Tab B

2018 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

March

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

May

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

June

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

August

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

September

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

October

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

November

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

December

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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COUNCIL PAPER

At the regular meeting held on Wednesday, January 24, 2018 at the Colonial Beach Town Center

Resolution #01-18, Establishment of dates and times for regular Town Council meetings

WHEREAS, Section 15.2-1416 of the Code of Virginia requires that the Town Council establish its regular meeting schedule by resolution.

NOW THEREFORE BE IT RESOLVED, that the following dates have been established for the Town Council Regular Meetings:

Wednesday	February 21, 2018	6:00 p.m.
Wednesday	March 21, 2018	6:00 p.m.
Wednesday	April 18, 2018	6:00 p.m.
Wednesday	May 16, 2018	6:00 p.m.
Wednesday	June 20, 2018	6:00 p.m.
Wednesday	July 18, 2018	6:00 p.m.
Wednesday	August15, 2018	6:00 p.m.
Wednesday	September 19, 2018	6:00 p.m.
Wednesday	October 17, 2018	6:00 p.m.
Wednesday	November 15, 2018	6:00 p.m.
Wednesday	December 19, 2018	6:00 p.m.

BE IT FURTHER RESOLVED, that all meetings shall be held in the Colonial Beach Town Center, 22 Washington Avenue, Colonial Beach, Virginia.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____

Tab C

COUNCIL PAPER

At the regular meeting held on Wednesday, January 24, 2018 at the Colonial Beach Town Center

Resolution #02-18, Establishment of dates and times for Town Council Work Sessions

WHEREAS, Section 15.2-1416 of the Code of Virginia requires that the Town Council establish its meeting schedule by resolution.

NOW THEREFORE BE IT RESOLVED, that the following dates have been established for the Town Council Work Sessions:

Saturday	February 10, 2018	8:00 a.m.
Saturday	March 10, 2018	8:00 a.m.
Saturday	April 14, 2018	8:00 a.m.
Saturday	May 12, 2018	8:00 a.m.
Saturday	June 9, 2018	8:00 a.m.
Saturday	July 14, 2018	8:00 a.m.
Saturday	August 11, 2018	8:00 a.m.
Saturday	September 8, 2018	8:00 a.m.
Saturday	October 13, 2018	8:00 a.m.
Saturday	November 10, 2018	8:00 a.m.
Saturday	December 8, 2018	8:00 a.m.

BE IT FURTHER RESOLVED, that all meetings shall be held in the Colonial Beach Town Center, 22 Washington Avenue, Colonial Beach, Virginia.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____

Tab D

COUNCIL PAPER

At the regular meeting held on Wednesday, January 24, 2018 at the Colonial Beach Town Center

Resolution #03-18, Adoption of 2018 Bylaws and Rules of Procedure

BE IT RESOLVED, that the Town Council meeting in regular session, Wednesday, January 24, 2018 hereby adopts the attached 2018 Bylaws and Rules of Procedure.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____

2017
BYLAWS AND RULES OF PROCEDURE
Colonial Beach Town Council

Preamble

The Colonial Beach Town Council operates in accordance with federal and state laws at all times. If there should be any conflict between these Bylaws and federal, state, or local law or regulation, the federal, state or local law or regulation shall be followed.

The citizens and businesses of the Town of Colonial Beach, Virginia are entitled to have fair, ethical, and accountable local government, so as to earn the public's full confidence and trust. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Colonial Beach Town Council has adopted these Bylaws and Rules of Procedure to assure public confidence in the integrity of local government and its effective and fair operation.

Section 1 Meetings

Section 1-1 Annual organizational meetings

A. The Town Council shall conduct an organizational meeting at its first meeting in January of every year.

B. At the organizational meeting in January, the Council shall establish the date, time and place for its regular monthly meetings for the remainder of the calendar year. Following the election of a Mayor, at the organizational meeting the Town Council shall elect a Vice-Mayor.

Section 1-2 Meeting Cancellations and Postponements

The Mayor may cancel or postpone any meeting because of inclement weather or disaster and will reschedule any postponed meeting at the earliest possible date when a quorum is available.

Section 1-3 Special Meetings

A special meeting of the Council shall be held when called by the Mayor, or requested by two or more Members of the Council in accordance with state law.

The Council may hold such special meetings as it deems necessary at such times and places, as it may find convenient.

Section 1-4 Quorum and method of voting

A. A quorum shall consist of a majority of the members of the Town Council, which is four.

B. It shall be the duty of every member to vote on issues before the Town Council. Each member shall vote by stating "aye," "nay" or "abstain." If a member chooses to abstain, the member shall state the reason for abstaining for the record and shall do so at the time the vote is taken.

Section 2 Officers

Section 2-1 Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Town Council. The Vice- Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and the Vice-Mayor, the members present shall choose one of their members to preside over the meeting.

The Mayor shall appoint individual Council members as the Liaison for the following areas:

- Public Safety
- Economic Development and Department of Planning & Zoning
- Finance
- Administration
- Public Works
- Schools

The Mayor may appoint Liaisons for other areas as necessary and may establish other committees when needed. As with nominations for any committee or appointment, the Council Member nominated may decline.

The Liaison shall serve in a role similar to that of a committee chair. The Liaison shall be responsible for ensuring that matters related to the designated area of the Liaison are thoroughly researched so as to then provide the Town Council with a comprehensive overview. The Liaison shall keep the other members of Council informed in a timely manner, but at least on a monthly basis of the matters that the Liaison is addressing. The function of the Liaison is to make the deliberations by the Town Council more efficient.

Section 2-2 Preservation of order

At meetings of the Council, the Mayor shall preserve order and decorum.

Section 2-4 Parliamentarian

Except as modified herein or as provided by Virginia law, the most current edition of Robert's Rules of Order shall be the parliamentary authority at all meetings of the Town Council with the following exceptions:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- There is no limit to the number of times a member may speak to a debatable question.
- Informal discussion of a subject is permitted while no motion is pending.
- The chairman need not rise while putting questions to a vote.
- If the chairman is a member, he may, without leaving the chair, speak in informal discussion and debate, and vote on all questions.

The Town Attorney shall act as Parliamentarian to the Council. Any questions involving the interpretation or application of Robert's Rules of Order shall be addressed to the Town Attorney. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian.

Section 3 Conduct of Business

Section 3-1 Order of business

A. At the Council's meeting, the order of business shall be generally as follows:

- Call to Order
- Roll call of members
- Additions to the Agenda
- Approval of the Agenda
- Approval of the minutes
- Council Member Announcements
- Presentations
- Unfinished business
- New Business
- Citizen Input
- Closed meeting (if necessary)
- Recess/Adjournment

Section 3-2 Agenda Details

Every ordinance or resolution which involves the expenditure of funds shall identify the budget line item number that will be used to fund the expenditure.

Section 3-3 Motions

The Mayor (or presiding officer) may make a motion without relinquishing the chair.

Section 3-4 Appeal to Council

Any member of the Council may appeal to the Council from the decision of the Mayor on any question of order or the interpretation of these Bylaws. A majority vote of those present is necessary to overrule the Mayor. No second is required on a member's appeal.

Section 3-5 Suspending Rules

At any time when Council Members wish to proceed on an item or discussion, in a manner that is not in accordance with these Bylaws, a motion to suspend is in order. A vote of two-thirds of the members present is required to suspend the Bylaws.

Section 3-6. Public Comment

Individuals may speak during the portion of the agenda designated for public comment and may speak for up to three (3) minutes. An individual who is representing a group of people may speak for up to five (5) minutes. The Mayor may exercise discretion in these time limits based upon the circumstances, but should do so only rarely.

Council members may not interrupt citizen speakers.

Section 3-7 Citizen Questions, Complaints and Suggestions

The purpose of the Public Comment portion of the agenda is to permit citizens an opportunity to address statements to the Town Council. The Public Comment period is not intended as a question and answer session with the Town Council.

Citizen questions, complaints, concerns, requests, etc. should instead be addressed to the Receptionist at Town Hall, who will either answer the questions or refer them to the proper administrators for answers.

Citizen complaints should also first be addressed to the Receptionist at Town Hall. The Receptionist will either have the complaint taken care of, or refer the complainant to the proper administrator.

If citizens have not been satisfied with responses they have received from Town Hall, they may then present their complaints to Council.

The Mayor may, in his discretion, answer a question or a complaint if the answer is brief or may recognize a Council Member to respond. For more involved answers to questions, the Mayor will respond to the citizen by saying that the question has been referred to the Town Manager who will see to it that an answer is provided if the citizen provides their contact information.

Citizen suggestions about the day-to-day practical operations of the Town should be made to the Receptionist at Town Hall, who will direct them, if necessary, to the appropriate departments.

Citizen suggestions about Town Council policies and actions may be made during the Public Comment period of Council meetings. The Town Clerk will keep a record of these suggestions. And the Town Council will consider them at its next work session, to determine which suggestions may be appropriate for action at the next, or later, regular meeting.

Section 3-8 Work Sessions

When items are to be included in the agenda for consideration at a work session, a summary sheet providing an overview (including pros and cons) shall be prepared by the appropriate liaison member, or Town Manager, provided to the Clerk and distributed to the Council Members in advance of the work session by the Clerk.

At every work session of the Town Council, the Town Manager shall provide a comprehensive list of all pending items and shall include the most recent status of each item.[1]

At least twenty-four (24) hours prior to every work session, the Town Manager shall also provide the Town Council with a written, monthly report as to the current workload being carried and performed by each department so that the Council is aware of pending projects as well as whether additional resources may be needed to support the staff.

On a quarterly basis during the months of April, July, October and January, at least twenty-four (24) hours prior to the work session, the Town Manager and the Chief Financial Officer shall provide budget updates. These updates shall state the current revenues and expenditures and the projected end of year outcome. The budget update shall include all funds.

Routine administrative matters, may be introduced by motion, including but not limited to simple referral of items to the planning commission and authorization to advertise a public hearing, may be voted on by the Town Council at work sessions.

Section 4 -- Public Hearings

Section 4-1 Mayor to conduct public hearings

The Mayor shall conduct all public hearings.

Section 4-2 Hearing presentations

Hearings shall begin with a brief presentation from a staff member and/or representative from the relevant board, authority, commission or committee. The presentation shall summarize the facts about the issue. Council members' inquiry during the staff's presentation shall be limited to questions about the issue. Discussion or debate about the merits of the proposal shall occur after the close of the public hearing. Council members

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shall be mindful of their obligation keep an open mind regarding matters involving public hearings.

Section 4-3 Order of public hearings

The order of public hearings shall be as follows:

A. The Mayor shall open the public hearing.

B. The applicant (or his or her representative) shall be the first speaker(s). Any and all representations made by the applicant to the Town on the record during the application process, whether written or verbal, shall be deemed a part of the application and may be relied upon in good faith by the Town.

C. The Mayor shall then solicit comments from the public. Each speaker must clearly state his name and address.

D. After public comments have been received, the applicant, at his or her discretion, may respond with additional information.

E. Upon the conclusion of the applicant's comments, the Mayor shall close the public hearing.

Section 4-4 Members' participation

Council members shall withhold their comments in public hearings to ensure participation by the public without Council interference.

Section 4-5 Close of hearing

When a public hearing has been closed by the Mayor, no further public comments shall be permitted. Council members, however, may direct questions to the applicant, the representative of the relevant board, authority, commission, committee or a staff member for clarification prior to taking any vote, if a vote is in order.

Section 4-6 Debate

Following the close of the public hearing, the Mayor entertains a motion and a second to address the issue and the Council may debate the merits of the issue.

Section 5 – Agenda

Section 5-1 Preparation

A. The Clerk shall prepare an agenda for each regular and special meeting conforming generally to the order of business specified in Section 3-1(A) entitled "Order of Business". The Town Manager shall coordinate the scheduling of items on the agenda with the Mayor. Every item that is placed on an agenda shall be accompanied by a cover sheet that identifies

the action that is recommended, the pros and cons, and relevant background information. Complete agenda packets shall be distributed to the Council and made available to the public by noon on the Friday immediately preceding the Town Council meeting.

B. Council members may request that items be placed on the agenda of a Work Session, for discussion, by contacting the Town Manager and Town Clerk at least eight business days prior to that Work Session. No such item shall be removed without the consent of the requesting Council member.

Before an item is placed on the Agenda of a Regular Meeting for action, that item shall have been discussed and vetted at the Council work session the previous month. While it may not always be possible because of time constraints to discuss a matter at a work session the month before the Council meeting, in order to promote thoroughness and attention to detail, this shall be the generally accepted practice.

C. Appointments may be placed on the agenda for consideration at any time.

D. Any matter not on the printed agenda may be heard, provided that every member of Council shall have been previously notified and that such a request is in the form of a motion to amend the agenda, is duly seconded, and then voted upon by a majority of the Council. If a resolution for consideration by Council is not included with the printed agenda, Council shall not vote on any such resolution unless a copy of the proposed resolution shall have been provided to every member of the Council prior to the start of the meeting.

Section 5-2 Minutes

The Clerk of the Council shall prepare and maintain minutes of the proceedings of the Council, and Council committees, in accordance with the requirements of the Code of Virginia (1950), as amended. Each recorded vote shall indicate how each member of the Council voted as required by law. Preparation of minutes will not include every aspect of the Council's meetings relating specifically to discussion and debate, but will include all significant events relating to official action. The Clerk will make every effort to provide draft minutes to the Council within thirty (30) days or less of the date of the meeting.

Section 6 -- General Operating Policy

Section 6-1 Actions by individual members of the Council

A. It shall be the policy of the Council that no one member shall exert individual action or direct any Town employee or independent contractor(s), or any Council, authority, commission or committee of the Council, to initiate any action that would require a Town employee or independent contractor(s) to perform any action contrary to the laws, ordinances or policies of the Town, or which would require the expenditure of public funds in any amount without the approval of the Council.

No individual member of the Colonial Beach Town Council possesses any individual authority, much less the authority to require Town Manager, Town Attorney, Town Clerk, Chief Financial Officer, the Police Chief, or any other employee of the Town of Colonial

Beach, to engage in any work unless that work is requested by a majority of the Colonial Beach Town Council.

When one or more members of Council and/or the Mayor respond to the media, they shall make it clear whether they are expressing a personal opinion or whether they are representing a formal Council position or decision.

B. It is further the policy of the Council that when the Mayor and/or individual members of Council interact with employees or independent contractor(s) of the Town, that the Mayor and/or individual members of Council conduct themselves in a respectful, civilized and appropriate manner at all times. Under no circumstances is it appropriate for the Mayor and/or any individual member of Council to shout or yell at, or shout or yell in the presence of, any Town Employee or independent contractor(s). Neither the Mayor nor any individual member of Council shall make a comment or statement to any Town employee or independent contractor(s) that is vulgar, insulting, or sarcastic. The Mayor and individual members of Council shall support the maintenance of a positive and constructive workplace environment for Town employees or independent contractor(s) and for citizens and businesses dealing with the Town. The Mayor and individual members of Council shall recognize their special role in dealings with Town employees or independent contractor(s) and shall in no way create the perception of any type of inappropriate direction to staff.

C. The conduct of the Mayor and individual members of Council must be above reproach and must avoid even the appearance of impropriety. Under no circumstances shall the Mayor or any member of Council threaten, either directly or indirectly, any Town employee or independent contractor(s) with the loss of his or her job, position, and/or salary.

D. The Mayor and individual members of the Council shall prepare themselves for every meeting by reading and reviewing the Council packet and they shall listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers and making personal comments that are not germane to the business before the Council or otherwise interfering with the orderly conduct of the meeting.

E. The Mayor and individual members of Council shall not use the public resources that are not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes. The Mayor and individual members of Council may seek assistance from Town staff with respect to official Town business, but shall not monopolize Town staff or interfere in any way with the ability of Town staff to perform their jobs.

F. The Mayor and individual members of Council shall respect the confidentiality of information concerning the property, personnel and/or affairs of the Town. They shall neither disclose confidential information without proper authorization of the Council, nor use such information to advance their personal, financial, or other private interests. Likewise, members of Council shall not use their position on Council for any type of personal gain.

G. Recognizing that stewardship of the public interest must be their primary concern, the Mayor and members of Council will work for the common good of the people of the Town of Colonial Beach and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Colonial Beach Town Council. No member of Council should engage in behavior that is self-important or solicitous of special treatment.

H. No individual Council Member may pursue independently any mission, project or commitment that is not in accordance with the majority of the Council, with the exception of carrying out his or her duties consistent with his or her appointment as an advocate for a specific area of Town government where those duties are in accordance with the consensus of Council. Should any staff member have a question as to whether he or she may proceed with work in response to the request of any one particular Council member, the staff member shall ask that the Mayor indicate how the staff member should proceed.

Section 6-3 Discussion of zoning and land use matters

Town Council members shall not engage in negotiations with applicants on zoning or land use matters.

Section 6-4 Polling Procedure

The Town Manager or his designee may separately contact members of the Town Council for the purpose of ascertaining a member's position with respect to public business, provided the contact does not constitute a meeting as defined in §2.2-3701 of the Code of Virginia.

Section 6-5 Sanctions

Individual members of the Town Council may be held accountable for their actions in violation of these Bylaws and/or state law by the Town Council in accordance with these Bylaws and state law. For example, a member of Council may be punished or fined for disorderly behavior in accordance with Virginia Code § 15.2-1400. Alternatively, the Town Council may censure a member of Council for violation of these Bylaws or other grossly inappropriate behavior.

Section 7 – Amendments

Section 7-1 Amendments to the By-Laws and Rules of Procedure

The Bylaws and Rules of Procedure may be amended as necessary by majority vote of the Council.

Colonial Beach Town Council

Recognizing that elected officials hold office as a public trust, as a member of the Colonial Beach Town Council, I agree to abide by the Bylaws and Rules of Procedure and I will place the welfare of the community, and the best interests of the Town of Colonial Beach, above my loyalty to individuals or particular groups. I will ensure the integrity of the Town Council by not giving any special favors or privileges to anyone. I will not criticize or embarrass my colleagues, the Town staff, or citizens. I will behave in a professional, civilized manner at all times. I will not use my public position to benefit me personally. I will not make a private promise of any kind to anyone. I will be mindful that I am only one member of Council and that I possess no individual authority. I will preserve the confidentiality of information shared during a closed meeting. I will not use my elected office to gain any personal privilege. I will not engage in business with the Town, either directly or indirectly and I will not use my position on Council to solicit business.

Given under my hand, this ____ day of _____, 2017.

_____

Council Member

Tab E

COUNCIL PAPER

At the meeting held on January 24, 2018 at the Colonial Beach Town Center

Resolution #04-18, Reappoints Maureen McCabe to the Colonial Beach Planning Commission

WHEREAS, Maureen McCabe was appointed on December 12, 2013 by Town Council to serve on the Colonial Beach Planning Commission for a term expiring on December 31, 2017; and

WHEREAS, the Planning Commission is highly pleased by the performance and dedication displayed by Maureen McCabe and has considered her application to serve another four year term; and

WHEREAS, the Planning Commission unanimously recommends the reappointment of Maureen McCabe.

NOW, THEREFORE, the Town Council, meeting on January 24, 2018 hereby reappoints Maureen McCabe to the Colonial Beach Planning Commission for a second four-year term expiring on December 31, 2021.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____

Tab F

COUNCIL PAPER

At the meeting held on January 24, 2018 at the Colonial Beach Town Center

Resolution #05-18, Establishes Deputy Town Manager Position

BE IT RESOLVED that the attached position description "Deputy Town Manager for Public Works" be adopted.

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____

Deputy Town Manager for Public Works

Department: Public Works
Status: Exempt

General Definition of Work

Performs complex administrative work planning, organizing and directing the maintenance and operation of water treatment and wastewater treatment plants, coordinating work with other departments and the Town Manager, maintaining records and files, preparing reports, assisting the Town Manager with budget preparations, policies, research efforts, special projects, other administrative activities and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

☐ Recruits and recommends hiring of department personnel; coaches, trains, counsels, assigns, schedules directs and evaluates the work of subordinates; evaluates staff performance; and recommends rewards, transfers, promotions, discipline, suspensions, demotions and terminations of subordinates.

☐ Plans, organizes and directs the operation, maintenance, construction, inspection and repair of the Town all facilities such as the water and wastewater collection and distribution systems.

☐ Makes field inspections of public utilities operations and projects to ascertain status.

☐ Reviews, approves and forwards purchase requisitions to the Office Manager's office for processing.

☐ Receives citizen inquiries or complaints and handles appropriately.

☐ Reviews plans and specifications for utilities projects and inspects work for compliance.

☐ Serves on State, Federal, regional and local boards and committees.

☐ Develops and provides informational materials to the public to keep them informed about water and wastewater.

☐ Prepares department operating and capital budgets; monitors expenditures.

☐ Makes presentations to local civic groups as requested by the Town Manager.

☐ Trains in all areas of town management to be able to serve as Acting Town Manager when the Town Manager is unavailable for duty.

☐ Performs subordinate personnel duties as needed.

☐ Assists other departments as needed.

Knowledge, Skills and Abilities

☐ Thorough knowledge of public works and utility system operations, maintenance and repair requirements

☐ Thorough knowledge of management practices as applied to the management of a public utility system

☐ Thorough knowledge of applicable State and Federal rules and regulations

☐ Thorough knowledge of preparing a variety of reports, and other documents

☐ Thorough knowledge of and ability to operate personal computer and associated hardware, software and peripherals

☐ Thorough knowledge of methods, techniques, tools and equipment used to install, repair and maintain water mains and service lines

☐ Thorough knowledge of the occupational hazards and necessary safety precautions of the work

☐ Ability to plan, assign and supervise the work of others;

☐ Ability to communicate ideas effectively in both oral and written formats

☐ Comprehensive knowledge of public management and organization is required

☐ Ability to make arithmetic computations using whole numbers, fractions and decimals

□ Ability to compute rates, ratios and percentages

□ Ability to understand and apply governmental accounting practices in maintenance of financial records

□ Ability to establish and maintain effective working relationships with associates, utility representatives, consultants, engineers, contractors, developers, civic and business leaders, Town Council and committee members, local and State entities and agencies and the general public.

Education and Experience

Associates degree in engineering or technical arts, and at least 10 years of experience in water and wastewater operations, distribution and wastewater collection systems, or construction management or equivalent combination of education and experience. Possession of a high school diploma is required.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ability to obtain a Virginia Class II Water Operator license and a Virginia Class II Wastewater Operator license within five years of hire.

Valid driver's license in the Commonwealth of Virginia, or ability to obtain within 30 days of hire.

Tab G

COUNCIL PAPER

At the meeting held on January 24, 2018 at the Colonial Beach Town Center

Resolution #06-18, FY 2019 Budget Timeline Resolution

WHEREAS Virginia Code Section 22.1-93 requires that the Town Council approve the budget for the Colonial Beach School Board by May 15, 2018; and

WHEREAS state law also prescribes the deadlines for the setting of tax rate(s) by the Colonial Beach Town Council as well as the adoption of the FY 2018 budget.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on January 24, 2018 that the FY 2019 budget shall be developed/approved in accordance with the following timelines:

January 24, 2018
FY 2019 Budget Timeline Resolution
February 9, 2018
CFO Revenue Analysis to Town Manager
February 12, 2018
Town Manager to meet with Department Heads to discuss budget requests
February (To Be Determined)
Work Session to discuss FY 2019 Budget
February 26, 2018
FY 2019 Budget requests due to CFO/Town Manager
March (To Be Determined)
Work Session to discuss FY 2019 Budget
March 21, 2018
FY 2019 Budget presented and request to advertise public hearing
April (To Be Determined)
Work Session to discuss FY 2019 budget
April 11, 2018
Public Hearing FY 2019 Budget
April 18, 2018
Approve FY 2019 Town Budget

Moved By _____ Seconded By _____

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	___	___	Steve Cirbee	___	___
Dallas Leamon	___	___	Bill Dellar	___	___
Frank Alger III	___	___	Burkett Lyburn	___	___
			Phil Rogers	___	___

Adopted _____ Tabled _____