

SPECIAL COMMITTEE MEETING
City Council as a Whole
January 8, 1958

Councilman Sidell called the meeting to order at 7:40 p.m. Those present were: Councilwoman Monitor, Councilmen Forshee, McKenzie and Sidell, also Director of Public Works, Mr. Remsen; Inspector of Buildings, Mr. Ferry; Clerk-Treasurer, Mr. Pridgen.

Councilman Sidell stated the purpose of the meeting was to hear certain property owners concerning various deficiencies in their properties under the Housing Ordinance, corrections to same having been ordered by Inspector of Buildings, Mr. Ferry, owners having appealed to the Council for relief by waiver.

Mr. Robert Bainum, Realtor, representing Mr. Eli Weinkranz, owner of the property at 7106-7108 Maple Avenue, addressed the Council, stating that he and his organization are in favor of the Housing Ordinance and that its enforcement has been beneficial to the City of Takoma Park. He stated that it is his understanding that the Ordinance is considered to be the sixth best such Ordinance in the entire United States. Mr. Bainum stated that the specific property in question conforms to the Ordinance in all other respects, other than one bedroom in each of four apartments is lacking in window area. He stated the existing windows measure 70" X 30" which is 1 3/4 square feet less than necessary to conform to the Code. Mr. Bainum further stated that each room has three doors over which there are transoms measuring 30" X 11" and that the owner will be glad to remove the glass from these transoms to provide more ventilation as well as some light. He stated that actually two should provide the ventilation required. Mr. Bainum requested that the owner be relieved of changing the size of the four windows, as it is estimated to cost approximately \$150.00 for each window or a total of \$600.00 and that this money could well be spent in other repairs to the building. He also pointed out that the building is fifty years old and that often when such alterations are made that it creates additional work at greater expense. Mr. Bainum presented a letter addressed to the Mayor, dated December 4, 1957, written by Dr. Dean H. Harding, concerning the room in question.

Councilman Sidell pointed out the last paragraph of Dr. Harding's letter in which it is stated "I understand that plans are under way for a modern fold door to replace the east door of this room, and glass could readily be removed from the transoms. This, in my opinion, would make this room healthful and habitable". Councilman Sidell stated that it is apparent the Doctor does not think the room is healthful and habitable in its existing condition.

Councilman Forshee referred to the drawings that had been submitted by Mr. Ferry and inquired if the hallway shown is closed or is open to light and ventilation. He was informed that it is closed.

Mr. Remsen called attention to the requirement in the Ordinance that each room shall have at least one window opening to the outside. Mr. Ferry stated certain other specifications as required by the Ordinance.

There was discussion as to various methods of complying to the Ordinance. Question was raised if conversion to a casement type window will provide both light and ventilation sufficient to conform, and also if jalousies could be used to an advantage and if measurements are considered from stop to stop of the window frame.

Councilman Sidell thanked Mr. Bainum for his cooperation and explained that the Committee will consider the matter further and make a recommendation to the Mayor and Council at a subsequent meeting.

Mr. Bainum thanked the Council and left the meeting at 8:00 p.m.

Councilman Sidell then requested Mr. and Mrs. Gerald E. Schultz of 7409 Flower Avenue to state their case.

Mr. Schultz stated that they had purchased their property fifteen years ago prior to the enactment of the Housing Ordinance, during a period that they had very little money to invest and that since that time they have been doing all possible to maintain their investment. He stated that since the Housing Ordinance was primarily designed for health purposes, he did not feel that the lack of 2 1/2 inches in ceiling height was of sufficient health menace to require tearing up a perfectly good hardwood floor in order to obtain the necessary ceiling height.

Councilman Sidell stated that there were four items needed to conform as contained in the report as follows:

1. Low ceilings in all rooms.
2. Insufficient daylight in living room.
3. Insufficient daylight in bedroom.
4. Insufficient ventilation in bathroom.

Mr. Schultz stated that they would conform to all the other requirements, but that they did not want to go to the expense of lowering the floor, particularly to replace it with a less satisfactory flooring material. At this point Mrs. Schultz invited the Council to inspect the apartment themselves and see how nice it is. She stated that the furniture in the apartment belongs to her mother and that presently she spends the winters in Florida and sub-lets the apartment to not more than two nurses from the Sanitarium, but returns in the Spring and uses the apartment herself, but that the time will come when she is no longer physically able to make the trip to Florida and shall remain in the apartment the year around and that since she is subject to chest colds, an asphalt tile or cement floor will not be healthful. Mrs. Schultz further stated that she cannot understand how anyone can decide there is not enough ventilation, just because the ceiling is 2 1/2 inches too low.

Mr. Remsen stated that a seven foot ceiling in a basement is recommended by the U. S. Public Health Service and is considered as standard minimum all over the United States. Mr. Remsen suggested that a parquet or asphalt tile flooring be used.

Councilman Sidell stated that no decision would be made on the matter at this meeting, and that the Committee would give further consideration and make a recommendation to the Council at a subsequent meeting. Councilman Sidell pointed out to Mr. & Mrs. Schultz that while the Committee would like to be lenient in individual cases that to do so would set a precedent and that the Council must consider property owners as a whole, as it is their duty to uphold the Ordinance which was designed for the benefit of the City as a whole. He stated that while enforcement may work a hardship on a few, that there are other property owners to be considered and that there must be set rules to follow. Councilman Sidell thanked Mr. & Mrs. Schultz for attending.

Mr. & Mrs. Schultz thanked the Council for the opportunity of being heard.

The meeting adjourned at 8:20 p.m.

George M. Miller
Mayor

Raymond P. Pugh
Clerk-Treasurer

MAYOR AND COUNCIL
EXECUTIVE MEETING
January 13, 1958

Mayor Miller called the meeting to order at 8:07 p.m. Those present: Councilmen Forshee, McKenzie, Sidell, and Councilwoman Monitor. Absent: Collison, Forehand and Kozel.

Councilman McKenzie moved that the minutes of December 9, 1957 be accepted as correct. Upon being seconded by Councilman Forshee, and put to question, the motion was carried.

The Financial Statement for the Month of December was read as follows:
See pages 220 & 221 for complete statement

Citizens Bank of Takoma Park-General Fund		Suburban Trust Company - General Fund	
Bank Balance-November 30, 1957	53,845.68	Bank Balance-Nov. 30, 1957	37,870.20
Receipts - December	<u>14,732.47</u>	Receipts - December	<u>616.70</u>
	68,578.15		38,486.90
Disbursements - December	<u>43,483.05</u>	Disbursements	-
Bank Balance -Dec. 31,1957	25,095.10	Bank Balance-Dec. 31,1957	<u>38,486.90</u>

Special Improvement Account - Citizens Bank	
Bank Balance-Nov. 30, 1957	16,387.75
Receipts - December	<u>1,300.53</u>
	17,688.28
Disbursements-December	<u>1,900.80</u>
Bank Bal.-Dec. 31, 1957	15,787.48

CORRESPONDENCE RECEIVED FROM:

1. Robert W. Hamilton, Recording Secretary, City Fire Board, Clarification of number of Paid Sergeants, Fire Department. Referred to Public Safety Committee.
2. Mrs. Thomas J. Hutchins, 18 Hickory Avenue, City, need for ten cent store in the community. Referred to Civic Improvements Committee.
3. Jesse O. Gibson, Director of Promotion and Finance, American Temperance Society, Bridge-Carroll Avenue and Long Branch Creek. Referred to Public Safety Committee.
4. Perce L. Wolfe, Associate Director of Parks, MNCP&PC, Public Safety-School Children Sligo Creek Parkway-foot Cherry Avenue. Referred to Council Files.
5. Theodore R. McKeldin, Governor, State of Maryland, Appointment of George A. Cook, Justice of the Peace, Montgomery County. Referred to Council Files.
6. Carl S. Lee, 349 Boyd Avenue, City, three foot entrance painted to prohibit parking - 349 Boyd Avenue. Referred to Public Safety Committee.
7. Newsletter, Civil Defense Office, Rockville, Md. Referred to Council Files.
8. M. Sahr, 7620 Maple Avenue, City, Deterioration of Intersection of Ritchie Avenue and Maple Avenue.
9. S. Michael Derato, 413 Lincoln Avenue, Sign-Langley Park-New Hampshire Ave.-South of Emory's Barbecue. Referred to Civic Improvements and Public Works Committees.
10. The F. A. Bartlett Tree Expert Company, Bethesda, Md., Mist Blower - tree spraying service. Referred to Parks and Recreation Committee.

11. Dean H. Harding, M.D., 113 Carroll St. N. W., Washington, D. C., Habitable Conditions - 7106 Maple Avenue. Referred to Public Welfare Committee.
12. Ivy H. Morrison, 7218 Maple Avenue, City, Request for consideration of lighting conditions under Housing Ordinance. Referred to Public Welfare Committee.
13. Mrs. Virginia J. Ryan, #1 Linden Circle, City, Street sign - Linden Avenue. Referred to Public Welfare Committee.
14. Charles S. Longacre, Chairman of Church Board Committee, Carnig property-#8 Philadelphia Avenue as Welfare Center. Referred to Public Welfare Committee.
15. E. W. Bucklin, Director of Inspection and Licenses, Montgomery County: (a) Zoning Amendment Petition B-602, Roger R. Milam, applicant, Lot 26, Block 54, B.F.G., located North side Kennebec Avenue between Roanoke Avenue and Sligo Parkway, Takoma Park, consisting of 14,702 square feet - R-60 to R-20. Hearing date, February 19th, 1958. (b) Zoning Amendment Petition B-629, Alger Y. Barbee, Attorney for the Estate of Katherine C. King, Applicant, Lots 5, 6 and 7, Section 1 of S.S. Carrolls Sub-division, Takoma Park, located at 12 Grant Avenue, Takoma Park, consisting of 24,750 square feet, R-60 to R-20. Hearing date - February 19th, 1958.
16. Etta Mae Davis, Secretary, Community League, Resolution-concerning City Charter. Referred to Law and Ordinances Committee.
17. Helen F. Ross, 7133 Maple Ave., City, ten cent store and grocery store, Laurel Ave. Referred to Public Welfare Committee.

OPEN MEETING:

Mayor Miller requested that the Council adopt a Resolution, which would be sent to the County Manager, Mr. Melvin L. Reese, concerning the budget allowance of \$250,000 for the Takoma Park Elementary School. The Mayor further stated that the School is very much in need of repairs and that the budget amount is much needed. Members of the Board of Education recently made a tour of the school, so are well aware of the school's needs.

Mrs. Durning, a representative of a local real estate firm, and handling the account of Dr. & Mrs. Theodore Flaiz, addressed the Mayor and Council, stating that the doctor and his wife had recently purchased five lots at the intersection of Kingwood Avenue and were requesting information of the Council as to the proper way to go about having an area of the street in that vicinity paved. Councilman Sidell informed Mrs. Durning the proper procedure would be to write a formal letter to the Mayor and Council, in order that a Special Hearing could be set. Also that it concerned the WSSC in respect to Drainage, etc. Councilman Sidell stated that matters could be speeded up some, if the parties in question would obtain petitions from the property owners in the vicinity, that they are agreeable to this, as they would be assessed accordingly. Mrs. Durning thanked the Mayor and Council for their time and stated she would take care of the details.

Mrs. Etta Mae Davis, 703 New York Ave., thanked the Mayor and Council for the gift presented her during the Holidays.

Mr. Michael Derato, 413 Lincoln Ave., asked the Mayor and Council why the street had not been repaired in the vicinity of Ritchie near Maple, pointing out that City vehicles use the area, especially the Police Department. It was pointed out that the area is presently in hands of an Engineer, and that the condition will be corrected in the future.

Mr. Albert Ground, 7411 Maple Avenue, addressed the Mayor and Council as a member of the Veterans of Foreign Wars, Post No. 350, also introducing Mr. James Gowen, Department of Maryland Staff; Mr. Arthur Agnew, Prince George's Co., Junior Vice Comdr.; Mr. Weldon Leroy Maddox, Vice Comdr.; of Baltimore. Mr. Ground stated that Mr. Maddox had a presentation to make to the Mayor and Council. Mr. Maddox, upon recommendation of Mr. Ground, presented Certificates of Appreciation, from the Veterans of Foreign Wars Headquarters, Baltimore, to Mayor Miller, Councilwoman Monitor, and to the Council as a whole; as a small means of appreciation of the Veterans Memorial dedicated on November 11th, here in the City. Mayor Miller stated that he deeply appreciated the efforts of the Veterans of Foreign Wars and would long remember their efforts.

PARKS AND RECREATION COMMITTEE:

1. Councilwoman Monitor reported that Mrs. Kearns, of the Fire Department Auxiliary had called her, that they are still interested in the Majoretts, and that the matter would be discussed at their next meeting, and that there would a report soon.
2. Councilwoman Monitor reported that the fence at Forest Park had been erected; the water cooler, donated by the Isaac Walton League, had been installed at #8 Sherman; the Christmas Dance for the Teen Club on December 20th was a huge success, that they had invited teenagers from Falls Church, Virginia, who in return have invited them to be their guests in the future; also that Barbara Wilkinson of the Teen Club will be in charge again of the March of Dimes program here in the City, and that so far they have obtained ten volunteers; it was also reported that 51 bulbs had been taken from the Christmas Trees at the Library, however, after Councilwoman Monitor had notified the Police Department to check on the matter, the vandalism stopped. Councilwoman Monitor also thanked Mr. Remsen's crew for the fine job they did in decorating the trees, and further stated that the Ceremony this year was a very fine one.
3. Councilwoman Monitor reported that the activities at the gymnasium had been cancelled this past week, due to fumes from a gasoline tank leak at the service station next door, however, as the matter has been corrected, activities have been resumed.
4. Councilwoman Monitor stated that several requests had been received to flood the parks for ice skating. However, the request did not appear too practical, due to the varying temperatures in this area.
5. Councilwoman Monitor questioned the school blinker light system, as she had heard a few statements that they were not too effective, and was informed by Chief of Police Foster, that his department was getting the difficulties worked out, and that they were working very well.

CIVIC IMPROVEMENTS COMMITTEE:

No report at this time.

PUBLIC WORKS COMMITTEE:

Councilman Sidell reported in the absence of Councilman Collison:

1. That he and Mr. Remsen had called on Mr. Painter, concerning the drainage problem at 703 Devonshire Road. Also that Mr. Remsen had surveyed the area and taken readings of the amount of water, however, the Committee had not met as yet, to arrive at a decision. A report will be given later.
2. Councilman Sidell reported on Mr. M. Sahr's letter concerning the deterioration of the Intersection of Ritchie and Maple Avenues, thus causing a hazardous traffic condition. Councilman Sidell along with Mr. Remsen have investigated the area and reported

that a barricade will be placed along with reflectors to help make the motorist aware of the situation. Mr. Remsen pointed out that a considerable amount of the rough pavement was caused by drainage which had frozen on the street, and which would require the work of a bulldozer to clear the area. A machine of this type would have to be rented, and Mr. Remsen stated that as soon as the weather warmed up the Public Works Department will attempt to eliminate some of the rough area.

3. Councilman Sidell reported that the Public Works Department has received a letter from E. W. Bucklin, Director of the Department of Inspections and Licenses of Montgomery County, concerning the use of the Heffner Park site for the new Public Works Department facilities. Mr. Bucklin stated that Municipalities are not bound by zoning regulations, and can use property belonging to the City in whatever way they choose. Councilman Sidell stated further that the lot opposite #8 Columbia, could therefore, be used much the same way, and that the City could go ahead and erect a fence around the property. Corporation Counsel Gingerich was asked to check on the exact zoning regulations pertaining to the above and report back to the City.

4. Councilman Sidell reported on the request of Carl S. Lee, 349 Boyd Avenue, stating that the City cannot make a special exception in this request to paint a "no parking" sign in front of his home and also that this would hardly solve the problem, however, that Mr. Lee could petition the City for a sidewalk in the area, if he chose to, then the Council would look into the matter.

PUBLIC SAFETY COMMITTEE:

Councilman Sidell reported in the absence of Councilman Forehand:

1. That the Fire Department recommends purchase of a new $1\frac{1}{2}$ " fire hose, with certain specifications being furnished by the Fire Department. The Clerk-Treasurer was directed to obtain sealed bids, to be opened at 3 p.m., January 24th.

2. Councilman Sidell, upon recommendation of Chief of Police S. A. Foster, moved the permanent appointment of Private Melvin N. Tefteau, effective January 15th, 1958. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

3. Councilman Sidell, upon recommendation of Chief of Police S. A. Foster, moved the permanent appointment of Private Richard B. Owens, effective January 15th, 1958. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

4. Councilman Sidell moved that the resignation of PFC Alfonso A. Capozzi be accepted, effective January 13th, 1958. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

5. Councilman Sidell reported on the Sligo Temperance Society Safety Program, concerning the placing of signs on PEPCO poles - PEPCO will not allow the subject signs to be attached to the poles here in the City, however, the matter will be checked further, as the placing of such signs, is allowed, in the District of Columbia. A further report will be made.

6. Councilman Sidell moved that a lighted sign be purchased from the Patrick Sign Company, for the Takoma Park Police Department, in accordance with the sketch submitted. The price of the sign, not including installation costs, to be \$150.00, and charged to the Reserve Fund. After considerable discussion, the motion was seconded by Mayor Miller, after being put to question, was passed as follows: Yeas: Mayor Miller, Councilwoman Monitor, Councilman Sidell. Nays: Councilmen Forshee and McKenzie.

7. In connection with paving of Boston and Dundalk Avenues, PEPCO has proposed that ten lights be installed to serve ten families in the area, at an annual cost of \$134.44. Councilman Sidell moved the Council accept the above proposal by PEPCO. Upon being seconded, and put to question, the motion was carried.

8. Councilman Sidell reported that the request by the Sligo Temperance Society for a bridge on Long Branch Creek Parkway, cannot be handled by the City as property belongs to MNCP&PC. Therefore, it was recommended that we endorse this request over to Park and Planning, and suggest to them what could be done. There was also discussion concerning the need of blacktopping the sidewalk along Carroll Avenue to assist and protect the students attending the Takoma Academy.

9. Councilman Sidell reported that after a complete investigation by the Public Works Department Repair Shop, it was estimated that it would cost approximately \$900 to repair police car #4, and as the car has 86,000 miles on it, it is the opinion of the Committee that it would be false economy to attempt to put the car in repair, therefore, Councilman Sidell moved that the City Clerk-Treasurer advertise for bids for a new car to replace Car #4. Mayor Miller inquired of Chief Foster if the cars were being well cared for, and Chief Foster informed him they were, however, that Car #4 had had considerable use, and was in an unsafe condition. There was also considerable discussion among the Council Members as to the advisability of undertaking this expense, at this time. Upon being seconded by Councilwoman Monitor, and put to question, the motions was carried.

Councilwoman Monitor reported that she had observed that some of the "no parking" signs in the City were very much in need of repainting. Mr. Remsen stated that his department was aware of this, and would correct the situation.

PUBLIC WELFARE COMMITTEE:

1. Councilman Sidell reported that the Public Hearing held on January 8th, had been a very good meeting, and that the Committee would have a recommendation for the Council in the near future.

There was also discussion on the request of Mr. Longacre for possible purchase of the Carnig property on Philadelphia Avenue, for Welfare Center purposes. The question was asked, should Elder Holland occupy the second floor for living purposes, would property be exempt from taxes, and was informed by the Corporation Counsel that it would. It is not definite that the property will be purchased as yet, however, it is under investigation by the Church Board Committee.

LAW AND ORDINANCES COMMITTEE:

1. Councilman McKenzie reported that he will be ready to present the Ordinance pertaining to City Elections at the next Council Meeting.

2. Discussion was held on the pay of the new Justice of the Peace for Montgomery County and that the salary would be \$800, retroactive to January 1st.

3. Councilman McKenzie moved that a Resolution be sent to County Manager M. L. Reese, to retain in the school budget a \$250,000 item for renovation of the Takoma Park Elementary School. The Clerk-Treasurer was directed to take care of this matter.

4. Councilman McKenzie reported that work on the codification was progressing well, and that a considerable amount of work has been done.

FINANCE COMMITTEE:

1. Councilman Forshee moved the payment of the bills for the Month of December in the amount of \$43,483.05. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

Mayor Miller requested of the Clerk-Treasurer to inquire of Park and Planning when the zoning map for the City would be ready.

Mr. Ferry, Buildings Inspector reported that about 25% of the Apartment Registrations had been received at this time.

Fire Chief Raymond E. Carter reported that the Fire Department is badly in need of a hot water tank. He said the present tank has been repaired several times, and that to replace it would cost approximately \$300. The request will be investigated and reported on at a later date.

There being no further business to come before the Mayor and Council, the meeting adjourned at 10:30 p.m.

George M. Miller
Mayor

Haynes M. Lindsey
Clerk-Treasurer

REGULAR MEETING
MAYOR AND COUNCIL
January 27, 1958

Mayor Miller called the meeting to order at 8:00 p.m. Those present: Councilmen Collison, Forehand, Forshee, Kozel, McKenzie, Sidell and Councilwoman Monitor.

Councilman Forshee moved that the minutes of January 13th, be accepted as correct. Upon being seconded by Councilwoman Monitor, and put to question, the motion was carried.

The Invocation was rendered by Rev. Russell Quackenbush from the Washington Sanitarium, Seventh Day Adventist Church.

CORRESPONDENCE RECEIVED FROM:

1. Warren D. Haley, President, Montgomery County Tuberculosis and Heart Association, Appreciation for contribution of moneys donated through parking meters - Christmas time. Referred to Civic Improvements Committee.
2. John T. Bonifant, Secretary, Washington Suburban Sanitary Commission, Regarding storm drainage, Block 85, South of Philadelphia Avenue, Cedar Avenue to Park Avenue. Referred to Public Works Committee.
3. Sigurd Christiansen, 207 Hudson Avenue, Regarding zoning of rest home. Referred to Public Works and Civic Improvements Committees.
4. Theodore McKeldin, Governor, State of Maryland, Seventh Annual Governor's Conference on Recreation and Parks. Referred to Parks and Recreation Committee.
5. Mrs. Vera Hash, Chairman, Prince Georges County Recreation Board, Regarding Summer playground program. Referred to Parks and Recreation Committee.
6. Jesse F. Nicholson, Secretary-Treasurer, MNCP&PC, Zoning Amendment Petition No. B-629, Alger Y. Barbee, Attorney for Estate of Katherine C. King, Lots 5, 6 and 7, Section 1 of Carroll's Subdivision, R-60 to R-20 Zone. Referred to Civic Improvements Committee.
7. Jesse F. Nicholson, Secretary-Treasurer, MNCP&PC, Zoning Amendment Petition No. B-602, Roger R. Milan, Lot 26, Block 54, Gilbert's Subdivision R-60 to R-20 Zone. Referred to Civic Improvements Committee.
8. M. L. Reese, County Manager, Montgomery County, Regarding budget appropriation for improvement of Takoma Park Elementary School. Referred to Council Files.
9. Rose K. Dawson, Majority Clerk, Supervisor of Elections, Montgomery, Co., Request for use of Fire Department building, Tuesday, May 20th, 1958 for Primary Elections. Referred to Law and Ordinances and Parks and Recreation Committees.
10. Weldon Leroy Maddox, Department Commander, Veterans of Foreign Wars, Acknowledgement of letter from Mayor Miller thanking for citations. Referred to Council Files.
11. Alice M. Black, Corresponding Secretary, Takoma Park Junior High School P.T.A., Regarding pedestrian traffic hazard and requesting asphalt walkway. Referred to Public Safety and Public Works Committees.
12. George A. Cook, Justice of the Peace, Montgomery County, request for office chair. Referred to Law and Ordinances Committee.

13. Royal G. Sherburne, 504 Albany Avenue, Request for abandonment of Brashears Avenue, North Takoma Park, Maryland. Referred to Law and Ordinances and Public Works Committees.
14. Maryland Municipal League, Regarding legislative proposals with copies of letters sent to Members of General Assembly and to State Senators. Referred to Law and Ordinances Committee. Mayor Miller stated that all Members of the Council should receive copies of this correspondence, as well as any interested Citizens.
15. Dr. Theodore R. Flaiz and Mrs. Flaiz, request for paving of street in front of Lots 1, 2, 3, 4 & 5, Block 8, N. H. Avenue Highlands Subdivision. Referred to the Public Works Committee.
16. Robert Mandel, 7003 Woodland Avenue, President, Spring Park Community Association, recommendations concerning City Elections. Referred to Law and Ordinances Committee.

Mayor Miller addressed the Council and Citizens present, briefly, on his recent trip to Knoxville, Tenn., where he attended the meeting of the Mayors concerning the Municipal Technical Survey Committee of the Maryland Municipal League, on Urbanization. The Mayor spoke very highly of the work being carried on in this connection and that he had gained very valuable information concerning Urbanization.

Mayor Miller welcomed back to the Council, Councilman Oscar J. Forehand, who has been absent due to illness. The Mayor extended the very best to Mr. Forehand and wished him every success and continued well-being. At this time, Mr. Forehand thanked the Mayor and Council, also the Citizens, who extended their good wishes, and also visited him while he was a patient at the National Institute of Health.

OPEN MEETING:

Mr. George B. Kennedy, 7715 Takoma Avenue; President of the North Takoma Citizens Association, presented to the Mayor and Council a Resolution, adopted at their last meeting, concerning some 30 long-leaf pine trees, set out by MNCP&PC, about 25 years ago, along the southerly side of Takoma Avenue, between Buffalo and Baltimore Avenues, which have become infected by a fungus growth, said to be Colorado Pine tree blister. The Citizens Association requests that the Mayor and Council take immediate action to attempt to save these trees. The above matter was referred to Parks & Recreation and Public Works Committees.

Mr. Kennedy also stated that a major portion of the last meeting was devoted to further discussion of the action by MNCP&PC in approving the so-called Eastern By-Pass. Mr. Kennedy read five reasons why the By-Pass would affect the Citizens in the area, because of Park & Planning's action. Therefore, the Citizens voted to formally request the Commission to hold a re-hearing on Plan 6, and requests that the Mayor and Council support the Association's request for a re-hearing.

Mrs. Vera K. Flaiz, 8011 Maple Avenue, asked the Mayor and Council, if the subject of Easement, in the request for paving of street in front of Lots 1, 2, 3, 4 & 5, of Block 8, N. H. Avenue Highlands, should be included in letter, and was informed by Councilman Collison that it need not be. Mention was also made again that it would be well to obtain a petition of property owners concerned, giving their approval, or a Public Hearing would have to be scheduled.

Dr. Jack Coulson addressed the Mayor and Council also on Plan 6 of the Eastern By-pass, stating that in the approving of this plan, it would bring Fenton Street into Philadelphia Avenue, down Woodbury Drive and connecting with Takoma Avenue, also that Woodbury Drive would be deadended. This plan would mean elevating the street so that the homes in the area would be below street level. Mention was also made to Highway 240, which would connect with the area too, thus increasing the flow of traffic.

PARKS AND RECREATION COMMITTEE:

1. Councilwoman Monitor reported that a meeting has been scheduled for Thursday afternoon, January 30th, with Lee Jordan, Councilman Collison, Mr. Remsen, to discuss the possible location of a building to be used by Lee Jordan as a Recreational site.
2. Councilwoman Monitor reported that the first meeting was held last week concerning the 75th Anniversary Celebration in November of this Year, of the City of Takoma Park, and that another meeting will be held on January 29th, at the Library. The following Steering Committee has been named: Mr. Ed Turner, Mr. Irving Johnson, Mr. John Coffman, Dr. Clifton Olmstead, Mrs. Ruth Pratt, Mrs. Etta Mae Davis, Mrs. Ralph Sidell and Mrs. Emily P. Monitor.
3. Councilwoman Monitor stated that the Teen Club is being re-organized under the leadership of Mrs. Alice Myers; also that scout groups have been using the skating facilities at the gymnasium, and others are encouraged to do so too; also if the Public wonders what the Park crew does during the winter months, when the Parks are not in need of particular care, the Public is invited to visit the green house at Public Works and view the accomplishments of the crew. The plants will be used in the Parks come warm weather.

CIVIC IMPROVEMENTS COMMITTEE:

1. Councilman Kozel moved that the following proposed Resolution be adopted: "The Mayor and Council of Takoma Park resolve that the City Council and Mayor do hereby request a re-hearing be granted on Plan 6, recently approved by the Maryland-National Capital Park and Planning Commission. This re-hearing is requested for adequate reasons submitted by Citizens of Takoma Park, and the Mayor and Council feel that this rehearing is necessary for the effect it will have on the property owners." Upon being seconded, and put to question, the above Resolution was adopted. It was also suggested that a letter be addressed to Park and Planning along with the above proposed resolution.
2. Councilman Kozel reported on the need for a ten cent store, stating that a children's shop is going to move in the present vacated area, however, that the matter will be investigated further. Mayor Miller stated that he has requested the Clerk-Treasurer to set up a meeting date with the owners of the buildings being vacated, in order to discuss the problems of business in the area.
3. Councilman Kozel reported on the Sign-Langley Park-N. H. Avenue-South of Emory's Barbecue - that subject sign could be moved back somewhat in order to avoid confusion. The matter will be taken care of.
4. Councilman Kozel requested that the Clerk-Treasurer send a copy of the list of City owned properties in Montgomery County, to the Women's Club for consideration. As yet, a list of those in Prince Georges County is not available.
5. Councilman Kozel moved that the Special Exception Zoning Appeal on the property, formerly known as the Takoma Park Colored Elementary School (abandoned), Lot 7, Block 61, B. F. Gilbert's Subdivision; recently sold to Mr. Robert Bainum, and now requested to be used as a Child Care Center, be opposed, due to the fact that there is 50 feet less frontage, than required for this purpose. Upon being seconded by Councilman McKenize, and put to question, the motion was defeated.

PUBLIC SAFETY COMMITTEE:

1. Councilman Collison reported for Councilman Forehand - Councilman Collison moved the adoption of the following Ordinance:

ORDINANCE NO. 1476

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

Section 1. THAT in accordance with bids received and duly opened on January 24th, 1958, that 500 feet of 1½" American LaFrance First Line LaFron(Dacron) fire hose, 600 lb. test, with Allweather Treatment against the absorption of water and growth of mildew, with N.S.T. rocker lug couplings be purchased.

Section 2. AND THAT the above fire hose be purchased from the AMERICAN LaFRANCE CORPORATION, Silver Spring, Maryland, at a cost of FIVE HUNDRED AND FIFTY DOLLARS (\$550.00), less TWO percent as specified in the original bid submitted by the American LaFrance Corporation.

Section 3. AND FURTHER THAT the purchase of this fire hose be charged to Budget Account No. 11-213.

Upon being seconded by Councilman Sidell the above Ordinance was adopted by a roll call vote as follows: Yeas: Councilmen Collison, Forehand, Forshee, Kozel, McKenzie, Sidell and Councilwoman Monitor. Nays: None.

2. Councilman Collison reported that in accordance with a request at the last Council Meeting that outside estimates be received for the repair of Police Car #4; two estimates have been acquired at about \$1,300, which is over the estimate of Public Works. In view of this, the Committee is of the opinion that it would be false economy to attempt to repair Car #4, therefore, propose the following Ordinance:

ORDINANCE NO. 1477

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

Section 1. THAT after having been duly advertised in accordance with law, bids have been received and publicly opened for a new police cruiser.

Section 2. AND THAT a LOW NET bid has been submitted by the Takoma Motor Company of \$1,375.00 (\$2,280.00 less trade-in allowance of \$755.00 and tax exemption) to furnish one 1958 Ford Custom 300 four door sedan to meet all specifications for use as a Police Cruiser and trade-in of Police Car #4.

Section 3. THEREFORE THAT the contract for purchase is hereby awarded to Takoma Motor Company in the net sum of ONE THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS (\$1,375.00).

Section 4. AND THAT the Clerk-Treasurer be hereby authorized to assign to Takoma Motor Company the title of 1956 Ford Sedan Serial No. U6CG-121034, and transfer from the RESERVE FUND the amount of this appropriation.

Upon being seconded by Councilman Forehand, and put to question, the above Ordinance was adopted by a roll call vote as follows: Yeas: Councilmen Collison, Forehand,

Forshee, Kozel, McKenzie, Sidell and Councilwoman Monitor. Nays: None. Mayor Miller requested that in the preparation of next year's budget that provisions be made to trade in police cars every year.

3. Councilman Collison moved that the hot water tank at the Takoma Park Fire Department be replaced. Bids were received and it was decided by the Committee that the bid submitted by J. R. Crockett, 504 Forest Glen Road, Silver Spring, Md., for a 120 gal., stone lined tank, installed for \$235.00, be accepted. It was suggested by Councilman Kozel that the \$61.00 remaining in the Budget Account 11.213 be used for this purchase, the remaining cost of \$174.00 be taken from the Reserve Fund. Upon being seconded by Councilman Forehand, and put to question, the motion was carried.

4. Councilman Collison moved that the request of Fire Chief Carter, for leave of absence, from February 18th to 21st, to attend the 30th Annual Fire Department Instruction Course, at Memphis, Tenn., be accepted. Provisions have been made for this in the Budget. Upon being seconded by Councilman Forehand, and put to question, the motion was carried. Deputy Chief LaScola will be Acting Chief during Chief Carter's absence.

5. Councilman Collison moved the adoption of the following Ordinance:

ORDINANCE NO. 1478

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK,
MARYLAND:

Section 1. THAT a STOP sign be placed at the SOUTH end of NIAGARA Avenue at the INTERSECTION of MAPLE Avenue.

Section 2. AND THAT the Public Works Department is hereby authorized to proceed with the erection of the necessary sign.

Section 3. AND FURTHER THAT the penalties for the violation of this Ordinance shall be the same as prescribed by Ordinances governing traffic regulations in the City of Takoma Park.

Upon being seconded by Councilman Forehand, the above Ordinance was adopted by a roll call vote as follows: Yeas: Councilmen Collison, Forehand, Forshee, Kozel, McKenzie, Sidell and Councilwoman Monitor. Nays: None.

Mayor Miller introduced to the Council, Press, and Citizens present, the book prepared by Deputy Chief LaScola, with the cooperation of other members of the Fire Department, including the Volunteer Department, which was submitted in the International Fire Protection Week Contest, sponsored by the National Fire Protection Association. The Mayor commended Deputy Chief LaScola and his aides on the splendid job they did in preparing the book, stating that it was certainly an excellent example of the splendid job the firemen are doing in the City of Takoma Park. The book received honorable mention, and Mayor Miller asked that the book be made available, either at the Fire Department, or the City Office, for anyone who might wish to look at it. Chief Carter also stated that there were 829 such books submitted in the contest, and that the State of Maryland had five winners.

PUBLIC WELFARE COMMITTEE:

1. Councilman Sidell reported on the request of Ivy H. Morrison, concerning lighting conditions - 7218 Maple Avenue, that M's Morrison be notified that if she wishes she might request a special hearing. Mr. Ferry, Buildings Inspector for the City, was directed to notify her of the above.

2. Councilman Sidell moved the adoption of the following Ordinance:

ORDINANCE NO. 1479

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

Section 1. THAT the name of that portion of LINDEN Avenue that lies WEST of ELM Avenue be changed to LINDEN CIRCLE.

Section 2. AND THAT the street sign "LINDEN AVENUE" located on the corner by 1010 ELM Avenue be changed to read "LINDEN CIRCLE."

Section 3. AND FURTHER THAT The Maryland-National Capital Park and Planning Commission be notified of the above street change.

Upon being seconded, and put to question, the above Ordinance was adopted by a roll call vote as follows: Yeas: Councilmen Collison, Forehand, Forshee, Kozel, McKenzie, Sidell and Councilwoman Monitor. Nays: None.

3. Councilman Sidell reported on the request of Dr. Charles S. Longacre concerning Carnig Property at #8 Philadelphia Avenue; so moved that the Mayor and Council go on record as approving the property being used by the S. D. A. Church as a Health and Welfare Center, in the event they decide to purchase the property. Upon being seconded by Councilwoman Monitor, and put to question, the motion was carried. Councilman Forshee suggested that Dr. Longacre be notified that should the church decide to purchase the property, and it should be sold at some future time, that it would revert back to the zoning status it was, at time of purchase.

4. Councilman Sidell moved the Mayor and Council disapprove the request for a waiver, in the case of the property at 7106-08 Maple Avenue, owned by Mr. Eli Weinkranz; on the basis that the Housing Ordinance governing the request requires natural light and ventilation, not by artificial means. Mr. Robert Bainum, representative of Mr. Weinkranz will be so notified. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

5. Councilman Sidell reported that the Committee agrees that the low ceilings involved in the Schultz property at 7409 Flower Avenue are not in accordance with the Housing Ordinance regulations. However, due to this being a hardship case, Councilman Sidell moved that the owners be given one year's extension, to comply with the regulations, and that they be notified of the Council's action. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

6. Councilman Sidell reported that in the case of improper ventilation in the living room, in the residence of William G. Robey, 7106 Poplar Avenue, Apt. #1, that the kitchen will be made smaller, thus making it possible to install a window in the living room, therefore, correcting the situation.

PUBLIC WORKS COMMITTEE:

1. Councilman Collison moved that the verbal resignation of R. P. Dronneberg, Administrative Assistant, Public Works, be accepted, effective January 31st, 1958, with two weeks additional pay. Upon being seconded by Councilman McKenzie, and put to question, the motion was carried.

2. Councilman Collison reported that the work with reference to letter of Mr. M. Sahr, on deterioration of Intersection of Ritchie & Maple Avenues has been completed.

LAW AND ORDINANCES COMMITTEE:

1. Councilman Mc^Kenzie moved the adoption of the following Ordinance:

ORDINANCE NO. 1480

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

Section 1. The City Clerk shall call a meeting of citizens for the making of nominations for the Mayor and Councilmen at 8 p.m., Tuesday, March 11th, 1958 at the Municipal Center in the Fire House at the corner of Philadelphia and Carroll Avenues. The said meeting shall be conducted as prescribed in Section 1422 (h) of the City Charter.

Section 2. There shall be a City election to elect a Mayor and seven Councilmen at the Municipal Center between the hours of 7 a.m. and 7 p.m., on Tuesday, March 25th, 1958. The said election shall be conducted by means of Voting Machines, and so far as practicable all laws and regulations governing the use of Voting Machines in elections in Montgomery County shall apply to the use of Voting Machines in the said City election.

Section 3. The City Clerk shall make arrangements with the Board of Election Supervisors of Montgomery County for the use of eight Voting Machines at the said City Election, and shall arrange to have placed on each Voting Machine the names of all candidates nominated at the Citizens' Meeting on March 11th, except any who may within three days thereafter have filed with the City Clerk his refusal to have his name so placed.

Section 4. The City Clerk shall cause a notice of the Citizens' Meeting and the City Election to be inserted in the Maryland News and the Prince George's Post the first week in March. He shall also cause the insertion in the Maryland News and the Prince George's Post, the third week in March, of a facsimile of the arrangement of the names and words on the Voting Machines.

Section 5. The City Clerk shall prepare cards bearing the names and addresses of all voters, certified by the Board of Election Supervisors of Montgomery and Prince George's Counties, and shall furnish such cards to the judges and clerks of election.

Section 6. The City Clerk shall recommend to the Council the names of seventeen persons for designation by the Council as judges and clerks of election.

Section 7. The City Clerk, with the assistance of the Chief of Police, shall see that the City Election is conducted in accordance with the provisions of this Ordinance and of Section 1422 of the City Charter.

Section 8. The judges of election shall meet at the City Office, #8 Columbia Avenue as a board of election at 10 a.m., Wednesday, March 26th, 1958, and shall determine and certify the results of the election, as provided in Section 1422 (i) of the City Charter. The Council shall meet in special session to receive the certification from the judges at 8 p.m., on Wednesday, March 26th, 1958.

Upon being seconded by Councilman Forehand, and put to question, the above Ordinance was adopted by a roll call vote as follows; Yeas: Councilmen Collison, Forehand, Forshie, Kozel, Mc^Kenzie, Sidell and Councilwoman Monitor. Nays: None.

2. Councilman McKenzie brought to the attention of the Mayor and Council, the sidewalk being installed in front of the Takoma Motor Company. It is the opinion of the Mayor and Council that Mr. Cruze should have contacted them before the work was done. Due to considerable controversy in the matter, it will be studied further, and a later report given.

FINANCE COMMITTEE:

Councilman Forshee asked that "Item 2- Ready-Meter Company-new style parking meters" be removed from the agenda, as he was sure there would be no immediate purchase of parking meters for the City. There was no further report.

Deputy Chief LaScola requested that a Resolution be adopted and presented to the Members of the Volunteer Fire Department, thanking them for the invaluable help given to him in preparation of the book he submitted in the contest. This suggestion was unanimously accepted by the Mayor and Council, as a very fine and considerate suggestion on Deputy Chief LaScola's part. The Clerk-Treasurer will prepare this resolution, to be signed by the Mayor and Council.

There being no further business to come before the Mayor and Council, the meeting adjourned at 10:50 p.m.

George M. Miller
Mayor

Haynes M. Ludwig
Clerk-Treasurer

GENERAL FUND
STATEMENT OF FINANCIAL TRANSACTIONS
October 1957

	<u>Cash Bal-</u> <u>ances Begin-</u> <u>ing of Month</u>		<u>Cash Bal-</u> <u>ances at</u> <u>end of Month</u>
9-30-57 Bal. Citizens Bank-Genl. Funds	72813.49	10-31-57	61689.90
9-30-57 Bal. Citizens Bank - Payroll Fund	607.22	10-31-57	209.10
9-30-57 Bal. Citizens Bank-Library A/C	18.24	10-31-57	18.24
9-30-57 Bal. Sub. Tr. Co.-General Fund	35420.19	10-31-57	36999.27
9-30-57 Bal. Petty Cash Fund-City Office	125.00	10-31-57	125.00
10-1-57 Total Cash in Banks & on Hand	<u>108984.14</u>		<u>99041.51</u>

	October 1957 <u>Receipts</u>	<u>Total</u> <u>Budgeted</u> <u>Revenues</u> <u>To 10-31-57</u>	<u>Budget</u> <u>Balances</u> <u>as of</u> <u>10-31-57</u>	1957-58 <u>Adopted</u> <u>Budget</u> <u>Total</u>	Percen- <u>tage</u> <u>Rev. To</u> <u>Budget</u>
REVENUES:					
Taxes, Local - Gross	22787.29				
Less: Discounts Allowed	12.12				
1.0 Net Collections	<u>22775.17</u>	295117.49	63752.93	358870.42	82.2
1.5 Taxes, State Shared	5257.93	54135.96	24214.04	78350.00	69.0
2.0 Licenses & Permits	327.11	12104.71	11765.29	23870.00	50.7
3.0 Fines & Forfeitures	72.40	514.94	2605.06	3120.00	16.8
4.0 Use of Money & Property	295.00	745.76	1344.24	2090.00	35.7
5.0 Revenue-Other Agencies	-	-	33500.00	33500.00	0.0
6.0 Service Charges & Fees	248.25	737.15	10227.85	10965.00	6.7
Total Budgeted Revenues	<u>28975.86</u>	<u>363356.01</u>	<u>147409.41</u>	<u>510765.42</u>	<u>71.2</u>
Non-Budgeted Receipts	5017.15				
	<u>33993.01</u>				
Less: Accrued Uncollected Rev.	250.00	<u>33743.01</u>	This Month's Percentage Figure 33 1/3%		
		<u>142727.15</u>			

		<u>Expended</u>	<u>Balance</u>	<u>Budget</u>	
DISBURSED & ACCRUED:					
10.0 General Government	3514.61	14383.25 (A)	39980.75	53220.00	26.4
11.1 Police Department	8527.35	33168.32 (B)	69408.78	102577.10	32.3
11.2 Fire Department	5292.78	25024.39 (C)	45280.61	70305.00	35.5
11.3 Protective Inspection	595.32	1829.13 (D)	5510.83	7339.96	25.0
11.9 Other Protection	-	916.40 (E)	400.00	-	69.9
12.1 Public Works Office	1627.02	6055.77 (F)	12959.19	19014.96	31.8
12.2 Public Works-Highway	4105.14	14917.10 (G)	48502.90	63420.00	23.5
12.9 Public Works - Repair Shop	2300.29	10431.01 (H)	12428.94	22610.00	46.1
13.0 Public Works - Sanitation	4091.32	18653.37 (I)	39907.63	58561.00	31.8
19.1 Recreation Division	1992.32	9933.47 (J)	29134.35	35357.82	25.3
21.0 Miscellaneous	2411.66	9646.63 (K)	17063.47	26710.10	36.1
22.1 Council Appropriations	100.00	100.00 (L)	472.94	572.94	17.4
4th of July Expense	-	1271.92 (M)	-	-	100.0
LEGAL RESERVE FUND	-	-	43384.27	51076.54	15.0
Total Budgeted A/Cs	<u>34557.81</u>	<u>146330.76</u>	<u>364434.66</u>	<u>510765.42</u>	<u>28.1</u>
NON BUDGETED A/Cs	221.34				
	<u>34779.15</u>				

Less: Cash Discounts Taken	37.37	
Net Expended-October 1957	<u>34741.78</u>	
Plus: Expired Assets-Payables & Accruals	8943.86	43685.64
Cash to be Accounted for	<u>99041.51</u>	<u>7692.27</u>

RESERVE FUND APPROPRIATIONS:		
Discounts (A)	1144.00	
to Date: (E)	1316.40	
(H)	249.95	
(J)	3710.00	
(M)	<u>1271.92</u>	

GENERAL FUND
BALANCE SHEET ACCOUNTS COMPARISON
September 30th, 1957 and October 31st, 1957

<u>ASSETS</u>	Balance 9-30-1957	Balance 10-31-1957	Changes During Month
Citizens Bank of Takoma Park - General A/C	72813.49	61689.90	-11123.59
Citizens Bank of Takoma Park - Payroll A/C	607.22	209.10	-398.12
Citizens Bank of Takoma Park - Library A/C	18.24	18.24	-
Suburban Trust Company - General A/C	35420.19	36999.27	+1579.08
Petty Cash Fund - City Office	125.00	125.00	-
Taxes Receivable - 1957 Levy	67146.85	45859.56	-21287.29
Taxes Receivable - 1956 Levy	156.90	156.90	-
Taxes Receivable - Delinquent	572.49	572.49	-
Interest Receivable on 1956 Levy	2.64	2.64	-
Due from Special Assessments Fund	50467.83	50582.63	+114.80
Due from Uniform A/C - Policemen	1250.47	1022.02	-228.45
Towing Charges - Receivable	33.50	40.00	+6.50
Prepaid Insurance	3111.68	4376.21	+1264.53
Prepaid Maryland Retirement Fund	-	2731.43	+2731.43
Certificates of Deposit	150000.00	150000.00	-
Accrued Rent & Interest Receivable	315.76	565.76	+250.00
Total Asset Accounts	<u>382042.26</u>	<u>354951.15</u>	<u>-27091.11</u>

LIABILITIES

Accounts and Commitments Payable	14524.15	10429.09	-4095.06
Certificates of Indebtedness	74500.00	74500.00	-
Escrow Deposits - Refundable	525.00	3255.72	+2730.72
Accrued Interest Payable	566.98	705.76	+138.78
Accrued Payroll	912.45	325.00	-587.45
Maryland Income Tax Withheld	501.97	164.27	-337.70
D. C. Income Tax Withheld	105.25	31.87	-73.38
Deferred Rental Income	45.00	45.00	-
Bid Deposits	-	1945.00	+1945.00
Group Hospitalization Withheld	-	12.96	+12.96
Total Liability Accounts	<u>91680.80</u>	<u>91414.67</u>	<u>-266.13</u>
Unappropriated Surplus from Previous Year	4321.59	4321.59	-
Appropriated Unexpended - Net Asset Value	240875.60	215830.62	-25044.98
Unappropriated Reserve Fund Balance	<u>45164.27</u>	<u>43384.27</u>	<u>-1780.00</u>
Totals	<u>382042.26</u>	<u>354951.15</u>	<u>-27091.11</u>

Special Improvements Account: 9-30-57 Balance Citizens Bank 13771.33
 Receipts - October 1957 126.48
13897.81
 Disbursements - Oct. 1957 42.50
 Balance - October 31st, 1957 13855.31

GENERAL FUND
STATEMENT OF FINANCIAL TRANSACTIONS
November 1957

	Cash Bal- ances Begin- ing of Month		Cash Bal- ances at end of Month
10-31-57 Citizens Bank-General Fund	61689.90	11-30-57	53845.68
10-31-57 Citizens Bank-Payroll Fund	209.10	11-30-57	2751.20
10-31-57 Citizens Bank-Library A/C	18.24	11-30-57	-
10-31-57 Suburban Trust Co.-General Fund	36999.27	11-30-57	37870.20
10-31-57 Petty Cash Fund-City Office	125.00		125.00
11-30-57 Total Cash in Banks and on Hand	99041.51		94592.08

	November 1957 Receipts	Total Budgeted Revenues To 11-30-57	Budget Balances as of 11-30-57	1957-58 Adopted Budget Total	Percen- tage Rev. to Budget
<u>REVENUES:</u>					
Taxes, Local - Gross	29705.09				
Penalties Collected	56.28				
1.0 Total Collections	29761.37	324878.86	33991.56	358870.42	90.5
1.5 Taxes, State Shared	20.00	54155.96	24198.04	78350.00	69.1
2.0 Licenses & Permits	3251.53	15356.24	8513.76	23870.00	64.3
3.0 Fines & Forfeitures	121.00	635.94	2484.06	3120.00	20.4
4.0 Use of Money & Property	303.00	1048.76	1041.24	2090.00	50.1
5.0 Revenues, Other Agencies	-	-	33500.00	33500.00	-
6.0 Service Charges & Fees	134.74	871.89	10093.11	10965.00	7.9
Total Budgeted Revenues	33591.64	396947.65	113817.77	510765.42	77.8
Non-Budgeted Receipts	394.99				
	33986.63				
Less: Accrued & Deferred Revs.	295.00	33691.63			
	132733.14				
		This Month's Percentage Figure 1/1 2/3%			

		Expended	Balance	Budget	
<u>DISBURSED & ACCRUED:</u>					
10.0 General Government	4391.12	18774.37 (A)	35714.63	52720.00	34.5
11.1 Police Department	9432.89	42601.21 (B)	61194.89	102577.10	41.0
11.2 Fire Department	5004.35	30028.74 (C)	40276.26	70305.00	42.7
11.3 Protective Inspection	1046.40	2875.53 (D)	4464.43	7339.96	39.2
11.9 Other Protection	525.00	1441.40 (E)	375.00	500.00	78.7
12.1 Public Works, Office	975.83	7031.60 (F)	11983.36	19014.96	37.0
12.2 Public Works, Highways	5171.31	20088.41 (G)	43331.59	63420.00	31.7
12.9 Public Works, Repair Shop	2174.08	12605.09 (H)	10254.86	22610.00	55.1
13.0 Public Works, Sanitation	5209.52	23862.89 (I)	34698.11	58561.00	40.7
19.1 Recreation Division	4593.08	14526.55 (J)	24541.27	35357.82	37.2
21.0 Miscellaneous	2431.64	12078.27 (K)	14631.83	26710.10	45.2
22.1 Council Appropriations	-	100.00 (L)	472.94	572.94	17.4
4th of July Expense	-	1271.92 (M)	-	-	100.0
LEGAL RESERVE FUND	-		41540.27	51076.54	18.7
	40955.22	187285.98	323479.44	510765.42	36.7
Non Budgeted A/Cs	1930.75				
	42885.97				
Less: Cash Discounts Taken	31.16	191.78			
	42854.81				
Less: Expired Assets, Pay- ables & Accruals	4713.75	38141.06			
	94592.08				
			RESERVE FUND APPROPRIATIONS:		
			to date: (A) 1769.00		
			(B) 1219.00		
			(E) 1316.40		
			(H) 249.95		
			(J) 3710.00		
			(M) 1271.92		
			9536.27		

GENERAL FUND
BALANCE SHEET ACCOUNTS COMPARISON
October 31st, 1957 and November 30th, 1957

<u>ASSETS</u>	Balance 10-31-1957	Balance 11-30-1957	Changes During Month
Citizens Bank of Takoma Park-General A/C	61689.90	53845.68	-7844.22
Citizens Bank of Takoma Park-Payroll A/C	209.10	2751.20	+2542.10
Citizens Bank of Takoma Park-Library A/C	18.24	-	-18.24
Suburban Trust Company-General A/C	36999.27	37870.20	+870.93
Petty Cash Fund - City Office	125.00	125.00	-
Taxes Receivable - 1957 Levy	45859.56	27152.33	-18707.23
Taxes Receivable - 1956 Levy	156.90	156.90	-
Taxes Receivable - Delinquent	572.49	572.49	-
Interest Receivable on 1956 Levy	2.64	2.64	-
Due from Special Assessment Fund	50582.63	50682.63	+100.00
Due from Uniform A/C - Policemen	1022.02	906.77	-115.25
Towing Charges Receivable	40.00	33.50	-6.50
Prepaid Insurance	4376.21	3330.27	-1045.94
Prepaid Maryland Retirement Fund	2731.43	1365.72	-1365.71
Certificates of Deposit	150000.00	150000.00	-
Accrued Rent & Interest Receivable	565.76	815.76	+250.00
Total Assets Accounts	354951.15	329611.09	-25340.06
 <u>LIABILITIES</u>			
Accounts and Commitments Payable	10429.09	9981.21	-447.88
Certificates of Indebtedness	74500.00	74500.00	-
Escrow Deposits - Refundable	3255.72	3305.72	+50.00
Accrued Interest Payable	705.76	844.54	+138.78
Accrued Payroll	325.00	714.59	+389.59
Maryland Income Tax Withheld	164.27	331.57	+167.30
D. C. Income Tax Withheld	31.87	71.13	+39.26
Deferred Rental Income	45.00	-	-45.00
Bid Deposits	1945.00	45.00	-1900.00
Group Hospitalization Withheld	12.95	21.60	+8.64
Federal Income Tax Withheld	-	2326.90	*2326.90
Total Liability Accounts	91414.67	92142.26	+727.59
Unappropriated Surplus from Previous Year	4321.59	4321.59	-
Appropriated Unexpended - Net Asset Value	215830.62	191606.96	-24223.65
Unappropriated Reserve Fund Balance	43384.27	41540.27	-1844.00
Totals	354951.15	329611.09	-25349.06
Special Improvements Account:	10-31-57 Balance Citizens Bank	13855.31	
	November Receipts	2532.44	
	Balance - November 30th, 1957	<u>16387.75</u>	

GENERAL FUND
BALANCE SHEET ACCOUNTS COMPARISON
November 30, 1957 and December 31, 1957

<u>ASSETS</u>	Balance 11/30/57	Balance 12/31/57	Changes During Month
Citizens Bank of Takoma Park-General A/C	53845.68	25095.10	-28750.58
Citizens Bank of Takoma Park-Payroll A/C	2751.20	629.09	- 2122.11
Suburban Trust Company - General A/C	37870.20	38486.90	+ 616.70
Petty Cash Fund - City Office	125.00	125.00	-
Taxes Receivable 1957 Levy	27152.33	14679.88	-12472.45
Taxes Receivable 1956 Levy	156.90	156.90	-
Taxes Delinquent	572.49	572.49	-
Interest Receivable on 1956 Levy	2.64	2.64	-
Due from Special Assessments Fund	50682.63	58135.88	+ 7453.25
Due from Uniform A/C Policemen	906.77	720.92	- 185.85
Towing Charges Receivable	33.50	27.00	- 6.50
Prepaid Insurance	3330.27	4172.81	+ 842.54
Certificate of Deposit	150000.00	150000.00	-
Accrued Rent & Interest Receivable	815.76	1065.76	+ 250.00
Total Assets Accounts	328245.37	293870.37	-34375.00
 <u>LIABILITIES</u>			
Accounts and Commitments Payable	9982.21	11896.23	+ 1915.02
Certificate of Indebtedness	74500.00	74500.00	-
Escrow Deposits - Refundalbe	3305.72	3465.72	+ 160.00
Accrued Interest Payable	844.54	750.57	- 93.97
Accrued Payroll	714.59	1176.88	+ 462.29
Maryland Income Tax Withheld	331.57	498.80	+ 167.23
D. C. Income Tax Withheld	71.13	105.99	+ 34.86
Group Hospitalization Withheld	21.60	21.60	-
Federal Tax Withheld	2326.90	2.70	- 2324.20
Total Liability Accounts	92097.26	92418.49	+ 321.23
Unappropriated Surplus from Previous Year	4321.59	4321.59	-
Appropriated Unexpended - Net Asset Value	282383.51	249079.51	-33304.00
Unappropriated Reserve Fund Balance	41540.27	40469.27	- 1071.00
Totals	328245.37	293870.37	-34375.00
Special Improvement Account:	11/30/57	Balance Citizens Bank	16387.75
		December Receipts	1300.53
			<u>17688.28</u>
		December Disbursements	1900.80
		Bank Balance 12/31/57	<u>15787.48</u>

GENERAL FUND
STATEMENT OF FINANCIAL TRANSACTIONS
December 1957

	Cash Bal- ances Begin- ning of Month	12/31/57	Cash Bal- ances at end of Month
11/30/57 Bal. Citizens Bank-Gen. Funds	\$ 53845.68	12/31/57	\$ 25095.10
11/30/57 Bal. Citizens Bank - Payroll Fund	2751.20	12/31/57	629.09
11/30/57 Bal. Sub. Tr. Co. - Gen. Fund	37870.20	12/31/57	38486.90
11/30/57 Petty Cash Fund - City Office	125.00	12/31/57	125.00
12/31/57 Total Cash in Banks and on Hand	\$ 94592.08		\$ 64336.09

	December 1957 Receipts	Total Budgeted Revenues as of to 12/31/57	Budget Balances Adopted as of 12/31/57	1957-58 Revenue to Budget	Percentage of Budget
REVENUES:					
Taxes Local - Gross	\$ 14534.14				
Penalties	244.23				
1.0 Total Collections	14778.37	339657.23	19213.19	358870.42	94.7
1.5 Taxes- State Shared	10.00	54165.96	24184.04	78350.00	69.1
2.0 Licenses and Permits	136.94	15493.18	8376.82	23870.00	64.9
3.0 Fines and Forfeitures	2.00	637.94	2482.06	3120.00	20.4
4.0 Use of Money and Property	295.00	1343.76	746.24	2090.00	64.3
5.0 Revenues - Other Sources	.00	.00	33500.00	33500.00	0.0
6.0 Service Charges and Fees	113.81	985.70	9979.30	10965.00	9.0
Total Budgeted Revenues	15336.12	412283.77	98481.65	510765.42	80.7
Non-Budgeted Receipts	263.05				
	15599.17				
Less: Accrued & Deferred Rev.	250.00	15349.17			
Total Cash & Receipts		109941.25			
			This Month's Percentage Figure 50%		

	Expended	Balance	Budget	
DISBURSED & ACCRUED:				
10.0 General Government	5257.05	24031.42A	30457.58	52720.00 44.1
11.1 Police Department	8543.08	51144.29B	52651.81	102577.10 49.3
11.2 Fire Department	5824.83	35853.57C	34451.43	70305.00 50.1
11.3 Protective Inspection	575.37	3450.90D	3889.06	7339.96 47.1
11.9 Other Protection	33.75	1475.15E	341.25	500.00 81.2
12.1 Public Works Office	1530.15	8561.75F	10453.21	19014.96 45.0
12.2 Public Works Highways	6064.86	26153.27G	37266.73	63420.00 41.2
12.9 Public Works Repair Shop	2504.79	15109.88H	7750.07	22610.00 66.1
13.0 Public Works Sanitation	4072.57	27935.46I	30625.54	58561.00 47.7
19.1 Recreation Division	2105.52	16632.07J	22435.75	35357.82 42.6
21.0 Miscellaneous	2411.66	14489.93K	13291.17	26710.10 52.2
22.1 Council Appropriations	.00	100.00L	472.94	572.94 17.4
4th of July Expense	.00	1271.92M	.00	.00 100.0
LEGAL RESERVE FUND	.00		40469.27	51076.54 20.8
Total Budgeted A/Cs	38923.63	226209.61	284555.81	510765.42 44.5
NON BUDGETED A/Cs	9550.93			
	48474.56			
Less: Cash Discounts Taken	6.16			
	48468.40			
Less: Expired Assets, payables & accruals	2863.24	45605.16		
Cash to be accounted for		64336.09		
			(A) 1769.00	
			(B) 1219.00	
			(E) 1316.40	
			(H) 249.95	
			(J) 3710.00	
			(K) 1071.00	
			(M) 1271.92	
			10607.27	
Discounts to Date:	197.94			