



# BUDGET & PERSONNEL COMMITTEE MEETING

June 11, 2024 at 6:00 PM

*Municipal Building Conference Room*

## AGENDA

---

**CALL TO ORDER**

**PUBLIC COMMENT**

**AGENDA ADOPTION**

**PRESENTATION OF FY2024 EMPLOYEE REVIEWS**

1. FY24 Employee Review Memo

**REVIEW OF FY2024 BUDGET SURPLUS ESTIMATE**

2. FY24 Budget Surplus Memo

**CLOSED MEETING** *In Accordance with § 2.2-3711 (A) 1 of the Code of Virginia for the review of specific personnel performance.*

3. Closed Meeting Motion

**CERTIFICATION OF CLOSED MEETING** *in Accordance with § 2.2-3712 (D) of the Code of Virginia*

4. Certification Motion

**ADJOURN**

# Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of the Committee  
FROM: Michael Tolbert, Town Manager  
DATE: June 11, 2024  
SUBJECT: FY24 Employee Reviews

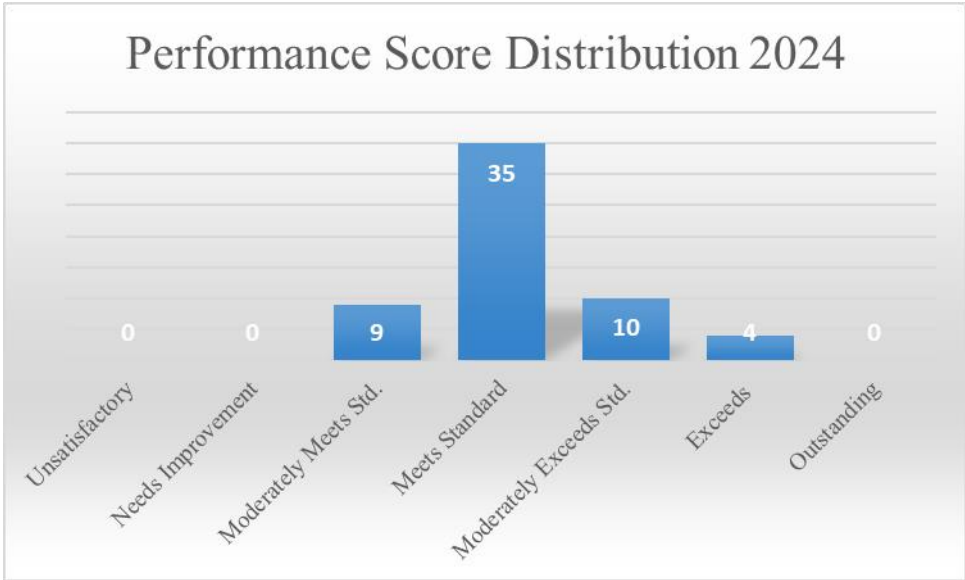
During the month May and early June, all department heads evaluated the performance of their employees. The town uses an evaluation tool produced by Insuperity which measures the performance of each employee in the same 11 competencies and 50 different skills. A rating is assigned for each competency and an overall composite score from 1-5 is calculated by the software. Each employee's composite score is then translated into a percentage increase in salary according to the scoring chart below:

Perf Score	Increase	Ratings
5.00	8.00	Outstanding
4.75	7.00	
4.50	6.00	Exceeds Job Requirements
4.25	5.00	
4.00	4.00	
3.75	3.00	
3.50	2.75	Meets Job Requirements
3.25	2.50	
3.00	2.25	
2.75	2.00	
2.50	1.50	Needs Improvement
2.25	1.00	
2.00	0.50	
1.75	0.00	

# Town of Chincoteague, Inc.

For FY24, the average overall Performance Score was 3.37 “Meets job Requirements” and the average raise was 2.28%. The highest score was 4.22 ”Exceeds Job Requirements” and the lowest was 2.65 “Moderately Meets Standard”. As in previous years, raises for FY25 were budgeted at 2.5%. These values are consistent with previous years’ scores and increases and approximated a standard bell curve.

<b>Distribution</b>	<b># of Employees</b>
Unsatisfactory	0
Needs Improvement	0
Moderately Meets Std.	9
Meets Standard	35
Moderately Exceeds Std.	10
Exceeds	4
Outstanding	0



# Town of Chincoteague, Inc.

**By Department:**

<b>Department</b>	<b>Average Score</b>	<b>Average Raise</b>	<b>Budget (Over/Under)</b>	<b>Notes</b>
EMS	3.37	1.79%	-\$2,525	Incl. several recently raised or new Emp.
General Government	3.52	2.79%	\$1,665	
Public Works	3.29	2.10%	-\$808	
Police Department	3.36	2.02%	-\$2,290	
Total Over/ Under			-\$3,958	

Performance Scores across departments compared well indicating that supervisors were consistently evaluating each employee’s skills and competencies.

The total budgeted raise across all departments was \$78,817. Total cost of raise after employee evaluations was \$74,979. The performance pay increase proposal is therefore under budget by \$3,958.

My recommendation is that the committee accept the raise as presented for FY25 and recommend its adoption by the Council.

**The Committee is asked to vote to recommend this raise to Council.**

# Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of Committee  
 FROM: Michael Tolbert, Town Manager  
 DATE: June 11, 2024  
 SUBJECT: FY24 Budget Surplus

Budget Discipline during FY24 was very good and once again, conservative budgeting has produced an end of year surplus. All expenditures in the tables below are projected as of June 30 but are based on information available by June 4, 2024.

Expenditures by individual fund are represented in the chart below.

<u>EXPENDITURE TOTALS</u>	<u>BUDGET</u>	<u>EOY PROJ.</u>	<u>DELTA</u>	<u>NOTES:</u>
<i>Departments</i>				
<i>GENERAL GOVERNMENT</i>	\$2,469,519	\$2,349,827	-\$119,692	- APRP Proj. Expenditures- NA
<i>EMERGENCY SERVICES</i>	\$1,304,989	\$1,176,450	-\$128,539	- More Part Timers
<i>PUBLIC WORKS</i>	\$1,302,870	\$1,427,536	\$124,666	- Excavator and equipment
<i>MOSQUITO CONTROL</i>	\$138,241	\$81,116	-\$57,125	- Stockpile of Trumpet
<i>ROADS</i>	\$705,160	\$676,799	-\$28,361	
<i>POLICE</i>	\$1,313,220	\$1,369,301	\$56,081	
<i>DISPATCH</i>	\$329,653	\$316,343	-\$13,310	
<b>TOTAL GENERAL FUND</b>	<b>\$7,563,652</b>	<b>\$7,397,372</b>	<b>-\$166,280</b>	
<b>TOTAL HARBOR FUND</b>	<b>\$868,284</b>	<b>\$652,555</b>	<b>-\$215,729</b>	
<b>TOTAL TROLLEY FUND</b>	<b>\$259,833</b>	<b>\$83,353</b>	<b>-\$176,480</b>	- New Trolley Paid for in FY23
<b>TOTAL WATER FUND</b>	<b>\$1,015,000</b>	<b>\$942,887</b>	<b>-\$72,113</b>	
<b>TOTAL CENTER FUND</b>	<b>\$194,650</b>	<b>\$545,931</b>	<b>\$351,281</b>	- HVAC Delayed to FY24
<b>TOTAL EXPENDITURES</b>	<b>\$9,901,419</b>	<b>\$9,622,098</b>	<b>-\$279,321</b>	

# Town of Chincoteague, Inc.

Revenues by individual fund are represented in the following chart.

<u>REVENUE TOTALS</u>	<u>FY24</u>	<u>EOY PROJ.</u>	<u>DELTA</u>	<u>NOTES:</u>
TOTAL GENERAL FUND	\$7,563,652	\$9,019,617	\$1,455,965	- Meals, TOT, LGIP Int.,
TOTAL HARBOR FUND	\$868,284	\$674,223	-\$194,061	- No VPA Grant
TOTAL TROLLEY FUND	\$259,833	\$238,463	-\$21,370	- New Trolley Paid for in FY23
TOTAL WATER FUND	\$1,015,000	\$1,261,249	\$246,249	- Water Rent, Availability Fees, Main Extensions
TOTAL CENTER FUND	\$194,650	\$221,749	\$27,099	
<b>TOTAL REVENUES</b>	<b>\$9,901,419</b>	<b>\$11,415,301</b>	<b>\$1,513,882</b>	

Revenues over expenses are represented in the following table.

	<u>FY24</u>	<u>EOY PROJ.</u>	<u>NOTES:</u>
GENERAL FUND	\$0	\$1,622,245	- TOT, MT, INT,
HARBOR	\$0	\$21,668	- FUEL
TROLLEY	\$0	\$155,110	- NEW TROLLEY
WATER	\$0	\$318,362	- WATER RENTS, AVAILABILITY FEES
CENTER	\$0	-\$324,182	- HVAC , SOUND SYS
<b>TOTAL DEFECIT / SURPLUS</b>	<b>\$0</b>	<b>\$1,793,203</b>	

While total revenues over expenses are considerable, I recommend that we maintain the following discipline when allocating each overage.

Harbor: The small excess in the Harbor Fund does not merit consideration for reallocation and would be better served to remain in the Harbor fund.

Trolley: The Trolley Fund balance is the result of the receipt of reimbursement for the new trolley, originally budgeted in FY23, after the FY24 fiscal year had begun. These funds replace funds from the General Fund dispersed for the FY23 trolley purchase.

Water: The overage in Water is due to the unexpected increase in water usage as well as several unbudgeted water main extensions and availability fees. These funds should remain in the Water Fund as reserves so as to maintain the Water Fund’s Enterprise status.

Center: The Center’s deficit is the result of the delay, until FY24, in completing the HVAC project and the midyear decision to install the new Audio-Visual equipment.

General Fund: The General Fund overage of \$1,622,245 consists mostly of excess revenues from RE and PP taxes as well as Meals, TOT, and Bank Fr. Taxes. Another large component is excess interest income. For FY24 the prediction for interest income from our LGIP account exceeds budget by \$528,800. My recommendation for this revenue is for it to remain in our investment account as a reserve. Earned interest is applied only to the GF Savings subaccount in LGIP and this interest could be used to increase the balance of other subaccounts within LGIP without withdrawing it from the investment.

# Town of Chincoteague, Inc.

With reference to the above, I am recommending the following distribution of surplus funds.

FY24 Surplus Funds:	\$1,793,203	
Harbor	\$20,668	Remains in Harbor Acct.
Trolley	\$155,110	Remains in General Fund
Water	\$318,362	Remains in Water Reserve Acct
General Fund		
- Interest Income	\$528,800	Remains in LGIP Investment Acct.
- Property Acquisition Reserve	\$50,000	CIP FY24 - Replaces Budget Removal
- Additional Paving	\$48,850	Additional VDOT Funds
- Unscheduled Water Line	\$57,950	CIP FY24, 25 Required Critical Repairs
- Eel Creek Culvert Engineering	\$50,000	CIP FY25, Culvert is Failing
- Mem Pk Pier Repairs	\$50,000	CIP FY25, Repairs Becoming Critical
- Chamber BR Sewage	\$45,000	CIP FY26, Sewage for Planned Restroom
- MP Sewage Repair/Replace	\$45,000	Existing Drain Fields are Failing.
- Municipal Center Digital Sign	\$42,000	Council Request
- Christmas Decoration Repl.	\$50,000	CIP FY25, RR Park Decorations
- DJA Gym Composite Floor	\$70,000	CIP FY26, With YMCA contractor
- BKP Site Lighting	\$25,000	CIP FY25, Increases Visibility and Security
- CMH Fiber Optic @ Pumps	\$25,000	CIP FY24, Fuel Pumps more Reliable
- Boat Ramp Reserve	\$50,000	Current Acct. Depleted
- <u>Playground Equipment Reserve</u>	<u>\$50,000</u>	<u>Current Acct. Depleted</u>
- Remaining Unallocated Funds	\$111,463	Covers Inaccurate Surplus Estimates

**The Committee is asked to vote to recommend the allocation of the FY24 Budget Surplus to Council and likewise prepare an amendment to the FY24 Budget reflecting these adjustments.**

# Town of Chincoteague, Inc.



June 11, 2024, Budget and Personnel Committee:

CLOSED MEETING MOTION:

**In accordance with Section § 2.2-3711, A 1 of the Code of Virginia, I move that the Committee convene a closed session for the discussion and consideration of specific personnel performance.**



**Certification Motion:**

**In accordance with section 2.2-3712(D) of the Code of Virginia, I will entertain a motion that the Committee certify that to the best of each members' knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.**

*Ask for a vote by show of hands*