



**City Council Workshop Meeting  
Hybrid  
New Carrollton Municipal Center  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Monday, March 23, 2026, 7:00 PM**

**Workshop Items for Discussion**

1. **Call to Order**
2. **Residents' Concerns** **3 Min Each**
3. **Council Announcements** **5 Min**
4. **Charter Amendment Legislation Edits Discussion** **30 Min**
5. **Charter C-6, C-14 and C-18 Discussion** **30 Min**
6. **Resources for Distressed Residents** **5 Min**
7. **Motion to go into Closed Meeting**
  - a. **Motion:** I move that the City Council of the City of New Carrollton will adjourn into a Closed Meeting, in accordance with the General Provisions Article of the Annotated Code of Maryland, §3-305 (b) (7) "To consult with counsel to obtain legal advice."  
**Topic:** Legal advice to City Council relating to Department Head Salaries vs Budget.  
**Note:** The City Council will return to open session after the Closed Meeting.
8. **Motion to Adjourn**

**Closed Session (if needed)**

The Council may vote to enter into a closed session in accordance with the Maryland Open Meetings Act, General Provisions Article § 3-305(b), to discuss any matter permitted to be discussed in closed sessions under the Act, including, but not limited to, such as personnel issues, legal advice, pending litigation, or the acquisition of real property. If a closed session is held, the Council will announce the specific statutory authority and topics prior to the session as required.

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PLEASE NOTE: This meeting of the City of New Carrollton Council will be a hybrid meeting. This means that you can attend in person, or virtually by using the below information.

### **Google Meet Link**

City Council Workshop Meeting

Monday, March 23 · 7:00 – 10:00pm

Time zone: America/New\_York

Google Meet joining info

Video call link: <https://meet.google.com/hrr-tqvi-mdu>

Or dial: (US) +1 402-519-4613 PIN: 263 108 543#

More phone numbers: <https://tel.meet/hrr-tqvi-mdu?pin=6355150274102>

If you would like to submit comments in writing please email Kaitlyn Schisler, at [clerk@newcarrolltonmd.gov](mailto:clerk@newcarrolltonmd.gov) by 3:00 pm the day of the meeting. Comments are also welcome after any meeting.



**Reunión del Taller del Ayuntamiento  
Híbrido  
Centro Municipal de New Carrollton  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Lunes, 23 de marzo de 2026, 19:00**

**Temas para debatir en el taller**

1. **Llamada al Orden**
2. **Preocupaciones de los residentes** **3 min cada uno**
3. **Anuncios del Consejo** **5 min**
4. **Debate sobre la Enmienda de la Legislación sobre la Carta** **30 min**
5. **Discusión sobre la carta C-6, C-14 y C-18** **30 min**
6. **Recursos para residentes en situación de angustia** **5 min**
7. **Moción para pasar a la reunión a puerta cerrada**
  - a. **Moción:** Propongo que el Ayuntamiento de la Ciudad de New Carrollton se levante en una reunión a puerta cerrada, de acuerdo con el Artículo de Disposiciones Generales del Código Anotado de Maryland, §3-305 (b) (7) "Para consultar con un abogado para obtener asesoramiento legal."  
**Tema:** Asesoramiento legal al Ayuntamiento relacionado con los salarios de los jefes de departamento frente al presupuesto.  
**Nota:** El Ayuntamiento volverá a la sesión abierta tras la Reunión a Puerta Cerrada.
8. **Moción para levantar la sesión**

### **Sesión a puerta cerrada (si es necesario)**

El Consejo podrá votar para celebrar una sesión a puerta cerrada conforme a la Ley de Reuniones Abiertas de Maryland, Artículo § 3-305(b) de las Disposiciones Generales, para tratar cualquier asunto permitido en sesiones cerradas según la Ley, incluyendo, pero no limitándose a, cuestiones de personal, asesoramiento legal, litigios pendientes o la adquisición de bienes inmuebles. Si se celebra una sesión cerrada, el Consejo anunciará la autoridad legal específica y los temas antes de la sesión, según sea necesario.

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**TENGA EN CUENTA:** Esta reunión del Ayuntamiento de New Carrollton será una reunión híbrida. Esto significa que puedes asistir en persona o virtualmente utilizando la información que aparece a continuación.

### **Enlace Google**

Meet Reunión del Taller del Ayuntamiento

Lunes, 23 de marzo · 19:00 – 22:00

Huso horario: Estados Unidos/New\_York

Google Reunión para unirse a info

Enlace de videollamada: <https://meet.google.com/hrr-tqvi-mdu>

O marca: (EE.UU.) +1 402-519-4613 PIN: 263 108 543#

Más números de teléfono: <https://tel.meet/hrr-tqvi-mdu?pin=6355150274102>

Si desea enviar sus comentarios por escrito, por favor envíe un correo electrónico a Kaitlyn Schisler [atclerk@newcarrolltonmd.gov](mailto:atclerk@newcarrolltonmd.gov) antes de las 15:00 horas del día de la reunión. También se aceptan comentarios después de cualquier reunión.



**Réunion d'atelier du conseil municipal  
Hybride  
New Carrollton Municipal Center  
6016 Princess Garden Parkway  
New Carrollton, MD 20784  
Lundi 23 mars 2026, 19h00**

**Points d'atelier à discuter**

1. **Appel à l'ordre**
2. **Préoccupations des résidents** **3 min  
chacun**
3. **Annonces du conseil** **5 min**
4. **Modifications de la législation sur la Charte Modifications Discussion** **30 min**
5. **Discussion sur la Charte C-6, C-14 et C-18** **30 min**
6. **Ressources pour les résidents en détresse** **5 min**
7. **Motion pour entrer en réunion à huis clos**
  - a. **Motion :** Je propose que le conseil municipal de la ville de New Carrollton se retire en réunion à huis clos, conformément à l'article des dispositions générales du Code annoté du Maryland, §3-305 (b) (7) « Pour consulter un avocat afin d'obtenir un avis juridique.  
»**Sujet :** Conseil juridique au conseil municipal concernant les salaires des chefs de département vs budget.  
**Note :** Le conseil municipal reprendra la session publique après la réunion à huis clos.
8. **Motion d'ajournement**

### **Session à huis clos (si nécessaire)**

Le Conseil peut voter pour entrer en session à huis clos conformément à la loi sur les réunions publiques du Maryland, articles § 3-305(b), des dispositions générales, pour discuter de toute question autorisée à être discutée en session à huis clos en vertu de la loi, y compris, mais sans s'y limiter, les questions de personnel, les conseils juridiques, les litiges en cours ou l'acquisition de biens immobiliers. En cas de session à huis clos, le Conseil annoncera l'autorité statutaire spécifique et les sujets abordés avant la session, selon les besoins.

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VEUILLEZ NOTER : Cette réunion du conseil municipal de New Carrollton sera une réunion hybride. Cela signifie que vous pouvez y assister en personne, ou virtuellement, en utilisant les informations ci-dessous.

### **Google Meet**

Link Réunion d'atelier du conseil municipal

Lundi 23 mars · 19h00 – 22h00

Fuseau horaire : Amérique/New\_York

Google Réunion participant à info

Lien appel vidéo : <https://meet.google.com/hrr-tqvi-mdu>

Ou composez : (États-Unis) +1 402-519-4613 Code PIN : 263 108 543#P

lus de numéros de téléphone : <https://tel.meet/hrr-tqvi-mdu?pin=6355150274102>

Si vous souhaitez soumettre vos commentaires par écrit, veuillez envoyer un e-mail à Kaitlyn Schisler, [atclerk@newcarrolltonmd.gov](mailto:atclerk@newcarrolltonmd.gov) avant 15h00 le jour de la réunion. Les commentaires sont également les bienvenus après toute réunion.

## **Proposed Ordinance to Address Qualifications and Residency Requirements to Vote in Municipal Elections (February 2026)**

**AN ORDINANCE AMENDING CITY CODE CHAPTER 50 “ELECTIONS,” ARTICLE I “GENERAL,” AND §§50-1 AND 50-2 TO INCREASE CONVENIENCE AND CLARITY BY RELOCATING DESCRIPTIONS OF THE REGISTRATION PROCESS AND THE HANDLING OF SUPPLEMENTAL REGISTRATION INFORMATION FROM THE CHARTER TO THE CITY CODE.**

**WHEREAS**, the City Council amended the Charter on December 18, 2024, to implement a supplemental list of voters qualified to vote in municipal elections who are not on the statewide voter registration list, and;

**WHEREAS**, the City Council wishes in principle to organize the City's Charter and Code such that the Charter lays out broad guidance and the implementing detail is described in the Code, and;

**WHEREAS**, the City Council amended the Charter on XX, XX, 2026 to simplify broad guidance regarding the supplemental list of voters described above, and intended to relocate portions of implementing detail, describing specific registration procedures and documents, to the Code, and;

**WHEREAS**, the original implementation of the supplemental list lacked provisions to protect voter registration information from disclosure to parties other than those in MD Code, Elections Law, §3-305, and;

**WHEREAS**, the City Council has determined that it will be more convenient for city residents to understand voter registration procedures and document requirements if they are relocated to the Code, and will increase voter confidence if registration information is protected,

**Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the City Council of New Carrollton, Maryland, that Chapter 50 “Elections;” Article I “General;” §50-1 “Methods, hours, and places of registration;” and §50-2, “When to register,” be and are hereby repealed, re-enacted, and amended to read as:

### **§ 50-1. Voter Registration Eligibility Requirements and Methods for Municipal Elections**

- A. To register for municipal elections with the County Board of Elections, a resident must follow that Board's procedures and meet that Board's qualifications. Residents who also wish to vote in county, state, special, primary or general elections must register with the County Board of Elections. Once registered with the County Board of Elections, a resident will remain permanently registered for all elections until they no longer meet Maryland's voter qualifications.
- B. To register for municipal elections with the City Clerk, a resident must:

1. schedule an appointment to meet with the City Clerk, and;
  2. present proof of identity using a current or expired photo ID issued by any government, and;
  3. show proof that they will be 18 or older by the date of the next election, which may be accomplished using the same photo ID described above, and;
    - i. demonstrate that they permanently dwell at a New Carrollton address.demonstrate to the City Clerk's satisfaction that a familial relationship exists between the prospective voter and the person named on the residential lease, mortgage, or deed referenced above. If the prospective voter's name does not appear on the proof-of-address document, additional documentation may be required.
- C. Outside of the period surrounding elections when registration is closed, registration to vote in municipal elections is continuous. Once registered with the City Clerk, a resident will remain permanently registered for New Carrollton municipal elections until they no longer meet the qualifications listed in the Charter §C-6. Those residents who register solely with the City Clerk will not be registered for county, state, special, primary, or general elections, and their municipal registration will not transfer to a different municipality, should they move their residence to another city in Maryland.

#### **§ 50-2. Municipal Election Voting Records**

- A. Before the date specified by the Chairperson of the City Board of Elections, the City Clerk will provide to the Board a Municipal Election Register containing the full name and address of all New Carrollton residents who were registered to vote in the preceding municipal election and including all residents who registered to vote with the City Clerk's office since that election.
- B. After each election, the Chairperson of the City Board of Elections will provide to the City Clerk a copy of the Voter Registry obtained from the County Board of Elections for that election, merged with the Municipal Election Register compiled by the City Clerk since the preceding municipal election. The merging of the two databases will create an updated Municipal Election Register that incorporates all changes to the county Board of Elections' Voter Registry for New Carrollton since the previous municipal election. This updated Municipal Election Register will replace the Register that was provided by the City Clerk, in accordance with §50-2 A. The City Clerk will add to the updated Register the names and addresses of residents who register with the City Clerk's office during the interval until the next municipal election, compiling the new Register continuously.
- C. The City Board of Elections, with concurrence from the City Clerk, shall implement this section in the Board's regulations or procedures.

## **Proposed Charter Amendment Resolution to Address Qualifications and Residency Requirements to Vote in Municipal Elections (February 2026)**

### **CHARTER AMENDMENT RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND, AMENDING THE CHARTER OF THE CITY OF NEW CARROLLTON, §C-6, TO ENHANCE CONVENIENCE FOR VOTERS BY CLARIFYING VOTER QUALIFICATIONS FOR MUNICIPAL ELECTIONS AND TRANSFERRING REGISTRATION PROCEDURES TO THE CITY CODE.**

**WHEREAS**, the city is granted authority to amend its Charter in §3 of Article XI-E of the Maryland Constitution, and the City Council is granted authority to undertake such amendments by resolution in §4 of the same Article, and;

**WHEREAS**, the procedures and conditions for such amendments specified in Maryland Code Annotated, Local Government Article, §4-301 *et seq.* have been satisfied, and;

**WHEREAS**, the City Council is committed to All Resident Voting as established in Charter §C-6, and;

**WHEREAS**, the existing provisions of the City Charter for voter identification and to verify in-city residency are overly elaborate and lengthy, and;

**WHEREAS**, MD Code Election Law §3-306 provides for same-day voter registration, and;

**WHEREAS**, administrative instructions for implementation of this Charter rightly belong in the City Code rather than in the Charter, itself;

**Section 1: NOW, THEREFORE, BE IT RESOLVED** by the City Council of New Carrollton, Maryland, that the Charter of the City of New Carrollton §C-6 “Qualifications and Registration of Voters” be and hereby is amended to read as follows:

A. Every person who is a citizen of the United States, is at least eighteen (18) years of age on or before the day of the next general or special election, who has resided within the corporate limits of the City for at least thirty (30) days next preceding any City election, who is a resident of the City as of the time for the closing of registration next preceding any election, if registered, shall be entitled to vote at any or all city elections.

B. Any U.S. citizen is qualified to vote in municipal elections, provided they:

- (1) permanently dwell in the City of New Carrollton, and;
- (2) will be eighteen (18) or older on the date of the election, and;
- (3) can independently express a desire to vote, and;
- (4) register to vote at the County Board of Elections or with the City Clerk in keeping with the registration requirements in Chapter 50 of the Code at least twenty-one (21) days before the election.

C. Any other resident is qualified to vote in municipal elections, provided they:

(1) permanently dwell in the City of New Carrollton, and;

(2) will be eighteen (18) or older on the date of the election, and;

(3) can independently express a desire to vote, and;

(4) register to vote with the City Clerk, in keeping with the registration requirements in Chapter 50 of the Code, at least twenty-one (21) days before the election.

D. Every qualified and registered voter of the City is entitled to vote in all City elections and referenda and may sign nominating, referenda, and other petitions authorized by this Charter.

E. The Board of Elections for Prince George's County shall maintain the registration lists in accordance with the usual procedures, including but not limited to removing names because of change of address and cancellation of registration for failure to vote.

F. Challenges to the registration of any individual not believed to be qualified to vote in City elections shall be filed with the Board of Elections of Prince George's County, Maryland, in accordance with said Board's procedures.

From: **Briana Urbina** <[burbina@newcarrolltonmd.gov](mailto:burbina@newcarrolltonmd.gov)>

Date: Thu, Mar 12, 2026 at 4:05 PM

Subject: Questions about proposed legislation

To: Duane Rosenberg <[drosenberg@newcarrolltonmd.gov](mailto:drosenberg@newcarrolltonmd.gov)>, Agnelli Sybel Malavé

<[asybel\\_malave@newcarrolltonmd.gov](mailto:asybel_malave@newcarrolltonmd.gov)>, Jason DeLoach <[jdeloach@alexander-cleaver.com](mailto:jdeloach@alexander-cleaver.com)>

Greetings all,

I appreciate the time and opportunity to review and offer amendments to the proposed legislation. I would support the bill with all of these changes to demonstrate compromise. Some of what I identified is more an opportunity to discuss rather than a deliberate amendment.

I will be honest that I am only offering these amendments to reduce the harm this legislation ultimately causes by further muddying the waters of electoral requirements, so soon after a successful election. I do not think this law is needed. I think there are so many issues with this draft that it is not ready for the scrutiny of the courts nor does it offer clarification to the voters.

I still plan to organize residents to keep the law the way it is. Everyone is entitled to take the actions they think are best in service of our community.

Here are my questions to guide this process because if I am reading the bill incorrectly, some of these amendments might not be necessary.

1. **Same Day Registration-** Do you intend to eliminate the ability for voters to register the same day because this language confused me. There is no process by which folks can “register” the same day but the Charter resolution language says, “WHEREAS, MD Code Election Law §3-306 provides for same-day voter registration...;” All of the language throughout the legislation says that the applicant must schedule an appointment. Does this need to be done in advance of the election, can it be done on the same day of the election? Maryland State Law allows for same day registration and we should not eliminate this option, since the goal is always to stay in compliance with State law and
2. **Protection of Voter Information and Roll Less Voting-** Do you intend for all voters to be required to subscribe to a roll which houses their name and personal information? If so, what legal research has been done on preventing any such lists from being obtained via MPIA request or voter roll request? If a candidate or resident requests the voter role will it be identifiable who is registered with MVA and who is registered directly with the City? What kinds of information will the application require and what information must be shared through the creation of a public list? In general, I believe roll less voting puts the residents in the safest position and does not require the level of work to safely store and protect sensitive personal data of our residents.

3. **Residency Requirements-** Do you intend to eliminate the list of proof of residency requirements passed in 25-08 and leave full discretion in the hands of the clerk? I will mention here that this is the list for which United States citizens have to use to prove their residency at MVA as well as the list codified under Maryland state law establishing residency. I strongly suggest that we do not depart from using that exact list and offer additional opportunities for persons to demonstrate residency, beyond the list. Discretion makes us very vulnerable to lawsuits. One person could bring a document and be turned away; the next day a person could bring in the same documents and be enfranchised. A clear and discrete list, in accordance with federal and state law leaves no room for claims of discrimination. Further, the list provided is the same list a US citizen would furnish to prove residency, so having different requirements for different groups presents an Equal Protection Clause argument, for which I will spearhead litigation myself, if need be.
4. **Concerns about additional language-** How would one prove familial relationship and why is that necessary for proving residency? There are many circumstances under which folks live together who are not related by blood or marriage, I do not understand why this language was included. Further, in two of the bills, there is language about the voter being able to “independently express a desire to vote.” What does this mean? Who is the judge of this? Why do we need it? What was the intention or desired outcome of this wording? This language feels in complete contradiction to the Voting Rights Act and I have not found any other legislation, current or proposed that uses this language.

I will send my amended language over now. However, I do not think all of it will be necessary if we can clarify your intentions and maybe make some smaller tweaks.

Thanks,

Briana

**§ 6-0. City Treasurer. [Added 12-19-2018 by Ord. No. 19-06]**

- The City Treasurer shall be the head of the Department of Finance and Accounting and may also be referred to as the Director of the Department of Finance and Accounting.

**Commented [1]:** Needs updating as a result of last year's charter change.

**§ 6-1. Presentation of budget; public record.**

- A. No later than the first day of April in each year, the Mayor shall submit to the Council a budget for the following fiscal year.
- B. Format and content. **[Amended 4-2-1997 by Ord. No. 97-01; 5-20-2015 by Ord. No. 15-12]**

**1.** The budget submitted by the Mayor shall conform in all aspects to the requirements of § C-14.B of the City Charter and shall be compatible with the standard accounts developed for uniform financial reporting by the State of Maryland.

**1.2.** The budget shall include a comparison between proposed items of both income and expense, with estimates of those same items for the current fiscal year, and with actual figures for said items of income and expense for at least one year prior to the current fiscal year. The budget shall classify items of expense as "personnel," "operating" or "capital" expenditures and shall also classify each expenditure into one or more of the following program categories: **[Amended 3-20-2019 by Ord. No. 19-12]**

- a. General government.
- b. Public safety.
- c. Public works.
- d. Other

**2.3.** The budget shall be a line-item budget, listing expenditures by object classification in such detail as the Council deems necessary to allow its proper evaluation of the proposed expenditures.

- C. After presentation to the Council by the Mayor, the proposed budget shall be a public record, open to public inspection during normal business hours at City Hall.

**Commented [2]:** This is where we need everything laid out that we need to see up front.

**Commented [3]:** We probably need to spell out more clearly what the budget book needs to contain such as the assets, the org chart and so on. We should try to get this on the agenda in December.

**§ 6-2. Public hearing on budget; notice.**

- Before adopting the budget, the Council shall conduct at least one (1) public hearing thereon, after publishing notice of said public hearing in at least one (1) newspaper having general circulation within the city, said notice to be published at least five (5) days prior to the date of the hearing. At the option of the Council, additional public hearings on the budget may be held.

**Commented [4]:**  
[@asybel\\_malave@newcarrolltonmd.gov](mailto:asybel_malave@newcarrolltonmd.gov)

**§ 6-3. Adoption of budget.**

- A. The Council may insert new items and increase or decrease the items in the budget. If total expenditures are increased, then revenues must be increased in an equal amount.
- B. The budget shall be prepared and adopted as an ordinance and shall require the affirmative vote of at least a majority of the total Council for adoption.
- C. It is recommended that the budget be adopted in sufficient time for it to become effective on the first day of the fiscal year. If this is not done, the Council may adopt a resolution to authorize continuing expenditures for city services at a rate not to exceed such expenditures for the previous fiscal year until the new budget becomes effective.

**Commented [5]:** I think the counsel should submit a list of budget items by no later than February 1, so that it can be incorporated into the budget calculations.

**Commented [6]:** We were told that this couldn't happen. We need to check with Jason about this.

**§ 6-4. Budget amendments. [Amended 1-21-1998 by Ord. No. 97-10; 11-20-2007 by Ord. No. 07-17]**

- Any changes to the annual budget, after it has been adopted by the Council, shall be made by means of a budget amendment. All such budget amendments shall require the affirmative vote of a two-thirds majority [four (4) votes] of the total Council for passage.

**§ 6-5. Operating reserve.**

- A. Each annual budget shall include, as part of the total expenditure appropriations, an operating reserve which shall be in the amount of not less than one hundred fifty thousand dollars (\$150,000.). [Amended 4-2-1997 by Ord. No. 97-01]
- B. No funds may be transferred or appropriated for any purpose whatsoever from the operating reserve during the first nine (9) months of the fiscal year.
- C. During the last three (3) months of the fiscal year, any portion or all of the operating reserve may be appropriated by at least a two-thirdssuper majority vote of the total Council for any use deemed by the Council to require the expenditure of said reserve funds.

**Commented [7]:** This should read super-majority.

**B.D.**

**§ 6-6. Issuance of checks. [Amended 4-2-1997 by Ord. No. 97-01; 2-21-2001 by Ord. No. 01-01; 1-17-2007 by Ord. No. 07-02; 12-19-2012 by Ord. No. 13-06; 12-19-2018 by Ord. No. 19-06]**

- A. The Director of Finance and Accounting/Treasurer ("Director") is authorized to pay city obligations by way of automated clearing house, when appropriate, in accordance with procedures established by the Director. The procedures shall require the Director and the Mayor to approve the payment of invoices or bills by signing an internal authorization sheet. In the absence of the Director, the alternate Treasurer shall be authorized to sign the internal authorization sheet, and in the absence of the Mayor the Mayor Pro Tem shall be authorized to sign the sheet.

**Commented [8]:** we need a paragraph limiting the ability to spend and inform the council after.

**Commented [9]:** Comptroller?

**Commented [10]:** City Manager or Council?

**Commented [11]:** Needs updating per new charter changes.

B. All checks issued in payment of obligations of the city, other than the salaries of employees, whether issued manually or electronically, shall be signed by the City Director of Finance and ~~Accounting/Treasurer~~ and countersigned by the Mayor.

Commented [12]: Councilmember with authorized signer privilege.

C. ~~The Alternate Treasurer shall be authorized to sign checks in the absence of the Director of Finance and Accounting/Treasurer, and the Mayor Pro Tem shall be authorized to countersign checks in the absence of the Mayor.~~

Commented [13]: Needs updating

D.C. All direct deposits made in payment of employees' salaries and checks issued in payment of employee salaries, whether issued manually or electronically, shall be drawn upon a separate payroll checking account in which the unexpended balance may not exceed two hundred thousand dollars (\$200,000.00). The Administrative Officer shall be authorized to approve direct deposits and sign salary checks drawn upon the payroll account, and the Mayor or Mayor pro tem shall be authorized to approve direct deposits and sign such checks in the absence of the Administrative Officer.

Commented [14]: Is this still necessary?

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

F.E. Whenever this section requires a signature for a check, an electronic signature shall suffice, provided that (1) the signature kept on file is approved by the person whose signature is required to be used for purposes of issuing checks, and (2) the City Administrative Officer and the Mayor have approved the payment of the invoice or bill to be paid by signing an internal authorization sheet authorizing the use of their electronic signatures for the payment of the invoice or bill.

**§ 6-7. Petty cash fund. [Amended 12-16-1981; 12-19-2012 by Ord. No. 13-06; 12-19-2018 by Ord. No. 19-06]**

- A petty cash fund shall be established in the amount of five hundred dollars (\$500.), which shall be in the custody of the ~~Comptroller~~~~City Director of Finance and Accounting/Treasurer~~. The ~~Comptrollr~~~~Director of Finance and Accounting/Treasurer~~ shall be authorized to make incidental cash purchases from this petty cash fund, not to exceed fifty dollars (\$50.) for any single purchase, and it shall be the responsibility of the Director of Finance and Accounting/Treasurer to keep an accurate accounting of all petty cash transactions and a reconciliation of the balance therein at all times.

Commented [15]: Is this the right amount?

**§ 6-8. Receipt of ~~monies~~moneys and fees.**

- Any and all moneys and fees received by an officer or employee of the city government in his or her official capacity shall belong to the city and shall be accounted for to the city.

**Commented [16]:** This is where we need clear rules on ticket revenue and our accounting.

**§ 6-9. Annual audit; report; distribution of copies. [Amended 4-2-1997 by Ord. No. 97-01]**

1. All books and accounts of the city shall be audited yearly on or before November 1. Upon completion of the annual audit of the books and accounts of the city, the auditor shall report his or her findings, including any recommendations for revisions or modifications of the city's fiscal practices, directly to the Council.
2. The Council shall distribute copies of the report to the Treasurer and the Mayor, who will keep one (1) copy available for public inspection during normal business hours at the City Hall.
- 3. The Council will codify recommendations within 90 days of the review of the auditor's report.

**§ 6-10. Tax anticipation borrowing.**

- A. During the first three (3) months of any fiscal year, the city shall have the power to borrow in anticipation of the collection of the property tax levied for that fiscal year and to issue tax anticipation notes or other evidence of indebtedness as evidence of such borrowing, subject to voter approval as required by the City Charter. Such tax anticipation notes or other evidences of indebtedness shall be a first lien upon the proceeds of such tax and shall mature and be paid not later than six (6) months after the respective date of issue.
- B. No tax anticipation notes or other evidences of indebtedness shall be issued which will cause the total tax anticipation indebtedness of the city to exceed twenty-five percentum (25%) of the property tax levy for the fiscal year in which such notes or other evidences of indebtedness are issued. All tax anticipation notes or other evidences of indebtedness shall be authorized by ordinance before being issued. The Council shall have the power to regulate all matters concerning the issuance and sale of tax anticipation notes.

**§ 6-11. Financial statement to be posted prior to elections. [Amended 4-2-1997 by Ord. No. 97-01]**

- In addition to the statement of financial condition, income and expenditures required to be made available for public inspection prior to elections, the Mayor shall also provide for public inspection, at least thirty (30) days before each election, a listing of any proposed transfers of funds to avoid over-expenditures, as well as a compilation of all amendments which have been made to the current year's budget since its original adoption by the Council.

**Commented [17]:** I doubt this has been done but probably needs updating and clarity.

**§ 6-12. Purchasing policy to be adopted.**

- The Council shall adopt a purchasing policy, governing the use of competitive bidding and other aspects of the city's purchasing procedures, which shall be administered by the Mayor.

**Commented [18]:** The Code says the rule about 30k but I believe we need to develop a policy and work with the purchasing officer to see what he has been doing.

**§ 6-13. Bonding of officers and employees. [Amended 4-2-1997 by Ord. No. 97-01; 12-19-2012 by Ord. No. 13-06; 12-19-2018 by Ord. No. 19-06]**

- The City shall maintain a personal bond on the Mayor, ~~Comptroller~~Director of Finance and ~~Authorized Signer Accounting/Treasurer~~ and the ~~Administrative Officer~~ City Manager in the amount of one hundred fifty thousand dollars (\$150,000.00) and a blanket position bond on all other officers and employees in an amount of no less than fifty thousand dollars (\$50,000.) to insure against loss sustained through any fraudulent or dishonest act or through the failure of such officer or employee to properly and faithfully perform the duties of his or her position.

**Commented [19]:** This amount? This would be akin to 300,000.00 now

**Commented [20]:** This amount? This would be \$100,000 today.

**Commented [21]:** Arpa mismanagement?

**§ 6-14. Nonprofit swimming pool tax credit program. [Added 1-6-1999 by Ord. No. 98-10; amended 6-5-2019 by Ord. No. 19-19]**

**A.** It is the intent of the City of New Carrollton to establish a tax credit program for nonprofit swimming pools located in the City, in accordance with the provisions of § 9-244 of the Tax-Property Article, Annotated Code of Maryland. Accordingly, the City hereby creates a tax credit against the City tax imposed on a nonprofit swim club that uses its facility exclusively to provide a recreational outlet for residents of the City.

**A.B.** To participate in the tax credit program, the pool must be open for membership to all residents of the City and must not discriminate based upon race, color, religion, national origin, sex, age, marital status, or physical or mental handicap.

**Commented [22]:** Should we require that a certain number of New Carrollton residents be members?

**C.** The amount of the tax credit shall be the full amount of any property tax that the City is authorized to impose pursuant to § 6-203 of the Tax-Property Article, Annotated Code of Maryland. It is acknowledged that the Prince George's County Director of Finance collects both state and municipal real property taxes for properties located within the City of New Carrollton. Therefore, to effectuate the tax credit, for each fiscal year, the City Director of Finance/Treasurer shall provide the Prince George's County Director of Finance an appropriate code for all properties for which the City has approved applications for the tax credit.

**B-D.** The County Director of Finance shall then apply the code to the property owner's tax bill so that it will reflect that no tax is due and owing the City for the then-current fiscal year. If it is determined that the Prince George's County Director of Finance cannot accommodate the City's tax credit program in this manner, then, to give effect to any tax credits granted hereunder, the City will refund to the property owners an amount equal to the tax credit.

**C-E.** Tax credits shall be available on an annual tax year basis. An application for the tax credit shall be submitted to the ~~Director of Finance/Treasurer~~ ~~Comptroller~~ no later than April 1 prior to the tax year for which the credit is being requested. The Director of

Finance/Treasurer shall determine the amount of the tax credit and place a credit on the appropriate account.

D.F. The ~~Comptroller-Director of Finance/Treasurer~~ is authorized to develop an application form and establish procedures to administer the tax credit established in this section.

E.G. An owner of real property who has applied for the tax credit established in this section may appeal to the Maryland Tax Court the denial of the tax credit if notice of the appeal is made on or before thirty (30) days from the date that the ~~Comptroller-Director of Finance/Treasurer~~ mails the notice of the determination.

#### § C-14. Budget and finance.

A. Fiscal year. The fiscal year of the City shall begin on the first day of July in any year and shall end on the last day of June in the following year. ~~The~~Such fiscal year shall constitute the tax year, the budget year and the accounting year.

B. Annual budget. The City shall operate on an annual budget. The ~~Mayor shall~~Mayor, shall submit an operating and a capital budget on such date as the Council by ordinance determines. This budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. **[Amended 12-4-2002 by Res. No. 02-13]**

C. Budget adoption. ~~Before adopting the budget, the Council shall hold a public hearing thereon after publishing notice of said public hearing in at least one (1) publication of general circulation within the City.~~ The Council may insert new items or may increase or decrease the items of the budget. If the Council increases the total proposed expenditures, it shall also increase the total anticipated revenues to an amount at least equal to the total proposed expenditures. The budget shall be prepared and adopted in the form of an ordinance. ~~A favorable vote of at least a majority of the total elected membership of the Council is necessary for adoption.~~

#### D. Appropriations.

1. No public money may be expended without having been appropriated by the Council ~~in advance unless...~~

2. From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein.

3. Any transfer of funds between appropriations for different purposes must be approved by the Council before becoming effective.

4. All appropriations lapse at the end of the budget year to the extent that they are not expended or lawfully encumbered.

**Commented [23]:** Should we put in something about COLAs and performance pay in here?

**Commented [24]:** In compliance with the new chapter concerning public hearings.

**Commented [25]:** Simplify language, simple majority required

**Commented [26]:** Do we allow for some kind of emergency discretion but we need strong language to stop the interagency transferring of funds.

D.E. Any unexpended and unencumbered funds shall be considered a surplus at the end of the budget year and shall be included among the revenues for the current budget year or be designated for other purposes as specified by the City Council. **[Amended 1-21-1998 by Res. No. 97-05]**

E.F. Audit. The Council shall provide for the financial books and accounts of the City to be audited annually as required by the Annotated Code of Maryland, or at such other times as the Council may require. The Council shall appoint the auditor. **[Amended 3-10-2014 by Res. No. 14-06]**

F.G. Financial statement. At least thirty (30) days before each general election, and before each special election at which there is a ballot question pertaining to the expenditure or borrowing of public moneys, the Mayor shall have prepared in a form appropriate and made available in a suitable place or places for inspection by the taxpayers of the City a detailed statement of the financial condition of the City, including receipts and expenditures of all kinds whatsoever since the last general election.

**Commented [27]:** Should this be administration, we don't really hold the books?

**Commented [28]:** We need to look at this because I doubt it has ever been done.

**§ C-18. Purchasing and contracts. [Amended 1-21-1998 by Res. No. 97-05; 12-4-2002 by Res. No. 02-15; 3-10-2014 by Res. No. 14-06]**

- 1. The Mayor shall be responsible for all purchases made by or on behalf of the City. The Council shall, by ordinance, provide procedures for the purchase of all supplies, materials, equipment, contractual services and capital improvements for the City.
- 2. All purchases shall be made as provided for in the City purchasing policies adopted by the City Council by ordinance, provided that emergency purchases and purchases for which competitive bids cannot be obtained may be made without regard to competitive bidding procedure.

**Commented [29]:** We need to do this.

**Commented [30]:** Needs review