



DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

June 15, 2021

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 agenda items will be heard when the agenda item is considered. 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

COMMUNICATIONS FROM VISITORS

Citizens who desire to speak on matters not listed on the agenda will be heard at this time. Citizens who desire to speak on agenda items will be heard when the agenda item is considered.

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. Public Hearing
- B. Consideration of Approval of Minutes from Regular Council meeting held on May 18, 2021.
Council Letter Number CL - 2561.
- C. Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Funds for the Development of the River Front Park in the Amount of \$740,000.
Council Letter Number CL - 2548.

An Ordinance Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for an Award from the State of Virginia Department of Conservation and Recreation in the Amount of \$740,000 for the Development of the River Front Park and Appropriation of Same.

FINAL ADOPTION

- D. Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for American Rescue Plan funds in the Amount of \$29,142,851.
Council Letter Number CL - 2554.

An Ordinance Amending the Fiscal Year 2021 Budget Appropriation Ordinance by Increasing Revenues from the US Department of Treasury for the American Rescue Plan in the Amount of \$29,142,851 to be used to as Specified by the American Rescue Plan and Appropriating the Same.

FINAL ADOPTION

NEW BUSINESS

- A. Review of General Fund Financial Results through May 31, 2021.
Council Letter Number CL - 2564.
- B. Consideration of Authorizing the City Manager to Submit a One Year Action Plan to HUD.
Council Letter Number CL - 2552.
1. Public Hearing
 2. A Resolution Authorizing the City Manager to Submit to the United States Department of Housing and Urban Development (HUD) a One Year Action Plan.
- C. Consideration of Approving Changes to the City's Personnel System Regulations.
Council Letter Number CL - 2549.
- 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.
- D. Consideration of Approval of a Moral Obligation with American National Bank.
Council Letter Number CL - 2547.
- A Resolution Authorizing and Approving Execution of a Moral Obligation Agreement By and Between the City of Danville, Virginia and American National Bank and Trust Company, a Virginia Banking Corporation.
- E. Consideration of Approval of a Support Agreement with Danville-Pittsylvania Regional Industrial Facility Authority.
Council Letter Number CL - 2572.
- Resolution of the City Council of the City of Danville, Virginia Approving a Support Agreement with the Danville-Pittsylvania Regional Industrial Facility Authority.
- F. Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Additional Federal Aviation Funding.
Council Letter Number CL - 2526.
- An Ordinance Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for Additional Federal Aviation Funding for the Purpose of Completing Design Services to Rehabilitate Taxiway Connections and the South Ramp at the Danville Regional Airport with no Local Matching Share.

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-2561

Consent Agenda B.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Consideration of Approval of Meeting Minutes

From: Susan M. DeMasi, City Clerk

COUNCIL ACTION

Business Meeting: 06/15/2021

SUMMARY

Consideration of Approval of Minutes from Regular Council meeting held on May 18, 2021.

Council Letter Number CL - 2561.

Attachments

Meeting Minutes

May 18, 2021

The Second Regular May meeting of the Danville City Council was held on May 18, 2021, 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 P. Mayo, Vice Mayor Gary P. Miller, Sherman M. Saunders, J. Lee Vogler, Jr., and Madison J.R. Whittle (9).

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.

INVOCATION

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

ANNOUNCEMENTS AND SPECIAL PRESENTATIONS

Mayor Jones introduced Robert David, Youth and Gang Prevention Coordinator for the City of Danville. Mr. David stated they received a grant from the Office of Juvenile Justice and Delinquency Prevention last year for \$500,000. That grant was to expand Project Imagine, and part of the expansion was the hiring of three new outreach workers. Mr. David introduced Shekeva Frazier, Curtis Artis and Mr. Chad Martin. Mr. David explained their program, who they were trying to reach, and matching people and families with resources. Council Members thanked Mr. David for his work, his leadership and the impacts he has created in Danville.

COMMUNICATIONS FROM VISITORS

Mayor Jones recognized Joseph Carbone, 351 Hawthorne Circle who appeared before Council regarding the noise levels from 2 Witches; Dr. Carbone distributed a handout to Council regarding this. Dr. Carbone noted he appeared before Council several years ago when they were considering approval for the outdoor music venue at 2 Witches, and then approved the outdoor amphitheater without appropriate sound barriers or constraints to control the noise. Mayor Jones noted the City Manager and Deputy City Manager will look into this and bring a report back to Council.

CONSENT AGENDA

Council Member Vogler **moved** to approve the following Consent Agenda items:

Approval of Minutes from Regular Council Meeting and Regular Work Session held on April 20, 2021. Draft copies of the Minutes had been distributed prior to the meeting

Budget Amendment – Consideration of Amending the Fiscal Year 2021 Budget Appropriation Ordinance for the Recreation Enrichment Program in the Amount of \$186,102

An Ordinance entitled, Ordinance No. 2021-05.07, Amending the Fiscal Year 2021 Budget Appropriation Ordinance to Provide for Funds in the Amount of \$55,220 for a Recreation Enrichment Program and the Local In-Kind Share of \$130,882 for a Total Appropriation of \$186,102 and Appropriation of Same.

Budget Amendment – Amending the Fiscal Year 2021 Budget Appropriation Ordinance for Pre-Disaster Mitigation Grant Funds in the Amount of \$150,000

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An Ordinance entitled, Ordinance No. 2021-05.08, Amending the Fiscal Year 2021 Budget Appropriation Ordinance for a Project to be Undertaken within the City of Danville and to be Financed Anticipating Revenues from Federal Emergency Management Agency in the Amount of \$150,000.

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

OLD BUSINESS

APPROVING THE FISCAL YEAR 2022 DANVILLE SCHOOL BOARD BUDGET

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

RESOLUTION NO. 2021-05.04

APPROVING THE BUDGET OF THE SCHOOL BOARD OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2022

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

Vice Mayor Miller questioned School Superintendent Dr. Hairston regarding concerns of several Council Members about the track; they are putting \$3M into it and want to make sure it was first rate. The concern was there would be a track and it would not be certified. Dr. Hairston noted it would be certified; right now the final plans were in the hands of one of the architects and it will be approved by the Virginia High School League. It has an eight lane feature, and all the field events will be held at the school. There were some drainage concerns that came up that have been mitigated. They were getting input from the current track coaches and AAU coach as well.

Council Member Vogler thanked Dr. Hairston and all the teachers and staff for what they have done this past year. Mr. Vogler noted he has a son who was in Danville Public Schools in elementary school and questioned if she anticipated when they come back in the fall will they be able to go outside to play. Dr. Hairston explained they were planning for a five day school week, face to face; part of the budget includes sixty plus teachers to reduce class sizes which will help teachers have a more traditional setting for movement. They anticipate eating in the cafeteria again and allowing the children to go outside.

Council Member Campbell asked if she saw virtual learning as being an advantage or disadvantage for the children and Dr. Hairston stated she believed the children needed to be in school face to face, however, she cannot discount the number of students who have been successful with virtual learning. Dr. Hairston noted this more than likely will be a way of educating students, offering choice. Most students benefit from face to face but some were very successful with virtual.

Council Member Mayo commended Dr. Hairston for doing a tremendous job, and questioned what has been her most difficult task with virtual learning. Dr. Hairston noted keeping the children engaged. Their budget has additional social workers and additional support staff because they

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will have to work to re-engage the children and feel these staff members will help keep them engaged.

Council Member Saunders noted he was hearing different guidelines about masks and questioned whose guidelines they followed. Dr. Hairston explained the Governor's mandates were interpreted by the Superintendent of Instruction, Dr. Lane, and at this time, they have a mask mandate for schools through May 28th; on May 28th they will receive further guidance. Dr. Hairston noted they will continue to have safety precautions until they receive further instructions.

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

APPROVAL OF THE BUDGET FOR THE CITY OF DANVILLE, THE CAPITAL AND SPECIAL PROJECTS PLAN AND THE BUDGET APPROPRIATION ORDINANCE

Approving the Budgets of the Various Funds of the City of Danville for the Fiscal Year Ending June 30, 2022

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

RESOLUTION NO. 2021-05.05

APPROVING THE BUDGETS OF THE VARIOUS FUNDS OF THE CITY OF DANVILLE FOR THE FISCAL YEAR ENDING JUNE 30, 2022

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

Approving the Fiscal Year 2022 Capital and Special Projects Plan for the City of Danville, Virginia.

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

RESOLUTION NO. 2021-05.06

APPROVING THE FISCAL YEAR 2022 CAPITAL AND SPECIAL PROJECTS PLAN FOR THE CITY OF DANVILLE, VIRGINIA

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

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Approving the Budget Appropriation Ordinance for Fiscal Year 2022

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

ORDINANCE NO. 2021-05.06

BUDGET APPROPRIATION ORDINANCE FOR FISCAL YEAR 2022

The motion was **seconded** by Council Member Whittle and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

City Manager Ken Larking announced that the City's Budget Director, Cynthia Thomasson will be retiring near the end of this year. Mr. Larking expressed how much he appreciated working with her over the past several years; she has had 32 years' experience working in the City, 22 as the Budget Director. Each budget year she makes sure everyone was prepared, the City Council has the information they need, if there were questions, she provided the answers, and was able to address the City Manager's questions and concerns. Ms. Thomasson noted the past 32 years have been 32 of the best years she has ever had; she loves the City and has enjoyed working here. The City Manager was great to work with and the City Departments were incredible; they have always been responsive to her and appreciates all the City employees she has been able to work with. Council Members thanked Ms. Thomasson for her work, hoped she enjoyed her retirement and stated she will be missed.

City Manager Ken Larking introduced Taylor Shelton, she will be an intern with the City Manager's office this year. She will be working on a project in conjunction with the Economic Development Department, going out into the field, documenting all the commercial buildings in the City. She will take a picture, and answer a few questions which goes into a data base that IT and Economic Development developed. Ms. Shelton thanked everyone for the opportunity.

APPOINTMENTS

Vice Mayor Miller noted the Committee on Appointments met earlier this evening and make the following recommendations:

Airport Commission:	Reappoint: Jessie Barksdale William Allgood Philip Hall
Dan River ASAP	Appoint: Johnny West
DCC Board	Reappoint: Sheila Baynes
Danville CPMT	Reappoint: Tammy Warren Demetrius Crews
DDC	Reappoint: RJ Lackey
Commission on Architectural Review:	No recommendation at this time.
DP Community Service Board	Reappoint: Shelby Irving
Danville Utility Commission	Reappoint: Anna Kautzman
	Appoint: Steven Merricks
IALR	Appoint: Mark Holland

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Social Services Advisory Board
Transportation Advisory Board

Reappoint: Ty'quan Graves
Reappoint: Alexis Ehrhardt

Council had no objections to the recommendations and they will be presented at an upcoming agenda.

NEW BUSINESS

REVIEW OF GENERAL FUND FINANCIALS AS OF APRIL 30, 2021

Director of Finance Michael Adkins reviewed the financial results of the General Fund through the end of April, the tenth month or 83% through the fiscal year. Revenues were performing as expected. Real Estate and Personal Property tax bills went out the first week of May, due on June 7th, so for the next few reports he will be able to comment on the City's collection progress on property taxes. Interest earnings were operating under budget because rates were so low, near zero at this time. The City did budget for a drop in interest rates; the deficit for the budget should not be too material, around \$250,000 at the end of the year, but there were some things that will cover that. Under the Local Consumer Taxes, the City has experienced a surge in Sales Tax primarily because of on line purchases being taxed now consistently. However, the payment the City received last week, which represented sales tax from March retail sales, was over \$1M for that one month. This has only happened one other time and that was back in February when the City received its December retail sales from the holiday season. At the end of May, the City will be at about \$105,000 over budget in sales tax; they typically collect on average \$845,000 per month, so by the end of this fiscal year, they will be close to \$1M over budget for sales tax revenue. Meals Tax also showed a good rebound for the month of April, they received nearly \$900,000 for that month alone; that brings it to 82.5% of budget, at 83% through the year. Meals tax has rebounded nicely, and Mr. Adkins noted he believed they will find themselves close to their budgeted number by the end of the fiscal year. Lodging Taxes have rebounded some, they will probably not meet budget; they were at 74% at the end of April and will probably fall short about \$150,000. The overage in sales tax should take care of any of these underperforming items.

On the Expenditure side, Departmental Expenses were at 76% and tracking behind budget with 83% of the fiscal year complete. Non Departmental expenses basically included debt service and group health insurance. Under Debt Service, the City knows what that was from year to year, so that was tracking well with budget. Group Health has been right on budget up until this point, it did creep above budget a little this past month; they were at 88%, but nearing the end of the fiscal year so it cannot go too far in the last two months. Unassigned Fund Balance at the end of April was about \$680,000 over where they were last year. Mr. Adkins noted he was hopeful that even though they budgeted to use some fund balance, the use of it will be minimal if it occurs at all.

APPROVING THE TRANSFER OF REAL PROPERTY FROM THE IDA AT 500 MAIN STREET

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

RESOLUTION NO. 2021-05.07

APPROVING AND AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY IDENTIFIED AS PARCEL 22901 FROM THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DANVILLE, VIRGINIA TO THE CITY OF DANVILLE, VIRGINIA

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

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City Attorney Clarke Whitfield explained this was the HOME sign lot downtown and believes the IDA was transferring it to the City on the condition that if a commercial or industrial use is needed in the future, the City will transfer it back to them so it can become an income producer again.

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

VOTE: 9-0
AYE: Buckner, Campbell, Hood, Jones, Mayo,
Miller, Saunders, Vogler and Whittle (9)
NAY: None

Mayor Jones recognized Tommy Bennett who shared that as of today, through the Danville Health Department, Danville had 15,355 people who have had one dose, and 12,374 fully vaccinated citizens. For Pittsylvania County, 22,340 have received one dose and 18,366 were fully dosed.

COMMUNICATIONS

There were no communications from the City Manager, Deputy City Manager, City Attorney or City Clerk.

Council Member Saunders recognized the Interim President of Danville Community College, Dr. Muriel Mickels; she came from Central Virginia Community College, filling in for Dr. Gill Powell. Mr. Saunders noted last Saturday he attended a Gala hosted by the Danville Museum on the roof of the Bee Hotel; it was a wonderful event. Mr. Saunders thanked the Board of Directors and staff members at the Museum, they were doing a great job. Mr. Saunders thanked Mr. Bennett for the great job he does, as well as the City Manager, Deputy City Manager and all city employees for what they do every day.

Council Member Vogler noted the event Saturday on the roof of the Bee was a great event, there were several speakers and Rick Barker made an excellent speech as well, outlining what has gone on in the last ten years in Danville. Mr. Vogler noted he wanted to let citizens know Youth League Baseball was in the City of Danville, organized by Danville Parks & Rec; they have sign ups going on right now for children ages 5-13. Mr. Vogler noted he would like to see baseball in Danville built back up again, especially at the youth levels. Citizens can go to www.PlayDanvilleVA.com for information.

Council Member Buckner noted the City of Danville and Pittsylvania County lost a really good man today, Mr. Roger Gillespie passed away; he was the President of Virginia Bank & Trust for many years and BMW racecar driver. He will be greatly missed and their thoughts and prayers go out to his family. Mr. Buckner thanked the staff with all the new businesses and the ribbon cuttings that have been happening lately, and thanked the Economic Development Department for working with everyone in the City and region to push the City forward. The Bridge Street Food Truck Rodeo will be June 5th, all day long, it will be a great time.

Council Member Campbell noted he wanted to speak about Caesars Entertainment and contracts, and his concern for Danville and opportunities going forward for minorities. On May 25, 2021, from 2:00 to 4:00 p.m. there will be a webinar at www.eventbrite.com in which they will be explaining the process that citizens will be able to apply for contracts for building the casino. If they were not certified, there was a process of becoming certified. This was important for the community; Caesars has indicated they want 25% of the contracts to go to minorities, and Reverend Campbell encouraged people register for the webinar. Mr. Larking noted on the Economic Development's

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Facebook page, there was a link for people to sign up.

Council Member Hood gave a special thanks to the citizens for expressing their concerns, and being supportive of the process and progress in the City. Mr. Hood encouraged city employees, essential workers, first responders and citizens to stay uplifted, and gave a special thanks to the mental health professionals; mental health was key in these times and thanked them for them helping everyone out.

Council Member Mayo also welcomed Interim President of DCC, Dr. Mickels, he had a chance to speak with her today; she has had a lot of experience in the area and they look forward to working with her. Dr. Gill Powell will be missed and commended her for the work she has done. Mr. Mayo noted Community Action Awareness Day will be Friday in Chatham, from 11:00 to 7:00 p.m., and encouraged citizens to come out and support Pittsylvania Community Action for all they have done.

Vice Mayor Miller noted from the beginning, one of the things that impressed many of them with Caesars was they promised minority involvement; their casino in Baltimore has over 40% minority employees. This fall, the citizens of Danville will vote on a referendum for a one cent sales tax. The General Assembly passed this in certain localities, including Pittsylvania County and Danville; it will go explicitly to school construction which the City was in dire need of. Dr. Miller encouraged citizens to vote for it. Memorial Day was May 31st, it was for the memory of those who died in service to the country, and encouraged people to celebrate with honor.

Mayor Jones thanked Dr. Carbone for coming to Council this evening, for his report, and he looks forward to City staff working with Dr. Carbone with regards to that. To the Superintendent and School Board members, this has been one of the best budgets they have had, the process flowed very smoothly. Mayor Jones acknowledged all the City staff and thanked them for what they do, and thanked Council Members for what they do.

ADJOURNED: 8:23 P.M.

APPROVED:

MAYOR

CITY CLERK

Council Letter

City of Danville, Virginia



CL-2548

Consent Agenda C.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: State Funds for River Front Park

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 06/01/2021

Final Adoption 06/15/2021

SUMMARY

The State of Virginia's recently adopted budget includes \$740,000 allocated to the Office of Natural Resources - Leisure and Recreation Services for the development and construction of the Riverfront Park in Danville. The funds are matched with other City funding from various sources. The attached ordinance allows the City to accept these funds and appropriate them for the intended purpose.

BACKGROUND

For the past 5 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. The park will receive funding from a variety of sources, including:

- \$4 million from the Danville Regional Foundation as a match to other funds raised.
- \$740,000 from the State of Virginia as a match to local funds appropriated.
- Over \$1.5 million from funds sourced from Duke Energy Coal Ash Spill grants and settlement funds.
- At least \$600,000 in donations from a variety of other sources.

Fund-raising efforts continue and will serve to lower the amount of local funds necessary to complete the project. In order to get the project underway, the Fiscal Year 2022 Budget includes sufficient funding to cover all the major match requirements, so those funds can be received.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance anticipating revenue and appropriating same for the River Front Park.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. -2021_.___

AN ORDINANCE AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR AN AWARD FROM THE STATE OF VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION IN THE AMOUNT OF \$740,000 FOR THE DEVELOPMENT OF THE RIVER FRONT PARK AND APPROPRIATION OF SAME.

WHEREAS, the City has been awarded a grant by the Department of Conservation and Recreation for the construction of the River Front Park; and

WHEREAS, this funding is matched by the City funding and will provide funding for the River Front Park.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2021 Budget Appropriation Ordinance be, and the same is hereby, amended by increasing revenues from a grant in the amount of \$740,000 from the Department of Conservation and Recreation be appropriated in the Capital Projects fund as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
River Front Park Categorical Aid—State	61443000-45840	<u>\$740,000</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
River Front Park	61443999-50	<u>\$740,000</u>

AND BE IT FURTHER ORDAINED that all other accounts and provisions of the Fiscal Year 2021 Budget Appropriations Ordinance, as amended, not hereby amended, shall continue in full force and effect unless and until hereafter further amended or repealed.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

Council Letter

City of Danville, Virginia



CL-2554

Consent Agenda D.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: American Rescue Funds

From: Cynthia Thomasson, Budget Director

COUNCIL ACTION

First Reading: 06/01/2021

Final Adoption: 06/15/2021

SUMMARY

The US Department of Treasury approved the American Recovery Plan and has awarded Danville \$29,142,851 to be paid in two equal installments. The first payment will be received in May 2021, and the second is to be received no sooner than 12 months after the first payment. The Treasury Department provided some general guidance on allowable and non-allowable uses for the funds, and will provide more specific guidance in the near future. The goal of the funds is to help localities respond to the immediate health impacts of the pandemic and to help residents and businesses quickly recover from the economic impact caused by COVID-19.

BACKGROUND

The American Recovery Plan (ARP) is similar to last year's CARES Act. The goal of the funding is to help people and businesses impacted by COVID-19. The ARP provides for somewhat more flexibility for local governments to use funds, which must be used by December 31, 2024.

A summary of the proposed uses of the funds are as follows:

- Support urgent COVID-19 response efforts to continue to decrease the spread of the virus and bring the pandemic under control.
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.
- Support immediate economic stabilization for households and businesses.
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

For CARES Act and similar pandemic response funds received by the City of Danville, City Departments and outside agencies made requests to the City Manager and Finance Director for potential uses of the funds. These, generally, fit into four broad categories: monetary assistance for residents, grants for businesses, marketing and materials to educate and support people to better protect themselves from infection, and projects that supported a healthy and safe work environment for City employees. Specific examples of uses were:

- Grants for residents and businesses with utility payments

- Grants for residents and businesses with rent and mortgage payments
- Grants for businesses to pay for projects that helped them remain in business during the pandemic
- Technology upgrades for remote work and remote meetings for City government
- Emergency radio system upgrades
- Grants to help respond to food insecurity
- Laptop computers for Danville Community College students to help with remote learning
- Grants for childcare for essential workers
- Assistance with vaccine deployment initiatives
- Equipment for first responders

The Finance Director and City Manager evaluated each of the requests to make sure that the purpose was allowed by the Act and that the project met the need to immediately and effectively respond to the impacts of the pandemic.

The intention for ARP funds is to follow the same practice with an emphasis on funding allowable projects that enable the community to quickly recover from the economic impact of the pandemic. Staff will provide periodic detailed updates on the use of funds.

RECOMMENDATION

It is recommended that City Council adopt the attached ordinance anticipating receipt of funds from the US Treasury for the American Recovery Plan and appropriating said funds to be used for projects and purposes that meet the requirements of the legislation.

Attachments

Ordinance

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-_____.

AN ORDINANCE AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE BY INCREASING REVENUES FROM THE US DEPARTMENT OF TREASURY FOR THE AMERICAN RESCUE PLAN IN THE AMOUNT OF \$29,142,851 TO BE USED TO AS SPECIFIED BY THE AMERICAN RESCUE PLAN AND, APPROPRIATION AS FOLLOWS:

WHEREAS the City of Danville has been awarded funds and anticipates receipt from the US Department of Treasury for the American Rescue Plan in the amount of \$29,142,851 to be received in two installments, 50% May 2021 and 50% no sooner than 12 months after the first payment; and

WHEREAS the funding will provide funding to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses;
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations;

AND WHEREAS these funds do not require a local match; and

WHEREAS, the funds will be posted to a project account in the Special Revenue Fund set up to hold funds which will be transferred to projects as determined; and

WHEREAS, transfer from Special Revenue Fund to the Capital Projects Fund is hereby authorized for projects deemed as capital expenditures.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia that the Fiscal Year 2021 Budget Appropriation Ordinance be, and the same is hereby,

amended by increasing revenue to anticipate the receipt of funds in the amount of \$29,142,851 from the US Government, American Rescue Plan, such revenue and appropriation to be as follows:

ANTICIPATED REVENUE

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Special Revenue Fund CARES	61667000-48090	<u>\$29,142,851</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Special Revenue Fund American Rescue Plan	61667999-50	<u>\$29,142,851</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 FURTHER ORDAINED, that this appropriation shall be a flexible budget for American Rescue Plan funding; and

BE IT FINALLY ORDAINED, that all other accounts and provisions of the Fiscal Year 2021 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:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

Council Letter

City of Danville, Virginia



CL-2564

New Business A.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: General Fund Monthly Financial Report

From: Michael Adkins, Director of Finance

COUNCIL ACTION

Business Meeting: 06/15/2021

SUMMARY

A brief report on the General Fund financial results through May 31, 2021, will be given. Financial statements are included.

Attachments

Financial Statements



To: Ken F. Larking, City Manager

From: Michael L. Adkins, Director of Finance

Date: June 5, 2021

Subject: Summary of Preliminary General Fund Financial Results for May 31, 2021

After completing eleven months of the fiscal year, revenues in total compare favorably to the previous year and are tracking to budget. As of May 31, General Fund revenues were \$96,303,005. This represents 86% of our FY 2021 budget. Last year, at this time, we had collected \$95,582,708 or 86% of budget.

The decrease of \$413,018 seen in Revenue from Use of Money relates primarily to lower interest rates than in the prior year on invested funds. Charges for Services shows a decrease of \$167,842 from decreased charges for Parks and Recreation activities and facility rentals and Adult Detention services. With the cancellation of many Parks and Recreation activities and the census at the adult detention facility at 50% or less than usual, costs in both of these areas are down as well. In addition, revenues from the Commonwealth (Non-categorical Aid) for telecommunications taxes are \$207,387 lower than the prior year.

Current year real estate tax collections were \$15 million, 83.6% of the budget realized at the end of May, which is very consistent with the prior year. The decrease seen in property tax when comparing year to year, is a result of timing with regard to the receipt of shared regional taxes with Pittsylvania County. We continue to see steady performance in the collection of delinquent real estate taxes this year with \$836,000 realized through May 31, accounting for 84% of the current year budget. Personal property taxes are at expected levels with collections of 60% and \$8.4 million received through May 31. This represents a decrease of \$700,000 from the prior year at this time. Tax bills were mailed during the first week of May and payments are due June 7.

Local taxes collected through May 31 were \$27,201,564 or 96.7% of budget and ahead of prior year-to-date collections of \$25,205,907. Sales tax collections through May amounted to \$9,254,000 or 101% of budget, an increase of \$1,263,822 from last year, reflecting the capture of online commerce. Meals taxes collected for the first eleven months of the fiscal year amounted to \$7,967,052 or 92.2% of budget, an increase of \$441,057 from last year. Business Licenses realized at the end of May were \$5,358,245 an increase of \$165,535 from the prior year. Lodging taxes received as of May 31 were

\$1,351,227 an increase of \$67,106 from the prior year and behind budget at 84.8%. Bank Stock tax revenues though not due annually until June 5 are ahead of budget at 112%. Lodging tax continues to show the effects of the COVID-19 pandemic, while other consumer-driven taxes are performing well currently. Nearly all other revenue categories are at or ahead of the prior year and are tracking well with budget at this point.

Expenditures at May 31 were \$101,638,780 or 83% of budget. This is an increase of \$1.8 million compared to May 2020, primarily due to budgeted transfers for capital projects. Departmental spending for the first eleven months of the year was 83% of budget and shows a decrease of \$1.6 million from last year. The most significant decrease is attributed to covering one month of public safety salaries with CARES Act funding offset by increases in general government

Non-departmental expenses, mostly comprised of debt service and group health insurance, increased \$1.6 million over the prior year, and are on ahead of budget. In FY 2020, we saw group health insurance expense performing significantly under budget. This year, results are running closer with budget.

General Fund expenditures exceeded revenues by approximately \$5.3 million at May 31—an increase from the prior year deficit of \$4.2 million. This is typical at this point in the fiscal year for the General Fund as significant portions of tax revenues are not collected until June. Despite this, unassigned fund balance is currently \$67,000 better than May 31 of the prior year. Year-end closing procedures will begin in July and a preliminary financial report for June 30, 2021 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 2021.

CITY OF DANVILLE, VIRGINIA

GENERAL FUND REPORT

92% OF YEAR LAPSED AS OF MAY 31, 2021

PRE-CLOSING FIGURES - SUBJECT TO CHANGE - UNAUDITED

	Budgets & Appropriations For Current Year	Actual Revenues & Expenditures For Year-to-Date	Percent Realized/Expended This Year	Encumbrances	Balance to be Realized/Expended	Actual Revenues & Expenditures At This Date Last Year
REVENUES:						
Property Taxes	\$ 34,515,700	\$ 26,134,788	75.72%		\$ 8,380,912	\$ 26,767,085
Other Local Taxes	28,117,000	27,201,564	96.74%		915,436	25,205,907
License Permits & Privilege Fees	258,350	224,225	86.79%		34,125	227,349
Fines & Forfeitures	345,550	230,737	66.77%		114,813	280,887
Revenue From Use Money & Property	1,165,965	993,872	85.24%		172,093	1,406,890
Charges For Services	3,393,360	2,831,410	83.44%		561,950	2,999,252
Miscellaneous Revenue	205,523	278,766	135.64%		(73,243)	108,904
Recovered Cost	8,061,093	7,661,697	95.05%		399,396	7,704,226
Non-Categorical Aid	5,868,720	4,740,551	80.78%		1,128,169	4,852,910
Shared Expenses (Categ. Aid State)	5,233,940	4,585,073	87.60%		648,867	4,590,679
Categorical Aid (State)	9,337,178	7,308,972	78.28%		2,028,205	7,365,035
Emergency Services (Federal)	27,020	27,013	99.97%		7	-
Categorical Aid (Federal)	79,754	10,754	13.48%		69,000	-
Transfers From Utilities	15,353,000	14,073,583	91.67%		1,279,417	14,073,583
Transfers From Other	-	-			-	-
TOTAL REVENUES	\$ 111,962,152	\$ 96,303,005	86.01%		\$ 15,659,147	\$ 95,582,708
EXPENDITURES:						
General Government Administration	\$ 11,094,670	\$ 9,818,700	88.50%	\$ 307,884	\$ 968,085	\$ 9,385,623
Judicial Administration	7,330,179	6,521,763	88.97%	20	808,396	6,474,251
Public Safety	31,562,981	25,830,458	81.84%	383,897	5,348,626	27,674,735
Public Works	4,457,516	3,817,854	85.65%	33,058	606,604	3,805,660
Health, Education, Welfare & Soc. Svc.	8,971,175	7,109,900	79.25%	60,021	1,801,253	7,109,075
Parks, Recreation & Cultural	5,227,943	3,973,323	76.00%	91,380	1,163,240	3,994,040
Community Development	2,188,374	1,722,809	78.73%	109,537	356,028	1,959,951
Non-Departmental	12,341,416	12,885,466	104.41%	-	(544,050)	11,322,956
Transfer to Schools - Operating	30,552,929	22,698,404	74.29%	1,426,907	6,427,618	22,953,510
Transfer to Capital Projects	3,965,679	3,965,679	100.00%	-	-	2,638,930
Transfer to Other Funds	4,373,244	3,294,423	75.33%	-	1,078,821	2,472,480
TOTAL EXPENDITURES	\$ 122,066,106	\$ 101,638,780	83.27%	\$ 2,412,704	\$ 18,014,621	\$ 99,791,210
Revenue over(under) Expenditures		\$ (5,335,775)				\$ (4,208,502)
FUND BALANCE:						
Beginning Fund Balance 07/01/2020		\$ 43,310,847				\$ 39,927,182
Revenue over(under) Expenditures		(5,335,775)				(4,208,502)
Ending Fund Balance 05/31/2021		\$ 37,975,072				\$ 35,718,680
Composition of Fund Balance:						
Reserved for Encumbrances/Designated Funds		\$ 10,091,322				\$ 7,901,794
Unassigned		27,883,750				27,816,886
TOTAL FUND BALANCE 05/31/2021		\$ 37,975,072				\$ 35,718,680

City of Danville, Virginia
Summary of Other Local Tax Revenues - PRE-CLOSING - UNAUDITED
For the period ending May 31, 2021

Description	Current Budget	Revenue Realized	Percentage Realized	Prior Year Budget	Prior Year Realized	Percentage Prior Year
Sales Tax	\$ 9,150,000	\$ 9,254,000	101.14%	\$ 9,150,000	\$ 7,990,179	87.32%
Business Licenses	5,250,000	5,358,245	102.06%	5,200,000	5,192,711	99.86%
Meals Tax	8,645,000	7,967,052	92.16%	8,400,000	7,525,996	89.60%
Utility Taxes	967,000	797,798	82.50%	975,000	862,253	88.44%
Vehicle License Fees	990,000	704,310	71.14%	990,000	756,592	76.42%
Bank Stock Tax	900,000	1,008,685	112.08%	900,000	941,431	104.60%
Recordation Tax	180,000	363,129	201.74%	195,000	247,448	126.90%
Hotel Motel Tax	1,600,000	1,351,227	84.45%	1,514,250	1,284,121	84.80%
Daily Property Rental Tax	15,000	12,364	82.43%	18,400	13,209	71.79%
Motor Vehicle Tax	175,000	181,094	103.48%	150,000	152,666	101.78%
DMV Fees	245,000	203,660	83.13%	220,000	239,302	108.77%
TOTAL	\$ 28,117,000	\$ 27,201,564	96.74%	\$ 27,712,650	\$ 25,205,907	90.95%

**CITY OF DANVILLE, VIRGINIA
GENERAL FUND
COMPOSITION OF FUND BALANCE
PRELIMINARY - AS OF MAY 31, 2021**

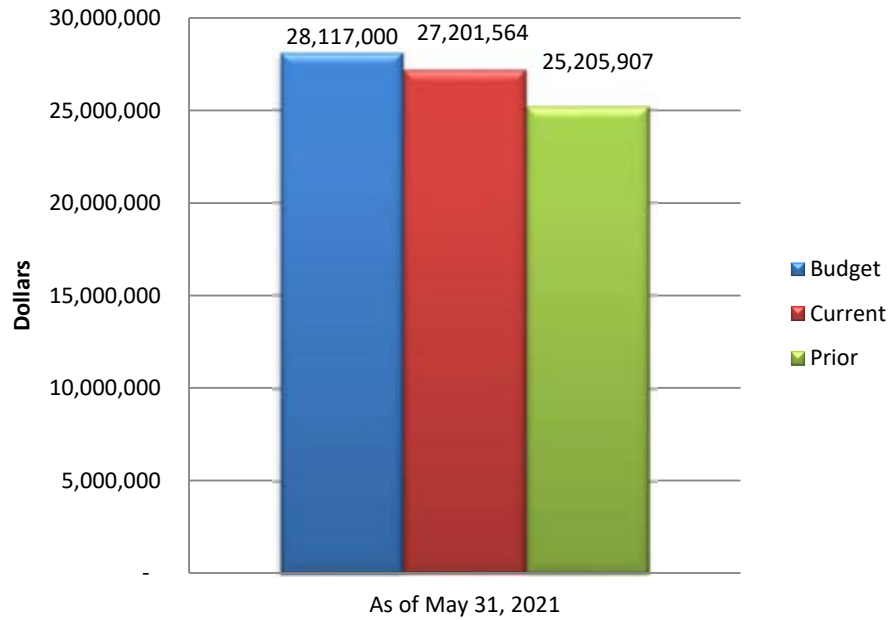
Beginning Total Fund Balance, July 1, 2020	43,310,847.48
Add: General Fund Revenues	96,303,004.85
Deduct: General Fund Expenditures	<u>(101,638,779.99)</u>
Ending Total Fund Balance, May 31, 2021	<u><u>37,975,072.34</u></u>

Composition of Fund Balance:

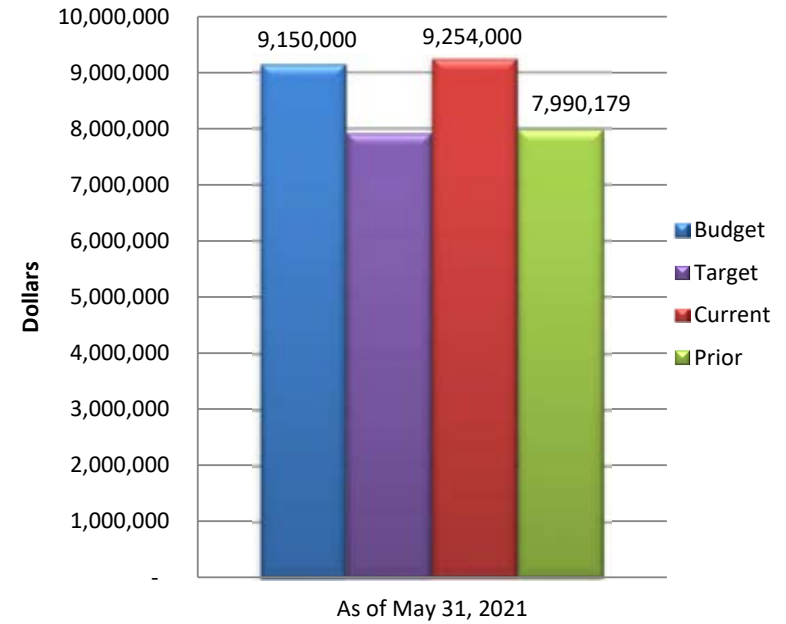
Restricted for Commonwealth Attorney	108,985.76
Restricted for Police Department	58,782.48
Restricted for Fire Department	96,319.34
Committed for Sheriff's Department	240.92
Committed to Schools	3,814,751.71
Committed to Budget Stabilization	3,000,000.00
Assigned to Sheriff's Department	18,182.85
Assigned to Community Development	6,368.58
Assigned for Encumbrances	2,412,704.24
Nonspendable (Inventory and Prepaids)	574,986.50
UNASSIGNED	<u>27,883,749.96</u>
Total Fund Balance, May 31, 2021	<u><u>37,975,072.34</u></u>

Unassigned fund balance from above	27,883,749.96
Unassigned Minimum per policy (20% of General Fund Operating Revenues) based on FY 2021 budget	<u>22,392,430.40</u>
Current surplus (deficit) over (under) minimum	5,491,319.56

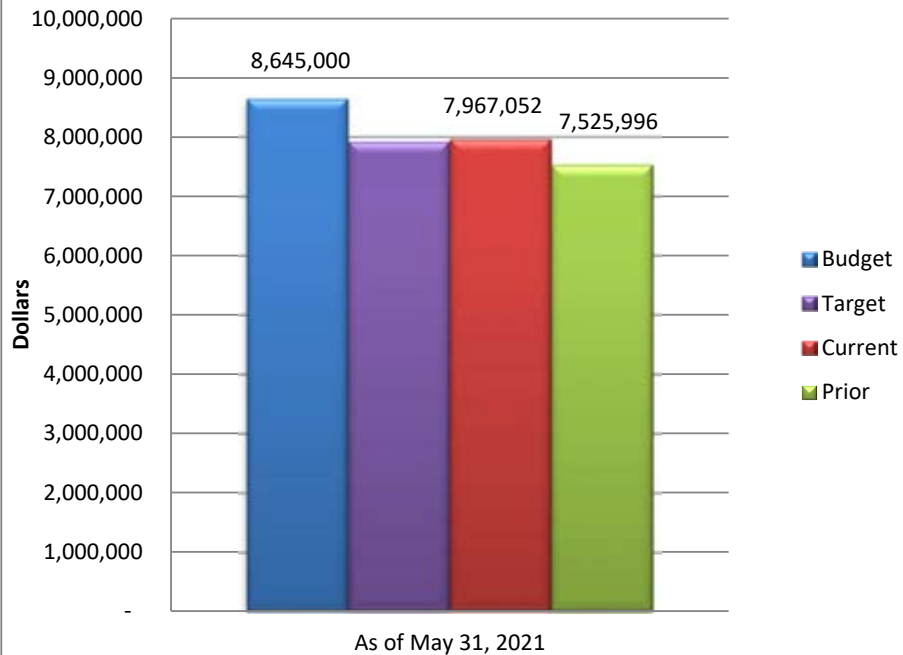
Local Taxes



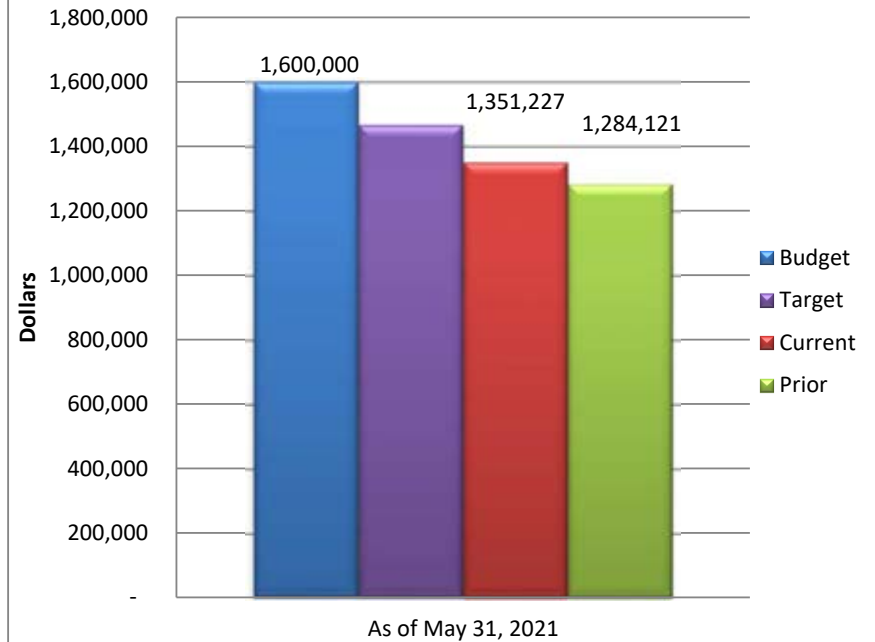
Sales Tax

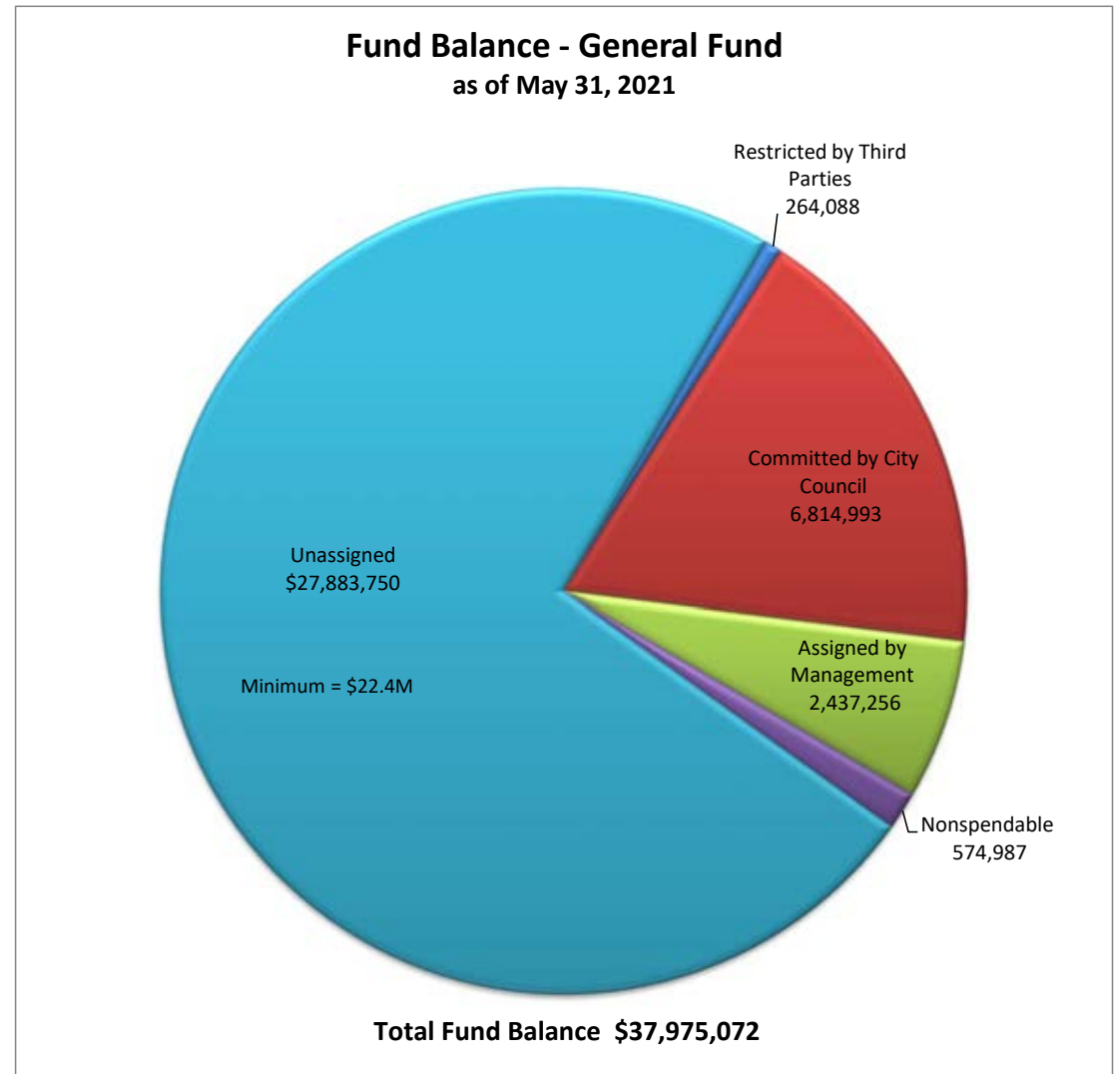
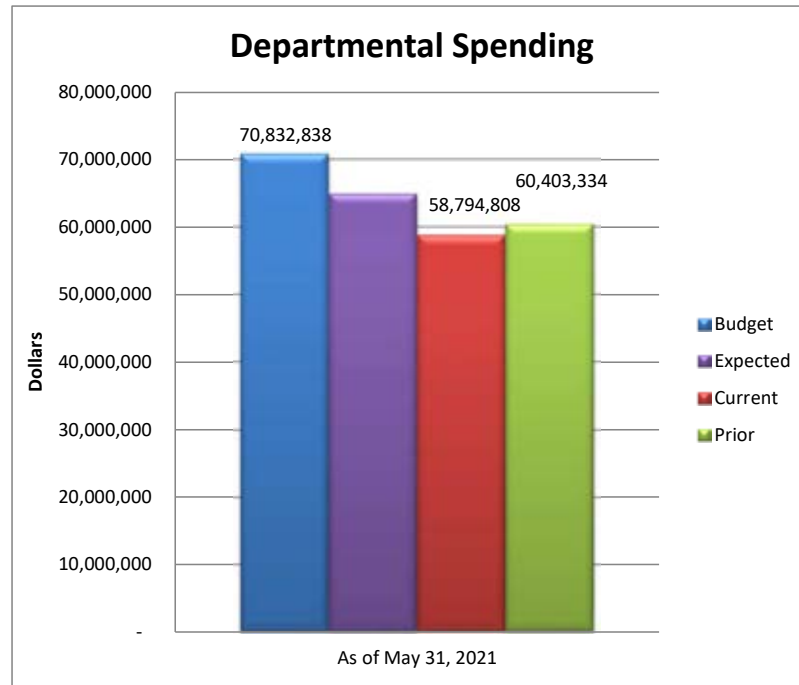
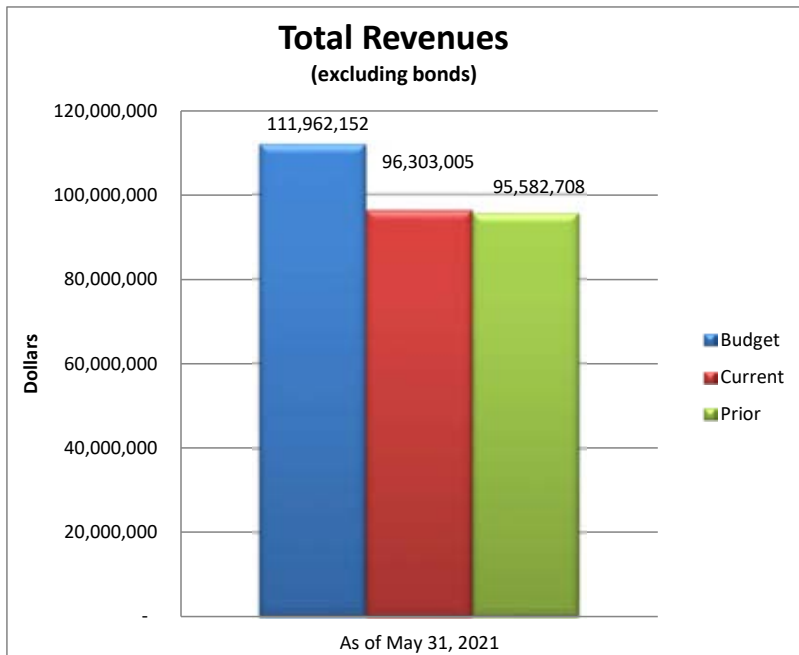


Meals Tax



Lodging Tax





Council Letter

City of Danville, Virginia



CL-2552

New Business B.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Fiscal Year 2021-22 Community Development Programs, One Year Action Plan

From: Kenneth C. Gillie, Jr., Community Development Director

COUNCIL ACTION

Business Meeting: 06/15/2021

SUMMARY

The City of Danville is a participating jurisdiction under the U.S. Department of Housing and Urban Development (HUD). Under this designation, the City receives Community Development Block Grant (CDBG) and HOME Investments Partnership Program (HOME) funds annually. A prerequisite for the City to receive CDBG and HOME funds, is the development of a One Year Annual Action Plan. Basic goals of the Plan are: 1) decent housing, 2) suitable living environment, and 3) expanded economic opportunities. All funded activities must address one or more national objectives: benefit low- to moderate-income persons, aid in the prevention or elimination of slums or blight, or meet an urgent community need for which no other funds are available.

BACKGROUND

A large majority of the CDBG funds have historically been used for neighborhood revitalization efforts, and it is proposed to continue focusing on this effort in the 2021-22 Plan. In addition, there is a public service category which can be funded up to 15% of the annual allocation that provides funding to assist non-profit organizations carry out programs that benefit low- to moderate-income individuals and/or households. In the past, many of the same outside agencies have been funded under this category, however, this year the agencies were selected through a request for proposal process in accordance with HUD's guidelines. The City anticipates a total budget of \$1,245,901 for Fiscal Year 2021-22, comprised of \$907,295 CDBG funds, \$273,606 HOME funds, and \$65,000 estimated program income generated from loan repayments and the sale of houses currently under City's lease-to-purchase program. The proposed uses of funds for next fiscal year are described in the attachments, excluding those that will fall under the Public Services category. A Public Hearing on the Action Plan is advertised for City Council's June 15, 2021 meeting. The public review period for the one year plan is 14-days, in accordance with HUD CPD Notice 16-18 and included review by the Housing & Development Advisory Committee. The comment period will be May 13, 2021 - June 16, 2021.

RECOMMENDATION

It is recommended that City Council adopt the attached Resolution approving the 2021-22 HUD one-year Action Plan.

Attachments

Resolution
Budget
Annual Plan

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2021-____.____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) A ONE YEAR ACTION PLAN.

WHEREAS, the United States Department of Housing and Urban Development will make available \$907,295 in Community Development Block Grant Entitlement funds and \$273,606 in HOME Entitlement funds in addition to an anticipated \$65,000 in program income for the Program Year July 1, 2021 to June 30, 2022 for eligible projects and activities in the Danville community; and

WHEREAS, the City has fulfilled the United States Department of Housing and Urban Development's submission requirements.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that it hereby authorizes and directs the City Manager to submit to the United States Department of Housing and Urban Development a One Year Action Plan.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

BUDGET**PROPOSED
2021-2022****CDBG****Revenues:**

CDBG Entitlement	\$	907,295.00	(1)
Program Income	\$	25,000.00	
Total	\$	932,295.00	

Expenditures:

General Administration	\$	80,300.00	
City Housing Programs (Citywide)	\$	306,919.00	
City Housing Admin.	\$	336,900.00	
Fair Housing - (Subcategory of General Admi	\$	23,176.00	
Housing Counseling	\$	3,000.00	
Public Facilities (Westmoreland Park)	\$	50,000.00	
Neighbors Helping Neighbors Program *	\$	15,000.00	
CIC/Head Start*	\$	40,000.00	
College Bound*	\$	12,000.00	
Big Brothers/Big Sisters *	\$	12,000.00	
Legal Aid*	\$	13,000.00	
Ex-Offenders Program (PCCA)*	\$	9,000.00	
Haven of the Dan River*	\$	9,000.00	
Temporary Shelter *	\$	12,000.00	
Danville Speech and Hearing*	\$	10,000.00	
Total	\$	932,295.00	

At least 70% must benefit low- to moderate-i	<u>88.90%</u>
*Public Service (Cap 15%)	<u>14.16%</u>
Admin. (Cap 20%)	<u>11.10%</u>

HOME**Revenues:**

HOME Entitlement	\$	273,606.00	(2)
Program Income	\$	40,000.00	
Total	\$	313,606.00	

Expenditures:

Housing Programs	\$	210,734.00	
HOME Admin	\$	22,000.00	(3)
CHDO-Habitat for Humanity	\$	30,000.00	
CHDO-HFH Operations	\$	9,900.00	
CHDO Set-Aside	\$	37,247.00	(4)
CHDO Operation Expense	\$	3,725.00	(5)
Total	\$	313,606.00	

<u>BUDGET TOTAL</u>	\$	<u>1,245,901.00</u>
----------------------------	-----------	----------------------------

NOTES:

- (1) CDBG Entitlement Estimated Same as Prior Year (SUBJECT TO CHANGE WHEN ACTUAL FIGURES ARE ANNOUNCED)
- (2) HOME Entitlement Estimated Same as Prior Year (SUBJECT TO CHANGE WHEN ACTUAL FIGURES ARE ANNOUNCED)
- (3) Admin cap is 10%
- (4) CHDO set-aside required at a minimum of 15% Entitlement
- (5) Equals 10% of CHDO Set-Aside

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Danville is the participating jurisdiction under the U.S. Department of Housing and Urban Development's (HUD) grants. The grants are Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) grant. The City of Danville receives annual CDBG and HOME funds from HUD to provide safe, affordable, and decent housing, as well as a suitable living environment and expanded economic opportunities. These funds must address one of the following national objectives:

- Benefitting low and moderate income persons
- Addressing slums or blight
- Meeting an urgent community need

The CDBG entitlement for fiscal year 2021 is \$919,119, which includes \$25,000 of anticipated program income. HOME entitlement is \$313,606 which includes anticipated program income of \$40,000. Under the HOME program, the City is required to set aside at least 15% of HOME funds for a Community Housing Development Organization (CHDO). The CHDO's for fiscal year 2021 are Southside Outreach Group and Habitat for Humanity.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This Annual Plan has a range of goals and objectives to address national objectives dealing with homelessness, affordable housing, non-housing concerns and needs, barriers to affordable housing, dealing with lead base paint hazards, and blight.

Our objectives include administering the Federal grants, improve the condition of low income homeowners, increase home ownership through down payment assistance, support community service programs, and increase new home availability.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Danville has a history of successful programs using the Community Development Block Grant and HOME Investment Partnership program. The City has funded housing rehabilitation programs that have improved the housing stock for low-mod income and elderly homeowners unable to maintain their homes. The City has worked with various homeless service providers to help homeless people find jobs, housing, health services and educational opportunities. Past performance can be found in the yearly CAPER reports (Consolidate Annual Performance and Evaluation Reports).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City advertised the Annual Plan for 30 days and held two public hearings.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

We have received no public comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

We didn't not accept any comments or views.

7. Summary

We have received no public comments for the 2021-2022 Annual Plan. This has been the same over the years.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DANVILLE	Community Development Department
HOME Administrator	DANVILLE	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for the City of Danville's 2021 Annual Action Plan is the City's Community Development Department. The City has consulted with a number of agencies and organizations, including the City's CHDO's. These are the Southside Outreach Group and the Danville Pittsylvania County Habitat for Humanity. Also included were the Continuum of Care, and all other subrecipients.

Consolidated Plan Public Contact Information

Attn: Kenneth C. Gillie Jr., Director of Community Development, Community Development Department, P.O. Box 3300, Danville, VA 24543-3300

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Due to COVID restrictions still in place, we used email to contact groups regarding our Annual Plans.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Danville Redevelopment and Housing Authority
	Agency/Group/Organization Type	Housing PHA Grantee Department
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We emailed a copy of the Annual Plan to them and received an email back.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

We offered the City's Public Hearing on June 1, 2021, a public Housing and Development Advisory Committee Meeting on May 14, 2021 and a public input session at the Public Library on May 20, 2021. There were also copies available at the Community Development Department at City Hall, the Danville Public Library, and at the Danville Redevelopment and Housing Authority.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community				
2	Public Meeting	Non-targeted/broad community				
3	Newspaper Ad	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Danville receives funding from two federal grant programs, the Community Development Block Grant Program and the HOME Investment Partnership. These two grant programs combined will bring \$1,232,725 including program income, into the city to support affordable housing, homeless, and community development programs and projects in the second program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	894,119	25,000	0	919,119	2,676,796	Expected amount for remainder of Con Plan equals the Year 1 Annual Allocation times four.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	273,606	40,000	0	313,606	768,000	Expected amount for remainder of Con Plan equals the Year 1 Annual Allocation times four.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Matching requirements for the HOME Program will be met through waived fees, donated professional services, donated materials, and volunteer labor according to programmatic aspects of the particular activities funded.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

None currently identified. The City will continue to evaluate opportunities to use public lands for future development.

Discussion

The City has programmed approximately \$1.2 million from the CDBG and HOME programs for the FY 2021 program year. This sum included the annual allocation and program income. These funds will be used to operate a range of private and public services as described later in the Annual Action Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Program Administration	2015	2019	Program Admin	Citywide	Child Care Services Emergency Home Repairs Homebuyer Counseling, Financial Literacy Homeless Facilities Housing Assistance - Homeownership Housing Development and Reconstruction Housing Rehabilitation Legal Services Parks and Recreation Facilities Public Facilities and Community Facilities Transitional Housing Youth Services	CDBG: \$417,200 HOME: \$22,000	Other: 1 Other
2	Fair Housing	2015	2019	Program Admin	Citywide	Fair Housing Outreach and Education	CDBG: \$10,000	Other: 100 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Affordable Housing Objective 1 - Homeowner Rehab	2015	2019	Affordable Housing	Citywide	Housing Development and Reconstruction Housing Rehabilitation	CDBG: \$62,919 HOME: \$210,734	Homeowner Housing Rehabilitated: 10 Household Housing Unit
8	Affordable Housing Objective 7 - Transitional Hsg.	2015	2019	Affordable Housing	Citywide	Homeless Facilities Transitional Housing	CDBG: \$45,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 50 Beds Homelessness Prevention: 30 Persons Assisted Other: 50 Other
9	Affordable Housing Objective 8 - CHDO	2015	2019	Affordable Housing	Citywide	Housing Development and Reconstruction Housing Rehabilitation	HOME: \$80,872	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 1 Household Housing Unit
11	Non-Housing Objective 2 - Public Facilities	2015	2019	Non-Housing Community Development	CDBG Area Benefit	Parks and Recreation Facilities	CDBG: \$50,000	Other: 100 Other
12	Public Service Objective 1 - Education	2015	2019	Non-Housing Community Development	Citywide	Child Care Services Youth Services	CDBG: \$62,000	Public service activities other than Low/Moderate Income Housing Benefit: 234 Persons Assisted
13	Public Service Objective 2 - Recreation Activities	2015	2019	Non-Housing Community Development	Citywide	Child Care Services Youth Services	CDBG: \$12,000	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
14	Public Service Objective 3 - Housing Counseling	2015	2019	Non-Housing Community Development	Citywide	Homebuyer Counseling, Financial Literacy	CDBG: \$3,000	
15	Public Service Objective 4 - Legal Aid	2015	2019	Non-Housing Community Development	Citywide	Legal Services	CDBG: \$13,000	Public service activities other than Low/Moderate Income Housing Benefit: 75 Persons Assisted
16	Affordable Housing Objective 4 - New Construction	2020	2024	Affordable Housing	Citywide	Housing Development and Reconstruction	HOME: \$245,000	Homeowner Housing Added: 1 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Program Administration
	Goal Description	Program Administration: Develop, Administer, revise, implement and evaluate the day-to-day operation of entitlement program. Activities include program design; grant administration, Sub recipient compliance monitoring, program outreach, public relations and training.
2	Goal Name	Fair Housing
	Goal Description	Fair Housing - Provide funding Funds will be used for the City's Fair Housing Program. Education and outreach assists citizens with fair housing concerns.

3	Goal Name	Affordable Housing Objective 1 - Homeowner Rehab
	Goal Description	Homeowner Rehabilitation - Provide assistance through five-year forgivable loans and low-interest loans to provide for the rehabilitation of existing structures, including both spot and total rehabilitation. Total rehabilitation will ensure that the structure meets all state and local building codes, ordinances, and zoning codes upon completion.
8	Goal Name	Affordable Housing Objective 7 - Transitional Hsg.
	Goal Description	Temporary Shelter/Transitional Housing - Funding will be used to support programs that help families to avoid homelessness. Activities include Neighbors Helping Neighbors, Exoffenders, Temporary Shelter, and Haven of the Dan River.
9	Goal Name	Affordable Housing Objective 8 - CHDO
	Goal Description	Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-moderate income homeownership and rental housing. Adding CHDO organization to build 3 homes, money provided for clearing of 3 lots, providing new homes for low-moderate income homeownership. Funds for operating expenses related to the building of homes for low income families.
11	Goal Name	Non-Housing Objective 2 - Public Facilities
	Goal Description	A new Public Playground is being constructed in the Westmoreland area where approximately 300 children attend Head Start and a local school.
12	Goal Name	Public Service Objective 1 - Education
	Goal Description	Education Programs - Provide funding to support programs that strive to further child development and health, as well as promote education and college preoperational activities among children. Benefit – low/mod income persons.

13	Goal Name	Public Service Objective 2 - Recreation Activities
	Goal Description	Recreational Activities – Provide funding to support programs that promote recreation among low – moderate income children. Benefit – low/mod income persons.
14	Goal Name	Public Service Objective 3 - Housing Counseling
	Goal Description	Housing Counseling / Foreclosure Counseling - Provide funds to assist persons with pre and post purchase counseling and foreclosure counseling. Benefit – low/mod income persons.
15	Goal Name	Public Service Objective 4 - Legal Aid
	Goal Description	Legal Aid Program – Provide funding to leverage the Virginia Legal Aid Society funding to assist individuals and families with legal counseling, avoid homelessness and improve housing conditions. Benefit – low/mod income persons.
16	Goal Name	Affordable Housing Objective 4 - New Construction
	Goal Description	HOME Funds to build a new home for low-mod income family.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were developed by staff with consultation from non-profit service providers and community input through priorities established with involvement of the multiple advisory committee group meetings.

Projects

#	Project Name
1	CDBG Administration
3	Program Delivery Costs, Rehabilitation Programs
4	Fair Housing
6	CDBG Housing Activities
7	Employment Training
8	Housing Counseling - DRHA
9	Haven of the Dan River
10	Temporary Shelter Transitional Housing
13	Public Parks Parks and Recreation & DRHA Community Center
14	Education Programs
15	Recreation Activities
16	Housing Counseling/Foreclosure Counseling
17	Legal Aid Program
18	New Home Project
19	Neighbors Helping Neighbors - Utilities
20	Habitat for Humanity
21	HOME Administration
22	HOME Housing Rehab Program
23	CHDO Support
24	Danville Speech and Hearing

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects listed above were selected from the total of project proposals received in accordance with

their consistency with the priorities established through the Consolidated Plan forums. These projects meet needs enumerated in the Needs Assessment and prioritization process to the extent that funding was available. Organizational competencies were also considered when selecting one project over another, leaning toward those organizations with long-standing histories of successful project management.

AP-38 Project Summary
Project Summary Information

1	Project Name	CDBG Administration
	Target Area	Citywide
	Goals Supported	Program Administration
	Needs Addressed	Public Facilities and Community Facilities Parks and Recreation Facilities Homeless Facilities Youth Services Child Care Services Homebuyer Counseling, Financial Literacy Legal Services Housing Rehabilitation Housing Development and Reconstruction Emergency Home Repairs
	Funding	CDBG: \$80,300
	Description	Program Administration: Develop, Administer, revise, implement and evaluate the day-to-day operation of the entitlement program. Activities include program design; grant administration, Sub recipient compliance monitoring, program outreach, public relations and training. General administrative costs include the following positions: Housing Development Specialist - 100 Percent, Senior Account Clerk - 100 Percent, Accountant - 10 Percent*, Secretary - 10 Percent*. *Remainder funded with CDBG Housing Administration and Community Development or Public Works General Funds. Housing Development Planning Specialist 100 Percent Senior Account Clerk 100 Percent Accountant 10 Percent Secretary 10 Percent Remainder funded with CDBG Housing Administration and Community Development or Public Works General Funds.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Program Administration: Develop, Administer, revise, implement and evaluate the day to day operation of entitlement program. Activities include program design; grant administration, Sub recipient compliance monitoring, program outreach, public relations and training.
2	Project Name	Program Delivery Costs, Rehabilitation Programs
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 1 - Homeowner Rehab
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$336,900
	Description	City Housing Program Delivery cost associated with Citywide Housing Program. Program delivery costs include the following positions: Housing & Redevelopment Coordinator 90 Percent Two (2) Cost Estimator/Inspectors 90 Percent Accountant 40 Percent Secretary 50 Percent Secretary 50 Percent Accountant 40 Percent
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	City Housing Program Delivery cost associated with Citywide Housing Program.
3	Project Name	Fair Housing
	Target Area	Citywide
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing Outreach and Education
	Funding	CDBG: \$23,176
	Description	Provide funding Funds will be used for the City's Fair Housing Program. Education and outreach assists citizens with fair housing concerns.
	Target Date	6/30/2022

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Provide funding Funds will be used for the City's Fair Housing Program. Education and outreach assists and educate citizens with fair housing concerns.
4	Project Name	CDBG Housing Activities
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 1 - Homeowner Rehab
	Needs Addressed	Housing Rehabilitation Emergency Home Repairs
	Funding	CDBG: \$306,919
	Description	Provide assistance for emergency repair, spot rehabilitation or full rehabilitation. This assistance will be provided in the form of either a forgivable or low interest loan, determined by the program guidelines. Funds will also be used to build one home.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 20 families will have their homes rehabbed to bring them up to code. About 4 families will be helped with emergency repairs.
	Location Description	
	Planned Activities	Provide assistance for emergency repair, spot rehabilitation or full rehabilitation. This assistance will be provided in the form of either a forgivable or low interest loan, determined by the program guidelines.
5	Project Name	Employment Training
	Target Area	Citywide
	Goals Supported	Program Administration Public Service Objective 1 - Education
	Needs Addressed	Employment Training

	Funding	CDBG: \$9,000
	Description	A Community based Employment Training program for reentry of Ex Offenders.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 ex-offenders are helped by this program.
	Location Description	
	Planned Activities	Ex Offender Program 9000.00 Provides employment training for Ex Offenders transitioning back into society
6	Project Name	Housing Counseling - DRHA
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	Homebuyer Counseling, Financial Literacy
	Funding	CDBG: \$3,000
	Description	The City partners with the Danville Redevelopment and Housing Authority (DRHA) to administer a Housing Counseling Program. Housing counseling is given regarding credit, purchase of a home, and avoiding foreclosure.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 8 families a year.
	Location Description	
	Planned Activities	The City partners with the Danville Redevelopment and Housing Authority (DRHA) to administer a Lease Purchase Housing Program. Houses rehabilitated by the City are entered into this program that is managed by DRHA. Funding will help cover maintenance costs that DRHA will incur while administering this program such as any repairs needed to be made to a property in the program if the client can not successfully meet all requirements of the program and is asked to leave.
7	Project Name	Haven of the Dan River

	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 7 - Transitional Hsg.
	Needs Addressed	Homeless Facilities Domestic Violence/Child Abuse Job Training/Workforce Development Employment Training
	Funding	CDBG: \$9,000
	Description	Providing emergency services and shelter to victims of Domestic Violence and Sexual Assault
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	This group helps with victims of abuse or violence, women with children primarily. They mentor them, take them to the hospital, police station, or courts, provide education and counseling, and help them find safe homes. They aid approximately 100 victims yearly. They serve approximately 48% African Americans, 42% caucasian, and 10% other races. 96% of their clients have sever to moderately low income.
	Location Description	This is a shelter from abusive husbands, boyfriends and other, and therefore, the exact location is not given. They are located withn the city limits of Danville.
	Planned Activities	Provide Twenty four hours seven days a week hotline and emergency residential services for victims and their children of Domestic Violence and Sexual Assault. They provide support and advocacy services as well as individual therapy to victims and families. These services also include educational, judicial, employment, housing and financial systems or barriers encountered.
8	Project Name	Temporary Shelter Transitional Housing
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 7 - Transitional Hsg.
	Needs Addressed	Homeless Facilities Transitional Housing
	Funding	CDBG: \$12,000
	Description	Funding will be set aside to provide temporary shelter for single parents with more than one child. The current homeless shelter is unable to provide assistance to a single parent with more than one child, making it difficult for them to find shelter once becoming homeless. Funds will pay for a hotel room for up to 7 nights.

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	They serve approximately 68 families per year.
	Location Description	The temporary shelter is at four hotels in Danville: the Astoria on Riverside Drive, the Astoria on Piney Forest Road, the Red Carpet Inn on Piney Forest Road, and the Travel Inn on West Maint Street.
	Planned Activities	Funding will be set aside to provide temporary shelter for single parents with more than one child. The current homeless shelter is unable to provide assistance to a single parent with more than one child, making it difficult for them to find shelter once becoming homeless. Funds will pay for a hotel room for up to 7 nights.
9	Project Name	Public Parks Parks and Recreation & DRHA Community Center
	Target Area	CDBG Area Benefit
	Goals Supported	Non-Housing Objective 2 - Public Facilities Public Service Objective 2 - Recreation Activities
	Needs Addressed	Public Facilities and Community Facilities
	Funding	CDBG: \$50,000
	Description	Public Park Parks and Recreation - 50,000 for the creation of West Moreland Park. \$75,000 for the DRHA Cardinal Community Center.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	There are approximately 210 children that attend Head Start near Westmoreland Park.
	Location Description	
	Planned Activities	Provide funding for a new park at Westmoreland. The current park area is just grass with a basketball court.
10	Project Name	Education Programs
	Target Area	Citywide
	Goals Supported	Public Service Objective 1 - Education

	Needs Addressed	Youth Services Child Care Services
	Funding	CDBG: \$52,000
	Description	Provide funding to support programs that strive to further child development, as well as promote education and college preoperational activities among children. There will be \$38,000 given to Head Start, and \$17,000 for Boys and Girls Club/College Bound.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	203 children are educated at Head Start. College Bound Boys and Girls club in previous years was aiding approximately 400 children with their College Bound and Workforce Development program. This past year has helped closer to 200 due to Covid.
	Location Description	
	Planned Activities	CIC/Head Start 40,000 Continued use of CDBG funds to support the local Head Start Program. Head Start is a child development program providing educational, dental, medical, nutritional and transportation services. Services for disabled children are also available. Head Start services are offered at no cost to low income families. Total served FY 2018 2019 204 children. Boys & Girls Club/College Bound 12,000 Funds will be used to assist the Boys & Girls Club for College Bound, an educational program designed to motivate at-risk middle and high school students to pursue a college education. Funds will be used for field trips to colleges and universities, job training classes, self-esteem building, and program administration. Total served Fiscal Year 2018 2019 215 teens.
11	Project Name	Recreation Activities
	Target Area	Citywide
	Goals Supported	Public Service Objective 2 - Recreation Activities
	Needs Addressed	Youth Services
	Funding	CDBG: \$12,000

	Description	Provide funding to support Big Brothers/Big Sisters programs that promote recreation among low to moderate income children.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Big Brothers Big Sisters helps approximately 70-80 children with one to one mentoring. They aid children between the ages of 6-14 with character development, academic performance, attitude about school, and behavior in school.
	Location Description	Within the city limits of Danville.
	Planned Activities	BBBS of Danville Area \$12,000 Funds will be used to assist Big Brothers Big Sisters of Danville Area with the costs associated with their recreation and college prep programs. This organization provides children facing adversity with strong and enduring, professionally supported one on one relationships. Funding will mainly pay for participation fees for children attending recreational camps.
12	Project Name	Housing Counseling/Foreclosure Counseling
	Target Area	Citywide
	Goals Supported	Public Service Objective 3 - Housing Counseling
	Needs Addressed	Homebuyer Counseling, Financial Literacy
	Funding	CDBG: \$3,000
	Description	Provide funds to assist persons with pre and post purchase counseling and foreclosure counseling.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Danville Redevelopment and Housing Authority DRHA 3,000 DRHA currently oversees the implementation of the City's lease-purchase program. One requirement of all leasees is that they participate in a HUD certified housing counseling class. DRHA will conduct these classes when preparing a client for lease purchase. This program also conducts classes for preparation of Homeownership.
13	Project Name	Legal Aid Program
	Target Area	Citywide
	Goals Supported	Public Service Objective 4 - Legal Aid
	Needs Addressed	Legal Services
	Funding	CDBG: \$13,000
	Description	Provide funding to leverage the Virginia Legal Aid Society funding to assist individuals and families with legal counseling, avoid homelessness and improve housing conditions. Income is documented on an application that is filled out by the client before they are eligible to receive legal counseling.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Legal Aid helped close 65 Housing Improvement and Preservation cases, helping 161 people. As issues with the Covid pandemic causes homelessness, these numbers are expected to increase.
	Location Description	The Legal Aid office is located on Main Street in Danville near the courthouse and City Hall.
14	Planned Activities	Provide funding to leverage the Virginia Legal Aid Society funding to assist individuals and families with legal counseling, avoid homelessness and improve housing conditions.
	Project Name	New Home Project
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 4 - New Construction
	Needs Addressed	Housing Development and Reconstruction
	Funding	HOME: \$100,000

	Description	Funding for a new home.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	A new home will be available to one family.
	Location Description	
	Planned Activities	Construct homes for low/mod income residents.
15	Project Name	Neighbors Helping Neighbors - Utilities
	Target Area	Citywide
	Goals Supported	Non-Housing Objective 2 - Public Facilities
	Needs Addressed	Homeless Prevention and Emergency Assistance
	Funding	CDBG: \$15,000
	Description	Funding to aid low/mod income residents with utilities bills.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Neighbors Helping Neighbors helps approximately 57 households at \$350. Most of these families are low income. They will help each family once a year.
	Location Description	
16	Planned Activities	The Social Services department helps residents who have gotten behind on their utility bills to avoid having services terminated. Termination of services in the City of Danville can result in the home being condemned and the residents becoming homeless.
	Project Name	Habitat for Humanity
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 8 - CHDO
	Needs Addressed	Housing Development and Reconstruction
	Funding	HOME: \$50,000

	Description	This project will begin building three houses. Habitat for Humanity was donated land and plans to build low income housing there. Funds are being provided for clearing the second three properties.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Three families will have homes this year, added to the five from last year.
	Location Description	
	Planned Activities	Begin construction of three more homes.
17	Project Name	HOME Administration
	Target Area	
	Goals Supported	Program Administration
	Needs Addressed	Public Facilities and Community Facilities
	Funding	HOME: \$21,000
	Description	Program Administration: Develop, Administer, revise, implement, and evaluate the day-to-day operation of the entitlement program. Activities include program design; grant administration; Sub-recipient compliance monitoring, program outreach, public relations and training. Administrative costs include the following positions: Housing and Redevelopment Coordinator 10%, Housing & Development Specialist 10%, two (2) Cost Estimator/Inspectors 10%
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Program Administration: Develop, administer, revise, implement and evaluate the day-to-day operation of the entitlement program.
18	Project Name	HOME Housing Rehab Program
	Target Area	Citywide

	Goals Supported	Affordable Housing Objective 1 - Homeowner Rehab
	Needs Addressed	Housing Rehabilitation
	Funding	HOME: \$81,370
	Description	Homeowner Rehabilitation: Provide assistance in the form of five year forgivable loans to low to mod income homeowners to complete total rehabilitation that will ensure that the home itself meets all applicable state and local codes, ordinances, and zoning requirements upon completion of rehabilitation.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Homeowner Rehabilitation - Provide assistance in the form of five-year forgivable loans to low-to-mod income homeowners to complete total rehabilitation that will ensure that the home meets all applicable state and local codes, ordinances, and zoning requirements upon completion of rehabilitation.
19	Project Name	CHDO Support
	Target Area	Citywide
	Goals Supported	Affordable Housing Objective 8 - CHDO
	Needs Addressed	Housing Rehabilitation Housing Development and Reconstruction
	Funding	HOME: \$40,972
	Description	Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-to-moderate the income homeownership and rental housing. \$3,725.00 will be provided as operational support and \$37,247.00 will fund acquisition and rehabilitation of a housing unit that will be sold or rented to a low income household.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5 families will benefit from these CHDO's.
	Location Description	
	Planned Activities	Provide funding to two CHDO organizations for operating funds and development fees.
20	Project Name	Danville Speech and Hearing
	Target Area	Citywide
	Goals Supported	Non-Housing Objective 2 - Public Facilities
	Needs Addressed	Health Services
	Funding	CDBG: \$10,000
	Description	Danville Speech and Hearing Center helps young children and adults with communication caused by speech and hearing difficulties.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	In the past they have helped 57 clients.
	Location Description	They go to Head Start and the schools, as well as having a Center.
	Planned Activities	They will provide free screening at Head Start and the schools, Boys and Girls Clubs and PATHS community health center to identify clients who could benefit from hearing and speech therapy at the Center.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Much of the funding from the CDBG and HOME programs is available for use in any of the CDBG neighborhoods or citywide, depending on the specifics of the designated activities. Also, some funding is available according to individual benefit rather than area benefit. It is, therefore, difficult to provide reasonable projections of the distribution of funds by target area. The numbers below are strictly estimates based on experience.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	92
CDBG Area Benefit	8

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The proposed allocation of funds is based on federal funding requirements for each formula-allocated grant. Areas of low to moderate-income concentration and certain areas of high minority concentration are targeted. Areas of low homeownership and deteriorating housing conditions were also considered in the targeting process.

Discussion

The distribution of funds by target area is projected to be primarily citywide due to use of funds for administrative, non-profit support, and individual benefit oriented programmatic uses of the funds. The remaining funds are estimated to be spread through smaller CDBG eligible areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The annual goals listed previously specify the following production numbers for housing assistance and for homelessness, non-homeless, and special needs populations.

One Year Goals for the Number of Households to be Supported	
Homeless	24
Non-Homeless	0
Special-Needs	0
Total	24

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	24

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

These figures relate to production targets specified in the annual goals for 2020. CDBG and HOME funding for these activities may target more households.

AP-60 Public Housing – 91.220(h)

Introduction

The Danville Redevelopment and Housing Authority will work with one family per year in a lease/purchase program where the Housing Authority will provide maintenance work on the home.

Actions planned during the next year to address the needs to public housing

The Danville Redevelopment and Housing Authority submits a plan to HUD.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Danville Redevelopment and Housing Authority will continue to have resident councils at each housing development.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

The Danville Redevelopment and Housing Authority will work with one family per year in a lease/purchase program where the Housing Authority will provide maintenance work on the home.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Danville is active in the Danville/Martinville Continuum of Care, addressing issues related to homeless in the region. Funding for homeless projects and services are sources primarily through that process. We also provide funds to Haven of the Dan River, Ex-Offenders and the Social Services Temporary Shelter Program

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Danville/Martinville Continuum of Care, the coalition of local homeless service agencies, conducts annual surveys of homeless individuals, including unsheltered persons. These surveys serve to help focus agency activities for the coming year, as well as provide documentation in response to HUD program requirements.

Addressing the emergency shelter and transitional housing needs of homeless persons

Funding will be set aside to provide temporary shelter for single parents with more than one child. The current homeless shelter is unable to provide assistance to a single parent with more than one child, making it difficult for them to find shelter once becoming homeless. There is also a program for exoffenders released from prison to help they find jobs and a place to live, preventing them from becoming homeless. Haven of the Dan River provides shelter to victims of violence and/or abuse.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Danville has a program for families with one or more children to be sheltered temporarily, and a program to find work and a place to live for exoffenders. There is also a program to help individuals requiring shelter due to domestic violence or rape. We also work with the House of Hope Homeless Shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly

funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Homeless prevention is a major focus of the participants in the Continuum of Care. Agencies include homeless prevention as a support program in conjunction with the provision of shelter and other support services, such as those provided by the House of Hope.

Discussion

The participants in the Continuum of Care work closely together to meet the needs of homeless individuals and families through the continuum of services coordinated through the partnership. Several others programs work to keep families, individuals who are victims of domestic violence and rape, and exoffenders returning to society from becoming homeless.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

No public policies were identified that have negative effects on affordable housing development.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

There are none.

Discussion:

Danville has worked to reduce the effects of public policy on affordable housing development over the past few years. While there are a number of market forces at work that make affordable housing development difficult, the impact of public policy is not a major factor.

AP-85 Other Actions – 91.220(k)

Introduction:

The City currently provides a variety of services to the residents of Danville, some funded by CDBG and HOME allocations, with private, State, and City funding bringing additional assets to bear on these problems. Below are some of the actions currently performed by the City or under consideration for the future.

Actions planned to address obstacles to meeting underserved needs

The City will continue to look for new funding sources for programs to address underserved needs. Funding is the major obstacle in providing the services needed to focus on the vast variety of issues that prevent families from breaking out of poverty and from living in the best, most affordable housing possible. The City is working with a new CHDO, Habitat for Humanity, to provide homes for low income families. The City is also building new homes when funding is available.

Actions planned to foster and maintain affordable housing

The City will consider providing financial assistance for Tax Credit Projects for affordable housing development to expand multi-family rental development projects and homeownership opportunities when those projects are present for review. Additionally, acquisition, soft costs and site development funds will be used for affordable housing development. Consideration for additional funding will be given upon completion of the pre-development phase.

Actions planned to reduce lead-based paint hazards

- Continue to meet HUD lead-based paint abatement standards in housing rehabilitation programs.
- Seek funding as it becomes available to provide testing and abatement of lead-based paint hazards in single-family housing where young children are present.
- Expand the stock of lead safe housing units through housing initiatives.
- Seek funding as it becomes available to provide for testing, abatement, training, and educational awareness.

Actions planned to reduce the number of poverty-level families

The City will continue its efforts in conjunction with the Continuum of Care to reduce the number of poverty-level families through the development of services needed to assist those families with educational opportunities, job growth, and life skills training through the various social service agencies

operating in the city. The City continues to work to bring jobs to Danville through enticing companies to located in or near the City.

Actions planned to develop institutional structure

- Work with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives.
- Work with private industry to address important issues that hamper housing and community development efforts.
- Identify opportunities to create private/public partnerships for project finance and development to leverage federal funds.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to coordinate planning activities with private housing and social service agencies, including participation in the Danville/Martinville Continuum of Care meetings, development of the Continuum of Care, and enumeration of point-in-time and homeless surveys. City staff will also continue its participation in other coalitions and study groups as the opportunity arises.

Discussion:

These actions are primarily the continuation of what the City is currently doing in the various areas. No major obstacles in the institutional structure have been identified that need to be addressed. The City is also satisfied with its efforts to coordinate with private housing and social service agencies.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The following provides details on program specific requirements for each of the three entitlement programs, Community Development Block Grant and HOME Investment Partnership.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	72.51%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is	
Annual Action Plan	40
2021	

as follows:

The City will continue to support the many efforts of the non-profits and social service provider agencies in the community in their efforts to obtain funding from various sources for their programs.

Many of these organizations receive private donations to sustain their programs, and most apply for funding on the federal, state, and local level.

The availability of federal funds would enhance any of the listed programs and would mean that more services, and housing, could be provided. Because of the scarcity of any type of funding, the City has been working with various organizations to try to develop programs that would increase the leveraging capacity of federal funding mechanisms so that more money would be available for other needed endeavors. Better use of the existing resources is a main concern of everyone.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The HOME recapture provisions established at §92.254(a)(5)(ii), permit the original homebuyer to sell the property to any willing buyer during the “*period of affordability*” but allows the City of Danville (the HOME participating jurisdiction i.e. PJ) to recapture, from “*net proceeds*” all or a portion of the HOME “*direct subsidy*” that enabled the homebuyer to buy the home. Recapture provisions are triggered by any transfer of title (voluntarily or involuntarily) during the “*period of affordability*”. There is no requirement that the original HOME-assisted homebuyer sell the unit to another low-income homebuyer. The City will recapture the amount of the HOME “*direct subsidy*” provided to the original homebuyer on a pro-rata basis (see below) for the time the homebuyer has owned and occupied the housing measured against the required “*period of affordability*”. The City will not recapture more than is available from the “*net proceeds*”.

“*Period of affordability*” is based on the amount of the “*direct subsidy*” provided to the homebuyer. If the total HOME direct subsidy is under \$15,000, the period of affordability is 5 years; if the total direct subsidy is \$15,000 to \$40,000, the period of affordability is 10 years; if the total direct subsidy is over \$40,000, the period of affordability is 15 years.

“*Direct HOME subsidy*” is defined by the City as HOME funds (including program income) that enabled the homebuyer to buy the home and includes down payment assistance and any HOME assistance provided directly to the homebuyer that reduces the purchase price from fair market value to a reduced sales price. The difference between the fair market value and the purchase price is considered to be “*directly*” attributable to the HOME subsidy. The City will be using HOME funds

for down payment assistance and for development of one (unit) by its CHDO (Southside Outreach Group).

Net proceeds” are defined as the sales price minus superior loan repayment (other than HOME funds) and closing costs.

Calculation of pro-rata amount: Divide the number of years the homebuyer occupied the home by the “period of affordability”; multiply the resulting figure by the total amount of the “direct subsidy” originally provided to the homebuyer.

Number of years homebuyer occupied the home X *Total direct HOME subsidy* = *Recaptured Amount*

Period of affordability Amount

Written Agreement: A clear, detailed written agreement will be executed between the homebuyer, the CHDO (if applicable) and the City. This agreement will be separate from any loan instrument and will comply with the requirements of §92.504(c)(5). The written agreement constitutes a legal obligation. Enforcement of the recapture provisions will be enforced by the written agreement, the promissory note that is signed at closing and by reference in the deed. The purpose of these enforcement mechanisms is to ensure that the direct subsidy to the homebuyer is recaptured if the property is sold before the promissory period has been met.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The HOME recapture provisions established at §92.254(a)(5)(ii), permit the original homebuyer to sell the property to any willing buyer during the “*period of affordability*” but allows the City of Danville (the HOME participating jurisdiction i.e. PJ) to recapture, from “*net proceeds*” all or a portion of the HOME “direct subsidy” that enabled the homebuyer to buy the home. Recapture provisions are triggered by any transfer of title (voluntarily or involuntarily) during the “*period of affordability*”. There is no requirement that the original HOME-assisted homebuyer sell the unit to another low-income homebuyer. The City will recapture the amount of the HOME “*direct subsidy*” provided to the original homebuyer on a pro-rata basis (see below) for the time the homebuyer has owned and occupied the housing measured against the required “*period of affordability*”. The City will not recapture more than is available from the “*net proceeds*”.

“*Period of affordability*” is based on the amount of the “*direct subsidy*” provided to the homebuyer. If the total HOME direct subsidy is under \$15,000, the period of affordability is 5 years; if the total direct subsidy is \$15,000 to \$40,000, the period of affordability is 10 years; if the total direct subsidy

is over \$40,000, the period of affordability is 15 years.

“Direct HOME subsidy” is defined by the City as HOME funds (including program income) that enabled the homebuyer to buy the home and includes down payment assistance and any HOME assistance provided directly to the homebuyer that reduces the purchase price from fair market value to a reduced sales price. The difference between the fair market value and the purchase price is considered to be “directly” attributable to the HOME subsidy. The City will be using HOME funds for down payment assistance and for development of one (unit) by its CHDO (Southside Outreach Group).

Net proceeds” are defined as the sales price minus superior loan repayment (other than HOME funds) and closing costs.

Calculation of pro-rata amount: Divide the number of years the homebuyer occupied the home by the “period of affordability”; multiply the resulting figure by the total amount of the “direct subsidy” originally provided to the homebuyer.

Number of years homebuyer occupied the home X *Total direct HOME subsidy* = *Recaptured Amount*

Period of affordability Amount

Written Agreement: A clear, detailed written agreement will be executed between the homebuyer, the CHDO (if applicable) and the City. This agreement will be separate from any loan instrument and will comply with the requirements of §92.504(c)(5). The written agreement constitutes a legal obligation. Enforcement of the recapture provisions will be enforced by the written agreement, the promissory note that is signed at closing and by reference in the deed. The purpose of these enforcement mechanisms is to ensure that the direct subsidy to the homebuyer is recaptured if the property is sold before the promissory period has been met.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds. In addition, the funds will not be used to refinance multifamily loans made or insured by any federal program. The City is aware that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

The City strives to meet all program specific requirements as detailed in the enabling legislation and program guidelines. City staff work with subgrantees to ensure that these requirements are met and oversees internal operations towards the same goal.

Council Letter

City of Danville, Virginia



CL-2549

New Business C.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Personnel Ordinance

From: Sara Weller, Director of Human Resources

COUNCIL ACTION

Business Meeting: 06/15/2021

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 2022 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 2022, as follows:

Personnel System Regulations

There are very few changes to the Personnel System Regulations recommended this year. The majority of the changes are updates to reflect current City practices. One change to note is the removal of the Fire Department's promotional process from the Regulations. The Fire Department has a promotional committee that reviews and modifies their promotional procedures, with assistance from Human Resources. Moving forward, these procedures will be outlined in a departmental policy and procedure rather than the Regulations. This provides more flexibility to make changes to the process when a need arises. Human Resources and the Fire Department continue to work together on promotions to ensure an equitable process for candidates.

Compensation System

Changes to the compensation system include the assignment of new classifications to pay grades and grade reassignment for a few current positions.

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. Job descriptions for new positions requested through the Fiscal Year 2022 budget 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.

Attachments

Ordinance
Personnel Regulations
Schematic List
Job Descriptions

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-____.____

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, 2021.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

City of Danville Personnel System Regulations

Proposed Revisions Effective 7/1/21

4.9. Compensation for Temporary Acting Appointments

Any employee temporarily assigned to a higher position, shall be compensated in accordance with 4.2.2.1 of this Section. To qualify for the higher rate of pay, the temporary assignment must be regular and continuous for 30 calendar days.

If an employee is subsequently assigned to such higher position on a permanent basis, the employee shall be compensated in accordance with 4.2.2.1. of this Section.

If an employee is classified as non-exempt and is temporarily promoted to an exempt position, then the employee shall continue to earn overtime as a non-exempt employee. If the employee is subsequently promoted into the exempt position, then the employee shall be classified as an exempt employee on the date the promotion takes effect.

When an employee temporarily accepts higher level duties and/or responsibilities and no classified position exists to place the employee, his or her rate of pay may be increased by five percent for the time he or she is performing at the higher level. To qualify for this higher rate of pay the temporary assignment must be regular and continuous in character for 30 calendar days.

An employee may be temporarily assigned to the work of the same or lower position without a reduction in pay.

In unique circumstances, as a result of a vacancy, an employee may be temporarily assigned significant responsibilities from another position in same pay grade as the employee's regularly assigned position. If the temporary assignment is regular and continuous in character for 30 calendar days and the employee also maintains his or her regular responsibilities, then, with approval from the Director of Human Resources, the employee may receive up to a 10% temporary increase in pay.

5.9.2.2.2. Death in the Family

Leave for a death in the family of an employee shall be limited to a maximum of three consecutive days, one day of which must be the day of the funeral, for each occurrence. An employee's family for this purpose shall be as follows ***(also includes step relationships)***: an employee's children's spouse, grandchildren, brother or sister, brother or sister-in-law, aunt or uncle, parents-in-law, grandparents, spouse's grandparents, spouse's brother or sister, spouse's aunt or uncle. If extenuating circumstances exist whereby this time would be insufficient to meet the needs of the employee, the employee may use Annual Leave, Compensatory Leave, or unused Holidays.

Leave for a death in the family of an employee's spouse, parent, or child shall be limited to a maximum of five days for each occurrence. If extenuating circumstances exist whereby this time would be insufficient to meet the needs of the employee, the employee may use Annual Leave, Compensatory Leave, or unused Holidays.

When Sick Leave is used for a death in the family it shall be reported as Bereavement Leave.

5.23.4. Forfeiture of Holiday Pay

An employee who is entitled to compensation for any designated holiday, shall forfeit their right to compensation if they are Absent Without Leave for any portion of such employee's last regularly scheduled work day preceding such holiday, **any portion of the holiday the employee is scheduled or called-in to work**, or for any portion of such employee's next regularly scheduled work day following such holiday or if such employee is suspended for more than five working days or suspended indefinitely and the suspension is in effect either on the day preceding the holiday or the employee's next regularly scheduled work day following such holiday.

5.23.6. Holidays for Fire Department Personnel

The provisions of 5.23. above, shall not apply to non-exempt employees of the Fire Department whose normal duty cycle consists of 159 hours of duty within a period of 21 consecutive days and exempt employees assigned to the 21 day shift cycle. Such employees, in lieu of holidays, shall be entitled to ~~420~~ **180** hours of Holiday Leave annually at the beginning of each calendar year to be scheduled by the Fire Chief.

Any holidays granted to regular City employees, in addition to those designated in 5.23. above, shall be provided to Fire Department employees on a proportionate basis to those granted regular City employees.

An employee on leave for family and/or medical reasons in accordance with the provisions of the Family Medical Leave Act, shall exhaust all accrued holidays prior to being placed on Leave Without Pay.

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.

~~Personnel participating in promotional testing will be exempt from the Task Book completion requirement until June 30, 2023. On July 1, 2023, and thereafter, all non-appointed personnel in this ordinance will be required to complete their respective Task Book prior to participating in promotional testing.~~

~~The Fire Department will conduct annual promotion testing during the 2nd quarter of the year. In the event of a vacancy, and no valid test in effect, testing shall take place, a list of qualified candidates established, and promotion made within 120 days. If a vacancy occurs, and a valid test is in effect, promotions shall be made within 30 days of its availability. A list of all eligible candidates shall be posted at least 30 days prior to any written examination.~~

~~Final results from the testing process, establishing a list of qualified candidates, shall be valid for a period of 12 months from the date of the written test. However, a candidate may elect to extend their final score for a total of 24 months from the date of their written exam. After 24 months the candidate must retest to be considered for additional promotions.~~

~~Each candidate's test results shall be available for examination and review by that candidate, with the following limitations:~~

~~Review of written examination must be made within three business days from the date test results are received.~~

~~Review will be limited to one session, not to exceed 90 minutes.~~

~~Panel interviewer rating sheets are confidential and shall not be subject for review by any person.~~

~~Answer keys will be available for review unless prohibited by security agreement.~~

~~All passing scores shall be posted for each section of the promotional procedure after all interested candidates have reviewed their written examination within the three business days allowed.~~

~~All candidates must correctly answer at least 70 percent of the questions on any written examination to be eligible for further consideration for promotion.~~

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

Assistant Fire Chief
Battalion Chief
Fire Marshal
Assistant Fire Marshal
Fire Lieutenant/Assistant Training Officer

The Fire Chief shall be appointed by the City Manager.

6.3.3.2. Promotion to Fire Fighter/Engineer

~~Fire Fighters, meeting the following criteria shall be eligible for consideration to the class of Fire Fighter/Engineer:~~

- ~~• Successfully completed the DFD Task Book 60 days prior to the date of the promotional process written test. This is to insure sufficient time to establish eligible candidates.~~
- ~~• Completed five years or more continuous years of service with the Danville Fire Department, effective as of the promotional process written test.~~

~~Fire Fighter/ Engineer candidate test scores shall be based on one hundred (100) points allocated as follows:~~

Written Examination	40 Points
Longevity	10 Points
Skill Test (Rodeo)	50 Points
Total	100 Points

~~Example of written test scoring: If the test has one hundred (100) questions, the questions shall count one point per question; 200 points shall count one half point per question.~~

~~Longevity shall be allocated on the basis of one-half point for each year of continuous service with the Danville Fire Department effective as of the date of the start of the written testing process for a maximum total of 10 points.~~

~~All candidates passing the written exam shall be scheduled for a skills test.~~

~~The scoring for the skill test shall be:~~

~~Pumping ability~~	~~20 points~~
~~Driver Skills Test~~	~~15 points~~
~~Incident Command~~	~~15 points~~
~~Total~~	~~50 points~~

~~Skill test scores shall be available on an individual basis within 24 hours of completion of test or as soon thereafter as possible.~~

~~Scores from the written examination, longevity, Pumping Ability, Driver Skills, and Incident Command shall be combined. The selection shall come from those candidates with the five highest total points and ties. After a promotion is made, a new name shall be added to the top five list so that there are always five candidates to select from, or the list is exhausted.~~

~~Selection(s) for promotion shall be made from this list for a period of 12 months from the date of the written test.~~

~~The Fire Chief shall confer with the department's Chief Officers and the promotional decision shall be made.~~

6.3.3.3. Promotion for Fire Captain

~~Firefighter/Engineers, and Fire employees holding the rank of Lieutenant, meeting the following criteria are eligible to apply for the position of Fire Captain:~~

- ~~• Successfully completed the DFD Task Book 60 days prior to the date of written test portion of the promotional process. This is to insure sufficient time to establish eligible candidates.~~
- ~~• Completed 2 years or more continuous years of service with the Danville Fire Department, effective as of the written test portion of the promotional process.~~

~~Fire Captain Candidate test scores shall be based on one hundred (100) points allocated as follows:~~

~~Written Examination~~	~~30 Points~~
~~Longevity~~	~~10 Points~~
~~Assessment Center (Skill Test)~~	~~40 Points~~
~~Oral Examination~~	~~10 Points~~
~~In Box/Out Box~~	~~10 Points~~
~~Total~~	~~100 Points~~

~~Written examination scoring shall be the same for the Fire Fighter/Engineer examination.~~

~~Longevity shall be allocated on the basis of one-half point for each year of continuous service with the Danville Fire Department effective as of the date of the start of the written testing process for a maximum total of 10 points.~~

~~All candidates passing written exam shall continue to the assessment, or skills test, and oral interview.~~

~~The structured assessment center (skills test) shall be conducted by a three-member panel. Two of those members should be from an outside fire agency. The center shall include a fire ground scenario where the candidate is placed in the role of Incident Commander. Emphasis should be on size-up, strategy and tactics, resource management, communications, and addressing incident priorities; Life Safety, Incident Stabilization, and Property Conservation. At the completion of this scenario, the candidate will then participate in an evaluation Danville Fire Department In-Box/Out-Box exercise. The In-Box/Out-Box exercise will measure candidates' competency in managing business or administrative related scenarios. The same assessors shall be used for all candidates.~~

~~After completion of the assessment center, candidates shall go before an oral interview board. The interview board shall consist of a three-member panel consisting of people outside the department, skilled in human resource management/supervision, public relations and handling citizen complaints. The same interview panel shall be used for all candidates.~~

~~Once the assessment center and oral interview are completed, the scores of the written examination, longevity, assessment center, oral interview, and In-Box/Out-Box exercise shall be combined, and the top five and ties be posted. After a promotion is made, a new name shall be added to the top five list so that there are always five candidates to select from, or the list is exhausted.~~

~~The selection for promotion shall be made from this list for a period of 12 months from the date of the written test.~~

~~The Fire Chief shall confer with the department's Chief Officers and the promotional decision shall be made.~~

FY22 Schematic List

Class Code	Job Title	GRADE	MINIMUM	MIDPOINT	MAXIMUM
1002	FILE CLERK	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1003	ADMINISTRATIVE SPECIALIST	GN2	\$ 23,198	\$ 30,157	\$ 37,116
1005	SENIOR ADMINISTRATIVE SPECLT	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1007	SECRETARY	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1009	SENIOR SECRETARY	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1011	EXECUTIVE SECRETARY	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1015	EXECUTIVE ASSISTANT	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1025	LEGAL SECRETARY	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1028	LEGAL ASSISTANT	GE3	\$ 36,864	\$ 47,923	\$ 58,982
1029	JUDICIAL ASSISTANT	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1032	ADMINISTRATIVE ASSISTANT	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1039	LAW CLERK	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1042	DEPUTY CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1045	DEPUTY REGISTRAR	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1046	ASSISTANT DEPUTY REGISTRAR	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1047	CLERK OF COUNCIL	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1049	SENIOR ADMINISTRATIVE ASSISTNT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1075	INTERN	GN1	\$ 21,479	\$ 27,923	\$ 34,367
1099	INTAKE DIVERSION SPECIALIST	GE3	\$ 36,864	\$ 47,923	\$ 58,982
1101	CASHIER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
1102	SENIOR CASHIER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1105	COLLECTIONS CLERK I	GN2	\$ 23,198	\$ 30,157	\$ 37,116
1106	COLLECTIONS CLERK II	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1107	SENIOR COLLECTIONS CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1108	CUSTOMER ACCOUNT REPRESENTATIV	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1111	DELINQUENT COLLECTIONS CORDNTR	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1120	DIV DIR OF CUSTOMER ACCOUNTS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1121	COLLECTIONS CUST ACCT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1122	SERV/BILL CUST ACCT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1131	UTILITY BILLING CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496

1133 UTILITY SPECIAL BILLING CLERK	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1134 SENIOR UTILITY BILLING CLERK	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1137 AMI SUPPORT TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1139 SR CUS SERVICE/TRAINING REP	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1201 ACCOUNT CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1203 SENIOR ACCOUNT CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1211 PAYROLL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1220 ACCOUNTANT III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1221 ACCOUNTANT I	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1223 ACCOUNTANT II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1224 BUSINESS SYSTEMS ACCOUNTANT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1226 INTERNAL AUDITOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1227 STAFF AUDITOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1228 SENIOR INTERNAL AUDITOR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1229 ASSISTANT DIRECTOR OF FINANCE	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1241 REAL ESTATE ASSESSMENT CLERK	GN3	\$ 25,053	\$ 32,569	\$ 40,086
1242 SENIOR REAL ESTATE ASSEST CLK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1246 REAL ESTATE APPRAISER I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1247 REAL ESTATE APPRAISER II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1248 REAL ESTATE APPRAISER III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1249 DIVISN DIR OF REAL ESTATE ASSE	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1303 PRINTER	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1305 SENIOR PRINTER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
1309 PRINT SHOP TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1311 PRINT SHOP SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1321 PURCHASING CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
1323 SENIOR PURCHASING CLERK	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1325 BUYER	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1327 DIVISION DIR OF PURCHASING	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1329 DIR OF FINANCE	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1401 HR TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
1404 HR CONSULTANT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1408 ORGANIZATION DEVELOPMENT CNSLT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1409 DIRECTOR OF HUMAN RESOURCES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356

1505 TRAINING & SAFETY MANAGER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1509 APPLICATIONS SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1510 SOLUTIONS INTEGRATION DEVELOPR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1511 TECHNICAL SUPPORT SPECIALST II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1512 CLIENT SOLUTION SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1514 TECHNICAL SUPPORT SPECIALIST I	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1516 CLIENT SOLUTIONS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1517 SERVICE DESK ANALYST III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
1521 PROGRAMMER I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1524 DIV DIR APPLICATION SOLUTIONS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1525 PROGRAMMER III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1526 GIS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1527 APPLICATIONS SPECIALIST IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1529 NETWORK ADMINISTRATOR I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1530 APPLICATIONS SPECIALIST I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1531 TECHNICAL SUPPORT MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1532 DIVN DIR OF INFRA & OPERATIONS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1533 NETWORK ADMINISTRATOR III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1534 SYSTEM ADMINISTRATOR III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1535 NETWORK ENGINEER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1537 PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1539 DEP. CHIEF INFORMATION OFFICER	GE12	\$ 88,511	\$ 115,064	\$ 141,617
1540 CHIEF INFORMATION OFFICER	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1541 DIV DIR OF CLIENT SERVICES	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1543 CLIENT SOLUTIONS SPECIALIST I	GN11	\$ 48,106	\$ 62,537	\$ 76,969
1547 SERVICE DESK ANALYST II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1549 SERVICE DESK ANALYST I	GN8	\$ 36,812	\$ 47,855	\$ 58,899
1560 SOLUTIONS INTEGRATION SPEC	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1563 APPLICATIONS SPECIALIST II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1565 PROGRAMMER IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1567 PROGRAMMER II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1569 GIS SPECIALIST IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1571 GIS SPECIALIST I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1573 CHIEF SEC OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491

1575 NETWORK ADMINISTRATOR II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1577 SYSTEMS ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1579 SYSTEMS ADMINISTRATOR IV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1581 SYSTEMS ADMINISTRATOR II	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1583 SYSTEMS ADMINISTRATOR I	GE5	\$ 44,605	\$ 57,987	\$ 71,368
1585 TECHNICAL SUPPORT SPEC III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
1730 GIS TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
1731 GIS COORDINATOR	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1732 GIS SPECIALIST III	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1734 IT SCADA SYSTEMS ANALYST	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1810 ASSISTANT CITY ATTORNEY I	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1811 ASSISTANT CITY ATTORNEY II	GE10	\$ 71,837	\$ 93,388	\$ 114,940
1812 DEPUTY CITY ATTORNEY	GE11	\$ 79,739	\$ 103,661	\$ 127,583
1918 ASSISTANT TO THE CITY MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
1919 DIRECTOR OF BUDGET	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1925 MULTIMEDIA DESIGN MANAGER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1927 PUBLIC INFORMATION OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1930 YOUTH & GANG VIOL COORD	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1932 Y&G VIOL PREV OUTREACH WORKER	GN3	\$ 25,053	\$ 32,569	\$ 40,086
1975 SPECIAL PROJECT MANAGER	GE4	\$ 40,550	\$ 52,715	\$ 64,880
1976 ECONOMIC DEVELOPMENT TOURISM MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1977 MARKETING & RESEARCH MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
1978 ASST DIR OF ECONOMIC DEVELOPMT	GE9	\$ 65,307	\$ 84,899	\$ 104,491
1979 ECONOMIC DEVELOP PROJECT MGR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
1980 DIRECTOR OF ECONOMIC DEVELOPMT	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
1991 DEPUTY CITY MANAGER	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
2001 PERMIT TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
2009 PROP MAINT CODE COORDINATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
2010 PROPERTY MAINTENANCE INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2013 BUILDING INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2014 ELECTRICAL INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2015 MECHANICAL INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2017 PLUMBING/CROSS CONNECTION INSP	GN8	\$ 36,812	\$ 47,855	\$ 58,899
2025 INSPECTIONS SUPERVISOR	GE7	\$ 53,972	\$ 70,164	\$ 86,356

2029 DIVISION DIR OF INSPECTIONS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
2041 COST ESTIMATOR/INSPECTOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
2045 H&D PLANNING SPECIALIST	GE5	\$ 44,605	\$ 57,987	\$ 71,368
2047 HOUSING & REDEVELOPMENT SPCST	GE7	\$ 53,972	\$ 70,164	\$ 86,356
2061 PLANNING TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
2063 ASSOCIATE PLANNER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
2064 SENIOR PLANNER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
2099 DIVISION DIRECTOR OF PLANNING	GE9	\$ 65,307	\$ 84,899	\$ 104,491
2199 DIRECTOR OF COMMUNITY DEVELOP	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
3001 CUSTODIAN	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3003 SENIOR CUSTODIAN	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3005 CUSTODIAN SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3011 PUBLIC SERVICE WORKER	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3012 PUBLIC SERVICE WORKER/OPERATOR	GN3	\$ 25,053	\$ 32,569	\$ 40,086
3014 SOLID WASTE COLLECTOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
3016 GROUNDSKEEPER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3019 CONSTRUCTION WORKER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3022 SANITATION OPERATOR I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3024 SANITATION OPERATOR II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3031 MOTOR EQUIPMENT OPERATOR I	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3032 MOTOR EQUIPMENT OPERATOR II	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3033 MOTOR EQUIPMENT OPERATOR III	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3035 CCTV TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3036 HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3040 RECYCLING CENTER OPERATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3101 CREW SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3102 PW CREW SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3105 GENERAL SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
3109 CEMETERY SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3201 WAREHOUSE STOCK CLERK	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3203 PW WAREHOUSE CLERK	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3303 BUILDING MAINTENANCE MECH I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3304 BUILDING MAINTENANCE MECH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3305 BUILDING MAINTENANCE SUPERINT	GE7	\$ 53,972	\$ 70,164	\$ 86,356

3306 BUILDING MAINTENANCE MCHNC III	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3401 HORTICULTURIST	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3501 AUTOMOTIVE EQUIPMENT MECH I	GN3	\$ 25,053	\$ 32,569	\$ 40,086
3511 AUTOMOTIVE EQUIPMENT MECH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3512 TRANSIT MECHANIC	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3515 WELDER	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3519 AUTOMOTIVE EQUIPMENT MECH III	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3521 AUTOMOTIVE SERVICE TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3525 EQUIPMENT MAINTENANCE SUPERVIS	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3601 SIGN TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3603 TRAFFIC SIGNAL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3605 SR TRAFFIC SIGNAL TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
3607 TRAFFIC CONTROL CREW SUPERVISR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3609 TRAFFIC CONTROL OPS ENGINEER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3651 CODE ENFORCEMENT INSPECTOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3653 CONSTRUCTION INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3655 CONSTRUCTION INSPECTIONS SUPVR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
3701 VAN DRIVER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3710 TRANSIT DRIVER I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3711 TRANSIT DRIVER II	GN6	\$ 31,560	\$ 41,028	\$ 50,496
3712 TRANSPORTATION DISPATCHER	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3719 TRANSPORTATION SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
3731 AIRPORT MAINTEN/SECURITY TCH I	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3733 AIRPORT MAINTEN/SECURTY TCH II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
3734 AIRPORT OPERATIONS TOWER TECH	GN5	\$ 29,222	\$ 37,989	\$ 46,756
3735 TRANSPORTATION BLD & GRDS SUPT	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3736 TRANS OPERATIONS & MAINT MGR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3748 DIVISION DIR OF TRANS SERV	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3749 DIRECTOR OF TRANSPORATION SERV	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
3801 ENGINEERING AIDE	GN4	\$ 27,058	\$ 35,175	\$ 43,292
3803 ENGINEERING TECHNICIAN	GN8	\$ 36,812	\$ 47,855	\$ 58,899
3804 SR PUBLIC WORKS GIS/CAD TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
3805 SURVEY PARTY SUPERVISOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
3815 PW PROJECT ENGINEER	GE7	\$ 53,972	\$ 70,164	\$ 86,356

3819 PW CHIEF ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3951 COMMUNICATIONS SYSTEMS MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
3965 DIVISION DIR OF SANITATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3975 DIVISION DIRECTOR OF BUILDINGS	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3985 DIVISION DIRECTOR OF STREETS	GE10	\$ 71,837	\$ 93,388	\$ 114,940
3990 DIV DIR OF PW ADMINISTRATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
3994 PW PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
3995 ASST DIR PW/CITY ENGINEER	GE11	\$ 79,739	\$ 103,661	\$ 127,583
3999 DIRECTOR OF PUBLIC WORKS	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
4001 WATER TREATMENT PLT OPTR TRAIN	GN3	\$ 25,053	\$ 32,569	\$ 40,086
4005 WATER TREATMENT PLT OPTR III	GN6	\$ 31,560	\$ 41,028	\$ 50,496
4006 WATER TREATMENT PLT OPTR II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4007 WATER TREATMENT OPTR I	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4008 WATER TREATMENT PLT OPTR SPVR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4103 INDUSTRIAL MECHANIC	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4104 SENIOR INDUSTRIAL MECHANIC	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4355 WATER TREATMENT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4360 WATER CHEMIST	GE5	\$ 44,605	\$ 57,987	\$ 71,368
4399 DIVISION DIR WTR/WSTWTR TRTMNT	GE11	\$ 79,739	\$ 103,661	\$ 127,583
4501 DISPATCHER	GN4	\$ 27,058	\$ 35,175	\$ 43,292
4512 W&G HEAVY EQUIPMENT OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
4513 W&G SERVICE TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4515 W&G METER TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4517 W&G CORROSION TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4518 W&G PROJECT MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4519 W&G CREW SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4521 W&G WELDER/CREW SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
4529 W&G CONSTRUCTION CREW SUPERVSR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
4530 FLEET & FACILITIES MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
4613 WG GIS ENGINEERING TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4615 W&G SR ENGINEERING TECHNICIAN	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4619 W&G CHIEF ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
4725 W&G SYSTEMS CONTROL SUPERINTEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4735 W&G DISTRIBUTION SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368

4745 W&G COMPLIANCE COORDINATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
4811 GAS CONTROL TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
4815 GAS CONTROL MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4835 W&G DISTRIBUTION SUPERINTENDEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
4899 DIVISION DIR OF WATER & GAS	GE11	\$ 79,739	\$ 103,661	\$ 127,583
5001 HYDRO-ELECTRIC ATTENDENT	GN5	\$ 29,222	\$ 37,989	\$ 46,756
5005 HYDRO-ELECTRIC OPERATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5007 HYDRO-ELECTRIC MAINTNANCE TECH	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5009 HYDRO-ELECTRIC SUPERINTENDENT	GE6	\$ 49,066	\$ 63,786	\$ 78,505
5101 ELECTRIC GROUND WORKER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5103 ELECT LINE OH/UG EQUIP OPER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5111 ELECTRIC LINE TECHNICIAN I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5112 ELECTRIC LINE TECHNICIAN II	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5113 ELECTRIC LINE TECHNICIAN III	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5115 ELECTRIC LINE CREW SUPERVISOR	GN12	\$ 52,916	\$ 68,791	\$ 84,666
5116 ELECTRIC VEGETATION ROW SUPER	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5119 ELECTRIC DISTRIBUTION SUPT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5212 UTILITY OPERATIONS SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5213 ELECTRIC SUBSTATION TECHNICIAN	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5214 UTILITY OPERATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5215 ELECTRIC SUBSTATION SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5219 ELECTRIC SUBSTATION SUPT	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5312 ELECTRIC RIGHT OF WAY TRIMMER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5315 INSPECTOR-CONTRACTOR MANAGER	GN12	\$ 52,916	\$ 68,791	\$ 84,666
5411 ELECTRIC METER TECHNICIAN I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
5413 ELECTRIC METER TECHNICIAN II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
5415 ELECTRIC METER TECHNICIAN III	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5429 ELECTRIC METER SUPERVISOR	GN11	\$ 48,106	\$ 62,537	\$ 76,969
5431 UTILITIES WAREHOUSE MANAGER	GE5	\$ 44,605	\$ 57,987	\$ 71,368
5521 ELECTRIC ENGINEERING AIDE	GN3	\$ 25,053	\$ 32,569	\$ 40,086
5525 ELECTRIC GIS/CAD TECHNICIAN	GN7	\$ 34,085	\$ 44,310	\$ 54,536
5526 SR ELEC GIS/CAD TECHNICIAN	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5530 ELECTRIC ENG & OPS MANAGER	GE10	\$ 71,837	\$ 93,388	\$ 114,940
5531 ELECTRIC ENGINEERING TECHNICIN	GN9	\$ 39,757	\$ 51,684	\$ 63,611

5532 ELECTRIC SR ENGINEERING TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
5534 ELEC ENG TECH/COMPLIANCE COOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
5535 ELECTRIC ENGINEERING TECH SPVR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
5536 SENIOR ELECTRIC ENGINEER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5537 ELECTRIC ENGINEER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
5538 BROADBAND NETWORK ENGINRG TECH	GE7	\$ 53,972	\$ 70,164	\$ 86,356
5560 DIVSN DIR OF TELECOMMUNICATION	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5690 KEY ACCOUNTS MANAGER	GE7	\$ 53,972	\$ 70,164	\$ 86,356
5691 UTILITIES ENERGY ADVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
5695 DIVISN DIR OF SUPPORT SERVICES	GE9	\$ 65,307	\$ 84,899	\$ 104,491
5699 DIVISION DIR OF POWER & LIGHT	GE11	\$ 79,739	\$ 103,661	\$ 127,583
5999 DIRECTOR OF UTILITIES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
6011 INFORMATION SPECIALIST	GN3	\$ 25,053	\$ 32,569	\$ 40,086
6012 CIRCULATION SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6015 LIBRARY SERVICES SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6017 LAW LIBRARY INFO SPECIALIST	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6021 LIBRARY TECHNOLOGY SPECIALIST	GN5	\$ 29,222	\$ 37,989	\$ 46,756
6105 TECHNICAL SERVICES LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6111 CHILDREN'S LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6114 CIRCULATION SUPERVISOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6121 ADULT SERVICES LIBRARIAN	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6199 DIVISION DIRECTOR OF LIBRARY	GE10	\$ 71,837	\$ 93,388	\$ 114,940
6211 RECREATION AIDE	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6213 RECREATION LEADER	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6221 RECREATION PROGRAM SUPERVISOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
6225 RECREATION SPORTS OFFICIAL	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6233 RECREATION INSTRUCTOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
6311 RECREATION FACILITY OPERATOR	GN1	\$ 21,479	\$ 27,923	\$ 34,367
6315 RECREATION SITE SUPERVISOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
6329 PROGRAM COORDINATOR	GE4	\$ 40,550	\$ 52,715	\$ 64,880
6330 P&R COMMUNICATIONS SPECIALIST	GE8	\$ 59,370	\$ 77,181	\$ 94,991
6410 DIV DIR OF COMMUNITY RECREATIN	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6415 P&R FACILITIES & SERVICES PLAN	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6421 SPECIAL POPULATION ASSISTANT	GN8	\$ 36,812	\$ 47,855	\$ 58,899

6425 DIV DIR OF SPECIAL RECREATION	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6442 OUTDOOR REC PROGRAM SUPERVISOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
6445 DIVISION DIRECTOR OF ATHLETICS	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6555 RECREATION GRANT SPECIALIST	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6556 TRANSPORTATION GRANT SPEC	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6558 DIV DIR PARKS ADMINISTRATION	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6560 DIV DIR OF PARKS MAINTENANCE	GE7	\$ 53,972	\$ 70,164	\$ 86,356
6561 PARKS SUPERVISOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
6562 PARKS GROUNDSKEEPER I	GN4	\$ 27,058	\$ 35,175	\$ 43,292
6563 PARKS GROUNDSKEEPER II	GN5	\$ 29,222	\$ 37,989	\$ 46,756
6564 PARK MAINTENANCE TECHNICIAN	GN6	\$ 31,560	\$ 41,028	\$ 50,496
6599 DIRECTOR OF PARKS & RECREATION	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
7011 ELIGIBILITY WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7012 SENIOR ELIGIBITY WORKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7015 ELIGIBILITY SUPERVISOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
7018 FRAUD INVESTIGATOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7019 ELIGIBILITY SERVICES MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7025 CSA COORDINATOR	GN10	\$ 43,732	\$ 56,852	\$ 69,972
7101 EMPLOYMENT SERVICE AIDE	GN5	\$ 29,222	\$ 37,989	\$ 46,756
7105 EMPLOYMENT SERVICE WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7106 SR EMPLOYMENT SERVICE WORKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7109 EMPLOYMENT SERVICE SUPERVISOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
7111 SOCIAL SERVICE AIDE	GN5	\$ 29,222	\$ 37,989	\$ 46,756
7112 FAMILY SERVICES SPECIALIST	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7113 SR FAMILY SERVICES SPECIALIST	GN10	\$ 43,732	\$ 56,852	\$ 69,972
7115 CHILD PROTECTIVE SERVICE WOKER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7117 FAMILY SERVICES SUPERVISOR	GE6	\$ 49,066	\$ 63,786	\$ 78,505
7125 FAMILY SERVICES MANAGER	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7126 SNAPET COORDINATOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7198 DIVISION DIRECTOR OF TRAINING AND OPERATIONS (SOCIAL SERVICES)	GE10	\$ 71,837	\$ 93,388	\$ 114,940
7199 DIRECTOR OF SOCIAL SERVICES	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
7311 YOUTH CARE WORKER	GN6	\$ 31,560	\$ 41,028	\$ 50,496
7312 SENIOR YOUTH CARE WORKER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7313 SHIFT SUPERVISOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611

7315 JUVENILE PROGRAM COORDINATOR	GE5	\$ 44,605	\$ 57,987	\$ 71,368
7316 JUVENILE TRAINING COORDINATOR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
7322 POST DISPOSITIONAL COORDINATOR	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7323 ALTERNATIVE DETENTION CASE WKR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7325 NURSE	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7337 ASST DIV DIR OF JUVENILE DETEN	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7339 DIVN DIR OF JUVENILE DETENTION	GE10	\$ 71,837	\$ 93,388	\$ 114,940
7401 CORRECTIONAL OFFICER I	GN7	\$ 34,085	\$ 44,310	\$ 54,536
7402 CORRECTIONAL OFFICER II	GN8	\$ 36,812	\$ 47,855	\$ 58,899
7403 CORRECTIONAL LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7404 ADMINISTRATIVE LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7405 CORRECTIONAL CAPTAIN	GN13	\$ 58,208	\$ 75,670	\$ 93,132
7409 CHIEF CORRECTIONAL OFFICER	GE9	\$ 65,307	\$ 84,899	\$ 104,491
7411 CORRECTIONAL HEALTH ASSISTANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
7413 LICENSED PHYSICIAN	GE11	\$ 79,739	\$ 103,661	\$ 127,583
7421 WORK PROGRAM COORDINATOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7425 SERVICE PROGRAM COORDINATOR	GE8	\$ 59,370	\$ 77,181	\$ 94,991
7499 DIVISIN DIR OF ADULT DETENTION	GE10	\$ 71,837	\$ 93,388	\$ 114,940
8003 EMERGENCY COMMUNICATIONS TELEC I	GN6	\$ 31,560	\$ 41,028	\$ 50,496
8004 EMERGENCY COMMUNICATIONS TELECOMMUNICATOR II	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8005 EM COMMUNICATIONS TLMNCTR SPR	GN9	\$ 39,757	\$ 51,684	\$ 63,611
8101 CERT COORDINATOR	GN2	\$ 23,198	\$ 30,157	\$ 37,116
8103 FIREFIGHTER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8105 FIRE FIGHTER/ENGINEER	GN9	\$ 39,757	\$ 51,684	\$ 63,611
8106 FIRE SUPPORT ANALYST	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8107 FIRE LIEUTENANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
8108 FIRE CODE INSPECTOR	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8109 FIRE CAPTAIN	GN12	\$ 52,916	\$ 68,791	\$ 84,666
8110 911 EMERGENCY COMMUNICATNS MGR	GE7	\$ 53,972	\$ 70,164	\$ 86,356
8111 FIRE LOGISTICS OFFICER	GN12	\$ 52,916	\$ 68,791	\$ 84,666
8115 ASSISTANT FIRE MARSHAL	GN11	\$ 48,106	\$ 62,537	\$ 76,969
	GE9	\$65,307	\$84,899	\$104,491
8116 DIVISION CHIEF FIRE MARSHAL	GE8	~~\$59,370~~	~~\$77,181~~	~~\$94,991~~
8117 DIVISION CHIEF TRAINING & SAFETY	GE9	\$ 65,307	\$ 84,899	\$ 104,491

8118 BATTALION CHIEF	GE8	\$ 59,370	\$ 77,181	\$ 94,991
8295 DEPUTY FIRE CHIEF	GE11	\$ 79,739	\$ 103,661	\$ 127,583
8299 FIRE CHIEF	EXEC	\$ 99,678	\$ 149,517	\$ 199,356
	GE8	\$59,370	\$77,181	\$94,991
8302 POLICE RECORDS & TECHNOLOGY MANAGER ~~PC-RECORDS-OFFICE MANAGER~~	GE7	\$53,972	\$70,164	\$86,356
8303 POLICE RECORDS CLERK	GN4	\$ 27,058	\$ 35,175	\$ 43,292
8304 QUARTERMASTER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8305 POLICE VIDEO TECHNICIAN	GN5	\$ 29,222	\$ 37,989	\$ 46,756
8306 POLICE PROP & EVID TECH	GN10	\$ 43,732	\$ 56,852	\$ 69,972
8307 POLICE ACCREDITATION MANAGER	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8311 PARKING ATTENDENT	GN2	\$ 23,198	\$ 30,157	\$ 37,116
8315 SCHOOL CROSSING GUARD	GN1	\$ 21,479	\$ 27,923	\$ 34,367
8317 ANIMAL CONTROL OFFICER	GN7	\$ 34,085	\$ 44,310	\$ 54,536
8502 PD COMMUNITY ENGAGEMENT SPEC	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8503 POLICE OFFICER	GN8	\$ 36,812	\$ 47,855	\$ 58,899
8505 POLICE CORPORAL	GN10	\$ 43,732	\$ 56,852	\$ 69,972
8507 POLICE SERGEANT	GN11	\$ 48,106	\$ 62,537	\$ 76,969
8510 POLICE CRIME ANALYST	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8512 COMMUNITY RELATIONS LIAISON	GE6	\$ 49,066	\$ 63,786	\$ 78,505
8513 POLICE LIEUTENANT	GE7	\$ 53,972	\$ 70,164	\$ 86,356
8525 POLICE CAPTAIN	GE9	\$ 65,307	\$ 84,899	\$ 104,491
8690 POLICE MAJOR	GE11	\$ 79,739	\$ 103,661	\$ 127,583
8695 LIEUTENANT COLONEL	GE12	\$ 88,511	\$ 115,064	\$ 141,617
8699 POLICE CHIEF	EXEC	\$ 99,678	\$ 149,517	\$ 199,356



DEPUTY CITY ATTORNEY- 1812

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serves as Deputy to the City Attorney in providing legal services to the City and acts for the City Attorney in his absence. Acts as Chief Legal Advisor for the Danville City School Board and Danville Department of Social Services. Attends various board and commission meetings; appears in court; and represents the City in litigation and in Virginia unemployment benefits hearings.

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.

- Represents the city in litigation proceedings by conducting legal research; writing motions and orders; interviewing witnesses and making objections to evidence. Represents the city in employee grievances before administrative review panels.
- Represents the city in Virginia unemployment benefits hearings.
- Renders legal advice on a daily basis to all offices, departments, and agencies of the City, as well as the City Schools.
- Attends meetings of the City Council, the School Board, and City boards and commissions and renders immediate legal advice when necessary.
- Oversees various public forums for the City by attending school board, city board and commissions meetings; ensures the boards follow proper parliamentary procedures and adhere to the Virginia Freedom of Information Act.
- Ensures compliance of standards and regulations by reviewing contracts, documents, and the Virginia Public Procurement Act. Maintains current knowledge of ordinances and other legislation and laws.
- Handles legal issues by communicating with city employees; utilizing online legal research tools; drafting motions and orders. Writes legal briefs and memoranda for internal use and for use by city personnel.
- Advises City department and school administration heads by conducting legal research and drafting memoranda. Interacts with Citizens about issues, as needed.
- Advises City Schools on matters involving discipline of students.
- Assists in reviewing and providing oversight of office expenditures.
- Serves as Acting City Attorney when designated.
- Appears before City Council and the City's boards and commissions in the absence of the City Attorney.
- Mentors and assists in supervision of Legal Assistant, Legal Secretary, and Assistant City Attorneys.
- Approves payroll and signs invoices for the office, as needed.

ADDITIONAL DUTIES

- Reviews contracts and other documents for the city and for the school board.
- Provides direct or indirect services to citizens as may be assigned.
- Performs additional duties to support operational requirements as assigned.

JOB REQUIREMENTS

Education and Experience

Juris Doctor (JD), a law license issued by the Virginia Board of Bar Examiners and eight (8) years' experience as a practicing attorney, five years of which shall be in the practice of local government law.

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 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, legal briefs or critiques

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 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

No budgetary/fiscal responsibility

Supervisory Responsibilities

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed

PHYSICAL DEMANDS

- Work is sedentary in nature, requiring frequent sitting and occasional light physical exertion.
- Adequate vision, hearing and talking to use a computer, telephone, deliver presentations and communicate effectively with others.

NON-PHYSICAL DEMANDS

- May frequently require working closely with others as a part of a team and tedious or exacting work.
- May occasionally experience time pressures and multi-tasking.
- 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 Printed Material, standard office equipment to included telephone, 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.

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



Youth & Gang Violence Prevention Outreach Worker - 1932

FLSA Status: Non-Exempt

Computer Code:

BRIEF DESCRIPTION

The purpose of this position is to assist in the coordination of activities and programs for the prevention of youth and gang violence. This is accomplished by reaching out to identified gang members and linking them to services and institutions, and providing access to resources in an effort to reduce attachment of youth to gangs and gang activities. Transporting youth to and from various appointments and functions. Plans and attends social and recreational activities. Serves as advocate for the youth in securing social services, education, and job related opportunities. Performs needs assessment for youth and family members and provides information about services. Makes appropriate referrals and maintains detailed documentation of all contact with youth. This position reports to the Youth and Gang Violence Prevention Coordinator.

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.

- Identifies appropriate youth to participate in the project; Recruit and retain youth by providing access to job skills training; information resources, role modeling and encouragement; Serves as advocate for the targeted youth in securing services, education and job related opportunities; Assess needs of family members affected by the youth's gang involvement and makes referrals to appropriate services.
- Networks with various organizations, schools, courts, probation offices, community residents, and grass roots organization to gather resources and information to offer the youth and their affected family members; Plans and attends social and recreational activities for the targeted youth.
- Creates and maintains records for each youth involved in project; Document all contact with youth and their families and compiles status reports.

ADDITIONAL DUTIES

- Performs additional duties as assigned

JOB REQUIREMENTS

Education and Experience

- Associate's degree with knowledge of a specific vocational, administrative, or technical nature from a college, vocational or technical school.
- Six months up to one year experience in social services, grassroots organizations, community advocacy, or youth intervention.
- 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

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

Math

Basic-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 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

This position has no budgetary/fiscal responsibility.

SUPERVISORY RESPONSIBILITIES

This position has no responsibility for direction or supervision of others.

PHYSICAL DEMANDS

Work is light in nature, exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree. 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 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 the community.

The employee is expected to use appropriate protective equipment for the assigned task; 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.

Employee Signature

Date



Economic Development Tourism Manager-1976

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

This position is responsible for leading the City of Danville's tourism efforts by aggressively branding and promoting the City and Pittsylvania County to differentiate it from other regional competitors through advertising, promotions, trade events, and visitor experience initiatives to stimulate economic growth for the region. Target markets include attracting and serving visitors from the leisure and business travel sectors. This position also represents the City at local, state, and national tourism industry events and fosters strong networks among hospitality partners.

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 closely with the Virginia Tourism Corporation (VTC) as the community's Destination Marketing Officer to provide information related to the local tourism product and also disseminates information from the VTC to local tourism-related businesses.
- Develops and manages branding and promotional programs to increase the region's tourism growth and development.
- Develops and implements the City of Danville's strategy for destination marketing, sales, visitor services, and stakeholder management to increase lodging, sales, and meals tax revenue.
- Promotes the region to meeting, group, convention, travel-trade professionals, and leisure visitors; Works with the Virginia Tourism Corporation to host workshops, FAM tours, media tours, AAA tours, and Welcome Center tours.
- Utilizes tourism industry data and customized market research to continuously refine long-term strategies and annual plans for marketing in accordance with destination management best practices.
- Establishes and tracks quantitative and qualitative performance standards to evaluate program effectiveness; Collects data and research to indicate the economic impact that tourism is bringing to the community.
- Communicates and regularly presents to regional leadership, hospitality-industry partners, residents, and media regarding tourism initiatives, performance data, news, and other relevant information.
- Works with stakeholders and City departments on local and state legislative issues and business-investment issues related to planning, permitting, transportation, technology, finance, workforce development, and more.
- Represents the City of Danville at local, state, and national industry related events and conferences.
- Actively searches and applies for grant funding to enhance and support the tourism program.
- Offers customer training during the year to improve the tourism experience.

ADDITIONAL DUTIES

- Performs additional duties as assigned

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in Business Administration, Public Administration, Economic Development, Marketing, Urban Planning, Public Relations, Hospitality and Tourism Management, Community Development, or related field and three to five year's related experience.

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

Certifications/Licenses

- Certified Destination Management Executive (CDME) preferred.
- 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, scientific or technical 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

Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial position 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 assignments according to his or her own judgement, 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

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

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 temps.

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

- 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, computer, Microsoft Office, Salesforce, and related software and hardware.

WORK ENVIRONMENT

The work is normally performed in an office setting, primarily at a desk in a quiet environment and the employee is generally not exposed to environmental hazards and does not normally require the use of protective equipment. The employee may occasionally be exposed to potential mechanical, chemical, electrical, fire and environmental hazards at industry tours and/or development sites. The employee is expected to use appropriate protective equipment for the assigned task (hearing and eye protection, chemical protection, hard hat, safety vest, steel-toe, etc.), and any other equipment as apparent or assigned.

The employee is expected to use appropriate protective equipment for the assigned task; 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.

Employee Signature

Date



UTILITY OPERATIONS SUPERVISOR - 5212

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Supervises the electric and natural gas system Operations Center. Monitors and operates the natural gas and electric transmission/distribution systems. Completes personnel related tasks and addresses any schedule changes for operations staff. Monitors the natural gas distribution pressures using the pressure monitoring system and reports abnormal conditions; monitors natural gas consumption to ensure compliance with contract limitation; monitors the electric system for discrepancies, and writes and performs complex switching orders to eliminate overcurrent situations and maintain current flow to customers. Performs emergency restoration during disasters; enters work order tickets, performs after-hours turn on within the AMI program; provides customer service for incoming calls; appropriately assists the public and other departments; reports abnormalities to management, or the police department; contacts stand-by personnel; maintains internal time logs and maintains safety training and procedures manuals.

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.

- Supervises the Operations staff and manages their daily tasks and schedule.
- Monitors natural gas distribution system and ensure compliance with contractual limits by monitoring city gate meter readings; recording hourly readings of the volume of gas flowing into the city and adhering to established limitations; curtailing customer consumption as necessary; monitoring the weather to anticipate the daily volume of gas needed; coordinating with suppliers for volume of gas required; using software to set up new sites and group lists as new monitoring sites are added; recording daily and hourly consumption reads; assisting technicians to download data log from non-communicating units.
- Constantly monitoring the SCADA program for changes in the power flow; monitoring alarms within the electrical system; monitor the natural gas distribution system pressure and reporting abnormal conditions; recording gas pressures at key regulator stations on an hourly basis; applying knowledge of the effects of weather conditions on system pressures.
- Logging data related to substation systems, OMS and AMI; prepare after-hours reports, hourly power usage, and various other daily, monthly, and annual reports; record information for gas billing, forecasting and planning; record daily consumption for large customers; inputting hourly gas pressure readings for monitored regulator stations; maintain time logs for after-hours service and emergency work; maintain change-out reports for Sensus AMI gas modules; maintain contact list for large industrial gas customers;
- Coordinating and directing line technicians, tree and contract crews during power interruptions to the electrical system; answering customer calls and entering them into OMS; keeping track of outages to identify areas needing improved efficiency and/or

reliability; dispatching appropriate personnel to emergency gas work and after-hours service work; notifying supervision of system outages.

- Appropriately assisting the public and other departments; evaluating all calls received and reporting appropriately; dispatching appropriate personnel; determine production changes of large industrial gas customers; report readings and other identified data to large gas industrial customers on a specified schedule; communication with other city departments regarding site preparation, closing, etc.
- Receive the switching order from the engineer; evaluate the impact on the system and write the order; perform the switching order in accordance with all safety and procedural regulations.

ADDITIONAL DUTIES

- Assumes the responsibilities of the senior engineering secretary in their absence as well as after business hours, weekends, and holidays.
- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree in Electrical Engineering or four to six 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

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 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

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

PHYSICAL DEMANDS

Work is sedentary in nature. 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.
- Frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, and working closely with others as part of a team.
- Occasional time pressure, emergency situations, and tedious or exacting work.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer and related hardware and software, two-way radio and paging system; and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically 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.

Employee Signature

Date



UTILITIES ENERGY ADVISOR – 5691

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Research and identify customers who may benefit from an energy audit and then offer and perform auditing services to those identified customers; should be able to conduct energy audits of residential properties to identify energy conservation measures and their associated savings potential and determine clients' eligibility to participate in the Danville Utilities Home\$ave Rebate program; expected to independently perform the full range of auditing activities offered by Danville Utilities; auditors possess knowledge of HVAC, lighting, and electrical systems, and the interrelationships between such systems, along with general knowledge of residential water and gas; knowledge of procedures and requirements for program eligibility is required, as well as the ability to specify appropriate energy conservation measures and to calculate and quantify the impacts of such measures on facility energy use; during and upon completion of the audit the auditor should confirm with the customer and/or via Danville Utilities' internal computer programs that all installed measures electric and related components are tested, installed properly and are functioning correctly after installation; attend various safety and training courses; and engaging in independent study of materials related to energy efficiency.

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.

- Research all residential accounts for high energy consumption using CIS program, and identify those customers that would benefit from energy audit services.
- Contact customers that would benefit from an energy audit and follow up with any requests for an audit with either a virtual/phone audit, or, if necessary, an in-person audit. Make suggestions during the audit or in a follow-up report to the customer of possible rebate opportunities to assist with further energy efficiency. Requires knowledge of HVAC, electrical, and lighting systems, and the interrelationships between such systems, along with general knowledge of residential water and gas. May require use of tools such as a thermal imaging camera or energy monitor.
- Provide reports to supervisor regarding the outcomes of any energy audits performed; keep a database of any energy savings for reporting to the Utility Commission. Proficiency in Microsoft Office products and internal computer programs including MDMS and CIS necessary.
- Make follow up calls/visits with customers to ensure proper use of installed equipment for optimal energy efficiency.
- Attend various safety and training courses and engage in independent study of material related to energy efficiency.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and a minimum of two 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

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

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 regular & routine interaction involving exchange and receipt of information.

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

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

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, use computer, and communicate effectively with others.
- Frequent sitting, handling, and fine dexterity.
- Occasional standing, walking, lifting, carrying, pushing/pulling, reaching, kneeling, crouching, crawling, bending, twisting, balancing, and foot controls.
- Rarely required to climb.

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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE

Typically requires use of standard office equipment, including computer, printer, scanner, and other related hardware and software.

WORK ENVIRONMENT

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

The employee is expected to use appropriate protective equipment for the assigned task (safety glasses or face shield, hard hat, safety vest, 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.

Employee Signature

Date



DIVISION DIRECTOR OF TRAINING & OPERATIONS – 7198

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serve as the single principal assistant to the Social Services Director requiring the planning, organizing, staffing and directing of major functional areas of the local department and includes both operational and administrative program areas; supervising and implementing an efficient delivery system for provision of competency-based skills, policy, and professional development training for staff and community partners; second only to the agency head in making decisions affecting the agency, particularly in specified program areas.

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.

- Implements, monitors, and evaluates major programs related to the department's management and operations and training.
- Develops, interprets, and administers administrative policies, procedures, and utilization of staff resources.
- Assigns and explains work assignments to managers for new or changed programs, goals, and processes.
- Conducts departmental new hire orientation and new hire training.
- Reviews and analyzes records and reports of work accomplishment to assess program progress and resolve problems encountered in achieving goals and objectives.
- Plans and direct ongoing administrative support for delivery of training courses and special events.
- Supports staff by clarifying agency policies and procedures, when necessary, to ensure effective and efficient service delivery to clients.
- Takes corrective action.
- Attends management planning and policy-making meetings and provides advisory services in financial management matters.
- Represents the Social Service Director when absent or as designated.
- Directs the work of managers who are responsible for major program areas in administrative support and program operations.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Bachelor's degree in social work, a behavioral science, counseling, business or public administration or related field supplemented with professional experience in social work or other human services field with considerable supervisory or other management work experience to include administrative or consultative capacity with a social services system and with training delivery system or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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.

Considerable knowledge of: human services program delivery; the current social, economic, and health issues relating to clients in jurisdiction; Social Security Act; laws and regulations on administration of welfare services; human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; principles and processes for providing customer and personal services; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources; and principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems. Comprehensive knowledge of: the rules, regulations, and policies governing the department's administrative, financial, and operational programs which this position supervises. Working knowledge of technical fields supervised.

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

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 assignments with substantial discretion and within broad parameters defined by general organizational requirements and accepted practices. Overall results determine job performance.

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

Final approval of at least one division/departamental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Supervisory Responsibilities

Manages, monitors and directs the work performance of a division. Evaluates program/work objectives and effectiveness, establishes road organizational goals and realigns work and staffing assignments in one or more departments.

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.
- May frequently experience time pressure, emergency situations, frequently change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work.
- May occasionally 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, and any other equipment as appropriate or required.

WORK ENVIRONMENT

The work is typically performed in an office setting, primarily at a desk in a quiet environment. The employee is constantly exposed to communicable diseases, and occasionally to physical danger or abuse.

The employee is expected to use appropriate protective equipment for the assigned task; 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.

Employee Signature

Date



JUVENILE TRAINING COORDINATOR – 7316

FLSA Status: Non-Exempt

Computer Code: 4

BRIEF DESCRIPTION

Serves as a Training Coordinator for the Juvenile Detention Division by assisting in the research, development, instruction and evaluation of orientation and annual training programs; preparing and attending training; ensuring each employee meets the minimum number of training hours, completing the documentation of training hours for each employee; maintaining compliance with various certifications related to their respective state and federal standards; and holding training sessions for the residents of the detention home.

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 training services to individual shifts by assisting in the research, development, implementation and evaluation of consistent and structured orientation and annual training programs; scheduling and preparing training sessions; and maintaining training information and equipment.
- Documents all training hours for detention home employees and ensures all requirements are met per certification standards; meets with the Certification teams in reference to training records during audits; and maintains individual training records for each employee.
- Provides required training programs to residents by assisting in the research, development, implementation and evaluation of training programs required by standards that are age and developmentally appropriate.
- Attends training programs to maintain personal training requirements; acquires information and materials to enhance personal skills; implements training programs within the facility.
- Coordinates training sessions with other departments and community agencies.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

Associate's Degree, with knowledge of a specific vocational, administrative or technical nature, from a college, vocational or technical school; and at least five years detention home 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
- CPR/First Aid/AED
- Handle with Care Physical Restraint
- Medication Administration
- Other certifications may be required.

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

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 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

Advanced: 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

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

PHYSICAL DEMANDS

- Very heavy physical effort, exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
- Adequate vision, hearing and talking to use a computer, telephone and communicating effectively with others.
- Frequent standing, sitting, walking, handling, and fine dexterity.
- Occasional lifting, carrying, pushing/pulling, reaching, kneeling, crouching, bending, twisting, climbing, and foot controls.
- Rare crawling 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 frequently experience frequent change of tasks, performing multiple tasks simultaneously, and working closely with others as part of a team.
- May occasionally experience time pressure, emergency situations, 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 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

The work is typically performed in an office environment, where there is frequent exposure to communicable diseases and physical danger or abuse. There is occasional exposure to noise and vibration, and wetness/humidity. There is seasonal exposure to respiratory hazards and extreme temperatures. There is rare exposure to mechanical, chemical, electrical, and fire hazards.

The employee is expected to use appropriate protective equipment for the assigned task (gloves, First Aid/CPR mask, etc.); and any other equipment as apparent or assigned.

ACKNOWLEDGEMENT

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SIGNATURE

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

Employee Signature

Date



EMERGENCY COMMUNICATIONS TELECOMMUNICATOR II – 8004

FLSA Status: Non-Exempt

Computer Code: 2

BRIEF DESCRIPTION

Receive calls regarding public safety emergencies and route them to the appropriate agency and/or officer; answer 911 calls and non-emergency calls for service; manage radio traffic of first responders; utilize standardized protocols to provide pre-arrival instructions to callers on scene; and providing emergency weather bulletins, traffic bulletins and general information to the public.

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.

- Answers 911 calls by using standardized protocols and providing instructions to callers prior to arrival of first responders; utilizing ANI/ALI to obtain and verify address information; transferring 911 calls to other jurisdictions; and answering direct hotlines to various city departments and agencies.
- Dispatches first responders by using paging system for fire & EMS and dispatching system for police; utilizing VCIN to check for wanted persons and check CAD history for prior calls; prioritizing calls to ensure appropriate response is provided; monitoring phone and radio communication simultaneously and respond appropriately.
- Serves as VCIN operator by entering, modifying and clearing wanted persons, stolen articles and license tags; and providing confirmation to other jurisdictions in Danville.
- Performs other responsibilities such as receiving and transmitting weather and traffic bulletins; monitoring alarms for the vault, mass transit, generator and City Manager's office; sending or receiving mail and other duties as may be required.

ADDITIONAL DUTIES

- Attends meetings and training sessions.
- Performs additional duties to support operational requirements as assigned.
- Act as Shift Supervisor in supervisor absence.
- Assist with training when shift supervisor or CTO is absent.
- Help with Scheduling.
- Perform Quality Checks.

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED supplemented by six months/one year of post-secondary study or training: e.g. vocational, business, technical school, and no experience required.

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
- Candidate will be required to obtain certifications in CPR, VCIN/NCIC, DCJS Basic Dispatcher Certification, NIMS 100, 200, 700, and 800, EPD, EMD, and EFD within a probationary period.

Job Knowledge

No knowledge of specific work. Ability to learn and general knowledge of having a job such as timeliness and receiving directions.

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 policies may be made. Contact 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 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 temporary employees.

OTHER REQUIREMENTS:

- APCO or PRCJA supervisor training.
- Four years of service, 3 years as a released communicator.
- Must obtain 10 points from the task book list.
 - Each additional year of service--1 point each (Max of 5 points)
 - College degree (Associates 1 point, Bachelors 2 points, Masters 3 points.)
 - Serving on a DFD, DPD, or ECC committee-1 point.
 - ICS 300 and ICS 400 -2 points each.
 - EMD-Q, EFD-Q, and EPD-Q. - 2 points each.
 - 1 point each for the following classes
 - APCO Law enforcement communications.
 - APCO Fundamentals of Tactical Dispatch.
 - APCO Fire Service communications.
 - APCO Disaster Operations and Communications Center.
 - APCO active Shooter Incidents.

PHYSICAL DEMANDS

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

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 frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, 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 tools and equipment as appropriate or as assigned, including Headset, Computer Aided Dispatch, Protocol Cards, Priority Dispatch Pro QA Police, Fire and Medical, AVL.

WORK ENVIRONMENT

This work is performed in an office environment. There are no health, safety, or environmental factors. The employee must wear protective equipment as apparent or assigned, if any.

ACKNOWLEDGEMENT

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SIGNATURE

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

Employee Signature

Date



FIRE LOGISTICS OFFICER – 8111

FLSA Status: Non-Exempt

Computer Code: 3

BRIEF DESCRIPTION

Working under the supervision of the Deputy Chief Operations, the Logistics Officer plans, directs, and reviews the logistics operations of the Fire Department including Fire Maintenance, Opticom Management, hydrant mapping and management, and fire facilities planning, maintenance and management. The Logistics Officer has the capability to serve as a Fire Officer or Safety Officer during suppression functions within the fire 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.

- Manages the Fire Department's Logistics objectives.
- Supports the Fire Department by providing supplies and equipment for fire suppression, hazardous material, rescue, and emergency medical services.
- Responsible for management of facility maintenance of the fire stations and associated structures, including household items and office necessities.
- Serves as the assistant administrator of the fire departments Fire Domain ordering system.
- Responsible for purchasing, receiving, and inventory control.
- Coordinate research into new tools and equipment to ensure that the fire department has the right tools to be safe and effective.
- Briefs Senior Staff on operations of the Department's fire maintenance.
- Develops, implements, and monitors program goals and objectives, policies, procedures, emergency scene rehabilitation response guidelines, and protocols in compliance with Federal, State and local laws and regulations.
- Writes and submits grant applications.
- Assists with policy development, interprets policy and establishes methods and procedures.
- Assists with budget preparation for supplies; provides accurate estimates; monitors expenditures and applies cost-saving techniques.
- Schedules and coordinates annual equipment testing.
- Ensures that apparatus are properly equipped and ready to respond to emergency situations.
- Establishes and maintains vendor relationships and services as departmental liaison.
- Perform and maintain inventory control of safety supplies, EMS supplies, etc.
- Enters data pertaining to testing of equipment and safety supplies into the computer system.
- Coordinate research into new tools and equipment to ensure that the fire department has the right tools to be safe and effective.

ADDITIONAL DUTIES

- Performs additional duties as assigned.

JOB REQUIREMENTS

Education and Experience

High School Diploma or GED, supplemented by post-secondary study or training: e.g. vocational, business, technical school, with six years of firefighting experience and a thorough understanding of Fire/EMS operations.

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
- Annual Physical Fitness Work Performance Evaluation Test
- E.M.T. (Emergency Medical Technician) Certified
- Must possess ICS 100, 200, 300 and IS 700.A, 701.A, 703.A, 704
- Firefighter I and II Certification
- Fire Officer I
- EVOC
- Safety Officer

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

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 system of real numbers; 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 the use of standard technical skills appropriate to the work environment of the organization.

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

No responsibility for direction or supervision of others.

PHYSICAL DEMANDS

- Medium physical effort, exerting up to 20-50 lbs. occasionally, 10-25 lbs. frequently; or up to 10 lbs. constantly.
- Adequate vision, hearing, talking to use computer, telephone and communicate effectively with others.
- Frequent standing, walking, lifting, carrying.
- Occasional sitting, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, bending, twisting.
- Rarely climbing, 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.
- Experiences frequent change of tasks.
- May occasionally experience time pressure, emergency situations, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.
- May rarely experience a noisy/distracting environment.

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 may be occasional exposure to extreme temperatures; wetness/humidity; communicable diseases; chemical hazards; and electrical hazards.

The employee is expected to use appropriate protective equipment (including hard hat, safety glasses, and gloves) as apparent or assigned, if any.

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



POLICE ACCREDITATION MANAGER – 8307

FLSA Status: Exempt

Computer Code: 4

BRIEF DESCRIPTION

Oversees accreditation processes for the Danville Police Department; collaborates with the Police Department supervisory team to formulate, implement, and communicate policies and procedures; manages the department's national and state accreditation processes to include ensuring compliance and training and various types of presentations to department personnel, and conducts regular reviews with appropriate staff and revise department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Virginia Law Enforcement Professional Standards Commission (VLEPSC), legislative mandates and judicial rulings; other duties include providing direct or indirect service to citizens as 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.

- Manages the department's national and state accreditation processes to include ensuring compliance and training and various types of presentations to department personnel; and conducts regular reviews with appropriate staff and revise department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Virginia Law Enforcement Professional Standards Commission (VLEPSC), legislative mandates and judicial rulings.
- Develops, writes, revises, and manages the department's catalog of policies and forms to meet accreditation standards; and maintains accreditation files; conducts regular reviews of policies and procedures to meet all current CALEA and VLEPSC standards, legislative mandates and judicial rulings.
- Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
- Serves as the department's representative to the Virginia Association of the Commission on Accreditation for Law Enforcement Agencies Accreditation Professionals and the Commission on Accreditation for Law Enforcement Agencies, Inc.; and provides various presentations to Danville Police Officers and command staff about accreditation, policy, and other planning issues.

ADDITIONAL DUTIES

- Conducts trainings pertaining to accreditation standards and law enforcement best practices.
- Conducts mock assessments internally to ensure adherence to accreditation standards.
- 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

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 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.

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

Essential functions are regularly performed without exposure to adverse environmental conditions.

The employee is expected to use appropriate protective equipment for the assigned task; 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.

Employee Signature

Date

Council Letter

City of Danville, Virginia



CL-2547

New Business D.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Consideration of a Moral Obligation for Loan Renewal--1350 Barker Road

From: Corrie Bobe, Director of Economic Development

COUNCIL ACTION

Business Meeting: 06/15/2021

SUMMARY

This moral obligation will provide for an extension of an existing action by City Council to provide for the Industrial Development Authority to borrow funds from American National Bank & Trust Company to purchase 1350 Barker Road property and building. The amount of the loan will \$956,000, and it is for a three-year term with an amortization schedule of 15 years. The first six months of the term will be interest only to allow the Office of Economic Development to market the property aggressively prior to incurring principal payment on the loan.

BACKGROUND

The IDA purchased 1350 Barker Road property from the former business, U. S. Green Energy, at the time that company filed bankruptcy and closed all operations. The property has a relatively new building, which is in excellent condition and consists of 27,000 square feet of finished manufacturing space with associated office and service area, also finished. The property itself covers 59.12 acres in Cane Creek Centre. This request for a moral obligation is to provide for a continuation of the loan agreement with American National Bank, and with this renewal, there will be a twenty-five basis point reduction in interest rate resulting in a savings to the City and the IDA. Danville has a very limited number of suitable buildings for a manufacturing operation, and this property provides some needed inventory. The accompanying acreage will allow for significant expansion of a facility on the site.

RECOMMENDATION

Staff recommends that Council approves a moral obligation as prepared by the City Attorney and the attorney representing American National Bank and Trust Co.

Attachments

Resolution

Attachment 1

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2021-_____._____

A RESOLUTION AUTHORIZING AND APPROVING EXECUTION OF A MORAL OBLIGATION AGREEMENT BY AND BETWEEN THE CITY OF DANVILLE, VIRGINIA AND AMERICAN NATIONAL BANK AND TRUST COMPANY, A VIRGINIA BANKING CORPORATION.

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Danville, Virginia, that a Moral Obligation Agreement, substantially in the form attached hereto and made a part hereof, between the City of Danville and Movement Bank, a Virginia banking corporation Company be, and the same is hereby, approved; and

BE IT FURTHER RESOLVED, that the City Manager, or his designee, be, and he is hereby, authorized and directed to execute such Moral Obligation Agreement on behalf of the City.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Approved as to
Form and Legal Sufficiency:

CITY ATTORNEY

MORAL OBLIGATION AGREEMENT OF CITY OF DANVILLE

THIS MORAL OBLIGATION AGREEMENT made as of the _____ day of _____, 2021, by and between the **CITY OF DANVILLE, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (the “**City**”), and **AMERICAN NATIONAL BANK AND TRUST COMPANY**, a national banking association (“**American National**”), to-wit:

Background:

A. The Industrial Development Authority of Danville, Virginia (the “**Authority**”), was created under the Industrial Development and Revenue Bond Act (§15.2-4900 et seq.) of the Code of Virginia to promote development, industry and trade.

B. The Authority borrowed funds from American National in 2019 for the purposes of acquiring real estate consisting of approximately 59.12 acres, and improvements thereon, located at and commonly known as 1350 Barker Road, Ringgold (Pittsylvania County GPIN 2347-39-1745), Virginia (the “**Property**”), in order to make it available for industry and trade opportunities, thereby promoting local industrial development and the economy of the City. The loan associated with the Property is set to mature in 2021, and the Authority seeks to renew the loan with American National.

C. In furtherance of the foregoing, the Authority has obtained a commitment from American National to renew the Property loan for a term of thirty six (36) months, with monthly payment amortized over a period of 180 months, in the principal amount not to exceed Nine Hundred Fifty Six Thousand Two Hundred Fifty and 00/100 Dollars (\$956,250.00), plus loan origination and related loan and closing costs (the “**Loan**”), and, as part of that commitment, American National requires the moral obligation of the City to repay the Loan with American National in the event that the Authority fails to do so.

Agreement:

NOW, THEREFORE, for and in consideration of the foregoing promises and the mutual benefit to be derived therefrom and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. In the event the Authority fails to repay the indebtedness associated with the Loan provided by American National in accordance with the terms of its repayment stated therein, the City hereby acknowledges that, to the extent permitted by law, it has a moral obligation to pay American National such amounts otherwise due from and payable by the Authority with respect to such Loan. In the event of nonpayment by the Authority, American National, by its duly authorized representative, shall submit an appropriation request to the City in the amount sufficient to make current payments on the Loan then due American National by the Authority and to protect and maintain the Authority’s ownership interest in the Property and related improvements and equipment (the “**Deficiency Amount**”). Subject to the making of

appropriations pursuant to the provisions of this Paragraph 1, the City shall pay American National the amount of such Deficiency Amount appropriated as soon as practicable.

2. American National shall apply any funds so appropriated and paid to it by the City pursuant to this Agreement toward the Authority's obligations under the Loan provided by American National as contemplated by this Agreement.

3. Continuing until such time as there is no longer a Deficiency Amount, the City Manager of the City (the "**City Manager**") shall include any Deficiency Amounts due American National with respect to the Loan in his budget submitted to the City Council for the following fiscal year as an amount to be appropriated to or in respect of the Loan. The City Manager shall deliver to American National, within fifteen (15) days after the adoption of the City's budget for each fiscal year in which a Deficiency Amount was requested as provided herein, but not later than July 15 of each year, a letter, on letterhead of the City Manager's Office, stating whether the City Council has appropriated for payment to American National an amount equal to the Deficiency Amounts.

4. If at any time American National believes there is a Deficiency Amount or that amounts appropriated by City Council are insufficient to fulfill the Authority's obligations with respect to the Loan, American National shall notify the City Manager of the Deficiency Amounts or such insufficiency and the City Manager shall request a supplemental appropriation from City Council in the amount necessary to make such payments.

5. The City Manager shall present each request for appropriation pursuant to Paragraph 4 above to City Council and City Council shall consider such request at City Council's next regularly scheduled meeting at which it is possible to satisfy any applicable notification and all other legal requirements. Not later than five (5) business days after such meeting, the City Manager shall notify American National as to whether the amounts so requested were appropriated. If City Council shall fail to make any such appropriation, the City Manager shall add the amount of such requested appropriation to the amount to be requested in the next fiscal year.

6. City Council hereby undertakes a non-binding obligation to appropriate such amounts as may be requested from time to time pursuant to Paragraphs 3, 4 and 5 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. The City Council, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations.

7. Nothing herein contained is or shall be deemed to be a lending of the credit of the City to American National, the Authority, the Property or to any other person or entity (unless specifically set forth otherwise), and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the City, nor shall anything herein contained legally bind or obligate the City Council to appropriate funds for the purposes described herein.

8. Any notices or requests required to be given hereunder shall be deemed given if hand-delivered or sent by registered or certified mail, postage prepaid, addressed as follows:

If to the City: City of Danville, Virginia
Municipal Building, Patton Street
P. O. Box 3300
Danville, VA 24543
Attention: City Manager

With a copy to: The City Attorney's Office
Municipal Building, Patton Street
P.O. Box 3300
Danville, VA 24543

If to American National: American National Bank and Trust Company
628 Main Street
P. O. Box 191
Danville, VA 24543
Attention: President

9. If any clause, provision, or paragraph of this Agreement shall be held illegal or invalid by a court, the illegality or invalidity of such clause, provision, or paragraph shall not affect any of the remaining clauses, provisions, or paragraphs hereof, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision, or paragraph had not been contained herein. In the event that any question should arise as to whether any provision contained herein shall be in violation of law, then such provision shall be construed as the agreement of the parties hereto to the full extent permitted by law.

10. This Agreement and the performance thereof shall be governed by and enforced under the laws of the Commonwealth of Virginia, and if legal action by either party is necessary for or with respect to the enforcement of any or all of the terms and conditions hereof, then exclusive venue therefore shall lie in the City of Danville, Virginia.

11. This Moral Obligation Agreement supersedes all prior understandings and agreements of the parties hereto with respect to the subject matter hereof and contains the entire agreement and understanding of the parties in connection with the transactions contemplated hereby.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the City of Danville, Virginia has caused its name to be subscribed hereunto by its City Manager, as authorized and directed by the City Council, City of Danville, and its seal to be hereto affixed and attested by the City Clerk, and American National has caused its name to be subscribed hereunto by Ted R. Laws, its duly authorized representative, all as of the date first above written.

CITY COUNCIL, CITY OF DANVILLE

By: _____

Name: Ken Larking

Title: City Manager

(SEAL)

Attest:

City Clerk

**AMERICAN NATIONAL BANK AND TRUST
COMPANY**

By: _____

Name: Ted R. Laws

Title: Senior Vice President

Council Letter

City of Danville, Virginia



CL-2572

New Business E.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Consideration of Approval of a Support Agreement with the Danville-Pittsylvania Regional Industrial Facility Authority

From: Corrie Bobe, Director of Economic Development

COUNCIL ACTION

Business Meeting: 06/15/2021

SUMMARY

The Danville Pittsylvania Regional Industrial Facility Authority (RIFA) has requested that Appalachian Power Company (APCO) relocate an approximately two (2) mile portion of an existing 69kv transmission line that runs through lots 4, 8, and 9 within the Southern Virginia Megasite at Berry Hill prior to December 31, 2021. The cost to relocate this line is approximately \$4,500,000 and RIFA has made a request to the Virginia Tobacco Commission (Commission) to finance this project by utilizing a portion of Pittsylvania County's Southside Allocation. The Commission approved this loan at an interest rate of 1.5% per annum and also agreed to a repayment forbearance period of 10 years. The Virginia Resources Authority will service the loan. APCO has agreed to refund all or a portion of the cost of this project each time there is a new customer that locates to lots 4, 8, and 9, and enters into a capacity contract for at least 1 megawatt over a 5-year period. (Existing customers also qualify.) The Commission has requested the approval of a support agreement between the City of Danville and Danville Pittsylvania Regional Industrial Facility Authority for this project.

BACKGROUND

Over the past decade, the City of Danville and Pittsylvania County have partnered to develop the Southern Virginia Megasite at Berry Hill, which is approximately 3,500 acres of land located near Virginia's southern border with North Carolina and on the west side of Danville. Owned by the Danville Pittsylvania Regional Industrial Facility Authority (RIFA), this megasite was created to increase employment opportunities and attract major investment to the region. Appalachian Power Company (APCO), who is the electric service provider at this site, currently has a 69kv electric transmission line that transects this property. In order to better market this site and accommodate future construction within the park, RIFA has requested that APCO relocate an approximately two (2) mile portion of this existing transmission line that runs through lots 4, 8 and 9 of this property to the southern edge of the lots prior to December 31, 2021. Relocation of the power line has also been identified as high priority during RIFA's pursuit of the coveted Megasite Certification from Quest Site Solutions (previously McCallum Sweeney), the site selection criteria used by large industrial projects and by every OEM automotive plant over the last three decades.

RECOMMENDATION

Staff recommends approval of the support agreement with the Danville-Pittsylvania Regional Industrial Facility Authority.

Attachments

Resolution
Support Agreement

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2021-____.____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANVILLE,
VIRGINIA APPROVING A SUPPORT AGREEMENT WITH THE DANVILLE-
PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY.

WHEREAS, the Danville-Pittsylvania Regional Industrial Facility Authority (the “Authority”) is a political subdivision of the Commonwealth of Virginia duly created by the County of Pittsylvania, Virginia (the “County”), and the City of Danville, Virginia (the “City”) pursuant to the terms of the Virginia Regional Industrial Facilities Act, as amended (the “Act”); and

WHEREAS, the Authority, the County and the City have previously developed a “megapark” industrial park known as “Southern Virginia Megasite at Berry Hill” on approximately 3,700 acres of land owned by the Authority (the “Megapark”); and

WHEREAS, to facilitate efforts to attract large industrial facilities to the Megapark, and thereby increase employment opportunities and promote economic development within the region, the Authority and Appalachian Power Company (“APCO”) have entered into a Performance Agreement dated as of January 13, 2021 (the “Performance Agreement”), pursuant to which the Authority has requested APCO to relocate an approximately two-mile portion of an existing 69kV transmission line and to undertake such related work necessary to accomplish such relocation (collectively, the “Project”), and APCO has agreed to undertake the Project at an estimated cost of \$4,500,000, subject to adjustment as set forth in the Performance Agreement; and

WHEREAS, the Authority has submitted an application to the Virginia Tobacco Region Revitalization Commission (the “Commission”) for a loan in the amount of \$4,500,000 to finance the costs of the Project and to pay related issuance and financing costs; and

WHEREAS, the Commission has agreed to make such loan pursuant to the terms of a Financing Agreement between the Commission and the Authority (the “Financing Agreement”), which shall be evidenced by the Commission’s purchase of a revenue bond (the “Bond”) to be issued by the Authority; and

WHEREAS, as a condition of making such loan, the Commission has required from each of the City and the County a non-binding undertaking to appropriate from time to time sufficient monies to enable the Authority to repay such loan to the extent that other funds received by the Authority under the Performance Agreement are insufficient therefor, with the City and the County each being responsible for one-half of the loan repayments; and

WHEREAS, the Authority has requested that (a) the City enter into a Support Agreement (the “City Support Agreement”), between the City, the Authority and the

Commission and (b) the County enter into a Support Agreement (the “County Support Agreement”), between the County, the Authority and the Commission; and

WHEREAS, a draft form of the City Support Agreement has been made available to the City Council (the “Council”) at or prior to this meeting.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANVILLE, VIRGINIA:

1. Form and Authorization of City Support Agreement. The City is hereby authorized to enter into the City Support Agreement in substantially the form heretofore made available, which is hereby approved, with such variations, insertions, changes or deletions (including without limitation changes to the date thereof) as may be approved by the Mayor or the Vice Mayor of the City or the City Manager.

2. Execution and Delivery of City Support Agreement. The Mayor and the Vice Mayor of the City and the City Manager, any of whom may act, are each authorized and directed to execute the City Support Agreement on behalf of the City. The Clerk and Deputy Clerk of the City, either of whom may act, are each authorized and directed to affix the seal of the City to the City Support Agreement (if required), attest the seal (if required) and deliver the City Support Agreement to the other parties thereto.

3. Further Actions. The Mayor and the Vice Mayor of the City and other officers and agents of the City, including the City Manager and the Finance Director, are authorized and directed to take such further actions as they deem necessary regarding the execution and delivery of the City Support Agreement, including, without limitation, the execution and delivery of any closing documents and certificates with respect to the issuance of the Bond by the Authority. All such actions previously taken by the Mayor, Vice Mayor or such officers and agents are hereby approved, ratified and confirmed.

4. Limitation of Liability of Officials of the City. No covenant, condition, agreement or obligation contained herein shall be deemed to be a covenant, condition, agreement or obligation of an officer, employee or agent of the City or City Council in his or her individual capacity, and no officer of the City or City Council executing the City Support Agreement shall be liable personally on the City Support Agreement or be subject to any personal liability or accountability by reason of the execution and delivery thereof.

5. Effective Date. This Resolution shall take effect immediately.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO
FORM AND LEGAL SUFFICIENCY:

CITY ATTORNEY

CERTIFICATE

The undersigned Clerk of the City of Danville, Virginia, does hereby certify that the foregoing constitutes a true and correct extract from the minutes of a meeting of the City Council held on June __, 2021, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing Resolution, a quorum was present. The vote of the members of the City Council upon the foregoing Resolution was as follows:

Member	Present/Absent	Vote
--------	----------------	------

WITNESS MY HAND and the seal of the City of Danville, Virginia, this ____ day of June, 2021.

Clerk, City of Danville, Virginia

**SUPPORT AGREEMENT
DANVILLE-PITTSYLVANIA
REGIONAL INDUSTRIAL FACILITY AUTHORITY
LOAN NO. ____**

THIS SUPPORT AGREEMENT is made as of the first day of June, 2021, by and among the **CITY COUNCIL OF DANVILLE, VIRGINIA** (the “Council”), acting as the governing body of the City of Danville, Virginia (the “City”), the **DANVILLE-PITTSYLVANIA REGIONAL INDUSTRIAL FACILITY AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the “Borrower”), and the **VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the “Commission”), as purchaser of the Local Bond, as hereinafter defined, pursuant to a Financing Agreement dated as of the date hereof (the “Financing Agreement”), between the Borrower and the Commission.

RECITALS:

WHEREAS, the Borrower has determined that it is in its best interest to issue and sell a revenue bond in an original aggregate principal amount not to exceed \$4,500,000 (the “Local Bond”) to the Commission pursuant to the terms of the Financing Agreement in order to finance the Project; and

WHEREAS, the Council adopted on June __, 2021, a resolution authorizing, among other things, the execution of an agreement providing for a non-binding obligation of the [Board][Council] to consider certain appropriations in support of the Local Bond and the Project.

AGREEMENT

NOW, THEREFORE, for and in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Unless otherwise defined, each capitalized term used in this Support Agreement shall have the meaning given it in the Financing Agreement.
2. The Borrower shall issue the Local Bond and to use the proceeds thereof to pay the Project Costs.
3. No later than May 15 of each year, beginning May 15, 2022, the Borrower shall notify the [Board][Council] of an amount that constitutes fifty percent (50%) the amount by which the Borrower reasonably expects the Revenues to be insufficient to pay (i) the debt service obligations under the Financing Agreement and the Local Bond, and (ii) the Additional Payments in full as and when due during the City’s fiscal year beginning the following July 1 (the “Annual Deficiency Amount”).
4. The City Manager of the City (the “City Manager”) shall include the Annual Deficiency Amount in his or her budget submitted to the Council for the following fiscal year as an amount to be appropriated to or on behalf of the Borrower. The City Manager shall deliver to the Commission within ten days after the adoption of the City’s budget for each fiscal year, but

not later than July 15 of each year, a certificate stating whether the Council has appropriated to or on behalf of the Borrower an amount equal to the Annual Deficiency Amount.

5. If at any time Revenues shall be insufficient to make any of the payments referred to in paragraph 3 hereof, the Borrower shall notify the City Manager of the amount of such insufficiency and the City Manager shall request a supplemental appropriation from the Council in the amount necessary to make such payment.

6. The City Manager shall present each request for appropriation pursuant to paragraph 5 above to the Council, and the Council shall consider such request, at the Council's next regularly scheduled meeting at which it is possible to satisfy any applicable notification requirement. Promptly after such meeting, the City Manager shall notify the Commission as to whether the amount so requested was appropriated. If the Council shall fail to make any such appropriation, the City Manager shall add the amount of such requested appropriation to the Annual Deficiency Amount reported to the City by the City Manager for the City's next fiscal year.

7. The Council hereby undertakes a non-binding obligation to appropriate such amounts as may be requested from time to time pursuant to paragraphs 4 and 5 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. The Council, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations in future fiscal years, and hereby recommends that future City Councils do likewise.

8. Nothing herein contained is or shall be deemed to be a lending of the credit of the City to the Borrower, the Commission, APCO or to any holder of the Local Bond or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the City, nor shall anything herein contained legally bind or obligate the Council to appropriate funds for the purposes described herein.

9. Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed (i) if to the City, to 427 Patton Street, Suite 403, Danville VA, 24541, Attention: City Manager, (ii) if to the Borrower, to the RIFA Secretary, 427 Patton Street, Room 428, Danville VA, 24541 Attention: Chairman, and (iii) if to the Commission, to 701 East Franklin Street, Suite 501, Richmond, Virginia, 23219, Attention: Executive Director. Any party may designate any other address for notices or requests by giving notice.

10. It is the intent of the parties hereto that this Agreement shall be governed by the laws of the Commonwealth of Virginia.

11. This Agreement shall remain in full force and effect until the Local Bond and all other amounts payable by the Borrower under the Financing Agreement have been paid in full.

12. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed in their respective names as of the date first above written.

**CITY COUNCIL OF THE CITY OF DANVILLE,
VIRGINIA**

By: _____

Title: _____

**DANVILLE-PITTSYLVANIA REGIONAL
INDUSTRIAL FACILITY AUTHORITY**

By: _____

Title: _____

**VIRGINIA TOBACCO REGION REVITALIZATION
COMMISSION**

By: _____

Title: _____

Council Letter

City of Danville, Virginia



CL-2526

New Business F.

City Council Regular Meeting

Meeting Date: 06/15/2021

Subject: Federal Aviation Administration Grant

From: Marc Adelman, Director of Transportation Services

COUNCIL ACTION

First Reading: 06/01/2021

Final Adoption: 06/15/2021

SUMMARY

The Federal Aviation Administration (FAA) oversees a discretionary grant program that provides funds to general aviation airports for design services and construction activities related to capital projects. The FAA has approved federal funding for design services to rehabilitate the airport's south ramp. Federal funding will be provided to finance one hundred percent of the project cost, therefore no local match is required to complete design services activities.

BACKGROUND

In 2001, federal and state funding was received by the City of Danville to construct a concrete ramp that includes two taxiway connections. The ramp is 525' x 410' and is located on the south side of the airfield near the T-Hangar area and the taxiway that parallels the primary runway. Concrete was primarily used to develop the taxiway connections and the ramp. However, the current condition of this project area requires a full rehabilitation.

Blackening and cracking was detected on the surface of the ramp. Therefore, cores were extracted from the ramp to complete an analysis to determine the quality and condition of the concrete. Through outside analysis, it was confirmed that the concrete is affected by an Alkali Silica Reaction (ASR), which can cause serious expansion and cracking resulting in major structural problems. In the case of ASR, this reaction can occur years after the concrete is poured.

ASR is caused by a reaction between the hydroxyl ions in the alkaline cement pore solution in the concrete and reactive forms of silica in the aggregate such as quartzite and chert. A gel is produced, which increases in volume by taking up water and causes an expansive pressure, resulting in failure of the concrete. For ASR to occur, a sufficiently high alkali content of the cement must be present as well as available water in the concrete and a reactive aggregate such as chert.

Planned engineering service activities will involve additional geotechnical analysis and the development of bid specifications to address the condition of the concrete so the ramp and taxiway connections can be rehabilitated. It is anticipated that the concrete will be broken up into small pieces and overlaid with asphalt using specialized equipment. This process saves with the expense of transporting removed material to a disposal site and purchasing new base material to pave. The intended result is to provide a

smoother pavement surface than would be obtained if a layer of asphalt were applied to an unbroken concrete surface.

RECOMMENDATION

It is recommended that City Council approve an Ordinance amending the Fiscal Year 2021 budget Appropriation Ordinance to provide for Federal Aviation Administration capital grant funding to complete engineering services. No local share is required for this project.

Attachments

Ordinance
Project Area

PRESENTED: _____

ADOPTED: _____

ORDINANCE NO. 2021-_____- _____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021 BUDGET APPROPRIATION ORDINANCE TO PROVIDE FOR ADDITIONAL FEDERAL AVIATION FUNDING FOR THE PURPOSE OF COMPLETING DESIGN SERVICES TO REHABILITATE TAXIWAY CONNECTIONS AND THE SOUTH RAMP AT THE DANVILLE REGIONAL AIRPORT WITH NO LOCAL MATCHING SHARE.

WHEREAS, airport engineering design services are needed to rehabilitate taxiway connections and the south ramp located at the Danville Regional Airport; and

WHEREAS, the engineering services project will be funded at one-hundred percent with federal capital aid; and

WHEREAS, the south ramp is needed to support future hangar development and aircraft parking at the Danville Regional Airport.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Danville, Virginia, that the Fiscal Year 2021 Budget Appropriation Ordinance be, and it is hereby, amended by increasing revenues for a grant from the Federal Aviation Administration in the amount of \$172,272 such funds to be appropriated as follows:

ANTICIPATED REVENUES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Rehab south ramp and taxiway connections Federal Aviation Administration Funds	61661000-48420	<u>\$172,272</u>

ANTICIPATED EXPENDITURES

<u>Description</u>	<u>Account No.</u>	<u>Amount</u>
Rehab South Ramp & Taxiway Connect.	61661999-50	<u>\$172,272</u>

AND BE IT FURTHER ORDAINED, that all other accounts and provisions of the Fiscal Year 2021 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



Taxiway Connection and South Ramp Rehabilitation Project