

CITY OF SALISBURY
WORK SESSION
DECEMBER 21, 2015

Public Officials Present

Council President John “Jack” R. Heath
Councilman Muir Boda

Council Vice-President Laura Mitchell
Councilwoman April Jackson

Public Officials Not Present

Mayor Jacob R. Day
Councilman James Ireton, Jr.

In Attendance

Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Salisbury Police Chief Barbara Duncan, Salisbury Fire Chief Rick Hoppes, Internal Services Director Keith Cordrey, PAC 14 Director Creig Twilley, and Robert Peterson of the Wicomico Youth and Civic Center

On December 21, 2015 the Salisbury City Council convened in Work Session at 1:51 p.m. in Council Chambers, Room 301 of the Government Office Building.

Report Out – December 21, 2015 Closed Session

President Heath reported that Council had just met in Closed Session to discuss a matter directly related to a negotiating strategy for a bid or proposal for the water tower, and to receive an update on the property commonly known as “The Bricks.”

Body Camera Policy and Resolution

Salisbury Police Chief Duncan acknowledged Council’s receipt of the In-Car and Body Camera Policy, opening the floor to Council questions which yielded discussion on the following topics:

- Policy - compilation of countrywide policies and consultation with other law enforcement professional associations, narrowed to meet specific State of Maryland legislation
- Calibration frequency in conjunction with reporting equipment problems
- Public and private spaces; citizen and officer privacy in conjunction with protocols for beginning/stopping/continuing video recording; presets in video systems
- Bulk of expense – storage/retention and editing of videos
- Retention period; original and copies of each video
- Review and tagging procedures for videos
- Training for in-car and body camera systems

Budget Amendment – Fire Department Buildings Account

Salisbury Fire Chief Hoppes presented his department’s request for a budget amendment for unanticipated HVAC repairs (no heat) on the operations side of Station 16 on Cypress Street and pothole repairs in the Parking Lot of Station 1 on Beaglin Park Drive which would require a

transfer of funds from the City's General Fund Surplus to the Fire Department's Buildings Account.

Discussion topics included:

- HVAC (no heat) repairs on administrative side of Station 16 last year
- Potholes at Station 1 - protocol for scheduling repairs; potholes possibly from sub-base (incorrect) not withstanding rigors of fire equipment
- Future CIP Project – Lake/Cypress Street Driveway – repairs slated even with correct sub-base used

After discussion, there was Council consensus to move forward with the requested budget amendment.

Employee Handbook Change - Education Reimbursement Policy and Resolution

City Administrator Stevenson reviewed the changes that had been made to the policy as requested by Council at its October 19, 2015 Work Session as follows:

- Lines 25-30 - Employee submissions must be made to department heads by January 1st of each calendar year so funding can be incorporated into the next fiscal year's budget process
- Lines 46-51 - Changed wording to allow department heads more leeway in approving courses which may not directly relate to employees' job duties but may instead relate to a future job within the City
- Lines 103-105 - Added employee repayment requirement for tuition reimbursements made within one year of voluntary employee resignation

Discussion topics included:

- Change to the Employee Handbook would be required should Council adopt the Education Reimbursement Policy
- Program oversight from Finance/Payroll/HR to monitor classes with potential tax consequences
- Reimbursement upon registration or after completion of class

PEG Channel Improvements

Messrs. Stevenson, Cordrey, Twilley and Peterson reviewed PEG Channel Improvements with Council in conjunction with revenues generated as stipulated in City and County contracts with Comcast, City needs for broadcasting/recording meetings, and prioritizing recommended repairs and upgrades to equipment.

Discussion included the following:

- First revenue payment received/projected annual revenues/projected 10-yr. revenues
- City and County Command *Operation Centers and needs* during emergencies
- Repairs/upgrades at GOB, Fire Department, and Bennett
- New equipment to be compatible with upgrades in the not-too-distant future
- Master Plan with costs for technology repairs/upgrades

- Fire Department (Sta. 16) as live venue – *Mr. Stevenson to pursue meeting with Chris Comer and Mr. Twilley to ascertain costs and feasibility*
- GOB – repairs/upgrades to allow more audio control to PAC14 in control room for enhanced audio to viewers
- GOB – possibility of City Clerk recording directly from audio without recorder

After discussion, Council reached consensus to move forward with Mr. Twilley's recommended priority repair/upgrade of the Council Chambers Audio System.

City Attorney Tilghman withdrew from the meeting at 2:51 p.m., just prior to the next agenda item.

Council Board and Commission Assignments

After review and discussion of the proposed Council Board and Commission Assignments, Council reached consensus for the following assignments:

- Airport Commission – Councilwoman Jackson
- Bicycle-Pedestrian Advisory Committee – President Heath/*option for Councilman Ireton*
- City Park Committee – Councilman Boda
- Marina Committee – Councilman Boda/*option for Councilman Ireton*
- PAC14 – Vice President Mitchell
- Planning & Zoning Commission – President Heath
- Recreation & Parks – Councilwoman Jackson
- Salisbury Wicomico Metropolitan Planning Organization (Council President serves) – President Heath
- Town Gown – (Salisbury University designates Council President serves) – President Heath
- Traffic & Safety Advisory Committee - Councilman Boda/*option for Councilman Ireton*
- Tri-County Council – Vice President Mitchell
- Wicomico County Library Board – Councilman Ireton
- Zoo Commission – Vice President Mitchell
- Mayor's Council in Support of People with Disabilities/*option for Councilman Ireton*

President Heath will follow up with Councilman Ireton to review options available for Mr. Ireton to serve as Council Representative on Boards and Commissions; City Administrator Stevenson will follow up regarding whether Council is to be represented on the Homeless Coalition.

Council discussion and approval of 2016 Meeting Dates & Times

After review and discussion of the proposed Meeting Dates for 2016 Legislative Sessions and Work Sessions, Council reached consensus to:

- Let the June 27, 2016 Legislative Session stand as is, noting that it could be cancelled at a later time as it has in the past because of the Maryland Municipal League Annual Convention scheduled from June 26-29, 2016
- Let the December 26, 2016 Legislative Session stand as is, noting that it could be cancelled at a later time as it has in the past because it falls during the week between the City's Christmas and New Year's Holidays

[Note: Since the Work Session, it has been noted that the City Christmas Holiday is December 26, 2016, therefore the Legislative Session should be listed as December 27, 2016]

- Begin all Work Sessions at 4:30 p.m. to accommodate the two working members of Council, scheduling more routine agenda items at the beginning of the session, so that all Councilmembers can be present for *key issue* agenda items scheduled at 5:00 p.m. or later
- Continue with two Work Sessions per month to maintain the flow of material from Work Session to Legislative Session
- Defer discussion of scheduling Budget Work Sessions to a later time

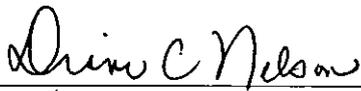
Council tablets/laptops

Mr. Stevenson reported that he had reached out but not yet heard back from the IT Department regarding an upgrade to current Council tablets; he will follow-up with the IT Department based on Councilmember preferences noted during discussion and obtain a quote for hinged laptops as well as an upgraded Surface Pro.

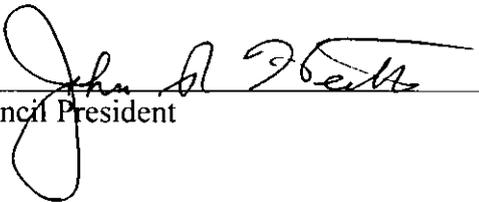
Final Council comments and discussion included the following topics:

- Follow-up to recent Goal Setting Sessions
- Alignment of Goals – Mayor, Council, Department Heads
- Goals in conjunction with Budget Presentations at Work Sessions
- Scheduling Personnel Committees prior to Department Heads at Budget Work Sessions

With no further business to discuss, President Heath called for a short recess prior to convening the scheduled Special Meeting and the Work Session adjourned at 3:25 p.m.



Assistant City Clerk



Council President