

DIVISION 2. TOWN MANAGER¹

Sec. 2-96. Office created.

There is hereby created pursuant to the powers set forth in Code of Virginia, § 15.2-1540, and the town Charter, an office and position of town manager, which shall be the chief administrative office of the town.

(Code 1975, § 2-32; Code 2000, § 2-96; Ord. No. 1992-1, § 9, 3-10-1992)

Sec. 2-97. Qualifications; residence.

The town manager shall be chosen by the council on the basis of his executive and administrative qualifications, and the choice of a person to fill such position shall not be affected by the place of his residence. After his appointment, however, and within 90 days after he enters upon his duties, he shall reside within the town and shall not move his residence therefrom during his term of office without the consent of council. The town manager shall, in addition to other requirements as expressed in the Charter or otherwise, be of good character and reputation.

(Code 1975, § 2-33; Code 2000, § 2-97)

State law reference(s)—Where officers shall reside, Code of Virginia, § 15.2-1525.

Sec. 2-98. Term; devolution of duties during absence or disability.

The town manager shall be appointed for an indefinite period and shall serve at the will of the council. During the absence or disability of the town manager, the council shall designate some properly qualified person to perform the duties of the office. The town manager's employment to the office may be terminated upon 30 days' notice by the town manager or the council.

(Code 1975, § 2-34; Code 2000, § 2-98)

Sec. 2-99. Salary; other financial benefits.

The salary and other financial benefits of the town manager provided by the town shall be fixed by the council and shall be subject to revision by it from time to time at the pleasure of the council.

(Code 1975, § 2-35; Code 2000, § 2-99)

¹State law reference(s)—Administrative head of local government, Code of Virginia, § 15.2-1541.

Sec. 2-100. Dealings of council with administrative service and subordinates of town manager.

Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the town manager. Neither the council nor any member thereof shall give orders to any of the subordinates of the town manager, either publicly or privately.

(Code 1975, § 2-36; Code 2000, § 2-100)

Sec. 2-101. Supervision over enumerated departments.

The departments of the town government over which the town manager shall have general administrative supervision and authority shall be:

- (1) Department of finance/budget.
- (2) Department of public utilities.
- (3) Department of public safety.
- (4) Department of sanitation and public works.
- (5) Department of recreation.
- (6) Any other department or special duty which may be assigned to him.

(Code 1975, § 2-37; Code 2000, § 2-101)

Sec. 2-102. Appointment, suspension, supervision, etc., of town employees.

The town manager shall appoint and, when necessary for the good of the service, suspend or remove employees of the town, and shall direct and supervise their work. His action in all respects to hiring and firing shall be subject to prior approval by the council, and he shall be accountable to the council only.

(Code 1975, § 2-38; Code 2000, § 2-102)

Sec. 2-103. Powers and duties—Generally.

The town manager shall be responsible for the efficient administration of the town affairs. He shall have general supervision of the construction, maintenance, and operation of the town water system, sewer system, sanitation and public works department, streets, sidewalks, and recreation park, and shall have direct control over all work in connection therewith or as may be directed by the council. He shall have such general powers as are necessary and proper to carry out the work set forth in this section and shall superintend and carry out all work and labor done and performed in connection with the town affairs, except any such work, labor, or activity as may be from time to time designated by the council as separate and apart from the duties of the town manager.

(Code 1975, § 2-39; Code 2000, § 2-103; Ord. No. 1992-1, § 10, 3-10-1992)

Sec. 2-104. Same—Control over police force.

The town manager shall have general control and supervision of the town police force; provided, however, that if a vacancy occurs the control and supervision of the police force shall revert ipso facto to the council.

(Code 1975, § 2-40; Code 2000, § 2-104)

Sec. 2-105. Same—Purchase and acquisition of supplies, etc.

The purchase and acquisition of all supply and maintenance items and equipment shall be subject to the approval of the town manager. He shall report to the council on all purchases or charges to the credit of the town not less than monthly and at such other reasonable times as the council may request. The town manager shall not be authorized to purchase or pledge to the credit of the town any motor vehicles or other equipment other than those for normal operation and maintenance, or any single purchase in excess of \$5,000.00 or \$10,000.00 with the approval of the mayor, without the approval of the council. All bills and charges shall be payable only on the order of the town manager and reviewable by the council in any event and at any time.

(Code 1975, § 2-41; Code 2000, § 2-105; Ord. No. O-15-99, 12-14-1999; Ord. No. 02-2008, § 2-105, 2-12-2008; Ord. No. 06-2013, 11-12-2013)

Sec. 2-106. Annual financial report.

The town manager shall prepare and submit to the council at the end of the fiscal year a complete report on the finances of the town for the preceding year.

(Code 1975, § 2-42; Code 2000, § 2-106)

Sec. 2-107. Financial advice; recommendation.

The town manager shall keep the council advised of the financial condition and future needs of the town and make such recommendations as he may deem desirable.

(Code 1975, § 2-43; Code 2000, § 2-107)

Sec. 2-108. Recommendation as to pay schedule.

The town manager shall recommend to the council a standard schedule of pay for each appointive office and position in the town service, including minimum, intermediate and maximum rates.

(Code 1975, § 2-44; Code 2000, § 2-108)

Sec. 2-109. Recommendations as to adoption of policies.

The town manager shall recommend to the council, from time to time, adoption of such policies as he may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

(Code 1975, § 2-45; Code 2000, § 2-109)

Sec. 2-110. Consolidation of offices; position as department head.

The town manager may consolidate or combine offices, positions, departments, or units under his jurisdiction, with the approval of the council. The town manager may be the head of one or more departments.

(Code 1975, § 2-46; Code 2000, § 2-110)

Sec. 2-111. Attendance at council and planning commission meetings.

The town manager shall attend all meetings of the council, the planning commission, and at the request of the chairman, of appointed committees, unless excused therefrom, and take part in the discussion of all matters coming before these bodies, but having no vote.

(Code 1975, § 2-47; Code 2000, § 2-111)

Sec. 2-112. Investigations; observance of franchise.

The town manager shall:

- (1) Investigate the affairs of the town or of any department or division.
- (2) Investigate all complaints in relation to matters concerning the administration of the government of the town and in regard to service maintained by the public utilities in the town.
- (3) See that all franchises, permits, and privileges granted by the town are faithfully observed.

(Code 1975, § 2-48; Code 2000, § 2-112)

Sec. 2-113. Preparation, submission of budget.

The town manager shall, in March of each year, in cooperation with the finance committee of the council, prepare and present to the council a written budget for the town operations for the forthcoming fiscal year, together with a message describing the important features, and be responsible for its administration after adoption.

(Code 1975, § 2-49; Code 2000, § 2-113)

State law reference(s)—Budgets, Code of Virginia, § 15.2-2501 et seq.

Sec. 2-114. Fulltime position.

The town manager shall devote his entire time to the discharge of his official duties.

(Code 1975, § 2-50; Code 2000, § 2-114)

Sec. 2-115. Additional duties.

The town manager shall perform such duties in addition to those provided in this article as may be required by the council, not inconsistent with the Charter, the state law, this Code and other ordinances of the town.

(Code 1975, § 2-51; Code 2000, § 2-115)

Secs. 2-116—2-135. Reserved.