



**TOWN OF BOWLING GREEN
TOWN COUNCIL WORK SESSION**

A G E N D A

**Thursday, December 02, 2021
5:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

BUSINESS:

1. Town Hall Rental Rates
2. Utilize FY22 Budgeted Funds for Part-Time Police Officer
3. Work Session Schedule for FY23 Budget, Tax Rates and Utility Rates
4. Organizational Chart and Job Descriptions/Responsibilities

INFORMATIONAL ITEMS:

ADJOURNMENT



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Town Hall Rental Rates

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A meeting was held with Council Member Tammy Gaines and staff to review current rental rates for Town Hall. Discussion involved issues with covering expenses of the building including internal/external building maintenance, utilities, police protection, set up and cleaning. A draft document was prepared and revised following discussions at sub-committee and Council meetings that outlines suggested new rates.

A public hearing must be held to adopt a new rate schedule.

ATTACHMENTS:

Proposed rate sheet.

REQUESTED ACTION:

At the Town Council Worksession - Review and edit the attached documents on change of rental rates for Town Hall.

At the Town Council Meeting - Motion to authorize a public hearing for amendment of rental rates for Town Hall.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Hire Part-time Police Officer

ITEM TYPE: Town Manager & Staff Comments

PURPOSE OF ITEM: Decision - Introduction

PRESENTER: Justin Cecil, jcecil@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Funds exist in the Police Department's FY22 budget for part-time staff. Previously, the Chief of Police and two part-time officers were employed by the Town. One of the part-time positions was replaced with a full-time position. The other position is vacant at this time. Per Town Charter, Town Council approves employment of the police force. Staff is requesting to fill the part-time vacancy.

ATTACHMENTS:

None

REQUESTED ACTION:

Grant permission to fill the vacancy and utilize existing FY22 funds to hire a part-time officer to supplement the hours of specific police protection for the Town.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: FY 2023 Proposed Schedule for Budget, Tax Rates and Utility Rates

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A proposed worksession schedule to review the FY23 Budget, Tax, and Utility Rates has been prepared for Council review and approval.

ATTACHMENTS:

FY23 Budget and Rate Schedule.

REQUESTED ACTION:

Review and approve the schedule.

Town of Bowling Green Fiscal Year 2021 - 2022 Budget Schedule

January 6, 2021	Budget and Rate Work Session: CIP Public Works Water and Sewer Rates	5:00 pm
February 3, 2021	Budget and Rate Work Session: Police Clerk/Treasurer	5:00 pm
March 3, 2021	Budget and Rate Work Session: Admin Community & Economic Development	5:00 pm
April 7, 2021	Budget and Rate Work Session: Additional Discussion on Any/All Budget Items	5:00 pm
May 5, 2021	Budget and Rate Work Session: Final Budget Review on All Items	5:00 pm
May 5, 2021	Regular Meeting/ Authorize Town Manager to Advertise Budget Public Hearing and Propose Water & Sewer Rates	7:00 pm
June 2, 2021	Regular Meeting/ Public Hearing on Budget and Proposed Tax and Utility Rates	7:00 pm
June 23, 2021	Adoption Meeting/Adoption of Budget and Tax Rate/Appropriate Funds	7:00 pm



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Organizational Chart and Job Descriptions/Responsibilities

ITEM TYPE: Town Manager & Staff Comments

PURPOSE OF ITEM: Discussion Only

PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

In Spring 2021 a new organizational chart with addition of one new position and elimination of two positions was approved. The change included promotions for several employees. The Economic Development Coordinator position was replaced with the newly created position of Director of Community and Economic Development. The Administrative Assistant position was eliminated realizing one less position but attaining a reduction of overall budget.

Information is presented by staff to assist in preparation of the FY23 budget and to ensure all state mandated tasks of a municipality and other functions of the Bowling Green Town government are accomplished with the current staff structure and size. Specific information is provided on the functions of the one newly approved position in the Town structure, Director of Community and Economic Development.

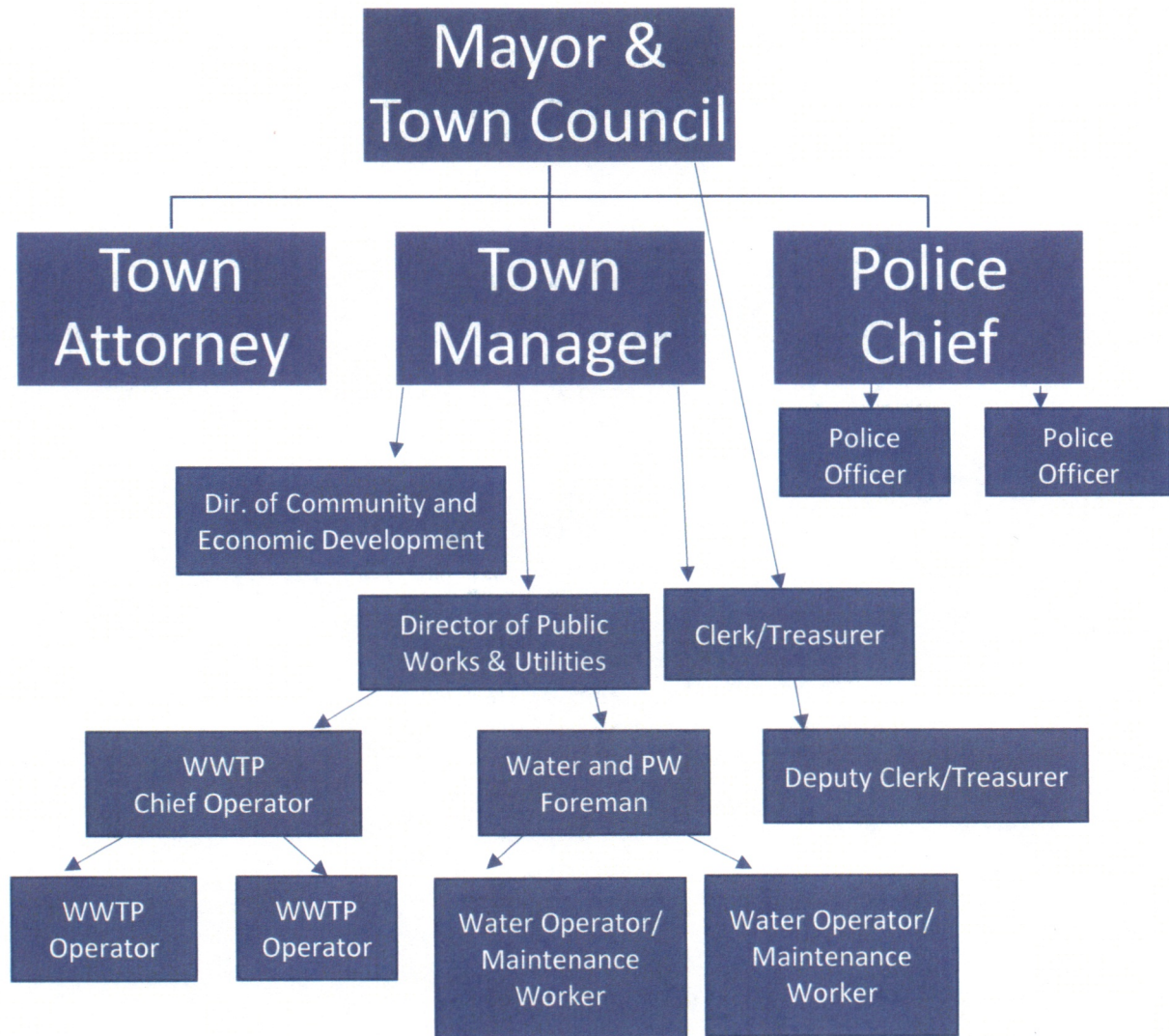
ATTACHMENTS:

Current Organizational Chart
Job Descriptions
Job Responsibilities

REQUESTED ACTION:

None

Organizational Chart



Pay Ranges by Department/Position

Dept./ Position	Pay Range		
Town Manager	Min.	Mid.	Max.
<i>Town Manager</i>	\$78,153	\$101,599	\$125,044
<i>Dir. of Community and Economic Devlp</i>	\$61,235	\$79,605	\$97,976
<i>Economic Development Coordinator</i>	\$47,979	\$62,372	\$76,766
Police Department			
<i>Police Chief</i>	\$61,235	\$79,605	\$97,976
<i>Patrolman (Part-Time)</i>	\$15	\$17.50	\$20
Clerk/Treasurer Department	Min.	Mid.	Max.
<i>Clerk/Treasurer</i>	\$61,235	\$79,605	\$97,976
<i>Deputy Clerk/Treasurer</i>	\$43,518	\$56,574	\$69,629
<i>Administrative Assistant</i>	\$30,928	\$40,206	\$49,484
<i>Office Assistant (Part-Time)</i>	\$10	\$12.50	\$15
Public Utilities & Public Works Department	Min.	Mid.	Max.
<i>Director of Public Works and Utilities</i>	\$67,511	\$87,765	\$108,018
Treatment Plant	Min.	Mid.	Max.
<i>WWTP Chief Operator</i>	\$61,235	\$79,605	\$97,976
<i>WWTP Operator III</i>	\$41,446	\$53,880	\$66,314
<i>WWTP Operator II</i>	\$37,593	\$48,871	\$60,148
<i>WWTP Operator I</i>	\$34,098	\$44,327	\$54,556
<i>WWTP Operator Trainee</i>	\$32,474	\$42,216	\$51,959
Grounds / Facility Maintenance / Water System	Min.	Mid.	Max.
<i>Water System Operator and Field Foreman</i>	\$37,593	\$48,871	\$60,148
<i>Maintenance / Groundskeeper II</i>	\$29,455	\$38,291	\$47,128
<i>Maintenance / Groundskeeper I</i>	\$25,444	\$33,078	\$40,711
<i>Groundskeeper (Seasonal)</i>	\$10	\$12.50	\$15

Town of Bowling Green Job Description



POSITION:	Town Manager
DEPARTMENT:	Town Administration
PAY RANGE:	\$78,153-\$101,599-\$125,044
FLSA:	Exempt

JOB SUMMARY

This job is the chief administrative officer for the Entity.

ESSENTIAL FUNCTIONS

- Oversees department heads in the implementation of departmental responsibilities
- Formulates and recommends policies to solve present and future issues and adjust to social and economic trends
- Evaluates, develops, and recommends fiscal policy that will result in sound fiscal management.
- Develops and implements expense, revenue, and capital improvement budgets; prepares forecasts of future financial conditions; and tax levies
- Manages the Town's debt and bond issuance to ensure the most efficient use of the Town's bond capacity and borrowed monies
- Supervises the implementation of the Town's capital projects including streetscapes, water utility and general construction
- Interacts with the Town Council and provides direct administrative assistance and advice to Council members and committees
- Prepares Council and committee agendas
- Assists in the oversight of regulatory responsibilities of Town Treasurer, Police Chief, Zoning Administrator; consults frequently with Town Attorney for legal counsel
- Oversees the procurement of all goods and services; reviews and approves accounts payable
- Handles and resolves resident concerns
- Conducts Town business with federal, state, regional, and local jurisdictions and organizations

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- Promotes the Entity as a good place to live and work; encourages and facilitates business start-ups and expansions
 - Interviews, selects, supervises, evaluates, disciplines, and discharges subordinate employees
 - Reviews all disciplinary and performance evaluation matters; administers the personnel rules established by the Town Council
 - Sets and carries out administrative policies and procedures
 - Ensures business continuity by delegating or transitioning responsibilities during absences

MARGINAL FUNCTIONS

- Serves as lead staff to the Industrial Development Authority
- Performs related duties as assigned

SUPERVISION RECEIVED

Under the Town Charter, this job is appointed by the Town Council to manage the day-to-day operations of the Entity and reports to the Town Council.

SUPERVISORY RESPONSIBILITIES

This job has direct responsibility for managing and coordinating the operations of all Town departments and operations.

PHYSICAL AND ENVIRONMENTAL FACTORS

Physical Demands

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight
- Subject to working hours significantly beyond regularly scheduled hours

Sensory Requirements

- This job has no unusual sensory requirements

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions
- Subject to working hours significantly beyond regularly scheduled hours
- Travels to off-site locations

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, business administration or closely related field, and a minimum of five years experience as a senior manager in local government.

Knowledge, Skills and Abilities:

- Ability to deal courteously and effectively with the public, other public officials, and representatives of other organizations including businesses, vendors, contractors, and other state, regional, and local jurisdictions
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to new situations
- Ability to make sound decisions and exercise good judgment
- Requires the ability to supervise, coach, mentor, and motivate others
- Ability to persuade, convince, and train others
- Good oral communication skills

Licenses or Certifications:

Valid Virginia Driver's License

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

Town of Bowling Green Job Description

POSITION: Director of Community and Economic Development

DEPARTMENT: Town Administration

PAY RANGE: \$61,235 – \$79,605 – \$97,976

FLSA Status: Exempt

GENERAL STATEMENT OF JOB: Under general supervision of the Town Manager, performs advanced administrative support work for the Economic Development Authority (EDA) and Planning Commission. Assists the Management Team with planning, organizing, developing, coordinating, maintaining and managing Town events and special projects related to the Town's priorities as established by Town Council and the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Serves as the main point of contact for Public Relations matters
- Assists the Zoning Administrator and provides staff support to the Planning Commission and the Board of Zoning Appeals.
- Responsible for economic development initiatives and provides staff support to the Economic Development Authority.
- Administers policies and procedures set forth by the Town Council.
- Identifies and completes grant applications for community development related projects and partners with other departments to implement and administer the grants to completion.
- Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information.
- Manages or coordinates various special projects as assigned by the Town Manager.
- Prepares a variety of correspondence, including memoranda, proclamations, media releases, letters, e-mails, reports, and presentations, contract specifications, resolutions, ordinances, and Town Council Staff documents.
- Prepares and presents staff reports and other necessary communications to the Town Manager, Town Council and others as necessary.
- Attends Council meetings, work sessions, and other meetings and takes necessary actions regarding agenda items or meeting follow up as required.
- Attends necessary events, activities and represents the Town on various boards, committees and regional organizations.
- Responds to and resolves difficult and sensitive business, citizen, and internal organization inquiries and complaints.
- Develops and distributes promotional materials to support tourism efforts, activities and works to attract new events and retain previous events
- Maintains and promotes Town's website and social media.
- Performs related tasks and other duties as required.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a “Declared Emergency” as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Town Manager. Occasional night meetings and week-end events required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers, electronic data processing, calculators, fax machines and other miscellaneous office equipment.
- Knowledge of the Town’s policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain successful working relationships. Possess the ability to foster teamwork, innovation and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other Town employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.
- Ability to prepare correspondence conforming to all rules of grammar.

EDUCATION AND EXPERIENCE:

Any combination of education and experience relating to community development, economic development, social media, and planning and zoning.

Town of Bowling Green Job Description



POSITION: **Clerk/Treasurer
(Administrative Services Director)**

DEPARTMENT: **Town Administration**

PAY RANGE: **\$47,424-\$61,307-\$75,190**

FLSA: **Exempt**

GENERAL STATEMENT OF JOB: This position oversees and performs the town's administrative functions including serving as the Town Clerk and Town Treasurer. The incumbent performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager and supervises Utility Account Representative / Administrative Assistant.

ESSENTIAL JOB FUNCTIONS:

- Maintains and/or assists in continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and State regulations and those restrictions imposed by the Auditor of Public Accounts and the Department of Accounts, as applicable.
- Responsible for all aspects of the general ledger for all Town financial accounts including entering budget information, journal entries and maintenance of the system; accepts other modules into the General Ledger; and maintains the chart of accounts.
- Recommends changes designed to insure compliance and/or increase the efficiency of the Town's accounting operations.
- Complete all necessary tasks related to tax administration for the Town, including obtaining tax records from the Commissioner of Revenue, preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Maintains and/or assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Manages payroll and invoice processing and cash disbursement operations, establishes automated and manual systems to analyze and reconcile balance sheet accounts, prepares and documents adjustments to the accounting system, works with outside auditors, maintains accounts receivable, accounts collected, disbursements and prompt payment procedures, maintains expense ledgers and other types of financial records.
- Administers and reconciles the Town's payment for insurance and other employee deductions.
- Prepares monthly reports and maintains employees' accounts for the Virginia Retirement System.
- Prepares quarterly unemployment report.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.

- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Prepares the Agenda and materials for Town Council meetings.
- Responsible for minutes of Town Council meetings and other functions related to the keeping of the Public Record as assigned by the Town Manager.
- Maintains Town's web site.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Maintains general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.
- Serves as the Economic Development Authority's Secretary
- Supervises Administrative Assistant

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred (concentration in accounting, business preferred) with at least three years of progressively responsible experience in related field. Experience in payroll and accounts payable desired – or – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

NECESSARY SPECIAL QUALIFICATIONS:

Certifications:

- Certified Municipal Clerk (CMC)
- Treasurers' Association of Virginia Certification (Level I, Level II)
- or a combination of education and experience that provides the required knowledge, skills and abilities.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Town of Bowling Green Job Description



POSITION: **Deputy Clerk/Treasurer
(Assistant Administrative Services Director)**

DEPARTMENT: **Town Administration**

PAY RANGE: **\$39,424-\$53,307-\$67,190**

FLSA: **Exempt**

GENERAL STATEMENT OF JOB: This position assists in overseeing and performing the town's administrative functions including serving as the Deputy Town Clerk and Town Treasurer. The incumbent performs difficult tasks interpreting and implementing the application of statutory and other regulations governing accounting, procurement, and other major fiscal functions. This position reports directly to and is responsible to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Reviews Accounts Payable and Cash Register entries made by Administrative Assistant. Processes initial Supervisory update to post entries to General Ledger.
- Assists the Clerk/Treasurer in completing all necessary tasks related to tax administration for the Town, including preparing tax bills for printing, and processing supplements and abatements of tax bills.
- Prepares computer printouts pertaining to checks issued, expenditures, and other budgetary accounts.
- Assists in maintaining a register of the Town's indebtedness and other accounts.
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses.
- Assists Clerk/Treasurer in Preparing and processing Payroll.
- Assists Clerk/Treasurer in preparing and processing utility bills.
- Prepares and mails delinquent account bills after preparing list of delinquent accounts.
- Prepares periodic and special financial, personnel, and statistical reports, possibly prepared on own initiative.
- Assists in Preparing the Agenda and materials for Town Council meetings.
- Coordinates water meter readings with meter readers; initiates work orders for new or terminated service, water flow checks, meter leaks, water quality and related work; communicates results as needed either verbally or in writing with customers; calculates and processes payments for water/sewer tap fees on new construction.
- Assists Clerk/Treasurer in maintaining general and subsidiary revenue and expenditure records, posting entries from supporting records, balancing against other records and preparing reports from such records.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the Town Manager. Once assigned, this would be the same as a

regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Work is typically performed in an office setting. Occasional night meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles practices and methods of accounting and administrative procedures,
- Knowledge of generally accepted accounting practices,
- Knowledge of principles and practices governing financial operations,
- Ability to prepare detailed financial reports as required, good professional judgment, initiative,
- General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.
- Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred (concentration in accounting, business preferred) with at least three years of progressively responsible experience in related field. Experience in payroll and accounts payable desired – or – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities required for this position.

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Certifications:

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- or a combination of education and experience that provides the required knowledge, skills and abilities.

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Director of Community and Economic Development

General Job Tasks

Planning & Zoning

Zoning Inquiries

Processing Applications (Rezoning, Special Exceptions, Subdivisions, Site Plans) & Zoning Permits

Planning Studies and Code Amendments

Comprehensive Plan Update

Staff to Planning Commission

Violations

Special Projects

Economic Development

Town Hall Rental

Main Street Grants

Media Relations (Facebook, Website, Press Releases)

Town Events

Business Office

Customer Assistance with answering phones/walk-ins

Schedule

January-June

20% Business Office

75% Planning & Zoning

5% Events, Media

July-August

20% Business Office

50% Planning & Zoning

30% Events, Media

September

20% Business Office

10% Planning & Zoning

70% Events, Media

October

20% Business Office

10% Planning & Zoning

70% Events, Media

November

20% Business Office

60% Planning & Zoning

20% Events, Media

December

20% Business Office

60% Planning & Zoning

20% Events, Media