

CITY OF SALISBURY
WORK SESSION
AUGUST 19, 2013

Public Officials Present

Council President Jacob R. Day
Councilwoman Terry E. Cohen

Council Vice-President Laura Mitchell
Councilman Timothy K. Spies
Councilwoman Eugenie P. Shields (arrived at 1:37 p.m., left at 4:22 p.m.)

In Attendance

City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr., City Attorney Mark Tilghman (arrived at 2:40 p.m.), Public Works Director Michael Moulds, Public Works Deputy Director Amanda H. Pollack, P.E., Planning & Zoning Director Jack Lenox, interested citizens, and members of the press.

The City Council convened in Work Session at 1:30 p.m. in Council Chambers, Room 301 of the Government Office Building.

Grants Management Software presentation

Mr. Tom Grimes, representative for Streamlink Software, presented the AmpliFund Grant Management software Powerpoint to Council. The software, which is web based and Cloud managed, is used by many cities to help manage their federal audit trail. Mr. Grimes reported AmpliFund had 700 reports available to the City and there was unlimited capacity and document storage space available. Mr. Stevenson will meet with Mr. Grimes and report back to Council with the information he receives on the potential cost and time savings that using this software would help the City achieve.

City Employees Pay Study

Mr. Brian Wolfe, the representative from Evergreen Solutions which was retained by the City of Salisbury to conduct a pay and classification study of all positions in the organization, joined Council at the table to report on the findings of the study with the use of a Powerpoint presentation. Along with the suggestion that the City of Salisbury complete an employee pay study every four to six years, the following recommendations were offered as a result of the study and explained by Mr. Wolfe:

1. Revise the current salary structure to reflect current market conditions by implementing the pay plans and grades as recommended
2. Place classifications in the proposed pay plan utilizing the recommended grade order, and consider using the proposed 3-stage implementation plan
3. Continue selecting a small sample of classifications (targeting those with potential recruiting or retention concerns) to conduct a mini-survey of market values and benefit changes on a bi-annual basis to determine market competitiveness and make the appropriate adjustments

4. Review the pay plan each year and adjust if necessary based on the results of the average movement of relevant local peer pay levels

Interim City Administrator M. Thomas Stevenson, Jr. informed Council that Administration had held discussions on how to implement the plan and would make a recommendation as soon as possible.

Veterans Preference Policy

Council President Day explained the City of Salisbury does not have a Veterans Preference Policy. Internal Services Assistant Director – Procurement Catrice Parsons will be asked to bring policy recommendations to the Council in an upcoming work session.

Council reached unanimous consensus to schedule the discussion at the next work session.

EDU Incentive Zone

New Public Works Director Michael Moulds and Deputy Director Amanda Pollack joined Council at the table to discuss the updated ordinance.

After discussion, it was decided that the title of the ordinance would again be adjusted to reflect that the main purpose was to target the downtown area with this incentive zone, and consensus was reached to advance the ordinance to legislative session.

Merritt Mill Road/Smith Annexation - Introduction

Joining Council to discuss the Merritt Mill Road/Smith Annexation were Keith Hall, Long Range/Transportation Planner, Salisbury/Wicomico County Department of Planning, Zoning, and Community Development; Chris Jakubiak, President of Jakubiak Town & City Planning; Thomas Johnson, Jr., Personal Representative of the Smith Estate, and; Michael Wigley, AIA, Principal with Davis, Bowen & Friedel, Inc.

Mr. Jakubiak introduced the proposed annexation which includes an eleven acre, 72-unit development project located on Merritt Mill Road, located approximately 1/8 of a mile from Old Ocean City Road. He also provided an overview of the annexation agreement with Council.

Using the Smith Estate Annexation Concept Plan map as a reference, Mr. Wigley explained the property was oriented at the very end of the Shoppes at Salisbury Shopping Center and included duplexes and townhouses, and 30% open space. Currently, a fully developed and already annexed residential development project is located east of the proposed annexation, and a vacant parcel is located west of the proposed annexation. The developer of the project is unknown at this time.

Mr. Hall clarified the advertising requirements and offered to forward the section from COMAR to the Council which states, "if the total area of the annexation is less than 25 acres of land or less, not fewer than two times, at not less than weekly intervals in a weekly newspaper of general circulation." The City would have to advertise the annexation public hearing on September 9th and 16th in order to hold the public hearing on September 23, 2013.

Council reached unanimous consensus with a 4-0 vote (Mrs. Shields had excused herself from the meeting) to move forward with the annexation.

Habitual Offenders Ordinance

Neighborhood Services and Code Compliance (NSCC) Interim Director Susan Phillips joined Council at the table to discuss the revised Habitual Offenders draft legislation. She reported NSCC experiences a 95% voluntary compliance rate, but they repeatedly return to the same properties, using a lot of time and resources. She explained that lowering the threshold would enable the department to combat these non-compliant properties. Currently, corrective action letters are being written to the property owners, who then correct the problems. This has resulted in NSCC essentially managing the properties for the few offenders, and Ms. Phillips stated it was not fair to Salisbury residents.

Mr. Stevenson explained that when the "Three Strikes" legislation was first considered it was realized that all of the verified calls for service as defined in the legislation, whether police calls or NSCC calls, ultimately would come to NSCC. Therefore, the suggestion was to lower the threshold to require any combination of the following during a twelve month period:

1. A verified call for service from NSCC; or
2. Payment of one citation issued by NSCC; or
3. Being found guilty in Wicomico County District Court

After discussing the proposed legislation, Council reached unanimous consensus with a 4-0 vote (Mrs. Shields had excused herself from the meeting) to forward the amended ordinance to legislative session.

Linens of the Week Property Disposition

Mr. Stevenson reported that both Habitat for Humanity and Salisbury Neighborhood Housing Service have declined to accept the Linens of the Week property as a donation.

Planning & Zoning Director Jack Lenox joined Council to explain that the Planning Commission opened the public hearing. They have received letters and public testimony on the advertised re-zoning of the entire block, not just the Linens of the Week property. He reported that Mr. Spies had requested that action be deferred by the Planning Commission to allow City Council the opportunity to discuss this asset.

Council discussed the fact that changing the re-zoning would create legal, non-conforming uses on 110 properties in the neighborhood, but the Zoning Commission does not approve "spot" zoning. He stated that since there was no absolute definition of "spot" zoning, the Planning Commission very well may recommend re-zoning the Linens of the Week property only. Many of the properties in the possible re-zoned area could experience resale problems and use changes. Mr. Lenox advised the Council to consider what they desired the property to be used for before placing the question with the Planning Commission. There are no ramifications to formally withdrawing the property from the Planning Commission.

Mr. Stevenson will discuss with Mayor Ireton what his wishes are for the zoning of the Linens of the Week property and report back to Council. Ms. Cohen suggested during the upcoming Goal Setting Session, Council and Mayor should consider discussing what they would like to do with the property. Mrs. Mitchell suggested that Council consider holding one of their *Coffee with the Council* events in the Church Street neighborhood to receive ideas and feedback about what the citizens envision the property to become.

One member of the public provided the following comments on the subject:

1. What type of comprehensive notification plan does the City plan to use for this re-zoning?
2. Signage was posted on the Linens of the Week property, but the neighboring property owners were not notified.
3. Has been personally trying to keep the other neighbors in the "loop" on this re-zoning.
4. Requested that there be a specific policy to notify owners that property is being re-zoned.

Mrs. Mitchell suggested considering utilizing the water bills mailed out from the Internal Services Department to place notifications on.

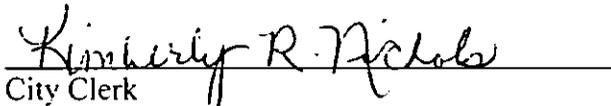
Youth Civics Council Grant application

President Day reported that he had discussed the AmeriCorps position with numerous people in the area. The part-time position requires a \$6100.00 match and the individual will be responsible for developing a Youth Civics Council, utilizing a joint effort from the County.

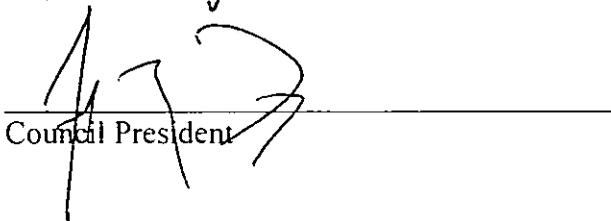
Council unanimously agreed for Mr. Day to apply for the grant with the understanding that a budget amendment would be required if the City receives the grant.

General Discussion

Being no further discussion, President Day adjourned the Work Session at 5:45 p.m.



City Clerk



Council President