

CITY OF SALISBURY
WORK SESSION
DECEMBER 16, 2019

Public Officials Present

Council President John “Jack” R. Heath
Council Vice-President Muir Boda
Councilwoman Michele Gregory

Mayor Jacob R. Day (arrived 4:41 p.m.)
Councilwoman Angela M. Blake
Councilwoman April Jackson

In Attendance

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Procurement Director Jennifer Miller, Human Resources Director Jeanne Loyd, City Clerk Kimberly Nichols, City Attorney Mark Tilghman, and interested citizens.

On December 16, 2019 Salisbury City Council convened in a Special Meeting at 4:32 p.m. in Council Chambers of the Government Office Building. At 4:35 p.m. upon the adjournment of the Special Meeting, Council convene in the regularly scheduled Work Session.

Employee Handbook Amendments

Human Resources Director Jeanne Loyd discussed the amendments to Chapter 3 of the Employee Handbook and recommended the following changes:

1. To exclude the Police and Fire Sworn Staff from the Standard Pay System based on the two separate pay scales. It excluded automatic 8% and 12% increases and provided they follow rules established for service and merit. The section clarifies pay when an employee is asked to take a lower grade position and removes the 30 day waiting period to pay those placed in acting positions, the need for advice and consent from the City Council.
2. To change the maximum amount of Comp Time that employees can carry at any given time in the Munis System from 120 hours maximum to 160 hours maximum.

Council reached unanimous consensus to advance the resolution to legislative session.

Declaration of Surplus of 407 Anne Street

Procurement Director Jennifer Miller discussed the City-owned parcel, 407 Anne Street which was on the corner of Anne Street and Short Street and was the former Linens of the Week parcel. The building was demolished and the City was uninterested in retaining the parcel for municipal use. An interested party has approached the City about purchasing the property and building a playground.

Ms. Miller said the City would have to surplus the property and could either invite proposals or put the property up for auction sale. Mayor Day requested a Closed Session discussion on the City’s expectations. Mr. Boda asked if the property had been remediated; Ms. Miller was unsure, but would find out. Ms. Blake asked if it needed re-zoning to become a playground; it would not.

Council reached unanimous consensus to advance the surplus to legislative session.

Council Rules of Order

President Heath asked for Council questions regarding the Rules of Order. Mr. Boda said it addressed Public Comments during Work Sessions whereby the President could limit the amount of time speakers had. President Heath shared Ms. Glanz's suggestion to prevent the back and forth dialogue and repetitive comments by holding the comment period at the end of each Work Session item, similar to what was done at Council Meetings. The time allowed for each comment would be around 4 minutes and there would not be dialogue between the speakers and Council members.

President Heath discussed protocol regarding speaking to any City Department Head on a topic. Prior to contacting the Director or staffer, he asked Council members to notify the Mayor, City Administrator or Deputy City Administrator and request permission to speak with the staff member. Mr. Boda mentioned he sometimes emailed and copied the Mayor, City Administrator, etc. Mayor Day agreed either method was appropriate.

Council Representatives on City Boards and Commissions

President Heath handed out the list of Committees (attached and made part of the minutes) and noted the Planning & Zoning Commission, Town Gown, and SWMPO were automatically assigned to the Council President. He also served on PAC14 and the Zoo Commission. Ms. Blake would serve on the Youth Development Advisory Committee and the Wicomico Library Committee. Ms. Gregory was assigned the Sustainability Advisory Committee - Green Team, Disability Advisory Committee and the Bicycle and Pedestrian Advisory Committee. Ms. Jackson would serve on the Airport Committee, Rec and Parks, and Human Rights Advisory Committee. Mr. Boda would serve on the Port of Salisbury Committee and Tri-County Council.

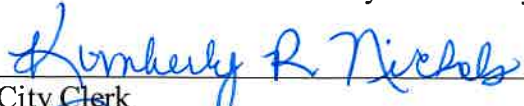
2020 Council Meeting Dates

City Clerk Nichols reported the suggested 2020 Meeting Dates were still on Mondays at 4:30 pm for Work Sessions and 6:00 p.m. for Council Meetings. President Heath added the Budget Meetings began in April and Council needed to make sure they were available and prepared.


Council reached unanimous consensus for the meeting dates as recommended in the packet.

Adjournment

President Heath wished everyone a Merry Christmas!



City Clerk



Council President

Committee	Heath	Boda	Jackson	Blake	Gregory
Planning & Zoning	X(P)				
Town Gown	X(P)				
Zoo	X				
PAC 14	X				
Disability Advisory					X
Airport Commission			X		
Bicycle Pedestrian					X
Port of Salisbury		X			
City Park		X			
SWMPO	X(P)				
Recreation & Parks			X		
Traffic & Safety				X	
Tr-County Council		X			
Wicomico Library				X	
Human Rights Advisory			X		
Sustainability					
Youth Development					