

CITY OF SALISBURY  
WORK SESSION  
JULY 15, 2013

Public Officials Present

Council President Jacob R. Day

Mayor James Ireton, Jr. (arrived at 4:30 p.m., left at 5:00 p.m.)

Councilwoman Eugenie P. Shields

Council Vice-President Laura Mitchell

Councilwoman Terry E. Cohen (left at 5:20 p.m.)

Councilman Timothy K. Spies (left at 3:45 p.m.)

In Attendance

City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr., City Attorney Mark Tilghman, Acting Director of Public Works Amanda H. Pollack, P.E., interested citizens, and members of the press.

The City Council convened in Work Session at 2:05 p.m. in Council Chambers, Room 301 of the Government Office Building.

Garbage Ordinance changes – further discussion

Acting Director of Public Works Amanda Pollack joined Council to review the recommended changes incorporated in the draft ordinance to Chapter 8.16, Garbage, Rubbish and Refuse, to address the use of the term “rubbish” and to update the language to reflect current operations and requirements for City garbage.

Mrs. Mitchell suggested supplying specially marked or colored yard waste bags to residents for grass clippings, leaves and weeds for easy identification as compostable waste, therefore eliminating the tipping fees since the County does not charge for composting waste. This process will also provide an educational opportunity to encourage composting and to recognize that organic clippings are not trash. Mrs. Pollack will research the cost of colored or imprinted bags.

Mrs. Mitchell shared an idea for Public Works to provide a sticker to residents who have paid for bulk pickup to alleviate questions about whether items on curbs are intended for garbage or bulk pickup.

Council’s discussion points and suggested changes to the drafted ordinance included:

- Line 103 – researching the 6 a.m. time to verify someone is in the office at that time
- Line 154 – strike “Finance” and insert “Internal Services”
- Line 159 – insert “included but not limited to”
- Line 167 – \$25 fine may not be enough
- Line 214 – managing authority requires definition
- Line 230 – written notice for any single initial violation needs work
- Line 231 – Is the dollar amount enough to encourage compliance?

Council will continue the discussion on the draft garbage ordinance at the next Work Session.

### **Impact on Parking in Lot #4 as a result of the Mill Street Pump Station Project**

Mrs. Pollack explained the Mill Street Pump Station serves the Downtown business area and receives significant infiltration during rain events. During the Maryland Department of the Environment's (MDE) routine inspection of the pump station in December, 2012, it was noted corrective actions were needed due to the lack of a bypass pumping connection.

She reviewed the proposed upgrade which includes new pumps, a bypass pumping connection, a new generator connection, and electrical system improvements. All of the controls need to be brought above ground and contained in a large electrical cabinet.

Council reached unanimous consensus for Mrs. Pollack to proceed with the project.

### **Animal Health Building – MOU with Delmarva Zoological Society**

Mrs. Pollack briefed Council on the Memorandum of Understanding (MOU) from Delmarva Zoological Society (DZS) to donate funds to the City for the new Animal Health Building, and the subsequent resolution accepting the funding from DZS through the Zoo Commission.

Per President Day, Lines 107 through 117 can be stricken as there will not be unused funds.

Council reached unanimous consensus to approve including the resolution and MOU, revised as discussed, on the July 22, 2013 Legislative Session.

### **Free Downtown Wi-Fi – Further discussion**

Information Technology (IT) Director Bill Garrett joined Council to discuss providing Wi-Fi in Downtown Salisbury.

The following are several points Mr. Garrett discussed with Council:

- Comcast currently does not allow their service to be used for free Wi-Fi. If negotiations for a free Wi-Fi connection is secured in the Comcast Franchise Agreement, the MD Broadband Cooperative service can be easily canceled at no cost
- Savings of \$3,000 per year to be realized due to a change in the proposed Internet feed changing to MD Broadband Cooperative, a non-profit organization providing free service
- The IT Department cut enough costs during FY13 to fund much of the project, so no additional funds will be requested for hardware, software, Internet service, or licensing
- Funds are still needed for the additional staff member to support the project and assist IT
- By de-funding the *Help Desk* vendor account at \$19,000 per year, the total annual cost will be \$38,617 for the new IT position

Mr. Garrett was asked to research possible sensitivity by individuals to tower exposure. He reported the new staff position (Network Administrator) will require a salary of \$38,463. Additionally, the following will need to be funded for the position:

- \$2335 for FICA and Medicare
- \$13,625 for insurance at the “family cost” (the amount may be less, but not more)
- \$19 for life insurance
- \$5 for Blood Bank
- \$3053 for retirement
- \$116 for Workers’ Compensation

Council reached unanimous consensus for a budget amendment to be prepared to fund the Network Administrator position, and to be placed on the next Legislative agenda.

### **Restructuring of Executive Branch**

Police Chief Barbara Duncan, Fire Chief Rick Hoppes, and Interim City Administrator Tom Stevenson joined Council to discuss restructuring the Executive Branch.

Chief Hoppes informed Council the proposed organizational changes were made using the National Incident Management System (NIMS) model. With Mr. Pick’s departure, it was an opportunity to evaluate the structure and to recommend changes to meet the needs of the citizens.

Chief Duncan indicated the Senior Staff Team looked at the City’s strengths and weaknesses and studied the current structure of government which has been in place since 1950.

Comments and thoughts from Council included the following:

- The recent reclassifications may not have been approved by Council if they had been aware of this restructuring effort
- The proposed restructure may be out of balance
- Ms. Cohen was not present at the Work Session in which this topic was first discussed; after listening to the audio, she did not currently support this restructuring effort
- NIMS might not be the appropriate model for City hierarchy
- Pay study must be shared with the Council
- What are the shortcomings of the Executive Office?
- Is a (stronger) Strong Mayor form of government needed in which the Mayor is compensated above the City Administrator and is a full-time elected leader needed?
- If money were no object, what is the most responsive, most effective, and most efficient form of City government we can have? Mr. Day asked Council to give some thought to the question.
- It will be very difficult to replace the City Administrator and hire two Assistant City Administrators at the current salaries. With compression issues, the City Administrator would earn less than some of the City Department Heads.

Mayor Ireton stated that although the proposed restructuring plan reduces the City Administrator and Assistants’ salaries, but it also reduces their span of control and duties.

Chamber of Commerce Executive Director Ernie Colburn joined Council at the podium and suggested the City Council and Administration discuss what the best form of government for Salisbury would be

at this particular time, and offered to co-sponsor assistance through the ICMA or by returning to discuss the next phase.

Mr. Day suggested discussing the topic again after Council identifies additional questions.

### **City Attorney Structure**

Councilwoman Cohen began the discussion on the City Attorney structure as it was her suggestion to place the topic on the agenda. She indicated she had not yet discussed the structure with Mr. Tilghman, but thought that considering the joint oversight and responsibility of the City Attorney with the Mayor was a good idea because it would achieve shared accountability.

President Day suggested returning the subject for further discussion at a future Work Session.

### **Rehabilitation of 501- 503 Poplar Hill Avenue**

President Day reported that he had met with neighbors in Newtown and with Wicomico County Historic Properties, Inc. in reference to an effort to return 501 – 503 Poplar Hill Avenue into a single family occupied structure, as it is currently in a state of disrepair.

The proposed resolution authorizes the Mayor and Council to sign and deliver letters of endorsement for grants submitted to any State, Federal or non-profit grantors provided that there is no financial commitment required by the City. Other elements of the effort include in-kind support and volunteered donations from members of the community to restore the exterior of the home similar to how it looked in 1905 when it was new. Previously, it had been altered to include five (5) apartments, but will be restored into a single family dwelling and sold to a family who will refurbish the interior as they wish.

Council unanimously agreed to place the resolution on the July 22, 2013 Legislative Agenda.

### **Council Rules of Order – Council Discussion**

Council discussed the following points in reference to the Regulations and Rules of Order:

- Purchase a timer to keep track of the time Council members speak on a topic
- Insert at the end of Line 32 on page 4 “for five (5) minutes.”
- Discontinue allowing teleconferencing when Council members are unable to attend meetings
- Consider allowing Council comments at the conclusion of each meeting
- Whether or not to continue the having a Police Officer present during meetings
- Council members’ 1/5 of the budget (their equal allotment)
- Whether or not Council members could continue requesting more than their equal allotment

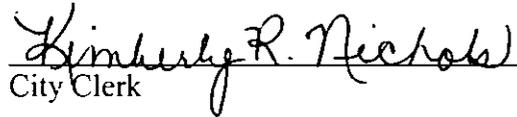
President Day will compile the ideas and circulate to Council for further discussion at Work Session.

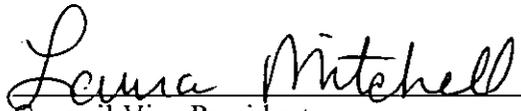
### **Quarterly Coffee with your Council Update**

Council reached unanimous consensus for the first *Coffee with your Council* event to be held in the evening either at Salisbury University or Bethany Lutheran Church. President Day will send out the details to all Council members after securing the details.

**General Discussion**

Being no further discussion, President Day adjourned the Work Session at 6:10 p.m.

  
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City Clerk

  
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Council Vice President