BUDGET & PERSONNEL COMMITTEE MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

August 15, 2006 - 5:00 P.M. – Council Chambers – Municipal Center

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

AGENDA ADOPTION:

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1. Presentation by Auditor David Hughes, Robinson, Farmer, Cox
2. Consider Amendment to Section 303 - Holidays, of the Employee Handbook
3. Consider Donation Request from North Accomack Soccer League
4. Consider Position Description for Planner

ADJOURN:

MEMORANDUM

TO: Budget & Personnel Committee

VIA: Robert G. Ritter, Town Manager

FROM: Karen Hipple, Finance Director

DATE: July 25, 2006

SUBJECT: Amendment to Section 303 – Holidays of the Employee Handbook

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Staff would like the budget and personnel committee to consider an additional paid holiday for employees. Currently, the Town's Employee Handbook allows for nine paid holidays. If possible we would like to see this increased by adding Good Friday to the handbook. We believe this will increase employee morale. Recently, employees were faced with yet another increase in health insurance as well as a life insurance premium. The Commonwealth of Virginia recognizes Good Friday as a paid holiday as does Accomack County. There will be minimal cost associated with this change because four police officers and four dispatchers will receive double time for working the holiday.

If the committee so desires, a motion could possibly read as:

" Move to adopt Good Friday as a day that the Town of Chincoteague recognize as an official holiday and include it in the Employee Handbook as a paid holiday."

303 HOLIDAYS

Town of Chincoteague will grant holiday time off to eligible employees on the holidays listed below.

New Year's Day (January 1)
Presidents' Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans' Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas (December 25)
New Year's Eve (December 31) - 4 hours

The Town of Chincoteague will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications:

Regular Full-Time Regular Part-Time Introductory

Employees in the following employee classifications will be eligible for holiday pay if they work the 16 normal work hours before and after the holiday.

Part-Time Temporary Casual

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay at wages of two times his or her straight-time rate for the hours worked on the holiday. Off-duty Police Officers are considered eligible for wages of one shift at the straight time rate.

Certain positions within the Town of Chincoteague are required to work regular shifts on holidays. The Police Department will be required to maintain regular shifts for all nonexempt positions on holidays. The Emergency Medical Department will be required to maintain regular shifts for all nonexempt positions on Memorial Day, July 4th, and Labor Day holidays.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

MEMORANDUM

TO: Budget & Personnel Committee

VIA: Robert G. Ritter, Town Manager

FROM: Karen B. Hipple, Finance Director

DATE: August 9, 2006

SUBJECT: Donation Request from North Accomack Soccer League

Recently, Mayor and Council received a donation request from the North Accomack Soccer League at the last council meeting's public forum. The attached letter requests a donation of $100.00. The last donation the Town made was for $250.00 on September 15, 1997 to this worthy youth activity. Mayor Tarr asked that this committee review the request for a possible recommendation to Council.

The donation line item in the Fiscal Year '07 budget has available money for this donation.

If the committee so desires, a motion could possibly read as:

"Move to donate $???.?? To the North Accomack Soccer League."

To: Ritter
From Jack

NORTH ACCOMACK SOCCER LEAGUE
P.O. Box 794, Chincoteague Island, VA 23336

July 28, 2006

The North Accomack Soccer League (NASL) is about to kick off its 2006 soccer season. NASL has been serving the children of our community for many years. In 1999, we became chartered region 13-C-1184 of the American Youth Soccer Organization (AYSO), one of the largest and best know youth sports organizations in the Nation. Though we have struggled in recent years, NASL is now back on the field to stay. NASL has proven to be a valuable organization for our children by providing a safe and fun environment to learn values of good sportsmanship, team work, and friendly competition. Last year a group of very dedicated volunteers made the league a resounding success for 152 players, from 4 to 14 years of age, making up 17 teams. Though AYSO, we have access to the finest coach and referee training programs available in youth sports. We would like to invite you to help support the children of our community and their soccer league.

In order to continue to provide a high quality youth soccer program for the future, the NASL is asking for your help this season. The league would like to raise in excess of $3000.00 this year through various funding raising activities and league sponsorships. The nominal amount that we are requesting from each sponsor is $100.00, but we welcome any contribution you might be able to provide. AYSO is a registered non-profit organization, so your contributions will be tax deductible. Tax identification numbers can be provided upon request. To ensure that all our children benefit equally from your generosity, we are not offering individual team sponsorships. Instead, your contribution will benefit the league as a whole to offset the cost of uniforms, goals, equipment, facilities, trophies, and other operating expenses. A portable billboard will be made and placed on display near the soccer fields each weekend to recognize our patrons. It will be located such that team members, parents, and fans will be able to see your generosity and support of their league.

We thank you in advance for your time and consideration. We hope you will help us make this a positive, safe, and memorable experience for our young soccer players and our volunteers alike. To make a contribution, please make your check payable to NASL, send it to the address above, or contact us to pick it up from you. If you have any questions regarding the league, your donation, or how you can help us grow please feel free to contact me at rosanova@verizon.net or 757-336-0610. Alternatively you can contact our Regional Commissioner at the number below.

Respectfully,

Tammy Rosanova

Tammy Rosanova
Fund Raising Coordinator
AYSO 13-C-1184 NASL

Point of Contact: Ricky Stanfield, Regional Commissioner (757) 990-9770

MEMORANDUM

TO: Budget & Personnel Committee

FROM: Robert G. Ritter, Town Manager

DATE: August 10, 2006

SUBJECT: Position Description for Planner

Attached is a draft position description for a potential Town Planner. Staff has put together this draft position description of a Town Planner. This position was budgeted for this fiscal year. If it is the committee member's desire, the committee could possibly recommend the approval of the position description to Council. Staff is asking the members to review the draft Planner position for a possible motion at the Budget & Personnel meeting.

"Move to approve the draft Town Planner position and forward it to Mayor and Council for approval at the September council meeting."

If satisfactory as written, upon Council's approval, staff will advertise the position.

TOWN OF CHINCOTEAGUE
DRAFT JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF PLANNING

GENERAL DESCRIPTION OF DUTIES

Under ***general*** direction, the purpose of the position is ***to work with the Planning Commission and Town Council*** to guide long range land use planning and natural resource management for Town of Chincoteague and to implement related programs and regulations, including zoning, subdivision, erosion and sediment control, and flood plain management. This Director ***May also serve as the Town's Zoning Administrator at times***. Employees in this classification perform supervisory and skilled technical work ***and are required to work with the public, including public presentations***. The person in this position is responsible for monitoring changes in state and federal law and updating Town ordinances, as necessary, for consistency; initiating, preparing, and guiding through the adoption process revisions to the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance; preparing a variety of agenda, records, and documentation; conferring with the ***Town Manager*** on zoning and subdivision topics; responding to pubic requests regarding land use management, natural resources, flood hazards, etc***.; enforcing compliance with the Town's zoning, subdivision, and County wetland ordinances; serving on a variety of committees and Boards; and*** Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

> **The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; trains employees.

At times enforces the Town's Zoning and Subdivision Ordinance and the Accomack County Wetlands Ordinance.

Prepares and manages departmental budgets.

May serve as Secretary to the Board of Zoning Appeals.

Reviews and approves site plans for compliance to the Zoning Ordinance and other ordinances and reviews and approves subdivision plats.

Determines flood zone elevations; reviews County wetland applications for completeness, including site visits for jurisdictional checks.

Secures GPS coordinates to determine physical addresses; determines zoning districts.

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Investigates complaints for citizens.

Prosecutes violation of the zoning, subdivision ordinances; appears and testifies in court.

Monitors changes in state and federal law; updates Town ordinances as necessary for consistency.

Initiates, researches, prepares, presents and guides through the adoption process revisions to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance.

Prepares agendas, informational items, staff reviews, etc., for Planning Commission meetings; reviews and prepares staff reports on subdivision applications, conditional use permits, and rezonings.

Confers with ***Town Manager*** and works with Zoning Administrator on zoning and subdivision topics.

Responds to public requests regarding land use management, natural resources, flood hazards, etc.

Oversees administration of Erosion and Sediment Control Program; performs site visits; reviews plans; processes permits.

Meets and confers with applicants regarding land use development permits; writes/types correspondence to applicants regarding land use development permits.

Makes presentations to the Town Council and the Planning Commission.

Performs special projects as requested by Town Council ***or*** Town Manager.

Applies for and administers grant funding for land use related activities.

Writes press releases and conducts media interviews; makes presentations to local civic organizations, as requested; prepares and submits advertising for Planning Commission public hearings.

Performs zoning map and flood map determinations.

Prepares annual NFIP CRS recertification application and documentation.

Analyzes parcel status, contacts property owners; prepares staff recommendations; conducts public meetings.

Represents the Town on various regional and state committees, studies, etc.; sits in on the Accomack-Northampton PDC, Safety & Transportation Committee; sits in on E.S. Soil and Water Conservation District Technical Advisory Committee; attends meetings and conferences related to land use planning and resource management.

Participates in planning and provides support to the Town's Emergency Services Division; assists in damage assessment during natural disasters.

MARGINAL FUNCTIONS

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While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answers the telephone and takes messages.

Makes copies on engineering copier; stuffs envelopes for Planning Commission meeting packets.

Troubleshoots computers and performs computer maintenance.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in planning, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes professional planning; Experience with ESRI Arc Map 9.0 or greater; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Satisfactory completion of a DMV records check prior to employment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle office equipment, such as a computer and printer, facsimile machine, copier, and telephone; and a motor vehicle.

Verbal Aptitude: Requires the ability to utilize a wide variety of descriptive data and information, such as State Code, planning and zoning texts, model ordinances and ordinances from other localities, soil maps, zoning and flood plain maps, CBLAD local assistance manual, and the Virginia Erosion and Sediment Control Handbook.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

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Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem solution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Dexterity: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment and a motor vehicle.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and depths. Some tasks require visual perception and discrimination, as well as oral communications ability.

Environmental Factors: Tasks may risk exposure to bright and dim light, but are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PERFORMANCE INDICATORS

The work performance of supervisory personnel of the Town of Chincoteague is routinely evaluated according to the performance criteria outlined herein:

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the Town of Chincoteague as such pertains to the performance of the essential duties of Town Planner. Has thorough knowledge of principles and practices of rural and urban planning. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

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Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Planning: Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve

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established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinates as well. Ensures personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation, and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge. Provides adequate feedback to personnel under charge concerning their performance in terms of excellent, satisfactory, or lacking. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Establishes and maintains a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods, and procedures.

Delegating: Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence, and assist them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to all policies in the discharge of duties and responsibilities, and ensures the same for personnel under charge.

Policy Formulation: Maintains current knowledge of changes in operating philosophies and policies, and routinely reviews such policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the

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relationship between operating policies and practices and morale and performance. Strives to ensure established policies enhance same.

_____	_____
Employee's Signature	Town Managers Signature
_____	_____
Date	Date

The Town of Chincoteague is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The town of Chincoteague will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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