



Before the
Colonial Beach Town Council

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

Saturday, September 8, 2018 at 8:00 a.m.

Town Council Work Session

AGENDA

1. Call To Order
2. Roll Call of Members
3. Approval of the Agenda
4. Presentations
 - Flack Shack -- Six Month Update, Suzan French Gennace
 - Video Marketing, Maggie Lane
 - Town Hill Stage, Chamber of Commerce
5. Old Business
 - Draft Res #30-18, Ratification of Memorials Advisory Commission (*Second Review*) (*Tab A*)
 - Draft Res #32-18, Appoints Anthony "Tony" Swinson as Building Official (*Second Review*) (*Tab B*)
 - Amends Town of Colonial Beach Procurement Policy (*Second Review*) (*Tab C*)
 - Discussion of Sale of Eleanor Mobile Home Park
 - (i) Public Hearing to be held on September 19, 2018
 - (ii) Distribution of Sale Proceeds

6. New Business

- **Res #36-18, Authorizes Reorganization of the Department of Planning and Community Development *(Tab D)***
- **Res #37-18, Recommends Appointment of Maureen McCabe to the Board of Zoning Appeals *(Tab E)***

7. Status Items

- **Dispatch Agreement with Westmoreland County**
- **Klotz Building**
- **Torrey Smith project**
- **Lease re old Police Department**

(Other status items to be addressed in monthly department reports)

8. Items Submitted by Council Members

- **Water and Sewer System *(Submitted by B. Dellar) (Tab F)***

9. Closed Meeting

10. Adjournment/Recess

Tab A

At the regular meeting held on Wednesday, September 19, 2018 at the Colonial Beach Town Center

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

WHEREAS in 2003, 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 in 2003, the Town Council adopted 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 September 19, 2018 that **Bill Dellar and Steve Cirbee**, 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, **Bill Dellar and Steve Cirbee** make a recommendation of three persons for membership in the Memorial Advisory Commission.

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 B

COUNCIL PAPER

At the regular meeting held on Wednesday, September 19, 2018 at the Colonial Beach Town Center

RESOLUTION #32-18, Appoints Anthony “Tony” Swinson 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 September 19, 2018, that Anthony “Tony” Swinson is appointed as the full-time Building Official for the Town of Colonial Beach; and

BE IT FURTHER RESOLVED that, in accordance with state law and regulations and TOCB Ordinance No. 681, Anthony “Tony” Swinson shall become fully licensed and/or certified as a Building Official no later than December 31, 2018.

BE IT FURTHER RESOLVED that Anthony “Tony” Swinson 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
Dallas Leamon
Frank Alger III

Steve Cirbee
Bill Dellar
Burkett Lyburn
Phil Rogers

Adopted _____

Tabled _____

Job Description

Job Title: Building Official
Reports To: Town Manager
Classification: Exempt
Grade:

DEPARTMENT OF BUILDING & CODE COMPLIANCE

I. Primary Function/General Purpose of Job

Under general supervision this individual ensures safety to life and property from hazards incident to structure design, construction, occupancy, repair, maintenance, removal or demolition. Additionally, this position shall review building plans for all structures proposed to be constructed within the Town. Such reviews are to ensure that the plans meet the requirements of the Uniform Statewide Building Code and the International Fire Code as amended. This involves conduction of field inspections of commercial and residential establishments and construction projects to ensure compliance with State, Federal and Town Codes and ordinances. Responds to complaints of possible building code violations; performs inspections and determines compliance with applicable code, standards and ordinances; identifies violations; prepares written report of findings and identifies needed corrective actions. Work involves researching and responding to a wide range of complaints.

II. Employment Qualifications

- Associate's degree in construction/civil engineering or combination of education, training and experience to sufficiently demonstrate the knowledge skills and abilities needed for this position
- 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)
- Use of proper English grammar demonstrated in written communication and speech
- Valid Virginia Driver's license
- Reviews plans, make corrections, conducts verification of contractors licensing, and maintains records of inspection
- Inspects various phases of construction to all structures regulated by the Virginia Statewide Building Code (USBC)
- Excellent time management and organizational skills
- Ability to communicate/educate technical code requirements to the public

Special Qualifications to be acquired within 1 year of appointment:

- Obtain and maintain a State Certification as a Certified Building Official (CBO) through the Department of Housing and Community Development

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).
- Prepares monthly reports and reports as needed by the department head or by the Town Manager
- Assists the Code Enforcement Official or other staff members in inspecting and evaluating structural integrity of depilated structures and related issues
- Remains current on state law and building code changes
- Issues notices of violation and notices to comply
- Provides information, interpretation and explanation to contractors, architects, engineers, attorneys, property owners and the general public occasionally in adverse situations
- Assists with fire safety inspections as needed or required by the State Fire Marshall

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
- Serves as leader, mentor, role model to other employees
- 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 immediate supervisor first as it relates processing code violations and procedures
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representative as may be required
- Provides support to the Planning and Zoning Assistant and Code Compliance Officer/Permit Technician in scheduling inspections and entering permits and inspection results into the using BAI (Bright) municipal software system
- Checks office voice mail at the end of each working day and relays/responds to messages accordingly

- Enforces the Town codes and ordinances when violations are observed or discovered
- Ability to locate and use resources pertaining to Building Codes
- Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.
- Requires the ability to inspect items for proper length, width and shape
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment including visual dexterity to ascertain information on a computer screen
- Requires the ability to differentiate between colors and shades of colors
- Requires the ability to deal with people beyond giving and receiving instruction and must be adaptable to performing under moderate levels of stress
- Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words - hearing; perceiving nature of sounds by ear and must be able to communicate via telephone
- Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated and maintains a clean and orderly workplace
- Requires the ability of speaking and/or signaling people to convey or exchange information - including receiving/following instructions from immediate supervisor
- Requires the ability to read State and Town Code, Building Code, Zoning Ordinance, Erosion and Sediment Control standards, building plans, reference guides, program manuals, policies and procedures
- 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
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute interest and ratios

V. Physical Demands

The employee must be physically able to operate a variety of equipment and tools, such as a computer, printer, copier, fax machine, calculator, telephone, thermometer, pressure gauge, ground probe, electrical testing instrument, and a motor vehicle. Must be able to use typical hand tools such as but not limited to a screwdriver, hammer, punch, wrench, pliers, measuring tape, wrecking bar, sledge hammer, and shovel. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (typically 1-50 pounds).

VI. Work Environment

About 40% of the employee's duties are performed in an office environment and as such are not subject to extremes in the environment. However, approximately 60% of the duties are performed outside of an office in the field and as such the employee will be exposed to extremes in the external environment such as but not limited to; temperature, precipitation, light, wind, exposure to chemicals, unsafe conditions in structures, unsanitary conditions in structures, and unsafe site

conditions during construction of structures. The employee is to follow all proper safeguards when exposed to these conditions such as but not limited to use safety vest, hardhat, steel toe shoes, and other 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.

ORDINANCE NO. 681

ORDINANCE NO. 681, AMENDS THE COLONIAL BEACH TOWN CODE, CHAPTER 2, "ADMINISTRATION," ARTICLE II, "TOWN MANAGER," SECTION 2-18" TO PROVIDE FOR REGULATIONS AS TO CERTIFICATIONS/LICENSURE OF TOWN EMPLOYEES.

BE IT ORDAINED by the Colonial Beach Town Council that the Colonial Beach Town Code, Chapter 2, "Administration," Article II, "Town Manager," Section 2-18, "General Authority with respect to personnel" be amended to read as follows:

"Sec. 2-18. - General authority with respect to personnel.

Exclusive of elective officials, all organized departments of the town shall report to the town manager and the appointment and removal of town employees shall be the prerogative of the town manager, subject to any determination that may be reached under the grievance procedure, provided for in article III of this chapter, if such grievance procedure is utilized by the employee concerned. The town manager may call upon subordinate department heads to make recommendations concerning the employment or dismissal of town employees, but shall not be bound by their recommendation.

By June 30th of every year, the Town Manager shall provide a written statement certifying to the Town Council that all town employees have the proper licensure and/or certifications necessary

under state law and regulation to perform the functions of their respective positions. In the event that a town employee is provisionally licensed and/or certified in accordance with state law and regulation, the Town Manager shall ensure that the employee is fully licensed and/or certified no later than December 31, 2018. No new employee may be hired by the Town Manager if the employee is not fully licensed and/or certified in accordance with state law and regulation, unless a resolution shall have been approved by the Town Council authorizing such hire. In addition, the offer of employment shall be contingent upon the employee signing an agreement to become fully licensed and/or certified within such reasonable time identified by the Town Manager, and agreed to by resolution of the Town Council.”

THIS IS TO CERTIFY THIS IS A TRUE COPY OF AN ORIGINAL ORDINANCE,
adopted by the Town Council at a Regular Meeting of Council held Wednesday, April 19, 2017 at
the Colonial Beach Town Center, with a quorum of Council being present.


Kathleen Flanagan, Town Clerk

Tab C

**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.

Tab D

COUNCIL PAPER

At the regular meeting held on Wednesday, September 19, 2018 at the Colonial Beach Town Center

RESOLUTION #36-18, Authorizes Reorganization of Department of Planning and Community Development

WHEREAS at the August 15, 2018 Town Council Work Session, Town Council requested staff prepare and submit documentation regarding changes to the operation of the Department of Planning and Community Development; and

WHEREAS currently there are four full-time employees, including a Code Enforcement Officer, an Office Assistant, a Planning Director/Zoning Administrator and a Building Official; and

WHEREAS the Department of Planning and Community Development will heretofore be divided into two separate departments known as (1) the Department of Building and Code Compliance, and (2), the Department of Planning and Zoning; and

WHEREAS revised job descriptions are attached and reflect revised job duties; and

NOW THEREFORE BE IT RESOLVED that the Department of Planning and Community Development will heretofore be known as two separate departments: (1) the Department of Building and Code Compliance and, (2) the Department of Planning and Zoning; and

BE IT FURTHER RESOLVED that the Building Official and the Code Compliance Officer / Permit Technician will be employed in the Department of Building and Code Compliance; and

BE IT FURTHER RESOLVED the Director of Planning/Zoning Administrator and the Planning and Zoning Assistant will be employed in the Department of Planning and Zoning; and

BE IT FURTHER RESOLVED that the Town Manager will perform the direct supervision of the Building Official and the Building Official will perform the direct supervision of the Code Enforcement Officer / Permit Technician; and

BE IT FURTHER RESOLVED that the Town Manager will perform the direct supervision of the Director of Planning/Zoning Administrator and the Director of Planning/Zoning Administrator will perform the direct supervision of the Planning and Zoning Assistant; and

BE IT FURTHER RESOLVED by mutual agreement of the Director of Planning/Zoning Administrator and the Building Official, the customer service counter operations will remain a combined effort with staff support from both departments; and

BE IT FURTHER RESOLVED that the Code Compliance effort for Building, Zoning and Town Code as currently configured will remain a duty of the Code Enforcement Officer; and

BE IT FINALLY RESOLVED the 2018-2019 approved budget of the Department of Planning and Community Development has been divided into two individual budgets which are attached hereto.

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 _____

Job Description

Job Title: **Director of Planning / Zoning Administrator**
Reports to: Town Manager
Classification: Exempt
Grade:

DEPARTMENT OF PLANNING AND ZONING

I. Primary Function/General Purpose

Under direct supervision, performs professional, administrative, and supervisory work in coordinating the activities of the Department of Planning and Zoning. This individual provides a full range of management, technical, administrative and field services in order to maintain and implement the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and sections of the Town's Code of Ordinances. The position fills the following roles; Planning Manager and Zoning Administrator. The incumbent manages the activities of professional/technical and clerical staff engaged in comprehensive planning, zoning, and subdivision/site plan review. Work also involves serving as technical advisor to the Town Manager and may serve as the Clerk to the Planning Commission, and the Board of Zoning Appeals. Employee is responsible for preparing the department's proposed budget and monitoring expenditures. Employee is also responsible for overseeing the compilation of monthly and special reports. Employee must exercise tact and firmness in dealing with the general public, volunteers, developers, contractors, and public officials. This individual is also responsible for performance management activities for department employees, to include annual performance appraisals.

II. Employment qualifications:

- A Bachelor of Science degree (Master's degree preferred) in urban planning, public administration, business administration or a combination of education, training and experience to sufficiently demonstrate the knowledge, skills and abilities needed for this position
- Specialized technical training in zoning and code compliance.
- Knowledge of zoning and land use regulations – must have acquired a Certified Zoning Administrator (CZA) designation, or has the ability to acquire certification within two years
- Knowledge and three years of experience using of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook)
- Use of proper English grammar demonstrated in written communication and speech
- Valid Virginia Driver's License
- Excellent time management and organizational skills
- Ability to analyze complex issues and develop implementable solutions
- Ability to make presentations to various audiences and use of audio visual equipment

- Ability to communicate/educate the public, contractors, engineers, elected officials and co-workers effectively and successfully

Special Qualifications/Certifications to be acquired within two years of appointment:

- Requires certification as a Zoning Administrator (CZA) through the Virginia Association of Zoning Officials (VAZO)

III. Essential job functions:

- Oversees coordination of all applications for land use, zoning and development to include meeting with developers prior to application, pre-clearing site inspections and monitoring of sites after development
- Oversees interpreting, maintaining, and updating the Zoning Ordinance, Subdivision Ordinance and the Comprehensive Plan.
- Ensures coordination with, and participation of various regional, state and federal agencies involved in development and land use regulation
- Serves as staff liaison to Town Council, Planning Commission, Board of Zoning Appeals and other committees as assigned
- Identifies compliance or violation with applicable Codes and ordinances to include Zoning Code, in addition to all State and/or Federal standards
- Works with Town Manager to prepare annual department goals/work plans and budget; monitors revenues and expenditures for department
- Prepares public notices and advertisement, as well as provides staff reports for all rezoning, conditional use permits and variances
- Provides staff reports on special projects assigned by Town Manager
- Evaluates proffers and makes recommendations
- Manages the staff assigned to Planning and Zoning

IV. Other job functions:

- Prepares code amendments
- Reviews proposed legislative changes
- Provides technical assistance for plan review, ensuring accuracy, completeness, and compliance with all applicable Town and State Codes
- Serves as leader and role model to other employees
- May be required to represent the Town at networking or other municipal development events
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representatives to maintain a seamless approach to the health, safety and general welfare of all residents, visitors and business patrons of the Town
- Oversees approval of all zoning permits
- Works closely with the Code Official, Building Official, Town Manager and Town Attorney in enforcement of Zoning as well as authorized Town Code of Ordinance

- Works closely with Town Clerk in coordinating commission and board agendas and packet preparation
- Supports field staff in conducting field inspections relative to violations
- Provides public education as necessary regarding the process of development and all provisions of the Zoning and Subdivision ordinances
- Prepares and delivers timely and effective performance evaluations for direct reports annually
- Management skills and practices to include budgeting, policy and procedures development and personnel supervision

V. Physical demands:

While performing this job the employee is frequently required to sit, stand, walk, and listen. The majority of the work for this position is in an office setting, however some of the essential functions require the employee to visit building and construction sites. In the office, the employee must be physically able to operate a variety of equipment and tools, such as a computer, printer, copier, fax machine, calculator and telephone. The employee must be able to operate a motor vehicle. On building and construction sites, the employee must be able to use typical hand tools such as but not limited to a screwdriver, hammer, punch, wrench, pliers, measuring tape, wrecking bar, sledge hammer, and shovel. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (typically 12-20 pounds).

VI. Work environment:

About 80% of the employee's duties are performed in an office environment and as such are not subject to extremes in the environment. However, there will be times when demonstrating job functions, training other employees, conducting inspections, and investigating complaints the employee will be exposed to extremes in the external environment such as but not limited to; temperature, precipitation, light, wind, exposure to chemicals, unsafe conditions in a structure, unsanitary conditions in structures, and unsafe site conditions during construction. The employee is to follow all proper safeguards when exposed to these conditions such as but not limited to a use safety vest, hardhat, steel toe shoes, and other 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.

Job Description

Job Title: Building Official
Reports To: Town Manager
Classification: Exempt
Grade:

DEPARTMENT OF BUILDING & CODE COMPLIANCE

I. Primary Function/General Purpose of Job

Under general supervision this individual ensures safety to life and property from hazards incident to structure design, construction, occupancy, repair, maintenance, removal or demolition. Additionally, this position shall review building plans for all structures proposed to be constructed within the Town. Such reviews are to ensure that the plans meet the requirements of the Uniform Statewide Building Code and the International Fire Code as amended. This involves conduction of field inspections of commercial and residential establishments and construction projects to ensure compliance with State, Federal and Town Codes and ordinances. Responds to complaints of possible building code violations; performs inspections and determines compliance with applicable code, standards and ordinances; identifies violations; prepares written report of findings and identifies needed corrective actions. Work involves researching and responding to a wide range of complaints.

II. Employment Qualifications

- Associate's degree in construction/civil engineering or combination of education, training and experience to sufficiently demonstrate the knowledge skills and abilities needed for this position
- 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)
- Use of proper English grammar demonstrated in written communication and speech
- Valid Virginia Driver's license
- Reviews plans, make corrections, conducts verification of contractors licensing, and maintains records of inspection
- Inspects various phases of construction to all structures regulated by the Virginia Statewide Building Code (USBC)
- Excellent time management and organizational skills
- Ability to communicate/educate technical code requirements to the public

Special Qualifications to be acquired within 1 year of appointment:

- Obtain and maintain a State Certification as a Certified Building Official (CBO) through the Department of Housing and Community Development

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).
- Prepares monthly reports and reports as needed by the department head or by the Town Manager
- Assists the Code Enforcement Official or other staff members in inspecting and evaluating structural integrity of depilated structures and related issues
- Remains current on state law and building code changes
- Issues notices of violation and notices to comply
- Provides information, interpretation and explanation to contractors, architects, engineers, attorneys, property owners and the general public occasionally in adverse situations
- Assists with fire safety inspections as needed or required by the State Fire Marshall

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
- Serves as leader, mentor, role model to other employees
- 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 immediate supervisor first as it relates processing code violations and procedures
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representative as may be required
- Provides support to the Planning and Zoning Assistant and Code Compliance Officer/Permit Technician in scheduling inspections and entering permits and inspection results into the using BAI (Bright) municipal software system
- Checks office voice mail at the end of each working day and relays/responds to messages accordingly

- Enforces the Town codes and ordinances when violations are observed or discovered
- Ability to locate and use resources pertaining to Building Codes
- Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.
- Requires the ability to inspect items for proper length, width and shape
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment including visual dexterity to ascertain information on a computer screen
- Requires the ability to differentiate between colors and shades of colors
- Requires the ability to deal with people beyond giving and receiving instruction and must be adaptable to performing under moderate levels of stress
- Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words - hearing; perceiving nature of sounds by ear and must be able to communicate via telephone
- Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated and maintains a clean and orderly workplace
- Requires the ability of speaking and/or signaling people to convey or exchange information - including receiving/following instructions from immediate supervisor
- Requires the ability to read State and Town Code, Building Code, Zoning Ordinance, Erosion and Sediment Control standards, building plans, reference guides, program manuals, policies and procedures
- 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
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute interest and ratios

V. Physical Demands

The employee must be physically able to operate a variety of equipment and tools, such as a computer, printer, copier, fax machine, calculator, telephone, thermometer, pressure gauge, ground probe, electrical testing instrument, and a motor vehicle. Must be able to use typical hand tools such as but not limited to a screwdriver, hammer, punch, wrench, pliers, measuring tape, wrecking bar, sledge hammer, and shovel. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (typically 1-50 pounds).

VI. Work Environment

About 40% of the employee's duties are performed in an office environment and as such are not subject to extremes in the environment. However, approximately 60% of the duties are performed outside of an office in the field and as such the employee will be exposed to extremes in the external environment such as but not limited to; temperature, precipitation, light, wind, exposure to chemicals, unsafe conditions in structures, unsanitary conditions in structures, and unsafe site

conditions during construction of structures. The employee is to follow all proper safeguards when exposed to these conditions such as but not limited to use safety vest, hardhat, steel toe shoes, and other 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.

Job Description

Job Title: **Code Enforcement Officer / Permit Technician**
Reports to: Director of Building and Code Compliance
Classification: Exempt
Grade:

DEPARTMENT OF BUILDING & CODE COMPLIANCE

I. Primary Function/General Purpose

Under general supervision, conducts field inspections of commercial and residential establishments and construction projects to ensure compliance with State, Federal and Town Codes and ordinances. Responds to complaints of possible building, zoning, environmental and property maintenance code violations; performs inspections and determines compliance with applicable code, standards and ordinances; identifies violations; prepares written report of findings and identifies needed corrective actions. Work involves researching and responding to a wide range of complaints.

Additional work involves assisting the general public in completing building, zoning, erosion and sediment permit applications and assembling appropriate attachments. Work also involves maintaining and processing inspection requests. Employee is responsible for receiving and responding to a variety of inquiries by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of Town policies, procedures and programs.

II. Employment qualifications:

- Associate's degree in construction/civil engineering or combination of education, training and experience to sufficiently demonstrate the knowledge skills and abilities needed for this position
- Specialized technical training in zoning, building, and/or property maintenance
- Two years of customer service experience
- Knowledge and experience using of Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Use of proper English grammar demonstrated in written communication and speech
- Valid Virginia Driver's license
- Excellent time management and organizational skills
- Ability to collect, create, analyze and interpret code violations and data
- Ability to compile weekly, monthly and/or annual reports
- Ability to communicate/educate technical code requirements to the public

Special Qualifications to be acquired within two years of appointment:

- Requires State certification for Property Maintenance Inspector/Official through DHCD

III. Essential job functions:

- Receives, evaluates and prioritizes violation complaints
- Investigates complaints and conducts inspection of identified site that may include commercial and/or residential buildings, and construction projects
- Identifies compliance or violation with applicable Codes and ordinances to include Zoning Code, Inoperable Vehicle Code and other local, State and/or Federal standards
- Issues notices of violation and notices to comply
- Prepares reports of inspection findings and/or violations; and recommends corrective action when necessary
- Prepares, maintains and provides monthly records of complaints/violations
- Keeps track of contested violation cases and testifies in court as needed. Including input of violations into a data base or tracking system
- Processes administrative search warrants
- Provides information, interpretation and explanation to contractors, architects, engineers, attorneys, property owners and the general public upon request

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, and Board of Zoning Appeals upon request
- Prepares public/legal notices for the Local Board of Building Code of Appeals
Prepares/reviews and forwards notices to proper newspapers for advertisement
- Coordinates service approvals/connections with utility companies
- Performs other work as assigned
- Maintains awareness of new and emerging technologies and developments in Code administration
- Serves as leader, mentor, role model to other employees
- 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 Director of Building and Code Compliance
- 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 immediate supervisor first as it relates processing code violations and procedures
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representative as may be required

- Maintains and manages the routine maintenance of departmental vehicle(s)
- Checks office voice mail at the end of each working day and relays/responds to messages accordingly
- Ability to use multi-line telephone system and take/convey messages
- Ability to prepare letters and correspondence regarding compliance, inspection records, program reports, and related documents using proper format
- Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.
- Requires the ability to inspect items for proper length, width and shape
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment including visual dexterity to ascertain information on a computer screen
- Requires the ability to differentiate between colors and shades of colors
- Requires the ability to deal with people beyond giving and receiving instruction and must be adaptable to performing under moderate levels of stress.
- Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words - hearing; perceiving nature of sounds by ear and must be able to communicate via telephone
- Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated and maintains a clean and orderly workplace
- Requires the ability of speaking and/or signaling people to convey or exchange information - including receiving/following instructions from immediate supervisor
- Requires the ability to read State and Town Code, Building Code, Zoning Ordinance, Erosion and Sediment Control standards, building plans, reference guides, program manuals, policies and procedures
- 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
- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute interest and ratios

V. Physical demands:

The employee must be physically able to operate a variety of equipment and tools, such as a computer, printer, copier, fax machine, calculator, telephone, thermometer, pressure gauge, ground probe, electrical testing instrument, and a motor vehicle. Must be able to use typical hand tools such as but not limited to a screwdriver, hammer, punch, wrench, pliers, measuring tape, wrecking bar, sledge hammer, and shovel. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (typically 1-25 pounds)

VI. Work environment:

About 50% of the employee's duties are performed in an office environment and as such are not

subject to extremes in the environment. However, there will be times when demonstrating job functions, training other employees, conduction of inspections, investigating complaints the employee will be exposed to extremes in the external environment such as but not limited to; temperature, precipitation, light, wind, exposure to chemicals, unsafe conditions in structures, unsanitary conditions in structures, and unsafe site conditions during construction of structures. The employee is to follow all proper safeguards when exposed to these conditions such as but not limited to use safety vest, hardhat, steel toe shoes, and other 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

Job Description

Title: **Planning and Zoning Assistant**
Reports to: Director of Planning / Zoning Administrator
Classification: Exempt
Grade:

DEPARTMENT OF PLANNING AND ZONING

I. Primary Function/General Purpose

Performs technical/clerical duties for the Departments of Planning and Building & Code Compliance and particularly related to the clerical, administrative, and technical functions. Work involves assisting the general public in completing zoning, building, erosion and sediment permit applications and assembling appropriate attachments. Work also involves maintaining and processing inspection requests. Employee is responsible for receiving and responding to a variety of inquiries by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of Town policies, procedures and programs. The employee will be involved in preparation of studies, annual reports, grant applications and planning initiatives undertaken by the Town.

II. Employment qualifications:

- Associate's degree (Bachelor's degree preferred) in business administration, planning, public administration or similar field; or a combination of education, training and experience to sufficiently demonstrate the knowledge skills and abilities needed for this position
- Two years of customer service experience and/or training
- Meets and assists the public via telephone or in person and provides information on the land development and building processes, and other related matters; assists the public with applications for permits, collects fees for same
- Coordinates the processing of permits; including maintaining the permit log, disseminating applications and materials to appropriate personnel, and preparation of permits and materials upon review
- Approves permits and administrative land development applications such as but not limited to minor subdivisions, easements, plats and deeds
- Prepares public/legal notices for the Planning Commission, Board of Zoning Appeals and other committees as assigned. Prepares/reviews and forwards notices to proper newspapers for advertisement
- Prepares and mails out adjacent property owner letters
- Coordinates the scheduling of inspections, including re-inspections, final inspections and certificates-of-occupancy. Coordinates inspection process with other departments and agencies. Maintains computerized permit/inspection data to ensure up to date information

- Requires possession of a valid driver's license issued by the Commonwealth of Virginia

Special Qualifications to be acquired within two years of appointment:

- Obtain and hold a certification from the Virginia Department of Housing and Community Development (DHCD) for a permit clerk

III. Essential job functions:

- Processes purchase orders using excel and BAI systems
- Receives violation complaints and forwards to appropriate departmental personnel
- Maintains monthly census reports for Bureau of the Census
- Prepares the monthly and annual report(s)
- Communicates via a cell phone or land line to field personnel
- Prepares and disseminates correspondence, memoranda, reports; maintains files and records
- Maintains public information materials to assure availability at all times
- Maintains an inventory of office supplies and identifies/recommends supplies to be ordered
- Prepares packages for Planning Commission meetings, Board of Zoning meetings, other committees as assigned and forwards materials to Town Clerk for Town Council meetings
- Records minutes for Planning Commission, Board of Zoning Appeals and other committees as assigned in an accurate and efficient manner using appropriate and reliable equipment for the best results

IV. Other job functions:

- Prepares and participates in preparation of grants, ordinance amendments and other forms of correspondence
- Communicates and assists Department of Professional Occupation and Regulation Investigators, and the Virginia Department of Health
- Investigates, maintains and updates records for existing street/address files and Freedom of Information requests
- Manages woodlot permit process and inspections/follow up
- Requires the ability of speaking and/or signaling people to convey or exchange information Includes receiving instructions from immediate supervisor
- Requires the ability to read State and Town Code, Building Code, Zoning Ordinance, Erosion and Sediment Control standards, building plans, reference guides, program manuals, policies and procedures. Ability to prepare and proof letters and correspondence regarding compliance, inspection records, program reports, and related documents using proper format
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral diagrammatic or schedule form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral

and written instructions. Must be able to communicate effectively using appropriate code terminology

- Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute interest and ratios
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment
- Requires the ability to differentiate between colors and shades of colors
- Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under moderate levels of stress
- Develops and maintains cooperative and courteous relationships with department employees and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image
- Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace

V. Physical demands:

The employee must be physically able to operate a variety of equipment and tools, such as a computer, printer, copier, fax machine, calculator, telephone. Must be able to use typical hand tools such as but not limited to a screwdriver, hammer, and measuring tape/wheel. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (typically 1-25 pounds).

VI. Work environment:

Most of the employee's duties are performed in an office environment and as such are not subject to extremes in the environment. Some of the duties are performed outside of an office in the field and as such the employee will be exposed to extremes in the external environment such as but not limited to; temperature, precipitation, light, wind, and unsafe site conditions during construction of structures. The employee is to follow all proper safeguards when exposed to these conditions such as but not limited to use safety vest, hardhat, steel toe shoes, and other 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 E

COUNCIL PAPER

At the regular meeting held on Wednesday, September 19, 2018 at the Colonial Beach Town Center

RESOLUTION #37-18, Recommends Appointment of Maureen McCabe to the Board of Zoning Appeals

WHEREAS Maureen McCabe has expressed a willingness to serve on the Colonial Beach Board of Zoning Appeals; and

WHEREAS Maureen McCabe has submitted an application which is attached to this Resolution; and

WHEREAS Maureen McCabe has faithfully served on the Town of Colonial Beach Planning Commission since her appointment on December 12, 2013 and currently serves as its Chairperson; and

WHEREAS Virginia State Code 15.2-2308 (A) allows one member of the Planning Commission to concurrently serve on the Board of Zoning Appeals.

NOW, THEREFORE, BE IT RESOLVED that the Town Council, meeting in regular session, Wednesday, September 19, 2018 hereby recommends the appointment of Maureen McCabe to serve on the Board of Zoning Appeals, for a five-year term (see Zoning Ordinance, Article 17, Board of Zoning Appeals, 17-1(B)(1)); such term expiring on September 30, 2023.

BE IT FURTHER RESOLVED that the Town Council requests that the Circuit Court of Westmoreland County appoint Maureen McCabe to serve on the Colonial Beach Board of Zoning Appeals for a five-year term; such term expiring on September 30, 2023.

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

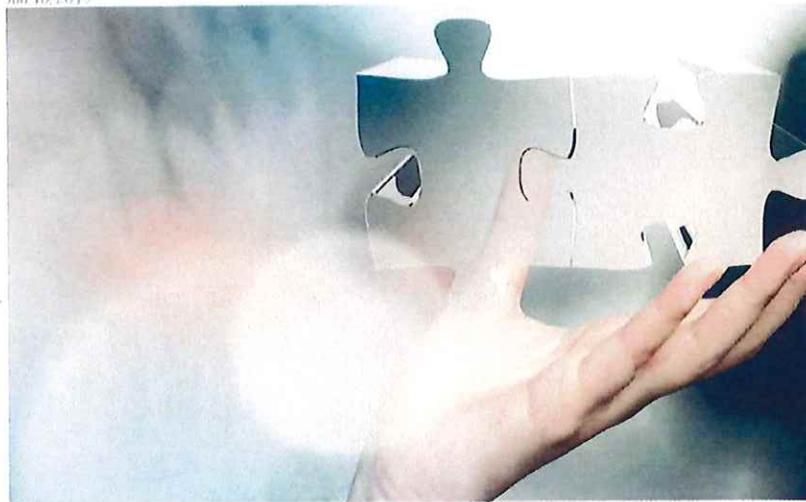
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Wharton University of Pennsylvania

Making the Most of Public-private Partnerships

Jun 10, 2015



It may not be common knowledge, but private companies have been helping cities manage public water systems for some time. According to the National Environmental Services Center, a process known as design-bid-build is the traditional method employed by water utilities throughout the U.S. Under this process, a municipality hires an engineering firm to design a water project, puts the project out to bid and chooses a private contractor to build the plant. The local water authority may choose to run the plant itself or hire yet another private firm to operate and maintain it.

But what typically happens in all these cases, is that the city "fragments the work, controls all of it and takes all the risk," said Patrick Cairo, senior vice president for corporate development at Suez Environment. So if any aspect of the work is faulty, the city has to pay to fix it, he added. Cities have traditionally taken on the financial risk as well, often by issuing tax-exempt municipal bonds.

Over the past 25 years, however, a new kind of partnership has developed in which the public and private sectors share the risks and rewards involved in building, maintaining and operating public water systems.

A Handy Tool

Public-private partnerships (P3s) have grown increasingly common in several countries, especially Canada and the U.K. In the U.S., the federal government has



Google recommends using Chrome
Try a fast, secure browser with updates built in

Open with Google Docs

NO THANKS

Gmail

COMPOSE

Inbox (295)

Starred

Important

Chats

Sent Mail

Drafts (6)



Kathleen



Rich Gordon

I didn't forget you I never

New Study Confirms Stronger Compliance Record of Private Water Companies

Posted on March 6, 2018 by TruthFromTheTap

A [recent study](#) published in the Proceedings of the National Academy of Sciences (PNAS) has found that privately-owned utilities are far less likely to have health-based drinking water quality violations than their government-owned counterparts.

The study analyzed health related violations of the Safe Drinking Water Act (SDWA) for 17,900 communities over a 34-year period (1982 to 2015). According to the report, compliance with the SDWA was most closely associated with a purchased water source and private ownership.

"Privately owned utilities are found to be less vulnerable to violations than government ownership. In particular, large private firms are associated with lower likelihood of violation."

These findings validate previous research, including a [2014 study](#) from Georgetown University and Texas A&M, which examined EPA data between 2010 and 2013. These researchers found that government-operated water systems are 24% more likely to incur health violations of the SDWA than privately-operated water systems.

Another finding of the new study in the PNAS was that rural water systems had a higher rate of violations. The authors state that "violation occurrence is significantly associated with less urbanized areas" and that the "highest predicted probability of violation occurs at small, rural community water systems relying on surface water sources." As a result of this finding about rural systems, the authors conclude that merging and consolidating systems can provide solutions to achieve regulatory compliance.

"Merging and consolidation of systems, where feasible, could provide a way to achieve economies of scale for adequate treatment technologies."

NAWC members have a proven record of helping small and struggling water systems address the unique challenges they face, bringing a strong record of compliance with the Safe Drinking Water Act, a high capacity for infrastructure investment, and expertise and efficiencies.

These complex challenges require an examination of all possible options, not reliance on just one solution, business model, organization or financial partner. Consolidation is

a successful, growing trend, especially among rural water systems, and it encompasses a wide range of options for struggling utilities. This most recent study confirms exactly that.

1

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.net;

Water-in-Milwaukee.pdf

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www.TruthFromTheTap.com

A campaign of the National Association of Water Companies

THE TRUTH ABOUT PRIVATE WATER IN MILWAUKEE, WI

In 1998, United Water (now SUEZ NA) entered into a 10-year, \$300 million agreement with the Milwaukee Metropolitan Sewerage District (MMSD) to provide wastewater treatment services. Milwaukee officials expected to save an estimated \$130 million, or 34 percent of the cost for sewer service, over the term of the contract.

ACTIVIST FICTION

Critics like Food & Water Watch (FWW) claim the experience in Milwaukee "is indicative of problems suffered under privatization"¹ and blame United Water for the problems with the city's system, including sewage overflows and pump shutdowns. FWW and other critics have repeated false claims about Milwaukee in at least six reports or case studies since 2009.

THE REAL STORY

Despite what critics have claimed, United Water's operations in Milwaukee saved residents \$144 million in the first nine years of its contract, beating projected savings by a wide margin. In addition, city officials didn't blame United Water for the issues that arose and, in fact, applauded the company's work. While critics attempt to blame United Water for every issue, facts from independent sources tell the real story.

SAVINGS: The 10-year, \$300-million contract between United Water and MMSD saved the district millions of dollars. Through just the first three years of the contract, the district saved \$36.6 million compared to government operation.² After five years, the savings amounted to \$66.4 million. According to MMSD Assistant Controller Bob Sander, United Water saved ratepayers \$144 million in the first nine years of its contract, beating its projected savings by a wide margin.⁴

SEWAGE OVERFLOWS: While FWW blamed United Water for a series of sewage overflows in 2004, a task force appointed by then-Mayor Tom Barrett found otherwise, stating that the company was not a contributor to the overflows.⁵ Further, the task force agreed with the Wisconsin Department of Natural Resources, which stated in 2002 that "rainwater leaking into local sewers is the major cause of sewer overflows" in Milwaukee.⁶ The task force report also found fault with MMSD for not moving aggressively enough in the past to curb rainwater infiltration into sewers.⁷

COST CUTTING: Critics argue that United Water violated its contract by shutting down pumps to cut costs, a practice they claim resulted in the dumping of more than 100 million gallons of sewage.⁸ But, the MMSD confirmed that "none of United Water Services' actions [to shut down pumps] prompted either a combined or separated sewer overflow."⁹ In fact, it was confirmed that the pumps were shut off to switch power sources during storm events, a practice mandated by MMSD.¹⁰

www.TruthFromTheTap.com

QUALITY OF SERVICE AND MANAGEMENT: MMSD's 2003 Performance Evaluation called United Water's operations "generally very good," referencing quality awards won from the Association of Metropolitan Sewerage Agencies.¹¹ The report also noted that "maintenance of critical equipment [has] been consistent with wastewater industry practices and has helped to achieve the good levels of treatment and conveyance operations."¹² Additionally, the evaluation found that, in partnership with United Water, the MMSD system operated "at a high level in a manner that compares favorably with similar agencies across the nation."¹³

MILWAUKEE REALITY: United Water's operations in Milwaukee saved residents tens of millions of dollars and city overseers repeatedly applauded the company's work. While critics attempt to blame United Water for every issue, facts from independent sources and stakeholders tell the real story. Veolia Water, another private company, now operates the city's wastewater treatment system.

Footnotes

¹ Food & Water Watch, "United Water: A Sewerage System Under Siege?" *Food & Water Watch* (March 4, 2009).
² MMSD, *Five Years of Savings* (June 2003), available at www.mmsd.com (last visited 7/10/2018).
³ Associated Press, "Rain That Spilled Sewage in Milwaukee," *Associated Press* (April 23, 2004).
⁴ Milwaukee Journal Sentinel, "MMSD won't reveal deal with private water," *Milwaukee Journal Sentinel* (2009).
⁵ Milwaukee Journal Sentinel, "MMSD won't reveal deal with private water," *Milwaukee Journal Sentinel* (2009).