



**TOWN COUNCIL**  
**Budget Work Session**  
Cape Charles Civic Center  
March 26, 2015  
3:00 p.m.

At approximately 3:00 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Councilman Bennett and Councilwoman Natali. Vice Mayor Bannon arrived at 3:17 p.m. Councilmen Brown, Godwin and Wendell were not in attendance. Also present were Interim Town Manager Bob Panek, Treasurer Deborah Pocock, Police Chief Jim Pruitt, Code Official Jeb Brady, Town Planner Larry DiRe, Community Events/Recreation Coordinator Jen Lewis, Librarian Ann Rutledge, and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be i) to review the proposed Fiscal Year (FY) 2015/2016 General Fund Departmental budgets for the Police Department, Code Enforcement, Planning, Recreation, Library, Finance, Clerk and Legislative.

A. FY 2015/2016 General Fund Departmental Budget:

Treasurer Deborah Pocock reviewed the following departmental budget requests. The appropriate Department Head also participated in the discussion and answered questions as needed:

Police Department: i) Included 5 full time staff – the Chief and 4 officers; ii) Overtime was included for hours worked during special events; iii) A line item was added for Employee Bonus. There was much discussion regarding the line item and it was agreed that a line item for possible merit bonuses would be included in the Town Manager budget vs. the individual department budgets; iv) A line item was added for Police Contracted Service to hire extra officers for special events. The Town typically hired off-duty officers from other localities and the County to work and the wages were taken from the Overtime line. This new line item would separate the non-employee wages from the employee wages; v) \$2K was included in the Police – Consulting line item for a study for a Law Enforcement Officers’ (LEO) Retirement benefit program. Currently, the Town was the only locality not providing this coverage for its officers. Law Enforcement Officers could retire after 25 years of service and the LEO Program would pay an additional benefit to the officer until they became eligible for social security. A study must be performed before the Town could offer this benefit; vi) The line items for Mileage/Gas/Tolls, Lodging & Meals, and Convention & Education were increased for additional training opportunities for the officers; vii) Grant Expenses of \$17,900 were included to replace the 2011 Dodge Charger. The Town would apply for a USDA RD grant of \$8,100 to help with the cost of the new vehicle; viii) The Dues & Associations line item was increased to \$250 to allow the Chief to join the International Association of Police Chiefs; ix) Office Supplies was increased to \$4K to allow the department to maintain an inventory of needed safety supplies and equipment; x) The Uniforms line was increased to \$8K to purchase body cameras. The cameras were approved by Council for purchase this fiscal year so the line was reduced by \$2K; xi) The Education line was increased for additional training for the officers; and xii) A Capital request of \$22K was included to purchase in-car dash cameras. Currently the Town had one camera but cameras were needed in all the police vehicles. Bob Panek stated that Chief Pruitt was attempting to modernize the Police Department and equipment. Chief Pruitt noted that the Town was the only force without dash cameras in the vehicles.

There was much discussion regarding a number of line items where funding was budgeted in previous years but not utilized.

There was also some discussion regarding the current year overtime amounts being incorrectly posted to the Salaries & Wages – Regular rather than the Overtime line. Deborah Pocock would have this corrected.

Code Enforcement: i) Included 1 full time staff person; ii) As recommended by Springsted, Inc., a part-time permit technician position was being requested for 32 hours per week; iii) The Repair & Maintenance (Contractor/Demo) line was increased to \$5K as a result of a recent Council work session regarding increased code enforcement and the possibility of having to demolish several houses; iv) The Advertising line was increased to \$500 to allow for advertising for the new position if approved by Council; v) The Mileage/Gas/Tolls, Lodging & Meals, and Education lines were increased for training classes for the new permit technician; vi) The Computer Purchases line included \$1K to purchase a new computer for the permit technician; and vii) A Capital request for \$25K was included to purchase a new 4WD SUV. Jeb Brady explained that at times, he had to drive his personal 4WD truck to inspect sites and when state and federal officials came to town to inspect/review sites, separate vehicles had to be driven to the site as the town did not have any vehicles which could accommodate more than two people. His current truck (2006 Chevrolet Colorado) would be sold to the Harbor for approximately \$10K.

Bob Panek noted that in 2007, there were three employees in the Code Enforcement Department. This was reduced to two employees in 2008 when Dave Fauber was promoted to Director of Public Works/Utilities and again reduced to one employee in 2009 when Doug Smith left.

Planning: i) The Printing & Binding line was reduced from \$2K to \$250 since most of the printing was done in-house; ii) The Advertising line was reduced to \$750 to reflect prior years' actual spending; iii) Postage was reduced to reflect prior years' actual spending; iv) Telecommunications included cell phone reimbursement for the use of the planner's personal cell phone; iv) Mileage/Gas/Tolls was reduced as the planner preferred to drive a town vehicle to any necessary meetings; v) Lodging & Meals was reduced since the planner had no plans to attend any overnight classes or conferences; vi) Dues & Associations was reduced for membership in only three associations; v) Books & Subscriptions was deleted as there were no subscriptions that were needed and information would be found online; vi) Furniture & Fixtures were deleted as the planner had no need for any additional furniture; and vii) \$750 was included in Computer/Electronics to purchase a desktop scanner to allow the planner to scan applications and plans into the Shore Scan system.

Recreation: i) \$3,500 was included under Contract Labor to hire a seasonal part-time special events assistant to help with summer programming. Jen Lewis stated that she received a proposal from a Northampton PE teacher offering his services for summer programs; and ii) \$225 was included in Advertising for the annual Halloween ad. This expense was previously included in the Town Manager budget.

A Capital request would be included in the Public Works budget for new playground equipment. Jen Lewis showed photographs of the proposed equipment and added that \$11,360.56 had already been donated by the Citizens for Central Park and proceeds from the Epiphany Party. Miriam Elton was also planning a Brown Dog Ice Cream fundraiser to benefit the playground. Jen Lewis stated that a total of \$60K was needed and added that she was researching a number of grants as well.

Library: i) \$2K was included in Repair & Maintenance for cleaning services; ii) \$2,500 was included in Maintenance Service Contracts for the HVAC annual service agreement. Mayor

Proto felt that the budgeted amount was high. Deborah Pocock stated that she would talk to Dave Fauber to check the figure; iii) The Advertising line was increased to \$300 to purchase a permanent banner advertising the Summer Reading Program to be hung on the front bannister; iv) The Heating was reduced from \$8K to \$1,500. The actual cost to heat the new building was much less than the former building; v) The Convention & Education line was increased to allow Library Assistant Sharon Silvey to attend a conference; vi) The Dues & Associations line was increased to \$350 to reflect the actual expense over the last two years; vii) Nothing was budgeted for Computer Purchases. There was some discussion regarding the age of computers in the Computer Lab and Council recommended replacing two to three computers annually to keep the Computer Lab equipment current. \$2,400 was added to this line; viii) The Library Programs lines were split to show those programs which were funded by grants and the Friends of the Library. The Library Programs line was reduced to \$400, Library Programs-Friends Funded was increased to \$1,600, and Library Programs-Grant Funded was increased to \$200; ix) Repair & Maintenance Supplies remained at level funding of \$1,500. Councilwoman Natali stated that the columns in the Library needed to be painted and the second floor needed work. Deborah Pocock stated that structural items were budgeted under Public Works and interior equipment and furniture were included in the Library budget; and x) There was some discussion regarding the \$15,732 amount requested for Books & Subscriptions. This line would be reduced to \$15K.

Finance: i) \$3.5K was included in the Overtime line for overtime hours during tax and BPOL season. Deborah Pocock also proposed a compensatory time buyout for an employee who had 135 hours of accrued comp time. With the workload, the employee would not be able to use all the accrued comp time; ii) The Computer Consultants/Software Support was reduced from \$11,924, which was the annual support fee charged by Edmunds, to \$5,397 for a new financial software company; iii) Payroll Processing Fees was reduced from \$11,162, which was the fees currently being paid to ADP for their time clock and payroll system, to \$7,675 for a new vendor; iv) Deborah Pocock stated that a RFP would be prepared for a new auditing firm and she would check the bid process to have a new one in place for next year's audit; v) \$500 was included for Collections Fees & Services for legal filings to collect outstanding debt to the town for utilities and code enforcement; vi) The Lodging & Meals and Convention & Education lines were increased to allow Deborah Pocock and Jerry Murphy to attend training classes. Deborah Pocock stated that there was a certification for treasurers and she was hoping to begin her training process; vii) The Office Supplies line was reduced to reflect prior years' actual spending; viii) Bank Service Charges, Fees & Fines was split to track credit card fees separately. \$125 was included for the cost of bank wire fees. \$7,750 in credit card fees would be budgeted under Merchant Service Charges. There was some discussion regarding the possibility of implementing a charge for credit card payments. This issue would be discussed at the April Council meeting; ix) Funding was included in Computer Purchases to replace the accountant's computer which was failing; x) Timekeeping System included \$1,580 to purchase three biometric time clocks. The town was currently leasing three time clocks from ADP at a cost of \$110 each per month; and xi) A Capital request of \$41,779 was included for new financial software system. A grant/loan package was available through USDA RD. 35% would be covered under the grant and the remainder would be financed for up to five years at 3.75%.

Clerk: i) Telecommunications included cell phone reimbursement for the Clerk, as offered to other department heads, to use her personal cell phone for phone calls and emails. The new phone system provided the ability for employees to forward calls to their cell phones if they were going to be out of the office; ii) Mileage/Gas/Tolls, Lodging & Meals, Convention & Education, and Education were increased to allow the assistant town clerk to begin her certification training. Amanda Hurley actually began her CMC training this year with money that was refunded due to the clerk obtaining a scholarship for the Clerk's Academy last fall; and iii) Computer Purchases included \$2K to replace the assistant town clerk's computer, which was one of the oldest computers currently in use, and to purchase necessary software.

Legislative: i) The Telecommunications line was increased to reflect actual costs for the Mayor's cell phone from previous years; ii) Public Officials Liability was budgeted at \$6K to reflect previous years' actual cost; iii) Mileage/Gas/Tolls, Lodging & Meals, and Convention & Education were increased to include the Mayor's attendance at the annual VML Mayor's Conference and the attendance of up to three Council members for the Newly Elected Officials Conference since 2016 was an election year. There was some discussion regarding the practice over the past several years to include the expense for the town manager's attendance at the annual VML conference. This expense would be transferred to the Town Manager budget; iv) \$1,500 was included under Community Election Support for the cost of the May 2016 election; and v) \$3,100 was included under Furniture & Fixtures to purchase a wireless printer, cabinets, shelving and storage for the Civic Center.

There was much discussion regarding the possibility of purchasing iPads for the Mayor and Council in lieu of providing printed agenda packets. Libby Hume would research the expense for further discussion at a future budget work session.

The next budget work session was scheduled for April 7<sup>th</sup> beginning at 4:00 PM to review the Public Works and Town Manager budgets as well as changes made to the General Fund Departmental budgets reviewed this evening and a preliminary review of General Fund revenue.

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

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Mayor Proto

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Town Clerk