



## DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

### MUNICIPAL BUILDING

**June 21, 2022**  
**7:00 P.M.**

**PRESIDING:** Alonzo L. Jones, Mayor

**CITY COUNCIL MEMBERS:** James B. Buckner  
L.G. "Larry" Campbell, Jr.  
Bryant Hood  
Barry P. Mayo

Dr. Gary P. Miller, Vice Mayor  
Sherman M. Saunders  
J. Lee Vogler, Jr.,  
Madison J. Whittle

**STAFF:** Ken F. Larking, City Manager  
Earl B. Reynolds, Jr., Deputy City Manager

W. Clarke Whitfield, Jr., City Attorney  
Susan M. DeMasi, City Clerk

The City Council is the City of Danville's legislative body and is composed of nine Council members. Council members are elected to serve a four year term of office and elects one of its own to serve as Mayor and presiding officer for a two year term.

#### Time and Place of Meeting

The public is invited and encouraged to attend and participate in the City Council meetings. The City Council meets in the City Hall, Fourth Floor, Council Chambers at 7:00 p.m. on the first and third Tuesday of each month. All meetings of the Council are open to the public.

#### Communications from Visitors

*Communication from Visitors* is an opportunity for citizens to address Council on matters not on the agenda. Citizens who desire to speak on matters not listed on the agenda or on matters which do not have a public hearing, will be heard at this time. Citizens who desire to speak on agenda items that have a public hearing will be heard when the agenda item is considered and the public hearing is opened. Each speaker shall clearly state his or her name and address. Each individual speaker shall have five uninterrupted minutes. A representative of a group may have up to ten uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Time will be kept using the electronic timer on the podium.

#### Guidelines for Public Hearings

For Public Hearings the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation. The presiding officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and address. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group,

there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The presiding officer may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the subject of the public hearing. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

## **MEETING CALLED TO ORDER**

## **ROLL CALL**

## **INVOCATION - Sherman M. Saunders**

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

## **ANNOUNCEMENTS AND SPECIAL RECOGNITION**

Certificate of Recognition  
Presented to Jack Garrett

## **COMMUNICATIONS FROM VISITORS**

*Communication from Visitors* is an opportunity for citizens to address Council on matters not on the agenda. Citizens who desire to speak on matters not listed on the agenda or on matters which do not have a public hearing, will be heard at this time. Citizens who desire to speak on agenda items that have a public hearing will be heard when the agenda item is considered and the public hearing is opened.

## **CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered to be routine, have previously been discussed by City Council and/or introduced for First Reading. There will be no separate discussion on these items and they will be enacted by one motion. If discussion is desired by a Council Member or a citizen, the item(s) will be removed from the consent process and considered separately.*

- A. Consideration of Approval of Minutes from Regular Council Meeting held on May 17, 2022.  
Council Letter Number CL - 2788.

- B. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for a Byrne Memorial Justice Assistance Grant in the Amount of \$25,115.  
Council Letter Number CL - 2756.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance by Increasing Revenue for the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award in the Amount of \$25,115 to be used to Implement a Utility Terrain Vehicle Project.

## **FINAL ADOPTION**

- C. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for a Recreation Enrichment Program in the Amount of \$249,240.  
Council Letter Number CL - 2770.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance to Provide for Funds in the Amount of \$51,915 for a Recreation Enrichment Program and the Local In-Kind Share of \$197,325 for a Total Appropriation of \$249,240 and Appropriation of Same.

**FINAL ADOPTION**

- D. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for a Victim Witness Grant in the Amount of \$177,083.  
Council Letter Number CL - 2772.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance to Provide for a Grant from the State for a Victim Witness Program in the Amount of \$177,083 and Appropriating Same.

**FINAL ADOPTION**

**OLD BUSINESS**

- A. Consideration of the Budget of the City of Danville, the Capital and Special Projects Plan and the Budget Appropriation Ordinance.  
Council Letter Number CL - 2773.

1. A Resolution Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2023.

**FINAL ADOPTION**

2. A Resolution Approving the Fiscal Year 2023 Capital and Special Projects Plan for the City of Danville, Virginia.

**FINAL ADOPTION**

3. Budget Appropriation Ordinance for Fiscal Year 2023.

**FINAL ADOPTION**

- B. Consideration of Increasing the Personal Property Tax on Aircraft.  
Council Letter Number CL - 2779.

An Ordinance Amending and **Reordaining** Section 37-36 of the Danville City Code to Increase the Personal Property Tax on Airplanes from \$0.30 per \$100 of Assessed Value to \$0.69 per \$100 of Assessed Value Effective January 1, 2023.

**FINAL ADOPTION**

**NEW BUSINESS**

- A. Review of General Fund Financials as of May 31, 2022.  
Council Letter Number CL - 2735.

- B. Consideration of Changes to the City's Personnel System Regulations.  
Council Letter Number CL - 2775.

An Ordinance Amending the Personnel System of the City of Danville Providing for the Classification, Compensation, and Employee Development for Employment Positions of the City.

- C. Consideration of Amending Section 4. Entitled "Automobile Allowance" of the City Manager's Employment Contract.  
Council Letter Number CL - 2790.

A Resolution Amending Section 4 Entitled "Automobile Allowance" of the City Manager's Employment Agreement.

- D. Consideration of Fee Increases Effective July 6, 2022.  
Council Letter Number CL - 2777.

1. Public Hearing
2. An Ordinance Amending and Establishing Certain Rental Fees of the City of Danville Effective July 1, 2022.  
**FIRST READING**

- E. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for a Grant from the Danville Regional Foundation in the Amount of \$979,690.  
Council Letter Number CL - 2780.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance by Increasing Revenue from the Danville Regional Foundation in the Amount of \$979,690 and Appropriating Same.

**FIRST READING**

- F. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for a Grant from the Danville Regional Foundation in the Amount of \$4,000,000.  
Council Letter Number CL - 2781.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance by Increasing Revenue from the Danville Regional Foundation in the Amount of \$4,000,000 and Appropriating Same.

**FIRST READING**

- G. Consideration of Amending the Fiscal Year 2022 Budget Appropriation Ordinance for Funds from the Virginia Tourism Corporation in the Amount of \$210,000.  
Council Letter Number CL - 2782.

An Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance for Two American Rescue Plan Act Tourism Recovery Program Grants from the Virginia Tourism Corporation in the Amount of \$100,000 and \$110,000 Respectively for a Total of \$210,000 and Appropriating Same.

**FIRST READING**

**COMMUNICATIONS FROM:**

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk

E. Roll Call

## **ADJOURNMENT**

# Council Letter

## City of Danville, Virginia



**CL-2788**

**Consent Agenda A.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Consideration of Approval of Meeting Minutes

**From:** Susan M. DeMasi, City Clerk

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### **COUNCIL ACTION**

Business Meeting: 06/21/2022

### **SUMMARY**

Consideration of Approval of Minutes from Regular Council Meeting held on May 17, 2022.

Council Letter Number CL - 2788.

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### **Attachments**

Meeting Minutes

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May 17, 2022

The Second Regular May meeting of the Danville City Council was held on May 17, 2022, at 7:00 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, L.G. "Larry" Campbell Jr., Bryant Hood, Mayor Alonzo L. Jones, Barry Mayo, Dr. Gary P. Miller, J. Lee Vogler, Jr., and Madison J.R. Whittle (8). Sherman Saunders was absent (1).

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

Mayor Jones presided.

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Jones welcomed everyone and stated that hearts were a little heavy tonight. Councilman Saunders was not there because he was visiting with a dear friend who lost his son today in the shooting at Purdum Woods. Mayor Jones sent a plea to the community to continue to work with them. There have been two incidents of murder just a few weeks ago, and this morning he received a message from the City Manager and Police Department of another one. Often times people ask what Council can do, and each and every time this Council comes together, they worked for the betterment of the community.

The Invocation was given by Council Member J. Lee Vogler, Jr., followed by the Pledge of Allegiance to the Flag.

### **ANNOUNCEMENTS AND SPECIAL PRESENTATIONS**

Mayor Jones recognized Dr. Jackson, Dean Terry, and Mrs. Sheena Johnson; Dr. Jackson thanked Council for what Danville has done. Dr. Jackson discussed opportunities for employment at Tyson's Products and Walraven USA; DCC was currently hosting training opportunities for both companies, at no cost. Ms. Johnson explained that the Fastforward Grant allows individuals to take short term training for gainful employment at no cost, and training for Tyson will start within the next couple of weeks; this was a 16-week training program. Interested individuals should contact Chad Younger at RCATT; his number was 434-797-8573. Mayor Jones encouraged citizens to sign up for the training programs, and asked the City Manager to get this information on the City's site. City Manager Ken Larking stated the office of Economic Development was aware of the opportunities and that the information should be available for the public.

### **COMMUNICATIONS FROM VISITORS**

Mayor Jones recognized Marvin Warner of 85 Bishop Avenue who spoke on behalf of the Ministerial Alliance of Danville. He thanked the elected officials and discussed the recent murders, unemployment, blight, and the transformation of the City. Mr. Warner discussed the casino and how the contracted workers do not represent Danville.

Mayor Jones recognized Reverend George Lovelace of 379 Updike Place, who noted he had two issues to bring before Council. He asked that SOVAH Health be looked into due to the 1.6 rating and poor service. The second issue was the youth that were being sent to W.W. Moore; there needs to be a better avenue for these children.

Mayor Jones recognized Steve Barrow of 1131 Stokes Street, owner of Hammer Hill Computers on Franklin Turnpike, who spoke in regard to a mentorship program he was currently running.

May 17, 2022

Children needed opportunities to learn and see different things, and introduced Joe, one of the children being mentored. Joe spoke about how much he has learned from Mr. Barrow and how much it has helped him.

Mayor Jones recognized Natalie Hodge of 30 West Main Street, Martinsville, VA, founder of Rudy's Girl Medium, and creator and producer of the television series *Hometown Hustle*. Ms. Hodge informed Council that the pilot series featured six entrepreneurs from Martinsville and Henry County; this season they were including Danville in the program. Ms. Hodge introduced Amber David, a junior at Galileo who was mentoring with Ms. Hodge. Ms. David spoke about the importance of creative arts, and ReAsia Jones, another Galileo student, spoke about her interest in creative arts and how important creative arts were to the community.

Mayor Jones recognized Anthony Jones, 1034 Dibrell Alley who came to share a message in the name of Jesus for all preachers to read the word of God in church.

Mayor Jones recognized Charlie Harris of 304 Wendell Scott Drive, who spoke on behalf of citizens and the areas where not much infrastructure has been done. He believes that children with low self-esteem were committing the most crime and the City needed to address these areas.

Mayor Jones recognized Mr. Gerard Harris' assistant at Master Touch Floors and Painting at 1218 North Main Street who spoke about their services. This business was also mentoring students.

Mayor Jones recognized ReAsia Jones who spoke about Progression Over Perfection "POP" a mental health club being held at Galileo Magnet School.

### **CONSENT AGENDA**

Mayor Jones opened the floor for a Public Hearing regarding the Budget Amendment on the Consent Agenda. Notice of the Public Hearing was published in the *Danville Register & Bee* on May 10, 2022. No one present desired to be heard and the Public Hearing was closed.

Council Member Campbell **moved** for adoption of the following Consent Agenda items:

Minutes from the Regular Council Meeting held on April 19, 2022. Draft copies of the minutes had been distributed prior to the meeting.

Budget Amendment – Amending the Fiscal Year 2022 Budget Appropriation Ordinance for School Bonds

An Ordinance entitled, Ordinance No. 2022-05.08, Amending the Fiscal Year 2022 Budget Appropriation Ordinance by Anticipating the Proceeds from the Issuance of General Obligation Bonds and Appropriating Same for Anticipated Expenditures.

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

VOTE: 8-0-1  
AYE: Buckner, Campbell, Hood, Jones, Mayo,  
Miller, Vogler and Whittle (8)  
NAY: None  
ABSENT: Saunders (1)

May 17, 2022

## **OLD BUSINESS**

### **CONSIDERATION OF AMENDING DANVILLE CITY CODE REGARDING REAL ESTATE TAX EXEMPTION AND DEFERRAL FOR CERTAIN ELDERLY AND DISABLED PERSONS**

Council Member Vogler **moved** for adoption of an Ordinance entitled:

#### **ORDINANCE NO. 2022-05.01**

An Ordinance Amending and Reordaining Section 37-62, Entitled "General Restrictions, Conditions and Qualifications" and Section 37-66, Entitled "Amount of Exemption and/or Deferral" of Article IV, Entitled "Real Estate and Mobile Home Tax Exemption and Deferral for Certain Elderly and Disabled Persons," of Chapter 37, Entitled "Taxation," of the Code of the City of Danville, 1986, As Amended

The Motion was **seconded** by Council Member Buckner.

Vice Mayor Miller questioned if the City knew what the implications of this would be and how many people it would affect overall, and Mr. Larking stated staff did not have the data to determine those numbers or the impact it will have on the City, revenue wise. Danville Chief Financial Officer, Michael Adkins stated that there was no way to pinpoint how many people were not applying now because they fall above their current income levels; the City did not have that data. A budget was already in place for this tax relief, and it has never been fully expended, so the current budget will take care of the growth in this program. Vice Mayor Miller stated that Council was being asked to vote on something when they have no idea the effect it was going to have. Mr. Adkins noted, as best as he could project, it should not have a major budget effect; that was the purpose for the incremental approach.

Council Member Vogler stated he was glad Council was voting on something brought to them by the citizens, and discussed inflation and the impact that it has had on the elderly.

Council Member Whittle asked if it was correct that if a citizen was in a nursing home there would be a tax lien on the property, and Mr. Adkins stated that prior to this change the taxpayer could either apply for an exemption or if their income was over a certain level they could apply for a deferral, which means that they did not have to pay but if that property was sold or inherited then the back taxes were owed by the new owner. The City was proposing to do away with the deferral plan and just do exemptions.

The **Motion** was carried by the following vote:

VOTE: 8-0-1  
AYE: Buckner, Campbell, Hood, Jones, Mayo,  
Miller, Vogler and Whittle (8)  
NAY: None  
ABSENT: Saunders (1)

### **CONSIDERATION OF APPROVING THE FISCAL YEAR 2023 SCHOOL BOARD BUDGET**

Council Member Buckner **moved** for adoption of a Resolution entitled:

#### **RESOLUTION NO. 2022-05.01**

May 17, 2022

A Resolution Approving the Budget of the School Board of the City of Danville for the Fiscal Year Ending June 30, 2023.

The Motion was **seconded** by Council Member Campbell.

Vice Mayor Miller asked Dr. Angela Hairston, Superintendent of Danville Public Schools about the decrease in school age children last year, and Dr. Hairston stated that the school district was actually up in regard to enrollment last year and their analysis indicated that was due to new people moving into the community and homeschool students returning to the virtual academy. An increase in numbers was important to help get more funding per pupil from the State.

Vice Mayor Miller stated that several teachers had approached him with regard to their contracts not having a fixed amount and they were reluctant to sign those. He asked why that was done this year and not in previous years, and Dr. Hairston explained there was an anticipated salary on all contracts which was a 5% pay increase; that included a STEP increase. There was a clause that indicates that may be adjusted depending on the State budget. The State has not approved the schools' budget and that makes it hard for them to nail down exactly what those salaries will look like; this was true for every district in the state of Virginia. They were hoping that the legislators will come together and pass that budget very soon.

Council Member Vogler stated that he and his son attended the S.T.E.M. event last night and it was wonderful. He gave a quick shout out to Mrs. Haymes and Mrs. Green at Forest Hills.

Dr. Hairston thanked Council for all of their help with various programs and funding over the years, and Mayor Jones thanked everyone who worked for the Danville City Public School system for all that they do and continue to do for the children.

Council Member Whittle questioned the anticipated revenue of \$127M and \$11M in premiums on the bonds. Mr. Adkins explained that a premium on the bond means that the person who purchased the bonds was willing to pay more than the face value. Because the bonds were tax exempt they can often be sold for more than their face value. Council Member Whittle asked about the \$1.2M cost and Mr. Adkins explained that it cost \$1.2M to get the bonds and that cost will come out of the premiums received from selling them.

The **Motion** was carried by the following vote:

VOTE: 7-0-1-1  
AYE: Buckner, Campbell, Hood, Jones,  
Miller, Vogler and Whittle (7)  
NAY: None  
ABSENT: Saunders (1)  
ABSTAIN: Mayo (1)

## **NEW BUSINESS**

### **REVIEW OF GENERAL FUND FINANCIALS AS OF APRIL 30, 2022**

Chief Financial Officer Michael Adkins stated at this point, 83% of the fiscal year was complete. Revenues were at approximately \$85M, about \$4M more than last year. The overages were spread about with about \$1M in general property tax, \$2.5M in local consumer driven taxes, and

about \$500,000 in interest income and other state revenues. In regard to general property taxes, one driving force was the additional business property taxes that the City was receiving from their shared tax revenues with Pittsylvania County, representing those companies in the jointly owned industrial parks. On the local consumer driven taxes, this was the City's main driver for budget variance that was going to be seen this year. In Sales Tax, the City has collected just under \$9M which was 88% of budget and \$670,000 more than last year. The May installment of Sales Tax was received this week and was just over \$1M; that was almost the second highest received. To complete the budget this year only \$150,000 more in Sales Tax revenue was needed, the average has been about \$900,000 a month, and at the end of the year, the City should be over budget in Sales Tax. In Meals Tax, the City collected \$2M, which was 100% of the original budget and 89% of the revised budget; this was \$1.1M more than last year. To meet budget for this year the City will need to collect about \$1.2M; they should collect around \$2M in the next few months, so this area will be over budget. Lodging taxes were at \$1.7M which was 110% of the original budget, 92% of the revised budget, and about \$480,000 more than last year. To meet this year's budget, \$146,000 more needs to be collected; in the next two months the City should collect about \$300,000 and this will be another area over budget. The only line item that will be short was Telecommunication tax, the City will be about \$350,000 dollars short; the previous mentioned overages more than cover this shortage. Adjustments have been made to next year's budget reducing the telecommunications tax line. Mr. Adkins noted there was nothing new to report on the expenditure side; at the end of April, they were at 77% of budget, and the departments alone were at 75% of budget. Real estate and personal property bills went out last week; next month comments can be made on collections.

Council Member Campbell asked if the City's reserves were going to be bigger, and Mr. Adkins noted that if the City stayed on the same financial path, they should have a surplus. Reverend Campbell stated that at one time it was discussed to increase the reserve account but that has not been determined yet, and Mr. Adkins stated that was correct. As the budget increases so does the minimum threshold for fund balance. Mr. Adkins stated that as the City increases the fund balance policy, that sends a message to their bond rating and credit rating agencies that the City was going to keep more than sufficient funds in their savings account for any downturn in the economy, any unexpected events such as a storm, or something where the City has to front the funds to complete the repairs. Mr. Adkins stated he believed an increase to \$25M would be a good step to take but before that was done, they need to see how future revenues look because as they increase revenues, that minimum threshold automatically increases without any action.

### **CONSIDERATION OF MAINTAINING THE CURRENT REAL ESTATE TAX RATE**

Mayor Jones opened the floor for a Public Hearing regarding Maintaining the Current Real Estate Tax Rate. Notice of the Public Hearing was published in the *Danville Register & Bee* on April 12, 2022. No one present desired to be heard and the Public Hearing was closed.

Upon **Motion** by Council Member Buckner and **second** by Council Member Mayo, an Ordinance entitled:

#### **ORDINANCE NO. 2022-05.09**

An Ordinance Affirming the Real Estate Tax Rate of \$0.84 on Every One-Hundred Dollars (\$100.00) of Assessed Value.

was presented by its **First Reading**, as required by City Charter, to lie over before final adoption.

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Council Member Whittle asked since there was a reassessment, that increased 1% and that 1% automatically allowed the rate to stay at \$0.84 and taxes were still going up because the assessment was pushed in, and Mr. Larking explained that by state law in a year where reassessments were done, if the real estate values go higher than 1%, an effective tax rate increase must be advertised. The City was in the process of doing a reevaluation, in house; at this time, they do not know what that will be. The City advertised the possibility of it being as much as 5%, currently it was less than that. Typically, as they get through the assessment process the percentage increases and decreases. When the memo was written it was at 3.8% and it may be lower now; it could be anywhere between 1% and 3.8% by the time assessment was completed. Mr. Larking noted he recommend leaving the rate at \$0.84.

Council Member Vogler stated he wanted to make it clear that Council was not increasing anything, they were maintaining the tax rate as is. Vice Mayor Miller stated that several years ago the tax rate was cut down to \$0.80 and had to be increased back to \$0.84 because the economy bottomed. There were lots of improvements to be made to the City and communities.

### **ROLL CALL**

Council Member Mayo stated it was good to see everyone tonight, would like to extend his condolences to the Gore family and asked that everyone keep them in their prayers. Mr. Mayo thanked Dr. Jackson and Ms. Johnson for mentioning the jobs; there were jobs out there that were hiring, and they want the citizens to take advantage of those jobs. Mr. Mayo noted they saluted the graduates from last week; high school graduations will be going on next week, all of Council congratulates them and hoped they have a prosperous future.

Vice Mayor Miller stated it was amazing to hear what Dr. Jackson said about teaching students the skills they need to know in order to do these jobs that were opening. Dr. Miller noted it was gut wrenching to hear about all the young children being shot or committing suicide, not just here but all over the country. People need to emphasize mental health more in young people. COVID cases were back on the rise; it was not over yet and encouraged citizens to get their vaccine.

Council Member Vogler noted there were 364 bus stops, and out of those 364 bus stops, only 41 have benches, and 18 were covered. There may be some right of way situations that keep all 364 from having benches and being covered, and asked that the City look into getting more benches to help citizens who use those bus stops. Mayor Jones stated that he had spoken with the City Manager about this issue due to a complaint regarding the bus stop on Riverside Drive at Biscuitville. The City Manager and staff were looking into this.

Council Member Whittle stated when it comes to infrastructure and things that have to be done within the City, it was not glamorous, but was an important part of what must be done. Mr. Whittle noted he felt like there was a recession on the way, and the only thing citizens can do was spend less.

Council Member Buckner stated it was great seeing everyone out at the Festival in the Park this past weekend, at the Community Market the weekend before for the Make Danville Shine event and the kickoff of the Farmer's Market. He and Mr. Saunders were there for several hours speaking with a gentleman who was a butler at the White House; Mr. Lipford was a real gem and a beloved citizen of Danville. Mr. Buckner stated he looked forward to seeing everyone June 4<sup>th</sup> at the Bridge Street Food Truck Rodeo.

May 17, 2022

Council Member Campbell stated that at the last Council meeting he was able to speak at the podium following Mr. Livingston's update on Caesars. He was very thankful to the City Manager, Mayor, and City Council for seeing prosperity in the City and the prosperity that was coming in the future. Reverend Campbell stated from day one his concern with the City was to see that prosperity was shared to all areas of the community; that could be very challenging.

Council Member Hood acknowledged the citizens for their resilience. There were a lot of people working here and behind the scenes; those people were the backbone that a lot of things were built upon. It was wonderful to see people invested in this community, they believe in it. The Mayor speaks all the time about partnerships and collaborations and that was what they do.

Mayor Jones thanked Dr. Jackson and Ms. Johnson for letting everyone know about the job training opportunities. He asked all the ministers, school board members, and young people to stand, be recognized and thanked them again for all that they do. Mayor Jones noted the City was growing and there are wonderful things happening; he talks about partnerships all the time, but the City needs more. Councilman Saunders was not here because he was talking with the Gore family who just lost their son in the Purdum Woods shooting today, and Mayor Jones stated he would be joining him shortly. They were praying for the young man killed, and asked citizens to help guide these young people in the right direction; help show them a better way.

Meeting was adjourned at 8:50pm.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# Council Letter

## City of Danville, Virginia



**CL-2756**

**Consent Agenda B.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) program - Utility Terrain Vehicle Project

**From:** Scott Booth, Police Chief

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### **COUNCIL ACTION**

First Reading: 06/07/2022

Final Adoption: 06/21/2022

### **SUMMARY**

The Danville Police Department has been informed it is eligible for a grant of \$25,115 to be used for law enforcement purposes, from the United States Department of Justice 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Funds from this grant will be used to implement a Utility Terrain Vehicle project that will enable officers to increase their presence and reduce calls for service during statistically significant time periods in strategic locations in the city. The Utility Terrain Vehicle will be used to create a heightened sense of awareness, thereby leveraging the deterrence effect that high visibility enforcement has on specific criminal activity (i.e. theft, vandalism, suspicious/lewd behavior).

### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance by anticipating revenues of \$25,115 from the United States Department of Justice 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

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### **Attachments**

ORDINANCE

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_\_.\_\_\_\_\_

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUE FOR THE 2021 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD IN THE AMOUNT OF \$25,115 TO BE USED TO IMPLEMENT A UTILITY TERRAIN VEHICLE PROJECT.

WHEREAS, the City of Danville has been allocated a grant under the United States Department of Justice Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program in the amount of \$25,115; and

WHEREAS, this grant is named in honor of NYPD Officer Edward Byrne, who was murdered in the line of duty of February 26, 1988 while swerving on a detail that was protecting a witness who had agreed to testify against local drug dealers; and

WHEREAS, the funding from this allocation will be used to implement a Utility Terrain Vehicle project that will enable officers to increase their presence and reduce calls for service during statistically significant time periods in strategic locations in the city. The Utility Terrain Vehicle will be used to create a heightened sense of awareness, thereby leveraging the deterrence effect that high visibility enforcement has on specific criminal activity (i.e. theft, vandalism, suspicious/lewd behavior); and

WHEREAS, the matching funds are in-kind and will not require any additional funding from the City; and

WHEREAS, the grantor agency requires City Council's approval to award grant funds.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2022 Budget Appropriation Ordinance be, and the same is hereby,

amended by increasing revenue to anticipate the receipt of funds in the amount of \$25,115 from the Fiscal Year 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) program:

**ANTICIPATED REVENUE**

| <u>Description</u>         | <u>Account No.</u> | <u>Amount</u>   |
|----------------------------|--------------------|-----------------|
| DCJS-Byrne JAG UTV Project | 61757000-48230     | <u>\$25,115</u> |

**ANTICIPATED EXPENDITURES**

| <u>Description</u>         | <u>Account No.</u> | <u>Amount</u>   |
|----------------------------|--------------------|-----------------|
| DCJS-Byrne JAG UTV Project | 61757999-50        | <u>\$25,115</u> |

AND BE IT FURTHER ORDAINED, that this appropriation shall be a continuing appropriation and shall carry forward from year to year until expended for the purpose for which appropriated; and

BE IT FINALLY ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2770**

**Consent Agenda C.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Recreation Enrichment Program

**From:** Charlene Presley, Div Director of Special Recreation

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### **COUNCIL ACTION**

First Reading: 06/07/2022

Final Adoption: 06/21/2022

### **SUMMARY**

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$51,915 to the City's Department of Parks and Recreation for Fiscal Year 2022 for the Recreation Enrichment Program.

### **BACKGROUND**

The Danville-Pittsylvania Community Services Board will award funds in the amount of \$51,915 to the City's Department of Parks and Recreation; this is a continuation of funding the City receives each year. With these funds, the Special Recreation Division provides recreation, education and cultural services for individuals with intellectual impairments. The funds will be matched with in-kind funds of \$197,325 for a total appropriation of \$249,240. The In-kind funds are included with the City's Fiscal Year 2022 budget.

### **RECOMMENDATION**

It is recommended that City Council adopt an Ordinance appropriating funds to the City's Department of Parks and Recreation.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_.\_\_\_\_

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR FUNDS IN THE AMOUNT OF \$51,915 FOR A RECREATION ENRICHMENT PROGRAM AND THE LOCAL IN-KIND SHARE OF \$197,325 FOR A TOTAL APPROPRIATION OF \$249,240 AND APPROPRIATION OF SAME.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2022 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenues for funds from Danville-Pittsylvania Community Services to the Department of Parks and Recreation Enrichment Program, Special Recreation Division, in the amount of \$51,915 and in-kind services in the amount of \$197,325 for the purpose of operating a Recreation Enrichment Program to provide services for the individuals with intellectual impairments, appropriating same within the Special Grants Fund, such appropriations be as follows:

**ANTICIPATED REVENUES**

| <b><u>Description</u></b>                                              | <b><u>Account</u></b> | <b><u>Amount</u></b> |
|------------------------------------------------------------------------|-----------------------|----------------------|
| Categorical Aid--State:<br>Danville-Pittsylvania<br>Community Services | 60299000-45620        | <u>\$ 51,915</u>     |
| Local Share:<br>In-Kind Services<br>Recreation Enrichment Program      | 60300000-44890        | <u>\$197,325</u>     |
|                                                                        | Total                 | <u>\$249,240</u>     |

**ANTICIPATED EXPENDITURES**

| <b><u>Description</u></b>         | <b><u>Account</u></b> | <b><u>Amount</u></b> |
|-----------------------------------|-----------------------|----------------------|
| Recreation Enrichment             | 60299999-50           | \$ 51,915            |
|                                   |                       |                      |
| Recreation Enrichment<br>In-Kind: |                       |                      |
| Salaries & Wages                  | 60300000-59500        | \$161,777            |
| FICA Taxes                        | 60300000-59510        | \$ 12,203            |
| Retirement-ERS                    | 60300000-59520        | \$ 3,415             |
| Automotive/Motor Pool Rental      | 60300000-59615        | \$ 10,104            |
| Utilities                         | 60300000-59625        | \$ 8,923             |
| Telephone                         | 60300000-59635        | \$ 903               |
|                                   | Sub-Total             | <u>\$197,325</u>     |
|                                   | Total                 | <u>\$249,240</u>     |

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance not hereby amended shall continue in full force and effect unless and until hereafter further amended or repealed: and

BE IT FURTHER ORDAINED, that this appropriation shall be continuing appropriation and such appropriation shall carry forward from year to year until such funds are expended for the purpose for which they were appropriated.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2772**

**Consent Agenda D.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Victim/Witness Assistance Program Ordinance

**From:** Henrietta Weaver, Accountant

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### **COUNCIL ACTION**

First Reading: 06/07/2022

Final Adoption: 06/21/2022

### **SUMMARY**

The City received notice from the Commonwealth of Virginia, Department of Criminal Justice Services, of the approval of Federal and State funding in the amount of \$177,083 for the continuation of the City's Victim/Witness Assistance Program which is operated through the Commonwealth Attorney's Office. The Victim/Witness Assistance Program provides assistance to victims of criminal offenses (e.g., rape, felonious assault, child sexual and physical abuse, homicide, domestic violence) occurring in Danville.

The program provides direct and referral services to meet specific needs (e.g., mental health, social services, legal, medical) and files claims for crime victim's compensation. The program also provides a court escort, an explanation of criminal court procedures, intervenes with employers, collection agencies and landlords when victim's injuries result in loss of income, and monitors court related restitution payments.

### **BACKGROUND**

The goal of the Victim/Witness Assistance Program is to alleviate the confusion, pain, and suffering experienced by innocent victims of violent crime occurring in Danville. This is an annual grant and does not require any local matching funds.

### **RECOMMENDATION**

It is recommended that the Council approve the attached ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance to provide for the appropriation of the funds.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022 - \_\_\_\_\_.\_\_\_\_\_

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR A GRANT FROM THE STATE FOR A VICTIM WITNESS PROGRAM IN THE AMOUNT OF \$177,083 AND APPROPRIATING SAME.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2022 Budget Appropriation Ordinance be, and it is hereby, amended by increasing revenues to provide for a grant from the Commonwealth of Virginia, Department of Criminal Justice Services, in an amount of \$177,083 for the purpose of operating a victim witness program within the City of Danville, and appropriating same within the Special Grants Fund, such revenue and appropriation to be as follows:

**ANTICIPATED REVENUES**

| <u>Description</u>     | <u>Account No.</u> | <u>Amount</u>    |
|------------------------|--------------------|------------------|
| Victim Witness Grant   |                    |                  |
| Federal Aid            | 60301000-48055     | \$123,958        |
| Categorical Aid – DCJS | 60301000-47060     | 53,125           |
|                        | Total              | <u>\$177,083</u> |

**EXPENDITURES**

| <u>Description</u>           | <u>Account No.</u> | <u>Amount</u>    |
|------------------------------|--------------------|------------------|
| Victim Witness Grant         |                    |                  |
| Salaries & Wages             | 60301000-51100     | \$142,842        |
| Other Taxable Comp           | 60301000-51155     | 5,500            |
| FICA                         | 60301000-51450     | 9,563            |
| Retirement VRS               | 60301000-51500     | 14,800           |
| Print Shop – Office Supplies | 60301000-52655     | 1,980            |
| Postage                      | 60301000-54050     | 695              |
| Telephone/Internet           | 60301000-54100     | 250              |
| Materials & Supplies         | 60301000-55930     | 852              |
| Travel/Training              | 60301000-54900     | 601              |
|                              | Total              | <u>\$177,083</u> |

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in force and effect unless and until hereafter further amended or repealed.

APPROVED:

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Mayor

ATTEST:

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City Clerk

Approved as to  
Form and Legal Sufficiency:

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City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2773**

**Old Business A.**

### **City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Consideration of the City of Danville Budget, CSP, and Budget Appropriation Ordinance

**From:** Henrietta Weaver, Accountant

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### **COUNCIL ACTION**

First Reading: 06/07/2022

Final Adoption: 06/21/2022

### **SUMMARY**

The Public Hearing for the Budget of the City of Danville and Capital and Special Projects (CSP) is scheduled to be held on June 7, 2022.

### **BACKGROUND**

The City Manager presented the Fiscal Year 2023 Proposed Budget in early March 2022. City Council held a work session and meetings with City staff in April to review and make modifications to the proposed budget. City Council's Introductory Budget was presented for public review on April 30, 2022; a public hearing was scheduled for June 7, 2022.

There are no real estate tax rate increases proposed in the budget for Fiscal Year 2023. A public hearing was held May 17, 2022 on the real estate tax rate.

A public hearing was held on June 7, 2022 for proposed rate and fee increases in the following areas: \$0.39 increase in personal property tax on aircraft, increase in hangar rental rates, a \$10 increase in rental fee for Public Library auditorium, and a \$25 new fee for rental of Public Library maker space. The schedule of authorized full-time and full-time equivalent part-time positions is included.

### **RECOMMENDATION**

It is recommended that City Council adopt the attached Resolutions approving the City and CSP Budgets, and the Budget Appropriation Ordinance to appropriate the budget to the various funds for Fiscal Year 2023.

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### **Attachments**

Resolution

Resolution

Ordinance

Authorized Positions

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

RESOLUTION NO. 2022-\_\_\_\_\_.\_\_\_\_\_

A RESOLUTION APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2023.

WHEREAS, the Budget of and for the City of Danville for Fiscal year 2023 has been prepared and introduced by the City Manager and received and considered by the Council, including the Budgets for the following funds:

| <b>Fund</b>               | <b>Proposed<br/>Expenditure</b> | <b>Contribution/<br/>Transfer to (from)<br/>General Fund</b> |
|---------------------------|---------------------------------|--------------------------------------------------------------|
| General Fund              | \$ 122,537,580                  | \$                                                           |
| VDOT Special Revenue Fund | 11,853,520                      |                                                              |
| Wastewater                | 11,216,510                      | 705,760                                                      |
| Water                     | 10,769,770                      | 953,300                                                      |
| Gas                       | 26,261,180                      | 3,196,330                                                    |
| Power & Light             | 129,291,090                     | 10,572,610                                                   |
| Telecommunications        | 1,107,640                       | 81,000                                                       |
| Transportation            | 5,582,070                       |                                                              |
| Central Services          | 299,850                         |                                                              |
| Motorized Equipment       | 5,112,890                       |                                                              |
| Insurance Fund            | 4,056,700                       |                                                              |
| Sanitation Fund           | 4,531,680                       |                                                              |
| Cemetery Fund             | 995,580                         |                                                              |

AND WHEREAS, a brief synopsis of said Budget has been duly published and a public hearing with respect thereto has been conducted by the Council, after due public notice thereof, and upon consideration of which it is now necessary and desirable to approve the same as prescribed by law.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia that the attached Budgets for the City of Danville for the Fiscal Year Ending June 30, 2023 representing the General Fund, VDOT Special Revenue, Water, Wastewater, Gas, Power & Light, Telecommunications, Transportation, Central Services, Motorized Equipment, Insurance, Sanitation, and Cemetery Funds, be, and the same are hereby, approved for

informative and fiscal planning purposes pursuant to the City Charter and Sections 15.2-2503 through 15.2-2506 of the Code of Virginia, 1950, as amended.

APPROVED:

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Mayor

ATTEST:

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City Clerk

Approved as to  
Form and Legal Sufficiency:

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City Attorney

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

RESOLUTION NO. 2022\_\_\_\_.\_\_\_\_

A RESOLUTION APPROVING THE FISCAL YEAR 2023 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, the City Manager of the City of Danville has proposed, and the City Council has reviewed a plan prioritizing, scheduling, and funding capital and special projects; and

WHEREAS, this plan has been updated to assist with the City in the planning, acquisition, construction, and improvement of various public facilities that promote the development of the City; and

WHEREAS, the plan provides an expedient process for the City of Danville to acquire, construct, extend, renovate, and improve its utility systems in an orderly and coordinated fashion to promote the public welfare of the City and to comply with Federal and State environmental protection regulations; and

WHEREAS, projects proposed to be funded with proceeds from bonds and bond anticipation notes are contingent upon City Council's approval of the issuance of such bonds; and

WHEREAS, such approval shall be by resolution and appropriation by ordinance; and

WHEREAS, it should be recognized that the plan beyond Fiscal Year 2023 is for planning purposes and does not obligate or commit the City to projects included in the plan beyond Fiscal Year 2023.

NOWTHEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2023 Capital and Special Projects Plan referred to above and incorporated herein and made a part hereof by reference be, and the same is hereby approved.

APPROVED:

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Mayor

ATTEST:

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City Clerk

Approved as to  
Form and Legal Sufficiency:

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City Attorney

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022\_\_\_\_.\_\_\_\_

**BUDGET APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2023**

WHEREAS, the Budget of and for the City of Danville for Fiscal Year 2023 has been prepared by the City Manager and, after collaboration with the Council, completed and introduced and a brief synopsis thereof was duly published once in the newspaper having general circulation within the City and due notice given of a public hearing which was held on June 7, 2022 at 7:00 P.M., in the Council Chambers, at which any citizen of the City had a right and opportunity to attend and to state his views with regard to such Budget, and such public hearing having been held as advertised, all pursuant to the requirements and provisions of Sections 8-6 and 8-7 of the Charter of the City of Danville, Virginia, 1986, as amended, and of Chapter 25 of Title 15.2 of the Code of Virginia, 1950, as amended; and

WHEREAS, the Council, after having duly considered all views and opinions expressed at such public hearing, approved such budget and does now desire to appropriate funds necessary and available to finance the Budget for the operations of the City for Fiscal Year 2023.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that:

1. The Estimated Revenues and Revenue Contributions and the appropriation of funds to finance the Budgets of and for the City of Danville, Virginia, for the period beginning July 1, 2022 and ending June 30, 2023, be, and the same hereby are, as follows:

## I. GENERAL FUND

|                           |                    |
|---------------------------|--------------------|
| Estimated Revenue FY 2023 | \$122,537,580      |
| Appropriations            | <u>122,537,580</u> |
| Unappropriated            | <u>-0-</u>         |

## II. VDOT STREET MAINTENANCE FUND

|                           |                   |
|---------------------------|-------------------|
| Estimated Revenue FY 2023 | \$11,853,520      |
| Appropriations            | <u>11,853,520</u> |
| Unappropriated            | <u>-0-</u>        |

## III. UTILITY FUNDS

|                                                    | Wastewater        | Water            | Gas                | Electric            | Telecommunications |
|----------------------------------------------------|-------------------|------------------|--------------------|---------------------|--------------------|
| Operating Revenues                                 | \$ 9,188,520      | 9,033,560        | 22,703,540         | 122,974,470         | 771,300            |
| Expenditures                                       | <u>10,510,750</u> | <u>9,816,470</u> | <u>23,064,850</u>  | <u>118,718,480</u>  | <u>1,026,640</u>   |
| Excess Revenues<br>Over (Under)                    |                   |                  |                    |                     |                    |
| Expenditures                                       | (1,322,230)       | (782,910)        | (361,310)          | 4,255,990           | (255,340)          |
| Add:                                               |                   |                  |                    |                     |                    |
| Depreciation                                       | 2,028,770         | 1,660,660        | 1,690,430          | 8,696,410           | 485,610            |
| Contribution/Transfer<br>(To)/From General<br>Fund | <u>(705,760)</u>  | <u>(953,300)</u> | <u>(3,196,330)</u> | <u>(10,572,610)</u> | <u>(81,000)</u>    |
| <b>Increase (Decrease<br/>In Fund Balance)</b>     | <b>\$ 780</b>     | <b>(75,550)</b>  | <b>(1,867,210)</b> | <b>2,379,790</b>    | <b>149,270</b>     |

## IV. OTHER FUNDS

|                                                    | Transportation      | Central<br>Services | Motorized<br>Equipment | Insurance        | Sanitation       | Cemetery        |
|----------------------------------------------------|---------------------|---------------------|------------------------|------------------|------------------|-----------------|
| Operating Revenues                                 | \$ 4,472,200        | 296,220             | 3,894,640              | 4,067,710        | 3,855,930        | 975,770         |
| Expenditures                                       | <u>5,582,070</u>    | <u>299,850</u>      | <u>5,112,890</u>       | <u>4,056,700</u> | <u>4,531,680</u> | <u>995,580</u>  |
| Excess Revenues<br>Over (Under)                    |                     |                     |                        |                  |                  |                 |
| Expenditures                                       | (1,109,870)         | (3,630)             | (1,218,250)            | 11,010           | (675,750)        | (19,810)        |
| Add:                                               |                     |                     |                        |                  |                  |                 |
| Depreciation                                       | 797,270             | 13,880              | 925,540                |                  | 379,820          |                 |
| Contribution/Transfer<br>(To)/From General<br>Fund | <u></u>             | <u></u>             | <u>292,710</u>         | <u></u>          | <u></u>          | <u></u>         |
| <b>Increase (Decrease<br/>In Fund Balance)</b>     | <b>\$ (312,600)</b> | <b>10,250</b>       | <b>-0-</b>             | <b>11,010</b>    | <b>(295,930)</b> | <b>(19,810)</b> |

2. Flexible budgets are hereby authorized whereby appropriations may be increased to the extent that actual revenues exceed the original revenue budget amount. This provision shall apply to the following:

| <u>Appropriation</u>                                 | <u>Revenue</u>                                                   |
|------------------------------------------------------|------------------------------------------------------------------|
| Purchased Power                                      | Electric Revenues                                                |
| Natural Gas Purchases                                | Natural Gas Revenues                                             |
| Cast Iron Main Replacement                           | Gas Refunds                                                      |
| Electric Capital Reserve                             | Electric Refunds                                                 |
| DMV Fees                                             | DMV Fees-P/Taxes                                                 |
| Landscape Projects                                   | Donations - Grant Fund                                           |
| Capital Expenditures from Grants-in-Aid              | Utility Grants-in-Aid of Construction                            |
| P/W Street Maintenance                               | VDOT Street & Hwy Maintenance                                    |
| Social Services                                      | State Categorical Aid – Department of Social Services            |
| Mass Transit Fund                                    | State & Federal Categorical Aid – Transportation                 |
| Police/Fire/PRT Departments<br>Extra Pay             | Recoveries – Extra Pay                                           |
| Police Department                                    | Federal & State Forfeiture Funds                                 |
| Police Department<br>Investigation Expense           | Interest Earned – Unexpended<br>Federal & State Forfeiture Funds |
| Commonwealth Attorney<br>Prosecution Expense – State | Forfeited Funds and Interest Earned<br>on Forfeited Funds        |
| HAZMAT Reimbursable Expenditures                     | Emergency Services Funds                                         |
| Older Americans Title IIIB                           | Program Income                                                   |
| Older Americans Title IIID                           | Program Income                                                   |
| Economic Development Projects                        | Proceeds from Sale of Buildings or<br>Property                   |

Appropriation

Revenue

Human Resources  
Wellness Program Expenditures

Wellness Recovery Funds

Grant Funds

State/Federal Funding & Private  
Donations

Clerk of Court – Index/Records

Virginia Supreme Court –  
Technology Trust Fund

Community Development Fund  
CDBG-Rehab-Private Property  
HOME-Rehab-Private Property

Program Income

All Funds  
Repairs/Replacement from  
Insurance/Accident Claims

Recoveries – Accident Claims

3. For the operation of the several city departments, as set forth in the "Intra-governmental Service Fund" Budgets, the Council hereby authorizes transfers from the General Fund for cash deficits resulting from internal charges and credits for the Year Ended June 30, 2021.

4. The accounting for funds designated within all funds as unanticipated grants/donations not exceeding \$100,000 and requiring no local funding are authorized for expenditure/assignment within the appropriate fund ***unless council action is required by the Grantor***. Unanticipated grants/donations in excess of \$100,000 to be submitted as an additional appropriation ordinance for City Council approval and adoption.

5. Transfers of funds from the General Fund to the accounts in the "Special Grants Fund" of the City for the purpose of making temporary advances to the Special Grants Fund pending receipt of reimbursements of such grant funds and for the purpose of adjusting any cash deficits in such Special Grants Funds for the Fiscal Year Ending June 30, 2023, be, and the same are hereby, authorized.

6. Any deficit resulting from the operations of the Cemetery Enterprise Fund and Motorized Equipment Fund shall be financed by a transfer from the General Fund.

7. Authorization to transfer up to ½ the increase in Unassigned Fund Balance to the Budget Stabilization Fund at June 30, 2022 up to the maximum balance as prescribed by City Council's Financial Policy.

8. Authorization to transfer unexpended funds for the Line of Duty Act (LODA), General Liability Insurance, and Worker's Compensation to the Insurance Fund to be held in reserve for future expenses unless such transfer reduces unassigned Fund Balance/Retained Earnings in respective funds.

9. The Fiscal Year 2023 Personnel Budget setting forth the Personal Services Detail showing approved as to the total number of authorized full-time and full-time equivalent part-time positions is attached. The City Manager be, and he is hereby, authorized to allocate positions within similar occupational groupings as he may deem necessary and appropriate for the operation of the City, provided that the total number of positions and the total expenditures therefore do not exceed the authorized numbers and amounts set forth in the Budget.

10. The Chief Financial Officer be, and he is hereby, authorized and directed to record the budget appropriations made hereby and the expenditures thereof in such manner and in such detail as may be appropriate for management and financial reporting purposes.

11. A sum of sufficient amount be, and the same is hereby, appropriated for the purchase of inventories of materials and supplies, and/or equipment and vehicle parts to maintain adequate operating inventories for City departments, provided cash funds are available for payment of said purchases.

12. The funds appropriated in Fiscal Year 2022 and in prior years for the City or School System which were encumbered by purchase order or contract as of June 30, 2022, be, and the same are hereby, reappropriated for the purpose of liquidating said outstanding encumbrances.

13. Appropriations for the following are deemed to be on a continuing basis and will continue in effect until the purposes have been achieved or said funds expended whichever comes first:

Police Department - Investigation Expense

Commonwealth Attorney-Prosecution Expense-State Funds

Appropriations for Grants Funds - Federal, State, Local Share

Law Library

Unexpended Tuition Reimbursement Funds – To the extent funding has been committed and approved prior to June 30

Capital Improvement Projects (unless transferred or cancelled by the City Manager and/or City Council)

Sheriff's Office – Jail R& B Fee

Parks, Recreation & Tourism – Scholarship Funds & Revolving Accounts

Recoveries/Appropriations - Accident/Insurance Claims

CARES Act Funds

14. Appropriations designated as transfers to Capital Improvements, other than projects funded by grant or the issuance of bonds, are hereby authorized as appropriations in the receiving fund in accordance with the Capital Improvements Plan approved by City Council.

15. Transfers from the Casino holding account are authorized to be posted to projects and operations as approved by City Council Resolution.

16. At the discretion of the City Manager or the Budget Director in collaboration with the Chief Financial Officer, expenditures in excess of the amount budgeted for Group Health Insurance, in part or in whole, can be financed by a transfer from the Insurance Fund, if sufficient reserves are available in the Insurance Fund.

17. Authorization for appropriation of Law Library Revenues reserved from prior fiscal years in Advance Collections.

18. Authorization for appropriation of Children's Services Act (CSA) Revenues reserved from prior fiscal year in Special Revenue Fund - Undesignated.

19. Authorization to carry forward unexpended appropriation for Regional Industrial Facilities Authority Debt Service including interest earned and to designate as reserved funding to be used for the purpose for which it was appropriated.

20. Authorization to carry forward unencumbered appropriation for Support of Public Schools as of June 30, 2022.

21. Authorization for the City to transfer any unencumbered funds for Support of Public Schools from Schools Operations account to School Capital Projects in the Capital Projects Fund as requested by Schools.

22. Authorization for appropriation in the Capital Projects Fund of Support of and Debt Service requirements for the Regional Industrial Facilities Authority as provided in the General Fund Budget.

23. Subject to the provisions herein, departments are authorized to transfer budget between line items within the department within the same fund with the following limitations:

- No transfers allowed to or from salary/benefit line items to operating line items unless approved by City Manager, Deputy City Manager, or Budget Director.
- No transfers allowed from fixed line items (General Liability Insurance, Worker's Compensation, Depreciation, Debt Service Principal/Interest, Motorpool Rental) to operating or salary/benefit line items unless approved by City Manager, Deputy City Manager, or Budget Director.
- All transfers must be approved by Department Director or designee.

24. The City Manager or designee is authorized to transfer budget from contingency within same fund.

25. City Manager, Deputy City Manager, or Budget Director authorized to transfer funds between departments within same fund at year-end to cover over-expenditures and during the fiscal year for special one-time purposes.

26. Budget Adjustments are hereby authorized for Bond Refundings as approved by City Council.

27. Transfers of funds from the General Fund to the Economic Development Fund are available for transfer to the Industrial Development Authority for payments of economic development projects.

28. This Ordinance shall become and be effective on and as of July 1, 2022.

AND BE IF FINALLY ORDAINED that a transfer from the Budget Stabilization Fund up to \$3,000,000 is hereby authorized to cover various revenue shortfalls per the guidelines of the Budget Stabilization Fund Policy.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                          |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                   |
|-------------------------------------------|----------------|--------|---------------------|----------------|--------|--------------------------------------------------|
| Full-Time Positions                       | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                  |
|                                           |                |        |                     |                |        |                                                  |
| City Manager's Office (01100)             |                |        |                     |                |        |                                                  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | City Manager                                     |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Deputy City Manager                              |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Assistant to the City Manager                    |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Clerk of Council                                 |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Multimedia Manager                               |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Public Information Officer (Funded by Utilities) |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Youth & Gang Violence Coordinator                |
|                                           |                |        | 3                   |                | 3.0    | Y&G Viol Prev Outreach Worker (grant funded)     |
|                                           |                |        | 1                   |                | 1.0    | Community Liaison                                |
|                                           |                |        | 1                   |                | 1.0    | Outreach Director                                |
| 1                                         |                | 1.0    | -                   |                | -      | Director of Budget                               |
|                                           |                |        | 1                   |                | 1.0    | Housing Coordinator                              |
| 1                                         |                | 1.0    | -                   |                | -      | Executive Assistant                              |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Executive Secretary                              |
| 10                                        | -              | 10.0   | 14                  | -              | 14.0   | TOTAL CITY MANAGER'S OFFICE                      |
| City Attorney's Office (01105)            |                |        |                     |                |        |                                                  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | City Attorney                                    |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Assistant City Attorney I                        |
| -                                         |                | -      | -                   |                | -      | Assistant City Attorney II                       |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Deputy City Attorney                             |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Legal Assistant                                  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Legal Secretary                                  |
| 5                                         | -              | 5.0    | 5                   | -              | 5.0    | TOTAL CITY ATTORNEY'S OFFICE                     |
| *50% funded by Utilities                  |                |        |                     |                |        |                                                  |
| COMMUNITY DEVELOPMENT DEPARTMENT          |                |        |                     |                |        |                                                  |
| Community Development Fund (12110)        |                |        |                     |                |        |                                                  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Community Redevelopment Specialist               |
| 2                                         |                | 2.0    | 2                   |                | 2.0    | Cost Estimator/Inspector                         |
|                                           |                |        | 1                   |                | 1.0    | Lead Abatement Assessor (grant funded)           |
|                                           |                |        | 1                   |                | 1.0    | Lead Abatement Program Manager (grant funded)    |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Housing Grant & Environmental Review Specialist  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Senior Account Clerk                             |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Secretary                                        |
| 6                                         |                | 6.0    | 8                   |                | 8.0    | Sub-Total                                        |
| Director of Community Development (01700) |                |        |                     |                |        |                                                  |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Director of Community Development                |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Accountant II                                    |
| 1                                         |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                 |
| 3                                         | -              | 3.0    | 3                   | -              | 3.0    | Sub-Total                                        |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                   |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                |
|------------------------------------|----------------|--------|---------------------|----------------|--------|-------------------------------------------------------------------------------|
| Full-Time Positions                | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                               |
|                                    |                |        |                     |                |        |                                                                               |
| Inspections Office (01710)         |                |        |                     |                |        |                                                                               |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Division Director of Inspections                                              |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Inspections Supervisor                                                        |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Plumbing/Cross Connection Inspector                                           |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Mechanical Inspector                                                          |
| 1                                  |                | 1.0    | 2                   |                | 2.0    | Electrical Inspector                                                          |
| 2                                  |                | 2.0    | 2                   |                | 2.0    | Building Inspector                                                            |
| 4                                  |                | 4.0    | 4                   |                | 4.0    | Property Maintenance Inspector                                                |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Property Maintenance Code Supervisor                                          |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Permit Technician                                                             |
| 13                                 | -              | 13.0   | 14                  | -              | 14.0   | Sub-Total                                                                     |
| Planning Office (01715)            |                |        |                     |                |        |                                                                               |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Division Director of Planning                                                 |
| 1                                  |                | 1.0    | 3                   |                | 3.0    | Combination of:<br>Senior Planner<br>Associate Planner<br>Planning Technician |
| 2                                  | -              | 2.0    | 4                   | -              | 4.0    | Sub-Total                                                                     |
| 24                                 | -              | 24     | 29                  | -              | 29     | TOTAL COMMUNITY DEVELOPMENT DEPARTMENT                                        |
| Social Services Department (01520) |                |        |                     |                |        |                                                                               |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Director of Social Services                                                   |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Division Director of Training and Operations                                  |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Family Services Manager                                                       |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Eligibility Services Manager                                                  |
| 3                                  |                | 3.0    | 3                   |                | 3.0    | Family Services Supervisor                                                    |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Accountant II                                                                 |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Employment Service Supervisor                                                 |
| 3                                  |                | 3.0    | 3                   |                | 3.0    | Eligibility Supervisor                                                        |
| 2                                  |                | 2.0    | 1                   |                | 1.0    | Senior Family Services Specialist                                             |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Comprehensive Services Coordinator (Grant Funded)                             |
| 5                                  |                | 5.0    | 5                   |                | 5.0    | Child Protective Service Worker                                               |
| 15                                 |                | 15.0   | 15                  |                | 15.0   | Family Services Specialist                                                    |
| 4                                  |                | 4.0    | 4                   |                | 4.0    | Senior Eligibility Worker                                                     |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Fraud Investigator                                                            |
| 3                                  |                | 3.0    | 3                   |                | 3.0    | Administrative Assistant ( One Grant Funded)                                  |
| 7                                  |                | 7.0    | 7                   |                | 7.0    | Employment Services Worker                                                    |
| 1                                  |                | 1.0    | 2                   |                | 2.0    | Sr Employment Services Worker                                                 |
| 32                                 | 1.7            | 33.7   | 32                  | 1.7            | 33.7   | Eligibility Worker                                                            |
| -                                  |                | -      | -                   |                | -      | Senior Secretary                                                              |
|                                    |                | -      | 1                   |                | 1.0    | Secretary                                                                     |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Senior Account Clerk                                                          |
| 4                                  |                | 4.0    | 12                  |                | 12.0   | Senior Administrative Specialist                                              |
| 1                                  |                | 1.0    | 1                   |                | 1.0    | Social Service Aide                                                           |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                       |                |              | Fiscal Year 2023    |                |              | POSITION TITLE                                                                                            |
|----------------------------------------|----------------|--------------|---------------------|----------------|--------------|-----------------------------------------------------------------------------------------------------------|
| Full-Time Positions                    | Part-Time FTEs | Totals       | Full-Time Positions | Part-Time FTEs | Totals       |                                                                                                           |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Employment Service Aide                                                                                   |
| 8                                      | 0.6            | 8.6          | -                   | 0.6            | 0.6          | Administrative Specialist                                                                                 |
| <b>98</b>                              | <b>2.3</b>     | <b>100.3</b> | <b>99</b>           | <b>2.3</b>     | <b>101.3</b> | <b>TOTAL SOCIAL SERVICES DEPARTMENT</b>                                                                   |
| <b>ECONOMIC DEVELOPMENT DEPARTMENT</b> |                |              |                     |                |              |                                                                                                           |
| <b>Economic Development (01180)</b>    |                |              |                     |                |              |                                                                                                           |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Director of Economic Development                                                                          |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Assistant Director of Economic Development                                                                |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Tourism Manager                                                                                           |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Economic Development Project Manager                                                                      |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Marketing & Research Manager                                                                              |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Special Project Manager                                                                                   |
| <b>6</b>                               | <b>-</b>       | <b>6.0</b>   | <b>6</b>            | <b>-</b>       | <b>6.0</b>   | <b>Sub-Total</b>                                                                                          |
| <b>Tourism (01181)</b>                 |                |              |                     |                |              |                                                                                                           |
|                                        |                |              | 1                   |                | 1.0          | Tourism Sales Coordinator                                                                                 |
|                                        |                |              | 1                   |                | 1.0          | Marketing Coordinator                                                                                     |
| <b>-</b>                               | <b>-</b>       | <b>-</b>     | <b>2</b>            | <b>-</b>       | <b>2</b>     | <b>Sub-Total</b>                                                                                          |
| <b>Welcome Center (01182)</b>          |                |              |                     |                |              |                                                                                                           |
|                                        |                |              | 1                   |                | 1.0          | Welcome Center Manager                                                                                    |
|                                        |                |              |                     | 1.3            | 1.3          | Combination of:<br>Travel Counselor I<br>Travel Counselor II                                              |
| <b>-</b>                               | <b>-</b>       | <b>-</b>     | <b>1</b>            | <b>1.3</b>     | <b>2.3</b>   | <b>Sub-Total</b>                                                                                          |
| <b>6</b>                               | <b>-</b>       | <b>6.0</b>   | <b>9</b>            | <b>1.3</b>     | <b>10.3</b>  | <b>TOTAL ECONOMIC DEVELOPMENT DEPARTMENT</b>                                                              |
| <b>FINANCE DEPARTMENT</b>              |                |              |                     |                |              |                                                                                                           |
| <b>Customer Accounts (01226)</b>       |                |              |                     |                |              |                                                                                                           |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Division Director of Customer Accounts                                                                    |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Coll Cust Acct Mgr                                                                                        |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Delinquent Collections Coordinator                                                                        |
| 2                                      |                | 2.0          | 2                   |                | 2.0          | Senior Collections Clerk                                                                                  |
| 12                                     |                | 12.0         | 12                  |                | 12.0         | Customer Account Representative                                                                           |
| 5                                      |                | 5.0          | 5                   |                | 5.0          | Cashier                                                                                                   |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Serv/Bill Cust Acct Mgr                                                                                   |
| 1                                      |                | 1.0          | 1                   |                | 1.0          | Sr Customer Service/Training Representative                                                               |
| 6                                      |                | 6.0          | 6                   |                | 6.0          | Combination of:<br>Senior Utility Billing Clerk<br>Utility Special Billing Clerk<br>Utility Billing Clerk |
| <b>30</b>                              | <b>-</b>       | <b>30</b>    | <b>30</b>           | <b>-</b>       | <b>30</b>    | <b>Sub-Total</b>                                                                                          |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022    |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                           |
|---------------------|----------------|--------|---------------------|----------------|--------|--------------------------------------------------------------------------|
| Full-Time Positions | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                          |
|                     |                |        |                     |                |        | Central Services Fund (42110)                                            |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Print Shop Supervisor                                                    |
| 3                   |                | 3.0    | 3                   |                | 3.0    | Combination of:<br>Senior Printer<br>Printer                             |
| 4                   | -              | 4.0    | 4                   | -              | 4.0    | Sub-Total                                                                |
|                     |                |        |                     |                |        | Director of Finance (01200)                                              |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Chief Financial Officer                                                  |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Administrative Assistant                                                 |
| 2                   | -              | 2.0    | 2                   | -              | 2.0    | Sub-Total                                                                |
|                     |                |        |                     |                |        | Accounting (01205)                                                       |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Assistant Director of Finance                                            |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Business Systems Accountant                                              |
| 2                   |                | 2.0    | 2                   |                | 2.0    | Accountant II                                                            |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Accountant III                                                           |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Payroll Technician                                                       |
| 4                   |                | 4.0    | 4                   |                | 4.0    | Combination of:<br>Account Clerk<br>Senior Account Clerk<br>Accountant I |
| 10                  | -              | 10.0   | 10                  | -              | 10.0   | Sub-Total                                                                |
|                     |                |        |                     |                |        | Internal Auditor (01208)                                                 |
| 1                   | -              | 1.0    | 1                   | -              | 1.0    | Senior Internal Auditor                                                  |
|                     |                |        |                     |                |        | Budget (01210)                                                           |
|                     |                |        | 1                   | -              | 1.0    | Director of Budget                                                       |
|                     |                |        |                     |                |        | Purchasing (01215)                                                       |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Division Director of Purchasing                                          |
|                     |                |        | 1                   |                | 1.0    | Procurement Officer                                                      |
| 1                   |                | 1.0    |                     |                | -      | Buyer                                                                    |
| 2                   |                | 2.0    | 2                   |                | 2.0    | Combination of:<br>Senior Purchasing Clerk<br>Purchasing Clerk           |
| 4                   | -              | 4.0    | 4                   | -              | 4.0    | Sub-Total                                                                |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                 |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                      |
|----------------------------------|----------------|--------|---------------------|----------------|--------|-----------------------------------------------------------------------------------------------------|
| Full-Time Positions              | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                     |
|                                  |                |        |                     |                |        |                                                                                                     |
| Real Estate (01220)              |                |        |                     |                |        |                                                                                                     |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Division Director of Real Estate Assessment                                                         |
| 3                                |                | 3.0    | 3                   |                | 3.0    | Combination of:<br>Real Estate Appraiser III<br>Real Estate Appraiser II<br>Real Estate Appraiser I |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Combination of:<br>Senior Real Estate Assessment Clerk<br>Real Estate Assessment Clerk              |
| 5                                | -              | 5.0    | 5                   | -              | 5.0    | Sub-Total                                                                                           |
| 56                               | -              | 56     | 57                  | -              | 57     | TOTAL FINANCE DEPARTMENT                                                                            |
| FIRE DEPARTMENT                  |                |        |                     |                |        |                                                                                                     |
| Emergency Communications (01330) |                |        |                     |                |        |                                                                                                     |
|                                  | -              | -      |                     | -              | -      | CERT Coordinator                                                                                    |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Emergency Communications Manager                                                                    |
| 4                                |                | 4.0    | 4                   |                | 4.0    | Emergency Telecommunications Supervisor                                                             |
| 16                               |                | 16.0   | 16                  | 0.3            | 16.3   | Combination of:<br>Emergency Telecommunicator I<br>Emergency Telecommunicator II                    |
| 21                               | -              | 21.0   | 21                  | 0.3            | 21.3   | Sub-Total                                                                                           |
| Fire (01320)                     |                |        |                     |                |        |                                                                                                     |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Fire Chief                                                                                          |
| 2                                |                | 2.0    | 2                   |                | 2.0    | Deputy Fire Chief                                                                                   |
| 3                                |                | 3.0    | 3                   |                | 3.0    | Fire Battalion Chief                                                                                |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Division Chief Training & Safety                                                                    |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Division Chief Fire Marshall                                                                        |
| -                                |                | -      | -                   |                | -      | Fire Marshall                                                                                       |
| 21                               |                | 21.0   | 21                  |                | 21.0   | Fire Captain                                                                                        |
| 2                                |                | 2.0    | 2                   |                | 2.0    | Assistant Fire Marshall                                                                             |
| -                                |                | -      | -                   |                | -      | Fire Code Inspector                                                                                 |
| 6                                |                | 6.0    | 6                   |                | 6.0    | Fire Lt./Asst. Training Officer                                                                     |
| 24                               |                | 24.0   | 24                  |                | 24.0   | Fire Fighter/Engineer                                                                               |
| 1                                |                | 1.0    |                     |                |        | Fire Support Analyst                                                                                |
| -                                |                | -      | 1                   |                | 1.0    | Fire Support Administrator                                                                          |
| 60                               | -              | 60.0   | 60                  | -              | 60.0   | Fire Fighter                                                                                        |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Fire Logistics Officer                                                                              |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Administrative Assistant                                                                            |
| 1                                |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                                                                    |
| 125                              | -              | 125.0  | 125                 | -              | 125.0  | Sub-Total                                                                                           |
| 146                              | -              | 146.0  | 146                 | 0.3            | 146.3  | TOTAL FIRE DEPARTMENT                                                                               |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                     |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------|----------------|--------|---------------------|----------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                  | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                      |                |        |                     |                |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Circuit Court (01155)                |                |        |                     |                |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Law Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Judicial Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Legal Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3                                    | -              | 3.0    | 3                   | -              | 3.0    | TOTAL CIRCUIT COURT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22nd District Court Services (01157) |                |        |                     |                |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                    |                | 1.0    | -                   |                | -      | Intake Diversion Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1                                    | -              | 1      | -                   | -              | -      | TOTAL CIRCUIT COURT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Human Resources (01110)              |                |        |                     |                |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Director of Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4                                    |                | 4.0    | 4                   |                | 4.0    | Combination of:<br>Organization Development Consultant<br>HR Consultant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2                                    |                | 2.0    | 2                   |                | 2.0    | Human Resource Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8                                    | -              | 8.0    | 8                   | -              | 8.0    | TOTAL HUMAN RESOURCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Information Technology (01250)       |                |        |                     |                |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Chief Information Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 21                                   |                | 21.0   | 22                  |                | 22.0   | Combination of:<br>Deputy Chief Information Officer<br>Division Director of Application Solutions<br>Division Director of Infrastructure & Operations<br>IT Project Manager<br>Client Solutions Specialist III<br>Client Solutions Specialist II<br>Network Engineer<br>Network Administrator I<br>Network Administrator III<br>System Administrator III<br>Technical Support Manager<br>Technical Support Specialist II<br>Technical Support Specialist I<br>Service Desk Analyst III<br>GIS Coordinator<br>Solutions Integration Developer<br>Applications Specialist IV<br>Application Specialist III<br>Programmer III<br>GIS Specialist II<br>Programmer I<br>GIS Analyst |
| 1                                    |                | 1.0    | 1                   |                | 1.0    | Administrative Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 23                                   | -              | 23.0   | 24                  | -              | 24.0   | TOTAL INFORMATION TECHNOLOGY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                    |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                       |
|-------------------------------------|----------------|--------|---------------------|----------------|--------|----------------------------------------------------------------------|
| Full-Time Positions                 | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                      |
|                                     |                |        |                     |                |        |                                                                      |
|                                     |                |        |                     |                |        |                                                                      |
| POLICE DEPARTMENT                   |                |        |                     |                |        |                                                                      |
| Adult Detention Facility (01515)    |                |        |                     |                |        |                                                                      |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Division Director of Adult Detention                                 |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Chief Correctional Officer                                           |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Service Program Coordinator                                          |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Administrative Lieutenant                                            |
|                                     | 0.1            | 0.1    |                     | 0.1            | 0.1    | Licensed Physician                                                   |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Work Program Coordinator                                             |
| 2                                   |                | 2.0    | 2                   |                | 2.0    | Correctional Health Assistant                                        |
| 4                                   |                | 4.0    | 4                   |                | 4.0    | Correctional Captain                                                 |
| 6                                   |                | 6.0    | 6                   |                | 6.0    | Correctional Lieutenant                                              |
| 19                                  | 1.1            | 20.1   | 19                  | 1.7            | 20.7   | Combination of:<br>Correctional Officer I<br>Correctional Officer II |
| 2                                   |                | 2.0    | 2                   |                | 2.0    | Senior Account Clerk                                                 |
| 38                                  | 1.2            | 39.2   | 38                  | 1.8            | 39.8   | Sub-Total                                                            |
| Juvenile Detention Facility (01510) |                |        |                     |                |        |                                                                      |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Division Director of Juvenile Detention                              |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Assistant Division Director of Juvenile Detention                    |
|                                     | 0.1            | 0.1    |                     | 0.1            | 0.1    | Licensed Physician                                                   |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Juvenile Program Coordinator                                         |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Nurse                                                                |
| 4                                   |                | 4.0    | 4                   |                | 4.0    | Shift Supervisor                                                     |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Building Maintenance Mechanic I                                      |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Post Dispositional Coordinator                                       |
| 4                                   |                | 4.0    | 4                   |                | 4.0    | Senior Youth Care Worker                                             |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Juvenile Training Coordinator                                        |
| 2                                   |                | 2.0    | 2                   |                | 2.0    | Alternative Detention Case Worker (Grant Funded)                     |
| 30                                  | 3.2            | 33.2   | 30                  | 2.6            | 32.6   | Youth Care Worker                                                    |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Senior Account Clerk                                                 |
| 2                                   |                | 2.0    | 2                   |                | 2.0    | Secretary                                                            |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Custodian                                                            |
| 51                                  | 3.3            | 54.3   | 51                  | 2.7            | 53.7   | Sub-Total                                                            |
| Police (01310)                      |                |        |                     |                |        |                                                                      |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Police Chief                                                         |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Police Lieutenant Colonel                                            |
| 2                                   |                | 2.0    | 2                   |                | 2.0    | Police Major                                                         |
| 4                                   |                | 4.0    | 4                   |                | 4.0    | Police Captain                                                       |
| 10                                  |                | 10.0   | 10                  |                | 10.0   | Police Lieutenant                                                    |
| 12                                  |                | 12.0   | 12                  |                | 12.0   | Police Sergeant                                                      |
| 17                                  |                | 17.0   | 17                  |                | 17.0   | Police Corporal                                                      |
| 81                                  |                | 81.0   | 81                  |                | 81.0   | Police Officer (Four positions unfunded)                             |
| 1                                   |                | 1.0    | 1                   |                | 1.0    | Accreditation Manager                                                |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                                       |                |              | Fiscal Year 2023    |                |              | POSITION TITLE                                         |
|--------------------------------------------------------|----------------|--------------|---------------------|----------------|--------------|--------------------------------------------------------|
| Full-Time Positions                                    | Part-Time FTEs | Totals       | Full-Time Positions | Part-Time FTEs | Totals       |                                                        |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Community Relations Liaison                            |
| 2                                                      |                | 2.0          | 2                   |                | 2.0          | Community Engagement Specialist                        |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Police Public Relations Specialist                     |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Quarter Master                                         |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Police Records Office Manager                          |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Police Video Technician                                |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Police Property & Evidence Technician                  |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Senior Administrative Assistant                        |
| 2                                                      |                | 2.0          | 2                   |                | 2.0          | Animal Control Officer                                 |
| 2                                                      |                | 2.0          | 2                   |                | 2.0          | Secretary                                              |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Senior Secretary                                       |
| 3                                                      |                | 3.0          | 4                   |                | 4.0          | Police Records Clerk                                   |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Crime Analyst                                          |
|                                                        |                | -            |                     | 0.4            | 0.4          | Sr. Investigator                                       |
|                                                        | 0.6            | 0.6          |                     | 0.6            | 0.6          | Parking Attendant                                      |
|                                                        | 2.6            | 2.6          |                     | 2.1            | 2.1          | School Crossing Guard                                  |
| <b>147</b>                                             | <b>3.2</b>     | <b>150.2</b> | <b>148</b>          | <b>3.0</b>     | <b>151.0</b> | <b>Sub-Total</b>                                       |
| <b>236</b>                                             | <b>7.8</b>     | <b>243.8</b> | <b>237</b>          | <b>7.5</b>     | <b>244.5</b> | <b>TOTAL POLICE DEPARTMENT</b>                         |
| <b>PARKS &amp; RECREATION DEPARTMENT</b>               |                |              |                     |                |              |                                                        |
| <b>Parks &amp; Recreation - Administration (01600)</b> |                |              |                     |                |              |                                                        |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Director of Parks & Recreation                         |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Division Director of Parks & Recreation Administration |
|                                                        |                | -            | 1                   |                | 1.0          | P&R Project Manager                                    |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | P&R Communications Specialist                          |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Program Coordinator                                    |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Facilities & Services Planning Specialist              |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Administrative Assistant                               |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Senior Secretary                                       |
| -                                                      |                | -            | 1                   |                | 1.0          | Secretary                                              |
| 2                                                      |                | 2.0          | 2                   |                | 2.0          | Custodian                                              |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Administrative Specialist                              |
|                                                        | 0.7            | 0.7          |                     | 0.7            | 0.7          | Recreation Program Supervisor                          |
|                                                        | 0.3            | 0.3          |                     | 0.3            | 0.3          | Recreation Facility Operator                           |
| 1                                                      |                | 1.0          | 1                   |                | 1.0          | Outdoor Recreation Program Supervisor                  |
|                                                        | 0.2            | 0.2          |                     | 0.2            | 0.2          | Intern                                                 |
| <b>11</b>                                              | <b>1.2</b>     | <b>12.2</b>  | <b>13</b>           | <b>1.2</b>     | <b>14.2</b>  | <b>Sub-Total</b>                                       |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022             |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                  |
|------------------------------|----------------|--------|---------------------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions          | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                 |
|                              |                |        |                     |                |        |                                                                                                                                 |
| Athletics (01620)            |                |        |                     |                |        |                                                                                                                                 |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Division Director of Athletics                                                                                                  |
| 1                            |                | 1.0    | 2                   |                | 2.0    | Program Coordinator                                                                                                             |
|                              | 0.6            | 0.6    | 1                   |                | 1.0    | Administrative Specialist                                                                                                       |
|                              | 0.5            | 0.5    |                     | 0.5            | 0.5    | Custodian                                                                                                                       |
|                              | 0.8            | 0.8    |                     | 0.9            | 0.9    | Recreation Program Supervisor                                                                                                   |
|                              | 0.7            | 0.7    |                     | 0.7            | 0.7    | Recreation Sports Official                                                                                                      |
|                              | 1.4            | 1.4    |                     | 1.5            | 1.5    | Recreation Facility Operator                                                                                                    |
| 2                            | 4.0            | 6.0    | 4                   | 3.5            | 7.5    | Sub-Total                                                                                                                       |
| Community Recreation (01605) |                |        |                     |                |        |                                                                                                                                 |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Division Director of Community Recreation                                                                                       |
| 3                            |                | 3.0    | 4                   |                | 4.0    | Program Coordinator                                                                                                             |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Recreation Grants Specialist (Grant Funded)                                                                                     |
| -                            | 0.9            | 0.9    | -                   | 0.9            | 0.9    | Custodian                                                                                                                       |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Administrative Specialist                                                                                                       |
|                              | 0.3            | 0.3    |                     | 1.1            | 1.1    | Recreation Aide                                                                                                                 |
|                              | 2.2            | 2.2    |                     | 1.4            | 1.4    | Recreation Leader                                                                                                               |
| 1                            | 0.9            | 1.9    |                     | 1.3            | 1.3    | Recreation Program Supervisor                                                                                                   |
|                              | 0.1            | 0.1    |                     | 0.2            | 0.2    | Recreation Instructor                                                                                                           |
|                              | 1.4            | 1.4    |                     | 1.1            | 1.1    | Recreation Site Supervisor                                                                                                      |
|                              | 0.6            | 0.6    |                     | 0.6            | 0.6    | Recreation Facility Operator                                                                                                    |
| 7.0                          | 6.3            | 13.3   | 7.0                 | 6.6            | 13.6   | Sub-Total                                                                                                                       |
| Park Maintenance (01630)     |                |        |                     |                |        |                                                                                                                                 |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Division Director of Parks Maintenance                                                                                          |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Parks Supervisor                                                                                                                |
|                              | -              | -      |                     | -              | -      | Crew Supervisor                                                                                                                 |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Parks Supervisor                                                                                                                |
| 11                           |                | 11.0   | 11                  |                | 11.0   | Combination of:<br>Park Maintenance Technician<br>Parks Groundskeeper II<br>Parks Groundskeeper I<br>Motor Equipment Operator I |
| -                            | 5.4            | 5.4    | -                   | 2.8            | 2.8    | Public Service Worker                                                                                                           |
| 1                            |                | 1.0    | 1                   |                | 1.0    | Public Service Worker/Operator                                                                                                  |
| 15                           | 5.4            | 20.4   | 15                  | 2.8            | 17.8   | Sub-Total                                                                                                                       |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                       |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                            |
|----------------------------------------|----------------|--------|---------------------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                    | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                           |
|                                        |                |        |                     |                |        |                                                                                                                           |
| Special Recreation (01610)             |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Division Director of Special Recreation                                                                                   |
| 4                                      |                | 4.0    | 4                   |                | 4.0    | Program Coordinator                                                                                                       |
| -                                      |                | -      | -                   |                | -      | Recreation Grants Specialist                                                                                              |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Special Population Assistant                                                                                              |
| 1                                      | 0.5            | 1.5    | 1                   | 0.5            | 1.5    | Custodian                                                                                                                 |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Senior Account Clerk                                                                                                      |
|                                        | 1.4            | 1.4    |                     | 1.5            | 1.5    | Administrative Specialist                                                                                                 |
|                                        | 2.1            | 2.1    |                     | 1.1            | 1.1    | Recreation Leader                                                                                                         |
| 2                                      | 2.6            | 4.6    | 3                   | 2.3            | 5.3    | Recreation Program Supervisor                                                                                             |
|                                        | 0.3            | 0.3    |                     | 1.0            | 1.0    | Recreation Aide                                                                                                           |
|                                        | 0.2            | 0.2    |                     | 0.2            | 0.2    | Van Driver                                                                                                                |
|                                        | 0.2            | 0.2    |                     | 0.2            | 0.2    | Recreation Instructor                                                                                                     |
| 10                                     | 7.2            | 17.2   | 11                  | 6.7            | 17.7   | Sub-Total                                                                                                                 |
| Public Library (01540)                 |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Division Director of Library                                                                                              |
| -                                      |                | -      | -                   |                | -      | Adult Services Librarian                                                                                                  |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Community Outreach Coordinator                                                                                            |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Children's Librarian                                                                                                      |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Circulation Supervisor                                                                                                    |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Circulation Specialist                                                                                                    |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Technical Services Librarian                                                                                              |
| 3                                      |                | 3.0    | 3                   |                | 3.0    | Library Services Specialist                                                                                               |
| 3                                      | 5.1            | 8.1    | 3                   | 5.1            | 8.1    | Information Specialist                                                                                                    |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Senior Administrative Specialist                                                                                          |
|                                        | 0.6            | 0.6    |                     | 0.4            | 0.4    | Law Library Information Specialist                                                                                        |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Library Technology Specialist                                                                                             |
| 14                                     | 5.7            | 19.7   | 14                  | 5.5            | 19.5   | Sub-Total                                                                                                                 |
| 59                                     | 29.8           | 88.8   | 64                  | 26.3           | 90.3   | TOTAL PARKS & RECREATION                                                                                                  |
| PUBLIC WORKS DEPARTMENT                |                |        |                     |                |        |                                                                                                                           |
| Cemetery Maintenance (fund 59) (59110) |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | General Supervisor                                                                                                        |
| 2                                      |                | 2.0    | 2                   |                | 2.0    | Cemetery Supervisor                                                                                                       |
| 10                                     |                | 10.0   | 10                  |                | 10.0   | Combination of:<br>Motor Equipment Operator I<br>Groundskeeper<br>Public Service Worker<br>Public Service Worker/Operator |
| 13                                     | -              | 13.0   | 13                  | -              | 13.0   | Sub-Total                                                                                                                 |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                                     |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                                                                                                                                         |
|------------------------------------------------------|----------------|--------|---------------------|----------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                                  | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                                                                                                                                        |
| Public Works Administration (0125301) (01400)        |                |        |                     |                |        |                                                                                                                                                                                                                                                        |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | Director of Public Works                                                                                                                                                                                                                               |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | Division Director Public Works Administration                                                                                                                                                                                                          |
| 7                                                    |                | 7.0    | 7                   |                | 7.0    | Combination of:<br>Senior Administrative Assistant<br>Administrative Assistant<br>Dispatcher<br>Senior Account Clerk<br>Senior Secretary<br>Account Clerk                                                                                              |
| 9                                                    | -              | 9.0    | 9                   | -              | 9.0    | Sub-Total                                                                                                                                                                                                                                              |
| P/W Building Maintenance (01250) (01440)             |                |        |                     |                |        |                                                                                                                                                                                                                                                        |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | Division Director of Building & Grounds                                                                                                                                                                                                                |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | General Supervisor                                                                                                                                                                                                                                     |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | Custodian Supervisor                                                                                                                                                                                                                                   |
| 7                                                    |                | 7.0    | 7                   |                | 7.0    | Combination of:<br>Building Maintenance Mechanic III<br>Building Maintenance Mechanic II<br>Building Maintenance Mechanic I                                                                                                                            |
| 9                                                    |                | 9.0    | 9                   |                | 9.0    | Combination of:<br>Senior Custodian<br>Custodian                                                                                                                                                                                                       |
| 19                                                   | -              | 19.0   | 19                  | -              | 19.0   | Sub-Total                                                                                                                                                                                                                                              |
| Motorized Equipment (Fund 44) (44110)                |                |        |                     |                |        |                                                                                                                                                                                                                                                        |
| 2                                                    |                | 2.0    | 2                   |                | 2.0    | Equipment Maintenance Supervisor                                                                                                                                                                                                                       |
| 16                                                   |                | 16.0   | 16                  |                | 16.0   | Combination of:<br>Automotive Service Attendant<br>Heavy Equipment Mechanic<br>Automotive Equipment Mechanic III<br>Welder<br>Automotive Equipment Mechanic II<br>Automotive Service Technician<br>Automotive Equipment Mechanic I<br>Transit Mechanic |
| 18                                                   | -              | 18.0   | 18                  | -              | 18.0   | Sub-Total                                                                                                                                                                                                                                              |
| Motorized Equipment-Communications (Fund 44) (44120) |                |        |                     |                |        |                                                                                                                                                                                                                                                        |
| 1                                                    |                | 1.0    | 1                   |                | 1.0    | Communications Systems Manager                                                                                                                                                                                                                         |
| Motorized Equipment-Warehouse (Fund 44) (44130)      |                |        |                     |                |        |                                                                                                                                                                                                                                                        |
| 2                                                    |                | 2.0    | 2                   |                | 2.0    | Public Works Warehouse Stock Clerk                                                                                                                                                                                                                     |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022    |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                                                                                       |
|---------------------|----------------|--------|---------------------|----------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                                                                                      |
|                     |                |        |                     |                |        | <b>P/W Sewer Maintenance (Fund 51) (51210)</b>                                                                                                                                                       |
| 1                   |                | 1.0    | 1                   |                | 1.0    | General Supervisor                                                                                                                                                                                   |
| 1                   |                | 1.0    | 1                   |                | 1.0    | P/W Crew Supervisor                                                                                                                                                                                  |
| 1                   |                | 1.0    | 1                   |                | 1.0    | CCTV Technician                                                                                                                                                                                      |
| 8                   |                | 8.0    | 8                   |                | 8.0    | Combination of:<br>Heavy Equipment Operator<br>Motor Equipment Operator III<br>Motor Equipment Operator II<br>Motor Equipment Operator I<br>Public Service Worker<br>Public Service Worker/ Operator |
| 11                  | -              | 11.0   | 11                  | -              | 11.0   | <b>Sub-Total</b>                                                                                                                                                                                     |
|                     |                |        |                     |                |        | <b>P/W Sanitation-Code Enforcement (Fund 58) (58150)</b>                                                                                                                                             |
| 2                   |                | 2.0    | 2                   |                | 2.0    | Code Enforcement Inspector                                                                                                                                                                           |
|                     |                |        |                     |                |        | <b>P/W Sanitation-Composting (Fund 58) (58120)</b>                                                                                                                                                   |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Combination of:<br>Sanitation Operator I<br>Sanitation Operator II                                                                                                                                   |
|                     |                |        |                     |                |        | <b>P/W Sanitation-Recycling (Fund 58) (58140)</b>                                                                                                                                                    |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Recycling Center Operator                                                                                                                                                                            |
| 2                   |                | 2.0    | 2                   |                | 2.0    | Combination of:<br>Sanitation Operator I<br>Sanitation Operator II                                                                                                                                   |
| 3                   | -              | 3.0    | 3                   | -              | 3.0    | <b>Sub-Total</b>                                                                                                                                                                                     |
|                     |                |        |                     |                |        | <b>P/W Sanitation-Residential Refuse Collection (Fund 58) (58110)</b>                                                                                                                                |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Division Director of Sanitation                                                                                                                                                                      |
| 1                   |                | 1.0    | 1                   |                | 1.0    | General Supervisor                                                                                                                                                                                   |
| 11                  |                | 11.0   | 11                  |                | 11.0   | Combination of:<br>Sanitation Operator II<br>Sanitation Operator I<br>PW Crew Supervisor<br>Public Service Worker<br>Public Service Worker/Operator<br>Solid Waste Collector                         |
| 13                  | -              | 13.0   | 13                  | -              | 13.0   | <b>Sub-Total</b>                                                                                                                                                                                     |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022    |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                                                                                                                                                         |
|---------------------|----------------|--------|---------------------|----------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                                                                                                                                                        |
|                     |                |        |                     |                |        | <b>P/W Sanitation-Yardwaste (Fund 58) (58130)</b>                                                                                                                                                                                                                      |
| 8                   |                | 8.0    | 8                   |                | 8.0    | Combination of:<br>PW Crew Supervisor<br>Sanitation Operator I<br>Sanitation Operator II<br>Public Service Worker<br>Public Service Worker/Operator                                                                                                                    |
| 8                   |                | 8.0    | 8                   |                | 8.0    |                                                                                                                                                                                                                                                                        |
|                     |                |        |                     |                |        | <b>P/W VDOT-Engineering (Fund 15-244) (15110)</b>                                                                                                                                                                                                                      |
| 1                   |                | 1.0    | 1                   |                | 1.0    | Assistant Director of P/W - City Engineer                                                                                                                                                                                                                              |
| 4                   |                | 4.0    | 4                   |                | 4.0    | Combination of:<br>Public Works Chief Engineer<br>PW Project Manager                                                                                                                                                                                                   |
| 7                   |                | 7.0    | 7                   |                | 7.0    | Combination of:<br>Construction Inspections Supervisor<br>Survey Party Supervisor<br>Public Works GIS/CAD Engineering Technician<br>Public Works Project Engineer<br>Construction Inspector<br>Sr Engineering Technician<br>Engineering Aide<br>Engineering Technician |
| 12                  | -              | 12.0   | 12                  | -              | 12.0   | <b>Sub-Total</b>                                                                                                                                                                                                                                                       |
|                     |                |        |                     |                |        | <b>P/W VDOT- Grounds Maintenance (Fund 15-247) (15130)</b>                                                                                                                                                                                                             |
| 1                   |                | 1.0    | 1                   |                | 1.0    | General Supervisor                                                                                                                                                                                                                                                     |
| 1                   |                | 1.0    | 1                   |                | 1.0    | P/W Crew Supervisor                                                                                                                                                                                                                                                    |
| 15                  |                | 15.0   | 15                  |                | 15.0   | Combination of:<br>Horticulturist<br>Motor Equipment Operator III<br>Motor Equipment Operator II<br>Motor Equipment Operator I<br>Public Service Worker<br>Public Service Worker/ Operator<br>Groundskeeper                                                            |
| 17                  | -              | 17.0   | 17                  | -              | 17.0   | <b>Sub-Total</b>                                                                                                                                                                                                                                                       |
|                     |                |        |                     |                |        | <b>P/W VDOT-Street Cleaning (Fund 15-247) (15125)</b>                                                                                                                                                                                                                  |
| 7                   |                | 7.0    | 7                   |                | 7.0    | Combination of:<br>Public Service Worker<br>Public Service Worker/ Operator<br>Motor Equipment Operator III<br>Motor Equipment Operator II<br>Motor Equipment Operator I                                                                                               |
| 7                   | -              | 7.0    | 7                   | -              | 7.0    | <b>Sub-Total</b>                                                                                                                                                                                                                                                       |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                                  |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                   |
|---------------------------------------------------|----------------|--------|---------------------|----------------|--------|--------------------------------------------------|
| Full-Time Positions                               | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                  |
| P/W VDOT-Street Maintenance (Fund 15-247) (15120) |                |        |                     |                |        |                                                  |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Division Director of Streets                     |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Training & Safety Manager                        |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | General Supervisor                               |
| 3                                                 |                | 3.0    | 3                   |                | 3.0    | P/W Crew Supervisor                              |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Code Enforcement Inspector                       |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Application Specialist I                         |
| 26                                                |                | 26.0   | 26                  |                | 26.0   | Combination of:                                  |
|                                                   |                |        |                     |                |        | Heavy Equipment Operator                         |
|                                                   |                |        |                     |                |        | Construction Inspector                           |
|                                                   |                |        |                     |                |        | Motor Equipment Operator III                     |
|                                                   |                |        |                     |                |        | Motor Equipment Operator II                      |
|                                                   |                |        |                     |                |        | Motor Equipment Operator I                       |
|                                                   |                |        |                     |                |        | Public Service Worker                            |
|                                                   |                |        |                     |                |        | Public Service Worker/ Operator                  |
|                                                   |                |        |                     |                |        | Groundskeeper                                    |
| 35                                                | -              | 35.0   | 35                  | -              | 35.0   | Sub-Total                                        |
| P/W VDOT-Traffic Control (Fund 15-244) (15115)    |                |        |                     |                |        |                                                  |
| 1                                                 |                | 1.0    | -                   |                | -      | Traffic Control Ops Engineer                     |
|                                                   |                | -      | 1                   |                | 1.0    | General Supervisor                               |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Traffic Control Crew Supervisor                  |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Sign Technician                                  |
| 6                                                 |                | 6.0    | 6                   |                | 6.0    | Combination of:                                  |
|                                                   |                |        |                     |                |        | Senior Traffic Signal Technician                 |
|                                                   |                |        |                     |                |        | Traffic Signal Technician                        |
|                                                   |                |        |                     |                |        | Motor Equipment Operator III                     |
|                                                   |                |        |                     |                |        | Motor Equipment Operator II                      |
|                                                   |                |        |                     |                |        | Motor Equipment Operator I                       |
|                                                   |                |        |                     |                |        | Public Service Worker                            |
|                                                   |                |        |                     |                |        | Public Service Worker/ Operator                  |
| 9                                                 | -              | 9.0    | 9                   | -              | 9.0    | Sub-Total                                        |
| 180                                               | -              | 180    | 180                 | -              | 180    | TOTAL PUBLIC WORKS DEPARTMENT                    |
| TRANSPORTATION DEPARTMENT                         |                |        |                     |                |        |                                                  |
| Airport (01350)                                   |                |        |                     |                |        |                                                  |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Senior Administrative Assistant                  |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Transportation Building & Grounds Superintendent |
| 3                                                 | 3.2            | 6.2    | 3                   | 3.2            | 6.2    | Combination of:                                  |
|                                                   |                | -      |                     |                | -      | Airport Maintenance Security Tech II             |
|                                                   |                | -      |                     |                | -      | Airport Maintenance Security Tech I              |
| 5                                                 | 3.2            | 8.2    | 5                   | 3.2            | 8.2    | Sub-Total                                        |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                                 |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                           |
|--------------------------------------------------|----------------|--------|---------------------|----------------|--------|----------------------------------------------------------|
| Full-Time Positions                              | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                          |
| Mass Transit (Fund 56) (56110)                   |                |        |                     |                |        |                                                          |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Director of Transportation Services                      |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Division Director of Transportation Services             |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Transportation Supervisor                                |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Senior Administrative Assistant                          |
| 1                                                |                | 1.0    | 2                   |                | 2.0    | Transportation Dispatcher                                |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Senior Account Clerk                                     |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Transportation Grants Specialist                         |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Transportation Grant Assistant                           |
| 30                                               | 6.5            | 36.5   | 30                  | 4.9            | 34.9   | Combination of:<br>Transit Driver I<br>Transit Driver II |
| 2                                                |                | 2.0    | 2                   |                | 2.0    | Account Clerk                                            |
| 40                                               | 6.5            | 46.5   | 41                  | 4.9            | 45.9   | Sub-Total                                                |
| 45                                               | 9.7            | 54.7   | 46                  | 8.1            | 54.1   | TOTAL TRANSPORTATION DEPARTMENT                          |
| UTILITIES DEPARTMENT                             |                |        |                     |                |        |                                                          |
| Utilities Administration (Fund 54) (50100)       |                |        |                     |                |        |                                                          |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Utilities Director                                       |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Key Accounts Manager                                     |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | IT Scada Systems Analyst                                 |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Energy Advisor                                           |
| 4                                                | -              | 4.0    | 4                   | -              | 4.0    | Sub-Total                                                |
| Utilities - Fiscal Services (Fund 54) (50110)    |                |        |                     |                |        |                                                          |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Division Director of Support Services                    |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                         |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Accountant II                                            |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Training & Safety Manager                                |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Facilities & Fleet Manager                               |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Utilities Warehouse Manager                              |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Custodian                                                |
| 2                                                |                | 2.0    | 2                   |                | 2.0    | Senior Account Clerk                                     |
| 3                                                |                | 3.0    | 3                   |                | 3.0    | Warehouse Stock Clerk                                    |
| 12                                               | -              | 12.0   | 12                  | -              | 12.0   | Sub-Total                                                |
| Water Treatment Administration (Fund 52) (52100) |                |        |                     |                |        |                                                          |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Division Director of Water/Wastewater Treatment          |
| 1                                                |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                         |
| 2                                                | -              | 2.0    | 2                   | -              | 2.0    | Sub-Total                                                |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                           |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                                                                                                        |
|--------------------------------------------|----------------|--------|---------------------|----------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                        | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                                                                                                       |
| Water Treatment (Fund 52) (52130)          |                |        |                     |                |        |                                                                                                                                                                                                                       |
| 1                                          |                | 1.0    | 1                   |                | 1.0    | Water Treatment Manager                                                                                                                                                                                               |
| 1                                          |                | 1.0    | 1                   |                | 1.0    | Water Chemist                                                                                                                                                                                                         |
| 3                                          |                | 3.0    | 3                   |                | 3.0    | Combination of:<br>Bldg Maintenance Superintendent<br>Senior Industrial Mechanic<br>Industrial Mechanic                                                                                                               |
| 9                                          |                | 9.0    | 9                   |                | 9.0    | Combination of:<br>Water Treatment Plant Operator Supervisor<br>Water Treatment Plant Operator III<br>Water Treatment Plant Operator II<br>Water Treatment Plant Operator I<br>Water Treatment Plant Operator Trainee |
| 14                                         | -              | 14.0   | 14                  | -              | 14.0   | Sub-Total                                                                                                                                                                                                             |
| Gas Administration (Fund 53) (53100)       |                |        |                     |                |        |                                                                                                                                                                                                                       |
| 1                                          |                | 1.0    | 1                   |                | 1.0    | Division Director of Water & Gas                                                                                                                                                                                      |
| 1                                          | -              | 1.0    | 1                   | -              | 1.0    | Sub-Total                                                                                                                                                                                                             |
| Gas Control (Fund 53) (53130)              |                |        |                     |                |        |                                                                                                                                                                                                                       |
| 1                                          |                | 1.0    | 1                   |                | 1.0    | Gas Control Analyst                                                                                                                                                                                                   |
| 2                                          |                | 2.0    | 2                   |                | 2.0    | Gas Control Technician                                                                                                                                                                                                |
| 3                                          | -              | 3.0    | 3                   | -              | 3.0    | Sub-Total                                                                                                                                                                                                             |
| Water & Gas Distribution (Fund 53) (53220) |                |        |                     |                |        |                                                                                                                                                                                                                       |
| 1                                          |                | 1.0    | 1                   |                | 1.0    | Water and Gas Distribution Superintendent                                                                                                                                                                             |
| -                                          |                | -      | -                   |                | -      | Water and Gas Distribution Supervisor                                                                                                                                                                                 |
| 6                                          |                | 6.0    | 6                   |                | 6.0    | Combination of:<br>Water and Gas Crew Supervisor<br>W&G Construction Crew Supervisor<br>Water and Gas Welder/Crew Supervisor                                                                                          |
| 15                                         |                | 15.0   | 15                  |                | 15.0   | Combination of:<br>Heavy Equipment Operator<br>Utilities Pipeline Technician III<br>Utilities Pipeline Technician II<br>Utilities Pipeline Technician I<br>Construction Worker                                        |
| 22                                         | -              | 22.0   | 22                  | -              | 22.0   | Sub-Total                                                                                                                                                                                                             |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                                  |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                                         |
|---------------------------------------------------|----------------|--------|---------------------|----------------|--------|----------------------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                               | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                                        |
| Water & Gas Engineering (Fund 53) (53210)         |                |        |                     |                |        |                                                                                                                                        |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | W&G Chief Engineer                                                                                                                     |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | Water and Gas Senior Engineer Tech.                                                                                                    |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Water and Gas Compliance Coordinator                                                                                                   |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Project Manager                                                                                                                        |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Construction Inspector                                                                                                                 |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | Combination of:<br>Water and Gas GIS Engineer Tech.<br>Water and Gas Senior GIS/CAD Technician                                         |
| 8                                                 | -              | 8      | 8                   | -              | 8      | Sub-Total                                                                                                                              |
| Water & Gas Meters & Regulators (Fund 53) (53240) |                |        |                     |                |        |                                                                                                                                        |
|                                                   |                | -      |                     |                | -      |                                                                                                                                        |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Water & Gas Systems Control Superintendent                                                                                             |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | Water and Gas Meter Tech.                                                                                                              |
| 3                                                 | -              | 3.0    | 3                   | -              | 3.0    | Sub-Total                                                                                                                              |
| Water & Gas Service (Fund 53) (53230)             |                |        |                     |                |        |                                                                                                                                        |
| 7                                                 |                | 7.0    | 7                   |                | 7.0    | Water and Gas Service Tech.                                                                                                            |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Dispatcher                                                                                                                             |
| 8                                                 | -              | 8.0    | 8                   | -              | 8.0    | Sub-Total                                                                                                                              |
| Electric Administration (Fund 54) (54100)         |                |        |                     |                |        |                                                                                                                                        |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Division Director of Power & Light                                                                                                     |
| 1                                                 | -              | 1.0    | 1                   | -              | 1.0    |                                                                                                                                        |
| Electric Distribution (Fund 54) (54120)           |                |        |                     |                |        |                                                                                                                                        |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Electric Distribution Superintendent                                                                                                   |
| 5                                                 |                | 5.0    | 5                   |                | 5.0    | Electric Line Crew Supervisor                                                                                                          |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | Inspector-Contractor Manager                                                                                                           |
| -                                                 |                | -      | -                   |                | -      | Electric Vegetation Right of Way Supervisor                                                                                            |
| 22                                                |                | 22.0   | 22                  |                | 22.0   | Combination of:<br>Electric Line Technician III<br>Electric Line Technician II<br>Electric Line Technician I<br>Electric Ground Worker |
| 2                                                 |                | 2.0    | 2                   |                | 2.0    | Electric OH/UG Equipment Operator                                                                                                      |
| 3                                                 |                | 3.0    | 3                   |                | 3.0    | Electric Right of Way Trimmer                                                                                                          |
| 1                                                 |                | 1.0    | 1                   |                | 1.0    | Dispatcher                                                                                                                             |
| 36                                                | -              | 36.0   | 36                  | -              | 36.0   | Sub-Total                                                                                                                              |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                       |                |        | Fiscal Year 2023    |                |        | POSITION TITLE                                                                                                            |
|----------------------------------------|----------------|--------|---------------------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------|
| Full-Time Positions                    | Part-Time FTEs | Totals | Full-Time Positions | Part-Time FTEs | Totals |                                                                                                                           |
| Electric Engineering (Fund 54) (54110) |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Electric Engineering Tech Manager                                                                                         |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Electric Engineering Technician/Compliance Coordinator                                                                    |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Senior Electric GIS/CAD Technician                                                                                        |
| 5                                      |                | 5.0    | 5                   |                | 5.0    | Combination of:<br>Electric Senior Engineering Technician<br>Electric Engineering Technician<br>Electric Engineering Aide |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Senior Electric Engineer                                                                                                  |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Electric Engineer                                                                                                         |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Senior Secretary                                                                                                          |
| 11                                     | -              | 11.0   | 11                  | -              | 11.0   | Sub-Total                                                                                                                 |
| Electric Meters (Fund 54) (54140)      |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Electric Meter Supervisor                                                                                                 |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | AMI Support Technician                                                                                                    |
| 3                                      |                | 3.0    | 3                   |                | 3.0    | Combination of:<br>Electric Meter Technician III<br>Electric Meter Technician II<br>Electric Meter Technician I           |
| 5                                      | -              | 5.0    | 5                   | -              | 5.0    | Sub-Total                                                                                                                 |
| Electric Substations (Fund 54) (54130) |                |        |                     |                |        |                                                                                                                           |
|                                        |                | -      |                     |                | -      | Electric Substation Superintendent                                                                                        |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Electric Substation Supervisor                                                                                            |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Utility Operator Supervisor                                                                                               |
| 11                                     |                | 11.0   | 11                  |                | 11.0   | Combination of:<br>Utility Operator<br>Electric Substation Technician                                                     |
| 13                                     | -              | 13.0   | 13                  | -              | 13.0   | Sub-Total                                                                                                                 |
| Telecommunications (Fund 55) (55110)   |                |        |                     |                |        |                                                                                                                           |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Division Director of Telecommunications                                                                                   |
| 1                                      |                | 1.0    | 1                   |                | 1.0    | Broadband Network Engineering Technician                                                                                  |
| 2                                      | -              | 2.0    | 2                   | -              | 2.0    | Sub-Total                                                                                                                 |
| 145.0                                  | -              | 145.0  | 145.0               | -              | 145.0  | TOTAL UTILITIES DEPARTMENT                                                                                                |

**CITY OF DANVILLE**  
**FY 2023 PROPOSED AUTHORIZED FULL-TIME AND PART-TIME FTE POSITIONS**

FTE = Full-time Equivalent

| Fiscal Year 2022                    |                |         | Fiscal Year 2023    |                |         | POSITION TITLE                                         |
|-------------------------------------|----------------|---------|---------------------|----------------|---------|--------------------------------------------------------|
| Full-Time Positions                 | Part-Time FTEs | Totals  | Full-Time Positions | Part-Time FTEs | Totals  |                                                        |
|                                     |                |         |                     |                |         |                                                        |
| CONSTITUTIONAL OFFICES              |                |         |                     |                |         |                                                        |
| 2.0                                 | 1.1            | 3.1     | 2.0                 | 1.1            | 3.1     | Registrar                                              |
| 10.0                                | 1.5            | 11.5    | 11.0                | 1.0            | 12.0    | Commissioner of the Revenue                            |
| 4.0                                 |                | 4.0     | 4.0                 |                | 4.0     | City Treasurer                                         |
| 82.0                                | 2.0            | 84.0    | 87.0                | 1.6            | 88.6    | Sheriff's Office                                       |
| 24.0                                |                | 24.0    | 24.0                |                | 24.0    | Commonwealth Attorney                                  |
| 16.0                                |                | 16.0    | 16.0                |                | 16.0    | Clerk of Circuit Court                                 |
| 138.0                               | 4.6            | 142.6   | 144.0               | 3.7            | 147.7   | TOTAL CONSTITUTIONAL OFFICES                           |
| 1,183.0                             | 54.2           | 1,237.2 | 1,210.0             | 49.1           | 1,259.4 | GRAND TOTAL                                            |
| OTHER ELECTED OFFICIALS (Part-time) |                |         |                     |                |         |                                                        |
| Not included in totals below        |                |         |                     |                |         |                                                        |
| 0.0                                 | 8.0            | 8.0     | 0.0                 | 8.0            | 8.0     | Council Members                                        |
| 0.0                                 | 1.0            | 1.0     | 0.0                 | 1.0            | 1.0     | Mayor                                                  |
| 0.0                                 | 9.0            | 9.0     | 0.0                 | 9.0            | 9.0     | TOTAL OTHER ELECTED OFFICIALS                          |
| FUND TOTALS                         |                |         |                     |                |         |                                                        |
| 698.0                               | 43.1           | 741.1   | 716.0               | 40.8           | 756.8   | General Fund (does not include Constitutional Offices) |
| 80.0                                | 0.0            | 80.0    | 80.0                | 0.0            | 80.0    | VDOT Fund                                              |
| 4.0                                 | 0.0            | 4.0     | 4.0                 | 0.0            | 4.0     | Central Services                                       |
| 21.0                                | 0.0            | 21.0    | 21.0                | 0.0            | 21.0    | Motorized Equipment                                    |
| 40.0                                | 6.5            | 46.5    | 41.0                | 4.9            | 45.9    | Transportation Fund                                    |
| 27.0                                | 0.0            | 27.0    | 27.0                | 0.0            | 27.0    | Sanitation Fund                                        |
| 13.0                                | 0.0            | 13.0    | 13.0                | 0.0            | 13.0    | Cemetery Fund                                          |
| 11.0                                | 0.0            | 11.0    | 11.0                | 0.0            | 11.0    | Wastewater Fund (Sewers)                               |
| 16.0                                | 0.0            | 16.0    | 16.0                | 0.0            | 16.0    | Water Fund                                             |
| 45.0                                | 0.0            | 45.0    | 45.0                | 0.0            | 45.0    | Gas Fund                                               |
| 82.0                                | 0.0            | 82.0    | 82.0                | 0.0            | 82.0    | Electric Fund                                          |
| 2.0                                 | 0.0            | 2.0     | 2.0                 | 0.0            | 2.0     | Telecommunications Fund                                |
| 1,039.0                             | 49.5           | 1,088.5 | 1,058.0             | 45.7           | 1,103.7 |                                                        |
| 6.0                                 | 0.0            | 6.0     | 8.0                 | 0.0            | 8.0     | CDBG Fund                                              |
| 138.0                               | 4.6            | 142.6   | 144.0               | 3.7            | 147.7   | Constitutional Officer                                 |
| 1,183.0                             | 54.2           | 1,237.2 | 1,210.0             | 49.4           | 1,259.4 | GRAND TOTAL                                            |

# Council Letter

## City of Danville, Virginia



**CL-2779**

**Old Business B.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Personal Property Tax on Aircraft Increase Effective January 1, 2023.

**From:** Henrietta Weaver, Accountant

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### **COUNCIL ACTION**

First Reading: 06/07/2022

Final Adoption: 06/21/2022

### **SUMMARY**

The Public Hearing for the proposed increase in personal property tax on aircraft was scheduled to be held on June 7, 2022.

The Fiscal Year 2023 City Council Introductory Budget contains a recommendation for an increase in personal property tax on aircraft from \$0.30 per \$100 of assessed value to \$0.69 per \$100 of assessed value. This increase is estimated to provide an additional \$28,450 in annual revenue.

### **BACKGROUND**

Danville's personal property tax rate on aircraft is currently undervalued compared to other nearby small rural airports, as identified above. Tax rates on aircraft are considerably greater at other regional airports since Danville's rate has not been increased in twenty years. Additional revenue is needed to support the local cost requirement to build additional hangars.

### **RECOMMENDATION**

It is recommended that Council approves the attached ordinance increasing the personal property tax rate on aircraft.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_. \_\_\_\_

AN ORDINANCE AMENDING AND REORDAINING SECTION 37-36 OF THE DANVILLE CITY CODE TO INCREASE THE PERSONAL PROPERTY TAX ON AIRPLANES FROM \$0.30 PER \$100 OF ASSESSED VALUE TO \$0.69 PER \$100 OF ASSESSED VALUE EFFECTIVE JANUARY 1, 2023.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that Section 37-36, entitled "Tax on aircraft", of Article II, entitled "LEVY AND RATE OF TAX ON REAL ESTATE, TANGIBLE PERSONAL PROPERTY, ETC.", Of Chapter 37. Entitled "TAXATION", 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 37 – TAXATION**

**ARTICLE II. – LEVY AND RATE OF TAX ON REAL ESTATE, TANGIBLE PERSONAL PROPERTY, ETC.**

**Sec. 37-36. – Tax on aircraft.**

Pursuant to section 58.1-3506 of the Code of Virginia, on all aircraft there shall be a tax of ~~thirty cents (\$0.30)~~ **sixty-nine cents (\$0.69)** on every One Hundred Dollars (\$100.00) of the assessed value thereof; and

BE IT FURTHER ORDAINED, that all other provisions and Sections of said Article II, of Chapter 37, of the Code of the City of Danville, Virginia, 1986, as amended, be, and the same are hereby, continued in full force and effect unless and until the same are hereafter amended or repealed; and

BE IT FURTHER ORDAINED, that this Ordinance shall be and become effective on and as of January 1, 2023..

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

---

City Clerk

Approved as to  
Form and Legal Sufficiency:

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City Attorney

# **Council Letter**

## **City of Danville, Virginia**



**CL-2735**

**New Business A.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** General Fund Monthly Financial Report

**From:** Michael Adkins, Director of Finance

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### **COUNCIL ACTION**

Business Meeting: 06/21/2022

### **SUMMARY**

A brief summary of General Fund financial results through May 31, 2022, will be given. Financial statements are included.

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### **Attachments**

Financial Statements

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**To: Ken F. Larking, City Manager**

**From: Michael L. Adkins, Chief Financial Officer**

**Date: June 10, 2022**

**Subject: Summary of Preliminary General Fund Financial Results for May 31, 2022**

After completing eleven months of the fiscal year, revenues are performing well and are exceeding the previous year. At May 31, General Fund revenues were \$102,855,856. This represents 87.7% of our FY 2022 budget and an increase of \$6.6 million over the prior year. Last year, at this time, we had collected \$96,303,005 or 86% of budget.

General Property Tax collections continue to perform well with 85.8% of the budgeted real estate tax realized at the end of May. We continue to see steady performance in the collection of delinquent real estate taxes this year with \$836,991 realized through May 31, accounting for 76.4% of the current year budget. Personal property tax collections are at expected levels with collections of 73% and \$8.4 million received through May 31. This represents an increase of \$1,051,302 from last year at this time. Tax bills were mailed the first week of May with payments due June 6.

Local consumer taxes have rebounded beyond pre-pandemic levels with \$30,109,787 or 99.2% of budget collected through May 31 ahead of the prior year-to-date collections of \$27,201,564. Sales tax collections through May amounted to \$9,962,849 or 98.5% of budget, an increase of \$708,849 from last year. Meals taxes collected for the first eleven months of the fiscal year amounted to \$9,144,188 or 97% of budget, an increase of \$1,177,135 from last year. Business Licenses realized at the end of May exceeded the fiscal year budget and were \$5,819,497, an increase of \$461,252 from the prior year. Lodging taxes received as of May 31 were \$1,888,076 or 104% of budget, an increase of \$536,850 from the prior year. Bank stock tax revenues exceeded budget at \$1,022,661 and 109%, an increase of \$13,976 from the prior year.

Regarding other revenue categories, a decrease of \$347,890 is seen in Non-Categorical Aid, \$100,000 of which is a timing difference with funding for the Welcome Center, which will be received in June. The remainder is a decrease in Telecommunications tax revenue. In addition, there is a \$271,008 decrease in Categorical Aid (State) specifically in Social Services, resulting from lower expenditures. A decrease of \$233,914 is noted in Charges for Services for detention within the City Jail and Adult and Juvenile Detention.

Nearly all other revenue categories are at or near the prior year and are tracking well with budget at this point.

Expenditures at May 31 were \$105,497,058 or 83.6% of budget. This is an increase of \$3.9 million when compared to May 31, 2022. The net increase is due to the budgeted increase in and timing of transfers to schools offset by a decrease in the transfers to other funds and a net increase in departmental expenditures. Danville Public Schools has been drawing down local funds much more rapidly this year than last with the resumption of in-person instruction but will not exceed budgeted amounts. The Schools also had a larger than usual carryforward of unspent local funding from the prior fiscal year resulting in the increased budgeted amount for the current year.

Departmental expenditures at the end of May show spending levels at 84% of budget and an increase of \$3.5 million from last year. Most significantly, in the prior fiscal year we allocated one month of public safety salaries to CARES Act funding which amounted to approximately \$1 million. Non-departmental expenses, mostly comprised of debt service and group health insurance, increased \$156,425 over the prior year, and are slightly ahead of budget.

Overall, General Fund expenditures exceeded revenues by \$2,641,202 at May 31. A deficit is typical for much of the fiscal year in the General Fund as significant portions of tax revenues are not collected until June. Despite this, unassigned fund balance is currently \$1.7M better than May 31 of the prior year. Year-end closing procedures will begin in July and a preliminary financial report for June 30, 2022 will be prepared and communicated in August. I will keep you informed of expected year-end results and fund balance changes as we close out FY 2022.

**CITY OF DANVILLE, VIRGINIA**  
**GENERAL FUND REPORT**  
**92% OF YEAR LAPSED AS OF MAY 31, 2022**  
**\*\*PRE-CLOSING FIGURES - SUBJECT TO CHANGE - UNAUDITED\*\***

|                                            | Budgets &<br>Appropriations For<br>Current Year | Actual<br>Revenues & Expenditures<br>For Year-to-Date | Percent<br>Realized/Expended<br>This Year | Encumbrances        | Balance to be<br>Realized/Expended | Actual<br>Revenues & Expenditures<br>At This Date Last Year |
|--------------------------------------------|-------------------------------------------------|-------------------------------------------------------|-------------------------------------------|---------------------|------------------------------------|-------------------------------------------------------------|
| <b>REVENUES:</b>                           |                                                 |                                                       |                                           |                     |                                    |                                                             |
| Property Taxes                             | \$ 35,412,000                                   | \$ 28,734,777                                         | 81.14%                                    |                     | \$ 6,677,223                       | \$ 26,134,788                                               |
| Other Local Taxes                          | 30,364,030                                      | 30,109,787                                            | 99.16%                                    |                     | 254,243                            | 27,201,564                                                  |
| License Permits & Privilege Fees           | 1,196,690                                       | 674,018                                               | 56.32%                                    |                     | 522,672                            | 224,225                                                     |
| Fines & Forfeitures                        | 338,050                                         | 200,663                                               | 59.36%                                    |                     | 137,387                            | 230,737                                                     |
| Revenue From Use Money & Property          | 1,176,580                                       | 1,439,245                                             | 122.32%                                   |                     | (262,665)                          | 993,872                                                     |
| Charges For Services                       | 3,295,520                                       | 2,597,496                                             | 78.82%                                    |                     | 698,024                            | 2,831,410                                                   |
| Miscellaneous Revenue                      | 306,170                                         | 185,957                                               | 60.74%                                    |                     | 120,213                            | 278,766                                                     |
| Recovered Cost                             | 8,145,738                                       | 7,552,477                                             | 92.72%                                    |                     | 593,261                            | 7,661,697                                                   |
| Non-Categorical Aid                        | 5,726,620                                       | 4,392,661                                             | 76.71%                                    |                     | 1,333,960                          | 4,740,551                                                   |
| Shared Expenses (Categ. Aid State)         | 5,260,160                                       | 4,847,235                                             | 92.15%                                    |                     | 412,925                            | 4,585,073                                                   |
| Categorical Aid (State)                    | 9,594,179                                       | 7,037,964                                             | 73.36%                                    |                     | 2,556,215                          | 7,308,972                                                   |
| Emergency Services (Federal)               | 27,020                                          | -                                                     | 0.00%                                     |                     | 27,020                             | 27,013                                                      |
| Categorical Aid (Federal)                  | -                                               | 6,630                                                 |                                           |                     | (6,630)                            | 10,754                                                      |
| Transfers From Utilities/Cap Project       | 16,382,603                                      | 15,076,946                                            | 92.03%                                    |                     | 1,305,657                          | 14,073,583                                                  |
| <b>TOTAL REVENUES</b>                      | <b>\$ 117,225,360</b>                           | <b>\$ 102,855,856</b>                                 | <b>87.74%</b>                             |                     | <b>\$ 14,369,504</b>               | <b>\$ 96,303,005</b>                                        |
| <b>EXPENDITURES:</b>                       |                                                 |                                                       |                                           |                     |                                    |                                                             |
| General Government Administration          | \$ 12,172,219                                   | \$ 10,595,291                                         | 87.04%                                    | \$ 229,176          | \$ 1,576,928                       | \$ 9,818,700                                                |
| Judicial Administration                    | 7,546,002                                       | 7,043,895                                             | 93.35%                                    | 29,402              | 502,108                            | 6,521,763                                                   |
| Public Safety                              | 32,996,083                                      | 28,013,506                                            | 84.90%                                    | 1,237,421           | 4,982,578                          | 25,830,458                                                  |
| Public Works                               | 4,658,674                                       | 3,885,135                                             | 83.40%                                    | 57,635              | 773,540                            | 3,817,854                                                   |
| Health, Education, Welfare & Soc. Svc.     | 9,358,540                                       | 6,998,634                                             | 74.78%                                    | 63,712              | 2,359,906                          | 7,109,900                                                   |
| Parks, Recreation & Cultural               | 5,484,032                                       | 4,176,384                                             | 76.16%                                    | 106,930             | 1,307,648                          | 3,973,323                                                   |
| Community Development                      | 2,110,985                                       | 1,618,800                                             | 76.68%                                    | 261,602             | 492,185                            | 1,722,809                                                   |
| Non-Departmental                           | 12,857,073                                      | 13,041,891                                            | 101.44%                                   | -                   | (184,819)                          | 12,885,466                                                  |
| Transfer to Schools - Operating            | 33,606,300                                      | 25,967,508                                            | 77.27%                                    | 7,638,793           | -                                  | 22,698,404                                                  |
| Transfer to Capital Projects               | 3,602,460                                       | 2,305,723                                             | 64.00%                                    | -                   | 1,296,737                          | 3,965,679                                                   |
| Transfer to Other Funds                    | 1,881,180                                       | 1,850,292                                             | 98.36%                                    | -                   | 30,888                             | 3,294,423                                                   |
| <b>TOTAL EXPENDITURES</b>                  | <b>\$ 126,273,549</b>                           | <b>\$ 105,497,058</b>                                 | <b>83.55%</b>                             | <b>\$ 9,624,672</b> | <b>\$ 13,137,698</b>               | <b>\$ 101,638,780</b>                                       |
| Revenue over(under) Expenditures           |                                                 | <u>\$ (2,641,202)</u>                                 |                                           |                     |                                    | <u>\$ (5,335,775)</u>                                       |
| <b>FUND BALANCE:</b>                       |                                                 |                                                       |                                           |                     |                                    |                                                             |
| Beginning Fund Balance 07/01/2021          |                                                 | \$ 47,090,495                                         |                                           |                     |                                    | \$ 43,310,847                                               |
| Revenue over(under) Expenditures           |                                                 | (2,641,202)                                           |                                           |                     |                                    | (5,335,775)                                                 |
| Ending Fund Balance 05/31/2022             |                                                 | <u><b>\$ 44,449,293</b></u>                           |                                           |                     |                                    | <u><b>\$ 37,975,072</b></u>                                 |
| Composition of Fund Balance:               |                                                 |                                                       |                                           |                     |                                    |                                                             |
| Reserved for Encumbrances/Designated Funds |                                                 | \$ 14,867,567                                         |                                           |                     |                                    | \$ 10,091,322                                               |
| Unassigned                                 |                                                 | <u>29,581,726</u>                                     |                                           |                     |                                    | <u>27,883,750</u>                                           |
| <b>TOTAL FUND BALANCE 05/31/2022</b>       |                                                 | <u><b>\$ 44,449,293</b></u>                           |                                           |                     |                                    | <u><b>\$ 37,975,072</b></u>                                 |

**City of Danville, Virginia**  
**Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED**  
**For the period ending May 31, 2022**

| <b>Description</b>        | <b>Current<br/>Budget</b> | <b>Revenue<br/>Realized</b> | <b>Percentage<br/>Realized</b> | <b>Prior Year<br/>Budget</b> | <b>Prior Year<br/>Realized</b> | <b>Percentage<br/>Prior Year</b> |
|---------------------------|---------------------------|-----------------------------|--------------------------------|------------------------------|--------------------------------|----------------------------------|
| Sales Tax                 | \$ 10,115,880             | \$ 9,962,849                | 98.49%                         | \$ 9,150,000                 | \$ 9,254,000                   | 101.14%                          |
| Business Licenses         | 5,450,000                 | 5,819,497                   | 106.78%                        | 5,250,000                    | 5,358,245                      | 102.06%                          |
| Meals Tax                 | 9,471,320                 | 9,144,188                   | 96.55%                         | 8,645,000                    | 7,967,052                      | 92.16%                           |
| Utility Taxes             | 940,000                   | 867,979                     | 92.34%                         | 967,000                      | 797,798                        | 82.50%                           |
| Vehicle License Fees      | 1,000,000                 | 674,603                     | 67.46%                         | 990,000                      | 704,310                        | 71.14%                           |
| Bank Stock Tax            | 940,000                   | 1,022,661                   | 108.79%                        | 900,000                      | 1,008,685                      | 112.08%                          |
| Recordation Tax           | 200,000                   | 316,647                     | 158.32%                        | 180,000                      | 363,129                        | 201.74%                          |
| Hotel Motel Tax           | 1,811,630                 | 1,888,076                   | 104.22%                        | 1,600,000                    | 1,351,227                      | 84.45%                           |
| Daily Property Rental Tax | 13,200                    | 15,943                      | 120.78%                        | 15,000                       | 12,364                         | 82.43%                           |
| Motor Vehicle Tax         | 162,000                   | 191,293                     | 118.08%                        | 175,000                      | 181,094                        | 103.48%                          |
| DMV Fees                  | 260,000                   | 206,051                     | 79.25%                         | 245,000                      | 203,660                        | 83.13%                           |
| <b>TOTAL</b>              | <b>\$ 30,364,030</b>      | <b>\$ 30,109,787</b>        | <b>99.16%</b>                  | <b>\$ 28,117,000</b>         | <b>\$ 27,201,564</b>           | <b>96.74%</b>                    |

**CITY OF DANVILLE, VIRGINIA  
GENERAL FUND  
COMPOSITION OF FUND BALANCE  
PRELIMINARY - AS OF May 31, 2022**

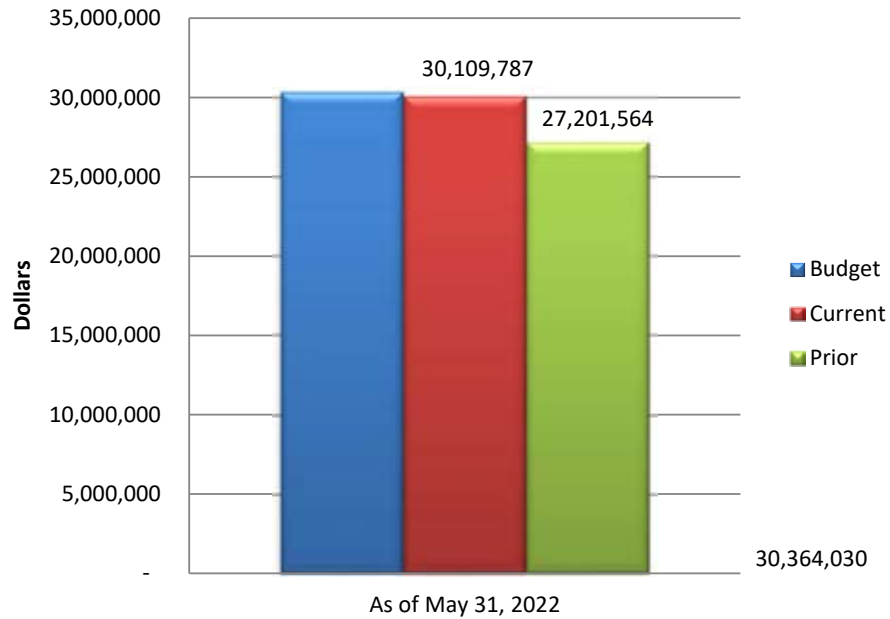
|                                            |                                |
|--------------------------------------------|--------------------------------|
| Beginning Total Fund Balance, July 1, 2021 | \$ 47,090,495.25               |
| Add: General Fund Revenues                 | 102,855,856.33                 |
| Deduct: General Fund Expenditures          | <u>(105,497,058.40)</u>        |
| Ending Total Fund Balance, May 31, 2022    | <u><u>\$ 44,449,293.18</u></u> |

Composition of Fund Balance:

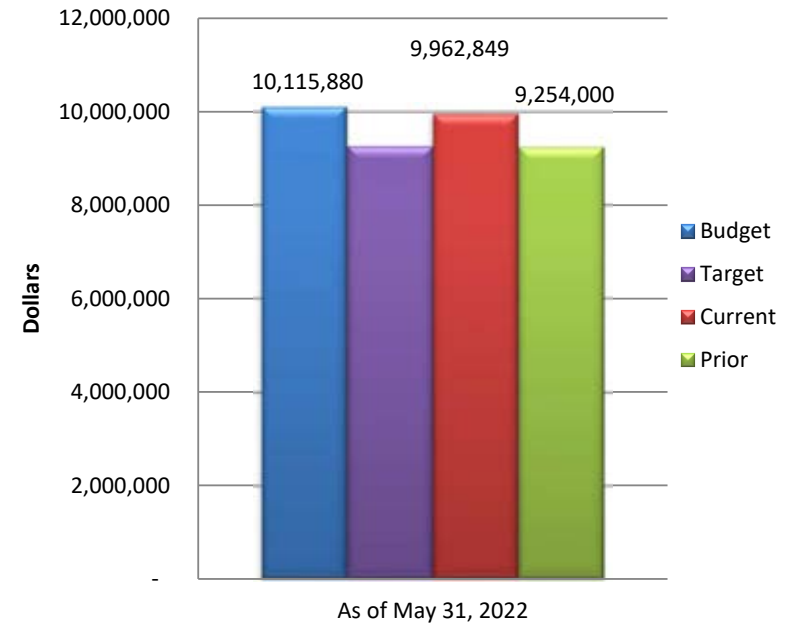
|                                       |                                |
|---------------------------------------|--------------------------------|
| Restricted for Commonwealth Attorney  | \$ 102,056.79                  |
| Restricted for Police Department      | 33,612.66                      |
| Restricted for Fire Department        | 117,724.87                     |
| Committed for Sheriff's Department    | 115.34                         |
| Committed to Schools                  | 7,638,792.82                   |
| Committed to Budget Stabilization     | 3,000,000.00                   |
| Assigned to Community Development     | 10,568.12                      |
| Assigned for Encumbrances             | 1,985,879.07                   |
| Nonspendable (Inventory and Prepaids) | 1,978,817.19                   |
| <b>UNASSIGNED</b>                     | <b><u>29,581,726.32</u></b>    |
| Total Fund Balance, May 31, 2022      | <u><u>\$ 44,449,293.18</u></u> |

|                                                                                                      |                      |
|------------------------------------------------------------------------------------------------------|----------------------|
| Unassigned fund balance from above                                                                   | \$ 29,581,726.32     |
| Unassigned Minimum per policy<br>(20% of General Fund Operating Revenues)<br>based on FY 2022 budget | <u>23,445,072.02</u> |
| Current surplus (deficit) over (under) minimum                                                       | \$ 6,136,654.30      |

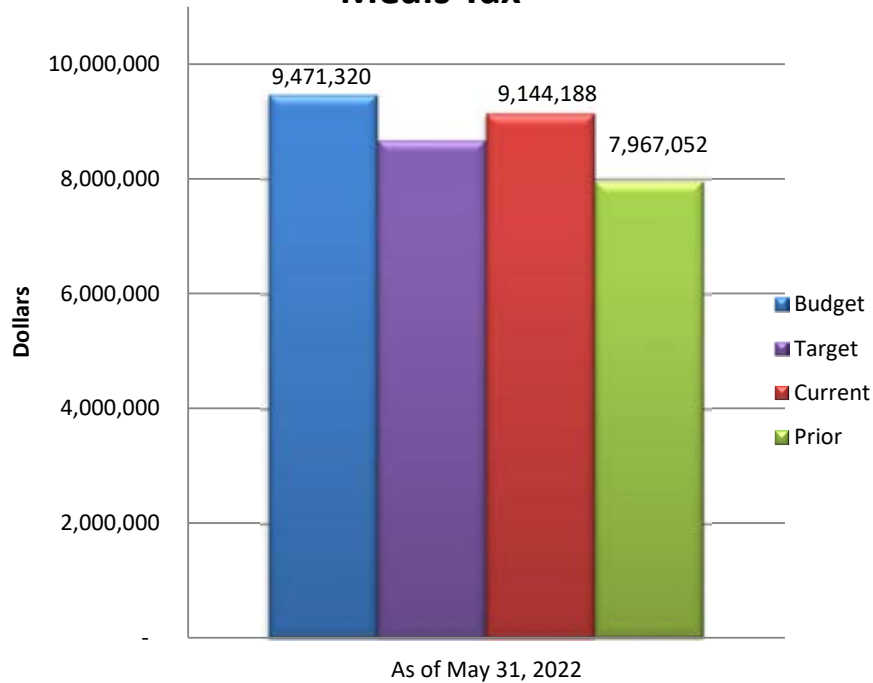
## Local Taxes



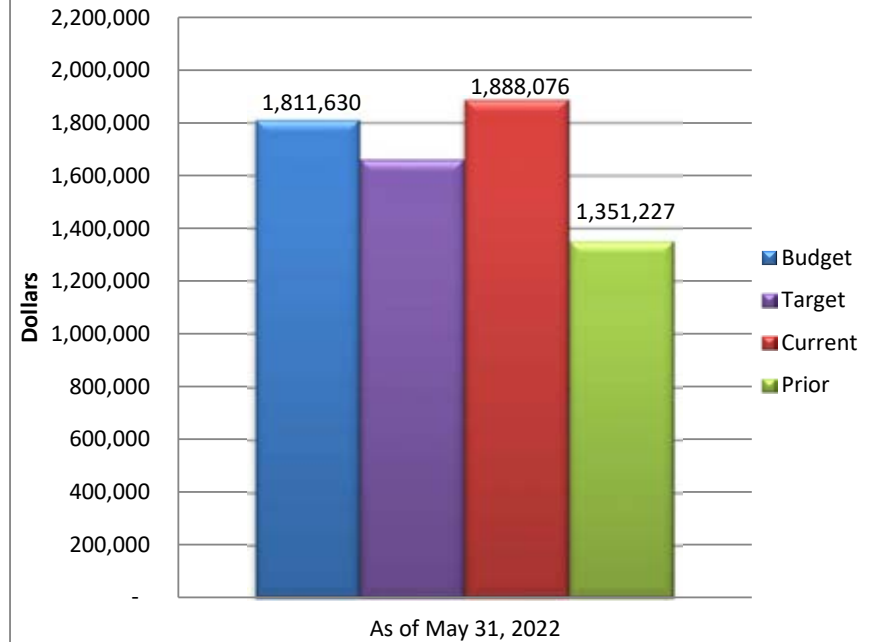
## Sales Tax



## Meals Tax

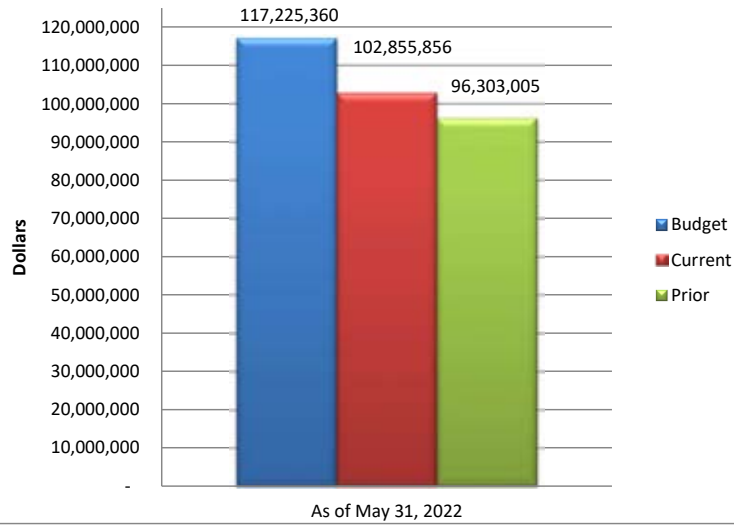


## Lodging Tax

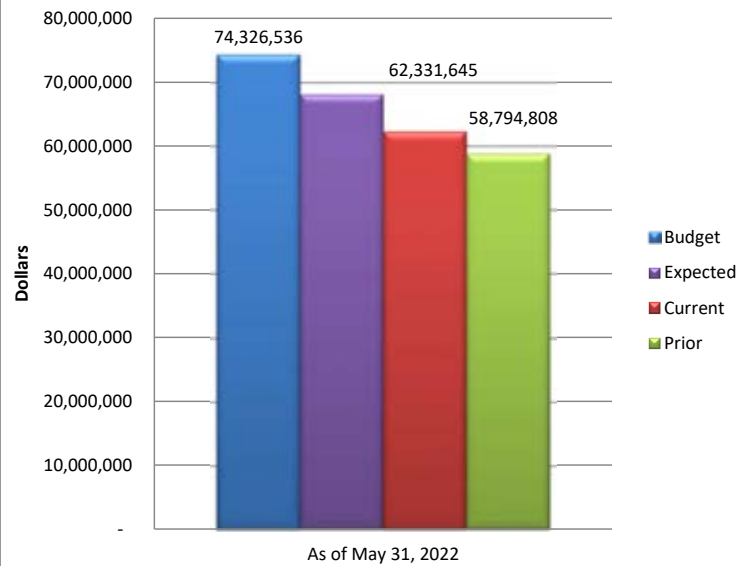


## Total Revenues

(excluding bonds)

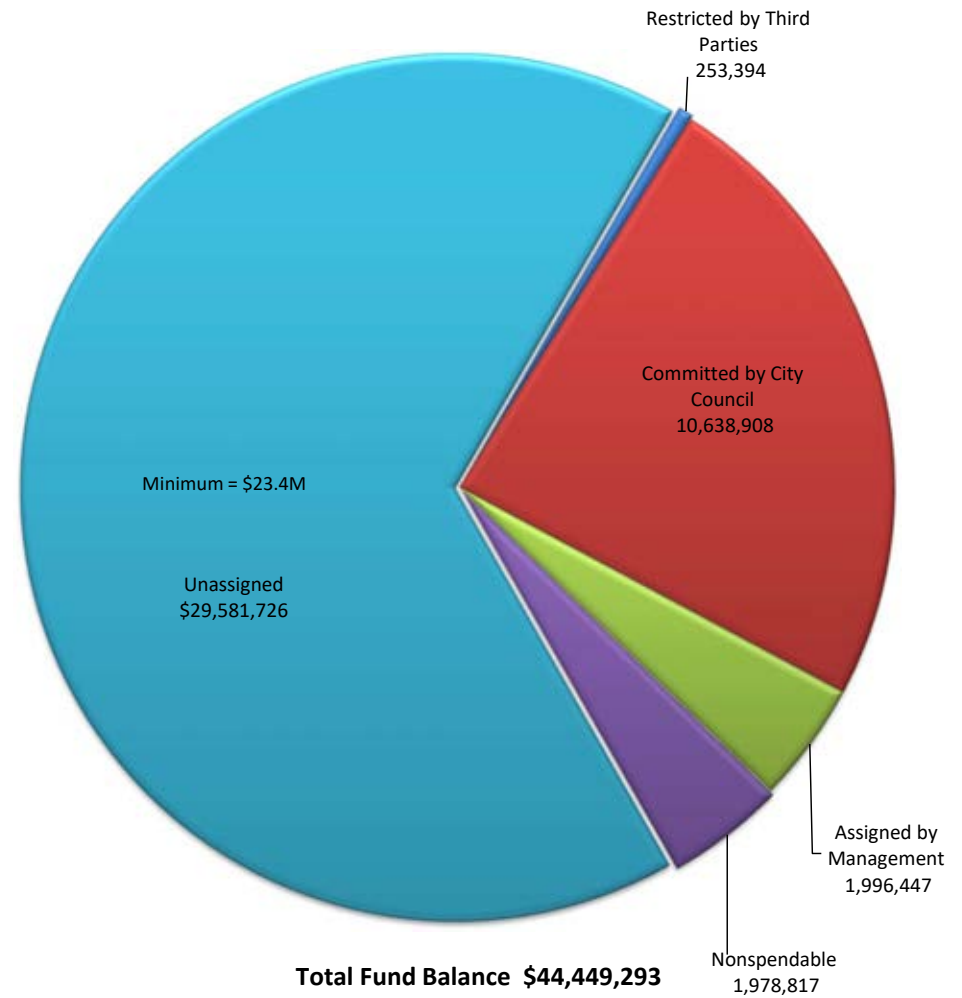


## Departmental Spending



## Fund Balance - General Fund

as of May 31, 2022



# Council Letter

## City of Danville, Virginia



**CL-2775**

**New Business B.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Personnel Ordinance

**From:** Sara Weller, Director of Human Resources

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### **COUNCIL ACTION**

Business Meeting: 06/21/2022

### **SUMMARY**

Amendments to the City of Danville's Personnel System are submitted no less than annually to City Council for adoption. Proposed changes for Fiscal Year 2023 include revisions to the City of Danville's Personnel System Regulations, compensation plan, and classification plan.

### **BACKGROUND**

The original Personnel System of the City of Danville was adopted in 1983. The System includes the City's Personnel System Regulations, compensation plan, and classification plan. Since initial adoption, the System has been continually revised as legal or business needs require.

Changes to the Personnel System are recommended for Fiscal Year 2023, as follows:

#### *Personnel System Regulations*

There are very few changes to the Personnel System Regulations recommended this year. The changes presented correct job titles and State Code references and clarifies wording in one section. There are no policy changes recommended.

#### *Compensation System*

Changes to the current compensation system include the assignment of new classifications to pay grades and grade reassignment for a few current positions. This system is effective through December 31, 2022. A revised compensation system is proposed effective January 1, 2023. This system is recommended by the Berkley Group as part of the first phase of the minimum wage adjustment study. It encompasses the State's minimum wage adjustment to \$11 per hour, which went into effect January 1, 2022.

#### *Classification System*

The City continues to review, update, and reformat current job descriptions to maintain alignment with the classification and compensation systems throughout the year. New job descriptions are included for review and adoption.

## **RECOMMENDATION**

It is recommended that City Council adopt the attached ordinance reflecting changes to the City of Danville's Personnel System Regulations.

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### **Attachments**

Ordinance

Personnel Regulation Revisions

Job Descriptions

Schematic List

---

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_.\_\_\_\_

AN ORDINANCE AMENDING THE PERSONNEL SYSTEM OF THE CITY OF DANVILLE PROVIDING FOR THE CLASSIFICATION, COMPENSATION, AND EMPLOYEE DEVELOPMENT FOR EMPLOYMENT POSITIONS OF THE CITY.

WHEREAS, certain revisions need to be made to the Personnel System of the City of Danville for the purpose of providing for the Classification of and Compensation for the employment positions of the City, responsibilities hereunder and the administration thereof, and to make other appropriate changes in the provisions of the Personnel System of the City of Danville, as adopted and ordained in Ordinance No. 83-11.16, adopted November 28, 1983.

WHEREAS, revisions to the Classification system including formatting, editing, and creation of new class descriptions is necessary for alignment with the Compensation system the City Manager upon recommendation of the Director of Human Resources may, during the fiscal year, make necessary adjustments to the Classification system without presentation of each class description to the Council of the City of Danville.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Danville, Virginia, that the Personnel System of the City of Danville be, and is hereby, amended and reordained, as attached hereto and made a part hereof as if fully set out herein; and

BE IT FURTHER ORDAINED that all Chapters, Sections, Subsections, Sub-subsections, Paragraphs, Subparagraphs, Class Descriptions, and provisions of said Personnel System of the City of Danville, as heretofore amended, which are not amended or repealed by this Ordinance, shall continue in full force and effect unless and until the same be, and are hereby, reordained; and

BE IT FINALLY ORDAINED that this Ordinance shall become and be effective  
on and as of July 1, 2022.

APPROVED:

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Mayor

ATTEST:

---

City Clerk

Approved as to  
Form and Legal Sufficiency:

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City Attorney

**City of Danville Personnel System Regulations**  
**Proposed Revisions Effective 7/1/22**

**6.3.3. Promotion Within the Fire Department**

**6.3.3.1. General**

It is recognized that professionally developed tests when used in conjunction with other personnel procedures, may significantly aid in the overall development and proper utilization of human resources. Therefore, promotions within the Fire Department shall be made on the basis of written examinations, skill tests, panel interviews, longevity, and supervisory and performance evaluations, as required.

The Fire Chief, in consultation with the Director of Human Resources, is responsible for the creation and maintenance of the Fire Department's promotional procedures through departmental policies and procedures. At least one member of Human Resources staff shall be present during promotional processes to assist with and/or oversee the process.

The following classes are appointive at the discretion of the Fire Chief and City Manager:

~~Assistant~~ **Deputy** Fire Chief  
Battalion Chief  
**Division Chief** Fire Marshal  
Assistant Fire Marshal  
Fire Lieutenant/Assistant Training Officer  
**Division Chief Training & Safety**

The Fire Chief shall be appointed by the City Manager.

**6.4. Educational Incentive Program for Employees of the Police Department and Fire Department**

Each employee in the Police Department and Fire Department assigned to one of the classes listed in this section shall be entitled to receive an increment to his or her regular compensation after successfully completing one-half of an approved program of study at an approved regionally accredited educational institution. Approved programs of study vary by the department, but may include criminal justice, criminology, public administration, fire science, fire administration, emergency management, and paramedicine. The Fire Chief and Police Chief, in conjunction with the Director of Human Resources, may approve other relevant programs of study for the educational incentive. The increment shall be in an amount equal to five percent of the employee's rate of pay on the date such portion of the program of study is completed and shall become payable on and as of the next pay cycle thereafter.

Upon successful completion of the full program of study, the employee shall be entitled to receive an additional increment to his or her regular compensation in an amount equal to five percent of the employee's rate of pay on the date of such completion, to be payable on and as of the first day of the next duty cycle thereafter.

A new employee assigned to one of the eligible classes in these departments who has successfully completed the prescribed program of study or portion thereof prior to his or her employment in such class shall be entitled, to an increment of compensation equivalent to that herein provided for other like qualified employees. It is at the discretion of the department director whether such compensation is granted upon initial employment or upon successful completion of the probationary

period. If such compensation is granted upon successful completion of the probationary period it will not be retroactive to the initial date of hire.

The approval and granting of such increments to the compensation of an eligible employee is conditioned upon the employee first providing to the City such proof as it may require of the employee's successful completion of the prescribed program of study or portion thereof.

All such increments shall be considered separate and apart from regular compensation for purposes of calculating other increases in compensation. Such increments shall, however, be adjusted in an amount equal to the average increase in the compensation when authorized and approved by the Council for all City employees.

The positions eligible for the compensation increments provided by this section are:

Police Officer  
Police Corporal  
Police Sergeant  
Police Lieutenant  
Police Captain  
Animal Control Officer  
Fire Fighter  
Fire Fighter/Engineer  
**Division Chief** Fire Marshal  
Assistant Fire Marshal  
Fire Captain  
Fire Lieutenant/Assistant Training Officer  
**Division Chief Training & Safety**  
Battalion Chief of EMS and Training  
Battalion Chief  
**Assistant Deputy** Fire Chief  
Fire Code Inspector

#### **10.4.2. Non-Covered Personnel**

Personnel not entitled to file grievances under the Grievance Procedure are:

Temporary and part-time employees;

Probationary employees, including employees whose probationary period may have been extended, except employees on probation as a result of discipline, promotion, transfer or non-disciplinary demotion who may utilize the grievance procedure for all permitted purposes except to challenge demotion or transfer to their prior position;

Employees of the School Board of the City;

Constitutional Officers, other elected officers, and their employees;

Members of Boards, Commissions, and Committees, and Officers appointed by Council;

All other persons excluded from access to the grievance procedure described in this Section under the provisions of Section 1 of this Personnel System;

Law Enforcement Officers of the Police Department who have elected to pursue a resolution of their grievances under Chapter ~~10.4~~ **5** of Title ~~2.4~~ **9.1** of the Code of Virginia, 1950, as amended; and

Assistant City Attorneys.

#### **10.10. Limitations on Panel Members and Administrative Hearing Officer**

Neither an Administrative Hearing Officer nor a panel has the authority to do any of the following:

Formulate policies or procedures or alter existing policies or procedures;

Circumscribe or modify the rights of the City as outlined in this Procedure;

Exonerate an employee from all discipline when the employee admits ~~guilt~~ **to committing the act(s) that is the basis of the grievance;**

Grant relief greater than that which the grievant has requested in the grievance forms;

Award legal fees;

Grant back pay.



## **COMMUNITY LIAISON – 1933**

**FLSA Status:** Non-Exempt

**Computer Code:**

### **BRIEF DESCRIPTION**

*This position is the link between the Youth and Family Resource Collaborative and the people in the community that they serve. Creates and maintains networks with a variety of agencies to support youth programs and services. Assists in supervising and implementing recreational programs. Position reports to the Community Programmer.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Coordinates with a variety of agencies such as social services, healthcare providers, educational institutions, and government to provide resources to meet the community member's basic needs, health, and educational connections.*
- *Creates and maintains records for each community member involved in the collaborative.*
- *Documents all contact with youth and their families and compiles status reports.*
- *Reinitiates contact with employers, schools, or agencies on behalf of the community member.*
- *Recruits community members by providing access to job skills training, information resources, role modeling and encouragement.*
- *Serves as advocate for the community member in securing services, education, and job-related opportunities.*
- *Assesses needs of family members and makes referrals to appropriate services.*
- *Networks with various organizations, schools, courts, probation officers, community residents, and grass roots organizations to gather resources and information to offer the youth and their affected family members.*
- *Assists with social and recreational activities for community members.*

### **ADDITIONAL DUTIES**

- *Performs additional duties as assigned*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*High School Diploma or GED; basic computer skills.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Valid Driver's License with acceptable driving record according to City Criteria*

#### ***Job Knowledge***

***Basic familiarity with the work to know common principles and terminology and to understand and solve simple problems***

#### ***Reading***

***Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.***

#### ***Writing***

***Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.***

#### ***Math***

***Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).***

#### ***Communication Skills***

***Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.***

#### ***Independence and Decision-Making***

***Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.***

#### ***Technical Skills***

***Work requires the use of standard technical skills appropriate to the work environment of the organization.***

#### ***Fiscal Responsibilities***

***No budgetary/fiscal responsibility.***

#### ***Supervisory Responsibilities***

***May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.***

#### ***PHYSICAL DEMANDS***

***Work is light in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.***

#### ***NON-PHYSICAL DEMANDS***

- ***Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.***
- ***Regular and predictable attendance is expected.***

#### ***MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE***

*Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.*

#### **WORK ENVIRONMENT**

*The work is typically performed in an office. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

---

**Date**



## **ASSISTANT YOUTH AND GANG VIOLENCE PREVENTION COORDINATOR – 1935**

**FLSA Status:** Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*The purpose of this position is to assist the Youth and Gang Violence Prevention Coordinator with coordinating activities and programs between city departments, community groups and agencies in the awareness, suppression, intervention, and prevention of gang related activity. This is accomplished by assisting in establishing and maintaining partnerships with appropriate community groups and agencies, including, but not limited to, schools, juvenile courts, law enforcement officials, government and local agencies, non-profits, faith based groups, grassroots groups, as well as area youth and high-risk gang-involved populations. Scheduling meetings with participating groups and coordinating efforts. Coordinating meetings with appropriate participants and preparing necessary materials for the meetings. Assisting with data collection and compiling of information for assessment reports and grants. Identifying community resources available to assist with implementation of projects. Developing public awareness documents and publicity materials. This position reports to the Youth and Gang Violence Prevention Coordinator and serves as liaison between the various agencies, groups, officials, and residents.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Assist in organizing and planning meetings and activities; prepares agendas and other appropriate materials for the meetings*
- *Compiles information and submits various reports*
- *Educates, presents, and disseminates information to various city and community groups*
- *Assist in managing and overseeing activities and operation of projects*
- *Establishes and maintains relationships with community partners, including, but not limited to schools, juvenile courts, law enforcement officials, government and local agencies, non-profits, faith based groups, grassroots groups, as well as area youth and high-risk gang-involved populations*
- *Assists in the preparation of grants; maintains records and databases for tracking and reporting information*
- *Attends and participates in professional group meetings to stay current on new trends in the field of youth development, crime prevention and gang suppression; organizes training events for participating agencies*
- *Designs and develops publicity documents and materials*

### **ADDITIONAL DUTIES**

- *Performs additional duties as assigned*



## **JOB REQUIREMENTS**

### ***Education and Experience***

***Bachelor's degree with broad knowledge in a general professional or technical field and over one year up to and including three years' experience.***

***An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above***

### ***Certifications/Licenses***

- ***Valid Driver's License with acceptable driving record according to City Criteria***

### ***Job Knowledge***

***Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.***

### ***Reading***

***Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.***

### ***Writing***

***Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.***

### ***Math***

***Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.***

### ***Communication Skills***

***Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.***

### ***Independence and Decision-Making***

***Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.***

### ***Technical Skills***

***Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.***

### ***Fiscal Responsibilities***

***Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.***

### ***Supervisory Responsibilities***

*Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.*

### **PHYSICAL DEMANDS**

- *Work is sedentary in nature, requiring sitting and moving between office equipment and occasional light physical exertion.*
- *Adequate vision, hearing and talking to use a computer, telephone, communicate effectively with others and make public presentations.*

### **NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of internet, standard office equipment to included telephone, personal devices, computer, Microsoft Office and related software and hardware.*

### **WORK ENVIRONMENT**

*The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.*

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### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

---

**Employee Signature**

---

**Date**



## **TRAVEL COUNSELOR I – 1970**

**FLSA Status:** Non-Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*This position will greet all visitors, assist the traveling public, support the operations of the Visitor Center, and interact with tourism partners as directed. The Travel Counselor will interact professionally and collaboratively, enthusiastically representing the City of Danville and Pittsylvania County to citizens and visitors. Displays top quality customer service. Reports to the Visitor Center Manager.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Acknowledge all visitors in a timely manner.*
- *Present a friendly and “willing to assist” manner to the public, show enthusiasm and thank visitors for coming.*
- *Provide the traveling public with accurate and understandable information.*
- *Offer each visitor the opportunity to sign the guest register and receive assistance with lodging reservations.*
- *As requested by manager, respond to written, telephone, or e-mail inquiries and requests.*
- *Assist with data entry into the online visitation reporting system/Simpleview Consumer User Group.*
- *Supports the Visitor Center Manager in implementing and staffing programs, events, and activities.*
- *Assembles and provides information to groups, individuals, and business visitors.*
- *Review new brochures and publications to enhance knowledge of areas tourism industry and attractions.*
- *Review and be familiar with the City of Danville’s Tourism website to strengthen knowledge of the area tourism assets and special events.*
- *Participate in annual Visitor Center Seminar/Study Tour as offered by the Virginia Tourism Corporation; Typically held in March each year.*
- *May be required to travel out-of-town and out-of-state, as needed, for conferences and marketplaces.*
- *Keep brochure racks orderly and well stocked and assist in maintaining appropriate brochure inventory levels to meet needs of the traveling public.*
- *Assist with inventory control and incoming mail or literature.*
- *Actively participate in staff meetings.*

### **ADDITIONAL DUTIES**

- *Performs additional duties as assigned.*

## **JOB REQUIREMENTS**

### ***Education and Experience***

***High School Diploma or GED; basic computer skills; with at least two years' experience in the hospitality industry preferred.***

***An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above***

### ***Certifications/Licenses***

- ***Valid Driver's License with acceptable driving record according to City Criteria***

### ***Job Knowledge***

***Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.***

### ***Reading***

***Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.***

### ***Writing***

***Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.***

### ***Math***

***Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.***

### ***Communication Skills***

***Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.***

### ***Independence and Decision-Making***

***Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.***

### ***Technical Skills***

***Work requires the use of standard technical skills appropriate to the work environment of the organization.***

### ***Fiscal Responsibilities***

***No budgetary/fiscal responsibility.***

### ***Supervisory Responsibilities***

***No responsibility for direction or supervision of others.***

#### **PHYSICAL DEMANDS**

- *Work is medium in nature, exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly; walking, standing, sitting, lifting, carrying, pushing/pulling, reaching, handling, kneeling, and crouching.*
- *May occasionally experience weather-related emergencies such as snow removal.*
- *Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.*

#### **NON-PHYSICAL DEMANDS**

- *May frequently experience time pressure, working closely with others as a part of a team and multi-tasking.*
- *May occasionally experience irregular work schedule/overtime.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.*

#### **WORK ENVIRONMENT**

*This work is performed in an office environment where the noise level is moderate. The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **MARKETING COORDINATOR – 1973**

**FLSA Status: Non-Exempt**

**Computer Code: 4**

### **BRIEF DESCRIPTION**

*This position is responsible for assisting with the promotion and marketing of the City of Danville and Pittsylvania County to the traveling public and business community. The Marketing Coordinator will work as part of a marketing team using all available tools, technology, and methods to stimulate economic growth for the region.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Assists the Marketing and Research Manager with the development, implementation, and coordination of an annual media plan that promotes Danville and Pittsylvania County to the traveling public and business community.*
- *Helps develop creative copy of design of print and electronic advertising and marketing materials, including promotional brochures, community calendars, newsletters, social media posts, print and online advertisements, radio and television features, promotional videos, etc.*
- *Assists in developing and maintaining websites and social media accounts, such as Facebook, Twitter, LinkedIn, YouTube, Instagram, and travel-related blogs.*
- *Maintains effective working relationships with local media and industry media and writers*
- *Writes content for website and social media account, in addition to drafting media releases, radio and television promotions, and public service announcements.*
- *Maintains effective working relationships with internal and external photographers to maintain a library of current and high-quality photographic images.*

### **ADDITIONAL DUTIES**

- *Performs additional duties to support operational requirements as assigned.*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*Bachelor's Degree in Public or Business Administration, Marketing, Graphic Design or a related field and one to three years of related experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Valid Driver's License with acceptable driving record according to City Criteria*

**Job Knowledge**

*Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.*

**Reading**

*Advanced: Ability to read literature, books, reviews, industry journals, abstracts, financial reports, and/or legal documents.*

**Writing**

*Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.*

**Math**

*Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.*

**Communication Skills**

*Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.*

**Independence and Decision-Making**

*Normally performs the duty assignment with substantial discretion and within broad parameters designed by general organizations requirements and accepted practices. Overall results determine job performance.*

**Technical Skills**

*Advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.*

**Fiscal Responsibilities**

*No budgetary/fiscal responsibility.*

**Supervisory Responsibilities**

*No responsibility for the direction or supervision of others.*

**PHYSICAL DEMANDS**

- *Work is sedentary in nature, requiring moving between office equipment and occasional light physical exertion.*
- *Adequate vision, hearing and talking to use a computer, telephone and communicate effectively with others.*

**NON-PHYSICAL DEMANDS**

- *May frequently experience time pressure, changing tasks, multitasking, working closely with others as a part of a team, irregular work schedules, emergency situations and exacting work.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment to included telephone, computer, Microsoft Office, job specific software, such as Photoshop and InDesign, and related hardware.*

#### **WORK ENVIRONMENT**

*The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

---

**Date**



## **TOURISM SALES COORDINATOR – 1974**

**FLSA Status:** Non-Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*This position is responsible supporting the sales, marketing, and administrative efforts of the Office of Economic Development and Tourism. The primary role of the Tourism Sales Coordinator is to assist the Tourism Manager in the implementation of a strategy that will differentiate the City of Danville and Pittsylvania County from other regional competitors through advertising, promotions, trade events, and visitor experience initiatives to stimulate economic growth for the region.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Manages and reports on a portfolio of assigned business relationships.*
- *Enters data into Simpleview and other software, as well as produces reports and manages customer records such as:*
  - *Sales Mission Contacts and Leads*
  - *Economic Impact Reports*
  - *Monthly/Quarterly/Annual Sales Reports*
  - *Custom Databases and Searches*
  - *Updated Stakeholder Information*
- *Responsible for generating a positive return on investment for group tour/travel and government meetings markets.*
- *Maintains effective working relationships with area facilities, attractions, hospitality businesses, and other stakeholders to promote effective sales efforts.*
- *Works with departmental staff in coordinating the facilities and the services needed to plan events, such as meetings, conferences, sports events, weddings and family reunions, group tours, etc.*
- *Build itineraries and assist with the planning and execution of Familiarizations (FAM) Tours for travel writers, tour operators, wedding planners, meeting and sports planners, and other parties.*
- *Assist with coordinating and staffing information tables and/or booths at meetings, conferences, and special events.*
- *Maintains a well-informed, up-to-date knowledge of all area facilities and keeps Tourism and Visitor Services staff informed of new developments at such facilities.*
- *Prepares RFPs for meetings, conference, sports events, weddings, family reunions, tours, etc. as needed.*
- *Maintains accurate and current listings on various platforms, including Virginia.org and SCOUT.*
- *Responds to inquiries with information about the Danville-Pittsylvania County region.*
- *Develops and/or obtains step-on guides and shuttle bus services as needed for group tours.*

- *Prepares and reports on economic impact for special events, partnerships, and leads.*
- *Prepares reports for economic development and tourism projects using JobsEQ.*
- *Coordinates the fulfillment of convention and visitor services' needs.*
- *Assists in qualifying prospective leads.*
- *Researches, analyzes, disseminates, and maintains market intelligence information on prospect accounts.*
- *Maintains knowledge of visitor-related topics, such as current events, lodging, shopping, food/beverage outlets, area attractions and street/highway routing.*
- *Prepares analysis, agendas, content, materials, and follow-up documentation as appropriate.*
- *Assists the Tourism Manager in preparing data for annual budget, grant applications, and grant audits.*
- *Works with colleagues to collaborate and develop an understanding of tourism and an economic development strategy.*
- *Represents the City of Danville and Pittsylvania County at local, state, and national industry-related events and conferences.*
- *Possesses strong administrative skills.*

#### **ADDITIONAL DUTIES**

- *Performs additional duties to support operational requirements as assigned.*

#### **JOB REQUIREMENTS**

##### ***Education and Experience***

*Bachelor's degree in Marketing, Sales, Business, or related field with direct tourism industry sales experience. Must demonstrate success in applying marketing practices, sound business theories, and industry best-practices. Candidate must have a proven sales track record.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

##### ***Certifications/Licenses***

- *Valid Driver's License with acceptable driving record according to City Criteria*

##### ***Job Knowledge***

*Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the specific aspects of the subject.*

##### ***Reading***

*Advanced: Ability to read literature, books, reviews, industry journals, abstracts, financial reports, and/or legal documents.*

##### ***Writing***

*Advanced: Ability to compose and edit reports, presentations, proposals, grant submissions, editorials, journals, speeches, manuals, or critiques.*

##### ***Math***

*Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations, methods and functions of real and complex variables.*

#### **Communication Skills**

*Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.*

#### **Independence and Decision-Making**

*Normally performs the duty assignment with substantial discretion and within broad parameters designed by general organizations requirements and accepted practices. Overall results determine job performance.*

#### **Technical Skills**

*Comprehensive, practical knowledge of a technical fields with use of analytical judgement and decision-making abilities appropriate to the work environment of the organization.*

#### **Fiscal Responsibilities**

*No budgetary/fiscal responsibility.*

#### **Supervisory Responsibilities**

*No responsibility for the direction or supervision of others.*

### **PHYSICAL DEMANDS**

- *Work is sedentary in nature, requiring sitting, moving between office equipment and occasional light physical exertion.*
- *Adequate vision, hearing, and talking to use a computer, telephone, and communicate effectively with others.*

### **NON-PHYSICAL DEMANDS**

- *May frequently experience time pressure, changing tasks, multitasking, working closely with others as part of a team and work in emergency situations.*
- *May frequently work an irregular work schedule and be exposed to a noisy or distracting environment.*
- *Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.*
- *Regular and predictable attendance is expected.*

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of internet, standard office equipment, to include telephone and computer, Microsoft Office, social media platforms, SCOUT, Simpleview, and related software and hardware.*

### **WORK ENVIRONMENT**

*The work is normally performed in an office setting, primarily at a desk in a quiet environment. The employee is not exposed to environmental hazards and does not normally require the use of protective equipment.*

---

**ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

**SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **LEAD SAFE PROGRAM MANAGER – 2198**

**FLSA Status:** Non-Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*The Program Manager will oversee a 3-year Lead Hazard Control Grant Program whose goal is to create safe homes for kids who are susceptible of becoming poisoned by lead-based paint. Responsibilities include monitoring the achievements and compliance with the program's standards and regulations, coordinating resident education, environmental assessments, and delivery of lead hazard control activities to eligible homes in the City.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Manages overall Lead Safe Danville Program in accordance with the grant.*
- *Manages and administers the procurement of lead hazard evaluation and clearance testing, lead-based paint hazard control/reduction, healthy homes initiatives and other necessary program services.*
- *Advocates for the program in order to secure partnerships and referrals from local health department, code enforcement, medical facilities and other community-based organizations and sources.*
- *Selects and manages vendors in order to arrange lead hazard evaluations in coordination with property owners and service providers.*
- *Obtains and reviews work write-ups for housing units received from lead-based paint hazard evaluators.*
- *Ensures completion of HUD Environmental Review Checklist for each eligible property.*
- *Manages and coordinates contractors and residents to schedule performance of lead hazard control activities and risk assessments; where necessary, coordinates resident relocation.*
- *Coordinates clearance testing with contractors, property owners and service providers upon completion of lead hazard control work activities.*
- *Monitors the program's achievement of meeting quarterly program benchmarks, reporting data in and monitoring for compliance with the program's standards and regulations.*
- *Coordinates and participates in outreach, education, and ensures compliance with quality control aspects of grant.*
- *Prepares and presents a variety of information and reports such as workshops, speeches, press releases, etc.*
- *Manages and updates the LSR website and educational material.*
- *Researches Geographical Information System (GIS), environmental issues and grant requirements to ensure applicants meet Housing and Urban Development funding guidelines.*

- *Prepares and writes grant applications for Lead Hazard Control activities.*

#### **ADDITIONAL DUTIES**

- *Performs additional duties as assigned.*

#### **JOB REQUIREMENTS**

##### ***Education and Experience***

*Bachelor's Degree in Business, Accounting, or a related field; broad knowledge in a general professional, administrative, or technical field and one to three years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

##### ***Certifications/Licenses***

- *Valid Driver's License with acceptable driving record according to City Criteria*

##### ***Job Knowledge***

*Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.*

##### ***Reading***

*Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.*

##### ***Writing***

*Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.*

##### ***Math***

*Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.*

##### ***Communication Skills***

*Decisions regarding interpretation of policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact, and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.*

##### ***Independence and Decision-Making***

*Normally performs the job by following established standard operating procedure or policy to apply to duties. Performance reviewed periodically.*

##### ***Technical Skills***

*Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.*

##### ***Fiscal Responsibilities***

*Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.*

***Supervisory Responsibilities***

*Supervises and monitors performance for a regular group of employees or department. Provides input on hiring, discipline, work objectives/goals, performance evaluation and work assignments. Typically, a first line supervisor.*

**PHYSICAL DEMANDS**

*Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing, and talking to use a computer, telephone, and communicating effectively with others.*

**NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *Frequently performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.*
- *May occasionally experience time pressure, frequent change of tasks, irregular work schedule/overtime.*
- *May rarely experience emergency situations, a noisy/distracting environment.*

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.*

**WORK ENVIRONMENT**

*This work is performed in an office environment where there may be extreme temperatures seasonally. The employee must wear appropriate protective equipment as apparent or assigned, if any.*

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## **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

## **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

---

**Date**



## **AUTOMOTIVE SERVICE ATTENDANT – 3498**

**FLSA Status:** Non-Exempt

**Computer Code:** 1

### **BRIEF DESCRIPTION**

*Performs responsible semiskilled work on a variety of automotive equipment; does related work as required. Work is performed under immediate supervision.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Changes and repairs tires on automotive, buses, trucks, construction and heavy equipment; Operates and maintains heavy tire changing equipment and supplies; Changes oil filters; lubricates equipment; Ensures all equipment has proper amount of fluids; Washes, cleans, waxes and details automobiles, buses and trucks; Performs road service, operates fuel trucks and pumps; Picks up and delivers vehicles, parts, supplies and equipment to and from garage, customers and supplies; Performs cleaning, maintenance and minor repairs in shop in assigned work area; Responds for snow and ice removal and other storm and emergency events as directed; Reports to work on assigned duty schedule; Performs other reasonable duties as assigned.*

### **ADDITIONAL DUTIES**

- *Provides assistance to Automotive Mechanics in diagnosing, adjusting and repairing vehicles when needed or as a trainee.*
- *Performs additional duties as assigned*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*Graduation from high school and some experience in automotive repair and maintenance*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Possession of or ability to obtain a class A commercial driver's license within 90 days of employment.*

#### **Job Knowledge**

*General knowledge of hand tools, equipment and techniques used in the service and repair of automotive equipment; some knowledge of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to follow oral and*

*written instructions accurately; ability to establish and maintain effective working relationships with associates.*

#### **Reading**

*Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.*

#### **Writing**

*Basic: Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.*

#### **Math**

*Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).*

#### **Communication Skills**

*Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.*

#### **Independence and Decision-Making**

*Normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.*

#### **Technical Skills**

*Work requires the use of standard technical skills appropriate to the work environment of the organization.*

#### **Fiscal Responsibilities**

*No budgetary/fiscal responsibility.*

#### **Supervisory Responsibilities**

*No responsibility for direction or supervision of others.*

### **PHYSICAL DEMANDS**

*Work is heavy in nature, requiring heavy lifting up to 75 pounds. Subject to inside and outside environmental conditions, noise, vibrations, and hazards. Requires adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.*

### **NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May experience*

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of shop tools and machinery, and any other equipment as appropriate or required.*

**WORK ENVIRONMENT**

*The work is typically performed in a garage.*

*The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.*

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**ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

**SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **HEAVY EQUIPMENT MECHANIC – 3517**

**FLSA Status:** Non-Exempt

**Computer Code:** 2

### **BRIEF DESCRIPTION**

*This position is responsible for the skilled technical maintenance and repair of a variety of heavy construction equipment that includes but is not limited to bulldozers, graders, front-end loaders, etc. Operates shop equipment, tools, and machinery.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Troubleshoots, diagnoses, and performs minor and major repairs and services a wide variety of construction equipment to include bulldozers, graders, front-end loaders, road rollers, backhoes, air compressors, and all other specialized and track equipment.*
- *Repairs and maintains heavy truck/bus equipment.*
- *Overhauls, services, fabricates, and maintains major components, assemblies, and accessories such as diesel and gasoline engines, automatic transmissions, final drives, hydraulic systems, pneumatic systems, tracks, and electric controls.*
- *Operates various types of shop equipment, tools, machinery, precision instruments, specialized tools, and devices such as dial indicators, micrometers, lathes, drill presses, grinders, and a variety of electric and air operated power tools and torch and welding equipment.*
- *Responds for snow and ice removal and other storm and emergency situations as directed.*

### **ADDITIONAL DUTIES**

- *Provides assistance to Automotive Mechanics in diagnosing, adjusting, and repairing vehicles when needed.*
- *Researches part numbers and requisitions parts and materials.*
- *Maintains records of repair and service operations.*
- *Performs additional duties as assigned*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*High school education with considerable experience in heavy equipment repair and maintenance.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Possession of or ability to obtain a class A commercial driver's license with 90 days of employment; Possession of or ability to obtain air conditioning certificate.*

#### **Job Knowledge**

*Advanced knowledge of the methods, tools and equipment including diagnostic equipment used equipment, trucks, and buses. Thorough knowledge and skill in the use and operation of shop tools. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve in the repair of heavy construction as a resource on the subject for others.*

#### **Reading**

*Intermediate: Ability to read papers, manuals, and to interpret and work from sketches, diagrams, and installation charts.*

#### **Writing**

*Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.*

#### **Math**

*Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).*

#### **Communication Skills**

*Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.*

#### **Independence and Decision-Making**

*Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.*

#### **Technical Skills**

*Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.*

#### **Fiscal Responsibilities**

*No budgetary/fiscal responsibility*

#### **Supervisory Responsibilities**

*No responsibility for direction or supervision of others.*

#### **PHYSICAL DEMANDS**

*Work is heavy in nature, requiring heavy physical exertion. Requires adequate vision, hearing and talking to communicate effectively with others.*

**NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *Subject to inside and severe outside environmental conditions, noise, vibration, and hazard.*

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment, including computer and related hardware and software, and any other equipment as appropriate or required.*

**WORK ENVIRONMENT**

*The work is typically performed in a garage.*

*The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.*

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**ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

**SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **TRANSPORTATION GRANT SPECIALIST - ASSISTANT – 3714**

**FLSA Status:** Non-Exempt

**Computer Code:** 3

### **BRIEF DESCRIPTION**

*Complete administrative and dispatch functions to support transportation services for the elderly population of Danville through funding provided by both the Older Americans Act and the Virginia General Assembly; assist with preparing annual work scope, programs, and budgets to the Southern Area Agency on Aging; prepare schedules for staff; and assist with providing community outreach programs to several locations.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Provides administration of the senior transportation program by maintaining budget expenses and revenues; performs senior transportation grants administrative duties, assist with developing scope and budget for each grant year; monitor grants related to senior transportation services; prepare monthly reports to comply with grant requirements and collect data on each participant as required by the grant terms.*
- Data Entry*

### **ADDITIONAL DUTIES**

- Attends meetings and training sessions.*
- Performs additional duties to support operational requirements as assigned.*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*Associate's Degree, with knowledge of a specific vocational, administrative, or technical nature obtained from a college, technical, business, or vocational school and over one year up to and including three years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- Valid Driver's License with acceptable driving record according to City Criteria*

#### **Job Knowledge**

*Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.*

#### **Reading**

*Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.*

**Writing**

*Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.*

**Math**

*Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables.*

**Communication Skills**

*Requires providing basic advice to others outside direct reporting relationships on procedures or general policies. Contacts may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.*

**Independence and Decision-Making**

*Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.*

**Technical Skills**

*Work requires the use of standard technical skills appropriate to the work environment of the organization.*

**Fiscal Responsibilities**

*Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.*

**Supervisory Responsibilities**

*May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.*

**PHYSICAL DEMANDS**

- *Sedentary physical effort, exerting up to 10 lbs. occasionally, or negligible weights frequently; sitting most of the time.*
- *Constant handling, fine dexterity; adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.*
- *Frequent sitting, walking, reaching, bending, twisting.*
- *Occasional standing, lifting, carrying, pushing/pulling, kneeling, crouching, climbing.*
- *Rare balancing.*

**NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

- *Frequently experiences time pressure, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.*
- *May occasionally experience emergency situations, irregular work schedule/overtime.*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.*

#### **WORK ENVIRONMENT**

*This work is performed in an office environment where there is rare exposure to communicable diseases. The employee must wear appropriate protective equipment as apparent or assigned, if any.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **UTILITIES PIPELINE TECHNICIAN I – 4511**

**FLSA Status:** Non-Exempt

**Computer Code:** 1

### **BRIEF DESCRIPTION**

*Performs responsible skilled and semi-skilled work aiding in the construction, maintenance, repair, and abandonment of distribution infrastructure for water and gas utilities. Natural gas work includes PHMSA regulated installation of mains and services made of polyethylene and steel. Water work includes VDH regulated construction of water mains and services made of polyethylene, ductile iron, and copper.*

*Maintenance of both utilities is regulated by the same authorities as construction. The maintenance of gas utilities during an emergency may require working in hazardous conditions. Water maintenance may be performed in a physically challenging environment combined with an urgency of repair. Knowledge and skill to repair cast iron, PVC, ductile iron, polyethylene, copper, and galvanized steel is required. Maintenance requires detailed knowledge of safety requirements of trenching and shoring, confined space, traffic control, and equipment operation.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Works as part of a crew installing or maintaining water and gas mains and services, locates water and gas lines, taps live lines and repairs them; joins pipe by mechanical means and by fusion*
- Operates construction equipment including skid-steer, excavator, back-hoe, trencher, pneumatic piercing tools, valve exerciser, vacuum excavator, augers, concrete mixers, and compaction equipment all in the act of performing construction or maintenance of water or gas pipelines.*
- Drives and operates a dump truck; loads and unloads dirt, stone, gravel, utility pipe and other materials; drives light vehicles;*
- PHMSA regulations require initial and periodic confirmation of qualification to perform various tasks on the pipeline; maintains qualification to perform up to 40 covered skilled tasks through computer-based training, knowledge test, and field evaluation.*
- Recognizes Abnormal Operating Conditions and knows how to respond to them*
- Possesses a Commercial Driver's License (CDL-A) to drive a crew truck pulling a trailer and excavator, backhoe, skid-steer, etc. or has ability to timely obtain*
- Sawing, cutting, and digging; locating and replacing water and gas lines.*
- Performs manual labor including hand-digging to expose utilities; rakes right-of-way for restoration; uses shovel to remove debris for disposal; pours concrete and installs asphalt as necessary.*

### **ADDITIONAL DUTIES**

- Uses mobile technology to obtain up to date information from geographical information system and operations and maintenance procedures*

- *Completes as-build drawings and/or collects field locational data and attributes*
- *Performs additional duties as assigned.*

## **JOB REQUIREMENTS**

### ***Education and Experience***

*High School Diploma or GED, and one to two years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

### ***Certifications/Licenses***

- *Valid Driver's License (CDL-Class A) or ability to obtain with an acceptable driving record according to City Criteria. (Note: A CDL-A learner's permit is required within 60 days of hire and a CDL-A license within 120 days of hire.)*

### ***Job Knowledge***

*Basic familiarity with the work to know common principles and terminology and to understand and solve simple problems*

### ***Reading***

*Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.*

### ***Writing***

*Basic: Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses.*

### ***Math***

*Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).*

### ***Communication Skills***

*Requires regular & routine interaction involving exchange and receipt of information.*

### ***Independence and Decision-Making***

*Normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed frequently.*

### ***Technical Skills***

*Work requires the use of standard technical skills appropriate to the work environment of the organization.*

### ***Fiscal Responsibilities***

*No budgetary/fiscal responsibility*

### ***Supervisory Responsibilities***

*May occasionally direct helpers, assistants, seasonal employees, interns or temps.*

#### **PHYSICAL DEMANDS**

- *Work requires heavy physical effort, exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.*
- *Adequate vision, hearing and talking to drive and communicate effectively with others.*
- *Frequent sitting, walking, lifting, carrying, twisting, and handling equipment.*
- *Occasional standing, pushing/pulling, kneeling, crouching, bending, climbing, and fine dexterity to operate computer.*
- *Rarely needs to reach, crawl and balance.*

#### **NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May frequently work closely with others as part of a team, and experience noisy/distracting environment.*
- *May occasionally experience time pressure, frequent change of tasks, and tedious or exacting work.*
- *May rarely experience time pressure, irregular work schedule/overtime, and performing multiple tasks simultaneously*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of various vehicles and trucks used in performing maintenance duties; asphalt roller, hand tools, jack hammer, computer and associated hardware and software, etc.; and any other equipment as appropriate or required.*

#### **WORK ENVIRONMENT**

*The work is performed outdoors, in vehicles or equipment, where there is daily exposure to noise and vibrations, and to physical hazards, and frequent exposure to respiratory hazards. There is occasional exposure to mechanical and fire hazards, physical danger or abuse, and wetness/humidity. There is seasonal exposure to extreme temperatures. There is rare exposure to chemical and electrical hazards, explosives and communicable diseases.*

*The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel-toe shoes, etc.); and any other equipment as apparent or assigned.*

## **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

## **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **WATER & GAS SENIOR GIS/CAD TECHNICIAN – 4614**

**FLSA Status:** Non-Exempt

**Computer Code:** 3

### **BRIEF DESCRIPTION**

*Creates, maintains, administers, and disseminates GIS data and AutoCAD files. Oversees and directs the efforts for system integration and software updates; coordinates information process and flow with key stakeholders; disseminates data across the department; coordinate crew efforts for field data integrity and verification; oversees and directs redline update efforts, and ensures information is placed in system, utilizing ARCGIS, AutoCAD, and CityWorks software. Administers CityWorks for the electric division, administers and troubleshoots field data collection equipment, and prepares maps; provides GIS training as needed; distributes standards, maps, and drawings, and assists the Division with staking.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Maintains GIS maps by keeping the data up to date; troubleshooting GIS computer problems; providing training as needed; preparing maps; creating, maintaining and administering the GIS data and AutoCAD files. Coordinates software tools between various applications such as Innovyze's asset management, modeling and flushing modules, CIS, and GasWorks or other gas modeling software. Trains others with the use of the tool and works closely with engineers and technicians on a routine basis.*
- Assists in project management by completing as-builds and files closeout. Assists in the administration of digital data distribution and mobile equipment inspections.*
- Creates and edits AUTOCAD drawings and maintains filing system. Makes sure trace is 95% or more accurate for modeling systems. Collects field data and verifies existing data and system information.*

### **ADDITIONAL DUTIES**

- Assists with staking, easement exhibit preparation and recordation, and production and distribution of standards, maps, and drawings.*
- Performs additional duties as assigned.*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*Bachelor's Degree, with broad knowledge in a general professional or technical field, and two to four years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Valid Driver's License with acceptable driving record according to City Criteria*
- *First Aid/CPR certification*

#### ***Job Knowledge***

*Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.*

#### ***Reading***

*Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.*

#### ***Writing***

*Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.*

#### ***Math***

*Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.*

#### ***Communication Skills***

*Requires providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.*

#### ***Independence and Decision-Making***

*Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.*

#### ***Technical Skills***

*Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.*

#### ***Fiscal Responsibilities***

*No budgetary/fiscal responsibility*

#### ***Supervisory Responsibilities***

*May occasionally direct helpers, assistants, seasonal employees, interns or temps.*

### **PHYSICAL DEMANDS**

- *Work requires light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.*
- *Adequate vision, hearing and talking to drive, use computer, and communicate effectively with others.*
- *Frequent standing, sitting, and fine dexterity*
- *Occasional walking, lifting, carrying, pushing/pulling, reaching and handling.*
- *Rarely requires kneeling, crouching=, bending, twisting, climbing, and balancing.*

#### **NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May experience occasional time pressure, emergency situations, frequent change of tasks, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment.*
- *May rarely experience irregular work schedule/overtime.*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment, including computer and related hardware and software; GPS equipment, various hand tools; and any other equipment as appropriate or required.*

#### **WORK ENVIRONMENT**

*The work is typically performed in an office setting, with occasional work outdoors, where there is seasonal exposure to extreme temperatures and wetness/humidity.*

*The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel toe shoes, etc.); and any other equipment as apparent or assigned.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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*Employee Signature*

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*Date*



## **PARKS AND RECREATION PROJECT MANAGER – 6659**

**FLSA Status:** Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*Perform complex professional work directing and implementing the design, bidding, construction, maintenance, and documentation of major long-term Parks and Recreation projects, construction projects (new park facilities, buildings or maintenance and alterations of existing buildings and park facilities, both indoor and outdoor). Oversees construction projects from inception through concept, design, and engineering through completion and occupancy. Responsible for keeping projects flowing smoothly while remaining on time and within budget. Coordinates with city, state, and federal agencies, as well as with the City's Utilities and Public Works Departments. Keeps City team informed of project statuses and makes recommendations for sound projects.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Works as a project manager by initiating, planning, and executing projects; monitoring, controlling, reviewing, approving, and tracking the project budget; receiving feedback from the owners, contractors, engineers, etc.; escalating project issues as warranted; and ensuring completion of projects.*
- *Designs specifications and writes contracts.*
- *Coordinating site inspections for compliance with project plans and specifications.*
- *Reviewing and approving project submittals; coordinating project team meetings and project reviews.*
- *Making presentations to boards, council, state and local officials.*
- *Provide emergency response during severe weather (snow, flood, storms, etc.)*

### **ADDITIONAL DUTIES**

- *Performs additional duties as assigned*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*Bachelor's Degree, with broad knowledge in a general professional or technical field, and five to seven years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Valid Driver's License with acceptable driving record according to City Criteria*

#### ***Job Knowledge***

***Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.***

#### ***Reading***

***Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.***

#### ***Writing***

***Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.***

#### ***Math***

***Intermediate: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.***

#### ***Communication Skills***

***Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.***

#### ***Independence and Decision-Making***

***Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.***

#### ***Technical Skills***

***Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.***

#### ***Fiscal Responsibilities***

***Prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.***

#### ***Supervisory Responsibilities***

***Performs essentially the same work as those directed. Includes oversight of quality, training, instructing and scheduling work.***

#### **PHYSICAL DEMANDS**

- ***Work requires light physical effort, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree***
- ***Adequate vision, hearing and talking to drive, use computer, and communicate effectively with others.***
- ***Constant fine dexterity.***

- *Frequent standing, sitting, handling, and twisting.*
- *Occasional walking, reaching and climbing.*
- *Rare lifting, carrying, pushing/pulling, kneeling, crouching, bending, and balancing.*

#### **NON-PHYSICAL DEMANDS**

- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*
- *May experience frequent time pressure, performing multiple tasks simultaneously, and working closely with others as part of a team.*
- *May experience frequent change of task, and noise/distracting environment.*
- *Rarely experiences emergency situations, irregular work schedule/overtime, and tedious or exacting work.*

#### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

*Typically requires use of standard office equipment, including computer and related software and hardware; and any other equipment as appropriate or required.*

#### **WORK ENVIRONMENT**

*The work is performed on job sites, where there is occasional exposure to mechanical, chemical, electrical and fire hazards. There is seasonal exposure to extreme temperatures. There is rare exposure to communicable diseases and physical danger or abuse.*

*The employee is expected to use appropriate protective equipment for the assigned task (hard hat, safety vest, steel toe shoes, eye and hearing protection, etc.); and any other equipment as apparent or assigned.*

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#### **ACKNOWLEDGEMENT**

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the City and requirements of the position change.*

#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **POLICE PUBLIC RELATIONS SPECIALIST – 8308**

**FLSA Status:** Exempt

**Computer Code:** 4

### **BRIEF DESCRIPTION**

*The purpose of this position is to build and maintain a positive image for the police department by establishing and maintaining relationships with internal and external consumers, the community, employees, and coaching employees in the correct way of communicating with co-workers and the public. Performs public relations activities involving the development and maintenance of a variety of community information and media relations programs, services, and activities designed to keep the community and the department informed on Police related matters. Responsible for internal Command Staff messaging to Department employees. Collaborates with the Recruitment and Retention Unit on marketing needs to reach the best potential candidates to serve the department. Develop a strong relationship with the Community Engagement Unit and the Community Relations Liaison in order to make their programming and services more impactful. Identify and organize various resources to effect public relations. Develops educational programs relating to public relations. Makes written and verbal presentations to the public, civic, school, and church groups. Updating and maintaining Web content. Produces quality graphics and text for pamphlets, brochures, and other departmental engagement literature. Serves as the liaison between the Police Department and community groups. Other duties to provide direct or indirect service to citizens may be assigned.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- Develops public relations plans and programs to include prioritizing the focus of the establishment of relationships and solidifying bonds between the department, employees, and the community. Conducts a variety of studies and special projects that are designed improve relationships with stakeholder who encounter the department.*
- Organizes the development and implementation of methods for communicating information to employees and the public by use of videos, email, Internet, social media, brochures, news releases, presentations, media outlets, public broadcasting, or other mediums. Establishes strategies to build relationships by ensuring the open exchange of accurate information through employee and community input and partnerships.*
- Oversees the Department's Facebook, Twitter, Instagram, YouTube, and other social media platforms. Assists with the periodic review and assessment of the Danville Police Department's branding, including images and logos, slogans, public-facing design elements, internet presence, etc. Suggests improvements in Department practices relevant to police, employee, and community interaction. Collaborates with the Recruitment and Retention Unit on marketing needs to reach the best potential candidates to serve the department.*

- *Surveys employees, citizens, and businesses to obtain and evaluate information regarding department activities. Films and edits internal and external videos for communication of key messaging. Leads event planning Department-wide. Conducts public relations training for Department staff. Maintains the Department's calendar of community group events. Creates brochures and flyers to inform employees and the community about activities and programming offered by the Department. Collaborates with City departments in planning for major events and festivals. Assists with design and preparation of the Department's annual report.*
- *Public Information Officer - Coordinating the Danville Police Department's public information response before, during, and after an emergency. Managing the Danville Police Department footprint on all social media platforms.*

#### **ADDITIONAL DUTIES**

- *Public Information Officer – Connect government to citizens through traditional media, digital media, and social media; engage City employees; and maintain media relations. Communicate critical information effectively to the public. Write press releases and prepare information for distribution by media outlets. Respond to requests for information from media outlets. Maintaining a social media presence may be part of the duties. The position may require you to work long hours on an irregular schedule, especially when publicized situations or incidents affect the Danville Police Department.*
- *Performs additional duties as assigned*

#### **JOB REQUIREMENTS**

##### ***Education and Experience***

*Bachelor's Degree with broad knowledge in a general professional or technical field; and three to five years of experience.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

##### ***Certifications/Licenses***

- *Valid Driver's License with acceptable driving record according to City Criteria*

##### ***Job Knowledge***

*Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.*

##### ***Reading***

*Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.*

##### ***Writing***

*Advanced: Ability to write editorials, journals, speeches, manuals, or critiques.*

##### ***Math***

*Advanced: Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods and functions of real and complex variables.*

#### ***Communication Skills***

*Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.*

#### ***Independence and Decision-Making***

*Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.*

#### ***Technical Skills***

*Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.*

#### ***Fiscal Responsibilities***

*Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.*

#### ***Supervisory Responsibilities***

*May occasionally direct helpers, assistants, seasonal employees, interns, or temporary employees.*

#### ***PHYSICAL DEMANDS***

*Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.*

#### ***NON-PHYSICAL DEMANDS***

- Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- Regular and predictable attendance is expected.*
- Frequently experiences time pressure, frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.*
- May occasionally experience emergency situations.*

#### ***MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE***

*Typically requires use of standard office equipment, including Computers, databases and related query applications, GIS tools and applications, electronic spread sheets, word processing, statistical applications, desktop publications, department Records Management System (RMS) and Computer Aided Dispatch (CAD) systems.*

**WORK ENVIRONMENT**

*This work is performed in an office environment where there are no health, safety, or environmental factors. The employee does not normally wear protective equipment.*

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**ACKNOWLEDGEMENT**

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**SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**



## **POLICE RECRUITMENT INVESTIGATOR (Part-time) – 8501**

**FLSA Status: Non-Exempt**

**Computer Code: 3**

### **BRIEF DESCRIPTION**

*Conduct a thorough investigation to verify police candidates' personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the City of Danville Police Department.*

**ESSENTIAL FUNCTIONS** *The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.*

- *Perform interviews with police candidates, candidates' family, associates, references, friends, etc. to determine the moral and ethical traits.*
- *Conduct an extensive interview with the candidates exploring all facets of the candidates' characteristics.*
- *Maintain and document all findings in the candidate's pre-employment folder*
- *Responsible for completing a final recommendation report along with all supporting documentation maintain to make the final recommendation*
- *Maintain candidates' pre-employment folder to ensure all supporting documents are included from the candidate's background investigation file.*

### **ADDITIONAL DUTIES**

- *Maintain mental, physical, and professional ability to perform the job of background investigator*
- *Performs additional duties to support operational requirements as assigned*

### **JOB REQUIREMENTS**

#### **Education and Experience**

*A minimum of 10 years of previous law-enforcement employment or similar responsibilities.*

*An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above*

#### **Certifications/Licenses**

- *Valid driver's license and an acceptable driving record according to City criteria*

#### **Job Knowledge**

*Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.*

### **Reading**

*Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and reference materials.*

### **Writing**

*Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.*

### **Math**

*Basic: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).*

### **Communication Skills**

*Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.*

### **Independence and Decision-Making**

*Normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.*

### **Technical Skills**

*Comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.*

### **Fiscal Responsibilities**

*No budgetary/fiscal responsibility.*

### **Supervisory Responsibilities**

*No responsibility for direction or supervision of others.*

## **PHYSICAL DEMANDS**

- *Work requires medium physical exertion, exerting up to exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. Requires walking, carrying equipment, reaching and handling paperwork, sitting, and standing to a significant degree, handling paperwork, moving between office equipment.*
- *Adequate vision, hearing and talking to use a computer, telephone, make public presentations and communicate effectively with others.*

## **NON-PHYSICAL DEMANDS**

- *May frequently experience time pressure, emergency situations, irregular schedule, frequent change of tasks, multi-tasking, working closely with others as a part of a team and tedious or exacting work.*
- *Responsible for appropriate use and maintenance of City equipment, tools and other resources, including work time.*
- *Regular and predictable attendance is expected.*

## **MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

*Typically requires use of standard office equipment to include telephone, radio, computer, personal devices, MS Office, other software and related hardware. Standard law enforcement equipment including a firearm, baton, taser and other equipment as assigned.*

#### **WORK ENVIRONMENT**

*The work is normally performed in various locations including office, vehicle, schools and throughout the community. The employee is frequently exposed to health and safety hazards and environmental hazards. Requires body armor, shield, safety vest and other law enforcement protective equipment as apparent or assigned.*

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#### **ACKNOWLEDGEMENT**

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#### **SIGNATURE**

*I have reviewed this description and understand the requirements and responsibilities of the position.*

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**Employee Signature**

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**Date**

**FY23 Schematic List**

| CLASS CODE      | JOB TITLE                              | Effective July 1, 2022 - December 31, 2022 |                         |                         |                         | Effective January 1, 2023 |                         |                         |                         |
|-----------------|----------------------------------------|--------------------------------------------|-------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
|                 |                                        | GRADE                                      | MINIMUM                 | MIDPOINT                | MAXIMUM                 | GRADE                     | MINIMUM                 | MIDPOINT                | MAXIMUM                 |
| 1002            | FILE CLERK                             | GN1                                        | \$ 21,479.00            | \$ 27,923.00            | \$ 34,367.00            | GN1                       | \$ 22,968.00            | \$ 31,528.80            | \$ 40,089.60            |
| 1003            | ADMINISTRATIVE SPECIALIST              | GN2                                        | \$ 23,198.00            | \$ 30,157.00            | \$ 37,116.00            | GN2                       | \$ 24,805.44            | \$ 34,051.10            | \$ 43,296.77            |
| 1005            | SENIOR ADMINISTRATIVE SPECLT           | GN4                                        | \$ 27,058.00            | \$ 35,175.00            | \$ 43,292.00            | GN4                       | \$ 28,129.37            | \$ 39,315.36            | \$ 50,501.35            |
| 1007            | SECRETARY                              | GN5                                        | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5                       | \$ 30,379.72            | \$ 42,460.59            | \$ 54,541.46            |
| 1009            | SENIOR SECRETARY                       | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1011            | EXECUTIVE SECRETARY                    | GN8                                        | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8                       | \$ 38,269.70            | \$ 53,488.11            | \$ 68,706.53            |
| <del>1015</del> | <del>EXECUTIVE ASSISTANT</del>         | <del>GE4</del>                             | <del>\$ 40,550.00</del> | <del>\$ 52,715.00</del> | <del>\$ 64,880.00</del> | <del>GE4</del>            | <del>\$ 43,354.95</del> | <del>\$ 59,514.53</del> | <del>\$ 75,674.10</del> |
| 1025            | LEGAL SECRETARY                        | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1028            | LEGAL ASSISTANT                        | GE3                                        | \$ 36,864.00            | \$ 47,923.00            | \$ 58,982.00            | GE3                       | \$ 39,413.59            | \$ 54,104.11            | \$ 68,794.64            |
| 1029            | JUDICIAL ASSISTANT                     | GE4                                        | \$ 40,550.00            | \$ 52,715.00            | \$ 64,880.00            | GE4                       | \$ 43,354.95            | \$ 59,514.53            | \$ 75,674.10            |
| 1032            | ADMINISTRATIVE ASSISTANT               | GN7                                        | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7                       | \$ 35,434.90            | \$ 49,526.03            | \$ 63,617.16            |
| 1039            | LAW CLERK                              | GE5                                        | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5                       | \$ 47,690.45            | \$ 65,465.98            | \$ 83,241.51            |
| 1042            | DEPUTY CLERK                           | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1045            | DEPUTY REGISTRAR                       | GN4                                        | \$ 27,058.00            | \$ 35,175.00            | \$ 43,292.00            | GN4                       | \$ 28,129.37            | \$ 39,315.36            | \$ 50,501.35            |
| 1046            | ASSISTANT DEPUTY REGISTRAR             | GN1                                        | \$ 21,479.00            | \$ 27,923.00            | \$ 34,367.00            | GN1                       | \$ 22,968.00            | \$ 31,528.80            | \$ 40,089.60            |
| 1047            | CLERK OF COUNCIL                       | GE7                                        | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7                       | \$ 57,705.44            | \$ 79,213.83            | \$ 100,722.23           |
| 1049            | SENIOR ADMINISTRATIVE ASSISTNT         | GE6                                        | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6                       | \$ 52,459.49            | \$ 72,012.58            | \$ 91,565.66            |
| 1075            | INTERN                                 | GN1                                        | \$ 21,479.00            | \$ 27,923.00            | \$ 34,367.00            | GN1                       | \$ 22,968.00            | \$ 31,528.80            | \$ 40,089.60            |
| <del>1099</del> | <del>INTAKE DIVERSION SPECIALIST</del> | <del>GE3</del>                             | <del>\$ 36,864.00</del> | <del>\$ 47,923.00</del> | <del>\$ 58,982.00</del> | <del>GE3</del>            | <del>\$ 39,413.59</del> | <del>\$ 54,104.11</del> | <del>\$ 68,794.64</del> |
| 1101            | CASHIER                                | GN4                                        | \$ 27,058.00            | \$ 35,175.00            | \$ 43,292.00            | GN4                       | \$ 28,129.37            | \$ 39,315.36            | \$ 50,501.35            |
| 1102            | SENIOR CASHIER                         | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1105            | COLLECTIONS CLERK I                    | GN2                                        | \$ 23,198.00            | \$ 30,157.00            | \$ 37,116.00            | GN2                       | \$ 24,805.44            | \$ 34,051.10            | \$ 43,296.77            |
| 1106            | COLLECTIONS CLERK II                   | GN5                                        | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5                       | \$ 30,379.72            | \$ 42,460.59            | \$ 54,541.46            |
| 1107            | SENIOR COLLECTIONS CLERK               | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1108            | CUSTOMER ACCOUNT REPRESENTATIV         | GN5                                        | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5                       | \$ 30,379.72            | \$ 42,460.59            | \$ 54,541.46            |
| 1111            | DELINQUENT COLLECTIONS CORDNTR         | GE7                                        | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7                       | \$ 57,705.44            | \$ 79,213.83            | \$ 100,722.23           |
| 1120            | DIV DIR OF CUSTOMER ACCOUNTS           | GE9                                        | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9                       | \$ 69,823.58            | \$ 95,848.74            | \$ 121,873.89           |
| 1121            | COLLECTIONS CUST ACCT MANAGER          | GE8                                        | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8                       | \$ 63,475.99            | \$ 87,135.22            | \$ 110,794.45           |
| 1122            | SERV/BILL CUST ACCT MANAGER            | GE8                                        | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8                       | \$ 63,475.99            | \$ 87,135.22            | \$ 110,794.45           |
| 1131            | UTILITY BILLING CLERK                  | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1133            | UTILITY SPECIAL BILLING CLERK          | GN7                                        | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7                       | \$ 35,434.90            | \$ 49,526.03            | \$ 63,617.16            |
| 1134            | SENIOR UTILITY BILLING CLERK           | GN8                                        | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8                       | \$ 38,269.70            | \$ 53,488.11            | \$ 68,706.53            |
| 1137            | AMI SUPPORT TECHNICIAN                 | GN7                                        | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7                       | \$ 35,434.90            | \$ 49,526.03            | \$ 63,617.16            |
|                 |                                        | <b>GN8</b>                                 | <b>\$ 36,812.00</b>     | <b>\$ 47,855.00</b>     | <b>\$ 58,899.00</b>     |                           |                         |                         |                         |
| 1139            | SR CUS ACCOUNT/TRAINING REP            | <del>GN6</del>                             | <del>\$ 31,560.00</del> | <del>\$ 41,028.00</del> | <del>\$ 50,496.00</del> | GN8                       | \$ 38,269.70            | \$ 53,488.11            | \$ 68,706.53            |
| 1201            | ACCOUNT CLERK                          | GN5                                        | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5                       | \$ 30,379.72            | \$ 42,460.59            | \$ 54,541.46            |
| 1203            | SENIOR ACCOUNT CLERK                   | GN6                                        | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6                       | \$ 32,810.10            | \$ 45,857.44            | \$ 58,904.77            |
| 1211            | PAYROLL TECHNICIAN                     | GN7                                        | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7                       | \$ 35,434.90            | \$ 49,526.03            | \$ 63,617.16            |
| 1220            | ACCOUNTANT III                         | GE7                                        | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7                       | \$ 57,705.44            | \$ 79,213.83            | \$ 100,722.23           |
| 1221            | ACCOUNTANT I                           | GE4                                        | \$ 40,550.00            | \$ 52,715.00            | \$ 64,880.00            | GE4                       | \$ 43,354.95            | \$ 59,514.53            | \$ 75,674.10            |
| 1223            | ACCOUNTANT II                          | GE6                                        | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6                       | \$ 52,459.49            | \$ 72,012.58            | \$ 91,565.66            |
| 1224            | BUSINESS SYSTEMS ACCOUNTANT            | GE8                                        | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8                       | \$ 63,475.99            | \$ 87,135.22            | \$ 110,794.45           |

|                                       |                |                         |                         |                         |      |               |               |               |
|---------------------------------------|----------------|-------------------------|-------------------------|-------------------------|------|---------------|---------------|---------------|
| 1226 INTERNAL AUDITOR                 | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1227 STAFF AUDITOR                    | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1228 SENIOR INTERNAL AUDITOR          | GE9            | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 1229 ASSISTANT DIRECTOR OF FINANCE    | GE10           | \$ 71,837.00            | \$ 93,388.00            | \$ 114,940.00           | GE10 | \$ 76,805.94  | \$ 105,433.61 | \$ 134,061.28 |
| 1241 REAL ESTATE ASSESSMENT CLERK     | GN3            | \$ 25,053.00            | \$ 32,569.00            | \$ 40,086.00            | GN3  | \$ 26,789.88  | \$ 36,775.19  | \$ 46,760.51  |
| 1242 SENIOR REAL ESTATE ASSEST CLK    | GN5            | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5  | \$ 30,379.72  | \$ 42,460.59  | \$ 54,541.46  |
| 1246 REAL ESTATE APPRAISER I          | GN6            | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6  | \$ 32,810.10  | \$ 45,857.44  | \$ 58,904.77  |
| 1247 REAL ESTATE APPRAISER II         | GN8            | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8  | \$ 38,269.70  | \$ 53,488.11  | \$ 68,706.53  |
| 1248 REAL ESTATE APPRAISER III        | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1249 DIVISN DIR OF REAL ESTATE ASSE   | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1303 PRINTER                          | GN5            | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5  | \$ 30,379.72  | \$ 42,460.59  | \$ 54,541.46  |
| 1305 SENIOR PRINTER                   | GN6            | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6  | \$ 32,810.10  | \$ 45,857.44  | \$ 58,904.77  |
| 1309 PRINT SHOP TECHNICIAN            | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7  | \$ 35,434.90  | \$ 49,526.03  | \$ 63,617.16  |
| 1311 PRINT SHOP SUPERVISOR            | GE5            | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 1321 PURCHASING CLERK                 | GN5            | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5  | \$ 30,379.72  | \$ 42,460.59  | \$ 54,541.46  |
| 1323 SENIOR PURCHASING CLERK          | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7  | \$ 35,434.90  | \$ 49,526.03  | \$ 63,617.16  |
|                                       | <b>GE6</b>     | <b>\$ 49,066.00</b>     | <b>\$ 63,786.00</b>     | <b>\$ 78,505.00</b>     |      |               |               |               |
| 1325 <b>PROCUREMENT OFFICER BUYER</b> | <del>GE4</del> | <del>\$ 40,550.00</del> | <del>\$ 52,715.00</del> | <del>\$ 64,880.00</del> | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1327 DIVISION DIR OF PURCHASING       | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1329 CHIEF FINANCIAL OFFICER          | EXEC           | \$ 99,678.00            | \$ 149,517.00           | \$ 199,356.00           | EXEC | \$ 104,663.61 | \$ 168,595.70 | \$ 232,527.79 |
| 1401 HR TECHNICIAN                    | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7  | \$ 35,434.90  | \$ 49,526.03  | \$ 63,617.16  |
| 1404 HR CONSULTANT                    | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1408 ORGANIZATION DEVELOPMENT CNSLT   | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1409 DIRECTOR OF HUMAN RESOURCES      | EXEC           | \$ 99,678.00            | \$ 149,517.00           | \$ 199,356.00           | EXEC | \$ 104,663.61 | \$ 168,595.70 | \$ 232,527.79 |
| 1505 TRAINING & SAFETY MANAGER        | GE5            | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 1509 APPLICATIONS SPECIALIST III      | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1510 SOLUTIONS INTEGRATION DEVELOPR   | GE9            | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 1511 TECHNICAL SUPPORT SPECIALST II   | GN9            | \$ 39,757.00            | \$ 51,684.00            | \$ 63,611.00            | GN9  | \$ 41,331.27  | \$ 57,767.16  | \$ 74,203.05  |
| 1512 CLIENT SOLUTION SPECIALIST III   | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1514 TECHNICAL SUPPORT SPECIALIST I   | GN8            | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8  | \$ 38,269.70  | \$ 53,488.11  | \$ 68,706.53  |
| 1516 CLIENT SOLUTIONS SPECIALIST II   | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1517 SERVICE DESK ANALYST III         | GN10           | \$ 43,732.00            | \$ 56,852.00            | \$ 69,972.00            | GN10 | \$ 45,464.40  | \$ 63,543.88  | \$ 81,623.36  |
| 1521 PROGRAMMER I                     | GE5            | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 1524 DIV DIR APPLICATION SOLUTIONS    | GE10           | \$ 71,837.00            | \$ 93,388.00            | \$ 114,940.00           | GE10 | \$ 76,805.94  | \$ 105,433.61 | \$ 134,061.28 |
| 1525 PROGRAMMER III                   | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1526 GIS SPECIALIST II                | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 1527 APPLICATIONS SPECIALIST IV       | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1529 NETWORK ADMINISTRATOR I          | GE5            | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 1530 APPLICATIONS SPECIALIST I        | GE5            | \$ 44,605.00            | \$ 57,987.00            | \$ 71,368.00            | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 1531 TECHNICAL SUPPORT MANAGER        | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1532 DIVN DIR OF INFRA & OPERATIONS   | GE10           | \$ 71,837.00            | \$ 93,388.00            | \$ 114,940.00           | GE10 | \$ 76,805.94  | \$ 105,433.61 | \$ 134,061.28 |
| 1533 NETWORK ADMINISTRATOR III        | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1534 SYSTEM ADMINISTRATOR III         | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 1535 NETWORK ENGINEER                 | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1537 PROJECT MANAGER                  | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 1539 DEP. CHIEF INFORMATION OFFICER   | GE12           | \$ 88,511.00            | \$ 115,064.00           | \$ 141,617.00           | GE12 | \$ 92,935.19  | \$ 129,056.05 | \$ 165,176.91 |

|                                                               |                |                         |                          |                          |            |                     |                     |                     |
|---------------------------------------------------------------|----------------|-------------------------|--------------------------|--------------------------|------------|---------------------|---------------------|---------------------|
| 1540 CHIEF INFORMATION OFFICER                                | EXEC           | \$ 99,678.00            | \$ 149,517.00            | \$ 199,356.00            | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79       |
| 1541 DIV DIR OF CLIENT SERVICES                               | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 1543 CLIENT SOLUTIONS SPECIALIST I                            | GN11           | \$ 48,106.00            | \$ 62,537.00             | \$ 76,969.00             | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 1547 SERVICE DESK ANALYST II                                  | GN9            | \$ 39,757.00            | \$ 51,684.00             | \$ 63,611.00             | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 1549 SERVICE DESK ANALYST I                                   | GN8            | \$ 36,812.00            | \$ 47,855.00             | \$ 58,899.00             | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 1560 SOLUTIONS INTEGRATION SPEC                               | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1563 APPLICATIONS SPECIALIST II                               | GE6            | \$ 49,066.00            | \$ 63,786.00             | \$ 78,505.00             | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 1565 PROGRAMMER IV                                            | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 1567 PROGRAMMER II                                            | GE6            | \$ 49,066.00            | \$ 63,786.00             | \$ 78,505.00             | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 1569 GIS SPECIALIST IV                                        | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 1571 GIS SPECIALIST I                                         | GE5            | \$ 44,605.00            | \$ 57,987.00             | \$ 71,368.00             | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51        |
| 1573 CHIEF SEC OFFICER                                        | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1575 NETWORK ADMINISTRATOR II                                 | GE6            | \$ 49,066.00            | \$ 63,786.00             | \$ 78,505.00             | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 1577 SYSTEMS ENGINEER                                         | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1579 SYSTEMS ADMINISTRATOR IV                                 | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 1581 SYSTEMS ADMINISTRATOR II                                 | GE6            | \$ 49,066.00            | \$ 63,786.00             | \$ 78,505.00             | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 1583 SYSTEMS ADMINISTRATOR I                                  | GE5            | \$ 44,605.00            | \$ 57,987.00             | \$ 71,368.00             | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51        |
| 1585 TECHNICAL SUPPORT SPEC III                               | GN10           | \$ 43,732.00            | \$ 56,852.00             | \$ 69,972.00             | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 1730 GIS TECHNICIAN                                           | GN9            | \$ 39,757.00            | \$ 51,684.00             | \$ 63,611.00             | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 1731 GIS COORDINATOR                                          | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1732 GIS SPECIALIST III                                       | GE7            | \$ 53,972.00            | \$ 70,164.00             | \$ 86,356.00             | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 1734 IT SCADA SYSTEMS ANALYST                                 | GE7            | \$ 53,972.00            | \$ 70,164.00             | \$ 86,356.00             | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 1810 ASSISTANT CITY ATTORNEY I                                | GE7            | \$ 53,972.00            | \$ 70,164.00             | \$ 86,356.00             | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 1811 ASSISTANT CITY ATTORNEY II                               | GE10           | \$ 71,837.00            | \$ 93,388.00             | \$ 114,940.00            | GE10       | \$ 76,805.94        | \$ 105,433.61       | \$ 134,061.28       |
| 1812 DEPUTY CITY ATTORNEY                                     | GE11           | \$ 79,739.00            | \$ 103,661.00            | \$ 127,583.00            | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| <b>1917 HOUSING COORDINATOR</b>                               | <b>GE6</b>     | <b>\$ 49,066.00</b>     | <b>\$ 63,786.00</b>      | <b>\$ 78,505.00</b>      | <b>GE6</b> | <b>\$ 52,459.49</b> | <b>\$ 72,012.58</b> | <b>\$ 91,565.66</b> |
|                                                               | <b>GE10</b>    | <b>\$ 71,837.00</b>     | <b>\$ 93,388.00</b>      | <b>\$ 114,940.00</b>     |            |                     |                     |                     |
| 1918 ASSISTANT TO THE CITY MANAGER                            | <del>GE6</del> | <del>\$ 49,066.00</del> | <del>\$ 63,786.00</del>  | <del>\$ 78,505.00</del>  | GE10       | 76805.94            | 105433.61           | 134061.28           |
|                                                               | <b>GE11</b>    | <b>\$ 79,739.00</b>     | <b>\$ 103,661.00</b>     | <b>\$ 127,583.00</b>     |            |                     |                     |                     |
| 1919 DIRECTOR OF BUDGET                                       | EXEC           | <del>\$ 99,678.00</del> | <del>\$ 149,517.00</del> | <del>\$ 199,356.00</del> | GE11       | 84486.54            | 116647.28           | 148808.02           |
| 1925 MULTIMEDIA DESIGN MANAGER                                | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1927 PUBLIC INFORMATION OFFICER                               | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1930 YOUTH & GANG VIOL COORD                                  | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1932 Y&G VIOL PREV OUTREACH WORKER                            | GN3            | \$ 25,053.00            | \$ 32,569.00             | \$ 40,086.00             | GN3        | \$ 26,789.88        | \$ 36,775.19        | \$ 46,760.51        |
| <b>1933 COMMUNITY LIAISON</b>                                 | <b>GN3</b>     | <b>\$ 25,053.00</b>     | <b>\$ 32,569.00</b>      | <b>\$ 40,086.00</b>      | <b>GN3</b> | <b>\$ 26,789.88</b> | <b>\$ 36,775.19</b> | <b>\$ 46,760.51</b> |
| <b>1935 ASSISTANT Y&amp;G VIOLENCE PREVENTION COORDINATOR</b> | <b>GE5</b>     | <b>\$ 44,605.00</b>     | <b>\$ 57,987.00</b>      | <b>\$ 71,368.00</b>      | <b>GE5</b> | <b>\$ 47,690.45</b> | <b>\$ 65,465.98</b> | <b>\$ 83,241.51</b> |
| <b>1970 TRAVEL COUNSELOR I</b>                                | <b>GN1</b>     | <b>\$ 21,479.00</b>     | <b>\$ 27,923.00</b>      | <b>\$ 34,367.00</b>      | <b>GN1</b> | <b>\$ 22,968.00</b> | <b>\$ 31,528.80</b> | <b>\$ 40,089.60</b> |
| <b>1971 TRAVEL COUNSELOR II</b>                               | <b>GN3</b>     | <b>\$ 25,053.00</b>     | <b>\$ 32,569.00</b>      | <b>\$ 40,086.00</b>      | <b>GN3</b> | <b>\$ 26,789.88</b> | <b>\$ 36,775.19</b> | <b>\$ 46,760.51</b> |
| <b>1972 WELCOME CENTER MANAGER</b>                            | <b>GE3</b>     | <b>\$ 36,864.00</b>     | <b>\$ 47,923.00</b>      | <b>\$ 58,982.00</b>      | <b>GE3</b> | <b>\$ 39,413.59</b> | <b>\$ 54,104.11</b> | <b>\$ 68,794.64</b> |
| <b>1973 MARKETING COORDINATOR</b>                             | <b>GN7</b>     | <b>\$ 34,085.00</b>     | <b>\$ 44,310.00</b>      | <b>\$ 54,536.00</b>      | <b>GN7</b> | <b>\$ 35,434.90</b> | <b>\$ 49,526.03</b> | <b>\$ 63,617.16</b> |
| <b>1974 TOURISM SALES COORDINATOR</b>                         | <b>GN7</b>     | <b>\$ 34,085.00</b>     | <b>\$ 44,310.00</b>      | <b>\$ 54,536.00</b>      | <b>GN7</b> | <b>\$ 35,434.90</b> | <b>\$ 49,526.03</b> | <b>\$ 63,617.16</b> |
| 1975 SPECIAL PROJECT MANAGER                                  | GE4            | \$ 40,550.00            | \$ 52,715.00             | \$ 64,880.00             | GE4        | \$ 43,354.95        | \$ 59,514.53        | \$ 75,674.10        |
| 1976 ED TOURISM MANAGER                                       | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 1977 MARKETING & RESEARCH MANAGER                             | GE7            | \$ 53,972.00            | \$ 70,164.00             | \$ 86,356.00             | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 1978 ASST DIR OF ECONOMIC DEVELOPMNT                          | GE9            | \$ 65,307.00            | \$ 84,899.00             | \$ 104,491.00            | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 1979 ECONOMIC DEVELOP PROJECT MGR                             | GE8            | \$ 59,370.00            | \$ 77,181.00             | \$ 94,991.00             | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |

|                                                         |            |                     |                     |                     |            |                     |                     |                      |
|---------------------------------------------------------|------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|----------------------|
| 1980 DIRECTOR OF ECONOMIC DEVELOPMT                     | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79        |
| 1991 DEPUTY CITY MANAGER                                | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79        |
| 2001 PERMIT TECHNICIAN                                  | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 2009 PROP MAINT CODE SUPERVISOR                         | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 2010 PROPERTY MAINTENANCE INSPECTOR                     | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 2013 BUILDING INSPECTOR                                 | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 2014 ELECTRICAL INSPECTOR                               | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 2015 MECHANICAL INSPECTOR                               | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 2017 PLUMBING/CROSS CONNECTION INSP                     | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| <b>2020 LEAD SAFE PROGRAM MANAGER (GRANT)</b>           | <b>GE7</b> | <b>\$ 53,972.00</b> | <b>\$ 70,164.00</b> | <b>\$ 86,356.00</b> | <b>GE7</b> | <b>\$ 57,705.44</b> | <b>\$ 79,213.83</b> | <b>\$ 100,722.23</b> |
| <b>2021 LEAD GRANT ASSESSOR (GRANT)</b>                 | <b>GN9</b> | <b>\$ 39,757.00</b> | <b>\$ 51,684.00</b> | <b>\$ 63,611.00</b> | <b>GN9</b> | <b>\$ 41,331.27</b> | <b>\$ 57,767.16</b> | <b>\$ 74,203.05</b>  |
| 2025 INSPECTIONS SUPERVISOR                             | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 2029 DIVISION DIR OF INSPECTIONS                        | GE9        | \$ 65,307.00        | \$ 84,899.00        | \$ 104,491.00       | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89        |
| 2041 COST ESTIMATOR/INSPECTOR                           | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| <b>HOUSING GRANT &amp; ENVIRONMENTAL REVIEW H&amp;D</b> |            |                     |                     |                     |            |                     |                     |                      |
| 2045 PLANNING SPECIALIST                                | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51         |
| 2047 HOUSING & REDEVELOPMENT SPCST                      | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 2061 PLANNING TECHNICIAN                                | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 2063 ASSOCIATE PLANNER                                  | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51         |
| 2064 SENIOR PLANNER                                     | GE6        | \$ 49,066.00        | \$ 63,786.00        | \$ 78,505.00        | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66         |
| 2099 DIVISION DIRECTOR OF PLANNING                      | GE9        | \$ 65,307.00        | \$ 84,899.00        | \$ 104,491.00       | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89        |
| 2199 DIRECTOR OF COMMUNITY DEVELOP                      | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79        |
| 3001 CUSTODIAN                                          | GN2        | \$ 23,198.00        | \$ 30,157.00        | \$ 37,116.00        | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77         |
| 3003 SENIOR CUSTODIAN                                   | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 3005 CUSTODIAN SUPERVISOR                               | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36         |
| 3011 PUBLIC SERVICE WORKER                              | GN2        | \$ 23,198.00        | \$ 30,157.00        | \$ 37,116.00        | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77         |
| 3012 PUBLIC SERVICE WORKER/OPERATOR                     | GN3        | \$ 25,053.00        | \$ 32,569.00        | \$ 40,086.00        | GN3        | \$ 26,789.88        | \$ 36,775.19        | \$ 46,760.51         |
| 3014 SOLID WASTE COLLECTOR                              | GN2        | \$ 23,198.00        | \$ 30,157.00        | \$ 37,116.00        | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77         |
| 3016 GROUNDSKEEPER                                      | GN4        | \$ 27,058.00        | \$ 35,175.00        | \$ 43,292.00        | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35         |
| 3019 CONSTRUCTION WORKER                                | GN4        | \$ 27,058.00        | \$ 35,175.00        | \$ 43,292.00        | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35         |
| 3022 SANITATION OPERATOR I                              | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 3024 SANITATION OPERATOR II                             | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 3031 MOTOR EQUIPMENT OPERATOR I                         | GN4        | \$ 27,058.00        | \$ 35,175.00        | \$ 43,292.00        | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35         |
| 3032 MOTOR EQUIPMENT OPERATOR II                        | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 3033 MOTOR EQUIPMENT OPERATOR III                       | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 3035 CCTV TECHNICIAN                                    | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 3036 HEAVY EQUIPMENT OPERATOR                           | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 3040 RECYCLING CENTER OPERATOR                          | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 3101 CREW SUPERVISOR                                    | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 3102 PW CREW SUPERVISOR                                 | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 3105 GENERAL SUPERVISOR                                 | GN11       | \$ 48,106.00        | \$ 62,537.00        | \$ 76,969.00        | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69         |
| 3109 CEMETERY SUPERVISOR                                | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36         |
| 3201 WAREHOUSE STOCK CLERK                              | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 3203 PW WAREHOUSE CLERK                                 | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 3303 BUILDING MAINTENANCE MECH I                        | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 3304 BUILDING MAINTENANCE MECH II                       | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |

|                                                   |                |                        |                     |                     |             |                     |                     |                     |
|---------------------------------------------------|----------------|------------------------|---------------------|---------------------|-------------|---------------------|---------------------|---------------------|
| 3305 BUILDING MAINTENANCE SUPERINT                | GE7            | \$ 53,972.00           | \$ 70,164.00        | \$ 86,356.00        | GE7         | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 3306 BUILDING MAINTENANCE MCHNC III               | GN9            | \$ 39,757.00           | \$ 51,684.00        | \$ 63,611.00        | GN9         | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 3401 HORTICULTURIST                               | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| <b>3498 AUTOMOTIVE SERVICE ATTENDANT</b>          | <b>GN2</b>     | <b>\$ 23,198.00</b>    | <b>\$ 30,157.00</b> | <b>\$ 37,116.00</b> | <b>GN2</b>  | <b>\$ 24,805.44</b> | <b>\$ 34,051.10</b> | <b>\$ 43,296.77</b> |
| 3501 AUTOMOTIVE EQUIPMENT MECH I                  | GN3            | \$ 25,053.00           | \$ 32,569.00        | \$ 40,086.00        | GN3         | \$ 26,789.88        | \$ 36,775.19        | \$ 46,760.51        |
| 3511 AUTOMOTIVE EQUIPMENT MECH II                 | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3512 TRANSIT MECHANIC                             | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3515 WELDER                                       | GN8            | \$ 36,812.00           | \$ 47,855.00        | \$ 58,899.00        | GN8         | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| <b>3517 HEAVY EQUIPMENT MECHANIC</b>              | <b>GN10</b>    | <b>\$ 43,732.00</b>    | <b>\$ 56,852.00</b> | <b>\$ 69,972.00</b> | <b>GN10</b> | <b>\$ 45,464.40</b> | <b>\$ 63,543.88</b> | <b>\$ 81,623.36</b> |
| 3519 AUTOMOTIVE EQUIPMENT MECH III                | GN9            | \$ 39,757.00           | \$ 51,684.00        | \$ 63,611.00        | GN9         | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 3521 AUTOMOTIVE SERVICE TECHNICIAN                | GN6            | \$ 31,560.00           | \$ 41,028.00        | \$ 50,496.00        | GN6         | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77        |
| 3525 EQUIPMENT MAINTENANCE SUPERVIS               | GN10           | \$ 43,732.00           | \$ 56,852.00        | \$ 69,972.00        | GN10        | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 3601 SIGN TECHNICIAN                              | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3603 TRAFFIC SIGNAL TECHNICIAN                    | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3605 SR TRAFFIC SIGNAL TECHNICIAN                 | GN9            | \$ 39,757.00           | \$ 51,684.00        | \$ 63,611.00        | GN9         | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 3607 TRAFFIC CONTROL CREW SUPERVISR               | GN10           | \$ 43,732.00           | \$ 56,852.00        | \$ 69,972.00        | GN10        | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 3609 TRAFFIC CONTROL OPS ENGINEER                 | GE7            | \$ 53,972.00           | \$ 70,164.00        | \$ 86,356.00        | GE7         | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 3651 CODE ENFORCEMENT INSPECTOR                   | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3653 CONSTRUCTION INSPECTOR                       | GN8            | \$ 36,812.00           | \$ 47,855.00        | \$ 58,899.00        | GN8         | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 3655 CONSTRUCTION INSPECTIONS SUPVR               | GE6            | \$ 49,066.00           | \$ 63,786.00        | \$ 78,505.00        | GE6         | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 3701 VAN DRIVER                                   | GN4            | \$ 27,058.00           | \$ 35,175.00        | \$ 43,292.00        | GN4         | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35        |
| 3702 BUS ATTENDANT                                | GN2            | \$ 23,198.00           | \$ 30,157.00        | \$ 37,116.00        | GN2         | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77        |
| <b>3703 AMTRAK STATION ATTENDANT</b>              | <b>GN4</b>     | <b>\$ 27,058.00</b>    | <b>\$ 35,175.00</b> | <b>\$ 43,292.00</b> | <b>GN4</b>  | <b>\$ 28,129.37</b> | <b>\$ 39,315.36</b> | <b>\$ 50,501.35</b> |
| 3710 TRANSIT DRIVER I                             | GN5            | \$ 29,222.00           | \$ 37,989.00        | \$ 46,756.00        | GN5         | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| 3711 TRANSIT DRIVER II                            | GN6            | \$ 31,560.00           | \$ 41,028.00        | \$ 50,496.00        | GN6         | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77        |
| 3712 TRANSPORTATION DISPATCHER                    | GN5            | \$ 29,222.00           | \$ 37,989.00        | \$ 46,756.00        | GN5         | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| <b>3714 TRANSPORTATION GRANT SPEC - ASSISTANT</b> | <b>GN5</b>     | <b>\$ 29,222.00</b>    | <b>\$ 37,989.00</b> | <b>\$ 46,756.00</b> | <b>GN5</b>  | <b>\$ 30,379.72</b> | <b>\$ 42,460.59</b> | <b>\$ 54,541.46</b> |
| 3719 TRANSPORTATION SUPERVISOR                    | GE5            | \$ 44,605.00           | \$ 57,987.00        | \$ 71,368.00        | GE5         | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51        |
| 3731 AIRPORT MAINTEN/SECURITY TCH I               | GN5            | \$ 29,222.00           | \$ 37,989.00        | \$ 46,756.00        | GN5         | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| 3733 AIRPORT MAINTEN/SECURTY TCH II               | GN7            | \$ 34,085.00           | \$ 44,310.00        | \$ 54,536.00        | GN7         | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 3734 AIRPORT OPERATIONS TOWER TECH                | GN5            | \$ 29,222.00           | \$ 37,989.00        | \$ 46,756.00        | GN5         | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| 3735 TRANSPORTATION BLD & GRDS SUPT               | GE7            | \$ 53,972.00           | \$ 70,164.00        | \$ 86,356.00        | GE7         | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 3736 TRANS OPERATIONS & MAINT MGR                 | GE8            | \$ 59,370.00           | \$ 77,181.00        | \$ 94,991.00        | GE8         | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 3748 DIVISION DIR OF TRANS SERV                   | GE8            | \$ 59,370.00           | \$ 77,181.00        | \$ 94,991.00        | GE8         | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 3749 DIRECTOR OF TRANSPORTATION SERV              | EXEC           | \$ 99,678.00           | \$ 149,517.00       | \$ 199,356.00       | EXEC        | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79       |
| 3801 ENGINEERING AIDE                             | GN4            | \$ 27,058.00           | \$ 35,175.00        | \$ 43,292.00        | GN4         | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35        |
|                                                   | <b>GN10</b>    | <b>\$43,732.00</b>     | <b>\$56,852.00</b>  | <b>\$69,972.00</b>  |             |                     |                     |                     |
| 3802 SR ENGINEERING TECHNICIAN                    | <del>GN9</del> | <del>\$39,757.00</del> | <del>\$51,684</del> | <del>\$63,611</del> | GN10        | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 3803 ENGINEERING TECHNICIAN                       | GN8            | \$ 36,812.00           | \$ 47,855.00        | \$ 58,899.00        | GN8         | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 3804 SR PUBLIC WORKS GIS/CAD TECH                 | GN10           | \$ 43,732.00           | \$ 56,852.00        | \$ 69,972.00        | GN10        | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 3805 SURVEY PARTY SUPERVISOR                      | GE4            | \$ 40,550.00           | \$ 52,715.00        | \$ 64,880.00        | GE4         | \$ 43,354.95        | \$ 59,514.53        | \$ 75,674.10        |
| 3815 PW PROJECT ENGINEER                          | GE7            | \$ 53,972.00           | \$ 70,164.00        | \$ 86,356.00        | GE7         | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 3819 PW CHIEF ENGINEER                            | GE9            | \$ 65,307.00           | \$ 84,899.00        | \$ 104,491.00       | GE9         | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 3951 COMMUNICATIONS SYSTEMS MANAGER               | GE7            | \$ 53,972.00           | \$ 70,164.00        | \$ 86,356.00        | GE7         | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 3965 DIVISION DIR OF SANITATION                   | GE9            | \$ 65,307.00           | \$ 84,899.00        | \$ 104,491.00       | GE9         | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 3975 DIVISION DIRECTOR OF BUILDINGS               | GE9            | \$ 65,307.00           | \$ 84,899.00        | \$ 104,491.00       | GE9         | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |

|                                               |            |                     |                     |                     |            |                     |                     |                     |
|-----------------------------------------------|------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|---------------------|
| 3985 DIVISION DIRECTOR OF STREETS             | GE10       | \$ 71,837.00        | \$ 93,388.00        | \$ 114,940.00       | GE10       | \$ 76,805.94        | \$ 105,433.61       | \$ 134,061.28       |
| 3990 DIV DIR OF PW ADMINISTRATION             | GE9        | \$ 65,307.00        | \$ 84,899.00        | \$ 104,491.00       | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 3994 PW PROJECT MANAGER                       | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 3995 ASST DIR PW/CITY ENGINEER                | GE11       | \$ 79,739.00        | \$ 103,661.00       | \$ 127,583.00       | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| 3999 DIRECTOR OF PUBLIC WORKS                 | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79       |
| 4001 WATER TREATMENT PLT OPTR TRAIN           | GN3        | \$ 25,053.00        | \$ 32,569.00        | \$ 40,086.00        | GN3        | \$ 26,789.88        | \$ 36,775.19        | \$ 46,760.51        |
| 4005 WATER TREATMENT PLT OPTR III             | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77        |
| 4006 WATER TREATMENT PLT OPTR II              | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4007 WATER TREATMENT OPTR I                   | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 4008 WATER TREATMENT PLT OPTR SPVR            | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 4103 INDUSTRIAL MECHANIC                      | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4104 SENIOR INDUSTRIAL MECHANIC               | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 4355 WATER TREATMENT MANAGER                  | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 4360 WATER CHEMIST                            | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51        |
| 4399 DIVISION DIR WTR/WSTWTR TRTMNT           | GE11       | \$ 79,739.00        | \$ 103,661.00       | \$ 127,583.00       | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| 4501 DISPATCHER                               | GN4        | \$ 27,058.00        | \$ 35,175.00        | \$ 43,292.00        | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35        |
| <b>4511 UTILITIES PIPELINE TECHNICIAN I</b>   | <b>GN5</b> | <b>\$ 29,222.00</b> | <b>\$ 37,989.00</b> | <b>\$ 46,756.00</b> | <b>GN5</b> | <b>\$ 30,379.72</b> | <b>\$ 42,460.59</b> | <b>\$ 54,541.46</b> |
| 4512 W&G HEAVY EQUIPMENT OPERATOR             | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 4513 W&G SERVICE TECHNICIAN                   | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4515 W&G METER TECHNICIAN                     | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4517 W&G CORROSION TECHNICIAN                 | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4518 W&G PROJECT MANAGER                      | GE8        | \$ 59,370.00        | \$ 77,180.50        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 4519 W&G CREW SUPERVISOR                      | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 4521 W&G WELDER/CREW SUPERVISOR               | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 4529 W&G CONSTRUCTION CREW SUPERVSR           | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 4530 FLEET & FACILITIES MANAGER               | GE6        | \$ 49,066.00        | \$ 63,786.00        | \$ 78,505.00        | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 4613 WG GIS ENGINEERING TECHNICIAN            | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| <b>4614 W&amp;G SENIOR GIS/CAD TECHNICIAN</b> | <b>GN9</b> | <b>\$ 39,757.00</b> | <b>\$ 51,684.00</b> | <b>\$ 63,611.00</b> | <b>GN9</b> | <b>\$ 41,331.27</b> | <b>\$ 57,767.16</b> | <b>\$ 74,203.05</b> |
| 4615 W&G SR ENGINEERING TECHNICIAN            | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 4619 W&G CHIEF ENGINEER                       | GE9        | \$ 65,307.00        | \$ 84,899.00        | \$ 104,491.00       | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 4725 W&G SYSTEMS CONTROL SUPERINTEN           | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 4735 W&G DISTRIBUTION SUPERVISOR              | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51        |
| 4745 W&G COMPLIANCE COORDINATOR               | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 4811 GAS CONTROL TECHNICIAN                   | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 4815 GAS SUPPLY ANALYST                       | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 4835 W&G DISTRIBUTION SUPERINTENDEN           | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 4899 DIVISION DIR OF WATER & GAS              | GE11       | \$ 79,739.00        | \$ 103,661.00       | \$ 127,583.00       | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| 5001 HYDRO-ELECTRIC ATTENDENT                 | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| 5005 HYDRO-ELECTRIC OPERATOR                  | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 5007 HYDRO-ELECTRIC MAINTNANCE TECH           | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 5009 HYDRO-ELECTRIC SUPERINTENDENT            | GE6        | \$ 49,066.00        | \$ 63,786.00        | \$ 78,505.00        | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 5101 ELECTRIC GROUND WORKER                   | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77        |
| 5103 ELECT LINE OH/UG EQUIP OPER              | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 5111 ELECTRIC LINE TECHNICIAN I               | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 5112 ELECTRIC LINE TECHNICIAN II              | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 5113 ELECTRIC LINE TECHNICIAN III             | GN11       | \$ 48,106.00        | \$ 62,537.00        | \$ 76,969.00        | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |

|                                     |      |              |               |               |      |               |               |               |
|-------------------------------------|------|--------------|---------------|---------------|------|---------------|---------------|---------------|
| 5115 ELECTRIC LINE CREW SUPERVISOR  | GN12 | \$ 52,916.00 | \$ 68,791.00  | \$ 84,666.00  | GN12 | \$ 55,011.92  | \$ 76,888.09  | \$ 98,764.26  |
| 5116 ELECTRIC VEGETATION ROW SUPER  | GN11 | \$ 48,106.00 | \$ 62,537.00  | \$ 76,969.00  | GN11 | \$ 50,010.84  | \$ 69,898.27  | \$ 89,785.69  |
| 5119 ELECTRIC DISTRIBUTION SUPT     | GE8  | \$ 59,370.00 | \$ 77,181.00  | \$ 94,991.00  | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 5212 UTILITY OPERATIONS SUPERVISOR  | GN11 | \$ 48,106.00 | \$ 62,537.00  | \$ 76,969.00  | GN11 | \$ 50,010.84  | \$ 69,898.27  | \$ 89,785.69  |
| 5213 ELECTRIC SUBSTATION TECHNICIAN | GN10 | \$ 43,732.00 | \$ 56,852.00  | \$ 69,972.00  | GN10 | \$ 45,464.40  | \$ 63,543.88  | \$ 81,623.36  |
| 5214 UTILITY OPERATOR               | GN10 | \$ 43,732.00 | \$ 56,852.00  | \$ 69,972.00  | GN10 | \$ 45,464.40  | \$ 63,543.88  | \$ 81,623.36  |
| 5215 ELECTRIC SUBSTATION SUPERVISOR | GN11 | \$ 48,106.00 | \$ 62,537.00  | \$ 76,969.00  | GN11 | \$ 50,010.84  | \$ 69,898.27  | \$ 89,785.69  |
| 5219 ELECTRIC SUBSTATION SUPT       | GE8  | \$ 59,370.00 | \$ 77,181.00  | \$ 94,991.00  | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 5312 ELECTRIC RIGHT OF WAY TRIMMER  | GN6  | \$ 31,560.00 | \$ 41,028.00  | \$ 50,496.00  | GN6  | \$ 32,810.10  | \$ 45,857.44  | \$ 58,904.77  |
| 5315 INSPECTOR-CONTRACTOR MANAGER   | GN12 | \$ 52,916.00 | \$ 68,791.00  | \$ 84,666.00  | GN12 | \$ 55,011.92  | \$ 76,888.09  | \$ 98,764.26  |
| 5411 ELECTRIC METER TECHNICIAN I    | GN6  | \$ 31,560.00 | \$ 41,028.00  | \$ 50,496.00  | GN6  | \$ 32,810.10  | \$ 45,857.44  | \$ 58,904.77  |
| 5413 ELECTRIC METER TECHNICIAN II   | GN8  | \$ 36,812.00 | \$ 47,855.00  | \$ 58,899.00  | GN8  | \$ 38,269.70  | \$ 53,488.11  | \$ 68,706.53  |
| 5415 ELECTRIC METER TECHNICIAN III  | GN10 | \$ 43,732.00 | \$ 56,852.00  | \$ 69,972.00  | GN10 | \$ 45,464.40  | \$ 63,543.88  | \$ 81,623.36  |
| 5429 ELECTRIC METER SUPERVISOR      | GN11 | \$ 48,106.00 | \$ 62,537.00  | \$ 76,969.00  | GN11 | \$ 50,010.84  | \$ 69,898.27  | \$ 89,785.69  |
| 5431 UTILITIES WAREHOUSE MANAGER    | GE5  | \$ 44,605.00 | \$ 57,987.00  | \$ 71,368.00  | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 5521 ELECTRIC ENGINEERING AIDE      | GN3  | \$ 25,053.00 | \$ 32,569.00  | \$ 40,086.00  | GN3  | \$ 26,789.88  | \$ 36,775.19  | \$ 46,760.51  |
| 5525 ELECTRIC GIS/CAD TECHNICIAN    | GN7  | \$ 34,085.00 | \$ 44,310.00  | \$ 54,536.00  | GN7  | \$ 35,434.90  | \$ 49,526.03  | \$ 63,617.16  |
| 5526 SR ELEC GIS/CAD TECHNICIAN     | GN9  | \$ 39,757.00 | \$ 51,684.00  | \$ 63,611.00  | GN9  | \$ 41,331.27  | \$ 57,767.16  | \$ 74,203.05  |
| 5530 ELECTRIC ENG & OPS MANAGER     | GE10 | \$ 71,837.00 | \$ 93,388.00  | \$ 114,940.00 | GE10 | \$ 76,805.94  | \$ 105,433.61 | \$ 134,061.28 |
| 5531 ELECTRIC ENGINEERING TECHNICIN | GN9  | \$ 39,757.00 | \$ 51,684.00  | \$ 63,611.00  | GN9  | \$ 41,331.27  | \$ 57,767.16  | \$ 74,203.05  |
| 5532 ELECTRIC SR ENGINEERING TECH   | GN10 | \$ 43,732.00 | \$ 56,852.00  | \$ 69,972.00  | GN10 | \$ 45,464.40  | \$ 63,543.88  | \$ 81,623.36  |
| 5534 ELEC ENG TECH/COMPLIANCE COOR  | GN9  | \$ 39,757.00 | \$ 51,684.00  | \$ 63,611.00  | GN9  | \$ 41,331.27  | \$ 57,767.16  | \$ 74,203.05  |
| 5535 ELECTRIC ENGINEERING TECH SPVR | GE6  | \$ 49,066.00 | \$ 63,786.00  | \$ 78,505.00  | GE6  | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 5536 SENIOR ELECTRIC ENGINEER       | GE9  | \$ 65,307.00 | \$ 84,899.00  | \$ 104,491.00 | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 5537 ELECTRIC ENGINEER              | GE8  | \$ 59,370.00 | \$ 77,181.00  | \$ 94,991.00  | GE8  | \$ 63,475.99  | \$ 87,135.22  | \$ 110,794.45 |
| 5538 BROADBAND NETWORK ENGINRG TECH | GE7  | \$ 53,972.00 | \$ 70,164.00  | \$ 86,356.00  | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 5539 ENGINEERING TECHNICIAN MANAGER | GE9  | \$ 65,307.00 | \$ 84,899.00  | \$ 104,491.00 | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 5560 DIVSN DIR OF TELECOMMUNICATION | GE9  | \$ 65,307.00 | \$ 84,899.00  | \$ 104,491.00 | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 5690 KEY ACCOUNTS MANAGER           | GE7  | \$ 53,972.00 | \$ 70,164.00  | \$ 86,356.00  | GE7  | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 5691 UTILITIES ENERGY ADVISOR       | GE5  | \$ 44,605.00 | \$ 57,987.00  | \$ 71,368.00  | GE5  | \$ 47,690.45  | \$ 65,465.98  | \$ 83,241.51  |
| 5695 DIVISN DIR OF SUPPORT SERVICES | GE9  | \$ 65,307.00 | \$ 84,899.00  | \$ 104,491.00 | GE9  | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 5699 DIVISION DIR OF POWER & LIGHT  | GE11 | \$ 79,739.00 | \$ 103,661.00 | \$ 127,583.00 | GE11 | \$ 84,486.54  | \$ 116,647.28 | \$ 148,808.02 |
| 5999 DIRECTOR OF UTILITIES          | EXEC | \$ 99,678.00 | \$ 149,517.00 | \$ 199,356.00 | EXEC | \$ 104,663.61 | \$ 168,595.70 | \$ 232,527.79 |
| 6011 INFORMATION SPECIALIST         | GN3  | \$ 25,053.00 | \$ 32,569.00  | \$ 40,086.00  | GN3  | \$ 26,789.88  | \$ 36,775.19  | \$ 46,760.51  |
| 6012 CIRCULATION SPECIALIST         | GN4  | \$ 27,058.00 | \$ 35,175.00  | \$ 43,292.00  | GN4  | \$ 28,129.37  | \$ 39,315.36  | \$ 50,501.35  |
| 6015 LIBRARY SERVICES SPECIALIST    | GN4  | \$ 27,058.00 | \$ 35,175.00  | \$ 43,292.00  | GN4  | \$ 28,129.37  | \$ 39,315.36  | \$ 50,501.35  |
| 6017 LAW LIBRARY INFO SPECIALIST    | GN4  | \$ 27,058.00 | \$ 35,175.00  | \$ 43,292.00  | GN4  | \$ 28,129.37  | \$ 39,315.36  | \$ 50,501.35  |
| 6021 LIBRARY TECHNOLOGY SPECIALIST  | GN5  | \$ 29,222.00 | \$ 37,989.00  | \$ 46,756.00  | GN5  | \$ 30,379.72  | \$ 42,460.59  | \$ 54,541.46  |
| 6105 TECHNICAL SERVICES LIBRARIAN   | GE4  | \$ 40,550.00 | \$ 52,715.00  | \$ 64,880.00  | GE4  | \$ 43,354.95  | \$ 59,514.53  | \$ 75,674.10  |
| 6110 COMMUNITY OUTREACH COORDINATOR | GE4  | \$ 40,550.00 | \$ 52,715.00  | \$ 64,880.00  | GE4  | \$ 43,354.95  | \$ 59,514.53  | \$ 75,674.10  |
| 6111 CHILDREN'S LIBRARIAN           | GE4  | \$ 40,550.00 | \$ 52,715.00  | \$ 64,880.00  | GE4  | \$ 43,354.95  | \$ 59,514.53  | \$ 75,674.10  |
| 6114 CIRCULATION SUPERVISOR         | GE4  | \$ 40,550.00 | \$ 52,715.00  | \$ 64,880.00  | GE4  | \$ 43,354.95  | \$ 59,514.53  | \$ 75,674.10  |
| 6121 ADULT SERVICES LIBRARIAN       | GE4  | \$ 40,550.00 | \$ 52,715.00  | \$ 64,880.00  | GE4  | \$ 43,354.95  | \$ 59,514.53  | \$ 75,674.10  |
| 6199 DIVISION DIRECTOR OF LIBRARY   | GE10 | \$ 71,837.00 | \$ 93,388.00  | \$ 114,940.00 | GE10 | \$ 76,805.94  | \$ 105,433.61 | \$ 134,061.28 |
| 6211 RECREATION AIDE                | GN1  | \$ 21,479.00 | \$ 27,923.00  | \$ 34,367.00  | GN1  | \$ 22,968.00  | \$ 31,528.80  | \$ 40,089.60  |
| 6213 RECREATION LEADER              | GN1  | \$ 21,479.00 | \$ 27,923.00  | \$ 34,367.00  | GN1  | \$ 22,968.00  | \$ 31,528.80  | \$ 40,089.60  |

|                                     |            |                     |                     |                     |            |                     |                     |                      |
|-------------------------------------|------------|---------------------|---------------------|---------------------|------------|---------------------|---------------------|----------------------|
| 6221 RECREATION PROGRAM SUPERVISOR  | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 6225 RECREATION SPORTS OFFICIAL     | GN1        | \$ 21,479.00        | \$ 27,923.00        | \$ 34,367.00        | GN1        | \$ 22,968.00        | \$ 31,528.80        | \$ 40,089.60         |
| 6233 RECREATION INSTRUCTOR          | GN2        | \$ 23,198.00        | \$ 30,157.00        | \$ 37,116.00        | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77         |
| 6311 RECREATION FACILITY OPERATOR   | GN1        | \$ 21,479.00        | \$ 27,923.00        | \$ 34,367.00        | GN1        | \$ 22,968.00        | \$ 31,528.80        | \$ 40,089.60         |
| 6315 RECREATION SITE SUPERVISOR     | GN2        | \$ 23,198.00        | \$ 30,157.00        | \$ 37,116.00        | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77         |
| 6329 PROGRAM COORDINATOR            | GE4        | \$ 40,550.00        | \$ 52,715.00        | \$ 64,880.00        | GE4        | \$ 43,354.95        | \$ 59,514.53        | \$ 75,674.10         |
| 6330 P&R COMMUNICATIONS SPECIALIST  | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45        |
| 6410 DIV DIR OF COMMUNITY RECREATIN | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 6415 P&R FACILITIES & SERVICES PLAN | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 6421 SPECIAL POPULATION ASSISTANT   | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 6425 DIV DIR OF SPECIAL RECREATION  | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 6442 OUTDOOR REC PROGRAM SUPERVISOR | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 6445 DIVISION DIRECTOR OF ATHLETICS | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 6555 RECREATION GRANT SPECIALIST    | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 6556 TRANSPORTATION GRANT SPEC      | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 6558 DIV DIR PARKS ADMINISTRATION   | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| <b>6659 P&amp;R PROJECT MANAGER</b> | <b>GE8</b> | <b>\$ 59,370.00</b> | <b>\$ 77,181.00</b> | <b>\$ 94,991.00</b> | <b>GE8</b> | <b>\$ 63,475.99</b> | <b>\$ 87,135.22</b> | <b>\$ 110,794.45</b> |
| 6560 DIV DIR OF PARKS MAINTENANCE   | GE7        | \$ 53,972.00        | \$ 70,164.00        | \$ 86,356.00        | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23        |
| 6561 PARKS SUPERVISOR               | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36         |
| 6562 PARKS GROUNDSKEEPER I          | GN4        | \$ 27,058.00        | \$ 35,175.00        | \$ 43,292.00        | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35         |
| 6563 PARKS GROUNDSKEEPER II         | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 6564 PARK MAINTENANCE TECHNICIAN    | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 6599 DIRECTOR OF PARKS & RECREATION | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79        |
| 7011 ELIGIBILITY WORKER             | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 7012 SENIOR ELIGIBILITY WORKER      | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 7015 ELIGIBILITY SUPERVISOR         | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51         |
| 7018 FRAUD INVESTIGATOR             | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 7019 ELIGIBILITY SERVICES MANAGER   | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45        |
| 7025 CSA COORDINATOR                | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36         |
| 7101 EMPLOYMENT SERVICE AIDE        | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 7105 EMPLOYMENT SERVICE WORKER      | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 7106 SR EMPLOYMENT SERVICE WORKER   | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 7109 EMPLOYMENT SERVICE SUPERVISOR  | GE6        | \$ 49,066.00        | \$ 63,786.00        | \$ 78,505.00        | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66         |
| 7111 SOCIAL SERVICE AIDE            | GN5        | \$ 29,222.00        | \$ 37,989.00        | \$ 46,756.00        | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46         |
| 7112 FAMILY SERVICES SPECIALIST     | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 7113 SR FAMILY SERVICES SPECIALIST  | GN10       | \$ 43,732.00        | \$ 56,852.00        | \$ 69,972.00        | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36         |
| 7115 CHILD PROTECTIVE SERV. WORKER  | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 7117 FAMILY SERVICES SUPERVISOR     | GE6        | \$ 49,066.00        | \$ 63,786.00        | \$ 78,505.00        | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66         |
| 7125 FAMILY SERVICES MANAGER        | GE8        | \$ 59,370.00        | \$ 77,181.00        | \$ 94,991.00        | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45        |
| 7126 SNAPET COORDINATOR             | GN8        | \$ 36,812.00        | \$ 47,855.00        | \$ 58,899.00        | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53         |
| 7198 DIV DIR TRAINING & OPERATIONS  | GE10       | \$ 71,837.00        | \$ 93,388.00        | \$ 114,940.00       | GE10       | \$ 76,805.94        | \$ 105,433.61       | \$ 134,061.28        |
| 7199 DIRECTOR OF SOCIAL SERVICES    | EXEC       | \$ 99,678.00        | \$ 149,517.00       | \$ 199,356.00       | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79        |
| 7311 YOUTH CARE WORKER              | GN6        | \$ 31,560.00        | \$ 41,028.00        | \$ 50,496.00        | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77         |
| 7312 SENIOR YOUTH CARE WORKER       | GN7        | \$ 34,085.00        | \$ 44,310.00        | \$ 54,536.00        | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16         |
| 7313 SHIFT SUPERVISOR               | GN9        | \$ 39,757.00        | \$ 51,684.00        | \$ 63,611.00        | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05         |
| 7315 JUVENILE PROGRAM COORDINATOR   | GE5        | \$ 44,605.00        | \$ 57,987.00        | \$ 71,368.00        | GE5        | \$ 47,690.45        | \$ 65,465.98        | \$ 83,241.51         |

|                                                |                |                         |                         |                         |            |                     |                     |                     |
|------------------------------------------------|----------------|-------------------------|-------------------------|-------------------------|------------|---------------------|---------------------|---------------------|
| 7316 JUVENILE TRAINING COORDINATOR             | GN9            | \$ 39,757.00            | \$ 51,684.00            | \$ 63,611.00            | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 7322 POST DISPOSITIONAL COORDINATOR            | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
|                                                | <b>GN9</b>     | <b>\$ 39,757.00</b>     | <b>\$ 51,684.00</b>     | <b>\$ 63,611.00</b>     |            |                     |                     |                     |
| 7323 ALTERNATIVE DETENTION CASE WKR            | <del>GN8</del> | <del>\$ 36,812.00</del> | <del>\$ 47,855.00</del> | <del>\$ 58,899.00</del> | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 7325 NURSE                                     | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 7337 ASST DIV DIR OF JUVENILE DETEN            | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 7339 DIVN DIR OF JUVENILE DETENTION            | GE10           | \$ 71,837.00            | \$ 93,388.00            | \$ 114,940.00           | GE10       | \$ 76,805.94        | \$ 105,433.61       | \$ 134,061.28       |
| 7401 CORRECTIONAL OFFICER I                    | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 7402 CORRECTIONAL OFFICER II                   | GN8            | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 7403 CORRECTIONAL LIEUTENANT                   | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 7404 ADMINISTRATIVE LIEUTENANT                 | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 7405 CORRECTIONAL CAPTAIN                      | GN13           | \$ 58,208.00            | \$ 75,670.00            | \$ 93,132.00            | GN13       | \$ 60,513.11        | \$ 84,576.90        | \$ 108,640.69       |
| 7409 CHIEF CORRECTIONAL OFFICER                | GE9            | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 7411 CORRECTIONAL HEALTH ASSISTANT             | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 7413 LICENSED PHYSICIAN                        | GE11           | \$ 79,739.00            | \$ 103,661.00           | \$ 127,583.00           | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| 7421 WORK PROGRAM COORDINATOR                  | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 7425 SERVICE PROGRAM COORDINATOR               | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 7499 DIVISIN DIR OF ADULT DETENTION            | GE10           | \$ 71,837.00            | \$ 93,388.00            | \$ 114,940.00           | GE10       | \$ 76,805.94        | \$ 105,433.61       | \$ 134,061.28       |
| 8003 ECC TELECOMMUNICATOR I                    | GN6            | \$ 31,560.00            | \$ 41,028.00            | \$ 50,496.00            | GN6        | \$ 32,810.10        | \$ 45,857.44        | \$ 58,904.77        |
| 8004 ECC TELECOMMUNICATOR II                   | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 8005 EM COMMUNICATIONS TLMCNCTR SPR            | GN9            | \$ 39,757.00            | \$ 51,684.00            | \$ 63,611.00            | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 8101 CERT COORDINATOR                          | GN2            | \$ 23,198.00            | \$ 30,157.00            | \$ 37,116.00            | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77        |
| 8103 FIREFIGHTER                               | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 8105 FIRE FIGHTER/ENGINEER                     | GN9            | \$ 39,757.00            | \$ 51,684.00            | \$ 63,611.00            | GN9        | \$ 41,331.27        | \$ 57,767.16        | \$ 74,203.05        |
| 8106 FIRE SUPPORT <b>ADMINISTRATOR ANALYST</b> | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| 8107 FIRE LIEUTENANT                           | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 8108 FIRE CODE INSPECTOR                       | GN8            | \$ 36,812.00            | \$ 47,855.00            | \$ 58,899.00            | GN8        | \$ 38,269.70        | \$ 53,488.11        | \$ 68,706.53        |
| 8109 FIRE CAPTAIN                              | GN12           | \$ 52,916.00            | \$ 68,791.00            | \$ 84,666.00            | GN12       | \$ 55,011.92        | \$ 76,888.09        | \$ 98,764.26        |
| 8110 911 EMERGENCY COMMUNICATNS MGR            | GE7            | \$ 53,972.00            | \$ 70,164.00            | \$ 86,356.00            | GE7        | \$ 57,705.44        | \$ 79,213.83        | \$ 100,722.23       |
| 8111 FIRE LOGISTICS OFFICER                    | GN12           | \$ 52,916.00            | \$ 68,791.00            | \$ 84,666.00            | GN12       | \$ 55,011.92        | \$ 76,888.09        | \$ 98,764.26        |
| 8115 ASSISTANT FIRE MARSHAL                    | GN11           | \$ 48,106.00            | \$ 62,537.00            | \$ 76,969.00            | GN11       | \$ 50,010.84        | \$ 69,898.27        | \$ 89,785.69        |
| 8116 DIV CHIEF FIRE MARSHAL                    | GE9            | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 8117 DIV CHIEF TRAINING & SAFETY               | GE9            | \$ 65,307.00            | \$ 84,899.00            | \$ 104,491.00           | GE9        | \$ 69,823.58        | \$ 95,848.74        | \$ 121,873.89       |
| 8118 BATTALION CHIEF                           | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 8295 DEPUTY FIRE CHIEF                         | GE11           | \$ 79,739.00            | \$ 103,661.00           | \$ 127,583.00           | GE11       | \$ 84,486.54        | \$ 116,647.28       | \$ 148,808.02       |
| 8299 FIRE CHIEF                                | EXEC           | \$ 99,678.00            | \$ 149,517.00           | \$ 199,356.00           | EXEC       | \$ 104,663.61       | \$ 168,595.70       | \$ 232,527.79       |
| 8302 PD RECORDS & TECHNOLOGY MGR               | GE8            | \$ 59,370.00            | \$ 77,181.00            | \$ 94,991.00            | GE8        | \$ 63,475.99        | \$ 87,135.22        | \$ 110,794.45       |
| 8303 POLICE RECORDS CLERK                      | GN4            | \$ 27,058.00            | \$ 35,175.00            | \$ 43,292.00            | GN4        | \$ 28,129.37        | \$ 39,315.36        | \$ 50,501.35        |
| 8304 QUARTERMASTER                             | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |
| 8305 POLICE VIDEO TECHNICIAN                   | GN5            | \$ 29,222.00            | \$ 37,989.00            | \$ 46,756.00            | GN5        | \$ 30,379.72        | \$ 42,460.59        | \$ 54,541.46        |
| 8306 POLICE PROP & EVID TECH                   | GN10           | \$ 43,732.00            | \$ 56,852.00            | \$ 69,972.00            | GN10       | \$ 45,464.40        | \$ 63,543.88        | \$ 81,623.36        |
| 8307 PD ACCREDITATION MANAGER                  | GE6            | \$ 49,066.00            | \$ 63,786.00            | \$ 78,505.00            | GE6        | \$ 52,459.49        | \$ 72,012.58        | \$ 91,565.66        |
| <b>8308 PD PUBLIC RELATIONS SPECIALIST</b>     | <b>GE6</b>     | <b>\$ 49,066.00</b>     | <b>\$ 63,786.00</b>     | <b>\$ 78,505.00</b>     | <b>GE6</b> | <b>\$ 52,459.49</b> | <b>\$ 72,012.58</b> | <b>\$ 91,565.66</b> |
| 8311 PARKING ATTENDENT                         | GN2            | \$ 23,198.00            | \$ 30,157.00            | \$ 37,116.00            | GN2        | \$ 24,805.44        | \$ 34,051.10        | \$ 43,296.77        |
| 8315 SCHOOL CROSSING GUARD                     | GN1            | \$ 21,479.00            | \$ 27,923.00            | \$ 34,367.00            | GN1        | \$ 22,968.00        | \$ 31,528.80        | \$ 40,089.60        |
| 8317 ANIMAL CONTROL OFFICER                    | GN7            | \$ 34,085.00            | \$ 44,310.00            | \$ 54,536.00            | GN7        | \$ 35,434.90        | \$ 49,526.03        | \$ 63,617.16        |

**8501 PD RECRUITMENT INVESTIGATOR (PART-TIME)**

|                                   |      |              |               |               |       |               |               |               |
|-----------------------------------|------|--------------|---------------|---------------|-------|---------------|---------------|---------------|
| 8502 PD COMMUNITY ENGAGEMENT SPEC | GN8  | \$ 36,812.00 | \$ 47,855.00  | \$ 58,899.00  | GN8   | \$ 38,269.70  | \$ 53,488.11  | \$ 68,706.53  |
| 8503 POLICE OFFICER               | GN8  | \$ 36,812.00 | \$ 47,855.00  | \$ 58,899.00  | GN8x  | \$ 38,269.70  | \$ 55,398.35  | \$ 72,527.00  |
| 8505 POLICE CORPORAL              | GN10 | \$ 43,732.00 | \$ 56,852.00  | \$ 69,972.00  | GN10x | \$ 45,464.40  | \$ 65,030.20  | \$ 84,596.00  |
| 8507 POLICE SERGEANT              | GN11 | \$ 48,106.00 | \$ 62,537.00  | \$ 76,969.00  | GN11x | \$ 50,010.84  | \$ 70,686.92  | \$ 91,363.00  |
| 8510 POLICE CRIME ANALYST         | GE6  | \$ 49,066.00 | \$ 63,786.00  | \$ 78,505.00  | GE6   | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 8512 COMMUNITY RELATIONS LIAISON  | GE6  | \$ 49,066.00 | \$ 63,786.00  | \$ 78,505.00  | GE6   | \$ 52,459.49  | \$ 72,012.58  | \$ 91,565.66  |
| 8513 POLICE LIEUTENANT            | GE7  | \$ 53,972.00 | \$ 70,164.00  | \$ 86,356.00  | GE7   | \$ 57,705.44  | \$ 79,213.83  | \$ 100,722.23 |
| 8525 POLICE CAPTAIN               | GE9  | \$ 65,307.00 | \$ 84,899.00  | \$ 104,491.00 | GE9   | \$ 69,823.58  | \$ 95,848.74  | \$ 121,873.89 |
| 8690 POLICE MAJOR                 | GE11 | \$ 79,739.00 | \$ 103,661.00 | \$ 127,583.00 | GE11  | \$ 84,486.54  | \$ 116,647.28 | \$ 148,808.02 |
| 8695 LIEUTENANT COLONEL           | GE12 | \$ 88,511.00 | \$ 115,064.00 | \$ 141,617.00 | GE12  | \$ 92,935.19  | \$ 129,056.05 | \$ 165,176.91 |
| 8699 POLICE CHIEF                 | EXEC | \$ 99,678.00 | \$ 149,517.00 | \$ 199,356.00 | EXEC  | \$ 104,663.61 | \$ 168,595.70 | \$ 232,527.79 |

# Council Letter

## City of Danville, Virginia



**CL-2790**

**New Business C.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Consideration of Amendment to the City Manager's Contract

**From:** Susan M. DeMasi, City Clerk

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### **COUNCIL ACTION**

Business Meeting: 06/21/2022

### **SUMMARY**

The City Manager is requesting an amendment to his contract.

The City Manager is requesting Section 4. Automobile Allowance, be amended to give the City Manager the option to either take the car allowance, or have the City provide the City Manager with a take home vehicle.

### **BACKGROUND**

The City Manager, under his employment contract, and because his position requires him to be on call twenty-four hours, has an automobile allowance. This allowance is to be used to purchase, maintain and insure said vehicle. The City currently has several employees who are provided take home vehicles because of the nature of their work; if the City Manager were assigned a take home vehicle instead of receiving an automobile allowance, he would be subject to the same rules that apply to all employees.

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### **Attachments**

Resolution

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

RESOLUTION NO. 2022-\_\_\_\_\_.\_\_\_\_

A RESOLUTION AMENDING SECTION 4 ENTITLED "AUTOMOBILE ALLOWANCE" OF THE CITY MANAGER'S EMPLOYMENT AGREEMENT.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that Section 4 entitled "Automobile Allowance" of the City Manager's Employment Agreement is hereby amended as set forth below:

The City Manager is required to be on call for twenty-four hour service. In recognition thereof:

The City shall grant to the City Manager either an automobile allowance or furnish a City owned take home vehicle. Should the City Manager elect to take the automobile allowance, it will be Five Hundred Dollars (\$500) per month, and the he shall purchase, maintain, and insure said vehicle. In this scenario, the City Manager shall be reimbursed for out-of-town mileage on the same basis and under the same terms and conditions as all other City employees. The City Manager will not be reimbursed for any mileage within the corporate limits of the City of Danville. Should the City Manager elect to accept a City-owned take home vehicle, it will be on the same basis and under the same terms and conditions as other City employees with take home vehicles.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2777**

**New Business D.**

### **City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Fee Increases Effective July 6, 2022

**From:** Henrietta Weaver, Accountant

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### **COUNCIL ACTION**

First Reading: 06/21/2022

Final Adoption: 07/05/2022

### **SUMMARY**

The Fiscal Year 2023 City Council Introductory Budget contains recommendations for the following new fees/fee increases:

An increase in hangar rental fees based on unit size; this increase is estimated to provide an additional \$18,880 in revenues.

An increase in the Public Library auditorium rental fee from \$15 per hour to \$25 per hour; this increase is intended to make rental fees comparable to other City rental fees.

Establishment of a Public Library maker space rental fee of \$25 per hour; this is intended to make rental fees comparable to other City rental fees.

A public hearing will be held June 21, 2022 for the above proposed rate and fee increases.

### **RECOMMENDATION**

It is recommended that Danville City Council adopt the attached ordinance establishing and increasing fees.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_. \_\_\_\_

AN ORDINANCE AMENDING AND ESTABLISHING CERTAIN RENTAL FEES OF THE CITY OF DANVILLE EFFECTIVE JULY 1, 2022.

WHEREAS, the city of Danville charges fees for public use of facilities; and

WHEREAS, these fees are designed to help recoup a portion of the costs of providing use of these facilities not usually shared by all citizens; and

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that certain facility rental fees, be, and the same are hereby, established and approved in accordance with the two schedules, which are hereto and made a part hereof, as if fully set forth within, as follows:

Schedule 1. Transportation - Airport Fees

Schedule 2. Parks and Recreation - Facility and Program Fees

AND BE IT FURTHER ORDAINED that this Ordinance shall be and become effective on and as of July 1, 2022.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

**CITY OF DANVILLE  
TRANSPORTATION DEPARTMENT  
AIRPORT FEES  
EFFECTIVE JULY 1, 2022**

Pursuant to Danville City Code § 2-9, and Danville City Charter § 2-19.

| <b>RENTAL FEE</b>    | <b>CURRENT</b> | <b>PROPOSED</b> |
|----------------------|----------------|-----------------|
| 80' X 80' Clear Span | \$1,040        | \$1,248         |
| 65' X 60' Clear Span | \$740          | \$888           |
| 55' X 51' Clear Span | \$300          | \$505           |
| T-Hangar (Old)       | \$150          | \$180           |
| T-Hangar (New)       | \$175          | \$210           |
| Tie-Down             | \$40           | \$40            |

**CITY OF DANVILLE  
PARKS AND RECREATION DEPARTMENT  
FACILITY AND PROGRAM FEES  
*EFFECTIVE JULY 1, 2022***

Pursuant to Danville City Code § 2-9 and § 25-3, and Danville City Charter § 2-19.

| <b>FACILITY</b>     | <b>CURRENT</b> | <b>PROPOSED</b> |
|---------------------|----------------|-----------------|
| Library Auditorium  | \$15 per hour  | \$25 per hour   |
| Library Maker Space | \$0 per hour   | \$25 per hour   |

# Council Letter

## City of Danville, Virginia



**CL-2780**

**New Business E.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Whitewater Channel Grant

**From:** William Sgrinia, Director of Parks, Recreation & Tourism

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### **COUNCIL ACTION**

First Reading: 06/21/2022

Final Adoption: 07/05/2022

### **SUMMARY**

As part of the development of the Riverfront area, including the Riverfront Park and the White Mill, the City has performed some preliminary conceptual work to renovate the channel in front of the White Mill into a Whitewater Channel. This funding would take the project from conceptual through engineering, and construction over-site; this funding is not for construction.

### **BACKGROUND**

A whitewater feature was discussed in the original planning of the River Front Park. There were three concepts designed by S20 Designs, who build whitewater parks internationally. The concept of using the canal that runs in front of the White Mill was the overwhelming favorite. The Danville Regional Foundation was an early supporter of this project and committed Design and Engineering funds in the amount of \$979,690. A condition of accepting these funds is to commit to build and cause to be operated a white water feature for 15 years. The City will seek grants and donations to help pay for construction with any remaining costs to be budgeted at a future date.

### **RECOMMENDATION**

Staff recommends that Council approves the attached ordinance appropriating grant funds from the Danville Regional Foundation for design and engineering of the Whitewater Channel.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_\_.\_\_\_\_\_

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUE FROM THE DANVILLE REGIONAL FOUNDATION IN THE AMOUNT OF \$979,690 AND APPROPRIATING THE SAME.

WHEREAS the Danville Regional Foundation (DRF) recognizes the importance of creating a gateway to the city that will spark future economic development and revitalization of the River District, enhance quality of life in the region, increase tourism, promote health, and create a sense of pride and ownership within the district and across the region; and

WHEREAS, DRF is providing a \$979,690 grant to the City of Danville, to be used conduct the design and development phase for a whitewater channel to adjoin Riverfront Park. The Whitewater Channel will be a unique feature that will draw residents and visitors alike for a natural whitewater experience and will utilize the existing canal that runs along the front of the White Mill to create a world-class facility for whitewater kayaking, tubing and other water recreation. In addition to being used for recreation the Whitewater Channel will also be used for River Rescue training and for competition.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Danville, Virginia that the Fiscal Year 2022 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenue in the Capital Projects Fund for the receipt of a grant from DRF and appropriating the same as follows:

**ANTICIPATED REVENUE**

| <u>Description</u>                                | <u>Account No.</u> | <u>Amount</u>    |
|---------------------------------------------------|--------------------|------------------|
| Whitewater Channel<br>Private Gifts and Donations | 61769000-43640     | <u>\$979,690</u> |

**ANTICIPATED EXPENDITURES**

| <u>Description</u> | <u>Account No.</u> | <u>Amount</u>    |
|--------------------|--------------------|------------------|
| Whitewater Channel | 61769999-50        | <u>\$979,690</u> |

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2781**

**New Business F.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** Riverfront Park Grant from Danville Regional Foundation

**From:** Henrietta Weaver, Accountant

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### **COUNCIL ACTION**

First Reading: 06/21/2022

Final Adoption: 07/05/2022

### **SUMMARY**

The Danville Regional Foundation has awarded a grant of \$4,000,000 to the City of Danville's Parks and Recreation Department to be used for the construction of Riverfront Park.

### **BACKGROUND**

For the past several years, the City of Danville Parks and Recreation Department has worked to plan, develop, and construct a high-quality recreation facility on the banks for the Dan River, between the White Mill and the Martin Luther King, Jr. Bridge. This project is intended to be a regional draw to Danville's award-winning River District, and will include iconic elements that will be attractive for people of all ages and abilities.

### **RECOMMENDATION**

It is recommended that City Council adopt the attached ordinance anticipating revenue and appropriating same for the Riverfront Park.

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### **Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE NO. 2022-\_\_\_\_\_.\_\_\_\_\_

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUE FROM THE DANVILLE REGIONAL FOUNDATION IN THE AMOUNT OF \$4,000,000 AND APPROPRIATING THE SAME.

WHEREAS, the Danville Regional Foundation (DRF) recognizes the importance of creating a gateway to the city that will spark future economic development and revitalization of the River District, enhance quality of life in the region, increase tourism, promote health and create a sense of pride and ownership within the district and across the region; and

WHEREAS, DRF is providing a \$4,000,000 grant to the City of Danville, to be used to fund the construction of Riverfront Park. The Park will include public art, a main lawn and performance area, state-of-the-art playground structure, terraced seating areas, an observation pier, an extension of the Riverwalk Trail, a built water's edge and a spray pad, and;

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia that the Fiscal Year 2022 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenue in the Capital Projects Fund for the receipt of a grant from DRF and appropriating the same as follows:

**ANTICIPATED REVENUE**

| <u>Description</u>                             | <u>Account No.</u> | <u>Amount</u>      |
|------------------------------------------------|--------------------|--------------------|
| Riverfront Park<br>Private Gifts and Donations | 61443000-43640     | <u>\$4,000,000</u> |

**ANTICIPATED EXPENDITURES**

| <u>Description</u> | <u>Account No.</u> | <u>Amount</u>      |
|--------------------|--------------------|--------------------|
| Riverfront Park    | 61443999-50        | <u>\$4,000,000</u> |

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

# Council Letter

## City of Danville, Virginia



**CL-2782**

**New Business G.**

**City Council Regular Meeting**

**Meeting Date:** 06/21/2022

**Subject:** American Rescue Plan Act Tourism Recovery Program Grant

**From:** Corrie Bobe, Director of Economic Development

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### COUNCIL ACTION

First Reading: 06/21/2022

Final Adoption: 07/05/2022

### SUMMARY

The Danville Office of Economic Development and Tourism, through its role as the Destination Marketing Organization for Danville and Pittsylvania County, applied for American Rescue Plan Act (ARPA) funding through the Virginia Tourism Corporation to enhance marketing and support of tourism-related businesses impacted by the COVID-19 pandemic. Both localities were approved the maximum allocation (Danville - \$100,000 and Pittsylvania County - \$110,000). The ARPA program will help build the foundation for a newly created and sustainable tourism program that will promote the region as a desirable tourism destination, which will, in turn, increase the tax base for both localities, and instill a sense of community pride with residents. Funding provided through this program will be used toward the development of a marketing and branding strategy, creation of a new tourism website and customer relationship management system, development of a new library of photographs and video content, the design and production of a visitor's guide and regional maps, the creation of a sports tourism strategy, and more.

### BACKGROUND

The COVID-19 pandemic has had a continued and devastating impact on Virginia's tourism and hospitality industries. To better support these businesses, and increase travel throughout the Commonwealth, the Virginia Tourism Corporation (VTC) has provided grant funding through its American Rescue Plan Act Tourism Recovery Program to aid in economic recovery. VTC was provided \$50,000,000 to support local Destination Marketing Organizations, as well as enhance statewide marketing and incentive programs. Each locality could apply for a designated amount based on the annual sales tax collected by the Commonwealth. The City of Danville could apply for up to \$100,000 and Pittsylvania County could apply for up to \$110,000.

### RECOMMENDATION

It is recommended by staff that City Council approve the attached Ordinance Amending the Fiscal Year 2022 Budget Appropriation Ordinance to appropriate funds from the Virginia Tourism Corporation to the City of Danville for the purpose of enhancing and implementing our regional tourism strategy to better support businesses located within Danville and Pittsylvania County that were impacted by the COVID-19 pandemic and increase visitor activity throughout the region.

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**Attachments**

Ordinance

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PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

ORDINANCE 2022-\_\_\_\_.

AN ORDINANCE AMENDING THE FISCAL YEAR 2022 BUDGET APPROPRIATION ORDINANCE FOR TWO AMERICAN RESCUE PLAN ACT TOURISM RECOVERY PROGRAM GRANTS FROM THE VIRGINIA TOURISM CORPORATION IN THE AMOUNT OF \$100,000 AND \$110,000 RESPECTIVELY FOR A TOTAL OF \$210,000 AND APPROPRIATING THE SAME.

WHEREAS, the City of Danville has received grants from the Virginia Tourism Corporation for purpose of enhancing and implementing a regional tourism strategy to better support businesses located within Danville and Pittsylvania County that were impact by the COVID-19 pandemic and increase visitor activity throughout the region.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia that the Fiscal Year 2022 Budget Appropriation Ordinance be, and it is hereby, amended to anticipate revenues from two grants totaling \$210,000 from the Virginia Tourism Corporation (VTC) for the purpose of providing supporting the regional tourism program for Danville and Pittsylvania County through the Danville Office of Economic Development and Tourism. Such revenue and appropriation to be as follows:

**ANTICIPATED REVENUES**

| <u>Description</u>                                          | <u>Account No.</u> | <u>Amount</u>    |
|-------------------------------------------------------------|--------------------|------------------|
| VTC American Rescue Plan Act Tourism Recovery Program Grant |                    |                  |
| City of Danville, VA                                        | 61766000-48060     | \$100,000        |
| Pittsylvania County, VA                                     | 61767000-48060     | <u>\$110,000</u> |
| TOTAL                                                       |                    | <u>\$210,000</u> |

**ANTICIPATED EXPENDITURES**

| <u>Description</u>                                          | <u>Account No.</u> | <u>Amount</u>    |
|-------------------------------------------------------------|--------------------|------------------|
| VTC American Rescue Plan Act Tourism Recovery Program Grant |                    |                  |
| City of Danville, VA                                        | 61766999-50        | \$100,000        |
| Pittsylvania County, VA                                     | 61767999-50        | <u>\$110,000</u> |
| TOTAL                                                       |                    | <u>\$210,000</u> |

AND BE IT FURTHER ORDAINED, that this appropriation shall be a continuing appropriation and such appropriations shall carry forward from year to year until such funds are expended for the purpose for which they were appropriated; and

BE IT FINALLY ORDAINED, that all other accounts and provisions of the Fiscal Year 2022 Budget Appropriation Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney