



Before the
Colonial Beach Town Council

Held at
Colonial Beach Town Center
22 Washington Avenue, Colonial Beach, VA 22443

Wednesday, August 15, 2018 at 6:00 p.m.

Town Council Work Session

AGENDA

1. Call To Order
2. Roll Call of Members
3. Approval of the Agenda
4. Presentations
5. Old Business
6. New Business
 - Draft Res #30-18, Ratification of Memorials Advisory Commission *(Tab A)*
 - Draft Res #31-18, Appoints Steve Kennedy to Tourism Advisory Council *(Tab B)*
 - Draft Res #32-18, Appoints Anthony “Tony” Swynson as Building Official *(Tab C)*
 - Draft Res #33-18, Amends Town of Colonial Beach Procurement Policy *(Tab D)*
7. Closed Meeting
8. Adjournment/Recess

Tab A

COUNCIL PAPER

At the regular meeting held on Wednesday, August 15 , 2018 at the Colonial Beach Town Center

RESOLUTION #30-18, Ratification of Memorial Advisory Commission and Appointment of Review Committee

WHEREAS the in 2002, by way of Ordinance No. 480, the Colonial Beach Town Council created a Memorial Advisory Commission to honor men and women who gave of themselves for our benefit and not for their own; and

WHEREAS the Town Council adopted the By Laws and appointed three volunteer members of the Commission; and

WHEREAS the Commission has been inactive and without members since 2012.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its regular monthly meeting on _____ that INSERT THE NAMES OF TWO COUNCIL MEMBERS, with assistance from the Town Manager and/or Town Attorney, are requested to review any and all available documents pertaining to the Colonial Beach Memorial Advisory Commission and interview those persons who possess information and historical knowledge and who are willing to serve on the Commission for the purpose of nominating candidates for the Wall of Honor.

BE IT FURTHER RESOLVED that upon review and after interviews are conducted, INSERT THE NAMES OF TWO COUNCIL MEMBERS make a recommendation of three persons for membership in the Memorial Advisory Commission.

Moved By _____ Seconded By _____

AYE

NAY

AYE

NAY

Mayor Eddie Blunt
Dallas Leamon
Frank Alger III

Steve Cirbee
Bill Dellar
Burkett Lyburn
Phil Rogers

Adopted _____

Tabled _____

AGENDA - #58-03

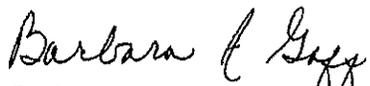
RESOLUTION - ADOPTION OF MEMORIAL ADVISORY COMMISSION BY-LAWS

WHEREAS, the Town Council created a Memorial Advisory Commission to honor men and women who gave of themselves for our benefit and not their own; and

WHEREAS, three volunteers were appointed to the Memorial Advisory Commission and held their first meeting to establish by-laws for the commission.

THEREFORE BE IT RESOLVED, that the Town Council meeting in regular session Thursday, November 13, 2003 hereby adopts the attached by-laws for the Memorial Advisory Commission.

THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL RESOLUTION; adopted by the Town Council at a regular meeting of Council held Thursday, November 13, 2003 at the Colonial Beach Town Center; a quorum of said Council being present.


Barbara A. Goff, Town Clerk

**The Memorial Advisory Commission
Town of Colonial Beach
By-Laws**

ARTICLE 1. Adoption of by-laws

The by-laws of the Colonial Beach Memorial Advisory Commission were adopted by the Commission at a meeting on November 13, 2003.

ARTICLE 2. Purpose of the Commission

The purpose of the Commission is to advise and make recommendations to the Town Council on appropriate means of recognizing individuals and organizations who have made contributions to the Town of Colonial Beach.

ARTICLE 3. Membership

The Commission shall be composed of three (3) members appointed by the Town Council. All members shall serve without compensation and shall be residents of the Town during his or her term of office.

ARTICLE 4. Term of Office

One (1) member of the Commission shall be appointed for initial term of two (2) years. The remaining two (2) members shall be appointed for initial terms of four (4) years. After the expirations of said initial terms, all members shall be appointed for terms of four (4) years. The Town Council shall fill any vacancies through appointment. Any person appointed to fill a vacancy shall hold the office the remainder of the un-expired term.

ARTICLE 5. Officers

Officers shall be a chairman, Secretary and such other offices, as the Commission may deem appropriate. All officers shall serve a one (1) year term.

ARTICLE 6. Meetings, Quorum, Minutes

Meetings shall be held on the 2nd Wednesday of each month at the Cooper Memorial Library at 2:00 p.m. Meetings shall be conducted in accordance with the by-laws and Roberts Rules of Order. Special meetings may be called by the Chairman, or by written request of two (2) members of the Commission. A majority of the members present at a duly called meeting shall constitute a quorum. No action of the Commission shall be valid unless authorized by the vote of a majority of members actually present. The Secretary shall keep minutes of all meetings and adhere to other requirements of the Virginia Freedom of Information Act (FOIA) §2.2-3 700, et. seq. of the Code of Virginia (1950), as amended. Copies of all minutes shall be signed by the Secretary or other person designated by the Commission to take minutes and forwarded to the Town Clerk within twenty (20) days following each meeting.

ARTICLE 7. Types of Recognition

The Commission has determined that a Wall of Honor will be the form of recognition. Such wall will be the Town Center, pending approval of the Town Council. Any cost associated with the recognition, including the cost of constructing memorials, shall be borne by the Commission. However, the cost of maintaining the memorials shall be borne by the Town of Colonial Beach.

ARTICLE 8. Nomination for Recognition Process

Criteria to be used in determining those individuals living or dead and organizations deserving recognition by the Town is as follows:

- Individuals and organizations from any field of endeavor who have made a significant contribution to the health, welfare and or prosperity of the Town of Colonial Beach.
- Individuals may be living or deceased. Deceased nominees must have been deceased for two (2) years before their nomination can be considered by the Commission.
- The Commission shall solicit nominations for recognition from the public. Each nomination must include a justification statement along with any supporting documentation such as newspaper articles, letters of consideration, obituaries, etc.
- The Commission will recommend five (5) names to the Town Council for consideration. Remaining nominations submitted will be held by the Commission to be considered along with any that may be submitted the following year.
- There will be two (2) forms, one for individuals and one for organizations.
- Individuals must live in the Town of Colonial Beach at the time of their nomination; and if deceased, must have resided in the Town at the time of their death.

ARTICLE 9. Authority over Contributions

The Commission shall have authority, on behalf of the Town, to solicit and accept private contributions, gifts, bequests and other donations of property into a Memorial Fund to carry out the purpose of this Commission. All funds and other donations accepted by the Commission shall be deposited with the Town Treasurer to the credit of the Town for the exclusive use, and at the direction of the Commission. The Commission shall submit a report to the Town Council monthly of all receipts and expenditures from such fund.

ARTICLE 10. Advisors

The Commission may seek experts to serve as pro bono advisors to the Commission in particular areas of consideration concerning a nominee.

ARTICLE 11. Amending the By-laws

These by-laws may be amended by the affirmative vote of a majority of the Commission voting on the question at any meeting of the Commission where a quorum is present. Proposed amendments to the by-laws shall be provided to the Town Council prior to such meeting.

ARTICLE 12. Annual Meeting

An annual organizational meeting shall be held each July to elect officer for the coming year.

Anna M. Payne
Memorial Advisory Commission Secretary

AGENDA - #58-03

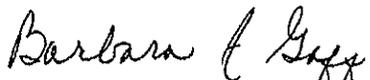
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The Commission may seek experts to serve as pro bono advisors to the Commission in particular areas of consideration concerning a nominee.

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Anna M. Payne
Memorial Advisory Commission Secretary

ARTICLE IX. - MEMORIALS ADVISORY COMMISSION

Sec. 2-101. - Establishment of the Memorials Advisory Commission; purpose.

The Memorials Advisory Commission is hereby established to advise and make recommendations to the town council on appropriate means of recognizing and awarding citizens from any field of endeavor who have made significant contributions to the health, welfare and prosperity of the town.

(Ord. No. 480)

Sec. 2-102. - Membership.

The commission shall be composed of three (3) members, appointed by the town council. All members shall serve without compensation. Each member shall be a resident of the town at all times during his or her term of office. One (1) member of the town council may serve as a liaison between the commission and the town council. Such liaison shall not be considered a member of the commission.

(Ord. No. 480, 9-12-02)

Sec. 2-103. - Terms of office.

One (1) member of the commission shall be appointed for initial terms of two (2) years. The remaining two (2) members shall be appointed for initial terms of four (4) years. After the expiration of said initial terms, all members shall be appointed for terms of four (4) years. The town council shall fill any vacancies through appointment. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term.

(Ord. No. 480, 9-12-02)

Sec. 2-104. - Officers.

The commission shall hold an annual organizational meeting, at which the first order of business shall be the election of a chairman, a secretary, and such other officers as the commission may deem appropriate. All officers shall serve for one-year terms.

(Ord. No. 480, 9-12-02)

Sec. 2-105. - Meetings, quorum, minutes.

The commission shall adopt bylaws and shall employ Roberts Rules of Order for the conduct of meeting consistent with the provisions of this article. Special meetings may be called by the chairman, or by the written request of two (2) members of the commission. A majority of members present at a duly called meeting shall constitute a quorum. No action of the commission shall be valid unless authorized by the vote of a majority of members actually present. The secretary shall keep minutes of all meetings and adhere to other requirements of the Virginia Freedom of Information Act, section 2.2-3700, et seq. of the Code of Virginia (1950) as amended. Copies of all minutes shall be signed by the secretary or other person designated by the commission to take minutes and forwarded to the town clerk within twenty (20) days following each meeting.

(Ord. No. 480, 9-12-02)

Sec. 2-106. - Types of recognition.

The commission shall develop appropriate means by which the town may recognize or commemorate such contributions. Such forms of recognition may include public testimonial celebrations, the naming of public facilities or streets, the dedication of statues, monuments, works of art, the creation of scholarships or other awards, the installation of memorial plaques or other suitable forms of recognition; and the receipt of awards or other forms of recognition by the town. Any cost associated with the recognition including the cost of constructing memorials shall be borne by the commission. However, the cost of maintaining memorials shall be borne by the town.

(Ord. No. 480, 9-12-02)

Sec. 2-107. - Nomination for recognition, process.

The commission shall develop criteria for the nomination of persons and organizations deserving recognition by the town. Using such criteria each year the commission shall recommend to the council the names of up to five (5) citizens, living or deceased, who have significantly contributed to the health, welfare or prosperity of the town. The commission shall solicit nominations for recognition from the public. All deceased nominees must have been

deceased for two (2) years before the commission can consider their nomination. The commission shall forward its recommendations including a justification statement along with any supporting documentation to the council for consideration.

(Ord. No. 480, 9-12-02)

Sec. 2-108. - Authority over contributions.

The commission shall have the authority, on behalf of the town, to solicit and accept private contributions, gifts, bequests and other donations of property into a memorials fund to carry out the purposes of this article. All funds and other donations accepted by the commission shall be deposited with the town treasurer to the credit of the town for the exclusive use of, and at the direction of, the commission. The commission shall submit a report to the town council monthly of all receipts and expenditures from such fund.

(Ord. No. 480)

Secs. 2-109—2-120. - Reserved.

Tab B

COUNCIL PAPER

At the meeting held on Wednesday, _____, 2018 at the Colonial Beach Town Center

RESOLUTION #31-18, Appoints Steve Kennedy to the Colonial Beach Tourism Advisory Council

WHEREAS there are currently openings available for citizens to serve on the Tourism Advisory Council; and

WHEREAS, Steve Kennedy has submitted an application to serve on the Council.

THEREFORE BE IT RESOLVED, that the Town Council meeting in regular session, Wednesday, _____, 2018 hereby appoints Steve Kennedy to a four year term on the Colonial Beach Tourism Advisory Council; such term expiring _____, 2022.

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 meeting held on Wednesday, August 15, 2018 at the Colonial Beach Town Center

RESOLUTION #32-18, Appoints Anthony “Tony” Swynson as Building Official

WHEREAS the Town has advertised for a full-time Building Official.

NOW THEREFORE BE IT RESOLVED by the Colonial Beach Town Council at its meeting on August 15, 2018, that Anthony “Tony” Swynson is appointed as the full-time Building Official for the Town of Colonial Beach; and

BE IT FURTHER RESOLVED that Anthony “Tony” Swynson shall possess any and all authority to enforce the provisions of the Uniform Statewide Building Code (USBC) in the Town of Colonial Beach, which includes, but is not limited to, making necessary arrangements for the emergency repair of structure(s) and to obtain such summonses and warrants, or bring such court actions, as may be needed to fully and consistently enforce the provisions of the USBC.

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 _____

JOB DESCRIPTION

JOB TITLE: BUILDING OFFICIAL
REPORTS TO: PLANNING AND ZONING ADMINISTRATOR
CLASSIFICATION: PART-TIME/ NON-EXEMPT

DEPARTMENT OF PLANNING, ZONING & COMMUNITY DEVELOPMENT

I. Primary Function/General Purpose of Job

The Building Official is responsible administering plan-reviews on all building-related and demolition permits within the Town of Colonial Beach. This task requires the official to ensure the plans meet the requirements of the current Virginia Uniform Statewide Building Code (USBC), International Building Code (IBC), Virginia Statewide Fire Prevention Code (VSFC) and Virginia Amusement Device Regulations (VADR), Town Codes, and Federal standards of construction. The Building Official performs field inspections on all commercial and residential construction in accordance with the USBC. If a permit is denied or work has failed inspection, the Building Official must prepare a report of the findings and notify the property owner of what corrective actions must be taken in order to abate.

The candidate must possess a working knowledge of the USBC, IBC, VSFC, VADR, and general knowledge of architectural and engineering principles and construction materials, practices, and techniques. The ability to read construction drawings and accurately interpret and incorporate Federal, State, and Town codes and ordinances for permit-approval is required. Successful completion of training and examination requirements for a Building Official Certification, as established by the Commonwealth of Virginia, is preferred but must be obtained within 12 months of employment. The ability to communicate tactfully and effectively with the public, both verbally and in written form and management experience is essential. Residency within Colonial Beach town-limits within one year of hire is preferred. At least five (5) years' experience in building inspections or related field and a valid and unrestricted Virginia driver's license is also required. Salary dependent on qualifications, excellent benefit package offered. Position will remain open until filled.

II. Employment Qualifications

- Possess an active Building Official Certification
- Specialized technical training in building construction
- 2 to 3 years of customer service experience
- Knowledge and experience using of Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Valid, unrestricted Virginia Driver's license
- Ability to review plans, informs applicant of any corrective measures which must be taken, and maintains records of inspection
- Ability to inspect each phase of construction for all structures regulated by the Virginia Statewide Building Code (USBC)
- Possess excellent time management and organizational skills
- Ability to communicate/educate technical code requirements to the public

Special Qualifications- within 1 year of appointment

- If the candidate does not have the CBO Certification, one must be obtained through the Department of Housing and Community Development, no later than 12 months of the hire-date

III. ESSENTIAL JOB FUNCTIONS

- Enforces Virginia Uniform Statewide Code, International Building Code, International Fire Code, and other applicable local ordinances as directed.
- Inspects various phases of construction to all structures regulated by the Virginia Statewide Building Code (USBC).
- Assists the Code Enforcement Official or other staff members in inspecting and evaluating structural integrity of dilapidated structures and related issues
- Remains current on state law and building code changes
- Issues notices of violation and notices to comply
- Provides information, interpretations, and explanations to contractors, architects, engineers, attorneys, property owners, and the general public in adverse situations

IV. OTHER JOB FUNCTIONS

- Provides technical assistance for plan review, ensuring accuracy, completeness, and compliance with all applicable Town and State Codes
- Communicates and assists Department of Professional Occupation and Regulation Investigators, Virginia Department of Health upon request
- May be required to represent the Town at networking or other code/municipal development events
- May be subject to work alternative shift or subject to on-call status as deemed necessary by the department head, or the Town Manager
- May be required to attend Planning Commission, Board of Zoning and/or Local Board of Building Code Appeals meetings
- Follow chain of command by reporting and inquiring with the Zoning Administrator when processing code violations and procedures
- Maintains and adheres to quality and safety standards, departmental goals, and work place values
- Enters inspection results into the BAI (Bright) municipal software system and files inspections in their respective folders thereafter
- Enforces the Town Codes and Ordinances
- Requires the ability to be adaptable under moderate levels of stress
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions and must be able to communicate effectively using appropriate code terminology

V. PHYSICAL DEMANDS

The employee must be able to perform the duties and tasks required by the position. Tasks often involve moderate physical exertion. Some other activities may require some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

VI. WORK ENVIRONMENT

Roughly 20%-40% of the employee's duties are performed in the Planning and Community Development Office. However, the remaining duties are performed in the field. As such, the employee will be exposed to environmental extremes such as, but not limited to, temperature, precipitation, light, wind, and chemicals. Ensuring compliance may result in exposure to potentially unsafe structural conditions, unsanitary conditions, or unstable construction. The employee is to follow all proper safety and protocol when dealing with such matters. The employee must utilize a safety vest, hardhat, steel toe shoes, and all applicable requirements as specified by OSHA.

Note: This description is intended to indicate the kinds and levels of work difficulty that will be required of the position that will be given the title and shall not be construed as declaring what specific duties and responsibility of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties mentioned that are of a similar kind or level of difficulty.

Tab D

COUNCIL PAPER

At the meeting held on Wednesday, _____, 2018 at the Colonial Beach Town Center

RESOLUTION #33-18, Amends Town of Colonial Beach Procurement Policy

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 _____

**TOWN OF COLONIAL BEACH – VIRGINIA
PURCHASING POLICY SUMMARY
ADOPTED OCTOBER 14, 2010
RESOLUTION #43-10**

I. PURPOSE

The purpose of this policy is to establish uniform standards and procedures in the procurement of goods, supplies, and services for the Town of Colonial Beach government offices. This policy is adopted to guide the Town in obtaining high quality goods and services at reasonable cost, in conducting all purchasing activities in a fair and impartial manner and in promoting efficient procurement practices among Town departments. This policy insures that department heads and other individuals responsible for purchasing within the Town have a reference to use in responding to questions on practices and procedures.

II. PROCUREMENT POLICY SUMMARY

1. Administration of the Town's purchasing policy is the ultimate responsibility of the Town Manager. The Town Manager will be the Town Procurement Agent and may designate others to administer the purchasing policy and procedures on behalf of the Town.
2. Each department head or his/her designee is responsible for procurement of goods, supplies, and services in accordance with this policy using good judgment in the expenditure of tax dollars for purposes that further the goals and mission of the Town. Each department head may, at his/her discretion, designate an employee to administer the requirements of this policy.
3. Departments heads and employees are responsible to ensure appropriate purchasing for the Town of Colonial Beach.
4. The procurement of goods and services shall be conducted in accordance with the Virginia Public Procurement Act, (VPPA), except as supplemented by this and other policies adopted by the Colonial Beach Town Council. The provisions of the VPPA are incorporated herein by reference.

III. PROCUREMENT GUIDELINES

Purchase order requisitions in excess of ~~\$1,000~~ \$2,500 must be accompanied by a written justification.

~~\$0 - \$1,000~~ \$2,500

Any employee may purchase up to ~~\$1,000~~ 2,500 in goods, supplies and services without department head/supervisor approval on the Requisition Request for Purchase. ~~prior approval provided~~ ~~Such that~~ individual must be ~~is~~ permitted by the department head to purchase on

behalf of the Town and does so in keeping with ~~the spirit and all~~ practices of this policy. Budgetary funds must be available for these purchases. A Purchase Order can not be produced unless a Requisition Request for Purchase has sufficient funds. Under no circumstances are such purchases to be ordered without first producing a Requisition for Request for Purchase and then generating the related Purchase Order.

~~**\$1,000.01 - 2,500 - \$5,000 and up**~~

~~Requisition Request for Purchase with amounts equal to \$2,500 but less than \$5,000 require Department Head approval AND a minimum of (3) verbal quotes from vendors are required and must be documented. Sufficient documentation includes vendor name, address, contact information, date, time and amount of verbal quote obtained. A Purchase Order with amounts equal to \$2,500 but less than \$5,000 can not be produced unless a Requisition Request for Purchase is properly approved, has sufficient funds and has 3 verbal quotes as noted above. Under no circumstances are such purchases to be ordered without first producing a Requisition for Request for Purchase, obtaining and documenting 3 verbal quotes and then generating the related Purchase Order.~~

~~**\$5,000 - \$15,000**~~

~~Requisition Request for Purchase with amounts equal to \$5,000 but less than \$15,000 require Department Head approval AND a minimum of (3) written quotes. The written quotes must be on vendor letterhead and signed by the vendor's representative. Written quotes can be received via email or fax as long as the quotes are on vendor letterhead and are signed by the vendor's representative. A Purchase Order with amounts equal to \$5,000 but less than \$15,000 can not be produced unless a Requisition Request for Purchase is properly approved, has sufficient funds and had 3 written quotes as noted above.~~

~~**\$15,000 - \$50,000**~~

~~Same requirements as for requests equal to \$5,000 but less than \$15,000 except that for this dollar bandwidth, Town Manager approval is also required. Written purchase orders are required for all purchases over \$1,000 and must be approved by the Town Manager. Department heads will be required to certify that funds are available within departmental resources. The purchase orders must be accompanied by documents demonstrating comparative pricing as follows:~~

~~**\$1,000.01 to \$5,000**~~

~~A minimum of three (3) verbal quotes are required for all purchases in this category from a minimum of three vendors; Documentation of the three (3) verbal quotes is required.~~

~~**\$5,000.01 to \$30,000**~~

~~Three (3) written quotes are required for all purchases in this category from a minimum of three vendors. Quotes should be provided on vendor letterhead or signed by the vendor's representative.~~

~~**\$50,000 - \$75,000**~~

~~Same requirements as for requests equal to \$15,000 but less than \$50,000 except that for this dollar bandwidth, a Request for Bid or Request for Proposal process is required AND Town Manager approval must be obtained prior to the advertisement for sealed bids or requests for proposal and the solicitation of a minimum of four formal bids.~~

~~**Over \$30,000-\$75,000 or greater when operating funds are not available**~~

Same requirement as for requests equal to \$50,000 but less than \$75,000 except that for this dollar threshold, Town Council approval is also required. Proposed purchases over ~~\$30,000-75,000~~ will be in accordance with the procedures contained within this document and specifically be approved by the Town Council in the fiscal year in which the purchase is to be made. ~~All purchases over \$30,000 require approval of the Town Manager prior to advertisement for sealed bids or requests for proposals, and the solicitation of a minimum of four formal bids.~~

Sole Source and Emergency Procurements

Sole source ~~and~~/or emergency procurements in accordance with Code of Virginia section 2.2-4303 paragraphs F and G must be approved by the Town Manager or his/her designee prior to purchase for amounts up to ~~\$75,000~~~~30,000~~. Amounts ~~over \$30,000- \$75,000 or greater~~ require Town Council approval.

IV. PROCUREMENT RESPONSIBILITIES

1. All elected and appointed officials of the Town as well as Town employees who participate in the negotiation and approval of purchases and contracts are personally responsible for becoming familiar with and abiding by all policies and statutes governing such activity.
2. Each ~~D~~department ~~H~~head will be responsible for the appropriate purchase of goods, supplies, and services in accordance with this policy.

~~3. Each department and agency may assign one individual in addition to the department head who is responsible and authorized to act as a Procurement Specialist. Notification and changes of the Procurement Specialist will be provided in writing to the Town Manager.~~

~~4. The department head and/or Departmental Procurement Specialist will implement the provisions of this policy in conjunction with the Town Manager.~~

5. ~~Town employees~~ **Individuals** responsible for purchasing will make every attempt to reduce unnecessary purchases and will scrutinize the purchase of items with the knowledge and responsibility that their tax dollars and the tax dollars of others are involved in the purchase.

6. ~~Town employees~~ **Any individual** responsible for purchasing will not knowingly authorize purchases when there is evidence of conflict of interest on the part of any Town official. In the event that any uncertainty exists, the purchasing official or agent shall refer the matter to the Town Attorney for a written opinion.

7. The acceptance of gifts, other than items of nominal value such as advertising novelties, is prohibited. Officials and employees are strictly prohibited from becoming obligated to any vendor and must not participate in or conclude any Town transaction from which they or their immediate relatives may personally benefit.

~~8. Town officials shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the Town. To accomplish this, purchasing activities shall be conducted so that vendors will value the Town's business and will make every effort to furnish its requirements with quality, service and value.~~

9. ~~Town employees~~ **Officials** engaged in purchasing will foster constructive competition by constantly seeking new bidders, obtaining ~~several~~ bids as noted above on almost every purchase and developing more than one active source of supply for various products and services.

10. The Town Manager shall have the authority to interpret this policy, including but not limited to the following:

a. Prescribing the manner in which supplies, materials, and equipment will be purchased, delivered, stored and distributed.

b. Prescribing the dates for making requisitions and estimates, the future period which they are to cover, the form in which they shall be submitted, the manner of their authentication and their revision.

c. Providing for transfer to or between Town departments and agencies of goods and supplies which are surplus with one department or agency but which may be needed by another or others, and for the disposal by sale, after receipt of competitive bids, of goods and supplies which are obsolete and unusable.

- d. Prescribing the amount of deposit or bond to be submitted with a bid on a contract and the amount of deposit or bond to be given for the faithful performance of a contract.
- e. Prescribing the manner in which claims for goods, supplies and services delivered to any and all departments and agencies of the Town shall be submitted, examined, approved and paid.
- f. Providing for such other matters as may be necessary to give effect to the foregoing rules and the provisions of this policy in accordance with the VPPA.

V. PROCUREMENT METHODOLOGY

- A. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction for a total value in excess of ~~\$75,000~~~~30,000~~ shall be awarded after competitive sealed bidding or competitive negotiation as provided by the Virginia Public Procurement Act (VPPA).
- B. Professional services, as defined by Code of Virginia 2.2-4301, in excess of ~~\$75,000~~~~30,000~~ shall be procured by competitive negotiation ([i.e. Request for Proposal process](#)).
- C. Upon determination in advance by the Town and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, and such document outlines the basis for this determination, the following may apply:
 - 1. Goods, services, or insurance may be procured by competitive negotiation;
 - 2. Insurance may be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services under “competitive negotiation” in the definitions section above;
 - 3. Construction may be procured by competitive negotiation in the following instances:
 - a. The alteration, repair, renovation or demolition of buildings when the contract is not expected to cost more than \$100,000; or
 - b. The construction of highways and any drainage, dredging, excavation, grading or similar work upon real property.

~~D. Purchasing Preapproval. Purchases may be made under the following guidelines by any department without further approval from the Town Manager or the Town Council. A department head may refer any purchase or contract to the Town Manager as they deem necessary.~~

~~1. Department heads may make purchases if sufficient funds are available within the department's budget, in the specific line item to which the purchase will be charged. All purchase requests which were not approved as part of the annual budget, or in excess of departmental budget, will require approval by the Town Manager or Town Council in accordance with current policy based on the amount of additional funds requested;~~

~~2. All purchases will conform to requirements of other sections of this policy and the VPPA;~~

~~3. All purchases for items that require carryover funds will need specific approval by the Town Council;~~

~~4. All purchases which fall outside of the guidelines of this policy must be referred to the Town Manager for approval prior to purchase. As noted above, the Town Manager may approve such purchases in accordance with established Town Council policy or may refer any purchase or contract to the Town council as deemed necessary and in the best interest of the town.~~

E. The Town may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies, including agencies of the Commonwealth of Virginia and the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies. The Town, when entering into such cooperative procurement with a county, city or town whose governing body has adopted alternative policies and procedures, may comply with said alternative policies and procedures.

VI. PURCHASE ORDER AND ENCUMBRANCE SYSTEM

A. The Town will have available an electronic purchase order system which allows for the posting of encumbrances to specified line item accounts and generation

of a unique purchase order number. This process removes available funds and holds them until such time as the expenditure is made so that simultaneous purchases are avoided which would overspend an account or departmental approved budget.

B. Written purchase orders must be signed and approved as noted above. by the Town Manager will be required for all purchases exceeding \$1,000 in value in a form prescribed by the Town Manager with no less than three identical parts/copies.

C. Each purchase order generated will bear the name of the vendor, the name of the purchaser, the date that the request was made, the account number from which the purchase is to be made, the shipping address and instructions, a unique purchase order number, the quantity and description of the products or services ordered, the unit and total price, the name and signature of the individual requesting the purchase order, the signature of the Department Head and the signature of the Town Manager granting approval of the purchase, as required based on dollar bandwidth/threshold as noted above.

~~D. After approval has been provided by an authorized person, the purchase order will be distributed as follows:~~

~~1. Two copies will be returned from the Finance Department to the requestor providing documentation and authorization to proceed with the purchase;~~

~~2. The third copy of the purchase order will be retained by the Finance Department for their records;~~

~~3. Once the products or services are delivered, the requestor will indicate such receipt in the space provided on the purchase order document and return one copy to the Finance Department indicating an agreement to proceed with payment.~~

~~E. A copy of the invoice for any purchase of individual items with a unit price exceeding \$5,000 must be provided to the Assistant to the Town Manager for fixed asset tracking purposes.~~

VII. DISPOSAL OF FIXED ASSETS

All fixed assets which no longer serve a useful purpose to the Town shall become eligible to be auctioned either by traditional means or through the use of an online auction site, such as Govdeals.com

VIII. LEGAL REVIEW OF CONTRACTS

The Town Manager will submit to the Town Attorney a copy of all contracts for approval as to form. The Town Attorney will execute all approved contracts and return the original to the Town Manager for disposition and handling by the Town Manager or the department head.