



# COLONIAL HEIGHTS CITY COUNCIL AGENDA

## SPECIAL MEETING CITY HALL

(Individual Council members will view a demonstration of the Police Department drone beginning at 5:30 PM)

### Council Members

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-Mayor  
T. Gregory Kochuba, Mayor

**September 15, 2020**

**201 James Avenue, Colonial Heights, VA**

**6:00 PM**

1. Call To Order
2. Roll Call
3. Declarations Of Personal Interest
4. Closed Meeting Pursuant To The Code Of Virginia In Accordance With The Following Provisions:
  - Paragraph A.1 of Section 2.2-3711, to discuss or consider the salary of the City Attorney.
  - Paragraph A.5 of §2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.
5. Vote To Come Back Into Open Meeting.

The Council has been in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.1 of Section 2.2-3711, to discuss or consider the salary of the City Attorney.
- Paragraph A.5 of §2.2-3711, to discuss prospective businesses or industries locating on a 10.84 acre parcel with parcel ID number 5400020000H and a street address of 401 Temple Avenue, where no previous announcement has been made of the businesses' or industries' interest in locating in the community.

Consideration of the following certification:

Each member will now certify that to the best of the member's knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public

body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Roll Call. An affirmative vote shall constitute certification of compliance.

6. Work Session On The Following Items:

A. AN ORDINANCE 20-FIN-18

*(First Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$157,000 consisting of 1) \$60,000 in anticipated grant funds for GIS enhancements; 2) \$35,000 in assigned fund balance for the replacement of the City's gas pumps; and 3) \$62,000 in unassigned fund balance for repairs at 608 Hamilton Avenue.

Documents:

[EX SUMMARY 20-FIN-18.PDF](#)  
[BUDGET SUMM SEPT 20.PDF](#)  
[FY19 PSAP GRANT AWARD.PDF](#)  
[AN ORDINANCE NO 20-FIN-18.PDF](#)

B. South Central Wastewater Authority Plant Upgrade Project

Documents:

[EX SUMMARY SCWA PLANT.PDF](#)

C. COVID-19 Grant Funding Update

Documents:

[EX SUMMARY COVID FUNDS.PDF](#)  
[COVID FUNDING TRACKING.PDF](#)

D. Discussion Regarding Employee Compensation

Documents:

[EX SUMMARY EMPLOYEE COMPENSATION.PDF](#)

E. Revisions To The Assistant Director Of Public Works – Engineering Job Description

Documents:

[EX SUM AD PUBLIC WORKS.PDF](#)  
[ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING \(10-13-20\).PDF](#)  
[AD PW JOB DESCRIPTION PRESENTATION.PDF](#)

F. Discussion Concerning Possible New Agenda Item: Council Member Comments

7. Adjournment





## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** September 15, 2020

**ITEM:** (First Reading 20-FIN-18) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$157,000 1) by appropriating \$60,000 in anticipated GIS Grant funds for GIS enhancements, 2) by appropriating \$35,000 in assigned fund balance for the replacement of the City's gas pumps, and 3) by appropriating \$62,000 in unassigned fund balance for repairs at 608 Hamilton Avenue.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for first reading of requested budgetary changes.

**BACKGROUND:** In 2019, the city was awarded \$100,697 from the Virginia E-911 Services Board for enhancements to the City's GIS system to support next generation E-911 services. To date, \$37,250 has been utilized. Staff is requesting the appropriation of the remaining \$60,000 for additional services to interface GIS layers with the E911 data and to correct inconsistent addressing.

The City's existing gas pump system at public works is over fifteen years old and has reached the end of its useful life. The pumps and card system have experienced repeated failures and are becoming more difficult and expensive to repair. Staff is proposing the use of \$35,000 in fund balance assigned for facilities to replace the system. Bids have already been received.

Finally, due to the unsafe and deteriorated condition of the property at 608 Hamilton Ave, the City asked the Circuit Court to allow the City to have the property repaired. The Circuit Court granted the City's request. The City is responsible for paying for the repairs but once the repairs are made, the City will place a lien on the property for the cost of the repairs.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

**ATTACHMENTS:**

BUDGET SUMM SEPT 20; FY19 PSAP Grant Info; ORDINANCE 20-FIN-18

- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

City of Colonial Heights  
 Ordinance/Resolution Recap Worksheet  
 Sept 2020

	GIS/NG911 Grant	Gas Pump Replacement	608 Hamilton	Total
<b>GENERAL FUND</b>				
<u>REVENUE:</u>				
Intergovernmental Revenues	\$60,000			60,000
Miscellaneous & Fund Balance		\$35,000	\$62,000	97,000
Total	<u>\$60,000</u>	<u>\$35,000</u>	<u>\$62,000</u>	<u>\$157,000</u>
<u>EXPENDITURES:</u>				
General & Financial	60,000	35,000		95,000
Community Development			62,000	62,000
Total	<u>\$60,000</u>	<u>\$35,000</u>	<u>\$62,000</u>	<u>\$157,000</u>



**COMMONWEALTH of VIRGINIA**  
**Virginia E-911 Services Board**

January 11, 2018

Dorothy Spears-Dean  
PSC Coordinator  
(804) 416-6201

Terry D. Mayo  
Board Administrative  
Assistant  
(804) 416-6197

Jeffrey D. Stern  
Chairman  
VDEM

James Junkins  
Vice Chairman  
Harrisonburg-Rockingham  
ECC

David A. Von Moll  
Treasurer State of Virginia  
Comptroller

Danny Garrison  
Richmond Ambulance  
Authority

Robert Layman  
AT & T

Jeffrey Merriman  
Verizon Communication

Diane Harding  
Verizon Wireless

Anthony McDowell  
Fire Chief  
Henrico County

Nelson P. Moe  
CIO - VITA

Kathleen Seay  
Hanover County

Dennis E. Hale  
Chief of Fire and EMS  
Dinwiddie County

Kevin W. Hall  
Sheriff of the City of  
Covington

Jolena Young  
Twin County

Dep Secretary Adam Thiel  
Office of the Governor  
Advisor

Dear Colonial Heights PSAP:

Thank you for submitting a FY19 PSAP Grant Program application. Your application meets the current Grant Guidelines and was recommended for funding by the PSAP Grant Committee. I am pleased to advise you that the Virginia E-911 Services Board has approved your request. You have been awarded \$100,697 for your Individual PSAP NG9-1-1 GIS project, grant ID 23.

Funding for this grant award will be available on a reimbursement basis beginning July 1, 2018. Reimbursements will only be made for items allowable under the current Grant Guidelines. All funding requests must be submitted on the Public Safety Grant Payment Request Form, which is available on the ISP website. The receipt(s) that substantiates the amount requested must be attached to the request at the time of submission.

Finally, in order for a funding request to be processed, the PSAP must have already submitted any required financial and grant progress reports for any previous fiscal years by the identified deadline. This includes required submission of any true-ups and supporting documentation.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

Lisa Nicholson  
Public Safety Program Manager

AN ORDINANCE NO. 20-FIN-18

To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$157,000, consisting of 1) \$60,000 in anticipated grant funds for GIS enhancements; 2) \$35,000 in assigned fund balance for the replacement of the City's gas pumps; and 3) \$62,000 in unassigned fund balance for repairs at 608 Hamilton Avenue.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-16, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	225,121	
General and Financial Administration	<del>4,641,639</del>	4,736,639
Judicial Administration	5,861,192	
Public Safety	12,213,058	
Public Works	5,389,750	
Health and Social Services	1,338,833	
Culture and Recreation	2,715,980	
Community Development	<del>599,461</del>	661,461
Human Services	449,269	
Nondepartmental	1,227,203	
Debt & Transfers	<u>27,061,348</u>	
TOTAL	<del>\$64,740,070</del>	61,897,070

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2020:

General Property Taxes	25,036,661	
Other Local Taxes	19,720,112	
Licenses, Permits & Fees	4,005,832	
Fines and Forfeitures	361,843	
Use of Money & Property	167,200	
Intergovernmental Revenues	<del>7,895,293</del>	7,955,293
Charges for Current Services	2,533,100	
Miscellaneous	<u>2,020,029</u>	2,117,029
TOTAL	<del>\$64,740,070</del>	61,897,070

2. That this ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

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City Clerk

Approved as to form:

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City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** September 15, 2020

**ITEM:** South Central Wastewater Authority Plant Upgrade Project

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Discussion with City Council regarding the upgrade project for the South Central Wastewater Authority Plant.

**BACKGROUND:** The South Central Wastewater Authority (serving Colonial Heights, Petersburg, Chesterfield, Prince George, and Dinwiddie) is seeking state funding for a project to upgrade the wastewater treatment plant. Robert Wilson, Executive Director of the Authority, will provide an update to City Council regarding this project.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Discussion with City Council.

**ATTACHMENTS:** N/A

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Worksession)

**MEETING DATE:** September 15, 2020

**ITEM:** COVID-19 Grant Funding Update

**DEPARTMENT:** City Manager/Finance

**PROPOSED ACTION:** Staff discussion with City Council with opportunity for Council input on proposed uses of funds.

**BACKGROUND:** Staff has prepared an updated summary of proposed uses for CARES and other COVID-related funding, and staff will provide City Council with an overview at the worksession. Staff will also review new information published by the Treasury Department regarding use of CARES funds.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff recommends Council support for the updated proposed uses of COVID-19 grant funds.

**ATTACHMENTS:** COVID-19 Grant Funding Summary

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

**City of Colonial Heights**  
**Proposed COVID-19 Recovery Spending Plan**  
**As of September 15, 2020**

Identified Need/ Recovery Expenditure	Proposed Plan	Actual through 9/8/20	Primary Recovery Source
<b>Budgeted Personnel and Services Diverted to a Substantially Different Use</b>			
Outsourced services for quarantined employees	2,250	2,250	CARES
PT Employees answering main phone line	6,500	6,481	CARES
SROs now on patrol	121,600	121,588	CARES
Employee Sick Leave (FFCRA)	12,000	7,298	CARES
Officer/Deputy for City Hall	20,000	4,320	CARES
Officer/Deputy coverage for meeting:	5,000	628	CARES
Recreation staff disinfecting buildings	15,000	3,119	CARES
<b>Facilitating Distance Learning</b>			
Schools Expenditures	200,000	-	CARES
<b>Food Programs</b>			
Donation to Food Bank	15,000	-	CARES
<b>Improve Telework Capabilities of Public Employees</b>			
Teleworking	50,000	49,645	CARES
Police Teleworking Expenses	26,400	-	CESF
<b>Payroll for Public Health and Safety Employees</b>			
EMS First Responders 7/1-12/30	1,043,061	-	CARES
Hazard Pay- PD, Sheriff, Fire & EMS	360,000	169,062	CARES
Hazard Pay- Other	60,000	28,191	City
On-call pay for 2nd Communications Officer	1,650	1,650	CARES
<b>Personal Protective Equipment</b>			
PPE- General	35,862	35,862	HHS-1
PPE- General	20,000	7,736	CARES
PPE- Elections	53,517	-	ELECT
Barriers, Signage & Plexiglass	3,878	3,878	CARES
<b>Public Health Expenses</b>			
General Cleaning/ Disinfecting	20,000	11,320	CARES
City Hall Disinfecting	-	-	FEMA
Barriers, Signage & Plexiglass	1,122	383	CARES
City Buildings Access control system	50,000	-	CARES
Facility enhancements (bleachers, tables, etc.)	100,000	-	CARES
Payment & Services Kiosk	-	-	CARES
Dedicated COVID Ambulance	338,671	-	CARES
Various expenses, DOL compliance	-	-	CARES
Police Remote Restraint Devices	20,000	-	CESF
Emergency Management/ EOC Meetings:	200	37	CARES
Riverside Regional Jail	20,000	-	CARES
Prisoner Transport Vehicle	50,000	-	CARES
Police Shelter for roll calls, vaccination	35,000	-	CARES
<b>Small Business Assistance</b>			
Small Business Grant Program	500,000	400,000	CARES
<b>Other (Item not listed)</b>			
One-Time Utility Bill Assistance	62,237	6,213	CDBG
Credit Card Fees in excess of Average	40,000	33,124	CARES
	<b>3,288,948</b>	<b>892,784</b>	
<b>Total By Source</b>			
	Planned	Actual to 9/8/2020	Avaiable
CARES	3,030,932	822,518	3,030,932
FEMA	-	-	-
CDBG	62,237	6,213	62,237
HHS-1	35,862	35,862	35,860
CESF	46,400	-	46,400
ELECT	53,517	-	53,517
City	60,000	28,191	60,000
	<b>3,288,948</b>	<b>892,784</b>	<b>3,288,946</b>



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** September 15, 2020

**ITEM:** Discussion Regarding Employee Compensation

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Discussion with City Council regarding a potential bonus payment for various City employees.

**BACKGROUND:** During the COVID-19 emergency, the City implemented a hazard pay program for various public safety employees. The City has not yet implemented a cost-of-living raise during this fiscal year, but will review the possibility for doing so later in the fiscal year. In the meantime, the City Manager proposes the implementation of a bonus payment for full-time and year round part-time employees who were not part of the COVID hazard pay program. The proposed one-time bonus amounts are: \$600 for full-time employees and \$300 for year-round part-time employees. If Council supports the concept, an ordinance to approve the bonus program will be prepared for an upcoming Council meeting.

#### **BUDGET/FINANCIAL IMPACT:**

**Funding for this item was**  **included**  **not included in the current-year budget**  **N/A**  
While funds were not specifically budgeted for this type of bonus program, funding is available in the contingency account since cost of living funding was included there in the FY 20 budget due to the COVID impact. An estimated cost will be provided at the worksession.

**RECOMMENDATION:** The City Manager recommends Council support for the bonus payment concept.

**ATTACHMENTS:** N/A

- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Work Session)

**MEETING DATE:** September 15, 2020

**ITEM:** Revisions to the Assistant Director of Public Works – Engineering Job Description

**DEPARTMENT:** Public Works

**PROPOSED ACTION:** Staff discussion with City Council and consideration of revisions to the position's job description.

**BACKGROUND:** At the September 15<sup>th</sup> worksession, staff will provide information regarding the evolving roles of the Engineering department and the need to provide flexibility in hiring the Assistant Director position. If Council supports the changes, an ordinance will be prepared for the October 13 Regular Meeting.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff recommends Council support of the revisions to the Assistant Director of Public Works – Engineering job description.

**ATTACHMENTS:** Revised Assistant Director of Public Works – Engineering Job Description; Assistant Director Job Description Presentation.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# **ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING**

## **JOB DESCRIPTION**

Department: Public Works – Engineering Division

Reports To: Public Works Director/City Engineer

**Overview:** Plan, organize and supervise various engineering and maintenance operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **ESSENTIAL DUTIES**

- Assist Director of Public Works/City Engineer in planning, establishing priorities and budget for public works programs and projects
- Assign, supervise, and review the work of consultants and staff involved in engineering design, permits, construction management, inspection, drafting and other project-related tasks.
- Provide technical assistance to other departments, contractors, developers, and citizens.
- Manage Capital Improvement Projects and Project Agreements, preparation of plans, specifications and estimates for bid advertising.
- Administer construction contracts and oversee construction of projects. Investigate and determine best solution to construction contract problems; negotiate, recommend approval of change orders when required. Oversee construction project documentation. Oversee project metrics related to schedule, budget and earned value.
- Oversee and participate in public meetings and hearings as required for design and construction projects. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Assist in the development, implementation, and administration of the engineering capital improvement program.

- Ensure compliance of operations with applicable federal, state, and local environmental and safety regulations.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for requests; monitor and control expenditures.
- Assist in the interview, selection, and negotiation of contracts with consulting engineers and other vendors. Administer consulting engineering service and vendor contracts and approve payments.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures as needed in a timely, effective manner.
- Coordinate with government officials on matters affecting public works.
- Other duties as required.

NEW PAY GRADE: General – 18
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FLSA DESIGNATION: Exempt
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## CLASS SPECIFICATION

### **Education & Directly Applicable Experience**

A Bachelor's Degree and ~~ten~~ **eight** years directly related professional experience or

A Master's Degree and over ~~five~~ **four** years directly related professional experience or

any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Must possess an ~~Engineer in Training (EIT) certification~~ **Erosion and Sediment Control Administrator certificate, Stormwater Management Program Administrator certificate and successfully complete the Local Administered Projects Qualification Program through VDOT within a specified period of time** (licensure as an **engineer-in-training** or professional engineer desirable); may require additional certification in engineering-related specialties.

### **Supervisory Controls**

The position generally manages the operations of a division. The work is performed under general direction; the Department Head or City Manager identifies the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, processes and work to be done.

The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy in terms of established objectives.

### **Supervision Given**

This position supervises the following positions: Project Coordinator, Senior Engineering Technician; Engineering Technician; Construction Inspector; Senior Traffic Technician; Traffic Technician; Administrative Assistant.

### **Guidelines**

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

### **Complexity**

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological

Assistant Director of Public Works - Engineering

developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

### **Scope and Effect**

The work involves planning, developing, and administering programs essential to the mission of the agency or that affect a large number of people on a long-term or continuing basis.

### **Personal Contacts**

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

### **Purpose of Contacts**

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

### **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

### **Work Environment**

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

# Assistant Director of Public Works – Engineering Job Description Revisions

September 15, 2020  
Council Meeting



# Assistant Director Job Duties

- Supervise an office of eight (8) staff members
- Manage Capital Improvements Projects and Project Agreement, preparation of plans, specifications and estimate for bid advertising
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures as needed
- Administer the Erosion and Sediment Control and Stormwater Management Programs for the City.



# Engineering Department Program Administration

- Erosion and Sediment Control Program (Program Audit by DEQ)
- Virginia Stormwater Management Program instituted in 2014 (DEQ)
- Municipal Separate Storm Sewer System (MS4) program since 2002 (EPA and DEQ)
- Virginia's Phase II Watershed Implementation Plan - Total Maximum Daily Load (TMDL) Plan effective 2013 (EPA and DEQ)
- Locally Administered Projects Qualification Program effective 2019 (VDOT)



# Federal/State Funding based on Type of Design work since 2015

- In-House Design
- \$1.9 Million in Total
- Holly Ave Reconstruction, North Elementary Phase 1 Sidewalks and Stratford/Mallard
- Consultant Design
- \$12.9 Million in Total
- Multiple Projects including Dupuy, Lakeview, North Elem Phase 2, Conduit/Ellerslie Intersection, Etc.



# New Technical Requirements

- Erosion and Sediment Control Program Administrator
- Stormwater Management Program Administrator
- VDOT Locally Administered Projects Qualification Program Certificate

# Revised Requirements

- Work experience reduced from 10 years to 8 years (Reduced to 4 years with Master's Degree)
- EIT certification adjusted from Required to Desirable
  - Expands applicant pool to include nearby Fort Lee personnel
  - Allows for promotional opportunities for existing and future staff members
  - Better reflects the shifting responsibilities within the Engineering division

