

Tristan Harris, Mayor  
Chris Witt  
James Manspile  
Marlon Rickman  
James Eubank



**Buchanan Town Council**  
**Thursday, March 9, 2023**  
**Work Session 7:00 p.m.**  
**Council Chambers**  
**19753 Main Street**  
**Buchanan, VA 24066**

## **WORK SESSION AGENDA**

**A. ROLL CALL AND ESTABLISHMENT OF QUORUM**

**B. MOMENT OF SILENCE**

**C. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

**D. WORK SESSION ITEMS**

- a. TAB 1** CivicPlus/Municode
- b. TAB 2** Accounting Software
- c. TAB 3** Phone System
- d. TAB 4** Personnel Manual Appendix – Hybrid Employees
- e. TAB 5** VRS Life Insurance
- f. TAB 6** Salary Hierarchy/Pay Practices/Job Descriptions
- g. TAB 7** ARPA

**E. ADJOURNMENT**



## **TOWN OF BUCHANAN COUNCIL MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 1 CivicPlus/Municode**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manger**

**PHONE: 540-254-1212**

### **BACKGROUND / SUMMARY:**

The Town's web site is antiquated with limited capabilities and is difficult to operate. The Town has no agenda management system and its code is in need of recodification. The below products automated these processes, increases staff efficiencies and provides greater transparency to the public.

Below are the initial first year cost and annual renewal fees thereafter.

CivicPlus Website (Ultimate)*	\$3,460	Annual Fee \$3180
Meeting and Agenda (Prem)*	\$3,600	Annual fee \$2,600
MuniCode Codification	\$4,092	Annual Fee \$2096
	<hr/>	
	<b>\$11,152</b>	<b>\$6,792</b>

Project timeline for setting up website and meeting agenda management system is approximately 10 to 12 weeks.

### **ATTACHMENTS:**

**CivicPlus Website Proposal**

**Meeting Agenda and Management Proposal**

**MuniCode Codification Proposal**

**REQUESTED ACTION:**

**Feedback and Direction**

# Project Costs

## Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

## Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

## Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

## M<sup>3</sup> Meetings, Menus, & Minor Refresh

- Migrate up to 5 years of meetings PDFs to Meetings Directory
- One-time comprehensive menu review & update (completed within first three years)
- One-time site refresh, including border colors, logo, quick links & sidebars (completed within first three years)

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M <sup>3</sup> Meetings, Menus, & Minor Refresh	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



# Implementation

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## Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

<b>PHASE 1: ANALYZE REQUIREMENTS &amp; REVIEW PLAN</b>	3-4 Weeks	<ul style="list-style-type: none"><li>• Website Assessment</li><li>• Website Design Meeting</li><li>• Project Manager Meeting</li></ul>
<b>PHASE 2: DESIGN &amp; BUILD</b>	2 Weeks	<ul style="list-style-type: none"><li>• Design Concept Creation &amp; Approval (Ultimate designs)</li><li>• Website Setup, Configuration, and Customization</li></ul>
<b>PHASE 3: MIGRATE CONTENT</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Content Finalization &amp; Departmental Review</li><li>• Directory Pages/Staff Directory and Ordinances/Resolutions</li><li>• If purchased: Projects, Commercial/Industrial Properties, Business Directory,</li></ul>
<b>PHASE 4: STAFF TRAINING</b>	2-3 Weeks	<ul style="list-style-type: none"><li>• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction</li></ul>
<b>PHASE 5: TESTING</b>	1 Week	<ul style="list-style-type: none"><li>• Functional Testing</li><li>• Acceptance Testing</li></ul>
<b>PHASE 6: GO LIVE</b>	1 Week	<ul style="list-style-type: none"><li>• Go Live</li></ul>







municipal websites

OPEN

# Website Design & Hosting Solution

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Proposal Valid Through March 31, 2023



# CivicPlus Company Overview

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## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

**20+** Years  
**12,000+** Customers  
**900+** Employees

### RECOGNITION

**Inc. 5000** 11-time Honoree  
**GovTech** 2022 Top 100 Company  
**Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](https://civicplus.com)



civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



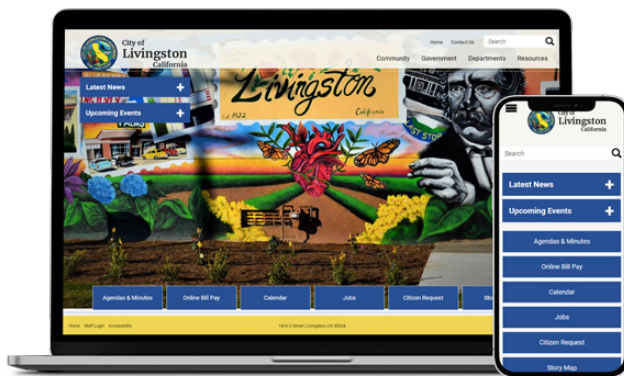
# Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



**Hooper City, Utah**  
[hoopercity.com](http://hoopercity.com)



**Livingston, California**  
[cityoflivingston.org](http://cityoflivingston.org)



**Arkansas City, Kansas**  
[arkcity.org](http://arkcity.org)

# Ultimate Designs

An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



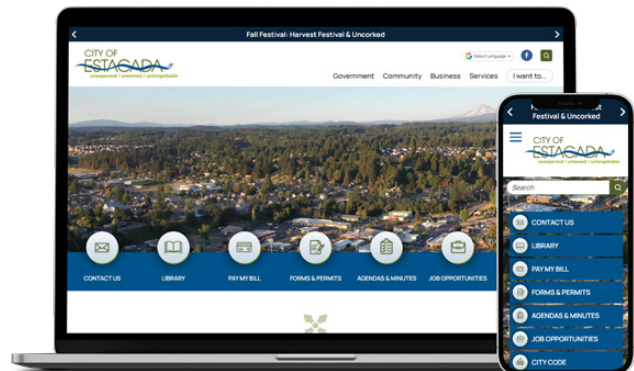
**Clatsop County, Oregon**  
[co.clatsop.or.us](http://co.clatsop.or.us)



**Mission Springs Water District, California**  
[mswd.org](http://mswd.org)

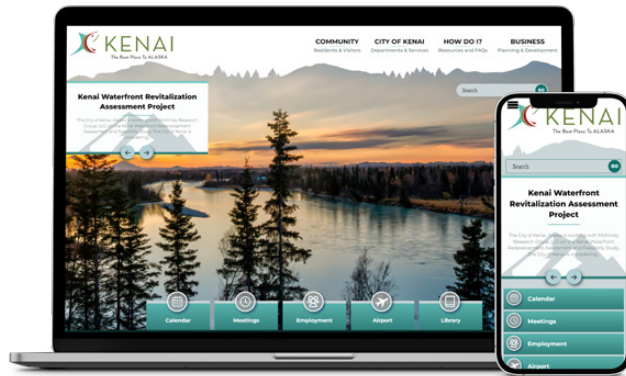


**Sault Ste. Marie, Michigan**  
[saultcity.com](http://saultcity.com)



**Estacada, Oregon**  
[cityofestacada.org](http://cityofestacada.org)





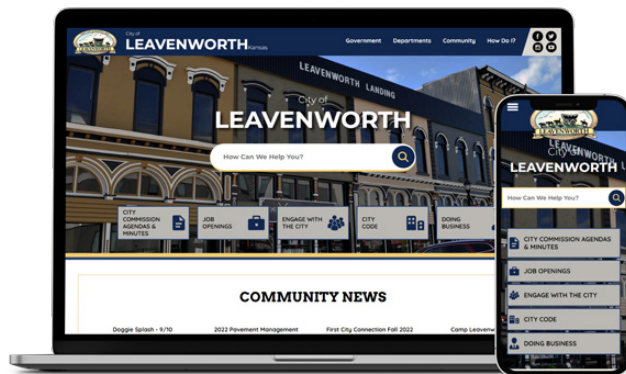
**Kenai, Alaska**

[kenai.city](http://kenai.city)



**Wilsonville, Oregon**

[ci.wilsonville.or.us](http://ci.wilsonville.or.us)



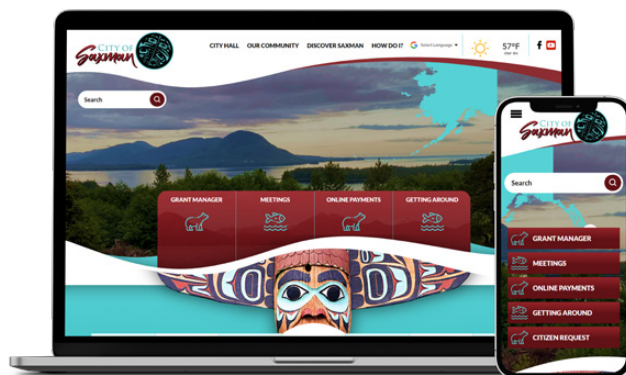
**Leavenworth, Kansas**

[leavenworthks.org](http://leavenworthks.org)



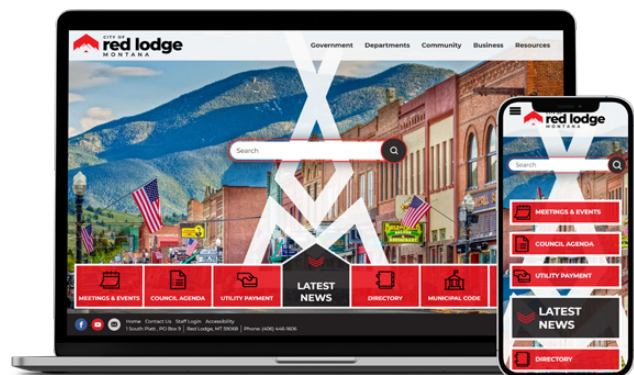
**Royal Palm Beach, Florida**

[royalpalmbeach.com](http://royalpalmbeach.com)



**Saxman, Alaska**

[cityofsaxman.com](http://cityofsaxman.com)



**Red Lodge, Montana**

[cityofredlodge.net](http://cityofredlodge.net)



civicplus.com

# CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



**Website Design Tailored to Your Needs**



**Hosting, Security, & Reporting**



**Modules That Provide Transparent Information**



**Resident Engagement Tools**



**Tools for Residents to Do Business Online**



**Convenient Access from Any Device**



**Intuitive & Easy to Use**



**Granular Permissions to Match Your Processes**



**ADA Compliance**



**Can Expand & Grow with Your Ever-Changing Needs**

## CivicPlus Website Features

### WEBSITE DESIGN TAILORED TO YOUR NEEDS

**Stunning Design** – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

**Intuitive Site Navigation** – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

**Image Displays** – Interactive widgets that include photos and videos to showcase your community.



civicplus.com

**Unlimited Number of Department Specific Pages (microsite)** – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

**Site Within a Site (subsite)** – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

## HOSTING, SECURITY, & REPORTING

**Domain Management** – CivicPlus can provide full-service domain hosting.

**Secure Site Gateway** – Every website receives an SSL certificate for your peace of mind.

**Secure Login** – Optimal security is available through Microsoft's Identity Server.

**Single Sign On (SSO)** – Ability to log into multiple CivicPlus products with the same login credentials.

**Custom Identity Provider (IdP)** – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.



**CAPTCHA Secure** – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

**Data Ownership** – Customers always own the rights to all their data.

**Audit Trail/History Logs** – The CMS captures and stores a complete history of content postings.

**Archive Center** – All non-published content can be stored in a cabinet location for reference and future use.

**Analytics and Reporting** – Google Analytics provide web analytics and other reporting is available such as a broken links report.

## MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

**Advanced Calendaring** – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

**Meetings and Agendas** – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Advanced Search in Your Website** – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

**News & Announcements** – Display the most recent news on your home page or department pages.

**FAQs** – Easily show your most frequently asked questions and their corresponding answers.

**Important Alerts** – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

**Document Center** – Staff can upload and manage documents in one central repository.





**Image Library** – Store all your photos and graphical images in one central location for access by all applicable staff.

**Staff Directory** – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

**Business Directory** – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

**Embedded Videos & iFrames** – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

**Dynamic Site Map** – Sitemap configuration that search engines can easily consume.

## RESIDENT ENGAGEMENT TOOLS

**Unlimited Email Subscriptions/Notifications** – Allow residents to subscribe and receive email alerts for new website posts that interest them.

**SMS Subscriptions/Notifications** – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

**RSS Feeds** – RSS feeds are available for department updates, news, and urgent alerts.

## TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

**Requests, Feedback, and Submissions from Residents via Web Forms** – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

**Interactive Maps** – Provide a graphical representation of location-specific information shown on a map.

**Job Postings and Applicants** – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

**Payments** – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

## CONVENIENT ACCESS FROM ANY DEVICE

**Responsive Design / Mobile Support** – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



## INTUITIVE & EASY TO USE

**Intuitive CMS** – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

**Text and Image Editors** – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

**Previewing** – Edit pages to your liking before publishing to the live website.

**Scheduling Options** – Schedule content to automatically publish and unpublish on your site at a specific date and time.

**Social Media Integrations** – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

**Versioning** – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

**Google Translate** – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

**Easy to Use Forms Builder** – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



**Content Efficiencies** – Create and manage content once and have it display multiple places.

**Tags/Views** – All files can be easily found through filters of tags on items such as documents and images.

## GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

**Roles & Permissions** – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

**Department Specific Permissions** – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

**Menu Manager** – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

**Staff Intranet** – Easily create private pages or entire private department areas with user and password log-in protection.

**Unlimited Users and Pages** – Customers can add unlimited staff users and create unlimited pages to their website.



## ADA COMPLIANCE

**Start Compliant** – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

**Stay Compliant** – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

## Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
  - SSO, email notifications, text notifications (add-on), and a resident portal.
  - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



# Implementation

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## Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

<b>PHASE 1: ANALYZE REQUIREMENTS &amp; REVIEW PLAN</b>	3-4 Weeks	<ul style="list-style-type: none"><li>• Website Assessment</li><li>• Website Design Meeting</li><li>• Project Manager Meeting</li></ul>
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<b>PHASE 6: GO LIVE</b>	1 Week	<ul style="list-style-type: none"><li>• Go Live</li></ul>



# Approaching Your Project Implementation

## Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



## Phased Approach

### PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	<p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p><b>Deliverables:</b> Website design specifications (graphic design, information)</p>
Project Manager Meeting	<p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains &amp; DNS, training approach, and a variety of other related website topics.</p> <p><b>Deliverables:</b> Customer will develop an overall understanding of how the process will flow right through to Implementation.</p>



## PHASE 2: DESIGN & BUILD

Design Concept Creation & Approval (Ultimate Designs)	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p><b>Deliverables:</b> Design concepts, Finalized design (Adobe XD)</p>
Website Setup, Configuration, & Customization	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p><b>Deliverables:</b> Functional website setup, Content migration initiated</p>

## PHASE 3: MIGRATE CONTENT

Content Finalization & Departmental Review	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p><b>Deliverables:</b> Content creation and migration, Homepage and Departmental content review</p>
Directory Pages   Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/ Resolutions	<p>Depending upon website options selected and the volume of data CP may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p><b>Deliverables:</b> Content creation and migration, Departmental content signoff</p>
Agenda & Minutes Migration	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>

## PHASE 4: STAFF TRAINING

### Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

**Deliverables:** Online Training with a Qualified Instructor, Video Conference, Videos and User guides

## PHASE 5: TESTING

### Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

**Deliverables:** Complete and Comprehensive Testing

### Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

**Deliverables:** Site acceptance by customer

## PHASE 6: GO LIVE

### Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

**Deliverables:** Final Website – Live!



# M<sup>3</sup> Meetings, Menus, & Minor Refresh

**Meetings: Setting you up for immediate and future public meetings success** – Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

**Menus: Navigation success** – Within the first three years, receive a one-time, comprehensive menu review and update which includes moving from drop-down to mega menus if desired or applicable.

**Refresh: Ready to refresh** – Within the first three years, receive a one-time site refresh. This includes the ability to change the border colors, logo, quick links, and switch the micro-site between one and two side bars. Please note, this does not constitute a full and complete four-year site redesign, which is available as an add-on option. Quick link updates for a premium design site shall occur within the menu of premium design quick-link and iconography options.

## Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.





# Continuing Services

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## Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

## AWARD-WINNING



CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

## CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

### 2021 Support Metrics

- Total Tickets – 103,759
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%



## CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

## MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

## Hosting & Security

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform (acquia.com). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a filesystem each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website would be hosted at their Reston, VA data center. This is a state-of-the-art, Tier IV facility, with N+2 power, cooling, and generators which is manned 24/7/365 and monitored by armed guards. The systems have redundant power supplies and disk arrays with a hardware RAID card. For hosting, we utilize an OpenStack based cloud that is fully redundant. The server that would host your site is a dedicated CivicEngage server that utilizes 12 webheads and a load balancer to account for traffic surges as needed. It is a multi-tenant server, with all municipalities utilizing the same CMS. Your website is backed up daily to a Contegix data center in Las Vegas, Nevada.

We are committed to 99.9% uptime and rapid response to any technical issues that may arise. For any technical issues or needs, customers have 24/7 access to our support team.

Occasionally our customers encounter natural disasters such as tornadoes or tropical storms, and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to taking on an active webmaster role as needed at no cost to our customers.



# Project Costs

## Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

## Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

## Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

## M<sup>3</sup> Meetings, Menus, & Minor Refresh

- Migrate up to 5 years of meetings PDFs to Meetings Directory
- One-time comprehensive menu review & update (completed within first three years)
- One-time site refresh, including border colors, logo, quick links & sidebars (completed within first three years)

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M <sup>3</sup> Meetings, Menus, & Minor Refresh	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	<b>20% Discount on Annual Fees</b> If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	<b>10% Discount on Annual Fees</b> If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



# Optional Enhancements

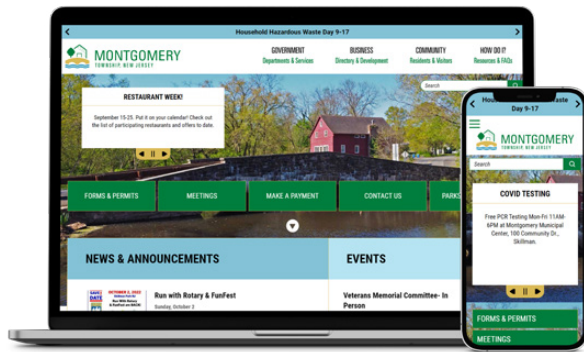
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



# Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

## Montgomery Township, New Jersey - Parks & Recreation Subsite

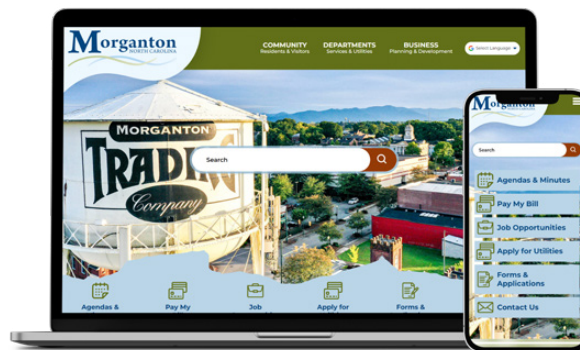


[montgomerynj.gov](http://montgomerynj.gov)

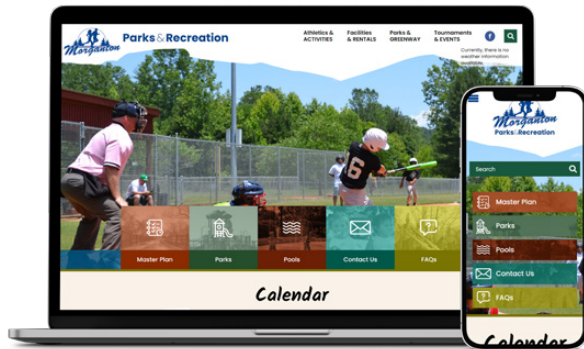


[montgomerynj.gov/parksrec](http://montgomerynj.gov/parksrec)

## Morganton, North Carolina – Parks & Recreation Subsite & Downtown Subsite



[morgantonnc.gov](http://morgantonnc.gov)



[morgantonparksandrec.com/parksrec](http://morgantonparksandrec.com/parksrec)



[downtownmorganton.com/main-street](http://downtownmorganton.com/main-street)

# Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

# Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

# Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

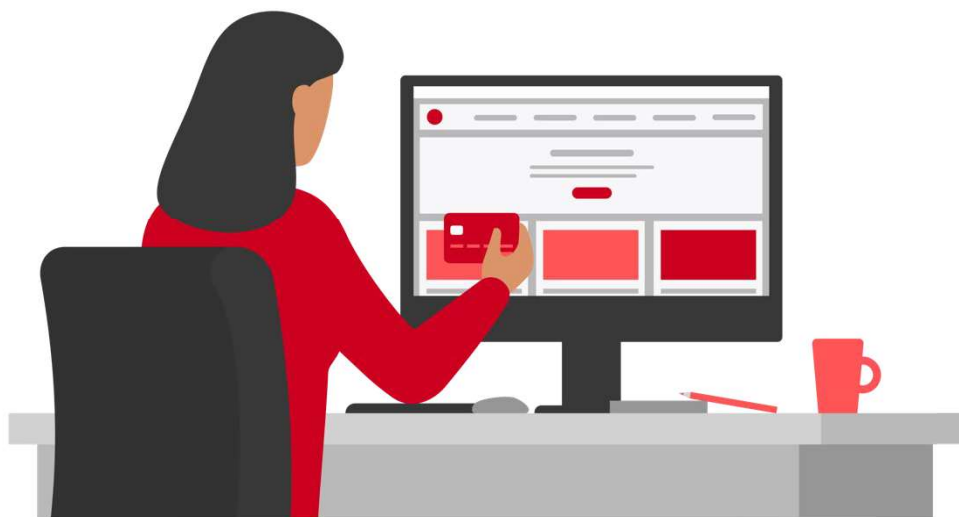
- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



# Project Costs

	Premium Agenda Management	Ultimate Agenda Management
One-Time Build Fee	\$1,000 One-Time	\$1,500 One-Time
Subscription	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification  <input type="checkbox"/> 10% Discount on annual fees If a CivicPlus Customer for Website <u>OR</u> Codification  <input type="checkbox"/> \$2,600/year Standalone	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification  <input type="checkbox"/> 10% Discount on annual fees If a Civic Plus Customer for Website <u>OR</u> Codification  <input type="checkbox"/> \$3,600/year Standalone







# Meeting and Agenda Management Solutions

Quote for Buchanan, Virginia

**Chris Rogers**

PO Box 2235 Tallahassee, FL 32316

PH: 850-510-6405

Email: [crogers@civicplus.com](mailto:crogers@civicplus.com)



# Letter of Interest

1/20/2023

Dear Buchanan Selection Team:

Saving time, effort, and delivering access to public meeting information is essential to running an efficient and transparent municipality and fostering resident trust. With the growing need for contactless government interactions, creating positive resident experiences that are frictionless, personalized, and singular can be a challenge without integrated technology that works as hard as you do. As your partner, CivicPlus®, LLC. (CivicPlus) and our agenda management solution can help.

Our CivicPlus agenda and meeting management solution offers a robust, flexible, and easy-to-use suite of cloud-based tools built specifically for local governments like Buchanan that will help you completely transform your agenda.

In addition, if you choose to integrate our agenda and meeting management solution with a CivicPlus website and Municode Codification, you will realize even greater efficiency. Mark ordinance agenda items as approved and automatically schedule them for supplementation and publishing to your online code of ordinances and your website calendar. These integrations can include unified search and cross-links across each platform.

For decades, we have worked with cities, towns, villages, counties, and other local government agencies. As a result of our continued collaboration with customers, we have designed a simple meeting and agenda management solution that is robust enough to satisfy the needs of our largest municipalities.

We thank you for your review of this proposal and look forward to working together to create positive civic experiences in Buchanan.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Geiger'.

Bob Geiger, CivicPlus Vice President, Sales

# Contents

02	Letter of Interest
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05	Product Features
07	Product Options
08	Meetings Hub Features (Optional)
09	Project Timeline and Approach
12	Hosting and Support
13	Project Costs
15	Your Integrated Product Discount
16	Payment Schedule & Product Details Selection

# Company Profile

## Powering and Empowering Local Governments

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We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations. We are proud to have earned the trust of our over 7,300 local government customers and their 100,000+ administrative users.

In addition, 340 million citizens in North America are connected with their local government via our solutions and services.

Knowing that our tools help so many individuals find local information, apply for jobs, stay informed during times of disaster, request civic services, and be active in their communities pushes us to continually evolve our solutions as the needs of local governments evolve.

---



70

years of gov experience



7,300+

Local government clients



340

Million citizens connected with  
their local government

---

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. With it, municipalities increase revenue and operate more efficiently while fostering trust among Customers.

Feature	Premium	Ultimate
Native Microsoft Word™ based agenda solution Ease-of-use with minimal use of HTML fields	✓	✓
Create agendas (HTML and PDF versions)	✓	✓
Integration with Meetings Hub, Website, and Codification Services Optional Meetings webpage with meetings, calendar, search integration	✓	✓
Unlimited meetings	✓	✓
Unlimited users	✓	✓
Create meetings	✓	✓
Create agenda packets	✓	✓
Automatically publish to the website Optional meetings webpage with meetings, calendar, search, agenda, agenda packet, minutes	✓	✓
Attach agenda item files with no limit on number or file size Files over 40MB will not be restricted, but will not be indexed for search terms	✓	✓
Submit/add agenda items	✓	✓
Public In-Meeting Display Presentation screen to display current agenda item and voting results	✓	✓
Roll Call	✓	✓
Self-service video timestamping of agenda items to meeting videos	✓	✓
Predefined User Roles and Permissions	✓	✓

Feature	Premium	Ultimate
<b>Minutes Support</b> Includes clerk-controlled voting	✓	✓
<b>Minutes Support</b> Includes electronic legislator voting		✓
<b>One-step tracking for agenda items</b> Approved   Not Approved	✓	✓
<b>Ability to submit item for review</b> Approve agenda items between five people		✓
<b>Multiple Meeting Bodies</b> i.e. Council = 1 Meeting Body   Council + Planning Commission = 2 Meetings Bodies	2	Up to 5
<b>Meeting agenda and minutes templates</b> Choose from a list of fonts, headers, sections, and styles	Create 1	Create 2
<b>Custom staff report with bookmarking for automation</b>		✓
<b>60-minute training sessions</b>	4	8
<b>Telephone support 7 a.m. – 7 p.m. CT</b>	✓	✓
<b>Email support with 4-hour response time during working hours</b>	✓	✓
<b>Product Support Help Center</b> Online Tutorials and More	✓	✓

Options	Premium	Ultimate
<b>Meetings Hub</b> Public-facing; advanced search capabilities	\$1,100 / year	\$1,100 / year
<b>Email Subscriptions</b> Requires Meetings Hub – Includes 1 automated newsletter and ability to easily notify subscribers of Agenda publication	\$660 / year	\$660 / Year
<b>Auto-Import Historical Meeting Files</b> Requires Meetings Hub, includes agendas, minutes, and search indexing of files provided in OCR format	\$1,500 one-time	\$1,500 one-time
<b>Additional Meetings Bodies</b>	\$330 per meeting body per year	\$330 per meeting body / year
<b>Custom Meeting Agenda and Minutes Templates and Sections</b> I.E. Custom font, custom kerning, etc. within system limits.	\$1,000 one-time / template	\$1,000 one-time / template
<b>Customized Agenda Item Approval Workflows</b>	\$550 per workflow / year	\$550 per workflow / year
<b>Custom User Roles and Permissions – Including Departments</b>	\$1,000 one-time	\$1,000 one-time
<b>Video Timestamping</b>	Up to 36 meetings \$2,772 / year	Up to 36 meetings \$2,772 / year

## Meetings Hub Features (Optional)

### Base

- Public Meetings Portal
- ADA Compliant HTML/CSS (WCAG 2.1 AA)
- Custom header with logo, choice of colors, and links to existing website, meeting calendar, boards, and email subscription (if applicable)
- A best-in-class search engine that indexes the contents of PDF agendas and minutes created in the solution (imported files must be OCR and less than 40 MB to be indexed)
- Video integrations with Vimeo or You Tube
- Meeting calendar
- Create meetings and upload PDF agendas and minutes
- Integrations with web search Municode Next | Online Code
- Telephone support
- Email support with 4-hour response time during working hours

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### Optional

- Auto-import for historical agendas and minutes and search indexing of OCR Documents
  - Email Notifications
-

# Project Timeline and Approach

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## Phase 1 – Introduction and Initial Configuration

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Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Before introduction call:<ul style="list-style-type: none"><li>○ Complete the design survey</li><li>○ Provide Word versions of your agendas and item reports</li></ul></li><li>• During introduction call:<ul style="list-style-type: none"><li>• Confirm agenda template design</li><li>• Confirm agenda content (e.g., sections, items)</li><li>• Confirm workflow option</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Schedule introduction call</li><li>• Conduct introduction call:<ul style="list-style-type: none"><li>○ Confirm design selections</li><li>○ Present draft agenda based on design</li></ul></li><li>• Schedule Kickoff Call</li><li>• Configure System</li></ul>

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## Phase 2 – Initial Review

---

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Kickoff Call<ul style="list-style-type: none"><li>○ Review templates</li><li>○ Approve site configuration</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Complete site configuration</li><li>• Provide training materials and login info for primary users</li><li>• Schedule training sessions</li></ul>

---

## Phase 3 – Training and Final Configuration and Review

---

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Attend training sessions at agreed-upon times</li><li>• Complete all assigned tasks (e.g., practice packets, adding users, watching training videos)</li></ul>	<ul style="list-style-type: none"><li>• Lead training sessions (number of sessions dependent on solution tier)</li><li>• Configure publishing option</li></ul>

---

## Phase 4 – Additional Services as Needed

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Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Supply any supporting documents or communication for additional contracted work</li></ul>	<ul style="list-style-type: none"><li>• Complete any custom/additional contracted work</li></ul>

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# Hosting and Support

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## 24x7 Emergency Support

We will be available from Monday to Friday, 7 a.m. to 7 p.m. CT via email and phone to handle routine questions from staff. In addition, we will provide you with contact numbers to reach us for after-hours emergency issues.

## System Monitoring and Recovery

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after detecting an issue.



## Award-Winning

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CivicPlus' customer service team has been honored with two Silver Stevie® Awards and four Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.

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## 2021 Support Metrics

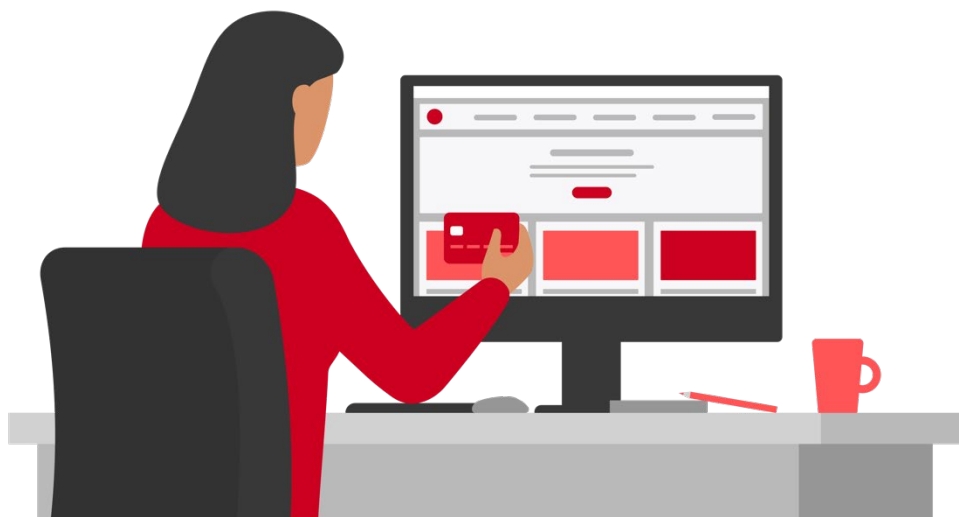
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- Total Tickets – 103,759
  - Average Chat Response – 3.48 Minutes
  - Average Phone Response – 7:57 Minutes
  - Customer Satisfaction Score – 95.7%
  - Solved in One Touch – 71.2%
- 



# Project Costs

	Premium Agenda Management	Ultimate Agenda Management
One-Time Build Fee	\$1,000 One-Time	\$1,500 One-Time
Subscription	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification  <input type="checkbox"/> 10% Discount on annual fees If a CivicPlus Customer for Website <u>OR</u> Codification  <input type="checkbox"/> \$2,600/year Standalone	<input type="checkbox"/> 20% Discount on annual fees If a CivicPlus Customer for Website <u>AND</u> Codification  <input type="checkbox"/> 10% Discount on annual fees If a Civic Plus Customer for Website <u>OR</u> Codification  <input type="checkbox"/> \$3,600/year Standalone



# Add-Ons

---

## Optional Add-Ons to Premium or Ultimate Agenda Package

- ☐ **Additional Meetings Bodies | \$330 per meeting / year**  
Premium includes two  
Ultimate includes up to five  
Requested Number of Additional Meetings Bodies \_\_\_\_\_
- ☐ **Custom Agenda or Minutes Templates | \$1,000 one-time / template**  
Number of Custom Meetings Templates \_\_\_\_\_
- ☐ **Customized Agenda Item Approval Workflows | \$550 per workflow / year**  
Number of Custom Workflows \_\_\_\_\_
- ☐ **Custom User Roles & Permissions | \$1,000 one-time**
- ☐ **Video Time-Stamping Service | \$2,772 / year up to 36 Meetings**
- ☐ **Meetings Hub | \$1,100/year**  
Public-facing Page with advanced search and historical meeting capabilities  
10% discount if Meetings purchase is bundled with codification
- ☐ **Email Subscriptions | \$660 / year**  
Requires Meetings Hub or website Purchase
- ☐ **Auto-Import Historical Meeting Files | \$1,500 one-time**  
Agendas, minutes, and search indexing of OCR Files  
Up to 7500 files per import  
Requires Meetings Hub or website purchase

## Your Integrated Product Discount

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We will apply the appropriate discount to your future purchases of a **1) Drupal website**, **2) our integrated agenda and meeting management solution**, and **3) Municode codification**.

- **Meetings Management:** See previous page.
- **Drupal Website:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees.
- **Codification:** 10% (double bundle) and 20% (triple bundle) discounts apply to annual fees for Self-Publishing Software **or** On-line Code Hosting Platform (MunicodeNEXT and Premium Features).

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## The Civic Experience Platform from CivicPlus

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CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern through the use of our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams.

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## Payment Schedule & Product Details Selection

Upon signing of contract	100% of Year-1 costs
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### Notes

- Upon receipt of your selections associated with this document, with special attention to the **project costs page** and the **add-ons page**, we will then create a formal summarized statement of work that delineates each item you have select for your final signature by a signing authority.
- Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
- If any of the payment schedule and terms noted above do not meet your needs, please discuss with us so that we can try to accommodate your goals.
- This document is marketing material and does not form a legal agreement with CivicPlus. This document shall not be incorporated into, nor form part of, the final agreement. Final pricing may be subject to change based on the actual line items agreed upon between the parties.

- ☐ We have made our selections by checking the desired boxes on the project cost and add-ons page and would like a formal statement of work for our final signature for this product. *(These selections, and our initials below, do not constitute a contract or intent to buy, but provide the information needed create the formal purchase document for final signature.)*

Initials \_\_\_\_\_

### See Next Page

- Let us know if you would like more information regarding any of the following:
 

<input type="checkbox"/> Website Design	<input type="checkbox"/> Public Works
<input type="checkbox"/> Codification	<input type="checkbox"/> Talent Management
<input type="checkbox"/> Emergency and Routine Communications	<input type="checkbox"/> Fire and Life Safety Inspections
<input type="checkbox"/> Parks, Facilities and Recreation Management	<input type="checkbox"/> Planning, Permitting, Code Enforcement
<input type="checkbox"/> 311 and Citizens Relationship Management	

**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-37681-1

**Date:**

2/17/2023 9:24 AM

**Expires On:**

5/18/2023

**Client:**

BUCHANAN TOWN, VIRGINIA

**Bill To:**

BUCHANAN TOWN, VIRGINIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays	x	khays@civicplus.com		Net 30

QTY	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Republication (per page) with zoning updated through 12-23-19; 370 pp 10 pt font single column	One-time	USD 0.00
1.00	Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	Renewable	USD 1,195.00
1.00	Full-Service Supplementation Subscription with zoning	Renewable	USD 1,300.00
1.00	Online Supplementation will begin with the ordinances received on a semi-annual basis.	Renewable	USD 0.00
1.00	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	Renewable	USD 0.00
3.00	Printed Copies and Freight Included	Renewable	USD 0.00
3.00	Municode Tabs	One-time	USD 0.00
Total Investment Initial Term		USD 2,495.00	
Annual Recurring Services		USD 2,619.75	

1. This Statement of Work ("SOW") is between ("Client") and CivicPlus, LLC (the "Service Provider"), and shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"). By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term starting at signing of this SOW and continuing for sixteen (16) months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW may be renewed for an additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".



3. The Total Investment Initial Term fees for the project shall be invoiced four months from the date of signing this SOW. Any additional fees incurred during the publication and conversion project ("Conversion") phase will be invoiced separately upon the completion of the Conversion.
4. The Annual Recurring Services fee shall be invoiced at the start of each Renewal Term and subject to a 5% annual increase each Renewal Term, starting the first Renewal Term.
5. Total Investment Initial Term assumes Service Provider can rely upon the version of the Client's code ("the Code") furnished and it is in an editable, electronic format. Conversion will take approximately 90 - 120 days upon receipt of all required materials.
6. The Conversion services do NOT include: renumbering, reorganizing the structure of the Code, or legally reviewing the Code content; additional ordinances added to the project; state sales tax, or any annual recurring services; freight, color printing, subsection linking and linking to tables, and internal cross reference review.
7. Client understands and agrees that the Total Investment Initial Term for the Conversion may be increased by the addition of legislation or materials, which may be added at the agreed upon per page rate. Unless noted otherwise in line items above, pages will be printed with single columns and 10 point font size. Additional legislation added to the Conversion must be approved and received by Service Provider prior to the cutoff date established by the parties. Following the delivery of the final code draft for Client proofing (the "Proof"), any extensive changes requested in the Proof content, and/or any material added to the Proof that was not previously contemplated by the parties, will be subject to an additional "Proof Update" fee. Proofs not returned within 45 days may be subject to a Proof Update fee.
8. Client agrees to provide all necessary and correct documentation, materials and communication in a timely manner as agreed upon by the parties following execution of this SOW. Service Provider shall not begin work under this SOW until all necessary documentation, materials, of a general and permanent nature and in a useable format (MS WORD or editable PDF), and communication are received. Service Provider will not be liable or responsible for any delay in the time or completion of the services due to the action or inaction of Client.
9. Additional services, including but not limited to, additional labor required because of delays, errors or omissions on the part of Client, may be purchased upon mutual written agreement between the parties.
10. Service Provider is not a law firm and may not perform services performed by an attorney, and the services contemplated herein do not constitute a substitute for the advice or services of an attorney. Nor is an attorney-client relationship established under this SOW or the services provided herein.
11. The Parties agree that notwithstanding the indemnification covenants at Section 15 of the MSA, shall not apply to public interpretation of Legal Code or work product. Service Provider shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

Signature Page to Follow.

## **Additional Terms and Conditions:**

**If Annual Recurring Supplement Services is included in the services to be delivered under this SOW, the following terms apply:**

1. Annual Recurring Supplement Services does NOT include:
  - Additional copies, reprints, binders and tab orders;
  - Documents that contain tables, graphics, unique formatting requirements, or any other form-based code requirements;
  - Legal work, creation of fee schedules, gender neutral review/implementation, external linking;
  - Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material;
  - Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
  - Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
  - The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
  - Online Code hosting and online features.
2. In the event Client wishes to increase its Supplement Updates frequency, Client agrees to pay an annual increase in an amount to be agreed upon between the parties, such amount to be prorated from the time of purchase to align with Client's Renewal Date. Client shall provide CivicPlus with written notice, email is sufficient, of its intent to acquire such services. Rush Supplement requests will be assessed an additional one-time fee.

**If Legal Review is included in the services to be delivered under this SOW, the following terms apply:**

1. Legal Review services include legal review of Client's Code of Ordinances ("Code") as published, to ensure conformity with state statutes and to identify any areas of possible legal concern. The review will also determine if there are any inconsistencies or conflicts within the legislation itself. Service Provider will notate any state law references within the Code that need to be updated in the memorandum. Legislation not currently included in the Code can be reviewed for an additional fee. Within 30 days of Client's receipt of the Legal Memorandum, Client may purchase an optional conference, via telephone or webinar, to review the Legal Memorandum and Service provider's recommendations, to be billed at Service Provider's current rates. The Legal Review services excludes implementation of any recommendations.

**If Self Publishing Software is included in the services to be delivered under this SOW, the following terms apply:**

1. Client's responsibilities include:
  - a. Providing all code and/or book material to be converted to the Self-Publishing Software frame in digital format. The destination format for storage and presentation of the Client's document will be in the form of standard HTML and PDF;
  - b. Participating in the training necessary to use the software for the publication and integration of enacted legislation, and the drafting of future ordinances for self-updating; and
  - c. Integrating all future legislation into the existing code and continue to use the Self-Publishing Software to update and maintain any additional Client publications (unless for an additional fee the Service Provider is utilized for this service).
2. Client may add additional publications to the Self Publishing Software services purchased herein at an additional annual rate for each added publication, to be agreed upon by the parties, including without limitation: Minutes; Policies and Procedures; Resolutions; Public Works; Construction Standards; Plans; Charters, Museums, Airports.

## Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

## Contact Information

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

### Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

### Emergency Contact & Mobile Phone

### Emergency Contact & Mobile Phone

### Emergency Contact & Mobile Phone

### Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources: \_\_\_\_\_

### Contract Contact

Email

Phone

Ext.

Fax

### Project Contact

Email

Phone

Ext.

Fax

# **municode** codification

POWERED BY CIVICPLUS

## **Republication, Supplementation, and Online Code Hosting Services**

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Valid Through March 31, 2023



# CivicPlus Company Overview

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## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers. This includes the addition of Municode, LLC, adding their reliable and esteemed codification services to the CivicPlus portfolio.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

**70+** Years of Codification Experience

**12,000+** Customers

**4,200+** Clerks Served

**900+** Employees

### RECOGNITION

**Inc. 5000** 11-time Honoree

**GovTech** 2022 Top 100 Company

**Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500

Manhattan, KS 66502

Toll Free: 888.228.2233 | Fax: 785.587.8951

[civicplus.com](https://civicplus.com)



civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Local government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering local governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

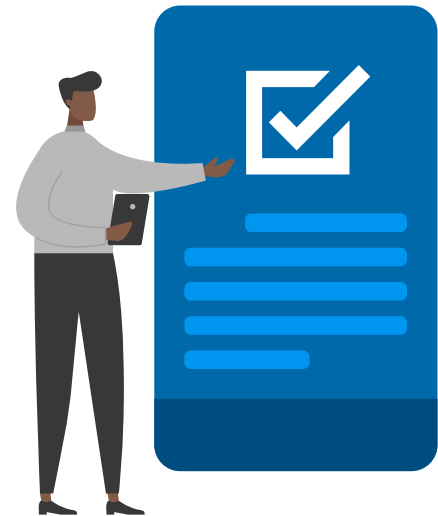
For more information on how the Civic Experience can create better resident experiences via our integrated code, website and agenda and meeting management solutions, watch this [video](#).



# Republication

## Republication Process

We will provide you with a Style Checklist and work with you to confirm the desired formatting and style of the code, including font, binder color (semi-bright black, dark blue, green, or burgundy), and ink stamping color (gold or silver). We will update the preliminary pages, create an index (if elected) and table of contents; update history notes; provide a comparative table of ordinances, and integrate all applicable photographs, maps, diagrams, charts, and tables into the code. Proofs can then be provided for your review. Following the approval of the proofs, the code will be shipped and posted online in fully robust HTML format.



We will handle 100% of the publishing. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is three to four months, excepting any delays in your return of proofs, and will begin after our receipt of the completed Style Checklist and all necessary material in an editable, electronic format. Within two weeks of shipping the new code, it will be published online in fully robust HTML format.

## Republication Timeline

<b>STEP 1</b>	Immediately	<b>CUSTOMER</b> sends signed contract and all applicable material. <b>CIVICPLUS</b> acknowledges contract, provides a Disposition List of all ordinances/material received.
<b>STEP 2</b>	Within 3 Weeks	<b>CIVICPLUS</b> provides a project introduction letter outlining all phases of the project and all material received to date. <b>CUSTOMER</b> confirms CivicPlus has all applicable materials. Conversion begins upon receipt of all applicable materials.
<b>STEP 3</b>	Within 3-4 Months	<b>CIVICPLUS</b> submits code draft proofs for customer review. <b>CUSTOMER</b> to return proofs within 45 days. After the proofs are returned, we will ship the newly printed code volumes within 2-3 weeks and post the code online. Supplementation will begin anew with Supplement No. 1.

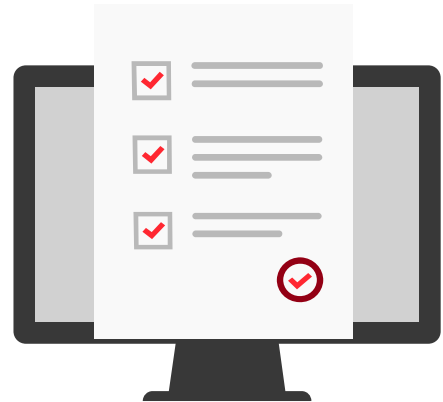




To ensure a successful project completion, style changes requested after approval of the sample will be assessed an additional editorial fee. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional proof update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

## THE REPUBLICATION PROCESS INCLUDES:

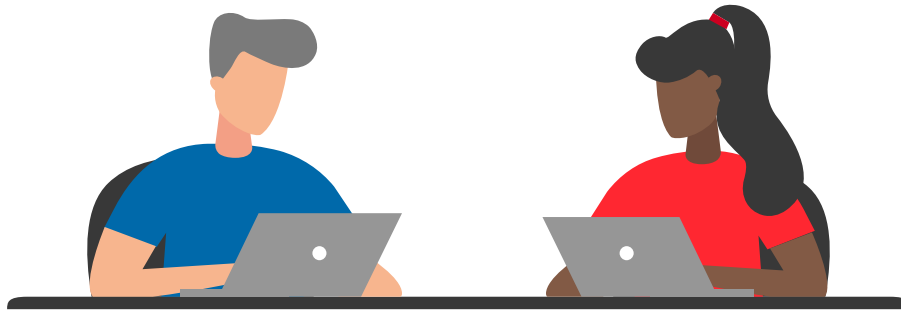
- Conversion to our codification database (if necessary)
- Removal and replacement of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Editing and proofreading
- 10-point, Times New Roman font, single column format, unless otherwise instructed
- Incorporation of maps, diagrams, charts, and tables
- Preparation of table of contents and updating or creation of an index (if elected)
- Proofs provided for your review
- Posting your newly republished code online



## THE REPUBLICATION PROCESS DOES NOT INCLUDE:

- Renumbering and/or reorganizing the structure of your code
- Legal Review by an attorney (quote available upon request)
- Substantive editing or changes to the text





# Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of **40 to 45 days for printed supplements** and can provide our always-up-to-date **electronic update services within 15 days**. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:

## Supplementation Process

1. **Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.

**If you utilize OrdBank and a CivicPlus agenda and meetings management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus.**

### Printed Supplementation Process



**Submission of Materials**



**Editorial Review**



**Mark Up**



**Indexing**



**Proofreading**



**Corrections**



**Printing & Shipping**



**Upload to the Internet**



2. **Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.

**If you utilize OrdBank and our CivicPlus agenda and meetings management solution, the history notes throughout your code of ordinances will be automatically linked to the meeting in which your newly adopted legislation was considered. Your team and your residents will have permanent and instant access to the agenda, minutes, videos, and votes related to your legislation. Further, supplementation services with the OrdBank feature and our meetings and agenda management solutions can enjoy Enhanced History Notes. Click [here](#) to see a short demonstration.**

3. **Indexing** – If an index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.
5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, residents will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.

**With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section. With our CivicPlus agenda and meetings management to Online Code Hosting integration, your OrdBank powered history notes will be permanently and automatically linked to the meetings in which the associated legislation was adopted.**

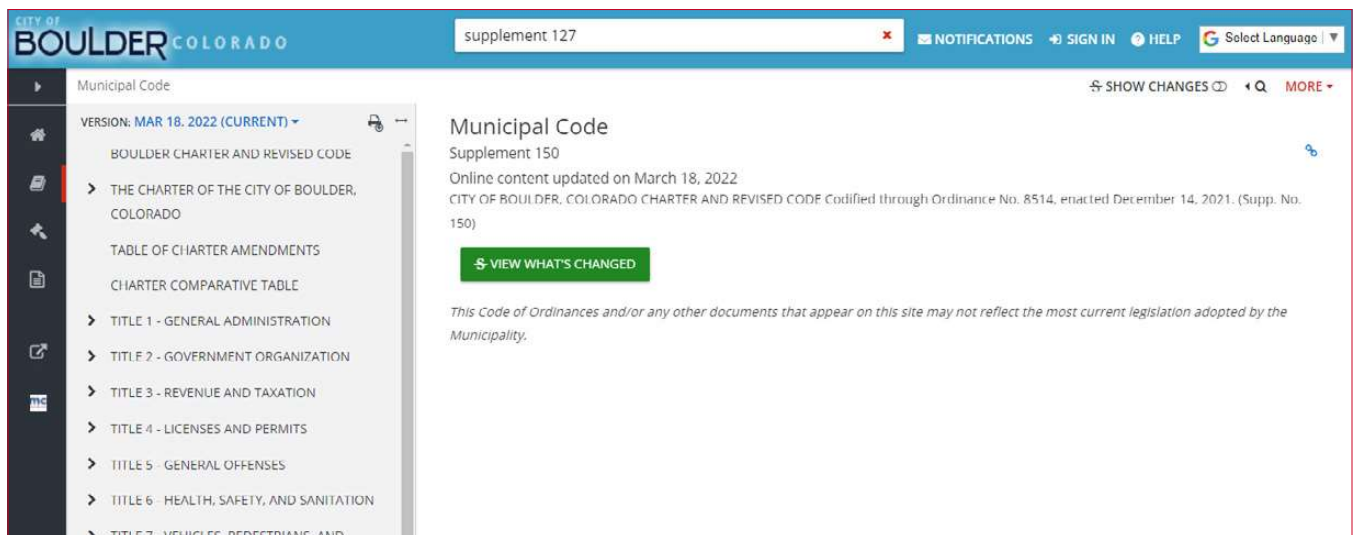
6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.



# Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



## Online Code Hosting Standard Features

**Responsive Design** – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.



**Print/Save/Email** – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

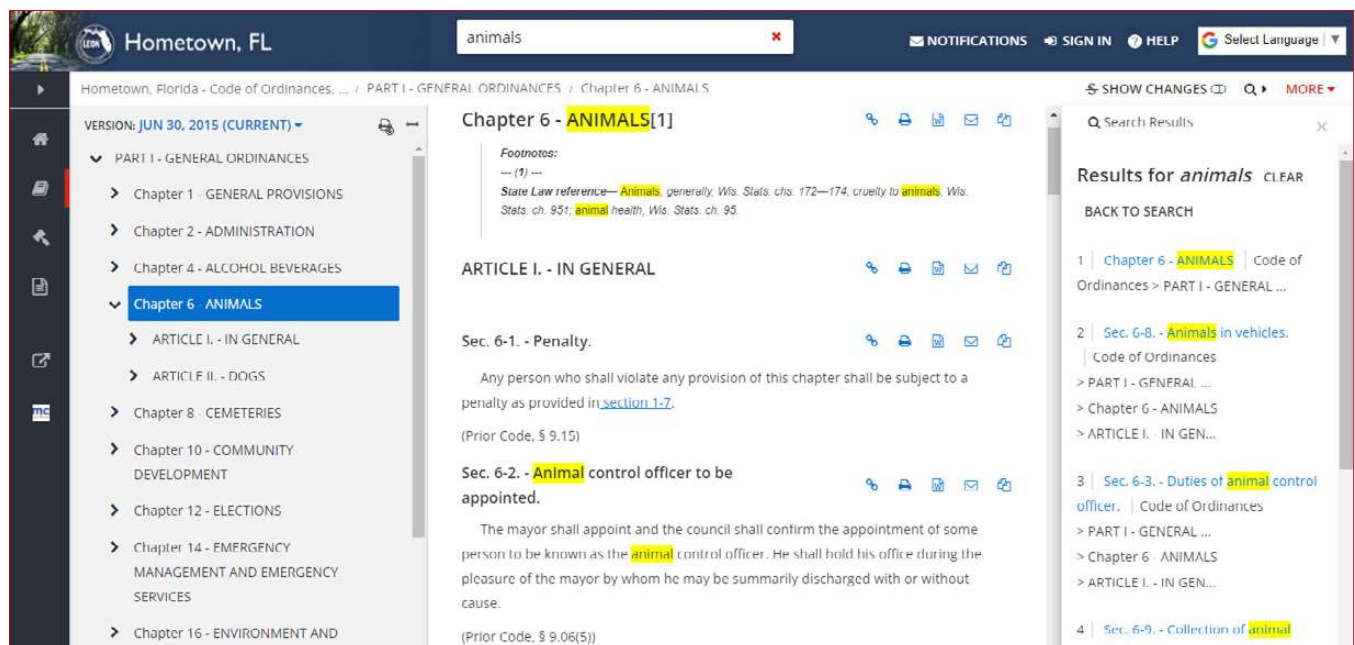
**Social Media Sharing** – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.



**Browsing** – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

**Ease of Navigation** – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

**Searching** – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.



- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced searches supporting stemming, wildcards, proximity searches, and a global synonym list.
- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser's bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.



**Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination article, chapter, or section.

**Mouseover (clue tips)** – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

**Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

**Translation** – Google Translate allows users to view our hosted codes in over 100+ languages.

**Static Linking** – Copy links of any section, chapter, or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

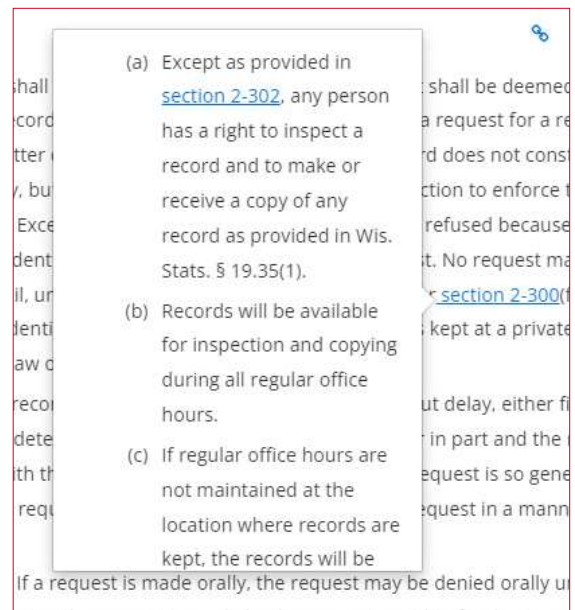
**In-line Images and PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

**Public Notes** – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

**Website Accessibility** – The User Interface and all HTML content viewed via our Online Code Hosting System's web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.

**Hosting and Security** – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

**Support** – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.





# Online Code Hosting Premium Features

There are multiple premium features available to enhance your staff and residents' experience using and searching through your code – most available for purchase in our Premium Bundle or à la carte.

## Premium Bundle

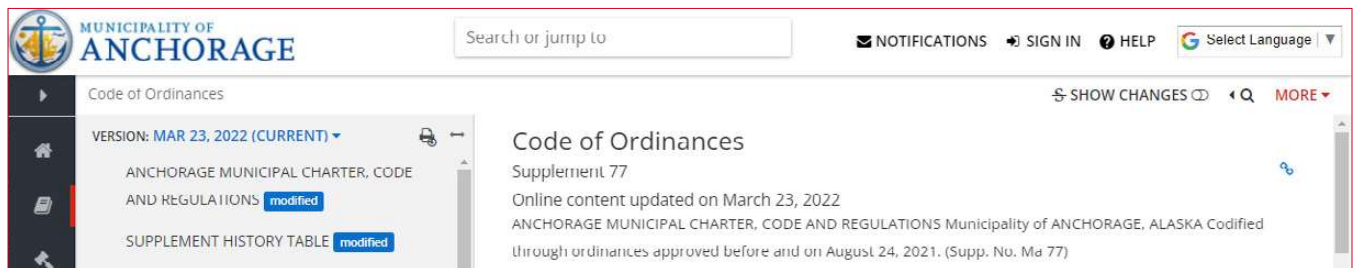
We recommend our Premium Bundle for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

OrdLink and MuniDocs can be added to a Premium Bundle, if desired.

## Summary of All Premium Features

**Custom Banner** – We can customize the look and feel of your code to match your website more closely.



**CodeBank** – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.



**CodeBank Compare + eNotify** – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.

The screenshot displays the CodeBank Compare interface for the Municipality of Anchorage. The left sidebar lists the table of contents for 'TITLE 16 - HEALTH / Chapter 16.100 - PRIVATE A...'. The main content area shows the text of '16.100.030 - Contents of application for license; transfer of license.' with various changes highlighted in yellow and red. The right sidebar shows a list of recent changes with status badges like 'modified' and 'new'.

The screenshot shows the eNotify service enrollment form. It includes fields for 'Email' and 'Profession'. The 'Publications' section is expanded, showing a list of publications to subscribe to. The 'SUBMIT' button is at the bottom right.

Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.



**OrdBank** – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [municodeords@civicplus.com](mailto:municodeords@civicplus.com).

Arvada, Colorado - ... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102-161. - R...

VERSION: DEC 30, 2021 (CURRENT) ▾

- > DIVISION 5. - SEWAGE
- ▼ DIVISION 6. - WATER FEES AND RATES
  - Sec. 102-161. - Residential water fees within city.
  - Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in Candelas Filing 1.

latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters," which is hereby adopted by reference, justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

**OrdLink** – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

VERSION: JUL 29, 2021 (CURRENT) ▾

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

- > CHARTER - CITY OF IRVINE
- ▼ TITLE 1 - GENERAL SERVICES Amended
  - ▼ Division 1 - GENERAL PROVISIONS Amended
    - Sec. 1-1-101. - How designated, cited.
    - Sec. 1-1-102. - Rules of construction, definitions.
    - Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.
    - Sec. 1-1-104. - Incorporation by reference.
    - Sec. 1-1-105. - Reference to Code, conflicts.

< TITLE 1 - GENERAL SERVICES

Division 2 - CITY COUNCIL >

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

(Code 1976, § I.A-101)

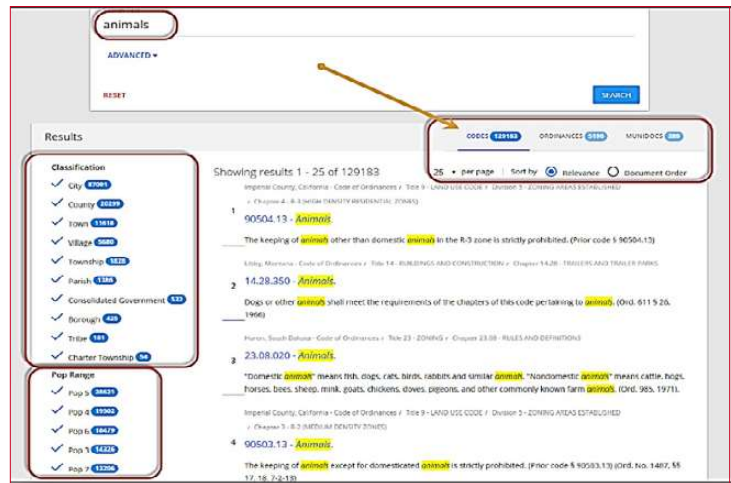
Charter reference— Codification of ordinances, [§ 409](#).

Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and rules of construction shall be observed, unless to do so would be inconsistent with the manifest

**MuniPRO Services** – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

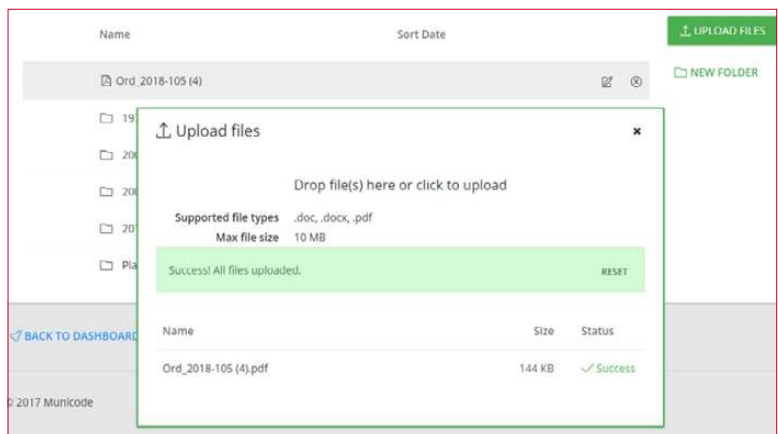
- **Multiple Code Search** – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Saved Searches** – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- **MuniPRO Notes** – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- **MuniPRO Drafts** – Begin a new ordinance draft to keep track of pending legislation.
  - Draft icons are present when viewing the section, alerting the user to a previously created draft.
  - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



**MuniDocs** – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



# Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Republication
Reorganization, renumbering, or legal review of code content
3-post expandable binder, with stamping
3-ring vinyl binders, stamping not available
Additional tabs
Supplementation
Upgrade to Full-Service Schedule Plus: Schedule increased to monthly print or monthly electronic
Code in Microsoft Word (DOCX) (sent via email download)
Adobe PDF of the complete code (sent via email download)
Adobe PDF of each supplement (sent via email download)
State Linking
Additional copies, reprints, binders, and/or tab orders
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking
Codifying a: <ul style="list-style-type: none"><li>• Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent)</li><li>• New adopted full Chapter/Title Appendix</li><li>• Newly adopted term change legislation</li></ul>
The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent)
Online Code Hosting
Custom Banner
CodeBank
CodeBank Compare + eNotify
OrdBank
OrdLink (must be purchased with OrdBank)
MuniPRO Service
MuniDocs (includes 25GB of storage)
Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service



# Additional Solutions and Services

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Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Municipal Websites
- Meetings and Agenda Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management



Visit our [website](#) or reach out to your Account Executive for additional information, to schedule a demo, or to obtain a quote.

## Disclaimer

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### Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.





**TOWN OF BUCHANAN COUNCIL**  
**MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 2 Accounting Software**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manager**

**PHONE: 540-254-1212**

**BACKGROUND / SUMMARY:**

The past three years both the Town's outside CPA and audit firm have recommended upgrading to a new accounting software. After reviewing several vendors, the preferred choice of staff is Southern Software. Any change in accounting software should occur at the beginning of the new fiscal year. If this option is to be pursued for implementation in July, immediate action is needed.

**ATTACHMENTS:**

**Southern Software's proposal**

**REQUESTED ACTION:**

**Feedback and Direction**



**SOUTHERN SOFTWARE, INC.**  
an employee-owned company

**Agency:** Town of Buchanan, VA

**Contact:** Reece Peck  
**Date:** 10/28/2022

**PROPOSAL**

<b>FINANCIAL MANAGEMENT SYSTEM (FMS)</b>		<b>Qty</b>	
<b>* UTILITY BILLING AND COLLECTIONS</b>		1	
Bank Drafts for Bill Pay, Image and Document Attachment for Account Records, Email Billing, Work Order Tracking, Drill-Down Reports			
<b>UTILITY BILLING HAND HELD INTERFACE - SENSUS ANALYTICS (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)</b>		1	
<b>THIRD PARTY PAYMENT INTERFACE - HEARTLAND (ASSUMES CURRENT INTERFACE WITH NO CHANGES NEEDED TO SPECIFICATIONS)</b>		1	
<b>FMS E-MAIL SERVICES (CAN BE UTILITIZED FOR FMS UTILITY BILLS; PAYROLL CHECK STUBS ; ACCOUNTS RECEIVABLE INVOICES AND IS NECESSARY FOR PURCHASE REQUISITION WORKFLOW IF APPLICABLE)</b>		1	
<b>ACCOUNTING SYSTEM</b>	General Ledger and Accounts Payable	1	
GENERAL LEDGER INCLUDES: Budget Processing, Bank Reconciliation, Unlimited Fiscal Periods Open Recurring Entries, Drill-Down Reports, Journal Entry Import, User-Defined Interface Options			
ACCOUNTS PAYABLE INCLUDES: Purchase Order Processing, Recurring Invoicing, 1099 Processing, Optional Field Setup for Vendors, Drill-Down Reports			
<b>PAYROLL PROCESSING</b>		1	
Direct Deposit – ACH Standard, Leave Time Accrual and Tracking, Image and Document Attachment for Employee Records, W-2 Form Processing, Drill-Down Reports			
<b>BUSINESS LICENSE</b>		1	
Track Customer History • Create flat, step or multiplier billing categories • Print business license forms • Collect payments • Print receipts • Generate applications and renewal letters • Issue delinquent notices • Process penalties • Print mailing labels • Reports			
<b>PAYMENT CENTRAL</b>		1	
Miscellaneous Revenue Payments, Centralized Payment Entry for Business License, Utility Billing, Tax Billing & Vehicle Decals, Receipt Printer Ready, Drill-Down Reports			
<b>MEALS AND LODGING MODULE</b>		1	
Track Meals, Lodging and other Hospitality Taxes, Record Payments, Track Accounts, Apply penalties, Reports			
<b>TAX BILLING AND COLLECTIONS</b>		1	
Image and Document Attachment for Account Records, Image Attachment for Real Estate and Personal Property, Real Estate History Tracking, Real Estate Property Transfers, Penalty and Interest Tracking, Bill Export, Drill-Down Reports			
<b>TAX DATA (CONVERSION OF COUNTY DATA FOR BILLING IS AVAILABLE FOR A COST ANNUALLY)</b>	CONVERSION: REAL ESTATE & PERSONAL PROPERTY (CUSTOMER INFO AND VALUES ONLY - NO HISTORY WILL BE CONVERTED). <b>ASSUMES COUNTY FILE IS IN PREFERRED FORMAT.</b> CONVERSION DELIVERED WITHIN 20 BUSINESS DAYS FROM DELIVERY OF READABLE FILE(S). EXPEDITED OPTION IS AVAILABLE FOR ADDITIONAL CHARGE AT TIME OF CONVERSION.	1	\$1,500.00
<b>Total Software:</b>			<b>\$35,410.00</b>

## PROJECT MANAGEMENT

**Project Management Fee** INSTALLATION, TRAINING AND A PROJECT MANAGER.

**Total Project Management:** **\$17,728.00**

## YEARLY SUPPORT

### FMS Support

FMS ANNUAL SUPPORT FEE COVERS TELEPHONE AND REMOTE SUPPORT. THIS  
INCLUDES PROGRAM UPDATES AS RELEASED.

1  
YEAR

**Total Support: \$5,998.00**

## TOTAL INVESTMENT (STATE TAX AND SHIPPING NOT INCLUDED)

**\$59,136.00**

**NOTE: MICROSOFT® SQL SERVER 2012 OR HIGHER IS REQUIRED (2019 PREFERRED).**

**NOTE:** THIS PROPOSAL DOES NOT INCLUDE PROVISIONS FOR A DATA CONVERSION (FROM CURRENT MUNICIPAL/FINANCIAL SYSTEM). CONVERSION COSTS AVAILABLE ONLY AFTER EVALUATION OF SAMPLE DATA.

\* **NOTE:** ONLY INTERFACES LISTED ABOVE ARE INCLUDED. INTERFACES TO METER READING SYSTEM, THIRD PARTY PAYMENT PROCESSING, BILL EXPORTS ETC. NOT INCLUDED. PLEASE REQUEST AN UPDATED PROPOSAL IF THESE ARE NEEDED.

**NOTE:** A LIMITED NUMBER OF FORMS ARE COMPATIBLE WITH SOUTHERN SOFTWARE FMS. THIS INCLUDES, BUT IS NOT LIMITED TO ACCOUNTS PAYABLE AND PAYROLL CHECKS AND UTILITY BILLING AND TAX BILLING BILL FORMS. NEW FORMS MAY NEED TO BE PURCHASED FROM SOUTHERN SOFTWARE FOR COMPATIBILITY.

**NOTE:** DUE TO A CONSTANTLY CHANGING MARKET, SOUTHERN SOFTWARE'S SOFTWARE PROPOSALS WILL BE HONORED FOR A PERIOD OF SIXTY (60) DAYS AND HARDWARE PROPOSALS FOR A PERIOD OF THIRTY (30) DAYS. WE WILL BE GLAD TO RESUBMIT AT YOUR REQUEST.

**NOTE: FMS** INCLUDES THIRTY (30) DAYS OF FREE TELEPHONE SUPPORT AND REGULAR UPDATES TO INSURE YOUR TOWN A STATE OF THE ART PRODUCT.

**NOTE:** PROJECT MANAGEMENT FEES INCLUDE TRAINING, INSTALLATION AND PROJECT MANAGEMENT.

**NOTE:** SOUTHERN SOFTWARE WILL INSTALL ITS SOFTWARE PRODUCTS ONLY ON COMPUTER CONFIGURATIONS COMPATIBLE WITH THESE PRODUCTS. HARDWARE SPECIFICATIONS ARE AVAILABLE UPON REQUEST.

### ***Contact information for FMS Sales Representative:***

**Marci Lewandowski**  
**Southern Software**  
**150 Perry Drive**  
**Southern Pines, NC 28387**

**Business:** (800) 842-8190  
**Mobile:** (910) 644-3089  
**Fax:** (910) 695-0251  
**E-Mail:** mlewandowski@southernsoftware.com



**TOWN OF BUCHANAN COUNCIL**  
**MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 3 Phone System**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manger**

**PHONE: 540-254-1212**

**BACKGROUND / SUMMARY:**

Ooma Office phone system has greater capabilities then our current phone system and is less expensive. In addition, it can be managed by office staff. The price is \$19.95 per phone and each employee will have their own individual number, conference call line and electronic fax number. Cost savings could be substantial if we can replace the AT&T line at the water plant which is costing us \$100 a month.

**ATTACHMENTS:**

**Ooma Office Essential Profile**

**REQUESTED ACTION:**

**Feedback and Direction**





## Communicate like a pro with Ooma Office Essentials



Virtual Receptionist, Simultaneous Ring and Call Park are just a few of more than 50 Essentials features to help you manage your business.

How many employees will use a phone? 2 ▾

CHOOSE YOUR PLAN

A small business phone system with advanced features that help you get ahead.

- ✓ HD Audio
- ✓ Low International Calling Rates
- ✓ Virtual Fax
- ✓ Virtual Receptionist
- ✓ Mobile App
- ✓ Free Toll Free Number
- ✓ Free Local Phone Numbers
- ✓ Ring Groups

Highest rated VoIP business phone system by  
PC Magazine readers

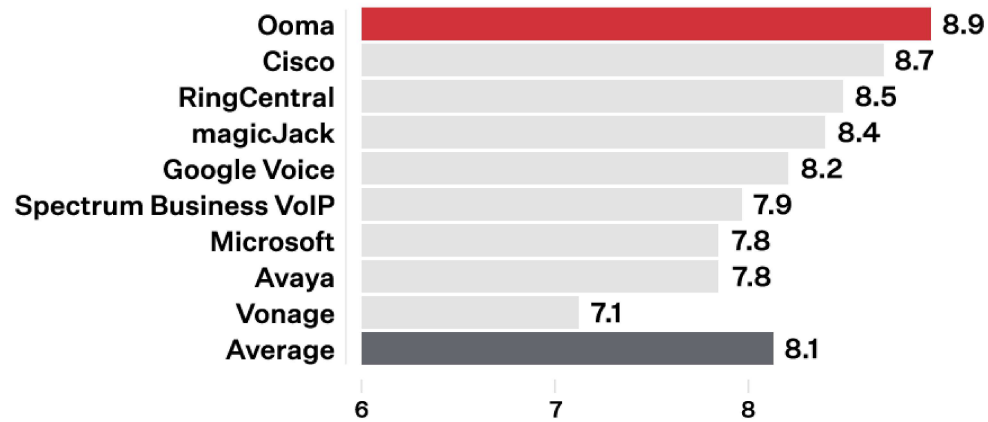
For an unprecedented ninth year in a row, the readers of PC Mag ranked Ooma Office as the best business VoIP phone service.

Ooma emerged as the top provider of VoIP phone service for businesses among the nine finalists. Here are our scores (10 is the highest) in the PCMag categories:

- Overall satisfaction: 8.9
- Install: 9.1
- Cost: 9.3
- Reliability: 9.0
- Ease of use: 9.1
- Tech support: 8.8
- Call quality: 9.1
- System management: 8.9
- Mobile support: 8.8
- Likelihood to recommend: 9.0

## Business Choice: VoIP Services 2022

Ooma Office vs. Key Competitors: Overall Satisfaction



**Winner**  
9 Years Running

GET STARTED

Or call **866-759-8414**.

What our customers say:



“Our monthly expenses dropped over \$100/month with no loss of functionality or features.”

– Rick Norris, First Presbyterian Church



“The service is much better and the features Ooma offers are more flexible than we ever got from Comcast.”

– IDEM Safety Switches USA



“So easy it was hard to believe. And upgrades and help is just a call away.”

## Get more than 50 Ooma Office Essentials features

### Call Management Features

- Virtual Receptionist
- Call Park
- Ring Groups
- Music on Hold
- Transfer Music
- Extension Dialing
- Extension Monitoring
- Call Forwarding
- Virtual Extensions
- Voicemail
- Call Transfer
- Flexible Numbering
- Company Directory
- Call Logs
- One Conference Bridge per User
- Forward Calls During Device Outages
- Virtual Fax
- 3-Way Calling
- 3-Digit Extensions
- 7-Digit Dialing
- Call Blocking
- Intercom

- Overhead Paging Support
- Paging Groups
- IP Phone Paging

## Setup

- Easy Installation
- User Portal
- Bulk CSV Upload for IP Phones
- Analog Fax Machine Support

## Mobility Features


- Mobile App (iOS and Android)
- Simultaneous Ring
- Voicemail-to-Email Audio File
- Extension Dialing to App
- Call Transfer from App
- Call Flip


## Calling Features


- Unlimited Calling in U.S., Canada, Mexico, and Puerto Rico
- Low international rates
- 911 Service
- FREE Number Transfer
- One FREE Toll-free Number (includes 500 minutes of inbound calls per month)
- Main Company Number

- One Direct-dial Number per User

Ready to sign up for Ooma Office phone service?

 Phone Number

 Ooma Plan

 Users

**1 CHOOSE YOUR FREE NUMBER**

Local  
Numbers

Toll-Free  
Numbers


Check  
Portability


Area code: Vanity no. (contains):

267

Search

(267) 603-4163

 (267) 603-4217

 (267) 603-4552

BACK

NEXT





## **TOWN OF BUCHANAN COUNCIL**

### **MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 4 Personnel Manual Appendix – Hybrid Employees**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manager**

**PHONE: 540-254-1212**

#### **BACKGROUND / SUMMARY:**

The town's current personnel policy does not cover how hybrid employees short-term and long-term disability is handled under VRS rules. Due to the differences in how leave is handled between Plan 1 employees and Hybrid employees, most jurisdictions have adopted paid time off (PTO) leave system for hybrid employees. I have attached an proposed appendix for inclusion in the Town's personnel policies project manual.

plan one employees are covered by your traditional annual and sick leave policies. The town currently policy substantially lates leave policies of most local government jurisdictions in Virginia. The table below compares annual leave for the town's employees compared to Botetourt County employees.

<b>Botetourt County</b>		
<b>Years of Service</b>	<b>Annual Accrual</b>	<b>Allowable Carryover</b>
0 to 5	96 hrs.	360 hrs.
5 to 10	120 hrs.	360 hrs.
10 to 15	144 hrs.	360 hrs.
15+	168 hrs.	360 hrs.

<b>Town of Buchanan</b>		
<b>Years of Service</b>	<b>Annual Accrual</b>	<b>Allowable Carryover</b>
0 to 3	40 hrs.	80 hrs.
3 to 12	80 hrs.	80 hrs.
12 +	120 hrs.	80 hrs.

#### **ATTACHMENTS:**

**Proposed Appendix**

#### **REQUESTED ACTION:**

**Feedback and Direction**

**Addendum C**  
**PAID TIME OFF LEAVE PLAN**  
**For Employees hired on or after January 1, 2014**

**Policy Statement**

The Paid Time Off leave plan (PTO) is a comprehensive program that serves the many diverse needs of employees for time off from work and includes a short-term disability plan for income protection to cover periods of extended illness or injury.

This policy covers all employees of the Town government hired on or after January 1, 2014.

**Procedures**

**A. Enrollment:**

All persons hired or re-hired on or after January 1, 2014, enrolling in the VRS Hybrid Retirement Plan, shall receive leave benefits in accordance with this PTO plan.

One year after the date of employment, employees in the PTO plan are eligible to participate in a Short-Term Disability Plan coordinated and approved by an insurance company selected by the Town. The short-term disability plan provides for a weekly benefit of less than 100% of normal weekly pay in accordance with the provisions of the plan document.

Employees in the PTO plan hired after January 1, 2014, are eligible for long-term disability through a plan provided by an insurance company determined by the Town; with the exception that those employees included eligible for the Hazardous Duty Supplement under the Virginia Retirement System (VRS), shall be covered for long-term disability under the VRS Disability Retirement program. Details of this plan are provided in the summary plan description provided by the insurance company selected by VRS or in the VRS Employee Manual.

**B. Paid Time Off (PTO) Accruals:**

Full Time employees covered under the PTO plan receive accruals based on their years of Town Service. PTO hours are accrued monthly. An employee is eligible for leave according to the table below:

Years Of Service	Accrual Hours Per Month	Maximum Annual Carryover Hours
0 up to 5 years	xxx hours per pay period	192 hours per Calendar Year
5 to 9 years	xxx hours per pay period	240 hours per Calendar Year
10 to 19 years	xxx hours per pay period	288 hours per Calendar Year
20 or more years	xxx hours per pay period	336 hours per Calendar Year

PTO hours will not accrue during any un-paid absence of 40 hours or more, per biweekly pay period, including absences for FMLA reasons.

Employees may carry forward to a new calendar year PTO leave balances of no more than the applicable Maximum Annual Hours per Year.

Any scheduled holiday that falls during the employee's PTO leave will not be charged as PTO but as Holiday Leave. Refer to Holiday Leave in the Employee Handbook.

Bereavement leave and Jury Duty leave are not deducted from PTO hours. Refer to Bereavement Leave and Jury Duty Leave in the Employee Handbook.

### **C. Scheduling/Use of PTO Hours**

Paid leave may be requested by the employee only if accrued PTO hours are available for use. Employees are responsible for maintaining PTO leave balances at adequate levels to ensure that leave taken does not exceed existing balances.

Although PTO is a benefit provided for employees to self-manage time off, its use must be approved in advance by the employee's supervisor. Scheduled PTO leave may be used for any approved purpose, and the employee should request it from their supervisor at least three working days in advance. Some departments may require that employees schedule PTO leave further in advance. The supervisor will inform a new employee if a longer advance notice applies. The three-day requirement may be waived by the supervisor in cases of illness, emergency situations or other unforeseen circumstances (unscheduled PTO).

Unscheduled PTO leave will be monitored. The supervisor has the right to request verification of any unscheduled absences by requiring a physician's statement. When an unforeseen need for PTO occurs, an employee shall notify the appropriate supervisor no later than the beginning of the shift. In some departments, earlier notice may be requested. Failure to provide the proper notification or excessive unscheduled leave may result in disciplinary action.

PTO is available for use by the employee only after leave has accrued and may be taken in 30-minute increments.

If PTO hours are available, the employee must use PTO to cover the waiting period before Short Term Disability begins. Accrued PTO leave may be used by the employee to make up the difference between 100% of the employee's normal gross wages and the benefit provided under the Short-Term Disability plan.

The employee does not accrue PTO hours for any period of leave-without-pay or any un-paid leave for disciplinary suspension. Termination/Retirement Payment of PTO Hours

Employees that leave Town service shall be paid at the employee's current regular rate of pay for accumulated PTO hours up to the maximum carryover amount. Termination shall include retirement, voluntary resignations, death, or dismissal. The Town shall deduct all state and federal taxes, and any outstanding amounts due to the Town for benefits received, and for rental uniforms, keys or other Town property not returned by the employee at termination.

Use of PTO hours during a resignation notice period must be approved by the appropriate supervisor and must not interfere with the department's operations.

#### **D. Work Related Injuries/Illnesses**

If an employee is absent due to a work-related injury, the employee must use PTO hours for the first seven calendar days of absence if PTO is accrued. If the employee does not have PTO hours available, the employee will be placed in a leave-without-pay status (for the first seven days of absence only).

#### **E. Short Term Disability (STD)**

As of January 1, 2014, newly hired, re-hired employees will be covered under a short-term disability (STD) plan offered by the Town and administered by a third-party administrator. The short-term disability plan provides for a weekly benefit of less than 100% of normal weekly pay in accordance with the provisions of the plan document.

The STD program provides a weekly benefit administered by a third-party plan administrator. Employees are required to file a claim for benefits with the insurance company and be approved before any benefit will be paid. The amount of benefit, length of coverage, and the process to file a claim are provided in STD plan documents.

PTO, if accrued, shall be used by the employee during periods of STD to cover the initial waiting period of 7 calendar days, and may be used to make up the difference between the amount received under the benefit schedule and the employee's normal pay. An employee may not receive more than 100% of the normal base pay amount when combining the STD benefit and PTO. STD is directly funded by the Town, so taxes shall be deducted from the amount paid to the employee as required by IRS regulations.

The STD benefit period may last longer than the period established under the Family Medical and Leave Act. Nothing in the PTO or STD plan extends FMLA benefits beyond those provided by law.

**F. Long Term Disability (LTD)**

Upon exhausting all STD benefits, an employee may file a claim for long-term disability benefits under the appropriate LTD coverage. For persons employed by the Town that are not participants in Hybrid VRS plan, the employee is covered under a plan that is part of the traditional VRS disability retirement plan. Contact HR for more information on this plan. For those covered under the Hybrid VRS plan, the premiums for the Long Term Disability insurance are 100% paid by the Town. The claim process is outlined in the insurance company plan document. Contact HR for a copy of the plan document. Approval of LTD benefits rests solely with the insurance company.

**Revised April 5, 2018 by the Town of Buchanan Town Council**

**Attest: George Hayfield  
Town Manager**



## **TOWN OF BUCHANAN COUNCIL**

### **MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 5 VRS Life Insurance**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manger**

**PHONE: 540-254-1212**

#### **BACKGROUND / SUMMARY:**

With the recent passing away of one of our employees the question was asked on whether the Town carried life insurance through VRS on its employees. The town at the time it joined VRS it did not elect the life insurance option. The VRS does allow participating communities to add this option at a later date. For this to happen 3/4 of the current employees must agree to participate. Those that elected not to participate will not be covered, however all future employees participation is mandatory. The fee for the life insurance is 1.34% of cover payroll with a minimum to of .54% from the employer; however, most employers cover the entire cost of the coverage. The coverage is 2 times the employee's salary and additional insurance can be purchased at the employee's expense.

#### **ATTACHMENTS:**

**VRS Information Packet**

#### **REQUESTED ACTION:**

**Feedback and Direction**


## Group Life Insurance Coverage

Stephanie Conyers <SConyers@varetire.org>

Tue 12/13/2022 4:06 PM

To: Tina Kingery <tkingery@buchanan-va.gov>

Cc: Buchanan Town Manager <Buchanantownmanager@buchanan-va.gov>; ZaeAnne M. Allen <zallen@varetire.org>

 3 attachments (814 KB)

GLI Coverage Document (GLI only).pdf; VRS Certificate Rev 7.2019.pdf; Waiver of Group Life Insurance Coverage Form\_ VRS-27 rev 2021-11 fill.pdf;

Hi Tina,

Attached you will find the information on the Group Life Insurance program you requested.

The following items are included:

- Group Life Insurance Coverage Document
- Political Subdivision Group Life Insurance Coverage Resolution
  - The Code of Virginia §51.1-502 states that seventy-five percent (75%) of eligible employees must elect to become covered on the effective date of coverage; otherwise, the insurance coverage election does not go into effect. Therefore, your employee elections must be gathered prior to your governing body electing to provide this coverage. This may be accomplished by collecting a Waiver of Group Life Insurance Coverage (VRS-27) form from any employee who wishes to waive coverage prior to the benefit election. VRS presumes participation in the GLI program unless we have received the waiver form for an individual at the time of your election. New eligible employees on and after the effective date are automatically covered as a condition of employment.
- Waiver of Group Life Insurance Coverage (VRS-27)
  - Please submit any VRS-27 to the address or fax number provided on the form.
- VRS Certificate of Insurance

For additional information on this benefit, please visit the [Group Life Insurance Program](#) website, as well as the [Group Life Insurance Employer Manual chapter](#).

To proceed with electing this coverage, please take the attached resolution before your governing body and return a signed copy to Andrew Feagans, Employer Representative Program Manager, at [afeagans@varetire.org](mailto:afeagans@varetire.org).

If you have any questions, please contact me or Andrew Feagans, Employer Representative Program Manager at [afeagans@varetire.org](mailto:afeagans@varetire.org) or 804-344-3156.

Thank you,

Stephanie



**Stephanie Conyers**  
Employer Representative  
Virginia Retirement System  
P.O. Box 2500, Richmond, VA 23218-2500  
P: (804)771-7393 F: (804)786-1541  
Toll Free: 1-888-827-3847, ext. 7393

[Stay Updated! Subscribe to Employer Update.](#)

**EMAILS TO AND FROM VRS ARE NOT SECURE**

Please do not send personal information, including full Social Security Numbers, in any email or attachment

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**From:** Tina Kingery <tkingery@buchanan-va.gov>  
**Sent:** Friday, December 9, 2022 3:05 PM  
**To:** Stephanie Conyers <SConyers@varetire.org>  
**Cc:** Buchanan Town Manager <Buchanantownmanager@buchanan-va.gov>  
**Subject:** {EXTERNAL} Plan # 55263

**VRS Security WARNING:** \*\*\*This is an EXTERNAL email\*\*\* Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.

Good afternoon,

Hope you are well. When the Town of Buchanan started VRS they had the option to add life insurance in which council elected not to do so at that time, can you tell me if the town would like to add that now what would the cost be and the timeframe it would become effective?

Thank you,

*Tina Kingery*

Town of Buchanan, Treasurer/Office Supervisor  
19753 Main St.  
P.O. Box 205  
Buchanan, VA 24066  
Ph: (540) 254-1212 ext. 2  
Fax: (540) 254-2609



## **POLITICAL ENTITY PARTICIPATION IN THE GROUP LIFE INSURANCE PROGRAM**

Section 51.1 504 of the Code of Virginia provides for political subdivision participation in the State group life insurance program. A brief description of the basic provisions of the program can be found in the "Handbook for Members" of VRS. For detailed information about the program and administering the benefit, please review the [Employer Manual Group Life Insurance chapter](#).

Group Life and Accidental Death and Dismemberment Insurance is available, subject to Board of Trustees approval, to political subdivisions participating in the Virginia Retirement System (VRS). Eligibility for the insurance is the same as for membership in the VRS. The Code of Virginia §51.1-502 states that seventy-five percent (75%) of eligible employees must elect to become covered on the effective date of coverage; otherwise, the insurance coverage election does not go into effect. Therefore, your employee elections must be gathered prior to your governing body electing to provide this coverage. This may be accomplished by collecting a Waiver of Group Life Insurance Coverage (VRS-27) form from any employee who wishes to waive coverage prior to the benefit election. The form will be provided by VRS. VRS presumes participation in the GLI program unless we have received the waiver form for an individual at the time of your election. New eligible employees on and after the effective date are automatically covered as a condition of employment. In addition, to elect the VRS group life insurance program, you cannot for the duration of your VRS participation, provide group life insurance coverage for your employees through any insurance company or nonprofit association.

All active employees currently covered under the basic VRS group life plan are eligible to enroll in the VRS optional insurance plan. Employees may purchase the optional insurance plan on themselves, their spouse and children.

For the group life insurance premiums, please visit the [VRS contribution rates webpage](#).

Please note that this does not represent the true cost of the program, but rather the cost for covering active employees. Depending on language in subsequent state budgets, this cost could increase.

The effective date of the insurance is the first day of the month following the one in which the Board of Trustees approved the participation of the entity, unless a later date is specified.

Participation in the insurance plan may be requested in the same resolution as for the retirement program or it may be requested by a separate resolution at a later date.

Please direct any questions regarding the participation in the Virginia Retirement System and the group life insurance program to:

Andrew Feagans  
Employer Representative Program Manager  
Virginia Retirement System  
P. O. Box 2500  
Richmond, Virginia 23218 -2500  
Telephone: (804) 344-3156  
Email: [afeagans@varetire.org](mailto:afeagans@varetire.org)

Fiscal  
Years  
202  
2024<sup>1</sup>

Employee

0.80%

Group Life  
Insurance

Employer

0.54%

Total

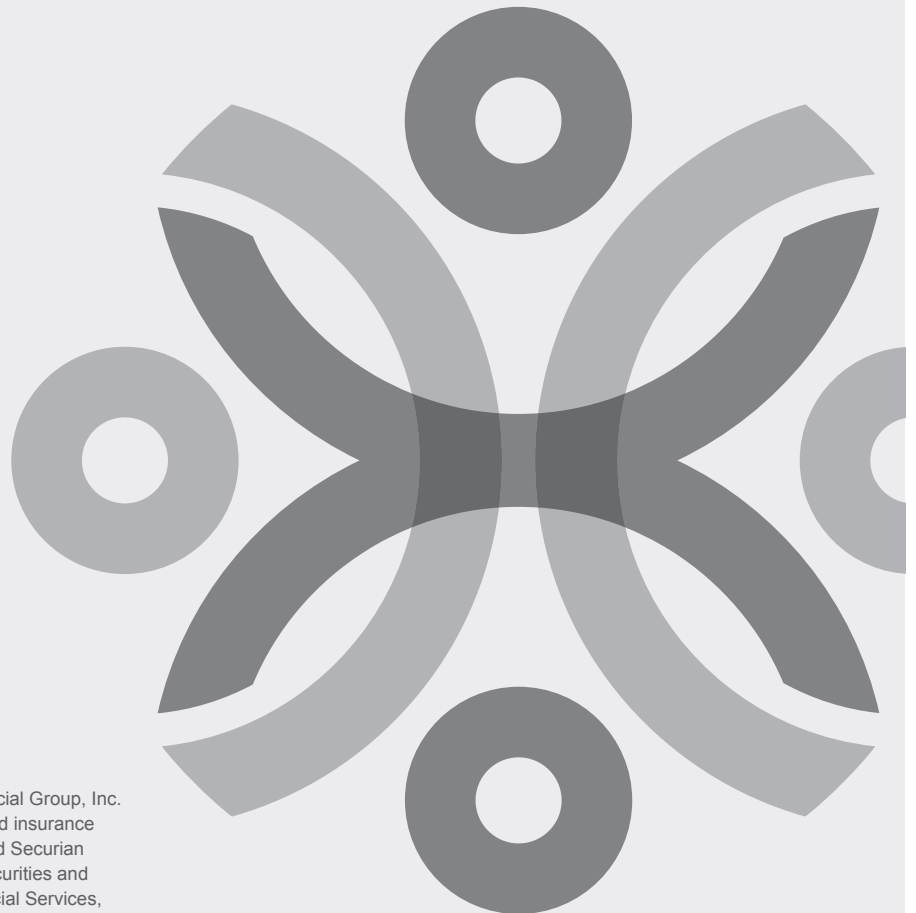
1.34%

# Group term life certificate of insurance

Your life insurance products  
are issued by Minnesota Life  
Insurance Company, an  
affiliate of Securian Financial.

Effective July 1, 2019

Securian Financial is the marketing name for Securian Financial Group, Inc. and its affiliates. Insurance products are issued by its affiliated insurance companies, including Minnesota Life Insurance Company and Securian Life Insurance Company, a New York authorized insurer. Securities and investment advisory services offered through SecurianFinancial Services, Inc., registered investment advisor, member FINRA/SIPC.





Group Term Life Certificate of Insurance

Minnesota Life Insurance Company - A Securian Company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

Effective July 1, 2019


POLICYHOLDER: The Board of Trustees of the  
Virginia Retirement System

POLICY NUMBERS: 29413-G, 29414-G

Read Your Certificate Carefully

You are insured under the group policy shown on the specifications page attached to this certificate. This certificate summarizes the principal provisions of the group policy that affect you. The provisions

summarized in this certificate are subject in every respect to the group policy. You may examine the group policy at the principal office of the policyholder during regular working hours.

  
Secretary

  
President

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GROUP TERM LIFE CERTIFICATE OF INSURANCE

<b>GENERAL INFORMATION</b>
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<b>POLICYHOLDER:</b>	The Board of Trustees of the Virginia Retirement System	<b>POLICY NOS</b> 29413, 29414
<b>PARTICIPATING EMPLOYERS:</b>	Those employers participating in the plan as provided for under Title 51.1 of the Code of Virginia.	
<b>POLICY EFFECTIVE DATE:</b>	January 1, 1999. This Specifications Page reflects the plan of insurance inforce on July 1, 2019.	

**This certificate applies to you only if you are eligible for the insurance and become insured under the provisions of the certificate. Optional and dependents insurance applies to you only if you apply for it and make the required premium contributions.**

- GROUP:**
- The group is composed of the following classes of persons, hereinafter referred to as employees or individually as an employee, of the Commonwealth of Virginia and of its political subdivisions, including certain retired employees:
- (1) Teachers, as defined in Article 1, Chapter 1 of Title 51.1 of the Code of Virginia;
  - (2) State employees, as defined in Article 1, Chapter 1 of Title 51.1 of the Code of Virginia;
  - (3) Members of the State Police Officers' Retirement System;
  - (4) Members of the Judicial Retirement System;
  - (5) Regular full-time employees of a political subdivision participating in the Virginia Retirement System, subject to policyholder approval. In order for coverage to become effective, 75% of the eligible employees must elect to become covered on the effective date of coverage of the political subdivision. Any employee of a political subdivision who notified his or her employer prior to the effective date of coverage that he or she desired not to be insured, may thereafter become insured only upon furnishing at his or her own expense evidence of insurability satisfactory to us;
  - (6) Regular full-time employees of a local school board who participate in the retirement plan of a local government which provides group life insurance for its employees under the group policies;
  - (7) Members of the Virginia Law Officers' Retirement System (eff. October 1, 1999).

Each employee of a State institution of higher education or of a local school board who remains in the service of such institution of higher education or local school board until the completion of the school year ending in June and who makes contributions required to provide insurance coverage under the group policies until service normally will be resumed the beginning of the next school year shall, for insurance purposes, be deemed to be in service as an employee through the period to which the payments apply.

Any political subdivision which has group life insurance with any insurance company or non-profit association may continue that group life insurance but shall not, while that insurance is in effect, participate in the group insurance provided in the group policies. Upon discontinuance of such other group life insurance, the political subdivision may,

**GROUP:**  
(Continued)

subject to the approval of the policyholder, elect to participate in the insurance provided under the group policies provided 75% of its eligible employees elect to become insured on the date prescribed by the policyholder. Any employee of a political subdivision who notified his or her employer prior to the effective date of coverage of that political subdivision that he or she desired not to be insured may thereafter become insured only upon furnishing at his or her own expense evidence of insurability satisfactory to us. Any person who subsequently becomes a member of a group or class covered under this policy shall be eligible for group life insurance according to the terms of the group policy.

**ENROLLMENT PERIOD:**

31 days from the first day of eligibility.

**WAITING PERIOD:**

Varies by participating employer practices and therefore will be as determined by each participating employer.

**MINIMUM HOURS PER WEEK REQUIREMENT:**

Varies by participating employer practices and employee classification and therefore will be as determined by each participating employer.

**CERTIFICATE HOLDER:**

An employee who meets the eligibility requirements and becomes insured under the group policy.

**CERTIFICATE EFFECTIVE DATE:**

The date that the certificate holder becomes insured under the group policy.

**PLAN OF INSURANCE**

**EMPLOYEE BENEFIT SCHEDULE**

**BASIC TERM LIFE INSURANCE AMOUNT:**

**Eligible Class**

**Amount of Basic Insurance**

All employees

Two times creditable compensation, such creditable compensation being rounded to the next higher \$1,000 if not already a multiple thereof.

**OPTIONAL TERM LIFE INSURANCE AMOUNT:**

**Eligible Class**

**Amount of Optional Insurance**

All employees

One, two, three or four times creditable compensation, such creditable compensation being rounded to the next higher \$1,000 if not already a multiple thereof, subject to a maximum of \$800,000, such maximum being increased in accordance with section 51.1-512 of the Code of Virginia. The amount shall be \$400,000 for an employee who applies, within 31 days of becoming eligible, for a multiple of creditable compensation that would result in an amount over \$400,000, if the employee fails to provide satisfactory evidence of insurability.

**BASIC AND OPTIONAL ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE AMOUNT:**

**Eligible Class**

**Amount of Basic and Optional Insurance**

All employees

An amount equal to the amount of basic and optional term life insurance for which the insured is insured under the certificate, except that it shall terminate upon retirement or separation from service.

AD&D insurance is in addition to life insurance, so if an insured suffers a covered accidental death, payment will be made under both the life insurance coverage and the AD&D insurance coverage.

**SPECIAL RULES FOR THOSE WITH 20 OR MORE YEARS OF CREDITABLE SERVICE:**

For any employee, who at any time has at least 20 years of creditable service in any retirement plan administered by the Virginia Retirement System or other Virginia public plan participating in the group life program, the amount of basic life insurance shall be an amount equal to twice the amount of the highest creditable compensation earned during such employment. For any employee who returns to covered employment after retiring on or after July 1, 1999 with at least 20 years of creditable service in any retirement plan administered by the Virginia Retirement System or other Virginia public plan participating in the group life program, the amount of basic insurance shall be the greater of the amount of insurance he or she would have been eligible for had he or she remained a retiree or twice the amount of his or her current creditable compensation.

The provisions of the "Retirement Reductions" section of this specification page shall apply to the amount of basic life insurance as determined by the above formula for such employees who retire on or after July 1, 1999 with at least 20 years of creditable service.

**COVERAGE DURING DISABILITY:**

For employees who participate in the disability program described in Chapter 11 of Title 51.1 of the Code of Virginia, the following will apply:

During periods of absence covered by short-term disability benefits, the amount of the life and AD&D insurance shall be based on the employee's creditable compensation at the commencement of the disability and shall be adjusted to include salary increases awarded during the period covered by short-term disability benefits.

During periods of absence covered by long-term disability benefits, the amount of the life and AD&D insurance shall be based on the creditable compensation of the employee at the commencement of the disability. Such amount shall (a) not include salary increases awarded during the period covered by long-term disability benefits and (b) be increased annually by an amount recommended by the actuary of the Virginia Retirement System and approved by the Board of Trustees of the Virginia Retirement System.

For employees who do not participate in the disability program described in Chapter 11 of Title 51.1 of the Code of Virginia, the amount of the life and AD&D insurance during a period of disability shall be based on the creditable compensation of the employee at the commencement of the disability.

Coverage during a disability retirement is addressed in the following section.

**RETIREMENT REDUCTIONS:**  
(Basic Life Insurance)

**For employees who retire prior to July 1, 2001:**

The amount of basic life insurance on an insured employee who retires (a) for service on an immediate retirement allowance or who elects to postpone the receipt of his or her retirement allowance to some date other than his or her last day of service shall be an amount equal to the amount of basic insurance as determined by the schedule above on the date the insured employee last rendered service, reduced by an amount equal to two percent thereof for each full calendar month following the date the insured employee is separated from service, or (b) for disability on an immediate retirement allowance shall be the amount of basic life insurance as determined by the schedule above on the date



**RETIREMENT REDUCTIONS:**

(Basic Life Insurance)

(Continued)

the insured employee last rendered service, reduced by an amount equal to two percent thereof for each full calendar month following the date he or she attains age 65, except that the amount of basic life insurance on an insured employee who is retired for disability on an immediate retirement allowance, who has attained age 55 and who elects to receive a retirement allowance as defined in Article 1, Chapter 1 of Title 51.1 of the Code of Virginia shall be an amount as described in the schedule above reduced by an amount equal to two percent thereof for each full calendar month following the date on which such insured employee elects to receive such retirement allowance.

If an employee has, by statute or by regulation of the policyholder and pursuant to the provisions of the above section entitled "Group," been construed to be in service to the beginning of the next school year, the reduction, whether for retirement for service or disability, shall not apply until the beginning of the next school year.

**For employees who retire on or after July 1, 2001:**

The amount of basic life insurance on an insured employee who retires (a) for service on an immediate retirement allowance or who elects to postpone the receipt of his or her retirement allowance to some date other than his or her last day of service shall be an amount equal to the amount of basic insurance as determined by the schedule above on the date the insured employee last rendered service, reduced by an amount equal to twenty-five percent thereof on the second January 1 following the date the insured employee is separated from service and January 1 of each year thereafter, or (b) for disability on an immediate retirement allowance shall be the amount of basic life insurance as determined by the schedule above on the date the insured employee last rendered service, reduced by an amount equal to twenty-five percent thereof on the second January 1 following the date he or she attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia and January 1 of each year thereafter, except that the amount of basic life insurance on an insured employee who is retired for disability on an immediate retirement allowance, who has attained age 55 and who elects to receive a retirement allowance as defined in Article 1, Chapter 1 of Title 51.1 of the Code of Virginia shall be an amount as described in the schedule above reduced by an amount equal to twenty-five percent thereof on the second January 1 following the date on which such insured employee elects to receive such retirement allowance and January 1 of each year thereafter.

**For all retirees (regardless of date of retirement):**

In no event shall the reduction in any of these circumstances decrease the amount of basic life insurance on an insured employee to less than 25 percent of the amount of basic life insurance to which the reduction is applied, provided, however, that the reduction shall not decrease the amount of life insurance to less than \$8,000 for employees with at least 30 years of creditable service, which amount shall be increased by the same percentage as any annual post-retirement supplement for retirees, as calculated for employees hired on or after July 1, 2010, pursuant to section 51.1-168 of the Code of Virginia.

Any employee who was denied membership in the Retirement System because of having attained age 60 at the time of being employed or reemployed and who has five or more years of service immediately prior to separation from service shall retain the life insurance coverage as though he or she had retired on an immediate retirement allowance.

**RETIREMENT REDUCTIONS:**

(Basic Life Insurance)

(Continued)

Basic retiree life insurance shall terminate on the earlier of (a) the date preceding the first day the employee again becomes an eligible employee under this certificate, other than as a retiree, and (b) the date the policy terminates.

If a retiree returns to covered employment with an employer who is not participating under this certificate, the retiree's basic coverage will remain in effect without further reduction. Reductions described above shall resume upon return to a retirement status.

All accidental death and dismemberment insurance terminates at retirement.

**RETIREMENT CONTINUATION:**

(Optional Life Insurance)

The amount of optional life insurance (but not accidental death and dismemberment insurance) on an insured employee who is retired for disability on an immediate retirement allowance under a plan administered by the policyholder may be continued during continuance of that disability but not beyond the end of the month in which the employee attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia.

The amount of optional life insurance (but not accidental death and dismemberment insurance) on an insured employee who retires for service on an immediate retirement allowance, or on an employee who retired for disability on an immediate retirement allowance and who attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia, may be continued provided the retiree was continuously insured for optional life insurance under the group policy for a period of at least 60 continuous months prior to retirement, or prior to reaching his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement.

Such continuation must be elected by the employee within 31 days of the date he or she retires, or within 31 days of the end of the month in which he or she attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement.

The amount of life insurance that can be continued is either one or two times creditable compensation, subject to a maximum of the lesser of:

- (a) the amount of optional life insurance in force on the date of retirement (or at his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement); or
- (b) \$300,000

The amount of insurance shall never increase, though an insured retiree with two times creditable compensation may elect to reduce it to one times creditable compensation at any time.

Such continued optional insurance shall reduce upon the first day of the month coinciding with or next following the retiree's normal retirement age, 70<sup>th</sup> and 75<sup>th</sup> birthdays, as follows:

<u>Age of Retiree</u>	<u>Amount of Insurance as A Percentage of Amount Prior to Attaining Age 65</u>
Normal retirement age – 69	75%
70 – 74	50%
75 – 80	25%

If election of continuation occurs at age 65 or later, the amount of insurance a retiree elects to continue shall be immediately reduced to the applicable percentage above for his or her current age.

**RETIREMENT CONTINUATION:**

(Optional Life Insurance)

(Continued)

Optional retiree life insurance shall cease upon the earliest of:

- (1) the date the retiree attains age 80; or
- (2) 31 days (the grace period) after the due date of any premium which is not paid; or
- (3) the day the insured returns to employment and eligibility for active employee life insurance under this certificate; or
- (4) the date the group policy terminates.

All accidental death and dismemberment insurance terminates at retirement.

**STATUTORY PROVISION ON  
RETIREE BENEFITS:**

Overpayments from benefits received under the Virginia Retirement System, the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System, the Judicial Retirement System, the Virginia Sickness and Disability Program, or Health Insurance Credits for Certain Retirees may be deducted from life insurance benefits payable under the group policy.

**DEFINITION OF RETIREE:**

An employee shall be deemed to have "retired" or "retires" only if such employee meets the requirements of a retiree as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia.

**CONTRIBUTORY/NONCONTRIBUTORY:**

Basic insurance may be noncontributory or contributory based on the participating employer's practices. Optional insurance is always contributory insurance.

**GUARANTEED ISSUE AMOUNT:**

All amounts of basic insurance are guaranteed issue; evidence of insurability is required in certain circumstances as described in this certificate.

For optional insurance, the guaranteed issue amount is the multiple of the employee's creditable compensation elected, or \$400,000, whichever is less. Coverage must be elected within 31 days of initial eligibility in order to be guaranteed issue.

**EVIDENCE OF INSURABILITY:**

Evidence of insurability is required as stated in this certificate and for amounts of insurance greater than the guaranteed issue amount.

**EFFECTIVE DATE OF INCREASES/  
DECREASES DUE TO CHANGE IN  
ELIGIBLE CLASS OR EARNINGS:**

The date of the change in eligible class or earnings.

**DEDUCTIONS OF PROCEEDS FOR  
EMPLOYEE'S CHILD/SPOUSAL  
SUPPORT OBLIGATION:**

Insurance proceeds from an employee's basic and optional insurance may be reduced by amounts required to enforce the employee's child or child and spousal support obligation, per administrative actions pursuant to Chapter 19 of Title 63.2 of the Code of Virginia or any court process to enforce such an obligation.

## **DEPENDENTS BENEFIT SCHEDULE**

### **DEPENDENTS TERM LIFE INSURANCE AMOUNT:**

The amount of dependents insurance available for an employee is based on the amount of life insurance the employee is insured for, as follows:

#### **Eligible Class**

#### **Amount of Life Insurance**

All employees

#### **Amount of Employee Insurance**

#### **Amount of Dependents Insurance**

One times creditable compensation:

Spouse: One-half times the employee's creditable compensation

Children: \$10,000

Two times creditable compensation:

Spouse: One times the employee's creditable compensation

Children: \$10,000

Three times creditable compensation:

Spouse: One and one-half times the employee's creditable compensation

Children: \$20,000

Four times creditable compensation:

Spouse: Two times the employee's creditable compensation

Children: \$30,000

Spouse insurance is subject to a maximum of \$400,000.

NOTE: For an employee who is insured for the guaranteed issue amount of \$400,000 and that amount is not a whole multiple of creditable compensation, the dependents life plan will be based on the highest whole multiple of the employee's creditable compensation that does not exceed \$400,000.

### **DEPENDENTS ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE AMOUNT:**

#### **Eligible Class**

#### **Amount of Insurance**

All employees

An amount equal to the amount of dependents term life insurance for which the insured is insured under the certificate.

AD&D insurance is in addition to life insurance, so if an insured suffers a covered accidental death, payment will be made under both the life insurance coverage and the AD&D insurance coverage.

### **COVERAGE DURING DISABILITY:**

Dependents life insurance may be continued during disability as long as the employee life insurance is being continued.

**RETIREMENT CONTINUATION:**

The amount of dependents life insurance (but not accidental death and dismemberment insurance) an insured employee has on his or her dependents for an employee who is retired for disability on an immediate retirement allowance under a plan administered by the policyholder may be continued during continuance of that disability but not beyond the end of the month in which the employee attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia.

Dependents life insurance in force on the spouse or child of an employee who retires for service on an immediate retirement allowance, or for an employee who retired for disability on an immediate retirement allowance who attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia, may be continued provided the employee had such spouse or child insurance for a period of at least 60 continuous months prior to retirement, or prior to reaching his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement, and provided that the employee is continuing his or her own optional insurance.

Such continuation must be elected by the employee within 31 days of the date he or she retires, or within 31 days of the end of the month in which he or she attains his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement.

The amount of life insurance available to be continued on a spouse shall be one-half the amount of optional insurance being continued by the retired employee. Therefore, it will reduce when the retired employee's insurance reduces at the employee's normal retirement age, age 70 and age 75. Spouse insurance will terminate when the retired employee's insurance terminates or when the spouse is no longer an eligible spouse under the policy.

The amount of life insurance available to be continued on dependent children shall be the amount of child life insurance in force on the date of retirement (or at his or her normal retirement age as defined in Article I, Chapter 1 of Title 51.1 of the Code of Virginia for a disability retirement) or any smaller schedule of insurance available to active employees under this policy. However, the amount of insurance on a child may not exceed the amount of insurance on the life of the retired employee.

Child insurance will not reduce, unless the retired employee requests that it be reduced. It may never be increased. It will terminate when the retired employee's insurance terminates or when the child no longer is an eligible child under the policy.

All dependents accidental death and dismemberment insurance terminates at retirement.

**AGE REQUIREMENTS:**

Children are eligible if they are 15 days old or older, but have not attained the age of 21, or have not attained the age of 25 if a full-time student in an accredited educational institution or of any age if such child is incapable of self-sustaining employment by reason of mental retardation or physical handicap and who is chiefly dependent on the insured for financial support and maintenance. We must receive due proof of such incapacity and dependency within 31 days of the child's initial eligibility date. We may require subsequent proof of the insured child's incapacity and dependency but not more frequently than annually after the two-year period following the child's initial eligibility. Coverage for an incapacitated child may be continued until the end of the third month following the date he or she is no longer incapacitated.

**CONTRIBUTORY/NONCONTRIBUTORY:**

Dependents insurance is contributory insurance.

**GUARANTEED ISSUE AMOUNT:**

For those in an eligible class on January 1, 1999:

An amount equal to the amount of contributory insurance for which they were insured under Life of Virginia's Policy No. G-4815 on December 31, 1998.

For all other dependents:

For spouse insurance: \$200,000

For child insurance: All insurance is guaranteed issue

**EVIDENCE OF INSURABILITY:**

Evidence of insurability is required as stated in this certificate and for amount of insurance greater than the guaranteed issue amount.

**ADDITIONAL INFORMATION****SUPPLEMENTS TO THE CERTIFICATE - These forms are found in the back of this booklet.**

Accidental Death and Dismemberment

Dependents Term Life - Applies to you only if you apply for and become insured for dependents insurance under the group policy. Accelerated Benefits

## Definitions

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### **age**

Attained age as of most recent birthday.

### **application**

Your application for insurance under the group policy and, if required, your evidence of insurability application.

### **certificate effective date**

The date your coverage under this certificate becomes effective.

### **contributory insurance**

Insurance for which you are required to make premium contributions.

### **creditable compensation**

Your basic annual rate of compensation not including commissions, overtime or premium pay, bonuses, or any other additional compensation. As an exception to this, creditable compensation for a member of the General Assembly shall be his or her creditable compensation for his or her last full calendar year of service or his or her salary under Title 14.1-17.1 of the Code of Virginia, whichever is greater, and shall include the full amount of any salaries payable to such member for working in covered positions, regardless of whether such salaries were paid, reduced, or not paid because of such member's service in the General Assembly. Also, the creditable compensation for an employee retired for service or disability on an immediate retirement allowance shall be determined by the policyholder in accordance with the provisions of Article 1, Chapter 1 of Title 51.1 of the Code of Virginia as used to determine such employee's average final compensation.

### **employee**

An individual who is employed by the policyholder or by a participating employer. A sole proprietor will be considered the employee of the proprietorship. A partner in a partnership will be considered an employee so long as the partner's principal work is the conduct of the partnership's business. The term employee does not include temporary employees nor corporate directors who are not otherwise employees.

### **employer**

The policyholder or any designated participating employers.

### **evidence of insurability**

Evidence satisfactory to us of the good health of the prospective insured and any other underwriting information we require.

### **group policy**

Collectively, the basic term life insurance policy 29413-G and if applicable, the optional term life insurance policy 29414-G

### **insured**

A person who is eligible for and becomes insured under the terms of this certificate.

### **non-work day**

A day on which you are not regularly scheduled to work, including scheduled time off for vacations, personal holidays, weekends and holidays, and approved leaves of absence for non-medical reasons.

Non-work day does not include time off for medical leave of absence, temporary layoff, employer suspension of operations in total or in part, strike, and any time off due to sickness or injury including sick days, short-term disability, or long-term disability.

### **noncontributory insurance**

Insurance for which you are not required to make premium contributions.

### **participating employer**

Any state agency, public school division or political subdivision approved for participation in the group policy.

### **policyholder**

The owner of the group policy as shown on the specifications page attached to this certificate.

### **specifications page**

The outline which summarizes your coverage under the policyholder's plan of insurance.

### **waiting period**

The period, if any, of continuous employment with the employer required prior to becoming eligible for coverage under this certificate. The waiting period is shown on the specifications page attached to this certificate.

### **we, our, us**

Minnesota Life Insurance Company.

### **you, your, certificate holder**

An employee who meets the eligibility requirements and become insured under the group policy.



## General Information

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### What is your agreement with us?

You are insured under the group policy shown on the specifications page attached to this certificate. Your application as defined under this certificate is attached and is a part of this certificate. This certificate summarizes the principal provisions of the group policy that affect your life insurance coverage. The provisions summarized in this certificate are subject in every respect to the group policy.

Any statements made in your attached application as defined in this certificate will be considered representations and not warranties. Also, any statement made relating to your insurability or the insurability of your dependents, will not be used to void your insurance nor defend against a claim unless the statement is contained in a written instrument signed by you and a copy of the statement has been provided to you, your beneficiary or your personal representative.

This certificate is issued in consideration of your application and the payment of the required premium.

### Can this certificate be amended?

Yes. We retain the right to amend this certificate at any time without your consent. Any amendment will be without prejudice to any claim incurred for benefits prior to the date of the amendment.

### Who is eligible for insurance?

You are eligible if you:

- (1) are a member of the group and of an eligible class as defined in the group policy; and
- (2) work for the employer for at least the number of hours per week shown as the minimum hours per week requirement on the specifications page attached to this certificate; and
- (3) have satisfied the waiting period as shown on the specifications page attached to this certificate; and
- (4) meet the actively at work requirement as shown in the section entitled "What is the actively at work requirement?", unless on approved leave of absence, an eligible retiree or an eligible deferred annuitant.

### Are retired employees eligible for insurance?

If the policyholder's plan of insurance, as reflected in the specifications page attached to this certificate, does not specifically provide insurance for retired employees, a retired employee shall not be eligible to become insured, nor have his or her insurance continued. If the policyholder's plan of insurance specifically provides insurance for retired employees, the minimum hours per week and actively at work requirements will not apply to such persons.

### What is the actively at work requirement?

To be eligible to become insured or to receive an increase in the amount of insurance, you must be actively at work performing your customary duties at the employer's normal place of business, or at other places the employer's business requires you to travel. As an exception, increases in the amount of insurance will be allowed in accordance with Chapter 11 of Title 51.1 of the Code of Virginia.

If you are not actively at work on the date coverage would otherwise begin, or on the date an increase in your amount of insurance would otherwise be effective, you will not be eligible for the coverage or increase until you return to active work. However, if the absence is on a non-work day, coverage will not be delayed provided you were actively at work on the work day immediately preceding the non-work day.

Except as otherwise provided for in this certificate, you are eligible to continue to be insured only while you remain actively at work.

### When will we require evidence of insurability?

Evidence of insurability will be required if:

- (1) the specifications page attached to this certificate states that evidence of insurability is required; or
- (2) the insurance is contributory and you do not enroll within the enrollment period shown on the specifications page attached to this certificate; or
- (3) the insurance for which you previously enrolled did not go into effect or was terminated because you failed to make a required premium contribution; or
- (4) during a previous period of eligibility, you failed to submit required evidence of insurability or that which was submitted was not satisfactory to us; or
- (5) you are an employee of a political subdivision who notified your employer prior to the effective date of coverage for that political subdivision that you desired not to be insured and thereafter desire to become insured.

### When does insurance become effective?

Insurance becomes effective on the date that all of the following conditions have been met:

- (1) you meet all eligibility requirements; and
- (2) if required, you apply for the insurance on forms which are approved by us; and
- (3) we are satisfied with your evidence of insurability, if we require evidence; and
- (4) we receive the required premium.



## **Can your coverage be continued during sickness, injury, leave of absence or temporary layoff?**

Yes. The employer may continue your noncontributory insurance or allow you to continue your contributory insurance when you are absent from work due to sickness, injury, leave of absence, or temporary layoff. Continuation of your insurance is subject to certain time limits and conditions as stated in the group policy. If you stop active work for any reason, you should discuss with the employer what arrangements may be made to continue your insurance.

## **Premiums**

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### **When and how often are your premium contributions due?**

Unless the policyholder and we have agreed to some other premium payment procedure, any premium contributions you are required to make for contributory insurance are to be paid by you to the policyholder on a monthly basis. We apply premiums consecutively to keep the insurance in force.

### **How is the premium determined?**

The premium will be the premium rate multiplied by the number of \$1,000 units of insurance in force on the date premiums are due. The premium may also be computed by any other method on which the policyholder and we agree.

We may change the premium rate as described in the Financial Agreement made between Minnesota Life and the policyholder effective January 1, 1999, and any subsequent Financial Agreement replacing such original Agreement.

## **Death Benefit**

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### **What is the amount of the death benefit?**

The amount of the death benefit is the amount of insurance shown on the specifications page attached to this certificate.

### **Can you request a change in the amount of your contributory insurance?**

Yes. You can request an increase or a decrease in the amount of your contributory insurance within the limitations of the policyholder's plan of insurance, including any limitations on when and how often such requests may be made. All requests must be made in writing.

If you request an increase in the amount of your contributory insurance, we will require evidence of insurability. If you request a decrease in the amount of your contributory insurance, we will grant the request.

## **When will changes in your coverage amount be effective?**

Requested increases in the amount of your contributory insurance, if approved, are effective on the January 1 next following the date we approve the increase. Requested decreases in the amount of your contributory insurance are effective on the first day of the month following our receipt of your request for a decrease.

Increases and decreases in insurance amounts which result from a change in your eligible class or earnings will be effective as shown on the specifications page attached to this certificate.

Except as provided for under Chapter 11 of Title 51.1 of the Code of Virginia, all increases in the amount of insurance are subject to the actively at work requirement.

### **When will the death benefit be payable?**

We will pay the death benefit upon due proof that you died while insured under this certificate. All payments by us are payable from our home office.

The death benefit will be paid in a single sum or by any other method agreeable to us and the beneficiary. We will pay interest on the death benefit from the date of your death until the date of payment. Interest will be at an annual rate determined by us, but never less than 2.5% per year or the minimum required by state law, whichever is greater.

Payment of the death benefit will extinguish our liability under the certificate for which the death benefit has been paid.

### **To whom will we pay the death benefit?**

We will pay the death benefit to the beneficiary or beneficiaries. A beneficiary is named by you to receive the death benefit to be paid at your death. You may name one or more beneficiaries. You cannot name the policyholder or a participating employer of the policyholder as a beneficiary.

You may also choose to name a beneficiary that you cannot change without the beneficiary's consent. This is called an irrevocable beneficiary.

If there is more than one beneficiary, each will receive an equal share, unless you have requested another method in writing. To receive the death benefit, a beneficiary must survive you. In the event a beneficiary does not survive you, that beneficiary's portion of the death benefit shall be equally distributed to the remaining surviving beneficiaries. In the event of the simultaneous deaths of you and a beneficiary, the death benefit will be paid as if you survived the beneficiary.

If all of your named beneficiaries predecease you, or if you do not name a beneficiary, we will pay the death benefit to:

- (1) your lawful spouse if living; otherwise
- (2) your natural or legally adopted child (children) and descendants of deceased children, per stirpe, if living; otherwise
- (3) your parents in equal shares, if living; otherwise
- (4) the personal representative of your estate; otherwise
- (5) your next of kin entitled under the laws of your domicile at the time of your death.

### **Can you add or change beneficiaries?**

Yes. You can add or change beneficiaries if all of the following are true:

- (1) your coverage is in force; and
- (2) we have written consent of all irrevocable beneficiaries; and you have not assigned the ownership of your insurance.

A request to add or change a beneficiary must be made in writing. All requests are subject to our approval. A change will take effect as of the date it is signed, but will not affect any payment we make or action we take before receiving your notice.

## **Termination**

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### **When does your coverage terminate?**

Your coverage ends on the earliest of the following:

- (1) the date the group policy ends; or
- (2) the date you no longer meet the eligibility requirements, except that insurance shall continue until the end of the month you terminate employment other than for disability retirement; or
- (3) the date the group policy is amended so you are no longer eligible; or
- (4) 31 days (the grace period) after the due date of any premium contribution which is not paid; or
- (5) the last day for which premium contributions have been paid following your written request to cease participation under this certificate.

If your coverage under the group policy terminates due to non-payment of premiums, your coverage may be reinstated if all premiums due are paid and received by us within 31 days of the date of termination and during your lifetime.

### **Can your optional insurance be reinstated after termination?**

Yes. When you are on a leave of absence without pay and your coverage terminates because of nonpayment of premiums, and you become eligible again and in active employment status, your coverage may be reinstated provided you resume premium payment within 31 days of the date you are eligible and return to active employment status.

Provided you are not then covered by an individual policy issued under the terms of the conversion right section, your coverage under the group policy shall be reinstated without evidence of insurability or satisfaction of any waiting period. Your amount of insurance will be limited to that for which you were insured immediately prior to the loss of coverage.

### **When does the group policy terminate?**

The policyholder may terminate the group policy by giving us 31 days prior written notice. We reserve the right to terminate the group policy on the earliest of the following to occur:

- (1) 31 days (the grace period) after the due date of any premiums which are not paid; or
- (2) on any subsequent policy anniversary after the date the number of employees insured is less than any minimum established by us or as required by applicable state law; or
- (3) the end of the day preceding any due date given by us if the policyholder does not agree to any change in the Financial Agreement proposed by us, provided that the premium due date of such change is at least 30 days after receipt by the policyholder of written notice of termination; or
- (4) the end of a policy year provided we give the policyholder at least 60 days prior notice of such termination. However, if notice of termination is given because of a change in the statutes authorizing the purchase of the group insurance provided in the group policy, notice may be given no earlier than the date of enactment of such change, in which event termination shall take effect, unless otherwise mutually agreed upon by the policyholder and us, on the effective date of that change or the date 60 days after receipt of such written notice by the policyholder, whichever date is later.

## **Conversion Right**

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### **What is the conversion right?**

You may convert this insurance to a new individual life insurance policy if all or part of your life insurance under the group policy terminates because you move from one existing eligible class to another, or you are no longer in an eligible class.

The conversion right is not available if your coverage under the group policy terminates due to failure to make, when due, required premium contributions.

Under the conversion right, you may convert your insurance to any type of individual policy of life insurance then customarily issued by us for purposes of conversion, except term insurance. The individual policy will not include any supplemental benefits, including, but not limited to, any disability benefits, accidental death and dismemberment benefits, or accelerated benefits.

### **How do you convert your insurance?**

You convert your insurance by applying for an individual policy and paying the first premium within 31 days after your group insurance terminates. No evidence of insurability will be required.

### **How is the premium for the individual policy determined?**

We base the premium for the individual policy on the plan of insurance, your age, and the class of risk to which you belong on the date of the conversion.

### **When is the individual policy effective?**

The individual policy takes effect 31 days after the group insurance provided under the group policy terminates.

### **What happens if you die during the 31-day period allowed for conversion?**

If you die during the 31-day period allowed for conversion, we will pay a death benefit regardless of whether or not an application for coverage under an individual policy has been submitted. The death benefit will be the amount of insurance you would have been eligible to convert under the terms of the conversion right section.

We will return any premium you paid for an individual policy to your beneficiary named under the group policy. In no event will we be liable under both the group policy and the individual policy.

## **Additional Information**

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### **What if your age has been misstated?**

If your age has been misstated, the death benefit payable will be that amount to which you are entitled based on your correct age. A premium adjustment will be made so that the actual premium required at your correct age is paid.

### **When does your insurance become incontestable?**

Except for fraud or the non-payment of premiums, after your insurance has been in force during your lifetime for two years from the effective date of your coverage, we cannot contest your coverage. However, if there has been an increase in the amount of insurance for which you were required to apply or for which we required evidence of insurability, then, to the extent of the increase, any loss which occurs within two years of the effective date of the increase will be contestable.

Any statements you make in your application as defined under this certificate will, in the absence of fraud, be considered representations and not warranties. Also, any statement you make will not be used to void your insurance, nor defend against a claim, unless the statement is contained in the application attached to your certificate and a copy of the statement has been provided to you, your beneficiary or your personal representative.

### **Can your insurance be assigned?**

Yes. You may make an irrevocable assignment of your group life insurance and any individual conversion policy that may be issued upon termination of your group life insurance by executing an assignment on a form prepared by us or the policyholder. Collateral assignments are not allowed. Dependents insurance cannot be assigned. The insurance provided herein and all proceeds therefrom shall be exempt from levy, garnishment and other legal process.

We are not responsible for the validity of any assignment. You are responsible for ensuring that the assignment is legal in your state and that it accomplishes your intended goals. If a claim is based on an assignment, we may require proof of interest of the claimant. A valid assignment will take precedence over any claim of a beneficiary.

### **Is the policyholder required to maintain records?**

Yes. The policyholder is required to maintain adequate records of any information necessary for us to administer this certificate. We can obtain them from the policyholder at any reasonable time.

If a clerical error is made in keeping records on the insurance under the group policy, it will not affect otherwise valid insurance. A clerical error does not continue insurance which is otherwise stopped. If an error causes a change in premium payment, we will make a fair adjustment.

### **Will the provisions of this certificate conform with state law?**

Yes. If any provision in this certificate, or in the provisions of the group policy, is in conflict with the laws of the state governing the certificates or the group policy, the provision will be deemed to be amended to conform to such laws.

# Accidental Death and Dismemberment Certificate Supplement

Minnesota Life Insurance Company - A Securian Company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

## General Information

This certificate supplement is issued in consideration of the required premium and is subject to every term, condition, exclusion, limitation, and provision of your certificate unless otherwise expressly provided for herein. Coverage under this supplement will not be included in any insurance issued under the conversion right section of your certificate.

### What does this supplement provide?

This supplement provides a benefit for an insured's accidental death or dismemberment which occurs as a result of an accidental injury.

## Accidental Death and Dismemberment Benefit

### What does accidental death or dismemberment by accidental injury mean?

Accidental death or dismemberment by accidental injury as used in this supplement means that the insured's death or dismemberment results, directly and independently of all other causes, from an accidental injury which is unintended, unexpected, and unforeseen.

The injury must occur while the insured's coverage under this supplement is in force. The insured's death or dismemberment must occur within 90 days after the date of the injury and while the insured's coverage under this supplement is in force.

In no event will we pay the accidental death or dismemberment benefit where the insured's death or dismemberment results from or is caused directly or indirectly by any of the following:

- (1) self destruction, self-inflicted injury, suicide or attempted suicide, whether sane or insane; or
- (2) the insured's participation in or attempt to commit a crime or a felony; or
- (3) bodily or mental infirmity, illness or disease; or
- (4) drugs, poisons, gases or fumes, voluntarily taken, administered, absorbed, inhaled, ingested or injected, unless under the direction of a physician; or

- (5) bacterial infection, other than infection occurring simultaneously with, and as a result of, the accidental injury; or
- (6) war or any act of war, whether declared or undeclared.

### What is the amount of the accidental death and dismemberment benefit?

This coverage is in addition to the life insurance coverage. If an insured should suffer a covered accidental death, a payment would be made both under this coverage and under the life insurance coverage. The amount of the benefit paid under this coverage is determined by the loss, as follows:

FOR LOSS OF	AMOUNT OF BENEFIT
Life .....	Full Amount of Insurance
Both Hands or Both Feet .....	Full Amount of Insurance
Sight of Both Eyes .....	Full Amount of Insurance
One Hand and One Foot .....	Full Amount of Insurance
One Foot and Sight of One Eye.....	Full Amount of Insurance
One Hand and Sight of One Eye.....	Full Amount of Insurance
Sight of One Eye.....	50% of Amount of Insurance
One Hand or One Foot .....	50% of Amount of Insurance

The amount of insurance is shown on the specifications page attached to your certificate. Loss of hands or feet means complete severance at or above the wrist or ankle joints. Loss of sight means the entire and irrecoverable loss of sight which cannot be corrected by medical or surgical treatment or by artificial means.

No more than the full amount of insurance shall be payable for all losses which result from one accident.

### When will the accidental death and dismemberment benefit be payable?

We will pay the accidental death and dismemberment benefit upon due proof that the insured died or suffered dismemberment as a result of an accidental injury. All payments by us are payable from our home office.

The benefit will be paid in a single sum. We will pay interest on the benefit from the date of the insured's death or dismemberment until the date of payment. Interest will be at an annual rate determined by us, but never less than 2.5% per year or the minimum required by state law, whichever is greater.



## To whom do we pay the benefit?

We pay the accidental death benefit to the person or persons entitled to receive them under the terms of your certificate. The benefit for other losses is paid to you, if alive at the time of payment, otherwise to the person or persons entitled to receive your death benefit under the terms of your certificate.

## Additional Benefits

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### Repatriation Benefit

#### What is the Repatriation Benefit?

If, as a result of a covered accident, an insured employee dies at least 75 miles from his or her principle residence, an additional accidental death benefit shall be paid for the preparation and transportation of the employee to a mortuary. The additional benefit shall be the lesser of the actual cost of such preparation and transportation or \$5,000. The benefit will be paid to the person who has or who will incur such cost, as evidenced to the satisfaction of Minnesota Life. This may or may not be the beneficiary for the rest of the accidental death proceeds. Minnesota Life may at its sole discretion pay benefits directly to the facility handling the preparation and/or transportation. All determinations and payments by Minnesota Life will be final and fully release and discharge Minnesota Life from any further liability under this benefit plan.

### Seat Belt Benefit

#### What is the Seat Belt Benefit?

If an insured dies or suffers a covered dismemberment as a result of a covered accident which occurs while he or she is driving or riding in a private passenger vehicle, we will pay an additional benefit equal to the lesser of 10% of the amount of Basic AD&D insurance otherwise payable due to the death or dismemberment or \$50,000, provided:

- (1) the private passenger vehicle is equipped with a safety restraint system; and
- (2) such safety restraint system was in proper use by the insured employee at the time of the accident, as certified in the official accident report or by the official investigating officer; and
- (3) at the time of the accident, the driver of the private passenger vehicle held a current license to operate a private passenger vehicle and was not intoxicated, driving while impaired or under the influence of alcohol or drugs, as is defined or determined under applicable law.

“Safety restraint system” means a properly installed seatbelt, lap and shoulder restraint, or other restraint approved by the National Highway Traffic Safety Administration or any successor governmental agency. The term excludes an air bag safety system.

“Private passenger vehicle” means:

- (1) any validly registered private passenger car, jeep, pick-up truck or van-type that is not licensed commercially or being used for commercial purposes; or
- (2) any vehicle required to be used in conjunction with an employee’s job with the State of Virginia or a participating employer under the plan, provided the vehicle is being used in such capacity.

Private passenger vehicle does not include any public vehicle provided by a common carrier for passenger service.

### Felonious Assault Benefit

#### What is the felonious assault benefit?

If an insured employee dies or suffers a covered dismemberment as a result of a covered accident caused by a felonious assault committed by other than an immediate family member, we will pay an additional accidental death or dismemberment benefit equal to the lesser of 25% of the amount of Basic AD&D insurance otherwise payable due to such accidental death or dismemberment or \$50,000.

In addition, if:

- (1) an insured employee dies as a result of a covered accident caused by a felonious assault committed by other than an immediate family member; and
- (2) such insured employee has a qualifying child at the time of such accident, then

we will pay a benefit to go towards a savings trust account to be opened for each qualifying child pursuant to the Virginia College Savings Plan (§ 23-38.75 et seq. of the Code of Virginia). The benefit for each qualifying child will be in an amount approximately equal to the current cost of purchasing in full a prepaid tuition contract for tuition and mandatory fees at a four-year public institution of higher education in the Commonwealth, as determined under § 23-38.75 et seq. of the Code of Virginia. Specific benefits of the savings trust account shall be as defined by the Virginia College Savings Plan.

Funds in a savings trust account opened on behalf of a qualifying child shall be used for qualified higher education expenses at eligible institutions, both as defined in § 529 of the Internal Revenue Code of 1986, as amended, or other applicable federal law, as determined by the Board of the Virginia College Savings Plan.

"Felonious assault" means a physical assault:

- (1) by another person resulting in bodily harm to an insured employee;
- (2) that takes place while such employee is performing his or her customary duties at the employer's normal place of business or at other places the employer's business requires him or her to travel;
- (3) that involves the use of force or violence with the intent to cause harm; and
- (4) that is a felony or misdemeanor under applicable law.

"Qualifying child" means a dependent child less than eighteen years of age, or if eighteen years of age or older, a dependent child enrolled in high school.

"Dependent child" means any of the following children:

- (1) the insured employee's unmarried natural or legally adopted children who are not self-supporting; or
- (2) the insured employee's unmarried stepchildren living full time with the insured employee in a parent-child relationship and who can be claimed as a dependent on the insured employee's federal income tax return; or
- (3) any other children if they are in the insured employee's court-ordered custody; or
- (4) other dependent children of the employee's family who are eligible for coverage under the family membership program offered under policies and procedures of the Department of Human Resource Management governing health insurance plans administered pursuant to § 2.1-20.1 or § 2.1-20.1:02.

"Immediate family member" means the insured employee's spouse, children, parents, grandparents, grandchildren, brothers and sisters and their spouses.

## Termination

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### When does the insured's coverage under this supplement terminate?

An insured's coverage ends on the earliest of:

- (1) the date the insured is no longer covered for life insurance under the group policy; or
- (2) 31 days (the grace period) after the due date of any premium contribution which is not paid.

### When does this supplement terminate?

This supplement will terminate on the earlier of:

- (1) the date we receive a written request from the policyholder to cancel the Accidental Death and Dismemberment Policy Rider to the group policy; or
- (2) the date the group policy is terminated.

## Additional Information

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### Do we have the right to obtain independent medical verification?

Yes. We retain the right to have the insured medically examined at our expense whenever a claim is pending and, where not forbidden by law, we reserve the right to have an autopsy performed in case of death.



Secretary



President

# Dependents Term Life Insurance Certificate Supplement

Minnesota Life Insurance Company - A Securian Company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

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## General Information

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This certificate supplement is issued in consideration of the required premium and is subject to every term, condition, exclusion, limitation, and provision of your certificate unless otherwise expressly provided for herein.

### What does this supplement provide?

This supplement provides insurance on the lives of your eligible dependents.

### What members of your family are eligible for insurance under this supplement?

The following members of your family are eligible for insurance under this supplement:

- (1) your lawful spouse, provided there is no final divorce decree between you and your spouse, who is not eligible for insurance as an employee under the group policy and who meets any age requirements as shown on the specifications page attached to your certificate; and
- (2) your children who meet the age requirements as shown on the specifications page attached to your certificate. "Children" shall mean your unmarried, natural or legally adopted children who are not self-supporting; your unmarried step-children living full time with you in a parent-child relationship who can be claimed as a dependent on your federal income tax return; any other children if they are in your permanent court-ordered custody; and other children who have been determined by the Virginia Department of Personnel and Training as eligible for the "other children" category (state employees only).

A dependent is not eligible if on active full-time duty in the armed forces unless that duty is for training only for a duration of 30 days or less.

Any dependent who, subsequent to the effective date of this supplement, meets the requirements of this provision will become insured on the date he or she so qualifies, provided no additional premium is required. If an additional premium is required, the insurance of such later acquired dependent shall be effective under the same conditions which apply if you were then first becoming eligible for dependents insurance under the group policy.

### When will we require evidence of insurability?

Evidence of insurability will be required if:

- (1) the specifications page attached to your certificate states that evidence of insurability is required; or
- (2) the insurance is contributory and you do not enroll for coverage under this supplement within the enrollment period shown on the specifications page attached to your certificate; or
- (3) dependents insurance for which you previously enrolled did not go into effect or was terminated because you failed to make a required premium contribution; or
- (4) during a previous period of eligibility, you failed to submit evidence of insurability that was required for a dependent or that which was submitted was not satisfactory to us.

### When does insurance on a dependent become effective?

Insurance on a dependent becomes effective on the date when all of the following conditions have been met:

- (1) the dependent meets all eligibility requirements; and
- (2) if required, you apply for dependents coverage on forms which are approved by us; and
- (3) we are satisfied with the dependent's evidence of insurability, if we require evidence; and
- (4) we receive the required premium.

If a dependent is hospitalized or confined because of illness or disease on the date his or her insurance would otherwise become effective, his or her effective date shall be delayed until he or she is released from such hospitalization or confinement. However, in no event will insurance on a dependent be effective before your insurance is effective.

## Death Benefit

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### What is the amount of life insurance on each insured dependent?

The amount of life insurance on each insured dependent is shown on the specifications page attached to your certificate.

## To whom will we pay the death benefit?

The death benefit payable under this supplement will be paid to you if living at the time of payment, otherwise to the person or persons entitled to receive your death benefit under the terms of your certificate.

## Termination

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### When does an insured dependent's coverage under this supplement terminate?

An insured dependent's coverage ends on the earliest of the following:

- (1) the date the dependent no longer meets the eligibility requirements; or
- (2) 31 days (the grace period) after the due date of any premium contribution which is not paid; or
- (3) the last day for which premium contributions have been made following your written request that insurance on your eligible dependents be terminated; or
- (4) the date you are no longer covered under the group policy.

You must notify us or your employer when a dependent is no longer eligible for coverage under this supplement so that premiums may be discontinued. All premiums paid for dependents who are no longer eligible for coverage under this supplement will be refunded without any payment of claim.

## When does this supplement terminate?

This supplement will terminate on the earlier of:

- (1) the date we receive a written request from the policyholder to cancel the Dependents Term Life Insurance Policy Rider; or
- (2) the date the group policy is terminated.

## Additional Information

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### What is the conversion right under this supplement?

If an insured dependent's coverage under this supplement terminates because he or she is no longer eligible, or because of your death, or because of termination or amendment of this supplement, the insurance may be converted to a policy of individual insurance with Minnesota Life.

Conversion may be requested by you, an insured dependent of legal capacity, or the insured dependent's guardian, if applicable. All other conditions and provisions of the conversion right section of your certificate to which this supplement is attached will apply.



Secretary



President



# Accelerated Death Benefit Certificate Supplement

Minnesota Life Insurance Company - A Securian Company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

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Benefits received under this Accelerated Benefits Certificate Supplement may be taxable. You should seek assistance from a personal tax advisor prior to requesting an accelerated payment of death benefits.

## General Information

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This certificate supplement is subject to every term, condition, exclusion, limitation, and provision of your certificate unless otherwise expressly provided for herein.

### What does this supplement provide?

This supplement provides for the accelerated payment of either the full or a partial amount of an insured's death benefit provided under your certificate. If an insured has a terminal condition as defined in this supplement, you may request an accelerated payment of the applicable death benefit.

## Definitions

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### accelerated benefit

The amount of the death benefit we will pay if the insured is eligible under this supplement.

### death benefit

The amount of the insured's insurance as shown on the specifications page attached to your certificate.

### immediate family

Your spouse, children, parents, grandparents, grandchildren, brothers and sisters, and their spouses.

### insured

For purposes of this supplement, an insured employee, an insured spouse, or an insured dependent child.

### physician

An individual who is licensed to practice medicine or treat illness in the state in which treatment is received. This does not include you or a member of your immediate family.

## Terminal Condition

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### What is a terminal condition?

A terminal condition is a condition caused by sickness or accident which directly results in a life expectancy of twelve months or less.

### What evidence do we require of the insured's terminal condition?

We must be given evidence that satisfies us that the insured's life expectancy, because of sickness or accident, is twelve months or less. That evidence must include certification by a physician.

### Do we have the right to obtain independent medical verification?

Yes. We retain the right to have the insured medically examined at our own expense to verify the insured's medical condition. We may do this as often as reasonably required while accelerated benefits are being considered or paid.

## Payment of Accelerated Benefit

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### How do we calculate the accelerated benefit?

The accelerated benefit will be equal to the death benefit, subject to the minimum and maximum death benefit eligible for an accelerated benefit described in a later section.

### What are the conditions for the payment of an accelerated benefit?

We will consider the payment of an accelerated benefit, subject to all of the following conditions:

- (1) coverage must be in force and all premiums due must be fully paid; and
- (2) application must be made in writing and in a form which is satisfactory to us. We will tell you what form is required; and
- (3) you must be the sole owner of the certificate; and
- (4) the insured's insurance must not have an irrevocable beneficiary.

## **Who may request an accelerated payment of the death benefit?**

You may request an accelerated payment of the insurance on your life or on the life of a spouse or dependent child insured under your certificate.

## **Is the request for an accelerated benefit voluntary?**

Yes. An accelerated benefit will be made available on a voluntary basis only. An accelerated benefit under this supplement is not intended to cause an involuntary reduction of the death benefit ultimately payable to the named beneficiary. Therefore, payment of the death benefit cannot be accelerated under this supplement if the insured:

- (1) is required by law to use this option to meet the claims of creditors, whether in bankruptcy or otherwise; or
- (2) is required by a government agency to use this option in order to apply for, obtain, or keep a government benefit or entitlement.

## **Is there a minimum or maximum death benefit eligible for an accelerated benefit?**

Yes. The minimum death benefit to be eligible for an accelerated benefit under this supplement is \$10,000. The maximum death benefit to be eligible for an accelerated benefit is \$1,000,000.

## **Do you have to take the entire accelerated benefit?**

No. You may choose to receive a partial accelerated benefit. If you do so, the insured's remaining coverage will stay in force.

If you elect to receive only a partial accelerated benefit amount available under this supplement, the insured's remaining death benefit under the certificate must be at least \$25,000.

You may reapply for the payment of the remaining amount of insurance at any time. However, we may ask for further satisfactory evidence that the insured meets all requirements for the accelerated benefit. We reserve the right to charge an additional processing charge.

## **What is the effect on an insured's coverage of the receipt of an accelerated benefit?**

If you elect to accelerate the full amount of an insured's death benefit, the insured's coverage and all other benefits under the certificate and any certificate supplements for that insured will end.

If such termination causes a certificate holder's covered spouse or dependent children to lose coverage, each of them will be allowed to convert any such insurance to a policy of individual life insurance according to the conversion right section of the certificate to which this supplement is attached.

If a partial accelerated benefit is chosen, coverage will remain in force and premiums will be reduced accordingly. The remaining amount of insurance under your certificate will be the full amount of insurance minus the amount of insurance that was accelerated.

## **How will we pay the accelerated benefit?**

We will pay the accelerated benefit in one lump sum or in any other mutually agreeable manner.

## **To whom will we pay accelerated benefits?**

All accelerated benefits will be paid to you unless you validly assign them otherwise. If you die before all payments have been made, we will pay the remainder to the beneficiary named under this certificate. Payment will be made in one lump sum which will be the present value of the payments that remain, using the interest rate we use to determine the payments.

## **Termination**

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### **When does an insured's coverage under this supplement terminate?**

An insured's coverage ends on the date the insured is no longer covered for life insurance under the group policy.

### **When does this supplement terminate?**

This supplement will terminate on the earlier of:

- (1) the date we receive a written request from the policyholder to cancel the Accelerated Benefits Policy Rider; or
- (2) the date the group policy is terminated.



Secretary



President

# Virginia Beneficiary Designation Notice

Minnesota Life Insurance Company - a Securian Financial company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

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## **BENEFICIARY DESIGNATION MAY NOT APPLY IN THE EVENT OF ANNULMENT OR DIVORCE**

Under Virginia Law (Virginia Code §20-111.1), a revocable beneficiary designation in a policy or contract owned by one spouse that names the other spouse as beneficiary becomes void upon the entry of a decree of annulment or divorce, and the death benefit prevented from passing to a former spouse will be paid as if the former spouse had predeceased the decedent. In the event of annulment or divorce proceedings, and if it is the intent of the parties that the beneficiary designation of the former spouse is to continue, you are advised to make certain that one of the following courses of action is taken prior to the entry of a decree or annulment or divorce; (i) change the beneficiary designation to make it irrevocable; (ii) change the ownership of the policy or contract; (iii) execute a separate written agreement stating the intention of both parties that the beneficiary designation is to remain in effect beyond the date of entry of the decree of annulment or divorce; or (iv) make certain that the decree of annulment or divorce contains a provision stating the beneficiary designation is not to be revoked pursuant to §20-111.1.

If your insurance plan is covered by the Employee Retirement Income Security Act of 1974 (ERISA) this notice may not apply. It is in your best interest to ensure that your beneficiary designation is current at all times.



Secretary



President

## Notice

Minnesota Life Insurance Company - a Securian Financial company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

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### NOTICE OF PROTECTION PROVIDED BY VIRGINIA LIFE, ACCIDENT AND SICKNESS INSURANCE GUARANTY ASSOCIATION

This Notice provides a **brief summary** of the Virginia Life, Accident and Sickness Insurance Guaranty Association ("the Association") and the protection it provides for policyholders. This safety net was created under Virginia law, which determines who and what is covered and the amounts of coverage. The Association was established to provide protection in the unlikely event that a life, annuity, or accident and sickness insurance company licensed in the Commonwealth of Virginia (including a health maintenance organization) becomes financially unable to meet its obligations and is taken over by its Insurance Department. If this should happen, the Association will typically arrange to continue coverage and pay claims, in accordance with Virginia law, with funding from assessments paid by other life and health insurance companies licensed in the Commonwealth of Virginia.

The basic protections provided by the Association are:

#### Life Insurance

- \$300,000 in death benefits
- \$100,000 in cash surrender and withdrawal values

#### Health Insurance

- \$500,000 for health benefit plans
- \$300,000 in disability income insurance benefits
- \$300,000 in long-term care insurance benefits
- \$100,000 in other types of accident and sickness insurance benefits

#### Annuities

- \$250,000 in withdrawal and cash values

The maximum amount of protection for each individual, regardless of the number of policies or contracts, is \$350,000, except for health benefit plans, for which the limit is increased to \$500,000.

**NOTE: Certain policies and contracts may not be covered or fully covered.** For example, coverage does not extend to any portion(s) of a policy or contract that the insurer does not guarantee, such as certain investment additions to the account value of a variable life insurance policy or a variable annuity contract. There are also various residency requirements and other limitations under Virginia law.

To learn more about the above protections, please visit the Association's website at [www.valifega.org](http://www.valifega.org), or contact:

#### **VIRGINIA LIFE, ACCIDENT AND SICKNESS INSURANCE GUARANTY ASSOCIATION**

c/o APM Management Services, Inc.  
1503 Santa Rosa Road, Suite 101  
Henrico, VA 23229-5105  
804-282-2240

#### **STATE CORPORATION COMMISSION**

Bureau of Insurance  
P.O. Box 1157  
Richmond, VA 23218-1157  
804-371-9741  
Toll Free Virginia only: 1-800-552-7945  
<http://scc.virginia.gov/boi/index.aspx>

**Insurance companies and agents are not allowed by Virginia law to use the existence of the Association or its coverage to encourage you to purchase any form of insurance. When selecting an insurance company, you should not rely on Association coverage. If there is any inconsistency between this notice and Virginia law, then Virginia law will control.**

## Important Notice

**Minnesota Life Insurance Company** - a Securian Financial company  
Richmond Branch Office • P.O. Box 1193 • Richmond, Virginia 23218-1193 • 1-800-441-2258

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### IMPORTANT INFORMATION REGARDING YOUR INSURANCE

In the event you need to contact someone about this insurance for any reason please contact your agent. If no agent was involved in the sale of this insurance, or if you have additional questions, you may contact the insurance company issuing this insurance at the following address and telephone number:

Minnesota Life Insurance Company  
400 Robert Street North  
St. Paul, MN 55101-2098  
Telephone: 651-665-3500

If you have been unable to contact or obtain satisfaction from the company or the agent, you may contact the Virginia State Corporation Commission's Bureau of Insurance at:

Life and Health Division  
Bureau of Insurance  
PO Box 1157  
Richmond, VA 23218  
Telephone: 1-877-310-6560

Written correspondence is preferable so that a record of your inquiry is maintained. When contacting your agent, the company, or the Bureau of Insurance, have your policy number available.

**Richmond Branch Office**  
P.O. Box 1193  
Richmond, VA 23218-1193  
1.800.441.2258



## **TOWN OF BUCHANAN COUNCIL**

### **MEETING AGENDA ITEM**

**AGENDA ITEM: TAB 6 Salary Hierarchy/Pay Practices/Job Descriptions**

**ITEM TYPE: Discussion**

**PURPOSE OF ITEM: Information and Discussion**

**PRESENTER: A. Reese Peck, Interim Town Manager**

**PHONE: 540-254-1212**

#### **BACKGROUND / SUMMARY:**

The town does not currently have a pay practice policy or establish pay ranges for its job descriptions. Also, the Town lacks job descriptions for a public works department.

#### **ATTACHMENTS:**

Sample Pay Practice Chart

Sample Salary High Hierarchy and Associated Pay Ranges

Sample Job Descriptions for a Public Works Department (taken from the Town of Bowling Greens website)

#### **REQUESTED ACTION:**

**Feedback and Direction**

**Base Pay Practices (Revised Effective 04-25-05)**

**Attachment A**

Pay Practice	Application	Same Position # or to Different Position #	Competitive or Non-Competitive	Pay Guidelines
<b>Starting Pay</b>	<input type="checkbox"/> New employee <input type="checkbox"/> Rehires		Competitive	Negotiable from minimum of pay band or alternate band up to 15% above current salary, not to exceed pay band maximum. (Exceptions higher than 15% may be granted as appropriate at agency discretion)
<b>Promotion</b>	<input type="checkbox"/> Movement to a different Role in a higher pay band	Different Position #	Competitive	Negotiable from minimum of new pay band or alternate band up to 15% above current salary, or up to the hiring range minimum if it is higher. (Salary may not be below the minimum of the new pay band or alternate band. Exceptions higher than 15% and the hiring range minimum may be granted by the agency with documentation of the basis for the exception provided to DHRM.
<b>Voluntary Transfer</b>	<input type="checkbox"/> Movement within same Role or to different Role in the same pay band	Different Position #	Competitive	Negotiable from minimum of pay band or alternate band up to 15% above current salary, or up to the hiring range minimum if it is higher, not to exceed pay band or alternate band maximum.
		Different Position #	Non-Competitive	Negotiable from minimum of pay band or alternate band up to 10% above current salary not to exceed pay band/alternate band maximum. Must be within same agency or parent agency.
<b>Voluntary Demotion</b>	<input type="checkbox"/> Movement to a different Role in a lower pay band	Different Position #	Competitive or Non-Competitive	Negotiable from minimum of pay band or alternate band up to current salary not to exceed pay band or alternate band maximum (Agency option to freeze salary above maximum for 6 months). Non-Competitive: Must be within same agency or parent agency.
<b>Temporary Pay</b> (Assuming new duties and responsibilities on a temporary basis)	<input type="checkbox"/> Different Role in a higher pay band	Same position #	Non-Competitive	0-15% above current salary not to exceed pay band maximum
	<input type="checkbox"/> Temporary pay for same or different Role in the same pay band	Same position #	Non-Competitive	0-10% increase not to exceed pay band maximum
<b>Role Change (Formerly Reallocation)</b>	<input type="checkbox"/> Upward: movement to a different Role in a higher pay band	Same position #	Non-Competitive	0-10% increase or to minimum of higher pay band
	<input type="checkbox"/> Downward: Movement to a different Role in a lower pay band			No change in salary unless above maximum of the lower pay band, reduce after six months
	<input type="checkbox"/> Lateral: Movement to a different Role in the same pay band			0-10% increase not to exceed pay band maximum
<b>In-Band Adjustment</b> (See also Non-Base Pay Options Chart)	No change in Role title <input type="checkbox"/> Change in duties <input type="checkbox"/> Application of new knowledge/skills/abilities from education, certification, licensure, etc. <input type="checkbox"/> Retention <input type="checkbox"/> Internal alignment	Same position #	Non-Competitive	0-10% increase not to exceed pay band maximum, maximum 10% per fiscal year for In-Band Adjustments (to include any increase for Lateral Role Change). Exceptions may be requested for cases that significantly exceed normal criteria and are supported by a pay factor analysis. Exceptions must receive prior approval from DHRM.
<b>Disciplinary or Performance-related Salary Action</b>	<input type="checkbox"/> Same or lower pay band	Same or Different Position #**	Non-Competitive	Minimum 5% decrease or to lower pay band
<b>Competitive Salary Offer</b>	<input type="checkbox"/> Outside offer (including other state agencies)	Same position #	Non-Competitive	Match outside offer not to exceed maximum of pay band. Employee may return to former position within 30 days with agency approval at former salary or salary that agency offered during competitive offer process.
<b>Reassignment within the Pay Band</b>	<input type="checkbox"/> Agency staffing or operational needs; same or different Role in the same pay band	Different Position #	Non-Competitive	No change in base salary except to adjust for NOVA or Competitive differential change. After any such adjustment, employee's salary must be within the Pay Band or Alternate Band of new position.

**All salary actions require the consideration of the following pay factors:**

- |                             |  |                             |                       |
|-----------------------------|--|-----------------------------|-----------------------|
| - Agency Business Need      | - Work Experience & Education                  | - Internal Salary Alignment | - Total Compensation  |
| - Duties & Responsibilities | - Knowledge, Skills, Abilities, & Competencies | - Market Availability       | - Budget Implications |
| - Performance               | - Training, Certification, License, etc.       | - Salary Reference Data     | - Long Term Impact    |
|                             |  |                             | - Current Salary      |

\*\* Note: Agency must reduce the duties of the employee in order to reduce the pay.



Sample Salary Schedule				
Dept./ Position	License & Supervisory Requirements	Pay Range		
Town Manager		Min.	Mid.	Max.
<i>Town Manager</i>	Supervisory	\$70,000	\$93,599	\$117,044
Community Planner		Min.	Mid.	Max.
<i>Community Planner</i>	Non-Supervisory	\$50,000	\$67,921	\$85,530
Clerk/Treasurer Department		Min.	Mid.	Max.
<i>Treasurer/Office Manager</i>	Supervisory	\$50,000	\$67,921	\$85,530
<i>Clerk</i>	None	\$32,474	\$42,216	\$51,959
<i>Office Assistant (Part-Time)</i>	None	\$12	-	\$17
Public Utilities & Public Works Department		Min.	Mid.	Max.
<i>Director of Public Works and Utilities</i>	Class III Wastewater within 24 months and Waterworks Operator's Class V License within 12 months / Supervises	\$67,511	\$87,765	\$81,463
Treatment Plant		Min.	Mid.	Max.
<i>WWTP Chief Operator</i>	Class III Wastewater and Supervises	\$40,871	\$54,497	\$62,124
<i>WWTP Operator II</i>	Class III Wastewater and Non-Supervisory	\$37,593	\$48,871	\$60,148
<i>WWTP Operator I</i>	Class IV Wastewater within 12 months and Non-Supervisory	\$34,098	\$44,327	\$54,556
<i>Proposed New Position</i>	<i>Waterworks 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>	Waterworks Operator's Class IV License and Supervises	\$37,593	\$48,871	\$60,148
<i>Maintenance / Groundskeeper II</i>	Waterworks Operator's Class V License	\$34,098	\$44,327	\$54,556
<i>Maintenance Foreman</i>	Supervises	\$34,098	\$44,327	\$54,556
<i>Maintenance / Groundskeeper I</i>	None	\$32,474	\$42,216	\$51,959
<i>Groundskeeper (Seasonal)</i>	Groundskeeper (Seasonal)	\$10	-	\$15

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## Town of Bowling Green Job Description



POSITION: **Director of Public Works and Utilities**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$67,511-\$87,765-\$108,018**  
FLSA: **Exempt**

**GENERAL STATEMENT OF JOB:** The Director of Public Works and Utilities is a technical and supervisory position responsible for overseeing the operation, repair and maintenance of the town's buildings and grounds and its water and wastewater systems facilities. Plans and supervises the work of all operators/utility/maintenance/grounds keeping workers. Work is performed under the direction of the Town Manager, utilizing broad departmental policies of the water and wastewater collection and treatment systems operated by the town and other duties as directed.

### ESSENTIAL JOB FUNCTIONS:

- Coordinates the overall operation of the Town's Water Distribution, Wastewater Treatment and Collection systems, and buildings and grounds maintenance to ensure service of current and anticipated town needs.
- Supervises and directs the work of Department staff; reviews and verifies timesheets and leave requests; coordinates training; evaluates work performed; and completes employee performance evaluations.
- When required, performs any and all tasks by utility workers/operators and maintenance staff.
- Ensures compliance with all State and Federal Regulations pertaining to departmental functions.
- Performs other duties as assigned or as stated in the *Code of the Town of Bowling Green, Virginia*.
- Operates and supervises operation of Class II municipal wastewater treatment in compliance with all appropriate local, state and federal wastewater regulations.
- Operates and supervises operation of Class V water system in compliance with all appropriate local, state and federal water regulations.
- Plans and supervises the work of all operators/utility/maintenance workers.
- Inspects department worksites to ensure OSHA compliance.
- Oversees the daily planning, coordination, assignment and inspection of the wastewater and water system.
- Orders supplies and equipment for laboratory, wastewater system and water system.
- Establishes and monitors the use of general safety precautions.

- Installs or supervises and inspects the installation of all new connections.
- Oversees the replacement of all water meters/accessories that are inoperable or require maintenance.
- Repairs or supervises the repair of breaks in the town's water/sewer lines.
- Periodically inspects/maintains or supervises maintenance of fire hydrants for proper operation.
- Regularly inspects pumps, well houses, water storage tanks, and lift stations and all other facilities and supervises or performs maintenance as needed.
- Tests generators and all other emergency equipment regularly.
- Supervises or performs when needed meter reading, cut-offs for delinquent bills and courtesy notice delivery.
- Responsible for the mechanical operation and preventive maintenance of all water system, wastewater system, and any or all other public works owned town equipment.
- Responsible for the proper disposal of sludge and other waste.
- Performs or oversees both water and wastewater sampling.
- Responsible for periodic inspection of streets and sidewalks and makes necessary arrangements for repairs and maintenance.
- Assists Town Manager with preparation and monitoring of department budget.

## **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:**

Duties are performed indoors in an office and treatment plant environment and at assigned Town location outdoors in all types of weather conditions. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices and equipment used in water/wastewater treatment operations, repair and maintenance, knowledge of occupational hazards of skilled and semi-skilled workers; and some knowledge of the biological and engineering principles upon which water and wastewater treatment is based.
- Requires ability to analyze and solve operational problems related to the plant or water system; ability to supervise and train subordinates; and to work effectively with others.
- 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:**

Possession of a high school diploma/GED and four (4) years of experience in water or sewer systems operations and maintenance, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class II license as a Wastewater Treatment Plant Operator within 24 months of employment and a Class V license as a Water Treatment Operator within 12 months of employment.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



POSITION:	<b>WWTP Chief Operator</b>
DEPARTMENT:	<b>Public Works and Utilities</b>
PAY RANGE:	<b>\$61,235-\$79,605-\$97,976</b>
FLSA:	<b>Exempt</b>

**GENERAL STATEMENT OF JOB:** Under direction, performs responsible administrative, supervisory and technical work in operating the Town's sewage treatment plants. Chief Operator serves as the responsible party in charge of the operations of the plant, inspecting equipment and machinery and monitoring and adjusting plant operations. Work involves supervising, assigning, and reviewing the activities of operators engaged in treatment plant operations, and maintaining a variety of records and preparing reports. Employee must exercise independent judgment and initiative in all phases of work. Position reports to the Director of Public Works and Utilities.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises the operation of treatment plant; coordinates the daily inspection of all equipment and machinery to ensure proper operation; ensures standards for proper flow and treatment process.
- Supervises and directs the work of treatment plant operators; reviews and verifies timesheets and leave requests; coordinates training; evaluates work performed; and completes employee performance evaluations.
- Operates the treatment plant in accordance with federal, state and local requirements. Acts as Operator in Responsible Charge.
- Coordinates staffing for treatment plant in accordance with Town policies and State regulations.
- Inspects treatment plant worksites to ensure OSHA compliance.
- Ensures daily compliance of water quality standards as prescribed by the Department of Environmental Quality, Virginia Health Department, and the Environmental Protection Agency.
- Coordinates the supply and storage of laboratory supplies.
- Coordinates the preparation of daily logs and recordation of plant operations; prepares regular and special reports; completes and submits reports and forms, in a timely manner, as required by federal, state and local agencies.
- Supervises, assigns, and reviews the work of Operators; participates in employee selection, evaluation, and disciplinary actions; provides guidance and training; resolves problems as non-routine situations arise.
- Inspects treatment plant for preventive maintenance and troubleshooting. Coordinates

maintenance with contractors.

- Performs general plant maintenance duties of plant and grounds.
- Performs other duties as assigned.

#### **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:**

Duties are performed indoors and outdoors in an office and treatment plant environment. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices and equipment used in wastewater treatment operations, repair and maintenance, knowledge of occupational hazards of skilled and semi-skilled workers; and some knowledge of the biological and engineering principles upon which water and wastewater treatment is based.
- Requires ability to analyze and solve operational problems related to the plant or water system; ability to supervise and train subordinates; and to work effectively with others.
- 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:**

Possession of a high school diploma/GED and three (3) years of experience in treatment plant operations, with one (1) to two (2) years of supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class II license as a Wastewater Treatment Plant Operator.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>



## Town of Bowling Green Job Description



POSITION:	<b>WWTP Operator II</b>
DEPARTMENT:	<b>Public Works and Utilities</b>
PAY RANGE:	<b>\$37,593-\$48,871-\$60,148</b>
FLSA:	<b>Non-Exempt</b>

**GENERAL STATEMENT OF JOB:** A technical position responsible for operation, repair and maintenance of the wastewater treatment system and other duties as directed. Work is performed under general supervision. Work may require rotation of shifts.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates Class II municipal wastewater treatment plant in compliance with all appropriate local, state and federal wastewater regulations.
- Collects samples for outside lab testing; performs limited laboratory tests.
- Monitors the plant operations.
- Tests for Total Suspended Solids (TSS) and percent for settlement.
- Removes sludge from drying beds; cleans clarifiers.
- Installs, maintains and repairs wastewater equipment.
- Prepares reports.
- Responds to service request.
- Does similar work which may be necessary to perform the functions of the work to which assigned.

### **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:**

Duties are performed indoors and outdoors in an office and treatment plant environment. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices, and equipment used in wastewater treatment system operations, repair and maintenance
- Knowledge of the occupational hazards of the work
- Knowledge of the techniques used in gathering samples and routing testing required in wastewater treatment.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class III license as a Wastewater Treatment Plant Operator within 12 months of employment.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



POSITION: **WWTP Operator I**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$34,098-\$44,327-\$54,556**  
FLSA: **Non-Exempt**

**GENERAL STATEMENT OF JOB:** A technical position responsible for operation, repair and maintenance of the wastewater treatment system and other duties as directed. Work is performed under general supervision. Work may require rotation of shifts.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates Class II municipal wastewater treatment plant in compliance with all appropriate local, state and federal wastewater regulations.
- Collects samples for outside lab testing; performs limited laboratory tests.
- Monitors the plant operations.
- Tests for Total Suspended Solids (TSS) and percent for settlement.
- Removes sludge from drying beds; cleans clarifiers.
- Installs, maintains and repairs wastewater equipment.
- Prepares reports.
- Responds to service request.
- Does similar work which may be necessary to perform the functions of the work to which assigned.

### **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:**

Duties are performed indoors and outdoors in an office and treatment plant environment. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices, and equipment used in wastewater treatment system operations, repair and maintenance
- Knowledge of the occupational hazards of the work
- Knowledge of the techniques used in gathering samples and routing testing required in wastewater treatment.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Position requires Class IV license as a Wastewater Treatment Plant Operator.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



**POSITION:** Water System Operator / Field Foreman  
**DEPARTMENT:** Public Works and Utilities  
**PAY RANGE:** \$37,593 - \$48,871 - \$60,148  
**FLSA:** Non-Exempt

**GENERAL STATEMENT OF JOB:** Under general supervision, performs administrative and supervisory work related to the maintenance, repair, and replacement of water and sewer lines and associated appurtenances such as water meters and valves, and servicing water hydrants and the maintenance of Town's buildings and grounds. Work involves use of heavy machinery and supervision of work crews excavating and replacing water pipes, repairing leaking water mains and service lines, building manholes, repairing or replacing malfunctioning water meters, raising valve boxes, and repairing and installing sewer mains. Position reports to the Public Works and Utilities Director.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises and directs the work of crew members assigned to the distribution and collections systems; reviews and verifies timesheets and leave requests; coordinates training; evaluates work performed and ensures job sites are restored to pre-disturbance conditions upon completion of assignments; and completes employee performance evaluations.
- Supervises and inspects the installation, maintenance, and repair of water and sewer lines including installation of water and sewer taps.
- Plans, oversees, and performs routine maintenance of all distribution and collection equipment, tools, and trucks/vehicles; ensures maintenance is performed according to prescribed schedule. Orders parts and materials for repair operations and maintains inventory quantities.
- Plans, oversees, and performs routine mowing, clearing, trimming, and general grounds maintenance.
- Investigates customer complaints about the wastewater collection system and clears sewer line stoppages in Town lines.
- Responds to customer complaints and calls regarding leaks, low water pressure, and muddy water.
- Repairs manholes; straightens or repairs valve boxes and fire hydrants; clears blocked mains and services; adjusts or repairs pumps; and may test pumps or other fixtures by flushing with water.
- Inspects department worksites to ensure OSHA compliance.
- Supervises, performs, and documents proactive inspection and maintenance of Town wastewater collection systems.
- Coordinates wastewater line repairs with treatment plant staff, as needed.

- Performs other duties as assigned.

## **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:**

Duties are performed outdoors in all weather conditions. Operates hand tools, power tools, and heavy motorized machinery and equipment including, but not limited to, excavation equipment, dump truck, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc. Drives pick-up truck. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Requires thorough knowledge of the principles, practices and equipment used in the operation, repair and maintenance of a community water system, knowledge of occupational hazards of skilled and semi-skilled workers; and some knowledge of the biological and engineering principles upon which water treatment is based.
- Requires ability to analyze and solve operational problems related to the water system; ability to supervise and train subordinates; and to work effectively with others.
- General knowledge of building and grounds maintenance.
- 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:**

Possession of a high school diploma/GED. Two (2) years of experience in water system operations or facilities management, with one (1) supervisory experience or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Position requires a Class V license as a Water System Operator

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*



## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



POSITION: **Maintenance Worker / Grounds Keeper II**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$29,455-\$38,291-\$47,128**  
FLSA: **Non-Exempt**

**GENERAL STATEMENT OF JOB:** This position requires the performance of a variety of tasks requiring manual and semi-skilled labor in leaf collection, snow removal, landscape maintenance, janitorial services, street and sidewalk maintenance, repair and maintenance of municipal property, vehicles and facilities, and other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

#### Waterworks

- Assists with or performs all necessary tasks to ensure that the town waterworks is functioning properly and that the water supply is safe for consumption by the public and available for fire suppression
- Assists with or performs water connections and meter installations
- Inspects and/or replaces broken water meters
- Assists with or performs repair and maintenance of hydrants, valves and lines
- Flushes hydrants and blow offs as directed
- Inspects well houses, pumps, and chlorination equipment for proper operation
- Maintains proper chemical solutions and records daily usage
- Conducts bi-monthly meter reading
- Connects/disconnects/reconnects water service to customers

#### Sewers

- Assists with or performs all necessary tasks to ensure that the town sanitary sewer collection system is functioning properly and that the lines are free and clear of blockages.
- Assists with or performs repairs on sewer line breaks.
- Assists with or performs repairs on sewer lift station pumps.
- Coordinates contract pumping or line clearing as directed

#### Streets & Sidewalks

- Periodically inspects streets, sidewalks, storm drains and street signs for problems. Notifies Maintenance Supervisor of observations, and makes repairs as directed.

#### Other Duties

- Works with Maintenance Supervisor in keeping all town facilities, including buildings, grounds, and parking lots, in a good state of repair. Assists in setting up for functions in Town Hall as needed.

## **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:**

Duties are performed outside at assigned throughout the Town and surrounding County in all kinds of weather. Operates heavy motorized machinery and equipment and hand tools, including a backhoe, dump truck, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Safely operates a tractor, backhoe, truck, string trimmer and other equipment
- Safely performs routine maintenance on municipal equipment
- Safely lifts and empties refuse containers of up to eighty (80) pounds for several hours
- Has knowledge and ability to learn and practice proper maintenance procedures
- Has ability to follow written and verbal instructions with minimal supervision
- Has ability to conduct oneself in a courteous and responsible manner at all times.

### **EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Position requires a Class V license as a Water Treatment Operator.

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



POSITION: **Maintenance Worker / Grounds Keeper I**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$25,444-\$33,078-\$40,711**  
FLSA: **Non-Exempt**

**GENERAL STATEMENT OF JOB:** This position requires the performance of a variety of tasks requiring manual and semi-skilled labor in leaf collection, snow removal, landscape maintenance, janitorial services, street and sidewalk maintenance, repair and maintenance of municipal property, vehicles and facilities, and other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

#### Waterworks

- Assists with or performs all necessary tasks to ensure that the town waterworks is functioning properly and that the water supply is safe for consumption by the public and available for fire suppression
- Assists with or performs water connections and meter installations
- Inspects and/or replaces broken water meters
- Assists with or performs repair and maintenance of hydrants, valves and lines
- Flushes hydrants and blow offs as directed
- Inspects well houses, pumps, and chlorination equipment for proper operation
- Maintains proper chemical solutions and records daily usage
- Conducts bi-monthly meter reading
- Connects/disconnects/reconnects water service to customers

#### Sewers

- Assists with or performs all necessary tasks to ensure that the town sanitary sewer collection system is functioning properly and that the lines are free and clear of blockages.
- Assists with or performs repairs on sewer line breaks.
- Assists with or performs repairs on sewer lift station pumps.
- Coordinates contract pumping or line clearing as directed

#### Streets & Sidewalks

- Periodically inspects streets, sidewalks, storm drains and street signs for problems. Notifies Supervisor of observations, and makes repairs as directed.

#### Other Duties

- Works with Supervisor in keeping all town facilities, including buildings, grounds, and parking lots, in a good state of repair. Assists in setting up for functions in Town Hall as needed.

### **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:**

Duties are performed outside at assigned throughout the Town and surrounding County in all kinds of weather. Operates heavy motorized machinery and equipment and hand tools, including a backhoe, dump truck, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc. Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Safely operates a tractor, backhoe, truck, string trimmer and other equipment
- Safely performs routine maintenance on municipal equipment
- Safely lifts and empties refuse containers of up to eighty (80) pounds for several hours
- Has knowledge and ability to learn and practice proper maintenance procedures
- Has ability to follow written and verbal instructions with minimal supervision
- Has ability to conduct oneself in a courteous and responsible manner at all times.

#### **EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>

## Town of Bowling Green Job Description



POSITION: **Grounds Keeper (Seasonal)**  
DEPARTMENT: **Public Works and Utilities**  
PAY RANGE: **\$10.00-\$12.50-\$15.00 per hour**  
FLSA: **Non-Exempt**

**GENERAL STATEMENT OF JOB:** Under general supervision, performs a variety of routine and seasonal landscaping tasks to develop and maintain Town grounds. Work involves using a variety of procedures, power and hand equipment, and supplies to maintain lawns, shrubs, flower beds and other green areas in a presentable manner. Employee must exercise independent judgment in completion of tasks. Reports to Grounds Technician.

### ESSENTIAL JOB FUNCTIONS:

- Performs routine and seasonal grounds keeping duties, including flower and foliage care and planting, trimming and shaping shrubbery and trees, raking or blowing leaves, mowing grass, mulching and removing weeds.
- Plants annuals and shrubbery in flower beds and other Town green areas.
- Loads and unloads custodial supplies and equipment on trucks ,transports equipment and supplies to other facilities
- Landscapes new areas of lawn and mulch beds to include replacing topsoil, grading, seeding, and fertilizing.
- Recognizes need and uses proper methods to eradicate weeds and grass as appropriate from Town grounds.
- Identifies pest infestation, plant and turf damage; determine causes and treat accordingly.
- Performs custodial duties as requested, including moving office furniture, replacing light bulbs, assists in setting up for functions in Town Hall, etc.

### 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:

Duties are performed outside at assigned throughout the Town and surrounding County in all kinds of weather. Operates heavy motorized machinery and equipment and hand tools, including a backhoe, dump truck, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc.



Occasionally responds to after-hours calls on nights, weekends, and holidays, if needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Safely operates a mower, truck, string trimmer and other equipment
- Safely performs routine maintenance on municipal equipment
- Safely lifts and empties refuse containers of up to eighty (80) pounds for several hours
- Has knowledge and ability to learn and practice proper maintenance procedures
- Has ability to follow written and verbal instructions with minimal supervision
- Has ability to conduct oneself in a courteous and responsible manner at all times.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma/GED. Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia driver's license, possess and maintain a driving record that meets established Town of Bowling Green Driving Standards.

Position candidate may be required to pass a post-offer, pre-employment physical examination and drug test. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

*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.*

## PHYSICAL REQUIREMENTS:

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>



## TOWN OF BUCHANAN COUNCIL

### MEETING AGENDA ITEM

#### AGENDA ITEM: TAB 7 ARPA

ITEM TYPE: Discussion

PURPOSE OF ITEM: Information and Discussion

PRESENTER: A. Reese Peck, Interim Town Manger

PHONE: 540-254-1212

#### BACKGROUND / SUMMARY:

Date	Item	Amount	Available	Comments
6/30/2021	Deposit	\$349,861.50	\$349,861.50	
7/9/2021	Deposit	\$116,620.50	\$466,482.00	
7/20/2022	Deposit	\$466,482.00	\$932,964.00	
	Jetter	(\$59,972.00)	\$872,992.00	
	Sewer Camera	(\$7,040.60)	\$865,951.40	
	STP Light Poles	(\$9,285.61)	\$856,665.79	
	STP Light Poles	(\$31,848.09)	\$824,817.70	
	2 Portable light poles	(\$2,400.00)	\$822,417.70	
	Laptop	(\$1,082.50)	\$821,335.20	
	120 Parkway/ matching	(\$3,232.58)	\$818,102.62	
	Storage Container	(\$3,500.00)	\$814,602.62	
	Twin River/ matching	(\$2,242.56)	\$812,360.06	
	Twin River/ matching	(\$690.78)	\$811,669.28	
	Jetter Hose	(\$2,927.93)	\$808,741.35	
	Town Hall HVAC	(\$16,000.00)	\$792,741.35	
	Town Hall HVAC	(\$17,400.00)	\$775,341.35	
	AEC/ matching	(\$997.00)	\$774,344.35	
	C&S Witt/matching	(\$422.83)	\$773,921.52	
	Standin Room/ matching	(\$1,377.50)	\$772,544.02	
	Road Repairs	(\$6,800.00)	\$765,744.02	
	WWTP Repairs	(\$41,000.00)	\$724,744.02	
	WWTP Trailer Rental	(\$16,000.00)	\$708,744.02	
	Sewr Line	(\$12,000.00)	\$696,744.02	
	Water Plant Filtration	(\$30,000.00)	\$666,744.02	
	Cameraing & Mapping Sewer Lines	(\$75,000.00)	\$591,744.02	
	Water Street Pump Station	(\$31,000.00)	\$560,744.02	
	Surge Protectors	(\$2,500.00)	\$558,244.02	
	CivicPlus Website (Ultimate)*	(\$3,460.00)	\$554,784.02	Annual Fee \$3180
	Meeting and Agenda (Prem)*	(\$3,600.00)	\$551,184.02	Annual fee \$2,600
	MuniCode Codification	(\$4,092.00)	\$547,092.02	Annual Fee \$2096
	Southern Software (Accounting)	(\$59,988.00)	\$487,104.02	Annual Fee \$6,000

Clarifier Motor	\$487,104.02
Two Air Compressors (Water Plant)	\$487,104.02
Town Hall Renovation	\$487,104.02
Interim Manager's Salary	\$487,104.02
	<hr/>
	<b>\$487,104.02</b>

**ATTACHMENTS:**

**None**

**REQUESTED ACTION:**

**Feedback and Direction**