

CITY OF SALISBURY
WORK SESSION
JANUARY 7, 2013

Public Officials Present

Council President Terry Cohen
Mayor James Ireton, Jr.
Councilwoman Laura Mitchell

Council Vice President Deborah S. Campbell
Councilwoman Eugenie P. "Shanie" Shields
Councilman Timothy K. Spies

In Attendance

City Clerk Kim Nichols, CMC, City Administrator John Pick, Assistant City Administrator Loré Chambers, Ph.D., Internal Services Director Keith Cordrey, Neighborhood Services and Code Compliance Director Tom Stevenson, Police Chief Barbara Duncan, Acting Fire Chief Rick Hoppes, City Attorney Mark Tilghman, and interested members of the public and press.

The City Council convened in work session at 4:30 p.m. in Conference Room 306 of the Government Office Building.

Three Strikes Ordinance and Lockout Ordinance

City Administrator John Pick, Neighborhood Services and Code Compliance Director Tom Stevenson, and Police Chief Barbara Duncan joined Council to discuss the Three Strikes Ordinance, which was one of the components of the original Safe Streets Legislation originally presented by Mayor Ireton about two years ago, and was last discussed by City Council approximately a year ago. This ordinance and the other two ordinances on the agenda (Lockout Ordinance and False Alarm Ordinance) address the reduction of the number of calls for service.

Mr. Pick explained the Three Strikes Ordinance involves reducing the repeat calls for service from the Police Department and Neighborhood Services. The False Alarm Ordinance addresses repeated alarms, and the Lockout Ordinance (Nuisance Ordinance) addresses repeated calls for Police service.

Council unanimously requested for Mr. Stevenson to provide the addresses of repeat offenders for 2012 to compare with the old list in order to examine the progress made. He will also develop a current list that replicates the type of information previously provided on the three year period. Council comments and questions should be forwarded to City Attorney Mark Tilghman so that he can conduct a review and advise Council whether the legislation is better accomplished separately or together with the other ordinances. The ordinances should be able to be scheduled for further discussion at the next work session in January or February.

Council took a ten minute break until 5:58 p.m.

Budget Amendment for Pay and Classification Study

Mr. Pick provided a brief explanation of the process used to develop the Request for Proposals (RFP). The following firms responded to the RFP:

- Singer Group

- D I Jacobs Consulting Company
- Evergreen Solutions, LLC
- Hendricks & Associates, Inc.
- Management Advisory Group International
- Condrey & Associates, Inc.

He explained the committee recommended using Evergreen Solutions, LLC over Singer Group because the Singer Group was \$1500 more, and Evergreen would provide ten (10) bound copies. The Mayor concurred with the recommendation.

The Council discussion included the following points:

- Council asked Mr. Pick to provide the original scoring system (matrix) in which Singer Group received the highest rating
- Must provide an analysis of the benefits as a comparison
- Request for employee turnover rates per department
- If the money is spent for the study, it should be fully implemented
- The study must be done periodically because the market changes
- The firm chosen should be done the same way all Award of Bids are done
- The six firms will be asked to perform the benefits analysis in the compensation study
- The six firms will be asked to include ten (10) copies of the completed study and not just a copy of a PowerPoint presentation

Council reached consensus to have a Pay and Classification Study done for the City employees. Mrs. Mitchell disagreed with having the study done for monetary reasons.

Council also reached unanimous consensus to ask Mr. Pick to follow up with the six firms to find out how much more it would cost to include an analysis of employee benefits. Mrs. Mitchell stated she would rather see the money that would be spent for another study go towards pay raises for City employees, but if it is to be done, then the City must do it fully and include the benefits in the study.

Amendment to False Alarm Ordinance

Acting Fire Chief Rick Hoppes and Chief Duncan joined Mr. Pick and the Council to discuss the False Alarm Ordinance. Mr. Pick advised Council that the current fee schedule for false alarms has been problematic because the fees were supposed to be set based on the cost of delivering the service. The ordinance contains a fine schedule that is designed to be an incentive for property owners to maintain their alarm systems and to ensure the false alarm system is not abused so that the Salisbury Police Department and Fire Department will not have to continually respond. The fee schedule currently exceeds the cost of providing the service.

Mr. Pick explained the proposal, which provides for Council to set the fees by resolution on an annual basis, includes a \$25 per response processing fee. The proposed ordinance also provides for fining a municipal infraction after the fourth false alarm in the same calendar year between the amounts of \$500 and \$1,000 and could be administered in such a way that each progressive alarm response occurs, after the fourth is experienced, the fine will increase gradually.

Acting Chief Hoppes reported on the analysis performed to calculate the average cost to respond to a single call to be \$272.09 per hour, billable in one hour increments.

Mr. Tilghman will prepare a resolution to approve the fee schedule and an ordinance to change the code for the January 28, 2013 Legislative Session.

Request for Easement and Right-of-Way Abandonment – Ocean Aisle

Public Works Director Teresa Gardner explained the proposal to eliminate the paper streets which were originally planned for Beaglin Crossing Business Park and to create one lot to be used to build an apartment project on, which will be called Ocean Aisle Apartments. The streets in the apartment project would become private.

Council unanimously agreed to advance the Ordinance for first reading, to be placed on the January 14, 2013 Legislative Session agenda.

Request for Reconsideration of a Payment Plan for Oasis Car Wash

Ms. Gardner reported to Council that there is a million dollar judgment currently against the Oasis Car Wash property, located at 126 Hampshire Road. If the property were to go to Sheriff's Sale, the City would be second in line behind the bank and would not recoup any of its money. In order to recover the money owed to the City for the Capacity Fees, a payment plan was suggested.

Council unanimously agreed for Mr. Tilghman to examine the Consent Judgment and report back to Council on January 22, 2013 to see if the owner has not paid, if the number of EDUs could be reduced to the number the owner has actually paid for.

General Discussion/Upcoming agenda items

- ***Status of Fire Service Agreement***

Mr. Pick reported that he has requested a meeting to discuss the Fire Service Agreement with the County. Mr. Pick will ask Mayor Ireton to consider if the prior proposals need to be updated, and will get copies of the proposals that were not acted upon. Mrs. Mitchell asked to consider how the False Alarm calls to those outside the City limits will be handled.

- ***Work Performed Without a Formal Contract (audit follow-up)***

Mr. Cordrey explained the auditor's notes referencing that the City needed to do a better job formalizing contracts. He explained they will be managing their work in process more carefully and analyzing that before the auditor comes in, and reclassifying items that are complete. Some the items noted were completed, but just weren't analyzed as well as they should have been.

- ***Cash Disbursement Questions***

Council discussed several questions regarding the detail of items on the Cash Disbursement Journal.

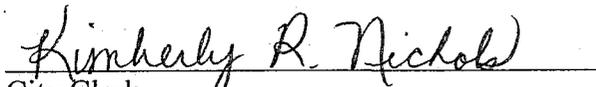
- ***Start Times for Council Work Sessions***

Council unanimously agreed to keep the start times as they have been, but noted and agreed that agenda items involving Department Heads attendance should be kept during regular hours.

- ***Council Travel Policy***

Council agreed to divide the travel budget by the five members (\$792 per member) and to not spend more than their allotted amounts without consulting the fellow Council members. It was noted that new Council members may be elected in April and will need to attend MML in June, 2013. Council unanimously agreed for Mrs. Nichols to draft an amendment to the Council Regulations and Rules of Order and circulate for Council members to review.

With no further discussion, the work session adjourned at 8:46 p.m.



City Clerk



Council President