

CITY OF SALISBURY
WORK SESSION
FEBRUARY 1, 2016

Public Officials Present

Council President John "Jack" R. Heath
Council Vice-President Laura Mitchell
Councilman James Ireton, Jr. (*lft. 7:00 p.m.*)

Mayor Jacob R. Day
Councilman Muir Boda
Councilwoman April Jackson

In Attendance

Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Public Works Director Mike Moulds, and Community Development Director Deborah Stam

On February 1, 2016 the Salisbury City Council convened in Work Session at 5:55 p.m. in Council Chambers, Room 301 of the Government Office Building.

Report Out – February 1, 2016 Closed Session

President Heath reported that Council had just met in Closed Session to discuss disposition of two development projects and disposition of sale of surplus real estate.

Waiving Central Line Fees for Habitat Property – 423 Coles Circle

City Administrator Stevenson requested Council approval to waive Central System Line Water (\$2,165.01) and Sewer (\$2,831.16) Fees, and Water (\$4,160.00) and Sewer (\$3,320.00) Tap Fees totaling \$12, 476.17 for a Habitat for Humanity property located at 423 Coles Circle adjacent to the Habitat property at 425 Coles Circle which recently had the same fees waived by Council. In both cases, the Comprehensive Connection Charge (\$3,533.00) for Capacity Fees was not and will not be waived.

Discussion topics included:

- Uniformity of Waiver – list of fees, not amounts
- Waiver Policy for all organizations sponsoring owner occupied, low income housing for City neighborhoods
- Line item Mayor's budget with Mayoral authority to waive up to set amount per property according to Waiver Policy – Mayor to coordinate with organizations for annual budgeting purposes
- Exceptions to Waiver Policy would require case by case Council approval

After discussion, there was Council consensus to advance this item to legislative session.

Fair Housing Language

Community Development Director Stam provided an update on the status of the Fair Housing Legislation which Council approved for First Reading at the December 14, 2015 Meeting while simultaneously holding the Public Hearing which yielded no public comment; the legislation

would amend the Zoning Ordinance /Zoning Code in order to clarify the City's commitment to Fair Housing by adding language to amend/expand the definition and requirements of "Functional Family" as it pertains to disabled individuals so that the City would be in compliance with State and Federal laws as recommended by the consultant completing the City's 2014 Analysis of Impediments to Fair Housing (AI). Although Council approved the legislation for first reading, additional questions were raised with further discussion planned at a subsequent Work Session.

City Solicitor Tilghman summarized his findings as follows after researching Fair Housing Law, State Regulations, and the Americans with Disabilities Act (ADA) in conjunction with *affording disabled persons reasonable accommodations to meet the definition and requirements of "Functional Family."*

- City has to afford disabled persons:
 - reasonable accommodations in order to be able to apply any City rules applicable to a Single Family, to a "Functional Family" as well
 - reasonable accommodations to comply with Federal and State Law
- Clustering of Houses/Density in Neighborhoods
 - Courts have ruled both ways regarding clustering issues but have held that clustering of houses could be limited if proven the house would alter the character of the neighborhood as well as not be in the best interest of the handicapped resident(s)
 - Could argue in Court if the size of the house interferes with traffic, but may still have to accommodate some size dwelling since Maryland law automatically recognizes/qualifies homes for developmentally challenged/disabled individuals as Single Family Homes
- Fair Housing Law provides exception to disapprove individuals deemed dangerous (i.e. criminal history, history of violence, etc.)

Based on research, Mr. Tilghman recommended the City plan to make reasonable accommodations for disabled persons, giving discretion to the board making the decision on the "Functional Family" application; the application should be amended to include sufficient gathering of information to determine if an individual is deemed dangerous.

After discussion which included obtaining a new application if the composition of "Functional Family" changes at a specific dwelling and the minuscule frequency of receiving "Functional Family" applications, Council reached consensus to advance the ordinances to legislative session for second reading.

Presentation of City Management System

Mayor Day provided an overview of the City Management System which was designed with goal setting sessions and metrics discussions in mind, highlighting how he, the City and Assistant City Administrators and Department Heads would be working together to move the City forward using tools developed since respective terms began, and how the Council would be kept informed of their aggregate progress. Discussion followed and a copy of the presentation is attached as part of the minutes.

Boards and Commissions Recommendations

Mayor Day provided an overview of current City Boards and Commissions, which included those with fiduciary responsibility and/or supervision of enterprise funds, those with quasi-judicial responsibility or a measure of independence, and those with a Council representative which operate as advisory bodies to the Mayor.

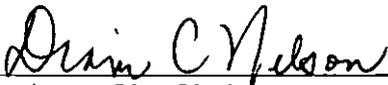
Mayor Day presented for Council consideration, comments and suggestions, the renaming of several bodies for uniformity in naming, the addition of several new advisory bodies to the Mayor inclusive of a Council representative, and the creation of task forces to advise the Mayor. Task forces would be short-term, task-oriented bodies created by the Mayor to operate for six months or less inclusive of a minimum of one Council member, Staff member, and non-government official. A copy of the presentation is attached as part of the minutes.

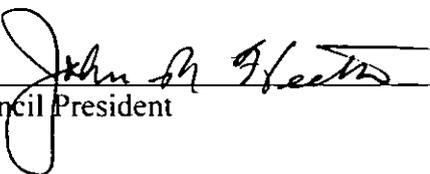
Discussion topics included:

- Specific Committees needing attention
 - Community Development Block Grant (CDBG) Advisory Committee (current)
 - Youth Development Advisory Committee (proposed)
 - Economic Development Advisory Committee (proposed)
- Diversity/Attendance/Meeting Frequency/Training in conjunction with appointments/boards/commissions
- Recycling Committee omitted in error/Revolving Loan Banker's Review Advisory Committee-better name?
- Possible topic/focus duplication on boards and commissions
- Task Forces
 - Proposed - Salisbury Treatment & Addiction Recovery Team © Laura Mitchell
 - Policy for *creation/public notice* of a new task force
 - How appointed – by Mayor or Council (Work Session Consensus or Consent Agenda/Agenda vote at Council Meeting)
 - Composition-Council member/Staff member/Experts relevant to the topic

After discussion, there was Council consensus to move forward with Mayor-recommended editorial changes for uniformity in names of boards and commissions, as well as development of legislation relevant to the CDBG, Youth Development, and Economic Development Advisory Committees.

The Work Session adjourned at 7:22 p.m.


Assistant City Clerk


Council President

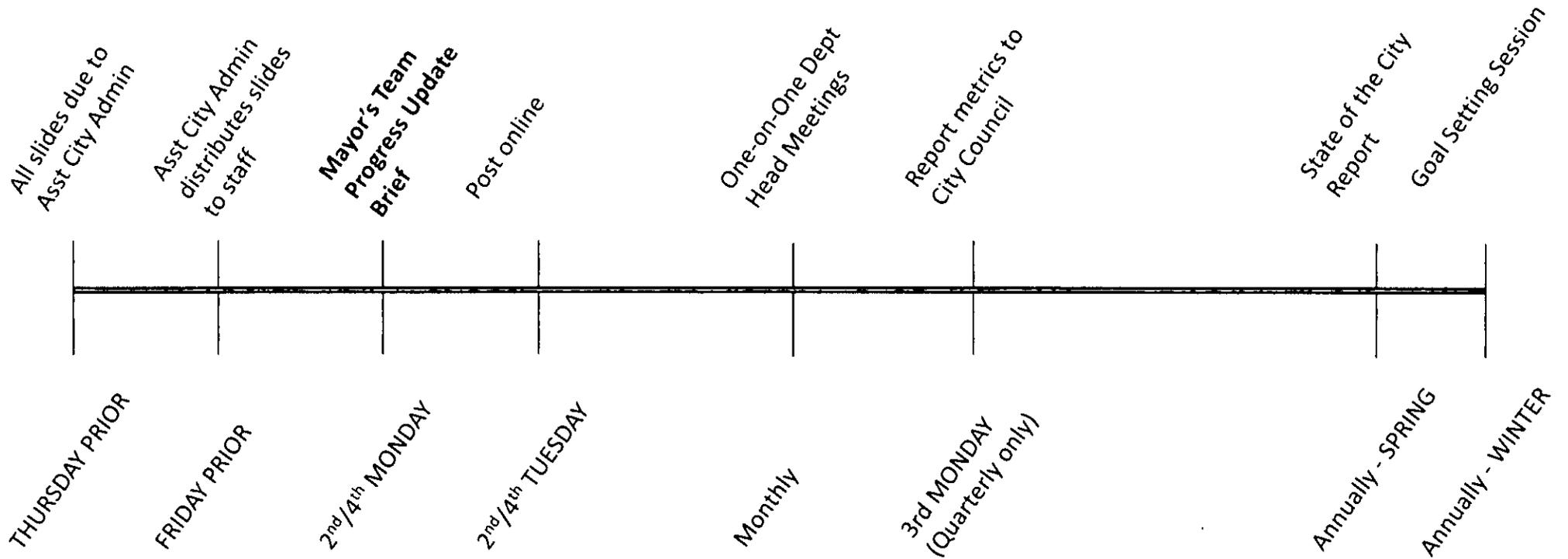
resultSBY

Explanatory Materials

Topics

- Battle Rhythm
- People
- Governing Documents
- Goals & Metrics
- Role of Data & Maps
- Relationship to Budgeting
Process
- Archiving

Battle Rhythm



Battle Rhythm

- **Mayor's Team Progress Update Brief (PUB)**
 - **Frequency:** 2nd, 4th Monday 10am
 - **Purpose:** Update Mayor on Critical Metrics, Identify any Legislative/ Budget Needs, Emergency Issues, Items for Synchronization, Decisions
 - **Structure:**
 - Department Head Briefings: Metrics, Legislative, Budget, Emergency
 - Assistant City Administrator: Grants/Awards, Boards/Commissions
 - City Administrator: Synchronization, Task Forces
 - Mayor: Decisions
- **Department Head One-on-One Meetings (1-on-1)**
 - **Frequency:** Once Monthly
 - **Purpose:** Discuss project and program plans, staffing issues, detail

People

- **Committees/Boards/Commissions**
 - **Purpose:** Codified, established quasi-judicial role or advisory role to Mayor
- **Task Forces**
 - **Purpose:** Ad-hoc staff and community team to develop project plan or program plan for presentation to the Mayor and Council
- **Responsible Party**
 - **Purpose:** Department Head or Executive lead on project, program or metric
- **Assistant City Administrator**
 - **Purpose:** Tracks follow-up, supervises timeline, manages legislative items, manages PUB slides

Governing Documents

- **resultSBY Goals & Metrics Paper**
 - **Purpose:** Articulate goals, strategies, metrics and shared vision/values
- **Program & Project Plans**
 - **Purpose:** Articulate plans and resources for achieving identified goals
- **Mayor's Team PUB Reports**
 - **Purpose:** Communicate monthly progress to Mayor for decisions, and public and Council for information
- **Quarterly Reports**
 - **Purpose:** Communicate to public and Council quarterly progress on Critical Metrics
- **State of the City Presentation**
 - **Purpose:** Communicate to public and Council annual achievements and progress on Critical Metrics

Goals & Metrics

- **Pillars**
 - **Purpose:** Categories most important for achieving our vision for Salisbury
- **Goals**
 - **Purpose:** Specific desired result toward Salisbury's vision
- **Strategies**
 - **Purpose:** Techniques and unique methods we will use to achieve our goals
- **Metrics**
 - **Purpose:** Critical data that will be collected to determine success toward our goals
- **Projects & Programs**
 - **Purpose:** Tactics, capital projects and operations that will be utilized to execute our strategies

Role of Data & Maps

- **Data**
 - **Characteristics:** All Metrics must be quantifiable
- **Maps**
 - **Characteristics:** Ideally, all data will be geographically traceable and communicated in very clear choropleth maps that can be shared publicly and archived

Relationship to Budgeting Process

- **CIP**

- **Purpose:** Project plans from the resultSBY Goals & Metrics document will be used to inform the Capital Improvements Plan

- **Budget**

- **Purpose:** Program plans from the resultSBY Goals & Metrics document will be used to inform the Fiscal Year Operating Budget

Archiving

- **Web**

- **Purpose:** All plans, PUB reports, quarterly reports and State of the City reports will be publicly presented on the city web site. Ideally, data would be presented graphically, mapped and through interactive rather than static presentation.

- **Server**

- **Purpose:** All plans, PUB Reports, slide decks, quarterly reports and State of the City reports should be archived on the server for historical reference



City Boards and Commissions

Issues for Consideration



COMMISSIONS

Fiduciary responsibility and/or supervision of enterprise funds

- Marina Commission
- Central City District Commission
- Zoo Commission



BOARDS

Quasi-judicial responsibility or a measure of independence

- Housing Board of Adjustments & Appeals
- Building Board of Adjustments and Appeals
- Board of Zoning Appeals
- Ethics Board
- Elections Board
- Historic District (~~Commission~~) Board



ADVISORY COMMITTEES

Advisory bodies to the Mayor, inclusive of Council representative

- Bicycle & Pedestrian Advisory Committee
- Parks & Recreation Advisory Committee
- Traffic & Safety Advisory Committee
- Sustainability Advisory Committee (~~Green Team~~)
- Revolving Loan Banker's Review **Advisory** Committee
- Accessibility & Empowerment Advisory Committee (Mayor's Council in Support of People with Disabilities)



ADVISORY COMMITTEES

Advisory bodies to the Mayor, inclusive of Council representative

- ***CDBG Advisory Committee***
- ***Youth Development Advisory Committee***
 - Community Center guidance, Youth Civics Council, education issues
- ***Economic Development Advisory Committee***
 - Business Development Specialist support, SWED/Chamber/County integration, small business support, LaunchSBY/entrepreneurship integration



TASK FORCES

Short-term (no more than 6 month), task-oriented, inclusive of no less than 1 council member, no less than 1 staff and no less than 1 non-government official, created without legislation by Mayor

- ***START – Salisbury Treatment & Addiction Recovery Team © Laura Mitchell***