

CITY OF TAKOMA PARK, MARYLAND

Special Session of the Mayor and Council
August 1, 1988

CITY OFFICIALS PRESENT:

Mayor Del Giudice
Councilmember d'Eustachio
Councilmember Elrich
Councilmember Hamilton
Councilmember Martin
Councilmember Sharp
ABSENT: Councilmembers Douglas and Leary
City Administrator Wilson
Asst. City Administrator Habada
Deputy City Clerk Jewell

The Mayor and City Council convened at 6:37 P.M. on Monday, August 1, 1988 in the Council Chamber at 7500 Maple Avenue, Takoma Park, Maryland, for the purpose of conducting a Special Session.

1. Second Reading of an Ordinance Amending the Personnel Classification.

The Mayor noted that job descriptions, as requested at the time of First Reading, had been provided. Councilmember d'Eustachio moved adoption, duly seconded by Councilmember Sharp. Mr. Sharp noted that the job description for the Outreach Assistant appeared to restrict that individual's job to working with females only, which he said he realized was the intent and was appropriate, however, he questioned whether that should be spelled out. Councilmember Elrich remarked that it seemed to be unnecessarily restrictive. Councilmember d'Eustachio suggested that while it should probably be noted in the job description that the person's primary responsibility would be dealing with female youth, perhaps the language could be altered so as not to be so confining/limiting. The Mayor suggested that the job description be amended to allow for more flexibility in the position, to state that the individual would work with either male or female youth at the direction of the Department Head and given current staffing considerations. Mr. Wilson noted receipt of a memorandum from Recreation Director Ziegler asking that classifications of Outreach Worker I and Outreach Worker II be instituted, and the designation of Assistant be abolished. He said he would ensure that that, as well as the change in language, was accomplished.

Mr. Sharp pointed out that the first two examples of work cited in the Recycling Coordinator's job description were related to working with students and through schools, and addressing civic groups, with the marketing of collected materials to potential users being fourth on the list. He said he personally felt that the fourth item was equally important with the public outreach aspect, if not more so, given the discussions about the market for materials and getting in on the ground floor which had occurred earlier. He said he had a concern that enough emphasis might not be placed on marketing. Under "Required Knowledge, Skills and Abilities," he said he did not feel what was set forth adequately addressed what was wanted and expected of the individual chosen for the position. Mr. d'Eustachio commented he had not interpreted the examples of work given as being a prioritized listing, particularly inasmuch as some of what he would consider highly important were not first in order, such as preparation of reports and proposals, coordinating CDBG planning process, etc. He said he would concur that the minimum qualifications for the position would have to include considerably more than an ability to do graphic design and brochures, but said he had construed what was stated as being very minimal qualifications. The Mayor pointed out that writing proposals and getting grants would be an important part of the Recycling Coordinator's job, and said he did not think that was adequately emphasized. He noted that the Recycling Report had recommended that the City do a study of how its present refuse collection could be revamped, reorganized, to include recycling a couple of years down the road. He said that would be a very significant task, someone would have to write RFP's, and there would have to be coordination with Public Works; he said the Recycling Coordinator would be in the most natural position to accomplish that assignment. He said he would suggest inclusion under Required Skills and Abilities, the ability to

write grant proposals and coordinate contracts. Councilmember Hamilton said he felt what was needed was not someone who was specifically a graphic artist, but who had the ability to coordinate the printing of such materials for the program; the bid and proposal writing, internal workings and coordination of the program was what was important. Councilmember Martin pointed out that there was no requirement whatsoever in the job description for the person to know anything about waste management, which she said would be very important; she said she was also surprised that the position was factored to be a higher grade level than the Community Planner. Ms. Habada pointed out that the Community Planner position required a Master's Degree and a single year of experience, whereas the Recycling Coordinator position required a B.S. and 5 years of experience -- the experience requirement was primarily what placed that position above the other in grade level.

Concerning the Code Enforcement Officer II job description, the Mayor pointed out that there was no mention of the distinguishing features of the class, specifically concerning zoning enforcement. He said to his recollection the person would be required to do some zoning code enforcement, not specifically housing-related, but in some other areas, such as commercial zoning. Ms. Habada pointed out that on the first page, reference was made to such enforcement regarding rental facilities and compliance with county zoning laws; she said it would be brought to the attention of Ms. Weiss that there was a need to include broader language regarding zoning laws, e.g., commercial zoning.

Councilmember Martin, referring to the Youth Outreach Assistant position said that inasmuch as the only basic difference between that position and that of the Youth Outreach Worker was that the latter would supervise the former, it appeared to her that it would be more equitable for the Assistant to be a grade 10 rather than grade 9. Councilmember Sharp commented that in talking with Ms. Ziegler he understood that with the Outreach Worker I and II designation, there would not be a supervisory relationship -- both individuals would be under the direct supervision of the Department Head. The Mayor said that the Department Head should be made aware that if the altered designations and the fact that both would report to the Recreation Director in any way affected factoring of the position, the position should be refactored and the matter brought back before the elected body. Mr. Wilson affirmed that the position would be refactored. The ordinance was adopted by roll call vote as follows: AYE: Councilmembers d'Eustachio, Elrich, Hamilton, Martin and Sharp; NAY: None; ABSENT: Councilmembers Douglas and Leary.

ORDINANCE #1988-34
(attached)

2. Single Reading Ordinance Awarding Bid for Finance Division Computers.

Following brief presentation of the ordinance by Ms. Habada, Councilmember Sharp raised questions regarding the pre-bid conference, specifically item 14 concerning whether a bidder would be prohibited from bidding a non-nuclear item if they also sold IBM equipment (no) and/or computers containing component parts manufactured by companies on the nuclear list (no; internal workings of the equipment is not examined); on page 23, he noted a response from former Councilmember Iddings concerning UNIX and AT&T advising that the City get its operating system from someone else. He asked what that meant. Ms. Habada explained that Mr. Iddings, as a member of the committee, was stating his preference for not complicating the procurement process with something he felt would be a problem. Mr. Sharp inquired where information was being gotten concerning what was and was not permissible under the Nuclear Free Zone Ordinance; he said he would not support a single citizen of the City advising vendors what they could or could not do under the provisions of that ordinance; such policy was the jurisdiction of the Mayor and Council. The Mayor pointed out that the elected body had previously set the general policy parameters for administering that legislation. Ms. Habada pointed out that McDonald Douglass was not forbidden from participating in the bid process, they were advised it was permissible if they wished to attend the pre-bid

session, however, they chose not to do so. She said no one was screened out of the process. Councilmember d'Eustachio moved adoption of the ordinance, duly seconded by Councilmember Hamilton. Councilmember d'Eustachio commended the work done during the process by City staff, particularly Ms. Habada, and citizen volunteers who assisted in the choice. The Mayor echoed Mr. d'Eustachio's remarks and said he would also like to thank people from neighboring jurisdictions who had been of assistance in the process. The ordinance was adopted by roll call vote as follows: AYE: Councilmembers d'Eustachio, Elrich, Hamilton, Martin and Sharp; NAY: None; ABSENT: Councilmembers Douglas and Leary.

ORDINANCE #1988-35
(attached)

3. Second Reading of an Ordinance Authorizing Installation of a 3-Way Stop Sign at Erskine and 13th Place.

Councilmember Martin moved adoption, duly seconded by Councilmember Hamilton. The ordinance was adopted by roll call vote as follows: AYE: Councilmembers d'Eustachio, Elrich, Hamilton, Martin and Sharp; NAY: None; ABSENT: Councilmembers Douglas and Leary.

ORDINANCE #1988-36
(attached)

For the record, Ms. Martin noted incorrect reference in the Newsletter to 13th Avenue, and pointed out the location where the sign would be installed was the intersection of Erskine and 13th Place.

Upon motion, duly seconded, the Special Session adjourned at 7:05 p.m., to reconvene in Executive Session for discussion of a legal matter, followed thereafter by a Worksession.

ORDINANCE 1988- 35

AN ORDINANCE FOR THE PURCHASE OF A TURNKEY COMPUTER SYSTEM FOR THE ACCOUNTING DIVISION.

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

WHEREAS, proposals were solicited as advertised in the Washington Post and BIDNET for a turnkey computer system for the Accounting Division; AND

WHEREAS, the procurement process as indicated in the Request for Proposals released March 30, 1988 would be phased in two parts, to include the receipt of written unpriced proposals by May 2nd, 1988 for Phase I technical review and selection of finalists, and Phase II receipt of priced proposals from selected vendors; AND

WHEREAS, a pre-bid conference was held April 22, 1988 at which time questions from vendors regarding the Request for Proposals issued by the City were answered; AND

WHEREAS, five written unpriced technical proposals were received by 2:00 PM May 2nd as follows:

Count Systems
MAI-Basic Four
MAXIMA DATA CORPORATION
MUNICIPAL COMPUTER SERVICES, INC.
SUBSYSTEMS TECHNOLOGIES, INC.

WHEREAS, a computer proposal review committee reviewed all five proposals, and selected four companies; Count Systems, MAI-Basic Four, MAXIMA DATA Corporation, and Municipal Computer Services to provide demonstrations of hardware and software proposed by those companies; AND

WHEREAS, demonstrations were provided by the four companies referenced above and two finalists were selected by the computer proposal review committee to submit priced bids on their computer systems proposed, those finalists being Count Systems and MAXIMA DATA Corporation; AND

WHEREAS, priced bids were received from Count Systems and MAXIMA Corporation by July 22nd as follows:

COUNT SYSTEMS	\$40,229.75
MAXIMA DATA Corporation	\$40,000.00

WHEREAS, the computer proposal review committee has considered and evaluated both the priced bids and the Accounting staff preference for the Count System software package and has recommended acceptance of the proposal of Count Systems for a turnkey computer system;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF TAKOMA PARK, MARYLAND

SECTION 1. THAT the City Administrator is authorized and directed to enter into a contract with Count Systems to bind them to their proposal upon the condition that no expenditures are to exceed current appropriations of \$20,000 until such time as additional funds are appropriated by Council.

SECTION 2. FURTHER THAT the City Administrator is directed and authorized to negotiate the terms of lease purchase financing to cover the costs of the total purchase by finance agreement not to exceed a term of 3 years for said lease purchase.

Adopted this ___1st___ day of ___August___, 1988. (Special Session)

AYES: d'Eustachio, Elrich, Hamilton, Martin, Sharp

NAYS: None

ABSTENTIONS: None

ABSENT: Douglas, Leary

1st Reading: 7/25/88
2nd Reading: 8/1/88

Introduced by: Councilmember Martin

ORDINANCE #1988-36

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

- SECTION 1. THAT all vehicular traffic on Erskine Avenue shall come to a complete stop at that street's intersection with 13th Place, thereby creating a 3-way stop; AND
- SECTION 2. THAT pedestrian crosswalks shall be painted across the Erskine Avenue roadway and the 13th Place roadway, so as to provide a safe crossing for pedestrians at the intersection of Erksine Avenue and 13th Place; AND
- SECTION 3. THAT the Acting Director of Public Works in cooperation with the Chief of Police shall survey the intersection and make a determination as to the appropriate placement of the stop signs and the crosswalks; AND
- SECTION 4. THAT this ordinance shall become effective upon completion of the signing, which shall include appropriate warning to motorists approaching the intersection; AND
- SECTION 5. THAT the penalty for violation of this ordinance shall be as prescribed in Sec. 1-17(a) of the Code of Takoma Park, Md., 1972, as amended:

Adopted this 1st day of August, 1988, by Roll Call Vote as follows: (In Special Session)

AYE: d'Eustachio, Elrich, Hamilton, Martin, Sharp

NAY: None

ABSTAINED: None

ABSENT: Leary, Douglas