



NOTICE OF COUNCIL MEETING

NO. 96-32

THE CITY COUNCIL WILL MEET AT 8:00 P.M. ON MONDAY, DECEMBER 16, 1996,  
IN CONFERENCE ROOM #230 AT THE NEW CARROLLTON MUNICIPAL CENTER.

Topics of Discussion

1. Discussion With Contract Police Officer, Cpl. John Coe, Regarding Crime In The City.
- \* 2. Discussion Of Proposed Gypsy Moth Spraying In New Carrollton.
3. Proposed Jones InterCable Transfer.
- \* 4. Review Of Comprehensive Annual Financial Report For Acceptance.
- \* 5. Review Single Audit.
6. Review City Video
7. Discussion Regarding Writing Letters To The Prince George's County Delegation On Legislation Proposed, As Discussed At December 9 Meeting With Legislators.
- \* 8. Review Of Council Meeting Minutes:
  - November 4, 1996, Workshop Meeting
  - December 4, 1996, Council Meeting
  - December 9, 1996, Meeting With Legislators
9. Review Of List Of Bills
10. Report Of The Mayor and Council
11. Adjournment

CAV:ec

MINUTES OF THE CITY COUNCIL WORKSHOP MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 16, 1996

The Council Workshop meeting scheduled for 8:00 P.M. for today was called to order 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 and Public Works Director Richard L. Robbins.

The Chairman stated that there will be two additional items on the Agenda tonight.

Topics of Discussion

1. Discussion With Contract Police Officer, Cpl. John Coe, Regarding Crime In The City

Mayor Hanko asked Officer Coe to report to the Council on how things are in the City and whether he is using his radar gun.

Officer Coe reported that B & E's are down. A juvenile from the apartments has been stealing cars. Unfortunately, because he is a juvenile, he is being released shortly after he is arrested. Mayor Hanko stated that one of the big problems in the City is that residents are going through stop signs. Officer Coe stated that most people obey the laws but there will always be a few people who do not. Officer Coe discussed the reorganization in the Police Department whereby Sgt. Magaw has been assigned to the Detective Bureau in Hyattsville.

Councilman Garvey inquired whether there is still a law about refrigerators having doors removed if they are left outside. Officer Coe and the Mayor stated that people have a tendency to call the Mayor or Council Members instead of calling the police directly for a faster response.

Councilman Schaffer reported an attempted car theft from his neighbor's driveway.

Mayor Hanko stated that if anyone knows of any dark areas in the City, please let him know and the City will install a light.

Chairman Hurdle inquired where the situation stands as far as out-of-state tags are concerned. Officer Coe stated that the police officers have to see the residents actually drive the car in order to give them a \$250 ticket. He stated that it is an on-going concern throughout the County. At the moment, all they can do is place a sticker on the car when it is parked stating that it needs to be registered in Maryland, unless the owner is in the military or an out-of-state student. The Chairman asked that some attention be given by the Contract Police Officers to enforcing the No Passing sign on Westbrook Drive. She was almost forced into the creek by someone passing her on the right at a high rate of speed two weeks ago. Officer Coe stated that he would.

Councilwoman Potter asked Officer Coe whether he and the other Officers have been able to do anything about the dual-wheel vehicles which park over night in several locations in the City. The Mayor stated that he spoke to the Sergeant about this problem. Since our Code Enforcement Officers do not work during the evening hours, he asked whether the Contract Police Officers could report these vehicles to the Code Enforcement Officers when they see them parked over night. The Sergeant did not see any problem with this request. The Chairman, Mayor Hanko and Council Members thanked Officer Coe for coming.

1.B. Request For An Extension Of Time To Store Vehicles On The Lawn By Mr. James Beall

Ms. Vitale listed the various violations which were issued to Mr. Beall and stated that he has not even addressed most of them. A discussion followed on the recommendation received from the City's Code Enforcement Department regarding this particular request. The item was placed on the Wednesday night Agenda for final action by the Council.

2. Discussion Of Proposed Gypsy Moth Spraying In New Carrollton

Ms. Vitale stated that the survey was completed and New Carrollton is clear. However, Greenbelt Park is badly infested. The Department of Agriculture therefore recommends that portions of New Carrollton be treated to keep the infestation from spreading into our City. The approximate cost would be \$10.00 per acre. A discussion followed on the exact number of acres which need to be sprayed. It was the consensus that the City should accept the recommendation from the Agriculture Department. Ms. Vitale was asked to find out the exact number of acres which need to be done. She was also asked to prepare a budget amendment for Wednesday night to pay for the spraying.

2.B. Request For Extension Of Time To Store An Unregistered Motor Vehicle On Private Property By Ms. June M. Weckesser

Ms. Vitale gave the Council the background information about this request. A discussion followed on the length of time for which an extension should be granted. The item was placed on the Agenda for Wednesday night.

3. Proposed Jones InterCable Transfer

Ms. Vitale gave the Council an update on this item. She stated that there is a signed agreement for an extension of time until January 15, 1997, and they have asked for copies of any bills received from the City Attorney for any work related to this transfer. Councilwoman Potter pointed out that this item does have to be kept on the table and therefore placed on the Wednesday night Agenda.

4. Review Of Comprehensive Annual Financial Report For Acceptance

The Chairman was very disturbed that Mr. Bitzelberger quoted an extra \$3,000 charge if he were to make the corrections which several of the Council Members requested be incorporated into this year's CAFR. She stated that according to the City Charter, the Council is to receive the audit report by November 1 of each year. If he cannot make the correction to incorporate the old City Hall and the bicycle for the Contract Police Officer, he should be asked why he was so late with the report.

Ms. Vitale pointed out all the changes which had been made and discussed the reasons for them. She stated that the old City Hall was included but not on a separate page. The bicycle, however, was left off. The Council reviewed the changes and Councilman Garvey stated that the Auditor should have picked up the mistake by the accountants not to have listed the bicycle.

5. Review Single Audit

The Acting Administrative Officer explained that this Single Audit is done only when there are community block grants received. The City received three of them this year. Councilwoman Potter commented that there was only one comment by the Auditor that the Mayor and City Council should adopt a drug and alcohol free work place. The City's response was that the policy is being worked on by staff and the City Attorney.

6. Review Of City Video

At this point in the meeting, the Council reviewed the City Video. Several corrections were pointed out by the Council Members. Councilwoman Potter stressed that the wooden playground be included in the video. She stated that the playground is one of the major things which should be included as it involved almost every walking resident in the City in some way. It was a great community effort and shows total community spirit. Ms. Vitale stated that she believed that Chris Clifford has footage of the wooden playground and she will speak to him about it.

Councilman Schaffer agreed with Councilwoman Potter that the video should also have more of the single-family homes. He also wished that it would not show the empty stores.

Councilman Garvey would have preferred not to have so many close-ups. Overall, he liked the video.

The Chairman stated that the selection of the houses shown could have been a little better. She suggested that the City make the video available to the residents for a reasonable price. She stated that it would make a great stocking stuffer for the people who grew up in the City.

7. Discussion Regarding Writing Letters To The Prince George's County Delegation On Legislation Proposed, As Discussed At December 9 Meeting With Legislators

The Chairman stated that if the Council Members do not object, she would like to have a letter written on each topic discussed at the December 9 meeting. Ms. Vitale was asked to draft letters and put them in the Council's mail boxes for review. Mayor Hanko suggested that a letter be written for the Chairman's and his signature addressing each item. A discussion followed on which items the majority of the Council Members agree. The Council reviewed the minutes from the meeting which listed all the items and selected the ones they wished to be addressed.

8. Review Of Council Meeting Minutes

The Chairman asked that the Council review the minutes of the November 4, December 4 and December 9, 1996, meetings and give the corrections to the Recording Secretary.

9. Review Of List Of Bills

Ms. Vitale stated that there will be an additional bill for approximately \$100,000 from Maryland State Retirement. The Council reviewed all the bills and asked several questions which were answered by Ms. Vitale and Mr. Robbins. The item was placed on the Agenda for Wednesday night.

10. Report Of The Mayor and Council

**Mayor Hanko** reported that the Elks Club called him for a recommendation for Citizen of the Year whom they would recognize. Mayor Hanko recommended Mr. Roy Flinn. The Council agreed with his choice.

**Acting Administrative Officer Vitale** reported that Xerox copier prices should be received shortly. The GFOA award is being applied for this week. Ms. Vitale will give an update on the Neighborhood Design project at the Wednesday night Council meeting. She will talk about Route 450 and the problems which exist there.

Ms. Vitale distributed the Financial Statement for the month of November. She explained that there were several misspostings. Also, a budget amendment will have to be done to correct some items which are still a problem. The filing cabinets should have been in fiscal 1996 and will need to be corrected through an amendment. Ms. Vitale reviewed all of the mistakes which will need to be corrected.

**Public Works Director Robbins** reported that the second leaf collection has been completed. The trucks are being prepared for

ice and snow which is forecast for Thursday night. One truck will be kept set up for leaf collection since some residents are late in raking their leaves.

Mr. Robbins distributed his latest Vehicle Maintenance Report. He pointed out the new data which has been added. The 12-month cost will remain the same until they have a 12-month cycle.

**Councilman Keleti** inquired whether the Code Enforcement Officers visited the City of Greenbelt to look at their software. Ms. Vitale replied that she has not had a chance to talk with them but will do so tomorrow at the staff meeting.

**Councilman Schaffer** asked about the City Newsletter not being distributed at the Heritage Square Apartments. Ms. Vitale stated that she spoke to the printer who stated that a stack of 500 Newsletters is delivered to the complex every month. She is planning to match up the carrier routes.

Councilman Schaffer reported meeting Mrs. Onda in the City and that she still feels vibrations in her house. He asked about the small buses which were to be the ultimate solution. Mayor Hanko stated that he has not heard any more about the buses.

Councilman Schaffer discussed a home page for the City and the various information which could be put on it. He is wondering whether there are many residents who would benefit from the internet. Councilman Keleti also wonders just how many people in the City would actually use the internet or benefit from it. It was agreed to look into this further.

**Councilman Garvey** inquired whether it would be a problem in awarding four prizes for the Christmas Decorating Contest winners. Mayor Hanko stated that he has four prizes to award.

**Councilwoman Potter** complimented Ms. Vitale for the way in which she handled the Legislative Dinner.

Councilwoman Potter commented to Mr. Robbins how outstanding the NZI employees perform their work. She stated that they are putting in very long hours. Mr. Robbins stated that they know that they have a time schedule and they are keeping to it. Councilwoman Potter also commented that she received several calls about the recycling not having been picked up. However, it was all gone by Saturday morning.

Councilwoman Potter also wished to share some good news with her colleagues that former Councilman Bob Shaffer is getting married in March.

**Chairman Hurdle** asked the Council Members to look at the binder with sample noise ordinances and suggest something for the City.


She stated that an ordinance is also needed to prohibit car repairs in the City. A discussion followed on whether the Code Enforcement Officers can enforce the existing County ordinance. Councilman Garvey gave some background information regarding the City's ordinance on major and minor car repairs and why the County rejected it. Ms. Vitale was asked to speak with Mr. Welch to find out what is needed to write a new ordinance.

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

11. Adjournment

There being no further business, the meeting was adjourned at 10:05 P.M.

Respectfully submitted,



Eugenia V. Czumak  
Recording Secretary



NOTICE OF SPECIAL MEETING AND EXECUTIVE SESSION

NO. 96-31

THE CITY COUNCIL WILL MEET AT 7:00 P.M. ON MONDAY, DECEMBER 16, 1996, IN THE COUNCIL CHAMBERS AT THE NEW CARROLLTON MUNICIPAL CENTER IN ORDER TO INTERVIEW MR. MARK LATOUR, THE MAYOR'S CANDIDATE FOR THE ADMINISTRATIVE OFFICER POSITION AND TO CONDUCT AN EXECUTIVE SESSION IN ACCORDANCE WITH THE ANNOTATED CODE OF MARYLAND, STATE GOVERNMENT SECTION 10-508(a)(1)(i). THE PURPOSE OF THE EXECUTIVE SESSION WILL BE TO DISCUSS THE APPOINTMENT, EMPLOYMENT, ASSIGNMENT, PROMOTION, DISCIPLINE, DEMOTION, COMPENSATION, REMOVAL, RESIGNATION, OR PERFORMANCE EVALUATION OF APPOINTEES, EMPLOYEES, OR OFFICIALS OVER WHOM IT HAS JURISDICTION.

AGENDA

1. Pledge of Allegiance
2. Interview With Mr. Mark Latour
3. Executive Session

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MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
CITY OF NEW CARROLLTON  
DECEMBER 16, 1996

The Special Meeting of the City Council of the City of New Carrollton was held in the New Carrollton Municipal Center On Monday, December 16, 1996.

The meeting was called to order at 7:00 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 and Public Works Director Richard L. Robbins.

The Chairman opened the meeting by stating that if a closed session is needed at the conclusion of this Special Meeting, all notices have been properly posted.

**1. PLEDGE OF ALLEGIANCE**

The Chairman led the Council in the Pledge of Allegiance.

Councilman Schaffer inquired why the Council had to meet in the Council Chambers instead of the Conference Room. Ms. Vitale explained that this meeting was advertised as a Special Council Meeting and not a Workshop because if the Council should decide to have a closed session, it will be necessary to take a roll call for a formal vote which can only be done in a Special or Regular Council meeting and not a Workshop.

**2. INTERVIEW WITH MR. MARK LATOUR**

Councilman Garvey asked Mr. Latour to tell the Council something about himself before they proceed to ask him any questions. Mr. Latour stated that he is the County Administrator of Mineral County, Colorado. He has been in municipal administration for six years. He started as the Town Administrator in a small town in eastern North Carolina, then he was the City Manager of a city in Oklahoma. Mr. Latour stated that he has been trying to get back to the East Coast. He is originally from western Massachusetts and has family and friends in New York state and the Washington area. He would like an opportunity to work for the City of New Carrollton.

Councilman Keleti asked Mr. Latour to answer some of the questions from a list of 22 questions which Councilman Keleti had given to him before the meeting. Mr. Latour discussed his various strong points based on his previous experience in community long-term planning and economic development. He is also receptive to having a management audit. He stated that as an outsider coming into a new situation, he can more easily observe areas where improvements in performance can be made. Councilman Keleti mentioned that the owner of one of our Malls is very reluctant to make improvements. He asked whether Mr. Latour

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has ever come across a problem such as this. Mr. Latour replied that generally, the business owners are not the problem. Mr. Keleti stated that he feels that this is one of the greatest challenges. Councilman Keleti pointed out that in our form of government, Mr. Latour would be working for both the Mayor and the Council since they do not have a staff person of their own. Mr. Latour stated that in every position he has had, he has worked for both the Mayor and Council. In Oklahoma, for instance, the State law is clear that no individual Council Member can direct any staff person, however, if a Council Member comes to him with any suggestions, problems or criticism, he would certainly listen and try and solve the problem. Councilman Keleti would like to see a list with action items established and continued in order to never lose sight of what needs to be addressed. Mr. Latour did not see any problem with having a list which would have on it problems brought before him by either a resident or Council Member. Councilman Keleti was pleased with Mr. Latour's responses.

Councilman Schaffer stated that based on the numerous degrees which Mr. Latour has, the Councilman assumes that Mr. Latour is comfortable coming from a county with a population of 1,000 to a community with 12,000 people. He referenced some past experience Mr. Latour had mentioned in his resume about the reuse of vacant buildings. The Councilman stated that the City has an old City Hall building which is vacant and stated that if Mr. Latour is selected, perhaps he could work on this issue. He also questioned Mr. Latour about his experience in writing proposals for government grants. Mr. Latour stated that he has written at least 10 proposals and was able to get 6 grants. Councilman Schaffer asked whether Mr. Latour will have any problems with relocating. Mr. Latour stated that he does not. He will be happy to come back to a part of the Country which he likes. He would, however, like to give notice to his present employer until the middle of January.

Councilman Garvey inquired what is attracting Mr. Latour to the Washington area in particular. Mr. Latour stated that he wished to be within a few hours of his family members and friends. He has friends in Washington and family in New York state and Massachusetts. Councilman Garvey also asked about Mr. Latour's goals for the future. Mr. Latour stated that he is looking for security, stability and being in an area which he enjoys. Councilman Garvey asked Mr. Latour about his knowledge of computers. Mr. Latour stated that he has a personal computer which he has used in the various communities where he worked. In terms of budgeting, he has done all the in putting on software which was compatible to whatever the auditors were using. Councilman Garvey asked whether Mr. Latour has any experience in writing legislation. Mr. Latour stated that he did most of the writing of all the legislation which was passed in his previous jobs. Councilman Garvey asked about any additional background in financing. Mr. Latour stated that he has a broker's license and

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an investment advisor's license. Councilman Garvey thanked Mr. Latour for coming and for his answers.

Councilwoman Potter asked how much Mr. Latour knows about our computer system. Mayor Hanko replied that they never did talk about the computer. However, the Mayor showed Mr. Latour's resume to Mr. Robbins who thinks that with Mr. Latour's background, he should be able to work with our system. Councilwoman Potter asked whether Mr. Latour was aware that the City Hall office is very understaffed and she wanted to know how he is going to deal with this situation. She also stated that the Council is partly to blame for this problem because they will not fund the money to hire enough staff. Councilwoman Potter asked for Mr. Latour's thoughts on the use of local university interns. Mr. Latour stated that it is a good idea, particularly if there are special projects which need to be done. The only problem which he has encountered was that some of the interns wanted to be paid and the municipality did not have the money in their budget. Councilwoman Potter stated that she feels that it should be considered as part of their hands-on education. However, we do have an intern on staff who is being paid only because we needed an additional staff person. She thanked Mr. Latour for his answers.

Chairman Hurdle referenced the position advertisement which stated that thorough knowledge is required of Maryland municipal government. She wished to know whether Mr. Latour feels that he is familiar enough with Maryland municipal government right now to be qualified. Mr. Latour stated that he is coming here with his experiences of having worked in three different states and that there is a great overlap in state legislation. He has already read the City Codes and they are very similar to the ones from the municipalities where he has worked. He feels very comfortable that he is acquainted with most of the state legislation. The Chairman asked why Mr. Latour did not respond to the October 2 advertisement right away. Mr. Latour stated that the MML Bulletin did not arrive until after the deadline and he immediately telephoned the Mayor to ask if he would accept his application. He stated that some municipalities are willing to accept late applications and others are not. In this case, the Mayor accepted the late application. The Chairman asked whether Mr. Latour was acquainted with any City employee or anyone connected with the City. He stated that he is not.

Councilman Schaffer inquired whether Mr. Latour knows how to write a home page for the internet. He stated that he does not.

Mayor Hanko followed up on the line of questioning which the Chairman started by asking if Mr. Latour was related in any way to any of the elected or appointed officials of the City and whether anyone had contacted him about this opening. Mr. Latour replied that he does not have any reason to think that he is

related to anyone here. He found out about the opening through the Maryland Municipal League Bulletin.


**3. EXECUTIVE SESSION**

The Chairman asked whether her colleagues saw any need to have a closed session at this point. A brief discussion followed and Councilman Schaffer made a motion to conduct an Executive Session in accordance with the Annotated Code of Maryland, State Government Section 10-508(a)(1)(i). The purpose of the Executive Session will be to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

Councilman Garvey seconded the motion. Council Members Keleti and Potter voted against it. Council Members Garvey, Schaffer and the Chairman voted in favor of the motion.

At this point, everyone except the Mayor and Council Members was asked to leave the room.

Respectfully submitted,

  
Eugenia V. Czumak  
Recording Secretary

# EXHIBIT B— Suggested Interview Questions

These general questions should be supplemented by more specific questions related to particular objectives, problems, and priorities of the local government.

1. Describe your background and experience. What have been the areas of emphasis?
2. How does your experience qualify you for this position?
3. Have you had experience in all areas of local government service? If you have not had experience in certain fields, how would you approach management in these areas?
4. What particular experience do you have with respect to budget preparation and finance?
5. What particular experience do you have with respect to personnel and labor relations?
6. How do you describe your management style?
7. What is your experience as a supervisor? How many people have you supervised?
8. Have you ever had to terminate an employee? What process did you follow?
9. What are your thoughts with respect to performance evaluation? What process do you follow to set objectives and monitor performance?
10. How will you go about assessing the strengths and weaknesses of the organization and identifying opportunities to improve?
11. How do you approach the planning process? What system do you use to set objectives and priorities?
12. What is important to you in establishing effective working relations with others?
13. How do you view the relationship between the administrator and governing body? How do you view your relationship with departmental heads and local government staff?
14. What techniques have you found to be most successful in assisting local government officials establish and implement long- and short-range goals for the community?
15. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
16. What experience have you had working on an intergovernmental or interagency basis? Have you worked directly with the state and federal governments, councils of governments, and other units of local government?
17. What will your first steps be upon assuming responsibility for this position? What do you hope to accomplish in the first year?
18. From your limited vantage point, what do you believe to be the challenges and opportunities facing our organization? How is this likely to change in the future?
19. What are your strengths and weaknesses?
20. Where do you want to be five and ten years from now?
21. Why are you interested in this position?
22. What are your expectations with respect to compensation?