



April 14, 2009
Work Session
Mayor and Council
Town of Ocean City, Maryland

In attendance: Mayor Rick Meehan, Council President Joe Mitrecic, Council Secretary Lloyd Martin, Council Members Margaret Pillas, Mary Knight, Doug Cymek and Joe Hall, City Manager Dennis Dare, City Solicitor Guy Ayres, Assistant to City Manager Kathy Mathias, Finance Administrator Martha Lucey, Information Technology Director Nancy Bloxom, Network Manager Gail Weldin, Tourism/Convention Center Assistant Director Debbie Travers, Planning and Community Development Director Jesse Houston, Zoning Administrator Blaine Smith, Public Works Director Hal Adkins, Members of the Press and Interested Parties. Council Member Jim Hall was absent.

Council President Joe Mitrecic called this meeting to order at 12:00 p.m., then; **Council Member Mary Knight moved to convene into closed session to: (1) consult with counsel to obtain legal advice; (2) discuss the appointment, employment, assignment, removal or resignation of appointees, employees or officials over whom it has jurisdiction, or, any other personnel matter that affects one or more specific individuals; (3) discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal if public discussion or disclosure adversely impacts the public body's ability to competitively bid or make proposals, and; (4) consider the acquisition of real property for a public purpose and matters directly related thereto; seconded by Council Secretary Lloyd Martin. The vote was 6-0 with Council Member Jim Hall absent.**

1. Council President Mitrecic reconvened the open session at 1:20 p.m.. He reported that legal, personnel, real estate and contractual matters were discussed in the closed session held at 12:00 p.m.. Persons present were Mayor Rick Meehan, Council President Joe Mitrecic, Council Secretary Lloyd Martin, Council Members Margaret Pillas, Mary Knight, Doug Cymek and Joe Hall, City Manager Dennis Dare, City Solicitor Guy Ayres, Assistant to City Manager Kathy Mathias, Jennifer Albright and Mary Hedleski of the Beautification Committee, and, via teleconference, Kathy Pontone of Miles & Stockbridge. Council Secretary Lloyd Martin moved to close the closed session; seconded by Council Member Mary Knight. The vote was 6-0 with Council Member Jim Hall absent

Council Member Mary Knight moved to appoint Jennifer Albright and Mary Hedleski to the Beautification Committee; seconded by Council Member Margaret Pillas. The vote was 6-0 with Council Member Jim Hall absent. Mayor Meehan administered the oath of office.

2. In accordance with the Town's Employee Recognition Program, Tourism/Convention Center Assistant Director Debbie Travers introduced Visitor Center Employees Norma Dobrowolksi and Elfriede Kerstetter.

3. Network Manager Gail Weldin, accompanied by Information Technology Director Nancy Bloxom, requested approval to sole source purchase wireless security upgrades for Fire Stations 3 and 4, and point-to-point replacements from the **Business Information Group**, in the amount of \$30,092.02 (FY09 Budget Allocation = \$30,000.00). **Council Secretary Lloyd Martin moved to approve; seconded by Council Member Mary Knight. The vote was 6-0 with Council Member Jim Hall absent.**
4. Tourism/Convention Center Assistant Director Debbie Travers and Chamber of Commerce President Todd Ferrante presented a Memorandum of Understanding for Joint Publication of the Sea For Yourself Guide and Chamber Guide for the Council's review and approval (see Attachment A). **Council Member Mary Knight moved to approve the Memorandum of Understanding as presented; seconded by Council Member Doug Cymek. The vote was 6-0 with Council Member Jim Hall absent.**
5. Kay Moran, Senior Consultant of Bolton Partners, Inc. gave a presentation on the Actuarial Report for Retiree Health Insurance (see Attachment B).
6. State Highway Administration (SHA) Engineers Donnie Drewer and Gene Cofiell gave an update on the SHA's 2009 Spring Projects. [*Note: questions posed by the Town are emboldened, the SHA's responses are in italics.*]
 - **Route 50 Bridge Decking Replacement:**
 - **Schedule status**
 - **Anticipated deck/south-side sidewalk completion date -**
 - **Anticipated north-side sidewalk replacement "time frame"***Mr. Drewer said the project is on schedule and should be complete by May 30, 2009. He advised that intermittent lane closures will be required to complete the north-side sidewalk. He assured the Council that scheduling considerations will be given when there are special events in Town.*
 - **Update on signalization upgrades being competed throughout Town**
Mr. Cofiell stated that this project is underway.
 - **Concern over LED lighting upgrades during this past winters snowfall**
Mr. Cofiell stated that this issue is being researched by the Office of Traffic and Safety.
 - **Update on catch basin renovations being completed in the south bound bus lane.** *Mr. Drewer stated that work should be complete in the next 20 working days.*
 - **Anticipated schedule and scope of work on crosswalk re-coating downtown.** *Mr. Drewer said the contract has been awarded and the work should be done before Springfest.*

- **Status of MDOT Hauling Permit Requests associated with the Indian River Inlet bridge construction components traveling thru Ocean City** *Mr. Drewer advised that no hauling permits will be granted during the season.*
- **Schedule update on final resurfacing efforts for Route 50 in West Ocean City.** *Mr. Drewer advised that work will restart May 10, 2009 and be completed by the end of the month.*
- **Is milling and resurfacing of Philadelphia Avenue from 9th - 26th still scheduled for next fall?** *Mr. Drewer stated that this item is not funded.*
- **Is milling and resurfacing of Route 90 also planned for this Spring? Dates?** *Mr. Drewer stated that this project is funded with stimulus money and will start in the first week in May. He said all work will be done at night when intermittent, short-term, detouring will have the least impact on traffic. He anticipates that the job will be completed before Memorial Day.*

Also, Mr. Drewer assured the Council that the SHA's recently-presented Route 50 Bridge Study does not reflect the SHA's position on the future of the bridge. He said that this process is still in the planning stage.

7. Planning and Community Development Director Jesse Houston reviewed, at the Council's request, Ordinance 2009-6 allowing small wind energy systems. He pointed out that bay-front properties will be granted by conditional use which requires a public hearing.
8. Zoning Administrator Blaine Smith presented the draft ordinance for boardwalk outdoor display guidelines. He acknowledged the boardwalk vendors' concerns about enforcement, allowed size of display area, and fining procedures. Mr. Smith also addressed the establishment of the Boardwalk Development Association (BDA) as a recognized organization in zoning regulations.

City Solicitor Guy Ayres advised that the ordinance should include a provision for the BDA's advisory role in the approval process, and, that the Zoning Administrator is the final authority.

Several boardwalk merchants appeared for questions and comment. Council Member Mary Knight moved to ask the BDA, Planning Commission, Planning and Zoning and the boardwalk merchants to work together to come up with an agreeable recommendation for the amount of display space; seconded by Council Member Margaret Pillas. [*The motion and second were later withdrawn.*]

Council Member Joe Hall moved to proceed with the First Reading of this ordinance in the next Regular Work Session with a change to allow a display area of 15% of the total pad size; seconded by Council Member Doug Cymek. The vote was 6-0 with Council Member Jim Hall absent.

9. Planning and Community Development Director Jesse Houston, accompanied by Zoning Administrator Blaine Smith and Ocean City Development Corporation Director Glenn Irwin, presented the Downtown Development Incentives for the Council's review. Director Houston pointed out that several items (i.e. loading/unloading zones) will be subject to the Council's approval. **Council Member Mary Knight moved to proceed with first reading in the next Regular Session; seconded by Council Secretary Lloyd Martin. The vote was 6-0 with Council Member Jim Hall absent.**
10. City Manager Dare reported on the current status and policy of take-home vehicles (see Attachment C). Council Member Margaret Pillas asked Mr. Dare for a report on the amount paid, in 2008, for accidental damage repairs. Council President Mitrecic requested that the Council review the take-home vehicle list and continue discussion in a future work session. Public Works Director Hal Adkins reminded the Council, for some of his employees, take-home vehicles were negotiated benefits during the hiring process.
11. Council Secretary Lloyd Martin reported on the Parks and Recreation Committee Meeting of March 31, 2009 (see Attachment D).
12. Council Secretary Lloyd Martin reported on the Police Commission Meeting of April 8, 2009 (see Attachment E).

Attachment A

**Memorandum of Understanding
Between
Town of Ocean City and The Ocean City, Maryland Chamber of Commerce**

Whereas.

The Mayor and City Council of Ocean City (the Town) and the Greater Ocean City, Maryland Chamber of Commerce, Inc. (the Chamber) desire to merge The Town's publication, "Sea for Yourself" and the Chamber's publication, "Ocean City Maryland Vacation Guide".

Whereas.

The Town and the Chamber by such merger agree that the one publication be the "Official Visitors Guide" for the Town of Ocean City, beginning with the 2010 edition and annually thereafter.

Both parties agree to following:

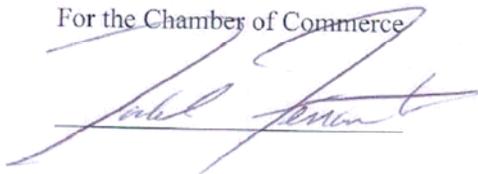
1. The Chamber shall be responsible for the cost of printing, fulfillment (postage and handling) and bulk distribution of the new publication.
2. That the Town and the Chamber shall mutually agree to the number of guides to be printed.
3. The Town will maintain creative control for design and layout of the guide.
4. The Town will be solely responsible for the editorial content of the guide. The Chamber can submit editorial for the guide with the understanding that the content is limited to information about the Chamber.
5. The Town will be responsible for the cost of design and layout of the guide. Any design change in the publication that would directly affect printing costs will be mutually agreed upon (i.e., tip-in, tabs, paper weight, gloss, etc.).
6. The Chamber shall sell and receive all advertising revenue generated by the new publication.
7. The Town shall pay to the Chamber a fee per fulfilled request for the new publication from leads generated by the Town's Internet site www.ococean.com, telephone leads as received through the Town's 1-800-OCOCEAN phone room or any other advertising placed by the Town. The Chamber agrees to notify the Town of what that cost will be on or before February 1st of each year.
 - a. The cost for fulfillment is subject to annual review on or before February 1st of each year and must be mutually agreed upon
8. The Town shall not be responsible to pay the Chamber for fulfilled leads generated by the Chamber or any outside agency or third party.
9. The Chamber shall not solicit or accept advertising from any entity associated with gambling interests, alcohol distributors or manufacturers, tobacco products of any type, or any sexually oriented business. This does not preclude retail, restaurant or hotel businesses (that provide goods or services to the Ocean City area) that sell alcohol or tobacco products, nor any retailers, restaurants, convenient stores etc that have keno, lottery etc. This item is intended to exclude manufacturers of tobacco and alcohol products."
10. The parties agree that the new publication shall be divided in a 60/40 manner based on 60% advertising 40% for editorial and Schedule of events.
11. The Chamber shall notify the Town no later than February 1st prior to the next printing if the Chamber decides to discontinue the publication of the new guide.
12. Distribution of the new guide shall be based on mutually agreed locations for the best coverage of the publication. The Town shall not be responsible for any costs incurred for distribution or case shipments.
13. The Chamber agrees that the design of the publication must mirror the Town's advertising theme for any given year.
14. The Chamber shall be responsible for the sale of premium advertising space based on equitable system to all interested parties. The Chamber will determine the process to designate premium positions to be fair and equitable to all members.

15. The Town and Chamber agree that the Town has contractual obligations to third parties for complimentary advertising space within the current "See For Yourself" publication and that the Chamber shall provide space at no cost in the new guide to accommodate these obligations. Ad space needed is 5 full-page ads and one 1/2 page ad. If any new contractual obligations come up for advertising, the Chamber will be consulted to ensure the proper ad ratio.
16. The Chamber shall drop ship a minimum of 5 pallets or 26,500 copies of the new publication each year to the Ocean City Convention Center to supply both the Ocean City Visitors Center and the Boardwalk Cottage.
17. The Chamber shall be responsible for all freight and storage costs associated with the new publication.
18. The Town and Chamber shall periodically exchange data as it relates to distribution and requests from geographic area to gauge Town's advertising efforts.
19. The Town and Chamber agree that both entities be equally and prominently represented in the new publication as a joint effort. Including Logos, Phone numbers and website addresses.
20. The Town and Chamber agree that the Town shall appoint a representative from the Department of Tourism and The Chamber appoint a representative to review and agree upon a production schedule and distribution details.
21. The Chamber shall not use the name of the new publication for commercial purposes and that it shall not sell naming rights of the publication to any entity.
22. The Chamber agrees that all Ocean City Convention and Visitors Bureau members will be listed in the publication.
23. The Town shall be provided demographic information (city, state, zip code) of individual requests from the Chamber mailing list in order to track effectiveness of advertising efforts. The Chamber will also provide and a complete list of regional and local distribution sites.
24. The Chamber agrees that advertising in the publication will be limited to only those Chamber of Commerce and/or Ocean City Convention and Visitors Bureau members who provide goods and services to Ocean City visitors.
25. The Town's participation in the "Official Visitors Guide" is for the purpose of advertising and promotion for the economic development of Ocean City, Maryland, and is, therefore a governmental function and not a proprietary function.
26. That the joint participation in this endeavor does not create a partnership.
27. The Town and the Chamber shall be solely responsible for the content of its material included in the "Official Visitors Guide", and that the non-contributing party is not responsible for the content or dissemination of the other's material.
28. The Chamber agrees to not send unsolicited emails to addresses found in lists sent to them from the Town.
29. The Town agrees to allow the Chamber to assume the sale of the names and addresses collected from visitor guide requests to Chamber of Commerce and/or Ocean City Convention and Visitors Bureau members.

Memorandum of Understanding entered into this 20 day of March 2009

For the Town of Ocean City

For the Chamber of Commerce



**Town of Ocean City
GASB 45 – Accounting for Post-Employment
Benefits Other Than Pension**

1. Executive Summary

Background

In June 2004 the Government Accounting Standards Board (GASB) released Statement 45 which revised the GAAP accounting standards for post employment benefits other than pensions (OPEB). This standard will be applied to post employment medical benefits that are provided to the Town of Ocean City retirees. Prior to the new standard these benefits were accounted for on a pay as you go basis. The new standard requires that these benefits be accounted for on an accrual basis.

OPEB Trust Arrangement

In December 2008 the Town of Ocean City passed an Ordinance establishing a trust fund. It is our understanding that the Town has budgeted up to \$3,183,480 that could be contributed to the Trust Fund prior to June 30, 2009. In addition there are funds that are set aside from FY 2008 that could be used to fund the OPEB Trust fund.

Funding Policy

The discount rate used to determine the liabilities under GASB 45 depends upon the Town's funding policy. Government entities that contribute an amount at least equal to the GASB 45 annual required contribution (ARC) to a trust that can only be used to pay other post-retirement benefits, discount liabilities based on the expected long-term rate of return of the Trust.

It is our understanding that the Town intends to make a contribution at least equal to the ARC in FY2009. Accordingly we have prepared results using a discount rate of 7.5 percent. For informational purposes, we have also prepared the expense at unfunded discount rate of 4 percent. This amount could be useful to the Town in determining whether to contribute the ARC in FY2010 or a smaller amount than the funded ARC.

If the Town elected to make no Trust contribution in FY2010 the Expense in 2010 would be based on the unfunded results at a 4 percent discount rate. If the Town elected to contribute an amount less than the funded ARC to the trust in FY2010 the discount rate (and expense) would be between the funded and unfunded results.

**Town of Ocean City
GASB 45 – Accounting for Post-Employment
Benefits Other Than Pension**

1. Executive Summary (cont.)

The Annual Expense (ARC)

The annual cost of OPEB benefits under GASB 45 is called the annual required contribution or ARC. The Town of Ocean City's ARC is \$3,104,000 shown in Section 2. It is based on the funded discount rate of 7.50%.

If the Town elects to contribute more than this amount to the Trust Fund, there will be a Negative Net OPEB Obligation (NOO) a credit that can be used to reduce the FY 2010 contribution. The Town's NOO will also be credited with any amounts paid directly to retired participants prior to the establishment of the trust fund.

Plan Provisions

Any full-time eligible employee of the Town of Ocean City is eligible to participate in the plan.

A closed group of Wastewater Fund employees who transferred from the Town of Worcester County in 1994 receive postretirement health benefits for retirees and their dependents.

The Town subsidizes a portion of the premiums. For Wastewater Fund employees, the subsidy is 90%. Employees who have retired after January 1, 1998 with 15 years of service receive an 80% subsidy. Employees who have a date of hire after July 1, 2006 also receive an 80% subsidy.

Demographic Data

Demographic data as of January 26, 2009 was provided to us by the Town of Ocean City, Maryland. This data included current medical coverage for current employees and retirees.

Because the census data is less than 24 months before the first day of fiscal year 2009, it can be relied on to comply with GASB 45 for FY 2009.

Although we have not audited this data we have no reason to believe that it is inaccurate.

**Town of Ocean City
GASB 45 – Accounting for Post-Employment
Benefits Other Than Pension**

1. Executive Summary (cont.)

Claims Data

The Town's retirees under age 65 pay a higher rate based on the retiree's actual experience that is higher than the premium for employees. In addition there is a separate rate for retirees over age 65.

We have relied on these retiree rates for the valuation. Although we have not made an independent estimate of the per capita cost for Ocean City retirees we believe that the premium rates are reasonable.

Implicit Subsidy

Because the Town of Ocean City charges a premium for retirees under age 65 based on the Town's retiree's experience there is no implicit subsidy.

Demographic Assumptions

We received an OPEB study dated February 8, 2007 prepared by Milliman Consultants and Company. It is our understanding that the demographic assumptions used for the Milliman Study mirror those used by Mercer Consulting for the Town's pension plan's actuarial valuation. In general we based our demographic assumptions on the Milliman study. We have noted where they vary.

Section 6 details the assumptions for electing coverage.

**Town of Ocean City
GASB 45 – Accounting for Post-Employment
Benefits Other Than Pension**

1. Executive Summary (cont.)

Economic Assumptions

The discount rate assumption is tied to the return expected on the funds used to pay these benefits. The discount assumption will be materially tied to the decision of whether or not to pre-fund these benefits. Our funded results are based on a 7.50% annual return, which assumes that the Town will pre-fund these benefits starting at the beginning of the fiscal year that ends June 30, 2009. This discount rate was used by Milliman for the OPEB Study. It is our understanding that it is the discount rate used by Mercer Consulting for the Town's pension plan. The unfunded discount rate is 4.00%.

Our medical trend assumption is the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model baseline assumptions. The SOA Model was released in December 2007, and was thus not available for use by Milliman when they performed their study. The following baseline assumptions were used as input variables into this model:

Rate of Inflation	3.2%
Rate of Growth in Real Income / GDP per capita	1.9%
Income Multiplier for Health Spending	1.4
Extra Trend due to Technology and other factors	1.2%
Health Share of GDP Resistance Point	25.0%
Year for Limiting Cost Growth to GDP Growth	2075

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical U.S. medical expenditures and the judgments of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of an SOA Project Oversight Group.

Payroll is assumed to increase at 4.0% per annum. This assumption is used to determine the level percentage of payroll amortization factor.

**Town of Ocean City
GASB 45 – Accounting for Post-Employment
Benefits Other Than Pension**

1. Executive Summary (cont.)

Actuarial Certification

In preparing the valuation we relied on demographic and claims data provided by the Town of Ocean City, Maryland. We reviewed the data for reasonableness, but did not audit the data. The actuarial methods and assumptions used in this report comply with GASB 45 and the actuarial standards of practice promulgated by the American Academy of Actuaries.

The healthcare cost trend rate selected is consistent with prevalent practices. As discussed above, increases of this magnitude cannot be sustained indefinitely. Accordingly, standard actuarial practice (and GASB 43 Paragraph 34.g.) is to assume an “ultimate trend” which is consistent with the best estimate of GNP growth. However, the number of years until the ultimate trend is attained and the rate of decrease are not known. There is a significant probability that between now and the next actuarial valuation we will not observe the anticipated amelioration of medical trend. If this is the case, the typical practice is to reset the initial trend and to defer the year that the ultimate trend rate is attained. If this occurs annual actuarial losses of 5% to 15% of liabilities due to the revised trend rate can be expected.

Kevin Binder is a Member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

MEMORANDUM



DATE: APRIL 1, 2009
TO: MAYOR AND CITY COUNCIL
FROM: DENNIS W. DARE, CITY MANAGER
RE: TAKE HOME VEHICLES

I have completed a comprehensive review of vehicles taken home by employees of the town. Since the beginning of the review five (5) vehicles have been eliminated. There are now 65 vehicles being taken home with 44 in Public Safety and 21 in General Departments.

Many are "Critical Responders", meaning they are employees needed for response 24 hours a day and 7 days a week for public safety or wellbeing. In addition to the typical public safety responses for accidents, fires and storm events, we must also consider the many times projects and operations need to be monitored, when there are personnel issues needing immediate attention and the many special events produced that often present unplanned issues.

During this process we reviewed several aspects of the program in an effort to drive down the costs. We explored the use of flex fuel and natural gas. Both options proved to be more costly. We did rearrange some vehicles and assigned more fuel efficient vehicles to personnel authorized take home vehicles. We also changed some vehicles purchased this year to be more fuel efficient.

The attached table titled "Take Home Vehicles" outlines employees currently authorized. It denotes the confirmed number of call in days and reports miles

MEMORANDUM

driven, fuel used, and repairs made. From that it gives the vehicle gas mileage and assigns the cost of the vehicles operation using actual numbers from 2008. It details the distance from home to work and uses the actual costs to assign a cost for each person. We then used the data to determine the percentage the vehicle is used for commuting.

The question is who really needs a take home vehicles. After many hours of pondering the numbers it became apparent to me they are only critical responders if they respond within a "critical time". In other words having someone respond from so far away it takes an hour to arrive means they respond too late.

My recommendation is we establish a fifteen (15) mile radius around Ocean City and consider all take home vehicles must be within this distance so it ensures a timely response for whatever the need. As you can see, many take home vehicles are outside the 15-mile radius and I recommend we eliminate them over time through attrition.

There may be some concern of finding affordable housing within 15 miles, but a review of city employees zip codes finds 56% live within 10 miles and 65% within 15 miles. About 27% live more than 20 miles away.

TOWN OF OCEAN CITY
OCEAN CITY, MARYLAND
POLICY AND PROCEDURES MANUAL

SECTION: Personnel
SUBJECT: Vehicle Policy Guidelines

PPM 300-2

The purpose of this policy statement is to define the responsibilities and obligations of City employees who drive City vehicles. In departments such as police, fire and transportation where driver and vehicle safety standards already exist that are more stringent or governed by state or federal mandates, the more stringent policy will apply.

The Town of Ocean City expects each department head to:

1. Provide the proper vehicle for each job.
2. Provide proper training for the vehicle operator.
3. Maintain vehicles in proper working order and safe mechanical condition.
4. Enforce vehicle policy guidelines within each department.

Employees who operate City vehicles are responsible for:

1. Operation of the vehicle in a courteous and safe manner.
2. Obey all traffic laws, including wearing seat belts at all times.
3. Drive defensively for the prevention of accidents caused by the improper action of other drivers, pedestrians and/or adverse road conditions.
4. Only authorized city employees are permitted to operate city vehicles.
5. **[Maximize fuel conservation by avoiding rapid acceleration, sudden stops removing excessive weight, and eliminating idling.]**
6. Inform the department head if driver's license is lost for any reason.
7. Check with your doctor if you are taking prescription or over the counter medications that may affect your ability to drive.
Notify your supervisor immediately regarding any concerns.
8. Maintain an acceptable driving record [as described below]
9. In the event of an accident follow the guidelines as listed in the Health and Safety Manual and notify your supervisor.
10. Notify supervisor of any problem with the vehicle as soon as detected.
11. Use daytime running lights on all marked city vehicles.
12. **[Employees are responsible for the care, cleanliness, conservation, and correct safe usage of City vehicles.]**
13. **Consumption of alcohol, drugs, illegal firearms, smoking or other tobacco products of all types are prohibited in all City vehicles.]**

Date: 4/27/93; 5/8/96; 6/10/97; 6/20/05
[Revised: 3/30/09]

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TAKE HOME VEHICLES

City employees who are **[required]** to take home vehicles do so under the following guidelines:

1. City vehicles cannot be used for personal use, except for commuting purposes. **[For purposes of this policy, the daily commute to and from home and the employee's duty station are considered official use.]**
2. The **[City Manager]** will determine the necessity of take home vehicles based upon the following criteria:
 - a. Employees who are routinely called out.
 - b. Employees who are required to monitor a situation in Town
 - c. Employees who perform a one-of-a-kind function or have specialized equipment on their vehicles.
3. In all departments where call out **[duty]** is rotated to various individuals, the take home vehicle shall rotate.
4. **[The Town shall report taxable income to the employee on their W-2 form according to IRS regulations for use of governmental vehicles.]**
5. **City vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to and from school, or for pleasure. Passengers in City vehicles must be authorized persons on City business.]**
6. The city vehicle shall be parked **[and locked]** either in the employee's driveway or legally parked in front of employee's residence and not in an area subject to vandalism potential.
7. Any violation of this policy will be enforced under Section 5.1.1 entitled *Employee Conduct and Disciplinary Procedures* of the Personnel Policies Governing Classified Employees Manual.
8. **[City Vehicles may be authorized by the City Manager for take home on a seasonal or event basis.]**
9. **Employees qualifying for a city take home vehicle must live within fifteen (15) miles of work.]**
10. The City Manager will conduct an annual review of each department's approved take home vehicles and provide a final copy to the Mayor and City Council.

MARKED AND UNMARKED VEHICLES

All City vehicles shall be marked in such a manner as to designate them as official vehicles for the appropriate agency to which they are assigned. The only exceptions to this policy are vehicles assigned to the following individuals:

1. Mayor
2. City Manager
3. Chief of Police
4. Fire Marshal
5. Detectives and undercover investigators' vehicles used in law enforcement functions
6. Police Captain
- [7. Risk Manager]**

ACCEPTABLE AND UNACCEPTABLE DRIVING RECORD

An acceptable driving record is one of the primary criteria used for determining if a City employee is eligible to continue driving a City vehicle. The criteria listed below describes an unacceptable driving record:

1. Driver has 4 or more current points on driving record.
3. Out of state points will be converted to Maryland point system (Delaware or Virginia).
3. Has a suspended or revoked license.
4. Has any violations involving the use of illegal drugs.
5. Is found guilty of charge(s) for any violation involving driving under the influence of alcohol. We reserve the right to conduct future "reasonable suspicion" based tests for alcohol while at work.

Date: 4/27/93; 5/8/96; 6/10/97; 6/20/05
[Revised: 3/30/09]

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Attachment C

Take Home Vehicles													(1)	(3)
		Model	Number of	2008	2008	2008	2008	2008	2008	2008	2008	Distance	Daily Take	% Use for
	Vehicle Type	Year	Call in days	Miles	YTD Gal	MPG	Fuel	Repairs	Total Exp	Exp/Mile	From Home	Home Cost	Commute	
Airport	George Goodrow	Dodge Caravan	2008	7	19138	901.7	21	\$3,223.70	\$495.77	\$3,722.47	\$0.19	29 miles	\$11.02	66%
Beach	Capt Butch Arbin	Chevy Blazer-4x4	2000	0	3757	294.8	13	\$1,126.79	\$1,881.11	\$3,007.90	\$0.80	3 Miles	\$4.80	36%
	Ward Kovac	Chevy Blazer-4x4	1999	89	6940	457.3	14	\$1,798.82	\$3,935.55	\$5,735.55	\$0.83	5 Miles	\$4.95	19%
City Mgr	Dennis Dane	Escape Hybrid	2008	24/7/365	10993	352.3	31	\$1,341.52	\$619.01	\$1,960.53	\$0.18	9 miles	\$3.24	37%
Comm	Robert Dimairo	Chevy Van	2004	12	7456	418.4	18	\$1,491.53	\$265.55	\$2,057.08	\$0.25	7 miles	\$3.92	45%
	Mike Keser	Chevy Van	2007	12	7171	418.5	17	\$1,517.07	\$200.00	\$1,717.07	\$0.24	7 miles	\$3.36	43%
Emer Serv	Joe Theobald	Chevy Impala	2004	24/7/365	5840	345.5	17	\$1,303.18	\$963.37	\$2,266.55	\$0.39	1 miles	\$0.78	9%
	Buzzy Bayles	Ford Explorer-4x4	2003	24/7/365	8174	553.3	15	\$1,989.19	\$591.34	\$2,580.53	\$0.32	7 miles	\$4.45	35%
Fire/EMS	Chrs Laramore	Chevy Tahoe	2008		6879	510.2	13	\$1,840.72	\$1,249.54	\$3,090.56	\$0.45			
	David Cropper	Excursion	2003		8819	849.9	10	\$3,224.39	\$1,067.25	\$4,291.64	\$0.49			
	Bo Duke	Excursion	2004		10961	1211.5	9	\$4,830.89	\$743.17	\$5,374.05	\$0.49			
	Bryant Bunting	Chevy Tahoe	2002		9598	769.8	12	\$2,778.38	\$1,310.54	\$4,088.92	\$0.43			
	Kevin Kirstein	Chevy Tahoe	2002		5013	427.4	12	\$1,592.30	\$202.95	\$1,795.25	\$0.36			
	Chuck Barton	Chevy Blazer	2002	12	11905	751.5	16	\$2,751.56	\$2,633.43	\$5,384.99	\$0.45	12 miles	\$10.80	45%
Engineering	Terry McGeen	Chevy Blazer-4x4	2008	16-20	11216	723.9	15	\$2,553.89	\$312.10	\$2,865.99	\$0.26	12 miles	\$6.24	54%
Golf Course	Joe Perry	Ford Truck	2000	73	4785	312.9	15	\$1,248.58	\$335.15	\$1,786.73	\$0.37	5 Miles	\$3.70	47%
P W-Admin	Hal Adkins	Chevy Pickup 4x4	2005	24/7/365	22577	1482.7	15	\$5,280.58	\$1,978.48	\$7,259.04	\$0.32	6 Miles	\$3.84	12%
P W-Const	Dean Dashiell	Chevy Blazer-4x4	2005	19	18937	1344.5	14	\$4,811.09	\$1,143.55	\$5,954.64	\$0.31	33 miles	\$20.46	61%
	Bill Bratten	Chevy Pickup 4x4	2008	5	6822	623.5	11	\$1,886.75	\$366.71	\$2,243.46	\$0.33	23 Miles	\$16.18	56%(E)
	Bill Savage	Chevy Pickup	2004	34	17145	1664.5	10	\$5,876.15	\$1,429.79	\$7,304.94	\$0.43	13 miles	\$11.18	34%
P W-Maint	Bruce Gibbs	Chevy Pickup 4x4	2007	65	6695	505.9	13	\$1,768.66	\$205.60	\$1,977.26	\$0.30	6 miles	\$3.60	40%
	John Van Fossen	Chevy Pickup 4x4	2006	48	5508	403.2	14	\$1,416.83	\$11.02	\$1,427.85	\$0.26	7 Miles	\$3.64	57%
Solid Waste	Woody Shockley	Chevy Pickup 4x4	2006	2	16810	956.4	18	\$3,377.26	\$676.62	\$4,053.88	\$0.24	29 miles	\$13.92	77%
	Steve Brown	Chevy Pickup 4x4	2003	4	12543	927.7	14	\$3,385.42	\$1,537.72	\$4,923.14	\$0.39	14 miles	\$10.92	60%
Trans	George Thomas	Chevy Blazer-4x4	2005	24/7/365	21576	1395.9	15	\$4,982.46	\$1,770.74	\$6,753.20	\$0.31	32 miles	\$18.84	66%
	Steve Bartlett	Dodge Van	2006	24/7/365	12152	870.4	18	\$2,435.61	\$580.15	\$3,015.77	\$0.25	14 miles	\$7.00	51%
Water	Perry Linz	Chevy Pickup	2005	9	9119	571.6	16	\$1,977.30	\$543.20	\$2,520.50	\$0.25	7 miles	\$3.92	34%
Wastewater	Kevin Lynch	Ford Explorer 4x4	2003	4	9664	623.1	18	\$2,120.42	\$1,931.77	\$4,052.19	\$0.42	5 miles	\$6.72	37%
	Randy Bradford	Chevy Pickup 4x4	2005	5	9400	676.4	16	\$2,063.32	\$2,095.48	\$4,158.78	\$0.44	34 miles	\$29.92	80%(E)

Take Home Vehicles													(1)	(3)
		Model	Number of	2008	2008	2008	2008	2008	2008	2008	2008	Distance	Daily Take	% Use for
	Vehicle Type	Year	Call in days	Miles	YTD Gal	MPG	Fuel	Repairs	Total Exp	Exp/Mile	From Home	Home Cost	Commute	
Fire Marshal	Sam Villani-Bomb	Ford Expedition 4x4	2008	37	9834	787	12	\$2,814.36	\$1,701.44	\$4,515.80	\$0.46	17 miles	\$15.84	77%
	David Hartley-Bomb	Chevy Suburban 4x4	2005	35	12077	1026.2	12	\$4,028.47	\$1,261.73	\$5,290.20	\$0.44	11 Miles	\$9.68	40%
	Tim Price	Chevy Pickup 4x4	2005	21	6216	717.2	9	\$1,475.15	\$193.79	\$1,668.94	\$0.27	10 Miles	\$5.40	65%
	Josh Bunting-Bomb	Chevy Suburban 4x4	2005	12	15987	1408.7	11	\$5,118.84	\$260.98	\$5,379.82	\$0.34	9 miles	\$8.12	25%
	Joey Sexauer-Bomb	Chevy Pickup	2005	11	10998	690.8	16	\$2,428.57	\$255.01	\$2,683.58	\$0.24	8 miles	\$3.84	32%
	Jack Hastings	Ford Pick-up	1997	0	8800	493.02	18	\$1,720.23	\$1,209.21	\$2,929.44	\$0.33	19 miles	\$12.54	97%
	Cliff Christello-Bomb	Chevy Suburban 4x4	2005	17	11932	1160.5	10	\$4,016.29	\$1,573.25	\$5,589.54	\$0.47	8 miles	\$7.52	30%
	Rancel Evans	Chevy Pickup	2006	5	10018	644.1	10	\$2,307.92	\$979.26	\$3,287.18	\$0.33	17 miles	\$11.22	76%
Police	Bernadette Dipino	Chevy Impala	2006	83	16905	829.4	20	\$3,024.78	\$1,181.21	\$4,205.99	\$0.25	5 miles	\$2.50	13%
	Robert Bokinsky	Chevy Impala	2006	7	19035	909	21	\$3,237.88	\$561.15	\$3,799.03	\$0.20	19 miles	\$7.60	45%
	Victor Bunting	Crown Victoria	2008	3	13759	811.7	17	\$2,911.77	\$1,062.35	\$3,973.74	\$0.29	14 miles	\$8.12	45%
	Kevin Kirstein	Chevy Impala	2006	15	9671	510.5	19	\$1,833.26	\$305.74	\$2,139.00	\$0.22	4 miles	\$1.76	18%
	Mike Colbert	Crown Victoria	2008	24/7/365	8104	1014.8	8	\$1,836.76	\$1,026.84	\$2,863.60	\$0.35	7 miles	\$4.90	38%
	Richard Currence (Lt)	Chevy Impala	2003	24/7/365	5063	464.9	11	\$1,693.90	\$634.41	\$2,328.31	\$0.46	6 miles	\$5.52	53%
	Greg Guiton (Lt)	Crown Victoria	2008	12	3163	236.8	13	\$903.20	\$1,036.69	\$1,939.89	\$0.81	8 Miles	\$9.76	85%(E)
	Richard Moreck (Lt)	Chevy Impala	2004	8	6278	552.8	11	\$2,060.49	\$715.06	\$2,775.55	\$0.44	8 Miles	\$7.04	57%
	John Rigoulot (Lt)	Chevy Impala	2004	58	10182	854.2	16	\$2,378.36	\$965.02	\$3,343.37	\$0.33	19 miles	\$12.54	83%
	Robert Noll (Lt)	Chevy Impala	2005	23	8212	589.3	14	\$1,957.23	\$1,077.16	\$3,034.39	\$0.37	4 miles	\$2.96	22%
	Brian Cardamone (Lt)	Chevy Impala	2000	0	8170	521.5	16	\$1,967.02	\$2,880.69	\$4,847.71	\$0.59	15 miles	\$17.70	82%
	Scott Kirkpatrick (Lt)	Chevy Impala	2004	0	13794	724.7	19	\$2,488.39	\$1,440.73	\$3,929.12	\$0.28	8 Miles	\$4.48	26%
	Mark Pacini (Lt)	Chevy Impala	2002	7	7380	534.5	14	\$1,938.85	\$979.98	\$2,918.83	\$0.40	8 Miles	\$6.40	48%
	Todd Wood (Sgt)	Chevy Impala	2000		7324	407.5	18	\$1,474.38	\$2,335.06	\$3,809.44	\$0.52	8 Miles	\$8.32	
	Nick Simpson (Det)	Chevy Impala	2003		7252	631.8	11	\$2,158.45	\$1,037.15	\$3,195.60	\$0.44	27 Miles	\$23.76	
	Brett Case (Cpl)	Ford Crown Vic	2005		22643	1445.1	16	\$5,180.50	\$3,467.90	\$8,648.40	\$0.38	28 Miles	\$21.28	
	Shawn Jones (Det)	Chevy Impala	2004		17591	795.8	22	\$2,870.44	\$1,031.34	\$3,901.78	\$0.22	28 Miles	\$12.32	
	James Rodriguez (Det)	Chevy Impala	2005		8890	434.8	16	\$1,791.78	\$632.59	\$2,424.37	\$0.35	5 miles	\$3.50	
	Todd Speigle (Det)	Chevy Impala	2002		8911	722.1	12	\$2,604.29	\$1,816.93	\$4,221.22	\$0.47	21 Miles	\$19.74	
	Police Officer-Detective	Unmarked Vehicle	2005		8143	520.6	16	\$1,872.16	\$991.28	\$2,863.44	\$0.35	5 miles	\$3.50	
	Police Officer-Detective	Unmarked Vehicle	2004		6421	365.8	18	\$717.58	\$748.09	\$1,465.67	\$0.23	4 Miles	\$1.84	
	Police Officer-Detective	Unmarked Vehicle	2003		10641	958.2	11	\$4,447.31	\$1,356.09	\$5,803.40	\$0.55	3 miles	\$3.30	
	Police Officer-Detective	Unmarked Vehicle	2000		8157	443.3	18	\$1,795.62	\$1,708.43	\$3,504.25	\$0.43	15 miles	\$12.90	
	Police Officer-Detective	Unmarked Vehicle	2002		7142	739.4	10	\$2,603.63	\$2,262.00	\$4,865.63	\$0.68	26 Miles	\$35.36	
	Police Officer-Detective	Unmarked Vehicle	2005		9524	615.7	15	\$2,183.24	\$3,146.16	\$5,329.40	\$0.56	19 Miles	\$21.28	
	Police Officer-Detective	Unmarked Vehicle	2000		1896	136.2	14	\$359.71	\$2,262.00	\$2,621.71	\$1.38	13 Miles	\$35.88	
	Earl Campbell (K-9)	Chevy Impala	2004		19714	1623.5	12	\$6,044.70	\$1,922.47	\$7,967.17	\$0.40	34 Miles	\$27.20	87%
	Freddie Howard (K-9)	Chevy Impala	2002		14898	1370.1	11	\$5,224.03	\$4,476.10	\$9,700.13	\$0.65	18 miles	\$23.40	81%
	Ronnie Townsend (Cpl) (K-9)	Chevy Impala	2005		17727	1428	12	\$5,358.00	\$2,046.01	\$7,404.01	\$0.42	14 miles	\$11.76	35%
	Kevin Flower (K-9)	Ford Crown Vic	2005		20125	1807.8	11	\$6,574.30	\$2,483.58	\$9,057.88	\$0.45	31 Miles	\$27.90	77%
Recreation	Tom Shuster	Chevy Blazer-4x4	2006	23	7291	505.4	14	\$1,814.30	\$108.80	\$1,923.10	\$0.26	11 miles	\$5.72	67%
	John Sullivan	Chevy Van	2002	41	10931	535.6	20	\$2,186.59	\$1,270.36	\$3,456.95	\$0.32	15 miles	\$9.60	61%
	Calvin Ginnavan	Ford Truck 4x4	2008	4	5313	418.9	13	\$1,449.83	\$119.01	\$1,568.84	\$0.30	10 Miles	\$6.00	47%(E)
Risk	Eric Lagstrom	Dodge Stratus	2006	10	22074	792.4	28	\$2,889.51	\$603.19	\$3,492.70	\$0.16	34 miles	\$10.88	69%
	TOTALS:							\$199,207.47	\$94,088.49	\$293,295.96			\$737.92	
ASSUMPTION	1) Daily take home cost = Expense per mile x Distance from home to work place												x 225 days	
	2) There are 260 work days in a year (less) 21 vacation days (less) 12 holidays (less) 2 personal days = 225 work days												\$166,032.00	yearly commuting cost
	3) % Use for Commuting is 225 work days x commuting miles divided by total miles for 2008												\$2,338.48	yearly commuting cost/
	4) 'E' is used as an estimate if there was a new vehicle issued.													vehicle (71).
Prepared by	Susan Childs		4/8/2009 13:21											

Recreation and Parks Committee
March 31, 2009

1. Call to Order: The meeting was called to order at 9:30 AM at Northside Park. Present were Lloyd Martin, Jim Hall, Dennis Dare, Susan Petito, John Sullivan, Bob Croll and Tom Shuster.
2. Minutes: The minutes of February 24, 2009 were approved as presented.
3. Update on Golf Rounds at Eagle's Landing: Bob Croll presented a report on golf rounds at Eagle's Landing for 2009. Bob noted that package rounds for spring 2009 are increased over 2008. Bob indicated that this increase is despite not participating with Pam's Golf in golf packages. The Committee was pleased with the favorable trend in rounds of play.

Dennis reported that the proposed golf fund budget for FY 2009/2010 will be balanced.

4. Report on Special Events Permits and Fees: John Sullivan reported on the research he has done on how other municipalities on the east coast have handled private special events. Sully received extensive background information from Virginia Beach on how they handle private special events.

Based on research, Sully recommended that the Town begin to recoup the cost of providing equipment and services to private groups via the inclusion of a price schedule for services requested by event permit applicants.

Dennis supported the idea of charging for equipment and services for private events and introducing a price schedule that starts with a lower rate and is increased over time. Dennis also advocated for some type of event promoter bond as a guarantee against expenses that may be incurred for Town equipment and services.

The Committee directed Sully to proceed with the ideas that he and Dennis recommended.

5. Northside Park Softball Pavilion Construction: Tom Shuster gave an update on the construction of the new Softball Pavilion at Northside Park. The Committee agreed to take a tour of the construction site.
6. Other Business: Tom Shuster reported that Captain Bob Craig, former head of Beach Patrol, passed away on Saturday, March 29, 2009.

Susan Petito reported that the St. Patrick's Soccer Tournament concluded on Sunday, March 22. A total of 172 teams participated over 4 weekends.

The meeting adjourned at 10:27 AM.

AGENDA
POLICE COMMISSION MEETING
OPEN SESSION
March 11, 2009 3:00 P.M.

Present: Police Commission Chairman Lloyd Martin, Mayor Richard Meehan, Council Member Doug Cymek, Councilman Jim Hall, City Manager Dennis Dare, Captain Robert Bokinsky, Captain Michael Colbert, Lt. Richard Moreck, PFC Hugh Bean

1. Review of the minutes of February 18, 2009 Police Commission Open Session Minutes-approved unanimously
2. Taxi Issues
 - A. Appeal of taxi Driver's license denial – Andrew Driscoll

Police Commission members agreed to grant Mr. Driscoll's request to be granted a taxi driver's license pending disclosure of a full criminal history and driving record with no additional charges other than those currently contained in his application file. He will be granted a probationary period through September 2009; his license will be rescinded if any further charges are levied. He shall appear before the Police Commission on September 9, 2009 for final review. Motion was made by Councilman Jim Hall and seconded by Councilman Cymek. Vote was unanimous

3. Traffic and Parking Commission Matters
4. False Alarm Hearings
 - A. Burger King – Appeal of False Alarm Fines- Mark James

Police Commission members agreed to grant Burger King forgiveness for fines in the amount of \$600.00 if Mr. James provides a letter from the alarm company by April 30, 2009 stating that repairs have been made to the alarm system and it is operational. A motion was made by Councilman Cymek and seconded by Councilman Jim Hall. Vote was unanimous.

5. Budget Reports
6. Review of General Orders
7. New Business
8. Old Business

The next scheduled Police Commission is April 8, 2009 at 3:00 P.M.