

Town of Strasburg

Town Council Work Session

Strasburg Town Hall
174 E King St
Strasburg, VA 22657

Monday, May 6, 2024
7 p.m.

Town Council Members:

Brandy Hawkins Boies, Mayor
A.D. Carter, IV
Dane Hooser
Ashleigh Kimmons

Emily Reynolds, Vice Mayor
Andrew Lowder
Christie Monahan
Brad Stover
David Woodson

Staff Contact:

J. Waverly Coggsdale, III, Town Manager

MEETINGS CAN BE VIEWED LIVESTREAM BY ACCESSING THE LINK BELOW:

<https://www.strasburgva.com/bc/page/meetings>

To make a public comment, please submit to:

comment@strasburgva.com

by 4:00 p.m., Monday, May 6, 2024



Council Work Session Agenda – Monday, May 6, 2024

Please silence all cellular devices. Thank you.

**Town Council Work Sessions are typically used for general discussion on matters pertaining to the Town. Formal actions are taken during Town Council Meetings unless otherwise notified.*

Call to Order –Mayor Brandy Boies

Electronic Participation in Meeting from a Remote Location:

Public Hearing:

- **FY2025 PROPOSED BUDGET AND CIP**
To receive public comment on the proposed FY2025 Budget and CIP.

Introduction and Recognition of Visitors and Guests:

Citizen Comments on non-agenda items:

Presentation/Reports:

- Proclamation for Municipal Clerks Week

Discussion Items/Updates:

- 1.) FY2025 Proposed Budget and CIP
- 2.) Employee Compensation Pay & Grade Assignment Adjustments

Committee of the Whole (listed Areas of Focus will be discussed):

- 1.) Strategic Initiative: (Parks and Recreation) – Liaison, Council Member Kimmons
 - Update on the Market Pavilion and Strasburg Square Policy

Council Member Comments:

Closed Meeting (if needed):

- Pursuant to Code of Virginia § 2.2-2711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. The subject is for discussion of property; and Pursuant to Code of Virginia § § 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is for the evaluation of the Town Manager.

Adjournment

PUBLIC HEARING(S)



To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: May 2, 2024
Re: Public Hearing – Proposed FY2024-2025 Annual Budget

SUMMARY

Each year, the Town Manager must propose a budget for operations and capital needs of the Town for the upcoming fiscal year (July 1 – June 30). Council and staff hold multiple work sessions to receive input and discuss the proposed budget. At the March 4, 2024, Council work session the Town Manager delivered his proposed budget.

Process

Council must hold a public hearing on the proposed budget, identify any changes to the proposed budget desired (if any), and must vote to adopt the budget no later than June 30, 2024. If Council proposes an increase to the proposed budget a new public hearing must be held.

Proposed Budget

- \$6,796,708 General Fund Budget
 - Revenue is projected at \$6,601,990.
 - Includes \$54,203 of Transfers from the Water Fund Revenues and \$140,515 of Transfers from the General Fund Unreserved Balance.
 - Includes \$35,500 for Capital Items.
- \$2,926,442 Water Fund Budget
 - Revenue is projected at \$3,069,00 after a Transfer of \$360,000 (Availability Fees) to the Water Fund Reserve.
 - Includes \$54,203 of Transfer to the General Fund and \$88,355 of Transfer to the Sewer Fund.
 - Includes \$47,250 for Capital Items.
- \$3,028,990 Sewer Fund Budget
 - Revenue is projected at \$2,940,635.
 - Includes \$88,355 of Transfer from the Water Fund Revenues.
 - Includes \$34,750 for Capital Items.

- \$525,300 Solid Waste (Trash) Fund
 - Includes an increase to the Extra Can Rate of \$2.99 per month/per can. The total monthly fee per can is proposed to increase to \$4.12. This covers the tipping fee associated with each can.
- \$3,022,560 ARPA Funds (Capital)
 - Includes allocation of the Town’s ARPA funding balance prior to the requirement of December 2024.

Proposed Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2024, through June 30, 2025 (No Changes Proposed):

Real Estate Taxes \$0.155 per \$100.00 assessed value (based on 100% assessment)

Personal Property Taxes \$1.11 per \$100.00 assessed value (based on 100% assessment)

Machinery & Tools \$0.86 per \$100.00 assessed value (based on 100% assessment)

Meals Tax – 6%

Lodging Tax - 6%

Cigarette Tax - \$0.25 per pack

Utility Tax - Section 26-8

Natural Gas:

Residential - \$1.00 plus .10¢ per CCF not to exceed \$2.00.

Commercial/Industry - \$10 plus .10¢ per CCF not to exceed \$20.00.

Electric:

Residential - \$1.00 plus .007585 per kwh not to exceed \$2.00.

Commercial/Industry - \$10.00 plus 0.007520 per kwh not to exceed \$20.00.

Utility Billing Rates/Fees

The billing cycle is monthly.

WATER & SEWER RATES AND FEES FOR FY2023-2024

Water

Residential (In-town)	\$25.57 Base Bill (includes up to 2,000 gallons) \$12.79 per 1,000 gallons over Base Bill
Residential (Outside town)	Same as above plus 40%
Non-Residential (In-town)	\$27.34 Base Bill (includes up to 2,000 gallons) \$18.06 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	Same as above plus 40%

Sewer (*Based on Water Consumption)

Residential (In-town)	\$26.02 Base Bill (includes up to 2,000 gallons) \$13.68 per 1,000 gallons over Base Bill
Residential (Outside town)	\$37.13 Base Bill (includes 2,000 gallons) plus 40%. \$20.30 per 1,000 gallons over Base Bill plus 40%
Non-Residential (In-town)	\$30.24 Base Bill (includes up to 2,000 gallons) \$17.05 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	\$43.15 Base Bill (includes 2,000 gallons) plus 40%. \$24.33 per 1,000 gallons over Base Bill

Utility Penalty 10% assessed per billing cycle after 20th of month.

Processing Fee \$50.00 when disconnected due to non-payment.

Reread Fee \$10.00

Test Meter \$15.00 in house testing
2nd party testing-actual cost
(if meter is incorrect this will be refunded)

Water Deposits \$200 \$285.00 In Town / \$240 \$335 Outside of Town

(Required of ALL RENTERS). \$475 minimum for Commercial (see attached back-up and other locality data)

Water Turn On/Off When No Account is Established
\$50 fee per occurrence.

Water Availability Fees:

Meter Size	In-Town	Outside Town (In-Town Plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1' meter	\$9,200+	\$13,800+
1 ½" meter	\$12,000+	\$18,000+
2" meter	\$14,400+	\$21,600+
3" meter	\$20,800+	\$31,200+
4" meter	\$27,200+	\$40,800+
6" meter	\$44,800+	\$67,200+
8" meter	\$68,800+	\$103,201+
10" meter	\$148,001+	\$222,001+

Hotel/Motels: Size of meter plus \$300/guest room

Nursing/Convalescent Homes: Size of meter plus \$350/patient room

Hospitals Size of meter plus \$800/patient room

+ Cost of time and material to install.

The cost of the meter will be added to all water availability fees.

Sewer Availability Fees:

Meter Size	In-Town	Outside Town (In-Town Plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1' meter	\$10,399+	\$15,599+
1 ½" meter	\$13,599+	\$20,399+
2" meter	\$20,799+	\$31,199+
3" meter	\$32,798+	\$49,197+
4" meter	\$51,997+	\$77,996+
6" meter	\$91,996+	\$137,994+
8" meter	\$143,993+	\$215,990+
10" meter	\$279,986+	\$419,979+

Hotel/Motels: Size of meter plus \$500/guest room

Nursing/Convalescent Homes: Size of meter plus \$700/patient room

Hospitals Size of meter plus \$2,000/patient room

+ Cost of time and material to install.

Utility Penalty 10% assessed per billing cycle after 20th of month.

Processing Fee \$50.00 when disconnected due to non-payment.

Reread Fee \$10.00

Test Meter \$15.00 in house testing
2nd party testing-actual cost
(if meter is incorrect this will be refunded)

Trash pick-up/disposal \$16.60 per household/apartment per month.

Additional Cart Rate ~~\$1.11~~ \$4.12 per household/apartment/per
month (per extra can)

Right of Way Use Fee 1.11 per access line (set by VDOT)

Other Fees:

Freedom of Information Act requests

- Reasonable charges based on actual costs, consistent with § 2.2-3704(F) of the Code of Virginia.

Fingerprint cards

- \$10 for the first card, \$5 for each additional card
- No fee will be charged for residents of the Town of Strasburg

False alarm calls

- No charges for the first two false alarm calls during a calendar year, additional calls will be charged as follows:
 - 3rd false alarm - \$50
 - 4th false alarm - \$75
 - 5th false alarm - \$100
 - 6th false alarm and each after - \$125
- Failure to Respond - \$100
- Failure to Silence - \$100

License

Motor Vehicle License Fee (added to June 5 Personal Property tax bills)

\$25.00 per motor vehicle

\$15.00 per trailer (over 1500 gwt)

\$18.00 per motorcycle

Fines

Illegal Parking - Misdemeanor punishable by \$10.00 if paid within 10 days, \$20 if paid after 10 days.

Parking in a handicapped zone \$100 if paid within 10 days, \$200 if paid after 10 days.

Text Copies

Comprehensive Plan \$20

Water & Sewer Specs. \$20

Parks & Recreation Fees:

Pool Rental \$150.00

Strasburg Square Rental \$100.00

Park Pavilion Rentals

- Half day \$25.00
- Full day \$50.00
- Full time \$80.00

Security Deposits:

- Moose/Rotary/Kiwanis \$25.00
- First Bank/R.R. Donnelly \$50.00

Following the public hearing and discussion by Town Council, the potential adoption of the FY2024-2025 Budget, the Capital Improvement Plan (FY2025-2029) and the Tax Rate/Fee Schedule may be set for the Tuesday, May 14th meeting. If additional discussion is needed that can occur at the Tuesday, May 14th meeting with adoption at that time or the June 11, 2024, Town Council meeting.

STAFF RECOMMENDATION

Town Council holds a public hearing tonight (May 6, 2024) on the proposed FY2024-2025 Annual Budget, provide any final guidance to the Town Manager, and adopt the proposed budget at the May 14, 2024, Town Council Regular Meeting. No formal action is requested at the May 6, 2024, Town Council Work Session.

RECOMMENDED ACTIONS

- Consensus to place on the May 14, 2024, Regular Meeting for discussion and/or approval.

Attachments:

- *FY2024-2025 Budget Appropriation Resolution*

Staff Previously Provided the Following Documents to Council:

- *FY2024-2025 Draft Budget (Version #3 April 10, 2024).*
- *FY2025 Proposed "Tax Rates" and "Schedule of Fees".*
- *Capital Improvements Projects (CIP) dated April 1, 2024.*

FY 2024 – 2025 Budget & Appropriations Resolution

A RESOLUTION TO APPROVE THE APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTMATED REVENUES FOR FY2024-2025 FOR THE OPERATING BUDGETS FOR THE GENERAL FUND, WATER FUND, WASTEWATER, TRASH AND ARPA FUNDS FOR THE TOWN OF STRASBURG

WHEREAS, the Town Council of Strasburg, Virginia has prepared and duly advertised a FY2024-2025 budget for informative and fiscal planning purposes; and

WHEREAS, it is necessary to approve the FY2024-2025 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2024-2025 budget.

NOW THEREFORE BE IT RESOLVED by the Town Council of Strasburg, Virginia that:

SECTION 1

The following amounts aggregating \$6,796,708 are approved and appropriated for the General Fund, subject to conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

GENERAL FUND

Administration	\$ 1,274,701
Planning & Public Services	\$ 184,570
Public Works	\$ 2,147,406
Public Safety	\$ 2,551,101
Strategic Initiatives	\$ 372,240
Recreation	\$ 266,690
GENERAL FUND TOTAL EXPENDITURES:	\$ 6,796,708

SECTION 2

The following amounts aggregating \$3,592,000 are approved and appropriated for the Water Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

WATER FUND

Administration	\$ 622,374
Planning & Zoning	\$ 34,808
Public Works	\$ 626,415
Utilities (Water Plant)	\$ 1,642,845
WATER FUND TOTAL EXPENDITURES:	\$ 2,926,442

SECTION 3

The following amounts aggregating \$3,028,990 are approved and appropriated for the Wastewater Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

WASTEWATER FUND

Administration	\$ 261,613
Community Initiatives	\$ 34,808
Public Works	\$ 617,435
Utilities (Wastewater Plant)	\$ 2,115,134
WASTEWATER FUND TOTAL EXPENDITURES:	\$ 3,028,990

SECTION 4

The following amounts aggregating \$525,300 are approved and appropriated for the Trash Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

TRASH FUND

Landfill	\$110,000
Collections	\$415,300
TRASH FUND TOTAL EXPENDITURES:	\$525,300

SECTION 5

The following amounts aggregating \$3,022,560 are approved and appropriated for the ARPA (Capital) Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

ARPA FUND

General Fund Expenditures	\$1,286,000
Water Fund Expenditures	\$1,223,280
Sewer Fund Expenditures	\$ 513,280
TRASH FUND TOTAL EXPENDITURES:	\$ 3,022,560

SECTION 6

The Town Manager may increase appropriations for non-budgeted revenues that may occur during the fiscal year as follows:

1. Insurance recoveries received from damage to town property.
2. Refunds or reimbursements made to the town.

SECTION 7

The Town Manager may expend funds from any of the Contingency Funds in accordance with the Contingency Fund policy.

SECTION 8

All appropriations are declared to be maximum.

SECTION 9

TAX RATES AND FEES FOR FY2024-2025

Real Estate Property Tax	\$0.155 per \$100
Mobile Homes	\$0.155 per \$100
Personal Property Tax	\$1.11 per \$100
Public Service Corporation	\$1.11 per \$100
Machinery & Tools Tax	\$0.86 per \$100

OTHER TAXES

Business, Professional Occupational License Tax

\$20 license fee except \$75 for Itinerant Merchants or Peddlars

Contractor	\$0.13 per \$100 of gross receipts
Retailer	\$0.15 per \$100 of gross receipts
Repair/Personal & Business Services	\$0.18 per \$100 of gross receipts
Financial/Real Estate & Professional Services	\$0.24 per \$100 of gross receipts
Photographer	N/A
Itinerant Merchant	N/A
Wholesale	\$0.05 per \$100 of gross receipts
Direct Sellers	\$0.20 per \$100 of gross receipts

Meals Tax	6%
Lodging Tax	6%
Cigarette Tax	\$0.25 per pack

Utility Tax	Section 26-8
Natural Gas	Residential - \$1 plus .10¢ per CCF not to exceed \$2.00 Commercial/Industry - \$10 plus .007585¢ per kwh not to exceed \$20.00

Motor Vehicle Tax

Cars & trucks	\$25.00 per vehicle
Motorcycles	\$18.00 per motorcycle
Trailers	\$15.00 per trailer (over 1500 gwt)

SECTION 9

WATER & SEWER RATES AND FEES FOR FY2024-2025

Water

Residential (In-town)	\$25.57 Base Bill (includes up to 2,000 gallons) \$12.79 per 1,000 gallons over Base Bill
Residential (Outside town)	Same as above plus 40%
Non-Residential (In-town)	\$27.34 Base Bill (includes up to 2,000 gallons) \$18.06 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	Same as above plus 40%

Wastewater

** Based on Water Consumption*

Residential (In-town)	\$26.02 Base Bill (includes up to 2,000 gallons) \$13.68 per 1,000 gallons over Base Bill
Residential (Outside town)	\$26.52 Base Bill (includes 2,000 gallons) plus 40% \$14.50 per 1,000 gallons over Base Bill plus 40%
Non-Residential (In-town)	\$30.24 Base Bill (includes up to 2,000 gallons) \$17.05 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	\$30.82 Base Bill (includes 2,000 gallons) plus 40% \$17.37 per 1,000 gallons over Base Bill plus 40%

Utility Penalty	10% assessed per billing cycle after 20 th of month
Processing Fee	\$50.00 when disconnection due nonpayment
Reread Fee	\$10.00
Test Meter	\$15.00 in house testing 2 nd party testing = actual cost (if meter is incorrect this will be refunded)
Water Deposits	\$285.00 In Town / \$335.00 Outside of Town (Required of ALL RENTERS)
Water Turn On/Turn Off	When No Account is Established \$50.00 fee per occurrence

Water Availability Fees:

Meter Size	In-Town	Outside Town (In-Town plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1" meter	\$9,200+	\$13,800+
1 ½ " meter	\$12,000+	\$18,000+
2" meter	\$14,400+	\$21,600+
3" meter	\$20,800+	\$31,200+
4" meter	\$27,200+	\$40,800+
6" meter	\$44,800+	\$67,200+
8" meter	\$68,800+	\$103,201+
10" meter	\$148,001+	\$222,001+

Hotel/Motels:	Size of Meter plus \$300/guest room
Nursing/Convalescent Home:	Size of Meter plus \$350/patient room
Hospitals:	Size of Meter plus \$800/patient room

+ Cost of time and material to install.

Wastewater Availability Fees:

Meter Size	In-Town	Outside Town (In-Town plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1" meter	\$10,399+	\$15,599+
1 ½ " meter	\$13,599+	\$20,399+
2" meter	\$20,799+	\$31,199+
3" meter	\$32,798+	\$49,197+

4" meter	\$51,997+	\$77,996+
6" meter	\$91,996+	\$137,994+
8" meter	\$143,993+	\$215,990+
10" meter	\$279,986+	\$419,979+

Hotel/Motels:	Size of Meter plus \$500/guest room
Nursing/Convalescent Home:	Size of Meter plus \$700/patient room
Hospitals:	Size of Meter plus \$2,000/patient room

+ Cost of time and material to install.

All other rates/fee/charges remain the same.

SECTION 10

TRASH RATES AND FEES FOR FY2024-2025

Trash pick-up /disposal:	\$16.60 per household/apartment per month
Additional Can Rate:	\$4.12 per can/per month

SECTION 11

This Resolution shall be effective on and after July 1, 2024.

Adopted this _____ day of _____, 2024.



VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500
Richmond, VA 23218-2500

Enhanced Hazardous Duty Benefits

WHEREAS, subject to the approval of the Virginia Retirement System (“VRS”) Board of Trustees, *Code of Virginia* § 51.1-138 permits a political subdivision of the Commonwealth of Virginia currently participating in VRS to make an irrevocable election to provide enhanced hazardous duty retirement benefits for its eligible employees as outlined in § 51.1-138.

NOW, THEREFORE, BE IT RESOLVED, that the [insert locality or other political subdivision name] _____ (the “Employer”) does hereby elect to have such employees of Employer who are employed in positions as full time [circle all that apply] Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Jail Officers and whose tenure is not restricted as to temporary or provisional appointment, become eligible, effective the first day of [insert month and year] _____, for VRS benefits equivalent to those provided for state police officers of the Department of State Police, as set out in § 51.1-138 including the retirement multiplier of [circle elected multiplier] 1.70% or 1.85%, in lieu of the benefits that would otherwise be provided to such employees, and Employer agrees to pay the employer cost for providing such benefits; and

NOW, THEREFORE, the officers of Employer are hereby authorized and directed in the name of Employer to carry out the provisions of this resolution and to pay to the Treasurer of Virginia from time to time such sums as are due to be paid by Employer for this purpose.

Governing Body Chair

CERTIFICATE

I, [insert name] _____, [insert title] _____ of the Employer, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Employer held at [insert county/city/town] _____, Virginia at [insert time] _____ on [insert date] _____, 20___. Given under my hand and seal of the Employer this _____ day of _____, 20__.

Signature

INTRODUCTION and RECOGNITION of VISITORS and GUESTS



CITIZEN COMMENTS (Non-Agenda Items)



PRESENTATIONS/ REPORTS



Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, _____, Mayor of _____, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, _____ and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2024

Mayor

Attest: _____

DISCUSSION ITEMS/ UPDATES



To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: May 2, 2024
Re: Employee Compensation Pay & Grade Assignment Adjustments

SUMMARY

This item was placed on the April 1, 2024, Work Session agenda as an item for the Committee of the Whole. Attached are excerpts from draft minutes of that meeting regarding the discussion.

As indicated in the Staff Memo from the April 1st meeting, it is a common practice to review and adjust if necessary, the salary ranges every few years, this keeps the ranges in line with the market and changes the ranges of pay that managers have to work with when determining individual employee pay. It is proposed that the salary ranges be adjusted by a 3% increase for each level. This change typically does not change anyone's pay unless they are below the "Minimum" for their grade level. In addition, based on previous discussion and review of regional data there are multiple position grade level changes proposed. The attached document shows the changes and the adjustments that are recommended. These changes better reflect the position's value to the organization.

Staff will provide any updated information at the meeting.

STAFF RECOMMENDATION

Staff is recommending that Town Council adopt the amendments to the Employee Compensation Plan regarding the 3% Grade Level adjustment and the reclassification of certain positions, with an effective date of July 1, 2024.

RECOMMENDED ACTIONS

- Consensus to place on the May 14th Regular Meeting under "Consent Agenda".
- Consensus to place on the May 14th Regular Meeting under "Discussion/Action".
- Defer Action and place on a future agenda.

Attachments:

- *April 1, 2024, Work Session minutes excerpts (Draft)*
- *"Title and Grade Assignments" document*

EXCERPTS OF THE Monday, April 1, 2024, Town Council Work Session (Draft – Not Approved)

a. Title and Grade Level Assignments (Proposed Revisions)

Town Manager Coggsdale said the assignments were provided to Council. Each grade level has been increased by 3% at each level (Min/Mid/Max). Multiple positions are being recommended for grade assignment upgrades.

Staff seeks Town Council's input on these proposed changes and would request that any changes be decided on and made effective on July 1, 2024.

Council Member Monahan said there will be several employees who will not be able to make the COLA because of maximum. Should these people be given a bonus or how should they get this.

Vice Mayor McCornyn asked how you determine the min/mid/max assignment. **Town Manager Coggsdale** said you try to lump like/type of employees in the same grade level or pay band. You then decide on the rate of pay for each grade. There is usually a 5% difference between each level. The thought is that if you stay in a position for your entire career, you progress from the min. to max. He thinks there have been so many changes to the grades and levels because some were too low to begin with.

Vice Mayor McCornyn asked how this will address her questions from last week on the starting salary of police officers. **Town Manager Coggsdale** said this plan would move a police officer from a 107 to a 109. It would increase the starting pay to \$47,000. This would take us from 17th to 6th. The note on the sheet says that the starting rate for a police officer will be \$49,000.

Town Manager Coggsdale said when you do this, there is no money involved; it is only on paper. What you have to be careful of is compression toward the next group. We will need to look at this to make sure this doesn't happen, and if it does, there might be some funding issues. Vacant positions need to be budgeted in. When people leave, you usually have the money already budgeted in. Compression issues will have to be addressed. This is more of a recruitment tool.

Council Member Stover said police officers talk all the time about other jurisdictions. Are we having retention issues because of people going to other jurisdictions close to us. **Chief Sager** said we have significant turnover, and this will help with that. He would want to support all those that have been loyal to the community. The department has made a significant investment in the officers. **Town Manager Coggsdale** said the police department has a career development program. **Chief Sager** said this allows them to reward those who are with us. People are recruiting every day. We are only down one officer, but some are down 18 officers.

Council Member Stover said we invest in them, and we want to keep them. **Town Manager Coggsdale** said this is not budget driven; this is a longer-range goal and does not have to be advertised with the budget. He wants all to fully understand the challenges of all departments. This could at least bring people in when hiring.

Vice Mayor McCorn said the average is \$49,300 and this would bring us to \$49,000. **Town Manager Coggsdale** said at the minimum we would go to the minimum. **Vice Mayor McCorn** asked if the reason a police officer wasn't moved to Grade 110 because of compression. **Town Manager Coggsdale** said this gets them to the average. We could go to the next grade, but it could cause some other problems.

Council Member Kimmons said he would like to have an explanation of PO 1 and PO 2 and then PO 3. Would this not cause compression issues. **Town Manager Coggsdale** said we always factor in experience and how it fits and how it fits with the years of experience with those here. If you stretch out the levels too far out, you reach the other grade levels. **Council Member Kimmons** said there are certain grade levels that are not being utilized.

Vice Mayor McCorn said there is enough difference between the min/mid/max to keep the PO 1 and PO 2 in the same grade level.

Council Member Hooser asked how much friction there is when people think they deserve more. How easy is it to get a raise. **Chief Sager** said we don't have merit-based pay. They have career development and different variables are looked at. He explained the criteria for career development increases. The officers have the ability to work through the program. He is strict on this. It is not just given out.

Council Member Woodson said he doesn't see what the issue would be if you hired someone with the same amount of experience. He said if you hire someone with no experience and they get paid the same amount as a person who has been there for five years, that would be a problem. He talked more of merit increase. **Town Manager Coggsdale** said this is what makes us competitive and retains people on the COLA side.

Council Member Kimmons said one thing good for retention is insurance. What percentage of the insurance do we pay. **Town Manager Coggsdale** said we had a 9% increase in our rates. The town side went up and the employee side went up. Should we adjust what we pay for insurance and what we pay for dual and family plans? He thinks this is where we lose some people.

Vice Mayor McCorn asked if this is something we can have a discussion on after budget season. **Town Manager Coggsdale** said all of these are good topics to see where we are. These are topics of retention.

Chief Sager said between the 110 grade, we could manage all the POs on this grade. He has people who have five years of experience, and they can go across the bridge and earn more than they are as an officer starting out. **Town Manager Coggsdale** said this skews the numbers.

Council Member Kimmons said he talked to people in Front Royal, and they were at the lower end of the scale, and they bumped it up.

Vice Mayor McCorn asked about the Grade 100 and the salary rate being \$12. She thought it was required to pay \$15. **Town Manager Coggsdale** said we raised our starting salary for all full-time employees to \$15.

END EXCERPT

TOWN OF STRASBURG
Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
100	ALL	Seasonal, Interns, Other	New	Minimum Wage: \$12.00/hr and up		
101	Administration	Janitor	Moved to 102 Renamed	\$ 32,136	\$ 40,170	\$48,204
101	Administration	Clerk 1	Moved to 104	\$ 32,136	\$40,170	\$48,204
101	Strategic Initiatives	Tourism Information Clerk		\$ 32,136	\$40,170	\$48,204
101	Administration	Administrative Assistant		\$ 32,136	\$40,170	\$48,204
101	Utilities	Maintenance	Removed	\$ 32,136	\$40,170	\$48,204
101	Public Works	Technician 1	Moved to 103	\$ 32,136	\$40,170	\$48,204
101	Public Works	Technician Trainee	NEW	\$ 32,136	\$40,170	\$48,204
102	Strategic Initiatives	Tourism Info Specialist	Moved from 104	\$ 33,743	\$42,179	\$50,614
102	Strategic Initiatives	Pool Manager	Seasonal	\$ 33,743	\$42,179	\$50,614
103	Administration	Custodian	Moved from 101 Renamed	\$ 33,743	\$42,179	\$50,614
103	Public Works	Technician 1	Moved from 101	\$ 33,743	\$42,179	\$50,614
102	Administration	Clerk 2	Moved to 105	\$33,743	\$42,179	\$50,614
102	Police	Administrative Assistant	Moved to 104	\$ 33,743	\$42,179	\$50,614
102	Public Works	Technician 2	Moved to 104	\$ 33,743	\$ 42,179	\$ 50,614
103	Strategic Initiatives	Lead Tourism Specialist	NEW	\$ 35,430	\$ 44,288	\$ 53,145
103	Public Works	Technician 2	Moved from 102	\$ 35,430	\$44,288	\$53,145
103	Public Works	Technician 3	Moved to 105	\$ 35,430	\$ 44,288	\$ 53,145
104	Administration	Tourism Information Specialist	Moved to 102	\$ 37,202	\$ 46,501	\$ 55,802
104	Police	Senior Administrative Assistant	Moved to 106	\$ 37,202	\$ 46,501	\$ 55,802
104	Police	Administrative Assistant	Moved from 102	\$ 37,202	\$ 46,501	\$ 55,802
104	Public Works	Technician 3	Moved from 103	\$ 37,202	\$ 46,501	\$ 55,802
104	Strategic Initiatives	Engagement Specialist	P/T to F/T	\$ 37,202	\$ 46,501	\$ 55,802
104	Administration	Clerk 1	Moved from 101	\$ 37,202	\$ 46,501	\$ 55,802

TOWN OF STRASBURG
Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
105	Administration	Tax Clerk	Moved to 108	\$39,062	\$48,827	\$58,593
105	Administration	Utility Clerk	Moved to 108	\$39,062	\$48,827	\$58,593
105	Administration	Clerk 2	Moved from 102	\$39,062	\$48,827	\$58,593
105	Public Works	Master Technician		\$39,062	\$48,827	\$58,593
105	Police	Police Trainee	Moved to 107	\$39,062	\$48,827	\$58,593
105	Public Utilities	Operator Trainee WWTP		\$39,062	\$48,827	\$58,593
105	Public Utilities	Operator Trainee Water Plant		\$39,062	\$48,827	\$58,593
106	Recreation	Pool Manager		\$41,015	\$51,268	\$61,522
106	Public Works	Inspection Technician		\$41,015	\$51,268	\$61,522
106	Administration	Clerk 3	NEW	\$41,015	\$51,268	\$61,522
106	Public Works	Master Technician	Moved from 105	\$41,015	\$51,268	\$61,522
106	Police	Sr. Administrative Assistant	Moved from 104	\$41,015	\$51,268	\$61,522
106	Utility Plants	Operator WWTP - Class IV		\$41,015	\$51,268	\$61,522
106	Utility Plants	Operator WTP - Class IV		\$41,015	\$51,268	\$61,522
107	Administration	Office & HR Manager		\$43,065	\$53,832	\$64,597
107	Administration	Town Clerk/Administrative Asst.		\$43,065	\$53,832	\$64,597
107	Strategic Initiatives	Parks & Recreation Manager	NEW	\$43,065	\$53,832	\$64,597
107	Public Works	Foreman 1		\$43,065	\$53,832	\$64,597
107	Public Works	Fleet Mechanic	NEW	\$43,065	\$53,832	\$64,597
107	Police	Police Trainee	Moved from 106	\$43,065	\$53,832	\$64,597
107	Police	Police Officer	Moved to 109	\$43,065	\$53,832	\$64,597
107	Utility Plants	Operator WWTP - Class III		\$43,065	\$53,832	\$64,597
107	Utility Plants	Operator WTP - Class III		\$43,065	\$53,832	\$64,597
108	Administration	Tax Clerk	Moved from 105	\$45,219	\$56,523	\$67,828
108	Administration	Utility Clerk	Moved from 105	\$45,219	\$56,523	\$67,828
108	Police	Police Officer 1	Moved to 109	\$45,219	\$56,523	\$67,828
108	Strategic Initiatives	Business & Engagement Coord.	NEW	\$45,219	\$56,523	\$67,828
108	Public Works	Foreman 2		\$45,219	\$56,523	\$67,828
109	Police	Police Officer 2	Moved to 110	\$47,480	\$59,350	\$71,219
109	Police	Police Officer (PO ¹ & PO1)	Combined PO & PO1	\$47,480	\$59,350	\$71,219

TOWN OF STRASBURG

Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
109	Utility Plants	Operator WWTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Utility Plants	Operator WTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Planning & Public Services	Zoning Technician	NEW	\$ 47,480	\$59,350	\$71,219
110	Police	Police Officer 3	Combined with PO2	\$ 51,041	\$63,800	\$76,561
110	Police	Police Officer (PO2 & PO3)		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WWTP & WTP Class I		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WTP Class I		\$ 51,041	\$63,800	\$76,561
111	Administration	Human Resources/Finance Specialist	NEW	\$ 54,868	\$68,586	\$82,303
111	Police	Detective		\$ 54,868	\$68,586	\$82,303
111	Police	Master Police Officer		\$ 54,868	\$68,586	\$82,303
111	Police	Sergeant		\$ 54,868	\$68,586	\$82,303
111	Public Works	Assistant Superintendent Public-PW		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WWTP Operator		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WTP Operator		\$ 54,868	\$68,586	\$82,303
112	Planning & Public Services	Town Planner		\$ 58,984	\$73,729	\$88,476
112	Police	Lieutenant		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WWTP		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WTP		\$ 58,984	\$73,729	\$88,476
113	Administration	Planning & Zoning Administrator		\$ 63,408	\$79,260	\$95,111
114	Police	Police Captain		\$ 68,163	\$ 85,204	\$ 102,244
114	Public Works	Superintendent Public Works		\$ 68,163	\$85,204	\$102,244
114	Strategic Initiatives	Director of Strategic Initiatives	Removed	\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WWTP		\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WTP		\$ 68,163	\$85,204	\$102,244
115	Administration	Director of Finance	Moved to 117	\$ 73,275	\$91,594	\$109,912
115	Planning & Public Services	Director of Planning & Public Services	Moved to 117	\$ 73,275	\$91,594	\$109,912
116	Administration	Assistant Town Manager	Moved to 119	\$ 78,771	\$ 98,464	\$ 118,156
117	Administration	Director of Finance	Moved from 115	\$ 84,678	\$ 105,848	\$ 127,018
117	Planning & Public Services	Director of Planning & Public Services	Moved from 115	\$ 84,678	\$105,848	\$127,018
117	Police	Chief of Police		\$ 84,678	\$105,848	\$127,018

TOWN OF STRASBURG
Title and Grade Assignments (Proposed Revision)

PROPOSED - July 1, 2024

DRAFT

Revision Date: 3/26/2024

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
118				\$ 91,029	\$ 113,787	\$ 136,544
119	Administration	Assistant Town Manager	Moved from 116	\$ 97,857	\$ 122,321	\$ 146,785
120	Administration	Town Manager	Moved to Non Classified	\$ 105,196	\$ 131,495	\$ 157,794
	Non Classified Positions	Town Manager				

Notes: ¹ Police Trainee (Min: \$41,200) Police Officer: (Min: \$49,000)

GUIDE

Strikethrough = Items moved to a different location or removed.
 Red items reflect changes.
 The CHANGE column indicates the proposed change.

COMMITTEE OF THE WHOLE



COUNCIL MEMBER COMMENTS



CLOSED MEETING



- Pursuant to Code of Virginia § 2.2-2711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. The subject is for discussion of property; and Pursuant to Code of Virginia § § 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is the evaluation of the Town Manager.



ADJOURNMENT

