



COUNCIL WORKSHOP MEETING

June 16, 2022 at 5:00 PM

Council Chambers – Town Municipal Center

AGENDA

CALL TO ORDER – *Vice Mayor Bott*

INVOCATION - *Councilman Savage*

PLEDGE OF ALLEGIANCE – *Vice Mayor Bott*

PUBLIC COMMENT – *Vice Mayor Bott*

AGENDA ADOPTION – *Vice Mayor Bott*

RESOLUTIONS OF RESPECT AND ADMIRATION – *Vice Mayor Bott*

ADOPTION OF STATE VEHICLE CODE – *Mr. Tolbert*

- [1.](#) 2022 State Vehicle Code

REVIEW AND CONSIDER EMPLOYEE RAISES - *Vice Mayor Bott*

- [2.](#) FY22 Employee Review Memo
- [3.](#) FY23 Employee Review Analysis

REVIEW ANNUAL EXCISE TAX APPROPRIATIONS - *Vice Mayor Bott*

- [4.](#) Meals Tax Distribution Memo
- [5.](#) Meals Tax Appropriations

APPROVAL OF MODIFIED SALARY SCHEDULE - *Vice Mayor Bott*

- [6.](#) Salary Scale Memo
- [7.](#) Modified Salary Scale

MAYOR & COUNCIL ANNOUNCEMENTS – *Vice Mayor Bott*

CLOSED MEETING in Accordance with § 2.2-3711 (A) (1,5) of the Code of Virginia perspective business opportunities and evaluation of staff

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

ADJOURN



TO: Mayor Leonard and Town Council
FROM: Michael Tolbert, Town Manager
DATE: June 16, 2022
SUBJECT: Vehicle and Traffic Code

It is requested that Council adopt Chapter 58, Traffic and Vehicles of the Town Code. This “readopting” occurs annually to ensure that the Town Code aligns with any changes in the relevant portion of the Code of Virginia. Chapter 58 with the new changes follows:

TRAFFIC AND VEHICLES

ARTICLE I. IN GENERAL

Sec. 58-1. Compliance with chapter; violations and penalties generally.

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.

(Code 1977, § 11-21)

State law references—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

Sec. 58-2. Adoption of state law; former provisions.

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, as amended, all of the provisions and requirements of the laws of the Commonwealth of Virginia contained in Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, in effect on **July 1, 2022**, except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are adopted and incorporated herein by reference and made applicable within the Town. References to “highways of the state” contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways, and other public ways within the town. Such provisions and requirements hereby adopted, *mutatis mutandis*, are made a part of this section as fully as though set forth at length herein, and it shall be unlawful for any person within the town to violate or fail, neglect, or refuse to comply with the provisions of Title 46.2 of the Code of Virginia of 1950, as amended; Article 9 (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, which are adopted by this section, provided that in no event shall the penalty imposed for violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 of the Code of Virginia of 1950, as amended; (§16.1-278 *et seq.*) of Chapter 11 of Title 16.1 of the Code of Virginia of 1950, as amended; and Article 2 (§18.2-266 *et seq.*) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended. Amendments to the above provisions of the laws of the Commonwealth of Virginia hereafter adopted shall be incorporated herein on their respective effective dates unless specifically rejected by the governing body of the town.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-6-11, 6-4-12, 6-3-13, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 6-3-19, 7-16-20, **6-17-2022**)

(b) The provisions of this section, as readopted, shall be effective as of 12:01 am **July 1, 2022**. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by pitot law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. Of 6-21-2001' Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, 6-17-10, 6-19-14, 6-18-15, 6-16-16, 6-15-18, 6-3-19, 7-16-20, **6-16-2022**)

Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of Council
FROM: Michael Tolbert, Town Manager
DATE: June 16, 2022
SUBJECT: Employee Raises

At their June 14 meeting, the Budget and Personnel Committee, I presented the completed analysis of the FY22 employee review process. The complete analysis is attached for your review and consideration.

The Budget and Personnel Committee voted to accept the reviews and recommend that employee raises be implemented as presented.

Council is asked to review and consider the recommendation of the Budget and Personnel Committee with respect to employee reviews and raises.

Town of Chincoteague, Inc.

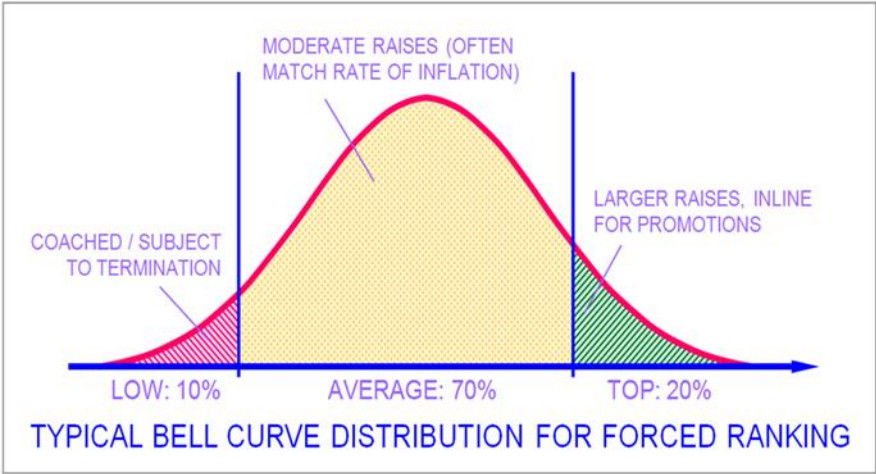


TO: Vice Mayor Bott and Committee Members
FROM: Michael Tolbert, Town Manager
DATE: June 14, 2022
SUBJECT: FY23 Employee Raises

The Town Manager reviews employees' job performance in May of each year and based on the results, offers an appropriate merit increase in wages and salaries. The analysis and summary of this year's reviews are below.

During employee reviews, supervisors evaluate their employees using a Performance Management software tool produced by Insperity. The tool assists managers and supervisors by rating each employee in 11 distinct competencies including job knowledge, quantity of work, quality of work, communications, dependability, initiative, judgment, adaptability, safety & security, teamwork and use of technology. Each competency is rated from 0-5. Once complete, the software calculates a composite rating and suggests a written summary of each competency. Each supervisor then has the opportunity to modify or add to the summary or even compose a completely different one. The use of this software tool allows a fair evaluation of all employees using the same standards. Insperity has stopped supporting this product and we are currently reviewing new evaluation tools for next year.

The normal distribution of performance scores would be expected to follow a standard bell curve such as the one below.



FY22 scores are depicted in the chart below. As predicted, the distribution approximates the standard bell curve.



Town of Chincoteague, Inc.

- ❖ The average Performance Score for this year was 3.33 (Meets job requirements) with an average raise of 2.35%. As usual, we budgeted an average of 2.5% for FY 2023. The highest proposed raise is 5% and the lowest is 1.75%.
- ❖ Last year the average score was 3.36 with an average raise of 2.72%. The highest raise was 5% with the lowest raise of 1.5%.
- ❖ Scores this year approximated the bell curve with an obvious exaggerated peak towards the average (center):

The Town of Chincoteague budgets an average merit salary increase per employee of 2.5% each year. The table below reflects whether a particular department is over or under its budgeted raise for FY22.

2022 by Department:

Department	Average Score FY2020	Average Raise FY2021	Average Score FY2022	Average Raise FY2022	Budget (Over/Under)	Notes
EMS	3.6	3.07%	3.3	2.36	(\$4,666)	
General Government	3.41	2.63%	3.44	2.50	(\$10,219)	
Public Works	3.29	2.58%	3.25	2.69	\$837	
Police Department	3.29	2.75%	3.37	2.45	(6,691)	

Total Over/Under (\$20,739)

- ❖ Overall, the performance pay increase proposal is under budget by \$20,739 which is somewhat lower than last year’s \$29,467. Employees with recent promotions are not eligible for a merit increase until the next budget year and are not reflected in this figure.
- ❖ In addition to the above balance, we will experience some salary lapse due to the recent retirement of a few longtime employees. Since these vacancies are not yet filled, the actual value of the lapse cannot yet be calculated.

Town of Chincoteague, Inc.

Part Time Employees:

Unlike FY22, part time employees for FY23 were reviewed and raises recommended using a tool similar to full time employees. This procedure caused a reduction in the overall remaining balance of funds budgeted for the increase.

After compiling the above analysis, I recommend the Committee approve the merit increases as presented here for all full and part time FY23 employees for.

The Committee is asked to review the enclosed data and vote to make a recommendation the full council on merit increases for FY23. Any recommendation would be included in the June 16, 2022 workshop council meeting agenda.

Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of Council
FROM: Michael Tolbert, Town Manager
DATE: June 16, 2022
SUBJECT: Meals Tax Appropriations

At their June 14 meeting, the Budget and Personnel Committee voted to recommend continuation of meals tax distributions to the Chamber of Commerce and further to distribute back payments for the months of April and May. The total of payments for the months of April and May would be \$7,707.05 with the amount of the last distribution not available until June 30. For purposes of consideration, the FY21 June distribution to the Chamber was \$7,151.06.

Council is asked to review and consider approval of this recommendation.

Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of Committee
FROM: Michael Tolbert, Town Manager
DATE: June 14, 2022
SUBJECT: Meals Tax Distribution

Per Town Code, 10% of all meals tax is dedicated to Tourism with 5% being distributed to the Chamber of Commerce and 5% to the Chincoteague Center. The FY22 budget provided a fixed sum of \$110,000 of meals tax for distribution. Five percent is distributed to each entity on a monthly basis to satisfy this requirement.

Due to the high tax revenues in FY22, both entities reached their budgeted amounts in March of this year, after which I stopped all payments so as not to exceed the budgeted values. This was of small consequence to the Center due to the dissolution of the Center Authority and the reversion of all center finances to the Town office. However, the Chamber Board has questioned the appropriateness of halting their distributions and not amending the budget to allow payments to continue.

As committee members know, the Council voted to cap meals tax distributions in June of 2018 but rescinded the vote in March of 2019 after the meals tax committee recommended against the cap. At present there is no ordinance requiring a cap on distributions of meals or transient occupancy taxes. FY22 distributions were halted by the Town Manager so as not to exceed the budgeted values.

The committee is asked to review and recommend the continuation of meals tax payments to the Chamber of Commerce along with the inclusion of back payments for April and May.

Town of Chincoteague, Inc.



TO: Vice Mayor Bott and Members of Council

FROM: Michael Tolbert, Town Manager

DATE: June 16, 2022

SUBJECT: Modified Salary Schedule

At its June 14 meeting, the Budget and Personnel Committee approved the recommendation of the following modified Salary Schedule.

Council is asked to review and consider approval of this modified schedule.

5.0 Grade Classifications for all Town of Chincoteague Positions

Grade	Description	Wage/Salary Range		
		Min	Mid	Max
2	Laborer	\$11.83	\$15.14	\$18.46
5	Landscape Maintenance Specialist	\$13.70	\$17.53	\$21.37
4	Dispatcher	\$13.04	\$16.70	\$20.35
5	Laborer/Equipment Operator I	\$13.70	\$17.53	\$21.37
6	Water Works Trainee	\$14.38	\$18.41	\$22.43
6	Clerk/Office Assistant	\$14.38	\$18.41	\$22.43
7	Emergency Medical Technician	\$15.10	\$19.33	\$23.56
7	Police Officer	\$15.10	NA	NA
8	Vehicle/Equip Mechanic	\$15.86	\$20.29	\$24.73
8	Laborer/Equipment Operator II	\$15.86	\$20.29	\$24.73
8	Maintenance Mechanic	\$15.86	\$20.29	\$24.73
8	Dispatch Supervisor/Office Assistant	\$15.86	\$20.29	\$24.73
9	Water Works Technician	\$16.65	\$21.31	\$25.97
9	Accounting Specialist	\$16.65	\$21.31	\$25.97
9	Police Officer First Class	\$16.65	\$21.31	\$25.97
10	EMT Intermediate	\$17.48	\$22.37	\$27.27
11	Harbor Master	\$38,177.22	\$48,866.84	\$59,556.46
11	Police Corporal	\$18.35	\$23.49	\$28.63
12	Police Sergeant	\$19.27	\$24.67	\$30.06
12	Business Administrator	\$40,086.08	\$51,310.18	\$62,534.28
12	Center Director	\$40,086	\$51,310	\$62,534
13	Paramedic	\$20.24	\$25.90	\$31.57
13	Facilities and Roads Supervisor	\$42,090.38	\$53,875.69	\$65,661.00
13	Vehicles and Maintenance Supervisor	\$42,090.38	\$53,875.69	\$65,661.00
13	Police Lieutenant	\$20.24	\$25.90	\$31.57
14	Police Captain	\$21.25	\$27.20	\$33.15
14	Water Works AMI Technician	\$44,194.90	\$56,569.47	\$68,944.05
15	EMS Supervisor	\$46,404.65	\$59,397.95	\$72,391.25
15	Waterworks Supervisor	\$46,404.65	\$59,397.95	\$72,391.25
18	Building & Zoning Administrator	\$53,719.18	\$68,760.55	\$83,801.92
18	Director of Finance	\$53,719.18	\$68,760.55	\$83,801.92
18	Assistant Chief of Police (Major)	\$53,719.18	\$68,760.55	\$83,801.92
21	Director of Emergency Services	\$68,560.80	\$87,757.82	\$106,954.85
23	Chief of Police	\$68,560.80	\$87,757.82	\$106,954.85
23	Director of Public Works	\$68,560.80	\$87,757.82	\$106,954.85
30	Town Manager	\$96,471.93	\$123,484.07	\$150,496.21