5	4	5	4	4	4	5	5	6	6
Highways	3	3	5	4	4	4	4	4	4	3
Sanitation	11	9	11	11	9	10	11	11	11	11
Parks and Recreation	<u>8</u>	<u>6</u>	<u>9</u>	<u>8</u>	<u>9</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>10</u>
Total	<u>77</u>	<u>68</u>	<u>79</u>	<u>71</u>	<u>71</u>	<u>67</u>	<u>76</u>	<u>70</u>	<u>72</u>	<u>74</u>

Source: City financial records.

Method: Using 1.0 for each full-time employee (FTE).

CITY OF NEW CARROLLTON, MARYLAND
OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Ten Fiscal Years

Function/Program	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
General Information:										
Population ⁽¹⁾	12,514	12,514	12,514	12,514	12,514	12,514	12,514	12,135	12,135	12,135
Registered voters ⁽²⁾	6,592	6,592	6,514	6,347	6,955	6,984	6,979	6,964	6,062	5,984
General Government ⁽³⁾ :										
Commercial construction permits issued	-	-	-	-	2	-	-	-	2	2
Residential construction permits issued	80	65	70	66	87	199	53	56	62	107
Estimated value of construction (000's)	340	403	434	553	-	-	-	413	1,130	423
Public Health and Safety ⁽³⁾ :										
Criminal arrests	120	167	202	159	308	281	331	205	160	225
Parking violations	834	1,840	2,235	2,234	2,897	3,004	3,874	3,495	4,224	3,553
Traffic violations	2,528	3,655	6,722	3,817	5,635	5,337	6,679	6,694	5,500	4,500
Calls for service	11,736	12,998	11,933	12,788	10,881	14,949	14,862	10,527	N/A	N/A
Organized outreach events	6	10	26	26	25	4	16	23	N/A	N/A
Highway safety initiatives	-	-	8	8	51	46	6	5	N/A	N/A
Multi-family & business partnership	2,542	2,654	3,127	3,033	3,713	4,710	2,030	2,538	N/A	N/A
Civil citations issued	17	29	26	26	28	12	67	9	N/A	N/A
Homicide	2	2	2	-	-	1	1	1	N/A	N/A
Rape	1	3	2	3	3	1	1	1	N/A	N/A
Robbery (all)	11	21	17	20	25	16	16	15	N/A	N/A
Carjacking	3	2	1	-	-	1	-	-	N/A	N/A
Assaults	39	54	47	47	49	48	40	40	N/A	N/A
Burglary (all)	10	40	67	41	39	44	32	58	N/A	N/A
Theft	52	57	66	65	64	115	88	103	N/A	N/A
Theft from auto	41	71	84	98	96	84	134	98	N/A	N/A
Stolen auto	39	38	46	40	40	41	40	50	N/A	N/A
Recovered stolen auto	11	12	19	8	9	17	23	12	N/A	N/A
CDS violations	105	66	46	53	54	83	75	52	N/A	N/A
Sanitation: ⁽⁴⁾										
Co-mingled (tons/day)	12.9	13.6	12.0	9.4	10	18	18	14	13	12.75
Parks and Recreation:										
Athletic field permits issued	1	1	10	9	4	-	-	-	101	103
Highways: ⁽⁴⁾										
Street resurfacing-miles	-	-	0.48	0.85	1	-	-	1	1	0.91
Potholes repaired	130	82	92	87	120	100	105	N/A	177	143

(1) http://www.census.gov/popest/data/cities/totals/2013/files/SUB-EST2013_24.csv

(2) Prince George's County Board of Elections

(3) New Carrollton Police Department

(4) New Carrollton Public Works

N/A: Data currently not available.

CITY OF NEW CARROLLTON, MARYLAND
CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
Last Ten Fiscal Years

<u>Function/Program</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
General Information:										
Area in square miles	1.57	1.57	1.57	1.55	1.55	1.55	1.55	1.55	1.49	1.49
Public Health and Safety – Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Number of patrol units	20	20	20	20	20	20	18	18	18	16
Highways:										
City streets (miles)	25	25	25	25	25	25	25	25	25	25
State streets (miles)	4.2	4.2	4.2	4.2	4.2	4.2	4.2	4.2	1	1
Street lights	543	543	543	577	577	577	577	577	577	577
Recreation and Culture:										
Park acreage	34.31	34.31	34.31	27.86	27.86	27.86	27.86	27.86	27.86	27.86
Parks	10	10	10	8	8	8	8	8	8	8
Swimming pools	1	1	1	1	1	1	1	1	1	1
Jogging course	1	1	1	1	1	1	1	1	1	1
Community centers	1	1	1	2	2	2	2	2	2	2
Tennis courts	-	-	-	2	2	2	2	2	2	2

Source: City financial records.

N/A: Data currently not available.

**the
Neighborhood
DesignCenter**

Street Tree Findings & Recommendations

City of New Carrollton

Green Team Presentation | 02.08.2022

Agenda



5 min

Introductions

- Who we are
- Why we're doing this
- About the grant
- Why trees matter!

5 min

Fieldwork/Tools

- What did we do?

7 min

Findings

- Existing trees
- Possible new trees
- Maps and Data

10 min

Recommendations

- Planting and maintenance plan
- Species diversity chart
- Why are trees important?

5 min

Next Steps

- Community engagement / community champions
- Funding opportunities
- Questions?

Who we are

Laura Robinson *(she/her/hers)*
Landscape Design Program Manager
Certified Arborist #MA-6443A

Nick Maletta *(he/him/his)*
Green Infrastructure Project Manager
Certified Arborist #MA-6322A



the
Neighborhood
DesignCenter

NDC is a nonprofit that partners with community leaders to envision better parks, public spaces, streetscapes and more.

About the grant

- 2 part grant:
 - Assess all municipal urban tree programs in PGC
 - Pilot inventory & analysis for two municipalities
- NDC has partnered with New Carrollton to complete a tree inventory for all trees within the public right-of-way.
- NDC will deliver an urban forest management plan with recommendations on tree maintenance and forest expansion.





What can trees
do for you?

Living Environment Improvements

Urban Trees:

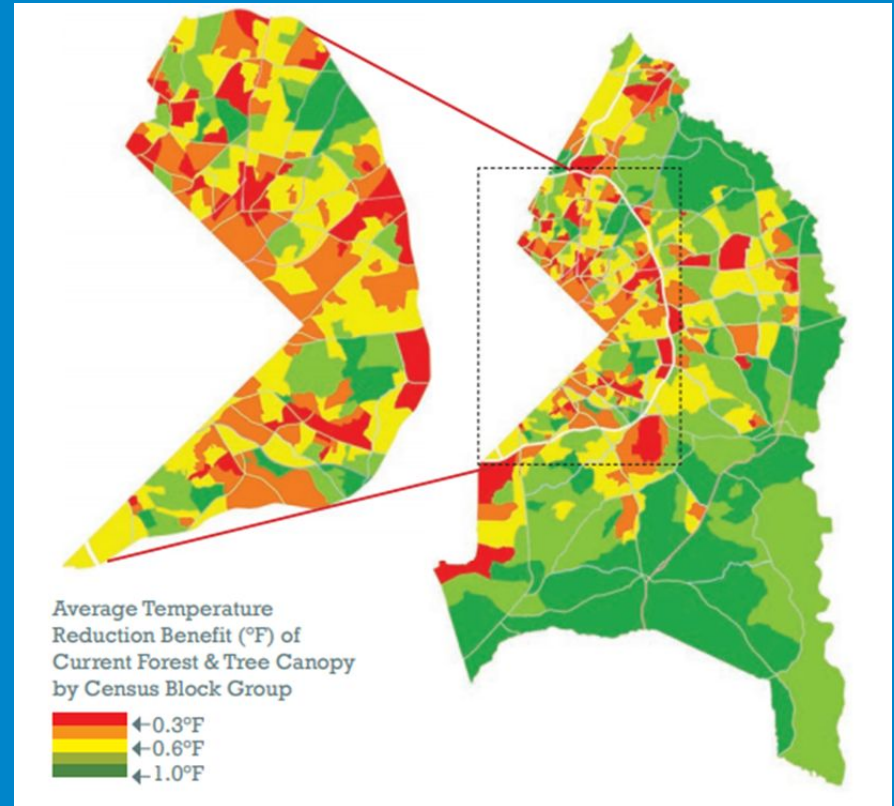
- Improve air quality
- Reduce street noise
- Contribute to the character and beauty of the community
- Combat the effects of climate change
- Provide habitat for native wildlife like pollinators and songbirds



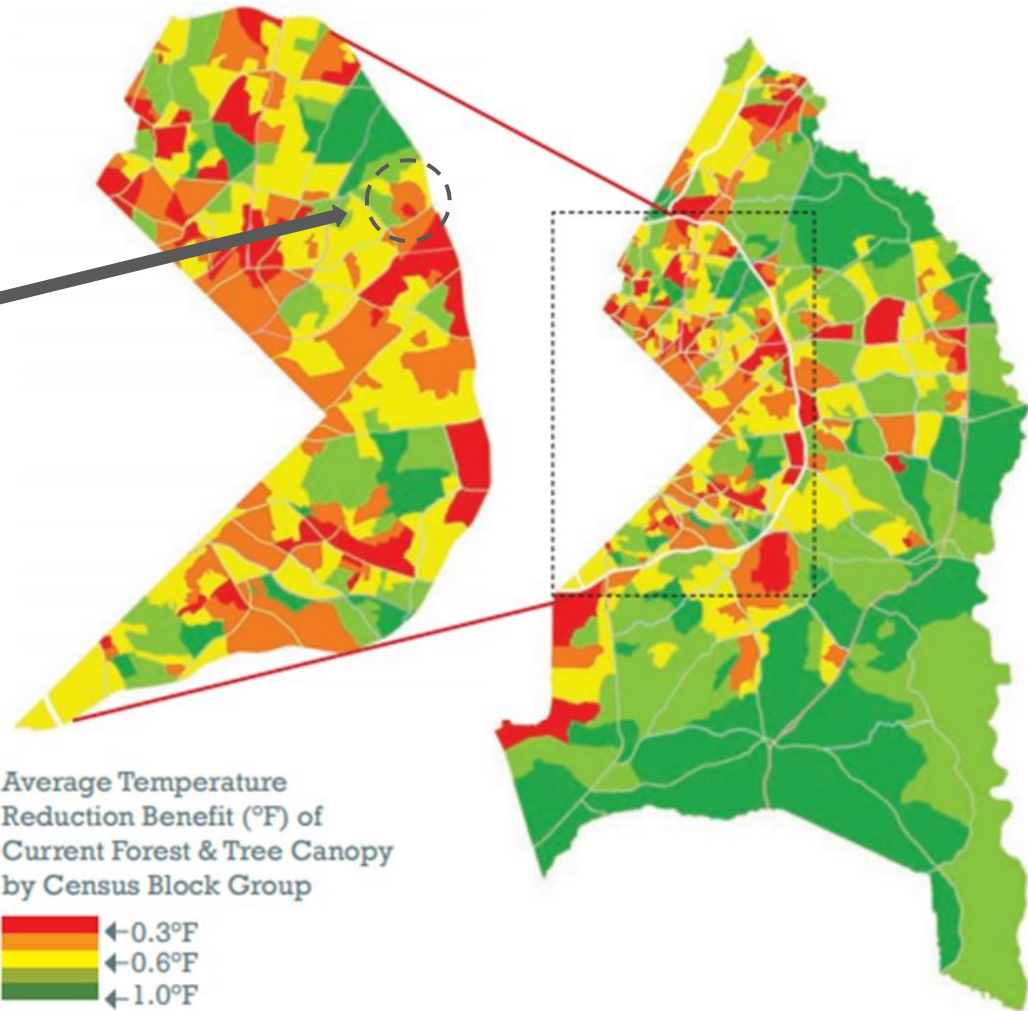
Urban Heat Island Effect

Shade from trees can:

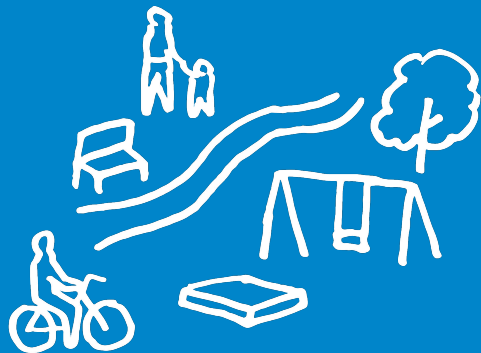
- Reduce asphalt temperatures by 36°F
- Reduce air temperatures by 13°F
- Reduce heat related hospitalizations and deaths



New Carrollton



Road Safety & Traffic Reduction



- In Prince George's County, an average of 98 fatal car accidents occur each year.
- Studies show that the presence of street trees reduce traffic speeds up to 15 mph on residential streets.

Community Health Benefits

Studies show that spaces with trees:

- Reduce the risk of heart attack, stroke, and other cardiovascular diseases
- Improve mental health and wellbeing
- Increase productivity and happiness





Findings from the tree inventory

Stocking Rate

Sites	Count	Percent
Filled Sites	1,304	78.22%
Available Sites	363	21.77%
Total	1667	100%

From the 1,667 sampled data points we can extrapolate that the town has approximately

*3,900 existing trees
1,000 new tree locations*



Data Summary

# of existing sampled trees	1297
# of removals needed	183
# of trees requiring maintenance	272
# of available spaces for new trees	524



From the 1,667 sampled data points we can extrapolate that the town has approximately

3,900 existing trees

1,000 new tree locations

Health & Risk Summary

Health Condition:

<i>Condition</i>	<i>Count</i>	<i>Percent</i>
Healthy	864	65.85%
Fair	296	22.56%
Poor	110	8.38%
Dead	42	3.20%
<i>Total</i>	<i>1312</i>	<i>100%</i>

Risk:

<i>Risk</i>	<i>Count</i>	<i>Percent</i>
Low	1012	77.13%
Medium	167	12.73%
High	114	8.69%
Critical	19	1.45%
<i>Total</i>	<i>1312</i>	<i>100%</i>

Management Needs:

<i>Service</i>	<i>Count</i>	<i>Percent</i>
None	854	65.09%
Pruning Needed	275	20.96%
Remove, Do Not Replace	9	0.69%
Remove and Replace	174	13.26%
<i>Total</i>	<i>1312</i>	<i>100%</i>

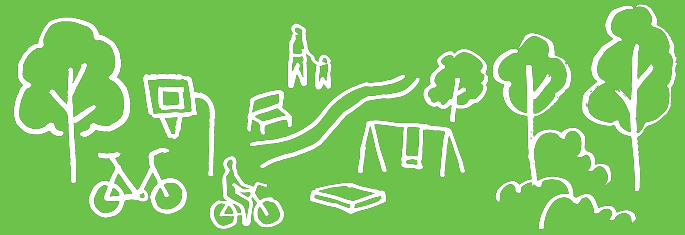
Right tree in the right place?

Total	1297	100%
Correctly placed	772	59.52%
<i>Incorrectly placed</i>	<i>525</i>	<i>40.48%</i>

- *Placing a small tree in a location where a large tree can be placed won't provide the same quantity of ecological benefits that the space allows.*
- *A large tree in a location more appropriate for a small tree can cause issues with utilities and safety*



Findings: Existing Trees



- Taxonomic counts
 - 47 species
 - 27 genera
 - 17 families

**Species diversity is important because a diverse forest has greater resiliency to diseases, pests, and other threats.*

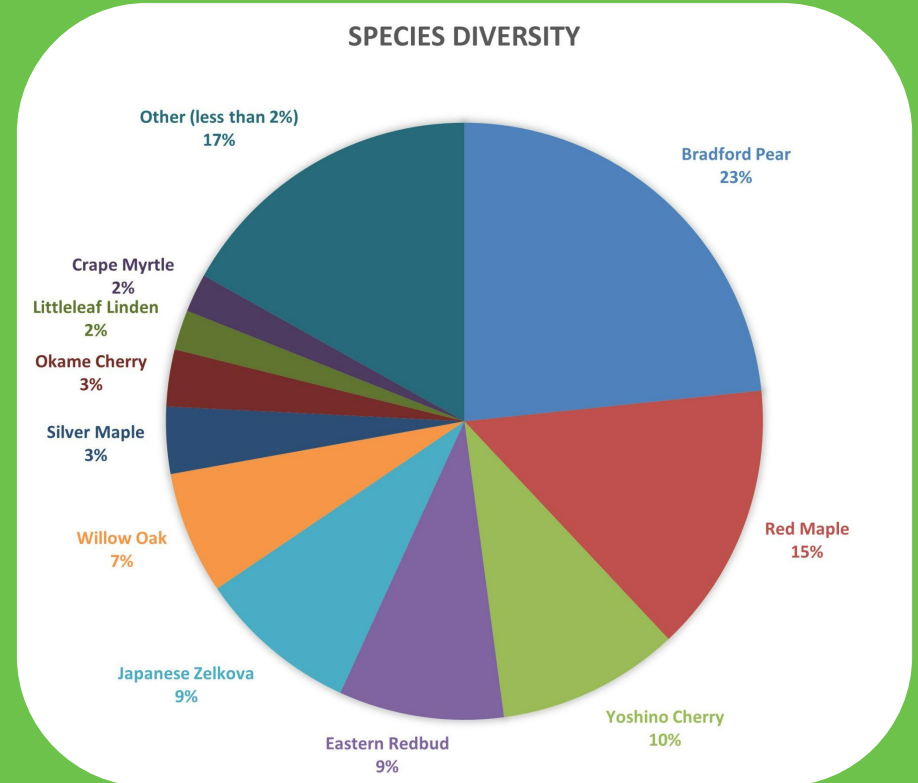
Top 10 Species

- Bradford Pear
- Red Maple
- Yoshino Cherry
- Eastern Redbud
- Japanese Zelkova
- Willow Oak
- Silver Maple
- Okame Cherry
- Littleleaf Linden
- Crape Myrtle

106 Species Diversity

- Bradford Pear species **23%** (limit 10%)
- Red Maple species **15%** (limit 10%)
- Pyrus Genus **23%** (limit 20%)
- Rosaceae family **39.55%** (limit 30%)

There are monoculture plantings on many streets. These streets are at higher risk of losing their entire canopy if disease or pests occur.



¹⁰⁷Bradford Pear

- One of the most high risk trees in the urban forest
- Included bark
- Weak limbed
- Breaks apart with size

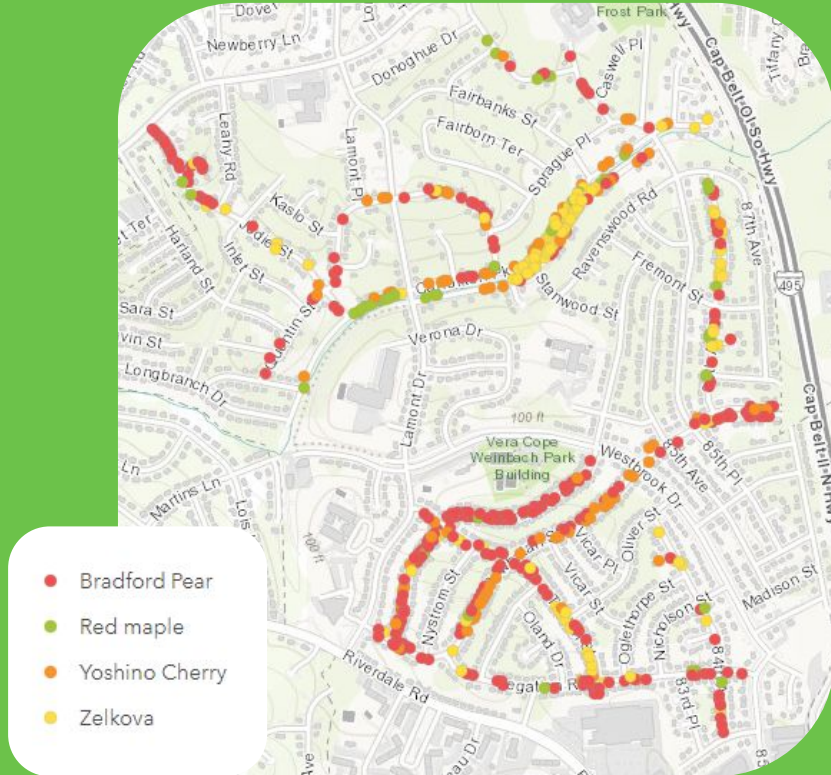


Bradford Pear

- 220/300 medium, high, and critical risk trees are Bradford Pear
- 104/183 recommended removals are Bradford Pear



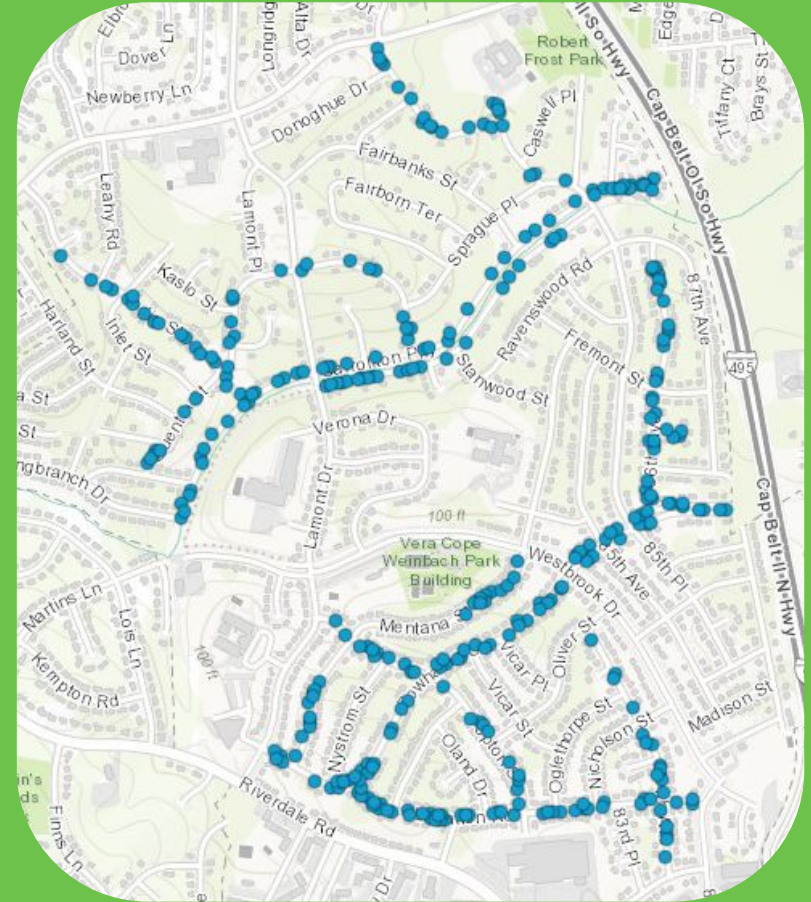
Findings: Existing Trees



- Map includes top 4 trees planted in New Carrollton
- Monoculture plantings on many streets. These streets are at higher risk of losing their entire canopy.

New Planting Sites

New Planting Sites	524
Large Trees	190
Small Trees	305
Medium/Narrow Trees	29





Recommendations

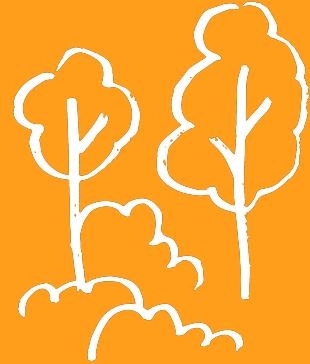
Recommendations

MAINTAIN!

- Address high risk removals in order of risk assessment
- Create a recurring pruning plan

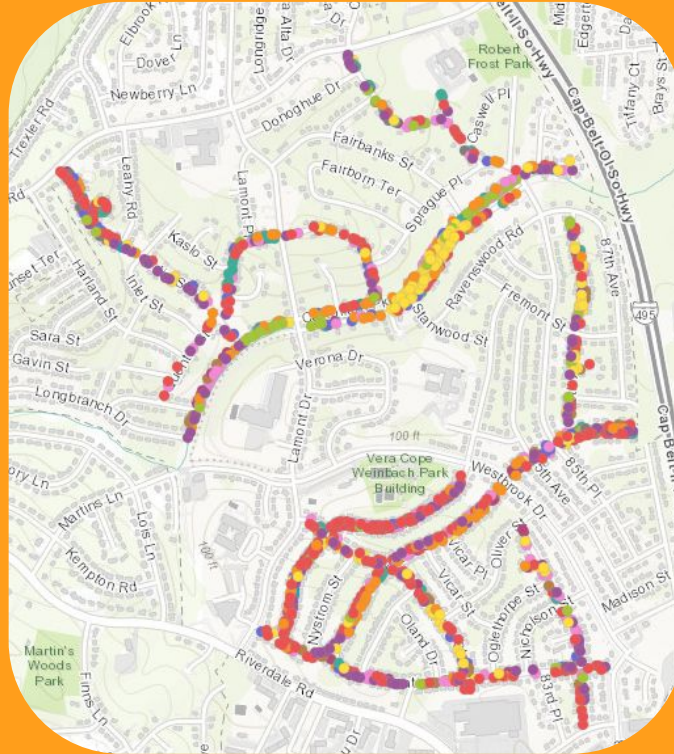
PLANT!

- Get those available sites filled with trees!
- NDC will provide a species list to help diversify New Carrollton's street trees



Room to grow!

Current
Urban
Canopy



Room to grow!

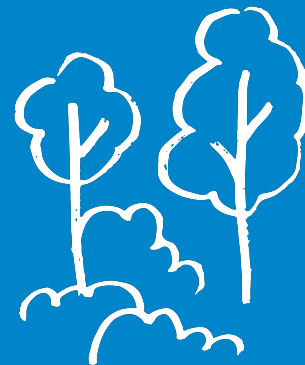
Proposed
Urban
Canopy



Next Steps for New Carrollton

What can you do with this inventory?

- Apply for grant funding for tree planting
- Easily plan for maintenance and planting contracts
- Quickly identify tree locations and resident concerns
- Create an interactive 'arboretum' map for community engagement and championing



Thank you!



**the
Neighborhood
DesignCenter**

www.ndc-md.org Twitter: @NDCMaryland
Instagram: @NeighborhoodDesignCenter
[Facebook.com/NeighborhoodDesignCenter](https://www.facebook.com/NeighborhoodDesignCenter)



MEMORANDUM

To: Mayor and City Council
From: Latasha C. Gatling, City Administrative Officer
Cc: Department Heads
Re: January 2022 City Administrative Officer's Report
Date: February 2, 2022

Administration

- Preparations for the FY23 Budget have begun.
- Conducted the first of two community meetings about ARPA on January 26th. The next meeting will be held on February 9th at 7:00 p.m.
- Reviewed the ARPA Final Rule from the Department of Treasury.
- Participate(d) in weekly meetings with Forerunner Technologies and the transition to the new telephone system.
- Participated in a number of webinars hosted by MML, MEDA, and Prince George's County.
- Prepared initial letter of interest to annex certain properties along Annapolis Road.
- Conducted Municipal Center Restroom Upgrade RFP Bid Opening and began the initial review.
- Conducted interviews for the City Clerk position.
- Attended/participated in the 4-Cities Meeting

City Clerk

Events:

No events for the month of January.

Social Media Report

No report

Human Resources

The HR January work 2022 report is as follows:

During this month, HR began recruitment efforts for the critical City Clerk, Human Resources Administrator and Human Resources Assistant vacancies.

Welcomed our new HR Administrator Cynthia Johnson on January 31st.

In the continued spirit of wellness, HR distributed CIGNA resources and information to all City employees as it relates to COVID-19 Home Testing Kits.

Finance and Accounting

No report



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
From: Latasha C. Gatling, City Administrative Officer
Re: Audio / Video Control Room RFP
Date: January 26, 2022

A Request for Proposals (“RFP”) was advertised on the City’s website and through the Maryland e-Marketplace for the redesign/upgrade of the Audio / Video control room. At the close of the RFP process at 2:00 p.m. on Friday, December 17, 2021, three (3) proposals were received.

Staff reviewed and evaluated all of the proposals that were submitted using the criteria set forth in City Code, Sec. 27-8.K, including the proposer’s responsiveness to the RFP packet, proposers understanding of the requirements of the project and company overview. Upon review of the proposals, staff found that Wiser AV submitted the lowest and most responsive proposal that met all of the requirements of the RFP.

Vendor	Annual Maintenance, Support and Training Cost	One-Time Implementation Cost
Wiser AV	6360.00	58,680.00
WPS	12100.00	172,810.00
AVI SPL	1164.00	39,735.42

Wiser AV is in good standing with the State Department of Assessments and Taxation and provided references. Accordingly, staff recommends that the City accept Wiser AV’s proposal and award the contract for the redesign/upgrade of the Audio / Video control room in an amount not to exceed \$58,680.00.

AVI SPL submitted a proposed solution, even though AVI SPL was the lowest price proposal, it lacked in response and did not address a full “Redesign/upgrade” as requested by the RFP and during the onsite walk through.

WPS (Washington Professional System) proposal was submitted for an amount much greater than all submitted proposals; in addition, it is staff's opinion that WPS proposal provided a solid solution, just cost was 3X the amount of Wiser AV which provides a solid working solution. As noted in the chart above, the prices range from \$31,990 to \$172,810 for full installation.

The redesign/upgrade of the Audio / Video control room will be paid for out of the Cable TV Equipment Support Grant from Comcast/Verizon (PEG)

If the City Council agrees with staff's recommendation and approves awarding the project to Wiser AV, a formal agreement will be brought back to the City Council for discussion on February 14, 2022 and a formal vote on February 16, 2022.

RFP-2022-03

City of New Carrollton

Wiser AV would like to thank you for the opportunity to offer our services for your production studio upgrade. Pursuant to RFP-2022-03 and after careful review and analysis of your project goals, we are providing the following response in support of these goals.

Wiser AV has extensive experience in the Audiovisual Systems Design and Integration market. We are a member in good standing of the AUDIOVISUAL AND INTEGRATED EXPERIENCE ASSOCIATION (AVIXA). We have all levels of AVIXA certifications on staff.

- Certified Technology Specialists (CTS)
- Certified Technology Specialists- Integration (CTS-I)
- Certified Technology Specialists Design (CTS-D)

We thank you for your consideration.

Sincerely,

Shawn Wiser

President
Wiser AV
A Smarter Way to AV
10545 Guilford Rd, Suite 108
Jessup, MD 20794
Cell (443) 994-1993



Table of Contents

Cover Letter	1
Contractor Information	3
Project Schedule	5
Scope of Work	6
Pricing and Materials List	7
Ongoing Support Options	9

**RFP-2022-03**

Contractor Information

Prime Contractor

Wiser AV

Primary Contact: Shawn Wiser
Address: 10545 Guilford Rd
Suite 108
Jessup, MD 20794

Phone: 443-420-7321
Cell: 443-994-1993

Project Manager

Primary Contact: Shawn Wiser
Address: 10545 Guilford Rd
Suite 108
Jessup, MD 20794

Phone: 443-420-7321
Cell: 443-994-1993

Experience: 20 Years in the IT and AV Industry
AVIXA Certifications: CTS, CTS-I, CTS-D
Programming: Crestron, Aurora Multimedia, URC, Biamp, BSS Audio
Shure Level 1,2 and 3
Dante Level 2 Certified

Contractor References on attached Vendor Responsibility Form

Subcontractor: **Contract Video Services**

Primary Contact: Geren Mortenson
Address: 701 Franklin Ave
Westminster, MD 21157
Phone: 301-470-2800
Cell: 443-691-2616

Experience:

Geren is experienced in both the operations at Government Video facilities as well as a full-power public TV station and two radio stations. He is experienced with the operation of PEG TV facilities employing both Tightrope and other brands of station automation equipment. Geren is a man of many talents, including live sound recording, model railroading and blogging about those and other interests. Extensive Cablecast experience.

RFP-2022-03

Contract Video Specialist References:

Baltimore County Public Schools - BCPS-TV
938 York Road
Towson, MD 21204
Eric Dodson - Director
(443) 809-4404
edodson@bcps.org

Carroll County Public Schools - CETV
125 North Court Street
Westminster MD 21157
Patrick Flaherty - Video Production Manager
(410) 386-1815
pfflahe@carrollk12.org

Charles County Public Schools - CCPSTV
P.O. Box 2770
La Plata MD 20646
United States of America
Kyle Graves - CCPS Videographer/Producer
(301) 392-5564
kgraves@ccboe.com

Comparable Project Scopes:

City of Mount Rainier

- De-Commissioned existing system
- Installed new studio furniture and racks
- Installed new Vaddio PTZ Cameras
- Installed new Leightonix Recording, Storage, scheduling and streaming equipment
- New Projector Installation
- Vaddio Production Matrix Switcher
- New Shure Audio Wireless Microphones and audio mixers

City of Greenbelt

- De-Commissioned existing system
- Installed new studio furniture and racks
- Installed new Vaddio PTZ Cameras
- Installed new Cablecast streaming equipment
- Installed new TightRope Recording, Storage and Scheduling system
- New Video Matrix Switcher
- New Displays
- Vaddio Production Matrix Switcher
- New Shure Conferencing System
- BSS Audio Digital Signal Processors

**RFP-2022-03**

Project Schedule

With the current state of the supply chain all timelines are dependent on product deliveries. If there are long delays, we will work with the City of New Carrollton to look into alternative products/solutions, if necessary. No substitutions will be used unless approved by the City of New Carrollton.

- Typical product delivery is 10-14 days from receipt of PO from the City of New Carrollton.
- Project Start dates will be a maximum of 14 days of product receipt.
- Project duration will be 5-7 business days for de-commission and installation/integration.
- Training and Demo will be scheduled after installation completion. Can be scheduled once project begins.

**RFP-2022-03**

Scope of Work

The City of New Carrollton has requested to update the TV production studio.

Wiser AV is proposing the following upgrades.

- Remove existing desk and de-commission existing racks
- Provide new production desk that is moveable in order to access new equipment rack
- Provide Vertical Rack for components
- Organize and label wiring for ease of maintenance
- Provide new rack mounted monitors for monitoring television stations
- Install new Cablecast system for recording and scheduling playback of content.
- Integrate the following existing items;
 - Audio System
 - Pica Production System
 - Vaddio Cameras and Camera Controller
- 3 Year Service Contract
- Schematic Drawings of System As Built to be Provided within 30 days of completion



RFP-2022-03

Pricing and Materials List

Item	Description	Qty	Price	Total
Studio Upgrades				
LED-1906HDMTR	ToteVision LED-1906HDMTR 19 Inch Rackmount HD LCD Monitor	2	440.00	880.00
Rack	42RU Rack - w/ Casters	1	600.00	600.00
00-302-02	ATM Cool Stack 1 Intake 1U Rack-Mount Ventilator with Remote Thermal Probe and Power Supply	1	340.00	340.00
PRESTO-PB	OmniRax Presto AV Desk - Pewter	1	900.00	900.00
SMART2200RM2U	Tripp-Lite SMART2200RM2U UPS Battery Backup SmartPro 120V 2.2kVA 1.92kW Line-Interactive Sine Wave UPS, 2U, Network Card Options, LCD Display, USB, DB9	1	940.00	940.00
LGS124P	LINKSYS LGS124P Unmanaged 24-Port Gigabit PoE Switch	1	290.00	290.00
Rack	4u Rack Drawer	1	150.00	150.00
Mtrls	Signal Converters, SDI to HDMI, HDMI to SDI, SDI to Composite, rack panels	1	900.00	900.00
Instl	Decommission existing Racks and Relocate equipment to new Rack Decommission existing desk and install new studio desk Organize, label and reconnect wiring	1	8,000.00	8,000.00
Svc	3 Year Service Contract (see services for details)	1	2400	2400
Dwg	Schematic Drawings of System As Built	1	2000	2000
CableCast System				
CBL-VIO2-600	CABLECAST BROADCAST AUTOMATION/BULLETIN BOARD SYSTEM Cablecast VIO 2 Video Server 10TB RAID5 - 2 channel configurable 1-in x 1-out or 0-in x 2-out SD/HD SDI encode/decode, multi-format server with 10TB of usable RAID5 storage in a 3 RU chassis. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast CG Player Software is optional. Includes graphics, crawl, bug, bug text on output. Includes 3 year hardware warranty, 1 years software assurance. Cablecast CG Player License optional at \$1,400 per channel. NEW/UPGRADE USER TRAINING REQUIRED, SOLD SEPARATELY TEAMVIEWER REMOTE ACCESS IS REQUIRED FOR COMMISSIONING, REMOTE TRAINING AND REMOTE SUPPORT OF THIS PRODUCT	1	19,750.00	19,750.00
CBL-STRUPG-20TB	Ten TB storage upgrade for Cablecast VIO and VOD servers to increase content storage to 20TB. Must be ordered at time of purchase	1	1,450.00	1,450.00
CBL-CGPLAYER-...	Cablecast CG Player License Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins, updated dynamically throughout the day	1	1,575.00	1,575.00
CBL-SVC-PH-HR...	Remote Training, Installation Assistance and Service One hour of scheduled online training, installation assistance, guidance, or targeted help in utilizing Cablecast, Cablecast CG and Screenweave. Needs to be scheduled 2 weeks in advance. Training and Installation Assistance can be allocated as needed. Also includes upgrade assistance and other service not included in standard support.	12	115.00	1,380.00

**RFP-2022-03**

	Basic Channel Design			
CBL-CHD-BASIC	Includes a channel layout with pre-made zones, a custom branded background (in accordance with an organization's style guidelines), starter templates, and icons delivered in a single importable file. The Cablecast Creative Team determines the channel layout based on expertise and the end user's needs. Includes up to 3 mockup revisions RELATED SYSTEM HARDWARE *** System will utilize existing BMD Smarhub 12x12 router, master reference generator, and other related terminal equipment for audio and video monitoring, except as noted below **	1	2,600.00	2,600.00
AJA-GEN10	HD/SD/AES Sync Generator with Universal Power Supply	1	400.00	400.00
FS1	SYNCHRONIZER/CONVERTER, UNIVERSAL FRAME	1	3,450.00	3,450.00
ship	Shipping	1	175.00	175.00
CLS	Video System Engineer CVS Engineering support in system design; CVS Engineer on site for installation, commissioning, and training assistance	1	8,500.00	8,500.00
	CABLECAST SUPPORT SERVICES OPTIONS *** OPTION 1 -- 3YR TOTAL HARDWARE AND SOFTWARE ASSURANCE *			
CBL-SAS-CH-1YR	Cablecast Software Assurance for 1yr per channel (I/O)	4	500.00	2,000.00
	Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O. Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased. 10% discount for multiple year purchases * Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE). TEAMVIEWER REMOTE ACCESS IS REQUIRED 4 400.00 1,600.00 DISCOUNT TO BE CALCULATED AT TIME OF ORDER			

Total \$58,680.00

RFP-2022-03

Wiser AV Ongoing Support Options

Wiser AV offers the following optional ongoing support options

Service Contract (Included in the RFP Pricing)

- Repair and/or replacement of equipment under warranty
- Return any faulty equipment for repair/replacement (includes freight charges)
- Repair or replace faulty cables
- Quarterly System Maintenance Visits
 - Cleaning racks and equipment
 - Check Wiring
- Annual Support Services (see below) are included for 90 days from project completion

Annual Support Services Not Covered in Service Contract (\$3600)

Includes the following benefits (Regular Business Hours and During Live Broadcast Events)

- 4 hour max response time phone support
- 4 business days maximum response onsite support
- Up to 4 hours monthly onsite support
- Unlimited phone support
- Update System Drawings for any Changes
- Return for repair of any equipment under warranty (Includes freight charges)
- Will return any equipment for repair not under warranty – The city is responsible for any repair fees for equipment out of warranty.

May not be used for the addition of new equipment outside of this RFP.

**RFP-2022-03**

Hourly Service Rates (Outside of any Annual Support or Services Contract)

Monday – Friday 9am- 5pm

- Excluding Federal Holidays
- Pre- scheduled or up to 4-day response time
- \$175 for first 30 minutes and \$175hr after
- 1.5 hour minimum

Technician Assistant Rates

- Used for second technician if necessary
- May be used for inventory and maintenance
- \$95hr

Emergency Service Rate-

- 24/7 response time
- Onsite within a maximum of 24hr. response
- \$200 for first 30 minutes and \$200hr after
- 1.5hr minimum

Programming Standard Rate- \$200hr.

- Monday – Friday 9am- 5pm
- Excluding Federal Holidays
- Pre- scheduled or up to 4-day response time

Programming Emergency Rate- \$225hr.

- 24/7 response time
- Onsite within a maximum of 24 hr. response time

**RFP-2022-03****CABLECAST SUPPORT SERVICES OPTIONS****OPTION 1 -- 3YR TOTAL HARDWARE AND SOFTWARE ASSURANCE****Price - \$2000 (Included in this Response)**

Cablecast Software Assurance for 1yr per channel (I/O)

Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O.

Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased.

10% discount for multiple year purchases

Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE).

TEAMVIEWER REMOTE ACCESS IS REQUIRED
DISCOUNT TO BE CALCULATED AT TIME OF ORDER

OPTION 2 -- 5YR TOTAL HARDWARE AND SOFTWARE ASSURANCE * RECOMMENDED *******Price – \$4000**

Cablecast Software Assurance for 1yr per channel (I/O)

Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO2 = 2 I/O.

Lapsed Software Assurance will need to be made current (CBL-SAS-CH-1YR-LAPSED) before additional years can be purchased.

10% discount for multiple year purchases

* Software upgrades are customer installed with guided instructions included, support assistance provided as needed. Cablecast can perform installation of upgrades for an additional charge (CBL-SVC-UPGRADE).

RFP-2022-03

TEAMVIEWER REMOTE ACCESS IS REQUIRED

Hardware Assurance for CBL-VIO2-600 (Extends the 3 year Hardware Warranty to 5 years)

Price - \$4300

Annual hardware assurance contract for the CBL-VIO2-600. First 3 years are included with the hardware purchase.

A total of 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.

25% discount on years 4 and 5 if purchased with initial system purchase.

DISCOUNT TO BE CALCULATED AT TIME OF ORDER

***** OPTIONAL ONGOING SUPPORT / TRAINING *** (Direct Support from Cablecast)**

Cablecast Co-Pilot Service – Monthly

Price \$400 per Month

Five hours of online training, guidance, or help in utilizing Cablecast, Cablecast CG and Screenweave. Like having an expert on your staff. Not applicable with custom branded CG or OTT Channels

Needs to be scheduled online in advance. Requires access to the customer's hardware with TeamViewer through the network connection

TEAMVIEWER REMOTE ACCESS IS REQUIRED

Cablecast Co-Pilot Service – Yearly

Price \$2760 Annual

Five hours per month of online training, guidance, or help in utilizing Cablecast, Cablecast CG and Screenweave. Like having an expert on your staff. Not applicable with custom branded CG or OTT Channels.

Needs to be scheduled online in advance. Requires access to the customer's hardware with TeamViewer through the network connection.

TEAMVIEWER REMOTE ACCESS IS REQUIRED

***** OPTIONAL CABLECAST SOFTWARE UPDATE SUPPORT *****

Price - \$345

Remote assistance upgrading a Cablecast system to the latest version of the software. Needs to be scheduled in advance with the Cablecast online scheduling tool. Requires access to the customer's hardware with TeamViewer through the network connection.

ATTACHMENTS

AMERICANS WITH DISABILITIES ACT CERTIFICATION

1. The Americans with Disabilities Act (“ADA”) prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

2. The City has published a statement to its employees that it does not discriminate in employment on the basis of any disability covered by the ADA and that such discrimination is prohibited in the City’s workplace. The City has also communicated to its employees the actions that may be taken against them for violation of this policy.

3. The Contractor is required to advise every employee of his or her rights under the ADA, including his or her right to be free from unlawful employment discrimination based on a covered disability.

4. It is further required of the Contractor that all employees working under this Contract, as a condition of employment under this Contract be advised, in writing, that they must abide by the terms of the ADA.

Bidder: Wiser AV (Print Name of Firm)

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By:  (Signature of Person Authorized to Sign Bid)

Shawn Wiser President (Print Name and Title of Person

Authorized to Sign Bid)

DRUG FREE WORKPLACE CERTIFICATION

1. The City has published a statement to its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace. The City has also communicated to its employees the actions that will be taken against employees for violation of this policy.
2. Further, the City also informs employees of the dangers of drug abuse in the workplace; the City's policy of maintaining a drug free workplace; drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. The Contractor is required to give any employee to be engaged in the performance of this contract a copy of the statement that "the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace".
4. It is further required of the Contractor that all employees working under this Contract, as a condition of employment under this Contract be advised, in writing, that they:
 - a. must abide by the terms of this statement; and
 - b. must notify their employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. The Contractor must notify the City in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Contractor must take one of the following actions, within 30 calendar days of receiving notice under subparagraph 4 (b), with respect to any employee who is convicted of a criminal drug statute:

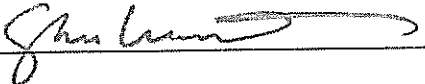
RFP# 2022-03: MUNICIPAL CENTER AUDIO AND VISUAL CONTROL ROOM

- a. Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Contractor must make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Bidder: Wiser AV (Print Name of Firm)

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By:  (Signature of Person Authorized to Sign Bid)

Shawn Wiser President (Print Name and Title of Person

Authorized to Sign Bid)

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached request for proposals:

Wiser AV has is a member of the AVIXA organization and hold all CTS level certifications (CTS, CTS-I and CTS-D). We have also completely upgraded the public TV systems at the City of Greenbelt and the City of Mt Ranier

2. List the names and addresses of three (2) firms, *with telephone numbers, facsimile numbers, e-mail addresses and contact persons*, for which you have provided similar services:

Beverly Palau bpalau@verizon.net 301-412-7323 City of Greenbelt	Jared Alindogan mrtv@mountrainiermd.orgt 301-985-6585 City of Mount Ranier	Pablo Alvarez pablo.alvarez@garda.com 202-227-8368 Pan American Health Organization
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3. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

Capital One Bank
7937 Ritchie Highway
Glen Burnie, MD 21061

Federal I.D. #
27-4969449

Name of Bidder: Wiser AV

Address: 10545 Guilford Rd, Suite 108
Jessup, MD 20794

Telephone #:
443-420-7321

By: 
Signature

Shawn Wiser President

Typed Name and Title

RFP# 2022-03: MUNICIPAL CENTER AUDIO AND VISUAL CONTROL ROOM

EQUAL OPPORTUNITY EMPLOYER

I hereby affirm that this company does not discriminate in any manner against any employee or applicant for employment because of race, religion, color, sex (including pregnancy and sexual orientation), age or national origin.

Bidder: Wiser AV
Type/Print Name of Firm

Address: 10545 Guilford Rd, Suite 108

City/State/Zip: Jessup, MD 20794

By: 
Signature of Person Authorized to Sign Bid

Shawn Wiser President

Shawn Wiser
Typed Name of Person Authorized to Sign Bid

RFP# 2022-03: MUNICIPAL CENTER AUDIO AND VISUAL CONTROL ROOM

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

Wiser AV

Name of Bidder-Type/Print

BY: _____

Signature of Person Authorized to Sign

Shawn Wiser President

Name and Title of Signatory (Type or Print)

STATE OF Maryland

COUNTY OF Anne Arundel, TO WIT:

On this 10th day of December 2021, before the undersigned officer, personally appeared Sharon
Matthew Wiser, known to me or satisfactorily proven to be the person whose name is
subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto
set my hand and official seal the day and year aforesaid.

Ratha Rath

Notary Public

My Commission Expires: 10/5/2024

Proclamations

- o National School Choice Week - January
- o Black History Month – February
- o Arbor Day – April
- o Clerk Weeks - May
- o DPW Week – May
- o Police Week - May
- o Juneteenth – June
- o Pride Month - June
- o Hispanic Heritage Month – September
- o Breast Cancer Awareness Month - October
- o Red Ribbon Week- October
- o Municipal Government Works Month – November
- o Small Business Saturday - November
- o Veterans Day - November

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
WEDNESDAY, JANUARY 5, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Wednesday, January 5, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; and Administrative Assistant Araceli Guzman. Councilmember Allyne Hooks was absent.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Nembhard wished everyone a happy new year and referred to Chief of Police David Rice for his report.

Chief Rice began by offering condolences to long-time resident Lloyd Creger, Jr. who recently passed.

He then stated that the National Night Out organization has ranked the City's 2021 event third in its category nationally. Chief Rice then presented the crime statics for December 2021.

The Chief then discussed the recent snow storm and stated the Police Department worked closely with public works during the event to clear downed trees, blocked roadways, and various safety hazards that needed to be addressed.

City Administrative Officer Gatling was called on to deliver the administration's report. Ms. Gatling noted that the we continued to work on the ARPA Implementation Plan and are preparing two upcoming public workshops. She also stated a new annexation plan is being developed and will be coming before the Council soon. Ms. Gatling advised that the City will be conducting interviews for some vacant positions; one being the City Clerk. She reported that Andrew Facey is now in charge of the website and will be making some updates. She concluded by reminding everyone that during inclement weather, the City follows the lead of Prince George's County. When PGC close their offices, the New Carrollton municipal center will be closed.

Director of Public Works Triplett provided an update on the Clean Water Partnership's installation of the foot bridge. The bridge has been completed but it is not open to the public while awaiting final inspections. We are collecting Christmas trees that are placed by the trash. Leaf collection has been halted until next week. He then reported on the recent snow event and thanked the Chief for his assistance. He stated that he and his crews began mobilizing by 1:00 am Monday. With the amount of snow coming down, the salt laid out

did not take effect. He also stated a lot of trees came down and by 7:00 pm Monday all streets were cleared and passable. Any trees that came down were set a side and will be collected later in the week. There is another storm forecasted for Friday and PW will be ready.

Mayor Nembhard concluded by stating she is working on a meeting with our senators and state delegates to see about ways to partner with New Carrollton. She then thanked City staff that assisted with the Christmas food box distribution and all the staff that worked the recent snow event.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Urbina gave an update on her recent experience with the current COVID variant and reminded everyone to take it very seriously.

Councilmember Dodro began by thanking PW and PD for all their work during the recent snow event. She commented that no one was answering the phones at PW and asked that during future events someone is there to take calls. She also asked that the City utilize the email listserv to disseminate information to the residents prior to these events. She concluded by asking Mayor Nembhard to be included in the meeting with the senators.

Councilmember Potter-Robbins wished everyone a Happy New Year and sends her condolences to Susan Krieger.

Chairperson Mills commented that we need more citizen participation in these City Council Workshop meetings. She then asked the Mayor if the Municipal Center is open to the public in which she received an affirmative response from the Mayor.

4. CURRENT RESIDENTIAL PARKING SUGGESTIONS/DISCUSSION/PATH FORWARD

Chairperson Mills began by stating this council has not made a decision on how to address the current parking problem. She commented that she received some information from the CAO about Hyattsville's parking system.

Ms. Gatling described Hyattsville's current computerized parking permit system and stated she will send a link to Hyattsville's program to the Council. Councilmember Dodro suggested that we request someone from Hyattsville to give a presentation to this Council and also requested that she receive the same information that was sent to Chairperson Mills.

A discussion followed.

Chairperson Mills concluded the discussion by stating this item will be back on the first meeting in February agenda.

5. DISCUSSION OF STANDARD PROCLAMATIONS

Chairperson Mills stated that in October a list of all the proclamations that the Council approved in the past was distributed and one proclamation about National School Choice Week was voted down. She stated she did some research on this proclamation and did not understand why it was voted down. Councilmember Urbina stated she did not vote for that proclamation because New Carrollton does not have any charter schools. A discussion followed.

Mayor Nembhard commented that she can approve and sign proclamations without City Council approval.

Councilmember Dodro stated she did not receive that list and would like to see a standardization of how proclamations are approved.

Ms. Gatling said she would resend the list.

6. FY22 BUDGET AMENDMENT SUGGESTIONS

Chairperson Mills opened by stating she added this to the agenda to gather items that the City Council would like to see in the upcoming budget.

Councilmember Urbina would like to use ARPA or City funds to offer retention bonuses to City staff, especially the Police Department, who worked through the pandemic. She also suggested the City conduct a salary study to see if our police officers are earning similar salaries to neighboring municipalities.

Councilmember Potter-Robbins would like to increase staff at Public Works.

7. FOUR CITIES COALITION MEETING (JANUARY 27, 2022 – HOSTED VIRTUALLY BY THE CITY OF COLLEGE PARK) AGENDA ITEMS

Chairperson Mills stated the upcoming Four Cities Coalition Meeting will be held by College Park and asked if there is anything that you would like to add to that agenda.

Councilmember Dodro stated she would like to add residential parking.

Councilmember Urbina would like to discuss a Four Cities municipal composting program.

8. CITY OF NEW CARROLLTON FY2023 BUDGET SCHEDULE

Chairperson Mills asked the CAO to present a memo about the FY 2023 Budget schedule. Ms. Gatling stated she provided three scenarios and asked for comments. A discussion followed.

Councilmembers decided to conduct workshops over four nights with each major section having one night. It was also suggested to conduct a separate meeting on April 18th for the public to provide input.

9. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

10. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

Ms. Crystal Garrett commented that Public Works did an excellent job clearing the snow. She then stated we need an emergency system to communicate with the public during these types of emergencies and she hopes the new phone system will help.

She asked what event is taking place on January 22nd at the United Baptist Church? Mayor Nembhard stated it is a vaccination event.

She then stated something needs to be done about illegal parking in the City.

11. ADJOURNMENT

There being no further business, Councilmember Potter-Robbins moved to adjourn the Council Workshop Meeting of Wednesday, January 5, 2022, seconded by Ms. Urbina. The motion was approved (4-0-0).

The meeting ended at 8:37 p.m.

Respectfully submitted,

Michael McMahan
Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Wednesday, January 5, 2022, has been posted to the City of New Carrollton's website.

**CITY OF NEW CARROLLTON MINUTES
COUNCIL WORKSHOP MEETING
TUESDAY, JANUARY 18, 2022**

The Council Workshop Meeting was held at 7:00 p.m., on Tuesday, January 18, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; and Administrative Assistant Araceli Guzman. Councilmember Allyne Hooks was absent.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. REPORT OF THE MAYOR AND ADMINISTRATION

Mayor Nembhard referred to Chief of Police David Rice for his report.

Chief Rice began by stating that he has no official report tonight other than adding that the Police Department has been extremely busy with all the weather changes that have taken place over the past several weeks.

Director of Public Works Triplett was called on to give his report and began with a report on snow operations from the last three snow events. He stated that three plows went down during the events and one is now back in operation. The City is down to 60% of its salt supply and a new order is arriving next Monday. Storm cleanup from the first event was difficult with the number of trees that came down but cleanup should be completed this week. He then stated that the Clean Water Partnership's crews will be cutting back vegetation overgrowth this week and then reseed the area in February.

City Administrative Officer Gatling was asked to give the Administration report. She referred the Council to the agenda packet for her written report. She then stated staff plans to bring the results of the AV Room RFP to the Council next month and the new phone system implementation is on schedule. She also reported that the first ARPA public workshop was rescheduled to Wednesday, January 26th at 7pm due to the City Newsletter not being delivered to New Carrollton residents on-time by the U.S. Post Office.

Mayor Nembhard then gave her report stating that she asked the CAO to send an email to all Councilmembers concerning the upcoming Maryland Municipal League Summer Conference. She then stated that the "*If I Were a Mayor*" contest is coming up and has been in contact with area schools. There is a free school lunch box give-away at RFK stadium every Sunday. The School Board Transformation Taskforce listening session is January 19th at 6pm. COVID test kits are available at the New Carrollton Public Library this week Wednesday and Thursday from 11:30 to 1:30 pm. Test kits are also available to be ordered online.

The Mayor then encouraged residents to sign-up for the City eNewsletter as the U.S. Mail has been severally delayed and the regular City newsletter is just now arriving in residents homes. That is why we rescheduled the ARPA listening session.

Food distribution is starting up through Capital Area Food Bank, Lindemann Foundation and the City of New Carrollton twice a month on the second and fourth Wednesday time to be determined. The next food distribution at Charles Carroll Middle School will take place January 29th.

The Metro Board Chairman announced the retirement of General Manager and CEO Paul Wiedefeld. PGCMA nominations are open for secretary's and two nominations were made for New Carrollton. The Mayor added that she has been selected to serve as secretary of the Maryland Black Mayors Association for a second year.

Sump pump drain pipes at the curb need to be connected to the drain and if you have any issues to contact Public Works. Branch cleanup should also be directed to Public Works.

We had a meeting with Senator Ben Cardin's office last week on how to partner with the Senate office. The \$2,500 Prince George's County Association of Realtors Macline Scholarship for PGC High School Seniors is open. Information can be found at that PGCAR Website. January 9th was Law Enforcement Appreciation Day. She wanted to recognize all our hard-working law enforcement personnel in the City. MLK Day of Service was a success with the Maryland Black Mayors Association. Our U.S. Congressman recently sent information on insuring equable broadband and clearwater.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Dodro began by stating people can sign up to receive four free COVID test kits at USPC.Com/covidtests. She then asked who is the acting City Clerk. CAO Gatling responded that she is the acting City Clerk.

Councilmember Urbina reported that she may be unavailable for the next few weeks due to her pregnancy. She then commented there were a lot less cars on the road during the last snow event and attributed that to the increase in social media posting by the City.

Councilmember Potter-Robbins requested that the City Administration please include page numbers to the City Council Agenda Packets. She then gave high praise to Public Works for the schedule they have been keeping the past few weeks.

4. PROCLAMATION BLACK HISTORY MONTH – FEBRUARY 2022

Chairperson Mills asked if anyone would like to discuss the proclamation for Black History Month. She recognized Councilmember Dodro who stated that she has comments about the proclamation issue that was discussed previously. Chairperson Mills stated it will on an upcoming agenda for discussion.

Councilmember Urbina was recognized and stated that she is happy we are doing it to acknowledge our history.

5. DISCUSS HYATTSVILLE PARKING

Chairperson Mills asked the Councilmembers if everyone received the packet that she sent on Hyattsville parking? She then stated this will be brought back on a future agenda. A discussion followed.

6. ENDORSEMENT OF SUSTAINABLE MARYLAND

Chairperson Mills referred to Assistant City Administrative Officer Michael McMahon. Mr. McMahon began by stating that he has two items to discuss. First, is that the City's Sustainable Maryland Community Certification expires at the end of 2022 and staff has begun the process for re-certification. Secondly, he stated that the Mayor received a request from Sustainable Maryland to be included in a letter of support for HB100/SB14. This bill creates a Sustainable Maryland Program Fund in the amount of \$750,000 beginning in 2024. He added that this bill has the support of MML. He then stated that the Mayor intends to have her name included on the letter and asked if any other Councilmember would like their name added. All the Councilmembers present requested to have their names added to the letter.

7. FY 2023 BUDGET – COUNCIL INPUT

Chairperson Mills opened by stating that the Council previously discussed the FY 2023 Budget and requested if anything additional needs to be included. CAO Gatling was recognized by the Chair. The CAO stated that she included the Budget Schedule the Council previously approved with an April 18th meeting for public input.

Councilmember Urbina was recognized and stated that she would like to add money to the budget for COVID test kits. CAO Gatling was recognized and reported that she requested 10,000 test kits from the State.

Councilmember Dodro requested money to be set aside for creating two community groups. The first being a CERT community group and a second being a youth community advisory group.

Councilmember Potter-Robbins requested additional moneys be added to the Public Works budget in order to retain employees. A discussion followed about staffing and compensation in Public Works.

8. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

No discussion

9. REVIEW OF PAID BILLS

Batch #1 (December 17, 2021); Batch #2 (December 23, 2021);

Batch #3 (December 31, 2021)

No discussion

10. PUBLIC COMMENT - RESIDENTS' CONCERNS, AUDIENCE PARTICIPATION AND TELEPHONE CALLS

Chairperson Mills recognized Roy Peterson at 8406 Ravenswood Road. Mr. Peterson began by asking three questions. First, he asked about road access to a vacant lot at the end of Legation Road behind Metro Points Hotel? He then asked why the Agenda Packets are not on the City Website for download? Finally, he asked when the Green Team will be able to meet? Mayor Nembhard was recognized and stated the road access onto Legation for that empty lot was to assist with a COVID testing site at Metro Points to allow vehicles to exit the site more safely. She then stated that we recently discussed calling a Green Team meeting soon due to the Sustainable Maryland certification. CAO Gatling commented that the agenda packet it is on the website in another folder and in the future will add the packets to the homepage.

11. REQUEST FOR FUTURE AGENDA ITEMS

Councilmember Urbina was recognized by Chairperson Mills. She stated that she would like to expand the electorate in New Carrollton. She has written a bill to expand the electorate to include Non-U.S. Citizens and sixteen-year-old voters. She continued by stating that she recently attended Parkdale High School and received letters for the Mayor in support of sixteen-year-old voters.

12. ADJOURNMENT

There being no further business, Councilmember Urbina moved to adjourn the Council Workshop Meeting of Tuesday, January 18, 2022. Seconded by Councilmember Dodro. The motion was approved (4-0-0).

The meeting ended at 7:46 p.m.

Respectfully submitted,

Michael McMahon

Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Tuesday, January 18, 2022, has been posted to the City of New Carrollton's website.

**CITY OF NEW CARROLLTON MINUTES
COUNCIL LEGISLATIVE MEETING
WEDNESDAY, JANUARY 19, 2022**

The Council Legislative Meeting was held at 7:01 p.m., on Wednesday, January 19, 2022, as a virtual meeting. Attending were Chairperson Cynthia DB Mills; Councilmembers, Sarah Potter-Robbins, Allyne Hooks, Katrina R. Dodro, and Briana Urbina; Mayor Phelecia Nembhard; City Administrative Officer Latasha Gatling; Assistant City Administrative Officer Michael McMahon; Chief of Police David G. Rice; Director of Public Works Andre Triplett; Information Technology Administrator Andrew Facey; Director of Finance Lorna Grant-Charles; and Administrative Assistant Araceli Guzman.

1. CALL TO ORDER

Chairperson Mills welcomed everyone and called the meeting to order.

2. MEETING MINUTES

- a.) Council Workshop Meeting Minutes (December 13, 2021)
- b.) Council Legislative Meeting Minutes (December 15, 2021)

Motion: Councilmember Dodro moved that the following Council Meeting Minutes be approved: Council Workshop Meeting Minutes (December 13, 2021), Council Workshop Meeting Minutes (December 15, 2021). Councilmember Urbina seconded the motion. There was no discussion. Ms. Mills called for the vote. The motion was approved (5-0-0). Councilmember Robbins abstained from the vote for the December 13, 2021 Council Workshop Meeting Minutes.

3. COUNCIL QUESTIONS/COUNCIL ANNOUNCEMENTS

Councilmember Urbina reported that she received the City Newsletter in the mail today.

Chairperson Mills thanked Chief Rice for displaying a sign warning work vehicles are subject to being towed.

Councilmember Dodro reminded everyone there are multiple ways to get your testing done and there are ways to get free N-95 masks.

Councilmember Hooks requested code enforcement inspect her block for garbage cans staying on the street after pick-up.

4. ADDITIONS TO THE AGENDA BY THE COUNCIL

There were no additions to the agenda.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

PROCLAMATION BLACK HISTORY MONTH – FEBRUARY 2022

Councilmember Dodro read the proclamation for Black History Month and made a motion to approve. Councilmember Urbina seconded the motion. There was a brief discussion. Ms. Mills called for the vote. The motion was approved (5-0-0).

ADOPTION OF FY2023 BUDGET SCHEDULE

Councilmember Urbina made a motion for the council to adopt FY2023 Budget Schedule, Exhibit B as presented at the Council Workshop Meeting of Wednesday, January 5, 2022. Councilmember Dodro seconded the motion. Ms. Mills called for the vote. The motion was approved (5-0-0).

7. ADJOURNMENT

There being no further business, Councilmember Urbina moved to adjourn the Council Workshop Meeting of Wednesday, January 19, 2022. Councilmember Hooks seconded the motion. The motion was approved (5-0-0).

The meeting ended at 7:15 p.m.

Respectfully submitted,

Michael McMahon

Assistant City Administrative Officer

Adopted by the City Council on _____.

Note: The official recording of the City of New Carrollton's Council Workshop Meeting of Wednesday, January 19, 2022, has been posted to the City of New Carrollton's website.

CITY OF NEW CARROLLTON

TD GENERAL

A/P Detail Check Register for Check Date 1/14/2022

150

<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		91,090.18	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-91090.18
EFT	AFLAC	3RD PARTY INSURANCE	1530 Human Resources	0.00	01-0000-21120-00000-00000 AFLAC WITHHOLDING	2487.12
0041433	BOND WATER TECHNOLOGIES INC. LOC 41	WATER TREATMENT SERVICE	1510 City Administration	175.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	175.00
EFT	CINTAS CORPORATION	Invoices 4100496250, 4102533354, 4104456877, 4105878902, 4105927037, 4107159159	3510 Public Works Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	149.24
			3510 Public Works Administration		01-3510-52550-00000-00000 JANITORIAL SUPPLIES	270.94
			3510 Public Works Administration		01-3510-53570-00000-00000 UNIFORMS	1308.25
0041434	CURTIS POWER SOLUTIONS, LLC	GENERATOR PM SERVICE - 8511 LEGATION RD - CUST# 2522/2522-0002	1510 City Administration	439.50	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	439.50
0041435	GCI RESIDENTIAL, INC	6016 PRINCESS GARDEN PKWY- RECYCLING - 12/21	3710 Public Works Sanitation	10,833.79	01-3710-50550-00000-00000 RECYCLING CONTRACT	10833.79
0041436	GRAINGER	KEYED PADLOCK (6)	3510 Public Works Administration	76.02	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	76.02
EFT	LOCAL GOVT. INSURANCE TRUST	MONTHLY HEALTH INSURANCE - 01/21	1530 Human Resources	0.00	01-0000-20101-00000-00000 HEALTH INSURANCE PAYABLE	81263.87
0041437	LOWE'S BUSINESS ACCOUNT	PURCHASES/CHARGES FOR THE MONTH OF DEC 2021 - PW	3510 Public Works Administration	712.34	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	189.49
					01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	509.73
					01-3510-52200-00000-00000 Gasoline Tank Maint.	13.12
0041438	MARYLAND ENVIRONMENTAL SERVICE	Invoices 409185, 901168	3710 Public Works Sanitation	2,663.04	01-3710-50550-00000-00000 RECYCLING CONTRACT	2572.29
			3710 Public Works Sanitation		01-3710-51115-00000-00000 COMPOST FEES	90.75
0041439	NATIONAL CAPITAL INDUSTRIES	WOODEN & STEEL SNOW SHOVELS (10)	3610 Public Works Infrastructure Maintenance	171.10	01-3610-53100-00000-00000 SNOW REMOVAL SUPPLIES	171.10

CITY OF NEW CARROLLTON

TD GENERAL

A/P Detail Check Register for Check Date 1/14/2022

<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>
0041440	NEW TECHNOLOGY ALARMS LLC	SECURITY SURVEILLANCE CAMERAS	1510 City Administration	140.00	01-1510-52100-000000-00000 BUILDING MAINT. & REPAIR	140.00
0041441	OCCUPATIONAL MEDICAL SERVICES, INC	Invoices 5168-356, 5181-315, 5181-315W	1530 Human Resources	768.00	01-1530-53580-000000-00000 PRE-EMPLOYMENT SCREENINGS 01-1530-53590-000000-00000 POST-EMPLOYMENT SCREENINGS	450.00 318.00
0041442	OLD DOMINION BRUSH COMPANY	ROLLER BEARING & FREIGHT	3510 Public Works Administration	1,014.46	01-3510-52130-000000-00000 VEHICLE OPERATIONS & MAINTENANCE	1014.46
0041443	ON DUTY SUPPLY INC	WATERPROOF VELOCITOR - LEWIS	3010 Police Administration	132.29	01-3010-53570-000000-00000 UNIFORMS	132.29
EFT	P & H AUTO - ELECTRIC INC.	Invoices 237686, 237770, 237807	3010 Police Administration	0.00	01-3010-52130-000000-00000 VEHICLE OPERATION & MAINTENANCE	368.97
EFT	PASSPORT LABS, INC	VEHICLE CONTROL FINES	3010 Police Administration	0.00	01-3010-54495-000000-00000 VEHICLE CONTROL FINE SERVICE FEES	2668.23
0041444	PENNMARVA INC	6318 WESTBROOK DR. - REBUILDING OF 2 TOILETS & URINALS(2), INSTALL SLOAN FLUSH VALVES FOR EACH	3510 Public Works Administration	842.77	01-3510-52100-000000-00000 BUILDING MAINT. & REPAIR	842.77
EFT	PEOPLEREADY INC	Invoices 27112851, 27126954	3510 Public Works Administration	0.00	01-3510-50330-000000-00000 TEMPORARY LABOR SUPPORT	1762.74
0041445	READYREFRESH	PANTRY SUPPLIES - ADMIN-ACC# 7802571500	1510 City Administration	167.86	01-1510-52510-000000-00000 PANTRY SUPPLIES	167.86
0041446	SANIJOHN	MONTHLY EQUIPMENT RENTAL - 01/22 - CUST# 100061	3810 Public Works Grounds Maintenance	645.00	01-3810-52180-000000-00000 EQUIPMENT RENTAL & PORT A POTTY	645.00
EFT	STAPLES ADVANTAGE	BATTERIES (AAA) -36PK (1 BOX), PRINTER INK (3PK), ALKALINE (C) BATTERY (BOX OF 12) & ALKALINE (AA) (BOX OF 2) - PW- ACC# DC 1823375 - PW- ACC# DC 1823375	3510 Public Works Administration	0.00	01-3510-52520-000000-00000 OFFICE SUPPLIES & PRINTING	96.04

CITY OF NEW CARROLLTON
TD GENERAL

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0041447	STAPLES CREDIT PLAN	Invoices 2112 - 9204172, 2112 - 9204172I	3010 Police Administration 2010 Finance and Accounting	61.53	01-2010-54400-00000 CREDIT CARD SERVICE FEES 01-3010-52520-00000 OFFICE SUPPLIES & PRINTING	2.00 59.53
0041448	T-MOBILE	CELL PHONE CHARGES - ACC#952020832 - ADMIN & P.W	1510 City Administration	265.19	01-1110-54020-00000 CELL PHONES 01-1510-54020-00000 CELL PHONES 01-3510-54020-00000 CELL PHONES	9.29 178.19 77.71
0041449	THE CARLSEN GROUP INC	MONTHLY SCAN SERVICE CHARGES - CUST# 14	1510 City Administration	95.00	01-1510-52520-00000 OFFICE SUPPLIES & PRINTING	95.00
0041450	UNIVERSITY OF SOUTHERN CALIFORNIA	WEINBACH SCHOLARSHIP RECIPIENT - VICTORIA ONAJOB - STUDENT # 6621544799	1510 City Administration	1,250.00	01-4521-62200-00000-00000 WEINBACH SCHOLARSHIP GRANT	1250.00
0041451	UPS	COURIER SERVICE - POLICE - SHIPPER# 01837Y	3010 Police Administration	16.45	01-3010-54080-00000-00000 POSTAGE METER & COURIER SERVICE	16.45
EFT	VERISK/3E COMPANY	SUBSCRIPTION - P.W - CUST# 0-0424-61	3510 Public Works Administration	0.00	01-3510-53510-00000-00000 DUES & SUBSCRIPTIONS	287.50
0041452	VERIZON WIRELESS	CELL PHONE CHARGES - POLICE - ACC# 902009495-00001	3010 Police Administration	40.07	01-3010-54020-00000-00000 CELL PHONES	40.07
0041453	WASHINGTON SUBURBAN SANITARY COMMISSION	6318 WESTBROOK DR - ACC# 9031430000 - 11/21	3510 Public Works Administration	57.92	01-3510-54070-00000-00000 UTILITY - WATER	57.92
0041454	WB WASTE SOLUTIONS, LLC	FRENCHMANS CREEK - 01/22- CUST# 150006306	3710 Public Works Sanitation	9,094.44	01-3710-50500-00000-00000 REFUSE COLLECTION CONTRACT	9094.44
EFT	XEROX FINANCIAL SERVICES	LEASE PAYMENT - 01/15 - ADMIN - CONTRACT# 010-0037890-002	1510 City Administration	0.00	01-1510-50760-00000-00000 OFFICE EQUIPMENT CONTRACTS	427.28
0041455	ZEP SALES & SERVICE	JANITORIAL SUPPLIES - CUST# 11158472	1510 City Administration	357.68	01-1510-52550-00000-00000 JANITORIAL SUPPLIES	357.68

Total for Check Run: 121,109.63

Charles 1/13/2021
 Signature and Date to Approve Checks
 Signature and Date to Approve Checks
 1/13/2021

CITY OF NEW CARROLLTON
TD GENERAL
A/P Detail Check Register for Check Date 1/24/2022

<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		9,055.20	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-9055.20
EFT	CHESAPEAKE FORD OF DC	Invoices 258921, 260079	3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	906.70
EFT	CINTAS CORPORATION LOC 41	UNIFORMS -PW- PAYER# 17353348	3510 Public Works Administration	0.00	01-3510-53570-00000-00000 UNIFORMS	361.65
0041456	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	6016 PRINCESS GARDEN PKWY - ACCOUNT # 8299 42 060 0450608 - 01/22	1510 City Administration	35.02	01-1510-50430-00000-00000 CABLE TELEVISION OPERATION	35.02
0041457	FLEETPRIDE	Invoices 892269188, 89328958	3510 Public Works Administration	886.62	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	886.62
0041458	GRAINGER	SNOW PLOW HYDRAULIC FLUID	3610 Public Works Infrastructure Maintenance	159.71	01-3610-53100-00000-00000 SNOW REMOVAL SUPPLIES	159.71
0041459	HOME PARAMOUNT	MONTHLY PEST CONTROL - 6318 WESTBROOK DRIVE	3510 Public Works Administration	78.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	78.00
0041460	JOHNSON TRUCK CENTER	ANTIFREEZE(12) & AUTO TRANS FLUID(8)	3510 Public Works Administration	465.36	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	465.36
EFT	LEGAL RESOURCES OF VA	Invoices 528450, 530730	1530 Human Resources	0.00	01-0000-21140-00000-00000 LEGAL SERVICES WITHHOLDING	613.90
0041461	NATIONAL CAPITAL INDUSTRIES	ROCK SALT (50LBS)	3610 Public Works Infrastructure Maintenance	366.03	01-3610-53100-00000-00000 SNOW REMOVAL SUPPLIES	366.03
0041462	NEW YORK LIFE	3RD PARTY INSURANCE - 1530 HUMAN REMITTER ID# 021017768 - 01/22	1530 Human Resources	919.57	01-0000-21125-00000-00000 NEW YORK LIFE INSURANCE PAYABLE	919.57
0041463	ON DUTY SUPPLY INC	Invoices 9730, 9732	3010 Police Administration	947.09	01-3010-53570-00000-00000 UNIFORMS	947.09
EFT	PEOPLEREADY INC	Invoices 27100767, 27140261	3510 Public Works Administration	0.00	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	3140.86

CITY OF NEW CARROLLTON

TD GENERAL

A/P Detail Check Register for Check Date 1/24/2022

154

Check	Vendor	Description or Invoice Numbers	Dept	Check Amount	Invoice Distribution Accounts	Distribution Amount
0041464	PEPCO	Invoices 200101761705, 200661625810, 210004133580	3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure Maintenance	8,724.18	01-3610-51210-00000-00000 STREET LIGHTING	8724.18
0041465	READYREFRESH	WATER DELIVERY - ADMIN - ACC# 7802571500	1510 City Administration	33.00	01-1510-52510-00000-00000 PANTRY SUPPLIES	33.00
EFT	RITCHIE LAND RECLAMATION LLC	LANDFILL FEES - DEMO/CONSTRUCTION DEBRIS 01/12	3610 Public Works Infrastructure Maintenance	0.00	01-3610-51110-00000-00000 LANDFILL FEES	553.36
0041466	ROBERT HALF INTERNATIONAL	PAYMENT FOR WEEK ENDING 01/14/22 - E. LEWIS	1530 Human Resources	1,698.75	01-1510-50330-00000-00000 TEMPORARY OFFICE SUPPORT	1698.75
0041467	SOMATAHA KULASEKARAREIMBURSEMENT FOR TICKET PAID, FOUND NOT GUILTY #1000000057		3010 Police Administration	460.00	01-1000-36160-00000-00000 VEHICLE CONTROL FINES & TOWING	460.00
0041468	TERRY RODGERS	REIMBURSEMENT FOR TICKET PAID, FOUND NOT GUILTY# B021694	3010 Police Administration	305.00	01-1000-36160-00000-00000 VEHICLE CONTROL FINES & TOWING	305.00
EFT	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE & AD&D PREMIUM - 02/22	1530 Human Resources	0.00	01-0000-20102-00000-00000 LIFE INSURANCE PAYABLE	3478.73
0041469	U.S. POSTAL SERVICE	Invoices 2022 - 2349, 2022 RENEWAL	1510 City Administration 1510 City Administration	3,265.00	01-1510-50450-00000-00000 CITY NEWSLETTER 01-1510-54080-00000-00000 POSTAGE METER & COURIER SERVICES	3000.00 265.00
0041470	WASHINGTON GAS	Invoices 2112 - 055198, 2112 - 055354, 2112 - 4003822, 2112 - 613886	3510 Public Works Administration 3510 Public Works Administration 1510 City Administration 1510 City Administration	3,758.25	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	1589.02 330.31 1838.92
0041471	WINDSTREAM	TELEPHONE CHARGES - ADMIN & P.W - ACC# 012272451 - 12/21	1510 City Administration	1,062.01	01-1510-54020-00000-00000 CELLPHONES 01-3510-54020-00000-00000 CELL PHONES	805.19 256.82

CITY OF NEW CARROLLTON
TD GENERAL

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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>
0041472	XEROX CORPORATION	Invoices 015148021, 015148022	3510 Public Works Administration 3010 Police Administration	363.20	01-3010-50760-00000 OFFICE EQUIPMENT CONTRACTS 01-3510-50760-00000 OFFICE EQUIPMENT CONTRACTS 01-3510-52520-00000 OFFICE SUPPLIES & PRINTING	189.25 167.84 6.11

Total for Check Run: 32,581.99

[Signature] 01/21/2022
Signature and Date to Approve/Checks

[Signature] 1/21/2022
Signature and Date to Approve Checks

CITY OF NEW CARROLLTON
TD GENERAL

A/P Detail Check Register for Check Date 1/31/2022

<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		6,987.59	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-6987.59
0041476	AMERICAN PUBLIC SAFETY	Invoices INV57652, INV57679, INV57685, SI-100208, SI-100209, SI-100333	3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration 3010 Police Administration	1,076.29	01-3010-53570-00000-00000 UNIFORMS	1076.29
0041477	APPLICANT POOL	QUARTERLY APPLICANT POOL SERVICE	1530 Human Resources	473.82	01-1530-50400-00000-00000 RECRUITING	473.82
0041478	AUTOZONE STORES LLC	Invoices 1833186077, 1833191762, 1833191767, 1833193552	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	201.48	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	201.48
EFT	CHESAPEAKE FORD OF DC	Invoices 260765, 260766, 260937	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	1042.53
EFT	CINTAS CORPORATION LOC 41	JANITORIAL SUPPLIES - PW PAYER #17354168	3510 Public Works Administration	0.00	01-3510-52550-00000-00000 JANITORIAL SUPPLIES	80.83
0041479	COLOSSUS INCORPORATED	PUBLIC SAFETY SUBSCRIPTION - POLICE	3010 Police Administration	1,155.00	01-3010-53510-00000-00000 DUES & SUBSCRIPTIONS	1155.00
0041480	COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC	8511 LEGATION RD - ACC# 8299 42 015 0303439 - 01/22	1510 City Administration	268.95	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	268.95
0041481	COMPLETE BUILDING SERVICES, INC	Invoices 06-03876753, 06-03876761	1510 City Administration 1510 City Administration	685.16	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	685.16

CITY OF NEW CARROLLTON

TD GENERAL

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EFT	GRANTURK EQUIPMENT CO INC.	SHOP SUPPLIES, LABOR CHARGES - TRK 95	3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	295.36
0041482	JESCO, INC	Invoices Z30316, Z31781	3510 Public Works Administration 3510 Public Works Administration	481.60	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	481.60
EFT	LEGAL RESOURCES OF VAEGAL SERVICE	CHARGES - 10/21	1530 Human Resources	0.00	01-0000-21140-00000-00000 LEGAL SERVICES WITHHOLDING	245.56
0041483	METROPOLITAN LIFE INSURANCE COMPANY	DENTAL INSURANCE - 02/22	1530 Human Resources	3,580.80	01-0000-20101-00000-00000 HEALTH INSURANCE PAYABLE	3580.80
0041484	ORKIN INC AC 689632	Invoices 215788794, 217112151	1510 City Administration 1510 City Administration	128.00	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	128.00
0041485	ORKIN LLC AC 740578	Invoices 215501805, 216829865, 218165255	1510 City Administration 1510 City Administration 1510 City Administration	423.57	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	423.57
EFT	PEOPLEREADY INC	Invoices 27153771, 27162891, 27164371	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	2709.17
0041486	POSNER INDUSTRIES	VARIBIT KIT 3P (1) - TRK 45	3510 Public Works Administration	125.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	125.00
EFT	PRECISION COMPANY	INGCONTAINMENT SOCKS (72), OIL ABSORBING PADS (100)	3510 Public Works Administration	0.00	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	2171.64
0041487	QUILL CORPORATION	Invoices 22185095, 22224834	3010 Police Administration 3010 Police Administration	148.82	01-3010-52510-00000-00000 PANTRY SUPPLIES 01-3010-52520-00000-00000 OFFICE SUPPLIES & PRINTING	100.21 48.61
0041488	ROBERT HALF INTERNATIONAL	PAYMENT FOR WEEK ENDING 1/21/22 - E. LEWIS	1510 City Administration	1,473.75	01-1510-50330-00000-00000 TEMPORARY OFFICE SUPPORT	1473.75
0041489	ROBERTS OXYGEN COMPANY INC	CUTTING TIP (3), WALTER ZIPCUT CUT-OFF WHEEL (25)	3510 Public Works Administration	173.25	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	173.25

CITY OF NEW CARROLLTON
TD GENERAL

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EFT	STAPLES ADVANTAGE	Invoices 8064803861, 8064899448	1510 City Administration 3010 Police Administration	0.00	01-1510-58100-00000-OFFICE EQUIP. & COMPUTERS 01-3010-52510-00000-PANTRY SUPPLIES 01-3010-52520-00000-OFFICE SUPPLIES & PRINTING	189.99 106.10 146.41
0041490	T-MOBILE	Invoices 2112 - 269421, 2112 - 721991	3010 Police Administration 3010 Police Administration	2,288.09	01-3010-54020-00000-CELL PHONES	2288.09
0041491	WASHINGTON SUBURBAN SANITARY COMMISSION	Invoices 2112 - 10000, 2112 - 430000, 2112 - 740000, 2112 - 8740000	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 1510 City Administration	1,150.20	01-1510-54070-00000-UTILITY-WATER 01-3510-54070-00000-UTILITY - WATER	449.02 701.18
0041492	WILDES-SPIRIT PRINTING	CITY NEWSLETTER MAILING - JAN & FEB NEWSLETTER	1510 City Administration	4,056.82	01-1510-50450-00000-CITY NEWSLETTER	4056.82

Total for Check Run:

24,878.19

[Signature] 1/28/2022
 Signature and Date to Approve Checks

 Signature and Date to Approve Checks

CITY OF NEW CARROLLTON

TD GENERAL

A/P Detail Check Register for Check Date 2/04/2022

<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		4,875.50	01-0000-10100-00000-00000 TD BANK GENERAL ACCOUNT	-4875.50
0041493	AUTOZONE STORES LLC	Invoices 1833186304, 1833204019, 1833204828	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	257.98	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	257.98
0041494	BGE	6016 PRINCESS GARDEN PKWY - ACC# 0195120000 - 01/22	1510 City Administration	1,588.39	01-1510-54050-00000-00000 UTILITY-ELECTRICITY	1588.39
0041495	BOND WATER TECHNOLOGIES INC.	WATER TREATMENT SERVICE - 2/22	1510 City Administration	175.00	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	175.00
EFT	CINTAS CORPORATION LOC 41	Invoices 4108517460, 4109348940	1510 City Administration 3510 Public Works Administration	0.00	01-1510-52550-00000-00000 JANITORIAL SUPPLIES 01-3510-53570-00000-00000 UNIFORMS	197.99 401.55
0041496	CITY OF COLLEGE PARK	COMPOST FEES	3710 Public Works Sanitation	4,637.50	01-3710-51115-00000-00000 COMPOST FEES	4637.50
EFT	COLLIFLOWER	MFG FITTING (1), HOSE ASSEMBLY (1)	3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	187.02
0041497	COMMERCIAL LIGHTING	LED BULBS (12)	3510 Public Works Administration	580.49	01-3510-52100-00000-00000 BUILDING MAINT. & REPAIR	580.49
0041498	COMPLETE BUILDING SERVICES, INC	QUARTERLY MAINTENANCE SERVICE - 02/01 - 04/30	1510 City Administration	2,589.50	01-1510-50750-00000-00000 EQUIPMENT MAINT.CONTRACTS	2589.50
0041499	FANNON PETROLEUM SERVICES INC	GASOLINE USAGE	3510 Public Works Administration	9,593.50	01-1510-52140-00000-00000 VEHICLE GASOLINE USE 01-3010-52140-00000-00000 VEHICLE GASOLINE USE 01-3510-52140-00000-00000 VEHICLE GASOLINE USE	44.13 6649.86 2899.51
0041500	FLEETPRIDE	Invoices 91617052, 92102685, 92102854, 92103208	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	862.41	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	862.41

CITY OF NEW CARROLLTON
TD GENERAL

A/P Detail Check Register for Check Date 2/04/2022

<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	GROFF TRACTOR MID ATLANTIC, LLC	Invoices PSO383253-1, PSO383253-2, PSO387805-1	3510 Public Works Administration 3510 Public Works Administration 3510 Public Works Administration	0.00	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	349.28
EFT	JACKSON LEWIS P.C	SPECIAL COUNSEL FEES - 12/21	1510 City Administration	0.00	01-1510-50301-00000-00000 SPECIAL COUNSEL EXPENSES	700.76
0041501	JESCO, INC	TUBE (1)	3510 Public Works Administration	325.81	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	325.81
0041502	LANDOVER PRINTING CENTER	BUSINESS CARDS - C. JOHNSON	1510 City Administration	45.00	01-1510-52520-00000-00000 OFFICE SUPPLIES & PRINTING	45.00
0041503	LAW OFFICE OF GABRIEL CHRISTIAN ASSO	ATTORNEY EXPENSES - 11/21	1510 City Administration	1,890.00	01-1510-50300-00000-00000 CITY ATTORNEY EXPENSE	1890.00
0041504	MARYLAND TRANSPORTATION AUTHORITY	CITATION B153118208321 - 00001 & 00002 - THE TRUCK WENT TO WONDER BOOKS AND USED THE TOLL LANE	1510 City Administration	9.36	01-1510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	9.36
EFT	NEW CARROLLTON FOP LODGE 137	MEMBERSHIP FOP DUES - PAY PERIOD ENDING 01/01/22 - 1/31/2022	1530 Human Resources	0.00	01-0000-21145-00000-00000 FOP Dues Payable	640.00
0041505	OCCUPATIONAL MEDICAL SERVICES, INC	Invoices 5168-362, 5168-362p	1530 Human Resources 3510 Public Works Administration	392.00	01-1530-53580-00000-00000 PRE-EMPLOYMENT SCREENINGS 01-1530-53590-00000-00000 POST-EMPLOYMENT SCREENINGS 01-3510-53550-00000-00000 EMPLOYEE SUB. TESTING & PHYSICALS	60.00 150.00 182.00
0041506	ORKIN INC AC 689632	8511 LEGATION RD - ACC# 689632 - 1/22	1510 City Administration	64.00	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	64.00
0041507	ORKIN LLC AC 740578	Pest Svcs 6016 PRINCESS GARDEN PARKWAY - ACC#740578 - 02/22	1510 City Administration	141.19	01-1510-52100-00000-00000 BUILDING MAINT. & REPAIR	141.19
EFT	PEOPLEREADY INC	PAYMENT FOR WEEK ENDING 1/24/22 - 1/28/22 - A.CELEY & K.DOES	3510 Public Works Administration	0.00	01-3510-50330-00000-00000 TEMPORARY LABOR SUPPORT	2398.90

CITY OF NEW CARROLLTON
TD GENERAL

A/P Detail Check Register for Check Date 2/04/2022

Check	Vendor	Description or Invoice Numbers	Dept	Check Amount	Invoice Distribution Accounts	Distribution Amount
0041508	PEPCO	Invoices 200101769919, 200141759568, 200441693037, 200441693038, 200441693039, 200451695954, 200471689207, 200541674604, 200741614912, 200761606987, 200771600669, 200941444661,	3610 Public Works Infrastructure Maintenance 3510 Public Works Administration 3610 Public Works Infrastructure Maintenance 3610 Public Works Infrastructure	1,836.60	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING 01-3510-54050-00000-00000 UTILITY - ELECTRICITY 01-3610-51210-00000-00000 STREET LIGHTING	207.73 1386.90 241.97
0041509	ROBERTS OXYGEN COMPANY INC	OXYGEN (4), ACETYLENE (4)	3510 Public Works Administration	143.12	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	143.12
0041510	T-MOBILE	Invoices 2111 - 269421, 2201 - 020832	3010 Police Administration 1510 City Administration	2,075.45	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	9.30 178.07 1810.42 77.66
0041511	UNITED RENTALS NORTHEQUIPMENT RENTAL-AMERICA INC.	SAW & BLADE	3610 Public Works Infrastructure Maintenance	84.17	01-3610-52180-00000-00000 EQUIPMENT RENTAL	84.17
0041512	VERIZON WIRELESS	CELL PHONE CHARGES - POLICE - ACC# 902009495-00001	3010 Police Administration	40.03	01-3010-54020-00000-00000 CELL PHONES	40.03
0041513	WASHINGTON SUBURBAN SANITARY COMMISSION	8511 LEGATION RD - ACC# 5613310000 - 10/8/21 - 01/20/22	1510 City Administration	339.70	01-1510-54150-00000-00000 UPKEEP OF HANKO BUILDING	339.70
0041514	ZEP SALES & SERVICE	HEAVY DUTY HAND CLEANER(3 CARTONS), FOAM(1 CARTON)	3510 Public Works Administration	660.27	01-3510-52130-00000-00000 VEHICLE OPERATIONS & MAINTENANCE	660.27

Total for Check Run: 33,206.97

Charles 02-04-2022
 Signature and Date to Approve Checks
Henry 2/4/2022
 Signature and Date to Approve Checks

WORKSHOP/LEGISLATIVE MEETING**MORE THAN \$10,000 CHECKS:**

1.GCI RESIDENTIAL, INC (Recycling - 12/21)	10,833.79
2.LOCAL GOVT. INS. TRUST (Monthly health insurance- 01/22)	81,263.87
	<u>92,097.66</u>

PAYMENT DESCRIPTION:

1st BATCH TOTAL (01/14/22) - 3 pages (Total amount of all of the bills for this batch)	121,109.63
2nd BATCH TOTAL (01/24/22) - 3 pages (Total amount of all of the bills for this batch)	32,581.99
3rd BATCH TOTAL (1/31/22) -3 pages (Total amount of all of the bills for this batch)	24,878.19
4TH BATCH TOTAL (2/04/22) -3 pages (Total amount of all of the bills for this batch)	33,206.97
	<u>211,776.78</u>

