



DANVILLE CITY COUNCIL WORK SESSION AGENDA

MUNICIPAL BUILDING

December 6, 2022

7:30 P.M.

MEETING CALLED TO ORDER

MINUTES

- A. Consideration of Approval of Minutes from Regular Work Session held on November 1, 2022.
Council Letter Number CL - 2892.

WORK SESSION ITEMS

- A. Consideration of Vacating a Right of Way on Lynch Street.
Council Letter Number CL - 2875.
- B. Consideration of Amending Danville City Code Section 2-4 - Conflict of Interest.
Council Letter Number CL - 2716.
- C. Presentation of Pay Study Results.
Council Letter Number CL - 2893.

PROGRAM UPDATE

ECONOMIC DEVELOPMENT UPDATE

COMMUNICATIONS FROM

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk
- E. Roll Call

CLOSED SESSION

As Permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion or consideration of the acquisition of real property or of the disposition of publicly held real property; and

As Permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion concerning a prospective business or industry related to economic development.

- A. Motion to Convene in Closed Meeting
- B. Motion to Reconvene in Open Meeting
- C. Motion to Certify Closed Meeting

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL-2892

Meeting Minutes A.

Work Session Meeting

Meeting Date: 12/06/2022

Subject: Consideration of Approval of Meeting Minutes

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Work Session: 12/06/2022

SUMMARY

Consideration of Approval of Minutes from Regular Work Session held on November 1, 2022.

Council Letter Number CL - 2892.

Attachments

Meeting Minutes

November 1, 2022

A Regular Work Session of the Danville City Council convened on November 1, 2022, at 8:01 p.m. in the Conference Room located on the Fourth Floor of the Municipal Building. Council Members present were: James B. Buckner, Bryant Hood, Barry P. Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr., and Madison J.R. Whittle (7). L.G. "Larry" Campbell Jr. and Mayor Alonzo Jones were absent (2). Mr. Buckner left the meeting at 10:15 p.m.

Staff Members present were: City Manager Ken Larking, Jr., Deputy City Attorney Alan Spencer, and City Clerk Susan M. DeMasi. Deputy City Manager Earl B. Reynolds and City Attorney W. Clarke Whitfield Jr., were absent.

Vice Mayor Miller presided.

MINUTES

Upon **Motion** by Council Member Buckner and **second** by Council Member Whittle, Minutes of the Regular Work Session held on October 4, 2022 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

WORK SESSION ITEMS

CONSIDERATION OF SUBMITTING AN ENTERPRISE ZONE AMENDMENT APPLICATION FOR CITY ENTERPRISE ZONE #1

Economic Development Project Manager Kelvin Perry explained this item was to make an adjustment to the City's Enterprise Zone Program. The State allows them to make adjustments once a year, from the time they made the last adjustment. This particular adjustment will be expanding the zone to cover the bowling alley which has made significant capital investments. The current zone, as it stands now, took into account hotels along Riverside Drive, they were just moving that part across the street where there was some additional capital investment being made by a couple of companies along that corridor. They were also including Peyton Sellars which was on Eastwood Drive, to put them in the zone as well; they were looking at making significant capital investment. Council Member Whittle questioned if the zone had to run contiguously and Mr. Perry noted it should be contiguous; the program does allow them to have two or three non-contiguous portions.

Council Members agreed to put this on an upcoming business agenda.

PROGRAM UPDATES

Danville Department of Transportation
Presented by: Marc Adelman, Director of Transportation

Vice Mayor Miller complimented Mr. Adelman on the Civil Air Patrol event the previous week and Mr. Adelman noted they had attendees from as far away as Alaska and Florida; they came from all over the country.

Mr. Adelman began review of his Power Point Presentation, *Danville City Council, Transportation Services Update*, (a copy of which has been retained in Laserfiche, in the City Clerk's folder, *Presentations to Council*.)

November 1, 2022

Mr. Adelman reviewed the cover of Transit's new Route and Schedule Guide which was distributed yesterday for the first time to the public, and noted he would be speaking about their new expanded fixed-route bus service, new bus stop signs with text messaging service, and bus tracking capabilities using QR codes. They were also replacing their automated scheduling software and included a new mobile app that a customer can use to pay for trips with a credit card. Transit has new signs that were being produced; they were unique in that when standing at a bus stop, the passenger will be able to text the sign number to 24541 and receive a text message that identifies the estimated arrival time of that bus at that particular bus stop. The bottom of the sign shows a QR code which can be scanned and it will send back a text showing the route served by the bus, and estimated arrival times. If the customer clicks the link, it will take them to the bus locator system where they can track their bus.

Mr. Adelman noted another new project was Ecolane which was to replace their automated scheduling software system. It included a new mobile app similar to what was used to schedule a trip with Uber. Customers will also be able to go on line to a web portal, schedule a ride from their home, and pay for it; the customer will receive a text notification when the bus was on the way and an estimated time of arrival. Mr. Adelman noted they just received bids last week to renovate the Transfer Center. They will be constructing a bathroom for employee use only, and will also provide an electric service data connection to put in a smart TV so passengers at the transfer center will have use of it. They were also looking at the possibility of putting a vehicle locator on the screen and a message board.

Mr. Adelman discussed bus replacement issues noting it would be one of the biggest challenges over the next few years. Last year the state changed the bus replacement policy for buses that Danville Transit uses in fixed route service by requiring vehicles to remain in the fleet for seven years with 200,000 accumulated miles versus five years and 150,000 miles. The state allowed Danville Transit to expand the fixed route bus fleet by adding two buses to improve spare bus capabilities. However, due to COVID related issues, the bus manufacturer declared this summer that events beyond their reasonable control prevent them from providing buses at the state contract price. The bus manufacturer requested a significant price increase for vehicles linked to the state contract and the state accepted their proposed fee arrangement. Mr. Adelman explained the 15 passenger bus price has increased from \$109,023, to \$174,131. For the fixed route buses, the 28 passenger bus, the price increased from \$152,087 to \$234,000, a 54% increase. Buses that took approximately eight months to produce are now expected to take approximately eighteen months to produce. Only four of the nine buses the City was scheduled to receive over the last two years will be delivered. Mr. Adelman reviewed the schedule of when the fixed route buses that were currently in service would be replaced. Passenger demand was also increasing, with an increased demand from the Institute's training program for defense manufacturing. That program was supposed to quadruple over the next year, going from 250 trainees to 1,000 trainees; they were using Danville Transit for transport.

Mr. Adelman reviewed projects at the Airport beginning with the crosswind runway; it was rehabilitated and the Airport Commission was very grateful to City Council for approving funding to do this work. That runway had been in such bad condition that a pick-up truck with a fod boss attached to it would be dragged along the runway every month to remove the debris because the pavement was breaking up. Mr. Adelman discussed the drainage system for the runway, the cost to repair it, and noted they have made a grant request to the State for \$85,000 to sealcoat the shoulders; hopefully the grant will be approved this month by the state.

Mr. Adelman explained the main lobby area of the terminal has been renovated with new lighting and furniture, and a new door so the FBO can go back and forth between two areas to interact

with customers. New storage areas were constructed, a new FBO manager office and new counters. One of the conference rooms was renovated to become a pilot's lounge. Mr. Adelman discussed hallway improvements which included new ceiling tiles, drywall, flooring, lighting and artwork; Deputy City Manager Earl Reynolds suggested the artwork images be regional and representative of the entire area. The kitchen has also been renovated and the bathrooms located on the south side of the terminal building were currently being expanded. The automatic gates have been widened to improve bus access to the terminal ramp area. The pilot's lounge has been expanded with four recliners for the pilots, with new ceiling tiles and light fixtures. Amanda Paez suggested that the shower curtain in the pilot's shower have the logo of the Danville Regional Airport. The sliding glass doors have been replaced on the Airport Drive entrance and Mr. Adelman explained that the canopy on the Airside where the aircraft park, will have a number of modifications, including new pier columns for the canopy. Funds were appropriated to rehabilitate the South Ramp to 5'10 by 425', with thirteen inches of concrete; the FAA approved funding for Phase I, almost \$2M. The subcontractor will be coming in December to rubblize thirteen inches of concrete; all that concrete has to be turned into small pieces of stone so it can be paved over; Phase II will include paving.

Council Member Vogler requested this presentation be included at the next Council business meeting and Mr. Larking noted it would. Council Member Whittle questioned bringing in a small commercial jet, a twenty seven passenger to go to Atlanta or Newark, and Mr. Adelman stated the Airport Commission had a retreat recently and Telly Tucker was a guest speaker. One of the questions was about commercial service and Mr. Tucker confirmed when he was in Northern Virginia, when their economic development group was trying to recruit commercial air service, they had to put up a lot of money to do that. It was thousands of dollars an hour to operate a jet and they will not come unless the revenue was guaranteed; it was a huge commitment and would be more than \$1M. Mr. Adelman noted one of the challenges of attracting a commercial airline to Danville was the fact that Danville was surrounded by commercial air service opportunities in Raleigh, Greensboro and Charlotte, and they offer low fares. The other issue was the TSA requirements, would the terminal building meet the current security requirements. Council Members thanked Mr. Adelman for his presentation.

ECONOMIC DEVELOPMENT UPDATE

Project Manager Kelvin Perry noted last Friday, the US Treasury Department awarded \$5B in New Market Tax Credits, and the City of Danville was awarded \$30M. This past Saturday was the Schoolfield Master Plan event for the community with over 500 residents attending. It was an opportunity to see what the future potential would be for the Schoolfield area. They listened to resident feedback, will be working with them and hopefully presenting a final plan to Council and the community as to what that would look like going forward. Beginning on January 1, the City will begin the demolition process at 231 Main Street, formally Lou's Antiques; that process will probably take about six to eight weeks to complete. Once that was done, the City will repair a culvert, and the area will be a greenfield until they find a development project to go in that particular space. All merchants have been notified and were aware of the schedule, and the City will continue to work with them to keep disruption to a minimum.

COMMUNICATIONS

Mr. Whittle questioned when he could get his \$.04 on the \$100 reduction on the table and put on the agenda. Mr. Vogler noted reducing a rate was done during the budget, a rate can't be changed in the middle of the budget year. Mr. Larking stated they would need to find out what was legal from the City Attorney's office, and there was also the challenge of what to do about

the lost revenue; the budget was balanced under the current tax rate. Mr. Larking stated making a decision of this magnitude, he would recommend being very thoughtful through that process. Mr. Whittle stated it would be paid for with the raised assessments the City was doing right now. Vice Mayor Miller stated this should be done during budget time, and the City does not receive any casino money until 2025; that cannot be spent now. It can't be done now because the City would have to cut services in the middle of the stream to do it; the City would be giving away money they don't have. Mr. Vogler noted he was happy to talk about tax cuts, but didn't think it should be done in the middle of the fiscal year, it should be done during budget. Mr. Vogler noted he would like the City Manager to present that to Council during the budget process, a budget that staff puts together and what a budget would look like if this happened; Council can discuss it then.

CLOSED MEETING

At 9:14 p.m., Council Member Vogler **moved** that this meeting of the City Council of the City of Danville, Virginia be recessed and that Council immediately reconvene in a Closed Meeting for the following purposes: discussion or consideration of the acquisition and/or disposition of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection A(3) of Section 2.2-3711 of the Code of Virginia, 1950 as amended, and more specifically to consider a discussion regarding the sale and/or potential purchase of specific parcels of property for use by prospective industrial, commercial, and mixed use projects looking to locate in the City; and an Economic Development discussion and update concerning a prospective business or industry where no previous announcement has been made and/or the expansion of an existing business or industry where no previous announcement has been made as permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended and more specifically to consider: an update on multiple prospective commercial, mixed use, hospitality, and industrial projects considering locating within the City and/or locating within the region in cooperation with the City's regional partners; and consultation with legal counsel employed or retained by the City regarding specific legal matters requiring the provision of legal advice by such counsel as permitted by Subsection (A)(8) of Section 2.2-3711 of the Code of Virginia, 1950 as amended and more specifically to consider: City Employee-Management relations.

The Motion was **seconded** by Council Member Buckner and carried by the following vote:

VOTE: 7-0-2
AYE: Buckner, Hood, Mayo, Miller
Saunders, Vogler and Whittle (7)
NAY: None
ABSENT: Campbell and Jones (2)

Upon unanimous vote at 10:39 p.m., Council reconvened in open session and Council Member Vogler **moved** for adoption of the following Resolution:

CERTIFICATE OF CLOSED MEETING

WHEREAS, the Council convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia, 1950, as amended, requires a Certification by the Council that such Closed Meeting was conducted in conformity with Virginia Law;

November 1, 2022

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of Virginia Law under Section 2.2-3711 were heard, discussed or considered, and (ii) only such public business matters as were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered by the Committee.

The Motion was **seconded** by Council Member Mayo and carried by the following vote:

VOTE: 6-0-3
AYE: Hood, Mayo, Miller
Saunders, Vogler and Whittle (6)
NAY: None
ABSENT: Buckner, Campbell and Jones (3)

MEETING ADJOURNED AT 10:40 P.M.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2875

Work Session A.

Work Session Meeting

Meeting Date: 12/06/2022

Subject: Vacate Right-of-Way on Lynch Street

From: Brian Dunevant, Assistant Public Works Director & City Engineer

COUNCIL ACTION

Work Session: 12/06/2022

SUMMARY

The property owner of 160 Lynch Street is requesting that City Council vacate approximately 0.15 acres of unimproved City right-of-way on Lynch Street. The adjacent property owner at 136 Lynch Street has agreed to the request and has agreed to the vacated right-of-way split as indicated on the attached exhibits.

BACKGROUND

The property owner at 160 Lynch Street (Property Identification Number 74648) is requesting that the unused, unimproved right-of-way adjacent to his property be vacated. The adjacent property owner at 136 Lynch Street (Property Identification Number 74627) does not object to the request to vacate the right-of-way and has agreed to the vacated right-of-way split as indicated on the attached exhibits. All applicable city departments have reviewed the request and no concerns were indicated.

The City of Danville has a policy in which applicants can request City Council to vacate a right-of-way. Vacated property is then split between the adjacent properties. The Applicant is responsible for paying the actual cost incurred by the City regarding the public hearing advertisement plus a fee for processing the application.

RECOMMENDATION

It is recommended that City Council adopt the accompanying Ordinance vacating approximately 0.15 acres of unimproved right-of-way on Lynch Street to the adjacent property owners.

Attachments

Ordinance

Exhibit A

Exhibit B

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2022-_____- _____

AN ORDINANCE VACATING APPROXIMATELY 0.15 ACRE OF UNIMPROVED PUBLIC RIGHT-OF-WAY ON LYNCH STREET.

WHEREAS, pursuant to Sections 15.2-2006 and 15.2-2008 of the Code of Virginia, 1950, as amended, the governing body intends to move to vacate a portion of the unimproved public right-of-way containing 0.15 acre, more or less, to the abutting property owners at no cost other than the application fee and public hearing advertisement cost, as shown on Exhibit A and as described in Exhibit B, a copy of which is attached hereto, and made a part hereof, for a more particular description of said right of way; and

WHEREAS, Gordon Lyles has requested in writing that the unimproved right-of-way be vacated to the adjacent properties identified as Property Identification Number 74648, also known as 160 Lynch Street, and Property Identification Number 74627, also known as 136 Lynch Street; and

WHEREAS, Gordon Lyles has agreed to pay the cost of the application fee and public hearing advertisement cost; and

WHEREAS, the adjacent property owner at Property Identification Number 74627, also known as 136 Lynch Street, owned by Michael Takes, has agreed to the split of the vacated right-of-way as shown on Exhibit A and as described in Exhibit B; and

WHEREAS, the City has agreed to vacate the aforementioned right-of-way at no cost other than the application fee and public hearing advertisement cost; and

WHEREAS, it appears to the City Council that due notice of the aforesaid vacation has been given as required by law, and that such vacation would be in the best public interest.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that a portion of the public right-of-way located on Lynch Street containing 0.15 acre,

more or less, as shown on Exhibit A and as described in Exhibit B, a copy of which is attached hereto, and made a part hereof, for a more particular description of said right-of-way, is hereby vacated and abandoned to the abutting property owners at Parcel Identification Number 74648 and Property Identification Number 74627 at no cost other than the application fee and public hearing advertisement cost; and

BE IT FURTHER ORDAINED, that the Council of the City of Danville, Virginia, hereby authorizes and directs the City Manager to execute on behalf of the City any required deeds and agreements related thereto; and

BE IT FINALLY ORDAINED that a certified copy of this Ordinance be recorded and indexed in the Deed book at the Clerk's Office of the Circuit Court of the City of Danville, Virginia.

APPROVED:

Mayor

ATTEST:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

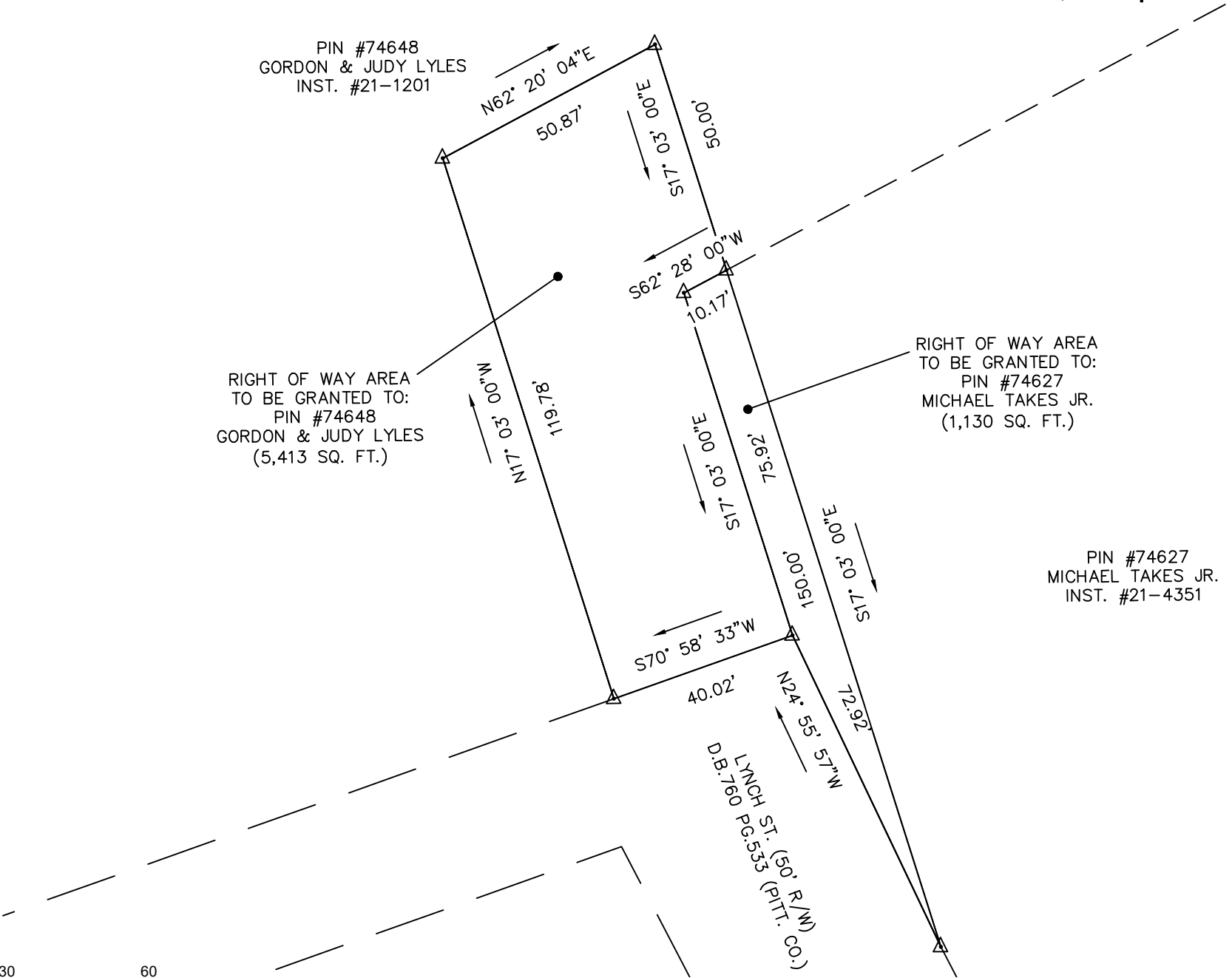
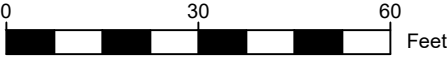
EXHIBIT A Area to be vacated: 6,543 square feet (approximately 0.15 acre)

PIN #74648
GORDON & JUDY LYLES
INST. #21-1201

RIGHT OF WAY AREA
TO BE GRANTED TO:
PIN #74648
GORDON & JUDY LYLES
(5,413 SQ. FT.)

RIGHT OF WAY AREA
TO BE GRANTED TO:
PIN #74627
MICHAEL TAKES JR.
(1,130 SQ. FT.)

PIN #74627
MICHAEL TAKES JR.
INST. #21-4351



PREPARED BY THE OFFICE OF THE CITY ENGINEER

B-1390

Exhibit B (PAGE 1 of 2)

Beginning at a point in the easterly right of way of Lynch Street:

THENCE S70° 58' 33"W, 40.02 feet to a point in the westerly right of way of Lynch Street;

THENCE N17° 03' 00"W, 119.78 feet to a point in the westerly right of way of Lynch Street;

THENCE N62° 20' 04"E, 50.87 feet to a point in the easterly right of way of Lynch Street;

THENCE S17° 03' 00"E, 50.00 feet to a point easterly right of way of Lynch Street;

THENCE S62° 28' 00"W, 10.17 feet to a point in the easterly right of way of Lynch Street;

THENCE S17° 03' 00"E, 75.92 to the point and place of beginning.

Containing 5,413 square feet, more or less, as shown on the attached exhibit "A".

Being that portion of an existing fifty foot right of way as shown on that "Plat of Survey Showing Lots 65-71, Lynch Street for Louise D. Kushner" performed by E.L. Wilmarth, dated January 6, 1982, and recorded at Deed Book 760 Page 533 in the circuit court of Pittsylvania County, Va.

Exhibit B (Page 2 of 2)

Beginning at a point in the easterly right of way of Lynch Street:

THENCE N24° 55' 57"W, 72.92 feet to a point easterly right of way of Lynch Street;

THENCE N17° 03' 00"W, 75.92 feet to a point easterly right of way of Lynch Street;

THENCE N62° 28' 00"E, 10.17 feet to a point easterly right of way of Lynch Street;

THENCE S17° 03' 00"E, 150.00 feet to a point easterly right of way of Lynch Street;

Containing 1,130 square feet, more or less as shown on the attached exhibit "A".

Being that portion of an existing fifty foot right of way as shown on that "Plat of Survey Showing Lots 65-71, Lynch Street for Louise D. Kushner" performed by E.L. Wilmarth, dated January 6, 1982, and recorded at Deed Book 760 Page 533 in the circuit court of Pittsylvania County, Va.

Council Letter

City of Danville, Virginia



CL-2716

Work Session B.

Work Session Meeting

Meeting Date: 12/06/2022

Subject: Consideration of Amending the City Code Regarding Statements of Economic Interest

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Work Session: 12/06/2022

SUMMARY

Virginia Conflict of Interest and Ethics Advisory Council outlines who must fill out yearly Statements of Economic Interest, Real Estate Disclosure or Financial Disclosure forms. According to the Ethics Advisory Council, Council Members are required to fill out a yearly Statement of Economic Interest, and City Managers are required to fill out a Real Estate Disclosure form. The Council does not require City Attorneys or Department Directors to fill out forms. Staff has reached out to several localities regarding their requirements, and none of them required either city attorneys or department directors to fill out conflict of interest forms. Changes to the City Code should be made in order to be in compliance with the Virginia Conflict of Interest and Ethics Advisory Council.

BACKGROUND

The Virginia Conflict of Interest and Ethics Advisory Council was created by the General Assembly to encourage and facilitate compliance with the State and Local Government Conflict of Interests Act (§ [2.2-3100](#) et seq.), the General Assembly Conflicts of Interests Act (§ [30-100](#) et seq.) and the lobbying laws in Article 3 of the Code of Virginia (§ [2.2-418](#) et seq.).

The Ethics Advisory reads in part:

The following local officials are required to file the State and Local Statement of Economic Interests per § 2.2-3115:

- Members of the City Council
- Executive director and members of Industrial Development Authorities and Economic Development Authorities
- Persons holding positions of trust appointed or employed by the governing body if the governing body has passed an ordinance requiring them to file
- Members of the governing body of any entity established in a county or city with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year if the governing body of the appointing jurisdiction has required them to submit this form

The following local officials are required to file the Real Estate Disclosure per § 2.2-3115 (G):

- Planning commission members
- Members of board of zoning appeals
- Real estate assessors
- County, city, or town managers
- Executive officers

Currently, in addition to Danville City Council and the IDA, City Department Directors, City Attorney staff, the City Manager and Deputy City Manager are required, by City Code, to fill out the Statement of Economic Interest Form. Per the Ethics Advisory Council, only the City Council and IDA are required to fill out the Statement of Economic Interest Form; the City Manager should be filling out the Real Estate Disclosure Form.

RECOMMENDATION

Staff recommends that Danville City Code be amended to eliminate the requirement that Department Directors, City Attorney and City Attorney's staff, and the City Manager and Deputy City Manager be required to fill out the Statement of Economic Interest Form and that the City Manager and Deputy City Manager fill out the Real Estate Disclosure form, as set forth by the Virginia Conflict of Interest and Ethics Advisory Council.

Attachments

Ordinance
Ethics Advisory Form

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2022-____.____

AN ORDINANCE AMENDING AND REORDAINING SECTION 2-4, ENTITLED "CONFLICTS OF INTEREST" OF ARTICLE I, ENTITLED "IN GENERAL," OF CHAPTER 2, ENTITLED "ADMINISTRATION," OF THE CODE OF THE CITY OF DANVILLE, 1986, AS AMENDED.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Section 2-4., Entitled "Conflict of Interests," of Article I, entitled "In General," of Chapter 2, entitled "Administration," of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same is hereby, amended and reordained to read as follows:

Chapter 2. ADMINISTRATION

Article I. In General

Sec. 2-4. – Conflict of Interest

(a) Each and every officer and employee of the City is subject to and shall comply with the provisions of the Comprehensive Conflict of Interests Act set forth and contained in chapter 31 of title 2.2 (§ 3100 et seq.) of the Code of Virginia, as may be amended from time to time, to the extent and in the manner that such Act is applicable to his office or position of employment.

(b) Each member of the Council **and** the City Manager, ~~City Attorney and each Assistant City Attorney~~ shall, as a condition to assuming such office or employment, file a disclosure statement of his or her personal interests and such other information as is specified on the form set forth in section 2.2-3117 of the Code of Virginia, as may be amended from time to time, and thereafter shall file such a statement annually on or before January 15, **or as of such date as specified by the Virginia Conflict of Interest and Ethics Advisory Council.**

~~(c) In addition to the foregoing, those persons occupying the following positions of employment in the City's position classification plan likewise shall file, as a condition to assuming such office or employment and thereafter annually on or before January 15, a disclosure statement of his or her personal interests and such other information as is specified on the form prescribed in subsection (b) above:~~

- ~~(1) Deputy City Manager;~~
- ~~(2) Director of Economic Development;~~

- ~~(3) Director of Utilities;~~
- ~~(4) Director of Finance;~~
- ~~(5) Director of Community Development;~~
- ~~(6) Director of Public Works;~~
- ~~(7) Director of Parks and Recreation;~~
- ~~(8) Fire Chief;~~
- ~~(9) Police Chief;~~
- ~~(10) Director of Transportation Services;~~
- ~~(11) Director of Information Technology;~~
- ~~(12) Director of Human Resources.~~

(d) The City Clerk shall cause the prescribed forms for the disclosure statements required by this section to be distributed to each officer and employee of the City required to file the same at least twenty (20) days prior to the filing deadline. The disclosure statements shall be filed and maintained as public records for five (5) years in the office of the City Clerk.

AND BE IT FURTHER ORDAINED, that all other provisions and Sections of said Article, Chapter and Code be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed.

APPROVED:

Mayor

ATTEST:

Clerk

Approved as to
Form and Legal Sufficiency:

City Attorney

Virginia Conflict of Interest and Ethics Advisory Council

The Virginia Conflict of Interest and Ethics Advisory Council was created by the General Assembly to encourage and facilitate compliance with the State and Local Government Conflict of Interests Act (§ [2.2-3100](#) et seq.), the General Assembly Conflicts of Interests Act (§ [30-100](#) et seq.) and the lobbying laws in Article 3 of the Code of Virginia (§ [2.2-418](#) et seq.).

The following local officials are required to file the State and Local Statement of Economic Interests per § 2.2-3115:

- Members of the Board of Supervisors
- Members of the City Council
- Members of the Town Council, if the town has a population exceeding 3,500
- Executive director and members of Industrial Development Authorities and Economic Development Authorities
- Members of the school board
- Persons holding positions of trust appointed or employed by the governing body if the governing body has passed an ordinance requiring them to file
- Persons holding positions of trust appointed or employed by school board if the school board has adopted a policy requiring them to file
- Members of the governing body of any entity established in a county or city with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year if the governing body of the appointing jurisdiction has required them to submit this form

The following local officials are required to file the Real Estate Disclosure per § 2.2-3115 (G):

- Planning commission members
- Members of board of zoning appeals
- Real estate assessors
- County, city, or town managers
- Executive officers

Local Officers and Employees

Prior to assuming office or taking employment, each person listed below must file their required disclosure form. Thereafter, they must file annually on or before February 1.

You may not sign, date, or submit your disclosure form for your regular annual filing prior to January 1.

The following local officials are required to file the State and Local Statement of Economic Interests per § 2.2-3115:

- Members of the Board of Supervisors
- Members of the City Council
- Members of the Town Council, if the town has a population exceeding 3,500
- Executive director and members of Industrial Development Authorities and Economic Development Authorities
- Members of the school board
- Persons holding positions of trust appointed or employed by the governing body if the governing body has passed an ordinance requiring them to file
- Persons holding positions of trust appointed or employed by school board if the school board has adopted a policy requiring them to file
- Members of the governing body of any entity established in a county or city with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year if the governing body of the appointing jurisdiction has required them to submit this form

The following local officials are required to file the Financial Disclosure Statement per § 2.2-3115:

- Members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year unless required to file the Statement of Economic Interests by the governing body of the appointing jurisdiction.
- Members of the Northern Virginia Transportation Authority and the Northern Virginia Transportation Commission.
- Nonsalaried citizen members of local boards, commissions, and councils if the governing body has designated them to file.

The following local officials are required to file the Real Estate Disclosure per § 2.2-3115 (G):

- Planning commission members
- Members of board of zoning appeals
- Real estate assessors
- County, city, or town managers
- Executive officers

Council Letter

City of Danville, Virginia



CL-2893

Work Session C.

Work Session Meeting

Meeting Date: 12/06/2022

Subject: Presentation of Pay Study Results

From: Ken F. Larking, City Manager

COUNCIL ACTION

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SUMMARY

After hearing concerns from members of the Fire Department regarding firefighter pay, the City hired the Berkley Group to conduct a pay study for the department. The results of that study are in, and ready for presentation to City Council.

BACKGROUND

In 2021, staff recommended that the City implement a mid-year adjustment to police officer pay due to a crisis in recruitment and retention that was unique to the policing profession. Over the past few years, the nature of policing and the job of police officers has changed. The current climate around policing has made the job of a police officer a lot more challenging than it used to be. This has resulted in a nation-wide shortage of people interested in pursuing a career in policing. Due to the severe police officer shortage in Danville and no hope for it to get better, staff recommended an immediate fix to stem the crisis and the best option available was to move forward early with minimum wage adjustments for the police department that were under consideration for the entire City workforce as part of the normal budgeting process.

Earlier this year, I attended Fire Department shift meetings to hear concerns from members of the department regarding their pay. Since there is not a crisis in recruitment or retention in the Fire Department, there was no compelling reason to implement minimum wage increases like what had to be done for the Police Department. In March, staff recommended to City Council that we conduct a study of compensation for Fire Fighters and Dispatchers to make sure that our compensation is inline with our peer organizations. In May, we hired The Berkley Group to conduct the study, which began in July with the latest salary information from other jurisdictions. That study, which included the entire Fire Department and some other hard-to-fill positions in the City, has concluded and will be ready for presentation on December 6.

RECOMMENDATION

The purpose is to present the information and receive initial feedback from City Council members.

Attachments

No file(s) attached.