



**TOWN COUNCIL**  
**Work Session**  
**Cape Charles Civic Center**  
**April 7, 2016**  
**3:00 p.m.**

1. Call to Order: Roll Call
  
2. Order of Business
  - A. FY 2016/2017 General Fund Departmental Budgets-continued
    - i. Police Department
    - ii. Public Works
    - iii. Town Manager
  
  - B. Employee Wage Compensation Plan Review
  
3. Motion to Adjourn

Range of Expend Accounts: 100-310-410-1000- to 100-310-491-9120-  
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) \* 100

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****				
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
<b>PERSONNEL SERVICES - POLICE</b>										
100-310-410-1000-										
<b>Salaries &amp; Wages - Regular</b>										
100-310-410-1100-	175,843.53	194,196.91	198,517.92	188,350.80	197,993.64		241,488.10			0.00
	187,462.29	199,358.44	199,371.99	223,312.84	155,837.85	212,666.44				
Transfers	0.00	0.00	0.00	2,583.69	0.00					
Note: Includes new officer @\$37,981 and 624 premium hours. Dept head requests \$1000 increase for 5 current officers, and \$5,000 for Chief.										
<b>Salaries &amp; Wages - Overtime</b>										
100-310-410-1200-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00		5,015.65			0.00
	5,022.47	4,300.16	2,277.20	2,224.10	1,970.10	1,600.00				
Transfers	0.00	0.00	0.00	500.00	0.00					
<b>Employee Bonus</b>										
100-310-410-1250-	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>Control Total</b>	180,843.53	199,196.91	203,517.92	193,350.80	202,993.64		246,503.75	0.00	0.00	0.00
	192,484.76	203,658.60	201,649.19	225,536.94	157,807.95	214,266.44				
Transfers	0.00	0.00	0.00	3,083.69	0.00					
<b>EMPLOYEE BENEFITS - POLICE</b>										
100-310-420-2000-										
<b>FICA</b>										
100-310-420-2100-	14,296.46	15,706.99	15,930.58	15,234.83	16,440.37		19,184.59			0.00
	14,470.97	15,339.90	14,990.04	15,325.22	11,917.28	16,218.00				
<b>Retirement -VRS</b>										
100-310-420-2210-	21,364.99	17,069.91	16,988.07	9,465.35	9,899.68		14,000.00			0.00
	20,441.37	24,070.08	13,831.66	8,924.96	6,889.24	9,899.68				

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-310-000-0000-000	POLICE									

Note: Increase estimated for Hazardous Duty Retirement rate

Health & Dental

100-310-420-2300-	37,385.85	35,219.25	34,659.00	34,336.80	34,710.00		41,013.36			0.00
	34,401.70	29,834.25	19,712.10	25,939.77	25,404.57	34,710.00				

Life Insurance

100-310-420-2400-	492.36	2,563.40	2,299.86	2,416.69	2,293.67		2,939.58			0.00
	453.53	2,076.95	1,884.57	2,054.39	1,570.88	2,293.67				

Disability

100-310-420-2500-	1,266.07	1,398.22	1,391.51	1,072.32	1,119.57		1,335.55			0.00
	844.48	2,032.16	1,239.00	1,268.73	1,358.59	1,850.93				

State Unemployment

100-310-420-2600-	568.00	575.00	575.00	678.00	256.00		307.20			0.00
	765.60	555.10	618.65	443.20	170.09	256.00				

Worker's Comp

100-310-420-2700-	4,426.00	4,500.00	4,500.00	4,500.00	4,753.19		7,844.74			0.00
	4,474.24	4,934.00	3,675.29	4,280.00	6,516.65	6,668.40				

Control Total

	79,799.73	77,032.77	76,344.02	67,703.99	69,472.48		86,625.02	0.00	0.00	0.00
	75,851.89	78,842.44	55,951.31	58,236.27	53,827.30	71,896.68				

CONTRACTED SERVICES - POLICE

100-310-430-3000-

POLICE Contracted Services

100-310-430-3005-	0.00	0.00	0.00	0.00	3,000.00		2,500.00			0.00
	0.00	0.00	2,642.85	1,267.00	304.00	456.00				
Transfers	0.00	0.00	0.00	1,240.00	0.00					

Control Total

	0.00	0.00	0.00	0.00	3,000.00		2,500.00	0.00	0.00	0.00
	0.00	0.00	2,642.85	1,267.00	304.00	456.00				

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-310-000-0000-000	POLICE									
Transfers	0.00	0.00	0.00	1,240.00	0.00					
<b>PROFESSIONAL SERVICES - POLICE</b>										
100-310-430-3100-										
<b>Management Consulting</b>										
100-310-430-3130-	0.00	0.00	0.00	0.00	2,000.00		2,000.00			0.00
	0.00	0.00	0.00	0.00	0.00	2,000.00				
Note: Hazardous Duty Retirement Study										
<b>Information System Services</b>										
100-310-430-3160-	1,500.00	1,500.00	1,500.00	1,500.00	2,000.00		2,000.00			0.00
	1,600.78	1,100.00	2,180.00	1,643.20	1,170.00	2,000.00				
Control Total	1,500.00	1,500.00	1,500.00	1,500.00	4,000.00		4,000.00	0.00	0.00	0.00
	1,600.78	1,100.00	2,180.00	1,643.20	1,170.00	4,000.00				
<b>MAINTENANCE SERVICES - POLICE</b>										
100-310-430-3300-										
<b>Advertising</b>										
100-310-430-3600-	250.00	250.00	500.00	300.00	300.00		300.00			0.00
	426.60	382.56	1,266.31	0.00	0.00	300.00				
<b>Contracted Personnel Interpreter</b>										
100-310-430-3650-	150.00	100.00	100.00	100.00	300.00		200.00			0.00
	0.00	0.00	0.00	0.00	0.00	300.00				
<b>Employment/Volunteer Testing/Validation</b>										
100-310-430-3675-	120.00	120.00	160.00	160.00	80.00		80.00			0.00
	100.00	373.00	352.00	150.00	0.00	80.00				
Control Total	520.00	470.00	760.00	560.00	680.00		580.00	0.00	0.00	0.00
	526.60	755.56	1,618.31	150.00	0.00	680.00				

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				

Dept: 100-310-000-0000-000 POLICE

COMMUNICATIONS - POLICE  
100-310-452-5200-

Telecommunications										
100-310-452-5230-	4,500.00	3,500.00	3,000.00	3,000.00	2,568.00		2,600.00			0.00
	2,971.23	2,815.77	3,040.21	4,112.90	1,926.59	2,568.00				
Note: Cell phones										
Control Total	4,500.00	3,500.00	3,000.00	3,000.00	2,568.00		2,600.00	0.00	0.00	0.00
	2,971.23	2,815.77	3,040.21	4,112.90	1,926.59	2,568.00				

INSURANCE - POLICE  
100-310-453-5300-

Public Officials Liability										
100-310-453-5307-	2,474.00	2,474.00	2,474.00	2,474.00	4,750.00		4,432.00			0.00
	2,474.00	1,969.83	2,318.95	3,821.02	4,260.92	4,260.92				
Note: 4% Increase assumed										
Line of Duty Act Insurance Coverage										
100-310-453-5309-	1,169.45	1,169.45	1,430.00	1,200.00	1,200.00		3,000.00			0.00
	1,000.00	880.00	1,144.00	0.00	1,885.00	2,827.50				
Control Total	3,643.45	3,643.45	3,904.00	3,674.00	5,950.00		7,432.00	0.00	0.00	0.00
	3,474.00	2,849.83	3,462.95	3,821.02	6,145.92	7,088.42				

TRAVEL - POLICE  
100-310-455-5500-

Mileage										
100-310-455-5510-	250.00	350.00	350.00	500.00	1,000.00		1,000.00			0.00
	542.00	875.12	979.59	602.57	489.90	1,000.00				

Description Budget Account Number	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****		%PY	
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd Budgeted		
Dept: 100-310-000-0000-000 POLICE										
<b>Mileage, Gas, Tolls - Police Academy</b>										
100-310-455-5510-001	0.00	0.00	456.00	684.00	700.00		700.00			0.00
	0.00	0.00	539.47	104.10	0.00	0.00				
<b>Lodging &amp; Meals</b>										
100-310-455-5520-	250.00	250.00	250.00	350.00	500.00		500.00			0.00
	45.06	2,113.14	343.31	135.50	687.35	500.00				
<b>Lodging &amp; Meals - Police Academy</b>										
100-310-455-5520-001	0.00	0.00	2,140.00	1,300.00	1,500.00		1,500.00			0.00
	0.00	0.00	3,248.28	1,694.31	159.94	0.00				
<b>Convention &amp; Education</b>										
100-310-455-5540-	250.00	250.00	250.00	250.00	350.00					0.00
	90.00	0.00	0.00	0.00	0.00	0.00				
Control Total	750.00	850.00	3,446.00	3,084.00	4,050.00		3,700.00	0.00	0.00	0.00
	677.06	2,988.26	5,110.65	2,536.48	1,337.19	1,500.00				
<b>GRANT EXPENSES</b>										
100-310-457-5700-										
<b>USDA Grant TOWN MATCH - Police Vehicle</b>										
100-310-457-5715-	0.00	25,500.00	0.00	15,100.00	0.00					0.00
	0.00	35,895.00	0.00	17,225.51	0.00	0.00				
<b>USDA Grant - FPO Police Vehicle purchase</b>										
100-310-457-5716-	0.00	8,500.00	0.00	8,100.00	0.00					0.00
	0.00	15,250.00	0.00	8,100.00	0.00	0.00				
Control Total	0.00	34,000.00	0.00	23,200.00	0.00		0.00	0.00	0.00	0.00
	0.00	51,145.00	0.00	25,325.51	0.00	0.00				
<b>MISCELLANEOUS - POLICE</b>										
100-310-458-5800-										

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-310-000-0000-000 POLICE										
<b>Dues &amp; Associations</b>										
100-310-458-5810-	0.00	125.00	125.00	125.00	250.00		150.00			0.00
	0.00	0.00	0.00	0.00	150.00	150.00				
Control Total	0.00	125.00	125.00	125.00	250.00		150.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	150.00	150.00				
<b>MATERIALS &amp; SUPPLIES - POLICE</b>										
100-310-460-6000-										
<b>Office Supplies</b>										
100-310-460-6001-	800.00	800.00	800.00	1,200.00	2,000.00		2,000.00			0.00
	853.52	947.64	1,761.42	1,229.61	1,375.87	2,000.00				
<b>Computer Purch/Less than Capital Limit</b>										
100-310-460-6001-050	0.00	0.00	4,175.00	900.00	900.00		4,500.00			0.00
	0.00	0.00	3,439.80	805.40	1,207.70	1,207.70				
Note: Heavy duty service laptops x 2 @ \$1,250 and replace 2 x 2010 office computers @ \$1000 each										
<b>Repair &amp; Maintenance Supplies</b>										
100-310-460-6007-	400.00	400.00	400.00	300.00	700.00		1,000.00			0.00
	747.77	171.72	168.07	216.15	1,174.05	1,139.05				
Note: Equipment repair & periodic calibrations										
<b>Vehicle &amp; Powered Equipment Fuel</b>										
100-310-460-6008-	13,000.00	19,000.00	20,000.00	20,000.00	20,000.00		18,000.00			0.00
	21,626.96	17,544.33	17,164.53	14,733.36	7,819.76	10,056.51				
Transfers	0.00	0.00	0.00	1,740.00-	0.00					
Note: one additional vehicle, possible increase in pricing										
<b>Vehicle &amp; Powered Equipment Supplies</b>										
100-310-460-6009-	3,000.00	4,000.00	4,000.00	6,961.00	9,000.00		10,000.00			0.00
	6,813.52	3,867.67	4,009.68	7,761.94	9,897.14	7,534.48				
Transfers	0.00	0.00	0.00	0.00	3,000.00					
Note: incl \$5000 to outfit new vehicle										

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-310-000-0000-000 POLICE										
<b>Police Supplies (Guns, Ammunition, Safet</b>										
100-310-460-6010-	2,000.00	2,000.00	2,000.00	5,224.00	6,000.00		5,000.00			0.00
	1,717.26	1,633.08	797.71	7,058.58	4,462.91	6,000.00				
Transfers	0.00	0.00	0.00	1,968.00	0.00					
Note: Includes new officer's gear										
<b>Uniforms</b>										
100-310-460-6011-	2,500.00	2,500.00	2,000.00	3,500.00	8,000.00		6,000.00			0.00
	1,282.50	2,014.60	1,679.50	3,606.85	2,381.96	8,000.00				
Transfers	0.00	0.00	0.00	0.00	3,000.00-					
<b>Books &amp; Subscriptions</b>										
100-310-460-6012-	405.00	475.00	495.00	527.50	550.00					0.00
	445.00	485.00	527.50	0.00	0.00	0.00				
<b>Education</b>										
100-310-460-6013-	2,000.00	2,000.00	2,000.00	2,500.00	3,500.00		2,500.00			0.00
	900.00	1,313.94	1,130.00	1,938.00	2,064.00	3,500.00				
<b>Byrne Grant Expenses</b>										
100-310-460-6014-200	2,094.00	750.00	11,980.00	2,104.00	1,132.00		1,300.00			0.00
	2,294.00	793.74	871.00	2,104.00	1,141.00	1,141.00				
<b>Control Total</b>	26,199.00	31,925.00	47,850.00	43,216.50	51,782.00		50,300.00	0.00	0.00	0.00
Transfers	36,680.53	28,771.72	31,549.21	39,453.89	31,524.39	40,578.74				
	0.00	0.00	0.00	228.00	0.00					
<b>ADDITIONS - POLICE</b>										
100-310-482-8200-										
<b>Vehicles</b>										
100-310-482-8205-	0.00	0.00	0.00	0.00	26,000.00		27,000.00			0.00
	0.00	0.00	0.00	0.00	26,668.00	26,668.00				
<b>Computer/Electronics</b>										

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-310-000-0000-000	POLICE									
100-310-482-8207-	0.00	0.00	0.00	0.00	10,600.00		10,600.00			0.00
	0.00	0.00	0.00	0.00	9,887.00	9,640.00				
Note: Vehicle Cameras x 2										
Control Total	0.00	0.00	0.00	0.00	36,600.00		37,600.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	36,555.00	36,308.00				
POLICE DEBT SERVICE										
100-310-491-9100-										
Debt Service-Principal-Police Vehicles										
100-310-491-9110-	0.00	0.00	0.00	0.00	10,879.00		10,446.72			0.00
	0.00	0.00	0.00	0.00	5,722.09	5,197.70				
Note: 2012 charger \$3324, 2015 F150 \$3392, 2016 Ford Explorer \$3730.72										
Debt Service-Interest-Police Vehicles										
100-310-491-9120-	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	162.91	133.00				
Control Total	0.00	0.00	0.00	0.00	10,879.00		10,446.72	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	5,885.00	5,330.70				
Dept Total	297,755.71	352,243.13	340,446.94	339,414.29	392,225.12		452,437.49	0.00	0.00	0.00
Transfers	314,266.85	372,927.18	307,204.68	362,083.21	296,633.34	384,822.98				
	0.00	0.00	0.00	4,551.69	0.00					
Budgeted Total	297,755.71	352,243.13	340,446.94	339,414.29	392,225.12		452,437.49	0.00	0.00	0.00
Transfers	314,266.85	372,927.18	307,204.68	362,083.21	296,633.34	384,822.98				
	0.00	0.00	0.00	4,551.69	0.00					
Non-Budget Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	297,755.71	352,243.13	340,446.94	339,414.29	392,225.12		452,437.49	0.00	0.00	0.00
Transfers	314,266.85	372,927.18	307,204.68	362,083.21	296,633.34	384,822.98				
	0.00	0.00	0.00	4,551.69	0.00					
Year Total	297,755.71	352,243.13	340,446.94	339,414.29	392,225.12		452,437.49	0.00	0.00	0.00

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY	
Dept: 100-310-000-0000-000	POLICE										
Transfers	314,266.85 0.00	372,927.18 0.00	307,204.68 0.00	362,083.21 4,551.69	296,633.34 0.00	384,822.98					

**PERSONNEL REQUEST - NEW POSITION or PART-TIME INCREASED HOURS**

**DEPARTMENT NAME:** Police

**DEPARTMENT #:** Police

**BUDGET YEAR:** FISCAL YEAR 2017 (July 1, 2016 - June 30, 2017)

**DEPT. PRIORITY NO.**

POSITION TITLE	PT or FT	# OF POSITIONS REQUESTED	# OF HOURS PER PAY PERIOD	HOURLY RATE OR ANNUAL SALARY	TOTAL SALARY
Patrol Officer	full time	1	40		32,000-38,000

**1. Describe the work (including supervision received, general statement of duties, supervision exercised); distinguishing characteristics; typical duties; knowledge, skills and abilities, minimum qualifications of education and experience. Please attach proposed job description, if new position.**

See Attached

**2. Provide specific information to justify why this new position is needed. If increased workload is the basis for the new position, quantifiable data must be provided to support the request.**

See Attached

**3. Have other alternative methods of staffing been considered in lieu of a new position, such as internal promotions, job enrichment, job combination or sharing? Describe the alternative staffing methods considered.**

See Attached

**4. Cost Savings?**

See Attached

**5. List any additional expenses associated to accommodate a new position, such as computer station, desk, chair, vehicle, uniforms, memberships, certifications, etc. Identify if the cost is recurring or one-time.**

See Attached

The International Association of Chiefs of Police (IACP) has developed a method for determining patrol force manpower needs based on the actual or estimated complaint or incident experience in the community. The Pennsylvania Department of Community and Economic Development has found the IACP method to be most reliable in determining manpower needs. The method which follows determines the level of required patrol officer positions and does not include administrators, supervisors, or specialists. It provides the basis from which a community can estimate minimum staffing needs.

### **Calculating Patrol Force Staffing Needs**

**Step 1.** Determine the number of complaints or incidents received and responded to in a year by the police agency. Complaints and incidents include all forms of police activity when an officer responded and/or took an official action. It does not include situations where advice was given over the telephone, delivering messages, handling internal police department matters, etc. If the actual complaint or incident count is not available, an estimate may be used. Sound estimates may be made based upon the assumption that, on the average in any community, 550 complaints or incidents will occur for every 1,000 residents, or .55 per resident. **The Town of Cape Charles has a population of 1,009 according to the most recent Census in 2010.**

**Population X Complaints = Estimated Calls for service**

**COMPLAINTS IN YEAR 2014:**

**Calls for service in Cape Charles: 566**

**Calls of service outside Cape Charles: 188**

**TOTAL CALLS: 754**

**COMPLAINTS AS OF YEAR 2015 (As of OCT. 2015):**

**Calls for service in Cape Charles: 630**

**Calls of service outside Cape Charles: 137**

**TOTAL CALLS: 767**

**CALCULATION:**

**YEAR 2014:  $1,009 \times .75 = 756.75$  OR **757 CALLS FOR SERVICE****

**YEAR 2015:  $1,009 \times .78 = 787.02$  OR **787 CALLS FOR SERVICE****

**Step 2.** Multiply the total complaints or incidents by 0.75 (45 minutes). It is generally accepted that 45 minutes is the average time necessary to handle a complaint or incident.

YEAR 2014:  $757 \times .75 = 567.75$  Minutes

YEAR 2015:  $787 \times .75 = 590.25$  Minutes

**Step 3.** Multiply by three to add a buffer factor and time for preventive patrol. General experience has shown that about one-third of an officer's time should be spent handling requests for services. Other requirements for servicing police vehicles, personal relief, eating and supervision must be considered. Time for preventative patrol must also be taken into consideration. Multiplying by three makes up the unknowns.

YEAR 2014:  $567.75 \times 3 = 1,703.25$

YEAR 2015:  $590.25 \times 3 = 1,770.75$

**Step 4.** Divide the product by 2,920 - the number of hours necessary to staff one basic one-officer patrol unit for one year (8 hours X 365 days = 2,920).

YEAR 2014:  $2,920/1,703.25 = 1.71$

YEAR 2015:  $2,920/1,770.75 = 1.65$

According to the application of the IACP formula it takes **1.71** patrol elements to handle the estimated 754 incidents in 2014 and **1.65** patrol elements to handle the estimated 767 incidents in 2015 (As of OCT. 2015).

If police officers worked every day of the year without any time off then the respective number of patrol elements would be all that was needed to handle the estimated incidents. Since police officers cannot be expected to work every day, the amount of time an officer is actually on duty must be determined to establish precisely how many officers are required to staff the patrol elements. A review of the benefits department personnel receive indicates that the average police officer in the department has the following amount of time off duty.

**(NON-AVAILABLE POLICE OFFICER TIME)**

Regular Days off (104 days)	832	hours
Holidays (12 days)	96	hours
Bereavement: (4 days)	32	hours
Vacation: (15 days average)	120	hours
Sick Days (estimated average 20 days)	160	hours
Court Time (conservative estimated at 5 days)	40	hours
Training Days (mandatory training 5 days)	40	hours
Personal Days (2 days)	16	hours
<b>TOTAL AVERAGE TIME OFF</b>	<b>1,336</b>	<b>hours</b>
<b>TOTAL TIME AVAILABLE FOR DUTY</b>	<b>1,584</b>	<b>hours</b>

Of the 2,920 hours needed to staff one patrol element, a police officer is not available 1,336 hours or is available 1,584 hours. To determine how many officers are necessary to staff one patrol element divide the 2,920 hours needed for one year, by the number of hours available ( $2,920/1,584 = 1.84$ ). This means that 1.84 officers are required to fill each patrol element. By multiplying the availability factor (1.84) by the number of patrol elements you have the number of patrol officers needed.

$$\text{YEAR 2014: } 1.84 \times 1.71 = 3.15$$

$$\text{YEAR 2015: } 1.84 \times 1.65 = 3.03$$

The calculations indicate that **3 patrol officers** (based off of current 2015 calculations) are **needed to respond** to the number of incidents in the Borough. These calculations indicate the number of patrol officers needed. **They do not include the Chief or any other sworn personnel assigned to duties other than patrol.**

As stated in the IACP formula above, it takes approximately 45 minutes to deal with an average call. The Governor's Center for Local Government Services has developed a Police Activity Weighting Scale that applies to this 45 minute limit. Each type of call or incident is given a "Weight Value" based upon the time it actually took to complete it in a study done by DCED. A "Weight of 1 is given to any type of call that takes 45 minutes or any part thereof. So if an average robbery call takes 2 hour and 26 minutes, it will have a weight value of 4.

**See the following page for the weighing chart and applicable figures**

**Police Activity Weighting Factors for the Application of IACP Police Patrol Force Staffing Formula  
Cape Charles Police Department – Jan. 2015-Oct. 2015**

<b>Activity</b>	<b>Estimated Time To Handle</b>	<b>Weight Value</b>	<b>Reported Incidents</b>	<b>Computed Value</b>
<b>Part I Crimes</b>				
Criminal Homicide	200 Hours	267	0	0
Forcible Rape	200 Hours	267	1	267
Robbery	150 Hours	200	1	200
Aggravated Assault	150 Hours	200	0	0
Burglary	150 Hours	200	5	1000
Larceny/Theft	100 Hours	133	6	798
Motor Vehicle Theft	100 Hours	133	2	266
Abduction	100 Hours	133	2	266
Arson	100 Hours	133	0	0
<b>Total Part I Crimes</b>			<b>17</b>	<b>2797</b>
<b>Part II Crimes</b>				
Other Assaults	20 Hours	27	10	270
Intimidation	10 Hours	13	1	13
Forgery	100 Hours	133	0	0
Fraud	100 Hours	133	1	133
Embezzlement	100 Hours	133	0	0
Receiving Stolen Property	40 Hours	53	0	0
Vandalism	40 Hours	53	10	530
Weapons Offenses	50 Hours	67	3	201
Prostitution/Vice	100 Hours	133	0	0
Sex Offenses (except 2 & 16)	150 Hours	200	1	200

Narcotics/Drugs	40 Hours	53	5	265
Gambling	40 Hours	53	0	0
Offenses Against Family/Children	50 Hours	67	1	67
Driving Under The Influence	10 Hours	13	2	26
Liquor Law Violations	5 Hours	7	0	0
Drunkenness	5 Hours	7	50	350
Disorderly Conduct	5 Hours	7	20	140
Vagrancy	5 Hours	7	2	14
All Other Offenses	5 Hours	7	25	350
<b>Total Part II Crimes</b>			<b>131</b>	<b>2559</b>

**Other Activity**

Accidents (reportable)	10 Hours	13	4	52
Accidents (non-reportable)	45 Minutes	1	8	8
Parking Complaints	16 minutes	1	50	50
Driving Complaints	20 minutes	1	10	10
Family Disputes	36 minutes	1	50	50
Fights	41 minutes	1	15	15
Noise Complaints	23 minutes	1	15	15
Barking Dogs	17 minutes	1	4	4
Prowlers	29 minutes	1	1	1
Mischief	28 minutes	1	5	5
Animal Complaints (except 34)	24 minutes	1	5	5
Assisting Other Agencies	1 Hour	1	150	150
Open Doors	32 minutes	1	5	5
Suspicious Circumstances	1 Hour	1	10	10
Suspicious Persons	25 minutes	1	25	25
Alarm Response	25 minutes	1	187	187
Dangerous/Hazardous Conditions	1 hour 2 minutes	2	15	30

Other Incidents	45 minutes	1	60	60
<b>Total Other Activity</b>			<b>619</b>	<b>682</b>
<b>Grand Totals</b>			<b>767</b>	<b>6038</b>

By returning to Step 2 of the original IACP formula for calculating patrol force staffing need and using the new computed value of 6,038 as shown on the previous page, the following figures are derived.

**Step 2.** Multiply the total complaints or incidents by 0.75 (45 minutes). It is generally accepted that 45 minutes is the average time necessary to handle a complaint or incident.

$$6,038 \times .75 = 4,528.50$$

**Step 3.** Multiply by three to add a buffer factor and time for preventive patrol. General experience has shown that about one-third of an officers time should be spent handling requests for services. Other requirements for servicing police vehicles, personal relief, eating and supervision must be considered. Time for preventative patrol must also be taken into consideration. Multiplying by three makes up the unknowns.

$$4,528.50 \times 3 = 13,585.50$$

**Step 4.** Divide the product by 2,920 - the number of hours necessary to staff one basic one-officer patrol unit for one year (8 hours X 365 days = 2,920).

$$13,585.50 / 2,920 = 4.65$$

With the new application of the weighting formula it now takes **4.65 patrol elements** to handle the 767 incidents as reported for The Town of Cape Charles (As of January 2015-October 2015).

Again taking the 1.84 availability figure calculated previously that is required to fill each patrol element and by multiplying that availability factor (1.84) by the number of patrol elements (4.65) you now have a new number of the number of patrol officers needed.

**Step 7.**

**1.84 X 4.65 = 8.556 OR 9 Patrol Officers**

# Cost of additional officer

- Base salary for new officer before academy: 31,000
  - Police academy 4.5 months of training ( room, meals, and tolls): 2,500
  - Plus the 4.5 months of payroll while in the academy.
  - Will not have officer for summer months
  - Hiring a certified officer: 34,000-39,000
  - No police academy to attend
  - Starts work after a short field training period.
  - Will be available for summer months.
- 
- Police car: we have spare and with new car purchase we will continue to have a spare in service when problems arise with primary cars.
- 
- Uniforms : money already in budget to cover the costs.
- 
- Weapon: \$400.00 (handgun)
- 
- Taser: \$1,200.00
- 
- Body cam; \$300.00
- 
- Computer; \$2,500.00 (toughbook)
- 
- Portable radio: (have spare)

## 2014 yearly stats

Call for service in Cape Charles: 566

Call for service outside Cape Charles: 188

Total calls for service: 754

Felony arrests: 19

Misdemeanor arrests: 46

Traffic warnings: 154

Traffic summons: 141

Parking tickets: 63

Building checks: 429

Foot patrol hours: 893

Baycreek hours: 291

## 2015 yearly stats

Calls for service Cape Charles: 732

Baycreek hours: 677.5

Calls for service outside Cape Charles: 173

Total calls for service: 905

Felony arrests: 31

Misdemeanor arrests: 40

Traffic warnings: 234

Traffic summons: 79

Parking tickets: 71

Building checks: 521

Foot patrol hours: 914.5

**TOWN OF CAPE CHARLES  
FY2017 CAPITAL PROJECT REQUEST**

**FUND:** \_\_\_\_\_

**DEPARTMENT NAME:** Police

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** in car cameras

**TOTAL DOLLAR AMOUNT:** \$10,600.00

**NEW OR REPLACEMENT:** new

**PROJECTED MATCHING FUNDS:**  
 \_\_\_\_\_

**DESCRIBE IF OVER MULTIPLE YEARS:**  
 asked for 4 dash cameras last year, purchased 2 and 2 more this year

**BENEFIT TO TOWN/DEPARTMENT:**  
 an audio and visual recording of police actions while driving patrol cars. Protection from civil action and wrongful complaints, used in prosecution of cases.

**OTHER ALTERNATIVES:**  
 \_\_\_\_\_

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2015):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Police car	1	\$ 27,000.00	\$27,000.00
dash cameras	2	\$ 5,300.00	\$ 10,600.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ 32,300.00</b>	<b>\$ 37,600.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.  
 ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.**

**TOWN OF CAPE CHARLES  
FY2017 CAPITAL PROJECT REQUEST**

**FUND:** \_\_\_\_\_

**DEPARTMENT NAME:** Police

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** patrol car

**TOTAL DOLLAR AMOUNT:** \$27,000.00

**NEW OR REPLACEMENT:** replace

**PROJECTED MATCHING FUNDS:**

**DESCRIBE IF OVER MULTIPLE YEARS:**

**BENEFIT TO TOWN/DEPARTMENT:**

**OTHER ALTERNATIVES:**

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2015):**

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Police car	1	\$ 27,000.00	\$27,000.00
dash cameras	2	\$ 5,300.00	\$ 10,600.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ 32,300.00</b>	<b>\$ 37,600.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.  
 ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.**

Contract Line Item #	Vehicle Configurator			Option / Order Code	UNIT PRICE	K8A MARKED UTILITY ENTER QUANTITY IN YELLOW COLUMN ONLY.	K8A/16D UNMARKED UTILITY ENTER QUANTITY IN YELLOW COLUMN ONLY.
	DPS Contract # E194-1334 eVA Commodity: Full Size Police Vehicle - 2016 Ford Police UTILITY eVA Vendor: Haley Ford South NIGP Commodity Code: 07105 This form may be used to order a model with the same options & configuration per model. Please complete a separate spreadsheet for models with different configurations/options. Grayed lines are not available for the model. Be sure to attach all spreadsheets to your Purchase Order. Complete the yellow blocks only. **The Contract # MUST be shown in the "Contract Number" Field of the Line item.						
1	K8A: MARKED UTILITY- 2016 Ford Police Interceptor, AWD, 500A, Base Vehicle (Be sure to indicate color choice below)			K8A	\$ 25,728.00		
2	K8A/19D: UNMARKED UTILITY, 2016 Ford Police Interceptor, AWD, 500A Base Vehicle (Be sure to indicate color choice below)			K8A/16D	\$ 25,728.00		1 \$ 25,728.00
3	Additional Delivery Charges -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.			N/A	\$ 1.80		

### ADD-ON OPTIONS

A1	ENGINE	Engine Block Heater	41H	\$ 81.00			
A2	LAMPS / WIRING	Dark Car Feature	43D	\$ 18.00			
A3		Daytime Running Lamps	942	\$ 40.50			
A4		Pre-Wiring for Grille Lamp, Siren and Speaker	60A	\$ 45.00			
A5		Spot Lamp - Driver Side - LED Bulb	51R	\$ 355.50			
A6		Dual Spot lamp (driver and passenger) LED Bulb. Requires delete/credit of 21L, included with Base Vehicle, shown in delete section.	51S	\$ 558.00			
A7		Spot lamp -Driver Side -Incandescent Bulb. Requires delete/credit of 21L, included with Base Vehicle, shown in delete section.	51Y	\$ 193.50			
A8		Dual Spot lamp - (driver and passenger) Incandescent Bulb. Requires delete/credit of 21L, included with Base Vehicle, shown in delete section.	51Z	\$ 315.00			
A9		INTERIOR	Interior Upgrade Package (includes 88F)	65U	\$ 351.00		
A10		1st and 2nd row carpet floor covering in lieu of vinyl	16C	\$ 112.50			
A11		2nd Row Cloth Seats (included in 65U)	88F	\$ 54.00			112 54
A12	AUDIO / VIDEO	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	\$ 270.00		1	\$ 270.00
A13		Rear View Camera (Requires 53M) Standard in 2016 Model		\$ -			
A14		SYNC Basic	53M	\$ 265.50			
A15		Re-mappable (4) switches on steering wheel with voice. (Requires 53M).	61S	\$ 139.50			
A16		Re-mappable (4) switches on steering wheel, less voice	61R	\$ 139.50			
A17	SAFETY / SECURITY	Perimeter Anti-theft Alarm - Activated by Hood, Door or Decklid	593	\$ 108.00			
A18		Remote Keyless Entry	595	\$ 234.00		1	\$ 234.00
A19		Reverse Sensing	76R	\$ 247.50			
A20		BLIS (Requires 21B)	55B	\$ 490.50			
A21		Ballistic Door Panels - Driver Front Door Only	90D	\$ 1,426.50			
A22		Ballistic Door Panels - Driver & Passenger Front Door	90E	\$ 2,853.00			
A23		Heated Mirrors, Non-BLIS	549	\$ 54.00			
A24	Side Marker Lights in Sideview Mirrors	63B	\$ 261.00				
A25	DOORS / WINDOWS	Hidden Door Lock Plunger.	52H	\$ 126.00			
A26		Hidden Door Lock Plunger and Rear Door Handle Inoperable	52P	\$ 144.00			
A27		Rear Door Handles Inoperable / Locks Operable	68L	\$ 31.50			
A28		Rear Door Handles Inoperable / Locks Inoperable	68G	\$ 31.50			
A29		Windows - Rear window power delete, operable from front driver side switches.	18W	\$ 22.50			
A30		Glass - Solar Tint 2nd and 3rd Row (deletes Privacy Glass)	92G	\$ 108.00			
A31		Glass - Solar Tint 2nd Row Only (deletes Privacy Glass)	92R	\$ 76.50			
A32	BODY	Roof Rack Side Rails - Black	68Z	\$ 139.50			
A33		Key Alike -1435x	59E	\$ 45.00			
A34		Key Alike -1284x	59B	\$ 45.00			
A35		Key Alike - 0135x	59D	\$ 45.00			

A49	STD. PAINT OPTIONS (MUST CHOOSE ONE!)	Std. Exterior Color - Medium Brown Metallic	BU	\$ -	\$ -	\$ -
A50		Std. Exterior Color - Arizona Beige Clearcoat	E3	\$ -	\$ -	\$ -
A51		Std. Exterior Color - Smokestone Metallic	HG	\$ -	\$ -	\$ -
A52		Std. Exterior Color - Kodiak Brown Metallic	J1	\$ -	\$ -	\$ -
A53		Std. Exterior Color - Shadow Black	G1	\$ -	\$ -	1 \$ -
A54		Std. Exterior Color - Dark Toreador Red Metallic	JL	\$ -	\$ -	\$ -
A55		Std. Exterior Color - Norsesea Blue Metallic	KR	\$ -	\$ -	\$ -
A56		Std. Exterior Color - Dark Blue	LK	\$ -	\$ -	\$ -
A57		Std. Exterior Color - Royal Blue	LM	\$ -	\$ -	\$ -
A58		Std. Exterior Color - Light Blue Metallic	LN	\$ -	\$ -	\$ -
A59		Std. Exterior Color - Blue Jeans Metallic	N1	\$ -	\$ -	\$ -
A60		Std. Exterior Color - Ultra Blue Metallic	MM	\$ -	\$ -	\$ -
A61		Std. Exterior Color - Light Grey (Not Available)	TM	\$ -	\$ -	\$ -
A62		Std. Exterior Color - Silver Grey Metallic	TN	\$ -	\$ -	\$ -
A63		Std. Exterior Color - Ebony	UA	\$ -	\$ -	\$ -
A64		Std. Exterior Color - Sterling Grey Metallic	UJ	\$ -	\$ -	\$ -
A65		Std. Exterior Color - Ingot Silver Metallic	UX	\$ -	\$ -	\$ -
A66	Std. Exterior Color - Medium Titanium Metallic	YG	\$ -	\$ -	\$ -	
A67	Std. Exterior Color - Oxford White	YZ	\$ -	\$ -	\$ -	

Standard Exterior Color: MUST CHOOSE ONE!

**DELETE OPTIONS**

D1	Delete Auxiliary Air Conditioning	-17A	\$ (488.00)	\$ -	\$ -
D2	Delete Full size wheel covers	-65L	\$ (48.00)	\$ -	\$ -
D3	Delete Red/White Dome Lamp (17T) in Cargo Area	-17T	\$ (40.00)	\$ -	\$ -
D4	Delete Tremco Anti-theft system stated in Base Vehicle.		\$ (75.04)	\$ -	\$ -
D5	Delete All non-standard and extra Radio Noise Suppression Equipment and Grounding Packages.	-20P	\$ (76.00)	\$ -	\$ -

**LOCAL GOVERNMENT ONLY OPTIONS**

L1	Local Government Only Option - Police Interceptor 22 - Tail Lamp Lighting Solution	66B	\$ 382.50	\$ -	\$ -
L2	Local Government Only Option - Police Interceptor 23 - Rear Lighting Solution	66C	\$ 409.50	\$ -	\$ -
L3	Local Government Only Option - Police Interceptor 24 - Cargo Wiring Upfit Package	67G	\$ 1,206.00	\$ -	\$ -
L4	Local Government Only Option - Federal Signal Siren/Light Controller w/ PA	PA640	\$ 370.00	\$ -	\$ -
L5	Local Government Only Option - Whelen Siren/Light Controller w/ PA	295SLSA 6	\$ 334.00	\$ -	1 \$ 334.00

Total Cost for each Base Vehicle plus Mileage & Options 1 ea #DIV/0! 1 ea \$ 26,566.00

Column Totals for All Base Vehicle Plus Options 0 \$ 1 \$ 26,566.00

Grand Total of all vehicles ordered on this spreadsheet: \$ 26,566.00

Enter Other Information or Instructions in Yellow Block to the Right (PICK COLOR CHOICES ABOVE)

This space may not be used to order items that are not on this contract above.

Use this spread sheet to configure your vehicle(s). You will need to use a separate column for each model type you are ordering. Use a separate spreadsheet for each model type ordered if it has different options. Only complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option you want to order. When you are done, name & save the spreadsheet to your hard drive. Log into to eVA. When you get to the add items page click on the non-catalog tab. Enter a separate line item for each model & configuration and your description as follows; Vehicle Year, Make & Model per contract <Enter Contract Number>, see attached spreadsheet titled \_\_\_\_\_ for this line item. When you get to the comments section of the requisition, check to include the comments and attachments; select the attach file option and attach this spread sheet as your attached file.

Range of Expend Accounts: 100-430-410-1000- to 100-430-491-9120-  
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) \* 100

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	%PY
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted						
<b>PERSONNEL SERVICES - PUBLIC WORKS</b>											
<b>100-430-410-1000-</b>											
<b>Salaries &amp; Wages - Regular</b>											
100-430-410-1100-	95,691.44	103,145.09	106,080.00	108,201.00	109,179.20		109,179.20				0.00
	94,407.42	95,300.34	110,542.82	116,548.77	72,762.48	100,000.00					
Transfers	0.00	0.00	0.00	1,971.55	0.00						
Note: Requested \$5000 increase for Supervisor, not reflected; 4 full time employees											
<b>Salaries &amp; Wages - Director</b>											
100-430-410-1150-	18,700.94	19,834.36	19,832.28	20,229.02	20,229.00		20,229.01				0.00
	19,341.42	19,815.43	19,832.28	20,726.60	14,782.76	20,229.00					
Note: D Fauber @ 33.33% of salary											
<b>Salaries &amp; Wages - Overtime</b>											
100-430-410-1200-	1,500.00	1,000.00	1,500.00	1,500.00	1,500.00		1,500.00				0.00
	629.81	982.80	694.13	1,500.66	0.01-	1,000.00					
<b>Employee Bonus</b>											
100-430-410-1250-	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>Part-Time Salaries &amp; Wages - Regular</b>											
100-430-410-1300-	0.00	0.00	0.00	0.00	0.00						0.00
	0.00	0.00	0.00	0.00	1,690.00	1,690.00					
<b>Control Total</b>	<b>115,892.38</b>	<b>123,979.45</b>	<b>127,412.28</b>	<b>129,930.02</b>	<b>130,908.20</b>		<b>130,908.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Transfers	114,378.65	116,098.57	131,069.23	138,776.03	89,235.23	122,919.00					
	0.00	0.00	0.00	1,971.55	0.00						

**EMPLOYEE BENEFITS - PUBLIC WORKS**  
100-430-420-2000-

Description Budget Account Number	2012	2013	2014	2015	***** 2016 *****		***** 2017 *****			%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	
Dept: 100-430-000-0000-000	PUBLIC WORKS									
FICA										
100-430-420-2100-	7,487.86 6,918.14	8,062.19 7,350.17	8,229.87 8,597.89	8,441.88 8,064.10	8,616.42 6,339.69	8,616.42	10,204.10			0.00
Note: Includes D Fauber										
Retirement -VRS										
100-430-420-2210-	11,626.51 12,679.54	9,066.45 13,987.98	9,324.43 10,904.82	5,594.02 6,023.79	6,690.40 4,240.06	6,690.40	4,902.15			0.00
Health & Dental										
100-430-420-2300-	29,908.68 26,611.64	28,175.40 22,228.30	27,727.20 25,319.18	27,469.44 23,126.66	30,081.77 20,178.02	30,010.74	27,342.24			0.00
Life Insurance										
100-430-420-2400-	267.94 274.58	1,361.52 1,207.02	1,262.36 1,492.35	1,428.26 1,386.52	1,539.96 958.87	1,539.96	1,430.25			0.00
Disability										
100-430-420-2500-	688.98 277.68	742.64 1,208.69	763.78 855.49	649.71 637.55	783.50 651.70	864.72	654.50			0.00
State Unemployment										
100-430-420-2600-	454.40 596.39	454.40 352.39	454.40 433.27	542.40 302.41	256.00 122.46	256.00	256.00			0.00
Note: Includes D Fauber										
Public Works Benefits - Director										
100-430-420-2650-	6,430.10 4,024.53	6,061.89 3,654.33	5,957.39 4,212.34	5,431.98 3,947.85	1,575.80 2,333.55	3,488.07	3,580.58			0.00
Worker's Comp										
100-430-420-2700-	5,120.00 6,375.48	6,500.00 3,910.00	6,500.00 5,308.75	0.00 2,746.00	2,880.01 3,878.05	4,472.34	3,981.87			0.00
Control Total	61,984.47	60,424.49	60,219.43	49,557.69	52,423.86		52,351.69	0.00	0.00	0.00

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-430-000-0000-000	PUBLIC WORKS									
	57,757.98	53,898.88	57,124.09	46,234.88	38,702.40	55,938.65				

PROFESSIONAL SERVICES - PUBLIC WORKS  
100-430-430-3100-

Information System Services

100-430-430-3160-	200.00 0.00	200.00 100.00	100.00 0.00	100.00 93.20	100.00 0.00	100.00	100.00			0.00
Control Total	200.00 0.00	200.00 100.00	100.00 0.00	100.00 93.20	100.00 0.00	100.00	100.00	0.00	0.00	0.00

MAINTENANCE SERVICES - PUBLIC WORKS  
100-430-430-3300-

Repair & Maintenance

100-430-430-3310-	0.00 726.42	0.00 0.00	0.00 0.00	0.00 0.00	2,400.00 0.00	2,400.00	6,500.00			0.00
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Note: Bi-weekly deep cleaning Town office public areas, bi-weekly cleaning Civic Center, Beach & Park Restrooms weekly April-Sept. PW continues daily maintenance cleaning.

Maintenance Service Contracts

100-430-430-3320-	1,195.00 2,494.50	1,195.00 523.50	1,195.00 1,723.50	3,345.00 1,800.00	1,200.00 600.00	2,400.00	2,400.00			0.00
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Note: 1200 Municipal Bldg, 1200 Library HVAC annual maintenance

Mosquito Spraying

100-430-430-3322-	0.00 1,400.00	4,200.00 4,200.00	4,200.00 2,100.00	4,200.00 1,400.00	4,350.00 2,800.00	4,350.00	4,350.00			0.00
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Note: \$750 four times per year

Waste Removal Service

100-430-430-3330-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 150.00	150.00	150.00			0.00
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Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-430-000-0000-000	PUBLIC WORKS									

Note: 4th of July Davis Disposal services

Grounds Maintenance

100-430-430-3335-	42,000.00	50,000.00	50,000.00	50,000.00	50,000.00		51,600.00			0.00
	31,029.00	41,375.00	51,690.94	53,264.50	40,224.00	50,000.00				

Note: Add mowing Museum property per Museum request; in-house or add to Browder Hite scope (?)

Advertising

100-430-430-3600-	300.00	400.00	600.00	600.00	600.00		325.00			0.00
	445.60	916.20	661.95	489.89	304.10	450.00				

Employment/Volunteer Testing/Validation

100-430-430-3675-	170.00	170.00	170.00	170.00	150.00		150.00			0.00
	130.00	112.00	174.00	150.00	75.00	150.00				

Control Total	43,665.00	55,965.00	56,165.00	58,315.00	58,700.00		65,475.00	0.00	0.00	0.00
	36,225.52	47,126.70	56,350.39	57,104.39	44,153.10	59,900.00				

PURCHASE OF SERVICES FROM OTHER GOVT UNI

100-430-430-3800-

Landfill Disposal

100-430-430-3810-	3,000.00	2,000.00	1,500.00	3,500.00	3,000.00					0.00
	4,596.39	3,173.94	1,284.00	2,433.60	0.00	0.00				

Control Total	3,000.00	2,000.00	1,500.00	3,500.00	3,000.00		0.00	0.00	0.00	0.00
	4,596.39	3,173.94	1,284.00	2,433.60	0.00	0.00				

UTILITIES - PUBLIC WORKS

100-430-451-5100-

Electric

100-430-451-5110-	38,000.00	48,000.00	48,000.00	52,000.00	46,000.00		46,000.00			0.00
	33,752.54	43,712.39	44,322.50	47,849.08	35,716.54	46,928.85				

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** 2017 ***** Requested	Admin. Recmnd	Budgeted	%PY
Dept: 100-430-000-0000-000 PUBLIC WORKS										
<b>Heating</b>										
100-430-451-5120-	0.00	0.00	0.00	0.00	1,850.00		1,500.00			0.00
	0.00	0.00	0.00	1,636.98	289.84	1,500.00				
Control Total	38,000.00	48,000.00	48,000.00	52,000.00	47,850.00		47,500.00	0.00	0.00	0.00
	33,752.54	43,712.39	44,322.50	49,486.06	36,006.38	48,428.85				
<b>COMMUNICATIONS - PUBLIC WORKS</b>										
100-430-452-5200-										
<b>Telecommunications</b>										
100-430-452-5230-	6,500.00	1,050.00	500.00	500.00	1,200.00		1,500.00			0.00
	5,089.15	477.22	452.90	1,181.36	1,058.00	1,400.00				
Note: cell phones										
Control Total	6,500.00	1,050.00	500.00	500.00	1,200.00		1,500.00	0.00	0.00	0.00
	5,089.15	477.22	452.90	1,181.36	1,058.00	1,400.00				
<b>TRAVEL - PUBLIC WORKS</b>										
100-430-455-5500-										
<b>Mileage</b>										
100-430-455-5510-	150.00	200.00	350.00	600.00	400.00		300.00			0.00
	309.26	536.87	262.98	577.39	161.10	300.00				
<b>Lodging &amp; Meals</b>										
100-430-455-5530-	0.00	400.00	300.00	0.00	0.00					0.00
	305.83	35.03	0.00	44.03	0.00	0.00				
Control Total	150.00	600.00	650.00	600.00	400.00		300.00	0.00	0.00	0.00
	615.09	571.90	262.98	621.42	161.10	300.00				
<b>MATERIALS &amp; SUPPLIES - PUBLIC WORKS</b>										
100-430-460-6000-										

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-430-000-0000-000	PUBLIC WORKS									
<b>Office Supplies</b>										
100-430-460-6001-	400.00 647.54	400.00 715.46	700.00 142.57	700.00 1,415.56	700.00 924.54	1,250.00	1,250.00			0.00
<b>Computer Purchase</b>										
100-430-460-6001-100	1,200.00 899.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	1,000.00			0.00
Note: Replace 2010 Computer/D Fauber & software										
<b>Janitorial Supplies</b>										
100-430-460-6005-	2,200.00 2,362.60	1,800.00 1,734.90	2,000.00 2,659.68	4,000.00 2,064.15	2,750.00 1,551.54	2,500.00	2,500.00			0.00
Transfers	0.00	0.00	0.00	1,900.00-	0.00					
<b>Repair &amp; Maintenance Supplies</b>										
100-430-460-6007-	30,000.00 36,169.70	40,000.00 51,867.64	42,000.00 50,449.12	68,300.00 87,478.64	55,000.00 52,815.61	55,000.00	58,000.00			0.00
Transfers	0.00	0.00	0.00	1,900.00	0.00					
Note: Add landfill disposal \$3,000; Add dog park fencing, misc., near skateboard park lot \$4,500										
<b>Down Town Streetscape Improvements</b>										
100-430-460-6007-007	0.00 0.00	10,000.00 10,326.08	0.00 0.00	0.00 0.00	0.00 0.00	0.00				0.00
<b>Pine Street Parking Lot &amp; Waste Area</b>										
100-430-460-6007-008	0.00 0.00	0.00 0.00	0.00 0.00	10,000.00 10,499.70	0.00 6,144.29	60,000.00	60,000.00			0.00
Transfers	0.00	0.00	0.00	15,000.00	60,000.00					
<b>Mason Ave Railroad Parking Lot</b>										
100-430-460-6007-009	0.00 0.00	0.00 0.00	0.00 0.00	0.00 20,729.19	0.00 14,450.56	20,000.00				0.00
Transfers	0.00	0.00	0.00	20,150.00	20,000.00					
<b>Beach Maint &amp; Safety (Incl Add'l Sand)</b>										
100-430-460-6007-010	20,000.00	20,000.00	33,500.00	33,500.00	12,000.00		12,000.00			0.00

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-430-000-0000-000	PUBLIC WORKS									
	4,338.46	29,747.40	29,449.59	8,836.89	10,707.72	16,100.00				
Transfers	0.00	0.00	0.00	1,985.00-	0.00					
Note: Sand moving & retaining equipment and fencing, etc, remainder of beach safety is in Capital Improvement account										
COASTAL ZONE MANANGEMENT GRANT EXP-KIOSK										
100-430-460-6007-011	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	6,902.00	6,902.00				
Central Park Improvements/Repairs										
100-430-460-6007-035	0.00	0.00	0.00	0.00	0.00		25,000.00			0.00
	1,500.00	0.00	0.00	0.00	0.00	0.00				
Note: Improve & landscape drainage areas in Central Park										
CC Vistor Center/Museum Improvements										
100-430-460-6007-039	0.00	0.00	0.00	0.00	0.00		5,000.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Note: Add refurbished kiosk with CC directional & tourism information & Misc.										
Vehicle & Powered Equipment Fuel										
100-430-460-6008-	10,000.00	10,000.00	10,000.00	15,000.00	14,000.00		12,500.00			0.00
	11,936.12	10,672.78	14,235.31	13,138.29	6,133.75	12,000.00				
Vehicle & Powered Equipment Supplies										
100-430-460-6009-	5,000.00	5,000.00	5,000.00	5,000.00	10,000.00		10,000.00			0.00
	7,303.61	4,529.00	4,597.57	11,731.02	10,453.67	10,000.00				
Uniforms										
100-430-460-6011-	600.00	600.00	700.00	900.00	800.00		800.00			0.00
	548.70	572.36	875.27	155.85	695.58	500.00				
Books & Subscriptions										
100-430-460-6012-	100.00	100.00	100.00	50.00	0.00					0.00
	0.00	37.75	0.00	0.00	0.00	0.00				

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	%PY
Dept: 100-430-000-0000-000	PUBLIC WORKS									
<b>Education</b>										
100-430-460-6013-	250.00	0.00	0.00	0.00	0.00					0.00
	110.00	300.00	0.00	0.00	0.00	0.00				
<b>Employee Certifications &amp; Testing</b>										
100-430-460-6013-001	60.00	75.00	75.00	0.00	0.00					0.00
	0.00	40.00	60.00	0.00	0.00	0.00				
<b>Safety Supplies</b>										
100-430-460-6014-115	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>Hand Tools/Expendable Small Equipment</b>										
100-430-460-6014-116	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00		1,000.00			0.00
	1,352.80	974.91	455.57	907.50	341.72	100.00				
<b>Litter Grant Expenditures</b>										
100-430-460-6030-002	0.00	0.00	0.00	0.00	0.00		1,200.00			0.00
	0.00	0.00	0.00	0.00	2,123.50	1,032.50				
<b>VML Safety Grant</b>										
100-430-460-6030-003	0.00	0.00	0.00	0.00	0.00		500.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Control Total	70,810.00	88,975.00	95,075.00	138,450.00	96,250.00		190,750.00	0.00	0.00	0.00
	67,168.53	111,518.28	102,924.68	156,956.79	113,244.48	185,384.50				
Transfers	0.00	0.00	0.00	33,165.00	80,000.00					
<b>REPLACEMENTS - PUBLIC WORKS</b>										
100-430-481-8100-										
<b>Tree Removal and Replacement</b>										
100-430-481-8112-	0.00	0.00	0.00	0.00	0.00		30,000.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-430-000-0000-000	PUBLIC WORKS									

Note: Remove and Replace dead and dying trees in VDOT ROW in historic district

Video Equipment Central Park

100-430-482-8201-003	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Sidewalk Repair Program

100-430-482-8203-002	0.00	0.00	10,000.00	0.00	20,000.00		30,000.00			0.00
	0.00	0.00	19,360.44	0.00	230.80	0.00				

Note: 50% VDOT cost-sharing (must apply) Construct sidewalks where lacking in historic district

Strawberry St Plaza Purchase & Imprvmnts

100-430-482-8203-007	0.00	0.00	0.00	0.00	70,000.00		70,000.00			0.00
	16,658.00	0.00	1,640.52	0.00	0.00	0.00				
Transfers	0.00	0.00	0.00	50,000.00	0.00					

Note: Carried over from FY2016

Art Walk-Wayfinding Signage

100-430-482-8203-008	0.00	0.00	0.00	0.00	10,000.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Note: Will consider as a part of Main Street Program

Central Park Improvements - Playground

100-430-482-8203-014	0.00	0.00	0.00	0.00	30,000.00					0.00
	0.00	0.00	0.00	0.00	38,755.80	40,000.00				

Grant - Northampton Cty Tourism Infrastur

100-430-482-8203-016	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Cape Chas Multi-Use Trail Grant # 2

100-430-482-8203-017	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Note: Estimated 80% pushed to FY2017

Cape Chas Multi Use Trail Phase 2 Constr

Description Budget Account Number	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	Requested	Admin. Recmnd	Budgeted	%PY
	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Approp Actual	Estimated Full Year Actual				
Dept: 100-430-000-0000-000	PUBLIC WORKS									
100-430-482-8203-018	96,000.00 0.00	96,000.00 57,752.17	750,000.00 58,461.31	1,570,000.00 8,631.41	1,570,000.00 12,373.59	314,000.00	1,256,000.00			0.00
<b>Beach Shade Pavilions</b>										
100-430-482-8203-021	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	30,000.00			0.00
Note: South End of Beach										
<b>Beach Safety Equipment</b>										
100-430-482-8203-022	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	26,000.00			0.00
Note: Swimming area buoys, float line, signs; Equipment & stands for 2 lifeguards and 1 jet ski										
Control Total	96,000.00 16,658.00	96,000.00 57,752.17	760,000.00 79,462.27	1,570,000.00 8,631.41	1,700,000.00 51,360.19	354,000.00	1,442,000.00	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	50,000.00	0.00					
<b>BUILDINGS AND ADDITIONS</b>										
100-430-482-8204-										
<b>Administration Building Renovations</b>										
100-430-482-8204-010	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00				0.00
<b>Vehicles</b>										
100-430-482-8205-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00				0.00
<b>Computer/Electronics</b>										
100-430-482-8207-	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	10,000.00 0.00	0.00				0.00
Control Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	10,000.00 0.00	0.00	0.00	0.00	0.00	0.00

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-430-000-0000-000	PUBLIC WORKS									
Dept Total	436,201.85	477,193.94	1,149,621.71	2,002,952.71	2,100,832.06		1,930,884.90	0.00	0.00	0.00
Transfers	336,241.85	434,430.05	473,253.04	461,519.14	373,920.88	828,371.00				
	0.00	0.00	0.00	85,136.55	80,000.00					
Budgeted Total	436,201.85	477,193.94	1,149,621.71	2,002,952.71	2,100,832.06		1,930,884.90	0.00	0.00	0.00
Transfers	336,241.85	434,430.05	473,253.04	461,519.14	373,920.88	828,371.00				
	0.00	0.00	0.00	85,136.55	80,000.00					
Non-Budget Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Budget Fund Total	436,201.85	477,193.94	1,149,621.71	2,002,952.71	2,100,832.06		1,930,884.90	0.00	0.00	0.00
Transfers	336,241.85	434,430.05	473,253.04	461,519.14	373,920.88	828,371.00				
	0.00	0.00	0.00	85,136.55	80,000.00					
Year Total	436,201.85	477,193.94	1,149,621.71	2,002,952.71	2,100,832.06		1,930,884.90	0.00	0.00	0.00
Transfers	336,241.85	434,430.05	473,253.04	461,519.14	373,920.88	828,371.00				
	0.00	0.00	0.00	85,136.55	80,000.00					

## TOWN OF CAPE CHARLES FY2017 CAPITAL PROJECT REQUEST

**FUND:** General

**DEPARTMENT NAME:** Public Works

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Pine Street Parking Phase II

**TOTAL DOLLAR AMOUNT:** \$60,000.00

**NEW OR REPLACEMENT:** New

**PROJECTED MATCHING FUNDS:**

**DESCRIBE IF OVER MULTIPLE YEARS:**

**BENEFIT TO TOWN/DEPARTMENT:**

**OTHER ALTERNATIVES:**

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2016):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Planning			\$ 30,228.00
Phase I			\$ 60,000.00
Phase II			\$ 60,000.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ -</b>	<b>\$ 150,228.00</b>

PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.  
 ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.

## TOWN OF CAPE CHARLES FY2015 CAPITAL PROJECT REQUEST

**FUND:** General

**DEPARTMENT NAME:** Public Works

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Remove and Replace Damaged, Dead or Dieing Trees

**TOTAL DOLLAR AMOUNT:** \$30,000.00

**NEW OR REPLACEMENT:** \_\_\_\_\_

**PROJECTED MATCHING FUNDS:**

**DESCRIBE IF OVER MULTIPLE YEARS:**

**BENEFIT TO TOWN/DEPARTMENT:**

**OTHER ALTERNATIVES:**

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2015):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Tree Removal and Replacement	90	\$ 1,000.00	\$ 90,000.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ 1,000.00</b>	<b>\$ 90,000.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.  
 ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.**

## TOWN OF CAPE CHARLES FY2015 CAPITAL PROJECT REQUEST

**FUND:** General

**DEPARTMENT NAME:** Public Works

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Install Sidewalks whrer they are missing

**TOTAL DOLLAR AMOUNT:** \$30,000.00

**NEW OR REPLACEMENT:** New

**PROJECTED MATCHING FUNDS:**

**DESCRIBE IF OVER MULTIPLE YEARS:**

**BENEFIT TO TOWN/DEPARTMENT:**

**OTHER ALTERNATIVES:**

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2015):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Install Sidewalks			\$ 30,000.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>

PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.  
 ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.

## TOWN OF CAPE CHARLES FY2017 CAPITAL PROJECT REQUEST

**FUND:** General Fund

**DEPARTMENT NAME:** Public Works

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Shade Pavillion

**TOTAL DOLLAR AMOUNT:** \$30,000

**NEW OR REPLACEMENT:** New

**PROJECTED MATCHING FUNDS:**  
None.

**DESCRIBE IF OVER MULTIPLE YEARS:**  
Install rigid fabric shade device at fishing pier deck at south end of beach in FY 17.  
Construct small deck with shade device at north end of beach in FY 18.

**BENEFIT TO TOWN/DEPARTMENT:**  
Amenity for residents and visitors using the beach.

**OTHER ALTERNATIVES:**  
Explore agreement with a vendor to provide a shade facility in exchange for use as a small event venue. Would require change to zoning code.

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2014):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
South End	1	\$30,000	\$ 30,000.00
North End	1	\$30,000	\$ 30,000.00
			\$ -
<b>TOTAL CAPITAL PROJECT REQUEST</b>			<b>\$ 60,000.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE. ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS.**

**TOWN OF CAPE CHARLES  
FY2017 CAPITAL PROJECT REQUEST**

**FUND:** General Fund

**DEPARTMENT NAME:** Parks and Recreation

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Lifeguard Equipment

**TOTAL DOLLAR AMOUNT:** \$26,000

**NEW OR REPLACEMENT:** New

**PROJECTED MATCHING FUNDS:**  
None.

**DESCRIBE IF OVER MULTIPLE YEARS:**  
Provide equipment to outfit two lifeguard stations at the beach. This includes stands, torpedo buoys, first aid equipment (back boards, neck braces, etc.), uniforms and other personal equipment. Also includes one jet ski for quick response.

**BENEFIT TO TOWN/DEPARTMENT:**  
Provides beach emergency response capability during guarded hours.

**OTHER ALTERNATIVES:**  
Two stations provide coverage for a portion of the beach. Alternative 1: more stations to provide increase coverage; additional cost. Alternative 2: install additional warning signage and no lifeguard stations; less cost.

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2014):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Stand and equipment set	2	\$8,000	\$ 16,000.00
Jet Ski	1	\$10,000	\$ 10,000.00
			\$ -
<b>TOTAL CAPITAL PROJECT REQUEST</b>			<b>\$ 26,000.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE. ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS.**

## TOWN OF CAPE CHARLES FY2015 CAPITAL PROJECT REQUEST

**FUND:** General

**DEPARTMENT NAME:** Public Works

**BUDGET YEAR:** FY2017 (July 1, 2016 - June 30, 2017)

**CAPITAL PROJECT DESCRIPTION:** Purchase New Beach Sweeper

**TOTAL DOLLAR AMOUNT:** Estimated at \$40k

**NEW OR REPLACEMENT:** Replacement

**PROJECTED MATCHING FUNDS:**

None

**DESCRIBE IF OVER MULTIPLE YEARS:**

**BENEFIT TO TOWN/DEPARTMENT:**

For aesthetic and safety purposes, the town rakes debris from the beach on a regular basis. The machine we have used for the past 10 years has experienced a mechanical failure that may be cost prohibitive to repair. This new machine will replace the ailing machine we are currently using.

**OTHER ALTERNATIVES:**

**COST ESTIMATE (PLEASE ATTACH BACKUP FOR EACH QUOTE OBTAINED IN 2015):**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Beach Sweeper	1	\$ 40,000.00	\$ 40,000.00
<b>TOTAL CAPITAL PROJECT REQUEST</b>	<b>5</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>

**PLEASE COMPLETE A SEPARATE FORM FOR EACH CAPITAL PROJECT REQUEST OF \$5,000 OR MORE.**

**ANY PURCHASES UNDER \$5,000 SHOULD BE PLACED ON SEPARATE BUDGET WORKSHEETS FOR NON-CAPITAL RELATED EXPENSE ACCOUNTS. AT LEAST 1 QUOTE MUST BE PROVIDED AS OF 2015 WITH BACKUP ATTACHED TO THIS FORM. COMPLETE ALL SECTIONS BEFORE SUBMITTING.**

Range of Expend Accounts: 100-121-410-1000- to 100-121-491-9123-  
For Budget: %PY = ((Budgeted / (Appropriated + Transfers)) - 1) \* 100

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	%PY
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted						
<b>PERSONNEL SERVICES - TOWN MANAGER</b>											
100-121-410-1000-											
<b>Salaries &amp; Wages - Regular</b>											
100-121-410-1100-	76,976.20	81,633.18	81,633.24	83,266.44	107,670.70		87,500.14				0.00
	77,638.81	81,561.82	82,079.77	52,019.65	80,815.23	107,670.70					
<b>Employee Bonus</b>											
100-121-410-1250-	0.00	0.00	0.00	0.00	0.00						0.00
	1,750.00	0.00	0.00	0.00	0.00	0.00					
<b>Part-Time Salaries &amp; Wages - Regular</b>											
100-121-410-1300-	30,962.62	31,272.29	30,568.16	30,661.36	0.00		40,083.20				0.00
	18,129.95	23,785.66	31,626.52	36,442.16	0.00	0.00					
<b>Personnel Lapse Allowance</b>											
100-121-410-1790-	30,000.00-	30,000.00-	30,000.00-	20,000.00-	14,965.00-						0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
<b>Allocated Wages</b>											
100-121-410-1800-	0.00	0.00	12,244.98-	12,289.89-	13,125.02-		13,125.02-				0.00
	0.00	0.00	12,245.04-	8,056.51-	8,749.92-	13,125.02-					
<b>Control Total</b>											
	77,938.82	82,905.47	69,956.42	81,637.91	79,580.68		114,458.32	0.00	0.00		0.00
	97,518.76	105,347.48	101,461.25	80,405.30	72,065.31	94,545.68					
<b>EMPLOYEE BENEFITS - TOWN MANAGER</b>											
100-121-420-2000-											
<b>FICA</b>											
100-121-420-2100-	8,293.12	8,673.07	8,583.41	8,748.94	8,351.55		9,882.90				0.00
	7,328.48	8,008.97	8,571.98	6,304.11	6,054.21	8,351.55					



Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY					
Dept: 100-121-000-0000-000	TOWN MANAGER										
<b>Management Consulting</b>											
100-121-430-3130-	5,000.00	0.00	30,000.00	0.00	10,000.00		10,000.00			0.00	
	5,000.00	0.00	12,958.44	26,315.96	4,690.00	20,000.00					
Note: Connection fee study; Possibly add \$10 next year for rate review/study											
<b>IT Consulting &amp; Website Assistance</b>											
100-121-430-3145-	14,000.00	14,000.00	4,350.00	2,500.00	4,600.00		6,000.00			0.00	
	10,529.64	4,169.46	2,720.59	9,269.99	3,233.79	4,600.00					
Note: Nixle \$1600; CBC Network-Backup, Logmein \$800; Backup server Extended Warranty \$1,100; Misc Expense \$2,500											
<b>Legal</b>											
100-121-430-3150-	60,000.00	60,000.00	60,000.00	75,000.00	40,000.00		80,000.00			0.00	
	74,281.96	144,186.99	79,000.18	10,839.63	71,575.50	106,520.00					
Transfers	0.00	0.00	0.00	22,000.00-	0.00						
<b>Legal - Finance</b>											
100-121-430-3150-001	750.00	750.00	0.00	0.00	5,000.00		5,000.00			0.00	
	0.00	1,045.50	0.00	0.00	1,192.72	1,192.72					
<b>Legal - Code Enforcement</b>											
100-121-430-3150-003	2,500.00	2,500.00	0.00	0.00	5,000.00		5,000.00			0.00	
	300.00	0.00	0.00	0.00	0.00	0.00					
<b>Legal - Town Planner</b>											
100-121-430-3150-004	500.00	500.00	0.00	0.00	5,000.00		5,000.00			0.00	
	0.00	1,045.00	0.00	1,237.07	730.40	1,851.97					
<b>Advertising</b>											
100-121-430-3600-	1,000.00	1,000.00	150.00	150.00	100.00					0.00	
	1,077.04	140.08	79.00	223.59	0.00	0.00					
<b>Employment/Volunteer Testing/Validation</b>											
100-121-430-3675-	65.00	65.00	65.00	65.00	75.00		75.00			0.00	
	80.00	16.00	130.91	50.00	0.00	75.00					

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-121-000-0000-000	TOWN MANAGER									
Control Total	83,815.00	78,815.00	94,565.00	77,715.00	69,775.00		111,075.00	0.00	0.00	0.00
Transfers	91,268.64	150,603.03	94,889.12	47,936.24	81,422.41	134,239.69				
	0.00	0.00	0.00	22,000.00-	0.00					
COMMUNICATIONS - TOWN MANAGER										
100-121-452-5200-										
Postal										
100-121-452-5210-	500.00	500.00	500.00	500.00	4,500.00		5,000.00			0.00
	492.58	424.72	110.60	1,003.89	2,529.15	4,500.00				
Note: All postage except for utility billing										
Telecommunications										
100-121-452-5230-	2,000.00	9,880.00	9,860.00	9,860.00	6,780.00		6,780.00			0.00
	2,770.11	6,737.82	8,320.26	8,728.97	4,773.35	6,780.00				
Note: ESVC phones/fax \$6000; TM cell phone reimb. \$780										
Control Total	2,500.00	10,380.00	10,360.00	10,360.00	11,280.00		11,780.00	0.00	0.00	0.00
	3,262.69	7,162.54	8,430.86	9,732.86	7,302.50	11,280.00				
INSURANCE - TOWN MANAGER										
100-121-453-5300-										
General Liability										
100-121-453-5308-	5,000.00	26,500.00	28,000.00	28,000.00	31,000.00		28,936.00			0.00
	5,085.76	20,440.14	27,929.62	29,120.38	27,822.52	27,822.52				
Note: Assume 4% increase										
Control Total	5,000.00	26,500.00	28,000.00	28,000.00	31,000.00		28,936.00	0.00	0.00	0.00
	5,085.76	20,440.14	27,929.62	29,120.38	27,822.52	27,822.52				
LEASES & RENTALS - TOWN MANAGER										
100-121-454-5400-										

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-121-000-0000-000 TOWN MANAGER										
<b>Equipment</b>										
100-121-454-5410-	2,750.00	2,700.00	2,700.00	3,600.00	3,300.00		3,300.00			0.00
	2,643.00	2,652.00	2,220.00	3,693.68	2,439.00	3,300.00				
Note: Pitney Bowes Postage Machine \$813\$/Qtr										
<b>Buildings</b>										
100-121-454-5420-	8,527.00	3,500.00	3,500.00	3,500.00	1,300.00		1,300.00			0.00
	2,858.00	3,818.00	3,711.84	1,300.00	1,300.00	1,300.00				
Note: RR parking lot lease										
Control Total	11,277.00	6,200.00	6,200.00	7,100.00	4,600.00		4,600.00	0.00	0.00	0.00
	5,501.00	6,470.00	5,931.84	4,993.68	3,739.00	4,600.00				
<b>TRAVEL - TOWN MANAGER</b>										
100-121-455-5500-										
<b>Mileage</b>										
100-121-455-5510-	400.00	400.00	400.00	400.00	400.00		1,200.00			0.00
	25.00	389.78	670.46	373.88	847.00	1,200.00				
Note: VML Conference, and travel for meetings										
<b>Lodging &amp; Meals</b>										
100-121-455-5530-	800.00	800.00	2,000.00	1,000.00	900.00		1,200.00			0.00
	430.41	1,030.10	1,830.92	0.00	541.47	900.00				
Note: VML & VLGMA Conf										
<b>Convention &amp; Education</b>										
100-121-455-5540-	0.00	0.00	3,000.00	1,000.00	400.00		800.00			0.00
	0.00	325.00	2,925.00	0.00	375.00	375.00				
Note: VML & VLGMA Conf										
Control Total	1,200.00	1,200.00	5,400.00	2,400.00	1,700.00		3,200.00	0.00	0.00	0.00
	455.41	1,744.88	5,426.38	373.88	1,763.47	2,475.00				
<b>CONTRIBUTIONS TO OTHER ENTITIES</b>										
100-121-456-5600-										

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	%PY
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted						
Dept: 100-121-000-0000-000	TOWN MANAGER										
<b>Grant Expense - Arts Enter Passthru</b>											
100-121-456-5601-	5,000.00	5,000.00	2,500.00	0.00	5,000.00		5,000.00				0.00
	5,000.00	5,000.00	2,500.00	5,000.00	5,000.00	5,000.00					
Transfers	0.00	0.00	0.00	5,000.00	0.00						
<b>Cape Chas Arts Enter Grant Match</b>											
100-121-456-5601-001	5,000.00	5,000.00	2,500.00	5,000.00	5,000.00		5,000.00				0.00
	5,000.00	5,000.00	2,500.00	5,000.00	5,000.00	5,000.00					
Note: \$5000 match											
<b>Cape Chas Arts Enter Operational Support</b>											
100-121-456-5601-002	0.00	0.00	0.00	0.00	0.00		20,000.00				0.00
	0.00	0.00	0.00	0.00	0.00	0.00					
Note: Request for operational support											
<b>Community Support - CC Vol Fire Dept</b>											
100-121-456-5602-002	0.00	18,600.00	18,600.00	15,000.00	25,000.00		50,000.00				0.00
	0.00	18,600.00	18,600.00	25,000.00	25,000.00	25,000.00					
Transfers	0.00	0.00	0.00	10,000.00	0.00						
Note: \$25,000 for operations; Add \$25,000 to replace pump on Truck #15											
<b>Community Supt -Cape Chas Business Asso</b>											
100-121-456-5602-003	2,500.00	2,500.00	0.00	2,500.00	2,500.00						0.00
	2,500.00	2,500.00	0.00	2,500.00	0.00	0.00					
<b>Community Support - July 4th Fireworks</b>											
100-121-456-5602-004	3,500.00	10,000.00	10,000.00	10,000.00	10,750.00		15,000.00				0.00
	11,250.00	11,500.00	10,000.00	10,750.00	10,000.00	10,000.00					
Note: \$5,000 TOT funded, remainder general budget funded											
<b>Cape Charles Historical Society</b>											
100-121-456-5602-005	2,500.00	5,000.00	0.00	5,000.00	10,000.00		15,000.00				0.00
	2,500.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00					
<b>Beach Lease</b>											
100-121-456-5602-006	375.00	375.00	375.00	375.00	375.00		375.00				0.00

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-121-000-0000-000	TOWN MANAGER									
	375.00	375.00	375.00	375.00	375.00	375.00				

E S Tourism Commission

100-121-456-5602-007	5,000.00	5,000.00	0.00	15,000.00	15,000.00		15,000.00			0.00
	5,000.00	5,000.00	0.00	15,000.00	7,500.00	15,000.00				

Note: No request letter, level funding.

Community Support - Contingency Expendit

100-121-456-5602-008	0.00	150.00	0.00	6,220.00	0.00					0.00
	0.00	150.00	0.00	0.00	0.00	0.00				
Transfers	0.00	0.00	0.00	2,250.00-	0.00					

Com'ty Supt-ES Eventacular-Birding/TShip

100-121-456-5602-009	100.00	1,000.00	0.00	5,000.00	0.00					0.00
	100.00	1,000.00	0.00	5,000.00	0.00	0.00				

Shore Soccer League

100-121-456-5602-010	500.00	500.00	0.00	0.00	0.00					0.00
	500.00	500.00	0.00	0.00	0.00	0.00				

Star Transit Support

100-121-456-5602-011	0.00	100.00	0.00	100.00	100.00		1,200.00			0.00
	100.00	0.00	0.00	100.00	100.00	100.00				

Note: Provide local match for shelters @ \$600 each at Bayview/Cheriton & FoodLion, where workers are picked up to work in CCharles. May use Town labor as the match in lieu of cash.

Community Support-Experimental Film VA

100-121-456-5602-014	0.00	0.00	0.00	0.00	0.00		10,000.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Note: Incidental Marketing of Cape Charles, "Harbor for the Arts" branding

MARKETING-Social Media-CC By The Bay

100-121-456-5602-016	0.00	0.00	0.00	3,600.00	5,000.00					0.00
	0.00	0.00	0.00	2,784.00	0.00	0.00				
Transfers	0.00	0.00	0.00	250.00	0.00					

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				

Dept: 100-121-000-0000-000 TOWN MANAGER

Note: In-house

MARKETING-Printed Materials

100-121-456-5602-017	0.00	0.00	0.00	10,980.00	11,000.00		11,000.00			0.00
	0.00	0.00	0.00	11,914.66	10,134.10	10,134.00				
Transfers	0.00	0.00	0.00	1,000.00	0.00					

Note: Va Travel Guide, ES Travel Guide, 4 welcome center spaces, rack cards

MARKETING-CC By The Bay Website Mnt/Host

100-121-456-5602-018	0.00	0.00	0.00	5,400.00	4,500.00		400.00			0.00
	0.00	0.00	0.00	5,328.20	400.00	400.00				

Note: In-house maintenance

Harbor for the Arts

100-121-456-5602-019	0.00	0.00	0.00	0.00	5,000.00		1,500.00			0.00
	0.00	0.00	0.00	2,000.00	5,000.00	7,500.00				
Transfers	0.00	0.00	0.00	4,000.00	0.00					

Note: Flyers, event marketing to rental homes, vacationers, etc.

Community Support-ESSO (E. S. Spay Org)

100-121-456-5602-020	0.00	0.00	0.00	0.00	0.00		1,500.00			0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

VML Safety Grant Expenses

100-121-456-5602-100	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Grant Passthru CC Volunteer Fire Dept

100-121-456-5603-	8,000.00	8,000.00	8,000.00	10,000.00	10,000.00		10,000.00			0.00
	8,000.00	8,000.00	9,800.00	11,000.00	9,000.00	10,000.00				

Note: \$9000 + \$1000

Tourism Infrastructure Grant (County)

100-121-456-5605-	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-121-000-0000-000	TOWN MANAGER									
Control Total	32,475.00	61,225.00	41,975.00	94,175.00	109,225.00		160,975.00	0.00	0.00	0.00
Transfers	40,325.00	62,625.00	43,775.00	106,751.86	87,509.10	98,509.00				
	0.00	0.00	0.00	18,000.00	0.00					
MISCELLANEOUS - TOWN MANAGER										
100-121-458-5800-										
Dues & Associations										
100-121-458-5810-	2,000.00	2,000.00	2,000.00	2,000.00	950.00		3,301.00			0.00
	2,589.81	1,918.00	2,063.00	818.00	1,618.00	943.00				
Note: ICMA \$1400,VML \$426, UVA \$250 + \$25, NH Chamber of Commerce \$650, VLGMA \$250, VIOG \$300										
Bonus Pool - All Funds										
100-121-458-5820-	0.00	0.00	0.00	0.00	14,965.00		1,000.00			0.00
	0.00	0.00	0.00	0.00	922.35	943.00				
Note: Employee Appreciation- Christmas Holiday										
Merit Increase Pool - All Funds										
100-121-458-5830-	0.00	0.00	0.00	0.00	3,741.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
Prior year accounting corrections										
100-121-458-5835-	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	8,623.16	111.59-	0.00				
Miscellaneous Refund										
100-121-458-5837-	0.00	0.00	0.00	0.00	41,073.91					0.00
	0.00	0.00	0.00	0.00	41,073.91	41,073.91				
Control Total	2,000.00	2,000.00	2,000.00	2,000.00	60,729.91		4,301.00	0.00	0.00	0.00
	2,589.81	1,918.00	2,063.00	9,441.16	43,502.67	42,959.91				
MATERIALS & SUPPLIES - TOWN MANAGER										
100-121-460-6000-										

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** Requested	***** 2017 ***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-121-000-0000-000	TOWN MANAGER									
<b>Office Supplies</b>										
100-121-460-6001-	5,000.00	5,000.00	6,000.00	6,000.00	6,600.00		6,600.00			0.00
	6,192.25	6,691.40	5,059.65	6,275.59	3,157.58	6,600.00				
<b>Computer Network License</b>										
100-121-460-6001-001	850.00	850.00	0.00	0.00	0.00					0.00
	736.50	879.60	0.00	0.00	0.00	0.00				
<b>Computer Purchase/Less than Capital Lmt</b>										
100-121-460-6001-050	0.00	0.00	775.00	0.00	1,300.00		1,600.00			0.00
	0.00	0.00	0.00	215.00	0.00	1,300.00				
<b>Books &amp; Subscriptions</b>										
100-121-460-6012-	150.00	150.00	0.00	150.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				
<b>Education</b>										
100-121-460-6013-	1,000.00	1,000.00	0.00	500.00	500.00		500.00			0.00
	0.00	340.00	39.01	132.00	0.00	0.00				
<b>Licensing</b>										
100-121-460-6014-111	635.00	718.00	718.00	743.00	775.00		750.00			0.00
	825.00	715.00	715.00	752.00	715.00	715.00				
Note: Fishing Pier License										
Control Total	7,635.00	7,718.00	7,493.00	7,393.00	9,175.00		9,450.00	0.00	0.00	0.00
	7,753.75	8,626.00	5,813.66	7,374.59	3,872.58	8,615.00				
<b>TOWN MANAGER OTHER USES OF FUNDS</b>										
100-121-490-9000-										
<b>Transfer to Fund Balance</b>										
100-121-490-9002-	0.00	0.00	0.00	0.00	0.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00				

Description Budget Account Number	2012 Approp Actual	2013 Approp Actual	2014 Approp Actual	2015 Approp Actual	***** 2016 ***** Approp Actual	***** Estimated Full Year Actual	***** 2017 ***** Requested	***** Admin. Recmnd	***** Budgeted	***** %PY
Dept: 100-121-000-0000-000	TOWN MANAGER									
Control Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00
OTHER USES OF FUNDS - DEBT SERVICE										
100-121-491-9100-										
Principal										
100-121-491-9110-	54,723.00 54,723.00	54,723.00 54,723.00	57,942.00 57,942.00	84,144.72 84,887.63	79,619.63 70,161.00	79,619.63	109,570.12			0.00
Interest										
100-121-491-9120-	53,225.00 48,741.87	46,533.00 50,152.56	51,483.44 53,937.14	56,436.20 57,820.40	55,458.41 53,847.24	55,458.41	62,934.69			0.00
General Contingency										
100-121-491-9123-	0.00 0.00	0.00 0.00	0.00 0.00	126,370.00 0.00	115,438.24 0.00	115,438.24				0.00
Transfers	0.00	0.00	0.00	101,085.26-	0.00					
Control Total	107,948.00 103,464.87	101,256.00 104,875.56	109,425.44 111,879.14	266,950.92 142,708.03	250,516.28 124,008.24	250,516.28	172,504.81	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	101,085.26-	0.00					
Dept Total	358,015.65 381,885.82	402,997.78 498,097.07	396,693.45 429,101.51	596,399.66 451,975.03	647,015.50 466,532.13	694,342.91	640,879.59	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	105,085.26-	0.00					
Budgeted Total	358,015.65 381,885.82	402,997.78 498,097.07	396,693.45 429,101.51	596,399.66 451,975.03	647,015.50 466,532.13	694,342.91	640,879.59	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	105,085.26-	0.00					
Non-Budget Total	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00
Budget Fund Total	358,015.65 381,885.82	402,997.78 498,097.07	396,693.45 429,101.51	596,399.66 451,975.03	647,015.50 466,532.13	694,342.91	640,879.59	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	105,085.26-	0.00					

Description	2012	2013	2014	2015	***** 2016 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****	***** 2017 *****
Budget Account Number	Approp Actual	Estimated Full Year Actual	Requested	Admin. Recmnd	Budgeted	%PY				
Dept: 100-121-000-0000-000	TOWN MANAGER									
Year Total	358,015.65	402,997.78	396,693.45	596,399.66	647,015.50		640,879.59	0.00	0.00	0.00
Transfers	381,885.82	498,097.07	429,101.51	451,975.03	466,532.13	694,342.91				
	0.00	0.00	0.00	105,085.26-	0.00					

## 5. Implementing the Recommended Salary Plan

To estimate implementation costs, we used current Fiscal Year 2013-14 employee salaries supplied by the Town for all departments and calculated three (3) levels of implementation ranging from identification of those positions which fall below the required market minimum to resolving issues of concern identified such as compression of salaries within the established ranges. Each is explained in the options below.

There were twenty employees who were identified as being below the recommended pay range and include the following positions: Accounting Clerk, Assistant Harbor Master, Chief of Police, Code Official, Harbor Assistant, Harbor Master, Librarian, Library Assistant, Maintenance Specialist, Police Officer, Public Works Supervisor, Recreation and Community Event Coordinator, Town Clerk, Town Planner, and Treasurer.

Consistent with staff’s direction, we have estimated implementation costs using Town personnel data as of April 2014, making the following assumptions:

- Recommended compensation program will be effective July 1, 2015.
- Implementation will address internal equity by making sure that no employee is paid below the minimum rate of their assigned salary grade.

All implementation options include moving employees to the minimum of the new pay scale or Option 1 as shown below, but do not include increased benefit costs to the Town for those benefits affected by rate of pay.

**Option 1 – Minimum of the Grade.** Under this option all employee salaries were raised to the minimum of their proposed grade on the proposed pay scale. Of the Town’s thirty-seven employees, twenty (20) employees, or 54%, of the Town’s workforce are being paid below the minimum salary rate of their proposed pay grade. The annual cost of bringing each of the employees to the minimum salary rate of their pay grade is estimated to be \$61,760. This amount is equivalent to 5.29% of the Town’s approximate \$1.1 million annual payroll for employees. Implementing this option and bringing employee salaries up to the minimum salary rate of their proposed pay grade will address internal equity and increase market comparability for the Town and is the minimum level of implementation required to ensure competitiveness of salaries.

Option 1 - Move to Min					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	37	\$ 1,167,144.44	\$ 1,228,904.77	\$ 61,760.33	5.29%
Employee Below Min	20	\$ 554,646.84	\$ 616,407.17	\$ 61,760.33	11.14%
Employee Within Range	17	\$ 612,497.60	\$ 612,497.60	\$ -	
Employee Above Max	0	\$ -	\$ -	\$ -	

**Option 2 – 2% Salary Increase.** In this option, all employee salaries are brought to the minimum of the proposed pay grade or given a 2% increase, whichever is greater. To apply this strategy, we first brought all employees with salaries below their proposed minimum salary rate up to the minimum rate of the proposed pay grade. Those employees who fell naturally within the proposed pay grade were

placed within the range and given a 2% increase, moving them away from the minimum level of pay unless this increase brought them above the maximum, in which case they were moved to the maximum or remained at their current salary, whichever was greater. The estimated annual cost of this option is \$74,010. This is equal to 6.34% of the Town’s \$1.1 million annual payroll for employees. Implementation of this option will increase market comparability for the Town and begin to address the issue of wage compression.

Option 2 - Min or 2%					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	37	\$ 1,167,144.44	\$ 1,241,154.72	\$ 74,010.28	6.34%
Employee Below Min	20	\$ 554,646.84	\$ 616,407.17	\$ 61,760.33	11.14%
Employee Within Range	17	\$ 612,497.60	\$ 624,747.55	\$ 12,249.95	2.00%
Employee Above Max	0	\$ -	\$ -	\$ -	

**Option 3 – Years of Service.** Individual employee salaries were also placed within the proposed pay grade based on the number of years of service times a rate of 0.5% per year of service reflecting a more accurate picture of market based increases for the employee and the experience they have gained with the Town. On average, the tenure for a The Town of Cape Charles employee is three years of service. For example, if an employee has been serving the Town for three years, the employee would receive a 1.5% increase based on the three years of service in the employee’s current position (3 years x .005 = 1.5%). This option rewards employees for longevity in their current position and recognizes the value of length of service and the development of skills and abilities in regard to performing the tasks of the position. The estimated cost of providing a .5% increase for each year of service in the employee’s current position for those employees that fell within the new pay grade is \$11,727 and \$71,895 for those employees that fell below the minimum of the new grade for a total implementation cost of \$83,713, which is equivalent to 7.17% of the Town’s \$1.1 million annual payroll. Implementation of the full plan via Option 3 would allow the Town to provide salaries that meet current market conditions based upon the market survey and recognizes the value of employees experience and past salary increases thus reducing the opportunity for compression of salaries.

Option 3 - Min + .5%/YOS					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	37	\$ 1,167,144.44	\$ 1,250,857.65	\$ 83,713.21	7.17%
Employee Below Min	20	\$ 554,646.84	\$ 626,632.21	\$ 71,985.37	12.98%
Employee Within Range	17	\$ 612,497.60	\$ 624,225.44	\$ 11,727.84	1.91%
Employee Above Max	0	\$ -	\$ -	\$ -	

**Ongoing Administration**

After initial implementation is achieved, the Town should develop administrative procedures that provide for annual market analyses and salary adjustments based on market and economic conditions, the Town’s ability to pay and adjustments that recognize individual performance. It should be recognized that as the market shifts, employee’s base salaries should shift with adjustments in the Town’s compensation schedule to maintain market competitiveness. In addition, employees demonstrating higher levels of performance should be recognized and advanced through the salary range on an appropriate and consistent basis. Increases in compensation are typically provided by the means which follow.

**Base adjustments.** In Fiscal Year 2015-2016, and subsequent years it will be necessary for the Town to adjust the salary schedule and grades based on market adjustments and other factors such as recruitment. The Town can establish a guideline for determining annual base adjustments. For example, the Town could base its adjustment on the Consumer Price Index (CPI). The Town could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the Town maintains marketability among comparable regional organizations.

If the CPI, for example, is 2.5, a 2.5% increase would be applied to the wage rates of each pay grade. In addition, all employees with performance that meets or exceeds job expectations would receive the 2.5% increase applied to their base salary.

**Performance adjustments and progressing through the salary ranges.** Employees typically move through their salary grade at a more rapid pace early in their career as opposed to the latter stages of their employment with an organization or community. This occurs because employees are typically hired by an organization at the minimum or near the minimum of their pay grade because they lack certain knowledge, skills and abilities that an employee who has been with an organization for eight to ten years may have gained through training and immersion in the work force and community. Consequently, the mid-point of the salary range is recognized as the 'market rate' at which employees have gained the knowledge, skills and abilities to perform at a level commensurate with those of their more experienced peers. For that reason, many communities and organizations typically experience a more rapid growth in employee salaries toward the mid-point of the salary range during the first eight to ten years of employment as they recognize the employee's growth in their job. As a result, employees often progress at a slower rate of salary growth once they have attained the mid-point and until their retirement. We would suggest that the Town develop a formal policy and performance evaluation system that establishes a goal of having employees reach the mid-point of their salary grade during the initial eight to ten year period of employment utilizing well defined performance evaluation criteria. This could be accomplished by recognizing employee's performance in a range of 1 to 3% over the initial period and then adjusting annual performance based increases into the 1 to 2% range for the duration of the employee's career, which is typically calculated to be twenty-five years.

As noted an employees' progression through the pay grade should be based on individual performance. Supervisors can recognize an employee's contribution to department and organizational goals through performance adjustments. With the ability to recommend performance adjustments, supervisors will have an important role in linking pay and performance.

When compensation is based on performance, employees look for assurance that managers will objectively evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems provide for a review by the Town Manager's Office to provide a mechanism that assists managers in applying performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at six or twelve month intervals, so employees know how supervisors view their performance and have the opportunity to improve performance and their prospect for a pay increase.

The Town of Cape Charles should develop a well-balanced evaluation system, which should be funded when resources permit, with adjustments to accommodate the Town's goal to move employees to the mid-point or market rate more quickly. By recognizing the value of employee performance on a consistent basis, the Town will encourage productivity and reward those demonstrating a higher level of skills, effort and ability.

### **Review of Fringe Benefits and Other Policies**

Fringe benefits are an important component of the total compensation package provided by employers both in the public and private sector. The Town of Cape Charles recognizes that fringe benefits also provide the organization with an opportunity to be competitive in the market place and that a well-rounded program is important in retaining that competitiveness. The various organizations that responded to the salary survey also provided information about their fringe benefit programs. Several observations can be made based on a review of the survey data.

Benefit findings include:

- Holiday leave varies from eleven to fifteen days per year with an average of thirteen days of paid holiday leave. The Town of Cape Charles provides employees with twelve to thirteen days of paid holiday leave, which is consistent with the survey average.
- Floating holidays were not provided by any respondents. The Town of Cape Charles also does not offer their employees floating holidays and is consistent with respondents.
- When holidays fall on regular days off, five respondents indicated that they provide employees with either the Friday before the holiday off or the Monday after the holiday. The Town of Cape Charles pays the employee eight hours of straight time plus payment for actual hours worked including overtime if the employee works over forty hours in the week, which is inconsistent with the survey responses.
- When employees are required to work on an official holiday observed by the organization, the majority of respondents indicate that they provide the employee with time and a half pay. One organization provides employees with double time pay and another organization pays time and a half pay for hours worked plus eight hours of pay. The Town of Cape Charles compensates employees with straight pay for hours worked plus eight hours of holiday pay.
- Annual leave offered by The Town of Cape Charles is above the averages as compared to the survey respondents. Our analysis indicates that the Town provides an average of twelve days for years of service from six months to four years, fifteen days for five to nine years, and eighteen days for more than nine years of service.

## Town of Cape Charles, Virginia Pay Scale

% Between Grades:	5%		
Range:	50.0%		
Starting midpoint:	15,500		
<b>Salary Range</b>			
<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
1	11,625.00	15,500.00	19,375.00
2	12,206.25	16,275.00	20,343.75
3	12,816.56	17,088.75	21,360.94
4	13,457.39	17,943.19	22,428.98
5	14,130.26	18,840.35	23,550.43
6	14,836.77	19,782.36	24,727.96
7	15,578.61	20,771.48	25,964.35
8	16,357.54	21,810.06	27,262.57
9	17,175.42	22,900.56	28,625.70
10	18,034.19	24,045.59	30,056.98
11	18,935.90	25,247.87	31,559.83
12	19,882.70	26,510.26	33,137.83
13	20,876.83	27,835.77	34,794.72
14	21,920.67	29,227.56	36,534.45
15	23,016.70	30,688.94	38,361.17
16	24,167.54	32,223.39	40,279.23
17	25,375.92	33,834.56	42,293.20
18	26,644.71	35,526.28	44,407.85
19	27,976.95	37,302.60	46,628.25
20	29,375.80	39,167.73	48,959.66
21	30,844.59	41,126.11	51,407.64
22	32,386.82	43,182.42	53,978.03
23	34,006.16	45,341.54	56,676.93
24	35,706.46	47,608.62	59,510.77
25	37,491.79	49,989.05	62,486.31
26	39,366.38	52,488.50	65,610.63
27	41,334.69	55,112.93	68,891.16
28	43,401.43	57,868.57	72,335.72
29	45,571.50	60,762.00	75,952.50
30	47,850.08	63,800.10	79,750.13
31	50,242.58	66,990.11	83,737.63
32	52,754.71	70,339.61	87,924.52
33	55,392.44	73,856.59	92,320.74
34	58,162.07	77,549.42	96,936.78
35	61,070.17	81,426.89	101,783.62
36	64,123.68	85,498.24	106,872.80
37	67,329.86	89,773.15	112,216.44
38	70,696.36	94,261.81	117,827.26

# Compensation and Position Classification Plan

Town Council Work Session

January 8, 2015

# Pay Scale

- Springsted recommended new pay scale to achieve competitiveness with the labor market.
- 38 pay grades, 5% difference between grades, open range with 50% difference between minimum and maximum of each grade.
- Some concern about survey benchmarking.
  - Onancock did not respond. Still hasn't after additional follow-up.
  - Exmore not included in survey. Data now obtained by Springsted.
- Option – Adjust new pay scale to 90% of study recommendation. Addresses benchmarking concerns while maintaining competitiveness.

# Proposed Pay Scale

	Salary Range		
Grade	Min	Mid	Max
1	11,625.00	15,500.00	19,375.00
2	12,206.25	16,275.00	20,343.75
3	12,816.56	17,088.75	21,360.94
4	13,457.39	17,943.19	22,428.98
5	14,130.26	18,840.35	23,550.43
6	14,836.77	19,782.36	24,727.96
7	15,578.61	20,771.48	25,964.35
8	16,357.54	21,810.06	27,262.57
9	17,175.42	22,900.56	28,625.70
10	18,034.19	24,045.59	30,056.98
11	18,935.90	25,247.87	31,559.83
12	19,882.70	26,510.26	33,137.83
13	20,876.83	27,835.77	34,794.72
14	21,920.67	29,227.56	36,534.45
15	23,016.70	30,688.94	38,361.17
16	24,167.54	32,223.39	40,279.23
17	25,375.92	33,834.56	42,293.20
18	26,644.71	35,526.28	44,407.85

	Salary Range		
Grade	Min	Mid	Max
19	27,976.95	37,302.60	46,628.25
20	29,375.80	39,167.73	48,959.66
21	30,844.59	41,126.11	51,407.64
22	32,386.82	43,182.42	53,978.03
23	34,006.16	45,341.54	56,676.93
24	35,706.46	47,608.62	59,510.77
25	37,491.79	49,989.05	62,486.31
26	39,366.38	52,488.50	65,610.63
27	41,334.69	55,112.93	68,891.16
28	43,401.43	57,868.57	72,335.72
29	45,571.50	60,762.00	75,952.50
30	47,850.08	63,800.10	79,750.13
31	50,242.58	66,990.11	83,737.63
32	52,754.71	70,339.61	87,924.52
33	55,392.44	73,856.59	92,320.74
34	58,162.07	77,549.42	96,936.78
35	61,070.17	81,426.89	101,783.62
36	64,123.68	85,498.24	106,872.80
37	67,329.86	89,773.15	112,216.44
38	70,696.36	94,261.81	117,827.26

# Ranking of Positions

- Study ranked positions for internal consistency based on employee surveys and interviews.
- Recommended revisions based on sustained observation:

<u>Department Heads</u>	<u>Study</u>	<u>Recommend</u>
Assistant Town Manager	33	33
Clerk	28	30
Treasurer	32	32
Chief of Police	32	32
Dir. Public Util./Works	32	32

# Ranking of Positions

<u>Department Heads</u>	<u>Study</u>	<u>Recommend</u>
Building Official	32	30
Harbor Master	32	28
Planner	28	28
Librarian	28	28
Recreation & Events	26	26
<u>Others</u>		
WWTP OIC	27	27
WP OIC	N/A	26

# Ranking of Positions

	<u>Study</u>	<u>Recommend</u>
Police Sergeant	27	27
Utilities Maint. Supv.	25	25
Public Works Supv.	25	25
Accountant	25	25
Police Corporal	24	24
Police Officer	22	22
Asst. Harbor Master	22	19
Water Plant Operator	20	19
WWTP Operator	19	19

# Ranking of Positions

	<u>Study</u>	<u>Recommend</u>
Utilities Maint. Tech.	19	19
Accounting Clerk	19	19
Assistant Clerk	18	20
Permit Assistant	19	19
Utilities Billing Clerk	18	18
Administrative Assistant	18	18
Library Assistant	16	16
PW Maint. Spec.	15	15
Harbor Assistant	15	15

# Implementation Options

- Study suggested three options:
  1. Move to new Minimum – 54% of employees, \$46,041, 3.87% of total pay.
  2. New Minimum or +2% - 100% of employees, \$60,306, 5.07% of total pay.
  3. Years of Service – 100% of employees, \$68,465, 5.75% of total pay.

# Implementation Options

- Another option:
  - Determine where employee should fall within new pay scale.
  - Calculate difference in pay.
  - Phase increases over the next two fiscal years –
    - Police and Public Works – 75% FY 2016, 100% FY 2017
    - Remainder – 50% FY 2016, 100% FY 2017
- Similar to Option 3, but captures factors other than years of service.
- Not yet priced out, but should be similar to Option 3.



***Excerpt From***  
**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.

**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.**

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Mayor Proto

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Town Clerk

# Personnel Compensation

Council Work Session - Budget Retreat

February 5, 2015

# Study Implementation

- Springsted study recommended new pay scale, position rankings and implementation options.
- Adjustments to study recommendations considered by Council.
- Apparent consensus:
  - ✓ Some discounting of pay scale due to benchmarking concerns.
  - ✓ Minor adjustments to position rankings.
  - ✓ Tailored to employee performance, experience, etc.
  - ✓ Must be affordable.

# Positions by Grade

Assistant Town Manager	33
Treasurer	32
Chief of Police	32
Director of Public Utilities/Works	32
Town Clerk	30
Building Official	30
Harbor Master	30
Planner	30
WWTP Operator in Charge	27
Librarian	26
WP Operator in Charge	26
Police Sargeant	26
Utilities Maintenance Supervisor	25
Public Works Supervisor	25
Accountant	25

Recreation & Community Events Coordinator	24
Police Corporal	24
Police Officer	22
Assistant Harbor Master	20
Assistant Town Clerk	20
WWTP Operator	19
WP Operator	19
Accounting Clerk	19
Utilities Maintenance Technician	19
Permit Assistant	19
Utilities Billing Clerk	18
Administrative Assistant	18
Library Assistant	16
Public Works Maintenance Specialist	15
Harbor Assistant	15

# Recommendation

- Discount pay scale to 95% of study recommendation.
- Place employees within pay scale based on supervisor's assessment.
- Cost of implementation (w/payroll taxes):
  - All Departments - about \$39K
    - General Fund - \$33K
    - Water & Sewer Fund - \$2K
    - Harbor Fund - \$4K
- Cost is less than study implementation options.
- Should achieve market competitiveness and lessen turnover.

# Recommendation

- Continue to assess affordability as FY 2016 budget is developed.
- Adopt new pay scale and position rankings.
- Complete development of new job descriptions.
- Employee evaluation process must drive future advancement.
- COLA must be a separate annual consideration:
  - Change in Consumer Price Index.
  - Affordability.
  - Pay scale must be adjusted for any approved COLA.



***Excerpt From***  
**TOWN COUNCIL**  
**Budget Retreat**  
**Cape Charles Civic Center**  
**February 5, 2015**  
**12:30 PM**

At approximately 12:30 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Budget Retreat. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Godwin and Councilwoman Natali. Councilmen Brown and Wendell were not in attendance. Also in attendance were Interim Town Manager Bob Panek, Treasurer Deborah Pocock, Harbor Master Smitty Dize, Public Works/Public Utilities Director Dave Fauber and Town Clerk Libby Hume. There were no members of the public in attendance.

3. *Personnel Compensation Study Implementation:*

Bob Panek stated that several work sessions were held to review the Springsted recommendations for a new pay scale, position rankings and implementation options. The proposed pay scale was reduced by 5% and the ranking for several positions was revised. Employees were placed within the pay scale based on supervisor's assessments. The cost of implementation, including payroll taxes, would be approximately \$39K for all departments, which was less than the study implementation options mainly due to the 5% reduction in the pay scale. Implementation should achieve market competitiveness and lessen turnover. In reviewing the proposed pay scale from Springsted, it was discovered that the range per pay grade was actually 67% vs. the 50% as stated by Springsted. This error had been corrected. Staff's recommendation was as follows: i) Adopt the new pay scale and positions rankings as discussed; ii) Employee evaluation process must drive future advancement and be done consistently; iii) Cost of Living Allowances (COLA) must be a separate annual consideration based on the change in Consumer Price Index and affordability. The pay scale must be adjusted for any approved COLA. If Council desired, the new pay scale could be implemented effective March 1, 2015 at a cost of approximately \$10K-13K since there was only 4 months left in this fiscal year.

Mayor Proto expressed his agreement in implementation during this fiscal year and thanked Bob Panek for the amount of work he put into this project. Mayor Proto asked Council their thoughts regarding implementation.

The Council members in attendance agreed that implementation should be done effective March 1, 2015. This issue would be on the February Regular Meeting agenda to i) adopt the new pay scale; and ii) implement effective March 1, 2015.

**Town of Cape Charles Pay Scale, Effective March 1, 2015**

<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Mid Range</u></b>	<b><u>Maximum</u></b>
1	11,075	13,844	16,613
2	11,625	14,531	17,438
3	12,206	15,258	18,309
4	12,817	16,021	19,226
5	13,457	16,821	20,186
6	14,130	17,663	21,195
7	14,837	18,546	22,256
8	15,579	19,474	23,369
9	16,358	20,448	24,537
10	17,175	21,469	25,763
11	18,034	22,543	27,051
12	18,936	23,670	28,404
13	19,883	24,854	29,825
14	20,877	26,096	31,316
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15	21,921	27,401	32,882
16	23,017	28,771	34,526
17	24,168	30,210	36,252
18	25,376	31,720	38,064
19	26,645	33,306	39,968
20	27,977	34,971	41,966
21	29,376	36,720	44,064
22	30,845	38,556	46,268
23	32,387	40,484	48,581
24	34,006	42,508	51,009
25	35,706	44,633	53,559
26	37,492	46,865	56,238
27	39,366	49,208	59,049
28	41,335	51,669	62,003
29	43,401	54,251	65,102
30	45,572	56,965	68,358
31	47,850	59,813	71,775
32	50,243	62,804	75,365
33	52,755	65,944	79,133