



TOWN COUNCIL
Work Session
Cape Charles Civic Center
January 8, 2015
6:00 PM

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell. Councilman Godwin and Councilwoman Natali were not in attendance. Interim Town Manager Bob Panek and Town Clerk Libby Hume were also in attendance. There was one member of the public in attendance.

Mayor Proto stated that the purpose of the meeting was to review and discuss the proposed Northampton County Zoning Ordinance and the Wage Compensation Study provided by Springsted, Inc.

A. Northampton County Zoning Ordinance:

Interim Town Manager Bob Panek began by reviewing the two resolutions adopted by the Town Council in May 2014:

- Resolution 20140522A-Supporting the Continuation of Planning Commission Involvement in the Special Use Permit Process in the Proposed 2014 Zoning Amendments Under Consideration by the Northampton County Board of Supervisors; and
- Resolution 20140522-Supporting the Inclusion of the Historic Town Entrance Overlay Corridor in the Proposed 2014 Zoning Amendments Under Consideration by the Northampton County Board of Supervisors, which included language drafted by the Cape Charles Planning Commission proposing a Historic Town Entrance Corridor Overlay District (HTE).

Copies of the three responses from the Northampton County Board of Supervisors (BOS) were also briefly reviewed.

Bob Panek went on to review the following: i) The current and proposed Northampton County Zoning Maps stating that the current Town Edge 1 (TE-1) and Town Edge-Commercial General (TE-CG) zones were being replaced with Agriculture and Commercial zones; ii) A summary of the current intent for the TE-1 and TE-CG Districts compared to the proposed Commercial District uses; and iii) The Proposed Districts document on the Northampton County website showing the changes made by the BOS regarding the proposed uses by right and by special use permit in the Commercial District compared to the current allowed uses in the TE-1 and TE-CG zones.

There was much discussion regarding this issue. Council acknowledged that the BOS had spent a lot of time and effort in developing the proposed ordinance. There were some concerns expressed regarding the fact that the BOS was moving forward with the zoning ordinance before the County's Comprehensive Plan had been updated. Councilman Wendell stated that the proposed zoning ordinance ignored everything that the Town had been asking for over the last 25-30 years, especially the most recent submittal of the language regarding the HTE, and the continuation of pushing all commercial onto Route 13 which would have a negative impact on the Town's commercial district.

Bob Panek stated that County Administrator Katie Nunez offered to have a representative meet with the Council to give a presentation regarding the proposed changes. Vice Mayor Bannon stated that he felt it would be beneficial to ask for a meeting with the BOS before they finalized the proposed zoning ordinance. Mayor Proto stated that he would like to see the changes which were in line with the County's Comprehensive Plan.

Council agreed that another letter needed to be sent to the BOS restating the Town's request for the inclusion of the HTE as well as some of the other concerns of Council. Bob Panek would also contact the County Administrator to schedule a meeting with County representatives.

B. *Wage Compensation Study:*

Bob Panek distributed a copy of the Compensation and Classification Study Update from Springsted, Inc. The update included the addition of the two new positions identified as a need – permit assistant for the Building Department and an administrative assistant to provide assistance to multiple departments.

Bob Panek went on to review the following: i) The recommended pay scale which would achieve competitiveness with the labor market; ii) 38 pay grades with a 5% difference between grades, open range with 50% difference between the minimum and maximum of each grade; iii) Options to adjust Springsted's recommended pay scale to 95% or 90% which could address benchmarking concerns while maintaining competitiveness; iv) Comparison of Springsted's ranked positions. Bob Panek noted seven positions where he recommended changes to Springsted's rankings based on his observations of the positions over the last several years. Several of these positions were unique to the Town so Springsted did not have any information other than what was provided by the individuals in those positions. The rankings of three positions were increased, the rankings of three positions were decreased, and one position was added.

Bob Panek reviewed the three implementation options suggested by Springsted:

- Option 1: 54% of the employees were currently below the recommended minimum. Move these employees to the minimum at a cost of approximately \$46K or 3.87% of the total payroll.
- Option 2: Move all employees to the minimum and provide a 2% increase for all employees at a cost of approximately \$60K or 5.07% of the total payroll;
- Option 3: Increase the employees' wages by .5% for every year of service with the Town at a cost of approximately \$68K or 5.75% of the total payroll.

Bob Panek provided another option as follows: i) Decide on a pay scale; ii) Decide on the position rankings; iii) Determine where the employee should fall within the new pay scale based on performance, qualifications, years of service, etc.; iv) Calculate the difference in pay; and v) Phase the increases over the next two fiscal years with 50% - 75% in FY 2016 and the remainder in FY 2017. This option was similar to Springsted's Option 3 but included factors other than years of service.

There was some discussion regarding the recommended pay scale with 38 pay grades even though the first 14 were not used and some of the employee salaries were charged to Enterprise Funds vs. the General Fund.

Council would review the information and provide their written comments.

Council requested the following additional information: i) A spreadsheet of the employees, position titles and current salaries; ii) Job responsibilities for each position; and a report on the turnover rate over the last five years.

Motion made by Councilman Bennett, seconded by Councilman Brown, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

Mayor Proto

Town Clerk