

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A special meeting of the Buckhannon City Council was held on Monday, February 18, 2019 at 9:00am in City Hall. The following were in attendance:

Mayor	David McCauley	Present
Recorder	Colin Reger	Present
Council Member	Mary Albaugh	Via telephone
Council Member	Pam Cuppari	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	David Thomas	Via telephone
Director of Finance	Amberle Jenkins	Present
Fire Chief	J B Kimble	Present
BFD Firefighter	John Brugnoli	Present
Police Chief	Matthew Gregory	Present
Director of Public Works	Jerry Arnold	Present
SYCC Director	Debora Brockleman	Present
Street Superintendent	Bradley Hawkins	Present
Office Clerk	Barbara Hinkle	Present
MyBuckhannon.com	Katie Kuba	Present
Freelance Journalist	Amanda Hayes	Present

Meeting Agenda Posted 01/25/19

***Special Session of City Council of Buckhannon -9:00 a.m. in Council Chambers Meeting
Agenda for Monday, February 18, 2019***

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Working Session & Discussion**
 - B.1 **Financial-Budget For Fiscal Year 2019-2020**
- C. **Comments and Announcements**
 - C.1 **Mary Albaugh**
 - C.2 **Pamela Cuppari**
 - C.3 **C J Rylands**
 - C.4 **Robbie Skinner**
 - C.5 **David Thomas**
 - C.6 **Colin Reger**
- D. **Mayor's Comments and Announcements**
- E. **Adjournment**

POSTED 01/25/19

Call to Order: Mayor McCauley called the working session to order followed by a moment of silence and pledge to the US flag.

The purpose of the meeting to hold working session to discuss the budget for Fiscal Year 2019-20.

Working Session & Discussion:

B.1 Financial-Budget For Fiscal Year 2019-2020- General discussion concerning proposed budgets for Street, SYCC, Fire and Police. Proposed budget and department statements are included in the minutes.

Amby presented the spreadsheet of the breakdown of revenues:

Account #	Account Description	2018/19 Budget	Proposed 2019/20	Difference	Actual 1/7/2019
Salaris & Benefits					
001-750-103-00	Street Dept. Salaries	\$354,000.00	420,000.00	\$66,000.00	\$190,464.36
001-750-104-00	Street Dept. FICA Tax	\$27,000.00	\$27,000.00	\$0.00	\$14,488.61
001-750-105-00	Street Dept. Group Insurance	\$101,600.00	\$111,760.00	\$10,160.00	\$58,584.18
001-750-106-00	Street Dept. Group Retirement	\$35,400.00	\$35,400.00	\$0.00	\$17,722.00
001-750-109-00	Compensated Absence	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$518,000.00	\$594,160	\$76,160.00	\$281,259.15
Contractual Services					
001-750-211-00	Street Dept. Telephones	\$4,000.00	\$5,000.00	\$1,000.00	\$2,282.44
001-750-213-00	Street Dept. Utilities	\$8,000.00	\$8,000.00	\$0.00	\$2,574.00
001-750-215-00	Contribution to CPWB Horticulture	\$25,000.00	\$25,000.00	\$0.00	\$0.00
001-750-226-00	Street Dept. Insurance & Bonds	\$50,000.00	\$50,000.00	\$0.00	\$22,077.00
Total		\$87,000.00	\$88,000.00	\$1,000.00	\$26,933.44
Commodities					
001-750-341-00	Street Dept. Mat. & Supplies	\$81,000.00	\$81,000.00	\$0.00	\$24,650.69
001-750-343-00	Street Dept. Auto Supplies	\$30,000.00	\$30,000.00	\$0.00	\$24,816.63
001-750-345-00	Street Dept. Uniforms	\$5,000.00	\$5,000.00	\$0.00	\$1,795.37
001-750-379-00	Disposal/ Sale Assets	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$116,000.00	\$116,000.00	\$0.00	\$51,262.69
Capital Outlay					
001-750-458-00	Walk Trail	\$0.00	\$0.00	\$0.00	\$0.00
001-750-458-01	Safe Ways to School Grant	\$0.00	\$0.00	\$0.00	\$0.00
001-750-458-02	Storm Sewer Projects	\$50,000.00	\$0.00	\$0.00	\$0.00
001-750-458-03	Dog Park	\$0.00	\$0.00	\$0.00	\$1,660.67
001-750-458-04	Transportation Enhance Grant	\$0.00	\$0.00	\$0.00	\$0.00
001-750-458-05	Street Dept. Projects	\$103,000.00	\$125,000.00	\$22,000.00	\$44,589.67
001-750-458-06	Projects ?	\$0.00	\$0.00	\$0.00	\$0.00
001-750-458-07	LWCF / North Buck Park Grant	\$0.00	\$0.00	\$0.00	\$0.00
001-750-458-08	Gateway West Grant Expens.	\$75,000.00	\$280,000.00	\$205,000.00	\$75.00
001-750-459-00	Street Dept. Capital Outl.	\$62,000.00	\$72,000.00	\$10,000.00	\$20,558.91
001-750-459-99	Street PV JE-RDT	\$0.00	\$0.00	\$0.00	\$0.00
001-750-461-00	Street Paving	\$118,125.00	\$80,000.00	(\$38,125)	\$108,368.33
Total		\$408,125.00	\$557,000.00	\$237,000.00	\$175,252.58
Contractual Services					
001-751-213-00	Street Lights	\$70,000.00	\$70,000.00	\$0.00	\$34,132.01
Total		\$70,000.00	\$70,000.00	\$0.00	\$34,132.01
Contractual Services					
001-751-213-00	Traffic Signals Power	\$2,500.00	\$2,500.00	\$0.00	\$2,442.15
001-751-230-00	Signs and Signals	\$15,000.00	\$15,000.00	\$0.00	\$70.98
Total		\$17,500.00	\$17,500.00	\$0.00	\$2,513.13
Commodities					
001-753-341-00	Snow Removal	\$20,000.00	\$20,000.00	\$0.00	\$0.00
Total		\$20,000.00	\$20,000.00	\$0.00	\$0.00
Commodities					
002-750-341-00	Street Dept. Mat. & Supplies				\$0.00
Total					\$0.00

**City of Buckhannon
Street Department
Capital Improvement Plan**

PROJECT	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	Plan	Plan	Plan	Plan	Plan
Vehicle and Fleet					
Pick-up	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Dump Truck Payment	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
Side by side	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Dump Truck Payment	\$0.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
Plows	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00
Spreaders	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00
Parks	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00
Trees	\$10,000.00	\$10,000.00	\$20,000.00	\$10,000.00	\$10,000.00
Equipment and Maintenance					
Backhoe payment	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Infrastructure Improvements					
Paving	\$80,000.00	\$100,000.00	\$150,000.00	\$100,000.00	\$150,000.00
Sidewalks	\$50,000.00	\$30,000.00	\$50,000.00	\$30,000.00	\$50,000.00

**City of Buckhannon
Street Department
Capital Improvement Plan**

PROJECT	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
		Plan	Plan	Plan	Plan
First Street Sidewalk	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Madison Sidewalk	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Mural Project	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Colender Sidewalk and Lighting	\$0.00	\$28,204.75	\$0.00	\$0.00	\$0.00
Clarksburg Rd. Sidewalk	\$0.00	\$37,735.90	\$0.00	\$0.00	\$0.00
Morton Avenue Sidewalk	\$0.00	\$45,730.00	\$0.00	\$0.00	\$0.00
S. Spring St. Sidewalk and Lighting	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00
Kanawha St. Sidewalk and lighting	\$0.00	\$99,775.00	\$0.00	\$0.00	\$0.00
S. Spring (675'X30'X2") Paving	\$25,725.00	\$0.00	\$0.00	\$0.00	\$0.00
S. Kanawha Paving (800'x30'x2") Paving	\$30,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Friendly Way (350'X30'X2") Paving	\$13,400.00	\$0.00	\$0.00	\$0.00	\$0.00
N. Spring St. Paving	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00
N. Kanawha St. Paving	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00
N. Spring St. Sidewalk and Lighting	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Department Totals	\$379,625.00	\$442,000.00	\$227,000.00	\$272,000.00	

-SYCC 2019-20 BUDGET REQUEST:

STOCKERT YOUTH CENTER

Account #	Account Description	Budget 18-19		Proposed	Proposed addition staff peron
001-90710100	STOCKERT YOUTH CENTER SALARIES	\$ 124,500.00		\$125,000.00	\$20,800.00
001-90710300	CAMP BUCANNEER SALARIES	\$ 22,000.00		\$22,000.00	
001-90710301	SYC BUS DRIVERS	\$ 8,000.00		\$8,000.00	
001-90710400	FICA TAX	\$ 12,100.00		\$12,100.00	\$4,160.00
001-90710500	GROUP INSURANCE	\$ 23,000.00		\$23,000.00	\$11,500.00
001-90710600	GROUP RETIREMENT	\$ 7,500.00		\$7,500.00	\$3,750.00
001-90721100	TELEPHONES	\$ 2,100.00		\$2,100.00	
001-90721300	UTILITIES	\$ 13,500.00		\$14,000.00	
001-90721400	TRAVEL EXPENSE	\$ 500.00		\$500.00	
001-90721600	MAINTENANCE	\$ 5,500.00		\$6,000.00	
001-90721800	POSTAGE	\$ 250.00		\$250.00	
001-90722100	TRAINING	\$ 250.00		\$250.00	
001-90722600	INSURANCE & BONDS	\$ 13,500.00		\$13,500.00	
001-90723001	WVWC WORK STUDY/VISTA	\$ 2,000.00		\$6,500.00	
001-90734100	MATERIALS & SUPPLIES EXPENSE	\$ 5,000.00		\$5,000.00	
001-90734101	OPERATING EXPENCE	\$ 1,500.00		\$2,500.00	
001-90734300	AUTO SUPPLIES	\$ 2,000.00		\$2,500.00	
001-90735400	DRILL TEAM	\$ 5,000.00		\$5,000.00	
001-90735500	Dance Team	\$ 1,000.00		\$1,000.00	
001-90735600	YOUTH BASKETBALL	\$ 18,000.00		\$18,000.00	
001-90735700	TUTORING	\$ 250.00		\$250.00	
001-90735800	MISC. DANCE/PARTIES	\$ 500.00		\$500.00	
001-90735900	ART/DRAMA PROGRAM	\$ 250.00		\$250.00	
001-90736000	CAMP BUCANNEER SUPPLIES	\$ 3,000.00		\$3,500.00	
001-90736100	AFTER SCHOOL SUPPLIES	\$ 4,000.00		\$4,300.00	
001-90736300	KARATE	\$ 1,500.00		\$2,000.00	

STOCKERT YOUTH CENTER

Account #	Account Description	Budget 18-19		Proposed	Proposed addition staff peron
001-90736800	UCARE/SYC				
001-90745801	CHILDRENS FESTIVAL	\$ 1,000.00		\$1,000.00	
001-90745900	CAPITAL OUTLAY	\$ 2,000.00		\$2,000.00	
001-90747700	TEEN DANCES				
	ZUMBA	\$ 1,000.00		\$1,000.00	
	YOGA FITNESS CLASS	\$ 1,000.00		\$1,000.00	
	GIUITAR LESSONS				
001-907-368-04	Misc one time events	\$ 500.00		\$500.00	
		\$ 282,200.00		\$291,000.00	\$40,210.00
					\$331,210.00

-FIRE DEPARTMENT 2019-20 BUDGET REQUEST:

Buckhannon Fire Departments Budget request

2019-2020

Salaries and Benefits

- 2018/19 salaries \$390,000
- FICA Tax \$30,000
- Group Insurance \$82,000
- Retirement \$39,000

Total Salaries & Benefits 2018/19 \$541,000

Proposed 2019/20 Salaries and Benefits

- Salaries \$401,000

This amount includes raises for promotions or additional responsibilities only.

This amount does not include a raise for the chief. That amount should be up to the Mayor and the Finance director.

- FICA Tax – Finance Director
- Group Insurance – Finance Director
- Group retirement – Finance Director

That's an increase in salaries for promotions of 2.75%

- Doesn't include any increase in Fire Chiefs salary
- If a .50 raise was also approved, for the Firefighters minus the Chief it would be an additional \$11,000. That would include covering vacations, sick leave and educational time off.

Contractual Services 2018/19

- Telephones - \$1,750

- Travel Expenses - \$3,500
- Maintenance - \$4,500
- Training - \$10,000
- Insurance & BO – \$38,000

Total Contractual Services 2018-19 budget \$57,750

Proposed 2019-20 Budget

- Telephones - \$2,000
- Travel Expenses - \$3,000
- Maintenance - \$5,000
- Training - \$10,000
- Insurance & BO – Finance Director
- Reporting software - \$4,300 (Accreditation)
- Statistical data retrieval system \$1,800 (Accreditation)
- NFPA Online Subscription \$1,500) Inspections Division
- Survey Monkey Subscription \$400 (Accreditation)

Total Contractual Services 2019-20 budget request \$28,000 this amount does not include the line item of Insurance and BO that would be estimated by Finance Director.

Commodities 2018-19 budget

- Materials & Supplies - \$8,000
- Auto Supplies - \$17,500
- Uniforms - \$3,150
- Hazardous Materials - \$500

Total 2018-19 Commodities \$29,150

Proposed 2019-20 budget

- Material & Supplies - \$8,000
- Auto Supplies - \$20,000 14% increase due to fuel and more maintenance
- Uniforms - \$3,150
- Hazardous Material - \$500

Total Commodities requested for 2019-20, \$31,650

Capital Outlay 2018-19

- \$75,000

Capital Outlay Request 2019-20

- \$3678.30/month or \$44,138.40/year for Ladder Truck
- \$3,000 for Firefighter Smiths turnout gear
- \$4,500 medical equipment needs
- \$4,500 all new tires on Ladder truck (10) (Accreditation)
- \$2,750 To convert all station lights to LED
- \$1,750 Continuity of Operations Plan (Accreditation)
- \$3,375 Strategic Planning Workshop (Accreditation)
- \$2,000 additional cascade bottle
- \$2,250 New Fridge and stove for kitchen
- \$1,000 Lockers and renovations on bunk room

-POLICE DEPARTMENT 2019-20 BUDGET REQUESTS:

Proposed 2019 – 20 Police Department Budget

<u>Police Department Salaries</u>	<u>Proposed Budget¹</u>
<u>BASE SALARY</u>	
.....	\$71,000
- 24.55 hr.	\$51,064
- 23.01 hr.	\$47,861
- 23.77 hr.	\$49,442 ²
- 22.23 hr.	\$46,239
(raise to Sgt.) - 21.05 hr.	\$43,784
- 19.72 hr.	\$41,018
- 19.97 hr.	\$41,538
- 18.36 hr.	\$38,189
- \$18.36 hr.	\$38,189
..... - \$18.87 hr.	\$39,250
..... - \$18.61.....	\$19,355
..... - 17.28 hr.	\$35,943
Subtotal:	\$ 562,872

ANTICIPATED GRANT MONIES FOR SALARY (3.8% of Salary costs):

Governor's Highway Safety: 200	\$19,000
Domestic Grant	\$4,000
Subtotal:	\$23,000³

OVERTIME SALARIES (HOLIDAYS)

- 24.55 hr.
- 23.01 hr.
- 23.77 hr.
- 22.23 hr.
(raise to Sgt.) - 21.05 hr.
- 19.72 hr.
- 19.97 hr.
- 18.36 hr.
- \$18.36 hr.
..... - \$18.87 hr.

Total of above hourly wages = 209.89 x 8 hrs. x 15 holidays = \$25,187

OVERTIME SALARIES (Court, Investigations, Calls at end of duty, Strawberry Festival, etc.) – 240 hrs. = 20 hrs. per month

- 36.65 overtime rate per hr. x 240 hrs. = \$8,840
- 34.52 overtime rate per hr. x 240 hrs. = \$8,285
- 35.66 overtime rate per hr. x 60 hrs. = \$2,140 ⁴
- 33.35 overtime rate per hr. x 240 hrs. = \$8,004
- 31.58 overtime rate per hr. x 240 hrs. = \$7,580
- 29.58 overtime rate per hr. x 240 hrs. = \$7,100
- 29.96 overtime rate per hr. x 240 hrs. = \$7,191
- 27.54 overtime rate per hr. x 240 hrs. = \$6,610
- 27.54 overtime rate per hr. x 240 hrs. = \$6,610
- 25.31 overtime rate per hr. x 240 hrs. = \$6,075

Subtotal: \$69,185

GRAND TOTAL OF ABOVE CATEGORIES: \$680,214

Fica Tax: \$52,000

Group Insurance: \$189,000

Retirement: \$69,000

Telephones: \$10,000⁵

Travel Expense: \$3,000

Training: \$15,500⁶

Uniform Maintenance: \$500

Insurance and Bonds: \$38,000

Materials and Supplies:

Public Relations:	\$2,000
Ammunition (Duty / Trainings):	\$2,500 ⁷
• Pistol	
• Rifle	
• Shotgun	
Taser cartridges (Training / Replacements):	\$1,000
Employee physicals (CALEA):	\$1,000

IT expenses:	\$3,000
Office equipment:	
Ink cartridge:	\$1,000
General (citations, paper, pens, folders, etc.):	\$3,000
Cleaning supplies:	\$600
Rugs:	\$1,080
Pest Control:	\$540
Copier lease	\$1,900
Evidence equipment:	\$1,000
Batteries:	\$700
CDs / DVDs:	\$300
Radar Certification:	\$350
Postage:	\$300
Guardian Tracking software:	\$1,000 ⁸
Membership dues / support fees:	\$300
Miscellaneous:	\$430
TOTAL:	\$22,000

Auto Supplies:

Fuel:	\$19,200 ⁹
Oil / maintenance:	\$3,000
Car wash:	\$2,000
Tires:	\$2,000
Miscellaneous supplies / Repairs:	\$3,800
TOTAL:	\$30,000

Uniforms: \$8,000 ¹⁰

Criminal Investigation: \$2,000

New Equipment:

Enterprise payment (2 Police Interceptors – 2018 models):	\$14,700
Enterprise payment (3 Police Interceptors – 2019 models):	\$25,000
PTS software annual support:	\$7,400
PTS Mobile Connections	\$1,200 ¹¹
Replace old Body cameras:	\$2,600
Replace Body Armor:	\$12,000 ¹²
Fencing / Security for large evidence storage:	\$3,000
TOTAL:	\$65,900

TOTAL BUDGET: \$1,185,114

Budget Breakdown – Comparisons and Figures

2019 – 2020 Proposed Budget	\$1,185,114
Anticipated Amount of Grants & Other Revenue from Reimbursements (This includes PRO reimbursement)	\$82,100
Percent of Total from External Revenue	6.9%

2018 – 2019 Budget [*] <i>*As of Dec 31, 2018</i>	\$1,086,087
Difference	+ \$99,027
Percent Difference	+ 9.1%

Budget Notes

¹ The proposed budget for police department salaries includes a recommended \$2.00/hr. increase for each police employee. Over the past couple of years, the Buckhannon Police Department has taken on many more responsibilities in the form of compliance with CALEA standards. These increased responsibilities include, but are not limited to: additional reporting requirements, additional training requirements, familiarization and utilization of additional software applications, and additional responsibilities with the creation of various positions necessary to maintain CALEA compliance (such as accreditation manager, various Instructors, Fleet Manager, Property and Evidence manager, VIPS liaison, Emergency Operations manager, and Training Coordinator). These increased responsibilities necessary to maintain CALEA compliance have affected every single employee of the police department and have added to the already myriad duties that were already in place prior to CALEA.

In addition to these increased responsibilities, the salaries of the Buckhannon Police Department have fallen behind other agencies, especially in light of the fact that the last cost of living increase for City of Buckhannon employees was given in 2016. By comparison, consider the following:

- The Upshur County Sheriff's Department, which is not seeking CALEA accreditation at this time, makes an average of approximately \$1.00/hr. more than Buckhannon Police Department officers (both existing and starting out).

Currently, in the state of West Virginia, there is only one agency that is CALEA accredited (Parkersburg) and three other agencies that are in self-assessment preparing for CALEA accreditation (Buckhannon, Grantsville, and Charles Town). When the salaries of the Buckhannon Police Department are compared to the other three CALEA agencies, consider the following:

- A review of each of the three other CALEA agencies reveals that officers of each of these respective police departments make, on average, \$3.00/hr. - \$4.00/hr. and in some cases \$5.00/hr. more than Buckhannon Police Department officers (both existing and starting out).

² Mark Stewart's total Base Salary is listed in the police department budget, however, as PRO officer, approximately 70% of his salary, as well as insurance and other benefits will be reimbursed by Levy Funds from the Upshur County Board of Education. This equated to approximately \$51,500 during the 2018 calendar year.

³ Grant monies for salary represents 3.4% of total salary costs.

⁴ As PRO officer, Mark Stewart's overtime allotment has been readjusted to factor in the time that he actually works in the field for the Buckhannon Police Department, which is approximately 3 months out of the year.

¹² The bullet-proof vests that are issued to each Buckhannon police officer have exceeded their life of 5 years. Upon acquisition, the police department will seek a bullet proof vest (BVP) grant through the federal Office of Justice Programs. This grant will pay a 50% match of the anticipated \$12,000 cost to replace the current vests.

⁵ This line item includes costs for department telephones, as well as four department issued cell phones. Also, monthly costs for GPS units in each cruiser are included in this line item. Additionally, monthly costs for routers in eight cruisers are included.

⁶ Many of the trainings required to maintain various certifications (Taser instructor, Less lethal instructor, etc.), as well as other specialized trainings (Interview/Interrogation, Supervisory classes, Evidence collection/retention, etc.) all cost between \$100 and \$500 each, depending on the class. This allotment (in both the TRAINING and TRAVEL line items) is also representative of the needed costs for CALEA conferences and training.

Additionally, now that the Police Department has acquired an All-Hazard plan, CALEA requires training on this plan in either the form of table top exercises or full-scale exercises. Those anticipated costs are also included in this line item.

Also, CALEA requires ongoing, periodic training, known as shift-briefing training as well as annual refresher training on topics such as Biased Policing, Ethics, Mental Health training, etc. To accomplish these CALEA requirements, the police department has acquired software known as PoliceOne Academy, which provides all of these necessary CALEA mandated trainings. The cost of this annual expense (approximately \$1,200) is further included in this line item.

⁷ Ammunition costs encompass pistol, rifle, and shotgun for on-duty and training purposes. Additionally, the following category is in regards to the purchase of Taser cartridges required for annual recertification.

⁸ The police department has acquired a software program known as Guardian Tracking, which allows us to manage various employee matters - from awards and recognition to complaints and discipline. Evaluations are also managed with this software. This program additionally allows the police department to manage the Personnel Early Warning System. Each of these items cover various CALEA mandated standards and utilization of this software will allow the police department to upload various proofs of compliance on a variety of CALEA standards. Annual cost for this software is approximately \$1,000.

⁹ Fuel costs are estimated at current average of approximately \$1,600 per month. This amount accounts for approximately 10% inflation in the next fiscal year.

¹⁰ The total uniform budget covers costs for the following: New uniform acquisition, replacement uniforms for worn items (shirts, pants, slines, etc.), as well as absorbing costs for VIPS uniforms. Currently VIPS volunteers realize a savings of approximately \$27,000 in the City of Buckhannon through their volunteer activities.

¹¹ This cost will allow the police department to reacquire the mobile accessibility to our records management system and thus expand the field capabilities of the officers with the additional acquisition of vehicular routers (which costs are included in the telephone line item of this budget). This is a one-time cost, however the annual maintenance fee, which is absorbed into the PTS maintenance fee in the Capital Outlay line item, will increase by \$216 a year.

PROJECT	Buckhannon Police Department 5 yr. Capital Improvement Plan				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
	Plan	Plan	Plan	Plan	Plan
Vehicle and Fleet					
2016 SUV x3 (Replace in 2021 - Enterprise)	\$0	\$0	\$25,000	\$25,000	\$25,000
2018 Sedan x 2 (Enterprise)	\$14,700	\$14,700	\$14,700	\$14,700	\$14,700
Replace '08, '10 & '11 cruisers (Enterprise) ;	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Replace '13 cruisers x3 (Enterprise)	\$0	\$25,000	\$25,000	\$25,000	\$25,000
Buildings and Grounds					
Fencing & Security for Large Evid. Storage (CALEA)	\$3,000	\$0	\$0	\$0	\$0
Equipment and Maintenance					
Replace old Body cameras	\$2,600	\$0	\$11,700	\$2,600	\$0
Replace old office computers (1/2)	\$0	\$0	\$6,000	\$6,000	\$0
Records server	\$0	\$12,000	\$0	\$0	\$0
Ballistic vest replacement	\$12,000	\$0	\$6,000	\$0	\$0
CALEA costs					
Annual CALEA continuation fee	\$0	\$0	\$3,470	\$3,470	\$3,470
Annual CALEA conferences	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
CALEA web assessment costs	\$0	\$1,400	\$1,400	\$1,400	\$1,400
CALEA on-site assessment costs	\$0	\$5,500	\$0	\$0	\$0
Infrastructure Improvements					
All-Hazard plan training (CALEA requirement)	\$800	\$800	\$800	\$800	\$800
Personnel					
Employee medical physicals (CALEA requirement)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Department Totals	\$62,100	\$88,400	\$123,070	\$107,970	\$99,370

Granville

New Hire / Uncertified	\$ 17.00	1st day until academy graduation
Certified / Year One	\$ 19.50	1st day until 1 year anniversary
Certified / Year Two	\$ 20.50	1 year anniversary until 2 year anniversary
Certified / Year Three & Four	\$ 21.50	2 year anniversary until 4 year anniversary
PFC	\$ 22.50	4 year anniversary
Sergeant	\$ 24.50	Sgt. Promotion Date.
Lieutenant	\$ 27.50	Lt. Promotion Date
Chief	\$ 32.50	Chief Appointment Date.
Part - Time Officer	\$ 18.00	

RE: Pay Rates

Brian Hill [bhil@townofgranvillewv.gov]

Sent: 1/15/2019 2:43 PM

To: timsmith@buckhannonpolice.com

A single officer pays \$50 a month and an officer with a family pays \$100 a month. The Town picks up the remainder. I don't know how much our premiums are. We have PEIA.

From: timsmith@buckhannonpolice.com <timsmith@buckhannonpolice.com>

Sent: Tuesday, January 15, 2019 2:41 PM

To: Brian Hill <bhil@townofgranvillewv.gov>

Subject: RE: Pay Rates

Thank you. I have one more additional question. Does the officers have to pay for their medical insurance or is it 100% included?

Tim Smith

Buckhannon Police Department

Administrative Assistant

304-472-5723 Ext 1314

Fax 304-473-7911

CHARLES TOWN POLICE DEPARTMENT				
SALARY/WAGE SCALE				
Adopted by City Council 7-1-17				
GRADE	JOB CLASSIFICATION	MINIMUM	MAXIMUM	RESERVE
	Administrative Assistant I, Parking Meter Attendant	\$28,358.40	\$35,388.80	\$43,382.40
	Administrative Assistant II	\$34,465.60	\$43,035.20	\$55,078.40
	Administrative Assistant III	\$38,001.60	\$47,444.80	\$60,736.00
4	Non-Certified Patrolman, Certified Patrolman	\$41,267.20		\$44,449.60
5	Patrolman 1st Class	\$43,326.40	\$54,121.60	\$69,264.00
6	Master Patrolman (Eligible at step 10)	\$45,926.40	\$57,366.40	\$73,424.00
7	Corporal	\$48,672.00	\$60,798.40	\$77,812.80
8	Sergeant	\$51,126.40	\$63,835.20	\$83,782.40
9	Lieutenant	\$53,664.00	\$67,038.40	\$88,886.00
10	Captain	\$56,347.20	\$70,387.20	\$90,084.80
	Contract			

RE: 2018 new pay ranges.xlsx

Glenn Stevens [gstevens@charlestownwv.us]

Sent: 1/15/2019 2:45 PM

To: timsmith@buckhannonpolice.com

85% insurance paid by the City.
 We also get longevity bonuses after 4 years, we get \$50.00 per year on our employment anniversary date up to \$1,000.00.
 We get an annual \$300.00 uniform allowance for stuff like gloves, boots, underwear etc.
 We also get a \$300.00 bonus for Christmas.

From: timsmith@buckhannonpolice.com [mailto:timsmith@buckhannonpolice.com]

Sent: Tuesday, January 15, 2019 2:39 PM

To: Glenn Stevens <gstevens@charlestownwv.us>

Subject: RE: 2018 new pay ranges.xlsx

Thank you. I have one more additional question. Does the officers have to pay for their medical insurance or is it 100% included?

The Ranson Police Department Civil Service Commission is now accepting applications for the position of Police Officer. Interested persons may pick up applications at the Ranson Police Department, 700 N. Preston Street, Ranson, WV located in Jefferson County, WV) between the hours of 9:00 a.m. and 4:00 p.m., Mon-Fri. **Applications must be received by close of business February 23, 2019.** Testing will be conducted Saturday, March 9, 2019 @ 10:00 a.m. promptly. Location will be at the Independent Fire Company 300 W 3rd Ave., Ranson, WV 25438.

Requirements:

- Minimum age 18; maximum age 40
- U.S. Citizenship
- High School diploma or equivalent (GED)
- Successfully complete and pass the following:
 - Civil Service written exam
 - Physical ability test
 - Background investigation
 - Psychological testing
 - Medical examination
 - Oral interview
 - Basic Police Academy

Salary:

- Basic Salary for non-certified officer - \$45,625.95
- Basic Salary for a certified officer - \$46,828.50

Benefits:

- Paid Medical
- Paid Dental
- Paid Vision
- Vacation
- Sick Leave
- Take Home Vehicle with Limitations

*Any questions contact Captain Robbie R. Roberts at RRoberts@ransonwv.us or by calling 304-725-2411

The Ranson Police Department is an Equal Opportunity Employer

