Town of University Park

Report of Meeting
Policy, Rules and Municipal Structure Committee

Monday, September 15, 2014
7:00 pm
University Park Town Hall
6724 Baltimore Avenue

Committee Members Present:
Heidi Sorensen, Chair, Ward 5
Joe Thompson, Ward 1
Bradlee Hess, Ward 3
Linda Verrill, Ward 4

Others Present Included:
Mayor Len Carey
Roy Alvarez, Council Member, Ward 7
Bridget Warren, Van Buren Street
Todd Stewart, Van Buren Street
Tasey Hanna, Pineway

Meeting called to order: 7:00 pm

Ms. Sorensen - Introduction

Ms. Sorensen suggested that the meeting pick up where it was left off at the last meeting of August 27.

The Committee determined that it would recommend the following for the language of the Scope of Work, RFP and Related Documents at the August 27, 2014 meeting.

- *The editor is required to be a town resident unless there is no qualified town resident who applies.*

- *Preference will be given to bids that demonstrate a quick turnaround between content submission and submission to the printer and be incorporated into the criteria for evaluating proposals.*

- *Candidates for Editor will be evaluated based upon their experience and qualifications in editing and publishing.*

- *The Personnel Manual says that no town employee shall be an independent contractor and the ordinance that accompanied also made that clear for town elected officials. Reference these requirements in the RFP and/or related documents.*

Continued discussion of recommendations for the language of the Scope of Work, RFP and Related Documents

5. All content in the Newsletter not received directly from the Town must be attributed.

The Committee determined that it would recommend attribution for articles, columns or other submissions including those submitted by Town employees or elected officials.

6. No periodic article or column may be added to the Newsletter without permission from the Town.

- In order for an Editorial Review Board be effective, it ought to review every issue. This will take the pressure off of the Editor.
- Something that is being edited by a number of people, it will take a lot of time.
- Not opposed to the Editorial Review Board, it should be more of a dispute resolution mechanism, but not for everything.
- The Editor and the Mayor should review the article or column and only go to the Editorial Review Board in rare occurrences.
- The Editorial Review Board should consist of three members: The Mayor, a resident and a member of the Council.
- An Editorial Review Board is not necessary. The Editor can follow the Editorial Guidelines and should be able to question anything against these guidelines. An issue with the author, including the Mayor, should be taken to Council or the Editorial Review Board prior to publishing.
- Need to see the Editorial Guidelines.

The Committee recommend that time be set at a Council meeting for discussion on the issues that the Committees recommendations raised, accurately representing the range of opinions on this issue will facilitate full Council discussion with public input.

7. Recommendation for an Editorial Review Board

The Committee determined that it would recommend if there would be an Editorial Review Board, that it be a three person Board.

8. The position involves copy editing, but not content editing or editing of the substance of copy.

The Committee determined that it would recommend that the position involves copy editing and may include editing for clarity or the length of submissions or to compile submissions and editing of content in collaboration with the author.

9. A proof copy of the Newsletter must be submitted to the Mayor for review two working days prior to submission to the printer.

- This is in the Mayor's original proposed scope of work.
- If the Mayor is on the proposed Editorial Review Board as proposed, submission to the Board will fulfill this requirement.

The Committee discussed how the recommendations for the scope of work, RFP or other appropriate documents should be presented to the Council.

- Create a document.
- Ask the town attorney to recommend what belongs in the different documents.
- The Committee and Council to provide recommendations that could be parsed into the scope of work or into the RFP altogether.
- First work on the RFP and consider an ordinance at a later time.
- The recommendations should be permanent.
- The Editorial Guidelines should be done by Resolution.
- The Editorial Guidelines could be proposed by the Editor to the Mayor and recommended to the Council for approval as a Resolution.
- Suggest including the contract for the editor into Section 618 of the Town Charter. The ordinance could be amended to reflect this.

Other issues related to the recommendations that can be parsed into a resolution, ordinance, RFP, Statement of Work:

The Newsletter shall be assembled using Adobe InDesign software or equivalent and shall be provided to the Town's designated printer in a print ready PDF.

- Print ready PDF.

The Committee discussed whether the printer should be part of the Editors RFP or that there be a separate RFP.

- The process should be the same for the Editor and the printer.
- The Editor should have a role in selecting the printer and in drafting the RFP.

Meeting adjourned: 8:30 p.m.