

**STAFF REPORT FOR
MONDAY, APRIL 13, 2015
MAYOR AND TOWN COUNCIL OF SYKESVILLE**

7:00 PM CALL TO ORDER:

7:05 PM WELCOME: Carroll County Commissioner Doug Howard

7:10 PM PUBLIC CONCERNS:

7:12 PM MINUTES: March 23, 2015

7:15 PM REPORTS:

- Public Safety Report
- Council Committee Reports
- SHA Streetscape Task Force
- Report on Mayor and Town Council Retreat
 - The retreat was intended to be the beginning of a conversation to help the Town to develop a five-year strategic plan and long-range financial plan.
 - Reviewed the Town's Mission Statement and evaluated how well the Town is providing services. Overall, the evaluation was positive.
 - Discussed Economic Development. Two of the top priorities for consideration over the next two years were parking and streetscape design, and other projects as part of developing a long-term vision.
 - Branding and the Town's electronic presence was also discussed. We are pleased to report that the Town has contracted with a vendor to re-do the Town's website.
 - Discussed Public Works after an excellent tour of the Public Works shop. Top priorities for consideration over the next two years included staff retention and a plan for maintaining Town playgrounds.

7:45 PM ANNOUNCEMENTS:

- On March 28, at the Mayor & Town Council retreat, they authorize expenditures up to \$5,000 for the replacement of the non-compliant sidewalk on Springfield Avenue that is not part of the frontage of 7270 Springfield Avenue. The Town is also exploring grant funding opportunities through Safe Routes to Schools for this project.
- The Town is seeking to fill a vacancy on both the Planning Commission and the Board of Zoning Appeals. Interested persons

Council Staff Report
April 13, 2015

must be residents of the Town of Sykesville. This is a volunteer position. Letters of interest and resumes will be accepted until the position is filled, but the first review will be Monday, April 27, 2015. For more information, contact the Town at 410-795-8959.

- Nominations for Council Member must be accepted by the end of tonight's meeting. We have already received acceptances from Mary Ann Castle, Chris True, and Anna Carter for the four-year term. [DO NOT READ--MAY BE MORE TO ANNOUNCE BY MONDAY'S MEETING.] Would anyone like to announce his/her acceptance now?
- On Tuesday, April 21, at 7:00 p.m. there will be a Candidate Forum here at the Town House. The forum will consist of candidates running for office and the public is invited to attend and ask questions of the candidates. The Community Media Center will broadcast the forum live on their website (www.carrollmediacenter.org) and will televise it on Channel 19.

7:50 PM BUSINESS:

1. **Public Hearing – Ordinance NO. 290 – FY 2016 Operating and Capital Budget and Tax Rate and the FY 2016-2020 Capital Improvement Plan.** Comments and suggested revisions for FY 2016 Operating and Capital Budget will be taken at this time. There is no proposed increase in the tax rate. Some Council members have also requested revisions to the proposed budget. See attachment.

Recommended Action: Listen to public input and provide any other suggested revisions for the FY 2016 Operating and Capital Budget.

2. **Introduce Public Hearing for Public Facilities for Historic Carriage House subdivision, 7526 Main Street** – The property owner of 7526 Main Street, has requested to subdivide the lot into five lots—one for a new three-story mixed use building, one for the log cabin, and three for town homes (or possibly a mixed use building.). The Planning Commission reported its written findings and recommendations regarding the adequacy of public facilities at its April 6 meeting. See attached. The only concern is that this development will challenge Town parking facilities. The Planning Commission has already agreed to allow the developer to pay a parking fee in lieu of providing the required parking due to space limitations. The fee is \$1,000/space. The project has a deficit of 17 spaces if Town homes are built. The deficit will increase if a mixed use building is built along Main Street. The Mayor and Town Council are required to hold a public hearing on the adequacy of public facilities. The Public Hearing will be held at the next Council meeting on April 27.

Recommended Action: No action required.

Council Staff Report
April 13, 2015

- 3. State Retirement** – There has been a change in the funding for the State Retirement System. Essentially, the approximate \$7900 credit/year we thought we had, we no longer have. This does **not** impact the budget at all, since we had not budgeted for the credit. This is driven by the improved funding of the pool overall and our change to provide employees with 100% of credit for their service prior to July 1, 2014, rather than 75% of credit. The Town Manager would like to confirm that the Mayor and Town Council are still in support of the Town providing 100% service credit to Town employees, including Mayor and Town Council members.

Recommended Action: Motion to approve the Town providing 100% credit to Town employees for service to the Town prior to July 1, 2014, when the Town joined the State Retirement System.

- 4. Park Pavilion Rental Policy** – The new pavilion at South Branch Park has generated questions about the Town’s pavilion rental policy and rates. Currently, the operation of South Branch Park is governed by Howard County rules. The current rental rates for the South Branch Pavilion are \$150/resident and \$180/non-resident. To be more consistent, Town staff recommend increasing the rental rates for the pavilions at Cooper Park from \$50 resident/\$75 non-resident to \$75 resident/\$100 non-resident. In addition, it is recommended that the Town add a 25% discount for non-profits and waivers for Town partners, similar to Howard County. There is a question regarding whether reservations should be required for all pavilion use or only to guarantee exclusive use. This is especially relevant to use by large groups.

Recommended Action: Action as determined by the Mayor and Town Council.

- 5. Millard Cooper Park trees** -More information to be provided.

Recommended Action:

- 6. Acceptance of Nominees** – Make an announcement this is the last opportunity to accept the nomination for Council Member.

9:00 PM Recess

9:05 PM CLOSED SESSION:

The meeting is proposed to be closed pursuant to the State Government Article of the Annotated Code of Maryland, Section 10-508(a) to discuss (1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, or (ii) Any other personnel matter that affects one or more specific individuals.

Council Staff Report
April 13, 2015

- **Personnel** - Personnel Appointment – Part time Public Works – confidential information
- **Personnel** – Personnel Promotion – Police Department – confidential information

ADJOURNMENT: