



Resolution 25-24
City Council of New Carrollton, Maryland
Amending The Charter of the City of New Carrollton,
§C-9 "Treasurer's and City Administrative Officer's Duties"
To Abolish Positions of Treasurer and City Administrative Officer
Effective: July 08, 2025

CHARTER AMENDMENT RESOLUTION 25-24

CHARTER AMENDMENT RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON, MARYLAND AMENDING THE CHARTER OF THE CITY OF NEW CARROLLTON, § C-9 "TREASURER'S AND CITY ADMINISTRATIVE OFFICER'S DUTIES" TO ABOLISH THE POSITIONS OF TREASURER AND CITY ADMINISTRATIVE OFFICER, AND TO ESTABLISH THE POSITIONS OF COMPTROLLER AND CITY MANAGER, AND TO OUTLINE THEIR RESPECTIVE DUTIES AND RESPONSIBILITIES.

WHEREAS, pursuant to the authority contained in Article XI-E, § 4 of the Constitution of the State of Maryland and Md. Code Ann., Local Gov't Art., §4-301 et seq., the City Council has the authority to amend the City's Charter, in accordance with the procedures set forth therein; and

WHEREAS, the Council of the City of New Carrollton have held multiple retreats and public meetings to review the Charter; and

WHEREAS, the Council of the City of New Carrollton has determined that it is in the best interests of the City to abolish the position of Treasurer and establish the position of Comptroller to handle the financial responsibilities, among other things, for the City; and

WHEREAS, the Council of the City of New Carrollton has also determined that it is in the best interests of the City to abolish the position of City Administrative Officer and establish the position of City Manager to oversee the day-to-day operations, among other things, for the City; and

WHEREAS, the Council of the City of New Carrollton deems it to be necessary and appropriate for good government and for the good of the City of New Carrollton to amend the City Charter to update these critical position in City government..

Section 1: NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of New Carrollton, Maryland that the Charter of the City of New Carrollton, § C-9 "Treasurer's and City Administrative Officer's duties.", be and hereby is repealed, re-enacted and amended to read as follows:

§ C-9. ~~[Treasurer's]~~ City ~~[Administrative Officer's]~~ MANAGER AND COMPTROLLER ESTABLISHED; duties AND RESPONSIBILITIES.

~~[A. Treasurer's duties. The Treasurer of the City shall review all bills and City expenditures, including payroll, to assure that budget appropriations are not exceeded. The Treasurer shall disburse City funds, except City payroll checks, by check duly signed by him or her as Treasurer and countersigned by the Mayor. The Treasurer shall also do such other things as may be required elsewhere in this Charter. The Treasurer shall assist the City Administrative Officer and the City's Auditor in the preparation of a complete financial report of the accounts of the City as required.]~~

~~B. City Administrative Officer's duties. The City Administrative Officer shall assist the Mayor in the administration of the day to day management of City employees and City affairs as assigned under this Charter or by direction of the Mayor. Under the authority and supervision of the Mayor, the City Administrative Officer shall have the authority and shall be required to:~~

- ~~1. Maintain the City accounting system in such form as the Council may require, not contrary to State law.~~
- ~~2. Have custody of all public moneys belonging to or under the control of the City, except for funds under the control of any trustees, and have custody of all bonds and notes of the City.~~
- ~~3. Disburse City funds by checks duly signed by him or her for City payroll. The Mayor or the Mayor's designee may sign payroll checks if the City Administrative Officer is unavailable for any reason.~~
- ~~4. Ensure that all taxable property within the City is assessed for taxation.~~
- ~~5. Collect all taxes, special assessments, license fees, liens and all other revenues of the City for whose collection the City is responsible, and receive any funds receivable by the City.~~
- ~~6. Invest City funds in excess of those required of the immediate needs of the City. Such investment shall be in the best interest of the City.~~
- ~~7. Prepare at the request of the Mayor an annual budget to be submitted by the Mayor to the City Council.]~~

A. THE CITY MANAGER IS ESTABLISHED TO OVERSEE DAY-TO-DAY OPERATIONS OF THE CITY, MANAGE DEPARTMENT HEADS, AND IMPLEMENT COUNCIL POLICIES. IN ADDITION, THE CITY MANAGER SHALL:

- 1. APPOINT AND, WHEN NECESSARY FOR THE GOOD OF THE SERVICE, SUSPEND OR REMOVE ALL CITY EMPLOYEES EXCEPT AS OTHERWISE PROVIDED FOR BY LAW, THIS CHARTER OR PERSONNEL RULES ADOPTED PURSUANT TO THIS CHARTER. THE CITY MANAGER MAY AUTHORIZE ANY ADMINISTRATIVE OFFICER SUBJECT TO THE MANAGER'S DIRECTION AND SUPERVISION TO EXERCISE THESE POWERS WITH RESPECT TO SUBORDINATES IN THAT OFFICER'S DEPARTMENT, OFFICE OR AGENCY.**
- 2. DIRECT AND SUPERVISE THE ADMINISTRATION OF ALL DEPARTMENTS,**

OFFICES AND AGENCIES OF THE CITY, EXCEPT AS OTHERWISE PROVIDED BY THIS CHARTER OR BY LAW.

3. ATTEND ALL MEETINGS OF THE MAYOR AND COUNCIL, UNLESS EXCUSED THEREFROM BY THE MAYOR, AND ATTEND, WHEN NECESSARY, ALL COMMITTEES OF THE MAYOR AND COUNCIL. THE MANAGER SHALL BE ENTITLED TO NOTICE OF ALL REGULAR AND SPECIAL MEETINGS OF THE COUNCIL.
4. SEE THAT ALL LAWS AND ORDINANCES ARE DULY ENFORCED.
5. OVERSEE THE PREPARATION OF THE CITY'S ANNUAL BUDGET, IN CONSULTATION WITH THE COMPTROLLER AND SUBMIT IT TO THE MAYOR AND COUNCIL FOR APPROVAL AND BE RESPONSIBLE FOR THE ADMINISTRATION OF THE BUDGET AFTER ITS APPROVAL AND ADOPTION.
6. RECOMMEND TO THE GOVERNING BODY, AT THE TIME THE BUDGET IS PRESENTED, THE SALARIES TO BE PAID CITY EMPLOYEES.
7. RECOMMEND TO THE MAYOR AND COUNCIL A STANDARD SCHEDULE OF PAY FOR EACH APPOINTIVE OFFICE AND POSITION IN THE CITY SERVICE, INCLUDING MINIMUM, INTERMEDIATE AND MAXIMUM RATES.
8. MAKE RECOMMENDATIONS TO THE MAYOR AND COUNCIL CONCERNING THE AFFAIRS OF THE CITY.
9. SHALL NOT ENGAGE IN OUTSIDE EMPLOYMENT UNLESS APPROVED BY A MAJORITY OF THE CITY COUNCIL.
10. PERFORM SUCH DUTIES AS MAY BE REQUIRED OF HIM/HER BY THE MAYOR AND/OR THE MAYOR AND COUNCIL NOT INCONSISTENT WITH ANY LAWS OR ORDINANCES.
11. THE CITY MANAGER SHALL DESIGNATE BY LETTER WITH THE CITY CLERK, A QUALIFIED EMPLOYEE OF THE CITY TO PERFORM THE DUTIES OF THE OFFICE DURING ANY TEMPORARY ABSENCE OR DISABILITY. IN THE EVENT OF FAILURE OF THE CITY MANAGER TO MAKE SUCH A DESIGNATION, THE MAYOR MAY APPOINT A QUALIFIED EMPLOYEE OF THE CITY PERFORM THE DUTIES OF THE OFFICE, UNTIL THE RETURN OR CESSATION OF DISABILITY OR UNAVAILABILITY OF THE CITY MANAGER. ALL APPOINTMENTS TO PERMANENTLY REPLACE A CITY MANAGER REQUIRE A SUPER MAJORITY VOTE OF THE COUNCIL.

B. THE CITY COMPTROLLER IS ESTABLISHED TO OVERSEE THE FINANCIAL ADMINISTRATION, ACCOUNTING, AND REPORTING FOR THE CITY. THE CITY COMPTROLLER SHALL ENSURE FISCAL RESPONSIBILITY, TRANSPARENCY, AND ACCOUNTABILITY IN ALL FINANCIAL MATTERS. IN FULFILLING ITS DUTIES AND OBLIGATIONS, THE CITY COMPTROLLER SHALL:

(A) MAINTAIN ACCURATE RECORDS OF ALL FINANCIAL TRANSACTIONS OF THE CITY.

(B) PREPARE AND SUBMIT REGULAR FINANCIAL REPORTS TO THE MAYOR AND CITY COUNCIL.

(C) MONITOR COMPLIANCE WITH THE CITY'S BUDGET, ENSURING PROPER EXPENDITURE OF PUBLIC FUNDS.

(D) CONDUCT AND OVERSEE INTERNAL AUDITS OF CITY DEPARTMENTS AND RECOMMEND CORRECTIVE MEASURES WHEN NECESSARY.

(E) OVERSEE ALL PAYROLL ACTIVITIES IN A TIMELY MANNER TO INCLUDE TAX FILINGS.

(F) ENSURE COMPLIANCE WITH FEDERAL, STATE, AND LOCAL FINANCIAL LAWS AND REGULATIONS.

(G) SERVE AS THE CITY'S LIAISON WITH EXTERNAL AUDITORS AND PROVIDE NECESSARY DOCUMENTATION FOR AUDIT PURPOSES.

(H) DEVELOP AND MANAGE THE CITY'S BUDGET, FORECASTING FUTURE FINANCIAL PERFORMANCE, AND MONITOR VARIANCES AGAINST THE BUDGET.

(I) ESTABLISH AND MAINTAIN INTERNAL CONTROLS TO SAFEGUARD ASSETS AND ENSURE COMPLIANCE WITH ACCOUNTING STANDARDS.

- ~~1. Maintain the City accounting system in such form as the Council may require, not contrary to State law.~~
- ~~2. Have custody of all public monies belonging to or under the control of the City, except for funds under the control of any trustees, and have custody of all bonds and notes of the City.~~
- ~~3. Disburse City funds by checks duly signed by him or her for City payroll. The Mayor or the Mayor's designee may sign payroll checks if the City Manager Administrative Officer is unavailable for any reason.~~
- ~~4. Ensure that all taxable property within the City is assessed for taxation.~~
- ~~5. Collect all taxes, special assessments, license fees, liens and all other revenues of the City for whose collection the City is responsible, and receive any funds receivable by the City.~~
- ~~6. Invest City funds in excess of those required of the immediate needs of the City. Such investment shall be in the best interest of the City.~~
- ~~7. Prepare at the request of the Mayor an annual budget to be submitted by the Mayor to the City Council.~~
- ~~8. Keep the Mayor and Council advised of the financial condition and future needs of the City and make such recommendations as the City Manager may deem desirable.~~
- ~~9. Facilitate with the Purchasing Officer the purchase of all materials, supplies and equipment for which funds are provided in the budget; execute contracts necessary for operations or maintenance of City Services in accordance with the provisions of this charter requiring Council approval or notice and under the direct supervision of the~~

Mayor:

- ~~10. Oversee all payroll activities in a timely manner to include time card validation, garnishment processing, benefit deductions, and printing of checks.~~
- ~~11. Establish and maintain internal controls to safeguard assets and ensure compliance with accounting standards.~~
- ~~12. Develop and manage the City's budget, forecasting future financial performance, and monitor variances against the budget.~~
- ~~13. Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.~~

~~Facilitate an internal audit process and address any findings with the City Manager, Mayor, and City Council. Facilitate and participate in external audits; collaborate and communicate findings with appropriate~~

Section 2: BE IT FURTHER RESOLVED that this Charter Amendment Resolution is adopted this 19th day of May, 2025, and that the amendments to the Charter of the City of New Carrollton, hereby proposed by this enactment, shall be and become effective fifty (50) days after its passage by the City unless petitioned to referendum in accordance with the Local Government Article of the Annotated Code of Maryland within 40 days following its passage. A fair summary of this Resolution shall be posted in the City Hall for forty (40) days following its adoption and published in a newspaper having general circulation in the City no fewer than four (4) times at weekly intervals within the forty (40) days following its passage by the City.

Section 3: BE IT FURTHER RESOLVED that as soon as the Charter Amendment Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Administrative Officer shall send to the Department of Legislative Services, the following information concerning the Charter Amendment Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of New Carrollton or in a referendum; and (iv) the effective date of the Charter Amendment.

Section 4: BE IT FURTHER RESOLVED that the City Administrative Officer of the City of New Carrollton, Maryland be, and hereby is specifically instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and the City Administrative Officer shall cause to be affixed to the minutes of this meeting an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Amendment shall have been published, and shall further cause to be completed and executed the Certificate of Effect.

Section 5: BE IT FURTHER RESOLVED that if any provision of this Charter Resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Charter Resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this Resolution and of the Charter are hereby declared to be severable.

Section 6: BE IT FURTHER RESOLVED that any provision of the Charter inconsistent with the amended provisions is hereby repealed.

INTRODUCED AND ADOPTED by the Council of the City of New Carrollton, Maryland at a Meeting on the 19th day of May, 2025.

ATTEST:



Kaitlyn Schisler
City Clerk

CITY OF NEW CARROLLTON



Briana Urbina, Chair
City Council

Date: 5/19/2025

Approved for legal sufficiency:



BY: Jason DeLoach Esq.
City Attorney

Approved:



Katrina R Dodro, Mayor

Date: 5/19/2025

CAPS : Indicate matter added to existing law.
[Brackets] : Indicate matter deleted from law.
Asterisks * * * : Indicate matter remaining unchanged in existing law but not set forth in Resolution.
CAPS : Indicate matter added in amendment
[Brackets] : Indicate matter deleted in amendment