



NOTICE OF COUNCIL MEETING

NO. 96-29

THE CITY COUNCIL WILL MEET AT 7:30 P.M. ON MONDAY, DECEMBER 2, 1996,
IN CONFERENCE ROOM #230 AT THE NEW CARROLLTON MUNICIPAL CENTER.

Topics of Discussion

- * 1. Review Of Fiscal Year 1996 Audit and Comprehensive Annual Financial Report For The City Of New Carrollton By City Auditor, Wooden and Benson's Representative Frank Bitzelberger.
- * 2. Review Of Xerox Lease.
- * 3. Agenda Items For Dinner With State Legislators, December 9.
- * 4. Jones InterCable Transfer - Second Public Hearing.
- * 5. Review Of Council Meeting Minutes:
 - November 6, 1996, Meeting
 - 6. Review Of List Of Bills
 - 7. Report Of The Mayor and Council
 - 8. Adjournment

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MINUTES OF THE CITY COUNCIL WORKSHOP MEETING
CITY OF NEW CARROLLTON
DECEMBER 2, 1996

The Council Workshop meeting scheduled for 7:30 P.M. for today was called to order at 8:00 P.M. by Rose Marie Hurdle, Chairman of the Council. Present were Council Members Raymond J. Garvey, Stephen L. Keleti, Sarah C. Potter and John A. Schaffer; Mayor Andrew C. Hanko; Acting Administrative Officer Carol A. Vitale; Public Works Director Richard L. Robbins and City Attorney Robert A. Manzi, Esq.

Chairman Hurdle recognized Councilwoman Potter who had a question for the City Attorney and Ms. Vitale regarding the problem the City is experiencing with the new recycling contractor. She asked whether any progress was made in resolving the problems during a meeting the City staff had with the contractor. Ms. Vitale and Mr. Robbins stated that the contractor was informed that his contract may not be renewed next July unless his service improves and that the City is going to start issuing fines for houses he misses and for non-conformance. Mr. Robbins stated that the contractor has been put on notice verbally and probably should be notified in writing. Councilwoman Potter stated that buckets are still being thrown on 87th Avenue. Councilman Keleti stated that on his side of the City, that is on 84th Avenue, the service has been very good. City of Greenbelt is having the same type of problems with this contractor. Mr. Manzi stated that they have put the contractor on notice and after the City complained, the service improved for a while. He stated that it appears that some of the contractor's regular crews are very good and the temporary crews he hires are very, very bad. Mr. Manzi advised our City to keep fining the contractor and perhaps this will be the only way to improve the service.

Councilman Garvey asked that Mr. Manzi review the opinion given to the Council by Mr. Lynch about the City's confirmation process and give the Council a clarification for future reference. Mr. Manzi stated that he would review it and get back to the Council.

The Chairman and Council Members thanked Mr. Manzi for coming and he left the meeting at this point.

1. Review Of Fiscal Year 1996 Audit and Comprehensive Annual Financial Report For The City Of New Carrollton By City Auditor, Wooden and Benson's Representative Frank Bitzelberger

Mr. Bitzelberger stated that they did not have any problems with the audit this year. One of the things which they do is to get an understanding of the internal control system which they did. There are no conditions to report to the Council this year which is good. The addition of Bridgett, Mock and Associates, has certainly worked out very well and the many pages of corrections of previous years have been eliminated. The problems were due mainly to not having a good accounting person. Mr. Bitzelberger stated that they also had to do an additional audit, what is known as a single audit because of the federal funds which the City received in the form of a block grant for various projects.

There was one minor finding which came about as a result of the County's requirements for a drug-free work place. Wooden and Benson's review found that the City has not conformed to the County's suggestions and, as a result, there will be a finding by the Auditor.

Mr. Bitzelberger reviewed the Designated and Undesignated Reserve Fund. He stated that the City should always have at least a 3-6 months' expenditure reserve in case the expected income does not come in on time. The Council questioned the reason for the reserve being higher than in previous years. A brief discussion followed on where the money came from and that some of it is designated for the Roads Program. Mr. Bitzelberger pointed out that a Designated Balance can always be undesignated by the Council, whereas a Reserve has to be spent on a particular thing and the Council does not have the authority to change that. The Chairman asked whether the City could use the money from the Operating Reserve if it became necessary. Mr. Bitzelberger explained that the \$841,000 represents the residual amount of taxes still not collected at that point in time less the bills the City had not yet paid at the end of September. Councilman Schaffer stated that he was pleased to see that in fiscal year 1996, the City appears to have collected more than anticipated and spent less than anticipated. Mr. Bitzelberger cautioned that much of that surplus was really money which the City had expected to spend on streets and sidewalks and this money has to be carried over to fiscal year 1997. However, he stated that Councilman Schaffer is correct that 1996 was a good year.

Mr. Bitzelberger continued to review each page of the audit report and explaining how fund budgeting is done and what happens when money which was designated in the budget for a specific purpose is not spent. He pointed out that all of the City's cash was federally insured and we were fully collateralized. Councilman Keleti made a correction pertaining to an erroneously marked receivable from the State for police protection. The Council remarked that less money had been received from rental housing licenses. Ms. Vitale explained that there are a great many vacant houses. The Chairman noted that the old City Hall property was not included anywhere in the CAFR. She asked that this correction be made. Mr. Bitzelberger stated that he will try to get it into this year's report.

Councilman Garvey asked whether the police bicycle and the various equipment purchased for the Contract Police Officer to use along with the bicycle should have been included under police equipment. A brief discussion followed.

Councilman Keleti asked from where the bulk of the decrease in tax revenues comes. There was a reduction of \$76,000 in that item. Mr. Bitzelberger stated that the State-shared Income Tax had a large decrease this year. Another reduction came from the

Disposal Fee Rebate which was also reduced. The Hotel/Motel Tax, on the other hand, went up considerably.

A brief discussion followed on when the Council would vote on a corrected copy of the Report. It was agreed that December 18 Council meeting would be a good time.

The Chairman and Council Members thanked Mr. Bitzelberger for coming.

2. Review Of Xerox Lease

Ms. Vitale reviewed briefly the proposal submitted by the Xerox Corporation. Councilman Garvey pointed out that the price of \$19,305 for a new machine is very overpriced. He suggested buying the current machine for \$1,700. Councilman Schaffer agreed with that suggestion. Councilman Keleti suggested contacting the County and State and seeing if we could buy a new machine through them. Ms. Vitale stated that she will contact the County and State and come up with a new proposal.

3. Agenda Items For Dinner With State Legislators, December 9

The Chairman asked that the Council Members give their agenda items to Ms. Vitale who is going to prepare the agenda. Chairman Hurdle stated that if the Council Members agree, she would like to have the Zip Code issue, the four legislative proposals from MML, and the Tax Differential item on the agenda. Councilman Schaffer would also like to see a law introduced to disallow the transfer of political contributions from one elected official to another. The original donor may not even support the person or the cause for which his or her original contribution is being used.

Ms. Vitale reviewed the menu for the dinner.

4. Jones InterCable Transfer - Second Public Hearing

Ms. Vitale gave an update on the latest information on the cable transfer. She stated that as of tonight, all the municipalities involved in the Coalition are planning to deny the transfer. One of the problems is that Jones is refusing to cover the cost involved in the renewal process. Another issue is the telecommunication which is to be a separate issue all together. She stated that she brought back information on telecommunication from the ICMA Convention.

Chairman Hurdle stated that the second public hearing on this item will be held on Wednesday and the Council agreed to table the transfer once again.

5. Review Of Council Meeting Minutes

The Chairman asked that all corrections and changes for the Minutes of November 6, 1996, meeting be given to the Recording Secretary.

6. Review Of List Of Bills

The Council reviewed the List of Bills, discussed them briefly and the item was placed on the Wednesday night Agenda.

7. Report Of The Mayor and Council

Mayor Hanko reported on the information he distributed to the Council on alternatives to the HOV Study which was discussed at a meeting he attended of the State Highway Administration. People on 89th Avenue particularly are against widening the beltway for a HOV lane.

Mayor Hanko reported that he met with Sgt. Magaw for their monthly tour of the City. He stated that he brought the Sergeant to the staff meeting at which time the Code Enforcement Officers discussed with him the out-of-State tag problem and other concerns.

Mayor Hanko stated that his letter about the Contract Police Officers appearing at the televised Council meetings has been received by the Major and has been forwarded to the Public Relations Officer.

Mayor Hanko reported that he attended a meeting of the Prince George's Delegation Bi-County Committee public hearing at which Council Member Tom White read a letter from the City of Greenbelt urging support for MCPG49-97 bill. He included New Carrollton and Cottage City also as supporting that bill. Chris Pouler representing PGCMA also requested the Committee's support of the bill. Mayor Hanko is planning to send a letter to our State Senator, Delegates and County Council Members asking for their support.

Mayor Hanko reported that this morning he and Ms. Vitale met with Mr. Hendershot and a representative from the Department of Transportation for Public Schools regarding the petition the City received about the school buses. They will see to it that the school buses pick up the children on 88th Place and 89th Avenue rather than on Princess Garden Parkway. A letter has been sent to County Councilwoman MacKinnon who, in turn, has sent a letter to the Department of Public Transportation with regard to having a sidewalk installed on Princess Garden Parkway. The Mayor will send a letter to the resident who initiated the petition.

At this point, the Mayor read a statement to the Council Members submitting for their consideration his recommendation of Mr. Mark Latour for the position of Administrative Officer. He requested

that the Council place his nominee's name on the Agenda for the December 18, 1996, Council meeting for confirmation. The Mayor reported that the City received 44 applications for this position. After reviewing all of the applications, he put the names of all Council Members into a hat and drew out two names. They were Council Members Keleti and Potter. He asked these two Council Members to also review all of the applications and make their independent recommendations. After receiving their written recommendations, the Mayor again reviewed the applications and selected six individuals to be interviewed. He has finished all of the interviews, checked their references, and has concluded that his choice is Mr. Latour. He also stated that he followed a brochure issued by ICMA entitled "How To Select An Administrator." Mayor Hanko also spoke to Walter Shibel who is a Range Rider for ICMA who assured the Mayor that he was following all the recommended procedures. Mayor Hanko stated that all of the 44 candidates were of exceptional caliber and his final decision was based on the best interests of the City. The Mayor gave a copy of Mr. Latour's resume to each Council Member and asked when they would like for him to come in for an interview.

After some discussion, it was decided to have Mr. Latour come in on Monday, December 16, 1996.

Acting Administrative Officer Vitale reported that the Neighborhood Design meeting is schedule for Wednesday, December 11. She spoke to the gentleman from Neighborhood Design who is collecting demographic information and would like to meeting with the Mayor, Council and some residents and business people from New Carrollton to get an idea as to what everyone would like to have done on Route 450. Ms. Vitale asked that the Council give to her whatever information they may have which could be helpful.

Ms. Vitale reported that the City video will be completed this week and Chris Clifford asked about a title for the video. A lengthy discussion followed on various titles. In conclusion, it was decided to name the video "The City of New Carrollton."

Public Works Director Robbins distributed a new, improved monthly maintenance report. He also reported that the first round of the leaf recycling collection had been completed and that they will be starting on the second sweep of the City this coming Friday.

Councilwoman Potter had no report.

Councilman Garvey inquired about the barrels in front of Mr. Onda's house. Mr. Robbins stated that someone apparently had knocked them down but that they were put back in place today.

Councilman Schaffer reported about a resident of one of the apartment complexes who apparently was attacked while coming home late at night from the Metro Station. Councilman Schaffer would

like to suggest that the apartment complex start a Neighborhood Watch program and he would like the City to help them out.

Mayor Hanko stated that he spoke to the gentleman and invited him to the Neighborhood Watch meeting on December 14 in order to get some ideas how to go about starting a program in the apartment complex. He agreed to come. A brief discussion followed on the difference in having Neighborhood Watch in single-family homes and the apartments. The Mayor will ask Stephen John to help him out as much as possible.

Councilman Keleti inquired whether the Code Enforcement Officers have visited the City of Greenbelt to look at their code enforcement software. Ms. Vitale stated that a meeting has been set up for next week.

Councilman Keleti suggested that the City video be shown to the Committee members in a special preview. Ms. Vitale inquired whether the Council Members would like to see the video first. Everyone agreed that they would like to see it at the next Workshop meeting.

Councilman Keleti also inquired about the progress on the codification. Ms. Vitale stated that General Code Publishers had supplied us with all the necessary information regarding the advertising and public hearings. She asked, however, whether the Council would like to wait until after the first of the year to start the process. The Council decided to wait until after the first of the year. A brief discussion followed on how the bills will be paid since the first meeting in January has been cancelled. It was agreed that a special meeting may have to be called for that purpose.

Chairman Hurdle reported that she asked Ms. Vitale to postpone the visit by a Contract Police Officer from today until December 16, since this was such a busy agenda.

Chairman Hurdle reported that County Council Members MacKinnon and Scott voted against the legislation on Pit Bull Dogs. She also reported that CB 48 on moderately priced dwellings had been so watered down that she did not think much will come from that.

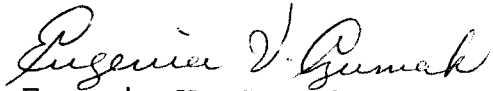
The Chairman distributed assignments for the Wednesday night meeting to the Council Members.

The Mayor wished the Council Members to know that they can call him at any time if they have any questions regarding his candidate for Administrative Officer. A brief discussion followed about having a closed meeting after the interview of Mr. Latour. It was decided to advertise that there will be a closed session just in case there is a need to have one.

8. Adjournment

There being no further business, the meeting was adjourned at
9:55 P.M.

Respectfully submitted,



Eugenia V. Czumak
Recording Secretary

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