

CITY OF SALISBURY
WORK SESSION
OCTOBER 19, 2015

Public Officials Present

Council President Jacob R. Day
Councilman John "Jack" R. Heath
Vice-President Laura Mitchell
(via teleconferencing at 1:40 p.m.)

Councilwoman Eugenie P. Shields
Councilman Timothy K. Spies Council
(left 1:53 p.m. to 2:25 p.m.)

Public Officials Not Present

Mayor James Ireton, Jr.

In Attendance

Assistant City Clerk Diane C. Nelson, Assistant City Administrator Julia Glanz, Salisbury Police Chief Barbara Duncan, Tri Community Mediation Executive Director Michele Ennis, Information Technology Director Bill Garrett, Business Development Specialist Laura Kordzikowski, Community Development Grants Specialist Thelonious (Theo) Williams, Internal Services Director Keith Cordrey, Community Development Director Deborah Stam, City Attorney Mark Tilghman, interested citizens and members of the press

On October 19, 2015, Salisbury City Council convened in Work Session at 1:30 p.m. in Council Chambers, Room 301 of the Government Office Building.

7th Annual Mason Dixon Stand Down

David Wharton provided an overview of the *Stand Down* event to be held at American Legion Post 64 in Salisbury, Maryland on October 23, 24, and 25, 2015 which is free for Veterans. There will be meals served and donated items available for the Veteran attendees; representatives from various service and benefit organizations will also be available to speak individually with Veterans.

Mr. Wharton can be reached at his business, *Cakes by David*, at 410-742-1571; donations of clothing and/or small appliances may be dropped off at his business location at 745 South Division Street in Salisbury.

City Curfew Discussion

Salisbury Police Chief Duncan with input from Tri Community Mediation Executive Director Ennis reported on the four (4) Salisbury Police Department-sponsored Community Forums held at the following locations to solicit public input on the proposed curfew ordinance:

- Wednesday, August 19, 2015 at the St. Francis de Sales Parish Center
- Thursday, August 20, 2015 at St. Paul's AME Zion Church

- Wednesday, August 26, 2015 at the Charles H. Chipman Cultural Center
- Monday, September 21, 2015 at the Cathedral of Love Church

Discussion topics included:

- Need for the curfew without impinging on Constitutional rights/confirm with American Civil Liberties Union (ACLU) and United States Justice Department
- Opportunities for youth activities
- Mitigation for those in violation of the curfew for child and/or parent
- Community Center with activities and all services available
- Curfew as a non-punitive tool to get kids off the street
- View curfew as a pilot program with renewal options based on successful metrics
- Curfew to steer youth away from arrest
- Partnering with area apartment complexes and/or Shore-Up to utilize their community centers on site
- Target all youth/try to change behavior from repetitive anti-social behavior that starts early and escalates over time
- Scholarships for youth programs and businesses organizing financial support for programs
- Logic Model with *curfew* as an input, incorporate short and long-term outputs-share with Community for Transparency
- Comprehensive Services at one location/Assessment (the most important piece and a team approach) at Receiving Center
- Three (3) tiers- 1) home/school systems 2) other community support including Social Services/mentoring/youth programs 3) curfew as the backstop
- Common themes at forums – 1) teach children to believe in themselves and have dignity as a whole person 2) heard from variety of ministers that have small independent mentoring programs
- Bring area support groups together to work on community solutions
- Transportation to facilities/utilizing area resources during their non-business hours
- Necessary to market the curfew and do it well-possibly at school assemblies/one shot to get this right
- Children may not be comfortable with Department of Juvenile Services
- Students not yet 16 – how to identify with no Driver's License/not necessary as long as City can contact guardian
- Students not yet 18 – may be college students – verify student is enrolled
- Students legitimately out beyond curfew
- Weed & Seed Grant Program

After discussion, there was Council consensus to discuss this item further at the December 7, 2015 Work Session after a timeline for launching the program is established, variables have been refined, and elements of an assessment tool have been determined.

Education Reimbursement Policy- Employee Handbook Change and Budget Amendment

Information Technology Director Garrett presented an overview of Mayor Ireton's proposed incentive program to reimburse 75% of tuition costs for employees who successfully complete

job-related courses for college credit at their choice of accredited institutions as a tool to increase morale, improve workplace efficiency, and promote educational innovation. In order to implement the program, the City of Salisbury Employee Handbook would be amended to include the requirements, approved courses and programs, reimbursement level, employee responsibilities, procedures and more in Chapter 4, Employee Benefits. In order to fund the program in FY16, a budget amendment would be required to secure funding of \$10,000.00, available to employees on a first come, first served basis.

Discussion topics included:

- Fire Department already has similar program, would now expand to Citywide program
- Logical incentive but already into the FY16 Fiscal Year and was not included in the FY16 Budget Work Session discussions
- Including a “must stay clause” denoting period of time employee must be employed after reimbursement to avoid paying reimbursement back to the City in conjunction with Mayor wishing to exclude this clause
- City to continue to pay for job certifications required by specific departmental positions, including Fire, Police, Wastewater Treatment, etc.
- Appeal process if Department Head does not approve a course versus it is an employee perk with no appeal process
- City Attorney to research/review tax implications associated with program

After discussion there was Council consensus to discuss this item further at the December 7, 2015 Work Session, with Mr. Tilghman presenting his analysis of the program tax implications and Mr. Garrett summarizing efforts to fund the program from monies currently budgeted in Human Resources and/or in all City Departments rather than processing a FY16 budget amendment.

Main Street Improvement Program Grant Application

Business Development Specialist Kordzikowski and Community Development Grants Specialist Williams presented a request for Council support of a grant application due October 29, 2015 to the Department of Housing and Community Development (DHCD) to fund a pilot “Downtown Ambassadors” program as part of the City’s Downtown Revitalization Initiatives. They provided an overview of the program which would run from May 1 – October 31, 2016, staffed by four college-aged individuals who would provide information and assist visitors in finding businesses, restaurants, and services in the Downtown Area. Ms. Kordzikowski would oversee the entire program with the exception of employment paperwork that would be processed by Human Resources.

Discussion topics included:

- Ambassadors would expand City (non-Police) presence Downtown
- Partnering with Salisbury University to hire Ambassadors – ability to work Part-Time/young and vibrant in conjunction with recruiting from all ages (not just students) that are able to meet the job requirements
- Ambassador uniform to have identifiable City branding

After discussion, there was Council consensus to move this item forward to the October 26, 2015 Legislative Session.

Advanced Telecommunications Systems Property Tax Credit

Community Development Grants Specialist Williams with technical input as needed from Internal Services Director Cordrey and IT Director Garrett, presented edits and new information pertinent to the Property Tax Credit Program for Advanced Telecommunications Systems proposed as an incentive for utilizing the broadband planned for Downtown as part of the City's Downtown Revitalization Initiatives. Residential and Commercial property owners in the Downtown Historic District could pursue a tax credit in each of the ten taxable years at the beginning of the fiscal year following the final approval of the tax credit, not to exceed the lesser of 10% of the cost of qualifying renovations as determined by a third-party licensed appraiser or the City of Salisbury property tax otherwise due for that taxable year.

Discussion topics included:

- Follow-up information requested by Council when item last discussed
 - At what point would 100% of renovations be covered – added improvement would have to equal approximately 10.3% or less of original value of building
 - Definition of “Cost of Qualifying Renovations” – 3 options
 - Current – “the added value to the property as a result of the renovations as determined by a third-party licensed appraiser”
 - Option #1 – “the cost of installing the qualifying renovations”
 - Option #2 – “based on the reassessment”
- Language requested in conjunction with original State statute
- Ownership Clause Options
 - Current – “Tax Credit ceases upon transfer of ownership”
 - Option #1 – “Tax Credit sustained if new business is substantially the same”
 - Option #2 – “remove ownership clause as State statute does not have one”
- Impact on revenue with assessment fluctuations – up or down
- Impact on revenue should all eligible property owners take the maximum credit for the full ten years
- Fiber Optic stub accommodates Fiber or CAT6E and higher

After discussion there was Council consensus to have the dollar amount calculated should all eligible property owners take the maximum credit for the full ten years, to remove the ownership clause, and to advance this time to the October 26, 2015 and November 9, 2015 Legislative Sessions for First and Second Readings respectively.

President Day called for a brief recess at 3:45 p.m. and Council reconvened at 3:50 p.m.

Budget Amendment – Skate Park Fencing

Community Development Director Stam provided an update on Phase I construction at the Salisbury Skatepark, explaining that \$5,000.00 had originally been budgeted in Phase I for fencing on the street side of the Skatepark as protection for cars and pedestrians should a skater lose control of a skateboard. The City's insurance carrier Local Government Insurance Trust

(LGIT) has recommended installation of the entire fencing along with the electronic security gate during Phase I in order to best manage all risk including vandalism and unauthorized access at the Skatepark; a \$39,000.00 FY16 Budget Amendment would be required to fund the entire fencing. A portion of the fence would be taken down and put back up to accommodate construction equipment for Phase II construction.

Discussion topics included:

- Remove “No Trespassing” signs after Skatepark Completed
- Any impact on insurance premiums?
- Public Works recommended “Construction Zone – Please see Foreman” sign
- Security Cameras to feed to Salisbury Police Department
- Original \$5,000.00 estimate for front fencing in 2013 is now \$10,000.00/\$39,000.00
- Avoid the Skatepark becoming an attractive nuisance
- Failure to include this request in FY16 Budget Discussions
- Funding Options
 - Approve \$39,000.00 FY16 Budget Amendment as requested
 - Approve \$5,000.00 FY16 Budget Amendment for increased cost to fence the street side of the Skatepark
 - Defer entirely until FY17 Budget Discussions

After discussion, there was Council consensus to advance to the October 26, 2015 Legislative Session, a FY16 Budget Amendment for \$5,000.00 to accommodate the increased cost for installation of fencing on the street side of the Skatepark.

Fair Housing Language

Community Development Director Stam summarized that during completion of the City’s 2014 Analysis of Impediments to Fair Housing (AI), the consultant recommended minor changes to the City’s Zoning Ordinance/Zoning Code in order to clarify the City’s commitment to Fair Housing by adding language to amend the definition and requirements of “Functional Family.”

Ms. Stam indicated that ordinances had been prepared to amend Sections 15.24.1620 and 17.04.120 of the Salisbury Municipal Code, and should Council move forward with the proposed changes, both ordinances would be subject to review and approval by the Planning and Zoning Commission and could be placed on the Agenda for the Commission’s November 2015 meeting; thereafter, if the ordinances were approved by the Commission, they could then be placed on successive Council Agendas for first and second readings respectively.

After discussion, there was Council consensus to advance this item and the two ordinances to the Planning and Zoning Commission for review and approval.

Motion to convene in Closed Session

At 4:30 p.m. President Day called for a motion to convene in Closed Session to consider the acquisition of an abandoned private property and the award of an exclusive negotiating period for consideration of awarding a bid to sell a City-owned lot, in accordance with the Annotated Code of Maryland §10-508(a)(3)(14). Thereafter, Council convened in Closed Session on a

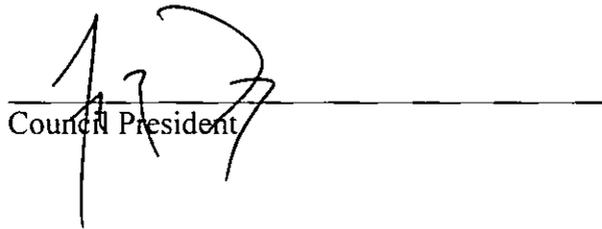
motion by Mr. Heath that was seconded by Mr. Spies and approved on a unanimous vote in favor.

At 5:14 p.m., on a motion and second by Mrs. Shields and Mr. Heath respectively, and by unanimous vote in favor, the Closed Session adjourned and Council reconvened in Open Work Session. President Day then reported that while in Closed Session Council had authorized staff to demolish and acquire an abandoned property, agreed to terms for the sale of City parking lots, and agreed to authorize the Mayor to enter into an exclusive negotiating period for the sale of a City parking lot.

Thereafter, the Work Session adjourned.



Assistant City Clerk



Council President